



Western Canada Water Board Guidelines

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Organization Overview

Western Canada Water (WCW) is a federation of organizations for the water/wastewater industry in Alberta, Saskatchewan, Manitoba, the Northwest Territories, and Nunavut. ...

Constituent Organizations

- Alberta Water and Wastewater Operator Association (AWWOWA)
- Manitoba Water and Wastewater Association (MWWA)
- Municipal Service and Suppliers Association (MSSA)
- Northern Territories Water & Waste Association (NTWWA)
- Saskatchewan Water and Wastewater Association (SWWA)
- Western Canada Section American Water Works Association (WCS AWWA)
- Western Canada - Water Environment Association (WCWEA)

WCW is a member of the Canadian Water & Wastewater Association (CWWA).

See the WCW CO Guide for more information on each Constituent Organization.

WCW Board of Directors

The WCW board consists of the following members:

- President
- Past President
- President Elect
- Vice President
- Treasurer
- CWWA Director
- AWWOWA Director
- MSSA Director
- MWWA Director
- NTWWA Director
- SWWA Director
- WCS AWWA Director
- WCWEA Director

WCW Board Meetings

The board holds three meetings throughout the year.

Meeting schedule:

- November/December – Budget/Planning/Leadership Development
- Spring (March/April) –Previous Years Audited Financial Report Review
- Fall (Annual Conference)
 - Tuesday afternoon, typically following lunch with the Conference Planning Committee

WCW Committees

WCW currently has the following standing Committees:

- Awards/Nominations
- Audit
- Finance
- Conference Planning
- Joint Operators
- Magazine
- Public Awareness
- Provincial Councils
 - Alberta Provincial Council
 - Saskatchewan Provincial Council
 - Manitoba Provincial Council
- Past Presidents Committee

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Board of Directors

Responsibilities of the Board

Planning

- The Board is responsible for determining the Association's mission:
What are we here to do?
- The Board is responsible for determining the Association's vision:
What is the end result that we are striving for?
- The Board is responsible for determining the Association's values:
What guiding principles direct our actions?
- The Board is responsible for determining the Association's goals:
What interim and end results do we hope to achieve?
- The Board is responsible for determining the Association's plans:
What general actions will we take to achieve those end results?
- The Board is responsible for determining the Association's actions:
What specific steps will we take towards those end results?

Bylaws, Policies and Legal Requirements

- The Board is responsible for creating, approving and amending all bylaws and policies.
- The Board is responsible for ensuring all legal requirements and standards are met.

Finances

- The Board is responsible for approving the annual budget.
- The Board is responsible for monitoring revenues and expenses.
- The Board is responsible for ensuring a timely reporting of finances.

Succession

- The Board is responsible for recruiting and training new Board members.

Membership

- The Board is directly responsible and accountable to the Constituent Organizations.

Responsibilities of a Board Member

- To be an active and committed participant in the affairs of the Association, attending general, special, Committee, Board, and annual meetings.
- To keep informed: read the minutes, financial statements, and agenda materials.
- To be a regular, prepared and punctual attendee at all Board and Committee meetings.
- To be involved at Board meetings: actively participate, react to new ideas and exercise your own initiative.
- To have a working knowledge of parliamentary procedure.
- To maintain Board confidentiality and support Board decisions.
- To be involved in at least one Committee.
- To recruit new Board and Committee members.
- To be responsible and responsive to the Constituent Organizations.

Rights of a Board Member

- To be fully informed about your responsibilities and time commitments before accepting the position of a Board member.
- To have the opportunity for Board orientation and training.
- To be fully informed through accurate and timely financial and management reports about the operations of the Association.
- To expect your time to be valued and not wasted through lack of planning, coordination and cooperation within the Association.
- To be trusted with confidential information.
- To be recognized for your work and involvement as a Board member.

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Legal and Financial Obligations of a Board Member

Mismanagement

- Failure to follow fundamental management principles such as a failure to plan, a failure to obtain financial reports, etc.

Self-Dealing

- Board members voting on decisions whereby they may face possible personal gain, be it real or perceived. Avoid all perceptions of self-dealing. Board members are required to act honestly, in good faith, and in the best interests of the Association.

Proper Records

- Know what is required and ensure all minimum legal requirements are met. The minimum legal requirements include bylaws and policies, minutes, financial statements, and tax submissions including payroll deductions for Association employees.

Personal Conduct

- Register all dissents on the official record, the minutes. You are responsible for all Board actions, even if you were absent, unless you register your dissent.

Finances

- The Board has a fiduciary responsibility, which means that it serves as a trustee of funds entrusted to them on behalf of the Constituent Organizations. Board members must be familiar with budgets, monitor them and ensure the books are audited annually.

Contracts

- Know who is authorized to sign cheques and enter into contracts. Ensure that the Board approves all contracts and that all terms and conditions are met.

