



Coastal Water Suppliers Association  
Meeting Minutes of Monday, January 11, 2021 9:30am  
Held at 1760 Pavenham Road, Cowichan Bay, BC  
Cowichan Bay Waterworks District (office)  
(Zoom-Virtual Safe Distancing-Coronavirus Pandemic, COVID-19)

Present: Chair, Wendy Gregg  
Directors: Larry Dawe  
Vern Rogers  
Joe Woolls

Administrator: Caroline Stillinger

Regrets: Director, Leon Cake

1. The meeting was called to order at 9:44am by Chair, Wendy Gregg.
  - a. CWSA Directors welcome's Larry Dawe from Gillies Bay Improvement District as a new Director, to CWSA.
  - b. Introduction of all Members.
2. Approval of Agenda (Additions, Changes, Deletions)

MOTION:

To adopt the January 11, 2021 meeting Agenda.

Moved: Chair, W. Gregg

Seconded: Director, J. Woolls

CARRIED

3. Approval of Minutes
  - a. The Minutes of the Meeting held October 19, 2020 were distributed.

MOTION:

To adopt the Meeting August 31/20 minutes as circulated.

Moved: Chair, W. Gregg

Seconded: Director, V. Rogers

CARRIED

- b. The Draft AGM Virtual Meeting Minutes held on November 19, 2020 were distributed for review.

4. Business Arising/Old Business

a. Planning Member Workshop

- ✓ Gas tax application process presentation request sent to Lucas Banton BBA, Independent Business Analyst to speak at the CWSA 2021 Workshop. Lucas Banton confirmed to speak about how Cherry Creek Waterworks District received gas tax funds, how it might look for other improvement districts and how the Province looks at this level of Government.
- ✓ Date set for a Workshop on Thursday, February 11, 2021, via Zoom. Method of delivery notices to membership by email, website and mail. Friendly reminder, notices to Members for 2021 annual membership.
- ✓ Director, V. Rogers proposed to record the workshop and suggested to add all future recorded workshops to the CWSA website library of training resources.

b. Other actions re Member requests from the Nov 19/20 Annual Conference

- ✓ Training for Trustees
- ✓ Communication with customers
- ✓ Member Committee to research grants
- ✓ Emergency Response Plan – template
- ✓ Utility Billing Program
- ✓ Training for Administrators
- ✓ Management vs Governance

5. Administration

- a. BC Society Annual Report 2020 filed and completed.

6. Correspondence

- a. EOCP Conference date September 13-15, 2021 Theme – ‘Respond Recover Thrive’
- b. Website domain registrar transfer complete. Caorda Web Solutions Inc., Victoria, BC is the new Host for CWSA website. Director, V. Rogers & Administrator, C. Stillinger to review website upgrades and retain a new cost estimate.

7. Financial Report - January-November 30, 2020 Total Equity Balance = \$44,752.00

Estimated December 31, 2020 Total Equity Balance - \$33,616.49

MOTION:

To approve the January 1, 2020 to November 30, 2020 financial report.

Moved: Chair, W. Gregg

Seconded: Director, V. Rogers

CARRIED

8. New Business

- a. Plan for 2021 AGM Date
- b. Chair, W. Gregg is reviewing a Draft CWSA Constitution & Bylaws.

MOTION:

To approve the CWSA Annual General Meeting date of Thursday, May 13, 2021, Zoom, Video Conference.

Moved: Chair, W. Gregg

Seconded: Director, L. Dawe

CARRIED

- c. Plan for 2021 September Conference – Theme, Speakers  
Director, V. Rogers recommended the topic: ‘World of Water After COVID-19’
- d. Plan for 2021 Operator Training – Topics, Trainers  
Director, J. Woolls to process individual Water Operator courses.
- e. Chair, W. Gregg discussed online/virtual Administrative Member Workshops two hours or less throughout the year.
- f. Director, L. Dawe to recommend three topic discussions to present to the members.

9. The next meeting to be held on Monday February 8, 2021.

10. Meeting adjourned at 11:59am.

---

Wendy Gregg, Chair

---

Date