



Coastal Water Suppliers Association  
Meeting Minutes of Monday, September 7, 2021 9:30 am  
(Zoom-Virtual Safe Distancing-Coronavirus Pandemic, COVID-19)

Directors Present: Larry Dawe  
Vern Rogers (via audio)  
Leon Cake  
Joe Woolls

Administrator: Caroline Stillinger

Information Discussion: 9:38 am

- Virtual 2021 Conference
- Presentation Management vs Governance
- Virtual online hosts & costs

1. The meeting was called to order at 9:57 am by Chair, L. Dawe.

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

MOTION:

To adopt the September 7, 2021 meeting Agenda.

Moved: Chair, L. Dawe

CARRIED

3. Approval of Minutes

The Minutes of the Meeting held July 26, 2021 were distributed.

MOTION:

To adopt the Meeting July 26, 2021 Minutes as circulated.

Moved: Chair, L. Dawe

CARRIED

4. Business Arising/Old Business

- a. CWSA website host, Caorda Web Solutions, Victoria, BC. Design & development upgrade estimate in progress.
- b. CWSA Constitution & Bylaws next Directors meeting.  
CWSA Associate Members: noted, Director L. Cake as an individual Associate Member.

5. Correspondence

a. Newsletter "Fall Annual Conference Event to Members"

re: poll to return to an **in-person** or an **online-virtual conference**

Coast Bastion Hotel Nanaimo, BC Reserved tentatively

Directors confirmed an **on-line virtual** conference with consideration to the health and safety of CWSA Members, Associates, and Operators given the announcements of the Order of the Provincial Health Officer (Pursuant to Sections 30, 31, 32, 39, 54, 67 (2) and 69 of the *Public Health Act*, S.B.C. 2008), Gatherings and Events due to the Coronavirus Pandemic.

6. New Business

a. Administrative Workshop & Operator Training  
“Adapting to the Chaos of Climate Change & Drought.”

✓ **Administrative Workshop:** Thursday, November 25<sup>th</sup>

**Action items:** Topics/Speakers

- Emergency Response Planning Speaker/Presentation
- **Confirmed** by Director, L. Cake
- Climate Change, drought and floods. Construction of more dams, increasing dam capacity by circumference and diameter and water storage, Health Protection and Environmental Services.  
**In Progress** by Administrator, C. Stillinger
- Communication with customers, complaint handling skills, dealing with and responding to high conflict behaviours, BC Office of the Ombudsperson.  
**In Progress** by Administrator, C. Stillinger
- Freedom of Information and Protection of Privacy Act.  
**In Progress** by Administrator, C. Stillinger
- Training for administrators  
**In Progress** by Chair, L. Dawe
- Management vs Governance – adapting to COVID-19  
**In Progress** by Director, V. Rogers: Speaker/Presentation

✓ **Operator Training:**

Tuesday, November 23<sup>rd</sup>, 2021 & Wednesday, November 24<sup>th</sup>

**Action items:** Water Operator Course Topics & Trainers  
Director, J. Woolls

**Proposal Confirmed:**

**1. Course Topic** – Process Control and SCADA Fundamentals

**Trainer** - MPE Engineering Ltd., Automation & Controls Team Lead, Bart Nelissen

**Proposal Confirmed:**

**2. Course Topic** – Incorporating Climate Strategies: A Workshop for Waste & Wastewater Utilities

**Trainer** - Darcy Dragonetti Group

**Additional Course Topics:**

- Managing Risk in Water Distribution Systems
- Unidirectional Flushing Techniques
- Confined Space Entry
- Excavation and Trench Safety
- Underground Utility Awareness
- Water Systems Breaks and Repairs
- Chlorination and Disinfection Refresher
- Basic Water Distribution for Treatment Operators
- Cross Connection Control Awareness

8. Next meeting date to be held approximately three weeks before the 2021 conference at 9:30 am via zoom.

9. Meeting Adjourned at 10:52 am.

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Chair

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Date