

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

MINUTES

MEETING OF THE BOARD OF DIRECTORS
FAIRMONT BANFF SPRINGS HOTEL, BANFF, AB

November 6th, 2019
(approved March 11, 2020)

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

Item 1.0: Roll Call & Introductions

President Clayton Tiedemann called the meeting to order at 2:00pm Mountain Time and conducted the roll call (Appendix 1).

Item 1.1: Appointment of a Session Monitor

David Main agreed to be the session monitor.

Item 1.2: Declarations of Interest for this Agenda

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.

Item 1.3: Annual Declaration of Interest

As per CWWA By-laws, each board member must complete and submit an annual declaration form indicating all potential conflicts in general. Robert distributed the forms for collection later. These forms also collect personal information from the members to support corporate filing under the Canada Not-for-profit Corporations Act.

Item 2.0: Approval of Agenda

Moved by Ryan Johnson and seconded by William Fernandes that the Agenda be received as amended.

Carried

Item 3.0: Old Board Carry Forward and Board Goals 2019

Robert reviewed the discussions and actions from the Old Board meeting of November 3rd. The board was very pleased to meet personally with a few of the committee chairs and would like to continue that connection.

The new website was seen as the greatest priority. It will be launched in December of this year and be populated with information throughout 2020. The board would like the development of a Board section where they can access minutes and reports.

The board has agreed they are fine with the current board structure, but would like consideration of how the 2nd Vice President is recruited/selected.

The board saw an importance around algal blooms and would hope to see a white paper and direction on this topic.

The lead issue is very important and the board discussed if there was more to be done. The fact sheets have been redistributed and speaking notes shared through the FCM. We will continue to meet as a committee on this issue. Similar sheets will be created for Aluminum.

The use of a consent agenda to approve governance policy reviews was recommended.

Item 4.0: 2019 Budget Forecast

Robert presented the proposed budget for 2020 with a forecasted surplus of: \$ 20,990. This includes an increase in membership dues of 2%. He noted the impact of investments into the IWA 2022 conference. These IWA costs will eventually be recouped in 2022 but do affect operating budget now.

Moved by Rodney Bouchard and seconded by Terry Bender that the board approve a 2% increase to all membership fees for 2020.

Carried

Moved by Greg Archibald and seconded by Michele Grenier that the board approve the 2020 budget with a forecasted surplus of \$20,990.

Carried

Item 5.0: NWWC2019 Review

The board felt the conference was a great success as they discussed the details and provide their input to staff.

Technical program: The comments were all very positive on an excellent program.

All were very pleased with the venue, location and the food. The entire event was very professional. There seemed to be a lot of confusion around the student presentation awards. Robert and Clayton to meet with CAWQ leaders to address this or eliminate the awards. This should be clarified or discontinued.

It was good to see the participation of the First Nations. A traditional opening ceremony should be coordinated.

The board would like to see a post-conference survey go out.

One consistent comment from exhibitors was their desire to leave after the Tuesday evening session. This was reasonable.

Item 6.0: New Business

It was suggested that this New Board meeting be held on the Tuesday morning of the conference so that all board members can leave following the closing ceremonies on the Wednesday. Final conference input can be collected by email or a later teleconference.

In planning for the June Meeting, the Board will meet all day Tuesday, June 9th and the Window on Ottawa will be Wednesday, June 10th. There was a lot of value in having the Board Chairs at the Board meeting and perhaps we can invite a few to the June meeting.

The next NWWC in Niagara will overlap with Remembrance Day so we will need to incorporate that into the program. All directors are encouraged to review the CWWA Ends before the November meeting in Niagara so we can discuss priorities and resource allocation.

Item 7.0: Board Liaisons

The following individual directors were named as the liaison to committees

Committee	Board Liaison
Drinking Water	Michele Grenier
Climate Change	Jesse Hulsman
Wastewater	Megan Lusty
Water Efficiency	Terry Bender
Security & Emergency Mgt	Ryan Johnson
Utility Leadership	Vicki Campbell

Item 8.0: Session Monitor's Report

David reported it was an excellent meeting. The agenda was well prepared. The board provided solid direction on all items and set targets for 2020.

Item 9.0: President's Remarks

Clayton stated he was very proud to be President and looked forward to working with everyone. He thanked William for his leadership and thanked Robert for his support.

Item 12.0: Motion to Adjourn

Moved by David Main that the meeting be adjourned. (2:45)

Carried

**Annex 1 – Attendance at the Board Meeting
November 7, 2018**

From	Name	Attending
		Yes / No
BC	Ted Robbins	N
YT	Arcadio Rodriguez	Y
AB	Clayton Tiedemann	Y
NT	Chris Greencorn	N
SK	Ryan Johnson	Y
MB	Greg Archibald	Y
NU	Megan Lusty	Y
ON	Terry Bender	Y
ON	Rodney Bouchard	Y
QC	Alain Charron	Y
QC	Vacant	
NB	Kendall Mason	N
PE	Richard MacEwen	Y
NS	Jesse Hulsman	Y
NL	Lynnann Winsor	Y
BCWWA	David Main	Y
WCW	Vicki Campbell	Y
OWWA	Michele Grenier	Y
WEAO	William Fernandes	Y
RÉSEAU	Daniel Leblanc	N
ACWWA	Todd Richard	Y
Total		16
CWWA	Robert Haller	Y
Guests		

ANNEX 2 – Rolling Action Item List

Board Meeting	Action Item	Assigned to	Status
June 2015	Governance Policy Review – as per accepted schedule and assigned reviewers Need to update Policies with all amendments	Board Robert	Continuing Spring 2020
June 2019	Rates Survey of members to gather demographic stats. Potential to add operational questions	Robert David Richard	Winter 2020
Nov 2019	Window on Ottawa – to rethink this event and consider various formats to improve outreach, benefit and engagement	Robert	June 2020
Nov 2019	EL-7 amend wording	Robert	
June 2019	CWWA Pins – to develop CWWA pins plus a TOQUE Pin tor recognize individuals	Robert	November 2019
Nov 2019	CWWA Awards – to develop ad hoc awards committee and set criteria	Diana, committee and Robert	November 2020
Nov 2019	November Meetings – Old Board on the Sunday and New Board on Tuesday morning	Robert	November 2020