

MINUTES OF MEETING NO. 58-13

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LOCATION	WIWCD Office Lundar, Manitoba	DATE	September 19 th , 2013

PRESENT:

D. Oliver	Chairperson	Lake Francis Sub District
B. Sigfusson	Director	Shoal Lake Sub District
H. Rosing	Director	Lake Francis Sub District
D. Skoropata	Member	Dog Lake Sub District
J. Cruise	Director	Swan Creek Sub District
J. Halchuk	Director	Lake St. Martin District
P. Dunlop	Provincial Appointee	Manitoba Water Stewardship
I. Zotter	Financial Admin Assistant	WIWCD

REGRETS:

N. Brandstrom	Director	Dog Lake Sub District
P. Watson	Watershed Planner	Manitoba CWS
L. Miller	Financial Admin /Manager	WIWCD

ITEM	DESCRIPTION	ACTION BY
1.0	CALL TO ORDER D. Oliver called the meeting to order at 10:00 AM	
2.0	APPROVAL OF AGENDA 479-13: J. Cruise – B. Sigfusson BE IT RESOLVED THAT the Board approve the agenda with addition of: 7.6 Projects for Siglunes	CARRIED
3.0	APPROVAL OF MINUTES 480-13: J. Cruise – H. Rosing BE IT RESOLVED THAT the Board adopt the minutes of the Executive Board Meeting 57-13 August 15 th , 2013 as presented	CARRIED
4.0	FINANCIAL REPORT	
4.1	Bank Activity I. Zotter presented the financial report. 481-13: D. Skoropata – H. Rosing BE IT RESOLVED THAT the Board approve the expenses of \$ 24,053.91 (cheques #1751 1789) and financial statements August 14, 2013 to September 13, 2013 482-13: P. Dunlop – B. Sigfusson BE IT RESOLVED THAT the Board adopt Finalized Budget 2013-2014 as presented.	CARRIED CARRIED
5.0	SUB DISTRICT RECOMMENDATIONS	

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6.4	<p>Shoal Lake / Riparian Fencing The Shoal Lake Study is in progress, updates were not presented at this time. M. Lowdon estimated that the cost for designing and installing spawning shoals on the Shoal Lake Drains (six to eight spawning shoals) would be approximately \$ 1450.00. That would include two days on-site (construction supervision), design drawing of spawning shoals, survey of the creeks and selecting the best location to build them, applying for permits, and disbursements.</p>	
6.5	<p>Water Storage There are no updates on the Water Storage Project. After discussion, the Board decided to withdraw the proposed site as a potential pilot site for innovative surface water and nutrient management initiative on farm.</p>	
6.6	<p>Water Sampling Some water samples were paid for by the Province. Staff to determine which one and to issue cheques with refund to the homeowners.</p>	
6.7	<p>Well Sealing Applications The Board was updated on the status of completed and submitted Well Water Protection Program Applications. A supporting letter from Jack & Terry Tindall was presented with their Well Sealing Application. The Board reviewed the Application.</p> <p>484-13: D. Skoropata – J. Halchuk BE IT RESOLVED THAT the Board approved Jack and Terry Tindall Application to seal flowing well with a stipulation that the bill will be paid as submitted after the inspection performed by WIWCD member and completion of the project. If further work required, associated cost shall be borne by the applicant.</p>	CARRIED
6.8	<p>Winter Waterers Applications I. Zotter presented update on the Winter Waterer Applications. One of the previously approved applicants declined the funding. Letter of approval to be sent to all approved applicants.</p>	
6.9	<p>Highway Sign The West Interlake Watershed Conservation District Sign was installed at the North Boundary of the RM of Grahamdale.</p>	
6.10	<p>Spawning Shoals Sign Proof from FastSigns for the Spawning Shoals Sign presented to the Board. The Board requested to change background colour from orange to white.</p>	
6.11	<p>Growing Forward 2 The WIWCD received Letters of Rejection for projects submitted and declined for Growing Forward 2 Program. One proposal was declined due to insufficient details to rate the project, one proposal did not fit the program criteria, two projects were declined due to fully allocated funding for the program for this fiscal year.</p>	

