

**CANADIAN WATER AND WASTEWATER ASSOCIATION**  
**Association canadienne des eaux potables et usées**

MEETING OF THE BOARD OF DIRECTORS

TELECONFERENCE

**MARCH 1, 2013**

as approved May 30, 2013

A summary of the discussions and decisions taken during this Board meeting follows. The items are reported in numerical order, not necessarily in the order discussed.

**Call to Order, Roll Call & Introductions**

Neil Thomas called the meeting to order at 11:00 (Eastern) and attended by the 10 Directors listed in Annex 1. Robert noted that Réseau Environnement is nominating a new rep.

**Item 1.0 Approval of the Agenda**

*Neil Thomas moved and Jeremy Crosby seconded the approval of the Agenda.*

***Adopted***

**Item 2.0 Spring Meeting Logistics**

Robert confirmed arrangements were now set for the Spring Meeting of the Board to be held May 30 and 31, 2013 in Charlottetown. Meetings will be held at the Rodd Charlottetown Hotel and a room block is reserved for us. Directors are asked to arrive on Wednesday the 29<sup>th</sup> so that the meeting can begin on the Thursday morning.

There will be a hospitality suite on the Wednesday evening. Breakfast will be provided Thursday morning with meeting to begin by 8:30. Lunch will be served in the room and we will meet until 4 or 5 pm. Robert and Jeremy will coordinate dinner reservations for the Board to get out for dinner that night. The meeting will start again after breakfast Friday morning and wrap up by lunch.

**Action:** Directors are asked to make their own flight arrangements and to contact the hotel and make their own reservations by April 30. 1-800-565-7633 or <https://www.roddvacations.com/rodd-charlottetown>

**Item 3.0 Spring Meeting Agenda**

Robert reviewed the draft agenda to date including a revised Strategic Plan with timelines. There will also be discussions around the Not-For-Profit Corporations Act, infrastructure funding, and member recruitment plans and possibly operator certification. There will also be a revised budget and a review of the auditors draft report. There will also be a review of the executive director's performance and contract.

**Action:** Robert to call teleconference meeting of the Not-For-Profit Corporations Act task group. (Neil, Roland, Robert and Duncan)

**Action: Robert** to finalize latest version of Governance Policies and distribute to all Board members.

**Action: Robert** to call meeting of the Policy Review Committee (Neil, Roland, Mike, Colwyn)

**Action: Robert and Brian** to meet with Canadian Water and Wastewater Operator Certification Committee.

#### **Item 4.0 Infrastructure Letter to MP's**

Robert has completed a draft letter to be sent to all MP's to outline CWWA positions on infrastructure funding plans. He has been working with the FCM on the messages and the timing as well as assistance from the FCM with distribution. Robert has also received input from Colwyn Sunderland, Chair of the Board's Infrastructure Task Group. Robert will now distribute the draft letter to all board members and ask for their input – especially with regard to message and tone. It was suggested the letter be shared with our regional partners and they be asked to send similar letters to their provincial MPP's.

**Action: Robert** will distribute the draft letter. **All Directors** are asked to respond with comments.

**Action: Robert** to finalize the letter and distribute to all MP's as well as our partners.

#### **Item 5.0 Executive Director Activities**

Robert reviewed his activities since the Window on Ottawa:

Stronger Voice – Robert spoke to the commitments made at the Window for all executive directors to work closer together. Robert is drafting an MOU that will set out the commitment to share information and work on joint projects. The focus is on our regional partners as opposed to other associations and agencies. Cordell Samuels, WEF President, called a teleconference of the WEF M.A.'s and invited Robert too. He wants to ensure a major Canadian project is accomplished in Canada jointly with WEF this year. We discussed plans for a few possible joint projects including a public education publication and a national survey. Another teleconference call was held with BCWWA leadership to discuss a joint BCWWA/CWWA project. Business plans are being put together for consideration.

Washington – Robert spoke to the success of his visit to Washington in January. He met with the Executive Directors of both WEF and AWWA as well as the Directors of Government Affairs for both groups to discuss advocacy strategies. Robert discussed the CWWA strategic goals and sought WEF/AWWA support for efforts in Canada. Robert was pleased with the support he received, especially support for the creation of a Canadian

publication using WEF and AWWA documents as templates. Robert also met with the Water and Wastewater Exporting Manufacturer's Association and met with senior Canadian Trade Commissioners at the Canadian Embassy concerning Buy America provisions.

Public Safety Canada – CWWA was invited to the National Cross-Sector Forum to discuss threats to Canadian infrastructure. Robert and Adrian attended to represent water and wastewater systems. New documents and guidance are being developed by the Ministry and will be released soon.

Contracts – Adrian and the technical team completed a contract with Delcan consulting on behalf of the City of Ottawa, conducting a survey on closed systems. They also completed a contract with Health Canada. We are discussing a new contract with Health Canada and discussions have begun with Stats Canada and other federal departments toward a new national database survey.

