



MEMO

To: All members of the Ontario Water Works Association
From: Scott Tam, President
Date: March 18, 2025

Re: **OWWA Annual General Meeting, Monday May 5, 2025**

Dear OWWA Member,

The Annual General Meeting (AGM) of the Ontario Water Works Association (OWWA) will be held in concurrence with the Annual Conference and Trade Show in the Town of The Blue Mountains, Ontario, on Monday May 5, 2025.

Date & Time: Monday May 5 at 4:00 pm

**Location: Blue Mountain Village Conference Centre, Silver Creek 1
242 Jozo Weider Blvd, The Blue Mountains, ON**

The following information is included in this package:

- Notice of the AGM including the agenda
- Minutes of the 2024 OWWA AGM
- Proxy Registration Form

The 2024 OWWA Audited Financial Statements will be available upon request by April 1, 2025 and at the AGM on May 5. 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 25, 2025**.

Should you have any questions, or to request a hard copy of the AGM 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 that reads "Scott Tam".

Scott Tam
President, Ontario Water Works Association



Date: March 18, 2025

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 Blue Mountain Village Conference Centre in the Town of The Blue Mountains, Ontario, on Monday May 5, 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 2024, held on May 5, 2024 (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



Minutes of the Annual General Meeting Ontario Water works Association – A Section of AWWA

**Niagara Falls Convention Centre
Sunday, May 5th 3:30pm**

1. Call to Order

The meeting was called to order by President Ed Bertolo at 3:33 p.m. Ed welcomed attendees and thanked everyone for participating in this event. Ed reviewed the agenda and introduced himself.

There were 31 voting members in attendance on site, and 47 proxies were received.

2. Voting Procedures

Ed reviewed the procedures for voting at the AGM. The OWWA Bylaws and the Ontario Not-for-Profit Corporations Act (ONCA) provide the opportunity to OWWA members to cast their votes by proxy or in person at the Annual General Meeting. For the 2024 AGM, individuals must be a member in good standing as of March 18, 2024 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.

3. Approval of the 2024 Agenda

Ed asked for a motion to approve the agenda as presented for the 2024 AGM.

MOVER: Jesus Garcia Aleman

SECONDER: Brian Sahely

CARRIED

4. Approval of Minutes of the Last Meeting

Ed 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 4, 2023 held in Mississauga, Ontario.

MOVER: Deborah Goudreau

SECONDER: Andrew Henry

CARRIED

5. Business Arising from the Minutes

There were no action items arising from the 2023 AGM Minutes. There will be an opportunity for new business at the end of the meeting.

6. Report of the President

The association was able to deliver a number of significant projects and initiatives this year. ACE23 was co-hosted with AWWA in Toronto for the first time since 2007. The 2024 annual conference was being hosted as a joint conference with WEAO for the first time. The OWWA strategic plan was updated for 2024-2026 and the expansion of the Advocacy Steering Committee (ASC).

The ASC was able to prepare submissions on the proposed Health Canada Objective for PFAS in Drinking Water, Iron in Drinking Water, and to the province on their proposals for the Modernization of Municipal Class EA and permissions as it relates to permits to take water (PTTW). The Committee is also working with a government relations consultant to conduct a GR audit, to better understand the effectiveness of its current advocacy efforts and to help with development of future outreach strategies. The committee currently has 8 members and is looking to recruit 4 more.

Looking ahead the association works to further the development of the Education and Outreach Task Force, develop a new and enhanced Leaders Day, and expand OWWA's philanthropic efforts.

Future Conference venues include Blue Mountain in 2025 and Niagara Falls in 2026. Staff will begin to seek proposals from venues for 2027.

Ed introduced the incoming president, Scott Tam and vice president, Tom Woodcock.

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

MOVER: Angelika Masotti

SECONDER: Lee Anee Jones

CARRIED

7. Report of the Secretary-Treasurer

Tom Woodcock introduced himself as the 2023-2024 Secretary-Treasurer. OWWA continues to have healthy financial performance. The association saw a reduction in revenues and expenses due to co-hosting ACE23. There was a significant member growth also due to ACE23. Throughout the year, there was also continued growth in revenue streams such as publications, job postings, and the Cross Connection Control Certification program.

As part of the association's plan to return value to members, a budget deficit was successfully achieved, but the strong cash position prevented the need to draw from the reserves.

Tom presented the Statement of Financial Position and Statement of Operations for 2023 and called for a motion to accept the Secretary-Treasurer's report, as well as the 2023 Audited Financial Statements.

