



## CANADIAN PUBLIC WORKS ASSOCIATION BOARD OF DIRECTORS CHARTER

### A. MISSION STATEMENT

The Canadian Public Works Association (CPWA), or Association Canadienne des Travaux Publics (ACTP), is “the voice of public works in Canada.”

### B. OBJECTIVES

The principal objectives of the CPWA are to:

1. address national-level public works advocacy and outreach issues in Canada;
2. identify the top public works priorities for each federal budget cycle;
3. draft public policy statements in order to provide input to the Government of Canada on issues and policies that affect public works and infrastructure that are 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
4. lead and seek to increase CPWA’s participation in advocacy activities, including collaboration with other stakeholders to highlight issues of mutual interest and to promote infrastructure as a key economic driver for the nation;
5. promote the importance of advocacy to chapters;
6. lead the effort to increase CPWA’s name recognition and to become a trusted resource for the Parliament of Canada, federal departments, and other organizations and associations;
7. support bilingual communication to members;
8. administer the CPWA National Public Works Week Awards Contest; and
9. engage in related professional, educational, and technical issues of interest to APWA’s Canadian Members.

### C. ORGANIZATION

1. **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.
2. **Directors:** The CPWA Board of Directors shall be comprised of eight members, including the Officers. APWA’s President-Elect will select one member from each of the eight APWA Canadian chapters. Canadian Chapters shall make nominations that will be considered as part of the APWA nominations and appointments process. Directors serve a two-year term and may be reappointed for a total of three consecutive two-year terms, with no member serving more than nine years if they are selected as President-Elect.
3. **Responsibilities:** Directors are expected to:
  - a. be acquainted with public works and infrastructure issues at the federal, provincial, territorial and/or municipal level;
  - b. participate in monthly conference calls and attend both the annual CPWA Board Meeting in Ottawa and the CPWA Board Meeting at PWX;
  - c. actively contribute to public policy drafting and review;
  - d. participate in CPWA advocacy and outreach efforts regarding public works and infrastructure;
  - e. be knowledgeable of APWA’s organization and processes;



- f. be familiar with the interests and needs of Canadian members of APWA; and
- g. 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 CPWA advocacy and outreach efforts.

**4. Corresponding Members:** Subject matter experts may serve as corresponding members to the CPWA Board of Directors at the discretion of the CPWA President. Corresponding members shall provide input, be kept apprised of CPWA activities and be invited to submit comments/suggestions for CPWA consideration. Corresponding members do not have voting privileges and may not be reimbursed for travel to attend CPWA meetings, but may be reimbursed for travel to perform activities so designated by the CPWA.

#### **D. COORDINATION OF APWA REVIEWS**

The CPWA shall be responsible for performing reviews of APWA products and programs as part of their annual work plan. The APWA Board of Directors or Executive Committee may request consultation with CPWA regarding policy and activities in which CPWA may or may not be involved. The CPWA President may appoint a subcommittee or ad hoc task force to conduct the reviews. The subcommittee(s) or task force(s) shall include individuals knowledgeable of the committee, program, policy or activity under review, but who are sufficiently independent to ensure non-bias. In accordance with guidelines established for conduct of reviews, the subcommittee or ad hoc task force shall prepare a report assessing the effectiveness of the committee, program, policy or activity under review and make recommendations on its possible continuation and/or improvement.

#### **E. RETENTION OF CANADIAN BRAND**

This charter acknowledges the importance of the preservation of the identity of CPWA in Canada and envisions the continued use of the CPWA name and logo in all public dealings in Canada on behalf of the Canadian members of APWA, including the continued use of the CPWA logo and name on internal APWA communications invoices with its Canadian members.

#### **F. FINANCIAL AND ADMINISTRATIVE SUPPORT**

The primary staff support to the CPWA is the APWA Executive Director, with support from CPWA's consultant in Canada. The CPWA meets during PWX. These expenses are not reimbursable under the CPWA budget, so upon acceptance of his/her appointment, each CPWA Director or their Chapter must commit to funding their travel to attend the CPWA meeting at PWX. The CPWA also meets for an in-person planning meeting, typically in Ottawa in the spring. These expenses are reimbursable. If a CPWA Director is unable to attend CPWA's in-person planning meeting, an alternate from their Chapter may attend in their place and shall be reimbursed for their expenses. Generally, CPWA meets by conference call monthly. In order to meet the principal objectives of the CPWA outlined in this charter, the APWA Executive Director, within the parameters of APWA's finance structure, will be responsible for proposing, implementing and managing the financial support and budget for the CPWA, including Canadian member representation on Canadian national task forces, committees, commissions and like organizations focused on public works issues in Canada.

#### **G. REPORTS**

A written summary of each meeting shall be prepared by the Director of CPWA Advocacy and be provided to the CPWA Board of Directors for approval. CPWA updates may also be requested periodically for submission to the APWA Board of Directors and its Executive Committee. The CPWA President shall also submit an annual report to the APWA Board of Directors about the activities of the CPWA, the identified public policy priorities, and the progress made toward achieving the goals of the CPWA.



#### **H. CHARTER CHANGES**

CPWA may amend this Charter by a quorum of the CPWA Board of Directors, 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**