

MINUTES OF MEETING NO.1-20

NAME Executive Board
LOCATION WIWD Office, Lundar

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DATE February 20, 2020

Present:

N. Brandstrom	Chairperson	Dog Lake Sub District
K. Fjeldsted	Vice Chairperson	Swan Creek Sub District
B. Fleury	Director	Lake Francis Sub District
B. Sigfusson	Director	Shoal Lake Sub District
L. Finney	Vice Director	Dog Lake Sub District
R. Dyck	Watershed planner	ARD
L. Miller	Manager / Financial Admin	WIWD
I. Zotter	Financial Adm. Assistant	WIWD

REGRETS:

P. Dunlop	Provincial Appointee	ARD
C. Halaburda	Director	Lake ST. Martin Sub District

WRITTEN BY: I. Zotter

ITEM		ACTION BY
1.0	CALL TO ORDER N. Brandstrom called the meeting to order at 8:56 a.m.	
2.0	APPROVAL OF AGENDA 8-20: K. Fjeldsted – L. Finney BE IT RESOLVED THAT the Board approved the agenda with additions: 7.6 FIPPA 7.7 Trees	CARRIED
3.0	APPROVAL OF MINUTES 9-20: L. Finney - B. Fleury BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting 127-20 January 16, 2020 as presented	CARRIED
4.0	FINANCIAL REPORT	
4.1	Bank Activity L. Miller presented the financial report: CIBC Corporate Classic Visa Credit Card Details from December 22 22, 2019 January 21, 2020; CIBC Business Operating Account Statement from January 1 to January 31, 2020; Noventis Credit Union Statement of Accounts from January 1 to January 31, 2020; Noventis Credit Union Account Reconciliation Statement January 1 to January 31; Bank (Noventis) Account Transactions Report from January 16, 2020 to February 19, 2020; Comparative Income Statement – YTD from April 1, 2019 to February 19, 2020; Statement of Expenditures from April 1, 2019 to February 19, 2020 10-20: B. Fleury - K. Fjeldsted BE IT RESOLVED THAT the Board approved the expenses of \$ 12,846.82 (cheques # 59, 61-74); CIBC Corporate Classic Visa Credit Card Details from December 22 22, 2019 January 21, 2020; CIBC Business Operating Account Statement from January 1 to January 31, 2020; Noventis Credit Union Statement of Accounts from January 1 to January 31, 2020; Noventis Credit Union Account Reconciliation Statement January 1 to January 31; Bank (Noventis) Account Transactions Report from January 16, 2020 to February 19, 2020; Comparative Income Statement – YTD from April 1, 2019 to February 19, 2020; Statement of Expenditures from April 1, 2019 to February 19, 2020	CARRIED

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5.0	SUB DISTRICT RECOMMENDATIONS N/A	
6.0	OLD BUSINESS	
6.1	<p>Integrated Watershed Management plan (IWMP)</p> <p>The Board recommended to place a ½ page Ad for upcoming public meetings in newspapers, such as Express, Tribune and Spectator. Price list was presented to the Board. The Ad to be placed two weeks prior to the meetings.</p> <p>11-20: B. Sigfusson – L. Finney BE IT RESOLVED THAT the Board approved to place an Ad in three newspapers.</p> <p>The Board discussed upcoming auction for the Ad in Bull Sale Calendar. March or April would be the most preferable months.</p> <p>12-20: B. Sigfusson – L. Finney BE IT RESOLVED THAT the Board approved to place an Ad in Bull Sale Calendar for up to \$ 1,000.00</p>	CARRIED CARRIED
6.2	<p>Winter Watering System Applications</p> <p>Two projects are in the progress, scheduled to be completed before March 31, 2020. Two new applications submitted. Sites are not inspected yet.</p> <p>13-20: B. Sigfusson – K. Fieldsted BE IT RESOLVED THAT the Board approved E. Sigurdson Application for the Winter Off Site Watering System, pending on the inspection.</p> <p>Review of the second application is tabled, as the applicant did not identify the location of the site.</p>	CARRIED
6.3	<p>Hatchery Drain</p> <p>Provincial Waterway Authorization has been received. The installation of Spawning Shoals will begin as soon as possible.</p> <p>14-20: B. Fleury - B. Sigfusson BE IT RESOLVED THAT the Board approved to cover unexpected additional cost related to installation of spawning shoals at Swan Creek Drain.</p>	CARRIED
6.4	<p>Policy</p> <p>Tabled</p>	
6.5	<p>Bank</p> <p>CIBC Bank account not closed. Transition to the Noventis Credit Union branch in Lundar is almost completed, name has not been change at this time.</p> <p>Board was presented with the information pertaining to credit cards, offered by the Noventis.</p>	

