

**Minutes**  
**DRAINAGE SUPERINTENDENTS ASSOCIATION of ONTARIO**  
**BOARD OF DIRECTORS MEETING**  
**October 25, 26, 2006; Ramada Inn, Guelph, Ontario**

Present were: Andy McBride, Wray Wilson, President Marc Gagne, Rene Landry, Shawn Vanacker, Eric Chamberlain, Brian Dobbie, Matt Stephenson, Sid Vander Veen and Secretary Ralph Clayton. Dennis Shand arrived mid-afternoon.

**1. Opening Remarks**

President Marc Gagné called meeting to order at 12:55 . He welcomed the Directors to the meeting being held at the Ramada Inn in Guelph. He noted the long agenda and suggested that we move ahead with the items listed.

**2. Regrets** a) Due to another commitment Dennis Shand will be arriving about 3:00 p.m.

**3. Review and Approval of:**

**a) Agenda**

The agenda and the addendum were updated to cover additional items since the agenda was circulated.

**b) Review of DSAO Directors Minutes of June 6, 7, 8, 2006 meeting as circulated**

Moved by Andy McBride: "That the minutes of June 2006 as circulated following the June meeting be accepted as amended by statement below". Seconded by Brian Dobbie.

Question on minutes: re: urban drain and ag drain. Discussion : - suggested that "Certificate of Approval" be added or whole "suggestion" be removed in #2 of 13(g) of June minutes. Decision - Add as addition to # 2.

Item 13(g) of the June minutes is in italics as found in the June minutes with the correction underlined with the statement amended to read :

*"Urban storm water is considered to be "polluted" and requires a MOE permit. – "Certificate of Approval" (C of A) before work can proceed. DSAO would accept that a "C of A" is required for the "urban" portion of a drain. However, DSAO does not accept that the work cannot be done under the Drainage Act.*

*Suggestion: For a subdivision storm water system: 1/ the subdivider hires an Engineer to develop a drainage plan for the subdivision, 2/ the municipal engineer – a Drainage Practitioner (acting for the Municipality) - reviews the proposal and prepares a drainage report under the Drainage Act Procedures including the design and assessment and obtains a "Certificate of Approval" for any drain or portion thereof in an urban area. 3/ the assessments include the developer assuming the costs involved with the subdivision ( developer has signed a petition to extend or develop- so can be Sec. 78 or Sec. 4) so can be a Municipal Drain, 4/ the procedures of the Drainage Act are followed by the municipality and construction proceeds".*

Minutes Carried with the amended statement as above.

**Treasurer's Report – Rene Landry**

**a) Current financial statement**

Total Income from memberships to October 24 - \$14,105.72

Noted that shirt sales of 4 @ \$40.00 does not cover the actual shirt cost (\$176.33) which means that either the organization sells at a loss or the shirt price to the membership should be increased.

Total expenses to date are \$ 9,610.77.

The chequing account also contains monies from Chapter VII amounting to \$630.00

- b) Bursary report: \$ 1,000.00 has been expended on bursaries by the Chapters. A balance of \$913.73 is held within the chequing account.  
Three Chapters may still apply for bursary fund in this fiscal year but only two will be applying so fund has adequate funding.

The Treasurer also presented a comparison of actual 2006 expenditures and income with 2004 and 2005, a full accounting of transactions since January 24, 2006, a bursary fund income and expense statement, a summary of Chapter VII membership fees for 2006 and a statement of shirt purchases and sales.

- c) The Treasurer reported that the Liability Insurance coverage from Marsh **covers only the Directors while acting on DSAO Board business.**

The Liability Insurance cost for 2006 was \$847.30

- d) Costs for Don Lobb re: Clean Water Act  
Discussion: Some confusion about cost share between parties involved.  
Decision: That Matt Stephenson will contact LICO by E-mail to determine present status and will report either by E-mail or at the next Director's meeting.

Moved by Eric Chamberlain: "That the Treasurer's report be accepted as presented." Seconded by Shawn Vanacker. Carried.

#### **5. Promotion Coordinator's Report - Eric Chamberlain**

It is understood that Wray Ramsay will take care of the Hospitality Suite (Room 102) at the Convention. Of items discussed for promotion or recognition of 25 years for the organization in 2008 items a rain gauge was considered most practical. Discussion: – for whom ? - speakers ? , each Superintendent?, It was suggested that the item be made available for the 25<sup>th</sup> anniversary in 2008. It was also suggested that the Directors consider a 25<sup>th</sup> anniversary fund (a reserve).

Moved by Rene Landry: "That we take the remaining balance of the Promotion Coordinator's each year fund and transfer it to a 25th anniversary fund" . Seconded by Wray Wilson. Carried.  
It was also suggested that the Secretary place an "on-going" item in future agendas titled 2008 Anniversary.

