

MINUTES
DRAINAGE SUPERINTENDENTS ASSOCIATION of ONTARIO
BOARD OF DIRECTORS MEETING
Ramada Inn, Guelph, Ontario
October 24, 25, 2007

The meeting commenced at 10:00 a.m. with the following in attendance: Brett Ruck, Wray Wilson, Rene Landry, Wray Ramsay, Andy McBride, Marc Gagne, and President Eric Chamberlain. Minutes were taken by Ralph Clayton. Arriving later were Sid Vander Veen and Rob Johnson.

1. Opening Remarks

President Chamberlain expressed his thanks to those in attendance for being on time and noted the need to avoid discussion which was beyond the topic at hand.

2. Regrets

Rob Johnson had informed the Directors by E-mail that he would be unable to attend October 24 due to other activities.

3. Review and Approval of: - June 2007 Minutes, Agenda for October 24, 25 and Addendum and Additions

The addendum as forwarded and updated at the meeting was considered and items were added as requested to the agenda.

Moved by Andy McBride: "That we accept the agenda and the addendum as presented and updated".
Seconded by Brett Ruck. Carried.

The minutes of the June 2007 DSAO Director's meeting were considered.

Moved by Andy McBride: That the minutes of the June 2007 Directors meeting be accepted as circulated".
Seconded by Rene Landry. Carried.

The Minutes of the September 13 meeting of DSAO Directors were considered.

Moved by Rene: "That the minutes of the special September DSAO Director's meeting be accepted".
Seconded by Brett Ruck. Carried.

4. Treasurer's Report - Rene Landry

A comprehensive financial statement was circulated to the Directors and reviewed by the Treasurer.

a/ Review of expenses and receipts since June 2007

The current bank balance is \$ 4970.88. Due to upcoming financial commitments for the 25th DSAO Anniversary celebration the expenses may place the account in a deficit balance. With the consent of the Directors following numerous e-mails, the Treasurer arranged to cash in the flexible GIC having a current value in excess of \$2500.00. Projected expenses over receipts for 2007 may be about \$1414.80 for year. (Projected expenses of \$15014.80 less receipts for 2007 of \$13,600.00 from memberships).

Directors considered the need to cash in the "premium rate" GIC. Membership fees could be collected earlier so it might not be necessary to cash the "premium rate" GIC.

Decision – 1/ Directors are asked to make the Chapter Treasurers aware of the current financial position.

2/ That the Treasurer watch the balance and if necessary to have cash prior to the January meeting, the Treasurer will circulate a memo requesting permission.

Discussion on postage, fax, stationary, internet and phone. Since DSAO now covers the meals and lodging of the Secretary during the Annual Convention and since there was no separate entry line to show this expenditure for January 2007 expenses for the Secretary, the lodging and meal expenses were lumped into this entry line for the 2007 accounting. An additional line to show these expenses separately will be added for the 2008 budget.

Discussion on Website costs – expenses beyond the budget estimate.
The additional expense is the renewal of the website domain.

Membership fee for 2008 was set at the Annual General Meeting in January 2007 and is the same as for 2007. (total of \$125.00 with \$30.00 belonging to the Chapter).

Where did the GIC funds come from? – Explanation: membership numbers were higher prior to amalgamation. Concern was expressed that expenses are depleting the financial buffer now in place. It was noted that current one time expenses for the 25th anniversary have created the possible deficit position. It was suggested that the DSAO should have a “cushion” to cover the unforeseen. The Treasurer will provide an explanation at the Annual General Meeting in January 2008.

b/ Final membership figures – 140 for 2007

c/ Bursary fund – current balance

From the bursary statement it was noted that four Chapters have availed themselves of the monies held. Income to date for 2007 is \$1400.00 and Chapter requests amounted to \$1250.00. The bursary fund balance is \$1107.73.

Chapter VII and Chapter IV have not made use of the bursary.

d/ Cashing out of “Flexi-GIC” to meet current financial obligations. See discussion and decision at 6(a) (1) & (2).

e/ Secretary review of past discussion on “bursaries” from previous minutes.

The Secretary provided a list of past discussions as found in minutes from 2000 to present. It was noted that the June 2007 Director’s meeting contained a motion that the Directors propose to the AGM in January 2008 *“for 2008 move \$14.00 per member to bursary fund and \$6.00 / member for insurance and raise bursary amount to \$ 350 for 2008”*.

Moved by Andy McBride: “That we adopt the Treasurer’s report”. Seconded by Marc Gagne. Carried.

5. Promotion Coordinator’s Report

Eric Chamberlain reported:

1/ Pictures for the exhibit are welcomed.

2/ There will be a slide presentation at the annual LICO/DSAO banquet on January 24, 2008. Pictures of DSAO member activities are requested, membership pictures by Chapter etc. The Secretary will forward any pictures received to Ross Irwin who is compiling a Power Point presentation.

Moved by Wray Ramsay: “That we accept the report of the Promotion Coordinator”. Seconded by Andy McBride. Carried.

6. Secretary's Report

Ralph Clayton presented the Secretary's report.

Moved by Wray Wilson: "That the secretary's report be accepted as circulated". Seconded by Rene Landry. Carried.

It was suggested following the June meeting that a "to do list" for all Directors be prepared. It was agreed that an action list would be completed as a separate file.

7. Information Coordinator's Report

Information Coordinator Denis Shand did not attend the meeting. Directors discussed a number of issues.

a) F A Q section of the website

Directors agreed that the present section was not in the best interests of DSAO as the section was hosting legal questions and possible liability issues should anyone undertake to answer.

It has been determined that a "password protected" section which would be open only to Drainage Superintendents is costly and difficult to operate.

It was proposed that the Directors and /or the Information Coordinator should prepare and place questions (frequently asked questions) with answers. In this way the section would not become a "legal" place to "sound off" on individual issues.

