

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



AGENDA

MEETING DATE: Tuesday, November 30, 2010
TIME: 7:00 p.m.
LOCATION: South Simcoe Police Services Bldg.
81 Melbourne Dr. 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 Tuesday, November 30, 2010, 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 Thursday, September 16, 2010 at 7:00 p.m., be approved, as printed and circulated." Pgs 3-8	
	"That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held Tuesday, October 12, 2010 at 5:00 p.m., be approved, as printed and circulated." Pgs 9-11	
5.	<u>Comments by the Chairman</u>	<i>John McCallum</i>
6.	<u>Presentations / Deputations</u>	
7.	<u>Correspondence / Reports</u>	
7.1	Report of the Drainage Superintendent and Project Manager	<i>Frank Jonkman</i>

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

"That the written report of the Drainage Superintendent and Project Manager, dated November 12, 2010, be received, for information."
Pages 12-15

8. **New Business**

8.1 **Financial Update – to be distributed at time of meeting**

Ian Goodfellow

8.2 **Interim Levy Bylaw - to be distributed at time of meeting**

Ian Goodfellow

8.3 **Draft 2011 Business Plan and Budget - to be distributed at time of meeting**

Frank Jonkman

9. **Future Meeting Schedule**

John McCallum

9.1 "The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____
at _____, _____"

"The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for: Thursday _____
at _____, _____"

10. **Adjournment**

John McCallum

10.1 "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at _____ p.m."

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



MINUTES

MEETING DATE: Thursday, September 16, 2010
TIME: 7:00 p.m.
LOCATION: S.S.P.S. 81 Melbourne Drive, Bradford, ON

ATTENDANCE RECORD:

MEMBERS PRESENT: John McCallum, Councilor – BWG
Doug White, Mayor – BWG
William Eek, Appointee
Jack Rupke, Councilor – King
Dan Sepuch, Appointee
George Hoving, Appointee
Brian Visser, Appointee
Jim Verkaik, Member at large

REGRETS: Margaret Black, Mayor – King

STAFF PRESENT: Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary-Treasurer
Jay Currier, CAO – BWG
Scott Somerville, CAO – King
Chris Somerville, Clerk – King

REGRETS:

OTHERS: Michael Brinkos, Resident

1.	<u>Call to Order</u>	<i>John McCallum</i>
1.1	<p>HM-2010-058 Moved by: J. Rupke Seconded by: D. White</p> <p>"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 7:07 p.m." CARRIED.</p>	
2.	<u>Declaration of Pecuniary Interest</u>	<i>John McCallum</i>
2.1	<p>Chairman McCallum reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.</p>	
3.	<u>Approval of Agenda / Changes</u>	<i>John McCallum</i>
	<p>Chairman McCallum asked if there were any errors or omissions to the Agenda and there were none.</p>	
3.1	<p>HM-2010-059 Moved by: J. Verkaik Seconded by: J. Rupke</p> <p>"That the Board approve the Agenda, dated Thursday, September 16, 2010, as printed and circulated." CARRIED.</p>	
4.	<u>Adoption of Board Minutes</u>	<i>John McCallum</i>
4.1	<p>Chairman McCallum asked if there were any errors or omissions to the Minutes and there were none</p>	
	<p>HM-2010-060 Moved by: J. Rupke Seconded by: D. White</p> <p>"That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, August 5, 2010, be approved, as printed and circulated." CARRIED.</p>	
5.	<u>Comments by the Chairman</u>	<i>John McCallum</i>
	<p>Chairman McCallum began by congratulating staff on the work put forth in preparation for and during the Project Launch on August 23, 2010 at Cardinal Golf Club. The feedback received was tremendous so a big Thank You to staff who worked to acheive it.</p>	

6.

Presentations / Deputations

John McCallum

7.

Correspondence

7.1

Report of the Drainage Superintendent and Project Manager

Frank Jonkman

The Chairman asked if there were any questions or concerns relating to the Report.