Role of the Officers

Role of the President

1. No member shall be nominated for President unless he has been a member of the WCW or a CO Board of Directors for at least one year or served as a WCW Committee Chair.
2. Shall be an Officer and member of the Board of Directors.
3. Shall be Chief Executive Officer of the Association. Shall preside at all meetings of the Association and of the Board of Directors. Shall have the general and active management of the business of the Association. Shall see that all orders and resolutions of the Board are carried into effect.
4. Shall be a member of the Finance Committee.
5. Shall be Chair of the Provincial Council for their province.
6. Shall, in co-operation with the President Elect and Vice President, review on an annual basis all matters relating to employees.
7. Shall maintain regular contact with the Association Executive Director, to maintain continuous awareness of Association affairs.
8. Shall host the official receptions held during the annual conference. The Presidential Suite may be used for small meetings or other small social functions during the conference.

Role of the Immediate Past President

1. Shall be an Officer and member of the Board of Directors.
2. Shall perform such duties as shall, from time to time, be imposed by the Board of Directors.
3. Shall review and recommend further expanded roles for the Directors.
4. Shall be responsible for preparing an agenda and shall chair the annual breakfast meeting of the Past Presidents, to be held at each annual conference.
 - (a) Shall bring to the attention of the Constituent Organizations, any motions, resolution or recommendations of the Past Presidents.
 - (b) Shall serve as Chair of the Past Presidents' Committee, who shall serve as senior advisors to the Association, in the role of resource people.
5. Shall promote the Conference through public relations work with Mayors, Reeves, etc.

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Role of the President Elect

1. Shall be an Officer and member of the Board of Directors.
2. Shall, in the absence or disability of the President, perform duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed by the Board of Directors.
3. Shall be a member of the Finance Committee.
4. Shall be Chair of the Provincial Council for his/her province.
5. Shall, in co-operation with the President and Treasurer, review all matters relating to employees on an annual basis.
6. Shall serve on Committees, as Chair or member, as suggested by the Executive.

Role of the Vice President

1. Shall be an Officer and member of the Board of the Directors.
2. The order of succession of senior Officers shall be Vice President, President Elect. The term for each position shall be one year.
 - (a) Persons nominated shall have agreed to serve if elected and shall be a member in good standing of a Constituent Organization.
3. The Vice President shall, in the absence or disability of the President Elect, perform the duties and exercise the powers of the President Elect and shall perform other such duties as shall from time to time be imposed by the Board of Directors.
4. Shall be a member of the Finance Committee.
5. Shall be Chair of the Provincial Council for his/her province.
6. Shall be the board liaison to the Joint Operators Committee.
7. Will be responsible for appointing the Planning Committee Chair for the conference to be held in the third year of their term of Office.

Role of the Treasurer

1. Shall be an Officer and member of the Board of Directors.
2. The Board of Directors shall appoint the Treasurer. The Treasurer may be reappointed for successive terms.
3. The Treasurer is the fiscal officer of the Association and performs all duties incident to the office of the Treasurer. The Treasurer shall render a detailed account analysis whenever so required by the Board of Directors.
4. Shall be a member and Chair of the Finance Committee.
5. Shall provide guidance to committee Chairs and Board of Directors in budgeting for the annual conference.
6. Shall maintain communication with all Executive members and Committee Chairs to ensure advancement and improvement of the Association.
7. The Treasurer should be responsible for long-range planning and development of policies to ensure the future stability of the Association.
8. Perform the duties associated with this office as defined in the WCW Accounting Procedures manual.
 - (a) Review and approve all financial reports.
 - (b) Review all bank reconciliations.
 - (c) Review the payroll summary.
 - (d) Acts as second signatory on cheques over \$2500.
 - (e) Reviews all vouchers and invoices for those cheques that require his or her signature.
 - (f) With the Finance Committee and the Executive Director, develops the annual budgets

Role of Directors

1. The property and business of the Association shall be managed by a board of the Executive Officers, the CWWA Director, a Director from each Constituent Organization and the Executive Director.
2. Each Constituent Organization shall designate its Director.

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3. Quorum will be defined as a minimum of seven board members of which at least four are Constituent Organization Directors and at least two are voting executive officers.
4. The Board of Directors have the power to authorize expenditures on behalf of the Association from time to time and may delegate by resolution to an Officer or Officers of the Association the right to employ or pay salaries to employees. The directors shall have the power to make expenditures for the purpose of furthering the objects of the Association.
5. The rules governing the awards shall be formulated and adopted by the Board of Directors.
6. Shall submit articles to the Magazine - at least one per year - on a subject of current interest.
7. Attend all Board of Directors meetings of the Western Canada Water and the Annual Conference.

Role of the CWWA Director

1. The CWWA Director shall represent the Association on the board of the Canadian Water and Wastewater Association.
2. The Board shall appoint the CWWA Director to represent WCW on the national board of the Canadian Water and Wastewater Association. Nominees for CWWA Director shall have completed at least one term as a Director, Officer or Committee Chair of the WCW Board. The term of appointment shall be three years. The CWWA Director may be reappointed for successive terms.
3. The Director shall attend the following CWWA meetings:
 - (a) The mid-year Board of Directors meeting - this meeting is usually held in May.
 - (b) The two meetings that occur at the time of the Annual CWWA Conference; (Usually in November). The first meeting occurs on the day preceding the Conference and the second occurs on the last day of the Conference.

