

Canadian Prairie Chapter of the Irrigation Association

2024 Annual General Meeting Tuesday, April 4, 2024

1.0 Call to order

Kyle Brost called meeting to order at 9:05 AM on April 4, 2024.

2.0 Approval of meeting minutes from April 4, 2023

MOTION to approve minutes from April 4, 2023 Annual General Meeting

1: Myles Sidorak

2: Misty Black

All in favour

DISPOSITION: Passed unanimously

3.0 Additions or New Business

Change of order to agenda.

4.0 President's Report [Shane Williams, presented by Aline Kahawaty]

1. Thank you to the 2023-24 CPCIA Board of Directors:

Vice President: Kyle Brost

Treasurer: Myles Sidorak

Education Director: Pradeep Sharma

Sponsorship Director: Misty Black

Marketing Director: Maria DiGiacomo

Technology/IT Director: Christopher S.

Partnership Director: Melissa Rambeau

Government/Regulatory Affairs Director:

Robert Preston

Past President: Aline Kahawaty

2. Thank you to the following sponsors

Annual Platinum Sponsor: The City of Calgary

Annual Silver Sponsors: Brandt, SiteOne Landscape Supply, Consolidated Supply

Annual Bronze Sponsors: Toro Irrigation, Tractorland, Rain Bird, Sandale Utility

Other Sponsors: Landscape Irrigation Solutions, ion Irrigation Management, Nucor

3. 2022 – 2023 Goals

1. Smart Irrigation Month [July]. The board costed the Certified Landscape Irrigation Auditor training course and BBQ.
2. Hire and Executive Assistant to replace Priscilla Kennedy, the current admin.
3. Attend the 2023 Irrigation Show, where Kyle and Shane were able to engage with the CEO, Natasha Rankin and focus on switching the USA standards from exams.
4. New sponsorship model to support growth of the association
5. First Annual Irrigation Conference in Calgary. This year's event hosted Andy Humphrey, The Sprinkler Nerd, and had a diverse selection of workshops.

6. Create a Water Task Force group to work with the City of Calgary water restrictions.
4. 2024 Outlook and Opportunities.
 1. The City of Calgary is preparing for a drought to start the 2024 Irrigation season and with this we will see province wide water restrictions.
 2. New application process with the City of Calgary to apply for Water Managed sites.
 3. Contractors can become Certified Landscape Irrigation Auditor
 4. Educate your clients on the benefits of smart irrigation, including controllers, flow sensors, weather stations, rain and soil sensors and backflow device.
 5. Emphasize value added in design consultations, to increase water savings at installation.
5. In closing: I want to thank everyone that has been a part of the CPCIA, without your efforts this organization could not exist. From organizing the Conference, to getting sponsors, to the work on the restrictions, to informing our membership none of this could happen without you. We are always looking to add new board members and volunteers, if you are interested talk to one of the board members. Even if you just want to volunteer, that is a great way to start. The CPCIA is your voice so please join us so we can make it even louder.

5.0 Treasurer's Report [Myles Sidorak]

CPCIA
Budget vs. Actuals: 2023 and Budget for 2023
 January 1 - December 31

	Actual 2023	Budget 2023	over Budget	% of Budget	Budget 2024
Income					
AGM	59,240.00	44,052.88	15,187.12	134.47%	66,200.00
Education Classes not offered during education week	9,295.00	27,501.90	-18,206.90	33.80%	7,000.00
Other Types of Income	13,980.97	13,223.98	756.99	105.72%	15,500.00
Total Income	\$ 82,515.97	\$ 84,778.76	-\$ 2,262.79	97.33%	\$ 88,700.00
Gross Profit	\$ 82,515.97	\$ 84,778.76	-\$ 2,262.79	97.33%	\$ 88,700.00
Expenses					
Administration & Office Exp	12,710.71	10,165.79	2,544.92	125.03%	19,264.20
AGM, Courses and Breakfast	48,448.59	66,510.31	-18,061.72	72.84%	54,950.00
Classes (Not Education Week)	4,002.86	15,677.65	-11,674.79	25.53%	5,880.00
Other Types of Expenses	9,557.24	10,004.32	-447.08	95.53%	8,579.62
Total Expenses	\$ 74,719.40	\$ 102,358.07	-\$ 27,638.67	73.00%	\$ 88,673.82
Net Operating Income	\$ 7,796.57	-\$ 17,579.31	\$ 25,375.88	-44.35%	\$ 26.18
Net Income	\$ 7,796.57	-\$ 17,579.31	\$ 25,375.88	-44.35%	\$ 26.18

Notes

- AGM income is sponsorship and education week
- Other types of income is mostly membership income
- Financials were audited by on February, 6 2024 by Aline, Shane, Ken, Kyle and David