Directors questioned if the site could become more interactive e.g. show the location and name of the drainage superintendent.

Brett Ruck offered to prepare FAQ section and give a link e.g. OMAFRA factsheets.

Eric Chamberlain to request that the present questions on the website be removed as they are not "FAQ".

b) Improvements to the website in recent months

Comments: - Website has improved in the past year.

- Past presidents list not on site
- Some forms not available – Honourary nomination form, McNeely-Taillon nomination form,
- forms that are "free" involving drainage e.g. DFO related - may not be available.
- continuing is required to keep the website current.

Discussion: The Directors note that an "overall" set of guidelines or "duties" and content should be prepared for the Information Coordinator. The October 2006 Directors minutes list some activities to be completed.

Wray Ramsay offered to prepare a position description for the Website Coordinator and will circulate the proposal to the Directors.

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

- (1) From EcoServices Inc. – a project list and company overview - PDF file available from the Secretary
- (2) Copy of Participant names in Drainage Superintendents Course received by all Directors
- (3) Environmental Science and Engineering magazine – May issue
- (4) From Eric Chamberlain to all Directors – copy of message to Dennis Shand regarding the F&Q section of the DSAO website / legal questions/liability issues/ password protected section for DSAO members discussion.
- (5) From Sid Vander Veen – copy of "OMAFRA Resources and Publication Update" circulated to all.
- (6) From Dennis Shand to all – reply to 8(4) above – could be costly and difficult to do – included in item 7 – Information Coordinator's report.
- (7) From Chris Allen of Chapter V – comments regarding membership record keeping.

- (8) From Turf and Recreation – June issue
- (9) Comments on the FAQ issue form several Directors circulated to all Directors. Issue referred to 7(a).
- (10) From Danielle O'Connor of MNR, Land Use and Environmental Planning Section; requesting an update of contact information – Secretary replied updating President and other information.
- (11) From Marc Gagne to all –requesting a copy of the Draft Document “Guidance to Meet the Requirements of the Fisheries Act”.
- (12) From Marc Gagne to all – comments on the MOE Tile Marker sign.
- (13) From Rene Landry – circulated to all Directors – re: changes to bursary amounts effective 2008 if ratified by the Annual General meeting and submission of \$250 to Chapter VI.
- (14) From Eric Chamberlain to all Directors – verifying the bursary amount for 2007 as being \$250.
- (15) From Rene Landry to Frank Jonkman with a copy to all Directors – re a cheque for membership fees.
- (16) Several E-mails discussing information on the proffered MOE drain outlet signs and contact name at Environment Canada.
- (17) From Sid Vander Veen to Rene Landry and the Secretary – a copy of the tentative meeting room arrangements for the All-Chapters Meeting on Thursday October 25.
- (18) Copies of messages to all concerning the Environment Canada “water-inlet” signage available to Drainage Superintendents with comments on the program intent from Kim Kay of Environment Canada.
- (19) From Sid Vander Veen copied to all DSAO Directors and LICO Directors – a suggestion that the groups should be aware of the development by some Conservation Authorities of documents entitled “Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Document” which may impact drainage maintenance or construction projects under the Drainage Act.
- (20) From Eric Chamberlain to all DSAO and LICO Directors – a proposal to create a document similar to that in 8(19) which outlines the policies and procedures under the Drainage Act – an effort to mobilize interest in the concern.
- (21) From the Secretary to Jeff McKee of “Better Farming” indicating that Andy McBride would be a contact should he wish an article on municipal drainage – copied to Andy McBride.
- (22) From the Secretary to Frank Kains giving suggested titles of interest to DSAO, proposing more concurrent sessions this year due to specific topics and a comment on DSAO membership interest in the tour.
- (23) From Sid Vander Veen – a copy of the document “Requirements of the Fisheries Act(Draft)” in PDF - a 3.05MB file. Copy is available from the Secretary as is stored on the computer.
- (24) From Sid Vander Veen – a summary of his report to the Directors at the June meeting – inserted in the minutes.
- (25) From Jeff McKee of “Better Farming” indicating receipt of message and agreed to contact Andy if any need for further discussion.
- (26) From Rob Johnson to all DSAO and LICO Directors and to Land Drainage Committee persons – comments on preparing an “agricultural drainage policy and procedural manual”.
- (27) From Eric Chamberlain in reply to a memo circulated by Wray Ramsay re: Conservation Authority/MNR/DFO variance in requirements for projects across the Province. It was noted that the Drainage Action Working Group (DAWG) is beginning to address the inconsistencies and requested time to bring the DAWG group up to speed to deal with these problems.
- (28) Exchange of memos between Wray Ramsay, Eric Chamberlain and Dennis Shand regarding the F&Q section on the website and worthy recipients of gifts at the 25th DSAO celebration.
- (29) Exchange of memos between Wray Ramsay and the Secretary re: DSAO History. Ramsay accepted responsibility for completing the history.
- (30) Exchange of memos on names of Presidents, first Executive and exploring idea of ring presentations.
- (31) From Ministry of Citizenship and Immigration – request for nominations for “Good Citizenship” to made before August 17.
- (32) Minutes of LICO Director’s meeting of June 28, 2007- contains OMAFRA report, tentative program for the Land Drainage Committee Conference on October 26, concerns of contractors re: lack of outlets for every property, and report on the development of a design manual for controlled and sub-irrigation systems.
- (33) Copy of “In the Trenches” from LICO.
- (34) Memo regarding membership and title between Eric Chamberlain and Marc Gagne.

