



**Board of Directors Meeting  
MEETING MINUTES**

**MEETING DATE:** October 19 & 20, 2022

**TIME:** 10:00 a.m.

**LOCATION:** Waterloo Inn & Conference Centre, Waterloo, Ontario

1.	<p><b><u>Call to Order</u></b></p> <p>President Elizabeth called the meeting to order at 10:08 a.m. and welcomed all those attending. She advised that Frank Jonkman would not be attending and sent his regrets.</p> <p><b>ATTENDANCE:</b></p> <p>Board of Directors: Lu-Ann (Lu) Marentette Elizabeth (Liz) Cummings Ken McCallum Lorne Franklin David Moores Chris Dunn Paul MacIntyre Wray Wilson, Secretary</p> <p>Others:</p> <p>Tim Brook, OMAFRA</p>	<p>Action by:</p> <p><i>Elizabeth Cummings</i></p>
2.	<p><b><u>Approval of Agenda</u></b></p> <p><b>DS-2022-036      Moved: Lorne      Seconded: Chris</b></p> <p>“That the Board approve the agenda dated October 19 &amp; 20, 2022 as printed, circulated and amended.” <b>Motion Carried</b></p>	<p><i>Elizabeth Cummings</i></p>

3.	<b><u>Board Minutes</u></b>	<i>Elizabeth Cummings</i>
	<b>DS-2022-037      Moved: Paul      Seconded: Lorne</b>	
	“That the Minutes of the June 1-3, 2022 Board of Directors meeting, be approved, as printed, circulated.” <b>Motion Carried</b>	
4.	<b><u>Reports</u></b>	
4.1	<b>Secretary Report</b>	<i>Wray Wilson</i>
	Wray provided a written report.	
	DSAO Secretary’s Report – October 2022	
	<ul style="list-style-type: none"><li>• 2023 DSAO membership form emailed to Chapter secretaries and copied to Paul on October 13, 2022</li><li>• DSAO information was backed up from the external hard drive to the DSAO laptop on October 12, 2022.</li><li>• DSAO Secretary time sheet from October 1, 2021 to September 30, 2022 requested by the Board in June was attached for information.</li></ul>	
4.2	<b>Treasurer’s Report</b>	<i>Paul MacIntyre</i>
4.2.1	<u>2022 Year-to-date Financial Report</u> - Paul presented his written financial report dated September 30, 2022.	
4.3	<b>Information and Promotions</b>	<i>Paul MacIntyre</i>
4.3.1	<u>Website</u>	
	Paul advised that he continues to update the website as information is sent to him.	
4.3.2	<u>Promotions</u> – Nothing new to report	
4.4	<b>DSAO Policy Review</b>	<i>Frank Jonkman</i>
	Frank provided a written report:	

Having looked through both the policies and the constitution, I will suggest the following:

Constitution:

The only change I feel is required is to change Article 11 Rules of Order. This change will simply be to change the reference from *Procedures for Meetings and Organization* to *Roberts Rules of Order*.

The change would be from:

Procedures for Meetings and Organizations by M. Kaye Kerr and Hubert W. King, published by Carswell Thomas Professional Publishing, Third Edition, 1996, or any later editions, shall govern the Association in all procedural matters not contained in this Constitution.

To:

Robert's Rules of Order

Robert's Rules of Order provides the process for proposing, amending, approving and defeating motions. Although following parliamentary procedure is not required, it can make meetings more efficient and reduces the chances of actions being declared illegal or challenged for procedural deficiencies.

Policies:

I don't think there is any change required. I know we had some discussion about the term of the Member at Large, but it is not defined anywhere that I can see. It is only the Associate Member that is required to be voted in every year (Constitution Article 9, 9.5)

I don't see where anything else needs to be changed. But that is my opinion.

I will point out Article 10 Amendment to the Constitution:

10.1 All proposed amendments to the Constitution of the Association shall be submitted to the **Directors at least three months prior to the AGM. If the proposed amendments are approved by a majority vote of the Board of Directors, these amendments shall then be submitted to the members at least one month prior to the AGM.** A record of the vote and recommendations of the Board of Directors shall also be presented.