Travel costs to CWWA Board meetings expenses for the mid-year Board of Directors meeting will be paid for by WCW if required.

4. The Director shall as far as practicable attend all WCW meetings.
5. The Director shall host the visiting official from CWWA at the Annual Meeting of WCW ensuring that the official is provided with an itinerary, a hotel room and registration information.
6. The Director shall work in close co-operation with the Executive of WCW and WCW staff, at all times.
7. The Director shall report to the WCW Board of Directors in writing at the WCW mid-year Meeting.
8. The Director shall report in writing to the WCW at the WCW Annual Meeting. This report shall cover the whole of the previous year's activity of the CWWA.
9. The Director shall encourage the participation of WCW members on CWWA committees.

Role of the Executive Director

1. The Executive Director reports to WCW President and is responsible to the Board of Directors
2. The Executive Director assists the Board of Directors in its responsibility for the governance of the association and manages the day-to-day operation.
3. The Executive Director shall be a non-voting member of the Board of Directors.
4. Specific responsibilities include:
 - Assist the Board of Directors in its responsibilities for the governance of the organization – establishing vision, mission, objectives and policies for the operation of the organization.
 - Participate in policy development and strategic planning in the growth of the organization.
 - Oversee the management of the organization and its staff and volunteers.
 - Coordinate and provide leadership to all the committees, volunteers and staff.
 - Participate actively in the fundraising and the financial management of the organization.
 - Provide support and services to Constituent Organizations.
5. Key Responsibilities
 - Visioning and Strategic Planning
 - Participates in the creation of an organizational vision.
 - Plays a lead role in developing strategic and tactical plan.
 - Under the direction of the Board Sets specific organizational goals and outcomes.

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- Organizational and People Leadership
 - Develops and implements business plan.
 - Manages the day-to-day operations of the organization in order to reach the business and service visions of the organization and its members.
 - Develops programs and services that work towards the vision, within the policy guidelines set by the Board.
 - Communicates Board policy decisions to staff and committees.
 - Hires, trains, supervises, evaluates and releases staff.
 - Sets clear, results-oriented goals, with realistic and measurable outcomes.
 - Supports goal achievement, coaches and monitors performance.
 - Supports Board committees, task forces and operating committees as needed.
 - Plans and organizes annual convention.
- Financial Management
 - Develops and implements proper organizational controls, ensures rigor is brought to all decisions.
 - Implements the Board's policies for the allocation and distribution of resources.
 - Ensure that the organization is managed and governed in a fiscally responsible manner.
- Risk Analysis
 - Evaluates, in broad-based terms, the potential benefits and liabilities of a project, proposal, or strategy.
 - Assesses potential threats to the organization's image.
 - Assesses risks to the organization's financial security and growth.
- Advocacy Management
 - Participates in networking and industry relations activities on behalf of the organization.
 - Acts as an advocate for the organization and its programs in the industry.
 - Works with key external stakeholder groups.

Committees

Establishment of Committees

Under the Bylaws of the Western Canada Water, the Board of Directors has the authority to establish and appoint the committees, and, in certain cases, for the discharge of committees on completion of their appointed tasks. In addition, the actual membership of certain committees is explicitly specified, as is the requirement for a Chair his/her duties and responsibilities.

Types of Committees

A Board of Directors as elected by the membership governs the affairs of the WCW. The officers of the WCW may constitute a Sub-Executive Committee to conduct the affairs of the Association between meetings of the Board of Directors.

Appointment of Committee Members

Committee work is intended to provide an opportunity for the development of ideas and actions by experts in the various fields of water and wastewater. The selection of committee members is based on the need to include the expertise available among the Association membership to meet the needs and objectives of the particular committees under consideration.

All members of WCW Committees must be members of a Constituent Organization. Exceptions to this rule can be allowed when a special request is made by the President for the appointment of a person or persons who, though not being qualified by membership, by unusual qualifications; such appointments must receive special approval by the Sub-Executive Committee (or the Board of Directors).

All appointments to committees are subject to approval by the Board of Directors.

Committee Size

Committee sizes may vary depending on the type and function of the committee, at the request of the

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committee Chair and the approval of the President. The President and Committee Chair will review committee size each year after appointment of the Chair for the coming year, and optimum size determined.

Term of Committee Chair

The term of the Chair begins and ends at the annual conference. Chairs may succeed themselves only if recommended to do so by an affirmative vote of the Board and re-appointed by the President. It is desirable that a Chair be a member of a committee at least one year before appointment as Chair.

Types of Committee Membership

With the concurrence of the committee Chair and the approval of the President, specific committees may be structured to include both full and adjunct members. Full members shall be those who have the right to vote, provide committee services on a continuing basis and serve as a control group for total committee activities. Adjunct members shall be those who desire or are required to provide limited committee services without the right to vote and wish to maintain committee membership.

Committee Selection Procedures

The staff will maintain a list of current committee members, and applications for committee appointments, segregated by committee..

