



**CPWA Board of Directors Meeting
January 26 – 27, 2007
Ottawa, Ontario**

Meeting Summary

President Ian Vaughan called the meeting to order at 1:00 p.m. on January 26, 2007. The following CPWA Board Members attended the meeting: Ian Vaughan, Michel Frenette, Marc Gauthier, Gary Losier, Ian Neville, Terry Ream, Gary Regular and Stan Siu. Regional Directors Jean-Guy Coutemanche (Region I), Dale Houdeshell (Region VI), Larry Koehle (Region V) and Doug Drever (Region IX) were also in attendance. Peter King and Megan Zadecky provided staff support. President Vaughan welcomed Marc Gauthier as the new CPWA Board Member representing the Saskatchewan Chapter. He replaced Tim Haynes. Wally Wells of Wells Infrastructure Group attended the morning portion of the meeting on January 27.

Opening Remarks

The APWA Regional Directors provided an update and overview of chapter activities in their individual regions. Peter King reported on recent APWA Board actions related to chapters including the Puerto Rico Chapter's dissolution and transfer of members to the Florida Chapter, and the merging together of three chapters into one in Louisiana.

Mr. King also updated the board on two recent bylaws amendments that were approved by the APWA membership.

1. Terms for APWA Director positions will be two years instead of three years. Previously, the APWA Directors could serve two three-year terms. Under the amended bylaws, Directors may serve three two-year terms.
2. The National nominating committee structure is changed effective with this year's committee work. Previously, this committee was comprised of seven members to include three past presidents and four at-large members appointed by the APWA President. Under the revised bylaws, the committee will have 11 members including two past presidents and one representative from each region, appointed by the APWA president.

Meeting with Infrastructure Canada

The Board met with John Forster, Acting Assistant Deputy Minister, Policy and Communications at Infrastructure Canada to discuss budgeting and infrastructure-related projects.

Meeting with the Federation of Canadian Municipalities

The Board met with Elisabeth Arnold, Director of Sustainable Communities Initiative at FCM to discuss the InfraGuide Project. FCM and Infrastructure Canada could not reach an agreement on funding for the next five-year period to continue supporting this project. As a result, FCM will be concluding its management of InfraGuide and the project will not continue. FCM, together with the InfraGuide Task Group (which includes CPWA members) will begin to address custodial issues pertaining to the program. It is FCM's intention that the product is preserved and dissemination of products will continue. Once some of the close-out activities are completed, FCM indicated they would like to resume discussions with CPWA about the future of the InfraGuide products and services.

Approval of Minutes for the November Meeting

It was moved and seconded the Board approve the November meeting minutes as provided. The motion was approved.

Update on Advocacy / Outreach Activities

National Asset Management Working Group

Wally Wells informed the Board that Tony Variano, co-chair of the Group, is no longer working with Infrastructure Canada in the same capacity, and therefore is no longer active in the working group. Robert Pratt, new to Infrastructure Canada, is the likely replacement to be assigned to the National Asset Management Working Group. It was noted that Carol Beal created two positions to cover the work that was being performed Mr. Variano.

Most recently, the group has been working on creating a multidisciplinary definition of asset management that everyone (planners, finance professional, planners, etc) can agree upon. Also, a draft framework for asset management was developed. The focus of the draft is on the "what" and the "why", and less on the "how." One conclusion that was developed is that there is no "one size fits all" when it comes to asset management.

The future of the working group's efforts is still unclear. The federal government and the provincial governments have not agreed to adopt the definition or the framework. The outcome could be a best practices document to be included in applications, practices, etc.

Next month, the definition and framework will be shared with the stakeholders for input. It is likely that there will be two additional face-to-face meetings and a couple of conference calls to solicit stakeholder input to complete this work effort.

Peter Enslen is CPWA's lead contact on this project. It is the Board's understanding that Mr. Enslen would like to continue his role representing CPWA on the National Asset Management Working Group. The Board agreed to have him continue in this capacity as long as he is willing to serve. Staff will communicate with Mr. Enslen to thank him for his efforts and to coordinate his continued commitment to the project.

International Asset Management

As a follow-up to the meeting in Kansas City, there was a conference call of all the parties in late January. Countries participating on the call included Canada, United States and New Zealand. The two action items being addressed are a collection of asset management related websites identified by all of the participating countries and a library/categorization of these sites. It is likely that there will be an international asset management meeting at the APWA Congress in San Antonio in September. A decision on the meeting will not be made until the next conference call scheduled for May.

National Roundtable on Sustainable Infrastructure

Ian Neville provided an overview and history of the NRTSI. A report of this group's findings on sustainable infrastructure is being published and disseminated. Staff will provide the Board copies of the report when received. Mr. Neville reported that he, Ian Vaughan and Pete Raking met with Marie LeMay of CCPE, the lead contact on the NRTSI effort. There is interest in continuing work to establish the NRTSI. At this time, Infrastructure Canada's involvement is unknown.

Public Sector Accounting Board

It was reported that by 2009, there will be mandatory municipal infrastructure accounting documentation required by local governments. Draft rules on the accounting and reporting procedures will be published on March 1. Wally Wells and Geoff Greenough were asked to be peer reviewers on the rules. Wally Wells indicated he would like to submit comments on behalf of CPWA and include input from the CPWA members and others in the Canadian public works community. The Board agreed to solicit and provide input on the proposed accounting rules. Staff will assist in the coordination of these efforts.