10.2 To amend the Constitution, an affirmative vote of a two-thirds majority of the members present and voting at the AGM shall be necessary.

The bold text is self-explanatory.

The Board agreed to discuss the Constitution and Policies later in the meeting under New Business 9.7.

4.5

**Conference Coordinator Report**

*Lorne Franklin*

Lorne reported on issues with booking the October meeting at the Waterloo Inn. Since it is a new venue for us, more extensive discussions were required for room booking and meeting room requirements. The previous location was familiar with our requirements after having setting up the meetings for several years.

The Board reviewed the conference topics planned for the 2022 conference. A draft agenda was created and directors were assigned to contact potential presenters and advise Lorne of the willingness to participate so that the final agenda can be set.

4.6

**Chapter 1-6 Reports from Board Representatives**

*Lu-Ann  
Marentette*

4.6.1

Chapter 1 – Lu-Ann provided a written report:

This year we have 30 registered members

We have held 2 meetings this year

- March 23 – Chapter meeting held in Town of Essex
- September 21 – held in South Woodslee (Municipality of Lakeshore)

We had held 2 outings with the membership

- June 17 – DSAO Chapter Tour – Pelee Island – Lunch at Pelee Island Winery with a bus tour of the island to see Drainage Projects and Pump Stations.
- September 21 – First Annual DSAO Chapter 1 Golf Day – after the DSAO Meeting the group followed the meeting with 18 holes of golf. It was a great turnout with 20 members. The Chapter would like to see this outing continue in the future.

1. Chapter 1 meeting with DSAO Executive on June 2, 2022. Chapter 1 requests that this meeting be discussed with the membership, along with the response received from the Executive through their letter to Chapter 1, dated September 15, 2022.

2. Railway Issue – request for update on any progress made by the Railway Committee, or any other discussions with the Minister that may have an impact on this topic.
3. Excess Soils – It is our understanding that the DSAO Executive recently met with the MECP to discuss the Excess Soils legislation as it relates to works taking place under the Drainage Act. Chapter 1 requests that the results of this meeting be discussed with the entire membership, hopefully leading to an official response from the MECP.
4. DSAO Constitution and Amendments to the Terms of Service of members of the DSAO Executive

For the most part, our concerns generally have not changed from our letter submitted to the Executive on June 16<sup>th</sup>, 2022. As you may recall, this letter was requested by the Executive following our meeting on June 2<sup>nd</sup>, 2022. This meeting was called by the Executive, with invitations extended to all DSAO Chapters, but attended only by Chapter 1. Although we acknowledge that there has been some progress made in relation to the issues that we have brought up in the past, we are hopeful that there will be more good news reported at this year’s meeting.

4.6.2	<p><u>Chapter 2</u> – Elizabeth provided a written report:</p> <p>Chapter 2 has not met since the June Board of Director’s meeting. Our next meeting is scheduled for December, 2022.</p> <p>There have been no concerns with Board of Director actions/inactions brought up from our Chapter members.</p>	<i>Elizabeth Cummings</i>
4.6.3	<p><u>Chapter 3</u> – Ken provided a verbal report:</p> <ul style="list-style-type: none"> <li>• Chapter 3 had a virtual meeting in February and a meeting and golf day in September. Approximately 30 members attended the September meeting. Next meeting will be scheduled for February</li> <li>• No concerns with the DSAO Board’s actions were expressed by members.</li> </ul>	<i>Ken McCallum</i>
4.6.4	<p><u>Chapter 4</u> – Frank was absent from the meeting.</p>	<i>Frank Jonkman</i>
4.6.5	<p><u>Chapter 5</u> – Chris provided a written report:</p> <p>Chapter 5 has met three (3) times over the course of 2022. Two (2) of those meetings were held virtually and our last meeting in September was held in person over a lunch, followed by a site</p>	<i>Chris Dunn</i>

visit to review an existing drain in Norfolk County. Chapter 5 is scheduled to meet in December 2022 within the Niagara Region.

As of May 2022, Chapter 5 had 24 paid members.

There have been no concerns with Board of Director actions/inactions brought forward by our Chapter members.

