

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
OTTAWA, ON

November 29, 2013

as approved May 30, 2014

A summary of the discussions and decisions taken during this Board meeting follows.

Roll Call & Introductions

President, Roland Richard, called the meeting to order at 1:00 pm Eastern Time
Roland completed the roll call and the record is attached as Annex 1 to these minutes.

Roland welcomed the newest members of the board, Edith Phillips, William Fernandes, David Albisser and Ray Miller.

Appointment of a Board Meeting Monitor

Mike Darbyshire agreed to serve as Session Monitor.

Item 1.0: Approval of Agenda and Addition of any New Items

Roland asked that the following items be considered under New Business:

- Canadian Water Network
- FCM
- By-laws
- Committees
- Insurance/Liability
- Reserve Funds

Moved by Colwyn Sunderland and seconded by Diana Qing Tao that the Agenda be adopted as amended.

Carried

Item 2.0: New President's Remarks

Roland expressed his gratitude for being selected President and his excitement for the year ahead. His specific concerns and issues are all included in today's agenda, but he hopes to focus on reviewing our strategies around events and membership recruitment, showing value for membership.

Item 3.0: Events Strategy

Roland introduced the discussion expressing the need to reconsider our strategy and efforts around events, given the number of events we are hosting and the financial failure of the Calgary event. He welcomed the staff members, Adrian Toth, Kara Parisien, Eric Ogouma and Anita Wilson to sit in on this discussion.

Roland suggested we needed to be leaner and smarter as an association, using new tools to track data to assist in decision-making. He also spoke to the potential for partnerships with other associations. Window on Ottawa is still a special event that needs to be focused on federal issues, departments and agencies. The Window was described as a rare conference that looks forward rather than back – looking at what is coming down the pike rather than what has happened.

The Board and staff discussed how best to measure success – is it just financial or also a relevant and valuable event. It was agreed that more detailed questionnaires should be used to evaluate each session (perhaps at the session) as well as to get information on the event as a whole, such as location, accommodations, food, price, etc. It was suggested we better align our events with our strategies and/or those of our technical committees.

Our events serve to: provide knowledge, provide opportunity for networking and building our role as the voice of water and wastewater.

It was agreed to establish an ad hoc committee to consider a new strategy for our events, looking at the Brown Dog Report, looking at our goals, considering cost and effort versus revenue. Staff spoke to their thoughts toward consolidating our events and/or partnering with other events.

The following Board Members agreed to serve on this ad hoc committee:

- Diana Qing-Tao
- Nancy Kodousek
- Colwyn Sunderland
- Ray Miller
- Andrew MacKinnon
- Roland Richard

Item 4.0: Value to Members and Member Recruitment

Robert posed the question, “Why join? What is the value?” Adrian spoke to the need to develop members services and greater value. Board members spoke to the value of learning from others and networking as well as keeping current with experiences across the country. The Board would very much like an introduction package to give to potential members and a script they can follow-up with. They would also like someone to contact those members that quit and find out why they left.

Robert spoke to value coming in the form of the publications (e-Bulletin, Communiques and Magazine) the events we offer and the opportunity to work on technical committees – placing

value on that ability to provide input. There are opportunities to work closer with our Regional Partners and to leverage those relationships, perhaps even consider a federation model in the future. It was agreed that we needed to be better at promoting ourselves and our successes. We need to share more information and good stories with our Regional Partners for republication in their channels.

Members spoke to the need to stay focused on our core mission to relay information between the federal government and our members. It was suggested that too many events dilute our resources and focus. The fee structure for membership and events may also be a concern. It was important to treat our current members well and not just focus on new membership.

Roland thanked the staff for their efforts and their contributions to the discussion today.

Item 5.0: Provincial/Regional Scan

Bev Mollard (ON) is following Health Canada and issues around manganese. She is also following the issue around certification of operators and the sustainability of certification.

William Fernandes (WEAO) spoke to the flooding issues across Canada, particularly in Southern Ontario and the focus in Ontario around Infrastructure and Asset Management.

Ray Miller (OWWA) spoke to the interest in Climate Change as well as work on cross-connection and efforts at the Canadian Standards Association.

Nancy Kodousek (ON) spoke to reviews to user rates and the use of development charges, looking for best practices for utilities. She is following the national standards for groundwater and concerned with the Biosolids report from the CCME that it not be left on the shelf.

Jeremy Crosby (PEI) spoke to issues around chlorine contact time.

David Albisser (Yukon) stated his concerns around certification as well as their focus on asset management and the use of development charges.

Andrew MacKinnon (NS) shared the concerns around climate change, flooding and stormwater management.

Jerry Cheshuk (SK) spoke to the P3 Project in Regina gaining a lot of media coverage.

Diana Qing-Tao (QC) also spoke to aging infrastructure, flooding and stormwater management.

Dwayne Kalynchuk (BC) spoke to the P# project funding in Victoria, the new Building Canada Fund and concerns around stormwater management.

Neil Thomas (NB) spoke to concerns of retaining certified operators and shared comments on P3 funding and stormwater management.

Colwyn Sunderland (BCWWA) spoke to the new BC Water Sustainability Act, the impacts of the WSER regs, infrastructure funding and financing (including the Victoria project) and the importance of public communication.

Edith Phillips (WCW) shared concerns around operator certification, the biosolids report and issues around asset management. She also spoke to issues of community resilience and promoting the value of water. She spoke to the need for training of those that write by-laws and the emergence of plain-language in by-laws.

Mike Darbyshire (AB) and Roland Richard (ACWWA) shared the same concerns as all others.

Item 6.0: Board Goals and Specific Ends for 2014

The Board supported the financial restructuring of the administration and looked forward to advancing to new projects in 2014. The review of our events strategy was a priority as well as membership recruitment.

