

Central Assiniboine Watershed District (CAWD)
Box 160, 205- Elizabeth Ave. E. – Baldur, Manitoba R0K 0B0
Ph: (204) 535-2139 Fax: (204) 535-2215
Board Meeting No. 006, 24-25
Zoom & In person
February 20th, 2025

Present:

Jeff Elder	Little Souris Sub District (Chair)
Heather Dalglish	Epinette-Willow Sub District
Jack Bolack	Member-at-large (Vice-Chair)
Rod Durham	Oak Creek Sub District
Mitchell McPherson	Little Souris Sub District
Ted Snure	Provincial Appointee
Ken Turner	Souris River Sub District
Neil Zalluski	Manager
Tracy Lockhart	Financial Administrator
Dale Timmerman	Watershed Planner

Regrets:

Myles Kubinec	Cypress River Sub District
Paul Gaultier	Lower Assiniboine Sub District

1. **CALL TO ORDER – 9:35am**
2. **APPROVAL OF AGENDA**
052-25: Heather Dalglish / Ken Turner
BE IT RESOLVED THAT the Board approve the agenda as presented. **CARRIED**
3. **APPROVAL OF MINUTES**
053-25: Rod Durham / Jack Bolack
BE IT RESOLVED THAT the Board approve the minutes #004 from the October 22nd, 2024 and #005 from the December 2nd, 2024, as presented. **CARRIED**
4. **Delegation – N/A**
5. **FINANCIAL REPORT**
054-25: Heather Dalglish / Ted Snure
BE IT RESOLVED THAT the Board approve the Cheque register as presented, being cheque #7932 – #8126;
AND THAT all other reports (including Petty Cash) totaling \$848,299.22 be approved. (**reports attached as Appendix I**) **CARRIED**
 - b. **Interim Budget Review**
055-25: Jack Bolack / Ken Turner
BE IT RESOLVED THAT the Board approve the Interim budget as reviewed for 2025-26. **CARRIED**
6. **CHAIRPERSON REMARKS:**
 - a. **Provincial Update – Dale Timmerman**

b. **MAW Update** – Ted Snure

c. **Subdistrict Reports** – Reviewed
056-25: Heather Dalglish / Jack Bolack

BE IT RESOLVED THAT the Board approve the program payouts as per Sub-district recommendation:
Well Establishment – \$7,000.00
Mulch/Trees – \$647.77

CARRIED

d. **Managers' Report** – attached as Appendix II - Reviewed

e. **Works Supervisor Report** – attached as Appendix III - Reviewed

f. **GROW/PWCP Technician Report** – attached as Appendix IV – Reviewed

7. **IN CAMERA DISCUSSIONS** – N/A

8. **UNFINISHED BUSINESS**

a. **E-resolutions** – attached as Appendix VI

057-25: Jack Bolack / Ken turner

BE IT RESOLVED THAT the Board approve the following e-resolutions – documentation attached as Appendix VI:

- #006-24 – 24-25 Budget Deviation 1
- #007-24 – Office Furnace replacement
- #008-24 – Office Photocopier replacement
- #009-25 – 24-25 Budget Deviation 2

CARRIED

b. **Payroll Direct Deposit**

058-25: Heather Dalglish / Jack Bolack

BE IT RESOLVED THAT the CAWD Board approve to authorize the Financial Administrator to set up all employees' for the Direct Deposit program through Sunrise Credit Union and the office accounting software;

AND THAT all costs associated to the above, be approved.

CARRIED

9. **NEW BUSINESS**

a. **Committee Appointments**

059-25: Ken Turner / Mitchel McPherson

BE IT RESOLVED THAT the Board approve the following Committee Appointments for 2025-26:

Finance/Human Resources: Jack Bolack, Rod Durham, Heather Dalglish, (Alt: Ken Turner)

Policy Committee: Heather Dalglish, Ken Turner, Myles Kubinec

MAW Reps: Ted Snure (Alt: Heather Dalglish)

CARRIED

b. **GROW minutes #18**

060-25: Jack Bolack / Heather Dalglish

BE IT RESOLVED THAT the board approve the Meeting #18 GROW minutes and projects for 2024-25:

Wetland Project – GROW-W7-2024 – Project cost \$16,050.00

GROW-W8-2024 – Project cost \$15,270.00
GROW-W9-2024 – Project cost \$1,530.00
GROW-W10-2024 – Project cost \$8,110.00
GROW-W11-2024 – Project cost \$6,860.00
GROW-W12-2024 – Project cost \$1,976.20
GROW-W13-2024 – Project cost \$76,380.00
GROW-W14-2024 – Project cost \$2,150.00
GROW-W15-2024 – Project cost \$6,540.00

Riparian Project - GROW-R4-2024 – Project cost \$13,795.00

Total GROW projects approved in the amount of \$148,661.20

CARRIED

c. **Admin. Conference Approval**

061-25: Ken Turner / Jack Bolack

BE IT RESOLVED THAT the Board approve for the Financial Administrator to attend the 2025 Administrators Conference March 5th – 7th, 2025 at Elkhorn resort, MB;

AND THAT all accommodation, mileage and conference fees be paid as per current rates.