4.6.6

Chapter 6 – Lorne provided a verbal report:

*Lorne Franklin*

- Chapter 6 had a farm tour, golf tournament and meeting in June.
- Chapter 6 seems satisfied with the actions the Board has taken with the Railway issue and Excess Soils.
- Next meeting in December

**DS-2022-038            Moved: David            Seconded: Ken**

*Elizabeth Cummings*

“That the verbal and/or written reports in Section 4, (4.1 - 4.6) be received for information.” **Motion Carried**

5.

**Correspondence**

*Elizabeth Cummings*

5.1

Email dated May 31/22 – Wray Wilson Fwd. to Chapters – Fact Sheets on Minor Improvement Projects and Updating Engineers’s Report

5.2

Email dated June 8/22 – Elizabeth Cummings – Copy of letter from CN to OMAFRA Minister Thompson

5.3

Email dated June 10/22 – Bill Mayes – Retirement for Rene Landry

5.4

Email dated June 13/22 – Wray Wilson Fwd. to Chapters – Advising that DFO are willing to attend chapter meetings to discuss any issues chapters have

5.5

Email dated June 13/22 – Shane McVitty – Chapter 1 membership fees

5.6

Email dated June 17/22 – Wray Wilson – Fwd. to Chapters - email message from Elizabeth Cummings regarding DFO’s proposed change from Class Authorization to Prescribed Works

5.7

Email dated June 17/22 – Wray Wilson – Fwd. to Chapters - Conservation Ontario Factsheet

5.8

Email dated June 17/22- Fwd. to Chapters – DFO, regarding Proposed Prescribed Works Presentation

5.9

Email dated June 20 /22 – Erin Moore, Chapter 6 – 2022 Chapter Membership list

## DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

- 5.10 Email dated June 21/22 – Elizabeth Cummings – Letter from Eric Chamberlain, Chapter 1 - Follow-up from June 2<sup>nd</sup> meeting with Board of Directors (Added to Unfinished Business 8.4)
- 5.11 Email dated June 21/22 – Elizabeth Cummings – President’s message
- 5.12 Email dated June 23/22 – Fwd. to Chapters – Wray Wilson – Copies of railway letters to CN Rail, OMAFRA Minister Thompson, AMO, OGRA, Transport Canada & Rail Association of Canada
- 5.13 Email dated June 27/22 – Wray Wilson – Email from CN Rail confirming receipt of letter
- 5.14 Email dated June 27/22 – Fwd. to Chapters - Retirement for Will Bartlett
- 5.15 Email dated July 7/22 – Wray Wilson – Request from Chapter 6 regarding insurance for International Plowing Match
- 5.16 Email dated July 11/22 – Wray Wilson – Fwd. to Board – Tim Brook – Drainage Superintendent Course Update (Added to New Business 9.6)
- 5.17 Email dated July 11/22 – Wray Wilson – “Congratulatory” message to OMAFRA Minister on her re-election
- 5.18 Email chain dated July 12/22 – David Moores – Resignation from Railway Committee and correspondence from AMO (Added to Unfinished Business 8.2)
- 5.19 Email chain dated July 14/22 to Chapter 2 and Board – Wray Wilson – Clarification regarding request for questions from membership for Board meeting with MECP – Excess Soils
- 5.20 Email dated July 14/22 to Chapters and Board – Wray Wilson – Clarification on request for questions from membership for Board meeting with MECP – Excess Soils
- 5.21 Email chain dated July 12/22 – Lisa Wren – Question from David Moores regarding proposed DFO presentation on July 26<sup>th</sup>
- 5.22 Email dated July 14/22 – Wray Wilson - Board and Chapter Secretaries – Passing of Past DSAO President, Ron Hill and thank you card from the Hill family
- 5.22.1 Email chain dated July 14/22 – Elizabeth Cummings – Donation Policy (Added to New Business 9.2)
- 5.23 Email chain dated July 14/22 – Wray Wilson – Fwd. to Chapter Secretaries and Board – Proposed Drain Maintenance & Repair Technical Presentation on July 26<sup>th</sup>
- 5.24 Email chain dated July 27/22 – Wray Wilson to Board regarding questions for MECP on Excess Soils
- 5.25 Email dated July 29/22 – Wray Wilson - Fwd. to Board – Thank you letter from OMAFRA Minister
- 5.26 Email dated Aug. 4/22 – Wray Wilson Fwd to Chapter Secretaries and Board – Purple Wartyback consultation
- 5.27 Email chain dated Aug. 5/22 – Tim Brook – Information on appointing a Drainage Superintendent in Prince Edward County

## DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

- 5.28 Email chain dated Aug. 22/22 – Lorne Franklin – Quotation and information from Marlon Asis on livestreaming meetings. **(Added to Unfinished Business 8.3)**
- 5.29 Thank you card from Wray Wilson and family
- 5.30 Email chain dated Sept. 1/22 – Wray Wilson to David Neely – Nomination Form for Honourary Member
- 5.31 Email chain dated Sept. 15/22 – Paul MacIntyre to Pam Mitchell regarding drainage issues in Woodstock
- 5.32 Email dated Sept. 21/22 – Wray Wilson to Chapter Secretaries and Board – AMO Railway Survey; Reminder sent Oct. 5th
- 5.33 Email dated Sept. 21/22 – Wray Wilson to Chapter Secretaries and Board – All Chapters Meeting – Save the date
- 5.34 Email dated Sept. 25/22 - Wray Wilson Fwd. to Chapter Secretaries and Board – Posting of Recovery Strategy for Silver Shiner
- 5.35 Email dated Sept.23/22 – Mel Luymes – 2023 Conference Agenda **(Added to 4.5 Committee Reports)**
- 5.36 Email dated Sept. 27/22 – Wray Wilson – Questions on membership in Chapter 1
- 5.37 Email dated Sept. 27/22 – Bill Mayes – Circulation of job postings **(added to New Business 9.3)**
- 5.38 Email dated Sept. 27/22 – Wray Wilson Fwd. to Chapter Secretaries and Board – Purple Wartyback consultation
- 5.39 Email dated Oct 4/22 – Wray Wilson – Reply to an inquiry for the name of a Drainage Supt. In Markham
- 5.40 Email dated Oct 6/22 – Wray Wilson – Fwd. To Chapters Secretaries and Board – Framework for Aquatic Species Technical Presentation
- 5.41 Email dated Oct 6/22 – Wray Wilson – Fwd. To Chapters Secretaries and Board – Reminder to submit comments on Prescribed Works by Oct. 28/22 **(added to New Business 9.5)**
- 5.42 Email dated Oct 7/22 – Wray Wilson – Fwd. To Chapters Secretaries and Board – All Chapters Meeting Agenda & Minutes from 2021 and request to submit items for New Business
- 5.43 Email dated Oct 11/22 – Wray Wilson – Fwd. To Chapters Secretaries – Request from Chris Dunn for information
- 5.45 Email dated Oct 11/22 – Wray Wilson – Fwd. To Chapters Secretaries – Notice of passing of former DSAO President Doug Wilson

**DS-2022-039**

**Moved: David**

**Seconded: Paul**

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



6.	<u>Chapter Minutes</u>	<i>Elizabeth Cummings</i>
6.1	Chapter 3 – September 9, 2021 and February 2, 2022	
	<b>DS-2022-040 Moved: Paul Seconded: Lorne</b>	
	“That the Chapter minutes be received for information”. <b>Motion Carried</b>	
7.	<b><u>Committee Reports/Ongoing Business</u></b>	<i>Elizabeth Cummings</i>
7.1	<b>Drainage Act Working Group (DAWG) Committee</b>	<i>David Moores</i>
	David provided his written report:	
	<ul style="list-style-type: none"><li>• The Committee met this year on March 24, 2022, June 16, 2022, and October 5, 2022;</li></ul>	
	<ul style="list-style-type: none"><li>• Revisions to the Drain Notification Form and Do Not Send Lists is completed and has received approval from Ottawa. DFO to send back to the committee one (1) last time before being circulated out for use;</li></ul>	
	<ul style="list-style-type: none"><li>• DFO requests the form be filled out correctly showing the actual work being completed not just the total length of the drain.</li></ul>	
	<ul style="list-style-type: none"><li>• DFO would like Drainage Supers to use the empty box (page 2) to add information they think is perennate to the project for the biologists.</li></ul>	
	<ul style="list-style-type: none"><li>• The Request for Review form used by Engineer’s under Section 78/4 is complete, but Lisa Wren from DFO and I are to review one (1) last time to clarify future works are addressed properly as biologist have only been reviewing the proposed works;</li></ul>	
	<ul style="list-style-type: none"><li>• Sampling in 2022. DFO sent out one (1) crew this summer to sample drains. They did approximately 218 segments of drain, caught over 29000 different fish (55 species), caught 22 grass pickerel. DFO also had seven (7) contracts with Municipalities / Conservation Authorities. They plan to have</li></ul>	

two (2) crews for 2023;