Eric Chamberlain noted that pictures of Drainage Superintendent activities and problems are welcomed.

#### **6. Secretary's Report**

Ralph Clayton reviewed the activities of the Secretary for the June to September period. Numerous E-mail messages and resulting decisions are accomplished quickly and efficiently without meeting and phone calls with the record being kept by the Secretary. An invoice for was submitted for services and fees amounting to \$ 491.10 for the period April 1 to June 30 and a further invoice for July 1 to September 30 for \$ 413.74 was submitted.

The draft History of DSAO being prepared for 2008 has had the Past presidents list added, the McNeely-Taillon-Stantec award recipients added and the Honourary members list added. Years 2004 to 2006 are to be reviewed in coming months and included in the draft.

Moved by Wray Wilson: "That the Secretaries report be received as presented." Seconded by Matt Stephenson. Carried.

#### **7. Information Coordinator's Report**

Dennis Shand, Information Coordinator reported :

- 1/ Major revisions to the website have been accomplished and comments from members of DSAO are welcomed.

- 2/ The E-mail list on the DSAO website is outdated and members must be asked to check existing addresses.
- 3/ DSAO members contact information (phone, and addresses were deleted), E-mail address remains but as noted above needs to be updated.
- 4/ Bursary Award winners by Chapter could be recognized on the website. A picture would be useful. There is a need for a preamble for the "bursary" section . Rene Landry offered to write and submit to Dennis Shand.
- 5/ The "Question and Answer" section is established and is working well. This section should be of interest to all Drainage Superintendents and become an excellent way to exchange information amongst the membership on problems and issues.
- 6/ "Job opportunities" section is in place and may be used by Municipalities searching for staff
- 7/ Expenses were about \$1000 to update and expand the website . It is expected that annual costs in the future will be about \$300.00 annually.
- 8/ Convention details will be placed on the website as they come available.
- 9/ A History section is to be included . The Secretary was asked to send records of all Past Directors and other related lists.
- 10/ Coming Events are to be included.

The appreciation of the effort expended by Dennis Shand and support staff was expressed by the Directors

Moved by Eric Chamberlain: "That we accept the changes made by Dennis Shand to the website".  
Seconded by Rene Landry. Carried.

- b) "Discussion forum" for Drainage Superintendents on website. (from 8(ac))  
This item was covered in the report above .
- c) Comments on the updated website - contact information, history, minutes of Directors and Chapters, name the officials of each Chapter, events and news, Board of Directors, (from 8(ba)).  
This item was covered in the report above.

### **8. Correspondence – Directors are to review and note items which should be discussed.**

- Each item of correspondence will not be reviewed unless a Director requests discussion.
- a) E-mail to all Chapter Secretaries attaching the June 2006 minutes and the announcement of the All-Chapters meeting.
  - b) Invoice sent to Treasurer Rene Landry by Secretary for services rendered up to June 30, 2006
  - c) E-mail to all DSAO Directors attaching the June minutes, a draft McNeely-Taillon-Stantec nomination form requesting further review- see 12(b) - and announcement of the All-Chapters meeting on October 26, 2006 at 4:00 p.m..
  - d) From LICO – a copy of the statements re: Clean Water Act (Bill 43) sent to the Municipalities by LICO – matter was discussed in June – see item 11(a).
  - e) Carolinian Canada Newsletter – includes concerns about proposed new route for bridge to the USA and a description of the donation of a farm in Orford Township – Turin Paw Paw Woods.
  - f) Copy of information from Rene Landry sent to all Directors regarding liability coverage for DSAO Directors and for Chapter membership. See item 4(c) for discussion.
  - g) Copy of message from Information Coordinator Dennis Shand indicating clearance has been given for office staff to work on DSAO website update. Refer to item 7 for report on improvements to date.
  - h) From Ministry of Citizenship and Immigration – an invitation to nominate for the "Good Citizenship" Award. Deadline was July28.
  - i) From Dave Richards, Water Resource Coordinator, MNR – expressing a desire to meet or speak to Drainage Superintendents. Item placed in 12(c)(5) for discussion.
  - j) From Eric Chamberlain to Chapter I membership re: suggested fishing trip in at Lake Kesagami courtesy Brett Ruck.
  - k) From SARA Registry – (Species at Risk Act) – Newsletter with a number of addresses for further information.
  - l) From the Government Policy Research Group Inc. – offers "The Provincial Governments Political Guide" and/or "The Directory of Agencies, Boards and Commissions" for \$175 each annually.
  - m) From Christine Lamb – a request on "drainage issues". The Secretary replied asking for more information – found location to be in Haliburton region - no Drainage Superintendent! Directed to Municipal office for clarification of so – called drain!

