

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



AGENDA

MEETING DATE: Thursday, December 3, 2009

TIME: 7:00 p.m.

LOCATION: Main Boardroom, Administration Office, 100 Dissette Street, Units 7 & 8, Bradford, ON

- | | | <i>Action by:</i> |
|-----|--|----------------------|
| 1. | <u>Call to Order</u>

"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at _____p.m." | <i>John McCallum</i> |
| 2. | <u>Declaration of Pecuniary Interest</u>

Chairman McCallum to remind Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder. | <i>John McCallum</i> |
| 3. | <u>Approval of Agenda / Changes</u> | <i>John McCallum</i> |
| 3.1 | "That the Board approve the Agenda dated Thursday, December 3, 2009, as printed and circulated."

Pgs 1-2 | |
| 4. | <u>Adoption of Board Minutes</u> | <i>John McCallum</i> |
| 4.1 | "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held Wednesday, October 21, 2009 at 2:00 p.m., be approved, as printed and circulated."

Pgs 3-7 | |
| 5. | <u>Comments by the Chairman</u> | <i>John McCallum</i> |
| 6. | <u>Presentations / Deputations</u> | |
| 7. | <u>Correspondence / Reports</u> | |
| 7.1 | K Smart Memo re: wells

"That a Memo dated November 26, 2009, from the office of Kenn Smart of K Smart Associates Ltd. be received, for information."

Pgs 8-12 | <i>Frank Jonkman</i> |
| 7.2 | Holland Marsh financial update | <i>Sarah Murray</i> |

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

	<p>“That a year to date financial update regarding the Holland Marsh Drainage System Joint Municipal Services Board, be received, for information.”</p>		
7.3	<p>DRAFT Business Plan & Budget, 2010</p>	Pgs 13-16	<i>Frank Jonkman & Sarah Murray</i>
	<p>“That the Holland Marsh DRAFT Business Plan and Budget for 2010, be received, for information/approved.”</p>		
7.4	<p>Report of the Drainage Superintendent</p>	Pgs 17-44	<i>Frank Jonkman</i>
	<p>“That the Report of the Drainage Superintendent dated November 26, 2009, be received, for information.”</p>		
7.5	<p>In-Camera Item</p>	Pgs 45-48	<i>John McCallum</i>
	<p>“That this Board now move in-camera under the provisions of the Municipal Act, 2001, Subsection 239(2)(f) at _____ p.m. to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose;”</p>		
8.	<p><u>New Business</u></p>		
9.	<p><u>Future Meeting Schedule</u></p>		<i>John McCallum</i>
9.1	<p>“The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____ at _____, _____”</p>		
10..	<p><u>Adjournment</u></p>		<i>John McCallum</i>
10.1	<p>“That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at _____ p.m.”</p>		

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



MINUTES

MEETING DATE: Wednesday, October 21, 2009

TIME: 8:00 p.m.

LOCATION: South Simcoe Police Services, 81 Melbourne Ave., Bradford, ON

ATTENDANCE RECORD:

MEMBERS PRESENT:

John McCallum, Councillor – BWG
Doug White, Mayor – BWG
Margaret Black, Mayor – King
William Eek, Appointee
Jack Rupke, Councillor – King
Jim Verkaik, Member Dan Sopuch, Appointee -at-Large
Brian Visser, Appointee

REGRETS:

STAFF PRESENT:

Jay Currier, CAO – BWG
Chris Somerville, Clerk – King
Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary Treasurer

REGRETS:

Scott Somerville, CAO – King

OTHERS:

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

1.	<u>Call to Order</u>	<i>John McCallum</i>
1.1	HM-2009-075 Moved by: J. Rupke Seconded by: D. White "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 8:00 p.m." CARRIED.	
2.	<u>Declaration of Pecuniary Interest</u>	<i>John McCallum</i>
2.1	Chairman McCallum reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder. There were no declarations of Municipal Conflict of Interest declared.	
3.	<u>Approval of Agenda / Changes</u>	<i>John McCallum</i>
	Chairman McCallum asked if there were any errors or omissions to the Agenda. There were no changes and declared the Agenda adopted and signed same.	
3.1	HM-2009-076 Moved by: J. Rupke Seconded by: D. White "That the Board approve the Agenda, dated Wednesday, October 21, 2009, as printed and circulated." CARRIED.	
4.	<u>Adoption of Board Minutes</u>	<i>John McCallum</i>
4.1	Chairman McCallum asked if there were any errors or omissions to the Minutes. There were no changes and declared the Minutes adopted and signed same. HM-2009-077 Moved by: J. Verkaik Seconded by: D. White "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Tuesday, September 1, 2009, be approved, as printed and circulated." CARRIED.	
5.	<u>Comments by the Chairman</u>	<i>John McCallum</i>
	Chairman McCallum began by apologizing for having to call this meeting on such short notice however there have been some	

discussions on and off over the past week regarding County Rd. No. 8 and treatment thereof during and after the HMDSCIP..

Also a reminder that Soup-a-licious is this weekend so pass the word around to extend support for this fun-filled event. .

6. **Presentations / Deputations**

John McCallum

7. **Correspondence / Reports**

Frank Jonkman

The Town manager for BWG began with bringing board members up to speed on the issue with the County of Simcoe and its concerns pertaining to the treatment of County Rd. No. 8 / Canal Road during and after the canal improvement project

As a result the County proposed an agreement be entered into with this board which would alleviate the County's concerns relating to County Rd. No. 8.

The agreement sets out a number of requirements. One of which outlines the requirements of contractors during the course of construction, that contractors be held liable for damages to the road as a result of this work, among other items.

A question arose relating to the impact of this requirement on potential bidders however, it was made clear this is a very standard requirement when conducting works on municipal property and is not intended to deter (potential) contractors.

It was also noted that the County is fully cognizant of its financial obligations as per the assessment schedule of the engineer's report filed January 16, 2009 and plans to budget for this over the next five years.

It was noted that the purpose of using the generic term "road authority" throughout this agreement is simply because there are plans in the future to transfer the ownership of certain roads including County Rd. No. 8 between the upper (County) and lower (BWG) tier municipalities.

The Chairman then asked if there were any further questions relating to the impact of this agreement and there were none.

7.1 **HM-2009-078**

Moved by: M. Black
Seconded by: J. Verkaik

"Whereas the Councils of the Town of Bradford West Gwillimbury and King Township have established the Holland Marsh Drainage System Joint Municipal Services Board to have control and manage

the Holland Marsh drainage system;

And Whereas the Drainage Engineer's Section 78 Report on the Holland Marsh Drainage System Canal Improvement Project, filed with the initiating municipality of Bradford West Gwillimbury, will include work along portions of County Road No. 8 (Canal Road/Dyke Road) which is currently under the jurisdiction of the County of Simcoe;

And Whereas the County is concerned with the scope of work to take place along County Road No. 8, the County requires this Board enter into an agreement (attached hereto as Schedule "A"), which will ensure that the project includes the requirement for the contractor to perform all necessary road repairs and maintenance to make sure that following construction the roads currently under County jurisdiction are returned to a state at least as good as existing;

Now Therefore, after review and consideration of the terms and conditions set out in the Municipal Road Works Agreement proposed by the County, this Board agrees to the terms and authorizes the Chair and Vice-Chair to execute the agreement."