The Board discussed operator certification, but agreed there was not a role for CWWA at this time other than facilitating national information sharing if required.

The Board supported the development of a new technical committee to focus on Utility Management issues.

Item 7.0 2014 Budget Forecast

Robert presented the report in detail to the Board. Robert spoke to the new accounting software and processes to allow better tracking and more regular reporting. There were new items recognized in the accounting including depreciation of assets and accumulated liabilities (sick/vacation leave), that affect the forecast. The projection at this time is very conservative with a low surplus, but staff efforts will be placed on increasing revenues through publication advertising, events and membership.

Moved by Dwayne Kalynchuk and seconded by Ray Miller that the 2014 Budget Forecast be accepted as presented.

Carried

Item 8.0: National Projects

Robert spoke to efforts on two national projects.

The first is in conjunction with the Regional Partners, AWWA and WEF to look at the issues of Infrastructure Renewal. The concept is to get local decision makers to set water and wastewater projects as priorities for funding. Both the WEF Canadian Affairs Committee (CAC) and the AWWA CAC have endorsed the concept and offered members to serve on an advisory committee.

The second project is supported by BCWWA and is aimed at developing a communication strategy to promoting the Value of Water amongst the general public so that they will support the infrastructure decisions and priority-setting we hope to see.

Item 9.0: Review of the Window On Ottawa

Comments were all very positive that this was a good event – good sessions, good food and great location. A survey will be sent out to all attendees. It was felt the federal presenters were better this year. They felt a panel approach to sessions could be a good approach next year.

The A/V was alright but we definitely need two screens in the room. There were also the repeating problems of videos not working properly. There need to be stricter rules for the use of video and personal USB sticks.

The Board would like to see a final report on the survey results and the financial numbers.

Item 10.0: 2014 Spring Board Meeting – Dates and Site Selection

It was agreed the best dates would be the end of May or the very start of June. Robert shared a table comparing the costs to fly to various cities including Toronto, Edmonton and Whitehorse. The Board considered the best way to save on costs was to stick to major hubs and be near the airport. It was felt that Montreal would be best and Toronto as second choice.

Item 11.0: New Items

By-laws - The new By-laws have now been approved and need to be posted on-line.

CWN - Robert and others to continue discussions with CWN to define each other's roles and ensure cooperation.

FCM - Roland spoke to the importance of our relationship with FCM and the need to further develop that partnership and cooperation.

Insurance and Coverage – The Board would like information on the details of their coverage as well as their obligations and liability.

Reserve Funds – this item was deferred to the Finance Committee to consider targets and policies as well as confirming the rules for the use of reserves and reserve funds.

Item 12.0: Board Monitoring Report

It was noted that there was far too much on this agenda with very little support documents. There was far too little time for this meeting. The Board discussed the transition of this meeting over the years from a full day to being squeezed in after the Window before everyone flies out. It was agreed that this meeting needs more time and Board Members should be prepared to stay an extra evening.

Recommended the use for Doodle Polls to set Board Meetings and to give more advanced notice.

Item 13.0: Adjournment

Moved by Neil Thomas and seconded by David Albisser that the meeting be adjourned. (3:10 pm)
Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Dwayne Kalynchuk	Y
YT	David Albisser	Y
AB	Mike Darbyshire	Y
NT	Dennis Kefalas	N
SK	Jerry Cheshuk	Y
MB	Diane Sacher	N
NU	Vacant	-
ON	Bev Mollard	Y
ON	Nancy Kodousek	Y
QC	Richard Fontaine	N
QC	Vacant	-
NB	Neil Thomas	Y
PE	Jeremy Crosby	Y
NS	Andrew MacKinnon	Y
NL	Steve May	N
BCWWA	Colwyn Sunderland	Y
WCW	Edith Phillips	N
OWWA	Ray Miller	Y
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	Y
CWWA E.D.	Robert Haller	Y
Totals		14

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status
Nov 2013	Finance Committee – Board approved establishment of Finance Committee of Sec-Tres., 1 st VP and the Exec.Dir. – Need to develop Terms of Reference	Robert & Committee	To Report to Board in Spring
Nov 2013	Executive Monitoring Review – develop new process and schedule for more detailed review of Goals and Exec.Limitations	Robert & Colwyn	Report to Board for Spring Mtg
Nov 2013	Governance Policy GP-2 and EL-10 concerning Policy Statements Adhoc Committee to develop Goal based on the BCWWA model and similar Exec.Limitation	Robert Roland, Mike, Colwyn	Robert to develop draft for Cttee approval
Nov 2013	By-laws approved at AGM – Post to the website – Submit Forms to be presented for the NFP Act	Robert	Post to website Forms in to Feds by Spring
Nov 2013	Membership Recruitment – Board support for a recruitment campaign	Staff	Provide supports and program for Board Members
Nov 2013	Canadian Water Network – continue discussions to clarify the role for each association	Robert	Meet with CWN
May 2013	Personnel Policies reviewed and changes recommended	Robert	Rewrite Policies as part of HR Review
May 2013	National Project Establish steering committee with reps from WEF and AWWA.	Robert	Develop framework for a national project
Nov 2014	Event Strategy Review Ad hoc Committee to consider new strategies for our events	Diana, Nancy, Colwyn, Ray, Andrew, Roland and Robert	Meet to discuss strategies and opportunities
Nov 2014	Window on Ottawa Survey – results to be shared with the Board as well as final financial calculations	Robert	When available
Nov 2014	Insurance and Board Obligations – staff to share information on insurance coverage as well as Board Members' obligations and personal liability	Robert	Spring Meeting
Spring Meeting	Staff to determine place and dates	Robert	Share as available
Nov 2014	Next Year's New Board Meeting – to allocate much more time and schedule Board travel accordingly	Robert	Spring Board