- n) Copy of letter from Paul McIntyre and Paul Elston of Burnsides to Susan Brocklebank, Environmental Planning Technician with the Upper Thames River Conservation Authority; which was circulated to Township of West Perth, DFO representative Joe deLaronde, OMAFRA Drainage Coordinator, local MP, local MPP, OSPE Drainage Committee (Jeff Dickson), DSAO, and Bob Ready. Placed in item 12(e)(1).
- o) E-mail memo to Frank Kains, LICO Convention Coordinator providing comments on draft program topics from DSAO. Placed in item 12(c) for discussion.
- p) From Shawn Vanacker as copied to all Directors – two versions of a membership certificate. See 11(d) for discussion.
- q) From Rene Landry – comments on proposed certificate. Refer to 11(d) for discussion.
- r) Press release from OMAFRA re: “Minister’s Strategic Advisory Committee” noting appointees and interest areas for Committee consideration.
- s) Copy of memo to Joe deLaronde and Dana Boyter of DFO circulated to all Directors (June 29) following the June Director’s meeting setting out concerns and suggestions for improvement in communications between agencies. Item placed in 12(e)(2).
- t) Invitation to annual Composting Council of Canada Conference – September 13-15, 2006
- u) From Wray Wilson copied to all Directors – comments on the McNeely-Tailon-Stantec criteria. Refer to item 12(b)(1) for discussion.
- v) Copy of 2006 All-Chapters meeting sent to Chapter Secretaries noting one topic. For discussion refer to 12(d)(1) .
- w) Receipt from Marsh Insurance for cheque submitted by Treasurer Rene Landry – sent copy by Fax to Treasurer.
- x) To Treasurer Rene Landry – invoice from Shelwood Associates for fee and services rendered.
- y) Copy of Wray Ramsay reply to “IAC Report” submitted to Nancy Walther circulated to all Directors. Discussion at item 13(a).
- z) From Marc Gagne as received from Wray Ramsay – files dealing with CA fees and a bylaw rejecting the fees. See item 13(b) for discussion.
- aa) From Sid Vander Veen, Matt Stephenson and Dennis Shand – updates to the Director’s contact list
- ab) Invitation to attend the 10<sup>th</sup> National Forest Congress, September 25 to 27, 2006.
- ac) From Sid Vander Veen addressed to all Directors – suggestion that the DSAO Website have a “Discussion forum” page. Six favourable comments received. For discussion see item 7(b).
- ad) From Environmental Science Engineering – invitation to place ad in fall edition.
- ae) From Canadian Print Plastic – possible membership card – referred to Eric Chamberlain.
- af) From John Johnston of LICO – copy of submission to the Standing Committee on Social Policy regarding Bill 43 – The Clean Water Act. Referred to item 11(a).
- ag) From Marc Gagne – copy of “Fisheries Protocol Information Seminar” circulated to all Directors. Report at item 13(c).
- ah) From Eric Chamberlain copied to all Directors – message that DFO has issued new “Operational Statements”. Discuss at item 11(i).
  
- ai) Invitation from Leonard Domino and Associates to attend a seminar titled “Pre-Election Government Relations Training Seminar” on October 4, 2006.
- aj) From Eric Chamberlain copied to all Directors noting DFO “Authorization form” and “Letter of Intent”.  
Seven additional comments and memo from Joe deLaronde of DFO. Discussion at 12(e)(3).
- ak) From Agri Drain Corporation - a catalogue of products.
- al) From Ralph Campbell, Secretary of Chapter III- noting request for Honourary membership for Andy McBride. Discussion at item 12 (f).
- am) From Turf and Recreation – Annual Buyer’s Guide and Directory.
- an) From Sid Vander Veen - a list of OMAFRA information, resources and products – circulated to all Directors. For discussion see item 13(d).
- ao) From Marc Gagne addressed to all Directors noting the presentation by LICO on the Clean Water Act found at the Hansard Debates website on August 25, 2006.
- ap) From Marc Gagne in reply to Sid Vander Veen circulated to all Directors comments and files on the “Fisheries Protocol Information Seminar attended by Gagne. See 12(e)(4) for discussion.
- aq) From Wray Wilson addressed to all Directors suggesting that a “flood” of problems submitted to DFO/CA could be an interesting move. Further suggested that be on All Chapters program. Agreement from five other Directors. See items 12(d)(2) and 12(e)(5) for discussion.
- ar) From Shawn Vanacker addressed to all Directors – a request for reports which include the enclosure of an open section of drain for discussion with DFO/CA, Dietrich Engineering and the Drainage Coordinator. Include in discussion at 12(e)(6).
- as) From Wray Wilson addressed to all Directors proposing that the subject of “flooding” the DFO/CA with drainage problems be a topic for the All Chapters meeting and that the Secretary inform the Chapter Secretaries of the updated agenda. Supported by 3 of the Directors. See item 12(d)(2) for discussion.
- at) From SkillPath Seminars – invitation to attend seminar titled “How to become a Better Communicator”.  
– London on November 12, Cost \$199.
- au) From SkillPath Seminars – invitation to attend the “Administrative Assistants Conference” – four locations Oshawa west from November 15 to 29 –Cost \$249.