Publications – two Bulletins have gone out and several Communiques. The latest edition of our magazine is about to go to press with a focus on our annual award nominees. An RFP will be going out for the transition of the Bulletin to digital format.

FCM – Robert spoke to his efforts to rebuild relations with the FCM. He attended FCM's Advocacy Days on Parliament Hill and has been working with FCM staff on the Infrastructure messages. Robert was invited to attend the FCM Sustainable Communities Conference in Windsor in February where he was a Panelist for the Opening Plenary as well as a moderator for two other sessions.

Water Canada and Americana – Robert has been providing editorials for Water Canada magazine – some from himself and some from other members. Robert served on Water Canada's Innovation Awards Selection Committee and will be speaking on a panel at the Americana conference in Montreal.

Flushables – Robert attended a meeting in Toronto hosted by MESUG (Municipal Enforcement Sewer Use Group) that facilitated a dialogue with the flushable product manufacturers. This discussion will play out further at the Hamilton conference.

Insurance Bureau – Robert is in preliminary discussions with the Insurance Bureau of Canada around their Climate Change strategies and new database program.

Not-For-Profit Corporations Act – Duncan Ellison and Robert have been reviewing the Association's by-laws in context to the new legislation and will call the task group together to proceed.

ISO Events – Canada is hosting two major ISO Technical Committees in Calgary this spring. Duncan is a member of both committees and he is attempting to coordinate a one day workshop at the end of each week long committee session. CWWA is working with

Audrey Arisman of Western Canada Water to coordinate the logistics and we have offered to be a small sponsor.

Conference planning – most of the staff time has been devoted to conference planning.

**Item 6.0 National Wastewater Management Conference, Hamilton**

Robert reviewed the details of this conference scheduled for next week. Robert heads to Hamilton with staff on Monday to prepare. Attendance numbers had been looking low, but registration jumped in the last 2 weeks and Anita was able to renegotiate contracts with the hotel and caterers. Meanwhile, we have attracted several sponsors and exhibitors.

**Item 7.0 Canadian Energy and Water Efficiency Conference, Calgary**

Robert reviewed the planning to date for this new conference. The new joint committee is coming together and the call for abstracts is now out. Staff are working on the program and sponsors already. The contract with the hotel is set for Oct 17-19 at the Marriott Calgary.

**Item 8.0 Budget-to Date**

Given the staffing changes, Marie-Therese was not able to provide an up-to-date budget for this meeting as we complete the year end and get T4's to staff. Robert was confident that year end numbers were still close to the forecast presented to the Board in November.

**Action:** Robert to distribute up-to-date financial statements when available.

**Item 9.0 Staffing, Bonuses and Benefits**

Robert stated that he conducted year end performance management meeting with all staff which concluded with varying levels of bonus for most staff.

Tonia Caldareri resigned her post as Accounts Assistant and a new candidate has been hired to commence next week Her name is Ida Mae Tracey.

Meanwhile, Ida Tsui has just returned from parental leave and will start at 2-3 days/weeks. Her focus will be on implementing the new membership database program we have purchased.

Anita Wilson has been made permanent and will be responsible for all conferences.

Robert stated he is in final negotiations with a benefits broker to set up a new benefits plan for the staff. The plan should cost the Association the same outlay, but provide far better insurance coverage. The employees will be expected to pay into the short and long term disability plan.

Neil explained that the Board will meet in closed session to discuss staff benefits further and provide any direction to the executive director.

**Item 10.0 Board Closed Session**

The Board members agreed to continue meeting in closed session without the executive director, so Robert hung up at this point. Any directives will be sent from the President to the executive director to action.

**Item 11.0 Adjournment**

*Colwyn Sunderland moved for adjournment of the meeting and John Duong seconded the motion. (12:00 noon)*

***Adopted***

**Annex 1 – Attendance at the Board Meeting**

<b>From</b>	<b>Name</b>	<b>Attending</b>
BC	Dwayne Kalynchuk	Yes
YT	Brian Crist	No
AB	Mike Darbyshire	Yes
NT	Dennis Kefalas	No
SK	Jerry Chesuk	No
MB	Diane Sacher	No
NU	Vacant	
ON	Bev Mollard	Yes
ON	Nancy Kodousek	Yes
QC	Richard Fontaine	No
QC	Vacant	
NB	Neil Thomas	Yes
PE	Jeremy Crosby	Yes
NS	Andrew MacKinnon	No
NL	Steve May	No
Director at Large	Vacant	
Director at Large	Vacant	
BCWWA	Colwyn Sunderland	Yes
WCWWA	Dan Limacher	No
OWWA	Joe Salter	Yes
WEAO	John Duong	Yes
RÉSEAU	Daniel Lessard	No
ACWWA	Roland Richard	Yes
CWWA	Robert Haller	Yes