

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
TELECONFERENCE

February 19, 2016

as approved June 7, 2016

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

Roll Call & Introductions

President Colwyn Sunderland called the meeting to order at 2:10 pm Eastern Time. Colwyn completed the roll call and the record is attached as Annex 1 to these minutes. Lynnnann Winsor, Ray Miller and David Albisser sent their regrets.

Nancy Kodousek agreed to be Session Monitor.

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

Moved by Roland Richard and seconded by William Fernandes that the Agenda be adopted as presented.

Carried

Item 2.0: Declarations of Conflict of Interest

As per direction of the Board, prior to discussion of agenda items, each meeting will start with a call for directors to declare any conflicts of interest. There were no declarations made.

CWWA's Governance Policies also call upon directors to make an annual declaration of their affiliations. Robert proposed an Annual Declaration Form that will be distributed to all directors to complete, sign and return.

Item 3.0: Approval of Meeting Minutes

3.1 – Old Board Meeting of October 25, 2015

Moved by Mike Darbyshire and seconded by Roland Richard that the Minutes of the meeting of October 25, 2015 be accepted.

Carried

3.2 – New Board Meeting of October 28, 2015

A minor correction was made.

Moved by Roland Richard and seconded by Edith Phillips that the Minutes of the meeting of October 28, 2015 be accepted as amended.

Carried

Item 4.0: E.D. Activity Report and Review of Rolling Action Items

Robert reviewed the Rolling Action Items from the minutes the presented his Activity Report for February 2015. He noted that focus of staff on the upcoming events: Window on Ottawa and the next National Water & Wastewater Conference. Robert spoke to his efforts on advocating for infrastructure funding for water & wastewater projects and the support of FCM and Canadian Water Network as well as the regional associations.

The board members discussed the infrastructure advocacy efforts and connections within the federal government. They noted the importance of this message to the provincial and municipal leaders as well. Robert noted the support of the regional associations, WEF and AWWA committees. The board discussed the concerns that water/wastewater are rate supported services and not tax support services (while stormwater is tax supported). Diana spoke to sentiments to allow municipalities flexibility in setting their own priorities.

Item 5.0 Finances – Year-End 2015

Robert presented the Financial Information Dashboard with financial information to December 31st, 2015. The association ended 2015 with a surplus of \$31,000, well above the budgeted \$6,000. This is due to greater revenues from the Whistler event as well as savings from maternity leave.

The board expressed their thanks to Robert and his staff for their hard work and cost-saving efforts. This was the first time the association had achieved back-to-back surpluses.

Item 6.0 Recruitment Campaign

Robert noted that the mail-out campaign and board efforts had resulted in a few new members. Board members shared their experiences contacting prospective members, suggesting most will require further follow-up and time to get approval. Some board members have yet to complete all of their calls. Many utility leaders were pleased to receive a call from their provincial/regional rep. It was a good first step to make contact with these utilities and will need a continued effort. It was suggested this process is about building the relationship and finding the right contact in each municipality.

Board members noted some concerns about the price of membership and questions about value for money. There was a discussion of offering to phase in rates and offer discounts and considering rates for those who just handle stormwater or just collection/distribution systems. It was agreed to offer member discounts to prospective members to attend any of our events. Board members asked to know the rate for each prospective utility before they call them. Robert will get this information to them.

Robert stated that he and Richard MacNeill will be starting a review of the rate structure.

Item 7.0 CWWA Events

7.1 NWWC 2015 Final Report

Robert presented the final report of the National Water & Wastewater Conference held in Whistler showing great success financially, logistically and favourably with delegates and sponsors. Plans are well underway for the NWWC 2016 in Toronto.

7.2 Window on Ottawa

Robert reviewed the program for the Window on Ottawa. The board discussed options for Board meetings – to be determined by the President and executive director.

7.3 IWA-YP Conference 2017

Robert spoke to the application made by the North American YP Committee of IWA to host the 2017 YP Conference in Toronto. This bid is supported by the IWA Canadian National Committee. (CWWA/CAWQ) pending approval of this Board.