- av) From Lower Thames Valley Conservation Authority – April-June Newsletter.
- ax) From Tallgrass Ontario – Summer issue of the “Bluestem Banner” (newsletter).
- ay) From OMAFRA – advertisement of the “Outlook Conference 2006” – November 8, 9, 2006 in Toronto.
- az) From the Environmental Science Engineering magazine – offer to place ad in same.
- ba) From Marc Gagne to all Directors drawing attention to improvements to the DSAO website. Suggestions were also circulated on other improvements including changing the contact phone and Fax numbers. The Secretary has requested Dennis Shand to make that change “post haste”. See 7(c) for discussion.
- bb) From Johnston of LICO and from Jim Reeve – a message noting the passing of Jerry Clarke, principle in Ideal Tile at Arva.
- bc) From Wray Wilson circulated to all Directors requesting an updated agenda for the All Chapters Meeting. The secretary completed a draft update and sent to Marc Gagne for review.
- bd) From Rene Landry – room accommodation details for the Ramada Inn on October 25, 26, 2006.
- be) From the Christian Farmers Federation of Ontario (CFFO) – an invitation to attend part or all of the annual Convention on November 10 in Guelph.
- bf) From O'Donnell-DRG a catalogue of Convention aids – to be transferred to Eric Chamberlain, Promotion Coordinator.
- bg) Additional items after circulation of this agenda.
  - (bg)(1) - From Belinda Ward-Campbell – confirmation of presentation at the All chapters meeting.
  - (bg)(2) – From President Marc Gagne – comments on draft agenda.
  - (bg)(3) – Copy of message sent to all Chapter Secretaries re: All Chapters meeting and Fax message sent to Art Janse of Chapter IV.
  - (bg)(4) – From Marsh Canada – an updated Liability Insurance Policy – to be handed to Treasurer Rene Landry.
  - (bg)(5) – From President Marc Gagne – reply to John Johnston of LICO re: final printed banquet program for the convention banquet.
  - (bg)(6) – From the SARA Registry – Newsletter #13 – of interest may be the registration of 42 for species added to the endangered list. (To check go to: [www.ec.gc.ca/press/2006/060824\\_n\\_e.htm](http://www.ec.gc.ca/press/2006/060824_n_e.htm)). Also new documents are noted.
  - (bg)(7) – From Shawn Vanacker – discussion of future contact with Chapter IV membership when Art Janse retires (May 1, 2007). Discussion at item 13(e)(1).
  - (bg)(8) – from Sid Vander Veen copied to all Directors and others – message noting that the Clean Water Act has been given third reading . He notes two recent articles in the Toronto Star and the House debates in Hansard – see [www.onta.on.ca/hansard/house\\_debates/38\\_parl/Session2/index.htm](http://www.onta.on.ca/hansard/house_debates/38_parl/Session2/index.htm)
  - (bg)(9) – From Rene Landry after review of updated information prepared by your Secretary for inclusion in the Convention banquet program – honorary members and past presidents.
  - (bg)(10) – From Marc Gagne after review of the updated information prepared by the Secretary . Refer to 12(g) for discussion.
  - (bg)(11) – Turf and Recreation – September/October issue
  - (bg)(12) – From Dennis Shand – memo on time of arrival – place in regrets.
  - (bg)(13) – From the SARA registry – announcement of a discussion round table focusing on “...improving the conservation of species and protecting and recovering species ...and critical habitat...by making more systematic use of the ecosystem approach, by considering socio-economic factors .....”.  
Discussion document can be found at : [www.sararegistry.gc.ca/public/showDocument\\_e.cfm?id=1146](http://www.sararegistry.gc.ca/public/showDocument_e.cfm?id=1146)>. (November 6 deadline for comment)
  - (bg)(14) From Sid Vander Veen – information about the “Premier's Award for Agri-Food Innovation Excellence” – forwarded to all Directors

## 9. Chapter Minutes

### a/ Chapter V minutes of March 16, 2006

Rene Landry reviewed the Chapter V minutes and noted that Chapter V wishes to ask for an amendment to the Constitution so Associate members of a Chapter can have a vote at the annual General meeting. However, no formal letter has been prepared by the Chapter to date.