Clarification was requested on the purpose of the proposed upcoming Municipal Affairs meeting point. It was advised that the meeting is to facilitate discussions between the Board and the Ministry of Transportation and its involvement in replacing and/or preserving the state of the south and north structures until replacement as well as addressing the Ministry's assessments for these structures under the Report.

Clarification was requested in relation to the Jane Street Bridge. It was advised that once analysis by the engineering firm designing the bridge is complete as proposals are waiting on soils data the firm will present the new design proposal for the bridge. This is likely to occur early next week.

An Inquiry was made as to the status of internal drain cleaning. It was advised that the internal drain maintenance has not occurred yet. It is scheduled to take place later in the fall by Hol-Mar.

Dredging of the Holland River / main drain will commence soon.

An Inquiry was made as to the status of the Phoslock applications to-date. It was advised that this pilot work went well but because of the heavy rainfall, the data is not going to be accurate. The CA will have to return to make another application to obtain accurate data.

HM-2010-61

Moved by: D. Sopuch

Seconded by: B. Eek

"That the Report of the Drainage Superintendent and Project Manager, dated September 7, 2010, be received, for information."

CARRIED.

7.2

Mr. Currier advised the financial transition is going well. The first report of financial status is anticipated to be ready for October, or the next meeting date of the Board.

It was confirmed that cheques will be authorized and issued by BWG Treasury. Finance will forward a weekly cheque listing

report that will require authorization by a board executive.

HM-2010-62

Moved by: D. White

Seconded by: J. Verkaik

"That the verbal report of the Town Manager for the Town of Bradford West Gwillimbury on the financial management update, be received, for information."

CARRIED.

7.3

Mr. Currier summarized the applications received for the open job position of Assistant to the Drainage Superintendent. Mr. Currier recommended the Board form a subcommittee to review the incumbents and conduct interviews.

It was further recommended that this subcommittee consist of the Drainage Superintendent, a Town CAO, one member who is a grower, and one political member. The subcommittee should consist of five members and accordingly, the member-at-large volunteered to join as the fifth subcommittee member.

HM-2010-63

Moved by: D. Sopuch

Seconded by: B. Eek

"That the verbal report of the Town Manager for the Town of Bradford West Gwillimbury on the job posting for the Assistant to the Drainage Superintendent, be received, for information."

CARRIED.

A portion of the verbal report recommended that the Board establish a Committee to review the applications for the Assistant to the Drainage Superintendent. Accordingly, select members posed an interest in volunteering to sit on the committee.

HM-2010-64

Moved by: D. Sopuch

Seconded by: G. Hoving

"That the Board establish an interview committee to review the applicants for the position of Assistant to the Drainage Superintendent to include: Frank Jonkman, Jay Currier, Dan Sopuch, Jack Rupke and Jim Verkaik."

CARRIED.

The first Meeting of this committee will take place very soon after the closing date for the job posting which is Thursday, September 23, 2010.

7.4

Mr. Verkaik then proclaimed pecuniary interest in the forgoing

matter and vacated the room for the duration.

The Drainage Superintendent summarized events that have occurred in the past in relation to the bridge allowance noted in the Report for Property Roll No. 1949-000-143-10000.

After some discussion it was realized that the Board must treat each landowner in the same fashion in relation to Section 31 and 33 (Drainage Act) allowances and payment for bridges only. There are two landowners noted in the Report in the same scenario; receiving compensation for Section 31 and 33 allowances and therefore the Board motioned to issue payment for same going forward.

The remainder of allowances to be issued, as noted in the Report will not be released to the respective landowners until the work has taken place.

HM-2010-065

Moved by: J. Rupke

Seconded by: D. White

"That the Board approve the issue of payment to Property Roll No. 1949-000-143-10000, as per the Schedule of Allowances in the Engineer's Report, under Section 31 and Section 33 of the Drainage Act."

CARRIED.

The Board then discussed the foregoing proposed agreement with Gleason which addresses compensation for the replacement of the landowner's private structure.

