



Annual General Meeting

June 24, 2023 11:30 am

Mineral B – Colorado Convention Centre, Denver, Colorado

Call to Order – President Nancy Sinclair called the Annual General Meeting to order at 11:35 am

Members Present:

Nancy Sinclair, Chapter 63, President
Brian Taylor, Chapter 62, Vice-President
Cynthia Dubeau, Chapter 63, Secretary
James Hardy, Chapter 65, Treasurer (virtually)
Keith Turner, Region 10 Chair, Board Member
Vicki Green, Region 10 Vice Chair, Board Member
Jay Wong, Region 8 Chair, Board Member
Kim Millar, Region 8 Chair, Board Member

Sharon Slauenwhite, Chapter 65, IRWA International past President
Gord MacNair, Chapter 63, IRWA International past President
Sandy Grigg, Chapter 29, IRWA International past President
Stew Anderson, Chapter 66, past CRWEF President
Dawn MacDougall, Chapter 65, past CRWEF President
Bill Giese, Chapter 48, past CRWEF President
Shannon Favaro, Chapter 48, past CRWEF President

Special Guests:

Denise L. Skinner, SR/WA IRWA President Elect
Koby T. Godwin, SR/WA IRWA Treasurer
Rakhshan Mazarei, IRWA Chief Financial Officer

Canadian Members at large:

Janet Walker, Chapter 29
Steve Biro, Chapter 63
Paul O'Connor, Chapter 29
Frank Fucille, Chapter 29
Guillaume Lavictoire, Chapter 29

1. Quorum – CRWEF Vice Chair **Brian Taylor** confirmed Quorum
2. Welcome and Introductions – President **Nancy Sinclair** gave welcoming remarks and introduced Board of Directors: Nancy Sinclair, Brian Taylor, James Hardy, Cynthia Dubeau, Keith Turner, Vicki Green, Jay Wong and Kim Millar and special guests/IEC members and Past CRWEF Presidents: Dawn McDougall, Stewart Anderson, Sandy Grigg and past IEC President Gord MacNair and Sharon Slauenwhite
3. Special Business-Donation Announcements – President **Nancy Sinclair** requested that anyone that wished to donate to CRWEF to come forward at the IRWA AGM.
4. Approval of Minutes: The 2021/22 AGM minutes had not been distributed in advance of the 2022 AGM and as such were distributed with the 2022/23 Notice of the AGM and posted to the CRWEF website.

A motion for acceptance of the 2021/22 minutes as written was made:

Seconded: Motion carried.

The 2022/23 minutes were distributed with the Notice of AGM and posted to the CRWEF website.

A motion for acceptance of the 2022/23 minutes as written was made:

Seconded: Motion carried.

5. Business from Minutes:

- a) Treasurer's Report: Presented by **Brian Taylor**, Vice President provided a copy of the Foundation's Balance Sheet as prepared by the accounting firm of Jeffrey J. O'Rourke Professional Corporation reflecting transactions occurring up to March 31, 2023.

At the 2017 Annual General meeting discussion took place to have a formal audit every 3 years. Accordingly, the next audit will take place in the fiscal year 2023/24

Motion to accept the financial report as read:

Seconded: Motion Carried.

The proposed budget for 2022/23 was also presented by James Hardy, Treasurer.

Moved by Brian Taylor, Seconded by Stew Anderson Motion Carried.

- a) Scholarship – **Nancy Sinclair, President** advised that this year's \$2500 scholarship award – 4 members assisted in the review of the applications. Thanks to Brian Taylor for coordinating this scholarship award and to Koby, Nancy, & Keith for their participation in the review and award process

The Canadian Right of Way Education Foundation is pleased to announce the recipient of the 2022-23 Education Scholarship - **Irham Khimji**

Irham is an engaged student who, in addition to attaining top scholastic marks, has devoted significant time volunteering in the global community. Irham led an international team of students in researching and advocating for domestic violence victims in Nigeria including designing workshops that were delivered in Nigerian villages, teaching participants how to identify domestic violence situations and how to get out of them. Her workshops empowered victims by making them feel heard and supported.

With the award of this scholarship, Irham will be studying Law at the University of Birmingham.

Irham has told us “through the different courses I took in high school and the advocacy work I performed in Nigerian communities, I have developed an ardent interest for the legal field. The intricacies and complexities of our societies' modern legal system fascinates me. I am confident that studying law and becoming a licensed lawyer in Canada will allow me to use my values of justice and equity to make a valuable contribution to the Canadian society, especially the right of way industry.

From negotiating with landowners to drafting agreements, proper compliance with the law is critical to the acquisition process. Pursuing a law degree will equip me with the necessary knowledge and skills to pursue a career in the right-of-way profession.