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	<p>15-20: K. Fieldsted – L. Finney BE IT RESOLVED THAT the Board approved to apply for Visa Cash Back Credit Card through Noventis, and to request a credit limit of \$ 10,000.00</p>	CARRIED
6.6	<p>Conservation Trust Fund / Trees</p> <p>The WIWCD received 562 applications for the Tree Order. Approximate number of ordered trees is 10531 and 240 packages of wild flowers. Invoice has not been finalized yet.</p>	
6.7	<p>Cover Crops / Conservation Trust</p> <p>The proposal for the Soil Health category for the Project: “Working with landowners to improve soil health in Lake Manitoba Watershed” submitted to the Conservation Trust (requested amount - \$ 100,000.00)</p> <p>The Letter of Intent (LOI) for the Watershed Category and GROW program for the project “ Working together to improve watershed health in the West Interlake Watershed” submitted on February 14, 2020 (requested amount - \$ 250,000.00)</p>	
6.8	<p>Advertisement / Truck</p> <p>The installation of new Logo on the truck is on hold, until warmer temperatures. The Board presented with an estimate to update mapping website. The Board reviewed the quote.</p> <p>16-20: B. Sigfusson – L. Finney BE IT RESOLVED THAT the Board approved to accept S. Cruise quote to update mapping website.</p>	CARRIED
6.9	<p>Northwest Interlake Integrated Watershed Management Plan (IWMP)</p> <p>Tabled</p>	
6.10	<p>Siglunes Project – Delegation</p> <p>The WIWD invited landowners affected around the Siglunes Creek and Ducks Unlimited (Du) representatives to discuss current Ducks Unlimited (DU) Project on Siglunes Creek. Landowners and DU would like the WIWD take over the administration of the current Dike on Siglunes Creek. DU representative provided the Board with the information pertaining history of the project, cost analysis of maintenance over past 30 years, anticipated cost to upgrade the project, and necessary steps for the WIWD to gain control over the Dike in the future. Affected landowners expressed the intention to work with the WIWD, to keep and to maintain the Dike.</p> <p>The Board will review all presented information and will discuss this subject further at next Executive Meeting.</p>	
6.11	<p>Name change</p> <p>The Board reviewed the quote to update WIWCD website due to name change. Only WIWD.ca domain can be secured. Staff to find the potential price of purchasing WIWD.com domain.</p> <p>Map with new WIWD boundaries presented to the Board. The Board will review the map and will submit their comments and/or concerns to the office.</p>	

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7.0	NEW BUSINESS	
7.1	<p>Grow Committee</p> <p>The Board discussed the formation of the GROW Committee. The following names were proposed as members for the committee: N. Brandstrom, B. Sigfusson, B. Fleury, L. Miller, H. Rosing, J. Cruise, M. Johnson, K. Webster, I. Zotter. Staff to contact above individuals, to confirm their acceptance of the proposed position and to provide them with the Provincial GROW Guide.</p> <p>Tentatively the first organizational meeting scheduled on March 2, 2020 at 7:00 p.m. at the WIWD Office in Lundar.</p>	
7.2	<p>Riparian Application</p> <p>One application for the Riparian Management Program submitted, the proposed site has been inspected and found to be a satisfactory. Proposed Project can be potentially incorporated under GROW Program.</p> <p><u>17-20: L. Finney - B. Sigfusson</u> BE IT RESOLVED THAT the Board approved application for the Riparian Management Program submitted by Dan Bee Holsteins LTD.</p>	CARRIED
7.3	<p>Appointment to board</p> <p>New Watershed Act and Regulations are allowing the Board to appoint up to two (2) Board Members. The Board suggested to approach members of the GROW Committee with an offer to appoint the representatives to the Executive Board of the WIWD. The Board will review this matter at later date.</p>	
7.4	<p>Administrative Assistant Hours</p> <p>This matter will be addressed In-Camera discussion</p>	
7.5	<p>Signs GPS</p> <p>The WIWD received a request to GPS every sign identifying the boundaries of the District. Board Members and Manager will collect the coordinates.</p>	
7.6	<p>FIPPA</p> <p>The Information and Privacy Policy Secretariat (IPPS) is in the process of updating the Freedom of Information and Protection of Privacy (FIPPA) designation and delegation of authority in light of the recent change from Conservation District to Watershed District. Under FIPPA, each local public body must designate the official who will serve as its head for the purposes of FIPPA.</p> <p><u>18-20: B. Fleury – K. Fieldsted</u></p>	CARRIED

