



**Board of Directors Meeting
MEETING MINUTES**

MEETING DATE: January 17, 2022

TIME: 9:00 a.m.

LOCATION: Zoom Meeting

1. **Call to Order** – Lu-Ann noted she was not feeling well and Elizabeth agreed to take over the chair position if required.
- DS-2022-001 Moved: Frank Seconded: David**
- “That this meeting of the Board of Directors for the Drainage Superintendents Association of Ontario come to order at 9:24 a.m.”
- ATTENDANCE:**
- Board of Directors: Lu-Ann (Lu) Marentette
Elizabeth (Liz) Cummings
Greg Nancekivell
Lorne Franklin
Frank Jonkman
David Moores
Ryan Moore
Paul MacIntyre
Wray Wilson, Secretary
- Others: Tim Brook, OMAFRA (10:00 a.m.)
Sara Eddy, Greg Kamiski, Richard Kavanagh, DFO (1:00 p.m.)

Action by:

*Lu-Ann
Marentette*

2. **Approval of Agenda**
- DS-2022-002 Moved: Lorne Seconded: Paul**
- “That the Board approve the agenda dated January 17, 2022 as printed, circulated and amended.” **Motion Carried**

*Lu-Ann
Marentette*

3.	<p><u>Board Minutes</u></p> <p>DS-2022-003 Moved: David Seconded: Lu-Ann</p> <p>“That the Minutes of the October 20, 2021 Board of Directors meetings, be approved, as printed and circulated.” Motion Carried</p>	<p><i>Lu-Ann Marentette</i></p>
4.	<p><u>Reports</u></p>	
4.1	<p>Secretary Report</p> <p>Wray provided his written report.</p> <ol style="list-style-type: none">1. DSAO information was backed up from the external hard drive to the DSAO laptop on January 8, 2022.2. DSAO email server changed on December 20th. This caused problems with dsao@dsao.net emails until JP Digital Design repaired it on December 23rd.3. 2022 DSAO membership form emailed to Chapter secretaries on October 26, 2021 and a reminder emailed December 14, 2021.4. AORS – The Spotlight ad was updated and sent to AORS on December 28, 2021. The ad will be out of date after the 2022 AGM when new officers are installed.5. Honourary Members and Past Presidents list updated January 5, 2022.6. Secretary payment of \$1,000.00 for 2021 was approved by the Board and has been paid. There are no other expenses this year since the 2022 AGM will be a virtual meeting. <p>DS-2022-004 Moved: Ryan Seconded: Frank</p> <p>“That the written and verbal report of the Secretary be received, for information.” Motion Carried</p>	<p><i>Wray Wilson</i></p>
4.2	<p>Treasurer’s Report</p>	<p><i>Paul MacIntyre</i></p>
4.2.1	<p><u>2021 Year End Financial Report</u> - Paul presented the 2021 Year End Financial report and answered questions from the Board.</p>	
4.2.2	<p><u>2022 Budget</u> - Paul presented the proposed 2022 budget. Board members asked questions and suggested several edits to the budget.</p>	

4.2.3 Bursary Report – It was noted that several years ago there was a separate bank account for bursary funds. That account has been amalgamated with the general account. Paul recommended that the Bursary Report be eliminated from future agendas since it is part of the general financial report. The Board agreed and instructed the secretary to remove this item from future agendas.

DS-2022-005 Moved: Paul Seconded: Lorne

“That the Report of the Treasurer, dated January 7, 2022, be received, as printed, circulated and amended.” **Motion Carried**

Paul MacIntyre

4.3 **Information and Promotions**

4.3.1 Website

- 4.3.1.1 ○ Chapter 1 submitted an updated list of their executive. Paul will update the site accordingly
- 4.3.1.1 ○ Brent Clutterbuck reported that a search on the site brought up outdated information. Paul talked to JP Designs about the issue. JP Designs have done what they can to correct the problem but said it will take some time for Google to forget that link.