It was advised that this supplementary agreement confirming settlement be entered into in order to further define the limits of compensation for the structure. The Tribunal's Decision on all appeals to the Project was delivered in March 2010, and also speaks to the settlement with Gleason. Therefore, this agreement confirming settlement is being entered into to further acknowledge the Tribunal's Decision.

7.5

HM-2010-066

Moved by: D. Sopuch

Seconded by: B. Visser

"That this Board now authorize execution of the "Agreement Confirming Settlement" (Schedule "B") between Ron Gleason and the Holland Marsh Drainage System Joint Municipal Services Board, an agreement which further defines the Minutes of Settlement (Schedule "A") finalized on January 11, 2010, by both parties."

CARRIED.

At this time, Mr. Verkaik re-entered the meeting room.

8. **New Business**

9. **Future Meeting Schedule**

9.1 **HM-2010-067**

Moved by: D. Sopuch
Seconded by: G. Hoving

John McCallum

"The next meeting of the Holland Marsh Drainage System Joint Municipal Services Board be scheduled for Thursday at the call of the Chair."
CARRIED.

10. **Adjournment**

10.1 **HM-2010-068**

Moved by: J. Rupke
Seconded by: B. Eek

John McCallum

"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 8:30 p.m."
CARRIED.

Sarah Murray, Secretary

John McCallum, Chairman

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



MINUTES

MEETING DATE: Tuesday, October 12, 2010

TIME: 5:00 p.m.

LOCATION: 100 Dissette Street, Unit 7 & 8, Bradford, ON

ATTENDANCE RECORD:

MEMBERS PRESENT:

John McCallum, Councilor – BWG
Doug White, Mayor – BWG
William Eek, Appointee
Jack Rupke, Councilor – King
Dan Sopuch, Appointee
Margaret Black, Mayor – King

REGRETS:

George Hoving, Appointee
Brian Visser, Appointee
Jim Verkaik, Member at large

STAFF PRESENT:

Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary
Jay Currier, CAO – BWG

REGRETS:

Scott Somerville, CAO – King
Chris Somerville, Clerk – King

OTHERS:

1.	<u>Call to Order</u>	<i>John McCallum</i>
1.1	HM-2010-069 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 5:11 p.m." CARRIED.	
2.	<u>Comments by the Chairman</u>	<i>John McCallum</i>
2.1	Chairman McCallum began by reminding all in attendance, that the purpose of this meeting is to address one in-camera matter only and that no other business may be discussed during the time of this meeting.	
3.	<u>Presentations / Deputations / Correspondence</u>	
3.1	In-Camera item HM-2010-70 Moved by: J. Rupke Seconded by: D. Sopuch "That the Board now move in-camera to under the provisions of the Municipal Act, 2001, Subsection 239(d) at 5:13 pm." CARRIED. HM-2010-71 Moved by: M. Black "That the Board now rise from in-camera to under the provisions of the Municipal Act, 2001, Subsection 239(d) at 5:18 pm and report progress." CARRIED. HM-2010-72 Moved by: D. Sopuch Seconded by: B. Eek "That the decision of the Interview Committee recommends the Board hire Michael Brinkos as the Assistant to the Drainage Superintendent, Compensation schedule to be determined by the CAO for the Town of Bradford West Gwillimbury." CARRIED.	<i>Jay Currier</i>
4.	<u>Adjournment</u>	<i>John McCallum</i>

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

4.1

HM-2010-073

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

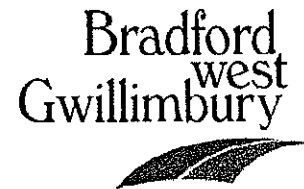
“That this meeting of the Holland Marsh Drainage System Joint
Municipal Services Board adjourn at 5:24p.m.”

CARRIED.

