

**35th Annual General Meeting
2023**

Monday, November 13, 2023, 17:15 Eastern Time

Sheraton Fallsview Hotel, Niagara Falls, Ontario

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

35th Annual General Meeting
Monday, November 13, 2023

17:15 Atlantic Time

AGENDA

Agenda Item		Presenter
Call to Order, Introductions and request completion of Attendance sheet		Jesse Hulsman
1	Approval of Agenda	Jesse Hulsman
2	Approval of the Minutes of the Meeting of November 30, 2021	Jesse Hulsman
3	Report of the President	Jesse Hulsman
4	Report of the Executive Director	Robert Haller
5	Report of the Secretary-Treasurer & 2022 Financial Reports	Richard MacEwen
6	Appointment of the Auditors for the 2023 Financial Year	Richard MacEwen
7	Nominating Committee Report and Election of Directors	Jesse Hulsman
8	Announcement of the 2023/24 Officers of the Board	Jesse Hulsman
9	New Business	Jesse Hulsman
10	2024 Meeting	Jesse Hulsman
11	Motion of Responsibility	Jesse Hulsman
12	Adjournment	Jesse Hulsman

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
34th Annual General Meeting
Monday November 7th, 2022

5:15 pm Atlantic Time
Marriott Harbourfront Hotel, Halifax, NS

The 34th 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

David Main (President) confirmed we had a quorum and called the meeting to order at 5:15 pm. He asked all in attendance to sign in at the back of the room and he reviewed the by-laws for voting.

David introduced himself and the Officers being Rodney Bouchard (Past President), Vicki Campbell (1st Vice President), Jesse Hulsman (2nd Vice President), Richard MacEwen (Secretary-Treasurer), Ryan Johnson (incoming Vice President) and Robert Haller (Executive Director).

Item 01: Approval of the Agenda

Moved by Michele Grenier and seconded by Ryan Johnson that the agenda be approved as presented.

Adopted

Item 02: Approval of the Minutes of the Annual General Meeting of November 30, 2021

The members were given time to review the minutes of the Annual General Meeting of November 30, 2021.

Moved by Kalpna Solanki and seconded by Terry Bender that the minutes of the Annual General Meeting of November 30, 2021, be approved as presented.

Adopted

Item 03: Report of the President

David Main presented his report that highlighted the activities of the association in 2022, another challenging year due to Covid-19. He praised the staff and the ability to shift to virtual events and webinars. He thanked all the Board directors and all committee members for their increased work the past two years. David stated that it has been an honour to serve as president of CWWA.

Item 04: Report of the Executive Director

Executive Director Robert Haller thanked David for his leadership before presenting his report that reviewed the work of the association. Robert thanked the support of the membership and praised his staff and committee chairs.

Item 05: 2021 Financial Reports

Richard MacEwen (Secretary-Treasurer) presented the financial report and the audited statements for 2021. He stated that the auditor's comments were all positive and that our financial controls were all good. They had no issues with our financial systems. He noted that, while we finished 2021 with a deficit of \$12,116, if we combined 2020 and 2021, we came out of the two years of COVID with an overall surplus of \$48,000.

Moved by Richard MacEwen and seconded by Kalpna Solanki to accept the 2021 Financial Report of the Secretary-Treasurer.

Adopted

Item 06: Appointment of the Auditor for 2022 Financial Year

Richard MacEwen stated that the auditors for 2021 were Hendry Warren LLP and the Board is quite pleased with their work and results. They have submitted a quote of \$10,000 to complete the 2022 audit. He suggested that we continue to work with them for 2022.

Moved by Richard MacEwen and seconded by Neil Thomas that Hendry Warren LLP be appointed as auditors for 2022.

Adopted

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

Rodney Bouchard, 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. Rodney stated that one director (Nunavut) has agreed to renew for a second term on the board while six directors have completed their second term or have stepped down requiring replacement. Replacements have been acclaimed for 4 openings. Alberta will require a full election in December while Réseau will select a new representative.

