

**MINUTES OF MEETING NO.33-22**

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 LOCATION Lundar Golf Course DATE September 15, 2022

PRESENT:

N. Brandstrom	Chairperson	Dog Lake Sub District
T. Nevkashonoff	Vice Chair	Swan Creek Sub District
B. Sigfusson	Director	Shoal Lake Sub District
M. McLelland	Director	Swan Creek Sub District
L. Finney	Director	Dog Lake Sub District
J. Bittner	Director	Lake St. Martin Sub District
J. Cruise	Provincial Appointee	MECP
D. Timmerman	Watershed Planner	MECP
L. Miller	Manager / Financial Admin.	WIWD
K. Benson	Manager	WIWD
K. Christensen	Financial Administrator	WIWD

REGRETS: G. Brown Director Lake Francis Sub District

WRITTEN BY: K. Christensen Financial Administrator WIWD

ITEM		ACTION BY
1.0	<b>CALL TO ORDER</b> N. Brandstrom called the meeting to order at 9:02 a.m.	
2.0	<b>APPROVAL OF AGENDA</b> <u>257-22: T. Nevakshonoff – J. Cruise</u> <b>BE IT RESOLVED THAT</b> the Board approved the agenda as presented.	<b>CARRIED</b>
3.0	<b>APPROVAL OF MINUTES</b> <u>258-22: B. Sigfusson – M. McLelland</u> <b>BE IT RESOLVED THAT</b> the Board adopted the minutes of the Executive Board Meeting 32-22, August 31, 2022 as presented.	<b>CARRIED</b>
4.0	<b>FINANCIAL REPORT</b>	
4.1	<b>Bank Activity</b> K. Christensen presented the financial report:  Noventis Credit Union Statement of Accounts from August 1 to August 31, 2022; Visa Noventis Credit Card Details from June 29, 2022 to July 29, 2022; CIBC Visa Credit Card Details from July 22, 2022 to August 21, 2022; Account Reconciliation Summary Report from August 1, 2022 to August 31, 2022; Bank Account Transactions Report from August 18, 2022 to September 12, 2022; Comparative Income Statement – YTD from April 1, 2022 to September 12, 2022; Carryover of expenditures from April 1, 2022 to September 12, 2022.  <u>259-22: J. Bittner – J. Cruise</u>	

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	<p><b>BE IT RESOLVED THAT</b> the Board approved the expenses of August 19, 2022 to September 12, 2022 \$40,494.26 (cheques # 856-879, 881-885) Noventis Credit Union Statement of Accounts from August 1 to August 31, 2022; Visa Noventis Credit Card Details from June 29, 2022 to July 29, 2022; CIBC Visa Credit Card Details from July 22, 2022 to August 21, 2022; Account Reconciliation Summary Report from August 1, 2022 to August 31, 2022; Bank Account Transactions Report from August 18, 2022 to September 12, 2022; Comparative Income Statement – YTD from April 1, 2022 to September 12, 2022; Carryover of expenditures from April 1, 2022 to September 12, 2022.</p>	<b>CARRIED</b>
<b>5.0</b>	<p><b>SUB DISTRICT RECOMMENDATIONS</b></p> <p>Swan Creek Sub District Recommendations:</p> <ul style="list-style-type: none"> <li>➤ Wild flower seed packets with the WIWD logo to hand out at fairs and other events staff attend.</li> <li>➤ Garbage clean-up. Give a donation to 4-H groups, or school groups to clean up garbage along high ways and roadsides.</li> <li>➤ Invasive Species. Have a speaker attend the Annual General Meeting to inform members of the different species and control protocols.</li> <li>➤ Wood chipper. Some RM's have sites where residents can take old branches and other yard waste to dispose of, and the RM will burn it once or twice a year. The WIWD should look into a wood chipper so the chippings can be distributed back into the community.</li> </ul> <p>Lake St. Martin Sub District Recommendations:</p> <ul style="list-style-type: none"> <li>➤ Pollinator Gardens. Create pollinator gardens in communities at schools.</li> <li>➤ Raised Flower Beds in communities to help people connect to nature and create pollinator habitat.</li> <li>➤ Garbage clean-up. Donate to 4-H groups to clean up along high ways.</li> </ul>	
<b>6.0</b>	<b>OLD BUSINESS</b>	
<b>6.1</b>	<p><b>Southwest Interlake Integrated Watershed Management plan (IWMP)</b></p> <p>There are still funds available after the workshop that presented the SW IWMP. Another workshop may be planned in the future to use the funds to promote the SW IWMP.</p>	
<b>6.2</b>	<p><b>Northwest Interlake IWMP</b></p> <p>The third meeting for the NW IWMP will be held on October 25th, 2022 at the Ashern Legion at 6:30 p.m..</p>	
<b>6.3</b>	<p><b>Policy</b></p> <p>Board reviewed SECTIONS 17-23, Personnel Policy.</p> <p><b>260-22: M. McLelland – J. Cruise</b> <b>BE IT RESOLVED THAT</b> the board approved sections 11-16, Personnel Policy.</p>	<b>CARRIED</b>
<b>6.4</b>	<p><b>GRowing Outcomes in Watersheds (GROW)</b></p> <p>Staff have been completing project inspections. K. Christensen is working on the Letter of Interest, due October 5<sup>th</sup>, 2022.</p>	