CARRIED.

8. **New Business**

8.1 **BWG Christmas Celebration**

Chairman McCallum advised an invitation to the Town of Bradford West Gwillimbury's annual staff Christmas celebration has been extended to this board.

8.2 **HMDSCIP**

The Drainage Superintendent informally addressed the upcoming Tribunal stage of appeals set for October 27-29, 2009 and the procedure going forward; whether the appeals are finalized at this time or an extended amount of time is required to hear all appeals.

8.3 **Soup-a-licious**

A second reminder was made regarding the upcoming Soup-a-licious event this weekend to take place next to the Holland Marsh District Christian School in the hamlet of Ansnorveldt. Soup tasting is on Saturday between the hours of 10:30 a.m. and 3:30 p.m, with the entire event running from Friday, October 23 to Sunday October 25th.

9. **Future Meeting Schedule**

9.1 **HM-2009-**

John McCallum

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

Moved by:
Seconded by:

Motion deferred.
The next meeting of the Holland Marsh Drainage System Joint
Municipal Services Board will be at the call of the Chair.

10. Adjournment

John McCallum

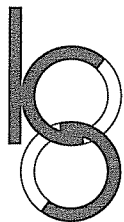
10.1 HM-2009-080

Moved by: J. Verkaik
Seconded by: J. Rupke

“That this meeting of the Holland Marsh Drainage System Joint
Municipal Services Board adjourn at 8:35 p.m.”
CARRIED.

Sarah Murray, Secretary Treasurer

John McCallum, Chairman



K. SMART ASSOCIATES LIMITED

CONSULTING ENGINEERS AND PLANNERS

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November 26, 2009

File No. 03-023

MEMO

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

ATTENTION: Chairman J. McCallum

FROM: K. A. Smart, P.Eng.
K. SMART ASSOCIATES LIMITED

RE: **HOLLAND MARSH DRAINAGE SYSTEM
AND CANAL SIDE WELLS**

Dear Chairman and Members of the Board,

It has come to my attention that one owner of a canal side well (Devald/Makarenko – Interval 1) has need to repair an existing canal side well and questions if the money may be better spent to drill a new replacement well on the Marsh side of the road.

The question has been put to me as to the approach our Canal Improvement Project will take on this matter.

I wish first to set out some background, then offer my opinion and then lastly request an appearance with the Board to discuss it.

First of all I should list what my January 2009 report states on the matter of canal side wells;

- a) Volume 1 of Final Report page 44 “Acquiring Title to Canal Road Where Required by County of Simcoe”.
- b) Volume 1 of Final Report page 53 re “Well work costs to be part of the overall project”.
- c) Volume 1 Final Report pages 57 to 58 “Recommendations re the Wells”

These are duplicated on the “Attachment” pages. Main points are underlined.



Consulting
Engineers
of Ontario

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Email: info@ksmart.on.ca

www.ksmart.on.ca

As you know, our discussion with the County of Simcoe, prior to issuing the report, generally indicated that the County proposed to relocate the 15 canal side wells to the Marsh side if they initiated a project to improve their road once the canal project was complete. At one time we did an analysis of constructing one or more communal systems to replace the canal side wells. We concluded there were minimal dollar differences to do "one on one" replacements versus doing communal approaches. Of course the County now proposes to download the road and this "well" matter is academic to the County.

With respect to my recommendations in general with respect to canal side wells, I offer the following;

1. I believe the long term goal/plan should be to eliminate canal side wells.
2. Unless new data is produced, I believe the wells should be replaced on a one on one basis rather than as a "communal" system.
3. To minimize liability to the Municipality and/or Board, to reduce Engineering costs and to simplify the one on one approach I recommend that each owner be encouraged to retain his own well driller to position, construct and hook up the new well and to legally and physically abandon/seal the old well. This approach would be at this time voluntary not mandatory.
4. I don't believe we (Board/Engineer) can make well relocation mandatory if the wells are on lands of the landowner that are used for the road. We should even obtain a legal opinion as to the municipal rights to **force** such replacement even when the well is on municipal property. The legal opinion could also advise of our responsibility to safe guard any wells not relocated. We should also obtain a legal opinion about what our liability would be if we didn't relocate the wells and we hit or damaged a well during construction. What are the liabilities to the Board or the Municipality for any circumstances related to the wells on the canal side of the Marsh?
5. I recommend, if the Board concurs that replacement should be encouraged, that we (myself and the Board) establish a fair and uniform value to be used to reimburse each landowner who relocates his well. To do this one or more local well drillers should be contacted and their input be sought re a fair cost per well. I know Art Janse did this for me during the County discussions and such should be updated (F. Constable a well driller estimated \$15,000 to drill a new 6" well, 175' deep). The Board could also consider if they would offer to provide assistance to any landowner re any knowledge they have re the existing well, re what lands should be avoided by any new well and re timing.
6. I recommend that each affected landowner eventually be given a handout to discuss what is recommended, what the reimbursement would be, what drillers could be contacted, what assistance the Board would provide and the suggested timing. The hand out could also discuss the impacts of not relocating the well and could discuss the lack of liability to the municipality/Board in any new well construction.

With respect to my specific recommendations re Devald/Makarenko's well or anyone else who may wish to do such in the near future;

1. I feel we should confirm/discuss overall policies in principal as outlined in the above paragraphs.

2. We should, if the Board agrees with the policies in general, proceed to determine the reimbursement amount.
3. We should at the same time as item 2 work notify the landowner that the Board/municipality is working towards finalizing a policy and will be considering a fair reimbursement once the policies are established. The notification could/should consider that until the policies are finalized no commitment can be given to reimbursement and that the owner will have to make his own decision, if needed shortly, to repair or to replace the well.

With respect to further discussing this matter I would be pleased to attend at your December 3 Board Meeting. We could answer any questions re the ongoing Tribunal Hearing at the same time if desired.

Respectfully submitted.

Kenn Smart, P. Eng.

ATTACHMENTS

i) Page 44

ACQUIRING TITLE TO CANAL ROAD WHERE REQUIRED BY COUNTY OF SIMCOE

The County of Simcoe has indicated that it may wish to pursue acquiring title to those sections of the North Canal Road where the road exists on a right-of-way only. The County has indicated that by doing such, it will assume any liability with respect to any incidents along the road and will allow new irrigation lines to be installed subject to a release form being signed, and that it will address the canal side well issue. As well septic beds within the right-of-way would be recognized. The County's intention is to acquire the roadway at a nominal fee but it will attend to all legal matters. A matter to be simultaneously pursued may be the closing and reedding of the unopened Town road allowances at the rear of some of the affected properties.

The Aerial Drawings included in Volume 3 have attempted to indicate where the Engineer believes the road to be on a right-of-way as opposed to already being owned by the County.