While William Fernandes has completed six years on the board and has been replaced with a new representative for WEAO, he has been asked to remain on the Board as a Member-At-Large to serve as a liaison between IWA, CWWA and Toronto Water as we prepare to host the World Water Congress in 2024.

Moved by Rodney Bouchard and seconded by Greg Archibald that the following individuals be approved for a three-year term as Directors of the Board:

Jurisdiction	Outgoing Director	Replacement or Returning Director	Utility/ Corporation	Method
Alberta	Clayton Tiedemann	deferred		Election in December
Manitoba	Greg Archibald	Renee Grosselle	Winnipeg	
Quebec	Alain Charron	Jean Lamarre	Montreal	Acclamation 1 st term
Ontario Water Works Association	Michele Grenier	Jaime Boutilier	CIMA+	Acclamation 1 st term
Water Environment Assoc Ontario	William Fernandes	John Presta	Durham Region	Elected 1 st term
Réseau Environnement	Daniel Leblanc	deferred		Appointment by Réseau
Nunavut		Megan Lusty	Nunavut	Acclamation 2 nd term
Member-at-Large		William Fernandes	Toronto	Appointed for 2 years

Adopted

David took this time to thank the departing members of the Board for their service, noting Clayton's service as President and Greg contribution as Secretary-Treasurer.

Item 08: Announcement of the 2022/2023 Officers of the Board

David Main, reporting from the meeting of the Board of Directors, was proud to announce the following slate of Officers for 2022/2023:

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

These Officers now assume their full duties. No motion was required to accept the Announcement of Officers. The Chain of Office Ceremony was conducted earlier in the day at the Conference Plenary. Vicki then assumed the chair for the remainder of this meeting.

Item 09: New Business

No new business.

Item 10: 2023 Meeting

President Vicki Campbell announced the 2023 AGM is tentatively schedule for November 13th in Niagara Falls, Ontario in conjunction with the next National Water & Wastewater Conference.

Item 11: Motion of Responsibility

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

Moved by Rodney Bouchard and seconded by John Presta 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 William Fernandes to adjourn the meeting at 5:35 pm.

Adopted - Meeting adjourned

Annex 1
2022 CWWA Annual General Meeting Attendance

Rodney Bouchard, Union Water Supply Systems
David Main, AECOM
Vicki Campbell, EPCOR
Jesse Hulsman, East Hants
Ryan Johnson, Buffalo Pound
Terry Bender, OCWA
Mike Abbott, CBCL
Greg Archibald, Pembina Valley Water Corp.
Richard MacEwen, Charlottetown
Clayton Tiedemann, EPCOR
Michelle Grenier, OWWA
Alain Charron, Ville de Montreal
Jean Lamarre, Ville de Montreal
Tom Mihajlovic, Town of Labrador City
Megan Lusty, Government of Nunavit
William Fernandes, City of Toronto
Frank Quarisa, City of Toronto,
John Presta, Region of Durham
Ian McIlwham, Region of Durham
Neil Thomas, City of Fredericton
Kalpna Solanki, EOCP
Steve Craik, Alberta Environment
Sean Duffin, Bush Vacuum
Joshua Rottenberg, Computrol
Robert Haller, CWWA

Report of the President

Vicki Campbell

I hope this is the last AGM where we mention the pandemic, but we seemed to have entered the “post-covid” age. As disruptive as it was, I believe we are all better utilities coming out of it – with better emergency plans, updated contingency plans and perhaps more efficient operations as we were forced to find new ways to get the job done. We were proud that CWWA could be there to support our members and to assist with their adaption with our Pandemic Actions Plans, Fact Sheets and Guidance Documents, Press Releases, and advocacy.

