

MINUTES OF MEETING NO.13-21

NAME	Executive Board	PAGE	Page 1 of 5
LOCATION	Via Conference Call	DATE	February 17, 2021

Present:

B. Fleury	Vice Chairperson	Lake Francis Sub District
B. Sigfusson	Director	Shoal Lake Sub District
L. Finney	Vice Director	Dog Lake Sub District
K. Fjeldsted	Director	Swan Creek Sub District
J. Bittner	Vice Director	Lake ST. Martin Sub District
P. Watson	Watershed planner	ARD
P. Dunlop	Provincial Appointee	ARD
L. Miller	Manager / Financial Admin	WIWD
I. Zotter	Financial Adm. Assistant	WIWD

REGRETS:

N. Brandstrom	Chairperson	Dog Lake Sub District
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WRITTEN BY: I. Zotter

ITEM		ACTION BY
1.0	<p>CALL TO ORDER</p> <p>B. Fleury called the meeting to order at 9:42 a.m.</p>	
2.0	<p>APPROVAL OF AGENDA</p> <p><u>92-21: P. Dunlop – K. Fjeldsted</u> BE IT RESOLVED THAT the Board approved the agenda with addition:</p> <p>6.17 Employee Evaluation / Wages</p> <p>7.3 Conservation Trust 2021</p>	CARRIED
3.0	<p>APPROVAL OF MINUTES</p> <p><u>93-21: B. Sigfusson – P. Dunlop</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting 12-21, January 21, 2021 as presented</p>	CARRIED
4.0	<p>FINANCIAL REPORT</p>	
	<p style="text-align: center;">L. Miller presented the financial report: Statement of Expenditures from April 1, 2020 to February 17, 2021</p> <p><u>94-21: K. Fjeldsted – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved Statement of Expenditures from April 1, 2020 to February 17, 2021</p>	CARRIED
5.0	<p>SUB DISTRICT RECOMMENDATIONS</p> <p>No recommendations were brought forward</p>	
6.0	<p>OLD BUSINESS</p>	

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6.1	<p>Integrated Watershed Management plan (IWMP)</p> <p>Public Meetings are postponed indefinitely due to COVID-19. Project Management Team meeting is postponed until further notice.</p>	
6.2	<p>Northwest Interlake IWMP</p> <p>Terms of References for the Board's review are not available at this time.</p>	
6.3	<p>Siglunes Project</p> <p>The legal matter of the WIWD taking ownership, administration and maintenance from Ducks Unlimited (DU) over the Dike on Siglunes Creek postponed until spring.</p>	
6.4	<p>Policy</p> <p>The development of new Policies is on hold, until the Board is able to hold a meeting in person.</p>	
6.5	<p>Conservation Trust Fund / Cover Crops</p> <p>Report will be submitted at the end of March 2021</p>	
6.6	<p>GRowing Outcomes in Watershed (GROW)</p> <p>Template of the Agreement between WIWD and local producer has been received. Staff to prepare Agreement and Schedules to be signed with producers.</p>	
6.7	<p>Winter Watering System Applications</p> <p>Two (2) Winter Off Site Watering System projects are in progress.</p>	
6.8	<p>Tree Program 2020/2021</p> <p>Invoice for trees has been paid. Distribution will begin in May 2021</p>	
6.9	<p>Oak Hammock Marsh Wetland Ecovan</p> <p>The Board presented with schedule. Woodlands school declined presentations. ECAL requested presentations in person. Two more schools are scheduled for April and May 2021.</p>	
6.10	<p>Irrigation Plow</p> <p>The Board reviewed and discussed presented application. Additional form must be developed which will be signed by the producer at the time of pick-up, confirming that the plow was received in good condition.</p>	

