



## CPWA BOARD OF DIRECTORS CHARTER

### MISSION STATEMENT

The Canadian Public Works Association (CPWA), or Association Canadienne des Travaux Publics (ACTP), founded in 1986 to enhance the services of APWA to the Canadian public works community, is “the voice of public works in Canada.” The CPWA Board of Directors identifies, drafts, and advocates for APWA’s Canadian public policy priorities to the Canadian Parliament and federal departments and promotes the importance of advocacy to APWA’s membership in Canada.

### OBJECTIVES

The principal objectives of the CPWA Board of Directors, in support of APWA’s Strategic Goals and Activities, are:

#### Value: Promote the value of public works and enhance its visibility and awareness

1. Promote public works professionals as First Responders.
2. Increase public understanding and appreciation of the positive impact public works has on quality of life, public health, and safety through initiatives such as National Public Works Week.

#### Voice: Be the voice of public works to government leaders, the public, and media

1. Create a public policy agenda to coincide with each federal budget.
2. Develop meaningful public policy priority statements that focus on issues impacting public works and infrastructure in Canada, consistent with the principles of:
  - a. respect for local, provincial, territorial and indigenous authority
  - b. reasonable regulations and protection from unfunded mandates
  - c. support for streamlining government oversight
  - d. support for sustainability and environmental stewardship
3. Conduct and provide research to assist the government of Canada in its development of infrastructure policy.
4. Work with chapters to assist individual members in developing and using their advocacy and storytelling skills to influence positive infrastructure public policy outcomes at the federal, provincial and local levels.
5. Serve as the resource for subject matter experts in public works and infrastructure to the Canadian government and media.
6. Develop a proactive media strategy to increase APWA’s presence in print, electronic and social media, supporting bilingual communications.
7. Participate in the development of the Canadian Infrastructure Report Card.

#### Membership and Chapters: Deliver an outstanding and valuable membership experience in collaboration with Chapters

1. Provide advocacy resources to chapters.
2. Identify opportunities to work with chapters to provide information to and get feedback from chapter members on advocacy issues and the types of advocacy resources needed at the chapter level.

### ORGANIZATION

**Officers:** The CPWA Board of Directors shall have as its Officers a President, a President-Elect, and an Immediate Past-President, who will each serve a term of one year. The CPWA President-Elect shall be



selected by the APWA President-Elect with the advice of the CPWA Board of Directors. If, after completing the term of Immediate Past-President, a member has not yet served a total of six years on the CPWA Board of Directors, he/she may be re-appointed, but may not serve more than six years in total. If a member is appointed President-Elect during their third two-year term on the CPWA Board of Directors, they may exceed the six-year service maximum in order to complete the one-year term of each Officer position.

**Members:** The CPWA Board of Directors shall be comprised of eight voting members, including the Officers. The APWA President-Elect will select members from the active APWA Canadian chapters. Canadian chapters may make nominations that will be considered as part of the APWA nominations and appointments process. Every effort shall be made to ensure diversity among the members of the CPWA Board. Members serve a two-year term and may be appointed for up to three consecutive two-year terms. The qualification basis for appointment to the CPWA Board of Directors is to be a “highly knowledgeable” subject matter expert in public works and infrastructure issues at the federal, provincial, territorial and/or municipal level with diversity of technical background and experience and be representative of APWA’s broad membership. Members are expected to actively contribute to public policy priority drafting and review; advocate for public policy priorities; and to serve as the liaison to their chapter, providing input to the CPWA Board of Directors on chapter advocacy issues and updates to their chapter on the CPWA Board of Directors’ advocacy activities.

**Corresponding Members:** The CPWA President may designate any number of non-voting corresponding members as the need arises, especially to address areas of development that may not be fully represented by the committee. Corresponding members need not be APWA members. If they are invited to attend a face-to-face meeting, they must cover their own travel expenses.

#### **RETENTION OF CANADIAN BRAND**

This charter acknowledges the importance of the preservation of the CPWA brand identity for the purposes of advocating to the Government of Canada on behalf of the Canadian members of APWA, including the continued use of the CPWA logo and name.

#### **FINANCIAL AND ADMINISTRATIVE SUPPORT**

The CPWA Board of Directors will participate every year in a meeting in Ottawa that addresses the objectives of the committee and the APWA strategic plan. These expenses are reimbursable for committee members in accordance with the APWA Volunteer Travel Policy. The CPWA Board of Directors will also meet one day prior to PWX. Committee members shall commit to fund their own travel and expense to attend the committee meeting held at PWX. Generally, each committee meets by conference call up to ten times per year. Administrative support shall be provided by APWA staff.

#### **REPORTS**

The CPWA Board of Directors shall produce an annual work plan that addresses the objectives listed in this charter. A written summary of each meeting shall be prepared by the CPWA President or his/her designee to be provided to the CPWA Board of Directors and which may be posted on the APWA website as information to the general APWA membership. CPWA Board of Directors updates may also be requested periodically for submission to the APWA Board of Directors via the APWA Board Liaison. The CPWA President and Director of Canadian Government Affairs shall also submit an annual report to the APWA Board of Directors about the activities of the CPWA Board of Directors, the identified public



policy priorities, and the progress made toward achieving the objectives of the CPWA Board of Directors.

#### **CHARTER CHANGES**

Amendments to this Charter require a majority vote of the CPWA Board of Directors present at a regularly scheduled meeting (when there is a quorum) and are subject to approval by the APWA Board of Directors.

**Date of APWA Board Approval: August 30, 2017. Amended charter approved: August 24, 2018; January 30, 2019; July 27, 2021; June 2, 2022.**