

MINUTES OF MEETING NO. LWI_01

NAME:	Lower West Interlake Sub District	PAGE:	1 of 3																		
LOCATION:	RM of Eriksdale Office, Eriksdale	DATE:	July 31, 2008																		
DATE OF MEETING:	July 30, 2008																				
PRESENT:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">J. Cruise</td> <td style="width: 33%;">Sub District Chairperson</td> <td style="width: 34%;">Lower West Interlake Sub District Member</td> </tr> <tr> <td>H. Hallson</td> <td>Sub District Vice Chairperson</td> <td>Lower West Interlake Sub District Member</td> </tr> <tr> <td>V. Lemoureux</td> <td>Sub District Member</td> <td>Lower West Interlake Sub District Member</td> </tr> <tr> <td>C. Lavallee</td> <td>Sub District Member</td> <td>Lower West Interlake Sub District Member</td> </tr> <tr> <td>J. Wainwright</td> <td>Sub District Member</td> <td>Lower West Interlake Sub District Member</td> </tr> <tr> <td>E. Shay</td> <td>Watershed Planner</td> <td>Manitoba Water Stewardship</td> </tr> </table>			J. Cruise	Sub District Chairperson	Lower West Interlake Sub District Member	H. Hallson	Sub District Vice Chairperson	Lower West Interlake Sub District Member	V. Lemoureux	Sub District Member	Lower West Interlake Sub District Member	C. Lavallee	Sub District Member	Lower West Interlake Sub District Member	J. Wainwright	Sub District Member	Lower West Interlake Sub District Member	E. Shay	Watershed Planner	Manitoba Water Stewardship
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E. Shay	Watershed Planner	Manitoba Water Stewardship																			
REGRETS:	C. Fjeldsted	Sub District Member	Lower West Interlake Sub District Member																		
WRITTEN BY:	E. Shay																				

ITEM	DESCRIPTION	ACTION BY
1.0	CALL TO ORDER	
	J. Cruise called the meeting to order at 8:03 AM.	
2.0	DELEGATIONS	
	No Delegations.	
3.0	APPROVAL OF AGENDA	
	<u>LWI01-08: C. Lavallee – J. Wainwright</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.	
10.3	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.	

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ITEM	DESCRIPTION	ACTION BY
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 - \$2,500 2. Wellwater sampling/testing - \$5,000 3. Surface water sampling - \$5,000 4. Well Decommissioning - \$5,000 5. Equipment purchases (ex. GPS, vehicle) - \$2,500 	
12.0	<p>CORRESPONDENCE</p>	
	No Correspondence.	
13.0	<p>NEXT MEETING</p>	
	<p>September 30, 2008 at 10:00 AM RM of Coldwell office, Lundar.</p>	

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ITEM	DESCRIPTION	ACTION BY
14.0	ADJOURNMENT	
	<u>LWI02-08: H. Hallson</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> _____ Jack Cruise, Sub District Chairperson Lower West Interlake Sub District <i>Original signed by</i> _____ Erin Shay, Watershed Planner Manitoba Water Stewardship, on behalf of the WIWCD	