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INTRODUCTION

The Holland Marsh Drainage System Joint Municipal Service Board (the Board) was formed in 2007. It was established by the Town of Bradford West Gwillimbury (BWG) and the Township of King (TOK), 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 and other municipal drains in BWG and TOK, under the Drainage Act R.S.O. 1990.

The Board is comprised of nine voting members; elected officials from both municipalities as well as appointees who are actively farming in the Marsh. This Board operates concurrently with the term of Council.

In accordance with the formal agreement entered into by the two municipalities, the Board is required to obtain the approval from BWG and TOK Councils for its annual business plan. This 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.

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 for 2020 may be executed.
SUMMARY OF 2020 PLANNED ACTIVITIES

The following is a summary of the activities planned by the Board in 2020.

GOVERNANCE / ADMINISTRATION
The Board strives to ensure that it meets high standards of health and safety, performance and governance. Accordingly, the Board has adopted appropriate policies which include safe operating procedures for the heavy equipment (barge, dredger, and excavator, etc.) as well as administrative policies and procedures.

The Board continues to work with local groups to help educate and bring awareness regarding the Holland Marsh Drainage System as well as the agricultural and historical significance of the Holland Marsh.

MAINTENANCE AND OPERATIONS
Numerous drain maintenance activities are carried out each year, on a scheduled rotational basis within the Holland Marsh; with the objective being to keep the drainage system functioning in the manner prescribed by the various engineering reports and all other applicable legislation. The Main Drain follows the report for the Holland Marsh Scheme which was originally adopted in 1924, the perimeter canals Holland Marsh Drainage System Canal Improvement Project dated March 12, 2010 and also the subsequent reports on the various drainage schemes and other interior drains. This work generally consists of sediment excavation, shaping of banks, removal of trees and debris, etc. throughout the internal drain system as well as the main drain, pumping station activities and perimeter channels.

Water levels within the Holland Marsh are managed with three pumping stations, three inlets and two sluice gates. These three pumping stations work to control the water levels inside the
Holland Marsh by pumping water out in times of spring runoff and heavy rainfall. Two of the stations are also utilized as inlets to increase water levels from the perimeter canals which are supplemented by the Zweep Inlet.

The Horlings Drain and Morris Road Drain/Bradford Small Scheme are managed by independent pumping stations.

The perimeter canals require periodic maintenance in accordance with the adopted drainage report. Periodic maintenance includes obstruction removal, repairs and preservation of the berms, soundings and excavation of deep pools as well as monitoring of profiles and cross sections.

There is also technical maintenance work carried out which is performed under the supervision of the Drainage Superintendent. A portion of the annual salary and operating expenses for the Drainage Superintendent are funded as part of the Holland Marsh's annually planned maintenance and operations activities which is administered through the Ontario Ministry of Agriculture, Food and Rural Affairs’ Agricultural Drainage Improvement Program. The Ministry currently provides municipalities with an annual grant of fifty percent toward the costs of employing a drainage superintendent, pursuant to Section 4 of the Agricultural Drainage Infrastructure Program.

The Ontario Ministry of Agriculture, Food and Rural Affairs provides grants towards assessments on agricultural land, which are currently assessed at the Farm Property Class Tax Rate, for the cost of municipal drain construction, improvement, maintenance, repair and operations. The Board Treasurer applies for these grants on an annual basis which in the past, has provided a 33% grant on eligible property assessments.
There are approximately fifty five (55) municipal drains inside the Holland Marsh drainage scheme. The Board has established for some time now, a rotational cycle of maintenance for these internal drains. In relation to these interior drain repairs, ongoing culvert assessments are occurring on existing crossings to replace deficient culverts. This work is being contracted out to enable as many repairs as possible in the year ahead. However, as a result of more frequent and flashy weather patterns, including wind storms and rain events, staff are required to maintain and clean out drains that fall outside of the schedule, on an as needed basis.

Accordingly, the following drain maintenance works and operating activities are scheduled for 2020:

- **By-law 2009-042** – Perimeter Canal Maintenance Program/ Debris Removal/ Dredging
- **By-law 595A** – Main Drain Maintenance (main internal drainage channel)
- **By-law 510** – Bradford Small Scheme
- **By-law 2014-92** – Horlings Drain
- **By-law 2016-44** – Morris Road Drain

As well as maintenance and operations of the following Pumping Stations:

- Art Janse
- Professor Day
- Morris Road
- Bardawill
- Charlie Davis
- Horlings
- South Canal Bank Road
- Ferragina

Interior Drains include the following:

- King Interior Drain 10 and branches 10A, 10B, 10C, 10D, 10E
- King Interior Drain 11 and branches 11A, 11B, 11C, 11D, 11E
- King Interior Drain 12 and branches 12A, 12B, 12C, 12D
- King Interior Drain 14

The annual maintenance and operation costs for 2020 are estimated at $436,150.00. Revenue tallying this amount is derived from OMAFRA grants, landowner and municipal contributions. In 2020 each municipality will contribute $5,000.00 towards reserves.
CAPITAL WORKS

The following capital works are proposed for 2020.

