



FINAL
O.S.P.E. LAND DRAINAGE COMMITTEE
MINUTES OF MEETING
Thursday, October 26th, 2017
Holiday Inn Hotel & Conference Centre – Oakwood Ballroom
6011 Scottsdale Drive, Guelph, Ontario

1.0 Attendance and Call to Order

- 1.1 Members Present: Jeff Dickson, Chairman; Gerard Rood, Secretary; John Kuntze; Michael Gerrits; Mark Hernandez; Tony Peralta
- 1.2 Liaison Members Present: Art Groenveld, M.T.O. (Ministry of Transportation Ontario); Sid Vander Veen, O.M.A.F.R.A. (Ontario Ministry of Agriculture, Food and Rural Affairs); Pat Shaver, Open Learning & Educational Support (University of Guelph); Davin Heinbuck, Conservation Ontario (Ausable Bayfield Conservation Authority); Richard Kavanagh, D.F.O. (Department of Fisheries and Oceans Canada);
- 1.3 Regrets: Patrick Sackville, O.S.P.E. (Ontario Society of Professional Engineers); Dave Richards, M.N.R.F. (Ontario Ministry of Natural Resources & Forestry); Tom Hoggarth, D.F.O. (Department of Fisheries and Oceans Canada)
- 1.4 Chairman Jeff Dickson called the meeting to order at 8:37 a.m.

2.0 Approval of Agenda

- 2.1 The Committee reviewed the agenda prepared by Jeff Dickson. Jeff indicated that items had been added under new business to discuss Committee changes, drain connections questions from Sid, and trail crossings assessments. Motion by Tony Peralta, seconded by John Kuntze, that the amended agenda as prepared by the chairman be accepted. Carried.

3.0 Minutes of Last Meeting

- 3.1 There were no comments or requests for changes. Mark Hernandez moved to accept the June 2nd, 2017 L.D.C. revised draft meeting minutes as circulated, seconded by Tony Peralta. Carried
- 3.2 Final documents 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 went through the action items shown in the June meeting minutes.
- 4.2 With respect to Item 4.2, Jeff is in the process of having the Joint Committee minutes for 1991 to 1995 scanned. John will continue to search their files. **Action by Jeff and John.**
- 4.3 Tony noted that he had not gotten information on William Settington for our drainage engineers biographies, but has a draft summary for C.G.R. Armstrong. Tony will talk to Lee-Anne Settington to see what information he can get. **Action by Tony.**
- 4.4 Tony will forward the C.G.R. Armstrong biography to Gerard. **Action by Tony and Gerard.**
- 4.5 Mike will contact Jamie Monteith and Ray Dobbin for the Jim Monteith information. He noted that Jamie is now retired and he will provide him with the template from Gerard. **Action by Mike.**
- 4.6 Jeff will follow up with Ed Dries and Dennis McCready about doing a biography for Herb Todgham. **Action by Jeff.**
- 4.7 Patrick Sackville will be contacted by Jeff about a presentation on the A.O.D.A. (Accessibility for Ontarians with Disabilities Act) so that it is geared toward engineering firms. **Action by Jeff.**
- 4.8 Jeff noted that he had sent our brochure to Patrick Sackville and there were no comments. He will follow up with Patrick. We should continue our public relations action and have an item in each meeting. **Action by Jeff.**

5.0 Correspondence

- 5.1 Gerard confirmed to Jeff and the Committee that all correspondence since the last meeting had been circulated to all Committee members by email.

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

- 6.1 Patrick was not available and no report was provided.

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

- 7.1 Jeff advised the Committee that Dave Richards is the new liaison member and will attend the January meeting. There was no report at this time.

8.0 Liaison Report – Ministry of Transportation Ontario - Art Groenveld

- 8.1 Art Groenveld reported that the rainfall tool is on-line. It includes climate change analysis.
- 8.2 The 1:100 year regulation line is coming into question. They are reviewing this for regulatory designs in the future.
- 8.3 They are working with M.N.R.F. for watersheds. This is tied into the Unified Ontario Flood mapping (OFAT - Ontario Flood Analysis Tool) that is being done.
- 8.4 They continue working on trenchless designs. There will be a presentation tomorrow. They are looking at approximately 25 alternatives. This is being done in 3 assignments. They will develop a site assessment guide for use. Void issues around the pipes are a big element of the review. Load ratings can be impacted by this. Ultrasonic measures can be done to establish void locations. There are also CAT scans with x-rays that could be done.
- 8.5 MTO is continuing to work on Municipal drains in road right-of-way's and to consider the future conveyance design. They are trying to address the gap in information. Guides will be provided for drainage engineers. You can go to their website and search for information. They can also provide information on drainage courses. MTO will try to let you know everything that is involved in order to proceed with MTO requirements.