At this time, there has been no indication from the Township of King or the Town of Bradford-West Gwillimbury of intentions to acquire title to sections of the canal bank roads within their jurisdiction, where not already owned, or to relocate any canal side wells in their jurisdiction.

ii) Page 53 Paragraph 3

It is to be noted that the well work and the drain outlet work has not been grouped with irrigation and such would remain a part of the full project. As well, any contingency costs for the irrigation work has neither been shown nor assessed since the assessments to be made will be for the actual costs.

iii) Pages 57 and 58

RECOMMENDATIONS RE THE WELLS

It has been determined that there are approximately 14 canal side wells* on this project. These wells are primarily drilled wells and are along the interface of the canals and the dyke roads. Most wells have small diameter feeds across the dyke/roads to the properties on the inside. Many, especially those west of Highway 400 have overflow outlets indicating that the wells are artesian. This also was noted in the hydrogeological/geotechnical report that was prepared in 2003. This report does not anticipate any impact on wells unless they are shallow/dug wells. Any shallow wells if within 30m of the canals for sandy soils, 10m for silty soils or 5m for clayey soils, could be impacted by any dewatering that may occur of the canals. It is believed there are few shallow wells and that the majority, if not all, are drilled wells.

The recommendation of this report with respect to canal side wells is that 12** of the wells be ultimately relocated away from the edge of the dyke roads and be relocated to the building side of the dykes and two of the wells that are not being used, be sealed in accordance with MOE regulations. Notwithstanding this, the initial work at these wells, and the work that is costed to date, is to protect and work with the wells where they are.***

* now it is believed there are 17 wells

** would now be 15 wells

*** underlining was done for purposes of this letter, November 26, 2009

Discussions/communication with the County of Simcoe which has jurisdiction over the majority of Canal Road, which is the road developed at the north canal dyke and along which approximately 12 of these 14 wells are located, has indicated that it is the County's desire to relocate any such wells away from the edge of the dyke and onto the building-side lands.

This report has taken the position that if the wells are not relocated prior to or during attendance to any works that may impact the elevations adjacent to the wells, the wells are to be protected and this will be done by constructing a casing to enclose the existing wells and to protect it to above the level of any new berm or swale construction or to extend the existing small diameter steel well casing itself to above new berm or swale level. Posts or bolsters would have to be constructed around the elevated well casing to protect it from traffic.

With respect to the overflow from any artesian wells that remain, small diameter piping will be installed as part of the project to extend the overflows to the new canal locations.

With respect to the two existing canal side wells that have already been abandoned, in terms of use by the adjacent landowners, this report recommends that if the wells are not otherwise addressed by the County of Simcoe or any road authority, that the provisions of the Ministry of Environment be implemented by a licensed well driller to seal these wells as part of the project prior to any berm construction. (Costs are included to do such.)

The County of Simcoe has indicated to date that it may attend to the work and absorb the costs to relocate canal side wells to the inside of Canal Road adjacent to the building areas provided the County is able to acquire title of lands along which the road exists where such is not already in County ownership and provided release forms re existence and use of irrigation lines below the road are executed with the affected owners.

The costing in this report has assumed that any relocation of the wells will not have occurred by the time of canal improvement work.

It may be found that even if the wells are not relocated by the County in advance, that it may be necessary to relocate such in any case prior to the canal work since the wells may interfere with usage of the berm and swale, may be in the path of travelling farm equipment and will interfere with future snow clearing operations once trees are removed.

It is the understanding of this report that if any canal side well is relocated to the building side of the canal road (dyke), the artesian overflow waters, if any, will have to be directed to the landowners building side drainage system.

It is also to be noted that any existing crossing of the canal road (dyke) will not be reconstructed by this project. Should such reconstruction be necessary in the future, it will be the responsibility and cost of the landowner. A crossing by directional drilling methods would most likely be necessary when and if done.

**Holland Marsh Drainage Board
Income Statement
Month ended: November 30 2009**

Revenues:	
General Government	185,500
Drainage Superintendent	40,441
Marsh Maintenance	363,385
Total Revenues:	\$ 590,326
Operating expenses	
General Government	129,308
Drainage Superintendent	87,658
Marsh Maintenance	80,482
Bardawill pumphouse	8,440
S. 78 Eng. Report	391,591
Total Operating expenses	697,479
Net loss:	\$ (107,153)

**Holland Marsh Drainage Board
Balance Sheet
as at: November 30 2009**

ASSETS

Current Assets	
Cash in bank	-97,318
Accounts Receivable	8,563,769
Fixed Assets	
Excavator	50,000
Total Current Assets	8,516,452
TOTAL ASSETS	8,516,452

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	356,299
Other Current Liabilities	4,509
Total Current Liabilities	360,808
Total Liabilities	360,808
Equity	8,155,644
TOTAL LIABILITIES & EQUITY	8,516,452

Holland Marsh Drainage System Joint Municipal Services Board
Budget v. Actual Analysis

	<u>Jan - Nov 09</u>	<u>Budget</u>	<u>\$ Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Revenue				
Town of Bradford W.G.	119,963	64,120	55,843	187.1%
King Township	112,322	57,885	54,437	194.0%
Other	165,000	165,000	0	100.0%
Governance	1,612	0	1,612	100.0%
Total Revenue	<u>398,897</u>	<u>287,005</u>	<u>111,892</u>	<u>139.0%</u>
OMAFRA*	15,477	26,000	(10,523)	59.5%
Deferred Revenue - Mill Grant	10,139,026	10,139,026	0	100.0%
Road Authorities Mtce fees	9,582	12,221	(2,639)	78.4%
Landowner Mtce fees	102,562	107,492	(4,930)	95.4%
Total Income	<u>10,665,544</u>	<u>10,284,739</u>	<u>380,805</u>	<u>103.7%</u>
Expense				
General Government				
Board Remuneration	8,600	15,000	(6,400)	57.3%
-Wages- Full time	42,859	50,000	(7,141)	85.7%
Benefits	11,612	6,000	5,612	193.5%
Office Supplies	2,283	2,500	(217)	91.3%
Subscriptions	0	500	(500)	0.0%
Mileage	600	6,000	(5,400)	10.0%
Memberships	765	2,500	(1,735)	30.6%
Professional Development	1,408	2,500	(1,092)	56.3%
Hydro	629	800	(171)	78.7%
Telephone	615	1,000	(385)	61.5%
Postage	138	500	(362)	27.5%
Audit	17,200	6,000	11,200	286.7%
Consulting	250	5,000	(4,750)	5.0%
Legal	15,982	10,000	5,982	159.8%
Rent	4,698	5,200	(502)	90.3%
Insurance	24,003	25,000	(997)	96.0%
Community Relations	1,578	5,000	(3,422)	31.6%
BWG Administrative Costs	11,298			
Total General Government	<u>144,516</u>	<u>165,000</u>	<u>(20,484)</u>	<u>87.6%</u>

