



**Annual General Meeting
MINUTES**

MEETING DATE: January 20, 2021

TIME: 1:00 p.m.

LOCATION: Virtual Zoom Meeting

Please Note: Attendance was not taken; this list is not complete but is those known to be attendance; 79 people were registered

Chapter 1	Chapter 2	Chapter 3
Lu-Ann Marenette Tim Dick Lindsay Dean Shane McVitty Tony Peralta Eric Chamberlain Gerard Rood Sam Paglia	Brent Clutterbuck Elizabeth Cummings Andrew Maver Bill Knifton David Moores Paul Dalton Travis Pitt Alex Verbeek Don Simpson Jessica Soepboer Glen Hamill Brendan Shapton	Greg Nancekivell Jim Harmer Jeff Dickson Jeremy Taylor John Kuntze Ken McCallum Paul MacIntrye Wray Wilson Grant Collins

Chapter 4	Chapter 5	Chapter 6
	Ryan Moore Neal Morris	Lorne Franklin

Others		
Tim Brook, OMAFRA	Jenn Thomas, DFO	Sara Eddy, DFO

Action by:

1.

Call to Order & Introductions of Board Members

Lu-Ann
Marentette

President Lu-Ann called this Annual General Meeting for the Drainage Superintendents Association of Ontario come to order at 1:04 p.m. Lu-Ann presented the President's report.

AGM – January 2021 - Message from the President

I would like to start by thanking everyone for attending this virtual Annual General Meeting. I know I personally would prefer to see you all in person at the LICO DSAO conference but COVID -19 has made that impossible. I was thinking back of the last 16 conferences that I have attended and recall all the great presentations that were at the conference and all the great conversations held with you all. The conference, in my opinion, gave us all a well needed break from our jobs and also allowed us to vent about the troubles we all deal with. I found it comforting that I am not alone in the wonderful world of Drainage we all deal with. I will introduce the Board Members.

Introduction of Board Members

Lu-Ann – President Chapter 1
Elizabeth Cummings – VP Chapter 2
Greg – Past President Chapter 3
Frank Jonkman – Director – Chapter 4
Ryan Moore Director – Chapter 5
Lorne Franklin – Director for Chapter 6
David Moores –Director at Large
Paul MacIntyre – Treasurer/Promotions
Wray Wilson - Secretary

As we all know Covid has not stopped or even slowed down Drainage works and we have all had to figure out ways of meandering through this new normal. It has, in some ways, been challenging but at the same time gratifying. This Board of Directors have worked very well in these changes times and I want to thank them all for their hard work and staying diligent to their role on the Board over the last year. I would also like to remind everyone that the Board members are here to assist the membership so if you need to discuss an issue please know that you could always call your DSAO board representative for advice or just confirmation that what you are doing seems appropriate. We will now move into Item #2 on the agenda.

Lu-Ann Marentette, President

DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

<p>2. <u>Approval of Agenda</u></p> <p>AGM-2021-01 Moved: Jim Harmer Seconded: Greg Nancekivell</p> <p>“That the members approve the Agenda dated January 20, 2021, as printed and circulated.” Motion Carried</p>	<p><i>Lu-Ann Marentette</i></p>
<p>3. <u>Approval of Minutes</u></p> <p>AGM-2021-02 Moved: Ken McCallum Seconded: Grant Collins</p> <p>“That the Minutes of the January 22, 2020 Annual General Meeting be approved, as printed, circulated and amended.” Motion Carried</p>	<p><i>Lu-Ann Marentette</i></p>
<p>4. <u>Reports</u></p>	
<p>4.1 Treasurers Report</p> <p>Paul reviewed the executive summary dated January 8, 2021 indicating:</p> <ul style="list-style-type: none">• 167 memberships in 2020• a closing balance on December 31, 2020 of \$34,190.72• two GIC’s with a value of \$13,128.38• total assets to \$47,319.10. <p>Paul noted that expenditures were not as high as predicted since Board members had not attended any in-person meetings since January of 2020.</p> <p>AGM-2021-03 Moved: Paul MacIntyre Seconded: John Kuntze</p> <p>“That the report of the Treasurer be received for information” Motion Carried</p>	<p><i>Paul MacIntyre</i></p>
<p>4.2 2021 Budget</p> <p>Paul reviewed the proposed 2021 budget indicating surplus of \$9,975.00.</p> <p>AGM-2021-04 Moved: Paul MacIntyre Seconded: Jim Harmer</p> <p>“That the proposed 2021 Budget for the DSAO be approved as printed and circulated.” Motion Carried</p>	<p><i>Paul MacIntyre</i></p>
<p>4.3 Bursary Report</p> <p>Paul reported that for 2020 Chapter 2, Chapter 3 and Chapter 6 each presented a bursary and each received a DSAO reimbursement of \$350.00.</p>	<p><i>Paul MacIntyre</i></p>

