

“Waterlogged”

CWSA is proud to present:

AN ADMINISTRATIVE WORKSHOP & ANNUAL GENERAL MEETING
“Governance and Roles within an Improvement District”

Location: North Cedar Improvement District, 2100 Yellow Point Rd, Nanaimo, BC

Date: Tuesday, May 2, 2023 **Time:** 9:00 am - 2:00 pm lunch included!

Notice of Annual General Meeting: 1:00 pm

CWSA sends a warm welcome to all our current Members, Administrative Staff, and Associates to “Your Organization.”

We are pleased to have Lisa M. Zwarn (Curry), PRP present on this topic. This Workshop will provide valuable information for all Trustees and Administrative staff involved in water utilities and informative insight with ongoing challenges. Lisa is a Professional Registered Parliamentarian (PRP), Instructor, Capilano University, and has extensive experience and knowledge working with elected officials and staff to help understand their roles.

Presentation Outline by: Lisa M. Zwarn (Curry), PRP

Authority to Govern

Legislation

Processes

Parliamentary Procedure

Constraints

Fiduciary responsibilities

Board-Staff relations

Duties of Participants

In general

Before the meeting

During the meeting

After the meeting

Duties of a Chair

Before the meeting

During the meeting

Meeting management

After the meeting

Basic Parliamentary Procedure

Principles behind the Rules

6 steps for Handling a Motion

Main Motion

Common Other Motions

Amendments

Refer to a Committee

Postpone to another time

Recess and Adjournment

Point of Order

Appeal

Roles in Decision Making

Role of the group

Role of the participants

Role of the chair

Role of staff

Role of governance

Role of policies and procedures

Challenges involved in Making Decisions

Participants

Board collectively

Information

Procedure - Agenda, Debate, Formality

Technology

Communication

Time

Effective Decision Making

Characteristics of ineffective and effective decisions

Decision making - the fantasy and the reality

Factors that can impact decisions

Framework for making a decision

Assessment of decisions

To register, please see the Administrative Workshop & AGM Registration Form or click [here](#) and register on our website. Please register by April 24, 2023. We look forward to seeing you all!

We gratefully acknowledge the financial support of BC One Call!

Click www.bc1c.ca or Call before you dig!

For questions, please contact Administrator, Caroline Stillinger

Email: coastalwatersuppliers@gmail.com

Phone: (250) 731-5557

Website: www.cwsa.net