4.3.2 Promotions – Nothing new to report

DS-2022-006 Moved: Lu-Ann Seconded: Greg

“That the verbal report on information and promotions be received.” **Motion Carried**

Tim Brook

4.4 **Drainage Coordinator Report (10:00 a.m.)**

Tim Brook provided the Drainage Coordinator’s Report.

- OMAFRA staff are working from home again likely until April 1, 2022.
- Tim was going to do a presentation at the convention (now cancelled) on the Drainage Superintendents Guide and the amendments to the Drainage Act and the new regulations – will provide brief overview at AGM.
- OMAFRA getting a few questions about the prescribed person in the Act and regulation.
 - Essentially same as previous except have added Ontario Parks and Council of the Band of each reserve that may be affected by the drainage works.
- Drainage Superintendent Course is scheduled for Feb. 28 to March 4, 2022 at One Stone Road Conference Rooms

- uncertain as to what the current COVID situation will mean to the course
- some discussion internally to either move course online or shift to later
- course is necessary for drainage superintendent to get approval for grant under ADIP (even P.Eng. that write reports under the Act must take the course).
- ADIP Grants
 - Drainage Superintendent process and deadline remain the same:
 - Jan. 31, 2022 for Report Backs on 2021 actual costs
 - Feb. 15, 2022 for Grant Applications for what you expect to spend in 2022
 - OMAFRA is essentially caught up on paying DS grants, maintenance grants are close and construction backlog is being paid now and should be done by Mar. 31, 2022.
- OMAFRA is aware, monitoring and working on issue of MFIPPA and Engineer's report and federally regulated railway issue:
 - Dec. 23, 2021 minister letter sent to CN
 - AMO issued a call to action for municipalities to write letters to CN
 - Upcoming ROMA Conference will likely have delegations to the Minister re: CN/federally regulated railways

Tim asked the Board if they had any questions.

- Lu-Ann asked if there would be an updated publication of the Drainage Act that would include the recent amendments. Tim indicated that Ridgetown College are working on it. It will be cost recover but a digital version may also be available.
- Ryan asked if the Minister was aware that more than CN Rail are taking a stand on the Drainage Act. Tim said that Minister Thompson is aware.
- Elizabeth asked if OMAFRA could sit on the Railway Issue committee. Tim suggested that a request could be made.

DS-2022-007 Moved: Frank Seconded: David

“That the verbal report of the Drainage Coordinator be received for information.” **Motion Carried**

4.5	<p>DFO- Fisheries and Oceans Canada Update (1:00 – 2:30 p.m.)</p> <p>Sara, Greg and Richard presented information to the Board on the proposed change from the Class Authorization system to a regulatory system. They discussed the benefits for DFO and also believe this system will be beneficial to Drainage Superintendents.</p> <p>Sara asked the Board to advise DFO if DSAO would accept this proposal as a positive action. The Board agreed that DSAO could accept, in principle, the change to a regulatory system and instructed the secretary to notify DFO.</p> <p>Questions.</p> <ul style="list-style-type: none">○ Paul asked about the Fish Resiliency Study. Sara said DFO has reviewed the information and have asked Chris Pohl for some updates.○ Elizabeth was concerned with the number of unclassified drains and how the proposed new regulatory system could affect those applications. Sara noted that DFO will continue sending crews out to sample. Other agencies will also continue with this work to reduce the number of unclassified drains. <p>DS-2022-008 Moved: Frank Seconded: Paul</p> <p>“That the verbal report from DFO Canada be received, for information.”</p>	<p><i>Sara Eddy/Greg Kaminski/ Richard Kavanagh</i></p>
5.	<p><u>Correspondence</u></p>	<p><i>Elizabeth Cummings</i></p>
5.1	<p>Email dated Oct. 21/21 – Ryan Moore – Chapter 5 LinkedIn (Added to 8.2 Unfinished Business)</p>	
5.2	<p>Email dated Oct. 25/21 Forward to BoD – Follow-up from ESA questions to Tim Brook at October BoD meeting.</p>	
5.3	<p>Email chain dated Nov. 26/21 – Travis Pitt – Railway Issues (Added to Committee Reports 7.4)</p>	
5.4	<p>Email chain dated Dec. 3/21 – Questions from Paul Dalton regarding Soil Testing forwarded to BoD. (Added to New Business 9.3)</p>	
5.5	<p>Email dated Dec. 3/21 – Elizabeth Cummings – Quote on streaming AGM meeting</p>	
5.6	<p>Email chain dated Dec. 3/21 – Chatham Kent letter to CP Rail (Added to Railway Issues Sub-Committee 7.4)</p>	

