

MINUTES OF MEETING NO.21-21

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 LOCATION WIWD Office DATE October 21, 2021

Present:

N. Brandstrom	Chairperson	Dog Lake Sub District
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
D. Timmerman	Watershed planner	ARD
L. Miller	Manager / Financial Admin	WIWD
I. Zotter	Financial Adm. Assistant	WIWD

REGRETS:

J. Bittner	Vice Director	Lake ST. Martin Sub District
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WRITTEN BY: I. Zotter

ITEM		ACTION BY
1.0	<p>CALL TO ORDER</p> <p>N. Brandstrom called the meeting to order at 9:10 a.m. Introduction of attendees</p>	
2.0	<p>APPROVAL OF AGENDA</p> <p>149-21: B. Fleury – K. Fjeldsted BE IT RESOLVED THAT the Board approved the agenda with additions:</p> <p>7.3 Staff overtime 7.4 VPN – Virtual Private Network</p>	CARRIED
3.0	<p>APPROVAL OF MINUTES</p> <p>150-21: K. Fjeldsted – B. Fleury BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting 20-21, September 23, 2021 as presented</p>	CARRIED
4.0	<p>FINANCIAL REPORT</p>	
4.1	<p>Bank Activity</p> <p>L. Miller presented the financial report: Visa Noventis Credit Card Details from August 30, 2021 to September 28, 2021; CIBC Visa Credit Card Details from August 22, 2021 to September 21, 2021; Noventis Credit Union Statement of Accounts from September 1 to September 30, 2021; Account Reconciliation Summary Report from September 1 to September 31, 2021; Bank Account Transactions Report from September 15, 2021 to October 12, 2021; Comparative Income Statement – YTD from April 1, 2020 to October 14, 2021.</p> <p>151-21: B. Sigfusson - B. Fleury BE IT RESOLVED THAT the Board approved the expenses of \$ 73,092.44 (cheques # 527 -552); Visa Noventis Credit Card Details from August 30, 2021 to September 28, 2021; CIBC Visa Credit Card Details from August 22, 2021 to September 21, 2021; Noventis Credit Union Statement of Accounts from September 1 to September 30, 2021; Account Reconciliation Summary Report from September 1 to September 31,</p>	CARRIED

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	2021; Bank Account Transactions Report from September 15, 2021 to October 12, 2021; Comparative Income Statement – YTD from April 1, 2020 to October 14, 2021.	
5.0	<p>SUB DISTRICT RECOMMENDATIONS</p> <p>Annual General Meeting scheduled for November 18, 2021 at Lake Francis Hall. Staff to follow up with Health Order requirements.</p>	
6.0	OLD BUSINESS	
6.1	<p>Southwest Interlake Integrated Watershed Management plan (IWMP)</p> <p>No updates at this time. Suggestion was made to use IWMP funds to promote WIWD and IWMP in West Interlake Region by installing a sign at Ashern Auction Mart.</p>	
6.2	<p>Northwest Interlake IWMP</p> <p>D. Timmerman will be overseeing the development of NWIWMP. Next step is to select the Project Management Team (PMT).</p>	
6.3	<p>Siglunes Project</p> <p>The Board presented with: “Lands Branch Documentation for Transfer of Siglunes Creek” project ownership to the WIWD (Signed resolution is required in support of the new ownership if the Watershed District is accepting responsibility), “Original Agreements and Approvals”.</p> <p>The Board discussed presented copies of the original Lease Agreement and existing Siglunes Creek project specification and management plan, signed on December 13, 1988.</p> <p>The Board Members requested detailed information from Ducks Unlimited Canada (DUC) pertaining to proposed reconstruction work. Further discussion on this subject tabled until more information is received.</p>	
6.4	<p>Policy</p> <p>The Board discussed if the WIWD should update the HR Policy and established September 30, 2021 – Day for Truth and Reconciliation – as a statutory holiday. The Day is recognized by the Manitoba Government as a day of observance to encourage reflection and meaningful discussions about impacts of residential schools. September 30 is not a general holiday adopted by the Manitoba Province. The Board decided not to adopt this day as a statutory holiday at current time.</p>	
6.5	<p>Conservation Trust 2021</p> <p>Staff is collecting second soil samples, and scheduling dates for Final Inspections. Claims are being processed on an on-going basis.</p>	
6.6	<p>GRowing Outcomes in Watershed (GROW)</p> <p>Completed projects have been inspected, supporting documentation has been collected and processed on an ongoing basis. GROW funds are in the process of being distributed to landowners.</p>	

