



FINAL
O.S.P.E. LAND DRAINAGE COMMITTEE
MINUTES OF MEETING
Friday, June 15th, 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; Tony Peralta; Mark Hernandez (by conference call)
- 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); Dave Richards, M.N.R.F. (Ontario Ministry of Natural Resources & Forestry); Davin Heinbuck, Conservation Ontario (Ausable Bayfield Conservation Authority); D.F.O. representatives Rick Kiriluk and Zach Laframboise (by conference call at 9:25 a.m.)
- 1.3 Regrets: 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); Patrick Sackville, O.S.P.E. (Ontario Society of Professional Engineers)
- 1.4 Chairman Jeff Dickson called the meeting to order at 9:00 a.m.

2.0 Approval of Agenda

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

3.0 Minutes of Last Meeting

- 3.1 John Kuntze pointed out that the year shown for the first conference needs to be corrected to 1969. Moved by Tony Peralta to accept the amended April 20th, 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 Patricia.

4.0 Business Arising from the Minutes

- 4.1 Jeff reviewed the summary of action items from the last minutes. Final minutes of the January meeting were sent to Pat Shaver and she posted them on the L.D.C. website (www.landdrainageengineers.com).
- 4.2 Tony noted that he got some information from Lee-Anne Settington but he will try to get more for William Settington, P.Eng. **Action by Tony.**
- 4.3 Mike Gerrits and Ray Dobbin are to follow up with Jamie Monteith for information on his uncle Jim Monteith and Jeff will bring it to the next meeting. **Action by Jeff.**
- 4.4 Jeff will complete the biography for Herb Todgham from the A.O.L.S. (Association of Ontario Land Surveyors) web site. He has still had no luck with the search for information on Jim Howes. **Action by Jeff.**
- 4.5 Patrick Sackville will be asked to report 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. at a future meeting. **Action by Patrick.**
- 4.6 Dave will provide an update report later in the meeting.
- 4.7 Jeff reported that D.S.A.O. will discuss having a liaison member, possibly attending at the L.I.C.O. - D.S.A.O. conference. This will be further discussed under new business. Sid noted that there used to be Drainage Industry meetings involving the Land Drainage Committee, D.S.A.O. and L.I.C.O.
- 4.8 Patricia reported during her report that available biographies will be posted to the L.D.C. website.
- 4.9 Leaving a time slot open for attendees to meet with suppliers has been scheduled.
- 4.10 Jeff checked with D.F.O. and M.N.R.F. at their Wingham session regarding a presentation at the engineers training course this fall. Dave asked if he could help out with this. Jeff explained the status and noted that this will be discussed under Agenda item 3.1.
- 4.11 The Drainage Referees will be contacted about lawyers who could be involved in drainage. Sid reported that this was done yesterday and expects that the information will be coming with respect to lawyers who work with experienced drainage engineers. **Action by Sid.**
- 4.12 Patricia is proceeding with a banquet e-vite for Jeff to distribute including information on who can attend. **Action by Jeff and Patricia.**
- 4.13 Andy McBride, Ed Dries, John Johnston and Ralph Clayton will be contacted about participating at the next Conference. Ed will be asked to attend Practitioners Meeting. **Action by Jeff and Sid.**
- 4.14 Don Lobb is to be contacted about possible participation at the Conference. **Action by Sid.**
- 4.15 Mug options for the banquet and Conference will be discussed with Patricia later in the meeting.
- 4.16 The anniversary poster was finalized with information from Sid and preparation by Gerard. Jeff received a copy and has started posting it.
- 4.17 The final anniversary poster is to be distributed to drainage engineering firms for posting in their offices. Jeff will forward for distribution shortly and will make sure that it is sent to Sid for further distribution. **Action by Jeff.**
- 4.18 An index of Conference proceedings for all 50 years is to be prepared by Sid and distributed with the registration packages. Sid completed it as a Word document and will provide to Patricia for distribution. **Action by Patricia.**