MOVER: Marcus Firman

SECONDER: Blair Saunders

CARRIED

Tom called for a motion to appoint Grant Thornton LLP as the auditors for 2024, and to authorize the Board of Directors to fix remuneration.

MOVER: Dan Huggins

SECONDER: Jaime Boutilier

CARRIED

8. Report of the AWWA Director

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

Marcus introduced the 2024-2025 AWWA Officers who will take office at the conclusion of ACE24.

AWWA membership has been stable. As of February 2024, there are 50,184 members.

AWWA's current strategic plan is for 2020 to 2025. Marcus provided an overview of the current strategic plan, which focuses on member engagement and development, organizational stewardship, knowledge creation and exchange, water policy and leadership.

While the strategic goals are expected to remain similar for the next strategic plan, possible new considerations will include expanding on diversity and inclusion, placing emphasis on the importance of a strong partnership between AWWA and the sections, more collaboration and partnerships within and outside of the traditional water community, and embracing technology to build toward Water 2050.

Marcus introduced AWWA visiting officer, Paul V. Rush, from the New York City Department of Environmental Protection Bureau of Water Supply.

Marcus concluded his report by noting that the ACE24 schedule has shifted by one day and the Canadian Water Forum will be hosted on Tuesday evening. Tickets are available for purchase through the OWWA website.

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

MOVER: Gluzen Ramos

SECONDER: Dan Huggins

CARRIED

9. Report of the Executive Director

Michele Grenier introduced herself as the OWWA Executive Director.

Michele provided a membership breakdown as of March 31, 2024. It included 1386 individual members, 62 service providers, and 92 utilities.

She provided an overview of the 2023 events include ACE23, committee technical events, and YP events.

Michele acknowledged the generous support of the committee sponsors.

Michele introduced the other members of the OWWA staff.

Looking ahead to the rest of the year, association priorities include:

- Strengthening relationships with the Area Conferences
- Working with the DMEC to implement the new action plan
- Continue to develop strategic partnerships
- Support the work of the ASC
- Furthering the work of the Education and Outreach task force
- Establish a charitable organization in Canada to align with AWWA's Water Equation

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

Ed introduced the two new Directors of the Board of Directors 2024-2027 as Emily Stahl and James Sticca, and Angelika Masotti as incoming Secretary-Treasurer for 2024-2025.

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

MOVER: Sonya Semanuik

SECONDER: Reg Russwurm

CARRIED

11. Adoption of the OWWA Strategic Plan 2024-2026

Deborah Goudreau was introduced as the outgoing OWWA Past President and incoming AWWA Director for Ontario (2024-2027). Ed presented her with the Past Chair's Pin before Deborah presented Ed with the Section Chair Award.

Deborah then provided an update on the new OWWA Strategic Plan 2024-2026. The steering committee agreed to maintain the existing mission, vision, and principles. The updates include:

- Member engagement and development: the association will continue to explore and evaluate additional methods to engage with volunteers and enhance the value proposition for members.
- Organization stewardship: main objectives include improving corporate infrastructure, continuing to strengthen the volunteer leadership, adapting to changing business conditions in the sector.
- Knowledge creation and exchange: OWWA will continue to pursue opportunities to increase access for members who are located outside of the GTA.
- Water policy and leadership: grow the ASC, promote the work of the Education & Outreach Task Force, strengthen OWWA's role in policy development at the provincial and federal levels.

Deborah called for a motion to accept the OWWA Strategic Plan 2024-2026 as presented.

MOVER: Jaime Boutilier

SECONDER: Kathleen Farrow

CARRIED

12. New Business

No New Business was tabled.

13. Adjournment

Ed called for a motion to adjourn the meeting at 4:30 p.m.

MOVER: Lee Anne Jones

SECONDER: Kathleen Farrow

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 25, 2025.

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 25, 2025.

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.



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	<input type="checkbox"/>
held on May 5, 2024 as contained in the mailing provided.	Oppose	<input type="checkbox"/>

Candidate for the office of Secretary-Treasurer:

Mike Schmied

Please note that there are only two candidates for Director this year. Acclaimed candidates for the 2025-2028 board term are:

Kathleen Farrow

Gillian Harris

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 NAME - PLEASE PRINT CLEARLY)

Member Number: _____

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

Edward Bertolo, OWWA Past President **OR**

Scott Tam, 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 5, 2025, 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 _____, 2025.

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 25, 2025. If undated the proxy registration will be deemed to be dated as of the date of receipt by the OWWA.