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	<p>152-21: B. Fleury – K. Fieldsted BE IT RESOLVED THAT the Board approved the materials for Riparian Fencing that cannot be funded by the GROW Trust Funds will be covered by the WIWD funds for projects in 2021-2022</p> <p>Letter of Interest for the GROW Trust 2022 has been submitted.</p>	CARRIED
6.7	<p>Ag Action Program / EFP</p> <p>The Riparian Area Restoration and Enhancement Projects approved by the Ag Action Program for \$ 81,550.00 is in progress. The goal is to erect approximately 7 km of riparian fencing and to install 3 alternative watering systems. One alternative watering system and 2.2 km of riparian fencing at Burnt Lake location has been completed. Two alternative watering systems at Hatchery Drain are installed, fence posts are erected, and fastening the wire is in progress.</p> <p>Intake for new applications for AG Action Program 2022-2023 is open until November 5, 2021. WIWD will be submitting two applications. Application for the Riparian Area Enhancement focus area presented to the Board. Requested amount is \$ 100000 Application for the Soil Health Improvement focus area is in the process of development. Requesting \$ 100000</p>	
6.8	<p>Winter Watering System Applications</p> <p>One applicant completed the project, the system is missing some components. Registered Letter was sent to the applicant informing that all components must be in place before WIWD can issue the payment. The applicant informed the WIWD that the project is not finalized yet. The Board established that the final Due Date to complete the Project is October 31, 2021.</p>	
6.9	<p>Green Team and Canada Summer Job</p> <p>Green Team funding was exhausted by the end of September. Claim for Reimbursement is submitted.</p>	
6.10	<p>MAW Convention</p> <p>Emails with information pertaining to MAW Convention sent to all members. Rooms are reserved. Seven representatives from the WIWD are registered up to date.</p>	
6.11	<p>Tree Program</p> <p>WIWD received over 200 applications up to date. Applications are being processed on an ongoing basis.</p>	
6.12	<p>WIWD Annual General Meeting (AGM)</p> <p>AGM is scheduled for November 18, 2021 at 7:00 p.m. at Lake Francis Hall. Staff provided Sub District Chairs with contact phone numbers. Chairs initiated phone calls to sub districts members and invited them to attend the AGM.</p> <p>The Executive Meeting will take place at 3:30 p.m. at Lake Francis Hall.</p>	

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6.13	<p>Oak Hammock Marsh</p> <p>Staff contacted the schools and established that there is interest among the majority of schools in the district for the Ecovan programming. Oak Hammock Marsh will contact the schools to schedule presentations.</p>	
6.14	<p>Relay Education</p> <p>WIWD applied for wage subsidy to the RELAY EDUCATION. RELAY EDUCATION Green Careers Program provides funds in partnership with the Department of Natural Resources Science and Technology Internship Program (STIP) as part of the Youth Employment Strategy. Request for funds has been preapproved. WIWD signed the Contribution Agreement.</p>	
6.15	<p>Fish and Wildlife Enhancement Fund (FWEF) - Letter of Interest (LOI)</p> <p>The call for the Fish and Wildlife Enhancement Fund (FWEF) Letters of Interest for the Spring 2022 intake is open. FWEF provides funding to organizations supporting the enhancement of fish and wildlife initiatives. The deadline for Letter of Interest submission is October 28, 2021. M. Lowdon provided update on proposed projects and locations. The Board discussed possible projects and agreed to submit LOI for 3 to 5 projects at the following locations:</p> <ul style="list-style-type: none"> - Beardy Creek - Basket River - Steep Rock - Nina Lake - Hatchery Drain - Lake St. Martin 	
7.0	<p>NEW BUSINESS</p>	
7.1	<p>Letters to the RMs to support MAW Conference</p> <p>Suggestion was made to approach RMs and to ask them to provide Letters of Support for the MAW Convention.</p>	
7.2	<p>Well Sealing</p> <p>WIWD received an application to seal a flowing well. Received Quote exceeded \$ 1000. Staff to discuss payment plan with applicant. Board Member will visit the site to observe the flowing well and will report on it at next Executive Meeting.</p>	
7.3	<p>Staff Overtime</p> <p>With the increased work load some overtime may be accumulated by staff. Overtime will be accepted by the Board as needed. Staff to explore "Benefit Package" options for the permanent employees.</p>	
7.4	<p>VPN – Virtual Private Network</p> <p>Due to different circumstances and demands at workplace, the Board is exploring an option of VPN installation.</p>	

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	<p>The Board discussed possible options and decided that to assign the VPN set up to G. Morden, who previously provided IT services to the WIWD on multiple occasions. Staff to present quote at next Executive Meeting.</p> <p><u>153-21: B. Fleury – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved to set up a Virtual Private Network pending quotes on installation and identified monthly fee.</p>	CARRIED
8.0	REPORTS	
8.1	Chairperson Brief verbal update	
8.2	MAW Rep Report Brief verbal update.	
8.3	Manager Report Brief verbal update.	
8.4	Watershed Planner Report Provincial update is on file at the office.	
9.0	IN CAMERA DISCUSSION N/A	
10.0	CORRESPONDENCE <ul style="list-style-type: none"> ➤ Water Availability and Drought Conditions Report – September 2021; ➤ Lake Manitoba and Lake St. Martin outlet channels project. Progress Report – Fall 2021 update; 	
11.0	NEXT MEETING: <p style="text-align: center;">November 18, 2021 3:30 P.M. Lake Francis Hall</p>	
12.0	ADJOURNMENT <u>154-21: B. Sigfusson – L. Finney</u> BE IT RESOLVED THAT we adjourn at 11:25 a.m.	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>	

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	<hr/> <p>Neil Brandstrom, Chairperson WIWD</p> <hr/> <p>Linda Miller, Financial Administrator WIWD</p>	
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