5.0 Correspondence

- 5.1 Jeff was contacted by Kevin McKague about erosion control methods. These should be done under the Drainage Act to ensure longevity through the drainage report. Kevin sent this out to the Maitland Conservation Authority. It will be distributed to others. Jeff was invited as a practitioner and will represent the Committee. Kevin is suggesting a marriage with O.M.A.F.R.A. leading the initiative. They want to see this for general use instead of individual farmers. They are trying to find a way for general use of grant funding. John commented that private works are not being maintained after installation. Jeff noted that they are working with “Huron Clean Water”. Dave commented that a communal project is a great idea through the drainage Act. There is the advantage of the one third O.M.A.F.R.A. grant. Ongoing maintenance is a good idea. He believes that we need to keep pushing the message.
- 5.2 Jeff noted that he had been contacted by a lady from Ridgetown College. The request was for us to assist with searching for a trainer – drainage instructor. This is a result of Jim Ritter retiring. Sid noted that Tim Brook, Andy Kester, and others do training. Jeff stated that we will disseminate the information. Sid commented that he will give an update in his report.
- 5.3 Steve had sent an item to Jeff for consideration. The discussion was that with Sid retiring will the LDC be interested in providing a list of traits for the successor. He noted that the D.S.A.O. is doing this. Sid informed the Committee that Len Senyshyn is interested in knowing the qualifications of a Drainage Coordinator that are important to the industry. Dave recommended following the same path as D.S.A.O.

6.0 Liaison Report – D.F.O. – Rick Kiriluk and Zack Laframboise

- 6.1 Rick stated that they got the message about the course. They can arrange for someone to be there. Jeff explained the three-year course being done by the L.D.C. It may be more valuable to hear about the Fisheries Act changes. Jeff stated that we will know by the end of the day if we want them to present.
- 6.2 Rick stated that it is timely to do a presentation this fall. He provided a summary of the proposed changes. The focus will be on Ontario items. A table of the changes has been sent out. It outlines the Act before new changes on the one side and proposed changes on the other side. Sid questioned if this was semantics. Rick responded that yes things have not really changed. There is slightly more protection being provided. There have been several amendments proposed. This was a result of engagement with others including the public. Final requirements will be established soon. Policy will tell them how to operate. He noted that there is government wide indigenous involvement. All works now have to consider adverse impacts on indigenous communities. There will be an ability to enter into agreements with bodies.
- 6.3 Sid asked for clarification of indigenous groups’ consultation. Rick responded that he is not sure how it will fall out. Before fisheries authorizations they have to consult with indigenous communities. They have not yet had one with a drain involved. These would be projects outside class authorizations. They need a policy developed before they know the requirements. He noted that the presentation is about 40 minutes long. It could be longer by October.
- 6.4 Dave commented that they have more resource officers. They have a one window approach resource with liaison officers. Dave stated that they could contact him if help is needed.

- 6.5 Rick noted that there may be more staff provided in the future for liaisons to work with other agencies. They are waiting to see what happens. The permitting process and code of practice needs to be established. There will likely be costs for permits. They are developing “designated lists” and a mining example was reviewed. They are not sure how it will fit with drainage works. There will be operational statements.
- 6.6 Jeff brought up discussion of developments. A drain is a very small component of the area. We would just work on the corridor or path for the drain. Rick commented that he is not sure what will be on the list. They are waiting for the policy. Changes are related to bill C 68 and C 69. He noted that the D.F.O. and Canadian Environmental Agency are having discussions. Sid asked if we should be on the list. Rick stated that he was not sure about this. There are 2 regulations that are coming out. He stated that we need to wait for them. Then we will be waiting for consultations. The Public Registry is to release information on the Fisheries Act authorizations. He is not sure if this includes class authorizations. There may be alternative measurements in the agreements. Things may be more formalized. They will be able to deal with offenders outside of courts. There will be enhanced enforcement and monitoring. Transitions have been discussed. They expect a buffer of 180 days to transition. He noted that they can present more information at a training course.
- 6.7 Zach commented that everything will depend on the Bill receiving Royal Assent. Everything must be done before the election next fall. It will be over one year to process everything. They expect business will be as usual until the spring of 2020. He would not anticipate any changes until fall 2019 at the earliest. It will be important to proceed before June 2019 to avoid summer recess.
- 6.8 Jeff commented that the committee will discuss this later and will try to establish a direction. The committee will contact Richard Kavanagh or Tom Hoggarth. He noted that Thursday, October 25th is the date of the course.
- 6.9 Rick and Zach left the conference call at 10:05 a.m.

