



MEMO

To: All members of the Ontario Water Works Association
From: Deborah Goudreau, President
Date: March 16, 2023

Re: **OWWA Annual General Meeting, Thursday May 4, 2023**

Dear OWWA Member,

The Annual General Meeting (AGM) of the Ontario Water Works Association (OWWA) will be held in concurrence with the Annual Awards Gala in Mississauga, Ontario, on May 4, 2023.

Date & Time: Thursday May 4 at 4:00 pm

**Location: Mississauga Grand Banquet Centre
35 Brunel Road, Mississauga**

The following information is included in this package:

- Notice of the AGM including the agenda
- Minutes of the Monday May 2, 2022 AGM
- Proxy Registration Form

The 2022 OWWA Audited Financial Statements will be available upon request by April 1, 2023 and at the AGM on May 4. 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 28, 2023.**

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.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Goudreau", written in a cursive style.

Deborah Goudreau
President, Ontario Water Works Association



Date: March 16, 2023

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 at the Mississauga Grand Banquet Centre in Mississauga, Ontario, on Thursday May 4 at 4:00 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 2022, held on May 2, 2022 (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
Niagara Falls Convention Centre & Microsoft Teams
Monday May 2, 2022 at 4:00 p.m.

1. Call to Order

The meeting was called to order by President Jaime Boutilier at 4:02 p.m. Jaime welcomed attendees and thanked everyone for participating in this event both in person and virtually. Jaime reviewed the agenda and introduced herself as well as the other speakers: Ed Bertolo, Secretary Treasurer; Marcus Firman, AWWA Director; and Michele Grenier, Executive Director. There were 39 voting members in attendance on site, 3 online and 27 proxies were received. Jaime then introduced the board and staff.

Jaime reviewed the procedures for voting at the AGM. The Ontario Not-for-Profit Corporations Act 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, 2021 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. Those voting online were encouraged to use the raise hand function in Teams as well as the meeting chat function for questions.

2. Approval of the 2022 Agenda

Jaime asked for a motion to approve the agenda items presented for the 2022 AGM.

MOVER: Lee Anne Jones

SECONDER: Pete Samson

CARRIED

3. Approval of Minutes of the Last Meeting

Jaime 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 April 19, 2021 held virtually in Ontario via Microsoft Teams.

MOVER: Reg Russwurm

SECONDER: Tom Woodcock

CARRIED

4. Business Arising from the Minutes

There was one action item arising from the minutes of the AGM held in 2021:

“To present the Final Audited Financial Statements for the year ending December 31, 2020 alongside the 2021 Audited Financial Statements at the 2022 AGM”. This item is on the 2022 AGM agenda and will be presented as part of the Secretary-Treasurer’s report.

Jaime reminded attendees that there will be an opportunity for new business at the end of the meeting.

5. Report of the President

The Association continues to implement the 2020-2023 Strategic Plan. Jaime reviewed four key objectives on which the organization has been focusing:

- Continue to build an inclusive culture that encourages, supports and celebrates the diverse voices of our members to fuel innovation and collaboration
- Improve access to educational resources for members and other water professionals who are in remote parts of the province
- Continue to develop the volunteer leadership’s ability to guide and oversee OWWA
- Strengthen the organization’s succession planning pipeline

The Diversity, Equity & Inclusion Working Group completed the development of the association’s DE&I Action Plan, which was approved by the OWWA Board last June.

With regards to the second objective, access has improved with this first ever all virtual conference in 2021. A number of webinars have been offered over the last year and we will continue to offer webinars until in person seminars resume, which is planned for the fall of 2022.

In support of the last two objectives listed above, OWWA launched its Mentorship Program again in October 2021 and there are 14 mentor/mentee pairs.

Looking forward, Jaime reminded attendees that ACE23 will be held in Toronto, and that Ontario’s Water Conference & Trade Show will return to Niagara Falls in 2024.

Jaime introduced the incoming President, Deb Goudreau and incoming Vice President, Ed Bertolo.

Jaime called for a motion to accept the President’s Report as presented.

MOVER: Bill Garibaldi

SECONDER: Brian Sahely

CARRIED

6. Report of the Secretary-Treasurer

Ed Bertolo introduced himself as the 2021-2022 Secretary-Treasurer.

