

**MINUTES OF MEETING NO. 94-17**

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LOCATION	WIWCD Office, Lundar, Manitoba	DATE	January 19, 2017

PRESENT:

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

REGRETS:

J. Cruise	Chairperson	Swan Creek Sub District
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WRITTEN BY: I. Zotter

ITEM	DESCRIPTION	ACTION BY
1.0	<b>CALL TO ORDER</b> H. Rosing called the meeting to order at 1:05 P.M.	
2.0	<b>APPROVAL OF AGENDA</b> <u>724-17: B Sigfusson – N. Brandstrom</u> <b>BE IT RESOLVED THAT</b> the Board approved the agenda with additions: 7.3 Levies 7.4 MCDA Tour	<b>CARRIED</b>
3.0	<b>APPROVAL OF MINUTES</b> <u>725-17: N. Brandstrom – J. Halchuk</u> <b>BE IT RESOLVED THAT</b> the Board adopted the minutes of the Executive Board Meeting 93-16 November 17, 2016 with amendments.	<b>CARRIED</b>
4.0	<b>FINANCIAL REPORT</b>	
4.1	<b>Bank Activity</b>  L. Miller presented the financial report: CIBC Corporate Classic Visa Statement from October 22, 2016 to November 21, 2016 and CIBC Corporate Classic Visa Statement from November 22, 2016 to December 21, 2016 ; CIBC Business Operating Account Statement from November 1 to November 30, 2016 and CIBC Business Operating Account Statement from December 1 to December 31 , 2016; Bank Account Transactions Report from November 17, 2016 to January 18, 2017; Comparative Income Statement – YTD from April 1, 2016 to January 18, 2017; 2016-2017 Statement of Expenditures from April 1, 2016 to January 18, 2017.  <u>726-17: P. Dunlop – K. Fjeldsted</u> <b>BE IT RESOLVED THAT</b> the Board approved the expenses of \$ 45,405.91 (cheques # 2862 – 2920, 2923), CIBC Corporate Classic Visa Statement from October 22, 2016 to November 21, 2016 and CIBC Corporate Classic Visa Statement from November 22, 2016 to December 21, 2016 ; CIBC Business Operating Account Statement from	<b>CARRIED</b>

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	<p>November 1 to November 30, 2016 and CIBC Business Operating Account Statement from December 1 to December 31 , 2016; Bank Account Transactions Report from November 17, 2016 to January 18, 2017; Comparative Income Statement – YTD from April 1, 2016 to January 18, 2017; 2016-2017 Statement of Expenditures from April 1, 2016 to January 18, 2017</p>	
<b>5.0</b>	<p><b>SUB DISTRICT RECOMMENDATIONS</b></p> <p>Staff to send email to members to collect their opinion if Sub District Meetings are necessary at the end of January. All Member Meeting is tentative scheduled for the end of March – beginning of April</p>	
<b>6.0</b>	<p><b>OLD BUSINESS</b></p>	
<b>6.1</b>	<p><b>Integrated Watershed Management plan (IWMP)</b></p> <p>The Project Management Team held multiple meetings with the RM of Portage. The boundaries of the Southwest Interlake IWMP are finalized and will remain the same as it was originally outlined. Further information will be sent to all PMT members.</p>	
<b>6.2</b>	<p><b>Lease Agreement (Office space)</b></p> <p>The landowner agreed to make some improvements to the building and is waiting for quotes from the contractors on the installation of air exchange system and the cement pad at the back door of the building.</p>	
<b>6.3</b>	<p><b>Burnt Lake Fish Ladder</b></p> <p>Tabled until the next meeting</p>	
<b>6.4</b>	<p><b>Northwest Interlake IWMP Boundaries and Memorandum of Understanding (MOU)</b></p> <p>Memorandum of Understanding presented to the Board of Directors. The Board discussed the boundaries of the Northwest Interlake IWMP. Discussion is tabled to the next meeting where more information will be presented.</p>	
<b>6.5</b>	<p><b>Winter Watering System Applications</b></p> <p>One of the approved projects of the Off Site Winter Watering System was modified by the applicant. The Board discussed the issue and concluded that new location of installed system does not comply with Terms and Conditions to be eligible for funding.</p> <p><b><u>727-17: B. Sigfusson – P. Dunlop</u></b>  <b>BE IT RESOLVED THAT the Board</b> voted to deny funding for the Winter Off Site Watering System application (T. Johnson) due that the new location does not adhere to the Terms and Conditions as outlined on the application under “Eligibility” paragraph.</p>	<b>CARRIED</b>