7.0 Liaison Report – O.S.P.E. – Patrick Sackville

- 7.1 Jeff advised that Patrick had not yet responded to the submissions that were provided. Responses were received from people involved with the L.E.L. program and these were all submitted to Patrick. Jeff noted that Gerard had compiled a summary of L.D.C. comments and these had also been sent to Patrick. Jeff stated that he will follow-up with Patrick on the L.E.L. **Action by Jeff.**

8.0 Liaison Report – Ministry of Natural Resources and Forestry – Dave Richards

- 8.1 Dave noted that there are other programs being worked on. One of these is the Lake Erie action plan. They want to see consideration to green infrastructure in projects. He can provide a list of funders for green infrastructure. He noted that Elgin Clean Water provides funding. He may be able to get a list of programs that are out there. These programs are advantageous to engineers and superintendents. **Action by Dave.**
- 8.2 Sid asked if we could post this information to the L.D.C. website. Having information at a central location would be beneficial. It can then be updated as needed. We could also consider having information on the D.S.A.O. website. Dave noted that Ducks Unlimited provides monies. Grants are out there for green infrastructure.

- 8.3 Jeff described some projects done with some grants. These are typically split out on a property basis. Grants reduce the net cost to owners. The engineer does the grant applications. Davin recommended that having a list would be good to use for reference. Dave asked what he can do for the committee. Jeff commented that we are good with Dave attending the meetings.
- 8.4 Dave commented that green infrastructure is important as well as Phragmites control. He questioned whether the committee would push the government for spraying over water as they do in the United States. Tony suggested that drainage superintendents would be better to push for this since they do the work. They've commented that it can be a waste of money if spraying is not used along with mechanical removals. Sid suggested that the new provincial government may be more in support of programs. Jeff noted that there are 110 drainage superintendents in the province. An email to the D.S.A.O. may get a broad exposure. He suggested that contact be made with Greg Nancekivell. Tony suggested that they try contacting Lu-Ann Marentette and Lindsay Dean at Leamington. Dave added that we need the right process to control Phragmites. Currently there is no herbicide overwater allowed. In the United States U.S.D.A. has approved spraying. He noted that a 500 acre demo is being done at Long Point.
- 8.5 John commented that the L.D.C. is looking for information like Dave just provided. Jeff likes to see someone with passion for their work. Sid commented that talking and communicating helps move projects forward.
- 8.6 Sid indicated that he had a discussion with an M.N.R.F. staff person about using the Drainage Act for dam projects and the application of the Lakes and Rivers Improvement Act. Owners can petition for drainage works under the Drainage Act and the definition for drainage works includes dams. For projects under the Lake and Rivers Improvement Act they need 100% support of the affected owners for the project. He suggests that in order to make this happen, we need to improve the interaction between the Lakes and Rivers Improvement Act and the Drainage Act. Reports could be provided to make a section of the channel a municipal drain including the dam that is needed.
- 8.7 John discussed a Manitoulin Island project. There can be gaps in drainage systems with only key components addressed. The Drainage Act gives control over channels. Sid commented that projects are eligible for grants if flood controls are for lands and agricultural lands.

9.0 Liaison Report – Ministry of Transportation Ontario - Art Groenveld

- 9.1 Art Groenveld was not present and there was no report.