I am honored and very thankful to have been selected as the CRWEF 2023 Scholarship recipient! Receiving this scholarship is a tremendous encouragement and support for my educational journey, and I am grateful for the opportunities it will allow me to pursue in my post-secondary. I am immensely grateful to the CRWEF for recognizing my potential, and for selecting me as the recipient of their 2023 Scholarship! Irham Khimji

Introduction of New scholarship program: CRWEF representatives have attended the Region Forums this spring with a view of introducing a new member focused scholarship program. The proposed program will include:

- Introduce the partnering of CRWEF with the Canadian Chapters by providing a commitment of \$3000 per year to each of the 7 Canadian Chapters for each of the next 3 years
- Chapters would be welcome to match or add to the scholarship amount
- Criteria will be based on member in good standing, seeking a designation through the IRWA. Chapters may further define criteria for their members but the intent is to make available to all members seeking designation (not recertification)
- Chapters to be responsible for the receipt and review of member applications
- Memorandums of Understanding have been prepared and distributed to the Chapters for review

Discussion:

- Clarification that this scholarship is for those pursuing designation, not recertification
- b) Website – **Cynthia Dubeau, Secretary**, indicated that the website continues to be updated throughout the year. Regions & Chapters are invited to post notice of upcoming events such as Region Forums or Educational Seminars on the CRWEF site. Contact Nancy Sinclair or Cynthia Dubeau if you'd like to do so.
- c) Sponsorship Program – **Brian Taylor** Vice-President reported that we had few requests this year:
- CRWEF was happy to support Region 8 & 10 Women in Right of Way webinar series featuring various speakers and topics
 - Commitment has been made to the IRWA to financially support the updates to the **Appraisal series 400, 421 and 431** ensuring Canadian content which will include virtual pilots once completed.
 - Environmental course update – CRWEF has held a generous sponsorship of the Environmental course updates on behalf of Chapter 29 for several years. As the updates to the environmental course get underway, CRWEF and Chapter 29 have committed to the sponsorship of the course update together with international content.

Sponsorship request forms, guidelines and policies are on the website and BOD members can be contacted for further information

d) **Fundraising/Booth-** Cynthia Dubeau acknowledged the assistance of volunteers for this year's booth and fundraising:

- Ongoing responsibility for the booth and fundraising will be with the foundation executive as we move forward.

e) **Monday Night Event** – As always, CRWEF will be supporting the RWIEF for this year's Monday Night Event

Canadian Hospitality: Chris Thompson and his team have organized another exciting Tuesday night Canadian Hospitality Suite at Dirk Bentleys

6. Motion to ratify all administrative decisions made by CRWEF Board of Directors for fiscal 2022/23. Moved: Dawn MacDougall Seconded by James Hardy; motion carried.

7. Nominations and Election of Officers – **Nancy Sinclair**

Discussion that as a result of the in-year resignation of Treasurer Nicole Anderson, the resultant vacancy required filling during the fiscal. James Hardy was asked and accepted the position on an interim basis pending an election of the executive office at this AGM.

Furthermore, as a result of the previous year's resignation of Crystal Greenlay, Vice-President and the current vacancy the traditional 2-year rotation of elected officers had not taken place, thereby not allowing for sufficient time for knowledge transfer and position familiarity. The remaining officers indicated a desire to stay in their existing positions for a further term to provide stability and time for knowledge transfer.

Whereafter **Kim Millar, Board Member** conducted elections for the 4 Executive positions:

- Election for the position of President
- Election for the position of Vice-President
- Election for the position of Treasurer
- Election for the position of Secretary

For each position, the nominated member was given the opportunity to address the membership either in person or by representation by others.

8. Election of Vacant officers

Nominations received in Advance:

- | | |
|----------------------|----------------|
| ● Nancy Sinclair | President |
| ● Brian Taylor SR/WA | Vice President |
| ● James Hardy | Treasurer |
| ● Cynthia Dubeau | Secretary |

Election conducted by Kim Millar, past-president of Chapter 63,

The Executive for the 2023/24 – 2024/25 was determined:

- | | |
|------------------------|--------------------------|
| • Nancy Sinclair SR/WA | President |
| • Brian Taylor SR/WA | Vice President - elected |
| • James Hardy | Treasurer - elected |
| • Cynthia Dubeau | Secretary - elected |

9. IEC Presentation: Janet Walker presented an overview of the Committees work including course updates currently underway and proposed, new course offerings and further educational opportunities.
10. President's Report: Nancy Sinclair addressed the membership
11. 2023 CRWEF Annual General Meeting

Motion to approve that the 2023 will take place in Long Beach, California: Kim Millar;
Seconded: Vicki; Motion carried.
12. Meeting adjourned.