

**MEMO**

To: All members of the Ontario Water Works Association  
From: Nick Reid, President  
Date: February 12, 2021

Re: **OWWA Annual General Meeting, Monday April 19, 2021**

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Dear OWWA Member,

The Annual General Meeting (AGM) of the Ontario Water Works Association (OWWA) will be held in concurrence with Ontario's Water Conference & Trade Show in Ottawa, Ontario, which runs from April 19 to May 5, 2021.

**Date & Time: Monday April 19, 2021 at 2:30 pm**

**Location: Virtual (Microsoft Teams link will be provided to registered members)**

The following information is included in this package:

- Notice of the AGM including the agenda
- Minutes of the Monday May 4, 2020 AGM
- Proxy Registration Form

The 2020 OWWA Audited Financial Statements will be available upon request by April 9, 2021 and at the AGM on April 19. I encourage you to attend our AGM to network with other water professionals, learn about current association activities, and express your views to the Board.

If you are unable to attend the AGM, please complete and submit your proxy registration to the OWWA office (by mail, fax or email) no later than **4:30 p.m. on Friday, April 16, 2021.**

Should you have any questions, or to request a hard copy of the AGM and Elections package, please contact the OWWA Office at 1.866.975.0575 or 416.231.1555 or via e-mail to [waterinfo@owwa.ca](mailto:waterinfo@owwa.ca).

Sincerely,



Nick Reid  
President, Ontario Water Works Association



**Date:** February 12, 2021

**To:** All Members of the Ontario Water Works Association

## **NOTICE**

You are invited to attend the Annual General Meeting (AGM) of the Ontario Water Works Association – A Section of AWWA, which will be held virtually via Microsoft Teams on Monday April 19, 2021 at 2:30 pm.

### **AGENDA**

1. Call to order
2. Voting Procedures and casting of ballots for election of Directors by members voting at the AGM
3. Approval of AGM Minutes for 2020, held on May 4, 2020 (copy attached)
4. Business Arising from Minutes
5. President's Report
6. Secretary-Treasurer's Report
7. AWWA Director's Report
8. Executive Director's Report
9. Election of New Directors and Officers and appointment of Secretary-Treasurer
10. New business
11. Adjournment

Annual General Meeting Minutes  
of the  
Ontario Water works Association – A Section of AWWA  
**Virtual – Microsoft Teams Platform**  
**Ontario**  
**Monday May 4, 2020 at 4:00 p.m.**

## **1. Call to Order**

The meeting was called to order by President Reg Russwurm at 4:00 p.m. Reg welcomed attendees and thanked everyone for participating in this event virtually. Reg reviewed the agenda and introduced the speakers as Jaime Boutilier, Secretary Treasurer; Lee Anne Jones, AWWA Director; and Michele Grenier, Executive Director. There were 33 voting members in attendance, and 18 proxies were received. Reg introduced the board and staff.

Reg reviewed the procedures for voting at the AGM. The Corporations Act of Ontario provides the opportunity to OWWA members to cast their votes by proxy or in person at the Annual General Meeting. One must be a member in good standing as of December 31, 2019 in order to cast a vote. Those members who are present at the AGM, and who have not voted in advance, are eligible to vote. Opposition will be indicated in the meeting chat function.

## **2. Approval of Minutes of the Last Meeting**

Reg asked that we dispense with the reading of the minutes and put forward a motion to accept the minutes of the Annual General Meeting of May 2, 2019 in Ottawa, Ontario.

*MOVER: Ed Bertolo*

*SECONDER: Andrew Henry*

*CARRIED*

## **3. Business Arising from the Minutes**

There were no action items arising from the 2019 AGM Minutes. There will be an opportunity for new business at the end of the meeting.

## **4. Report of the President**

The Association is implementing the 2020-2023 Strategic Plan. Reg reviewed changes to strategic partnerships, conference delivery, and new website and member portal.

Looking forward, the 2021 conference & trade show will be held in the Town of the Blue Mountains. Reg announced the incoming Secretary-Treasurer to be Deb Goudreau, and the

incoming President to be Nick Reid. Reg thanked Pete Samson and Dan Huggins for their time on the OWWA board.

Reg called for a motion to accept the President's Report as presented.

*MOVER: Rod Holme*

*SECONDER: Jaime Boutilier*

*CARRIED*

## **5. Report of the Secretary-Treasurer**

Jaime Boutilier introduced herself as the 2019-2020 Secretary-Treasurer.

OWWA is in a very strong financial position after several years of surpluses. The COVID-19 pandemic will have an impact on OWWA's financial position in 2020 as revenues have been severely impacted. OWWA is eligible for emergency benefits and subsidies that are available for small businesses and will apply. Drawing from reserves may be necessary in 2021 if the state of emergency continues.

Reg called for a motion to accept the Secretary-Treasurer's report as presented.

*MOVER: Marcus Firman*

*SECONDER: Pete Samson*

*CARRIED*

Reg called for a motion to appoint Glenn Hawton Professional Corporation as auditor, and to authorize the Board of Directors to fix remuneration.

*MOVER: Lee Anne Jones*

*SECONDER: Linda Cooke-Weaver*

*CARRIED*

## **6. Report of the AWWA Director**

Lee Anne Jones introduced herself as the 2018-2021 AWWA Director, and an AWWA Vice President.

The AWWA business plan is being modified in response the COVID-19 pandemic. Protecting participant safety has led to major event cancellations. Alternate delivery models are being evaluated to provide virtual event offerings. The AWWA budget and member count will need careful monitoring.

AWWA is financially healthy despite the impacts of the COVID-19 pandemic and resulting restrictions. A new financial plan for the balance of 2020 will be presented to the Board of Directors at the June board meeting. ACE20 has been cancelled.