- Prescribed Works and Water Regulation comments due October 28<sup>th</sup> on the proposed Class Authorization process moving online. It is a self-assess process for works under Class C and E Drains. It will require you to submit pre and post pictures and will ask for a minimum of one (1) mitigation. DFO presentation is available on the website talkfishhabitat.ca.

7.2	<p><b>Drainage Act &amp; Section 28 Regulations Team (DART) Committee</b></p> <p>No committee update since this group has still not had a meeting.</p>	<i>Lu-Ann Marentette</i>
7.3	<p><b>Land Drainage Committee (LDC)</b></p> <p>No committee report since group hasn't had a meeting since June. Lu-Ann advised the Board that she wished to be replaced as the DSAO representative on the LDC. David was appointed as the DSAO representative on this committee.</p>	<i>Lu-Ann Marentette</i>
7.4	<p><b>Railway Issue Committee</b></p> <p>Ken provided a written report and copies of the Railway Committee minutes:</p> <p>The Railway Sub-committee has met 4 times to discuss ongoing issues. Last meeting was on August 30<sup>th</sup>, 2022. The survey that the railway committee started was passed on to AMO to be distributed under their platform.</p> <p><b>Recommendations for the Board:</b></p> <p>1) That the Board consider inviting Chatham-Kent to join the Railway sub-committee.</p> <p>A discussion took place regarding this issue. The Board decided to leave the committee structure as it is at this time.</p> <p>Next meeting is set for Tuesday November 1<sup>st</sup>, 2022.</p>	<i>Ken McCallum</i>

**AMO**

Elizabeth and I met with representatives from Chatham-Kent, Thames Center & Southwest Middlesex on August 5, 2022 & August 24, 2022, to discuss the Drainage Act + CN/CP with Amber Crawford & Lianne Sauter – AMO’s Senior Policy Advisors.

**Outcome:** A New survey has been produced and distributed to Clerks & Treasures on September 20, 2022. Due Date to complete the survey was October 7, 2022.

There was a recent court decision with the Regional Municipality of Halton & CN to build their intermodal Truck hub in Milton. The decision stated 2 things.

- 1) CN is not immune to provincial and local laws.
- 2) Halton was not granted an immediate injunction. CN still has avenues to pursue the truck-rail hub.

7.5

**Excess Soil Engagement Group**

*Lorne Franklin*

Lorne reported that there haven’t been any recent meetings. Further discussion took place regarding the difference between the Excess Soil Group and the Excess Soil Committee. It was the decision of the Board to receive a report at future meetings from the Excess Soil Committee.

7.6

**Standards and Specifications Committee**

*Ken McCallum*

Ken provided a written report to the Board:

- The Standards and Specifications Committee meets once a year at the LICO drainage conference. There was no meeting this year. Next meeting is expected to be held in January 2023.

7.9

**Drainage Program Coordinator Report**

*Tim Brook*

Tim Brook provided the OMAFRA Report:

**Key OMAFRA staff**

- Staff remains relatively unchanged from last year’s meeting minutes with:
  - o OMAFRA Minister: The Honourable Lisa Thompson

- o FSED ADM: Kelly McAslan
- **EMB Director: Cale Selby, started Oct. 17, 2022**
- o ACL Manager: James Mitchell
- o Drainage Program Coordinator: Tim Brook
- o Drainage Analyst/Inspector: Andy Kester
- o Drainage Analyst: Kaleta Ataw
- o Drainage Administrative Services Representative: Becky Curran

- Our ADM, Kelly McAslan has been out on a few drainage-related tours in the past year and has a keen interest in supporting the drainage industry.

