

**34th Annual General Meeting  
2022**

Monday, November 07, 2022, 17:15 Atlantic Time

Marriott Harbourfront Hotel, Halifax, Nova Scotia

**CANADIAN WATER AND WASTEWATER ASSOCIATION**  
**ASSOCIATION CANADIENNE DES EAUX POTABLES ET USÉES**

**34<sup>th</sup> Annual General Meeting**  
**Monday, November 7, 2022**

17:15 Atlantic Time

**AGENDA**

<b>Agenda Item</b>		<b>Presenter</b>
Call to Order, Introductions and request completion of Attendance sheet		David Main
1	Approval of Agenda	David Main
2	Approval of the Minutes of the Meeting of November 30, 2021	David Main
3	Report of the President	David Main
4	Report of the Executive Director	Robert Haller
5	Report of the Secretary-Treasurer & 2021 Financial Reports	Richard MacEwen
6	Appointment of the Auditors for the 2022 Financial Year	Richard MacEwen
7	Nominating Committee Report and Election of Directors	Rodney Bouchard
8	Announcement of the 2022/23 Officers of the Board & Chain of Office Ceremony	David Main
9	New Business	Vicki Campbell
10	2023 Meeting	Vicki Campbell
11	Motion of Responsibility	Vicki Campbell
12	Adjournment	Vicki Campbell

**RESOLUTION:**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

that the agenda be adopted as presented.

CANADIAN WATER AND WASTEWATER ASSOCIATION  
ASSOCIATION CANADIENNE DES EAUX POTABLES ET USÉES

**DRAFT MINUTES**  
**33<sup>rd</sup> Annual General Meeting**  
**Tuesday November 30<sup>th</sup>, 2021**  
2:00pm EST  
Videoconference

The 33<sup>rd</sup> Annual General Meeting was attended by the persons named in the Annex 1.

The following is a summary of the reports made, discussions and decisions taken.

***Call to Order and request for completion of the Attendance Sheet***

Rodney Bouchard (President) confirmed we had a quorum and called the meeting to order at 2:05 pm. He introduced himself and the Table Officers being Clayton Tiedemann (Past President), David Main (1<sup>st</sup> Vice President), Vicki Campbell (2<sup>nd</sup> Vice President), Greg Archibald (Secretary-Treasurer) and Robert Haller (Executive Director).

Robert Haller announced that the meeting is being recorded for attendance on the webinar platform and explained the rules for voting.

***Item 01: Approval of the Agenda***

Moved by William Fernandes and seconded by Carl Yates that the agenda be approved as presented.

**Adopted**

***Item 02: Approval of the Minutes of the Annual General Meeting of November 9, 2020***

The members were given several minutes to review the minutes of the Annual General Meeting of November 9, 2020.

Moved by Clayton Tiedemann and seconded by Michele Grenier that the minutes of the Annual General Meeting of November 9, 2020, be approved as presented.

**Adopted**

***Item 03: Report of the President***

Rodney Bouchard presented his report that highlighted the activities of the association in 2021, which was another challenging year due to Covid-19. He thanked all the Board directors and all members for their continued loyalty and support. He also thanked the committee members for their hard work this year. He praised the work of CWWA staff, noting how they have stepped up providing great value to our members during this year. Rodney spoke about the membership renewals and the success of the virtual events this year with great attendance and how both helped with the overall budget.

Rodney stated that it has been an honour to serve as president of CWWA, and thanked the staff for their hard work and thanked the board of directors for their commitment. He is looking forward to the day when we can all meet in person again.

***Item 04: Report of the Executive Director***

Executive Director Robert Haller thanked Rodney Bouchard for his service before presenting his report. Robert stated that, although it was another challenging year due to Covid-19, CWWA has continued to show our value and relevance, and our Committees have stayed busier than usual. He praised our members for their continued support as membership renewals and retention this year were very high. Our online events have also been a success and he is projecting that our financial situation over the past 2 years of pandemic will come to a break-even point. Robert thanked everyone for their hard work and continued support.