9.0 Liaison Report – Conservation Ontario - Davin Heinbuck

- 9.1 Davin reported that the review of the C.A. Act was still proceeding. The 2nd reading was given recently.
- 9.2 There have been discussions about the transparency of C.A.'s. There may be options to expand services. There have been a lot of positive comments. There is discussion over the need to increase C.A. budgets – currently the province provides approximately 10% of funding – this is under discussion.
- 9.3 Selection of Board member criteria is being looked at.
- 9.4 Liability protection under flood events ('good faith') where extreme isolated events cannot be predicted effectively. A recent example is the C.A.'s affected by the June 23rd flooding event.
- 9.5 The next reading of the C.A. Act is scheduled for December and it then goes for Royal assent.
- 9.6 They have been active along the lakefront. S.W.M. projects improve water quality. There is a presentation tomorrow on three projects in the Ausable-Bayfield C.A. They are promoting the acronym "A.C.T." which stands for "avoid", "control", and "trap and treat". This initiative includes use of grass waterways and WASCoBs (Water and Sediment Control Basins). Emphasis is on headwater storage, keeping water on the landscape, working with Drainage

Superintendents, and educating owners. They have mapping available to analyze what would benefit a watershed best.

10.0 Liaison Report – Fisheries and Oceans Canada – Richard Kavanagh

- 10.1 Richard advised that their Triage Group has some concerns. Proponents need to submit forms for major projects. People need to make sure that the application forms are complete when submitted.
- 10.2 He noted that the “Request for Review” form is more critical, and it is important to provide everything that is needed. This will avoid going back and forth and speed up the process.
- 10.3 The Maintenance Form is not as bad but sometimes they find that there are plans or details missing.
- 10.4 Readings of by-laws should not proceed until D.F.O. input is received. Anything other than maintenance work could require authorization.
- 10.5 Offsetting can be a challenge for drain relocation or enclosing a drain or section of drain. “D” class drains are very difficult. There is a need to have offsets for any serious harm to habitat.
- 10.6 The Fisheries Act is going under review. They hope to have more staff and faster turnaround.
- 10.7 Richard advised that proponents should let D.F.O. know if there is a special urgency.
- 10.8 He discussed unrated drains. D.F.O. needs fish data for review. The typical cost estimate is \$2,000.00 per drain to follow the D.F.O. protocol. It is recommended that a biologist be hired to do the review. You should submit fish data with the forms to speed up the review.
- 10.9 Davin commented that C.A.’s can do some drain classifications when needed.
- 10.10 Another key factor is mapping information. Superintendents need to submit drain line details to O.M.A.F.R.A. to allow additions to the AgMaps web site.

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

- 11.1 Sid suggested that consideration be given to the Federal Government infrastructure program. There is a web site set up and a “green infrastructure” category is included. O.M.A.F.R.A. is looking at concepts that may be complementary to the Drainage Act. The idea is to position themselves for funding that could be directed to:
 - a) Water retention on the land
 - b) Buffers along drains
 - c) Natural channel design
 - d) Grassed waterways

e) Environmental features

- 11.2 He noted that submissions still have to be made and there are discussions about what happens if they are successful for this 12 year program. It is possible that there may be an increased demand for engineering reports. This could lead to engineering firms starting up in drainage and a greater demand for drainage engineers and courses.
- 11.3 O.M.A.F.R.A. is excited about this. Society should pay to get society benefits.
- 11.4 John asked if O.M.A.F.R.A. will apply for funding. Sid responded that they are still reviewing the procedure. It may be like the ADIP grants. They want to see the works protected under by-law. Ducks Unlimited may do projects on drainage works. There are many good things to do on the rural landscape. Items to be addressed could include the phosphorus issue and climate change. Engineering services need to be considered. The program may start in 2018.
- 11.5 Sid recommends that we look it up on the Federal web site by searching for “Investing in Canada”. There are 5 categories. We should think about preparing for changes. There may be a need for more training and sudden responses.
- 11.6 Jeff suggested that this be discussed at the January meeting and be included in the agenda.
Action by Jeff.
- 11.7 John commented that this may be similar to the Ontario Drainage Works Erosion Control Program of the 1980’s. There was an 80% grant on materials. This helped to introduce rock protection.
- 11.8 Sid noted that we could have reports for just green infrastructure works, for example grass buffers along drains. Other information will be coming.