He also noted that the Chapter is planning a summer tour in the Niagara Peninsula for 2007. Further details may be available at the January Convention.

- b/ Chapter VI minutes of meeting of June 15, 2006  
Marc Gagne reviewed noting that attendance consisted of Associates or non – members, and four of the attendees were from the City of Ottawa. Conservation Authority regulations were discussed.
  - c/ Chapter III minutes of April 13, 2006 meeting  
Wray Wilson reported that the Chapter had held two meetings and gave credit to the current Chair of the Chapter for organizing a good meeting and having 18 of 24 members in attendance.
  - d/ Chapter V minutes of June 15, 2006 meeting – see comment at 9(a) above.
  - e/ Other minutes arriving before the meeting – No other minutes presented.
- Matt Stephenson reported that Chapter II has not held a meeting in 2006.

#### **10. Drainage Coordinator's Report**

Sid Vander Veen, Drainage Coordinator for OMAFRA discussed the following programs.

- a/ OMAFRA are offering a “Premiers Innovative Agri-Food Award” of \$5,000 to \$50,000 being available for innovative projects depending on the implicit value of the innovative item.  
  
The circulation of information from OMAFRA to all the DSAO Directors is undertaken by the Drainage Coordinator. Since the information can be easily deleted – if not of interest - he will continue to circulate.
- b/ Drainage Superintendent Courses will be March 5-9, 2007.  
The Contractors Drainage Course will be held from February 6 to 16, 2007.
- c/ A conservation oriented conference – the A.D. Latornell Conservation Symposium will be held on November 15, 16, 17, 2006 at the Nottawasaga Inn. On November 17 the a.m. program Agricultural Drainage will be featured with Sid Vander Veen, Ross Irwin, Harold Rudy of OSCIA, Dave Richards of OMNR (Wetland restoration on drains), Brad Glassman of UTRCA, and Don Lobb  
More information can be found at the website [www.latornell.ca](http://www.latornell.ca).
- d/ On November 1 “Drainage Act and Fisheries Act Concerns” will be the topic of a training session for Perth County Municipal staff and council members with Sid Vander Veen making the presentation.
- e/ The Agricultural Infrastructure Program will be reviewed in 2007. The review will likely include a questionnaire for interested parties. (The Municipality – the Drainage Superintendent – should receive more information in 2007).
- f/ “Tile Drainage Inspectors training”  
Sid indicated that if any DSAO Chapter is interested, OMAFRA is willing to present a one to two hour “Tile Inspector Training” session. This training would be directed to individuals who provide the inspection services under the Tile Drainage Act. While not a drainage superintendent responsibility, it is a function that many superintendents perform. It may also draw interest from other non-drainage superintendent tile drain inspectors.
- g/ Clean Water Act information – press releases and details - were circulated to all Directors. The Act has received third reading. More information is available on the Ministry of Environment website at [www.ontario.ca/cleanwater](http://www.ontario.ca/cleanwater) or by contacting the Public Information Centre of the Ministry of the Environment in Toronto at 1-800-565-4923. Sid stressed that the regulations under the Clean Water Act still need to be developed and because of the potential impacts on drainage, DSAO should continue to monitor information on the draft regulations.

h/ Drain Statistics for fiscal 2005-6. An improved in - depth tabular set of data for the drainage program in Ontario was presented and included ten year historical references for comparison. A summary of this information will be presented to the Convention in January.  
Under "Municipal Drain Maintenance" 1356 projects having a total cost of \$9,449,336 were completed of which \$5,969,743 was for maintenance and \$ 3,479,593 was for superintending – total grant paid for these projects amounted to \$3,337,621 The average superintending cost for the projects was 36.8 percent of the total project cost.

## 11. Old Business

a/ "Proposed Clean Water Act" (Bill 43)

Matt Stephenson and Wray Wilson as representatives to the combined committee to formulate a paper representing the Drainage Industry (Land Drainage Practitioners, LICO membership and DSAO membership) ; reported that there have not been further meetings since the paper was presented to the Standing Committee by John Johnston on behalf of the group. It is understood that the Bill has received third reading and regulations must now be prepared.

A copy of the paper has been received by the Secretary. As stated in item 10(g) above information can be found at the Ministry of the Environment website.

b/ DSAO History - Update on progress since last meeting.