- (35) Receipt from Marsh Canada showing payment of the liability insurance. Statement to be given to Rene Landry, Treasurer.
- (36) Memo exchange between Eric Chamberlain and Wray Ramsay regarding original first Executive members.
- (37) From Sid Vander Veen – suggestion that wind Farm impacts on drainage systems be a topic at the convention. Title has been added.
- (38) From Eric Chamberlain re: printing costs for history booklet – copied to Wray Ramsay.
- (39) From several to all Directors – happy to have the “wind Farm” topic at the Convention.
- (40) From Rene Landry and several other Directors – comments on mementos and those eligible.
- (41) Exchange of memos between Eric Chamberlain and Wray Ramsay copied to all discussing mementos.
- (42) From Rene Landry to all Directors – confirmation of accommodation at the Ramada Inn, Guelph for the Directors meeting and for the All-Chapters meeting room.
- (43) From Eric Chamberlain to Wray Ramsay and the Secretary – suggesting need to get together to review details to be included in the history – accomplished on September 13.
- (44) From Leonard Domino and Associates – invitation to a seminar on “making Government contacts prior to the 2007 election.
- (45) Invitation to National Composting Conference in Moncton, NB, on September 19-21.
- (46) From Andy McBride to Wray Ramsay and the Secretary requesting a current address for Belinda Ward-Campbell and Katie Stemmler.
- (47) From Kris Franklin of Chapter V to all of Chapter V members attaching a memo giving a link to the GRCA website and to the draft Policies of the GRCA to meet regulation 150/06.
- (48) From Andy McBride to the Secretary suggesting that a brief “to be done list” be prepared from the minutes so all Directors can review. Suggestion to be discussed at item 6 – Secretary’s report.
- (49) From the municipality of Morris – Turnberry – a copy of a resolution regarding DFO and CA lack of “timely” involvement in drainage reports. Refer to 11(a).
- (50) From Brett Ruck to all Directors – a copy of comments prepared by Chapter V from a special meeting with the Niagara Peninsula Conservation Authority. (Comments copied to DSAO file). Refer to 11(a).
- (51) From Andy McBride – questioning if any need to contact Good Farming again regarding an article for the fall issue. (Good Farming has indicated that might contact again in the future.
- (52) From SARA –(Species at Risk newsletter) link to www.sararegistry.gc.ca/viewNewsletter_e.cfm?id=24.
- (53) From Matt Stephenson circulated to all Directors – a copy of the Morris-Turnberry resolution, also comments on the PSAB program and determining if a municipal drain is an asset. Reply to resolution support by Andy McBride noting that DAWG (Drainage Action Working Group) is an interactive stakeholder group which is preparing to discuss and make recommendations to stakeholders. Discuss at item 11(a).
- (54) From Eric Chamberlain to all Directors – a copy of the draft engraving for glasses being prepared for the celebrations in January 2008 at the Convention.
- (55) From Eric Chamberlain to all Directors attaching a/ the NPCA (Niagara Peninsula Conservation Authority) and b/ comments of Chapter V on the NPCA policies. Suggestion that special meeting of Directors may be required. Item discussed at 11(a).
- (56) From Sid Vander Veen to all Directors – a comment on the action being taken to ascertain the acceptance of the municipal drains in a municipality as an asset.
- (57) From Sid Vander Veen to all Directors – a memo indicating updates from OMAFRA Information Resources and Products and especially that the Drainage Guide for Ontario is now in print.
- (58) Turf and Recreation magazine – July/August –Buyers Guide and Directory issue.
- (59) From Ontario Association of Food banks – an invitation to attend a special event on November 14 in support of the Food Banks - \$250.00 /ticket – see www.endhunger.ca.
- (60) Request for seal and certificate for new member – Frank Jonkman. Seals have been sent to all Chapter IV members, certificate to follow.
- (61) From Marc Gagne to Wray Ramsay re: Rideau Valley Conservation Authority requirements for drain maintenance and offer to meet for discussion.
- (62) From Environmental Science and Engineering - invitation to participate at the Canadian Environmental Conference and tradeshow (CANECT) in Toronto in April 2008.