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

- 12.1 Pat reviewed the report that she had submitted. There were 40 people registered for the training course with 7 presenters. The Conference is all set up for tomorrow. Alex from her office will be setting up equipment for today and tomorrow. Sid suggested that the podium be set up near the centre of the hall.
- 12.2 Pat discussed that 109 people are registered for the Conference with a total of 130 people including presenters.
- 12.3 Lucas Parson is the recipient of the Ross Irwin Scholarship this year and will be speaking. 8 presenters will be spread out through the day.
- 12.4 Pat noted that the usual marketing had been done, including sending information to student groups. There is 1 university student from Ryerson registered. Next year she will ensure that notices are provided to Grad Coordinators.

- 12.5 The library website is ready to go live. The 2016 proceedings are set up on the site. Posting of all the proceedings was found to be more complex than expected. She will keep \$1000.00 in the budget for conversions of old documents to allow for posting. They may need to hire a student to assist with this.
- 12.6 In 2021 the web site has to be “AAA” – we are currently only “AA”. She believes that more documents can be made accessible on the library site and our web site could be kept for posting notices with links to the library.
- 12.7 Pat was contacted by a person who questioned the web site description. She will try to get clarification on what the concern is.
- 12.8 An updated budget will be provided for the January meeting.
- 12.9 In response to a question, Pat responded that she does not believe that a signed form is required for training materials unless you use photos for the presentation.

13.0 D.A.W.G. (Drain Action Working Group) Update – Mark Hernandez

- 13.1 Mark stated that there is a D.A.W.G. meeting in Guelph on November 3 this coming Friday at the O.F.A. office. Sid noted that he is prepared to host conference calls to improve communications. Mark stated that he is not available for the meeting and was looking for an alternate volunteer. John Kuntze stated that he is on vacation. Jeff will see if he can attend or we will rely on Sid and Richard for input. Richard will forward the invitation to Jeff for a response. **Action by Richard.**

14.0 D.A.R.T. (Drainage Act Regulations Team) Update – John Kuntze

- 14.1 John advised that there was no update on the DART program.

15.0 D.S.A.O. Procurement Update – Jeff Dickson

- 15.1 Jeff advised that there was no update regarding the procurement policy.

16.0 New Business

- 16.1 Jeff noted that archiving remains an ongoing process. Everyone should continue to pursue preparation of the documents. The minutes are more for backup. Conference proceedings are more for access to information.