Ralph Clayton reported that Officers, McNeely-Taillon- Stantec recipients and Honourary members lists have been updated and included in the draft history are to be included.

c/ Environmental Assessment Act

No new information has been forwarded for some time. The Secretary will remove this item from future agendas.

d/ DSAO Certificate for new members

Shawn Vanacker noted that he had previously circulated two certificate ideas to the Directors for review. Following discussion on the merits of each size and location the large logo on the left side of a certificate was unanimously accepted.

Further discussion on the time of initiation of a new certificate ensued noting that there is a number available according to the Secretary's count.

Moved by Matt Stephenson: "That the present inventory of seals be depleted , then the new logo on a new membership certificate be initiated." Seconded by Shawn Vanacker. Recorded vote: - in favour – 4; - against – 3; motion declared carried.

e/ Association of Ontario Road Superintendents request for a "basic drainage course".

Marc Gagne reported that has been no further discussion on the matter. Marc Gagne will call for information.

f/ DSAO representation and Course material at the Annual Drainage Superintendents Course .

The June 2006 minutes stated : "*The practical part of the Course is presented by practicing Drainage Superintendents. It was suggested that one or more DSAO Directors should/could attend the 2007 Course to audit the program and quizzes, as the course format has been in use for several years.*"

Discussion: Directors agreed that there should be representation.

Moved by Wray Wilson : "That Shawn Vanacker, Rene Landry and Eric Chamberlain attend the Drainage Superintendents Course in March 2007 at the time of the Drainage Superintendents information session to observe discussion, review quizzes and report to the next Directors meeting in June 2007". Carried.

g/ Representation of DSAO on the Standards and Specification Committee for 2007 Convention.

Reference can be made to the letter from Andy Kester at 8(ao) of the June correspondence. Considered. Suggested that a letter be sent indicating that the DSAO do not feel that can add anything to the meeting as are restricted by the drainage report specifications for maintenance. The Secretary was asked to prepare a note for Andy Kester, Chair of the Standards and Specification Committee.

h/ Independent review of the Treasurer's statements.

Discussion: Director's expressed a desire to have an independent review. It was suggested that a municipal official be approached. Rene Landry agreed to contact either the Treasurer or Deputy – Treasurer of the City of Port Colborne.

i/ New DFO Operational Statements – Punch and Bore; Beach Maintenance; Log salvage; Maintenance of Riparian Vegetation and Moorings . (from 8(ah))  
Eric Chamberlain reported that there was little change in the statements. No further action is required.

j/ Other items as may be identified from minutes.  
No further items were identified.

## 12. On-Going items

a/ Logo copyright protection - further information - if any.  
No further information was available for this meeting. The matter is on-going .

b/ McNeely-Taillon-Stantec Award  
The draft form was circulated by the Secretary with the June minutes. Discussion. Wording is in need of clarification.  
The Secretary was asked to forward the draft form to Andy McBride to update and circulate to all Directors. On acceptance Rene Landry will add the logo to the Accepted form and forward same to Dennis Shand for inclusion on the website. The Secretary will inform the Chapter Secretaries that an improved form is on website ready to download for nominations this fall.

c/ (1) Program topics for Convention (from 8(z))  
A tentative program was reviewed. The following topics are included.

*Katie Stemmler- a Comparison of fish habitat in natural watercourses and in drains*  
*Doris Krahn – The Impact of Woodlands or Trees By-laws on Municipal Drains*  
*Dr. Larry Brown, OSU; - Water table Management studies*  
*Bob Stone - Erosion control structures and grants*  
*Dr. Larry Brown, OSU; - Application of controlled Drainage Systems in the US Midwest*  
*Don Lobb, Jack Imhof, Peter Bryan-Pulham – Environmental Enhancements-Pros & Cons*  
*Ron Lester of Sensoft –Ground Penetrating Radar*  
*Paul Yaremko – How Long should Drainage Pipe Last?*  
*David Richards – Wetland Restoration and the Drainage Act*  
*Davin Heinbeck Sink Holes – why they should not be used as a drainage outlet*  
*Steve Haverton – Geo-thermo heat pump installations*  
*Steve Pathak, - Ultra-Low Sulphur Diesel Fuel-how it will affect your engines*

*Armtec is hosting a luncheon at noon on Thursday prior to a tour of the Woodstock plant. Tour pre-registration is required-see Convention registration information.*

Tuesday workshops include: (pre-registration required)  
- Canadian Red Cross First Aid Course & recertification  
- Contractor Compliance Checklist for Health & safety

The Drainage Superintendents Association of Ontario annual meeting will be held on Thursday commencing at 9:45 a.m.

David Richards of MNR will discuss the Wetlands program in a DSAO separate session on Wednesday afternoon.

d/ All-Chapters meeting – October 2006 (From 8(AI)).

It was noted that the program format would be as previously announced.