DRAIN 15

The Board received a Petition for Drainage Works by Township of King Road Authority to improve drainage on Wist Road. The Board has appointed an Engineer pursuant to Section 4 of the Drainage Act to make an examination of the area requiring drainage and to prepare a report.

RIVER ROAD DRAIN

The Board received a Petition for Drainage Works by Town of Bradford West Gwillimbury Road Authority to improve drainage on River Road. The Board has appointed an Engineer pursuant to Section 4 of the Drainage Act to make an examination of the area requiring drainage and to prepare a report.

The Board plans to manage the following issues as its top priority and accordingly 2020 will require:

- Install a ventilation system in the sump area at the Art Janse Pumping Station to improve safety and comply with requirements related to confined space entry.
- A continued effort on fostering positive relationships formed with various ministries (MNRF, MECP, LSRCA, DFO etc.) that have a direct correlation to the Holland Marsh.
SUMMARY OF 2019 EVENTS

• The Board executed Memorandums of Understanding with the Ministry of Transportation regarding the design and construction of work at the South Canal Bank Road and Highway 400. The work included canal relocation and road realignment. The canal relocation and road realignment (to base course asphalt) was completed in 2018. Surface course asphalt was completed in 2019.

• In 2014, Charlie Davis Pumphouse underwent a structural evaluation. The engineer recommended that due to the poor structural integrity of the building, it should be decommissioned. Due to a significant weather event that occurred in June, 2017 the Charlie Davis Pumphouse was utilized to supplement the pumping capacity west of Highway 400. The overall purpose and operation of the Charlie Davis Pumphouse was reevaluated and will not be decommissioned. Environmental concerns, structural issues and safety upgrades were undertaken. This included the replacement of the floor, the installation of a containment pan for the diesel engine, fuel tank replacement, fencing and new exhaust system for the diesel engine.
The Board prepared a request for proposal for a consultant to provide a review and make recommendations regarding the maintenance of the Holland River (Main Drain). The consultant has evaluated the overall effectiveness and operation of the dredger, along with other potential options for maintaining the Main Drain. The consultant held a public meeting. He provided an initial presentation and invited residents in attendance to share information and provide their feedback.

Upon the receipt of a Petition under the Drainage Act, the Board appointed an engineer under Section 4 of the Drainage Act to make an examination of the area along River Road which is requiring drainage. The Engineer will be preparing a report and making a presentation to the Board, with options for outlet, considering financial implications as well as estimated constructions timelines.

The Drainage Superintendent remains employed part-time, and the remainder of his timetable is occupied with BWG’s Stormwater Management within the Community Services department.

The Board contracts services from the Town of Bradford West Gwillimbury to fill the position of, permanent part time, Committee Coordinator and Board Secretary.

The Board continued to participate in the Electrical Safety Authority’s Continuous Safety Services (“CSS”) program. The CSS agreement will be renewed again in April of 2020.

Tours of the Holland Marsh and Drainage System continue to be provided to various ministries and organizations, upon request.

Staff completed a Request for Proposal (RFP) exercise for establishing a Vendor of Record for maintenance work required on the interior drains. RFP submissions resulted in a Vendor of Record (contractor) for all the interior work that arises for a 3 year period. This contract was awarded in August, 2018.
• Staff completed a Request for Proposal (RFP) exercise for establishing a Vendor of Record for maintenance work required on the perimeter canals and main drainage channel. This RFP process resulted in a Vendor of Record (contractor) for all the work required on these larger drainage systems and is valid for a 3 year period. This contract was awarded in August, 2018.

GOVERNANCE / ADMINISTRATION

The Board has established business practices, and continues to set standard operating policies and procedures, as the need arises as well as establishing adequate health and safety protocols in relation to the maintenance of the Holland Marsh Drainage System.

The annual operating costs for the governance of the Board will be continue to be $150,000.00.

The Board's forecasted expenditures remain highly predictable and the governance portion of the budget is documented in the attached Budget, as "Appendix A". These costs which are included in the business plan for 2020 for the governance of the Board are contributed to, evenly from the general revenues of BWG and King.