The best part of leading the CWWA through 2023 is that we were able to meet in person again. My term started with the first in-person national conference in 3 years, with our event in Halifax in November, 2022. Then we were able to host a live Window on Ottawa in June, and now our National Water & Wastewater Conference again in Niagara Falls. This also meant that the CWWA Board of Directors was able to meet again in-person and get back to more creative visioning and planning as opposed to being in ‘reaction mode’ for three years. We have taken advantage of that opportunity and met for strategic sessions at all three events.

For the first time in close to 15 years, we are taking a deeper look into our ‘Ends’ which are the reasons why exist and our purpose an association. We’re not making any drastic changes, but simplifying our missions and realigning what we are already doing well and seeing where we can improve. We are working with our executive director, CWWA staff and committees, to hear their work plans, proving guidance, setting priorities and help to allocate the resources needed. We’ll start to see some of these plans rolling out through 2024.

I wish to thank all the members of the board and every volunteer on our many committees for their commitment to CWWA. It has been my great honour to serve as CWWA President.

Report of the Executive Director

Robert Haller

As noted in the President’s Report, I am working with the Board of Directors on exciting projects coming from rejuvenated strategic planning sessions. As the representatives of the members, the board guides the work of the CWWA staff and works to improve the value of CWWA to its members. But as we discuss our ‘Ends’ or mission, we know that advocacy for our utility sector is always our priority.

Our dedicated committees continued to monitor and comment on federal policy while developing engaging programs for our events. CWWA regularly comments on the research coming from Health Canada on Drinking Water Guidelines, including recent considerations on PFAS. They were also critical in responding to media interest in asbestos-cement pipes. We contributed to amendments to the Wastewater Systems Effluent Regulations (WSER) and played an advisory role on the recently created Canada Water Agency. CWWA has now made a number of submissions to the Parliamentary Standing Committee on the Environment and Sustainability, speaking to the role of our utilities to the preservation of freshwater in Canada. We have worked with the federal government on two national surveys – one on cybersecurity and the other on energy consumption in our sector. We continue to comment on federal planning for flood risk and provided valuable comments on the Climate Action Plan. CWWA has also provided important input toward the evaluation of the federal infrastructure funding programs and development of a renewed plan. As part of that consultation, we provided comments concerning the Canada Infrastructure Bank.

Meanwhile our committees continue to be proactive on several fronts, including our own national survey on natural infrastructure and committee initiatives on water quality, water efficiency, energy, biosolids, and utility leadership. We have also been global leaders on efforts to address the scourge of flushable wipes. With our global partners, we have developed an international standard (IWSFG) that has been recognized in legal decisions and that logo is staring to appear on products on Canadian shelves.

Our other reoccupation for the last few years has been the task of hosting the world in 2024. We are excited to welcoming the world to Toronto in August, 2024 for the IWA’s World Water Congress and Exhibition. It is a lot of work, but it will be rewarding to bring the world together for water.

Report of the Secretary-Treasurer

Richard MacEwen

The Financial Statements for the year ending December 31st, 2022 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.

The global COVID pandemic certainly created financial challenges for everyone. With the continued support of our members, we made it through 2020 with a decent surplus of \$59,794. 2021 showed a small deficit because we shifted our annual conference (virtual-format) into January of 2022. 2022 was our first truly post-covid year as we were able to gather again in-person – in fact, we benefitted from a couple of covid boosts in 2022. As I noted, we added the revenue of two national conferences, with our virtual event in January and the live event in Halifax in November. The other covid boost was a significant loan forgiveness from the federal government. CWWA applied for and received \$60,000 in federal loans through their federal assistance programs. If we repaid the amount by the end of 2022, we were able to keep \$20,000 as a forgivable loan. So, we will show \$20,000 in the books as additional revenue in 2022.

The final year-end surplus/deficit won't truly reflect our operations as there were significant, unbudgeted expenses as we lead up to the IWA event in 2024. CWWA will host the IWA's World Water Congress & Exhibition in Toronto in August of 2024. We expect to receive a significant share of the profits of that event, but have had to incur many expenses in preparation. These expenses are considered investments into that 2024 event, but have been unbudgeted. All expenses have been tracked and will be reimbursed in 2024 in addition to our profit share.

