



**Lesser Slave Watershed Council
Board of Directors Meeting Minutes
April 11, 2019, Kinuso, AB**

Present at meeting:

<u>Name</u>	<u>Sector Represented</u>
Meghan Payne	Executive Director
Todd Bailey	Forest Sector, Chair
Tammy Kaleta	Recreation and Tourism
Manuela Campbell	Member at Large alternate
Bob Popick	Oil and Gas Sector
JD Dennis	Non-Government Organizations
Brian Rosche	MD of Lesser Slave River
Anastasia Boschman	Cottagers and Country Residential
Duane Nichols	Agriculture

Regrets

Jamie Bruha/Lisa Bergen	Alberta Environment and Parks
Richard Simard	Big Lakes County
Shawn Gramlich/Rebecca King	Town of Slave Lake
Brian Gilroy	Town of High Prairie

12 of 21 Board Seats filled

1. Call to order and Welcome

- Chair Todd Bailey called the meeting to order at 6:30pm

2. Adoption of April 11, 2019 meeting agenda

- Meeting agendas circulated, chair called for additions.

Motion 18-34: Rosche/Popick – motion to adopt the April 11, 2019 agenda as presented.

CARRIED

3. Adoption of the February 21, 2019 meeting minutes

- February 21, 2019 meeting minutes were circulated for review by the directors.
- March meeting minutes were circulated for information.

Motion 18-35: Kaleta/Nichols – motion to adopt the February 21, 2019 Meeting Minutes as presented

CARRIED

4. Review March meeting notes action items

Action Item:	Who	By When	Progress
Review Staff Handbook and provide feedback and edits to Meghan	Board	By April 11	No feed back received prior to meeting. Reviewing later in the agenda.
Review Operational Plan and Budget and approve so that AEP grant application can be submitted	Board	April 11	No feedback provided via email. Reviewing later in agenda.
Register for Invasive Species Management Workshop online at www.lswc.ca	Board	ASAP	
Share Invasive Species workshop flyer within your organizations and networks	Board	ASAP	
Meghan will have information about Slave Lake Chamber of Commerce Trade show for the Board at the March meeting	Meghan	March 21, 2019	Done – we will not be attending this trade show due to lack of volunteer capacity
Todd Bailey will provide membership forms, by laws and Board of Director Terms of Reference to representatives from Sucker Creek, Driftpile and Kapaweno and invite them to our April 11, 2019 Board meeting.	Todd	April 11	

5. Treasurers Report & Financial Updates

- Copies of the January 15 to March 15 Treasurers report circulated.
- Incoming grants: Vanderwell Contractors FRIP in the amount of \$20,000, WRRP in the amount of \$71,000.

Motion 18-36: Rosche/Nichols – motion to adopt the January 15 – March 15 treasurers report as presented.

CARRIED

6. Review and Approval of 2019-20 Operational plan and budget

- Copies of the 2019/20 operational plan and budget were distributed to the Board for review and approval.
- Grant Application will be submitted next week. AEP staff will review them after the election and prepare a business case for the new minister of environment once they are appointed and sworn in.

Motion 18-37: Popick/Campbell - motion to approve the 2019/20 operational plan and budget as presented.

CARRIED

7. Review and Approval of Staff Policy Document

- Copies of the LSWC Staff policy handbook were emailed to the board and they were asked to review prior to the meeting.
- Meghan edited the final document live on so that it could be finalized and approved.
- Overtime – Meghan has developed a new time sheet and overtime, sick, and vacation tracking system.
 - New Watershed Coordinator will be getting time off in lieu of overtime worked at 1.5:1. Overtime will be averaged over a week (40 hours) and time off will be taken in the same week overtime was worked whenever possible, rather than accumulating.
 - Executive Director is exempt from 1.5:1 overtime rules.

Motion 18-38: Duane/Kaletka – motion to approve LSWC Staff handbook as amended by the group present at the board meeting.

CARRIED

- Meghan will arrange to take First Aid and CPR, OH&S, OHV & Bear aware training as soon as reasonably possible.
- Meghan will ensure new staff members also take First Aid and Bear Aware training.

8. Annual General Meeting

- Proposed Date of Thursday June 20, 2019 from 2:00pm to 6:00pm
 - June 13 is already booked for field trip

a. Board positions for election or appointment

Positions up for election include:

- Oil and Gas & Alternate
- Trapper & Alternate
- Commercial Fisherman & Alternate
- Member at Large
- Forest sector Alternate

For appointment:

Peavine Metis Settlement
East Prairie Metis Settlement
Kapaweno First Nation
Swan River First Nation
Sucker Creek First Nation
Driftpile First Nation
Sawridge First Nation

- Todd can no longer fill the first sector seat as he is no longer working in the industry.

