



Coastal Water Suppliers Association
Meeting Minutes of Monday, June 14, 2021 9:30 am
(Zoom-Virtual Safe Distancing-Coronavirus Pandemic, COVID-19)

Directors Present: Larry Dawe
Vern Rogers
Leon Cake
Joe Woolls

Administrator: Caroline Stillinger

1. The meeting was called to order at 9:38 am by Director, L. Dawe.

2. CWSA Constitution and Bylaw Revisions approved on April 22, 2021
Bylaw Amendments:

a. Special Resolution

MOTION:

To pass a special resolution to incorporate the *Societies Act*, S.B.C., 2015, c. 18 of British Columbia, Societies Regulation, Part 6., Board Positions to the Coastal Water Suppliers Association Bylaw Revisions approved on April 22, 2021 as Part 7., Board Positions, Election or appointment to Board positions.

Moved by Director, Vern Rogers

Seconded by Director, Larry Dawe

CARRIED

b. Special Resolution

MOTION:

To pass a special resolution that the Coastal Water Suppliers Association Bylaw Revisions approved on April 22, 2021 be revised to:

Section 7, (40), Board Positions, Election or Appointment to Board positions, item (a) president also known as chair, item (c) secretary and item (d) treasurer are also known as the administrator for Coastal Water Suppliers Association.

Moved by Director, Vern Rogers

Seconded by Chair, Larry Dawe

CARRIED

c. Special Resolution

MOTION:

To pass a special resolution that Section 2 Membership, item (6) of the Coastal Water Suppliers Association Bylaw Revisions approved on April 22, 2021 be revised to:

Part 2 Membership and Voting heading and item 6. The annual membership dues must be determined at the annual general meeting of the society.

Moved by Director, Vern Rogers

Seconded by Director, Larry Dawe

CARRIED

d. Chair 2021

To elect, Director, Lawrence Dawe as Chair/President for Coastal Water Suppliers Association.

Moved by Director, Vern Rogers

Seconded by Director, Leon Cake

CARRIED

Director, Larry Dawe accepted the nomination as Chair/President for Coastal Water Suppliers Association.

e. Vice-Chair 2021

MOTION:

To elect, Director, Leon Cake as Vice-Chair for Coastal Water Suppliers Association.

Moved by Director, Joe Woolls

Seconded by Chair, Larry Dawe

CARRIED

Director, Leon Cake accepted the nomination as Vice-Chair for Coastal Water Suppliers Association.

3. Approval of Agenda (Additions, Changes, Deletions)

MOTION:

To adopt the June 14, 2021 meeting Agenda.

Moved: Chair, L. Dawe

CARRIED

4. Approval of Minutes

The Minutes of the Meeting held May 10, 2021 were distributed.

MOTION:

To adopt the Meeting May 10, 2021 Minutes as circulated.

Moved: Director, Leon Cake

CARRIED

5. Correspondence

a. CWSA acknowledgement and gratitude letter, May 13, 2021 for the contribution support approved by the Province of British Columbia through the Ministry of Municipal Affairs in the amount of \$2,000.00 for the 2021 Annual Conference Workshop and Seminar.

b. BC Society Annual Report – CWSA filing May 12, 2021

Action item: Constitution 2021

c. MPE Engineering Ltd., Automation & Controls Team Lead, Bart Nelissen (Operator Training SCADA)

6. Business Arising/Old Business

a. Constitution April 22, 2021 AGM Approved (final edits see 2. a)

b. CWSA Website

Estimate from Caordia Web Solutions for Sept 2021 mtg

- Upgrading & information uploading
- Training (html & word press)

7. New Business

a. Annual Conference & Water Operator Training November 2021

Annual Conference & Water Operator Training date and location for virtual or in-person to be determined provided the Order of the Provincial Health Officer (Pursuant to Sections 30, 31, 32 and 39 (3) *Public Health Act*, S.B.C. 2008) allows gatherings and events due to the Coronavirus, COVID-19. Newsletter to members, in-person or virtual conference.

Fall Conference Theme (November 2021)

Director, V. Rogers: "Adapting to the Chaos of Climate Change & Drought."
(flooding/drought/fires) 'World of Water After COVID-19'

a. Administrative Workshop: November 18th

Action item: Topics/Speakers

- Director, V. Rogers: Management vs Governance – adapting to COVID-19
Speaker/Presentation
- Director, L. Cake: Emergency Response Planning Speaker/Presentation
- Chair, L. Dawe: Training for administrators
- Administrator, C. Stillinger: Communication with customers/Freedom of Information and Protection of Privacy Act/complaint handling skills/dealing with and responding to high conflict behaviours

b. Operator Training: November 17th & 18th

Action item: Water Operator Course Topics & Trainers

- Director, L. Cake & J. Woolls

c. Other actions re Member requests:

- ✓ Training for Trustees
- ✓ Training for Administrators
- ✓ Communication with customers
- ✓ Emergency Response Plan – template
- ✓ Utility Billing Program (Mill Bay I.D. recommendation)

8. Next meeting date to be held Monday, July 26th, 2021 at 9:30 am via zoom.

9. Meeting Adjourned at 11:11 am.

Chair

Date