- o October 29, 2021, Kelly toured the Huronview Demonstration site and the Scott Municipal drainage system on the Scott farm

- o Thursday, August 11, 2022 she was out on a Class A operator upgrade inspection with myself and Andy Kester.

- o If there are any upcoming opportunities to get Kelly and/or Cale out in the field to see drainage projects/activities, please let me know.

#### **Excess Soil Regulation, MECP**

- OMAFRA helped setup and facilitate some targeted sessions for MECP with DSAO and a few specific municipalities having large projects

- There is a presentation from Chris Lompart, MECP at the Drainage Engineer's Conference on Friday with overview and specific Drainage Act project related topics.

#### **Drainage Superintendent Course review/update and future offerings**

- Drainage Superintendent Course is being reviewed and updated by Ridgetown College, OMAFRA and consultant Sid Vander Veen.

- DSAO Board is also being consulted / engaged.

- Next course offering is Monday, March 6 to 10, 2023 at One Stone Road, Guelph – conference center rooms on the first floor.

- Anticipated that Sid Vander Veen will be the primary instructor with myself as secondary instructor (details are still being worked through)

- Registration will open Oct. 28, 2022 at

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

#### **Phragmites Project**

- OMAFRA with others (who?) is initiating a project on Phragmites Management in Drains

- Only internal planning meetings have occurred to date but we are starting to engage with regulatory agencies in November 2022
- Will be reaching out to DSAO board and some individual drainage superintendents in the future.
  - o Develop a body of knowledge on managing phragmites in drainage infrastructure, including the use of Habitat Aqua where applicable
  - o Evaluation of costs and benefits to phragmites control in drainage infrastructure, including evaluation of different management techniques
  - o Develop tools to transfer this knowledge through communications materials, presentations, etc. for informing the future management of phragmites in drains

**Emergency Authorizations**

- Emergency designations under Section 124 of the Drainage Act have increased since 2020, in part due to COVID issues and high-water levels in the great lakes.

**Section 124 - Emergency Designation Requests**

Year	# of Requests
2014	2
2015	6
2016	2
2017	4
2018	2
2019	3
2020	14
2021	8
2022*	9*

\* - 2022 as of Oct. 18, 2022

- Average for 7 years prior to COVID was 2.7 requests / year and since COVID the average is 10.3 requests per year.
- There is a guidance document that is available to assist with requesting an emergency authorization.
- Contact me if you need it or want to discuss the specific situation prior to submitting the documentation.
- The process is included in the Drainage Superintendent Guide – available free as a downloadable pdf at .  
<https://www.publications.gov.on.ca/300763>

**Drainage Publications**

- I am working on updating several drainage related factsheets and pages
- The material will be moved (some already has – see green banner at top of page) to the [www.ontario.ca](http://www.ontario.ca) site.

- I am working to develop a new Property Owners Guide to the Drainage Act similar to other 2 guides (Publications 852 & 859 for Engineers and Drainage Superintendents) and will merge/replace many factsheets.
- Will share the draft Table of Contents with the DSAO Board and LDC in the near future and will have the document peer reviewed by similar audience once the document is fully drafted.

**ADIP Grants**

- OMAFRA has been unable to present as much data in the past few years due to issues with reporting from TPON.
- Recently/now able to get some data out of the TPON system.
- Focused on Construction and Improvement data due to the current timing of the engineering conference.
  - o Will be presenting updated data during Friday's conference presentation including environmental investment data.
- Planning to provide additional detailed data/analysis:
  - o at the practitioners meeting in November for construction and improvement grants
  - o at the LICO/DSAO conference in January for maintenance and drainage superintendent grants.

**ADIP Grants**

Drainage Superintendent grants are essentially up to date:

- Report Backs for time spent between Jan. 1, 2021 and Dec. 31, 2021 have been reviewed and mostly paid (ten outstanding) - \$3.9M
- Grant Applications for Jan. 1, 2022 to Dec. 31, 2022 have been submitted via TPON worth approximately \$4.6M to be paid after the submission of Report Backs due by January 31, 2023

Maintenance grants are essentially up to date:

- Grant applications for work completed between Jan. 1, 2020 to Dec. 31, 2020 (submitted April 30, 2021) have been mostly paid (four outstanding) – approximately \$3.4M.
- Grant applications for work completed between Jan. 1, 2021 to Dec. 31, 2021 (submitted April 30, 2022) – are currently being reviewed and paid as processed – approximately \$3.4M.
  - o The selection process will consist of an algorithm-based selection with one (1) project being requested for every ten (10) projects submitted. For example, 3 projects required for review when 21 to 30 projects are submitted for grant.
  - o Based on the review of the selected projects, additional projects may be requested for review.