***Item 05: 2019 Financial Reports***

Greg Archibald (Secretary-Treasurer) presented the financial report and the audited statements for 2020. He stated that the auditor's comments were all positive and they had no issues. He spoke to the membership renewals, virtual events, and government subsidies and how they all contributed to a positive year-end surplus of \$59,794.00. The projection for 2021 is a loss of approximately \$20,000 or less. These are overall good results when adding the last 2 years together.

Greg announced that this is the end of his 4-year term serving as Secretary/Treasurer for CWWA. He has enjoyed his time on the Executive Team and thanked CWWA for the opportunity.

Moved by Greg Archibald and seconded by Linda Cooke-Weaver to accept the 2020 Financial Report of the Secretary-Treasurer.

**Adopted**

***Item 06: Appointment of the Auditor for 2021 Financial Year***

Greg Archibald stated that the auditors for 2020 were Hendry Warren LLP and the Board is quite pleased with their work and results. They have submitted a quote of \$9,425 to complete the 2021 audit. He suggested that we continue to work with them for 2021.

Moved by Greg Archibald seconded by Carl Yates that Hendry Warren LLP be appointed as auditors for 2021.

**Adopted**

**Item 07: Report of the Nominating Committee and Election of Directors**

Clayton Tiedemann, Past President, explained the rules and role of the Past President and their duty to find replacement directors as their term comes to an end. Clayton stated that three directors have agreed to renew for a second term on the board while three directors have completed their second term or have stepped down requiring replacement.

:

Moved by Clayton Tiedemann and seconded by William Fernandes that the following individuals be approved for a three-year term as Directors of the Board:

<b>Jurisdiction</b>	<b>Outgoing Director</b>	<b>Replacement or Returning Director</b>	<b>Municipality</b>	<b>Method</b>
British Columbia	Ted Robbins	Jennifer Crosby	Metro Vancouver	Acclamation 1st term
New Brunswick	Kendall Mason	Nicole Taylor	City of Moncton	Acclamation 1st term
Yukon Territory		Arcadio Rodriguez	Whitehorse	Acclamation 2 <sup>nd</sup> term
Northwest Territories		Chris Greencorn	Yellowknife	Acclamation 2 <sup>nd</sup> term
Prince Edward Island		Richard MacEwen	Charlottetown	Acclamation 2 <sup>nd</sup> term
ACWWA	John Lam	Mike Abbott	n/a	Elected 1 <sup>st</sup> term

**Adopted**

**Item 08: Announcement of the 2021/2022 Officers of the Board**

Rodney Bouchard, reporting from the meeting of the Board of Directors, was proud to announce the following slate of Officers for 2021/2022:

- David Main (BCWWA) as President
- Vicki Campbell (WCW) as First Vice President
- Jesse Hulsman (Nova Scotia) as Second Vice President
- Richard MacEwen (Prince Edward Island) as Secretary-Treasurer
- Rodney Bouchard (Ontario) as Past President

These Officers now assume their full duties. No motion was required to accept the Announcement of Officers. Rodney presented the Chain of Office to David Main by way of a video recording, due to the Covid-19 lockdown restrictions. David then assumed the chair for the remainder of this meeting.

Robert Haller thanked Rodney, Greg and Clayton for their years of service.

***Item 09: New Business***

No new business.

***Item 10: 2022 Meeting***

President David Main announced the 2022 AGM will hopefully be held in Halifax, NS. The exact date of the AGM has not yet been officially determined. Members would be informed of the confirmed time and date during the coming year.

***Item 11: Motion of Responsibility***

David Main introduced this item asking those present to adopt a motion of responsibility for the Board's actions over the previous year.

Moved by Carl Yates and seconded by Carl Bodimeade that the members hereby support and approve all expenditures, actions, and agreements undertaken by the Board of Directors and its officers and agents on behalf of the Association, as reported to the membership.

**Adopted**

***Item 12: Adjournment***

Moved by Carl Yates to adjourn the meeting at 2:50 pm.

