



Coastal Water Suppliers Association  
Meeting Minutes of Monday, June 20, 2022 10:00 am  
Location: Zoom-Virtual-Safe Distancing-Coronavirus Pandemic  
& Bru-Go's Coffee 2720 Mill Bay Rd, Mill Bay, BC

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 June 20, 2022 meeting Agenda.

Moved: Director, L. Cake

Seconded: Director, V. Rogers

CARRIED

3. Minutes

a. Approval of Meeting Minutes held April 4, 2022

MOTION:

To adopt the Meeting April 4, 2022 Minutes as circulated subject to typo error 3. (a).

Moved: Director, J. Woolls

Seconded: Director, V. Rogers

CARRIED

4. Business Arising/Old Business

N/A

5. Correspondence

a. CAORDA Web Solutions, Victoria, BC

Trish Jackson Mitchell, Account Manager & Dave Phillips, Web/Video Specialist

CWSA website - design & development upgrade draft review

Website Meeting: Director V. Rogers, Director L. Cake & administrator

(schedule week of June 26 - 30)

- Director, V. Rogers - additions, amendments, branding, logo, membership & water industry
- Chair, L. Dawe - CWSA website search engine with Google uniform resource locator (URL) for easy access.

b. CWSA letter April 8, 2022 to Ministry of Municipal Affairs.

6. New Business

a. CWSA Membership

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

b. CWSA Associates - 2022 Conferences

- **Environmental Operators Certificate Program (EOCP)** - "Respond-Recover-Thrive" September 12 - 14, 2022 - Vancouver, BC & Online

- **Regional District of Nanaimo (RDN)** - Water Purveyors Working Group  
(in the process of scheduling)
- **Water Supply Association of BC (WSABC)** - AGM  
October 2022

c. **CWSA Conference, Annual General Meeting, & Operator Training - November 16 - 17, 2022**

**Newsletter:** April 25, 2022 Members & Associate Member conference location choice.

- Cowichan Bay - 2
- Duncan - 2
- Nanaimo - 3
- Langford - 1

**CWSA Annual Conference, Administrative Workshop & AGM - Thursday, November 17, 2022**

- Location:  
Coast Bastion Hotel, Nanaimo, BC
- Theme:  
Director, L. Cake - Managing Assets & Liabilities  
Director, V. Rogers - Managing for Water Supply Uncertainty
- Topics:  
Director, L. Cake - First Nations Leaders - Partnerships in water are the future, disinfection & pro-sustainability  
Director, V. Rogers - Reasonable solutions to water supply & liability insurance  
Director, J. Woolls - Hydrogeologist & Well Driller - water shortage & water quality

**Operator Training (CEU's) - Wednesday, November 16 to Thursday, November 17, 2022**

- Location:  
Coast Bastion Hotel, Nanaimo, BC
- Operator Training Courses:  
Director, J. Woolls - topics next Director's meeting

7. Financial Report

a. Balance Sheet/Income Statement  
January 1 to May 31, 2022

Conference Budget Committee:

Director L. Cake discussed retained earnings, contingency reserve, costs for the annual conference & expenses.

Draft Conference Budget Meeting: Directors, L. Cake, V. Rogers, & administrator.  
(schedule week of June 26 - 30)

MOTION:

To approve the January 1 to May 31, 2022 financial report.

Moved: Director, L. Cake

Seconded: Director, J. Woolls

CARRIED

b. Newsletters

Director, V. Rogers - CWSA water branding newsletter template

8. Next meeting date to be held July 11/18, 2022 at 10:00 am.

Location: Online (via Zoom) & in-person Bru-Go's Coffee 2720 Mill Bay Rd, Mill Bay, BC

9. Meeting Adjourned at 11:42 am.

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Chair

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Date