Balance Sheet
As of December 31, 2023

	2023	2022	Difference
Assets			
Current Assets			
Cash and Cash Equivalent			
BMO Term Deposit	56,753.20	26,187.34	30,565.86
Chequing BMO	76,849.18	70,701.14	6,148.04
USD Account	0.83	0.83	0.00
Undeposited Funds	790.00	0.00	790.00
Total Cash and Cash Equivalent	\$ 134,393.21	\$ 96,889.31	\$ 37,503.90
Accounts Receivable (A/R)			
Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable (A/R)	\$ 0.00	\$ 0.00	\$ -
Moneys owed to CPCIA from IA	\$ 13,956.61	\$ 28,629.93	-14,673.32
Prepaid Expense	2,054.20	3,000.00	-945.80
Total Current Assets	\$ 150,404.02	\$128,519.24	\$ 21,884.78
Total Assets	\$ 150,404.02	\$128,519.24	\$ 21,884.78
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
Accounts Payable	1,091.95	1,383.74	-291.79
Total Accounts Payable (A/P)	\$ 1,091.95	\$ 1,383.74	\$ (291.79)
Prepaid	28,330.00	13,950.00	14,380.00
Total Current Liabilities	\$ 29,421.95	\$ 15,333.74	\$ 14,088.21
Total Liabilities	\$ 29,421.95	\$ 15,333.74	\$ 14,088.21
Equity			
Opening Balance Equity	24,986.78	24,986.78	0.00
Retained Earnings	88,198.72	66,766.17	21,432.55
Profit for the year	7,796.57	21,432.55	-13,635.98
Total Equity	\$ 120,982.07	\$113,185.50	\$ 7,796.57
Total Liabilities and Equity	\$ 150,404.02	\$128,519.24	\$ 21,884.78

Notes

- prepaid is for sponsorship and classes for education week 2023 paid in
- total equity position is up by \$7,796.57

6.0 2024 CPCIA Awards

Member of the Year: Landscape Irrigation Solutions, presented to Tige Procyshyn

Volunteer of the Year: Daniel Sanchez

Administrator of the Decade: Priscilla Kennedy

7.0 CPCIA WMS Taskforce

Taskforce Members

CPCIA Executives:

1. Shane Williams (CPCIA President/Mount Royal University)
2. Kyle Brost (CPCIA Vice President/Prestige Outdoor Services)
3. Myles Sidorak (CPCIA Treasurer/Naiad Irrigation)

4. Aline Kahawaty – Chair (CPCIA Past President/Landscape Irrigation Solutions) **Industry**

Representatives:

1. Darren Kovacs – Co-Chair – Exact ET
2. Misty Black – CPCIA Sponsorship/ City of Calgary Parks Water Management
3. Ken Vowels – Siteone
4. Clancy Mahan – Ion Irrigation
5. David Barbeau – Ion Irrigation
6. Tige Procyshyn – Landscape Irrigation Solutions
7. Iqbal Hassan – City of Calgary Parks Water Management
8. Daniel Sanchez – Naiad Irrigation

WMS Taskforce Objectives:

- "To assist The City with review, recommendations, and tools to update, implement, and monitor the City of Calgary Water Managed Sites program.
- To represent the landscape irrigation industry and communicate challenges, concerns, implications, etc.
- To improve communication and prepare users for possible future restrictions.
- To make recommendations on the Outdoor Water Use Restrictions section of the Water Utility Bylaw planned updates.
- To advocate on behalf of the industry at Municipal and Provincial Levels.
- To cooperate with partners (Landscape/Construction) on the impact of water restrictions.
- To reflect the CPCIA Mission, Vision, and Focus"
- Multiple meetings (City, Taskforce, Subcommittees, Industry) ◦ Feedback on WMS webpage, program objectives, outdated technology ◦ Tiers differentiation, definitions (within the current Bylaw terminology) ◦ Audit frequencies, practicalities, challenges ◦ Bylaw Appendix E, enforcements ◦ Water restriction programs pros and cons, success and failures ◦ Soil depth recommendations ◦ WMS program incentives, certification
 - Water savings calculation tools, assessment, possible streams to qualify for the program
 - City's internal management of the program, capacity, challenges, and timelines, etc.
 - City's metrics on Drought Conditions
- Taskforce Subcommittees working on key aspects of the WMS program:
 - Audit Documentation (Aline/Iqbal/Daniel/Tige/Clancy) ◦ Recertification/Annual Reporting (Darren/David/Ken) ◦ Definitions (Shane/Tige) ◦ Residential (Kyle/Daniel)

To Date:

- The Outline of the Program has been completed and is under review/approval internally by the City
- Planned relaunch end of April (TBC)
- Final Forms/Templates Underway

WMS Program Recommendations – Subject to City Approval:

Definitions:

Tier 1 – Public Spaces and Large ICIs where “**Irrigation Site Assessment and Audit Report**” requires a catch can audit and DU calculations. This category shall include: □ Sportsfields, Athletic Fields, Schools/Universities, Golf Courses (Clients could be CoC Parks and Recreation, Sports Associations, Universities, Schools, etc.).

