

In attendance: Adam Norris, Gary Braithwaite, KayeDon Wilcox, Kerri O'Shaughnessy, Monica Benoit, Sebastien Dutrisac (joined 14:49), Wanda Watts (departed 14:58)

1. Administration - call to order **14:37 pm**

- Welcome and Introductions
- Review of meeting purpose
 - Adam noted that the HWRP project team had some questions about the proposal submitted and therefore arranged this conference call with Insight Environmental
 - Adam provide a preamble emphasizing that this RFP is for a watershed (includes uplands) and not just a river restoration plan and that the HWRP project team had agreed that addressing bank instability would be the most tangible improvement to make in the watershed

2. Project Team questions

KayeDon - how will info be gathered? using resource people or literature?

- will you be using Audrey Gall as a resource person

Wanda - expects to use both resource people and literature

- find a few key people for to find additional info

Kerri - might have to talk landowner's to assess effectiveness of previous efforts

KayeDon - Insight Environmental is based out of Peace River and willing to do on the ground work

Gary - does fish movement come into play at some point?

Adam - fish passage through the weir should be rolled into the restoration plan as a section

KayeDon - wants clarification on roles of team members

Wanda - she will be project manager and it would be her product. She would do about 75% of work. Jenny - Awareness and Education, Leanne - on the ground contact, restoration project knowledge. She wants admin, formatting support. No contract yet with the other team members.

Kerri - do you have a land person resource?

Wanda - Alberta Agriculture and ACA contacts are options

Kerri - it would be nice to have a historical component

Wanda - requires adequate direction from HWRP team for this

Wanda - left the call 14:58

3. HWRP Project Team discussed the proposal in light of the answers provided by Wanda Watts

Gary - likes the team

Monica - likes her passion about this project

Kerri - yes, it good that she has upland contacts and resources

KayeDon - Wanda is inexperienced with report-writing, but Wanda will be conscientious and we may need to be in contact with her and answer questions

Kerri - this is a good starting place and figure out how to move to the next step beyond info-gathering

Adam - I think it is a good fit because she is local and brings the local perspective we need and the budget is on target

DECISION: Accept Insight Environmental's proposal

KayeDon - Colin Stone (July 24th) is doing riparian project near Benjamin Creek
- we need to provide contacts, connects to Wanda

Sebastien - July 24th riparian workshop with Colin Stone.

Adam - we will offer her a contract and then have a meeting after she has been working for a bit

ACTION ITEM: Adam to let Wanda know that she has been awarded the contract

ACTION ITEM: Adam to write contract and forward to HWRP project team for review

4. Adjournment **15:08 pm**