

## Board Meeting

October 14, 2021, 1:00-4:30 pm (on zoom)

Attending: Ryan Davison, Karen Saffran, Ron Linowski, Mike Zmurchyk, Stuart Murray, Amber Zary, Martha Munz Gue, Jean Beriault, Greg Paxman, Audrey Goodwin, Tina Regehr, Marilou Montemayor (ED)

### Minutes

1. Call to order by the Chair, Ryan Davison, 1:07 pm
2. Adoption of the agenda; any deletion/addition to the agenda (**Doc1**) - add 7b – Communications Committee update by Martha Munz Gue.

Stuart Murray moved to adopt the agenda with the addition; Mike Zmurchyk seconded.

CARRIED

3. Review and approval of the Board meeting draft minutes of July 8, 2021 (**Doc2**) – Marilou reviewed July 8, 2021 minutes.

Karen & Marilou have submitted a grant proposal to AREF (October 7). Discussion with Ron Linowski and Greg Paxman about Source Water Protection Plan; City of MH doesn't have one, just a drinking water protection plan. If SEAWA gets something going, City can possibly be included for input (there needs to be a multi-stakeholder approach). AREF grant proposal is for step 2 – characterization of source water area (maps are key products).

Moved by Karen Saffran to approve of July 8, 2021 minutes; by Amber Zary

CARRIED

4. Reading/ presentation of notes (Appendix 1) from the no-quorum meeting on September 9, 2021 – Tina Regehr

SMIRD – Sauder Reservoir has been almost all drained, making it very difficult to water plants at the riparian restoration site. Marilou is concerned this situation will continue next summer and wants to know, can we get a water truck, need 2000L/week mid-June to mid-August. Mike said reservoir is very low to complete construction Rattlesnake Dam project plus no rain to fill canals. We should table this until spring to assess snow pack and spring rains and we'll know around April if reservoir will be higher next year. Marilou asked if anyone knows where we can get a portable water tank and truck or a potential contractor to bring water to the site.

### New Business

5. Request of Allison Campbell to change the regular board meeting from the 2<sup>nd</sup> Thursday to either the 2<sup>nd</sup> Monday or Wednesday of each month.

Moved by Stuart Murray to move board meetings to 2<sup>nd</sup> Wed of each month; seconded by Ron Linowski

CARRIED.

6. Request of Gary Franz, member auditor– SEAWA to look for his replacement. Cathy Linowski volunteered to be an auditor.

#### Information

7. ED report Q2 is postponed to November 2021. ED has been doing riparian restoration field work most days since August 15, 2021 due to staff (nobody applied for the fall riparian restoration position) and labour shortage. ED and communications work have been covered in the evenings and weekends. Regular fieldwork ends on October 15.
- 7b. Martha: Communications Committee update – Suggested each board member pass on the SEAWA newsletter to 4-5 people in our sector. Also useful fact sheets e.g., Russian olive (Marilou said it's most read and widely distributed). We should use Russian olive fact sheets in all our communications and encourage people to remove seedlings & saplings.

Press release – end of 2021 fieldwork/riparian restoration summary/call for volunteers to help next season. Martha will draft something up and send to executive board. Martha had email stream about successes of Adopt-a-Pond with some positive responses and info about what they did and recruited other people. Will start fresh in March 2022.

SEAWA is leading by example for UN decade of ecosystem stewardship. Request volunteers for plant care.

WPACs Education and Outreach staff meet every few months – brochure about WPAC's in Alberta (post on Facebook). Audrey Goodwin suggested we send the brochure and info to the board for approval before posting (to make sure there's no organization conflict and comfortable with what's being presented). Audrey also suggested that documents that SEAWA is signatory to must be approved by the board.

8. The Policy Committee is meeting on November 15, 2021. Audrey Goodwin said what they need to discuss at their Nov. meeting (lots): need to gather and make accessible on SEAWA website all the existing policies for them to review, inventory of existing policies and review all of them, gap analysis of new policies we need, and build in schedule of policies so they are reviewed on a regular basis. Will report to board after the November meeting.
9. The Executive Director is taking a two-week vacation (out of the 3 weeks annual vacation) from October 18 to October 29, 2021.

