

Redboine Watershed District

Board Meeting #05/2324 Minutes

December 1, 2023 - 1:00PM

ZOOM Meeting

Present:	District Chairperson	M. Piper	Present
	Lower Assiniboine SD Chair	D. Nott	Present
	La Salle River SD Chair	S. Pelletier	Present
	Boyne River SD Chair	R. Marginet	Present
	Morris-Norquay SD Chair	C. Morgan	Absent
	Tobacco-Shannon Creeks SD Chair	W. McTavish	Present
	Provincial Appointee	M. Lowdon	Present
	District Manager	J. Reid	Present
	Financial Administrator	A. Smith	Absent
	Project Manager	J. Corvino	Absent
	Resource Technician	R. Nichol	Absent
	GROW Technician	A. Spellman	Absent
	PWCP Coordinator	T. Hemphill	Absent
	MB ECC Watershed Planner	C. Cuvelier	Present

1.0 Call to Order by Chairperson

Chairperson M. Piper called the meeting to order at 1:05pm.

2.0 Approval of Agenda

RESOLUTION #1/5/2324

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

CARRIED

Seconded by: D. Nott

3.0 Approval of Minutes

RESOLUTION #2/5/2324

Moved by: D. Nott
Motion to approve the minutes from the previous meetings as presented.

CARRIED

Seconded by: S. Pelletier

4.0 Delegations

No Delegations were present at the meeting.

5.0 Administration & Program Reports

5.1 - Manager's Report

The Manager presented an updated report on the status of programs and projects that are ongoing.

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.

5.3 - Project Manager's Report

The Project Manager's Report was tabled until the next Board Meeting. Board members were recommended to talk with staff at the upcoming MAW Conference if they had any questions.

5.4 - Technician's Report

The Technician's Report was tabled until the next Board Meeting. Board members were recommended to talk with staff at the upcoming MAW Conference if they had any questions.

RESOLUTION #3/5/2324

Moved by: R. Marginet

CARRIED

Seconded by: W. McTavish

Motion to accept the Administration & Program Reports as presented, and to approve the Financial Report including the list of expenditures totaling \$79,538.87.

**See Attached: Administration & Program Reports*

6.0 Reports from Committees

6.1 Watershed Planner Report

C. Cuvelier presented the Provincial Report at the Board Meeting.

6.2 Employee Committee Report

6.2.1 Employee Evaluations - Notes & Recommendations from Nov. 24, 2023

The Employee Evaluations discussion was postponed until the end of the agenda. Board members discussed the Business Arising and the New Business before returning to discuss the Employee Committee Report.

C. Cuvelier was invited to stay and join the in-camera session.

RESOLUTION #6/5/2324

Moved by: D. Nott

CARRIED

Seconded by: W. McTavish

Motion to move to an in-camera session of the Board.

RESOLUTION #7/5/2324

Moved by: W. McTavish

CARRIED

Seconded by: R. Marginet

Motion to move out of camera.

RESOLUTION #8/5/2324

Moved by: D. Nott

CARRIED

Seconded by: R. Marginet

Motion to accept and approve the following list of recommendations from the Employee Committee that were discussed in camera:

Recommendation # 03/EC/2324

The Employee Committee would like to recognize the work and the effort that A. Spellman has put into this year, and they recommend moving A. Spellman up 2 levels on the pay scale to \$27.50/hour effective Jan. 1, 2024. The Employee Committee would also like to offer A.

Spellman an additional \$1.50/hour bonus effective upon successful completion of her C.E.T. designation.

Recommendation # 04/EC/2324

The Employee Committee would like to recognize the work and the effort that R. Nichol has put into this year, and they recommend moving R. Nichol up 1 level on the pay scale to \$35.00/hour effective Jan. 1, 2024. The Employee Committee would also like to recommend that R. Nichol be offered financial and time support to pursue a C.E.T. designation and a \$1.50/hour bonus upon completion if he chooses to begin the process.

Recommendation # 05/EC/2324

The Employee Committee would like to recognize the work and the effort that J. Corvino has put into this year, and they recommend moving J. Corvino up 1 level on the pay scale to \$36.50/hour effective Jan. 1, 2024.

Recommendation # 06/EC/2324

The Employee Committee would like to recognize the work and the effort that A. Smith has put into this year, and they recommend moving A. Smith up 2 levels on the pay scale to \$27.50/hour effective Jan. 1, 2024.