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6.12	<p>Shoreline Cleanup Letters with a request for donation were delivered to local businesses. <u>485-13: J. Halchuk – D. Skoropata</u> BE IT RESOLVED THAT the Board approved expenses related to the Shoreline Cleanup in the amount of \$ 100.00</p>	CARRIED
6.13	<p>Budget 2014-2015 The Budget of 2014-2015 fiscal year is in the process to be developed. Amount requested from the Province for next year will be equivalent to the amount allocated in 2013-2014.</p>	
7.0	<p>NEW BUSINESS</p>	
7.1	<p>Consensus Committee Consensus Committee Workshop will be held on October 2, 2013 at Victoria Inn Ballroom, Brandon, MB. The participation of all CD Managers, Board Chairs and any additional Board members strongly encouraged. D. Oliver will represent the West Interlake Watershed Conservation District at this workshop.</p>	
7.2	<p>Growing Forward 2 CWRALUNCHEON Manitoba Branch of the Canadian Water Resources Association (CWRA) holding presentation on October 2, 2013 at the Holiday Inn South. This presentation will provide an overview of some of the tools used to develop Growing Assurance: Ecological Goods & Services Program as a part of the Growing Forward 2 Program and some of the outcomes expected. <u>486-13: J. Cruise - J. Halchuk</u> BE IT RESOLVED THAT the Board approved transportation expenses pertaining to attendance of CWRA Luncheon</p>	CARRIED
7.3	<p>Administrator Assistant Hours <u>487-13: J. Halchuk – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to extend the Administrative assistant hours at eight hours per day for four days per week until October 31, 2013.</p>	CARRIED
7.4	<p>Strategic Review and Discussion Strategic Review and Discussion for the West Interlake Watershed Conservation District will take place on November 5, 2013 at Winnipeg Fort Whyte Centre from 1:30 p.m. to 3:00 p.m.</p>	
7.5	<p>CD Builder Nominees The information on the Conservation District (CD) Builder Award and Award Criteria were presented to the Board. The WIWCD will not participate in the CD Builder Award in current year.</p>	

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7.6	<p>Projects for Siglunes The request from RM of Siglunes was put forward for Riparian Fencing on some of the municipal ditches. The Board requested the Cost Estimate for this project in order to make a decision.</p>	
8.0	<p>REPORTS</p>	
8.1	<p>Chairperson N/A.</p>	
8.2	<p>Administrator Assistant Report</p> <p>Public relationship: Communication with other CD and MCDA, Rural Municipalities, district's schools, members and Executive directors of WIWCD, applicants, Cottage Associations, suppliers and service providers, residents, Manitoba Water Stewardship planners.</p> <p>Financial records and reports: Keeping financial records up to date, paying invoices, payroll, inventory, preparing financial statements and remuneration forms. Submitted Q3 Cash Flow Request, prepared revised Budget 2013-2014, submitted data to the Receiver General and Municipal Employee Benefits Program.</p> <p>Attended/ Organising</p> <ul style="list-style-type: none"> ✓ Sage 50 Accounting - Tip & tricks; August 29, 2013 webinar ✓ Lake Francis and Shoal Lake Sub District Meetings; ✓ Swan Creek Sub District Meeting ✓ Met with representative from RICOH <p>Shoreline Clean Up Event Organisation: Planning the event, securing the area to meet with volunteers, delivering letters for donation from local businesses, editing the flyer, advertising the event by distributing flyers, posting event on WIWCD web site, sending information to the RM of Coldwell and Eriksdale, Eriksdale School, Lundar School.</p> <p>Growing Forward 2: Communication with applicants, processed the expense claim for advertising, inspected site and took pictures of the area for one of the projects, went to get signatures for the applications and the Landowners Agreement (approved applicant).</p> <p>General:</p> <ul style="list-style-type: none"> ➤ updated the website (Minutes, applications, News); ➤ researched (prices for the supplies for GF2); ➤ followed up on the "Old Businesses" from Executive Meeting # 57-13 ➤ filing documentation; ➤ accepted new applications for multiple Programs; ➤ prepared documentation to present at the Executive Meeting # 58-13, Sub district Meetings; ➤ responded to phone calls, emails ➤ placed new advertisement on CFRY ➤ delivered rain barrels to St. Laurent; ➤ submitted data to Ricoh and Bridgeport (counters for copiers); ➤ submitted request for Funding to FEF; ➤ relocated the items from one of MAFRI's offices upon request. 	