#### Business Arising

10. *In-camera* session: Pay review of the Executive Director for 2021-2022 – Karen Saffran will be the host.
11. Karen Saffran moved to go in camera, Greg Paxman seconded, and Marilou left, 2:50 pm.  
Supporting documents:
  - 11.1. SEAWA Compensation Grid 2012 (**Doc3**)
  - 11.2. Executive Director Job Description (**Doc4**)

11.3. SEAWA Annual Report 2020-2021 (**Doc5**) – [annual-report-2020-2021-finalfinal-revised.pdf](https://seawa.ca/annual-report-2020-2021-finalfinal-revised.pdf)  
([seawa.ca](https://seawa.ca))

11.4. Highlights 2020-2021 (**Doc6**)

11.5. Summary SEAWA Reserved Funds (**Doc7**)

MOTION: ED salary to stay at step 5 and vacation move to step 6. Due to funding constraints, this will be reviewed annually and adjusted accordingly. Ron Linowski moved the motion and Stuart Murray seconded, (retroactive to April 1, 2021- April 1, 2022), all in favour.

CARRIED.

*Out of camera* – Stuart Murray moved to go out of camera, Karen Saffran seconded, 3:10 pm.

CARRIED

Ryan Davison told Marilou the motion, we will do a performance review after her vacation (back Nov. 1), **Action 3**: we would like to review salaries of other WPAC's – Policy Committee to look into this at next meeting (Amber).

12. Adjournment, 3:20 pm. Next board meeting will be Wednesday December 8, 2021.

## Appendix 1

### Board Meeting (no quorum)

September 9, 2021, 1:00-4:30 pm (on Zoom)

Attending: Karen Saffran, Marilou Montemayor, Ryan Davison, Ron Linowski, Martha Munz Gue, Selene David, Amber Zary, Jean Beriault, Tina Regehr, Mike Zmurchyk, Stuart Murray

#### Notes

13. Call to order by the Chair, Ryan Davison: 1:11 pm

**Selene David** said she spoke to Pikani Nation elders and they're interested in watershed issues but they've got a lot of issues they're dealing with right now (they want to be involved/partners in the watershed, need \$ to be able to travel here). They're going to make contact with their cultural contacts. Martha encouraged them to join Oldman Watershed Council because they're closer to them (Pikani Nation is west of Fort Macleod, east of Pincher Creek). Selene said they're interested in entire Treaty 7 area watershed (eg. Cypress Hills traditional ceremony lands). They are welcome to join both SEAWA and Oldman Watershed Council. Karen suggested Selene come up with wording to start meetings to acknowledge we're in Treaty 7 lands.

**Ron Linowski** updated us on how he's doing – past director of SEAWA, retired from MH College June 30, 2021 and he's keeping busy.

**Amber Zary** – Alberta Environment & Parks representative. Background in water governance in Alberta.

**Ryan Davison** retired but worked with PFRA specializing in water quality/supply, likes to keep up on water related issues in SE Alberta.

14. Adoption of the agenda; any deletion/addition to the agenda (**Doc1**) – Add Community Spirit Awards info at end, remove 9,10, & 11 and move to next meeting because we don't have quorum.

15. Review and approval of the Board meeting draft minutes of July 8, 2021 (**Doc2**)

15.1. Review of action items - Marilou Montemayor

15.2. Grant application to Alberta Real Estate Foundation (AREF) for SWPP – Karen Saffran, Chair, Technical Committee

Karen said they reviewed SEAWA's application and they suggested SEAWA should apply for their \$25,000 grant instead. Marilou needs to make a plan for how she could use \$25,000 and Karen will submit it. Full AREF proposal must be submitted before Nov. 2021 (Source Water Protection Planning), looking at land use through the context of water quality and quantity. We need to figure out most important aspect of previous grant application to scale it back to what we could do for \$25,000 by end of Sept./early Oct. Marilou can only work on it at beginning of Oct. because she's taking 2 weeks vacation in Oct.