4.4	Promotion and Information Report - Paul advised: <ul style="list-style-type: none">• Website –the membership is to contact him if they had updates or suggestions• Promotions – Nothing new to report	<i>Paul MacIntyre</i>
4.5	Drainage Coordinator’s Report Tim Brook provided the Drainage Coordinator’s Report. <p style="text-align: center;"><u>OMAFRA Report to DSAO AGM – January 20, 2021</u></p> <ul style="list-style-type: none">• ADIP deadlines in 2021 <p>At this time, there is no change to the deadlines, but the Ministry will work with municipalities who are unable to complete the submissions by the deadline dates due to issues created by COVID-19. The dates are as follows:</p> <ul style="list-style-type: none">○ Superintendent Report Backs – January 31, 2021 (formerly grant applications)○ New Construction Report Backs – February 15, 2021 (formerly grant applications)○ Superintendent Grant Applications – February 28, 2021 (formerly the allocation request)○ Maintenance Grant Applications – April 30, 2021 (formerly grant applications)○ New Construction Grant Applications – Submitted after the By-law to adopt has received 3rd reading (submitted throughout the year) (formerly queue notifications) <p>Municipalities will also be receiving (started already) an email asking for the selected maintenance projects that were submitted in 2020 (original deadline of April 30, 2020) for work completed in 2019.</p> <ul style="list-style-type: none">• Drainage Course by Ridgeway/OMAFRA for this year <p>Drainage Superintendents Course is scheduled for: Date: March 1 - 5, 2021 Location: Holiday Inn Guelph Hotel & Conference Centre 601 Scottsdale Dr. Guelph, ON N1G 3E7</p> <p>The Rural Municipal Drainage Course and Calculating Drainage Act Assessments; currently they are not being offered this spring, there was a discussion around converting the courses to an online form, however, the Assessments Course the group interaction is a large part of the learning experience. It was therefore decided to provide the Rural Municipal Drainage Courses in an in-person format when safe to do so. We expect an increased number of calls from municipalities for clarification of the information that would have been presented in the courses.</p>	<i>Tim Brook</i>

<https://bdc.ridgetownc.com/takecourse/drainage-courses/>

- **EBR posting and webinars – awareness and dates, etc.**

<https://ero.ontario.ca/notice/019-2814>

December 9, 2020 - February 7, 2021 (60 days)

Webinars were scheduled for January 7, 8, 12, 14 and 15, 2021

- **DS Guide update**

Currently in production – will share a quick screen shot to give the DSAO Board a taste of the document.

Questions

Eric Chamberlain asked several questions related to the changes to the Drainage Act, in particular the idea of including the DART Protocol and the proposal to create more protocols. Eric doesn't use the DART protocol and believes it is outdated. He believes the DART committee should reconvene to review the document and update it.

Shane McVitty questioned how the proposed amendments would streamline the process. He suggested it would not. He also asked how suggestions for amendments move forward. Tim replied that changes or amendments are suggested and then recommended by senior management and they move them on up.

Tony Peralta asked if the proposed amendments would be reviewed prior to implementation. Tim indicated that a review is on now and submissions can be made to the ERO until February 7th.

4.6 **DFO- Fisheries and Oceans Canada Update (2:00-2:30 p.m.)**

Jenn and Sara provided the DFO update:

- **Class Authorizations** – These documents are being updated. Class Authorizations expire March 2021. Drafts will be presented to DSAO and DAWG in February
- **Drain Notification Form:** The Drain Notification Form is being updated to reflect terminology changes in the updated Fisheries Act. The Notification Form is being updated by the DAWG. The Notification Form is not being updated by DART; if DART requires additional updates these will be considered as well. DFO requires the Notification Form to be updated at the same time the Class Authorizations go to the Regional Director General. The entire package will be sent to the RDG by end of February.
- **Drain Sampling:** Last summer DFO's field program was cancelled due to the Pandemic; no students were hired. DFO has since developed safety protocols to ensure safety during sampling and we are anticipating that a field program will proceed this summer – but a final decision has not been made. DFO will

*Jenn
Thomas/Sara
Eddy*

provide funding support for Conservation Authority or Municipality Drain Sampling contracts – an email will be sent from DFO shortly regarding drain sampling contract requests. Additionally, DSAO Members should prioritize their drain sampling requests so that DFO can plan to sample high priority drains for this summer. An email requesting sampling priorities will be sent to DSAO in February.