**Holland Marsh Drainage System Joint Municipal Services Board
Budget v. Actual Analysis**

Drainage Superintendent				
Wages	81,917	40,000	41,917	204.8%
Benefits	15,816	4,000	11,816	395.4%
Mileage, Meals & Accom.	6,068	5,000	1,068	121.4%
Protective Equipment	218	800	(582)	27.3%
Mobile Telephone	1,175	1,200	(25)	97.9%
Memberships	130	500	(370)	26.0%
Professional Development	70	500	(430)	14.0%
Total Drainage Superintendent	105,394	52,000	53,394	202.7%
Equipment and Operations				
Repairs & Maintenance	1,409	8,500	(7,091)	16.6%
Supplies	283	1,000	(717)	28.3%
Gas & Diesel	3,690	3,500	190	105.4%
Equipment and Operations	5,382	13,000	(7,618)	41.4%
Main Drain Maintenance				
Supplies	80	1,000	(920)	8.0%
Repairs & Maintenance	5,112	4,500	612	113.6%
Contracted Services	0	10,000	(10,000)	0.0%
Main Drain Maintenance	5,192	15,500	(10,308)	33.5%
Pumping Station Operations				
Repairs & Maintenance	4,603	15,000	(10,397)	30.7%
Supplies	718			
Telephone	1,337	1,200	137	111.5%
Hydro	39,116	38,000	1,116	102.9%
Pumping Station Operations	45,774	54,200	(8,426)	84.5%
Perimeter Canal Maintenance				
Repairs and Maintenance	331	4,000	(3,669)	8.3%
Contracted Services	15,466	10,000	5,466	154.7%
Supplies	1,192	1,000	192	119.2%
Perimeter Canal Mtce	16,988	15,000	1,988	113.3%
Bradford Small Scheme				
Repairs and Maintenance	1,168	4,050	(2,882)	28.8%
Contracted Services	540	1,250	(710)	43.2%
Hydro	943	1,400	(457)	67.4%
Bradford Small Scheme	2,651	6,700	(4,049)	39.6%

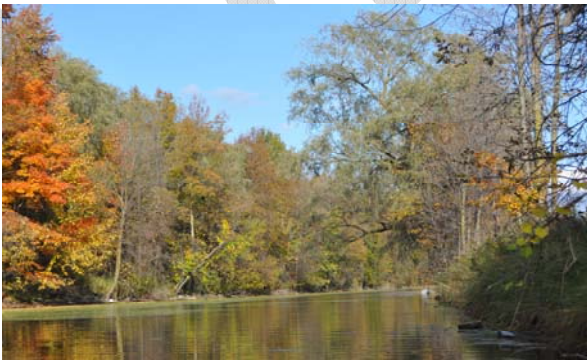
Holland Marsh Drainage System Joint Municipal Services Board
Budget v. Actual Analysis

BWG Drains				
Cullingham	0	1,800	(1,800)	0.0%
Duga	0	1,500	(1,500)	0.0%
Former Horlings	0	1,300	(1,300)	0.0%
BWG Drains	<u>0</u>	<u>4,600</u>	<u>(4,600)</u>	<u>0.0%</u>
King Internal Drains				
Drain 1	2,000	2,000	0	100.0%
Drain 1A	600	600	0	100.0%
Drain 1C	360	650	(290)	55.4%
Drain 1D	650	650	0	100.0%
Drain 1E	150	150	0	100.0%
Drain 1F	150	150	0	100.0%
Drain 2	2,000	2,000	0	100.0%
Drain 2B	500	500	0	100.0%
Drain 2C	250	250	0	100.0%
Drain 3	1,500	1,500	0	100.0%
Drain 3A	400	400	0	100.0%
Drain 5	1,000	1,000	0	100.0%
Drain 5A	950	950	0	100.0%
Drain 5B	350	200	150	175.0%
Drain 5D	225	225	0	100.0%
Drain 5E	1,000	1,000	0	100.0%
Drain 5F	300	300	0	100.0%
Drain 6	850	850	0	100.0%
King Internal Drains	<u>13,235</u>	<u>13,375</u>	<u>(140)</u>	<u>99.0%</u>
Capital - Bardawill P.H.				
Final Design/Eng.	8,440	0	8,440	100.0%
Construction costs	0	0	0	
Capital - Bardawill P.H.	<u>8,440</u>	<u>0</u>	<u>8,440</u>	<u>100.0%</u>
Capital - Canal Reconstruction				
Engineering	391,951	218,000	173,951	179.8%
Construction	0	500,000	(500,000)	0.0%
Capital - Canal Reconstruction	<u>391,951</u>	<u>718,000</u>	<u>(326,049)</u>	<u>54.6%</u>
Total Expense	<u>739,524</u>	<u>1,057,375</u>	<u>(317,851)</u>	<u>69.9%</u>
Net Ordinary Income	<u>9,926,020</u>	<u>9,227,364</u>	<u>698,656</u>	<u>107.6%</u>
Net Income	<u><u>9,926,020</u></u>	<u><u>9,227,364</u></u>	<u><u>698,656</u></u>	<u><u>107.6%</u></u>



**HOLLAND MARSH DRAINAGE SYSTEM
JOINT MUNICIPAL SERVICES BOARD**

BUSINESS PLAN 2010



1. INTRODUCTION

The Holland Marsh Drainage System Joint Municipal Services Board (the Board) has been in existence since late 2007. It was established by the Township of King and the Town of Bradford West Gwillimbury, and was created under the Municipal Act to perform specific functions and undertake prescribed works. Both municipalities passed bylaws to enter into a formal agreement for the creation of the Board.

The Board was created as a corporate entity separate from the two municipalities and has been delegated the duty of assuming the municipalities' responsibilities as they relate to the Holland Marsh, under the Drainage Act.

In accordance with the formal agreement entered into by the two municipalities, the Board is required to obtain the approval from BWG and King Council for its annual business plan. This document is thus being prepared for submission to the two municipalities along with a request from the Board that approval be granted for the plan so that the business of the Board can be executed.

Furthermore, the agreement entered into by the two municipalities provides that once its business plan is approved, the board may proceed to implement

the plan without further reference to the two municipal councils provided that it continues its work in accordance with the approved annual business plan.

The business plan is set out in five parts (in addition to this introduction) plus appendices. Part 2 is a summary of the objectives and total costs proposed in this business plan. Part 3 is a brief summary of the Board's accomplishments in 2009. Part 4 addresses the governance and administrative components of the plan while Part 5 describes the operating components of the plan. Part 6 describes the capital projects and investments. One appendix is provided. Appendix "1" contains details of the proposed expenditures and revenues for 2010.

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2. SUMMARY OF 2010 PLANNED ACTIVITIES

The following is a summary of the activities planned by the Board in 2010.

This Board intends to provide for some extensive maintenance to the dredger, including sandblasting and applying an epoxy coating to the exterior. This is intended to extend the service life of the equipment and improve its appearance as the exterior has not been properly maintained.

There are also some safety upgrades required for the dredger, which will include the installation of needed work platforms and required guard and hand rails. The purchase of a contaminant spill kit will also be implemented to better handle any potential spill of fuel into the Holland River. Other aspects include improvement to the overall performance of the dredger to improve functionality and avoid future maintenance costs.

It would also be ideal to acquire a roll-off container to store the debris collected from the main pumping station. Much of the debris pulled out of the water consists of organic matter, old fertilizer pails, oil containers and other trash related items. Currently, the process involves piling all the debris in the yard and having it picked up onto a container and hauled away by a contractor. Often high winds cause the trash to end up back in the water. The roll off container would avoid this as well as save time and labour in the

hauling process as it can all be done in-house. The container would also enhance the appearance of the Pumphouse yard.