Gary Baynes, Chair
Holland Marsh Drainage System Joint Municipal Service Board

William Eek, Vice Chair
Holland Marsh Drainage System Joint Municipal Service Board
<table>
<thead>
<tr>
<th>Township</th>
<th>OMAFRA</th>
<th>King</th>
<th>Town of BWG</th>
<th>Other*</th>
<th>Total Revenues</th>
<th>Total Expenditures</th>
<th>Surplus/(Deficit)</th>
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<tr>
<td>HMDSJMSB</td>
<td>$</td>
<td>- $</td>
<td>$ 80,000</td>
<td>$ 80,000</td>
<td>$ -</td>
<td>$ 160,000</td>
<td>$ 150,000</td>
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<td>Drainage Superintendent</td>
<td>38,475</td>
<td>22,759</td>
<td>15,716</td>
<td>-</td>
<td>76,950</td>
<td>76,950</td>
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<td>Main Drain Maintenance</td>
<td>54,272</td>
<td>83,943</td>
<td>53,829</td>
<td>10,605</td>
<td>202,650</td>
<td>212,650</td>
<td>(10,000)</td>
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<tr>
<td>Perimetre Canal Maintenance (New Schedule)</td>
<td>20,323</td>
<td>36,208</td>
<td>22,492</td>
<td>5,977</td>
<td>85,000</td>
<td>85,000</td>
<td>-</td>
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<tr>
<td>BWG Drains</td>
<td>3,643</td>
<td>-</td>
<td>56,857</td>
<td>-</td>
<td>60,500</td>
<td>60,500</td>
<td>-</td>
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<tr>
<td>TOK Drains</td>
<td>7,490</td>
<td>34,510</td>
<td>-</td>
<td>-</td>
<td>42,000</td>
<td>42,000</td>
<td>-</td>
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<tr>
<td>River Road Drain</td>
<td>-</td>
<td>36,000</td>
<td>-</td>
<td>-</td>
<td>36,000</td>
<td>36,000</td>
<td>-</td>
</tr>
<tr>
<td>Drain 15</td>
<td>160,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>160,000</td>
<td>160,000</td>
<td>-</td>
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<td>Contribution to Reserves</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
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<td><strong>Total</strong></td>
<td>$124,203</td>
<td>$422,420</td>
<td>$269,894</td>
<td>$16,582</td>
<td>$833,100</td>
<td>$833,100</td>
<td>$0</td>
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* Other includes the County of Simcoe, MTO and upstream landowners like Newmarket, New Tecumseth
**HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICE BOARD**

**2020-2022 DRAFT Budget Overview - Expenditures**

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>HMDSJMSB</td>
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<td>129,126</td>
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<tr>
<td>Drainage Superintendent</td>
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<td>70,585</td>
<td>80,150</td>
<td>51,795</td>
<td>76,950</td>
<td>(3,200)</td>
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<tr>
<td>Holland Marsh Drainage System</td>
<td>678,120</td>
<td>692,404</td>
<td>352,000</td>
<td>190,863</td>
<td>297,650</td>
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<td>BWG Drains</td>
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<td>54,540</td>
<td>31,000</td>
<td>19,369</td>
<td>60,500</td>
<td>29,500</td>
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<tr>
<td>TOK Drains</td>
<td>21,500</td>
<td>153,782</td>
<td>29,500</td>
<td>46,597</td>
<td>2,000</td>
<td>12,500</td>
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<td>Contribution to Reserves</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Maintenance Equipment</td>
<td>-</td>
<td>-</td>
<td>9,000</td>
<td>44,907</td>
<td>-</td>
<td>(9,000)</td>
</tr>
<tr>
<td>River Road Drain</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36,000</td>
<td>36,000</td>
<td>120,000</td>
</tr>
<tr>
<td>Drain 15</td>
<td>-</td>
<td>-</td>
<td>36,000</td>
<td>-</td>
<td>160,000</td>
<td>160,000</td>
</tr>
</tbody>
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**Total Expenditures**

|                      | 951,280 | 1,118,492 | 651,650 | 482,457 | 833,100 | 181,450 | 796,250 | 635,700 |

**Notes:**

A Decrease in Mileage and repair & maintenance following acquisition of new truck.

B Work on BWG drains includes:

- Cullingham Drain: $7,000
- Duga Drain: $5,500
- Saszowski Drain: $12,000
- Wanda Drain: $7,000
- Scotch Drain: $8,000
- Horlings Drain: $11,500
- Ferragina Drain: $2,500
- Gorzo Drain: $4,000
- Morris Rd Drain: $49,000

Total: $60,500

2020 2021 2022

C Work on TOK drains includes:

- Drain 1: $17,000
- Drain 2: $5,000
- Drain 3: $5,600
- Drain 4: $4,000
- Drain 5: $12,000
- Drain 6: $15,000
- Drain 7: $11,000
- Drain 8: $11,000
- Drain 9: $7,800
- Drain 10: $10,000
- Drain 11: $12,000
- Drain 12: $12,000
- Drain 13: $8,000

Total: $42,000

2020 2021 2022

D Engineering report and construction of River Rd Drain in BWG

E Engineering report and construction of Drain 15 in TOK