Each committee will be requested to make recommendations for consideration in filling vacancies for the coming year:

- (a) For appointment of a Chair.
- (b) For continued services by existing committee member.
- (c) For appointment of new committee members.

These recommendations will be taken into consideration in filling committee appointments for the forthcoming year.

Procedure for the Removal of Committee Member or Chair

Any committee Chair has the authority to recommend removal of any committee person to the President at any time. The President will review the recommendation and transmit it to the Board for action. The Officer-Supervisor can recommend to the President the removal of the committee Chair at any time; the President will review the recommendation and transmit it to the Board for action.

Procedure for Inclusion of Board of Directors Members

To the extent feasible, each committee shall include a member of the Board of Directors and each member of the Board may be assigned to a committee for his/her term of office.

Committee Activities

Every committee has a written charge, which comprises the general scope of the committee activities. The President may, from time to time, make specific recommendations to a committee which is within the general scope of its charge and which require particular attention during his administration.

Committee Meetings

Committee Chairs will not normally attend the mid-year Board of Directors meeting of the WCW, however, their written reports should be submitted for review. If action within the committee would necessitate such personal attendance, request must be made to the President at least one month prior to the meeting.

Committee Chairs will normally be requested to attend the Board of Directors' meetings held at the annual conference. Chairs unable to attend should notify the office of such absence and submit, in advance, a written report.

The Chair is to provide a written agenda for all meetings. This agenda is to be distributed in advance of all meetings and will provide the framework within which all committee meetings are conducted. At all committee meetings the Chair is responsible for preparing a roster of all attendees and their affiliations. The Chair is also responsible for the preparation of minutes which, at a minimum, reflect all attendees and their affiliations and all actions taken by the committee at its meeting. This committee activity documentation will become a part of the committee's official files maintained by the office.

Only full members of the committee are to be allowed to vote.

Committee Responsibilities and Power

All committees are directly responsible to the President of the WCW or designated representative, and

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through the President to the Board of Directors. All instructions or Directions to committees will be from the President to the Chair concerned, and all reports should be directed to the President. Committee Chairs and committees do not have either the power or the right to commit the WCW to an expenditure of funds, except with the prior authorization of the Board of Directors, and then only in a manner and in amounts authorized. When a committee is considering or proposing a program of action that may involve some financial commitment or expenditure by the WCW, full details of such a program must be submitted to the President, with full and complete financial details, for inclusion in the WCW budget and approval by the Board of Directors.

Committees do not have the authority to represent the WCW nor to express positions or opinions in the name of the WCW unless given such authority by the Board of Directors, the Sub-Executive Committee or the President.

Committee Correspondence

All correspondence from committees to persons or bodies outside the WCW should be directed through the President or undertaken with the President's knowledge and concurrence.

Standard Care

Committee members must take their responsibilities seriously. Each member has a duty to provide good faith, ordinary and reasonable advice to the committee. Although there is no precise legal definition of these terms, they mean that in all decisions a committee member's opinion and vote must be decided on the basis of what is believed to be in the best interest of the WCW. Personal considerations and potential individual gain have no place in a committee member's thought process in arriving at a decision affecting the WCW.

Given the applicable law, we suggest that WCW Committee members abide by the following common sense rules of thumb.

- (a) At all times act in good faith and in accordance with what you believe to be in the WCW's best interest.
- (b) Discharge your committee responsibilities diligently and do not delegate unsupervised carte blanche to other members of your committee or to WCW employees.
- (c) Disclose publicly any conflict of interest you may have with regard to any proposed WCW action and do not vote on such a matter.
- (d) Be conscientious and sensitive to your obligations as a committee member.

Audit Committee

1. Purpose

To provide a crucial link between the WCW board and the independent auditor and serve a key role in helping the board to fulfill its fiduciary duty to oversee the organization's finances.

The Audit Committee is a standing committee of the board. The Audit Committee is appointed by the Board of Directors to assist the Board in fulfilling its oversight responsibilities. Duties of the committee include:

- Overseeing the integrity of WCW's financial accounting process and systems of internal controls regarding finance, accounting and use of assets;
- Overseeing the independence and performance of the independent auditors and staff with finance responsibilities;
- Overseeing the operation of the policies on conflicts of interest and the WCW's board-staff communications;
- Providing an avenue of communication among WCW's independent auditors, management, staff, and the Board of Directors.

The Audit Committee has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the independent auditors as well as to anyone in the organization. The Audit Committee has the authority to retain, at the Corporation's expense, special legal, accounting, or other consultants or experts it deems necessary in the performance of its duties.

The Audit Committee shall in no way be held liable for the outcome of the Audit or its review.