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- 5.7 Email Chain dated Dec. 13/21 – Lorne Franklin – ESA Regulatory Decision
- 5.8 Email dated Dec. 13/21 – Elizabeth Cummings – C-K withdrawing membership from DSAO
- 5.9 Email dated Dec.15/21 – Bill Mayes – Panel Discussion at AGM
- 5.10 Email dated Dec. 15/21 – Lindsay Dean – Chapter 1 Secretary Change
- 5.11 Email dated Dec.15/21 – John Maheu – AORS Spotlight Magazine
- 5.12 Email dated Dec. 16/21 – Paul MacIntyre – Questions from Lu-Ann Marentette - Chapter 1 Executive changes; Bursary Questions; Chapter email addresses (Added to Information 4.3.1.1)
- 5.13 Email chain dated Dec. 20/21 – Sid Vander Veen and Paul MacIntyre – Auditor General’s Report (Added to New Business 9.1)
- 5.14 Email chain dated Dec. 21/21 – Paul MacIntyre – Chapter 2 motions sent to chapters regarding Railway Issue (Added to Railway Issues Sub-Committee 7.4)
- 5.15 Email dated Jan. 3/22 – Brent Clutterbuck – DSAO Website correction (Added to Information 4.3.1.2)
- 5.16 Email dated Jan. 4/22 – Eric Chamberlain – Recent Departure of C-K from DSAO (Added to New Business 9.2)
- 5.17 Email dated Jan. 5/22 – Paul MacIntyre – Drainage Innovation Website Survey from MVCA
- 5.18 Email dated Jan. 6/22 – Elizabeth Cummings – AMO Call to Action on Rail Issue (Added to Railway Issues Sub-Committee 7.4)
- 5.19 Email dated Jan. 12/22 – Eric Chamberlain- Support of Chapter 2 Request (Added to Railway Issues Sub-Committee 7.4)

DS-2022-009

Moved: Greg

Seconded: Ryan

“That the correspondence be received, for information, discussion or action.” **Motion Carried**

6. Chapter Minutes

- Chapter 2 - December 16, 2021
- Chapter 6 – June 29, 2021

Elizabeth Cummings

7.	<u>Committee Reports/Ongoing Business</u>	<i>Elizabeth Cummings</i>
7.1	<p>Drainage Act Working Group (DAWG) Committee</p> <p>David indicated that he didn't have a formal report for the board but will have a report for the AGM on Wednesday.</p>	<i>David Moores</i>
7.2	<p>Drainage Act & Section 28 Regulations Team (DART) Committee</p> <p>No committee update.</p>	<i>Lu-Ann Marentette</i>
7.3	<p>Land Drainage Committee (LDC)</p> <p>It was noted that the LDC would be meeting on Tuesday, January 18th.</p>	<i>Lu-Ann Marentette</i>
7.4	<p>Railway Issue Sub-Committee</p> <p>Ryan provided an update to the board. After considerable deliberation on the various emails, chapter resolutions and other related correspondence associated to the matter, the following resolutions were passed:</p> <p>DS-2022- 010 Moved by Paul MacIntyre, Seconded by Lorne Franklin</p> <p>WHEREAS Chapter 2 have requested that the Board of Directors (the Board) obtain a legal opinion on a possible legal challenge on the railways lack of participation in the procedures of the Ontario Drainage Act;</p> <p>AND WHEREAS the Board discussed this matter at length at the Board meeting on January 17, 2022;</p> <p>AND WHERAS the Board are of the opinion that the legal question has been answered by the Minister of Agriculture, Food and Rural Affairs, in her letter dated December 23, 2021 to the President and CEO of CN Rail;</p> <p>NOW THEREFORE be it resolved that the Board will not, at this time, seek a legal opinion. Motion Carried</p> <p>DS-2022- 011 Moved by David Moores, Seconded by Ryan Moore</p> <p>WHEREAS Chapter 2 have requested that the Board of Directors (the Board) re-establish the Railway Issue sub-committee to include</p>	<i>Ryan Moore</i>