Action – Todd will reach out to his forestry colleagues to find someone to fill the forestry sector position on the board at the AGM.

- Meghan will send letters of invite to our AGM and to join the Board to each of the First Nations and Metis Settlements and include the Board of Director Terms of Reference and our By Laws.
- Website has available board seats listed along with membership form, by laws, board of director terms of reference, and Board of director nomination forms.
- AGM will be advertised in local papers, radio and via social media and through our email list.

b. venue and logistics

- First choice – Boreal center
- 2nd Choice – NLC in Grouard
- Catered dinner after meeting

c. Agenda items

- Year in review
- Financial statement presentation – Kaft CPA
- Water Quality Project update
- Local Traditional Knowledge – TBD

Action – Todd will look into finding a First Nations speaker who can share local knowledge and history with us. .

- Boreal Center programs and projects – Patti Capmsal

9. Project Updates

a. Watershed Plan implementation

- First implementation Committee Meeting will be on May 9th in Kinuso from 10:00 to 2:00.
- Invites have been sent to all municipalities, Forest reps, GOA staff.
- IWMP packages mailed to all First Nations and Metis Settlements with an invitation to the IWMP Implementation meeting and the offer to visit their meetings for a presentation at their convenience.

b. Watershed Resiliency Projects

- We have not received payment yet but our \$71,000 WRRP grant has been approved.
- Working with Big Lakes and PCBFA to identify new project partners.
- Meghan and BLC Ag Fieldman are working on a memorandum of understanding that outlines how we will work together and manage projects under the ALUS program
 - They LSWC can contribute funds to project that support watershed objectives.
 - LSWC will work with ALUS coordinator once they are hired to work out administrative details.
 - Meghan is still responsible for reporting on all projects that WRRP funds support at the end of 2021.
- Watershed Resiliency Project report and financials sent in the toe program manager.
 - Richard shared this journal with Big Lakes so that they were aware of the work we are doing and the value they are seeing for their investment in us.
 - Once landowners have given their OK the WRRP journal will be made public.
 - Board members can access the report in in the LSWC Board drop box folder. It is too large to email.

c. Water Quality Monitoring

- Sampling program for 2019 will start on April 16th.
- Meghan will be collecting fecal samples for source tracking at the Upper West Prairie and Mid West Prairie sites monthly from April to October.
 - Big Lakes County's contribution of \$5015 would cover more samples but we are limited by the capacity of the team at the U of A.
 - We will collect 14 samples this year on the West Prairie and in 2020 collect 14 samples at the lower South Heart and on the East Prairie.
- Swan River First Nation is again partnering with us and covering the cost of metals and dissolved metals and trace ions monthly on the 3 Swan sites.
- 2018 Water Quality Monitoring report will be available soon. Sandi is finalizing the report.
- 2017 Data set is now live on Mackenzie data Stream. You can check it out by going to: <https://mackenziedatastream.ca> and clicking on the water data tab.

Action – Meghan will speak to the Upper Athabasca regional limnologist and find out what parameters are being sampled on the Lesser Slave River.

Action – Meghan will speak to Sandi and the Regional limnologist about what types of chemicals are monitored downstream of pulp mill effluent release and get a quote from ALS on what the cost of analytical would be on those parameters.

8. Education & Communication updates

- High Prairie Gun and Sportsman Show is April 13& 14th.
- Invasive Species management Workshop – May 13th in Faust, AB

- Please go to the website to register.
- LSFES field trips scheduled at the end of May and throughout June. New Coordinator will need to cover these as they conflict with water sampling dates.
- Going to plan May or June events with the RBC branches in High Prairie and Slave Lake. Each branch will give us a \$1000 community grant.
- Working with MDLSR Ag Fieldman to plan a workshop in Widewater in May. Will include weeds, acreage owner info, and living by water.

9. Meeting Adjournment & Next Meeting Date

- May Board meeting will be on May 16th due to the Implementation Committee meeting being on May 9th

Motion 18-39: Duane/Kaletka – motion to adjourn the April 11, 2019 LSWC Board meeting at 9:00pm
CARRIED

10. In camera – Executive Director Contract

- Board went in camera to discuss and finalize the 2019/20 Executive Director Contract

Motion 18-40: Rosche/Boshman – motion to go into camera to discuss the Executive Director Contract and appoint Tammy Kaleta to take notes.

CARRIED

Motion 18-41: Dennis/Campbell – Motion to approve the Executive Director 2019/20 contract as amended by the Directors present at the meeting and have Meghan Payne and the Chair sign the final copy and provide a letter of direction to the Town of High Prairie regarding payroll changes.

CARRIED

Motion 18-41: Rosche/Popick – motion to adjourn the in camera board meeting.

CARRIED