2. Authority to Act

The Committee is authorized and required to:

- Verify compliance with all legislation and regulations applicable to the WCW's financial activities

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- Recommend the engagement or replacement of the auditor in accordance with Board Policy
 - Review and approve the annual audit plan and fee
 - Review and recommend acceptance of the audited financial statements
 - Review the annual auditor's management letter and insure items noted are addressed
 - Verify with the auditor and management the adequacy and effectiveness of internal controls
 - Evaluate the performance of the auditor
 - Insure that the Board is adequately informed of the WCW's financial status on an ongoing basis
- 3. Deliverables**
- Annual recommendation on the audit
 - Recommendations to the Board as necessary to adequately protect the Commission's financial integrity
- 4. Membership and Roles**
- The Audit committee shall consist of minimum of three members:
- Chair – Representative from the Board of Directors, who is not officer or employee.
 - Alternate Chair - Representative from the Board of Directors, who is not officer or employee.
 - Member(s) – from the Board of Directors or a member at large., who are not officers or employees
- All voting members of the Audit Committee shall be free from any relationship that would interfere with the exercise of his or her independent judgment.
- 5. Chair**
- To be appointed by the Board of Directors
- 6. Terms of Office**
- As determined by the Board of Directors,
- 7. Principal Stakeholders**
- Board Members and the Constituent Organizations
- 8. Financial Resource Requirements**
- As established by the annual budget process
- 9. Frequency of Meetings**
- At the call of the Chair and upon request of the Auditor but not less than once per year
- 10. Sunset Clause**
- None

Finance Committee

1. Membership and Roles

The Finance committee will be comprised of the Treasurer, the Executive Director, and the Executive. The Treasurer shall serve as Chair. The Committee will meet before the Annual Planning meeting to address the following items:

- Review the annual budget,
- Review the Finance Policy, and
- Any miscellaneous expenses.

2. Reporting

A Finance Committee Report detailing annual finance activities will be presented to the Board at the January Board Meeting.

Conference Planning Committees

The Conference Planning Committees will work under the guidelines provided in the Conference Planning Manual. The manual will be updated on an annual basis to ensure the committee is provided with current and relevant procedures.

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Provincial Councils

1. Purpose

The Provincial Councils (PC) enable training opportunities for each WCW province (Alberta, Saskatchewan, and Manitoba) relevant to water and wastewater practitioners. Training opportunities are to be complementary to activities of the COs in each province.

2. Authority to Act

Each PC will determine their own policies with respect to voting and length of term for each of the members.

Any projects sponsored by PC will be coordinated through the WCW office. The office will be responsible for producing brochures, mail labels, registration, tracking of finances, etc.

In order to facilitate proper accounting for each PC:

- All revenue and expenses of PCs including the events it facilitates will be tracked through the accounting system within the WCW office.
- Each PC will be charged for office services at actual hourly rates and invoiced accordingly. Charges for photocopying, postage and courier will be billed at current rates.
- At the discretion of each PC, net proceeds from events may be distributed to the CO's within their province and/or retained by the PC. The distribution of net proceeds is intended to align with contributing CO's to individual events and to maintain the PC operational reserve as discussed herein.
- At the end of each event a financial statement will be issued to the PC showing any surplus/losses.
- Each PC may maintain a target \$5000 of unrestricted funds to facilitate holding events and associated risks
- The targeted minimum unrestricted operational reserve of each PC is \$2,500. The targeted maximum unrestricted operational reserve of each PC is \$10,000. If operational or other considerations require a PC to temporarily override this target during any fiscal year, the PC will plan to restore the operational reserve to within the targeted levels as soon as practical, but in not more than 1 year.
- Events are planned for break-even or a surplus, in special circumstances a PC may plan for a loss.

3. Membership and Roles

Each PC shall consist of a minimum of five members:

- Chair – the WCW vice president, president elect or president that represents his/her province will serve as chair. The PC chair also serves as WCW Board Liaison.
- CO Representative – each CO must have at least one dedicated volunteer to represent the CO.
- Members at large – will provide expertise and assistance to the PC.
- Office support – designate support person to assist and guide the PC.

4. Principal Stakeholders

- Constituent Organizations and their membership.

5. Deliverables

In addition to ensuring the education needs for each province are being met, each PC is responsible for:

- Serving as Nomination Committee when their province hosts the Annual Conference.
- Assisting the WCW board in meeting the objectives of the strategic and annual operational plan.

6. Reporting Relationships

PCs report to the WCW as part of the board agenda through a board report and/or agenda discussion.

7. Frequency of Meetings

Each PC should meet on a quarterly basis. Additional time may be required for specific initiatives and events.

8. Meeting Notes

The PC Chair will receive agenda items from the WCW board, CO's or other PC members. Typical

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standing agenda items include attendees, review of previous meeting notes, upcoming events, magazine schedule and the next meeting date.

Minutes will be prepared and distributed to committee members in a timely manner after each meeting and prior to the next meeting.

9. Quorum Requirements

A minimum quorum of five PC members is required for convening the meeting or making decisions. Office staff cannot vote.

Magazine Committee

10. Mission

The Magazine is to serve as a communication instrument between members.

11. Targets

The registered memberships' communication needs are varied. It is the intent of the Magazine to serve those needs associated with communicating to the membership:

- Executive activities and decisions;
- Activities of affiliated organizations;
- Seminar and course information;
- Conference information;
- Technical matters relating to water and sewage treatment processes.

