



**FINAL**  
**O.S.P.E. LAND DRAINAGE COMMITTEE**  
**MINUTES OF MEETING**  
**Friday, April 20th, 2018**  
**O.M.A.F.R.A. Building Board Room 305**  
**1 Stone Road West, Guelph, Ontario**

**1.0 Attendance and Call to Order**

- 1.1 Members Present: Jeff Dickson, Chairman; Gerard Rood, Secretary; John Kuntze; Steve Brickman; Mark Hernandez; Tony Peralta
- 1.2 Liaison Members Present: Sid Vander Veen, O.M.A.F.R.A. (Ontario Ministry of Agriculture, Food and Rural Affairs); Patricia Shaver, Open Learning & Educational Support (University of Guelph)
- 1.3 Regrets: Davin Heinbuck, Conservation Ontario (Ausable Bayfield Conservation Authority); Art Groenveld, M.T.O. (Ministry of Transportation Ontario); Richard Kavanagh, D.F.O. (Department of Fisheries and Oceans Canada); Tom Hoggarth, D.F.O. (Department of Fisheries and Oceans Canada); Dave Richards, M.N.R.F. (Ontario Ministry of Natural Resources & Forestry); Patrick Sackville, O.S.P.E. (Ontario Society of Professional Engineers)
- 1.4 Chairman Jeff Dickson called the meeting to order at 9:05 a.m.

**2.0 Approval of Agenda**

- 2.1 The committee reviewed the agenda prepared by Jeff Dickson. Motion by Tony Peralta, seconded by Mark Hernandez, that the agenda as prepared by the chairman be accepted. Carried.

**3.0 Minutes of Last Meeting**

- 3.1 Committee members noted that Item 4.5 should refer to biography for Jim Monteith. Moved by Tony Peralta to accept the amended January 23rd, 2018 L.D.C. meeting minutes as circulated, seconded by Steve Brickman. Carried
- 3.2 Final minutes are to be sent to Pat Shaver by Gerard Rood for posting to the L.D.C. web site.  
**Action by Gerard and Pat Shaver.**

#### **4.0 Business Arising from the Minutes**

- 4.1 Jeff reviewed the summary of action items from the last minutes. Final minutes of the October meeting were sent to Pat Shaver and she posted them on the L.D.C. website ([www.landdrainageengineers.com](http://www.landdrainageengineers.com)).
- 4.2 Jeff brought in a thumb drive with copies of the Joint Committee minutes for 1991 to 1995. He provided them to Pat Shaver to copy and post.
- 4.3 Tony noted that he contacted Lee-Anne Settingington; she expects to get him something for William Settingington. **Action by Tony.**
- 4.4 The information obtained for C.G.R. Armstrong was passed on to Sid for consolidation with the other records already provided.
- 4.5 Jeff stated that he would contact Mike Gerrits to follow up with Jamie Monteith for information on his uncle Jim Monteith and bring it to the next meeting. **Action by Jeff.**
- 4.6 Jeff has a 3 page biography for Herb Todgham from the A.O.L.S. (Association of Ontario Land Surveyors) web site that he will try to edit (reduce). He has had no luck with the search for Jim Howes information. **Action by Jeff.**
- 4.7 Jeff did not attend the 2018 Rural Summit as his investigations indicated a political agenda that did not make in worth going.
- 4.8 Patrick Sackville will hopefully report (at some future meeting) on the A.O.D.A. (Accessibility for Ontarians with Disabilities Act) in his liaison report and on the brochure sent to him by the L.D.C. **Action by Patrick.**
- 4.9 Dave Richards will provide an update report at the June meeting of the Committee. **Action by Dave.**
- 4.10 Mark forwarded the minutes of the last D.A.W.G. meeting to Gerard and these were circulated to the Committee.
- 4.11 Jeff has discussed a D.S.A.O. liaison member for our Committee with Greg Nancekivell and will follow up with him. **Action by Jeff.**
- 4.12 Jeff will follow up with Patrick Sackville about helping with Limited Engineering License (L.E.L.) applications and reviews during his report. Jeff sent Patrick the 3 submissions from the affected personnel. He can also forward our summary of comments on the matter to Patrick. He will also follow up with the 3 L.E.L. participants to see if they were contacted by Patrick. Correspondence will be copied to Gerard. **Action by Jeff.**