- (63) From Secretary of Chapter VI – copy of correspondence which has been sent to Pierre Poilievre, MP expressing concerns with DFO regulation and a letter to the Rideau Valley Conservation Authority noting the municipality's (City of Ottawa's) intention to follow the Drainage Act maintenance procedures on "F" Drains in an expeditious fashion. Both pieces of correspondence have been copied for the Directors. Item is included under 11(c) for discussion.
- (64) From Agri-Drain Corporation – a 2007 catalogue of management items.
- (65) From Carolinian Canada – fall 2007 Newsletter.
- (66) From Eric Chamberlain and Andy McBride with copy to all Directors – the final letter being sent to the Minister of Agriculture, Food and Rural Affairs and to the Minister of Natural Resources concerning the difficulty of maintaining and providing drainage infrastructure within proposed Conservation Authority Policies and Guidelines.
- (67) Memos to/from Eric Chamberlain and Wray Ramsay noting a local CA representative who is sympathetic to drainage infrastructure needs.
- (68) Memos to the Secretary re: the draft minutes of September 13. Changes were made to accommodate the concerns noted.
- (69) From Marc Gagne to all Directors – a copy of two South Stormont Resolutions re: (a) DFO review and approval; (b) Conservation Authority issues and (c) a survey of Municipalities reaction to the resolutions. Item to be discussed at 11(c) and 11(d).
- (70) From Rene Landry – confirmation that All-Chapters meeting is on October 25 in the Pinetree Room, commencing at 4:00 p.m..
- (71) All-Chapters meeting notice sent to Chapter Secretaries and to all Directors by Secretary.
- (72) From Eric Chamberlain circulated to all Directors – a copy of a memo to Tim Byrne of ERCA providing background for Byrne's discussion at a Conservation Ontario meeting concerning draft "Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and suggesting that the opportunity to review draft generic policies which relate to drainage matters.
- (73) Memo from Eric Chamberlain requesting time for the Conservation Ontario meeting to transpire before sending out the letters to the membership and municipalities.
- (74) From Rene Landry to all Directors suggesting that the letter to the Ministers of OMAFRA and MNR be circulated at the Chapter level and the suggested resolution be promoted at the local Council level by individual Drainage Superintendent members. The (a) letter, (b) resolution and (c) Factsheet were attached and the file was saved to DSAO.
- (75) From the Species at Risk registry (SARA) – noting a recovery strategy for three endangered species. Go to www.sararegistry.gc.ca/public//default_e.cfm for information.
- (76) From Andy McBride to all Directors an outline of past events leading to present "Draft Policies...." Being prepared by Conservation Authorities. Discuss at 11(a).
- (77) To all Chapter IV members for 2007 copied to Brett Ruck – a memo by mail enclosing the year 2007 membership seal.
- (78) From Eric Chamberlain to all Directors attaching a memo from Brian Anderson of OGRA noting that AMO should be included in the mailing of the DSAO concerns.
- (79) From the Christian Farmers Federation of Ontario – an invitation to participate in the annual Convention on November 14, 2007. Discuss at 13(a).
- (80) September issue of Environmental Science and Engineering.
- (81) From MARSH – a copy of the "Policy Wordings" for the current liability policy. Manual to be handed to Rene Landry at the Director's meeting.
- (82) From Rene Landry – a copy of membership records for 2007 for all Chapters. The list will be used by the Secretary to update an on-going list of memberships.
- (83) From Rene Landry to all Directors - a memo noting that the DSAO bank account required a "top up" as discussed at the June meeting. Item to be reviewed at 4(d) by Treasurer.
- (84) From Eric Chamberlain noting contact with Bonnie Fox regarding the "Workshop Agenda" scheduled for October 4 and requesting an opportunity to review issues with DSAO in December 2008. See item 13(b) for discussion .
- (85) From Rob Johnson in reply to the Secretary's request on the "PSAB" and the current uncertainty of "Municipal assets" and drainage works accomplished by the Municipality. See 11(e) for discussion.
- (86) From Eric Chamberlain to all Directors – an overview of current and on-going discussions of draft "Policies , Guidelines" as provided by CA staff . Item related to 8(84) above and is placed at item 13(b) for discussion. Also related to item 11(a).

- (87) Summer issue of “The Bluestem Banner”. Contains a resume of “Lyme Disease” – locations, symptoms and period of incubation.
- (88) To Gerry LeMay, Secretary of Chapter VII – a fax with the All Chapter meeting information.
- (89) Copy of LICO Newsletter – “In the Trenches”. Contains several articles on CA draft regulations and the choosing of agricultural persons for the Source Water Protection Committees across the Province.
- (90) Correspondence received after agenda forwarded.
- (90)(a) Copy of “Promotional Marketing Supplement” taken from “Better Farming” magazine – the Drainage supplement – which was discussed at the June 2007 meeting.
- (90)(b) Catalogue of promotional materials – to be handed to the Promotion Coordinator at the meeting
- (90)(c) Copy of Municipality of South Stormont letter to the South Nation Conservation Authority concerning the need for a permit to undertake “maintenance and repair of municipal drains” and “removal of Obstruction in Municipal Drains(Fly Creek)”
- (90)(d) Minutes of October 2, 2007 meeting of LICO Executive
- (90)(e) From Eric Chamberlain addressed to all Directors regarding the mailing of the letter of concern to the Ministers of OMAFRA and MNR. Suggests discussion of interaction with local Conservation Authorities. Include at 11(a).
- (90)(f) From Rene Landry and Wray Ramsay – noting the concern with the CA’s is with “policies and guidelines” which simply increase costs. Refer to 11(a) for discussion.
- (90)(g) From Rene Landry to the Secretary requesting background on item 8(7). Information requested was forwarded to Landry for action.
- (90)(h) From Rob Johnson – regrets that will not be present on October 24. Noted in regrets at item 2.
- (90)(i) From Sid Vander Veen – suggestion of topic for future Convention – “ Determining suitable elevation reference when all previous references have disappeared”. Several favourable comments. Discussion at item 12(f)(6).
- (90)(j) From Township of Zorra – a copy of a resolution supporting the Council of Brockton and the DSAO correspondence re: “...the funding formula currently used for Conservation Authorities”. Item to be considered as part of item 11(a) discussion.
- (90)(k) From Agri-Drain – a catalogue of Drainage products available.
- (90)(l) From Turf and Recreation – September /October issue
- (90)(m) Other correspondence that may arrive prior to the meeting.
- (90)(m)(1) Invitation from Ontario Landowners Association to attend a meeting in Shelburne October 27. Referred to item 11(c)(1) for discussion.
- (90)(m)(2) From Marc Gagne copied to all – concern about a DFO Factsheet titled: “What You Should Know About Fish Habitat and A Classification System for the Maintenance of Agricultural Municipal Drains in Ontario”. Referred to item 11(c)(2) for discussion.

Rene Landry will copy the Lyme Disease article and circulate to all Directors with suggestion that send to all membership. Also suggested that could be a topic for Convention. Include with

Moved by Andy McBride: “That the correspondence be accepted as presented”. Seconded by Wray Wilson. Carried.

9. Chapter Minutes

a/ Minutes of Chapter III meeting – September 6, 2007

Wray Wilson reviewed the Chapter meeting minutes. The ADIP program review was discussed and comments were received and collated from Chapter Members .

b/ Other minutes as may be received prior to October 24, 2007

None.

