

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

MINUTES
Meeting of the Board of Directors
Ottawa, ON
November 21, 2014
as approved April 10, 2015

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

Roll Call & Introductions

President, Mike Darbyshire, called the meeting to order at 8:30 am Eastern Time.

Mike completed the roll call and the record is attached as Annex 1 to these minutes. He welcomed Lynnam Winsor back to the Board as the rep for Newfoundland and Labrador.

Mike also welcomed Adrian Toth, Manager of Government Relations and Richard MacNeill of the OTUS Group.

Appointment of a Board Meeting Monitor

Edith Phillips agreed to serve as Session Monitor.

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

Moved by Ray Miller and seconded by Edith Phillips that the Agenda be adopted as presented.

Carried

Item 2.0: 2015 Budget

Robert, with the support of Richard MacNeill, presented the financial review of 2014 and the forecast for 2015. He spoke to the payroll projection and the shift to a full benefits plan.

The Board discussed the target of 3% membership growth and expectations of the new event strategy. It was understood there were uncertainties, but a reasonable target should be set by the Executive Director.

The budget includes a 2% increase in membership fees.

Moved by Colwyn Sunderland and seconded by Roland Richard that the membership fees be increased by 2% for 2015.

Carried

Moved by Jerry Cheshuk and seconded by Nancy Kodousek that the 2015 Budget be adopted as presented with an expected surplus of \$6,602.00.

Carried

Item 3.0: Reserve Policy

Robert and Richard reviewed the current reserves. The Board had approved the elimination of some old reserve funds at the Spring Meeting and approved the renaming and repurposing of the Reserve for Personnel. This fund was to cover the costs of any recruitment or to payout accumulated sick leave when required. They also discussed the need to build up general reserves to ensure continuity of the association. They stated it is common practice to have between 6 months to one year's operating budget in reserve.

The Board discussed the need for clearer rules around the use of restricted reserves. Once established by the Board and their use defined, can the executive director use the funds for that purpose or does he need another resolution of the Board. This matter was deferred to the Finance Committee (Dwayne, Colwyn and Robert) to report back at the next board meeting.

Item 4.0: Recruitment Brochure

Robert presented the latest version of the recruitment brochure for comments. The board provided their advice about the selection of photos and the wording. They felt it should ask "Why do I care what happens at the federal level?" and "Why do we need you?" They suggested the brochure be accompanied by specific fact sheets on what we are doing. Robert stated they are developing a full package with brochure, fact sheets and targeted cover letters.

They then discussed how the campaign might work with their support - targeting of specific prospects with follow-up by the Board members. Board members would be provided with all the materials and additional scripts. It was felt we need to follow up quickly with those who have most recently quit.

Member retention was also seen as a priority and it was suggested a letter go to all members outlining what CWWA is up to and involved in.

Item 5.0: Event Strategy

Whistler 2015

Robert reviewed the philosophy for the consolidated conference. Focus is on the national aspect of water and wastewater to differentiate from regional events. There is also a renewed focus on utility leaders. Marketing is designed for each set of delegates from previous events – water, wastewater, security, efficiency, climate change, etc.

The contract is set for the first consolidated event to be held in Whistler, BC at the Fairmont hotel October 25-28th.

Item 6.0: Window On OttawaWindow on Ottawa 2014 Review

The Board praised the quality of speakers and topics being relevant and the grouping of speakers. Content was very good, although perhaps too much on security. They appreciated the time available for questions. The US involvement and FCM participation were very appreciated - delegates liked the joint panel and would like more panels like that.

The logistics worked well. Two screens was better than one, but there were the regular a/v problems with last minute speakers and use of video or wifi. We need to set stricter guidelines for speakers and a/v.

Delegates were not impressed with the quality of the food and there was not enough food at the reception. Delegates wanted more than just coffee at breaks. The Ron James Show was a treat but delegates missed the banquet style.

Staff will follow with a delegate survey.

New dates for the Window

Robert introduced the concept of shifting the date of the Window on Ottawa from November to Spring time. Currently, it is scheduled for November, just weeks after our national conference making it very hard logistically for staff and difficult for delegates and sponsors to attend two CWWA events within one month.

This would also allow the national event in 2016 to slide into November – making it further away from WEFTEC and all the regional conferences in October. The AGM and Board Meeting could be held at the national conference. The Spring Meeting of the Board could be held as part of the Window on Ottawa eliminating the need for a separate board meeting with associated costs for rooms and travel.

The Board was generally supportive of the concept. It was recommended that staff seek the opinions of the federal government speakers and poll the delegates for their availability and support for a date change.

Item 7.0: Joint National Project

Robert spoke to his concepts of a national project to create a set of tools for utility leaders to support asset management, pricing and infrastructure renewal. He spoke to his efforts to get representation on a steering committee from each regional association. There were governance issues and he is working with the Canadian Affairs Committee (CAC) of both WEF and AWWA to develop such a steering committee. He is awaiting the formal approval from each Regional Association Board.

The Board was very supportive of the project and urged Robert to proceed as soon as possible with as many partners as he could get, but not to wait for 100% support of all regions.

Item 8.0: Technical Committees

Robert spoke to the efforts of staff to work with each technical committee to revitalize their work. Each is renewing their terms of reference and are to set their goals.