Additionally, some of the pumping stations require a variety of surface repairs such as door placements, and hand rails among other items.

Repairs to the pumps are also required and this will include the removal and servicing of the 20 hp pump at the Bardawill Pumphouse, this particular pump had failed during the 2009 season.

Also required will be floor repairs to the Charlie Davis Pumphouse for safety reasons and will also involve the installation of a containment system under the diesel pump in order to minimize contamination to the Holland River in the advent of a fuel or oil spill.

GOVERNANCE / ADMINISTRATION

The Board continues to fine tune its governance and administration, setting operating policies and procedures for a variety of items.

MAINTENANCE AND OPERATIONS

The following drain maintenance works and operating activities are planned for 2010.

Perimeter Canal Maintenance / Debris removal

Main Drain Maintenance (main internal drain channel)

BWG Small Scheme Maintenance

Maintenance and operation of five Pumping Stations

King Internal Drain 4,

King Internal Drain 4B

King Internal Drain 4C

King Internal Drain 8C

King Internal Drain 9

King Internal Drain 14

CAPITAL WORKS

The following two capital undertakings are proposed for 2010.

HOLLAND MARSH DRAINAGE SCHEME CANAL RECONSTRUCTION

The reconstruction project is currently in the legislative stages of the Drainage Act, awaiting the final decisions of the Ontario Drainage Tribunal and later the ratification of the bylaw. Pending the decision of the Tribunal, the Board intends to apply for further emergency status work with the Ministry of

Agriculture, Food and Rural Affairs in order to begin dredging the south perimeter channel, an area in great need of improvement.

- The Engineer's Report was filed with the Town of Bradford West Gwillimbury on January 16, 2009. An updated cost estimate for the Project is currently available and the required contributions by landowner on a per acre basis has been determined.
- The Board has determined the most appropriate means for financing the majority of the costs associated with the canal reconstruction project is by way of a borrowing facility.
- The Board will continue to seek out additional funding sources taking into consideration such things as economic viability, etc.

THUMB ATTACHMENT FOR THE LONG REACH EXCAVATOR

- The Board will acquire a thumb attachment for the long reach excavator. This capital purchase is intended to assist with many aspects of maintenance including tree removal and a variety of drain obstructions.
- The Board also intends to purchase 'floatation mats' to be used when dredging close to the Holland River and other areas that are not stable

enough to support the excavation equipment. A farm implement wagon will also be required for transporting these units.

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3. SUMMARY OF EVENTS

2009 – A RECAP

- 2009 began with the filing of the drainage engineer's report (the Report) on the Holland Marsh Drainage System and proposed improvements thereof under S.78 of the Drainage Act (the Act). The report is lengthy with four separate volumes and one schedule of assessment. This schedule listed approximately 9000 properties over six separate municipalities including Caledon, New Tecumseth, King, Bradford West Gwillimbury, Newmarket and East Gwillimbury.

- At this stage, the Town of Bradford West Gwillimbury and this Board were required under the provisions of the Act, to carry out a number of activities including distribution of the Report to all landowners affected and provide for a Special Meeting of Council with the intent to pass a provisional bylaw for the Report as well as distributing the provisional bylaw. Council sat for this Special Meeting on April 22, 2009 at Cardinal Golf Club where more than 200 concerned citizens were in attendance.

- The Town held the first stage of appeal hearings, known as a Court of Revision, with panel members appointed by all aforementioned municipalities

- The Town of Bradford West Gwillimbury also hosted the second stage of appeal mechanism provided for under the Drainage Act which was heard by the Ministry of Agriculture, Food and Rural Affairs' Appeal Tribunal (the Ontario Drainage Tribunal).
- The Tribunal hearings lasted more than five days and heard the appeals and grievances relating to the Project. All landowners with matters concerning this project were dealt with in this time frame and this Board is currently awaiting the decision of the Tribunal.
- In order to commence construction the Provisional Bylaw requires third reading. Until the Decisions of the Tribunal are submitted and no further appeals follow, the Project is not legally able to commence at this time.
- The Board has had one member resign. The resignation was submitted as the individual is no longer actively farming in the Holland Marsh. Since the resignation was submitted, the Board has been advertising to fill the vacancy.
- In collaboration with the South Simcoe Streams Network, Interval 1 situate at Hwy #9 & West Canal Bank Rd, one of the trial areas completed this year, a restoration of the berm / buffer strip, complete with trees and shrubbery was finalized this year. The restoration activities involved volunteers and organizations including the Ministry of

Natural Resources' Tree Rangers, Lake Simcoe Region Conservation Authority, and Bradford West Gwillimbury students, among others and provided an opportunity to promote the Holland Marsh, generating some community awareness.

- In partnership with the LSRCA, Interval 15 has been restored / replanted with approximately 1600 trees and shrubs.
- The long reach excavator has proven to be very versatile in the maintenance of the Holland Marsh. It has been valuable in tree and debris removal, the Zweep inlet was completed with its use among other maintenance related activities. The excavator has also been useful in the dredging process of the Holland River where the displacement of clay has made it difficult for the existing dredging equipment to pass efficiently through the area.
- The excavator has also shown to be efficient for BWG's Public Works department in maintaining the Morris Road canal.
- A 40 foot steel storage container was acquired for the purposes of providing a centralized housing of the aqua barriers and various other pieces of equipment used in the maintenance of the Holland Marsh Drainage System. It is proposed that various items relating to the

Project be stored here as well. There are plans in the future to paint the exterior of the container.

- The Board now has a borrowing facility in place which is separate from either municipality, for the purposes of financing the Canal Reconstruction Project.
- A section of sheet piling 'wing wall' was repaired at the Art Janse Pumphouse. The wall had been failing and falling into the Holland River / Main Drain. This required the excavation of the area, reinforcement to the sheet piling and the placement of concrete in order to tie the repaired wall back to a secure point.
- Major damage including the 'downing' of numerous trees and the severance of power to the Peterman Pumphouse occurred during the storm event of August 9th. The tree removal required an additional four days of labor and costs associated with an electrical safety inspection in order to reconnect to the power grid.
- Ontario's Ministry of Natural Resources has implemented new regulations when it comes to maintaining and constructing municipal drains. The new regulations implemented in accordance with the Endangered Species Act require municipal drain agreements be sought

and implemented by June 2010 by all municipalities intending to clean/construct municipal drains. This applies to both the drains situated in Bradford West Gwillimbury and in King. All necessary measures have been taken to ensure this Board meets its obligations with the Ministry and correspondence has since been received from both Midhurst and Aurora that indicate there are no concerns regarding endangered species in the Holland Marsh.

- Various tours have been conducted during the past year. Ministries such as MOE, MAH and OMAFRA have had groups attend. Other tours included a delegation from Egypt (Land Reclamation Ministry), a presentation to a local High School on the work performed as part of the Trial Work and participation in Soup-a-licious, which provided guided tours of the Trial Work along Interval 1 (West Canal Bank Rd. north of Hwy 9).
- To date, there are currently no safe operating policies for staff or contractors that are operating various pieces of equipment under the Holland Marsh's purview. The Board is in the process of developing safe operating procedures and a Health and Safety Manual. All employees, contractors and subcontractors under the management of the Board will be required to adhere to these policies in order for this Board to abide by provincial and federal legislation. The Board will prioritize such policies

for the dredger, barge and long-reach excavator. It is anticipated the policy will be completed and implemented in 2010.