Sarah Murray, Secretary

John McCallum, Chairman

Draft



REPORT OF THE HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD

REPORT #: HMDSJMSB-2010-009
DATE: November 12, 2010
SUBJECT: Drainage Superintendent Report
SUBMITTED BY: Frank Jonkman

Drainage Superintendent Activities

1. Continued monitoring and adjustment of Main Drain levels.
 - a. River levels will be maintained at seasonal levels.
 - b. Control structure at Hwy 400 will need to be replaced, steel components have rotted out and failed. Replacement will need to incorporate safety railings and landings. Item will be budgeted for 2011.
 - c. River levels have been raised west of Hwy 400 for dredging purposes.
2. Art Janse Pumphouse.
 - a. Duty pump flap gate leaking.
 - b. Isolation valve for sump not sealing properly.
 - c. Work will be delayed until 2011.
3. Small Scheme
 - a. The electric pump at the Professor Day Pumphouse has failed.
 - b. Town staff had diagnosed the pump and control system and determined that the motor had failed.
 - c. The pump has been removed and taken to the manufacturer (ABS) for repair, the estimate for repair is \$3,000.00. The pump will be out of service for the month of October.
 - d. Several components of the control systems had also failed resulting in their replacement.
 - e. The diesel pump at the Peterman Pumphouse has been maintaining the levels in the Small Scheme and requires constant monitoring when in operation.
 - f. The pump has been repaired and installed.
 - g. It was determined that the building had been hit by lightning causing the damage to the motor and control components.
 - h. Some discussion will be required concerning the operation/maintenance of the Small Scheme.
4. General
 - a. Dredging is in the process of being serviced for the 2010 dredging operations.

- b. To date, a hydraulic cylinder and one of the starter motors has been rebuilt.
 - c. Several faulty hydraulic lines have been replaced on the dredger.
 - d. Dredger has been tested and ran with no apparent issues.
 - e. Dredging will be scheduled for the last week of November, starting in the drain to the west of River/Rupke Rd.
 - f. Due to the damage at the Small Scheme pump, the HMDSJMSB will be participating in the Continuous Safety Services Program as administered by the Electrical Safety Association that the Town of Bradford West Gwillimbury has established. This will require an annual fee for electrical work but negates the requirement to obtain a permit on an 'as needed' basis. This will ensure quicker response time regarding electrical systems within the drainage system.
 - g. Locks throughout the drainage system will be replaced in an effort to eliminate keys that have been distributed in the past.
 - h. A recent windstorm has fallen approximately twenty-five trees into the North Canal, an effort will be made to remove as many of these as possible prior to freeze-up.
 - i. The Zweep inlet will need to be replaced in 2011. The existing shut-off valve has failed and is not serviceable, resulting in uncontrolled water flow into the Main Drain. The road crossing is also failing. Item will be budgeted for 2011.
 - j. Hurlings will begin maintenance of small drains. Drain 4, 4b, 4c, 8, 8c, 9 and 14 will be cleaned this year.
5. King Museum
- a. Old dredger was moved 05/10/10 and is now at the Wanda Street ramp.
 - b. Final location to be determined.
6. LSRCA
- a. Continued meetings regarding Phoslock and the proposed applications.
 - b. Trial application of Phoslock was completed in Interval 15. Initial testing went well, continued testing was voided due to heavy rains and the need to pump out the area.
 - c. A second trial was conducted in the remaining portion of Interval 17 on 28/10/10.
 - d. Several meetings with LSRCA regarding the application of Phoslock in the West Holland River, an application is planned for the end of November.
 - e. Meetings with LSRCA and various agencies to discuss the proposed spring time application of Phoslock in the Main Drain.