Chapter Reports / Education Update

Each Board member shared information on successful chapter efforts, education activities and upcoming events. Staff agreed that chapter meetings and other relevant events could be posted on the CPWA website.

Board members also discussed the Alberta chapter certification program, the British Columbia chapter's interest in expanding its educational offerings, and the Quebec chapter's ongoing professional development and education program. Peter King briefed the Board on the background research and materials available on the Public Works Institute model, and reminded the Board that APWA is holding an Education Summit this spring in Denver designed, in part, for chapters to share information on chapter education needs. He noted all chapters have been invited to participate, that costs are partially subsidized by APWA National, and he encouraged all chapters in Canada to be represented.

Peter King also briefed the Board on the APWA fleet certification program and research on other certification programs now underway. By consensus, the Board indicated increased educational opportunities, tied to certification programs, is important to their members and may stem the tide of loss of membership in some chapters in 'Canada. Board members indicated they found it helpful to learn about each chapter's education offerings and agreed to include education activities as a regular agenda item their monthly conference calls.

OPWA Resolution

Peter King provided background and historical perspective on the resolution submitted to CPWA by OPWA requesting the APWA Board to hold future Snow Conferences and the APWA Congress in Canada. He provided a revised draft resolution based on previous Board discussion and survey findings. The revised document included changes discussed by the OPWA resolution task force and the CPWA Board. The following changes were made to the draft resolution: omit survey results about exhibitors attending a show in Canada and remove reference to request holding congress in Canada every 14 years. With these amendments, it was moved and seconded the amended resolution be approved and submitted to the APWA Board of Directors for consideration. Staff will communicate the status of this issue to the Ontario Chapter. Peter King included this issue on the APWA Board of Director's February meeting agenda.

Activity Handout

Peter King gave an overview of CPWA-related activities over the past six months.

With regard to the National Public Works Week activities, Mr. Losier gave an update on the award ceremony for Dieppe reporting that it was well-received by the city council and a great opportunity to congratulate the engineering and technical staff on their efforts.

Mr. Neville reported that the award presentation ceremony in Oshawa was canceled because of a change in the city council's schedule. It is being rescheduled for sometime in February. Mr. Neville also said that city of Hamilton is committed to having a NPWW award ceremony sometime in February or March of 2007. Staff reported that they did not

have any information about this ceremony, but that they would follow-up for more information and to assist with coordination of the event.

In addition to information included in the handout, Peter King reported to the Board on a change in process as to how membership dues for Canadian members will be calculated in an effort to keep current with the exchange rate between the US and Canadian dollar.

Ottawa-based Representation

Peter King informed the Board that the Request for Proposals that was used to solicit consultant proposal last year has been worked into a job announcement. Staff is prepared to publish the announcement to begin recruitment for the position.

Incorporation

Peter King provided an overview of the incorporation issue and a memorandum prepared by staff outlining the pros and cons associated with CPWA incorporation. The Board discussed the memorandum and the benefits CPWA would gain from incorporating. Concerns were expressed over the estimated annual cost of \$12,000, primarily auditing fees. Following further discussion, it was moved and seconded to pursue incorporating CPWA. The motion failed. It was noted for the record that incorporation could be discussed again in the future if circumstances change significantly.

Letter of Agreement

Discussions about the letter of agreement between CPWA and APWA focused on keeping the language in the document flexible to allow for policy changes likely to occur over the span of the agreement. Following discussion, the Board agreed on the following changes: the Letter will be reviewed again in 2010, which is three years instead of the current five year term, and the language concerning review will now say, "It is agreed that this letter of understanding will be reviewed by the APWA Board of Directors and the CPWA Board of Directors no later than September 2010 or upon the written request of either party." It was moved and seconded that the resolution, as amended, be approved and submitted to the APWA Board of Directors for consideration at its February 2007 meeting. The motion was approved. A French translation of the agreement will be created once the document is finalized.

CPWA Lunch at Congress 2007 in San Antonio

The Board discussed potential invitees to speak at the CPWA lunch held during Congress. Two potential speakers include the incoming president of the Federation of Canadian Municipalities (FCM) and a representative of the Chartered Accountants of Canada to discuss the new accounting standards for municipal governments. The Board would like to accommodate both speakers/topics. Staff will follow-up with invitations to speak at the lunch.

Business Plan

The Board reviewed the business plan and made changes to reflect projects outlined for 2007.

Budget for July 1, 2007 to June 30, 2008

Peter King provided a copy of the current CPWA program budget and briefly reviewed the APWA budget process. He indicated funds will be proposed to support CPWA activities outlined in the business plan to include continued outreach with like-minded organizations, including a part-time consultant/presence in Ottawa and the CPWA President's travel to four chapters. The CPWA budget is subject to change based on the recommendations by the Finance Committee to the APWA Board of Directors and actions by the Board of Directors. Peter King will report any information to the CPWA Board as it becomes available.

New Business

The Board selected January 25 – 26 for the 2008 CPWA Board Winter meeting in Ottawa.

Ian Neville raised the issue of honoring Andre Juneau with an APWA Award for his commitment and service to CPWA. Staff will look into award criteria to determine an appropriate category to nominate Mr. Juneau and report back to the Board.

The Board reviewed the monthly conference call schedule and decided to change from its current set schedule. CPWA Board calls will now be held on the second Tuesday of each month at 1:00 p.m. EST. The next call will be on March 13, 2007.

The meeting was adjourned at 3:10 pm.