All that said, the bottom line for 2022 is a surplus of **26,731**.

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.

RESOLUTION:

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



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Financial Statements of

**CANADIAN WATER AND
WASTEWATER ASSOCIATION**

December 31, 2022



200-881 Lady Ellen Place
Ottawa, ON K1Z 5L3
(613) 235-2000
www.hwllp.ca

June 7, 2023

INDEPENDENT AUDITOR'S REPORT

To the Members of
Canadian Water and Wastewater Association:

Opinion

We have audited the accompanying financial statements of Canadian Water and Wastewater Association (the "Association"), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, operations and cash flow for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Canadian Water and Wastewater Association as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing these financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.



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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'Hendry Warren LLP'. The signature is written in a cursive, flowing style.

HENDRY WARREN LLP
Chartered Professional Accountants
Licensed Public Accountants
Ottawa, Ontario

CANADIAN WATER AND WASTEWATER ASSOCIATION

Statement of Financial Position

December 31, 2022, with comparative figures for 2021

	2022	2021
Assets		
Current assets		
Cash	\$ 280,573	\$ 471,326
Short-term investments	303,438	-
Accounts receivable (Note 2)	29,543	6,731
Prepaid expenses	31,332	32,852
	644,886	510,909
Capital assets (Note 3)	121,152	123,825
	\$ 766,038	\$ 634,734
Liabilities and Net Assets		
Current liabilities		
Accounts payable and accrued liabilities (Note 4)	\$ 210,255	\$ 79,120
Deferred contributions (Note 5)	33,647	40,209
Current portion of long-term debt (Note 6)	40,000	-
	283,902	119,329
Long-term debt (Note 6)	-	60,000
	283,902	179,329
Commitments (Note 7)		
Net assets		
Unrestricted net assets	294,984	265,580
Internally restricted net assets (Note 8)	66,000	66,000
Invested in capital assets	121,152	123,825
	482,136	455,405
	\$ 766,038	\$ 634,734

Approved on behalf of the Board:



Director

See accompanying notes to the financial statements.

CANADIAN WATER AND WASTEWATER ASSOCIATION

Statement of Changes in Net Assets

Year ended December 31, 2022, with comparative figures for 2021

	2022	2021
Unrestricted net assets		
Balance, beginning of year	\$ 265,580	\$ 272,680
Net revenue (deficiency) for the year	26,731	(12,116)
Transfer to net assets invested in capital assets	2,673	5,016
Balance, end of year	294,984	265,580
Internally restricted net assets		
Balance, beginning of year	66,000	66,000
Balance, end of year	66,000	66,000
Invested in capital assets		
Balance, beginning of year	123,825	128,841
Amortization	(5,602)	(5,016)
Purchase of capital assets	2,929	-
Balance, end of year	121,152	123,825
	\$ 482,136	\$ 455,405

CANADIAN WATER AND WASTEWATER ASSOCIATION

Statement of Operations

Year ended December 31, 2022, with comparative figures for 2021

	2022	2021
Revenue		
Membership fees	\$ 467,682	\$ 446,936
Conferences	349,994	28,323
Corporate sponsorship	56,617	18,644
Other income	30,026	42,070
Government assistance (Note 9)	20,000	25,776
Contract project revenue	7,500	-
Interest	5,011	939
	936,830	562,688
Expenses		
Amortization	5,602	5,016
Conferences	320,939	10,474
Contract and professional services	75,492	72,000
Insurance	4,353	4,125
Meetings	277	129
Memberships	4,759	6,732
Miscellaneous	426	461
Office	4,820	4,240
Office occupancy	11,917	12,354
Professional fees	9,860	9,000
Personnel	439,605	420,488
Printing, duplicating and translation	4,153	4,570
Project expenses	-	5,282
Publicity and promotion	2,413	6,682
Telephone and fax	9,676	8,995
Training	-	1,290
Travel	15,807	2,966
	910,099	574,804
Net revenue (deficiency)	\$ 26,731	\$ (12,116)