Chair: President Marc Gagne

Speaker: Andy Kester – “Issues with Grant Applications and some comments on the Agricultural Drainage Infrastructure Program Review”

Speaker: Belinda Ward-Campbell – “Drain Maintenance and Recovery of Fish and Benthic Invertebrates”

Other Comments: - DFO issues

- Website is updated – please comment to Dennis Shand.
- Mention LICO/DSAO Annual Convention

Discussion: Concerns with DFO and the submission to upper level DFO personnel of procedural difficulties under the Drainage Act involving fisheries issues – from 8(aq) and 8(as). Decision was made to hear out Dana Boyter from DFO before making a recommendation to the membership.

e/ DFO and Drain Classification Issues

The following issues were noted from the correspondence:

- (1) From item 8(n) - a copy of a letter from Burnside staff (McIntyre and Elston) re: maintenance on the Hepburn Municipal Drain was noted. It is understood that DFO will be challenged on the issues raised in the letter.
- (2) From item 8(s) - a memo from Eric Chamberlain addressed to DFO ( de Laronde and Boyter) suggested that a committee of DSAO, CA and DFO representatives be set up to discuss common issues – no response to the letter has been received.
- (3) DFO “Letter of Intent” and “Authorization” with memo from de Laronde of DFO – Eric Chamberlain noted that a drain was to be “enclosed” under an engineer’s report. DFO requested a “Letter of Intent”. Concern was expressed that anyone, anywhere, can comment on the application once a “letter of Intent” is forwarded as it appears on the website of the Canadian Environmental Assessment registry for a 30 day period – thus becoming a further impediment to timely construction.
- (4) Fisheries Protocol Information Seminar attended by Marc Gagne (from item 8(ap)). MTO has obtained the confidence of DFO by having staff biologists and does own in-house mitigation proposals. DFO does audit projects on occasion .
- (5) “Flooding” DFO/CA with drainage problems (from 8(aq). See above comments at d/.
- (6) Meeting in Norfolk for discussion of a drain enclosure – from 8(ar). Shawn Vanacker reported on a meeting of DFO, OMAFRA, CA(Grand River Conservation Authority) representatives to review a report which was fraught with procedural and biological problems between agencies. Compromise was reached , the drain will be partially enclosed with the remainder to remain open with mitigation procedures.
- (7) From 12(d) above discuss value of suggestion. (flooding of DFO with project problems) – matter was previously discussed at d/ above.
- (8) Other items that may come forward in discussion.
  - (a) Maintenance notices to DFO have been ignored (where site specific authorization is required), so work will proceed without authorization as Municipality is bound by legislation to carry out maintenance work!

Dana Boyter attended the meeting and discussed a number of items including: correspondence to the Minister, Drain Classification issues, projects being held up, etc..

1/ He noted that DFO have hired extra Geographic Information System personnel to collate the data

available from the Conservation Authorities. Bob Steiss of OMAFRA has the OMAFRA data information up – to – date.

- 2/ He noted that the Fisheries Habitat Subcommittee - which had representation from DFO, CA, DSAO/Eng rep, OMAFRA, - (Garth Noecker was the DSAO representative) has been disbanded. He is hopeful that a new committee can be established with the mandate to meet 3 or 4 times per year and discuss and recommend solutions to common issues. It is envisaged that DSAO would have representation. It was noted that other groups (or industry) supply biological information and propose the mitigation techniques that will be used for a specific project but the agricultural industry provides construction information but no OR little biological information. The Committee could offer suggestions on how to handle classification issues. The mandate for the Committee would be the first item of business for the Committee.  
DSAO was asked to forward names to Dana Boyter for Committee. Committee representatives are to include DFO, CA, OMAFRA, LICO, DSAO, Engineers and MNR.
- 3/ Boyter expressed the concern that the DFO mandate is misunderstood by the agricultural industry. It was suggested that biologists should be part of the “team” for design of new construction. (section 4, 78) New reports should contain speak to fishery concerns in the report.  
Drain Maintenance projects do not need biological examination. (section 74)(classes A,B,C,F)
- 4/ Boyter noted an increase in concerns from Bruce County with material being forwarded from Special Assistant Laurie Pilard to Boyter for review. Most concerns relate to the lack of biological information being submitted on proposed projects. Recommendations are to obtain the required biological information.
- 5/ Boyter acknowledged that late responses by DFO to drainage reports are an issue.

Following discussion with Boyter the proposal to bring concerns to the upper ministry level was revisited noting that some issues are frivolous and show lack of understanding of the purpose of the Fisheries Act. The Drainage Coordinator noted that OMAFRA and DFO have discussed setting up a Committee which be specifically for drainage issues such as reclassification and acceptable mitigation measures. It was suggested that difficult issues should be discussed with the Drainage Coordinator before forwarding to the upper levels of DFO. The Directors agreed that further political pressure should not be recommended at the present time.