Project Management Activities

- 1. Project
 - a. Canal relocation complete from 8+950 to 12+050.
 - i. Grading as required as part of Contract 10.1A.A remaining to be completed in some areas.
 - ii. Gravel substrate and root masses placed as required, KSAL staff have plotted the various locations.
 - iii. Material from Jane Street excavation being placed in low areas along Interval 16.
 - b. Longitudinal cofferdam placed at 7+700 +/-.
 - c. Initial excavation from 8+900 to 7+700 started.
 - d. Tree clearing through Interval 12
 - i. 7+100 to 6+100 +/- complete on north side
 - ii. 7+250 to 5+300 complete on south side
 - e. Tree clearing through Interval 1 scheduled to start near the end of the month.
 - i. Most of the large trees will be removed manually prior to mechanical equipment entering the area.
 - f. Many issues with landowners along South Canal regarding tree clearing and other issues.
- 2. KSAL

- a. Several meetings to discuss direction of future work.
 - i. Discussions regarding the scheduling of work
 - ii. Interval 18 may be bumped ahead as recent soundings have shown that there is little capacity available once the north branch of the Holland River has been reached.
 - iii. Further discussion will be required.
 - iv. Culverts had to be lowered to accommodate lower canal levels.
- 3. MNAL
 - a. Several issues have developed with the Project and MNAL staff.
 - b. Several meetings have been held to discuss issues and remedial action.
 - c. MNAL has been asked to provide an estimate of costs associated with the Project work to include with the HMDSJMSB business plan for 2011.
- 4. DFO
 - a. DFO staff did attend the construction occurring along the South Canal and have found no major issues.
 - b. They did request that some silt fencing be installed in areas where grading has not been done. Back fill will be graded appropriately.
- 5. Temporary Irrigation
 - a. Equipment removed and stored for the winter months.
- 6. Irrigation
 - a. Installation of 9 irrigation lines has been completed.
 - i. 8" suction lines have been provided with flanged fittings on the canal side.
 - ii. Caps have been ordered for the canal side of the lines, to be installed at a later date.
 - iii. Marsh side fittings will be determined and provided as required.
 - iv. Irrigation installation continuing as needed.
- 7. Fish Shocking
 - a. LSRCA has submitted their recommendations.
 - b. Further discussion with LSRCA staff will be required to determine equipment type.
 - c. In the interim, the Board is now dealing directly with the sub-consultant in order to keep the project and shocking requirements moving forward.
 - d. A further review may be necessary to determine actual vs. proposed costs.
- 8. Utilities
 - a. Hydro One
 - i. Pole relocations have been completed as required.
 - ii. Continued work will be done on an 'as needed' basis.
 - b. Bell
 - i. Bell lines located on the dyke east of Jane Street have been damaged several times.
 - ii. Locates not accurate enough for directional boring.
 - iii. Bell line in areas is laying exposed along the top of the dyke.
- 9. Continued meetings/discussions with the County of Simcoe regarding project.
 - a. A final draft of the road agreement has been submitted by the County.
- 10. Continued meetings to discuss the Jane Street bridge.
 - a. Jane Street will tentatively be closed by the first week of November.
 - b. Further soils investigation work was undertaken, waiting on the results to be submitted.
 - c. Once the new soils results have been submitted, further determination will be made on the direction taken on design and timing of the new structure.
 - d. The excavation through Jane Street has commenced and will be complete during the second week of November.
- 11. 5 Sideroad and 5th Line Bridges
 - a. Consulting services awarded to Ainley Group by the Town of Bradford West Gwillimbury.

- b. Several meetings have been held discussing bridge replacement and logistics involved to coordinate with the HMDSCIP.
12. Hwy 400
- a. As a result of excavation to the design levels, the existing sheet piling began to fail.
 - b. Fractures in the soils began to become apparent, conditions were reported to KSAL and MTO.
 - c. Contractors were ordered to vacate area and discontinue further excavation work.
 - d. Numerous meetings continue to be held with KSAL staff and MTO to find a remedial solution.
 - e. Substantial bracing and walers continue to be installed as a result.
 - f. KSAL continues to monitor movement.
 - g. KSAL directed electronic monitoring equipment to be installed on the bridge columns, installation began on 03/09/10 and continues.
 - h. MTO has directed that no further work be done around any of the MTO infrastructure without approval.
 - i. We have requested a meeting with MMAH to resolve issues around the Hwy 400 structures. A meeting date has not been confirmed.