- 4.13 Patricia noted that she has approximately 5 biographies for drainage practitioners that she can post. It was agreed that these should be on the L.D.C. website. She requires submissions to be typed up and sent to her in Word or PDF format and advised that she cannot use direct downloads from the A.O.L.S. website. A message can be added to the our website encouraging people to provide additional submissions and any correction or extra information on the biographies posted to the web site by contacting her. **Action by Patricia.**
- 4.14 Leaving a slot open for attendees to meet with suppliers during the Conference will be discussed at the June meeting. **Action by Committee.**
- 4.15 Jeff will try to pursue having D.F.O. and M.N.R.F. provide training at our course this year while at the D.S.A.O. Chapter 3 meeting in Teeswater next Thursday. We can then discuss at the June meeting. It was noted that the Fisheries Act changes have not been fully adopted and may not be ready for October presentation. Likewise, the Conservation Authorities Act has been changed but we may need to wait for regulations to be established by M.N.R.F. pursuant to the new legislation. **Action by Jeff.**

## **5.0 Correspondence**

- 5.1 Jeff noted that he was contacted by a paralegal out of Grand Bend. The person was looking for where to train. Jeff referred him to O.M.A.F.R.A.
- 5.2 Sid stated that he has a list of lawyer who dabble in drainage. Key legal people involved in drainage are Paul Courey and Valerie M'Garry. He can contact the Drainage Referees for information on lawyers who are willing to get involved in drainage. **Action by Sid.**

## **6.0 Liaison Reports** – Jeff has arranged for these to be deferred to the Friday June 15th, 2018 meeting. Patricia has information for us to review and discuss regarding celebrating the 50th Anniversary of the Drainage Engineers Conference and other updates.

- 6.1 Patricia circulated a report with the information that she was asked to provide for the meeting. She noted that all minutes have been posted on the L.D.C. website as provided. The 2016 and 2017 Drainage Engineers Conference proceedings have been posted on the library site with a link available from our website. A part time student is being hired to work on getting older information prepared for posting to the library site. Costs are outlined in her notes.
- 6.2 Biographies of drainage practitioners will be posted by Patricia when each is ready.
- 6.3 The Committee was referred to page 4 of Patricia's handout for a "possible" banquet schedule on the Thursday evening prior to the Conference. She noted that Conference planning can be done today or at the June meeting.
- 6.4 She presented information on meal options and estimated budget/cost if there were 50 people. Attendance numbers will affect the final costing for the banquet. Jeff wondered if we could get 50 people out for a banquet? Sid suggested that we include those drainage technologists that work with drainage engineering practitioners. We can also contact the Tribunal engineers and

- Chair as well as the Referees about attending. John recommended including E.I.T.'s and Tony agreed since they are our future. Jeff commented that this could be a networking opportunity.
- 6.5 Staying at the Holiday Inn and rolling the banquet into the Practitioners meeting at 7:30 was suggested by Jeff. Mark commented that we may not get people if only for the dinner or Practitioners meeting. Tony thought those coming for the training or the Conference were likely to attend. Sid noted that there are currently 30 engineers doing reports. Jeff suggested that by adding E.I.T. and L.E.L. staff, we might be able to achieve the 50 attendee mark. He proposed that consideration could be given to defraying some of the costs. Patricia noted that the Friday buffet went from \$26.00 to \$39.00 per plate for this year. Tony wondered if we were to charge the full cost ... if this would even be an issue for most people who were likely to attend? Patricia commented that the estimated budget included 1 complementary refreshment and 5 complementary passes. She thinks it is important to explain to attendees at the Friday Conference the basis of our fees and how they are used.
- 6.6 Steve recommended that we go with the 4 course plate option and have the banquet open to engineering staff. Sid asked if liaison members are invited and Jeff stated yes.
- 6.7 John suggested we focus on getting 50 attendees to control the price. Jeff did a quick calculation for possible banquet attendees and estimated that we might get around 50 out of a possible 80 people to attend. Based on this, Patricia said the cost would likely be around \$75.00 per plate. She thought that we might want to have someone speak at the banquet. It was suggested that we invite Ralph Clayton and John Johnston who have history with the drainage field. Patricia noted that the plated dinner would be the most cost effective.
- 6.8 Sid brought up having pictures done, that include a group shot with peoples' names. Patricia described how their photographer takes 2 pictures; one with people holding name cards, and one without for publishing.
- 6.9 Food selections were established and noted by Patricia and she expects the cost to be \$75.00 per person. Tony asked about covering costs for retirees, but it was agreed that it would be much simpler if all participants just pay for their own.
- 6.10 Jeff and Patricia will prepare an e-vite to the banquet. Jeff can send it out from his email to avoid spam conflicts. It will spell out who can attend including E.I.T. staff. **Action by Jeff and Patricia.**
- 6.11 Sid asked about the dress code. Patricia recommended that we stipulate "business casual".
- 6.12 It was noted by Jeff that the Practitioners meeting would start at 7:30 p.m. Patricia suggested going from the banquet room after dinner back to the 1/2 ballroom used for the training session. The banquet room would be set up with round tables for 8 people. There would be no head table. A lectern and podium can be set up for the MC and/or any speaker(s).
- 6.13 When to send out the notice for the banquet was questioned by Jeff. Patricia recommended the advance notice go out by May. When the Conference registration is sent out in July the final