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	<p>Watershed Planner</p> <p><u>Conservation District Administration</u></p> <ul style="list-style-type: none"> • All CDs have now received their provincial grant allocation letters. Revised budgets are due September 20th. • Cash Flow requests are due September 9th. • Strategic Review and Discussion meetings are coming up. The format will be similar to last year. Specific meeting dates are as follows: <ul style="list-style-type: none"> ▪ Tuesday, October 29th <ul style="list-style-type: none"> • Souris Recreation Complex • TMCD, AHCD, PVCD, WSRCD ▪ Wednesday, October 30th <ul style="list-style-type: none"> • Russell Inn • LPCD, IMCD, SLWCD, KCD, UARCD ▪ Monday, November 4th <ul style="list-style-type: none"> • Neepawa Provincial Office • WWCD, LSRCD, ACD, TRWCD ▪ Tuesday, November 5th <ul style="list-style-type: none"> • Winnipeg Fort Whyte Centre • CCCD, EICD, LSRBCD, WIWCD, SRRCD <p><u>Consensus Committee</u></p>	
8.3	<ul style="list-style-type: none"> • The Consensus Committee has met four times to discuss issues such as watershed boundaries, CD program name/rebranding, CD Act amendments, CD programming, funding approaches, and building capacity in the CD Program. • A workshop is scheduled for October 2nd at the Victoria Inn Ballroom in Brandon, MB for all CD boards and staff to further engage everyone in the committee's work. <p><u>Growing Forward 2</u></p> <ul style="list-style-type: none"> • On July 31, the federal and provincial governments announced the Growing Assurance- Ecological Goods and Services Program. Under this program, funding will be made available to Conservation Districts to work with local farmers to implement eligible BMP projects over the next five years. \$750,000 is available to CDs to complete projects between now and March 31, 2014. • More than 85 applications requesting over \$1.4 million were received at the August intake. CDs will be notified as soon as possible as to the outcome of their applications so that work can begin soon. • As this is a five-year program, CDs should continue to search for eligible projects throughout the winter for next year and future years. <p><u>Bacteriological Subsidy Program</u></p> <ul style="list-style-type: none"> • As of August 8, 2013, the Province of Manitoba is resuming the Private Water System Bacteriological Subsidy Program through Horizon lab. • Conservation Districts interested in organizing a sampling program should contact Ryan Hewitt, Office of Drinking Water, at 204-948-1351. 	
10.0	<p>IN CAMERA DISCISSIONS N/A</p>	

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11.0	<p>CORRESPONDENCE</p> <p>The following correspondence was presented to the board:</p> <ul style="list-style-type: none"> ➤ The information about water drill for planting willows; ➤ Issue 100 of the Manitoba Woodlot ; ➤ The information on Manitoba Conservation Districts Association 2013 Youth Multi-Media Competition; ➤ The email from Fred Driedger, owner of Evergreen Valley Nursery offering many varieties of willows for sale; ➤ Flyer for workshop “Protect your livestock. Protect your livelihood”; ➤ Request from Malcolm’s Printing for advertisement in Calendar. 	
12.0	<p>Next Meeting: October 17, 2013 10:00 AM, WIWCD Office</p>	
13.0	<p><u>488-13: J. Cruise – B. Sigfusson</u> BE IT RESOLVED THAT we adjourn at 1:30 p.m.</p>	CARRIED
	<p>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors.</p>	
	<p>_____</p> <p>Doug Oliver, Chairperson WIWCD</p> <p>_____</p> <p>Linda Miller, Financial Administrator WIWCD</p>	