- 16.2 He would like to see some of the drainage engineers' biographies done by next year.
- 16.3 Jeff plans to discuss the 50th anniversary at the Practitioners meeting tonight. They have discussed doing something formal. We could consider a dinner here at the Holiday Inn for Practitioners. This could include those currently writing reports and retired engineers. Sid asked if we want to add something on the Conference agenda. This could be similar to the Big Dig that was done by Chris Allen at the 40th anniversary. He noted that John Johnston was heavily involved in the 1975 Drainage Act rewrite with Ross Irwin. We could invite John to come and present on the history of the Drainage Act. This could be a review of where we were. And then we can discuss where we are going in the future. Jeff stated that he will ask about this tonight. He will ask for ideas to be submitted to the Committee members. He asked that discussion of the 50th anniversary be included in the next agenda and for an item of discussion. **Action by Jeff.**
- 16.4 Art suggested that we could do a slideshow of the 50 year history of drainage. Sid mentioned the mock trial that was done by Herb Todgham. He has a video of it. We could show this at the Conference or Practitioners meeting.
- 16.5 Jeff noted that Gerard and Mike are completing their 3 year terms. Gerard is completing his 2nd term while Mike is completing his 1st term. Mike stated that he might consider staying on if necessary. Jeff noted that the member is to step down after 2 terms. Mark commented that Tim Oliver did more than 2 successive terms. He questioned how we could promote more participation. Jeff commented that Sid usually mentions giving back during training courses. Mark suggested that we may need to outline the Committee involvement. We could highlight exposures to ideas and the camaraderie that exists. Jeff suggested that he can try to do a summary before this election is run by Sid. This could include mentions of involvement with the phosphorous Committee, DAWG, and DART.
- 16.6 John noted that we have tried to avoid multiple employees from one firm. He suggested that Jeremy Taylor may be interested. Jeff stated that prior to the Practitioners meeting tonight that we may be able to get volunteers. Sid had some names for suggestion.
- 16.7 It was suggested by Tony that we need a mix of new and older members. Gerard commented that he is willing to accept the nomination if there is a shortage of candidates. Art suggested that we encourage new candidates to participate to move things ahead. We will need to illustrate the benefits and rewards of doing this.
- 16.8 Jeff noted that the Andy McBride interview was due to his request to be a vice chair of the Tribunal. He is now recognized like Ed Dries. This will permit them to chair a Tribunal hearing if needed. Sid commented that Andy mentioned a shortage of engineers and other details related to drainage. He noted that others are trying to get limited licenses like Paul McIntyre did. He asked if the Committee could offer to PEO to be the review group for these applications. Tony suggested that we discuss this at the next meeting. **Action by Jeff.**

- 16.9 Correspondence from Sid Vander Veen regarding drain connections was discussed. Sid reviewed his email and the scenarios. For scenario one the answer was yes. In scenario 2 there are orphan connections and the question is who is responsible for them. The response was no. The owner is the party getting the benefits. The engineer could extend the connections under the report, but the owner should pay. It was noted that these should not be grantable. Mark recommended that we could include work in the report but assess the owner. This could be shown as a Special Benefit and non-grantable. Scenario 3 was discussed and determined to be a private connection. The answers to Sid's questions were no and no. Jeff stated that the engineer provides the outlet and the owner has to connect. Mark commented that we haven't touched the private drain, so we should leave it alone. Jeff commented further that a private connection is an owner responsibility. This needs to be made clear in the discussions.
- 16.10 Sid provided an update on the Drainage Superintendents Guide. They are hiring a writer. There will be engagement sessions. They have a Steering Committee set up that will include Art Groenveld and Davin Heinbuck. They would also like to have a DFO representative. They have also asked the Drainage Superintendents to provide a representative. They are hoping to get Greg Nancekivell. He noted that the Committee can also participate. Sessions will be held in London, Elora, Kemptville, and Sturgeon Falls. They would like to have technical input for current and future considerations.
- 16.11 Jeff asked the Committee members to each review and implement (if possible) their respective action items shortly after the minutes go out.

17.0 Next Meeting

- 17.1 The next meeting of the L.D.C. will be Tuesday January 23, 2018 commencing with lunch at 11:45 AM and the meeting at 1 PM at the Lamplighter Inn in London.

18.0 Adjournment

- 18.1 The meeting was adjourned at approximately 11:28 AM. Moved by Mark Hernandez and seconded by Tony Peralta. Carried

Jeff Dickson, Chairman

Gerard Rood, Secretary

SUMMARY OF ACTION ITEMS

- 1) Final documents 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.**
- 2) With respect to Item 4.2, Jeff is in the process of having the Joint Committee minutes for 1991 to 1995 scanned. John will continue to search their files. **Action by Jeff and John.**
- 3) Tony noted that he had not gotten information on William Settingerton for our drainage engineers biographies, but has a draft summary for C.G.R. Armstrong. Tony will talk to Lee-Anne Settingerton to see what information he can get. **Action by Tony.**
- 4) Tony will forward the C.G.R. Armstrong biography to Gerard. **Action by Tony and Gerard.**
- 5) Mike will contact Jamie Monteith and Ray Dobbin for the Jim Monteith information. He noted that Jamie is now retired, and he will provide him with the template from Gerard. **Action by Mike.**
- 6) Jeff will follow up with Ed Dries and Dennis McCready about doing a biography for Herb Todgham. **Action by Jeff.**
- 7) Patrick Sackville will be contacted by Jeff about a presentation on the A.O.D.A. (Accessibility for Ontarians with Disabilities Act) so that it is geared toward engineering firms. **Action by Jeff.**
- 8) Jeff noted that he had sent our brochure to Patrick Sackville and there were no comments. He will follow up with Patrick. We should continue our public relations action and have an item in each meeting. **Action by Jeff.**
- 9) Jeff suggested that Investing in Canada be discussed at the January meeting and be included in the agenda. **Action by Jeff.**
- 10) Richard will forward the DAWG invitation to Jeff for a response. **Action by Richard.**
- 11) He asked that discussion of the 50th anniversary be included in the next agenda and for an item of discussion. **Action by Jeff.**
- 12) Greg Nancekivell and Lorne Franklin are trying to get limited licenses like Paul McIntyre did. Sid asked if the Committee could offer to PEO to be the review group for these applications. Tony suggested that we discuss this at the next meeting. **Action by Jeff.**