Reg called for a motion to accept the AWWA Director's Report as presented.

*MOVER: Sigrid Peldszus*

*SECONDER: Silvia Vlad*

*CARRIED*

## **7. Report of the Executive Director**

Michele Grenier introduced herself as the OWWA Executive Director. Michele provided a 2019 year in review report, including membership recruitment initiatives (mainly focused on Utilities and Service Providers), the implementation of the five-year business plan, and progress on the development of the new OWWA website and member management system. Michele discussed operational impacts of the COVID-19 pandemic including changes to delivery of the Conference & Trade Show, and in-person Seminars, as well as impacts to the Cross Connection Control Certification Program.

## **8. Election of New Directors & Appointment of Secretary-Treasurer**

Reg introduced the two new Directors of the Board of Directors 2020-2023 as Scott Tam & Tom Woodcock. Reg extended his congratulations to both of our new board members and thanked all the candidates for their interest and support of the organization.

## **9. New Business**

### **Strategic Plan 2020-2023**

Past President Dan Huggins reviewed the 2020-2023 Strategic Plan, with core principles focusing on protecting public health and the environment, cultivating collaboration, inspiring innovation, and championing diversity and inclusion. The Strategic Plan document had previously been shared with the membership as part of the AGM package.

Reg called for a motion to accept the 2020-2023 Strategic Plan as presented.

*MOVER: Graham Nasby*

*SECONDER: Linda Cooke-Weaver*

*CARRIED*

## **10. Adjournment**

Reg called for a motion to adjourn the meeting at 4:45 p.m.

*MOVER: Dan Huggins*

*SECONDER: Deb Goudreau*

*CARRIED*



## **VOTING INSTRUCTIONS**

**TO: All Members of the Ontario Water Works Association – A Section of AWWA**

Please see below the options to cast your votes for the Annual General Meeting (AGM). Additional information and instructions for the online election will be provided separately.

### **Option 1: Electronic ballot**

1. Check your email inbox for a link to the online poll.
2. Follow the instructions in the email.
3. Ensure that you place your vote no later than 4:30 p.m. on Friday April 16, 2021.

### **Option 2: By Proxy at the Annual General Meeting**

1. Complete proxy registration form.
2. Mail, e-mail, deliver or fax the proxy registration to the OWWA office such that it is received no later than 4:30 p.m. on Friday April 16, 2021.

#### **PLEASE NOTE:**

**In accordance with OWWA Bylaws, a minimum of forty (40) members is necessary to constitute a quorum for the AGM. If you are unable to attend the AGM, please complete and submit your proxy registration, even if you have participated in the online election.**

## MEMO

To: OWWA Members

From: OWWA Board of Directors

Date: February 12, 2021

**Re: Election of 2021-2024 OWWA Directors**

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Each year the Ontario Water Works Association (OWWA) seeks nominations for two new members to sit on the OWWA Board for a three-year term. For the 2021-2024 term, four (4) nominations were received. The four candidates seeking office are:

- Kathleen Farrow, Superintendent of Water, InnServices Utilities Inc.
- Jennifer Lanthier, Program Manager – Water Facilities Engineering & Reliability, Peel Region
- Angelika Masotti, Environmental Program Coordinator – Source Water Protection, York Region
- Tom Orpana, Regional Sales Manager – Ontario & Atlantic Canada, Neptune Technology Group

As in recent years, the election will be conducted via an online polling system. Check your inbox for your link and instructions on how to vote. Please be sure to complete your ballot by Friday April 16, 2021. The successful candidates will be announced at the OWWA Annual General Meeting on Monday April 19.

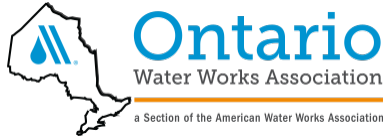
The acclaimed candidate for the office of Secretary-Treasurer is Ed Bertolo, President of Evans Supply Limited.

The process of seeking nominations for the following year will also begin at the AGM to give ample time for members to consider the benefits of serving on the OWWA Board of Directors.

Sincerely,



Nick Reid  
President, OWWA



## PROXY REGISTRATION

Solicited by the OWWA Board of Directors

I, \_\_\_\_\_  
(MEMBER NAME - PLEASE PRINT CLEARLY)

Member Number: \_\_\_\_\_

being a member of the Ontario Water Works Association in good standing, hereby appoint:

- ☐ Reg Russwurm, OWWA Past President      **OR**
- ☐ Jaime Boutilier, OWWA Vice President      **OR**
- ☐ A person as authorized \_\_\_\_\_  
(Name: Please Print Clearly)

as the proxy holder with power of substitution to attend, vote and otherwise act for the undersigned at the Annual General Meeting to be held on Monday April 19, 2021, and at any adjournment or adjournments thereof, on every poll which may be undertaken thereat to the same extent and with the same power as if the undersigned were present at the said meeting or any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signature of Member \_\_\_\_\_

A voting member has the right to appoint a person, other than the persons specifically named above, to attend and act on the voting member's behalf at the Meeting. Such right may be exercised by inserting the name of the person to be appointed in the space provided.

The proxy holder is given the discretion to vote on amendments or variations to matters identified in the Notice of Meeting or such other matters as may properly come before the Meeting including any adjournment or adjournments thereof.

The proxy registration may be mailed or e-mailed to:

Ontario Water Works Association  
507 Lakeshore Road East, Suite 215  
Mississauga, ON L5G 1H9  
Email: [waterinfo@owwa.ca](mailto:waterinfo@owwa.ca)

Must be received on or before 4:30 p.m. on Friday, April 16, 2021. If undated the proxy registration will be deemed to be dated as of the date of receipt by the OWWA.