It was noted that the Fisheries Habitat Subcommittee (now disbanded) had fulfilled a useful function in addressing issues between drainage and the Fisheries Act. It was through this committee that a group was formed to develop and support for the production of posters showing procedures for the inclusion of the fishery concerns.

#### Discussion re: “Drain biology and Consulting Biologists”

To improve drainage procedures and to be “proactive” perhaps the time has come for municipalities undertaking Section 4 or Section 78 projects to consider the support of a biologist along with the engineer. Most drain construction or improvement projects need “Authorization” from DFO. Class “D” and “E” drains require site specific “Authorization”. A biologist would provide a written opinion to the engineer preparing the report (or the municipality) on the necessary steps to take to meet DFO requirements. When biologists are hired in order to obtain DFO authorization for drain construction or improvement projects, their cost can be added to the cost of the project (Section 73). Grants will cover the drainage report projects. However, it doubtful that the cost of a consulting biologist can be added to the cost of drain maintenance and repair work and it is unlikely that these costs would be eligible for grants.

- f/ Request that Andy McBride be considered for Honourary Membership by the Directors- from Chapter III, April 13 minutes and covering letter at 8(al).

Moved by Rene Landry: “That the Directors accept the motion of Chapter III to make Andy McBride an Honourary member”. Seconded by Brian Dobbie. Carried.



Matter has been covered at 12(f) above.

- (h) Representation to the Drainage Industry Meeting – Sid Vander Veen is chair  
Eric Chamberlain and Brian Dobbie agreed to represent DSAO at the Industry meeting at the Convention during the Thursday noon lunch break.
  - (i) Consideration of Officers for DSAO for 2007  
Associate Director – tentative Andy McBride  
President - Eric Chamberlain (Chapter I)  
Past President: - Marc Gagne (Chapter VI)  
Vice President:  
Treasurer: Rene Landry (chapter V)  
Director : Shawn Vanacker tentative (Chapter IV)  
Director : Chapter III to be forwarded  
Director: Chapter II to be forwarded  
Director: Chapter VII – nomination to be forwarded or from the floor at the Annual Meeting
- Moved by Matt Stephenson “That Shawn Vanacker be named Vice president for 2007”. Seconded by Rene Landry. Carried.
- (j) Past President’s Luncheon - details  
Matt Stephenson offered to look after the food details.  
The Secretary is to send out the Past President invitations.
  - (k) Names of Directors to stand on Committee proposed by Dana Boyter to act on Drainage/Fisheries issues.  
Shawn Vanacker offered to be part of the Committee.  
Discussion followed on the “working parameters” for Committee. Decision was to hold until after first meeting of the proposed Committee.

### 13. New Business

- a) IAC Report – (from 8(y) - Comments by Wray Ramsay  
A number of concerns with the draft report about the role that Conservation Authorities could/should play in the structural improvement of drainage projects were reviewed by Wray Ramsay. Directors did not have concerns.
- b) From item 8(z) – Bylaw governing CA fees for review of drainage projects.  
Discussion: Matter has been resolved by the local Conservation Authorities in concert with the municipalities concerned.
- c) Report of attendance at the “Fisheries Protocol Information Seminar” - Marc Gagne  
Previously reported at item 12(e)(4).
- d) Request from Sid Vander Veen to indicate interest in OMAFRA information, resources and products (from item 8(an)) being circulated to all Directors.  
Previously noted at 10(a).
- e) Other items as may come before or at the meeting.
  - (1) From 8.(bg)(7) of addendum – Discussion of future contact with Chapter IV should Art Janse retire in 2007. Shawn Vanacker and Ralph Clayton to review matter with Art Janse.

Moved by Eric Chamberlain: “That Art Janse be made an Honourary member of DSAO” Seconded by Andy McBride. Carried.

- (2) SARA (Species at Risk Act) Registry correspondence (from 8(bg)(13))

The Federal Minister of the Environment is holding a meeting to discuss methods of  
“.....improving the conservation of species and protecting and recovering species at risk and  
their critical habitat....by ....use of the ecosystem approach.....”  
Matter filed.

**14. Payment of Accounts**

Moved by Matt Stephenson: “That the outstanding accounts be paid”. Seconded by Brian Dobbie.  
Carried.

**15. Next meeting**

The next meeting of the DSAO Directors will be held in London at the Lamplighter Inn on January  
23, 2007 commencing at 10:00 a.m..

**16. Adjournment**

Moved by Eric Chamberlain: “That this meeting be adjourned”. Seconded by Rene Landry. Carried.