Open Learning Report to the LDC

Presented by Pat Shaver, Open Learning and Educational Support,
University of Guelph
Thursday, October 26, 2017

1. Drainage Events

a. Thursday, October 26, 2017

- “Drainage Engineers Course – “The Drainage Act and the Role of the Engineer”, 11:30 am to 5:00 pm, Holiday Inn Guelph Oakwood Ballroom
- Dinner Reservations at Borealis, 5:15 to 7:00 pm, Reservation “Drainage Conference”
- Drainage Practitioners Meeting, 7:00 pm, Holiday Inn Ballroom. The laptop and projector are available for your use. Drinks can be ordered at the bar.

b. Friday, October 27, 2017

- 49th Drainage Engineers Conference, 9:00 am to 3:20 pm, Holiday Inn Oakwood Ballroom
- Two screens and one podium. Podium will be on the Right (not left) Two audience mics (Can committee members sit near and assist with the audience mics.)

2. Registrations (as of Oct 25, 2017)

- Thursday Course – 40 plus 7 speakers
- Friday Conference – 108 (103 in 2016)
 - Exhibitors – 9 exhibits plus 6 additional representatives
 - Speakers – 9

3. Ross Irwin Scholarship

- Lucas Parsons is the second recipient and has prepared a 5-minute presentation.

4. 50th /2018 Conference Planning

- The Holiday Inn Guelph is tentatively booked on Thursday and Friday, October 25 and 26, 2018. The Trillium room (smaller room on the left side of the building) is booked for Thursday Evening 50th Event.
- A question has been added to the conference evaluation asking for suggestions for the 50th event.

5. Exhibitors

- a. Exhibitors will give a maximum 5-minute presentation on their products and services throughout the conference (groups of 3).
- b. Nine exhibitors
 - Armtec
 - Canada Culvert
 - Devron
 - International Erosion Control Systems
 - Maccaferri Canada

- Nilex Inc.
- Sokkia
- Sulzer
- Terrafix Geosynthetics

6. Marketing

- The Drainage course was only marketed to the Drainage course list and not opened to the general audience. The registration link was provided to individuals who were referred or contacted OpenEd.
- Student Marketing. I tried a different tactic this year and sent event notices to student engineering organizations (ESSCO - Engineering Student Societies' Council of Ontario, CFES - Canadian Federation of Engineering Students, Guelph Engineering Society and Waterloo Engineering Society). This is less successful than sending event notices to the local universities' Grad Secretary and asking that they circulate the notice. There is one student from Ryerson registered. (There may be students registered by OMAFRA but I don't know their school location.)
- Website –AODA Level AA compliant. In 2021, the website will need to meet AODA Level AAA. The current WordPress site is not designed for AAA. I will explore website options for the future.

7. Proceedings

- I am working with the library to post the 2017 Proceedings on the UofG Library Open Journal. The site will go live in December.
- We will no longer print the conference proceedings. All proceedings will be posted in pdf format. Anyone with the link will be able to access the conference proceedings.
- For the past proceedings, originally, the library said they would cover the cost of converting the past proceedings to an accessible format. Once they saw how many files needed conversion, they asked if we could financially support hiring a student to convert the proceedings. Approximately \$1000 is budgeted each year to prepare the e- and print proceedings. I can continue to budget for and apply these funds to the conversion cost until completed.
- I will continue working with the library on this project.