

**MINUTES OF MEETING NO. 50-13**

---

NAME	Executive Board	PAGE	1 of 5
LOCATION	WIWCD Office Lundar, Manitoba	DATE	January 10 <sup>th</sup> , 2013

PRESENT:

D. Oliver	Chairperson	Lake Francis Sub District
B. Sigfusson	Vice Chairperson	Shoal Lake Sub District
N. Brandstrom	Director	Dog Lake Sub District
H. Hallson	Member	Swan Creek Sub District
H. Rosing	Member	Lake Francis Sub District
J. Cruise	Director	Swan Creek Sub District
E. Shay	Watershed Planner	Manitoba Water Stewardship
L. Miller	Financial Admin /Manager	WIWCD
I. Zotter	Financial Admin Assistant	WIWCD

REGRETS:

E. Zotter	Director	Lake-Francis Sub District
-----------	----------	---------------------------

ITEM	DESCRIPTION	ACTION BY
1.0	<b>CALL TO ORDER</b> D. Oliver called the meeting to order at 10:05 AM	
2.0	<b>APPROVAL OF AGENDA</b> <u>410-13: B. Sigfusson – H. Hallson</u> <b>BE IT RESOLVED THAT</b> the Board approve the agenda with addition of <ul style="list-style-type: none"> <li>➤ 7.5 Green Team</li> <li>➤ 7.6 Mileage rates</li> </ul>	<b>CARRIED</b>
3.0	<b>APPROVAL OF MINUTES</b> <u>411-13: B. Sigfusson – N. Brandstrom</u> <b>BE IT RESOLVED THAT</b> the Board approve the minutes of the Executive Board Meeting 49-12 November 15 <sup>th</sup> , 2012 as presented	<b>CARRIED</b>
4.0	<b>FINANCIAL REPORT</b>	
4.1	<b>Bank Activity</b> L. Miller presented financial report. <u>412-13: N. Brandstrom – J. Cruise</u> <b>BE IT RESOLVED THAT</b> the Board approve the expenses of \$ 54,635. 55 (cheques # 1471-1523) and financial statements November 14 <sup>th</sup> , 2012 to January 9 <sup>th</sup> , 2013  The Return Payoff Invoice received from RFS Canada. After reviewing the invoice the Board made the decision to keep the copier (Ricoh) until the end of the contract. L. Miller to contact Winter Off-Site Waterer applicants and to collect information on the progress of the project.	<b>CARRIED</b>
5.0	<b>SUB DISTRICT RECOMMENDATIONS</b> N/A	
6.0	<b>OLD BUSINESS</b>	

**MINUTES OF MEETING NO.50-13**

NAME Executive Board

PAGE 2 of 5

DATE January 10<sup>th</sup>, 2013

6.1.	<p><b>Human Resources Policy</b></p> <ul style="list-style-type: none"> <li>- Benefits;</li> <li>- Paid sick leave;</li> <li>- Unpaid leave;</li> <li>- Educational leave of absence;</li> <li>- Deductions from paycheque (mandatory);</li> <li>- Deductions (other);</li> <li>- Driver's licences and driving record;</li> <li>- West Interlake Watershed Conservation District Property;</li> <li>- Personal property;</li> <li>- Personal use of West Interlake Watershed Conservation District property;</li> <li>- Internet;</li> <li>- Cellular phones;</li> <li>- Substance abuse;</li> <li>- Theft;</li> <li>- Penalty clause;</li> <li>- Conflict of interest;</li> <li>- Confidential information;</li> <li>- Privacy code;</li> <li>- Harassment;</li> <li>- Workplace safety and health;</li> <li>- Community activities.</li> </ul> <p><b>413-13: J. Cruise – N. Brandstrom</b>  <b>BE IT RESOLVED THAT</b> the Board approved to adopt last part of The WIWCD Human Resources Policy after the second reading</p>	<b>CARRIED</b>
6.2	<p><b>Expansion Proposal</b>          The Expansion has not been confirmed at this time.</p>	
6.3	<p><b>Winter Off Site Waterers</b>          The application for Winter Off-Site Watering System needs to be upgraded. In the new application the time line to be given to complete the project, utilization of the system must be outlined as a finishing component of the project. The funding will be released upon completion, inspection and submission of receipts. The rights to follow up on the completed project must be reserved by WIWCD and outlined in the application.</p>	
6.4	<p><b>Twin Beaches and Laurentia, Burnt Lake</b></p> <p>Laurentia Beach Spawning Shoals.          The project at Laurentia Beach on hold.</p> <p>Burnt Lake Spawning Shoals.          Spawning Shoals at Burnt Lake are completed.</p> <p>I. Miller to contact M Lowdon regarding spawning shoals at Laurentia and Twin Beaches.</p>	
6.5	<p><b>Promotional</b>          Rain Gauges to be given with package at AGM on January 25<sup>th</sup>, 2013.          Rain Barrels, composters, shirts, rain gauges and hats to be used as donations at Community Events.</p>	