banquet invite can be included. She expects that we may need 3 registration: 1 for course, banquet and conference, 1 for banquet and conference, and 1 for course only. We can do name tents or tags. Sid preferred name tags for the mix and mingle so that names and businesses can be recognized. He went on to suggest that we could have retirees recognized at the Practitioners meeting. John wondered if we could do introductions before the banquet. Jeff suggested it could be done by firms. He will look for the first minutes. Steve recommended that we only do highlights of the first minutes and introduce retirees at the Practitioners meeting.

## **7.0 Drainage Engineers Conference**

- 7.1 Paul Marsh was discussed. Jeff has been in contact with him. It was noted that climate change is a relevant topic.
- 7.2 Sid made a list of presenters to consider.
- 7.3 Tony recommended that we make people aware of the biographies on our web site and Sid agreed.
- 7.4 It was discussed that there could be a time slot set aside for presentations by exhibitors and for networking. Sid noted that socialization can be done on Thursday night.
- 7.5 Case studies were discussed. Sid brought up the Springmount Drive project by Ian Erickson, and the Royal Oak Drain by Steve Brickman or Bill Dietrich. Tim Brook could speak about drainage then and now. We could get John Johnston to speak about changes during his involvement. John Kuntze suggested that we could have Andy McBride and John Johnston start with the history, then do the Royal Oak Drain, and then have someone discuss future drainage.
- 7.6 Consideration was given to organizing the Conference on the basis of “Then (Past), Now (Present) and Future”.
- 7.7 It was suggested by Jeff that maybe Ralph Clayton could be added to the Andy McBride and John Johnston presentation for PAST, with 10-15 minutes for each. PRESENT would be the Royal Oak Drain. FUTURE could be done by young O.M.A.F.R.A. staff such as Alex or Tim.
- 7.8 Sid mentioned a case study in the Municipality of West Nipissing involving a property owner who lost his property over an unpaid drainage assessment. He suggested that Garth Noecker from K. Smart Associates would be the best person to present this case study.
- 7.9 John asked if Alex Barrie of O.M.A.F.R.A. could do charts from past and compare to the present. Sid stated that they could do something on statistics prepared for conferences.
- 7.10 Steve suggested that climate change could be considered for the FUTURE presentation.

- 7.11 It was discussed that the Conference theme could be “PAST, PRESENT, FUTURE”.
- 7.12 Sid said that Tim Brook could do FUTURE based on the new Drainage Engineers Guide. Patricia said that she will follow up with Dave Ryan and mark as FUTURE.
- 7.13 The Drainage Engineers Biographies could be pulled up as an example of information on the web site. An example could be shown and request made for others to make submissions with a format template.
- 7.14 Jeff will contact Andy McBride about his participation. Tony suggested that Jeff also contact Ed Dries. Jeff will also contact John Johnston. Sid stated that he could contact Ralph Clayton.  
**Action by Jeff and Sid.**
- 7.15 Jeff noted that we need to come up with 2 more topics for the morning sessions
- 7.16 It was advised by Patricia that our current fees are \$150.00 for the course, and \$215 for the Conference. She suggested that we consider bumping each one up by \$5.00 to offset the additional cost of the meals. Jeff commented that the course meal could be kept to a simple soup and sandwich menu. The training course fee cost could be left the same and just bump up the Conference course fee.
- 7.17 It was suggested by Sid that we consider Don Lobb as a presenter for Drainage Future. He is considered a visionary and proponent of drainage. Patricia suggested the possibility of having a concluding speaker to address PAST, PRESENT and FUTURE. Sid or Jeff will contact Don Lobb. **Action by Sid and Jeff.**
- 7.18 Patricia advised that she will summarize the Thursday information as discussed and send it out to the Committee.
- 7.19 Lunch break was taken at 12:20 p.m.