representatives from each Chapter;
AND WHEREAS the Board discussed this matter at the Board meeting on January 17, 2022;
NOW THEREFORE be it resolved that the committee structure be modified to include 1 member from each Chapter, 1 member from the Land Drainage Committee and further that a letter be sent to the Drainage Project Coordinator at the Ministry of Agriculture, Food and Rural Affairs requesting their participation with this sub-committee. Ryan Moore and David Moores be appointed as Co-Chair of this committee. **Motion Carried**

DS-2022- 012 Moved by David Moores, **Seconded by** Lorne Franklin

That the President of the Drainage Superintendents Association of Ontario send letters of support to AMO for their Call to Action regarding drainage issues with CN Rail and further that the President also send a letter to Minister of Agriculture, Food and Rural Affairs, the Honourable Lisa Thompson thanking her for the action taken by her regarding CN Rail. **Motion Carried**

7.5	<p>Inventory of Rural Municipal Drainage Infrastructure in Ontario</p> <p>No Report</p>	<p align="right"><i>Lu-Ann Marentette</i></p>
7.6	<p>Standards and Specifications Committee</p> <p>No Report</p>	<p align="right"><i>Lorne Franklin</i></p>
7.7	<p>OMAFRA Green Infrastructure</p> <p>Frank suggested this inactive committee be removed from the agenda. The board agreed with his recommendation.</p>	<p align="right"><i>Frank Jonkman</i></p>
7.8	<p>DSAO Policy Review</p> <p>No Report</p>	<p align="right"><i>Frank Jonkman</i></p>
7.9	<p>Conference Co-Ordinator Report</p> <p>Elizabeth presented the conference Co-Ordinator report</p>	<p align="right"><i>Elizabeth Cummings</i></p>

2022 Conference

The LICO & DSAO boards met December 21, 2021 to discuss the drainage conference and after much deliberation, it was decided to cancel the January 2022 conference.

All registrations/ exhibits / sponsorships are automatically applied to the 2023 convention (January 25-26, 2023) at the Lamplighter Inn in London. Please respond to mel@drainage.org if you would prefer a refund.

If you booked a room within the LICO 'block' at the hotel, your room booking will be forwarded automatically as well.

Summer Board Meeting – June 1-3, 2022

Location: Elmhirst Resort, Keene, On

Our 2021 reservation has been pushed to June 2022. We are reserved for the Enterprise Room for the Wednesday and Thursday and the Conservatory room on Friday if necessary (generally we just wrap up on the Friday morning with a quick meeting).

Engineer's Conference

The Land Drainage Committee will be discussing this matter soon. It is unknown at this point in time if the conference will be virtual or in person, stay tuned!

New Conference Coordinator

As of January 2022, Lorne Franklin will be the new Conference Coordinator.

DS-2022-013 Moved: Frank Seconded: Lu-Ann

"That the written and verbal reports from the above referenced Committees (7.1 to 7.9) be received, for information or action."

Motion Carried

8. Unfinished Business

8.1 Final Preparation for AGM Planning

Lu-Ann noted that Leamington staff would host and record the Zoom meeting and Leamington will not charge for the meeting.