10. Drainage Coordinator's Report - Sid Vander Veen

- a/ The Drainage Guide for Ontario has been revised, updated and printed. It is available from Publications Ontario at a cost of \$20.00. You can order a copy by calling 1-888-466-2372, by sending an E-mail to products.omafra@ontario.ca, by downloading an order form from the Publications section of the general OMAFRA website omafra@ontario.ca, or by the fax number (519)-826-3633. Recommended reference for all Drainage Superintendents.
- b/ March 3 – 7, 2008, Drainage Superintendent's Course – OMAFRA office in Guelph.
- c/ ADIP Policy review is to be undertaken in the fall of 2007.
- d/ DFO has four outstanding projects where the maintenance /construction work was undertaken without authorization. OMAFRA policy does not allow a grant payment until projects have been approved.
- e/ Canada /Ontario Water Supply Enhancement Program (COWSEP) – LICO has received a grant to develop sub surface irrigation and controlled drainage information for Southwestern Ontario. The information when completed will be put on a website and will be available to all. (e.g. soil type, water bearing layers, lot lines, tile drainage maps, municipal drain map system). Land Information Ontario – LIO – has some of this information along with much more as acquired from some contractors and OMAFRA.
- f/ Drain Statistics report: New drains constructed in 2006/7 fiscal year – 170 projects at a cost of \$11.6 M.
Total drainage projects were down in 2006/7. Maintenance and Superintendent costs have been increasing year - over - year with maintenance projects amounting to \$13.5 M.. Engineering costs for reports in 2006/7 amounted to 25.3% of the drain cost – a higher proportion than in past years. Three drains had notable engineering costs due to extraneous events. Average cost for a drain was \$68,500 for all construction projects.

11. Old Business

- a/ Review of actions taken to date by DSAO to make the rural drainage stakeholders aware of issues of drains and DFO/CA actions. Also refer to 8(90)(e) for discussion. Also refer to 8(90)(f) regarding “Policies and Guidelines”. Also refer to item 8(90)(j) and resolution support.

The Directors of DSAO met on September 13 to discuss the implications of regulations being developed in new “Policies and Guidelines” by Conservation Authorities across Ontario to address wetland issues. Most CA's appear to be recognizing the statutory obligations of the municipality to maintain drains under by-law.

Conservation Ontario sponsored a meeting of all Conservation Authorities to review the regulations being written by each with the objective to have a uniform set of regulations across Ontario which can still address local issues. The Directors of DSAO forwarded information to municipalities and to Drainage Superintendents (copied to the CA's) drawing attention to the impacts which some regulations might have on municipalities and landowners. The Ministers of Agriculture, Food and Rural Affairs and Natural Resources were formally asked to review existing legislation for possible conflicts. It is understood that a formal response to the concerns is being drafted. Copies of several resolutions passed by municipalities have been received by DSAO.

Drainage Superintendents are encouraged to be involved at the local level to ensure that local CA representatives from the municipality are cognizant of possible impacts and that the local municipal council is apprised of the tentative regulations being written by the local Conservation Authority.

- b/ Review of copied correspondence from City of Ottawa concerning DFO/ CA issues. (from 8(63))
Marc Gagne discussed the issues with the local CA and the recent correspondence indicating that the municipality intended to proceed with some projects “...in an expeditious fashion”. Directors felt the issues were regional and should be pursued through the DAWG procedures now available.

- c/ South Stormont Resolutions and Municipal reaction to the circulated resolutions – material was circulated to all Directors and Secretary made copies for the DSAO minute file. (from 8(69)(a),(b)&(c)).
Directors discussed the concerns expressed in the South Stormont resolution and considered the concerns to be an issue with the local Conservation Authority . Timing of work has been discussed at the DAWG Committee (Drain Action Working Group). DAWG minutes are to be circulated following this meeting and contain acceptable authorization times for class A, B, and C drains for maintenance projects. (within 5 days of receipt of request by the CA). Discussions and correspondence continue between the municipality and the local Conservation Authority. (from item 8(90)(c))
- d/ DAWG (Drain Action Working Group)
- 1/ Activities since June 2007 meeting.
 - Eric Chamberlain undertook to circulate all the DAWG Minutes to date following the meeting. Eric Chamberlain and Andy McBride reviewed the discussions of the DAWG committee noting:
 - a/ Timing of work windows - warm water, cold water - now an MNR responsibility.
 - b/ Class F drains (March 30 to June 30 no work) (Authorization is not required but CA notification must be forwarded.) - can maintain from July 1 to September 15th. DAWG is proposing an “Operational Statement” for F drains.
 - c/ “Improved habitat” (more than 10 years) will result in maintenance being more difficult.
 - d/ Only project discussed in any detail – Fort Erie Outlet Drain (suggestions were not accepted)
 - e/ Established the terms of reference for DAWG – find in the September minutes
 - f/ Conservation Ontario has accomplished more training in the CA group.
 - g/ Drainage forms “Notification of Municipal Drain Maintenance” need to be distributed to all Drainage Superintendents and must be used by Drainage Superintendents.
 - h/ Authorization should not be required for F drains when properly submitted.
 - i/ The committee has agreed that a high priority for maintenance should be given to Class F drains.
 - j/ DAWG group will be studying group D and E classifications.
 - k/ It is the committee’s intention that DAWG minutes be circulated widely to CA’s , DFO, Municipalities, (Drainage Superintendents)
 - l/ Some D and E classified drains have not been accepted for maintenance by the CA/DFO so the municipality is responsible – an untenable position!
 - m/ Conservation Ontario and the member Authorities are developing generic regulations and holding discussions to obtain some uniformity/conformity across the Province.
 - n/ The September 5 DAWG meeting welcomed Bill Bilton from Dawn-Euphemia in Lambton County - a “rural” representative from ROMA.
 - o/ The “Procedures and Guidelines for Drain Maintenance projects under the Fisheries Act” published by DFO in the 1990’s is to be reworked to reflect current needs.
 - p/ The Committee is concerned regarding habitat now being put in place as requested (required) by the CA and increase in future costs due to the enhancement.
 - q/ Timing windows for maintenance are being reviewed and established by DFO.
 - r/ A website is being established to carry minutes of all DAWG meetings.
 - s/ Response times to maintenance requests have been discussed: For class A, B and C Drains should be issued within 5 working days from submission – but more advanced time is preferred. Class D and E drains require a site specific permit and should be issued within two months after all fish habitat impact assessment and a mitigation/compensation plan has been sent to DFO and/or the CA. The presence of “species at risk” may take a longer time for authorization. The minutes of the September 5, 2007 meeting of DAWG also contains a course of action if the response times are not being met.
 - t/ The next meeting of DAWG is December 12, 2007.