**DS-2022-041      Moved: Lorne      Seconded: Ken**

“That the written and verbal reports from the above referenced Committees (7.1 to 7.7) be received, for information or action.”

**Motion Carried**

<b>8.</b>	<b><u>Unfinished Business</u></b>	<i>Elizabeth Cummings</i>
<b>8.1</b>	<b><i>Chapter 5 – LinkedIn Account</i></b>	<i>Paul MacIntyre</i>
	Paul has not received a scaled down quotation from Mellissa from MS2 Productions. Chris suggested that questions related to the entire social media ideas be included in the membership survey. After the results of the survey are tallied the Board could invite MS2 to present their ideas at the January board meeting. Paul is to get some budget pricing from MS2 for Chris to include in the survey.	
<b>8.2</b>	<b>Railway Committee</b>	<i>Ken McCallum</i>
	<ul style="list-style-type: none"> <li>• The Board agreed to appoint Elizabeth to the Railway Committee following the resignation of David.</li> <li>• Tim Brook shared an update from OMAFRA               <ul style="list-style-type: none"> <li>○ Working with CN Rail and AMO</li> <li>○ Assisted with AMO survey</li> <li>○ Tim has received permission to sit on the committee headed-up by DSAO</li> </ul> </li> <li>• Paul suggested that AMO be asked to take the lead on this issue and try to bring all the groups into the fold. Ken and Elizabeth are to follow-up on this suggestion.</li> </ul>	
<b>8.3</b>	<b>Webinar, AGM &amp; Event Solution</b>	<i>Lorne Franklin</i>
	The Board reviewed the quotation from this company and decided to add this as another question in the survey and discuss the issue again at a future meeting.	
<b>8.4</b>	<b>Chapter Membership Satisfaction/Dissatisfaction with Board and/or Secretary - Discuss Membership Survey</b>	<i>Elizabeth Cummings/Chris Dunn</i>
	Chris is working on the survey and will update following this meeting and circulate to the Board for comments before sending the survey to the membership. He asked about setting up a separate email account instead of it going through his work email.	

The survey runs on a Google platform. The Board agreed to Chris proceeding with the survey.

8.5

**Succession Planning**

*Elizabeth Cummings*

- The Board discussed the secretary position and Wray indicated he was willing to stay on for 2023.
- Paul is planning stepping down after the annual meeting
- Elizabeth believes Frank is also planning on stepping down after the annual meeting and is looking for a Chapter 4 member to sit on the Board
- Lu-Ann also indicated that she will stepping down as the Chapter 1 representative after to the annual meeting.

Succession Planning is to be added as New Business on the June, 2023 agenda.

9.

**New Business**

*Elizabeth Cummings*

9.1

**Honourary Memberships**

9.1.1

Chapter 2 – Chapter 2 completed a nomination form for Don Simpson.

9.1.2

Chapter 3 – Chapter 3 completed a nomination form for Grant Collins and for Jeff Dickson.

All three of these gentlemen have recently retired.

**DS-2022-042      Moved: Paul      Seconded: Lu-Ann**

“That the Board of Directors approve of the nominations for Don Simpson, Grant Collins and Jeff Dickson as Honourary Members of the Drainage Superintendents Association of Ontario.” **Motion Carried**

9.2

**Donation Policy**

*Elizabeth Cummings*

The Board reviewed Policy G4- Memoriams and suggested that the word ‘association’ should be changed to ‘charity’. Paul also suggested that the \$50.00 amount should be increased. The Board decided that the donation amount would remain at \$50.00.