12. The Magazine Staff:

- Editor
- Reporters:
 - AWWA Director
 - WEF Delegate
 - CWWA Director
 - CO Directors (7)

It is the intention of the Magazine to make greater use of all the Directors, especially to bring to the Magazine's attention matters of human resource concerns, namely, promotions, retirements, positions vacant, awards and other matters that communicate more people-type information of interest to the membership.

13. Editorial Schedule:

- Spring
- Summer
- Fall (prior to annual conference)
- Winter (post conference issue)

14. Masthead

It shall be noted on the masthead of the Magazine that this is the official publication of the:

WESTERN CANADA WATER
WESTERN CANADA SECTION AWWA
WESTERN CANADA WATER ENVIRONMENT ASSOCIATION, WEF

15. Disclaimer

The Magazine shall include an official disclaimer, which shall say:

"The Western Canada Water assumes no responsibility for opinions or statements by contributors, and editorials do not necessarily represent official policy of the organization."

16. Distribution:

- All current members of the Association
- Complimentary issues to other associations
- All immediate past members of the Association will receive the Spring issue

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Public Awareness Committee

1. Purpose

The Public Awareness Committee (PAC) recommends and develops creative and innovative public outreach materials that will promote the mission and strategic initiatives of the WCW.

The PAC will largely concentrate their efforts on increasing the perception of 1) the value of water and related infrastructure for sustainability of communities, and 2) the importance of the professionals who provide safe water and protection of the environment.

2. Authority to Act

WCW Board approval must be received prior to implementation of an initiative; this includes a request for an expenditure of funds that the PAC may require.

The PAC can be expected to make decisions regarding:

- The WCW website in relation to careers and social media
- How CO's will be supported through the WCW
- Alignment of PAC strategies to that of WCW

3. Membership and Roles

The PAC committee shall consist of a minimum of four members:

- Chair – a member at large with an interest in social marketing, public relations, education and communications.
- Board Liaison – a member of the WCW executive board, ideally the past president.
- CO Representative – each CO must have a dedicated volunteer to represent the CO.
- Members at large – will provide expertise and assistance to the PAC.
- Office support – designate support person to assist and guide the PAC.

4. Principal Stakeholders

- Constituent Organizations and their membership.

5. Deliverables

In addition to meeting the objectives of the strategic plan, the PAC is responsible for:

- Membership profiles for each WCW magazine issue.
- Promotion and selection of the Kelman Scholarship annually.
- Development and distribution of public outreach materials.

6. Reporting Relationships

This committee reports to the WCW as part of the board agenda through a board report and/or agenda discussion.

7. Frequency of Meetings

The PAC will meet on a monthly basis for one hour as determined at the previous meeting. Additional time may be required for specific initiatives and events. Ideally, there will also be one face-to-face collaborative meeting during the calendar year.

8. Meeting Notes

The Chair will receive agenda items from the WCW board, CO's or other PAC members. Typical standing agenda items include attendees, review of previous meeting notes, upcoming events, magazine schedule and the next meeting date.

Minutes will be prepared and distributed to committee members in a timely manner after each meeting and prior to the next meeting.

9. Quorum Requirements

A minimum quorum of four committee members is required for convening the meeting or making decisions. Office staff cannot vote.

Joint Operators Committee

1. Purpose

The Joint Operator Association Committee (JOC) shall function to encourage communication across all Operator Associations within WCW. This communication should include the following areas:

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- Training Issues
 - Program development
 - Program delivery
 - Certification Issues
 - Standardization
 - Reciprocity issues
 - Mutual Business Issues
 - Financial Sharing Agreements
 - Copy right issues
- 2. Authority to Act**
- WCW Board approval must be received prior to implementation of an initiative; this includes a request for an expenditure of funds that the JOC may require.
- 3. Membership and Roles**
- The JOC committee shall consist of CO Representatives as well as any CO members with an interest in operator issues.
- Chair – meetings will be chaired a representative of the hosting CO.
 - The Chair will be responsible for taking or having the minutes taken at all meetings and then circulate them for comments and changes before issuing.
 - The Chair will be responsible to develop the Agenda with input from all Associations prior to all meetings.
 - The Chair will provide a written and verbal report at all WCW Board of Directors meetings.
 - Board Liaison – a member of the WCW executive board, ideally the Vice President.
- 4. Principal Stakeholders**
- Constituent Organizations and their membership.
 - Regulatory officials.
- 5. Frequency of Meetings**
- The JOC will meet at each WCW Annual Conference as well as each Provincial CO Annual Conference.

Nominations/Awards Committee

- 1. Membership**
- The Provincial Council of the host province of the annual conference may serve as nominating committee.
 - The Nominations Committee shall be responsible for obtaining nominees for the following positions:
 - Vice President
 - Treasurer
 - CWWA Director
 - Persons nominated shall have agreed to serve if elected.
 - The Nominating Committee shall submit the list of nominees to the Executive Director at least three months before the date of the election.
- 2. Guidelines for Nomination of Vice President**
- Nominees for Vice President shall be from the province in which the annual conference will be held in the third year following election to office.
 - Nominees for the office of Vice President should have given service to the Association in one or more of the following capacities:
 - Constituent Organization Director
 - Conference Planning Committee
 - Magazine Committee
 - Provincial Council

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- Such other service as the Executive Board may deem acceptable.

