

MINUTES OF MEETING NO. 87-16

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 LOCATION WIWCD Office, Lundar, Manitoba DATE May 19, 2016

PRESENT:

J. Cruise	Chairperson	Swan Creek Sub District
H. Rosing	Vice Chairperson	Lake Francis Sub District
J. Halchuk	Director	Lake St. Martin Sub District
K. Fjeldsted	Director	Swan Creek Sub District
N. Brandstrom	Director	Dog Lake Sub District
B. Sigfusson	Director	Shoal Lake Sub District
P. Dunlop	Provincial Appointee	MCWS
L. Miller	Manager/ Financial Admin	WIWCD
I. Zotter	Financial Adm. Assistant	WIWCD

REGRETS:

P. Watson	Watershed Planner	MCWS
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ITEM	DESCRIPTION	ACTION BY
1.0	CALL TO ORDER J. Cruise called the meeting to order at 1:07 P.M.	
2.0	APPROVAL OF AGENDA <u>672-16: N. Brandstrom - B. Sigfusson</u> BE IT RESOLVED THAT the Board approved the agenda with additions: 6.7 Well Inventory 6.8 Riparian Fencing 6.9 Rain Barrels	CARRIED
3.0	APPROVAL OF MINUTES <u>673-16: K. Fjeldsted - N. Brandstrom</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting 86-16 April 21, 2016 with amendments.	CARRIED
4.0	FINANCIAL REPORT	

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4.1	<p>Bank Activity</p> <p>L. Miller presented the financial report: CIBC Corporate Classic Visa Statement from March 22, 2016 to April 21, 2016; CIBC Business Operating Account Statement from April 1 to April 30, 2016; Bank Account Transactions Report from April 21, 2016 to May 18, 2016; Comparative Income Statement – YTD to Last Year and Statement of Expenditures from April 1, 2016 to May 18, 2016; 2016-2017 Statement of Expenditures from April 1, 2016 to May 18, 2016.</p> <p>674-16: P. Dunlop – N. Brandstrom BE IT RESOLVED THAT the Board approved the expenses of \$ 14,230.88 (cheques # 2682 - 2702), CIBC Corporate Classic Visa Statement from March 22, 2016 to April 21, 2016; CIBC Business Operating Account Statement from April 1 to April 30, 2016; Bank Account Transactions Report from April 21, 2016 to May 18, 2016; Comparative Income Statement – YTD to Last Year and Statement of Expenditures from April 1, 2016 to May 18, 2016; 2016-2017 Statement of Expenditures from April 1, 2016 to May 18, 2016.</p> <p>According to new requirements at the CIBC branch in Lundar, every customer must obtain a debit card in order to submit their payments through the bank.</p> <p>675-16: B. Sigfusson – H. Rosing BE IT RESOLVED THAT the Board approved that application for a debit card would be submitted to the CIBC.</p>	CARRIED
5.0	<p>SUB DISTRICT RECOMMENDATIONS</p> <p style="text-align: center;">No recommendations were brought forward at this time</p>	
6.0	<p>OLD BUSINESS</p>	
6.1	<p>Integrated Watershed Management plan (IWMP)</p> <p>H. Rosing attended the meeting regarding the Lake Francis Watershed. Negotiations to include the Delta Marsh and adjacent land into development of the Southwest Interlake IWMP is in the process. No further update was presented to the Board.</p>	
6.2	<p>Office Equipment</p> <p>A new Office Desktop computer and a new laptop were installed, old equipment is still in temporary use as a back-up. A new cellular phone was purchased, the WIWCD subscribed to the plan with unlimited air time, long distance phone calls and Canada wide Data.</p>	
6.3	<p>Lease Agreement (Office space)</p> <p>Lease Agreement has not been signed by the landlord to date, adjustments were made with the specification of which inflation rate will be taking into consideration in the future years.</p>	