The COVID-19 pandemic had a major impact on OWWA's financial position in 2020 and continuing into 2021 as revenues have been severely impacted. Non-essential expenditures were curtailed for much of the year. OWWA was eligible and applied for emergency benefits and subsidies available for small businesses. As a result, drawing from reserves did not prove to be necessary.

Ed presented the Statement of Financial Position and Statement of Operations for both 2020 and 2021. A motion was tabled to accept the Secretary-Treasurer's report, as well as the Final 2020 and 2021 audited financial statements, as presented.

MOVER: Andrew Henry

SECONDER: Deborah Goudreau

CARRIED

Ed called for a motion to appoint Grant Thornton LLP as the auditors for 2022, and to authorize the Board of Directors to fix remuneration.

MOVER: Linda Cooke-Weaver

SECONDER: Dan Huggins

CARRIED

7. Report of the AWWA Director

Marcus Firman introduced himself as the 2021-2024 AWWA Director for the Ontario Section.

Marcus introduced the 2022-2023 AWWA Officers and provided an overview of the 2022 AWWA business plan, which is focused on member engagement, knowledge creation and exchange, water policy and leadership, and organization stewardship.

AWWA is financially healthy despite the impacts of the COVID-19 pandemic and resulting restrictions. The 2025 AWWA Strategic Plan has added two new core principles: Strengthen public trust and advance access to safe water globally.

Marcus noted that ACE22 will resume in person in San Antonio from June 12 to June 15. He then introduced the AWWA Official Representative, AWWA Vice President and Director from the Michigan Section, Pat Staskiewicz.

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

MOVER: Silvia Vlad

SECONDER: Brad Johns

CARRIED

8. Report of the Executive Director

Michele Grenier introduced herself as the OWWA Executive Director. Michele provided updates on the OWWA membership (as of Dec. 31, 2021) including a breakdown of individual, service provider and utility members.

She also offered highlights of 2021 events, including the first ever virtual conference & trade show, committee webinars, and networking events.

Looking ahead to 2022, the association is looking forward to a return to in person events. Other priorities will be to:

- identify and onboard a new bookkeeping firm
- strengthen relationships with Area Conferences
- work with DMEC to advance the implementation of the DE&I Action Plan
- continue to strengthen strategic partnerships

9. Election of New Directors & Appointment of Secretary-Treasurer

Jaime introduced the two new Directors of the Board of Directors 2022-2025 as Mike Schmied and Sonya Semanuik, and Scott Tam as incoming Secretary-Treasurer for 2022-2023.

Given that only two nominations for the Board were received, both candidates will be acclaimed subject to ratification by the OWWA membership. Jaime then called for a motion to accept the slate of candidates as presented.

MOVER: Linda Cooke-Weaver

SECONDER: Reg Russwurm

CARRIED

Jaime extended her congratulations to both of our new board members and to Scott.

Jaime thanked Reg Russwurm for completing his second term as Past President this year and presented him with his Section Chair's Award from 2020. Reg then congratulated Jaime on the end of her term as OWWA President and presented her with her Section Chair's Award for 2022.

Lastly, Jaime also thanked Simon Gautrey and Sigrid Peldszus for their hard work over the last three years and for their commitment to OWWA. Both Simon and Sigrid have completed their terms as third year Directors.



10. New Business

No New Business was tabled.

11. Adjournment

Jaime called for a motion to adjourn the meeting at 5:00 p.m.

MOVER: Lee Anne Jones

SECONDER: Brian Sahely

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 28, 2023.

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 28, 2023.

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: March 16, 2023

Re: Acclamation of 2023-2026 OWWA Directors

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 2023-2026 term, two (2) nominations were received.

With two positions open, the Board has acclaimed Jesus Garcia-Aleman, Vice President and Global Principal for Jacobs, and Blair Saunders, Operations Support Supervisor at the Town of East Gwillimbury, to the positions of First Year Director, subject to ratification by the membership at the Annual General Meeting (AGM).

As a result, there will be no election process this year. Members are encouraged to attend the Annual General Meeting at which time the appointment of the new Directors will be ratified by an open vote.

The acclaimed candidate for the office of Secretary-Treasurer is Tom Woodcock from R.V. Anderson Associates Ltd.

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.

We enthusiastically welcome Blair and Jesus to the Board.