Moved by Roland Richard and seconded by Edith Phillips that the CWWA supports the bid to host the 2017 IWA-YP Conference in Toronto.

Carried

The board discussed CWWA representation on the IWA CNC. Currently the CWWA is represented by Carl Yates, Roland Richard and Neil Thomas. Neil Thomas has asked to step down. Mike Darbyshire offered to serve on the CNC.

Moved by Nancy Kodousek and seconded by Bev Mollard that Carl Yates, Roland Richard and Mike Darbyshire be confirmed as CWWA's representatives to the Canadian National Committee of the IWA.

Carried

Item 9.0: Board Schedule and Agenda for Window on Ottawa

The board discussed items for consideration at the spring meeting. Items included: review of Board Vision; GP Reviews; Review of Membership Rates. There will also be the annual review of the executive director requiring preparation by the executive committee. Robert and Colwyn will prepare a draft agenda and set the schedule.

Item 10.0 Governance Policy Reviews

Board members volunteered for the following Policy Reviews at the Spring Meeting:

Policy	Reviewer
GP-7	Mike Darbyshire
GP-8	Colwyn Sunderland
GP-9	Nancy Kodousek
BL-4	Colwyn Sunderland and Mike Darbyshire

Item 11.0: Correspondence

Due to time restraints, the following items were deferred:

11.1 CDW Letter

11.2 BCWWA Letter

11.3 IWA-CNC Members

11.4 CWWA Manitoba Rep

Item 12.0 Session Monitor's Report

Nancy reported that this was a good meeting with clear objectives set in the agenda. The agenda package could have been received earlier for better preparation. She felt the board addressed items and closed out all critical issues.

Item 13.0: Motion to Adjourn

Moved by Ted Robbins that the meeting be adjourned. (4:00 rpm)

Carried

Annex 1 – Attendance at the Board Meeting

From	Name	Attending
		Yes / No
BC	Ted Robbins	Y
YT	David Albisser	N
AB	Mike Darbyshire	Y
NT	Chris Greencorn	N
SK	Jerry Cheshuk	Y
MB	Vacant	-
NU	Vacant	-
ON	Bev Mollard	Y
ON	Nancy Kodousek	Y
QC	Richard Fontaine	N
QC	Vacant	-
NB	Kendall Mason	Y
PE	Matt Duffy	Y
NS	Andrew MacKinnon	Y
NL	Lynnann Winsor	N
Director- at-Large		-
BCWWA	Colwyn Sunderland	Y
WCW	Edith Phillips	Y
OWWA	Ray Miller	N
WEAO	William Fernandes	Y
RÉSEAU	Diana Qing Tao	Y
ACWWA	Roland Richard	Y
Total		13
CWWA	Robert Haller	Y

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status
May 2014	Personnel Policies reviewed and changes recommended	Robert	Underway with legal advice
May 2014	Honorary membership – need a policy for who and why and what benefits etc.	Robert	
June 2015	Committees – all committees to develop Terms of Reference for approval by the Board – staff to ensure regular meetings and follow-up	Robert and Committees	
June 2015	Position Statements – priorities assigned to committees – Robert to work with chairs using GP-16 policy	Robert	
June 2015	Governance Policy Review – as per accepted schedule and assigned reviewers		continuing
Feb 2016	Annual Declaration of Interest – to be distributed to Board and collected	Robert	
Feb 2016	Recruitment Campaign – to continue with follow-ups	All Board Members Robert	
Feb 2016	Review of Membership Rates – review rates and justifications	Robert	Spring Meeting
Feb 2016	IWA-YP Conference 2017 – convey CWWA support for this int'l event	Robert	
Feb 2016	IWA-CNC Membership – confirm new CWWA reps to the CNC	Robert	
Feb 2016	Set Spring Board schedule and agenda	Colwyn and Robert	Advance of Spring Meeting