3. In selecting candidates for office, the Nominations Committee will:

- Provide the nominee with the necessary guidelines for the position they are contesting in order that they may:
 - Consider the responsibility prior to accepting the nomination;
 - Obtain their employer's permission to assume the responsibility if elected and to ensure that they will be given the necessary time and financial commitment by their employer.
- Obtain from all candidates a biographical sketch and photograph for inclusion in the conference issue of the Magazine. Candidates for office are to be advised of the Magazine deadline and should be instructed to submit this information in advance of the said deadline.

4. Awards Nominations

- The nominations committee will provide names for the WCW Awards to the Executive Director by August 1.
- Nominations shall include a citation.
- The Executive Director will make nominees aware of their selection and obtain pictures and bios for the purposes of presentation and promotion at the annual conference.

Past Presidents Committee

The Past Presidents Committee shall serve as senior advisors to the Association, in the role of resource people, providing feedback, guidance and mentoring to the Board. The committee will meet at each annual conference.

- The Chair of this Committee shall be the Immediate Past President of the Association.
- The recording secretary of the committee shall be the current President of the Association, who will provide a written and verbal report at the WCW Board of Directors meeting at the end of the conference.

Considerations for Constituent and/or Associate Organization Membership in WCW

Approved by the WCW Board of Directors April 2012

Membership Criteria

Organizations wishing to become affiliated with WCW as a Constituent Organization (CO) should meet the following requirements:

1. Do not fall under the category of one of the existing CO's representative groups if so no further consideration is necessary,
2. Is an incorporated not for profit organization,
3. Have a water based purpose,
4. Have been in operation five (5) years or more,
5. Is a financially viable organization,
6. Have provided a copy of the organization's past 5 years Financial Statements,
7. Bring a tangible benefit to the WCW Organization,
8. Represent a major region (water shed) preferably within Western Canada,
9. Have a Vision and Mission in alignment with WCW values,
10. Have over 50 Members,
11. Represent an organization with ongoing long term water based interests,
12. Agree to provide annual dues and compensation for added administrative support fees as per finance policy (per member levy and admin costs).

Benefits for Organizations

In addition to the option of receiving administrative support to be as per WCW policy (contract services fee), organizations are provided the following services funded by the member levy:

1. Representation on the WCW board and WCW committees.
2. Input into Western Canada Water Magazine. CO Board and Association information in Who's Who, Member listing in the Who's Who membership directory.

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3. Input and participation in the WCW Annual conference through representation on the conference organizing committee.
4. Presence on WCW website, including organization logo, link to organization website, and event postings.
5. Meeting space at WCW Annual Conference and Exhibition.
6. Access to complete WCW mailing list.
7. Organization members will receive:
 - a. WCW Magazine 4 times per year,
 - b. Information and discounts on WCW seminars and Annual Conference,
 - c. Access to their membership information online and through a toll free number.

WCW Awards

William McKay Honorary Life Membership

1. Recipient should be retired from water and/or sewage field either by virtue of age, 35 years service or ill health.
2. Recipient must have had a minimum of 20 years membership in the Western Canada Water and Wastewater Association. This period to be reviewed from time to time as the membership grows older.
3. Membership need not be consecutive years.
4. The number of recipients each year is to be limited to a total of three.
5. Candidates may be nominated by the host province Provincial Council or any active member in good standing. The nomination shall be submitted with a brief outline of candidate qualifications for the award to the Executive Director by August 1st. The Executive Director shall verify the nominee's membership in the operator's association.
6. The host province Provincial Council shall make the final selection. Selections shall be made not later than September 1st.
7. The Selection Committee may accept or reject any, or all nominees, and if no nominations are received the Committee may select its own candidate.
8. Nominees not chosen in any one year shall be considered in the following year, but if not chosen must be re-nominated as provided for in Paragraph 5.
9. Announcement of this method of selecting candidates for Honorary Life Membership shall be published in the WCWWA Magazine and a reminder shall be inserted in the last issue preceding June 1st.
10. Presentation:
 - (a) The Selection Committee shall notify the Executive Director of their choice(s) as soon as possible after the close of nominations. The biographical information used in the selection of candidates will be forwarded to the office.
 - (b) The Executive Director will notify all candidates selected to receive Honorary Life Membership of the presentation time and place and request that arrangements be made for them to attend.
 - (c) Complimentary banquet tickets will be arranged for and will be available for recipients to pick up at the registration desk.
 - (d) The Executive Director will prepare plaques for each candidate. Honorary Life Membership pins will also be presented to candidates and a supply must be available.
 - (e) Honorary Life Membership will be bestowed upon candidates at the annual banquet of the WCWWA.
 - (f) Any recipients of an Honorary Life Membership who are not able to attend the annual banquet will be mailed their plaque following the conference.
 - (g) Recipients will be acknowledged in the following WCWWA Magazine edition.
11. Maintenance:
 - (a) The Executive Director will be responsible for maintaining current mailing addresses for each of the Honorary Life Members in the Association.
 - (b) At the commencement of the membership year, and preceding the annual conference of the Association, the Executive Director will be responsible for writing to each Honorary Life Membership advising them of the conference information and forwarding a membership card for that current year.