9.3

**Job Postings**

*Wray Wilson*



	<p>A request was received to circulate an employment opportunity and the secretary asked how these should be handled. It was determined that a request from a member municipality could be sent to the Chapter Secretaries to distribute to their members. It was the opinion of the Board that there are other options available for posting employment opportunities.</p>	
<p>9.4</p>	<p><b>Membership Fee Review</b></p> <p>The Constitution requires the Board to annually review the membership fee. Paul indicated that the Board currently has sufficient fees to cover the regular expenses and a reserve to cover most unforeseen expenses. The Board agreed to leave the current fee of \$185.00 per member in place.</p>	<p><i>Elizabeth Cummings/Paul MacIntyre</i></p>
<p>9.5</p>	<p><b>DFO Prescribed Works – Comments by October 27, 2022</b></p> <p>The board were asked to comment:</p> <ul style="list-style-type: none"> <li>• Offer to host a drainage demo showing DFO that a ½ bottom cleanout doesn't work</li> <li>• There is a need to have the classification mapping up-to-date and better labelled</li> <li>• The new portal has to be user friendly</li> <li>• There is a need for continuous education</li> <li>• The Board members would like to do a "Beta" test before the system goes live</li> <li>• The information on the portal should be able to be downloaded for CA's.</li> </ul> <p>David and Wray are to receive comments on the Prescribed Works from the Board or members, send the draft to the Board for comments and then submit those comments to DFO.</p>	<p><i>David Moores</i></p>
<p>9.6</p>	<p><b>Drainage Superintendents Course</b></p> <p>The Board discussed appointing a board member to take the course in 2023 to complete a peer review.</p> <p><b>DS-2022-043      Moved: Paul      Seconded: Lu-Ann</b></p> <p>"That the Board of Directors appoint Chris Dunn to register for the 2023 Drainage Superintendents Course and to pay any associated expenses not covered by OMAFRA." <b>Motion Carried</b></p>	<p><i>Elizabeth Cummings</i></p>
<p>9.7</p>	<p><b>Constitution</b></p>	<p><i>Elizabeth Cummings</i></p>

Several possible amendments to the constitution were discussed. It was decided to place this as an action item for further review in 2023. The specific sections for review are:

- Wording of 5.1, 5.2, 5.3
- Director-at-large
- Director terms of office
- Past president position

9.8

**Excess Soil Committee**

*Elizabeth Cummings*

Tim Brook indicated that he would like to be included as the OMAFRA representative on this committee. Lu indicated that she would like Chapter 1 to have a representative on this committee but the Board did not make a decision regarding this request.

9.9

**Buddy System**

*Paul MacIntyre*

Paul suggested a system be created by the Board to provide a mentor for new or in-experienced Drainage Superintendents. Lorne indicated that Chapter 6 does training days to assist their members. Questions will be added to the survey asking if members would consider being a mentor. The Board could possibly provide a budget line that could be used to assist mentors if need be. Paul believes this should be set-up by the Board but the mentors would be assigned by the Chapters. This issue is to be added to the agenda in January.

9.10

**All-Chapters Meeting Agenda Review**

*Elizabeth Cummings*

The Board completed a review of the All-Chapters draft agenda and made some minor amendments.

10.

**2023 Meeting Schedule**

*Elizabeth Cummings*

10.1

A Board of Directors meeting for the Drainage Superintendent Association of Ontario is scheduled for January 24, 2023 and will be at the Best Western Lamplighter Inn, London ON, beginning at 10:00 a.m.

10.2

The annual LICO/DSAO Conference will be January 25 and 26, 2023 at the Best Western Lamplighter Inn, London, ON.

10.3

The Annual General Meeting for the Drainage Superintendents Association of Ontario will be scheduled for Wednesday January 25, 2023 at the Best Western Lamplighter Inn, London, ON.

**DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO**

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10.4 | A Board of Directors meeting for the Drainage Superintendent Association of Ontario is scheduled for June 7-9, 2023 and will be at the Elmhirst Resort beginning at 2:00 p.m.

11. | **Adjournment**

**DS-2022-044            Moved: Lu-Ann    Seconded: Ken**

“That this meeting of the Board of Directors for the Drainage Superintendents Association of Ontario now adjourns at 11:50 a.m., Thursday, October 20, 2022”

*Elizabeth  
Cummings*