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6.11	<p>Eco Canada / Casual Employee</p> <p>The WIWD received a wage subsidy for internship for two positions: Environmental Specialist and GIS Specialist. Two new staff members are hired until March 31, 2021. Subsidy will be received at the end of term.</p>	
6.12	<p>GROW Trust</p> <p>GROW proposal for 2021-2023 is in the process of development, due date to submit application is February 19, 2021. Requested amount will be over \$ 300,000.00</p>	
6.13	<p>Ag Action Program / Environmental Farm Plan (EFP)</p> <p>Application for the Ag Action Program approved, \$ 81,550.00 awarded for the Riparian Area Restoration and Enhancement Projects. The Agreement is signed by the WIWD and the Province of Manitoba. EFP must be completed before funds can be released. EFP workshops will be provided to producers via online.</p>	
6.14	<p>Konica Minolta</p> <p>After the purchase of the Bizhub C284, the WIWD still has a maintenance contract in force with the Bridgeport Office Solution. In order to terminate the contract, the WIWD must give 30 day notice to the Bridgeport Office Solution, and to cover "termination damage charge". Staff submitted notice to terminate the contract, and requested the disclosure of termination charges from Bridgeport Office Solution. Termination damage charges are equal to cost of newly received toners. Contract is terminated as of February 12, 2021, last invoice has been paid.</p>	
6.15	<p>Promotional Items</p> <p>Order for four (4) jackets for the staff, and one hundred (100) hats with WIWD Logo has been placed.</p>	
6.16	<p>Advertising</p> <p>Flyer for the GROW Program has been developed and presented to the Board. Staff to explore ways to distribute the flyer to businesses, such as CO-OP, seed companies, local businesses.</p>	
6.17	<p>Employee Evaluation / Wages</p> <p>The board completed Employee Evaluation for L. Miller and I. Zotter. Records are on file.</p> <p><u>95-21: P. Dunlop – B. Sigfusson</u> BE IT RESOLVED THAT the Board approves a one-time retroactive payment of \$ 2,500.00 for the District Manager and Administrative Assistant each for fiscal year 2020-2021 based on the results of the employee reviews held on February 17, 2021.</p>	CARRIED

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7.0	NEW BUSINESS	
7.1	<p>2021-2022 Budget</p> <p>The Board presented with an application form for the partial and full chlorination services under Well Water Protection Program for 2021-2022. Executive directors discussed the options and accepted presented Application Form.</p> <p>The Board reviewed price list on water testing by the Horizon Laboratory. Horizon Lab is offering to the WIWD a special price on Advanced Drinking Water Quality test (Mi2HL) at \$ 120.00 Throughout the discussion the Board decided to cover the cost of water test for Coliform & E.coli (in addition to Subsidy Program) for 100% and to subsidize the cost of Mi2HL test at 75%. Residents must submit a request form to the WIWD prior Water Testing Days to be qualify for the subsidy.</p> <p>96-21: B. Sigfusson – J. Bittner BE IT RESOLVED THAT the Board approves to cover the cost of water test for Coliform & E.coli (in addition to Subsidy Program) at 100% and to subsidize the cost of Mi2HL test at 75%.</p>	CARRIED
7.2.	<p>Green Team and Canada Summer Job</p> <p>The WIWD submitted applications for the wage subsidy programs to Green Team and Canada Summer Job funding, requesting 21 weeks and 23 weeks respectively.</p>	
7.3	<p>Conservation Trust 2021</p> <p>The WIWD is submitting an application to Conservation Trust for soil health improvements and requesting \$ 100,000.00</p>	
8.0	REPORTS	
8.1	<p>Chairperson N/A</p>	
8.2	<p>MAW Rep Report P. Dunlop presented verbal update.</p>	
8.3	<p>Manager Report Brief verbal update</p>	
8.4	<p>Watershed Planner Report Brief verbal update</p>	
9.0	<p>IN CAMERA DISCUSSION N/A</p>	
10.0	<p>CORRESPONDENCE Correspondents will be presented at next Executive Meeting</p>	
11.0	<p>NEXT MEETING:</p> <p style="text-align: center;">March 18, 2021 9:00 A.M. To be determined</p>	

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12.0	<p>ADJOURNMENT 97-21: B. Sigfusson – K. Fjeldsted BE IT RESOLVED THAT we adjourn at 11:25 a.m.</p>	CARRIED
	<p>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors</p>	
	<hr/> <p>Neil Brandstrom, Chairperson WIWD</p>	
	<hr/> <p>Linda Miller, Financial Administrator WIWD</p>	