- As mandated by the Public Sector Accounting Board and both municipalities' policies on Tangible Capital Assets the Board will begin developing a list of assets for all equipment utilized in the maintenance of the Holland Marsh. The Board has already begun the process by undergoing an evaluation of all equipment assessing the replacement value and useful life of each piece going forward in order to comply with PSAB 3150.

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4. GOVERNANCE / ADMINISTRATION

With the Board now having completed two full years of operations, it continues to take the necessary steps to normalizing its business practices, including setting operating policies and procedures including a Tangible Capital Assets policy. Efforts continue in order to establish sufficient health and safety protocols as well as operating procedures relating to the maintenance of the Holland Marsh.

Initial round number estimates place the annual operating costs for the Board at approximately \$165,000. Forecasted expenditures which remain highly predictable include board per diems, office rental, utilities and office supplies, among other governance items. There are budget items which have increased from 2009 and this includes employee salaries and benefits, insurance premiums, and legal and consulting fees.

The Board anticipates the annual operating budget will be further refined in 2010/11 with the legislative process under the *Drainage Act* completed allowing general construction to commence.

Annual administrative costs which are included in the business plan for 2010 are contributed to evenly from the general revenues of King and BWG.

5. MAINTENANCE AND OPERATIONS

As numerous drain maintenance activities are carried out each year, on a scheduled rotational basis within the Holland Marsh, the objective being to keep the drainage system functioning in the manner prescribed by the original Engineer's Report for the Holland Marsh Drainage Scheme of 1924. The works generally consists of sediments excavation, shaping of stream banks, removal of trees and debris, etc. throughout the internal drains as well as the main drain and perimeter channels.

In addition to maintaining the drains, there are five pumping stations in operation throughout the Holland Marsh. These five stations control the water levels inside the Holland Marsh by pumping water out in times when spring run-off and heavy rainfall, and likewise, increase the water levels from the perimeter channels when water levels inside the Holland Marsh are too low to provide adequate crop irrigation.

There is also technical and maintenance work carried out which is performed under the supervision of the Drainage Superintendent. The annual salary and operating expenses for the Drainage Superintendent are funded as part of the Holland Marsh's yearly planned maintenance and operations activities.

The following is a list of the drain maintenance works and operating activities which are planned for 2010.

Perimeter Canal Maintenance / Debris removal

Main Drain Maintenance (main internal drain channel)

BWG Small Scheme Maintenance

Maintenance and operation of five Pumping Stations

King Internal Drain 4,

King Internal Drain 4(B)

King Internal Drain 4(C)

King Internal Drain 8(C)

King Internal Drain 9

King Internal Drain 14

Annual maintenance and operating costs are estimated at \$276,250 for 2010.

Revenue tallying this amount is derived from a combination of OMAFRA grants, landowner contributions as well as municipal contributions.

6. CAPITAL WORKS

In accordance with the policies set out by the Public Sector Accounting Board, this board is in the process of developing a Tangible Capital Assets procedure. Within this document, specific thresholds will be determined for each type of capital asset this Board is responsible for which will include a variety of items such as culverts, heavy equipment, pumps and stations, etc. However, until the time in which this board adopts such a policy, capital items will continue to be reviewed as those items that hold a significant monetary value (\$10,000>) and have a useful life beyond one year. There are two undertakings that fall into this capital category for 2010.

HOLLAND MARSH DRAINAGE SYSTEM CANAL IMPROVEMENT PROJECT

This project consists of excavation and relocation of the present canals to a new alignment immediately adjacent to the existing canals. While this Project remains at the legislative stage and is currently awaiting the Decisions of the Tribunal. This Board anticipates moving forward with construction in 2010.

To date there have been two drainage engineer's reports filed with the Town of Bradford West Gwillimbury which are both associated with this Project, and completed in accordance with the *Drainage Act*. This includes a Section 76

and a Section 78 report. The Section 76 report was filed and levied sometime ago.

About \$2.2 million has been spent on the Section 78 report to-date. Of that amount approximately \$947,195 has been borrowed and the debt of \$878,351 remains outstanding.

There continues to be a considerable hurdle in proceeding with the Project at this stage. While the MIII grant of \$10.2 million has alleviated a significant portion of the financial burden from landowners, the costs estimated for the Project sit at roughly \$26 million and this is the final cost estimate for construction as noted in the Engineer's Report.

Another source of financial assistance comes from Ontario's Ministry of Agriculture, Food and Rural Affairs which administers the Farm Property Class Taxation Rate Program. Under this program, farm properties meeting the eligibility requirements qualify for a 33 percent grant on the construction costs associated with the Project. However, this grant is only available to farm properties. The Board has gone to great lengths to inform potentially eligible landowners of this grant program.

The Board plans to deal with these issues as the top priority and the following will be undertaken in 2010.

- In connection with the Section 78 Engineer's Report, final cost estimates will be prepared to determine the required contributions from landowners which is calculated on a per acre basis.
- The Board has obtained a borrowing facility for the purposes of financing this project.
- The Board will also continue to seek out additional financial support for funding the canal improvement project as was the case with the South Simcoe Streams Network, Lake Simcoe Region Conservation Authority and the collaborative tree planting work which took place in 2009 at Intervals 1 and 15.
- The earliest phase of the Project, pending completion of the legislative process is prepared to launch.
- A final mailing of the Bylaw, after third reading is required under the provisions of the *Drainage Act*, and prior to the commencement of construction.

- The estimated cost for these works in 2010 is \$90,000. However, some of the budget forecast remains unknown due to the continued appeals process in 2010, namely the following:

1. Tribunal Decisions

The Tribunal has not supplied its decisions yet on the appeal submitted by landowners. It is anticipated that the Tribunal hearings will be completed early in the New Year. The Project is dependent on the Tribunal Decisions as this will determine if the Project can move forward or move to the third stage of the appeals process.

2. Construction Costs

The Canal Improvement Project cannot commence until all appeals are dealt with and the Report's associated bylaw has been ratified by BWG Council. As a result, construction costs that may be incurred in 2010 are difficult to forecast.

LONG-REACH EXCAVATOR – THUMB ACCESSORY

Part of the ongoing maintenance program inside the Holland Marsh includes the removal of dead trees and large branches from the perimeter channels.

As these perimeter channels are lined with old growth vegetation, trees routinely fall into the canals and this effectively diminishes the capacity to which the perimeter canals can convey water not to mention other obtrusive debris.

Additionally, some of the areas which require such removal are in hard to reach areas such as the underside of bridges, guiderails, or where the barge is not equipped to handle the size or load.

The following will be undertaken in response to these difficulties.

- The Board will acquire a thumb which will be equipped with hydraulic devices for the excavator to be used in maintaining the perimeter channels. This equipment was ordered in 2009 and will be delivered in 2010.

Performing maintenance work where tree and debris removal is required with the assistance of this thumb will greatly reduce the time required to carry such activities out. Accordingly, this will reduce the associated labour while improving the level of safety for operators.

