

**Redboine Watershed District
Board Meeting No. 6/2223 Minutes
February 24, 2023 - 1:30PM
Carman Community Hall - Carman, MB**

Present:	District Chairperson	M. Piper	Present
	Lower Assiniboine SD Chair	D. Nott	Absent
	La Salle River SD Chair	S. Pelletier	Present
	La Salle River SD V. Chair	D. Guyot	Present
	Boyne River SD Chair	R. Marginet	Absent
	Morris-Norquay SD Chair	C. Morgan	Present
	Tobacco-Shannon Creeks SD Chair	W. McTavish	Present
	Provincial Appointee	M. Lowdon	Absent
	Manager	J. Reid	Present
	Financial Administrator	A. Smith	Present
	GROW Coordinator	J. Corvino	Absent
	Resource Technician	R. Nichol	Absent
	GROW Technician	A. Spellman	Present
	MB ARD Watershed Planner	D. Timmerman	Absent
	MAW Executive Director	L. Nicol	Present

1.0 Call to Order by Chairperson

Chairperson M. Piper called the meeting to order at 1:15pm. A. Spellman was officially introduced to the Board as the new GROW Technician.

2.0 Approval of Agenda

RESOLUTION #1/6/2223

Moved by: S. Pelletier
Motion to approve the agenda as presented.

CARRIED

Seconded by: W. McTavish

3.0 Approval of Minutes

RESOLUTION #2/6/2223

Moved by: C. Morgan
Motion to approve the minutes from the previous meeting as presented.

CARRIED

Seconded by: W. McTavish

4.0 Delegations

4.1 - Lynda Nicol, MB Association of Watersheds

L. Nicol presented a MAW Report to the Board. The Report included updates to how MAW will be delivering reports to the WD Boards and what kinds of information will be included. The Feb. update included meeting summaries from recent MAW Board Meetings. MAW is also hoping to soon announce a partnership with People First HR for a 6-month access to HR One on One training for WD's.

5.0 Administration & Business reports

5.1 - Manager's Report

The Manager presented an updated report on the status of programs and projects that are ongoing. The Board was also informed that Manager J. Reid will be away on holidays from Mar. 20-Apr. 6

5.2 - Administrator's Report

The Board was given the financial update for the district since the last Board Meeting, including the Financial Report, Budgeted Expenses to Date, and current Credit Card Statements.

RESOLUTION #3/6/2223

Moved by: W. McTavish

CARRIED

Seconded by: S. Pelletier

Motion to approve the Administrator's report including list of expenditures totaling: \$164,369.57.

RESOLUTION #4/6/2223

Moved by: S. Pelletier

CARRIED

Seconded by: C. Morgan

Motion to add A. Smith to the approved list of RBWD Directors/Personnel with Financial and Banking Signing Authority with Sunrise Credit Union.

5.3 - Project Manager's Report

The Project Manager's Report and updated GROW Program project expenses were presented to the Board. As the Project Manager was unable to attend the meeting, Board Members were encouraged to contact or send questions directly to the Project Manager for more information.

5.4 - Technician's Report

No Technician Report was available for the Board Meeting. As the Technician was unable to attend the meeting, Board Members were encouraged to contact or send questions directly to the Technician for more information.

RESOLUTION #5/6/2223

Moved by: S. Pelletier

CARRIED

Seconded by: W. McTavish

Motion to accept the Administration & Business Reports from RBWD Staff as presented.

6.0 Reports from Committees

6.1 Watershed Planner Report

D. Timmerman was unable to attend the Board Meeting but provided the Provincial Report for discussion. The Board was shown the latest Provincial Report for February 2023.

6.2 Employee Committee Report

The hiring of A. Spellman for the GROW Technician position was carried out via e-mail resolution in between Board Meetings so official adoption of the E-Motion was completed.

RESOLUTION #6/6/2223

Moved by: W. McTavish

CARRIED

Seconded by: M. Lowdon

Motion to officially adopt E-Motion #01/EM/2223 “GROW Technician Hire” that was passed via e-mail on January 16, 2023.

RESOLUTION #7/6/2223

Moved by: S. Pelletier

CARRIED

Seconded by: C. Morgan

Motion to provide a laptop and cell phone to A. Spellman for use in her duties as RBWD GROW Technician. A. Spellman will be required to adhere to the RBWD Equipment Use Policy (#5.12) and must sign an Equipment Use Agreement prior to the items being issued.

