



**Ontario Water Works
Association**

A Section of AWWA

**MINUTES
ANNUAL GENERAL MEETING
of the
Ontario Water Works Association - A Section of AWWA
Held at The London Conference Centre
On Sunday, April 27 at 7:15 p.m.**

1. CALL TO ORDER

The meeting was called to order by President Bob LeCraw at 7:20p.m. Bob welcomed and thanked everyone for attending. The Members voting at the Annual General Meeting were given 5 minutes to cast their votes for the two Director's positions on the Board of Directors. Bob LeCraw reviewed the voting procedures and said that 290 ballots had been received and that the votes cast today were being tallied. There are 42 members in attendance and therefore quorum has been met.

The Corporate act provides the opportunity to OWWA members to cast their votes by mail-in ballot, proxy or in person at the Annual General Meeting. If the member has voted then he/she can't vote again at Annual General Meeting. One must be a member in good standing as of December 31, 2007 in order to vote at the AGM.

2. APPROVAL OF MINUTES OF THE LAST MEETING

It was moved by John Braam and seconded by Ray Miller THAT the Minutes of the meeting held May 6, 2007 in Blue Mountain Resort be accepted as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes. There will be an opportunity for new business at the end of the meeting.

4. REPORT OF THE PRESIDENT

Bob LeCraw presented the agenda for the meeting and went on to his President's report where he reviewed the composition of the Executive Committee which consists of five Directors who

are the President, 1st. Vice President, 2nd Vice President/Secretary Treasurer, Past President and AWWA Director. The third year Directors on the Board of Directors would be the two Directors that would go on to become nominations for the Executive Board as second Vice President/Secretary Treasurer. Normally this position is an acclaimed position as one of the two Directors normally decides to move on. It was decided at the Board of Directors meeting that should both 3rd year Directors decide to go forward that the Board would be in the best position to appoint the Director for the position. If neither of the 3rd year Directors decide to run for the position then the nomination would be offered to other Board members and then to the membership. Therefore this position will not appear on the ballots for nomination.

Bob LeCraw commented on the excellent slate of candidates for this year and wished them all good luck.

The OWWA/OMWA Joint Executive Committee is a Committee that deals with government issues and policy statements. The Co-Chairs of this Committee are Wayne Stiver and Rosemary MacLennan. Once Wayne Stiver moves into the AWWA Director position, he will step down from the Co-Chair position of this Committee.

The MOE quarterly meetings are a great venue for the OWWA to bring important agenda items to the table that concerns the membership. There has been very good two way discussions and the meetings have been very positive. The many issues discussed have been the licensing regulations outreach program, lead regulations, design standards and back flow prevention. The licensing regulation outreach program has been so impressive that the OWWA has received an AWWA Small Systems Award due to the program. The EBR for the Design Guidelines for Drinking-Water Systems 2007 has been posted and is in the 20th day of the 90 day review. It has been posted on the MOE website. The last standards were in 1984. The Cross Connection Control Committee has been very active and working on sorting out the standards for backflow with the Ministry of Environment.

Bill Balfour will speak on the Coalition for Sustainable Infrastructure. Wayne Stiver will be working on updating the Strategic Plan of the Ontario Water Works Association. The Fall Orientation Meeting with Committee Chairs and Area Conference Chairs will include the Strategic planning sessions. Wayne Stiver will be spearheading the project.

*It was moved by Tim Lotimer and seconded by Wayne Stiver
THAT the President's Report be accepted as presented.*

CARRIED

5. REPORT OF THE SECRETARY TREASURER

John Braam welcomed and thanked everyone for coming to the Annual General Meeting and spoke on the audited financial report of the Ontario Water Works Association as a good news story which has added \$120,000 to the OWWA reserve. John Braam also said that in 2006 the Finance Committee was formed and a Committee Charter has been developed and implemented. An investment policy has also been developed and implemented as well as a reserve fund review in support of OWWA Policy on Reserve Funds. The Committee is now in the process

of developing a strategic financial plan. John Braam asked if there were any questions. No questions were asked.

It was moved by Ray Miller and seconded by Roland Welker THAT the Secretary-Treasurer's Report and the Audited Financial Statements for the Fiscal Year 2007 be accepted as presented.

6. REPORT OF AWWA DIRECTOR

Tim Lotimer said that it was a pleasure to give the AWWA Director's report and thanked everyone for coming to the Annual General Meeting of the Ontario Water Works Association. The AWWA's incoming President is Mike Leonard, Past President, Nilaksh Kothari, President-Elect, Craig Woolard and Treasurer, Lee Robert. Tim Lotimer said that John Anderson is owed huge gratitude for his many years of hard work as the past Treasurer of the AWWA. Tim Lotimer also thanked Patricia Lachmaniuk for her many years of hard work on the AWWA Executive Committee. The AWWA has recruited 60,000 members with \$1.4 million in surplus and \$14 million in reserves. The AWWA has an impressive 90% retention rate.

Tim Lotimer participated at Jack Hoffbuhr's retirement who served as Executive Director to the AWWA for the past 10 years. The new Executive Director is Gary Zimmerman.