Eric Chamberlain asked if DFO could sample all drains on Peele Island

- Do Not Send List: The list is currently being updated and aligned more closely to the Class Authorizations. A copy of this will be shared with DSAO/DAWG.
- Drain Guidance Document: Drain Guidance Document is being updated to reflect updated language in the Fisheries Act.
- DSAO Chapter Contacts: DFO will send contact information of DFO staff working on drains associated with the DSAO Chapters

Jim Harmer asked if the contact list would be sent out soon. He was assured it would be.

- Fact Sheet/Video – Drain Enclosures. Drafts have been shared with DAWG. DFO is working on messaging and revised drafts will be shared with DAWG and then DSAO prior to finalization.

4.7

Conference Planning Report

Elizabeth Cummings

Elizabeth reminded members that the Engineers Conference is scheduled for October 21 & 22, 2021 in Guelph at the Holiday. She advised that the DSAO/LICO Conference is scheduled for January 18-20, 2022. Contact the Lamplighter in to book your rooms

AGM-2021-05 Moved: Eric Chamberlain Seconded: Paul MacIntyre

“That the verbal reports on bursaries, information and promotions, Drainage Coordinator, DFO and the Conference Coordinator be received, for information.” **Motion Carried**

5.

Committee Reports

5.1

DAWG Committee

Paul MacIntyre and Dave Moores

Committee Members:

- Jenn Thomas, DFO, Chair
- Lisa Wren, DFO, Alternate Chair
- Tim Brook, OMAFRA
- Tina Schaukula, OFA

- need new rep, ROMA
- Leslie Rich, Conservation Ontario
- Davin Heinbuck, Ausable Bayfield CA
- John Kuntze, OSPE Land Drainage Committee
- Paul MacIntyre (sub Elizabeth Cummings), DSAO
- David Moores, DSAO
- Audie Skinner, MNRF

David Moores presented the DAWG report.

Overall Summary

- In 2020 DAWG met five (5) times via Microsoft Teams
- Due to Covid, DFO did not do any drain sampling in 2020, instead setup contracts with CAs and private firms. A total of eight (8) contracts were set up
- Tim Brooke has been attempting to get a MECP Rep on the Committee. His contact is supposed to reach out to the DSAO and Land Drainage Committee. Still waiting for this to happen.
- New OFA rep on the Committee as Peter Jeffery has retired – Tina Schankula
- New MNRF rep on the Committee – Audie Skinner
- DAWG has updated the Terms of Reference
- Committee is currently working on:
 - A shorten Request for Review form for Engineering Reports
 - Revising the Drain Notification Form for maintenance
- DFO is working on:
 - Drain Enclosure Fact Sheet and Video
 - Streamline tools for the Agricultural Community

5.2 DART Committee

Committee Members:

- need new rep, MNRF
- Tim Brook, OMAFRA, Co-Chair
- need new rep, MNRF
- Wray Wilson, DSAO
- Lu-Ann Marentette, DSAO
- John Kuntze, OSPE Land Drainage Committee
- Tina Schankula, OFA
- need new rep, ROMA
- Leslie Rich, Conservation Ontario
- Davin Heinbuck, Ausable Bayfield CA
- Tim Byrne, Essex Region CA
- Terry Davidson, Rideau Valley Conservation