RESOLUTION #8/6/2223

Moved by: W. McTavish

CARRIED

Seconded by: C. Morgan

Motion to provide a RBWD Business Credit Card to A. Spellman for use in her duties as RBWD GROW Technician. A. Spellman will be required to adhere to the RBWD Credit Card Use Policy (#4.10) and must sign a Credit Card Use Agreement prior to the card being issued.

6.3 Policy Updates

Policy updates were required from the District’s Insurance Provider as well as approvals being needed for draft policies that had not previously been adopted.

RESOLUTION #9/6/2223

Moved by: C. Morgan

CARRIED

Seconded by: W. McTavish

Motion to adopt the approved updates to RBWD Policy #3.03 “Abuse & Harassment Policy”, #3.07 “Job Description - Project Manager”, #4.03 “District Signing Authority”, #4.09 “District Purchases & Contract Works”, and #5.12 “District Equipment Use Policy”, as well as the corresponding agreement documents.

The Board requested that in addition to an Employee Agreement for the new Abuse & Harassment Policy (#3.03), a Board Agreement document be created as well. The Agreement documents will be provided to the Board for their signatures at the next scheduled Board Meeting.

7.0 Business Arising from Previous Meetings

7.1 Auditor Confirmation for 2022-23

The board discussed the appointment of BDO Canada as auditors for the 2022-23 fiscal year and were reminded of the commitments BDO made in the discussions for appointing auditors for the 2021-22 fiscal year.

RESOLUTION #10/6/2223

Moved by: W. McTavish

CARRIED

Seconded by: S. Pelletier

Motion to confirm the appointment of BDO Canada as the Auditors for the RBWD 2022-23 Fiscal Year, pursuant to BDO’s commitment to hold cost increases to no more than 5% above the cost of the 2021-22 Audit.

8.0 New Business

8.1 RBWD Committee Appointments

The board was presented with the list of RBWD Committees and Representatives and appointments to the committees were made for the 2023-24 year. A list of the appointments is attached to the end of these minutes.

RESOLUTION #11/6/2223

CARRIED

Moved by: S. Pelletier

Seconded by: C. Morgan

Motion to approve the RBWD Committee & Representative Appointments as discussed and recorded in the 2023 RBWD Committee Members list. (See attached)

8.2 2023-24 Draft Budget Approval

The board was provided a quote from Winkler Plumbing & Heating for work to repair or replace the heating system in the shop.

RESOLUTION #12/6/2223

CARRIED

Moved by: W. McTavish

Seconded by: S. Pelletier

Motion to accept and approve the 2023-24 RBWD Interim Budget as presented.

8.3 MAW Resolutions Committee

The board discussed the idea of there being a Resolutions Committee for the MB Association of Watersheds similar to the Association of MB Municipalities. A Resolutions Committee could look at ideas and requests submitted by Watershed Districts and present resolutions to the MAW General Membership at the MAW AGM.

RESOLUTION #13/6/2223

CARRIED

Moved by: M. Piper

Seconded by: W. McTavish

Motion to request the MAW Board implement a Resolutions Committee to bring forward resolutions at the MAW AGM.

8.4 Attendees for Upcoming Conferences/Events

The Assiniboine River Basin Initiative Conference will be on Mar. 1-2, 2023 in Regina SK. M. Piper expressed interest in attending the conference virtually.

RESOLUTION #14/6/2223

CARRIED

Moved by: W. McTavish

Seconded by: S. Pelletier

Motion to cover registration costs for M. Piper and J. Corvino to attend the ARBI Conference Mar. 1-2, 2023 via the virtual platform that is being offered.

9.0 Information & Correspondence

9.1 Next Meeting: March 24, 2023 - Location TBD

The next regularly scheduled Board Meeting will be held on March 24, 2023. The meeting will most likely be held in Holland, MB and will be planned by J. Corvino as J. Reid will be away on holidays.

10.0 Adjournment

RESOLUTION #15/6/2223

Moved by: S. Pelletier

Motion to adjourn the meeting at 2:55pm.

CARRIED

Minutes Approved By:

Board Chairperson: M. Piper

Financial Administrator: A. Smith

Attachments:

- *MAW Report to District Boards (Feb. 23, 2023)*
- *RBWD 2023-24 Committee Members*