The total estimated cost of the thumb is \$17,200 which includes the thumb piece, hydraulic kit and installation.

Dated this _____ day of _____ 2009 Per:

Per:

John McCallum, Chair
Holland Marsh Drainage System
Joint Municipal Services Board

Jack Rupke, Vice-Chair
Holland Marsh Drainage System
Joint Municipal Services Board

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD - BUSINESS PLAN 2010 - APPENDIX "1"

<u>EXPENDITURES</u>		<u>REVENUES 2009</u>									
2009 ACTUAL	2010 ESTIMATE	KING/ GENERAL	BWG / GENERAL	OMAFRA	ROAD AUTHORITIES	KING MARSH FARMERS	KING MARSH NON-FARMERS	BWG MARSH FARMERS	BWG MARSH NON-FARMERS	OTHER	DEBT
GENERAL GOVERNMENT											
Priot Year Surplus/Deficit	-										
Board Remuneration	9,500	12,500									
Part Time Wages	46,500	52,500									
Employee Benefits	14,831	15,000									
Office Furniture / Supplies / Equip	2,350	2,500									
Subscriptions and Publications	-	250									
Mileage, Meals, Travel	600	2,500									
Memberships	875	1,500									
Professional Development	1,408	2,250									
Telephone and Communications	805	1,000									
Hydro	780	800									
Postage and Courier	202	500									
Audit	17,200	10,000									
Consulting Fees	250	5,000									
Legal Fees	15,982	20,000									
Office Rental	5,125	5,200									
Insurance Premiums	24,003	28,500									
Community Relations / Consultations	1,578	5,000									
Miscellaneous	216										
Sub-total	142,205	165,000	82,500	82,500							
Total General Government	142,205	165,000	82,500	82,500	0	0	0	0	0	0	0
MAINTENANCE AND OPERAITONS											
DRAINAGE SUPERINTENDENT											
Salaries	89,500	90,000									
Employee Benefits	17,600	20,000									
Protective Equipment	300	500									
Mileage, Meals, Travel	6,500	6,500									
Memberships	130	250									
Professional Development	70	1,500									
Telephone and Communications	1,250	1,300									
Sub total	115,350	120,050	26,622	18,378	45,000	0	0	0	0	0	0

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD - BUSINESS PLAN 2010- APPENDIX "1"

	<u>EXPENDITURES</u>		<u>REVENUES</u>									
	2009 ACTUAL	2010 ESTIMATE	KING/ GENERAL	BWG / GENERAL	OMAFRA	ROAD AUTHORITIES	KING MARSH FARMERS	KING MARSH NON-FARMERS	BWG MARSH FARMERS	BWG MARSH NON-FARMERS	OTHER	DEBT
PERIMETER CANAL MAINTENANCE												
Material and Supplies	1,192	1,000										
Repairs and Maintenance	1,192	2,500										
Contracted Services	15,466	12,500										
Sub-total	17,850	16,000			4,179	2,112	4,909	1,004	3,448	349		
MAIN DRAIN MAINTENANCE												
Material and Supplies	120	600										
Repairs and Maintenance	5,200	19,000										
Contracted Services	-	10,000										
Sub total	5,320	29,600			7,730	3,907	9,081	18,565	6,378	646		
PUMPING STATION OPERATIONS												
Material and Supplies	718	-										
Repairs and Maintenance	4,603	16,000										
Hydro	41,500	42,000										
Telephone and Communications	1,450	1,300										
Contracted Services	-											
Sub total	48,271	59,300			15,487	7,828	18,193	37,193	12,778	1,295		

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD - BUSINESS PLAN 2010- APPENDIX "1"

EXPENDITURES

REVENUES 2009

2009 ACTUAL	2010 ESTIMATE	KING/ GENERAL	BWG / GENERAL	OMAFRA	ROAD AUTHORITIES	KING MARSH FARMERS	KING MARSH NON-FARMERS	BWG MARSH FARMERS	BWG MARSH NON-FARMERS	OTHER	DEBT
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EQUIPMENT OPERATIONS AND MAINTENANCE

Contract Services	-	-									
Materials and Supplies	326	1,000	109	109	78					12,870	
Gas and Diesel	3,690	4,000									
Repairs and Maintenance	1,550	8,500									
Sub totals	5,566	13,500	109	109	78						

BWG SMALL SCHEME

Prior Years	-	-									
Contract Services	680	1,250									
Repairs and Maintenance	1,400	4,050									
Hydro	1,100	1,400									
Sub totals	3,180	6,700			451	273				5,976	

BWG INTERNAL DRAINS

There are no BWG drains scheduled for cleaning in 2010

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD - BUSINESS PLAN 2010- APPENDIX "1"

	<u>EXPENDITURES</u>		<u>REVENUES</u>									
	2009 ACTUAL	2010 ESTIMATE	KING/ GENERAL	BWG / GENERAL	OMAFRA	ROAD AUTHORITIES	KING MARSH FARMERS	KING MARSH NON-FARMERS	BWG MARSH FARMERS	BWG MARSH NON-FARMERS	OTHER	DEBT
KING INTERIOR DRAINS												
4												
Prior Years	-											
Repairs and Maintenance	-	500										
Sub total		500			165						1,340	
4B												
Prior Years												
Repairs and Maintenance		500										
Sub total		500			165						335	
4C												
Prior Years												
Repairs and Maintenance		500										
Sub total		500			165						335	
9												
Prior Years												
Repairs and Maintenance		4,100										
Sub total		4,100			1,353						2,747	
14												
Prior Years												
Repairs and Maintenance		1,400										
Sub total		1,400			462						938	
Sub total KING Internal Drains		7,000	0	0	2,310	0	0	0	0	0	5,695	0
Total - Maintenance & Operations	\$ 210,466	252,150	26,731	18,487	45,000	14,120	32,183	56,762	22,604	2,291	11,671	0

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD - BUSINESS PLAN 2010- APPENDIX "1"

	<u>EXPENDITURES</u>		<u>REVENUES</u>									
	2009 ACTUAL	2010 ESTIMATE	KING/ GENERAL	BWG / GENERAL	OMAFRA	ROAD AUTHORITIES	KING MARSH FARMERS	KING MARSH NON-FARMERS	BWG MARSH FARMERS	BWG MARSH NON-FARMERS	OTHER	DEBT (-)
CAPITAL												
CANAL RECONSTRUCTION												
Prior Years	1,839,595											1,839,595
Interest on Debt	32,447	43,000	-	-	-	-	-	-	-	-	-	43,000
Section 78 Report	371,925	90,000	-	-	-	-	-	-	-	-	-	90,000
Contracted services		500,000									500,000	-
Legal fees - Section 78	21,000	100,000									100,000	-
Sub total	2,264,967	733,000	0	0	0	0	0	0	0	0	500,000	1,972,595
MAINTENANCE EQUIPMENT												
Thumb attachment for excavator	-	17,200	-	-	-	-	-	-	-	-	-	-
Contingency		1,720										
Sub total	-	18,920	0	0	0	0	0	0	0	0	0	1,972,595
Total Capital		751,920	0	0	0	0	0	0	0	0	0	1,972,595
GRAND TOTAL		1,169,070	109,231	100,987	45,000	14,120	32,183	56,762	22,604	2,291	11,671	1,972,595
Acreage							3,440	469	2,415	172		
Cost per Acre							15	23	26	26		