Sincerely,



Deborah Goudreau
President, OWWA

OWWA Welcomes Two New Board Members for the 2023-2026 Term

Each year the OWWA elects two members to the Board of Directors for a three-year term. This year there were two (2) nominations received for the positions of Director 2023-2026: Jesus Garcia-Aleman from Jacobs and Blair Saunders from the Town of East Gwillimbury. Given that there were only two nominations, both candidates will be acclaimed subject to ratification at the Annual General Meeting, and an election is not required.

Check your inbox for your link to the AGM package on or after March 16, 2023. Proxy Registration Forms may also be submitted and must be received by close of business on **Friday April 28, 2023**. We hope to see you our AGM and Awards Gala in Mississauga on May 4!

Jesus Garcia-Aleman – Vice President and Global Principal, Jacobs

Jesus is a Vice President and Global Principal for Jacobs. He primarily connects people with opportunities and disseminates lessons learned, best practices, and technology innovations to project managers and treatment specialists serving public and private clients across the world.

He brings 20 years of experience supporting clients plan, design and build drinking, industrial and reuse water facilities. This includes forging strong relationships with key industry players such as suppliers, clients, regulators, and universities. In his personal life, he is an avid traveler, woodworker, cook, cyclist and hiker.

Jesus has been active in the industry in local and national organizations as a volunteer since 2003 including as a past member of the planning committee for the Membrane Technology Conference and past chair of AWWA's Membrane Systems Subcommittee. He currently serves as an AWWA's Division Trustee and participates in OWWA's Mentorship Program.



As a Board Member, he looks forward to forging stronger relationships within OWWA and with partner organizations. Jesus is a firm believer in creating a culture of inclusion and of service with clear lines of communication vertically through the organization. This means that we can clearly and equally capture input from all levels of experience and perspectives, develop sound strategies, and communicate these in a language that resonates with the membership from YPs to senior members.

Blair Saunders - Operations Support Supervisor, Town of East Gwillimbury



Blair joined the Ontario Water Works Association (OWWA) in 2018 as a member of the Distribution Committee and has since enjoyed his time working with this great team. During his tenure on the Distribution Committee, he served as Vice Chair in 2021 and Chair in 2022.

Blair has worked in the water industry for over 13 years serving in a variety of roles, and working alongside many great teams and people. He currently holds a Class II Water Distribution Certificate, Water Quality Analyst Certificate, and a Class II Wastewater Collection License.

Presently, Blair works for the Town of East Gwillimbury as the Operations Support Supervisor, a position that supports the Town's Operations, including Water/Wastewater and Roads. He leads a team to deliver on initiatives including maintaining compliance with applicable legislation,

management of the Town's Drinking Water Quality Management Standard (DWQMS), annual water audits, utility coordination, permit approvals, contracts, budgets, reporting, customer service, and modernization. In addition, Blair has been appointed the Quality Management System representative and acts as the Overall Responsible Operator on a rotational basis.

Blair started his career with the Town of Newmarket and worked as a Water/Wastewater Operator, Acting Compliance and Training Coordinator, Water Quality Analyst and Lead Hand. While in these roles, Blair had a diverse set of responsibilities consisting of sampling, infrastructure maintenance and repairs, ensuring compliance with applicable legislation, management of the DWQMS, water quality analysis, and program development and coordination.



IN PERSON BALLOT

Solicited by the OWWA Board of Directors

Please vote for the following:

Approval of the minutes of the last Annual General Meeting Accept
held on May 2, 2022 as contained in the mailing provided. Oppose

Acclaimed candidate for the office of Secretary-Treasurer:

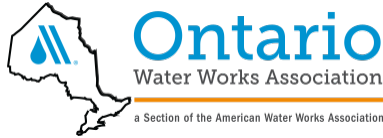
Tom Woodcock

Please note that there are only two candidates for Director this year. Acclaimed candidates for the 2023-2026 board term are:

Jesus Garcia-Aleman

Blair Saunders

Please note that if you are unable to attend the AGM in person, it is recommended you complete and submit the proxy registration form.



PROXY REGISTRATION

Solicited by the OWWA Board of Directors

I, _____ Member Number: _____
(MEMBER NAME - PLEASE PRINT CLEARLY)

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

- Jaime Boutilier, OWWA Past President **OR**
- Deborah Goudreau, OWWA 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 May 4, 2023, 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 _____, 2023.

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

Must be received on or before 4:30 p.m. on Friday, April 28, 2023. If undated the proxy registration will be deemed to be dated as of the date of receipt by the OWWA.