**MINUTES OF MEETING NO.50-13**

NAME Executive Board PAGE 3 of 5  
 DATE January 10<sup>th</sup>, 2013

6.6	<p><b>IWMP</b>          E. Shay is currently in the process of updating the Memorandum of Understanding. The Meeting between Watershed Stewardship and Rural Municipality of Portage la Prairie will take place on January 25<sup>th</sup>, 2013. Letter to RM of Portage la Prairie regarding IWMP to be sent after January 25<sup>th</sup>.          Second letter to municipalities to be send with a request to appoint representative for the Integrate Watershed Management Plan Team. The explanation regarding who should represent municipalities on that team to be provided.</p>	
6.7	<p><b>Riparian Sign</b>          There is no further information available on the Riparian Sign at this time.</p>	
6.8	<p><b>Lake Winnipeg basin stewardship fund</b>          The next round for Letters of Intent has been announced. Letters to be submitted by March 1, 2013.          Research more information on the possible projects in relation to alternatives to Direct Access Livestock Watering.          The Annual General Meeting is a great opportunity to open a discussion in regard to new ideas for projects in the current year as well as for the external funding.</p>	
7.0	<b>NEW BUSINESS</b>	
7.1	<p><b>Expanded Executive MCDA and Name Change</b>          The names of the Expanded Executive Board of Manitoba Conservation District Association (MCDA) will be announced at the next meeting.          The name change for watershed conservation districts will be adopted at the next MCDA Annual General Meeting.          The Board expressed disagreement with a proposal to change the name as such process can be very costly for Districts. Further to that the word "Authority" does not described the services provided by watershed conservation districts.</p>	
7.2	<p><b>CFRY Hometown Highlights</b>          The Board choose to change existing advertising lines to "The West Interlake Watershed Conservation District is now accepting applications for riparian area management and well sealing programs. For details and other programs offered by WIWCD, call 762-5850."</p>	
7.3	<p><b>Riparian Applications for Dugouts</b>          The Board decided that the condition for fencing dugouts and waterways shall be outlined on one application. The payout for fencing Dugout to be set at 75% of cost of the project or \$ 7 000.00 maximum, and 75% of the cost of the project or \$ 10 000.00 maximum for fencing waterways.          L. Miller to prepare sample of the Riparian Fencing application.</p>	
7.4	<p><b>Edible Trees</b>          The information regarding Edible Trees program to be send to Municipalities.          The letter with a request to open "Operation Releaf" program to help communities in West Interlake area to recover from Flood 2011 to be send to TreeCanada.</p>	

**MINUTES OF MEETING NO.50-13**

NAME Executive Board

PAGE 4 of 5

DATE January 10<sup>th</sup>, 2013

7.5	<p><b>Green Team</b>          The application for Green Team must be submitted before January 31, 2013. The Board decided to apply for two summer students during 2013-2014.</p>	
7.6.	<p><b>Mileage Rates</b>          The provincial rate for mileage changed to \$ 0.43 as of November 1, 2012  <u>414-13: N. Brandstrom - J. Cruise</u>  <b>BE IT RESOLVED THAT</b> the Board approved to set the mileage rate at \$ 0.43 per kilometer as of January 1, 2013</p>	<b>CARRIED</b>
8.0	<b>REPORTS</b>	
8.1	<p><b>Chairperson</b>          D. Oliver updated the Board on the current MCDA activities.</p>	
8.2	<p><b>Manager</b>          Manager's Report is on file at the office</p> <p>The requested information on conference phones presented to the Board.  <u>415-13: N. Brandstrom – B. Sigfusson</u>  <b>BE IT RESOLVED THAT</b> the Board approved to purchase the Conference phone for the cost of up to \$ 750.00</p>	<b>CARRIED</b>
8.3	<p><b>Watershed Planner</b>          Watershed Planner report is on file at the office.</p>	
9.0	<p><b>IN CAMERA DISCISSIONS</b>          N/A</p>	
10.0	<p><b>CORRESPONDENCE</b></p> <p>L. Miller presented:</p> <ul style="list-style-type: none"> <li>- A newsletter from Manitoba Agriculture, food and rural Initiatives regarding New Manure Rules for 2013.              The e-mail from S. Robins regarding participation in MB Ag Days on Jan.15-Jan. 17. The Board declined the request.</li> <li>- The information regarding WellAware campaign.</li> <li>- "Impact of Climate Change on Assiniboine River Water Resource" study prepared by B. Harrison. P.Eng. and A. Kashem, P. Eng. Surface Water Management Section Manitoba Conservation and Water Stewardship.</li> <li>- Call for Nomination for Council of the federation Excellence in water Stewardship Award. The Board decided not to participate this year in that Nomination</li> <li>- Call for Nomination "The 2012 Manitoba Excellence in Sustainability Awards". The Board proposed to submit the application.</li> <li>- The information regarding Water-Tech Workshop hosted by Manitoba Environmental Industries Association (MEIA) on January 21, 2013. The Board declined the offer to participate in the workshop.</li> <li>- The letter of appreciation from Lundar School teachers for funding the Oak Hammock Marsh presentations.</li> </ul>	

**MINUTES OF MEETING NO.50-13**

NAME Executive Board

PAGE 5 of 5

DATE January 10<sup>th</sup>, 2013

11.0	<b>Next Meeting:</b> February 21 <sup>st</sup> , 2013 10:00 AM, WIWCD Office	
12.0	<b><u>416-13 B. Sigfusson – N. Brandstrom</u></b> <b>BE IT RESOLVED THAT</b> we adjourn at 2:00 PM	<b>CARRIED</b>
	<b>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors.</b>	
	<hr/> <b>Doug Oliver, Chairperson</b> WIWCD <hr/> <b>Linda Miller, Financial Administrator</b> WIWCD	

DRAFT