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6.5	<p><b>Tree Program</b></p> <p>Application intake opened on September 1<sup>st</sup>, 2022, will close on October 31<sup>st</sup>, 2022.</p>	
6.6	<p><b>Hometown Green Team, Canada Summer Jobs, Metis Grant</b></p> <p>Final reports are being submitted to Hometown Green Team and the Metis Grant. All funds have been received.</p>	
6.7	<p><b>Rental Building</b></p> <p>Staff had a delegation with the RM of Fisher council to discuss the purchase of the building. Staff will be attending a delegation with RM of St. Laurent council on September 21<sup>st</sup>, 2022 to discuss the purchase of the building.</p> <p>Board discussed the options of relocating the board room and making the building wheel chair accessible once purchased.</p>	
6.8	<p><b>Water Retention Projects</b></p> <p>The WIWD has received four expressions of interest to establish Water Retention Basins. Potential project sites will be inspected by staff and available board members as soon as weather permits.</p>	
6.9	<p><b>On-Farm Climate Action Fund</b></p> <p>Staff are working with producers to enroll into the program. Gunton Paterson Grain contacted the WIWD, they have producers within our watershed who are interested in participating in the program, and they will encourage producers to contact the WIWD.</p>	
6.10	<p><b>Composting Workshop</b></p> <p>The composting workshop was held in Ashern on August 25<sup>th</sup>, 2022 had a lower attendance than anticipated. The speaker was well received.</p>	
6.11	<p><b>Office Supplies</b></p> <p>The managers' computer quit, will need to replace it.</p> <p><b><u>261-22: J. Cruise – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> the Board agreed to spend up to \$1,500.00 on the purchase of a new computer.</p>	<b>CARRIED</b>
6.12	<p><b>Day Camps</b></p> <p>Staff attended day camps in Lundar, St. Laurent and Grahamdale throughout the summer to promote watershed health and education.</p>	
6.13	<p><b>Mulch</b></p> <p>K. Christensen spoke to K. Sabados at Sabados Greenhouse, they would be happy to store and distribute the hemp mats in the spring when distributing the tree seedlings.</p>	<b>CARRIED</b>