CARRIED

d. **GROW Tech - Crop Connect Conference**

062-25: Jack Bolack / Ken Turner

BE IT RESOLVED THAT the Board approve for the GROW Technician to attend the 2025 Crop Connect Conference in Winnipeg, MB, February 12th and 13th, 2025;

AND THAT all accommodation, mileage and conference fees be paid as per current rates.

CARRIED

e. **WD Manager's Conference**

063-25: Rod Durham / Heather Dalgleish

BE IT RESOLVED THAT the Board approve for the CAWD Manager to attend the 2025 Manager's Conference Feb. 24th – 27th, 2025, at Hecla resort, MB;

AND THAT all accommodation, mileage and conference fees be paid as per current rates.

CARRIED

f. **Work's Supervisor Tech Conference**

064-25: Heather Dalgleish / Ken Turner

BE IT RESOLVED THAT the Board approve for the CAWD Work's Supervisor to attend the 2025 Tech Conference March 25th – 26th, 2025, at Portage La Prairie, MB;

AND THAT all accommodation, mileage and conference fees be paid as per current rates.

CARRIED

g. **Summer Student**

065-25: Jack Bolack / Ken Turner

BE IT RESOLVED THAT the CAWD Board approve to hire Emma Conrad for a 4-month summer staff Technician position;

AND THAT wages be set, subject to grant funding, at \$20.00 per hour;

AND FURTHER THAT all other employment standards be noted in the employees' contract.

CARRIED

h. **CAWD additional Cell phone**

066-25: Ted Snure / Heather Dalgleish

BE IT RESOLVED THAT the CAWD Board approve to purchase an additional cell phone for employee use.

CARRIED

i. AMM Group Health Benefits

TABLED

j. Board Indemnity Amounts Meals / Mi.

067-25: Heather Dalgleish / Rod Durham

BE IT RESOLVED THAT the CAWD Board approve to change the current Indemnity rates for Meals and Mileage to the following:

Breakfast - \$15.00

Lunch – \$20.00

Supper - \$25.00

Mileage – \$0.46

CARRIED

k. 2025-26 District Programs

068-25: Ted Snure / Ken Turner

BE IT RESOLVED THAT the Board approve all programs for the 2025-26 to remain unchanged from the previous year.

CARRIED

l. 2024-25 Year-end Projections

069-25: Jack Bolack / Rod Durham

BE IT RESOLVED THAT the Board approve the 2024-25 year end provincial overage expenditure, resulting from the year - end audit to be covered by local dollars.

CARRIED

m. Enviro Expo Support

070-25: Heather Dalgleish / Ted Snure

BE IT RESOLVED THAT CAWD will attend the Enviro Expo, June 3rd, 2025, in Brandon, MB, at the Brandon University;

AND THAT the board donate a monetary sponsorship for the above event in the amount of \$1,000.00.

CARRIED

n. Rain Garden MOU

071-25: Ken Turner / Mitchel McPherson

BE IT RESOLVED THAT the Board approve signing of the 2025 Rain Garden MOU with the City of Brandon.

CARRIED

o. Margaret Sigvaldason Retirement wishes

072-25: Heather Dalgleish / Jack Bolack

WHEREAS Margaret Sigvaldason, Financial Administrator, for the Central Assiniboine Watershed District, retired on December 31, 2024, after exemplary service to the Boards and Districts over her 21 years of service;

AND WHEREAS Margaret served her years and saw many Board members through Amalgamations, name and boundary changes, from the Tiger Hills Conservation District to Assiniboine Hills Conservation District and finally to Central Assiniboine Watershed District;

THEREFORE BE IT RESOLVED THAT the CAWD Board and staff wish Margaret all the best in her retirement and all future endeavors.

CARRIED

10. CORRESPONDENCE

73-25 Rod Durham / Jack Bolack

BE IT RESOLVED THAT the Board approve the communications below as received and filed:

1. December, January, February Provincial reports
2. Province of Mb Environment and Climate – Riverbend Colony Farms permit
3. Community Planning Sub- Division Files: 8687/8704
4. City of Brandon Variance application
5. City of Brandon - Rezoning Z-03-25 and Sub-Division 4500-258-746

** Other District Minutes, MAW minutes, Provincial Appointee updates, and time sensitive documents are emailed to board members when received – all electronic correspondence is kept on file at CAWD office***

CARRIED

11. NEXT MEETING- at call of chair

12. ADJOURNMENT - Meeting was adjourned by: **Rod Durham / Ted Snure**

Jeff Elder, Chairperson
Central Assiniboine WD

Tracy Lockhart, Administrator
Central Assiniboine WD