Ron Linowski – Water quality/quantity/source water protection issues to address in email to AEP (regional nature). We have many issues that need to be addressed, AEP's definition of "source water" is headwaters from Eastern Slopes.

*AEP definition of source water protection:*

*"SWP is a risk-management process designed to maintain or improve the conditions of water through proactive, collaborative, identification, validation, assessment, and management of*

*risk. The quality and quantity of drinking water is influenced by activities that occur in the watershed that supplies the drinking water system."*

Staff shortage: Need labourers to help, may have to do Tues- Sat. Hand-weeding really needs to be done, especially Sauder Reservoir and Yeast site. Marilou would like to find a vintage scythe for efficient weeding. Ron Linowski offered SEAWA one of his weed-whippers to borrow.

#### Business Arising

16. Future Ground Network community initiative, update – Martha Munz Gue, Chair, Communications Committee

Networking could have valuable spin-off's. Martha sent them one of our success stories (adopt-a-pond). Up to 4 people from a group can join, they have online workshops, etc. Involved groups in Medicine Hat: Grasslands Naturalists, Council of Canadians, SEA Resiliency, SEAWA (through Martha).

#### Information

17. 2021 WPAC Summit (virtual) to be hosted by Athabasca Watershed Council notification (**Doc3**) – Online Oct. 8, 15, 22, 29, 10 am-noon (different subjects/speakers). List of SEAWA's accomplishments wasn't done last year because there wasn't a WPAC summit in 2020. Submitted to Minister of Environment whenever WPAC's need support for their initiatives.
18. SEAWA finances, staff, grant applications, and activities update – Marilou Montemayor  
Larry Paik resigned Aug.17, Ian Mahon leaving mid-Sept. & Ben White has returned to school. Environment & Climate Change project application was rejected (carbon sink using vegetation/shrubs proposal). Roy Wilson School grade 5 class donated \$617 to SEAWA.
- 18.1. SEAWA anti-harassment policy (**Doc4**): [DocC SEAWA-Respectful-Workplace-Policy-Dec2018-FINAL.pdf](#)  
Marilou had to refer SEAWA staff to this document because there was an incident, it was very useful that this policy was in place and things were resolved quickly.
19. Updates on summer activities (June-August 2021) are found in the August 2021 newsletter (**Doc5**): Please see August 2021 newsletter: [SEAWA Summer Newsletter \(mailchi.mp\)](#)
20. Updated SEAWA Board Calendar (**Doc6**) – Marilou went over board calendar – requested we cancel Nov 11 board meeting, instead request policy committee to have their first meeting. Audrey Goodwin emailed about upcoming policy committee actions.

#### New Business

21. Proposed changes to the SEAWA Compensation Grid 2012 (**Doc7**) – With reduced funding of \$195,000, we can really only afford 2 staff instead of 3.  
Cap Executive Director compensation at step 5 & 4 weeks vacation for now.
22. Medicine Hat Community Spirit Awards – Karen Saffran  
SEAWA nominated Martha Munz Gue for Community Vibrancy Award of Excellence and Martha was chosen. For ALL her work in the community – Grasslands Naturalists, SEAWA, church, etc. Awards ceremony that was to be on October 20 at the Esplanade has been postponed.
23. Karen mentioned that Ray Walker passed away this summer, he was on technical committee and did water monitoring.
24. Adjournment – Stuart moved, 3:50 pm. Next board meeting is on October 14, 2021.

Note: Non-agenda items for new Board of Directors:

- Board of Directors Terms of Reference - [https://seawa.ca/assets/media/documents/policies/DocA\\_SEAWA-BoD-ToR-amendment-13Jun2019-draft.pdf](https://seawa.ca/assets/media/documents/policies/DocA_SEAWA-BoD-ToR-amendment-13Jun2019-draft.pdf)
- Three Year Strategic Plan - [Three-Year Strategic Plan \(seawa.ca\)](#)
- Executive Director and Board Roles– email attachment