DAWG provides an opportunity for the DSAO membership to have environmental problems considered by a group which comprises representatives of a number of stakeholders. Their discussions can lead to resolution of an impasse at the local level.

2/ Reaction to South Stormont Resolutions.
Matter dealt with at item 11(c) above.

3/ Dowdall Drain discussion/update-if any.

A request for further studies has been received so the possible construction period has passed for 2007 and the requested studies cannot be completed until spring of 2008. It was noted that new reports will proceed with less difficulty if a recognized biologist has filed a report on Fisheries issues with the Drainage Engineers report.

e/ PSAB (Public Sector Accounting Board) program and acceptance of municipal drain infrastructure as a municipal asset. (From item 8(85))

It is understood that municipal drains may be considered as infrastructure – thus eligible for financing under Provincial infrastructure funding. Since municipal drains are “area rated” they have not been considered part of the municipal assets.

Discussion: 1/ Understanding that the issue of drainage infrastructure is a grey area.

2/ Municipal CEO’s appear to be ignoring the issue.

3/ “Tangible Capital Asset” is hard to define.

4/ “What is the physical attribute of a municipal drain?”

The Drainage Coordinator is following and supporting acceptance of municipal drain infrastructure as a municipal asset.

f/ Discussion of time available to any Drainage Superintendent to act on the Provincial level as a Director noting the total commitment can be up to the maximum allowed by the Constitution .
Matter was referred to the October agenda from the June meeting.

Discussion: 1/ Length of time on Board – could be up to 8 years

2/ Municipal responsibilities – council office term is 4 years

3/ Consider Friday and Saturday meetings for DSAO Directors

4/ Constitution is the Board Guideline

5/ If Board member cannot attend all of sessions – then maybe leave early – or not attend!

Decision: Board should recognize individual needs and schedule meetings accordingly.

g) Quotations for shirts and embroidery

This matter was laid over from the June 2007 meeting for further discussion noting that LICO had a different arrangement that might be more suitable.

Chris Cavanagh of Wallace Workwear attended the meeting to show a sample 25th anniversary shirt complete with an “adjusted” DSAO logo since the official logo is very difficult to stitch on a shirt without a “pucker”. The shirts were considered by the Directors.

Discussion. It was decided that the shirts will be offered at the exhibit during the Convention at a cost of \$30.00 plus taxes and shipping. Individual orders will be taken by Wallace Workwear at the Convention exhibit area and listed by Chapter. Payment for the shirt(s) is to be made direct to Wallace Workwear. One person in the Chapter will be designated to receive all shirts ordered by Chapter members to reduce shipping costs. Eric Chamberlain will circulate information on the shirts with a picture in near future to all membership so can be ordered ahead – note sizing can vary. Members may wish to visit the website www.wallaceworkwear.com for more details prior to the Convention.

- h) A form for “land severances” (separation of land parcels to meet the requirements of the Drainage Act) is to be prepared for the DSAO website. (from the January 2007 minutes). At the June 2007 meeting, Rene Landry reported one comment had been received. No other policies on Land Severances/drainage impacts from other municipalities had been received for comparison. It was agreed that the form be circulated to the Directors for comments and the matter addressed at the October meeting.

Rene Landry reported that the form has not been completed but will report to the meeting in January of 2008. The form will be circulated to the Directors for review prior to meeting in January.

- i) Report on the comments on Clean Water Act regulations requesting that an “agricultural drainage oriented person” be appointed to the local Source Water Protection Committees.

Wray Wilson noted that the Committee Chairs have been appointed for most / all Committees. Working groups can be set up by each Committee. Drainage Superintendents should be involved in the Source Water Protection Committee or a Working Group.
Timelines – 2012 for Committees to have plans in place. There is a five year commitment for committee members.

- j) Update on review of Drain Classification Process by Jane Sadler-Richards
Understood that the study was to review the “drain classification” process. Nothing further to report as study believed to still be in progress .
- k) Renewal of the Canada-Ontario Agreement respecting the Great Lakes Basin Ecosystem”
Carried forward from the June minutes where Wray Wilson had offered to check on the EBR and to report to the October meeting.
Wray Wilson reported that OMAFRA/MNR/MOE have entered into an agreement until 2010. Ontario has committed \$32.4 M for implementation. See website www.ebr.gov.on.ca/ERS-WEB for details. Comments to EBR on behalf of LICO were prepared by Don Lobb – LICO Environmental Advocate - were read. Directors received copies of the information.

12. On-Going items

- a/ Logo copyright protection –
- (1) Further information - if any (possible meeting with copyright staff).
No further information.
 - (2) Rationale for obtaining the copyright for the DSAO logo. The Secretary circulated a list of comments taken from minutes since October 2000. Directors reviewed the initial rationale.
Discussion: - Do we need to pursue this further?
 - Was a legal concern at the time initiated.
 - If copyright does proceed the Directors will have to address.

Moved by Rene Landry: “That we remove this item from “on-going items”. Seconded by Wray Ramsay. Carried.