CANADIAN WATER AND WASTEWATER ASSOCIATION

Cash Flow Statement

Year ended December 31, 2022, with comparative figures for 2021

	2022	2021
Operating activities		
Net revenue (deficiency)	\$ 26,731	\$ (12,116)
Non-cash item:		
Amortization expense	5,602	5,016
CEBA loan forgiveness	(20,000)	-
Changes in non-cash working capital balances (Note 10)	103,281	28,995
Cash provided by operating activities	115,614	21,895
Investing activities		
Proceeds from disposal of short-term investments	-	207,923
Acquisition of short-term investments	(303,438)	-
Acquisition of capital assets	(2,929)	-
Cash (used in) provided by investing activities	(306,367)	207,923
Financing activities		
Long-term borrowings	-	20,000
Cash provided by financing activities	-	20,000
(Decrease) increase in cash	(190,753)	249,818
Cash, beginning of year	471,326	221,508
Cash, end of year	\$ 280,573	\$ 471,326

CANADIAN WATER AND WASTEWATER ASSOCIATION

Notes to the Financial Statements

December 31, 2022, with comparative figures for 2021

Statutes of incorporation and nature of activities

Canadian Water and Wastewater Association (the "Association") was incorporated without share capital by letters patent on March 17, 1988 under the Canada Corporations Act and was approved for continuance by letters patent under the Canada Not-for-Profit Corporations Act on September 29, 2014. The Association is a not-for-profit organization and is exempt from income taxes under Section 149(1)(f) of the Income Tax Act.

The mission of the Association is to be the national voice on water and wastewater issues, keep its members informed on national activities and to represent members' interests to the Government of Canada and to interprovincial and international bodies.

1. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Cash

The Association's policy is to present bank balances net of outstanding items under cash.

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related restrictions are met and when collection is reasonably assured.

Revenue is recognized using the following criteria and when collection is reasonably assured:

- Revenue from membership fees is recognized proportionately over the membership period.
- Revenue from conferences and corporate sponsorships are recognized in the period during which the events are held.
- Revenue from other income is recognized upon delivery of publications to the customer.
- Revenue from government assistance is recognized when reasonable assurance exists that the Association has met all of the conditions required for such assistance.
- Revenue from contract projects is recognized in the period in which the work is completed.
- Interest revenue is recognized in the period in which it is received.

Short-term investments

Investments in Guaranteed Investment Certificates are measured at cost plus accrued interest, which approximates their fair market value.

CANADIAN WATER AND WASTEWATER ASSOCIATION

Notes to the Financial Statements

December 31, 2022, with comparative figures for 2021

Capital assets

Capital assets are accounted for at cost. Amortization is based on the assets' respective useful lives using the following methods and rates and duration:

Asset	Method	Rate and duration
Building	Straight line	40 years
Computer equipment	Declining balance	20%
Office furniture	Declining balance	30%

One-half of the annual amount is claimed in the year of acquisition.

Use of estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to net revenue as appropriate in the year they become known.

Significant management estimates include the useful lives of capital assets, and the amount of certain accounts payable and accrued liabilities.

Financial instruments

Measurement of financial instruments

The Association initially measures its financial assets and liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for short-term investments, which are measured at fair value. Changes in fair value are recognized in net revenue.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long-term debt.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of any write-down is recognized in net revenue. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of any reversal is recognized in net revenue.

CANADIAN WATER AND WASTEWATER ASSOCIATION

Notes to the Financial Statements

December 31, 2022, with comparative figures for 2021

Financial instruments (continued)

Transaction costs

The Association recognizes its transaction costs in net revenue in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

2. Accounts receivable

At December 31, 2022, accounts receivable includes \$13,882 (2021: \$1,555) of government remittances receivable.

