

MINUTES OF MEETING NO. LF_01

NAME: Lake Francis Sub District PAGE: 1 of 3
 LOCATION: RM of St. Laurent Office, St. Laurent DATE: July 30, 2008
 DATE OF MEETING: July 29, 2008

PRESENT:	D. Oliver	Sub District Chairperson	Lake Francis Sub District Member
	E. Zotter	Sub District Vice Chairperson	Lake Francis Sub District Member
	H. Rosing	Sub District Member	Lake Francis Sub District Member
	E. St. Goddard	Sub District Member	Lake Francis Sub District Member
	J. Kostyshyn	Sub District Member	Lake Francis Sub District Member
	J. Dyck	Sub District Member	Lake Francis Sub District Member
	J. Grandmont	Sub District Member	Lake Francis Sub District Member
	E. Shay	Watershed Planner	Manitoba Water Stewardship

REGRETS:

WRITTEN BY: E. Shay

ITEM	DESCRIPTION	ACTION BY
1.0	CALL TO ORDER	
	D. Oliver called the meeting to order at 9:09 AM.	
2.0	DELEGATIONS	
	No Delegations.	
3.0	APPROVAL OF AGENDA	
	<u>LF01-08: J. Dyck – E. Zotter</u> BE IT RESOLVED THAT the Sub District approved the agenda as presented.	CARRIED
4.0	APPROVAL OF MINUTES	
	There were no minutes to approve as this was the inaugural meeting.	
5.0	BUSINESS ARISING FROM MINUTES	
	No Business.	
6.0	FINANCIAL REPORT	
6.1	Bank Account Activity E. Shay reported that there has been no bank activity to date, other than interest gained. The account balance is approximately \$90,540.00. Erin will begin to pay invoices as they arrive (register business number, advertisements for Financial Administrator, District Manager and the Request for Office Space, etc).	
6.2	Budget Summary The proposed 2008-2009 budget was distributed. Conservation Districts (CD) are required to submit quarterly reports to the Province. The next report is due the end of the second quarter. The Provincial grant should be spent in the current year, otherwise it is returned to the Province. The 2008-2009 Provincial grant (\$100,000) must be spend by March 31, 2009.	
7.0	CHAIRPERSON/MANAGERS REMARKS	
7.1	Chairperson The group discussed the election process that was used to form the four Sub Districts and the Executive Board. Erin explained that the <i>Conservation District Act</i> outlines that the Sub District Chairs shall elect one of its members as the Chairperson who sits on the Executive Board. The same process will be used at the Annual General Meeting scheduled for December 2008 or January 2009.	
8.0	IN CAMERA DISCUSSIONS	
	No In Camera Discussions.	
9.0	UNFINISHED BUSINESS	
	No Unfinished Business.	
10.0	NEW BUSINESS	
10.1	Interim Coordinator E. Shay will act as the Interim Coordinator until a Manager is hired.	
10.2	District Finances E. Shay drafted letters and invoices which were distributed to each municipal office to collect levies due. Mailed Friday, July 18, 2008.	

MINUTES OF MEETING NO. LF_01

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DATE: July 29, 2008

PAGE: 2 of 3

ITEM	DESCRIPTION	ACTION BY
10.3	<p>Financial Institution The finances will be transferred from the RM of Coldwell to the WIWCD, and will remain at the CIBC in Lundar until a CD office location is determined.</p>	
10.4	<p>Signing Authority The Chairperson, Vice Chairperson and Financial Administrator are to have signing authority.</p>	
10.5	<p>Office - Request For Proposals (RFP) Minimum office space to be 700 ft², which is an average of \$10 to \$15/ft². The RFP will be advertised in the Stonewall Argus and Interlake Spectator for the July 18, 2008 issue. The deadline for RFP submission is August 18, 2008. E. Shay to be the contact person for any inquiries on the office RFP.</p>	
10.6	<p>Conservation District Committee (CDC) Policy The CDC Policy document was reviewed. Copies of this document will be made available at future Sub District meetings. E. Shay reviewed Section 1.3 of the CDC Policy Directives document <i>Terms & Conditions of the Provincial Grant</i>. Currently, the funding ratio is on a 3 to 1 basis. It was noted that a logo and website should be designed for WIWCD. All publications are to include the provincial logo. It was also noted that there is a potential conflict of interest with the Water Management Board. There is a need to define the mandate of each Board to ensure minimal overlap.</p>	
10.7	<p>Business and Charitable Registration Numbers E. Shay to begin paperwork for a business number and charitable registration number.</p>	
10.8	<p>Human Resources The advertisements for the Financial Administrator and District Manager positions were circulated and reviewed. Sub District members are asked to pass this advertisement to anyone who would be interested in applying for these positions.</p>	
10.9	<p>Remuneration and Rates Remuneration to be paid at current government rate for meals and mileage at a rate of \$.40/km or provincial rates, whichever is higher. Accommodation at 100% coverage and member remuneration at \$12.00/hr.</p>	
10.10	<p>Office Equipment Once an office location is determined, office equipment such as computers, filing cabinets, chairs, desks, printers/photocopy machine, tables, etc will be purchased.</p>	
10.11	<p>Sub District Programming for 2008-2009 and 2009-2010 The group discussed program options for the WIWCD and outlined some possible ideas for the Manager as direction. Program Budget for 2008-2009: \$20,000</p> <ol style="list-style-type: none"> 1. Public Education <ul style="list-style-type: none"> • Placemats - \$2,000 • Brochures - \$1,000 • School program - \$1,000 2. Well water sampling/testing - \$5,000 3. Surface water sampling - \$5,000 4. Special projects (TBD) - \$6,000 	
12.0	<p>CORRESPONDENCE</p>	
	<p>No Correspondence.</p>	
13.0	<p>NEXT MEETING</p>	
	<p>October 3, 2008 at 10:00 AM TBD. There will be a joint Sub District meeting scheduled with Lake Francis.</p>	

MINUTES OF MEETING NO. LF_01

NAME: Lake Francis Sub District

DATE: July 29, 2008

PAGE: 3 of 3

ITEM	DESCRIPTION	ACTION BY
14.0	ADJOURNMENT	
	<u>LF02-08: E. St. Goddard</u> BE IT RESOLVED THAT we adjourn.	CARRIED
	These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors.	
	<i>Original signed by</i> _____ Doug Oliver, Sub District Chairperson Lake Francis Sub District <i>Original signed by</i> _____ Erin Shay, Watershed Planner Manitoba Water Stewardship, on behalf of the WIWCD	