- b/ McNeely-Taillon-Stantec Award
- (1) Discussion of increasing the interest of the DSAO membership in making nominations for the award. This discussion is a carry-over from the June meeting.
Noted: -lack of submissions was to be discussed at local Chapters
 - reviewed recipients by Chapter
 - suggested that Directors should not feel badly if there are no nominations – better to maintain the standard – a recognition of “over-and-above” activity.
 - (2) Nomination forms for the Award – availability
 - Updated nomination form is available on the website.

- (3) Selection Committee and timeline required.
President, Past president and Sid Vander Veen – are the Selection Committee.
Nominations will be forwarded to the Selection Committee in early January by the Secretary.

c/ Honourary Member

- (1) Nominations if any - One approved for AGM – Ron Symington
One more possible but nomination form is not available on the website - Charles McGuire – will be dealt with by E-mail
- (2) Presentation at the Annual General meeting – details
Presenter - Chapter representative
- Director will provide information and look after invitation details
- (3) Present status of Honourary membership form

Andy McBride will prepare form for nomination of Honourary Member.

d/ DSAO History

- (1) Update on present status of history compilation
Wray Ramsay reported that the total history has been retyped with the Adhoc Committee names included. Directors reviewed the draft history material. A cover page was suggested. Brett Ruck offered to prepare a draft cover page for comment.
- (2) Printing details – Eric Chamberlain will approach a printing firm with cover page and contents. Print detail, quality of paper stock, etc. will be covered by E-mail memo.
- (3) Distribution to membership – to be placed in the brief case as part of registration package.
- (4) Other items if any – distribution of mementos. Directors agreed to take back unclaimed mementos to present to members at a local Chapter meeting unable to attend the Convention.

e/ DSAO 25th Anniversary 2008

- 1/ Review of mementos and recipients
Mementos – briefcases and glasses. (140 members in 2007)

First Executive of DSAO:

Discussion: Attendance at the banquet will guarantee a special wine glass
Some of first Executive are active members.

Moved by Wray Wilson: “That DSAO give bags to those members of the first Executive who attend any part of the Convention/banquet”. Seconded by Brett Ruck. Carried.

Moved by Wray Ramsay : “That we invite the members of the first Executive to the AGM”. Seconded by Rene Landry. Carried.

The Secretary was asked to contact the members of the first Executive and invite them to the AGM . Banquet tickets are available but should be reserved. Registration package to be included. The formal invitation to request a reply re: attendance. The Secretary will send a draft invitation to Wray Wilson for review.

Members of the first DSAO Executive were: Art Janse, President; George Harris, Vice President (deceased); Charles McGuire, Secretary; and Directors Frank Van Bree, Jim Harmer, Bruce Karr and John Palmer.

2/ Assigning responsibilities

Wray Wilson offered to coordinate the registration and mementos.

3/ Photos available for use in Power Point Presentation during the LICO/DSAO banquet –

Frank Kains is coordinating a presentation of pictures at the banquet which shows the history of the two organizations. Tile installation and tile yard activities would be welcome. Brett Ruck will check on records in the Fort Erie office. A reference book of pictures is part of the DSAO exhibit support materials. Eric Chamberlain will check the exhibit materials. The Secretary will check records in the DSAO minute books.

f/ Program topics for Drainage Convention - January 23, 24, 2008

Frank Kains, Program Coordinator for LICO attended the meeting to review the subject matter of the proposed overall program in terms of DSAO membership interest. Blocks of time were identified for DSAO separate sessions. The DSAO Annual General Meeting was moved to Wednesday with the meeting time being 12:30 to 3:00 p.m. so DSAO members can attend joint sessions on Wednesday afternoon.

The Thursday p.m. time for those not attending the tour was felt suitable for a “discussion session” that could involve both LICO and DSAO members.

Directors discussed topics for the available time slots.

The tentative DSAO separate program is as follows:

Wednesday p.m. 12:30 p.m. DSAO Annual General Meeting - Chair: President Eric Chamberlain

Thursday a.m. DSAO separate session - Chair: Wray Ramsay

10:30 a.m. - “Tracking and Comparing Expenditures for Drain Maintenance/Repair projects and Tactical Improvements” --Peter Bryan-Pulham

11:00 a.m. “West Nile” and “Lyme Disease” - Rene Landry

11:30 a.m. “Bruce Drain No. 19 – A Case Study” -- Andy McBride and Andrew Wright

Thursday p.m.

1:30 p.m. Open Forum Session for LICO and DSAO members: Chair: Rene Landry

Thursday eve 6:30 p.m. Banquet – LICO 50 years and DSAO 25 years celebrations

The above topics are to be submitted to Frank Kains by October 31 by the Secretary.

g/ All-Chapters meeting - Review of topics and details

Changes:

Questions from the floor will be entertained at the end of all presentations. It was suggested that 5:30 p.m. be an expected completion time.

Discussion:

ADIP review responses from Superintendents through the Chapters should be filed with Andy McBride. Suggested that a coordinated response from the Directors is a “compiled” response from all Chapters. Directors could consider “endorsing” some/all of comments - See 13(c)(2). Time is of the essence! Chapter V has some comments in draft form.

DAWG - highlights of activities to date – e.g. terms of reference, Guidelines, CA's are developing individual CA procedures and policies to meet the generic regulations now in place.

h/ Drainage Convention Program 2008 – Registration information

The Secretary will obtain the registration information and:

- (a) forward to Dennis Shand for inclusion on the DSAO website and
- (b) forward to the DSAO Directors and the Chapter Secretaries requesting circulation.

i/ Other on-going items that may arise

- (1) Representative from DSAO to a) the "Industry Meeting" (Noon on Thursday in Canterbury Room).

Eric Chamberlain and Wray Wilson agreed to attend.