3. Capital assets

	2022		2021	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Building	\$ 186,847	\$ 68,152	\$ 118,695	\$ 123,363
Computer equipment	2,929	586	2,343	-
Office furniture	2,780	2,666	114	462
	\$ 192,556	\$ 71,404	\$ 121,152	\$ 123,825

4. Accounts payable and accrued liabilities

Accounts payable includes a credit facility for credit card borrowings up to \$50,000 (2021: \$50,000). At December 31, 2022, there was \$4,419 (2021: \$3,876) outstanding under these facilities.

CANADIAN WATER AND WASTEWATER ASSOCIATION

Notes to the Financial Statements

December 31, 2022, with comparative figures for 2021

5. Deferred contributions

Deferred contributions consists of the following:

Projects

Projects derived from Committee Research Funds provided by members for use in undertaking specific research projects as agreed to between the members and the Association.

Sponsorship fees

Sponsorship fees that are paid in advance for a subsequent period conference or event.

IWSFG funds held

Contributions received to fund the establishment of standards for flushable products.

Registration fees

Registration fees that are paid in advance for a subsequent period conference or event period.

Deferred contributions for the year consists of the following:

	2022			2021	
	Balance, Beginning of Year	Received During the Year	Recognized as Revenue in the Year	Balance, End of Year	Balance, End of Year
Projects					
Standards Council of Canada					
ISO TC 224	\$ 3,765	\$ -	\$ -	\$ 3,765	\$ 3,765
ISO TC 251	1,004	-	-	1,004	1,004
ISO TC 282	2,337	-	-	2,337	2,337
ISO TC 82	-	14,000	-	14,000	-
Sponsorship fees	11,400	15,000	(26,400)	-	11,400
IWSFG funds held	15,143	1,200	(3,802)	12,541	15,143
Registration fees	6,560	208,350	(214,910)	-	6,560
	\$ 40,209	\$ 238,550	\$ (245,112)	\$ 33,647	\$ 40,209

CANADIAN WATER AND WASTEWATER ASSOCIATION

Notes to the Financial Statements

December 31, 2022, with comparative figures for 2021

6. Long-term debt

	2022	2021
Canada Emergency Business Account loan, non-interest bearing, due December 31, 2023 with 33% loan forgiveness if repaid in full by the maturity date, after which point the loan is extended an additional 2-year term, bearing interest at a rate of 5%, repayable at any time without penalty	\$ 40,000	\$ 60,000
Current portion of long-term debt	40,000	-
	\$ -	\$ 60,000

7. Commitments

The Association has commitments relating to expenses for the 2023 Canadian Water and Wastewater Association National Conferences. At a minimum, this commitment totals \$220,134 (2021: \$404,242) for the fiscal year ending December 31, 2023. All amounts include applicable taxes.

8. Internally restricted net assets

The internally restricted general reserve had been previously set up as a safety reserve for protection against unusual expenses relating to the Association's staffing needs.

9. Government assistance

During the year, the Association recognized government assistance from the Government of Canada of \$20,000 (2021: \$Nil), related to the partial forgiveness of the Canada Emergency Business Account (CEBA) loan. The Association recognized \$Nil (2021: \$25,776) under the Canada Emergency Wage Subsidy.

CANADIAN WATER AND WASTEWATER ASSOCIATION

Notes to the Financial Statements

December 31, 2022, with comparative figures for 2021

10. Changes in non-cash working capital balances

Changes in non-cash working capital balances have provided (used) cash as follows:

	2022	2021
Accounts receivable	\$ (22,812)	\$ 9,754
Prepaid expenses	1,520	1,308
Accounts payable and accrued liabilities	131,135	22,181
Deferred contributions	(6,562)	(4,248)
	\$ 103,281	\$ 28,995

11. Related party transactions

Young Water Professionals Canada (YWP) is the Canadian chapter of an international organization that supports the careers of young individuals entering the water sector. The Association holds all of the funds of YWP on their behalf. Accordingly, all of YWP's revenues are collected by the Association, and all of YWP's expenses are paid for by the Association. The total amount of funds held by the Association on YWP's behalf at year-end is \$20,728 (2021: \$21,774). This amount has been included in accounts payable and accrued liabilities.