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H. M. Bailey Award

1. SERVICE

Minimum of 15 years service in the water or wastewater field.

2. MERIT

This award is intended to acknowledge a member of the Association who has provided long, faithful and meritorious service to the public in a water or wastewater field as demonstrated and supported within the home community.

3. SELECTION

- (a) The recipient must be from the host province in which the conference will be held that year.
- (b) Candidates may be nominated by the host province Provincial Council or any active member in good standing. The nomination shall be submitted with a brief outline of candidate qualifications for the award to the Executive Director by August 1st. The Executive Director shall verify the nominee's membership in the Association.
- (c) The host province Provincial Council shall make the final selection. Selections shall be made not later than September 1st.
- (d) An announcement of the award recipient will be made at the Annual Awards Banquet and in the following WCW Magazine edition.

4. PRESENTATION

The recipient of the H.M. Bailey Award is to receive a plaque. Preparation of the plaque is the responsibility of the Executive Director.

5. WORDING OF THE AWARD

An award established for long, faithful and meritorious service in the field of public water and/or sewage works as exemplified by the late H.M. Bailey, a charter member and highly esteemed member of the Western Canada Water.

This is to certify that _____ has been chosen by the Western Canada Water as the recipient of this award, in recognition of his interest, sincerity and efficiency in the discharge of his duties and in service to the public welfare for _____ years.

H. C. Lindsten Award

1. ELIGIBILITY

Recipient must have served on the Executive or as a Committee member, or been an active board member of a Constituent Organization.

2. LENGTH OF SERVICE

Not applicable.

3. MERIT OF AWARD

A member of the Association, who has had many years of service, has held an Executive or committee chair position and has given service and leadership to the Association worthy of recognition by his fellow members.

4. CRITERIA TO BE USED

- (a) Years of membership;
- (b) Years served on Board of Directors or Committee, or Constituent Organization;
- (c) Participation in conference program;
- (d) Personal judgement by committee.

5. SELECTION

- (a) The recipient must be from the host province in which the conference will be held that year.
- (b) Candidates may be nominated by the host province Provincial Council or any active member in good standing. The nomination shall be submitted with a brief outline of candidate qualifications for the award to the Executive Director by August 1st. The Executive Director shall verify the nominee's membership in the Association.
- (c) The host province Provincial Council shall make the final selection. Selections shall be made

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not later than September 1st.

- (d) An announcement of the award recipient will be made at the Annual Awards Banquet and in the following WCW Magazine edition.

6. PRESENTATION

The recipient of the H.C. Lindsten Award will be presented with a plaque. Preparation of the plaque will be the responsibility of the Executive Director.

7. WORDING OF THE AWARD

The Western Canada Water confers the H.C. Lindsten Award upon _____ in recognition of service and leadership to the Association

Al Reimer Award

1. ELIGIBILITY

The award is intended to recognize operator members of the Association as detailed under Merit

Membership in a CO is essential at the time of receiving the award.

2. SERVICE

No minimum length of service is required.

3. MERIT

This award is intended to acknowledge an operator member of the Association who has provided distinguished service to the profession through the Association and the provincial operators association. The recipient will have provided faithful and meritorious service to the public in a waterworks and/or wastewater capacity.

4. SELECTION

- (a) The recipient must be from the host province in which the convention will be held that year.
- (b) Candidates may be nominated by the host province Provincial Council or any active member in good standing. The nomination shall be submitted with a brief outline of candidate qualifications for the award to the Executive Director by August 1st. The Executive Director shall verify the nominee's membership in the operator's association.
- (c) The host province Provincial Council shall make the final selection. Selections shall be made not later than September 1st.
- (d) An announcement of the award recipient will be made at the Annual Award Banquet and in the following WCW Magazine edition.

5. CRITERIA

An award established for faithful and meritorious service to the profession and the public in the field of waterworks and/or wastewater as exemplified by the late Al Reimer.

6. PRESENTATION

The recipient of the Al Reimer Award is to receive a plaque and the Al Reimer Award Pin. Preparation of the plaque and the pin is the responsibility of the Executive Director.

7. WORDING OF THE AWARD

Al Reimer Award Presented To _____ In Recognition Of His Faithful And Meritorious Service To The Public And His Interest, Sincerity, And Efficiency In The Discharge Of His Duties

WCW Exceptional Municipal Water/Wastewater Project Award

The Exceptional Project Award recognizes accomplishments of agencies/municipalities in the water and/or wastewater industry. The Community and a representative from the team of water professionals will be recognized.

Selection criteria:

- Accomplishments in Water and/or Wastewater.
- The project must be located in WCW's jurisdiction (Alberta, Saskatchewan, Manitoba, Northwest Territories and Nunavut).

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- The award is granted when the efforts of a water professional or team of water professionals is deemed to be of great significance.