Robert suggested that one board member volunteer on each committee to serve as a liaison. The following members volunteered as follows:

Water Quality	- Edith Phillips
Wastewater & Stormwater	- Roland Richard
Security & Emergency Mgt	- Bev Mollard
Climate Change	- Andrew MacKinnon
Biosolids	- Roland Richard
Energy & Water Efficiency	- Nancy Kodousek
Utility Leadership	- Colwyn Sunderland
Small Systems	- Jerry Cheshuk

Item 9.0: Provincial Scans/Director Reports

New Brunswick – Roland spoke to the Equivalency Agreement the province passed on WSER.

ACWWA – Roland noted their focus on education and the success of their recent conference.

Réseau – Diana spoke to their involvement in the Excellence Program for Drinking Water systems and distribution systems. They are surveying their members on issues of training and certification. The Quebec Ministry is offering workshops on aeration of sludge and fluoridation.

Alberta – Mike spoke to concerns around enforcement of the WSER and Fisheries Act and hopes the Wastewater Technical Committee can share experiences amongst members as learning opportunities.

Saskatchewan – Jerry spoke to the P3 project in Regina and its national attention. He also spoke to their Self-Regulatory Environmental Program.

PEI – Jeremy stated they are waiting for a provincial/federal agreement on the Building Canada Fund.

Nova Scotia – Andrew spoke to concerns around WSER and funding. They are concerned with training and certification and the difficulty attaining CEU's. They are working on a new Stakeholder Engagement Commitment from the province. Cutbacks at the Dept. of Fisheries and Oceans are affecting service levels. They are also working on a flood mitigation funding plan.

WCW – Edith spoke to WCW's strategic planning session in Yellowknife. They discussed their focus on events or on goals and advocacy. They discussed public awareness issues and workforce recruitment/retention efforts.

BCWWA – Colwyn spoke to BC’s new Water Sustainability Act and a look at pricing models. Their BCWWA Leadership Council is looking at infrastructure management and financing as well as at climate change. Other strategic issues include operator training and possibly accreditation programs. BCWWA is very interested in synergies to be gained through partnerships with CWWA, AWWA, WEF and others.

Ontario – Nancy spoke to the Ontario Environmental Commissioner’s Report as we approach the 15th anniversary of Walkerton/ and the note that drinking water systems are not yet financially sustainable with full cost recovery. There are proposals to legislate a requirement for sustainability plans. Ontario’s new Chief Drinking Water Inspector issued an annual report. There is a lot of work on Source Protection Plans. There is a new guidance manual on blue/green algae. Following recent municipal elections, there is a training program for new councillors on ‘standard of care’.

Item 10.0: Board Goals and Projects 2015

The Board identified the following goals for their term:

- Position Statements
 - o To review current position statements, eliminate redundant ones and assign the rest to committees for review and renewal
- Governance Review
 - o To implement the new schedule for review of the Governance Policies
- Finance Committee
 - o To develop a Reserves Policy
 - o To develop an Investment Policy
- Technical Committees
 - o To have at least one board rep on each committee
- Quarterly meetings
 - o To schedule quarterly teleconference meetings of the board between their Spring and Fall meetings.

Item 11.0: New Business - No new business.

Item 12.0: Board Monitoring Report

Edith provided her analysis of the meeting. The meeting ran well with good discussion and provided appropriate direction to staff and subcommittees.

Item 13.0: President’s Remarks

Mike thanked all for their participation and looks forward to working together in 2015.

Item 14.0 Motion to Adjourn

Moved by Andrew MacKinnon that the meeting be adjourned. (2:30 pm)

Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Dwayne Kalynchuk	N
YT	David Albisser	N
AB	Mike Darbyshire	Y
NT	Vacant	-
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	Vacant	-
PE	Jeremy Crosby	Y
NS	Andrew MacKinnon	Y
NL	Lynnann Winsor	Y
Director- at-Large		-
BCWWA	Colwyn Sunderland	Y
WCW	Edith Phillips	Y
OWWA	Ray Miller	Y
WEAO	William Fernandes	N
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	Y
Totals		12
CWWA	Robert Haller Adrian Toth Richard MacNeill (contracted)	

Annex 2 – Rolling Actions Items

Board Meeting	Action Item	Assigned to	Status
May 2014	Reserve Policy and Investment Policy to be developed by the Finance Committee	Robert and Committee	For Spring 2015
May 2014	Honorary membership – need a policy for who and why and what benefits etc.	Robert	For 2015
May 2014	Review Position Statements for removal or referral to Committees	Roland, Neil, Colwyn, William & Robert	Call meeting to review
Nov 2014	PPCP Position – to be considered in context of Position Statements Review (above)	Roland, Colwyn, William and Robert	
Nov 2014	Internal Audit – to be conducted remotely without need for Board travel – Office visit to coincide with Window on Ottawa or other events	Robert and Dwayne	September 2015
Nov 2014	Governance Policy Review – as per accepted schedule – Robert to find volunteer reviewers amongst the Board	Robert	For each meeting
May 2014	Personnel Policies reviewed and changes recommended	Robert	Underway with legal advice
May 2014	Recruitment Campaign with Board follow-up	Robert All Board	Plan to follow by Spring 2015
May 2014	Consolidated event for 2015	Robert & Staff	Confirm site and dates and marketing
Nov 2014	Board Reps to committees – assign one board member to each technical committee	All	By Spring of 2015
Nov 2014	Window on Ottawa – staff to poll delegates and federal contacts prior to a shift in dates to the spring	Robert	Fall 2014