



Coastal Water Suppliers Association
Meeting Minutes of Monday, April 4, 2022 9:30 am
(Zoom-Virtual-Safe Distancing-Coronavirus Pandemic)

Directors Present: Larry Dawe, Chair
Vern Rogers
Joe Woolls
Leon Cake

Administrator: Caroline Stillinger

1. The meeting was called to order at 9:34 am by Chair, L. Dawe.

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

MOTION:

To adopt the April 4, 2022 meeting Agenda.

Moved: Chair, L. Dawe

CARRIED

3. Minutes

a. Approval of Meeting Minutes held January 24, 2022

MOTION:

To adopt the Meeting January 24, 2022 Minutes as circulated.

Moved: Chair, L. Dawe

CARRIED

4. Business Arising/Old Business

5. Correspondence

a. CAORDA Web Solutions, Victoria, BC

Trish Jackson Mitchell, Account Manager & Dave Phillips, Web/Video Specialist
CWSA website - design & development upgrade in progress

MOTION:

February 19, 2022, via email:

To approve the Website Design & Development Services proposal by Caorda Web Solutions Inc. for the estimated total of \$4,000.00 to \$4,800.00 to upgrade the Coastal Water Suppliers Association website.

Moved: Director, L. Cake

Seconded: Director, J. Woolls

CARRIED

b. Ministry of Municipal Affairs, Local Government Infrastructure and Finance Branch
letter March 31, 2022

6. New Business

a. CWSA Membership

- BC Small Water Systems Community Network - CWSA Member (in progress)
- Water Supply Association of BC - CWSA Member (in progress)

MOTION:

To approve that CWSA register to become a Member of the Water Supply Association of BC.

Moved: Director, V. Rogers

Seconded: Director, L. Cake

CARRIED

b. CWSA Associates 2022 Conferences

Director, V. Rogers the discussed the importance of cooperation, networking, and linking water associations to CWSA website.

- **BC Ground Water Association (BCGWA)** - “Trade Show, Convention and AGM”
April 7 - 9, 2022 - Penticton, BC
- **BC Water & Waste Association (BCWWA)** - 50th Annual Conference & Trade Show
May 15 - 17, 2022 - Victoria, BC & Online
- **Canadian Water Resource Association (CWRA)** - National Conference, “Valuing Our Shared Waters”
June 5 - 8, 2022 - Canmore, Alberta & Online
- **American Water Works Association (AWWA)** - The World’s Premier Water Conference
June 12 - 15, 2022 - San Antonio, Texas, USA & Online
- **Environmental Operators Certificate Program (EOCP)** - “Respond-Recover-Thrive”
September 12 - 14, 2022 - Vancouver, BC & Online
- **Regional District of Nanaimo (RDN)** - Water Purveyors Working Group
(to be determined)
- **Water Supply Association of BC (WSABC)** - Spring Workshop
April 28 - 29, 2022

c. CWSA Annual General Meeting held April 22, 2021 (15 months - July 22, 2022)

CWSA Annual Conference & Operator Training held November 23 - 25, 2021

BC Society Annual Reporting requirements:

Society Act, R.S.B.C., 1996, c. 433 of British Columbia, Part 6 Members and Meetings, AGM. Administration to request confirmation and approval with BC Registries, to extend the CWSA Annual General Meeting to be held at the same time as the Conference, & Operator Training to the anticipated date of November 2022.

d. The CWSA Annual Conference, AGM, Operator Training & Trade Show

Wednesday to Thursday, November 16th to 17th, 2022

Newsletter to Members re: preferred location.

Theme

Topics

Operator Training

7. Financial Report

a. Balance Sheet/Income Statement

2021 Financials - Cherry Creek Waterworks District Member/Audit April 6, 2022

b. Constitution & Bylaws - Administration

MOTION:

To approve to review the CWSA Constitution & Bylaws definition of Administration and status at the 2022 Annual General Meeting.

Moved: Director, L. Cake

Seconded: Director, V. Rogers

CARRIED

8. Next meeting date to be held June 13, 2022 at 9:30 am.

Location to be determined.

9. Meeting Adjourned at 10:46 am.

Chair

Date