**REPORT OF THE
HOLLAND MARSH DRAINAGE SYSTEM
JOINT MUNICIPAL SERVICES BOARD**

REPORT #: HMDSJMSB-2009-010
DATE: November 26, 2009
SUBJECT: Drainage Superintendent Report

SUBMITTED BY: Frank Jonkman

Drainage Superintendent Activities

1. Continued landowner meetings dealing with various issues.
2. Attended various meetings regarding the SEAR (South East Arterial Road / Morris Road).
3. Conducted a tour of the Marsh with MOE staff.
4. Conducted tours of Interval 1 for the Growers Association.
5. Presentation to KTHS regarding history of Marsh and current project.
6. Worked on the Capital Tangible Assets.
 - a. The Board will be adopting the Town of Bradford West Gwillimbury policy but will develop its own schedule of assets.
 - b. Staff has consulted with KSAL to determine costs for some of the items under the Boards purview.
7. Repaired 'wing wall' at the Art Janse Pumphouse.
 - a. The retaining wall was failing and falling into the Main Drain.
 - b. Area was excavated and had concrete sleepers installed, wall was tied back to the sleepers.
8. Attended Drainage Engineers conference in Guelph on October 30th.
9. Discussions with OMAFRA regarding the grants for drainage activities.
10. Met with various parties to discuss complaint concerning the Holland River Drain.

- a. The petition as received may not be valid. The Drainage Act requires that the notice be given by a landowner abutting the drain.
 - b. Ownership of property along the drain has not been determined at this time.
11. Monthly cycle of diesel pump at Charlie Davis Pumphouse.
 - a. A containment system will need to be fabricated and placed under the fuel tank and diesel engine to reduce possibility of contamination to the Main Drain.
12. Adjusting control structures and maintaining Main Drain water levels.
 - a. All gates have now been raised to bring Main Drain down to winter levels with the exception of dredging activities.
13. Continued tree/debris removal from the North and South Canal
 - a. Several beaver dams have been removed with the excavator.
 - b. The areas will have to be cleaned again prior to the Canals freezing.
 - c. Barge will be removed from the canals for service in December.
14. Spoke with Bradford Public Works after placement of a hydro pole in the middle of the Duga Drain (Simcoe Road) had been approved by the department.
 - a. No corrective work has been done on this by Public Works to date.
15. During monthly checks, the 20hp pump at the Bardawill Pumphouse failed to start.
 - a. An electrical contractor will have to be contacted to investigate.
 - b. All electrical connections have been verified, the pump has failed.
 - c. The pump will be removed for mechanical inspection.
16. MNR Agreements.
 - a. Worked on drain mapping.
 - b. All required paperwork has been submitted to the Aurora and Midhurst MNR offices including mapping, engineering reports for each of the drains and the schedules to which the drains are maintained.
 - c. Approval for the King drains under the jurisdiction of the Aurora office has been received on November 25, 2009. MNR does not have record of any listed species being present in any of the drains located in the Township. Approval was based on this and any occurrence of listed species must be reported to the Ministry.
 - d. Approval for the BWG drains under the jurisdiction of the Midhurst office has been received on November 26, 2009. MNR does not have record of any listed species being present in any of the drains located in the Township. Approval was based on this and any occurrence of listed species must be reported to the Ministry.
17. Scheduling inspection with landowner regarding tile drain installation in King Township.
18. Service has been done by staff on the dredger including:
 - a. Oil and filter changes.
 - b. Cleaning of accumulated material in hull.
 - c. Replacement of electrical components (lights, switches) to have equipment function properly.
 - d. Replacement of hydraulic cylinder for directional control.
 - e. Proper placement of electrical and hydraulic lines.
 - f. The installation of a sludge pump to remove water from the hull.
 - g. Installation of a solar charger for the on-board batteries, similar to the units installed at the Charlie Davis and Peterman pumphouses.
 - h. General cleaning.

- i. Replacement of two tires on the trailer.
 - j. Some additional work will be required on the dredger such as hand and guardrails among other items.
19. Main Drain dredging has started.
 - a. There had been some scheduling problems during the first week of activity, work was performed by staff during this time.
 - b. A cost analysis will be done on contracted services.
 - c. The excavator has been used in the removal of clay banks and will continue until freeze up.
 - d. Mats had to be borrowed; ground adjacent to river will not support the excavator properly. The Board will need to consider the purchase of mats for the continuation of this work.
 20. Organized the cleanouts of small drains scheduled for this year.
 - a. The bottom cleanouts on the majority of the small drains has been completed.
 - b. All scheduled drains will be complete by the first week of December.
 21. The Peterman Pumphouse has had the electrical feed to it damaged as a result of the storm of August 9, 2009.
 - a. Damage has been repaired currently waiting on the inspection to be done.
 - b. Hydro will be notified so the service can be reconnected.

Project Management Activities

1. Continued conversations with landowners regarding project and impact to properties.
2. Continued conversations with contractors regarding project.
3. Attended meetings with staff regarding the agreement between the County of Simcoe and the Services Board.
4. Meetings / conversations regarding Jane Street bridge replacement.
 - a. Landowner meetings to discuss and approve alterations to the impacted property.
 - b. Meetings with KSAL and King staff to discuss design and scheduling.
 - c. Meetings with LSRCA to discuss / expedite permit for construction.
 - d. Meetings with DFO staff to expedite permit (LOA) for construction.
5. Continued meetings and conversations with KSAL to discuss project details.
 - a. Preparation for the Drainage Tribunal.
 - b. Checked Kendra property for items identified in the landowners appeal.
 - c. Checked Curtis property for items identified in the landowners appeal.
 - d. Profiled Canal Road in the general area of Interval 1, in preparation for the Tribunal hearings.
 - e. Discussions and meetings with KSAL staff to discuss appeals to be heard at the Drainage Tribunal.
 - f. Discussions to address the possible Drainage Tribunal decisions and the appropriate actions to be taken by the Board.
 - g. Meeting with MTO to discuss required work at the 400 structures.
 - h. Discussions regarding the wells located in the road allowance and how they are to be addressed as part of the project.
6. Met with LSRCA staff to discuss restoration of Interval 15.
 - a. LSRCA indicated that the planting would consist of approximately 1600 trees.

- b. The planting was completed during the first week of November.
 - c. The planting consists of spruce and popular trees along the crest of the dyke with the balance being shrubs located approximately 15 m from the waters edge.
- 7. Continued meetings with KSAL staff and LSRCA to discuss proposed 5th Line storage site.
 - a. Site was required to be surveyed in order to prepare documents for the approval from LSRCA.
 - b. Waiting for the return of documentation from KSAL in order to proceed.
- 8. All work at Interval 1 is now complete with the exception of drains to be located in the swale.
 - a. Roadside drains have been installed.
 - b. Waiting to complete drain outlets, stone and swale to be cut in order to drain run-off into the canals.
- 9. Attended Drainage Tribunal.