- (2) LICO Standards and Specifications Committee – (Wednesday at 12:15 in the Cambridge Room)

Discussion. It was agreed that no one will attend.

- (3) Consideration of:

- a) Directors for 2008

The following items were noted:

- Rene Landry has completed six years and will be retiring from Municipality in October 2008,
- Vice President position will become vacant in 2008,
- Marc Gagne has also completed six years,
- Need to have position of Vice president filled in 2007/8 to give continuity,
- Associate member Andy McBride is stepping aside, (Members reviewed a list of Associate members who might be interested and a letter will be circulated by the present associate representative,
- Chapters need to be made aware of situation,

- b) Officer positions to be filled for 2008

The position of Treasurer will need to be filled – No decision made. January 2008 meeting will appoint a Director to this position.

- c) Choice of Vice President for 2008

Moved by Wray "That Brett Ruck be the Vice President for 2008". Seconded by Marc Gagne. Carried.

- (4) Recommendation of fee for 2009 – to be carried forward to the AGM in January 2008

Discussion: - If bursary monies are increased to \$350 then the Provincial budget for DSAO will decrease by approximately \$4.00 per member.

- Extra meetings usurp funds and due to activities may need to have more in 2008
- Lower membership means less membership income.

Moved by Rene Landry: "That the membership fee recommendation for 2009 be \$150.00"

Seconded by Marc Gagne.

Amendment by Wray Ramsay:

"That the Provincial Treasurer return \$ 10.00 to the Chapter of the \$25.00 increase proposed".

Seconded by Marc Gagne.

Discussion on the amendment: Concern expressed that the Chapter may not need additional funds

Question on the amendment: Affirmative 3, Opposed 4. Amendment declared defeated.

Question on the Motion: Affirmative - None; Opposed - All. Motion declared defeated.

Moved by Wray Ramsay: "That the 2009 fee be increased to \$140 with split of dues to be \$30.00 to the Chapter and \$110.00 to the Provincial Treasurer." Seconded by Wray Wilson.
Discussion: the Board of Directors needs \$15 more to continue activities.
Carried.

(5) Past President Luncheon details

- a/ It was agreed that the Past President's Luncheon should proceed.
- b/ The invitations to the Past Presidents will be prepared, forwarded and replies tabulated by the Secretary.
- c/ The luncheon items will be obtained by Wray Ramsay.
- d/ The chairperson for the luncheon will be Past President Marc Gagne.

13. New Business

- a/ Invitation from Christian Farmers Federation of Ontario to attend annual Convention and banquet. The invitation was noted and filed.
- b/ Conservation Ontario "Workshop Agenda" copied to DSAO as information and suggesting a possible December meeting with DSAO Directors (from 8(84)). Item also related to 11(a).

It was reported that Conservation Ontario held the meeting for CA's and dealt with procedures for municipal drain authorization – see item 11(a) for detail. Because of the letter circulated to municipalities by DSAO, there will be an official reply addressing the issues raised and inviting DSAO representatives to further discussions.

- c/ Other items as may arise from discussion.

(1) Bruce Drain No. 19 and Tribunal Decision.

Andy McBride will forward the Tribunal Decision to the Secretary so it can be forwarded to all members via the Chapter Secretaries to provide members an opportunity to read prior to the presentation at the Annual Convention in January, 2008.

It was noted that the decision covers:

- 1/ timing constraints,
- 2/ fish habitat issues – noting that the Tribunal (as a provincial body) does not have jurisdictional authority over federal statutes so the Engineer must comply,
- 3/ a concern that there is no due process to appeal the DFO requirements,
- 4/ the request for a fisheries study was made by the engineer who is in the employ of the Municipality. (question is – who pays for the study?)
- 5/ Excavated spoil and an extended buffer width,
- 6/ Landfill land values and suggestion on a monetary value,

(2) ADIP Policy Review by the DSAO Directors

Discussion. Chapter VI and Chapter III have prepared comments on the current policy as per the discussion of item 10(b) of the June 2007 minutes. According to the minutes of June 2008: "It was agreed that the DSAO Directors will carry the discussion at the Chapter level and submit results to the Secretary for discussion in October 2007. The Chapter or a member may also submit directly to the Drainage Coordinator". Andy McBride offered to compile the comments, circulate same to the Directors for review and following comments; will finalize the comments and forward to the Drainage Coordinator.

Directors will obtain comments from their local Chapter and compile same for a review.

(3) Prorogued Parliament – Bill C-45 no longer exists but will be reintroduced in late October / November with some changes proposed.

Wray Ramsay reported that there will be a meeting in Toronto regarding the Fisheries Act / Bill C-45 on November 10th. Information about the meeting has been requested. When information is available it will be circulated to the Directors.

(4) Name tags for Directors

Wray Ramsay will prepare name tags for new Directors – Brett Ruck and Rob Johnson.

(5) Inland Waters – meeting in Burlington

An open meeting in November discussing issues which may have impact on Drainage Superintendents was brought to the Directors attention. Discussion. Since there was no formal invitation to the Association it was felt that attendance could only be as an individual superintendent representing a municipality. Brett Ruck may attend as a Drainage Superintendent.

(6) From Ontario Landowners Association meeting in Shelburne requesting DSAO representation received by Marc Gagne and others. (from item 90(m)(1))

Discussion. Different viewpoints were expressed.

Decision: The Directors will not send an official representative but support the attendance of a drainage superintendent as an observer and to support the DAWG committee.

14. Payment of Accounts

Moved by Wray Wilson: “That all outstanding accounts be paid”, Seconded by Wray Ramsay.
Carried.

15. Next meeting

The next meeting will be held on January 22, 2008 at the Lamplighter Inn commencing at 10:00 a.m.

16. Adjournment

Moved by Rene Landry; “That this meeting stand adjourned”. Seconded by Brett Ruck. Carried.