## **8.0 New Business - Action Items**

- 8.1 John noted that 3 case studies were done in 2012 for the training course, after Sid had provided an introduction to the topics. He suggested that we should now consider a presentation on the new Drainage Engineers Guide.
- 8.2 Jeff asked Gerard to discuss the posters and images that he had brought to the meeting. Gerard suggested that consideration be given to providing mugs with the 50th Anniversary information applied. It was discussed that these could be provided at the banquet and to the Conference attendees. It was discussed that we go with a thermal mug instead of ceramic and go stainless steel to make them more durable. They should include a handle and be spill proof for travelling purposes. These could be obtained through Goderich Print Shop or Vista Print. Gerard was asked to investigate non-breakable mugs that are insulated and have a handle.  
**Action by Gerard**

- 8.3 Funding for the mugs was discussed. Jeff will check with O.S.P.E. on help with this promotion. Members of the Committee also volunteered to sponsor the cost if needed.
- 8.4 The Anniversary poster was discussed. It was established that the front cover of the first Conference proceedings could be included in the centre bottom of the 11X17 poster. Sid will send Gerard a scan of the cover in colour and ensure that the “November 7, 1969” date is clearly outlined. The Conference date will be added to the poster. Gerard will arrange edits after Sid provides the scan and distribute for review. **Action by Sid and Gerard.**
- 8.5 It was suggested that the poster be kept at 11X17 size for final distribution. Steps will be taken to send it out to drainage engineering firms as soon as possible with a request that they post it for their staff to see. **Action by Jeff.**
- 8.6 Sid showed the Committee his index of Conference proceedings from 1969 to the present. It was discussed that he could update the index for last fall and add the proceedings that will be scheduled for this fall. Copies of the index could be distributed with the registration package for the Conference. **Action by Sid and Patricia.**
- 8.7 Tony brought up the topic of stamped drawings and copying the stamp. There could be a liability for photocopying the stamp on documents included in drainage reports. Gerard mentioned the privacy act and some discussion at the local D.S.A.O. Chapter meeting that owners names may not be allowed on plans or in the report. Sid advised that O.M.A.F.R.A. is compiling a wish list of proposed amendments to the Drainage Act; one of item on this list is including a provision in the Drainage Act that would indicate that information contained in an engineer’s report is not protected through the Municipal Freedom of Information and Protection of Privacy Act. If this wish list is considered, O.M.A.F.R.A. will be looking for support from the Committee on proposed changes to the legislation. The Committee advised Sid that they would review any recommendations and provide support as appropriate, which could include discussions in our meeting minutes.

## **9.0 Next Meeting**

- 9.1 The next meeting of the L.D.C. will be Friday, June 15th, 2018 commencing at 9:00 a.m. at the O.M.A.F.R.A. building in Guelph. Sid has booked room 305 for the meeting.

## **10.0 Adjournment**

- 10.1 The meeting was adjourned at approximately 2:30 p.m. Moved by John Kuntze and seconded by Tony Peralta. Carried.

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Jeff Dickson, Chairman

Gerard Rood, Secretary

## **SUMMARY OF ACTION ITEMS**

1. Final minutes are to be sent to Patricia by Gerard for posting to the L.D.C. web site. **Action by Gerard and Patricia.**
2. Lee-Anne Settington is to provide information on her father William Settington. **Action by Tony.**
3. Mike Gerrits will be contacted for a biography on Jim Monteith. **Action by Jeff.**
4. Jeff will complete the biography for Herb Todgham. **Action by Jeff.**
5. Patrick Sackville will be requested to report on the A.O.D.A. in his next liaison report. **Action by Patrick.**
6. Dave Richards will provide an update report at the June Committee meeting. **Action by Dave.**
7. Jeff will follow up with Greg Nancekivell on a D.S.A.O. liaison member. **Action by Jeff.**
8. Available biographies will be posted to the L.D.C. website. **Action by Patricia.**
9. Leaving a time slot open for attendees to meet with suppliers will be discussed at the June meeting. **Action by Jeff.**
10. Jeff will check with D.F.O. and M.N.R.F. regarding a presentation at the engineers training course this fall. **Action by Jeff.**
11. The Drainage Referees will be contacted about lawyers who could be involved in drainage. **Action by Sid.**
12. Jeff and Patricia will prepare a banquet e-vite for Jeff to distribute including information on who can attend. **Action by Jeff and Patricia.**
13. Andy McBride, Ed Dries, John Johnston and Ralph Clayton will be contacted about participating at the next Conference. **Action by Jeff and Sid.**
14. Don Lobb is to be contacted about possible participation at the Conference. **Action by Jeff or Sid.**
15. Mug options for the banquet and Conference are to be checked out and presented at the next meeting. **Action by Gerard.**
16. An anniversary poster is to be finalized with information from Sid and preparation by Gerard. **Action by Sid and Gerard.**
17. The final anniversary poster is to be distributed to drainage engineering firms for posting in their offices. **Action by Jeff.**
18. An index of Conference proceedings for all 50 years is to be prepared by Sid and distributed with the registration packages. **Action by Sid and Patricia.**