- Institutional, Commercial, Industrial (ICI), Hospitals, Homeowner Associations, Multifamily Condos/townhouses/towers with an irrigated turf area that equals or exceeds 0.5ha.
- Applicants of WMS **Tier 1** program are considered large irrigation water users

Tier 2 – Small ICIs and Single Family Residential where “**Irrigation Site Assessment and Audit Report**” does not require a catch can audit and DU calculations. This category shall include:

- Institutional, Commercial, Industrial, Hospitals, Homeowner Associations, Multifamily Condos/townhouses/towers with an irrigated turf area that is lower than 0.5ha. (Total irrigated area may exceed 0.5ha) □ Single Family or Two-Family Residence (Duplex).

Application Process:

Step 1 – Application Form c/w Control System Review/Checklist

Site address, contact details, system components, cross connection, meter details, controller, etc.

Upon review of Step 1 forms a “**Pre-Approval Notice**” with Tier Assignment is issued by the City

Step 2 – “Irrigation Site Assessment and Audit Report” c/w Catch Can Audit for Tier 1 Sites Only

To be completed & submitted the same calendar year of the application and “Preapproval Notice” and shall include irrigation system description, plant material, soil condition, irrigation system layout/as-built, irrigated area, annual water usage history, catch-can audit sheets/calculations/DUs (if applicable), explanations/special notes, etc. as well as recommendations such as watering program and improvements.

Tier 1 Catch Can Audit Criteria and Requirements:

- One catch can audit per sports field or per 0.5 ha of irrigated turf areas
- One catch can audit shall have a minimum of 24 catch cans
- Rotors and Rotary: $DU \geq 0.6$ is a “Pass”
- Sprays: $DU \geq 0.5$ is a “Pass”

Step 3 – End of year **Performance Report** to be submitted by November 30

Electronic entry form (App) which calculates savings as a percent of water that should have been used according to environmental conditions on site (Baseline Water Allowance) compared to water actually used on site.

Upon review of Step 2 and 3 Reports meeting the requirements, a site becomes **Certified WMS**

Following Years:

Step 4 – Certified sites to submit Start-up Report and Meter Readings (At Start-up)

Step 5 – Certified sites to submit End of year Performance Report (by November 30)

No additional audits are required for sites which continue to meet the savings requirement for the previous year unless yearly reporting indicated major changes to the irrigation system/site

End of Year **Performance Report** Criteria:

The “Performance Report” must generate a 25% savings every year, with an additional savings in the event of a restriction associated with the stage and duration of that restriction period. (ex. Stage 1 restriction for a Tier 1 site should produce 25% + additional percent savings weighted based on duration of the irrigation season.)

WMS Program Next Steps

- Continue to work with The City on WMS program launch and execution
- Request Clear Drought Metrics
- Provide input to City of Calgary Bylaw Updates (2024-2025)
- Collaborate with industry partners
- Communicate with Provincial and other Municipal entities on their drought management plans and outdoor water use restrictions
- Regular Updates to the industry

8.0 Bylaw Changes

MOTION to approve the revised Bylaw changes with the following changes:

- Clearly identify that voting in person, by proxy, and online is allowed
- Allow additional tasks for an administrative assistant to help the board
- In the event a Vice President or Treasure does not step from the existing board, 5 members may nominate replacements for the missing roles.
- Renumbering the articles in the bylaws and minor wordings to be revised

1. Misty Black
2. Tige Procyshyn

DISPOSITION: Passed unanimously

9.0 Board Positions and Nominations

President: Kyle Brost
Vice President: Aline Kahawaty
Treasurer: Myles Sidorak
Past President: Shane Williams
Directors:
Misty Black
Maria Digiacomo

Ken Vowels [new]
Darren Kovacs [new]
Clancy Mahan [new]
Ryan Osaka [new]
Robert Preston
Pradeep Sharma

10.0 Dissolve Board

MOTION to dissolve the 2023-24 CPCIA board of directors.

3. Aline Kahawaty
4. Misty Black

DISPOSITION: Passed unanimously

11.0 Incoming President's Message [Kyle Brost]

2023 President's Message

We are very excited to host our first CPCIA exclusive Certified Irrigation Technician course, in April 2024.

12.0 Adjournment

Adjourn meeting at 10:00 AM