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<b>6.6</b>	<p><b>MCDA Convention / CD Award</b></p> <p>MCDA Convention took place on December 6-8, 2016 in Brandon, Manitoba. Due to a severe storm only one staff member and one Executive Director were able to attend the Conference. The CD Award was accepted by I. Zotter on the behalf of Sabados Greenhouse.</p>	
<b>6.7</b>	<p><b>Tree Seedlings Program</b></p> <p>The WIWCD processed in total 470 applications and placed an order for 13000 trees.</p>	
<b>7.0</b>	<p><b>NEW BUSINESS</b></p>	
<b>7.1</b>	<p><b>Advertising</b></p> <p>The proposal from CFRY for the annual advertisement presented to the Board. The cost of annual plan is \$ 8,580.00, which would include 4-10 second commercial liners per day, airing Monday – Saturday adjacent to the Area Update Feature (airing in rotation with one other businesses), on average of 104 liners per month. The Board discussed the proposal and decided that the WIWCD will continue with radio advertisement only during special events, if the budget allows.</p>	
<b>7.2</b>	<p><b>Summer Student</b></p> <p>The WIWCD applied to two (2) funding: Canada Summer Jobs and Urban Town Green Team for the summer student position.</p>	
<b>7.3</b>	<p><b>Levies</b></p> <p>L. Miller presented new calculated municipal levies 2017-2018 to the Board of Directors. Staff to prepare Letter and Invoices to the Municipalities and to arrange meetings with partner municipalities throughout February 2017.</p>	
<b>7.4</b>	<p><b>MCDA Tour</b></p> <p>Proposed pamphlet presented to the Board. The WIWCD staff received recommendations and suggestions from the MCDA representative that a one day tour would be preferred. And while tourist attractions are very interesting, the main focus of the Tour should be on the activities and projects completed by the WIWCD. The Board discussed available options and decided to organize a one day Tour in the southern part of the district on June 15, 2017.</p>	
<b>8.0</b>	<p><b>REPORTS</b></p>	
<b>8.1</b>	<p><b>Chairperson</b></p> <p>The email from J. Cruise with update on his meeting with representatives from the RM of Portage presented to the Board. The topic of discussion during that meeting were boundaries of the Southwest Interlake IWMP.</p>	

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<b>8.2</b>	<p><b>MCDA Rep Report</b></p> <p>MCDA Expanded Executive Meeting minutes presented to the Board. Meeting held on January 5, 2017 in Brandon.</p>	
<b>8.3</b>	<p><b>Manager Report</b></p> <p>Manager updated the Board on the current activities of the West Interlake Watershed Conservation District</p>	
<b>8.4</b>	<p><b>Watershed Planner</b></p> <p>Report is on file at the office</p>	
<b>9.0</b>	<p><b>IN CAMERA DISCUSSION</b></p> <p>N/A</p>	
<b>10.0</b>	<p><b>CORRESPONDENCE</b></p> <p>The following information presented to the Board:</p> <ul style="list-style-type: none"> <li>➤ The email and the report from M. Lowdon pertaining Spawning Shoals Impacts (Erinview, MB). Report to be sent to P. Watson, H. Rosing and to P. Dunlop;</li> <li>➤ The email from M. Johnson with an update on the services offered to Conservation Districts across the province by M3 Aerial Production;</li> <li>➤ The letter from A. Coutts, Chair MCDA, pertaining the payment for the registration at the MCDA Conference;</li> <li>➤ The email from R. Sidloski, CEO HELP International, regarding Willows for Towns program;</li> <li>➤ The newsletter from Invasive Species Council of Manitoba;</li> </ul>	
<b>11.0</b>	<p><b>NEXT MEETING:</b></p> <p style="text-align: center;"><b>February 16, 2017</b>  <b>1:00 P.M.</b>  <b>WIWCD Office</b></p>	
<b>12.0</b>	<p><b>ADJOURNMENT</b></p> <p><b><u>728-17 P. Dunlop – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> we adjourn at 4:10 p.m.</p>	<b>CARRIED</b>

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	<p><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></p>	
	<p><b>Jack Cruise, Chairperson</b> <b>WIWCD</b></p> <hr/> <p><b>Linda Miller, Financial Administrator</b> <b>WIWCD</b></p>	