10.0 Liaison Report – Conservation Ontario - Davin Heinbuck

- 10.1 Davin reported that the conservation authorities act review is continuing with 3 subcommittees. They are dealing with Section 28 regulations. They are working on a hazard management program. There is a plan to review and establish policies. The goal is to have items finalized by December. He noted that the government changeover may affect things. The committee is developing policies and regulations.
- 10.2 He noted that Mark Hartley had contacted him who is a professional engineer. Mark is now with Nottawasaga Conservation Authority and into natural channels. He is looking for definitions of alterations to watercourse. He also asked about the Engineers Guide.
- 10.3 Sid introduced Arlene Robertson, the editor for the Drainage Engineers Guide. The guide publication may be affected by the new government and freezes. Arlene explained that she needs target dates. It will take 6 weeks to print the book. Sid suggested that Jeff or Gerard

should send an email to O.M.A.F.R.A. with a request to schedule the publication before the Conference. Jeff noted that the committee can discuss this and take action as needed.

11.0 Liaison Report – Ministry of Agriculture, Food & Rural Affairs - Sid Vander Veen

- 11.1 Sid showed a video of new technology that allows for large diameter pipe to be installed by a drainage plow.
- 11.2 John noted that Sid had sent out an email about drainage for solar farms. A consideration for these is the shaded surface under the impervious area.
- 11.3 It was reported by Sid that the Drainage Engineers Guide is set for final editing and publishing. Cost to print is estimated at \$30,000.00. They have estimated 400 copies for the drainage courses, and 100 for engineers and E.I.T. staff. The document can also be distributed to drainage superintendents and others. They expect to distribute hard copies for those directly involved in drainage works. PDF copies will be made available for those less involved. They will do a distribution list by contacting drainage firms for quantities.
- 11.4 With regards to the Drainage Superintendents Guide, a draft of Part A has been done and sent out for peer review. The focus will then shift to Part B, likely commencing next week.
- 11.5 Sid provided information on staffing. Employment contracts for Zach Smith and Chris Allen have ended. Sid and Andy Kester are handling any remaining grant applications.
- 11.6 It was confirmed by Sid that he is retiring at the end of the year. Jeff suggested that we can do a summary of requirements for a drainage coordinator and submit same to O.M.A.F.R.A. Suggestions included: a liaison person supporting the industry; someone having good communication skills; good relationships; and good personality. It was noted that engineers, drainage superintendents and municipal staff are all partners with O.M.A.F.R.A. Sid noted that he started on January 2nd, 1991. Jeff suggested that Committee members submit something within 2 weeks and then have it sent to Len Senyshyn. **Action by Committee.**
- 11.7 A spiral bound copy of the Drainage Act was shown by Sid. Ridgetown College offered this pocket size version. Sid checked with D.S.A.O. people for information that was needed. They are producing more copies, and Ridgetown will post it on their web site for purchase shortly.
- 11.8 Ridgetown College, a campus of the University of Guelph, provides the administrative support for the drainage courses that O.M.A.F.R.A. delivers. O.M.A.F.R.A. has a partnership agreement with the University of Guelph that covers a variety of things including transfer payments; this also applies to the delivery of courses. In order to comply with the agreement, it's not enough that the College provides administrative support for the courses. They must be taking the lead in delivering the courses with O.M.A.F.R.A.'s support. For this reason, they are looking for individuals who can provide the training through a contract with the College. This may not be possible, but they must attempt to find trainers
- 11.9 Steve suggested that they should contact L.I.C.O. for possible trainers. Jeff will contact Lori at Ridgetown to advise her of the suggestion. **Action by Jeff**

12.0 Liaison Report Office of Open Learning - University of Guelph - Pat Shaver

- 12.1 Patricia arrived at 11 a.m. She distributed a balance sheet and income statement. She noted that there were not many changes. The income was slightly higher. Hospitality costs are going up. She pointed out the contribution to the scholarship. She said that the student will send a comment to the committee. She will contact him to get this information. She noted that a draft budget had been done with food going from \$2600 to \$3900.