Frank expressed a concern about running an election via Zoom.

*Elizabeth
Cummings*

	<p>Lu-Ann confirmed that Janice from Leamington would count votes. It was decided to ask for opposing votes since this would be easier to count.</p>	
8.2	<p>Chapter 5 – LinkedIn Account</p> <p>Ryan reported that he inquired with members of Chapter 5 and was informed that this would likely require a media consultant to manage the program.</p> <p>DS-2022-014 Moved: Ryan Seconded: Paul</p> <p>“That Paul and Ryan and/or other board members obtain proposals from media consultants for presentation to the board at the June meeting.” Motion Carried</p>	<p><i>Ryan Moore</i></p>
8.3	<p>Committee Review</p> <p>The board reviewed the committee appointments and appointed the following to represent DSAO.</p> <p><u>Dawg</u> – David Moores, Paul MacIntyre, Elizabeth Cummings (Alternate) <u>Dart</u> – Lu-Ann Marentette, Wray Wilson <u>Land Drainage</u> – Lu-Ann Marentette <u>Railway Issues</u> – Ryan Moore, David Moores <u>Inventory of Rural Drainage Inventory</u> – Lu-Ann Marentette <u>Standards & Specifications</u> – Ken McCallum <u>DSAO Policy Review</u> – Frank Jonkman <u>Conference Co-ordinator</u> – Lorne Franklin</p>	<p><i>Elizabeth Cummings</i></p>
9.	<p><u>New Business</u></p>	<p><i>Elizabeth Cummings</i></p>
9.1	<p>Auditor General’s Report</p> <p>The board reviewed a series of emails from Sid Vander Veen and Paul MacIntyre regarding several recommendations in the Auditor General Report, dated November 2021.</p> <p>DS-2022-015 Moved: Liz Seconded: Paul</p> <p>“That President-Elect, Elizabeth Cummings write to James Mitchell and Tim Brook outlining concerns DSAO have with the recommendations contained in the November, 2021, Auditor General Report.” Motion Carried</p>	

9.2 **Letter from Eric Chamberlain, Chapter 1 - Recent Departure of C-K from DSAO**

Wray noted that the board received an email to OMAFRA and DSAO dated August 6, 2021, from Chatham-Kent indicating they were withdrawing their membership from DSAO. A special meeting of the Board was held on August 10, 2021 to discuss their decision. The board was reminded that a letter dated August 12, 2021, was sent to Chatham-Kent accepting, with regret, their decision. This letter was copied to the chair of Chapter 1, Tim Brook and members of the board.

DS-2022-016 Moved: Greg Seconded: Lorne

“That the secretary is instructed to reply to Eric Chamberlain with the information received and sent to Chatham-Kent noting that the board was not officially advised of Chatham-Kent’s concerns prior to receiving the August 6th email” **Motion Carried**

9.3 **Email from Paul Dalton – Soil Testing**

The secretary was instructed to forward the board’s comments to Paul. The board believe the best option was to try to make a deal for spreading the soil, since that seems to be what the existing report suggests and failing that, obtain a new report under Section 78.

10. **Awards**

10.1 McNeely-Taillon Award – There were no nominations for 2021.

10.2 Honourary Members – there were no nominations for 2021

11. **2022 Meeting Schedule**

11.1 The next Annual General Meeting for the Drainage Superintendent Association of Ontario be scheduled for - Wednesday, January 19, 2022 and will be a Zoom meeting beginning at 1:00 p.m.

11.2 The next Meeting of the Board of Directors for the Drainage Superintendent Association of Ontario be scheduled for June 1-3, 2022 and will be at the Elmhurst Resort beginning at 2:00 p.m.

12.

Adjournment

*Elizabeth
Cummings*

DS-2021-017 Moved: Frank Seconded: Lorne

“That this meeting of the Board of Directors for the Drainage Superintendents Association of Ontario adjourns at 3:59 p.m.”

Motion Carried