**Adopted - Meeting adjourned**

**Annex 1**  
**2020 CWWA Annual General Meeting Attendance**

See attached sign-in

Rodney Bouchard, Union Water Supply Systems  
David Main, AECOM  
Kate Polkovsky, Alberta Capital Region Wastewater Commission  
Carl Yates, Yates Water Management  
Terry Bender, OCWA  
Mike Abbott, CBCL  
Greg Archibald, Pembina Valley Water Corp.  
Richard MacEwen, Charlottetown  
Clayton Tiedemann, EPCOR  
Audrey Arisman, Western Canada Water  
Michelle Grenier, OWWA  
Linda Cooke-Weaver, Wolseley Canada  
Alain Charron, Ville de Montreal  
Bill Carroll, HydroFlow  
Tom Mihajlovic, Town of Labrador City  
Megan Lusty, Government of Nunavit  
William Fernandes, City of Toronto  
Robert Haller, CWWA

## **Report of the President**

David Main

Could the global pandemic truly be coming to an end? I am so excited that we can host our National Conference as a live event again for the first time in 3 years. I thank the last two CWWA Presidents, Clayton Tiedemann and Rodney Bouchard, that led us through two entirely virtual years.

But as challenging as the pandemic has been, the CWWA has certainly risen to that challenge. Our staff seemed prepared in advance with all files on the cloud, and a remote work program already in place, so a transition to the new way of working was seamless. Most importantly, our members stayed with us and our membership never waned. Throughout, we heard from the membership that they continued to find great value in the CWWA, and in some ways, even more so. CWWA committees and staff were busier than ever, creating that value, through Pandemic Actions Plans, Fact Sheets and Guidance Documents, Press Releases, advocacy for our workers, and submissions to federal policies. We were also able to engage our members through a number of well-received webinar series, keeping them informed and keeping CWWA relevant.

Our ability to react and adapt quickly is also a factor of our governance model. Previous CWWA boards had set in place clear Goals for the organization and provided clear direction to staff within clearly set restrictions and monitoring. I thank the executive director and his staff for their commitment to adapt and their dedication to the association. I also thank the Board of Directors for their flexibility to move entirely virtual for three full years. We are all excited that we could be together again, face to face in Halifax, and work as a team to review, refine and reset new goals for the continued success of the CWWA.

It has been my great honour to serve as CWWA President this past year.



## **Report of the Executive Director**

Robert Haller

After almost three years of the pandemic, the CWWA is as strong and as relevant as ever. For that, I thank the membership that stuck with us through these difficult years, but even more so, we thank the volunteers on all of our committees and my dedicated staff.

As noted in the President's Report, advocacy work at the national level seemed to keep us busier than ever. Just after our contributions to the federal discussions on lead and the release of Lead (Pb) Fact Sheet and speaking notes, we entered the pandemic. We immediately produced guidance for Pandemic Action Plans and press releases on the safety of tap water and what not to flush down your toilet. We were also advocating for the recognition of water and wastewater workers as essential workers across Canada, in order that they might receive the additional services and assistance being offered other sectors.

Our dedicated committees continued to monitor and comment on federal policy proposal on Drinking Water Guidelines, and Effluent Regulations. We were a major partner in a national survey on cyber security as well as in the development of the proposed Canada Water Agency while also making submissions on federal the Climate Action Plan and the development of Natural Infrastructure plans. Our Utility Leadership Committee was very busy producing a guidance document Towards a Sustainable Utility and then another on Workforce Development while staring a third on Natural Infrastructure. Meanwhile we made tremendous advances in our battle against not-so-flushable wipes as we led the development of an international standard, negotiations with manufacturers, and efforts to develop standards and federal regulation in Canada.

All of these efforts were shared with our members through dozens of webinars, led by these committees. We also hosted an international webinar series quality management programs and concepts for water systems.

We are finally able to provide a national conference that provides the same quality as our webinars, but with the added value of genuine networking. I thank the board for their support throughout these past few years.

## **Report of the Secretary-Treasurer**

Richard MacEwen

The Financial Statements for the year ending December 31<sup>st</sup>, 2021 are attached with this report. It is always important to start by noting that the Auditor's Report found no issues of concerns with our corporate processes and activities and confirmed that the CWWA was fully compliant with accounting standards for not-for-profit corporations in Canada.

As in 2020, the year 2021 was still dominated by the Covid-19 pandemic which had a massive impact on the entire Canadian economy. For the CWWA, it meant the cancellation of our Window on Ottawa and the National Conference. We were able to make some revenue from the webinars series in lieu of the Window on Ottawa. However, the online/virtual version of the National Conference was deferred entirely until January of 2022.

