



Coastal Water Suppliers Association  
Meeting Minutes of Monday, May 10, 2021 9:30 am  
(Zoom-Virtual Safe Distancing-Coronavirus Pandemic, COVID-19)

Directors Present: Larry Dawe  
Vern Rogers  
Leon Cake

Regrets: Joe Woolls

Administrator: Caroline Stillinger

1. Chair 2021

MOTION:

Director, Larry Dawe as Acting Chair for May 10, 2021 Directors meeting.

Moved: Director, V. Rogers

CARRIED

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

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

MOTION:

To adopt the May 10, 2021 meeting Agenda.

Moved: Chair, L. Dawe

CARRIED

4. Approval of Minutes

The Minutes of the Meeting held April 6, 2021 were distributed.

MOTION:

To adopt the Meeting April 6, 2021 Minutes as circulated.

Moved: Chair, L. Dawe

CARRIED

5. Signing Authority

MOTION:

To remove W. Gregg from CWSA signing authority with CIBC Financial Institution.

Director, Larry Dawe, Director, Leon Cake and Director, Joe Woolls shall have signing authority with CWSA's Financial Institution, CIBC.

Moved, Chair, L. Dawe

CARRIED

6. Correspondence

- a. Environmental Operators Certificate Program (EOCP)  
Conference September 14 & 15, 2021 Virtual

7. New Business

- a. Plan for 2021 Fall Conference Theme

Director, V. Rogers recommended the topic: 'World of Water After COVID-19'

“Annual Conference & Water Operator Training date set for the month of November 2021.” 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.  
Director, L. Cake recommendation:

**Action item:** Administration to send out a poll in advance to Members for willingness to attend by virtual or in-person.

b. Administrative Workshop:

**Action item:** Topics/Speakers

- Director, V. Rogers: Management vs Governance – adapting to COVID-19  
Speaker/Presentation

c. Operator Training:

**Action item:** Water Operator Course Topics & Trainers

Director, L. Cake & J. Woolls

- Director, L. Cake: Emergency Response Planning Speaker/Presentation

d. Succession Planning

Director, L. Cake recommendation for succession plan 5 to 15 years

Bring together improvement districts to see where they plan to be in five years and what succession planning involves for the longevity of CWSA.

**Action item:** Administration to extend an invitation to mobile home parks and small water supply systems for membership.

e. Future Agenda item topics

Director, L. Dawe recommendation to separate long-term agenda item issues for further review and discussion and current agenda items for an effective meeting.

8. Business Arising / Old Business

a. Other actions re Member requests

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

b. Water Supply Association of B.C.

**Action item:** CWSA to join the Water Supply Association of B.C.

c. BC Small Water Systems Community Network – Supporters Working Group

Marian Hands, Project Manager, BC Waste & Water Association

CWSA Directors & Administration attendance for upcoming information gathering sessions.

9. Financial Report Jan 1 – March 31, 2021

MOTION:

To adopt the Financial Statement to March 31, 2021 as distributed.

Moved: Director, L. Dawe

CARRIED

10. Constitution April 22, 2021 AGM Approved  
Director, V. Rogers performed an editorial assessment.  
Administration to present final edits at the next meeting.
11. Next meeting date held Monday, June 7, 2021 at 9:30 am.  
Agenda items:
  - a. CWSA Website
  - b. CWSA Directors meetings (omit July or August)
12. Meeting Adjourned at 10:40 am.

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Acting Chair

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Date