- 12.2 Proceedings have been published on the library open publication site. The library is hiring a part-time student to work on the 49 years of records. She noted that accessibility and copyright affect the proceedings process.
- 12.3 Patricia reported that our website is good for now. The next update will either be 2021 or 2025.
- 12.4 She noted that \$2107.49 had been absorbed by the University but can be used towards the library cost.
- 12.5 Patricia will provide a 2018 budget soon after the meeting today. Tony moved to approve the statement, seconded by John, carried.
- 12.6 It was noted by Patricia that it is good to promote all the things that we do as a Committee. She has scheduled 10 minutes for this at the conference.
- 12.7 The Thursday schedule was reviewed by Patricia. She needs information on the course direction. Jeff commented that D.F.O. is prepared to present. Dave stated that he will try to find a M.N.R.F. person. Jeff asked which way we should go. Tony commented that D.F.O. is still in flux and it may be early to proceed. Davin commented that the C.A. Act update might be too early. Sid mentioned indigenous consultation. We will need a training course in the near future. Dave commented that every M.N.R.F. division has new staff for indigenous consultation. We can work with them if needed. Tony commented that there are more indigenous landowners.
- 12.8 Sid outlined that our options are 1) doing part 2 of the course; 2) doing D.F.O. and M.N.R.F. presentation; 3) doing indigenous consultation but we would need someone with drainage knowledge. Dave suggested that they could have their indigenous liaison take the drainage superintendent course. Jeff noted that Burnside can facilitate this. They are Canada wide working with indigenous people. Sid commented that the Drainage Act is different. The trainer has to have knowledge of it. Jeff questioned which way to go. Should we wait until next year? Gerard stated that he would prefer to have the information sooner than later. It would be good to know the information for ongoing projects. John supports this but asked if the presenters will be fully prepared. Jeff suggested that we could trim the course length.
- 12.9 Sid displayed training session 3. He suggested that we could split environmental presentations from the information on the Drainage Act. Mark Hernandez commented that we could do year 2 of the course this year. We could then do the environmental course the following year. Steve recommended that we focus on the regulations and then do year 2. Tony would not like to waste any time and suggests going with session 2. John suggested that the presentation was how we work within regulations that qualify for grants. We could do an introduction to indigenous consultation. The public perspective is known to all. We need more communication to be done, especially on the regulation side. Gerard suggested that the information is needed that is not included in the new Guide. John commented that we can still say that we need the Guide. Jeff suggested that we can bring regulations in with the indigenous consultation. Mark commented that he sees merits for both arguments. There is a risk of information being outdated. He noted that going to next year for session 2 may not be applicable. Tony suggested that the year 2 session can be presented with people having experience with the new guidelines. Davin commented that he sees merits of the course. Tony commented that the course is a refresher and gives another perspective. John stated that we need continuing education regardless. He noted that the regulations course would be good for both senior as well as junior engineers. Jeff commented that he has no preference. It appears that Tony is on the fence and Mark is wavering. There are 3 in favour of the regulations presentation. We can delay the Drainage Act training. We could look at the 2015 toolbox for the next conference.