Once again, we are thankful that our membership renewals stayed as strong as ever. We take that as an indication that our members were finding good value in the CWWA. There was also a reduction in contracted staffing associated with our events.

Expense cuts and federal government assistance helped us get to a surplus in 2020 of almost \$60,000, but with the end of the federal assistance and no national conference, we finished 2021 with a deficit of \$12,112. However, looking at CWWA's finances over the two years of the pandemic, we fared quite well with a two-year surplus of \$48,000.

2022 is looking to be a far healthier year for the whole country. As pandemic restrictions have gradually lifted, we are holding our first live event in 3 years and we have seen strong registration and support from exhibitors. We can also count the revenue from the 2021 National Conference held in January of 2022. The end of covid restrictions does mean that conference and travel expenses are back. 2022 also saw our involvement in the IWA's World Water Congress, requiring a significant investment by the CWWA to promote the next World Water Congress to be hosted in Toronto in 2024. All IWA costs and investments have been tracked and will be reimbursed following the 2024 event as part of our profit-sharing agreement with the IWA. Finally, as part of the earlier federal assistance, the CWWA received a few very helpful loans that are to be paid back in 2022, but \$20,000 of those loans are being forgiven allowing CWWA to keep that portion as a final grant.

### **RESOLUTION:**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that the 2021 Financial Report be accepted.

## **Appointment of Auditors**

Richard MacEwen  
Secretary-Treasurer

Hendry Warren LLP conducted the prior audit for 2021 to the satisfaction of the Board of Directors. They have provided a quote of \$10,000 plus HST for the independent financial audit of the Association's 2022 financial statements.

### **RESOLUTION:**

Moved by\_\_\_\_\_ and seconded by\_\_\_\_\_  
that Hendry Warren LLP be named the association's auditors for the 2019 financial statements.

## Nominating Committee Report

**Rodney Bouchard**  
**Past-President**

One role of the Past President is to find replacement Directors for those on the Board who have resigned or have completed their terms of office. I am pleased to report on the 2021 activities of the Nominating Committee, which comprises of the Past-President and selected Directors(s) relevant to the task.

In accordance with CWWA By-laws and the Canada Not-for-profit Corporations Act, all directors must be elected to their positions on the Board. The Board shall be composed of:

- Fifteen (15) Directors elected from among the representatives of Utility Members as follows:
  - i) two (2) Directors each from the representatives of the Utility Members located in the Provinces of Ontario and Quebec;
  - ii) one (1) Director each from the representatives of the Utility Members located in each of the Provinces of: British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland & Labrador; and in each of: the Yukon Territories, Northwest Territories and the Territory of Nunavut;
- Six (6) Directors elected by the six (6) Regional Association Members being one from each of:
  - *Atlantic Canada Water and Wastewater Association*
  - *British Columbia Water and Waste Association*
  - *Ontario Water Works Association (A Section of AWWA)*
  - *RÉSEAU environnement*
  - *Water Environment Association of Ontario*
  - *Western Canada Water and Wastewater Association*
- The election of the Directors shall be conducted through a fair process and in accordance with the Board Policy Governance Document.
- At the discretion of the Board, up to two additional Directors-at-Large may be appointed by the Board for a term of one year or less which shall terminate at the close of the first annual general meeting following their appointment or sooner. Appointed Directors-at-Large may be re-appointed for any number of successive terms at the discretion of the Board of Directors.
- Directors do not need to be members.

The method followed is to conduct an informal search for persons who are employees of a Utility Member in the jurisdiction who are willing (on a personal basis) and able (i.e. has the support of his/her employer) to stand. If no volunteers are found, members are asked to submit nominations for a Director. On identification of a nominee meeting these conditions, all Utility Member prime contacts within the jurisdiction are formally contacted and advised of the vacancy, of the availability and identity of the nominee, and seeking their nomination of an alternate, should they wish to. If an alternate is proposed or more than one nomination for a vacant position is received, then a ballot of the Utility Member prime contacts in the jurisdiction takes place to elect the Director. If no alternate nominee is proposed, then the situation is determined to be an acclamation.

Each of the six Regional Association Members elects a representative to serve as a Director to the CWWA Board.

The slate of newly-elected Directors are then approved by resolution by the members at the AGM.