*Lu-Ann
Marentette*

	<p>Lu-Ann indicated that the DART Committee still are not meeting and consequently there isn't any updates.</p>	
5.3	<p>Inventory of Rural Municipal Drainage Infrastructure in Ontario</p> <p>Tim gave an overview of this initiative:</p> <ul style="list-style-type: none">• Program is OMAFRA funded with the University of Guelph• Master Student along with a UoG professor• Student reaching out to municipalities to get an idea on how municipal drains are maintained• Outcome: to get an understanding on grant pressures	<i>Tim Brook</i>
5.4	<p>OMAFRA Green Infrastructure</p> <p>Tim explained this initiative:</p> <ul style="list-style-type: none">• OMAFRA is hoping to create some guidance documents• Working with DSAO to highlight existing web-based applications• Frank Jonkman and Ryan Moore are looking at several ideas	<i>Tim Brook</i>
5.5	<p>Procurement Review Committee</p> <p>Greg noted the committee have not had a meeting so there is no report.</p>	<i>Greg Nancekivell</i>
5.6	<p>DSAO Policy Review</p> <p>Frank was not present at the meeting.</p>	<i>Frank Jonkman</i>
5.7	<p>Standards and Specifications Committee</p> <p>Lorne advised that this committee usually meets at the LICO/DSAO convention and the Engineers conference and since these were cancelled for 2021, there is no report.</p>	<i>Lorne Franklin</i>
5.8	<p>Thames River Phosphorous Reduction Collaborative & Great Lakes Cities Initiative</p> <p>Ryan reported that they have held 2 virtual meetings and there is a webinar on January 29th. He noted that a study is underway in Chatham-Kent.</p>	<i>Ryan Moore</i>
5.9	<p>Ontario Phragmites Working Group Update</p> <p>Lu-Ann was not able to attend the January 19th meeting. Ryan Moore attended the meeting and advised that:</p>	<i>Lu-Ann Marentette</i>

- Appears to be a lot of individuals and groups working on different ways of controlling phragmites
- Products are being tested for use over water; could be available by yearend
- MTO are taking action but this is an interconnected issue and needs collaboration with all stakeholders

5.10 **Soils Action Group**

Lu-Ann reported that only one meeting was held in 2020 where they discussed testing soils.

*Lu-Ann
Marentette*

AGM-2021-06 Moved: Tim Dick Seconded: John Kuntze

“That the verbal reports from the committees (5.1-5.10) be received, for information.” **Motion Carried**

6. **Activities of the Board**

*Lu-Ann
Marentette*

AGM-2021-07 Moved: Jim Harmer Seconded: Lindsay Dean

6.1 “That the actions of the Board of Directors for the DSAO for 2020 be approved by the membership.” **Motion Carried**

7. **Nomination of Awards**

7.1 **Honourary Member Presentation**

*Lu-Ann
Marentette*

Lu-Ann called on Lorne Franklin to present Honourary Membership on behalf of the DSAO to Marc Gagne. Lorne’s presentation regarding the nomination is:

- Marc has been a Drainage Superintendent from 1987 until his retirement in May 2020. Marc worked full time as a Drainage Superintendent for the City of Ottawa from 2002 to 2020 (18 years).
- Over his 33 year career in the industry Marc has worked not only as a Drainage Superintendent but also for an engineering firm involved in the preparation of new Engineers Reports under the Drainage Act.
- He has been an active member of Chapter 7 and more recently Chapter 6. Marc represented Chapter 6 at the Board of Directors level for 10 years during which time he

held the roles of President, Past-president, Promotion coordinator and Information coordinator. As the representative for Chapter 6 Marc has participated in multiple committees, conferences and trade shows imparting his extensive knowledge of the Drainage Act.

- Marc firmly believes in the principles behind the Act and its usefulness as a tool to help landowners resolve their drainage issues. In Eastern Ontario, Marc is a consistent resource for landowners, engineering firms and even other Drainage Superintendents when dealing with drainage issues

Marc was not present but if he is able to attend the conference next January, the award will be presented again along with the plaque.

7.2 **McNeely-Taillon Award**

*Lu-Ann
Marentette*

There were no nominations for this award in 2020.

8. **New Business**

*Lu-Ann
Marentette*

8.1 Gerard Rood mentioned the new regulations for Surplus Soils and this regulation will be phased in over 5 years. He is looking forward to OMAFRA providing information.

8.2 Andrew Maver discussed his concern with CN Rail basically ignoring the Drainage Act, indicating they are exempt from the requirements since they are under federal regulations. Neil Morris suggested taking the issue to the Drainage Referee.

8.3 John Kuntze indicated that had an issue with filing his Drainage Superintendent Grant application. He kept receiving a message that it wasn't uploaded but when he checked with Becky at OMAFRA she said it was uploaded. David Moores had the same issue.

9. **2021/2022 Meeting Schedule**

*Lu-Ann
Marentette*

9.1 "That the next Annual General Meeting for the Drainage Superintendents Association of Ontario be scheduled for Wednesday, January 19, 2022 at the Lamplighter Inn, London ON. "

9.2 "That the next All Chapters meeting for the Drainage Superintendents Association of Ontario be scheduled for Thursday, October 21, 2021 at the Holiday Inn, Guelph."

DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

10.	<u>Adjournment</u>	<i>Lu-Ann Marentette</i>
10.1	"That this Annual General Meeting of the Drainage Superintendents Association of Ontario adjourn at 2:50 p.m."	