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	BE IT RESOLVED THAT the Board approved to designate L. Miller (Manager/Administrator) as the Head of the West Interlake Watershed District for the purpose of the Freedom of Information and Protection of Privacy Act effective February 20, 2020	
7.7	<p>Trees</p> <p>The WIWD received an email from S. Feuer, a/Urban Forester from Forestry Branch, informing that the Province of Manitoba may have seedlings available (predominantly white spruce) for distribution to the Watershed Districts this coming May/June and September/October 2020.</p> <p>The seedlings could be distributed to individual landowners, communities/municipalities, organizations/groups, or for educational purposes. The WIWD requested approximately 300 seedlings.</p>	
8.0	REPORTS	
8.1	<p>Chairperson</p> <p>Chairperson verbally updated the Board on his activities.</p>	
8.2	<p>MCDA Rep Report</p> <p>P. Dunlop, MCDA representative, submitted written report on the activities of the MCDA.</p>	
8.3	<p>Manager Report</p> <p>Manager verbally reported to the Board on her duties.</p>	
8.4	<p>Watershed Planner Report</p> <p>N/A</p>	
9.0	<p>IN CAMERA DISCUSSION</p> <p>19-20: L. Finney - B. Fleury BE IT RESOLVED THAT the Board approved to go In-camera at 11:40 a.m</p> <p>20-20: B Sigfusson - B. Fleury BE IT RESOLVED THAT the Board approved to move out of camera at 11:50 a.m.</p> <p>21-20: K. Fjeldsted - B Sigfusson BE IT RESOLVED THAT the Board approved to increase weekly hours for the Administrative Assistant position up to 40 hours per week, if needed</p> <p>22-20: B. Fleury - K. Fjeldsted BE IT RESOLVED THAT the Board approved to edit the WIWD Applications with the following conditions: “Copies of invoices are acceptable. Where a copy is not fully legible, the original invoice may need to be provided” “Proof of payment is needed for all invoices”.</p>	<p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p>

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10.0	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> ➤ PDF copies of the Environmental Farm Plan (EFP) statistics that were presented at the Manitoba Watersheds Conference on December 4th, 2020 ➤ Information provided during Prairie Land and Water Management Strategy Workshop; ➤ Email from S. Goertzen regarding possibility to set up a one-day workshop on watershed planning with First Nations. The Board members considered to attend; ➤ Information with regard to the Manitoba Sustainable Energy Association (ManSEA) Conference, on April 8, 2020 in Morden; ➤ Infrastructure Watershed Districts Call for New Funding Formula to Fulfill their Mandate; ➤ Subscription offer for the Canadian Cattlemen, the Beef Magazine. The Board decided to subscribe for the upcoming year; ➤ Invitation to the Annual Banquet by Inter-Mountain Watershed District, on March 20, 2020 at the Grandview Hall; ➤ Information pertaining upcoming Managers Meeting in Hecla; L. Miller is unable to attend; ➤ Subdivision Application 4206-20-7913. The Board has no comments; ➤ Information pertaining to upcoming GROW workshop, on March 12, 2020 in Brandon; ➤ Information pertaining updated process to request Engineering Support from the Province; ➤ Information regarding first meeting of the Watershed Districts Committee; ➤ Information pertaining Watershed District Tour on June 25, 2020 held by East Interlake Watershed District; 	
11.0	<p>NEXT MEETING:</p> <p style="text-align: center;">March 19, 2020 9:00 A.M. WIWD Office, Lundar</p>	
12.0	<p>ADJOURNMENT <u>23-20: B. Fleury – K. Fjeldsted</u> BE IT RESOLVED THAT we adjourn at 2:35 p.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>	

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	Linda Miller, Financial Administrator WIWD	
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