The changes to the names of Directors leaving the Board and their replacements are listed below as well as those Directors elected to a second 3-year term.

<b>Jurisdiction</b>	<b>Outgoing Director</b>	<b>Replacement or Returning Director</b>	<b>Municipality</b>	<b>Method</b>
Alberta	Clayton Tiedemann	deferred		
Manitoba	Greg Archibald	deferred		
Quebec	Alain Charron	Jean Lemarre	Montreal	Acclamation 1 <sup>st</sup> term
Ontario Water Works Association	Michele Grenier	Jaime Boutilier	CIMA+	Acclamation 1 <sup>st</sup> term
Water Environment Assoc Ontario	William Fernandes	John Presta	Durham Region	Elected 1 <sup>st</sup> term
Réseau Environnement	Daniel Leblanc	deferred		
Nunavut		Megan Lusty	Nunavut	Acclamation 2 <sup>nd</sup> term
Member-at-Large		William Fernandes	Toronto	Appointed for 2 years

## RESOLUTION:

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

that the following individuals be approved for a three-year term as Directors of the Board:

**Jean Lemarre**, Quebec director**Megan Lusty**, Nunavut director**Jaime Boutilier**, Ontario Water Works Association (OWWA) director**John Presta**, Water Environment Association of Ontario (WEAO) directorAnd that **William Fernandes** be appointed as a Member-at-large for a two-year term.

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CWWA Board of Directors 2022/2023

Arcadio Rodriguez, YK rep

Chris Greencorn, NWT rep

Megan Lusty, NU rep

Jennifer Crosby, BC rep

\_\_\_\_\_, AB rep

Ryan Johnson, SK rep

\_\_\_\_\_, MB rep

Terry Bender, ON rep

Rodney Bouchard, ON rep

Jean Lemarre, QC rep

Nicole Taylor, NB rep

Jesse Hulsman, NS rep

Richard MacEwen, PEI rep

Tom Mihajlovic, NL rep

David Main, BCWWA rep

Vicki Campbell, WCW rep

Jaime Boutilier, OWWA rep

John Presta, WEAO rep

\_\_\_\_\_, Réseau rep

Mike Abbott, ACWWA rep

William Fernandes, Member-at-large

## **Announcement of 2022/23 Officers of the Board**

**David Main**  
**President**

The term of office for the Officers of the Board is one year. The By-Laws stipulate that:

- at the meeting of the Board of Directors immediately prior to the Annual General Meeting, the Board shall elect from its members, Directors to serve as the designated Officers of the Board for the coming year; and
- the names of the Elected Officers are to be announced at the Annual General Meeting.

**As 2022 President, I am pleased to announce the 2022/23 Officers of the Association as follows:**

<b>Position</b>	<b>Name</b>	<b>Representing</b>
President	Vicki Campbell	WCWWA
1 <sup>st</sup> Vice-President	Jesse Hulsman	Nova Scotia
2 <sup>nd</sup> Vice-President		
Secretary-Treasurer	Richard MacEwen	PEI
Past-President	David Main	BCWWA

### ***CHAIN OF OFFICE CEREMONY***

As of this moment, the new President assumes the position of President.

### **New Business**

The floor is open to any new business not covered in the agenda items. Items may be discussed or deferred to another meeting.



## **2023 Annual General Meeting**

The date and location of the 2023 Annual General Meeting will be determined by the Board of Directors at or before their Spring Meeting in 2023 and notice will be given in accordance with CWWA By-laws. Tentatively set for November 13, 2023 in Niagara Falls, Nova Scotia.

*No motion is required.*

## **Motion of Responsibility**

### **Explanation:**

This is a standard resolution to seek agreement to a motion of responsibility by the representatives of the owners who attend the Annual General Meeting. The Board of Directors ask that the following motion be approved:

### **RESOLUTION:**

Moved by\_\_\_\_\_ and seconded by\_\_\_\_\_

that the members hereby support and approve all expenditures, actions, and agreements undertaken by the Board of Directors and its officers and agents on behalf of the Association, as reported to the membership.

## **Adjournment**

RESOLUTION:

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

that the Annual General Meeting for 2022 be adjourned. (time - \_\_\_\_\_)