- 12.10 Jeff suggested that we could take lunch out of the training session. Pat noted that this would reduce training from \$150 to \$120. All lunches are now \$25. John recommended that we forgo the lunch and focus on the banquet. Jeff suggested that we could highlight the course to senior engineers. The program could go from 12:30 p.m. to 4:30 p.m. for the course.
- 12.11 Sid noted that engineers want practical application of training information. John asked how to do the regulations. Dave suggested that we tell presenters that we want practical presentations. He can ask their liaison Ken Everett for help. Jeff noted that Burnside did a study Canada wide on indigenous water quality and treatments.
- 12.12 It was suggested by Sid that we could do presentations on:
- 12.12.1. Fisheries Act
 - 12.12.2. Species at Risk Act
 - 12.12.3. Conservation Authorities Act and Regulations
 - 12.12.4. Then do a couple of case studies and ask presenters for their input on the studies
 - 12.12.5. Sid typed up a schedule for reference
- 12.13 John Kuntze suggested that the introduction to indigenous consultation could be an introduction to the conference presentations. Jeff confirmed that this might be done by “Neegan Burnside”.
- 12.14 Sid commented that case studies could include one based on an authorization and one based on a letter of advice. At their superintendents course they typically have 2 D.F.O. speakers with one focused on the Fisheries Act and one on the Species at Risk Act.
- 12.15 Steve said that Dietrich Engineering has done 2 authorization projects, one of which was fairly straightforward, and the other being a more jumbled complex project. He noted that the Royal Oak Drain was more procedural and he suggested that Greg Nancekivell could do the presentation.
- 12.16 Dave stated that he would contact Kathleen Buck at M.N.R.F. for information. **Action by Dave.**
- 12.17 Dave and Davin left at noon.
- 12.18 Following lunch Sid continued with set up of the Regulations training schedule and options. It was discussed that presentations should be geared to the procedure and process to get a permit, authorization or letter of advice. The case studies should be coordinated with the environmental people so that they can have prepared responses.
- 12.19 The banquet schedule was reviewed. Patricia said that she will get a registration link in early July and then send out the invitations. **Action by Patricia.**
- 12.20 Attendees for the banquet was discussed by Jeff. He expects that 55 of 80 candidates may attend. He stated that E.I.T.’s may attend if doing drainage works. There should be a request for casual dress and no provision for spouses.
- 12.21 Patricia presented options for mugs. It was established that there will be no logo and we should go with the graphic that she sent out. There will be 10 mugs ordered for speakers. The total order will be 150 mugs with open handles and blue colour. Patricia said that she will send out a draft of the selected mug for review.

13.0 Drainage Engineers Conference

- 13.1 Patricia has allowed for up to 5 free banquet plates. John suggested that the free plates could be offered to Ralph Clayton and John Johnston. Tony noted that the banquet should recognize key attendees. John suggested that we do a teleconference or morning meeting in September to finalize details.

- 13.2 A list of the biographies that she has was outlined by Patricia. More can be accepted. She would like to get an introduction paragraph for the biographies. Some of the biographies have been rewritten by her to allow for the posting to be done on the web site. **Action by L.D.C.**
- 13.3 Patricia needs to know what to do with Sid's list of Conference Proceedings. This could be put on the library site for reference. The Committee needs to let her know what to do with the list. **Action by Jeff.**
- 13.4 Speaker information forms will be sent out by Patricia to Jeff and Steve for the people that they are to contact. **Action by Patricia, Jeff and Steve.**
- 13.5 Patricia advised that she is away from next Wednesday until the first week in July.
- 13.6 She will set up a conference call for September 17th using "Go to Meeting" application.

14.0 DART (Drainage Act Regulations Team) – John Kuntze

- 14.1 John handed out copies of the new terms of reference. The new document is 4 pages long versus the initial 2 page document. Their focus has been mostly on housekeeping. Page 2 includes a new section "Out of Scope".
- 14.2 Sid commented that there is a legitimate reason for the changes.
- 14.3 John asked that the L.D.C. support the revised Terms of Reference. Moved by John, seconded by Gerard to accept. Carried.
- 14.4 John noted that they have the odd meeting with a face to face one scheduled for August. He stated that he would remain our liaison person for now.

15.0 DAWG (Drainage Action Working Group) – Mark Hernandez

- 15.1 There was no update available for Mark or John. Mark will send out a form from D.F.O. to John for reference. **Action by Mark.**

16.0 D.S.A.O. Procurement – Jeff Dickson

- 16.1 Jeff reported that nothing has happened since our last meeting. They expect that Frank Jonkman may join the liaison committee.

17.0 Archiving

- 17.1 It was discussed that all information should be provided to Patricia Shaver. Work on the project is progressing.

18.0 Drainage Engineers Biographies

- 18.1 Everyone was reminded to keep working on the biographies. Information is to be sent to Patricia Shaver, preferably in Word format.
- 18.2 Jeff has checked web sites that he was referred to by Ed Dries but no information has been found.