ACE 2007 was in Toronto with an attendance of 13,613.

The Canadian Affairs Committee (CAC) was challenged by Nilaksh Kothari to explore what the CAC does for the Canadian members and for the AWWA. The CAC will be formalizing their role and reporting back to the AWWA and the OWWA. Joe Salter is the Ontario Member on the CAC.

Tim Lotimer introduced Terry Rolan visiting officer and Past President of the American Water Works Association. Terry Rolan will be speaking at the opening ceremonies on Monday morning.

It was moved by Tom Moulton and seconded by Rod Holme THAT the Report of the AWWA Director be accepted as presented.

CARRIED

Bob LeCraw announced that, in the past, Liaison Directors would give Committee reports and last year it was decided that instead of the reports, the Committees would be highlighted through a PowerPoint Presentation at the Joint Conference and Tradeshow major events throughout the Conference. Bob LeCraw thanked all the Committees for all their fantastic work and said that the OWWA depends on their work in order to be a successful organization.

7. EXECUTIVE DIRECTOR'S REPORT:

Bill Balfour introduced himself and said that this was his 3rd year as the OWWA Executive Director. Bill Balfour also said that the Board and staff are working hard on making the OWWA more business like by developing policy and procedures. The Standard Practice Manual is constantly being updated and revised. The Past President is the person that is responsible for the manual. The OWWA has adapted the AWWA purchasing policy with "made in Ontario" revisions. The OWWA has memorandas of understanding with the OMWA and the OWWEA. The OWWA is in the process of developing a memoranda of understanding with the Area Conferences that will be reviewed and discussed at the Fall Orientation with the Area Conference Chairs.

The Reserve Fund which has been developed by the Finance Committee is very important and is predicated on having event cancellation insurance for the Joint Conference. The investment policy is a guide for the OWWA on how to invest and TD Waterhouse is our broker. The Finance Committee is in the process of developing the Strategic Financial Plan which will direct the Board when there is a surplus of funds or a shortfall of funds.

Bill Balfour spoke on the many OWWA Committees and congratulated them for their hard work and commitment. Bill Balfour also said that the Youth Education, Training, Certification & Safety, Publication, Public Affairs and Continuing Education Committees are looking for volunteers. The Climate Change Committee is a new Committee to the OWWA and Saad Jasim is acting as an interim Chair for the Committee until a Chair has been appointed. The Committee has developed their terms of reference.

Bill Balfour spoke on the Ontario Coalition for Sustainable Infrastructure which includes the OWWA, OMWA, OPWA, OGRA, MEA and WEAO. Wayne Stiver will be the new incoming Vice President of this Committee. OWWA will be taking over the administration of this group during his term as President. The OCSI is in their 2nd year.

The OWWA website is being upgraded on a regular basis. Contracts are being reviewed on a regular basis and the conference management of the Joint Conference and Tradeshow is being opened up to an RFP process.

There are two Orientation Meetings consisting of a June 3rd Board Orientation and Board of Director's Meeting and the second in the fall which includes the Committee Chairs and Area Conference Chairs.

The FTP site has been a successful tool to alleviate and manage the amount of paper produced in the office for meetings.

The OWWA will have a new office as of June 1st which will be in Etobicoke at 1092 Islington Avenue. The space will be more than double the size of the current office and will also cost less than the business centre. It will have an onsite Board room where Board, Executive and

Committee meetings can be held. Bill Balfour urged all Committee Chairs to host their meetings in the OWWA office by contacting Laura Libralesso. Bill Balfour also mentioned that because Canada Post can't do a change of address for a business centre that everyone please help in updating their information and getting the word out.

Bill Balfour introduced the staff of the Ontario Water Works Association and thanked them for their hard work and said that it is a pleasure working together. Bill Balfour also thanked the Board of Directors and said it is a pleasure working with them.

8. ELECTION OF NEW DIRECTORS & OFFICERS

Bob LeCraw received the results of the voting cards and announced that Brad Johns and Emma Murphy are the two new directors for the OWWA for 2008-2011. The race was extremely close and Bob LeCraw urged Zoran and Gary to run again. Bob LeCraw welcomed Saad Jasim as the Secretary Treasurer of the OWWA and gave thanks to Liza Ballantyne who is leaving the Board of Directors.

Bob LeCraw also announced that the appointment of auditor has become the responsibility of the Finance Committee and therefore will not be on the AGM agenda. Hershel Guttman asked whether this was legal regarding our Corporate Bylaws. Bob LeCraw said that it had been investigated and that it was legal.

Bob LeCraw said that Saad Jasim as Secretary Treasurer would become the Chair of the Finance Committee along with the two third year Directors.

9. NEW BUSINESS

No new business at this time.

10. MOTION TO DESTROY BALLOTS

It was moved by Hershel Guttman and seconded by Ray Miller *THAT* the 2008 ballots be destroyed.

CARRIED

11. ADJOURNMENT

It was moved by John Braam and seconded by Lee Anne Jones *THAT* the meeting be adjourned at 8:00 p.m.

CARRIED