2021 BUSINESS PLAN AND BUDGET
# TABLE OF CONTENTS

**Introduction** ................................................................................................................................................. 2

**Summary of 2021 Planned Activities** ........................................................................................................... 3

  - Governance / Administration .................................................................................................................. 3
  - Maintenance and Operations ................................................................................................................ 3
  - Capital Works ......................................................................................................................................... 6

**Summary of 2020 Events** .............................................................................................................................. 7

**Governance / Administration** ..................................................................................................................... 10

**2021 Draft Budget Overview – Revenues** .................................................................................................... 11

**2021 Draft Budget Overview – Expenditures** ............................................................................................ 12
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 Bradford West Gwillimbury and Township of King, 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 the 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 2021 may be executed.
SUMMARY OF 2021 PLANNED ACTIVITIES

The following is a summary of the activities planned by the Board in 2021.

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 that include safe operating procedures for the equipment as well as administrative policies and procedures.

The Board continues to work 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 and as required for performance 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, Morris Road Drain, South Canal Bank Road Pumping Station and Ferragina Drain are managed by independent pumping stations.

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

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 staff assists Bradford West Gwillimbury Finance Department apply for these grants on an annual basis that in the past, has provided a 33% grant on eligible property assessments.
There are approximately fifty six (56) 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. The Board has established a vendor of record for these activities.

Accordingly, the following drain maintenance works and operating activities are scheduled for 2021:

- *By-law 2009-042* – Perimeter Canal Maintenance Program/ Debris Removal
- *By-law 595A* – Main Drain Maintenance
- *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:

- Cullingham Drain
- Duga Drain
- King Interior Drain 1 and branches 1A, 1B, 1C, 1D, 1E, 1F
- King Interior Drain 2 and branches 2B, 2C
- King Interior Drain 3 and branches 3A
- King Interior Drain 4 and branches 4A, 4B, 4C
- King Interior Drain 5 and branches 5A, 5B, 5D, 5E, 5F
- King Interior Drain 6 and branches 6A
The annual maintenance and operation costs for 2021 are estimated at $421,425.00. Revenue tallying this amount is derived from OMAFRA grants, landowner and municipal contributions.

**CAPITAL WORKS**

The following capital works are proposed for 2021.

**KING DRAIN 15**

The final engineering report for Drain 15 was submitted November 27, 2019 and filed with the Township of King (the Township) and the Board. The Township gave the Final Report third and final reading of the bylaw on August 10, 2020. Construction was awarded in 2020 and is expected to be completed in 2021.

**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 final engineering report for River Road was submitted September 18, 2020 and filed with the Town of Bradford West Gwillimbury and the Board. Construction will be awarded in 2021.

**DRAIN 16**

The Board received a Petition for Drainage Works by Township of King Road Authority to improve drainage on Davis Road. The Board has appointed an Engineer pursuant to Section 8 of the *Drainage Act* to make an examination of the area requiring drainage and to prepare a report.
MELIDY DRAIN

The Board received a Petition for Drainage Works by landowner at 122 Ondrey Street, Bradford to improve drainage. The Board has appointed an Engineer pursuant to Section 8 of the Drainage Act to make an examination of the area described in the petition.

The Board plans to manage the following issues as top priorities in 2021:

- 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.
- Continue investigating options for improved management of the Main Drain, which is first and foremost a municipal drain but is also used as an irrigation source. While Board staff make every effort to accommodate the current use of the drain as an irrigation source, it is challenging to accommodate both the purpose of the drain and this ancillary use.
- A continued effort on fostering positive relationships formed with various ministries (MNRF, MECP, LSRCA, DFO etc.) that have a direct legislative correlation to the Holland Marsh.

SUMMARY OF 2020 EVENTS

- Upon the receipt of a Petition under the Drainage Act, the Board appointed an engineer under Section 8 of the Drainage Act to make an examination of the area along Wist Road (Drain 15) which is requiring drainage. The Engineer appointed, made a presentation to the Board and Township of King Council at the Meeting to Consider. The Final report by the engineer was completed on November 27, 2019. The Township of King gave the Final Report third and final bylaw on August 10, 2020. The Board awarded the tender for construction to a qualified contractor. Construction will be completed in 2021.
Upon the receipt of a Petition under the Drainage Act, the Board appointed an engineer under Section 8 of the *Drainage Act* to make an examination of the area along River Road which is requiring drainage. The Engineer appointed, made a presentation to the Board and Town of Bradford West Gwillimbury at the Meeting to Consider. The Final report by the engineer was completed on September 18, 2020. Construction will be completed in 2021.

Upon the receipt of a Petition under the Drainage Act, the Board appointed an engineer under Section 8 of the *Drainage Act* to make an examination of the area along Davis Road (Drain 16) which is requiring drainage. The Engineer will be preparing a report and making presentation to the Board, with options for outlet, considering financial implications as well as estimated construction timelines.

Upon the receipt of a Petition under the Drainage Act, the Board appointed an engineer under Section 8 of the *Drainage Act* to make an examination of the area at 122 Ondrey Street, Bradford, Ontario. The Engineer appointed shall perform his duties pursuant to the
Drainage Act, including determine the area requiring drainage and determine whether the petition complies with Section 4 for the area requiring drainage.

- Charlie Davis Pumphouse suffered a pump failure. A new diesel engine pump was installed.

- 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 2021.

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

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”. The costs that are
included in the business plan for 2021 for the governance of the Board are contributed to, evenly from the general revenues of BWG and King.

William Eek, Chair
Holland Marsh Drainage System Joint Municipal Service Board

James Leduc, Vice Chair
Holland Marsh Drainage System Joint Municipal Service Board
<table>
<thead>
<tr>
<th></th>
<th>OMAFRA</th>
<th>Township of King</th>
<th>Town of BWG</th>
<th>Other*</th>
<th>Total Revenues</th>
<th>Total Expenditures</th>
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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
### 2021-2022 DRAFT Budget Overview - Expenditures

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<th></th>
<th>2019 Budget</th>
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<th>2020 Actual (unaudited)</th>
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**Notes:**

- **A** Work on BWG drains includes:
  - Cullingham Drain $7,000
  - Duga Drain $5,500
  - Saczowski Drain $12,000
  - Wanda Drain $7,000
  - Scotch Drain $8,000
  - Horlings Drain $21,500
  - Ferragina Drain $2,500
  - Gorzo Drain $4,000
  - Morris Rd Drain $45,000
  
  $79,000 $50,000

- **B** 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 9 $7,800
  - Drain 11
  - Drain 12
  - Drain 13
  - Drain 14 $1,800
  
  $61,100 $23,100

- **D** Engineering report and construction of new Drain in BWG
- **E** Engineering report and construction of new Drain in TOK