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6.4	<p>Water Festival</p> <p>Annual Water Festival will take place on June 21, 2016 at the Rubber Ducky Resort. Students from St. Laurent Elementary School, ECAL, Inwood School and Woodlands School will be attending the Water Festival this year.</p>	
6.5	<p>Beaver Workshop</p> <p>Beaver Workshops on May 7, 2016 (RM of Inwood maintenance shop) and May 14, 2016 (RM of Grahamdale maintenance shop) were well received and informative. More than 30 residents attended these workshops. Positive feedback received from the participants.</p>	
6.6	<p>Summer Student</p> <p>The WIWCD received funding from 2 sources for the Summer Student Position: 315 work hours approved by the Canada Summer Job Program and 250 work hours approved by the Urban/ Hometown Green Team Program.</p> <p>The WIWCD received two inquiries regarding this position, the interviews were scheduled for May 19, 2016 at 11:30 a.m. One applicant withdrew his request. The Human Resources Committee, formed from 6 Executive Board Members and the manager, interviewed the applicant. After the discussion, the Board decided that the applicant is a good candidate to undertake advertised position.</p> <p><u>676-16: P. Dunlop – H. Rosing</u> BE IT RESOLVED THAT the Board approved to hire a summer student at the rate of \$ 12.00 per hour, with possible monetary bonus that will be paid at the end of the job term pending on the employee’s performance.</p>	CARRIED
6.7	<p>Well Inventory</p> <p>The 2016-2017 Well Inventory Program is announced. The WIWCD received a notification to submit the proposal to the Office of Drinking Water by May 27, 2016. The Board discussed the upcoming Program and decided to submit a proposal for 300 samples.</p>	
6.8	<p>Riparian Fencing</p> <p>Manager discussed the option with applicant for the Riparian Fencing Program. The Project was discussed by the Board previously and found to be eligible. After the discussion with the WIWCD Manager, the applicant decided to submit his proposal through Growing Forward 2 program for 2017-2018. The applicant is responsible to obtain Certificate of Completion after completing his Environmental Farm Plan.</p>	
6.9	<p>Rain Barrels</p> <p>The WIWCD ordered and received 100 barrels. All barrels are stored in the storage container. Small fee was paid for help to unload.</p>	
7.0	<p>NEW BUSINESS</p>	

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7.1	<p>MCDA Tour</p> <p>The MCDA tour will take place on June 16, 2016 and will be hosted by Seine-Rat River Conservation District. Participants are expected to meet at Mennonite Heritage Village at 8:30 a.m. H. Rosing and L. Miller will be attending the Tour. J. Cruise and B. Sigfusson will inform the office at later date. Last day to register is May 26, 2016.</p>	
7.2	<p>Workshop on composting</p> <p>The WIWCD receive an inquiry from the Ecole Communautaire Aurele-Lemoine (ECAL) to provide a Workshop on composting for students. Students from ECAL actively involved in "community Garden Project". It was suggested to contact the Green Manitoba with an enquiry on the "Composting Workshop".</p>	
7.3	<p>Advertising</p> <p>With upcoming Annual Lundar Fair event there are opportunities to place an advertisement in different multimedia sources, such as radio station CFRY and local newspapers. Manager to contact CFRY and inquire if it would be possible to alternate 10 seconds advertisement during Lundar Fair Days and promote two programs: Well Inventory and Tree Seedlings.</p> <p><u>677-16: J. Halchuk – K. Fjeldsted</u> BE IT RESOLVED THAT the Board approved to place an advertisement in Interlake Spectator, the Express Weekly News and CFRY Radio Station during Lundar Fair Days.</p>	CARRIED
8.0	REPORTS	
8.1	<p>Chairperson N/A</p>	
8.2	<p>MCDA Rep Report</p> <p>H. Rosing updated the Board on Manitoba Conservation District Association activities. The office was relocated to a new physical address.</p>	
8.3	<p>Manager Report</p> <p>Manager updated the Board on the current activities of the West Interlake Watershed Conservation District.</p> <p>The Auditors was visited the WIWCD Office on May 10, 2016. Final report will be submitted later. New applications for Forage Seed Program and Well Sealing Program are submitted. The WIWCD is out of stock of promotional items for students Grade 5-6 which were usually given away at the Annual Water Festivals.</p> <p><u>678-16: P. Dunlop – N. Brandstrom</u> BE IT RESOLVED THAT the Board approved to purchase the promotional items for the Water Festival in the amount up to \$ 700.00</p>	
8.4	<p>Watershed Planner</p> <p>Report is on file at the office</p>	

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9.0	In Camera Discussion N/A	
10.0	<p>CORRESPONDENCE</p> <p>The following information presented to the Board:</p> <ul style="list-style-type: none"> ➤ The email from E. Dunbar pertaining to attendance of the webinar featuring Bruce Webb on the topic of Environmental Act: ➤ Corresponding emails between Kelly Kimball (Recreational Director for the Rm of Rosser and the RM of Woodlands) and Linda Miller regarding donation of two (2) rain barrels. ➤ The letter from Manitoba Youth Job Centre regarding free referral services to help find summer employee. 	
11.0	<p>Next Meeting:</p> <p style="text-align: center;">June 23, 2016 9:00 A.M. WIWCD Office</p>	
12.0	<p><u>679-16 B. Sigfusson – P. Dunlop</u> BE IT RESOLVED THAT we adjourn at 2:40 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>	
	<hr/> <p>Jack Cruise, Chairperson WIWCD</p> <hr/> <p>Linda Miller, Financial Administrator WIWCD</p>	