19.0 New Business - Action Items

- 19.1 It was noted by Sid that he has 14 pages of Conference Proceedings index. Key words are searchable. He advised that he can do printouts that can be handed out at the Conference on Friday. **Action by Sid.**
- 19.2 John suggested that the index also be posted on our web site. **Action by Sid and Patricia.**
- 19.3 The D.S.A.O. liaison was discussed by Jeff. He noted that Greg Nancekivell is to talk to the D.S.A.O. Committee at their meeting next week. Jeff asked if the liaison person should attend regular meetings or just annually at the L.I.C.O. – D.S.A.O. conference. Gerard suggested doing a formal connection once per year. He noted that some firms have drainage superintendents on staff and most engineers communicate with various drainage superintendents throughout the year while working on projects with them. Tony suggested that we just have D.S.A.O. call in to our meetings when needed. He noted that he provides L.D.C. updates at the local Chapter meeting of the drainage superintendents. Steve expressed the opinion that it should be good to move ahead with the liaison.
- 19.4 John reviewed the Terms of Reference for our Committee and noted that we can invite various liaison members to participate. He will email out a copy of the Terms to the Committee for information. **Action by John.**

20.0 Next Meeting

- 20.1 The next meeting of the L.D.C. will be Thursday, October 25th, 2018 commencing at 8:30 a.m. at the Holiday Inn in Guelph. Patricia has booked part of the hall.

21.0 Adjournment

- 21.1 The meeting was adjourned at approximately 4:00 p.m. Moved by Tony Peralta and seconded by Steve Brickman. Carried.

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. Tony to get more information on William Settington, P.Eng.. **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 asked to report on the A.O.D.A. in his next liaison report. **Action by Patrick.**
6. The Drainage Referees will be contacted about lawyers who could be involved in drainage. **Action by Sid.**
7. Jeff and Patricia will prepare a banquet e-vite for Jeff to distribute including information on who can attend. **Action by Jeff and Patricia.**
8. Andy McBride, Ed Dries, John Johnston and Ralph Clayton will be contacted about participating at the next Conference. Ed will be asked to attend Practitioners Meeting. **Action by Jeff and Sid.**
9. Don Lobb is to be contacted about possible participation at the Conference. **Action by Sid.**
10. The final anniversary poster is to be distributed to drainage engineering firms for posting in their offices. Jeff will forward for distribution shortly and will make sure that it is sent to Sid for further distribution. **Action by Jeff.**
11. An index of Conference proceedings for all 50 years is to be completed by Sid as a Word document and he will provide to Patricia for distribution. **Action by Sid and Patricia.**
12. Dave can provide a list of funders for green infrastructure. **Action by Dave.** Subsequent to the meeting he provided this link: <http://stewardshipnetwork.ca/files/2012/07/Granting-Resources-Final-May-2016-.pdf>
13. Do a summary of requirements for a drainage coordinator and submit same to O.M.A.F.R.A. **Action by Committee.**
14. Ridgetown College should contact L.I.C.O. for possible trainers. Jeff will contact Lori at Ridgetown. **Action by Jeff.**
15. Dave stated that he would contact Kathleen Buck at M.N.R.F. for information. **Action by Dave.**
16. Patricia will get a registration link in early July and then send out the invitations for the banquet. **Action by Patricia.**
17. Patricia would like to get an introduction paragraph for the biographies. **Action by L.D.C.**
18. Patricia needs to know what to do with Sid's list of Conference Proceedings. **Action by Jeff.**
19. Speaker information forms will be sent out by Patricia to Jeff and Steve for the people that they are to contact. **Action by Patricia, Jeff and Steve**
20. Mark will send out a form from D.F.O. to John for reference. **Action by Mark.**
21. Conference Proceedings index printouts to be done that can be handed out at the Conference on Friday, and posted to web site. **Action by Sid and Patricia.**
22. Terms of Reference for our Committee to be emailed out to members. **Action by John.**