**Update to the Recommendation: The Board increased the raise of A. Smith above the EC Recommendation. A. Smith will move up 4 levels on the pay scale to \$30.50/hour, to bring her pay in line with similarly experienced Municipal and Watershed District administrators.*

Recommendation # 07/EC/2324

The Employee Committee would like to recognize the work and the effort that J. Reid has put into this year, and they recommend moving J. Reid up 1 level on the pay scale to \$42.50/hour effective Jan. 1, 2024.

Recommendation # 08/EC/2324

The Employee Committee recommends amendments to the Board/Employee Structure Diagram (Policy #3.01) and has submitted the updated diagram for approval.

Recommendation # 09/EC/2324

The Employee Committee recommends the Executive Board adopt a Remote Work Policy to guide and govern situations where employees may be performing daily tasks from workspaces other than the Main RBWD Office.

Recommendation # 10/EC/2324

The Employee Committee recommends that A. Spellman be given a monthly phone allowance in lieu of being issued a district cell phone. The Committee recommends a phone allowance of \$25/month.

Recommendation # 11/EC/2324

The Employee Committee recommends that the Executive Board begin the process of hiring an Assistant Technician to aid R. Nichol in delivering district programming. To facilitate this, the Committee recommends moving T. Hemphill to permanent employee status as of January 1, 2024 and waiving the normal probationary period, then promoting T. Hemphill from PWCP Coordinator to Assistant Technician (RT-I) effective April 1, 2024 at 3 days/week and a starting wage of \$26.00/hour with an additional \$1.50/hour bonus for her C.E.T. designation.

Recommendation # 12/EC/2324

The Employee Committee recommends that in lieu of the new Provincial Minimum Wage Rate (\$15.30/hour) the starting wage of the Summer Student Position for 2024 be set at \$17.50/hour plus a \$0.50 bonus for every year of service for returning students.

RESOLUTION #9/5/2324

Moved by: R. Marginet

Motion to establish a Vehicle Committee and appoint M. Piper, W. McTavish, and R. Nichol to the committee. The Vehicle Committee will begin the search for a new vehicle for R. Nichol.

CARRIED

Seconded by: D. Nott

RESOLUTION #10/5/2324

Moved by: S. Pelletier

Motion to keep the Health Care Benefits cost-share ration at 50% District Pay and 50% Employee Pay.

CARRIED

Seconded by: D. Nott

7.0 Business Arising from Previous Meetings

7.1 2023-24 Auditor Selection

The quote from BDO for providing audit services for the 2023-24 fiscal year was unavailable at meeting time. The quote will be provided to the Board via e-mail as soon as it is received and an E-motion will be passed.

8.0 New Business

8.1 2024 RBWD Watershed Award Winner

The Board was given the list of nominees for the 2024 RBWD Watershed Award that was compiled during the Fall Sub-District Meetings.

RESOLUTION #4/5/2324

Moved by: R. Marginet

Motion to present Al Reidstra from Reidbo Dairy with the 2024 Redboine WD Watershed Award.

CARRIED

Seconded by: S. Pelletier

The Board made special mention of SD Member, and Nominee, Ray Leneal and would like staff to nominate him for a future MAW Builder Award.

8.2 MAW Resolution/Discussion Topics

The Board discussed items for the Open Forum session at the MAW AGM being held during the MAW Conference. The main discussion topic being regarding Municipal and Provincial Rights-of-Way that was brought up during the Fall SD Meetings. SD Members want to see the RMs have more enforcement power to stop landowners from farming the municipal ditches, would like to see the Province take more action to stop cropping in provincial ditches, and would like to see more provincial ditches able to be hayed by local landowners.

The Board also discussed MAW helping lead the WD Administrators in a regularly scheduled set of meetings similar to how the WD Managers meet regularly.

RESOLUTION #5/5/2324

Moved by: S. Pelletier

Motion to request that MAW take a lead role in establishing a regularly scheduled set of meetings for the WD Administrators to help foster increased coordination, cooperation, and training for the Administrators across the Province.

CARRIED

Seconded by: D. Nott

9.0 Information & Correspondence

9.1 Next Meeting: February 23, 2024 (RBWD AGM)

Location for the AGM is yet to be determined.

10.0 Adjournment

RESOLUTION #11/5/2324

Moved by: S. Pelletier

Motion to adjourn the meeting at 3:00 pm.

CARRIED

Minutes Approved By:

Board Chairperson: M. Piper

Financial Administrator: A. Smith