12. Financial instruments

Risk and concentrations

It is management's opinion that the Association is not exposed to significant interest rate, liquidity, market, currency or credit risks arising from its financial instruments. There has been no change to the risk exposure from 2021.

13. Comparative figures

Certain of the prior year's comparative figures have been reclassified to conform to the current year's financial statement presentation.

Appointment of Auditors

Richard MacEwen
Secretary-Treasurer

Hendry Warren LLP conducted the prior audit for 2022 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 2023 financial statements.

RESOLUTION:

Moved by_____ and seconded by_____
that Hendry Warren LLP be named the association's auditors for the 2023 financial statements.

Nominating Committee Report

David Main
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 2023 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 or special extension.

Jurisdiction	Outgoing Director	Replacement or Returning Director	Municipality	Method
Ontario	Rodney Bouchard	Iman Hashemi	OCWA	Acclamation 1 st term
Ontario	Terry Bender	Nick Winters	Hamilton	Acclamation 1 st term
British Columbia	Jennifer Crosby	Alicia Fraser	CRD	Acclamation 1 st term
WCWWA	Vicki Campbell	Jeff O'Driscoll	Associated Engineering	Elected 1 st term
At-large		William Fernandes	Toronto	IWA Rep 2024
At-Large		Vicki Campbell	EPCOR	Past Pres 2024

Nova Scotia	extended	Jesse Hulsman	East Hants	Pres 2024
Saskatchewan	extended	Ryan Johnson	Wood Buffalo	VP 2024

RESOLUTION:

Moved by_____ and seconded by_____

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

Iman Hashemi, Ontario director

Nick Winters, Ontario director

Alicia Fraser, British Columbia director

And that **William Fernandes and Vicki Campbell** be appointed as a Members-at-large for one year,

And that Jesse Hulsman (2yrs) and Ryan Johnson (3 yrs) have their terms extended for two more years and three more year respectively to complete their executive roles.

CWWA Board of Directors 2023/2024

Arcadio Rodriguez, YK rep

Chris Greencorn, NWT rep

Megan Lusty, NU rep

Alicia Fraser, BC rep

Brian Brost, AB rep

Ryan Johnson, SK rep

Renee Groselle, MB rep

Nick Winters, ON rep

Iman Hashemi, ON rep

Jean Lemarre, QC rep

Nicole Taylor, NB rep

Jesse Hulsman, NS rep

Richard MacEwen, PEI rep

_____, NL rep
Ted Molyneux, BCWWA rep
Jeff O’Driscoll, WCW rep
Jaime Boutilier, OWWA rep
John Presta, WEAO rep
Yannis Kachani, Réseau rep
Mike Abbott, ACWWA rep
William Fernandes, Member-at-large
Vicki Campbell, Member-at-large

Announcement of 2023/24 Officers of the Board

Vicki Campbell
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 2023 President, I am pleased to announce the 2023/24 Officers of the Association as follows:

Position	Name	Representing
President	Jesse Hulsman	Nova Scotia
1 st Vice-President	Ryan Johnson	Manitoba
2 nd Vice-President		
Secretary-Treasurer	Richard MacEwen	PEI
Past-President	Vicki Campbell	WCWWA

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.

2024 Annual General Meeting

The date and location of the 2024 Annual General Meeting will be determined by the Board of Directors at or before their Spring Meeting in 2024 and notice will be given in accordance with CWWA By-laws. Tentatively set for November 4, 2024 in Winnipeg, Manitoba.

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 2023 be adjourned. (time - _____)