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	<p><b><u>262-22: J. Bittner – M. McLelland</u></b>  <b>BE IT RESOLVED THAT</b> the Board agreed to purchase 2 pallets of hemp mats for distribution during the Community Tree Nursery Program at no costs to the applicants.</p>	
6.14	<p><b>2<sup>nd</sup> Soil Health Workshop / Grazing Workshop</b></p> <p>The workshop had 35 people in attendance. The Cook Family and Hummel family did an excellent job presenting and showcasing their projects.</p> <p><b><u>263-22: J. Bittner – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> the board agreed to award T. Cook and E. Hummel \$500.00 each as a thank you for presenting at the workshop.</p>	
6.15	<p><b>Cell Phone</b></p> <p>L. Miller has switched the cell phone into her name now.</p>	
6.16	<p><b>Events</b></p> <p>Staff attended the RogerKimLee festival in August and the Interlake Outdoors Show in September.</p>	
6.17	<p><b>Drone Rental Cost</b></p> <p>Staff will be informing partnering RM's of the new program the WIWD offers. Partnering RM's can rent the drone from the WIWD for \$100/day plus the staff members wage, meals, and mileage.</p>	
6.18	<p><b>Signing Authority</b></p> <p>Staff are waiting for Noventis to finish documents to switch the signing authority.</p>	
7.0	<p><b>NEW BUSINESS</b></p>	
7.1	<p><b>Staff Performance Review</b></p> <p>Human Resource Committee will do staff performance reviews for K. Benson, K. Christensen and D. Kaartinen, and report back to the executive board at the next meeting.</p>	
7.2	<p><b>Invasive Species</b></p> <p>Board discussed the idea of having a speaker present at the Annual General Meeting in January to educate members of the different species that are currently causing issues and the ones that have potential to cause issues in the future.</p>	
7.3	<p><b>MAW Confrence</b></p> <p>The MAW conference will be held in Winnipeg on December 5<sup>th</sup> – 7<sup>th</sup>, 2022. Three (3) members from each sub-district may attend, their room and meals will be paid by the WIWD, and pending funding, their 8 hours/day may be paid for. Hotel rooms are booked at both the Canad Inns and the Viscount-Gort.</p>	

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	The board decided to nominate T. Cook for our Watershed District Award, and L. Miller for the Watershed District Staff Builder award.	
7.4	<p><b>Sub-District Meeting</b></p> <p>Sub-district meetings were held on September 12<sup>th</sup>, 2022 at the Lundar Legion. Only two sub-districts were able to proceed with their meeting, as the other three sub-districts did not have a quorum. The board discussed the low attendance and brought up the idea that maybe meetings will have to become virtual, in order to accommodate everyone.</p>	
7.5	<p><b>September 19<sup>th</sup> Official Day of Mourning</b></p> <p>The board discussed whether Monday September 19<sup>th</sup>, 2022, the Official day of Mourning, will be a day off for staff.</p> <p><b><u>264-22: J. Cruise – T. Nevakshonoff</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved September 19<sup>th</sup>, 2022 a paid day of for staff as the Official Day of Mourning.</p>	<b>CARRIED</b>
8.0	<b>REPORTS</b>	
8.1	<p><b>Chairperson Report</b></p> <p>N. Brandstrom gave a brief verbal update.</p>	
8.2	<p><b>MAW Rep Report</b></p> <p>N/A</p>	
8.3	<p><b>Manager Report</b></p> <p>K .Benson gave a verbal report on duties performed. Written report is on file at the WIWD office.</p>	
8.4	<p><b>Watershed Planner Report</b></p> <p>D. Timmerman provided a brief verbal update.</p>	
8.5	<p><b>Human Resource Committee</b></p> <p>J. Bittner gave a brief verbal update.</p> <p>The board discussed the need to possibly hire an additional staff member one to two days a week.</p> <p><b><u>265-22: J. Cruise – L. Finney</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved to hire an additional part time staff member as needed to help with office duties.</p>	

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<b>8.6</b>	<b>GROW Project Coordinator Report</b> K. Benson gave a verbal update on GROW. Report is on file at the WIWD office.	
<b>9.0</b>	<b>IN CAMERA DISCUSSION</b> N/A	
<b>10.0</b>	<b>CORRESPONDENCE</b>  <ul style="list-style-type: none"> <li>➤ Kelsey Watershed District is hiring a new Manager.</li> <li>➤ Email from Lynda Nicol "Manager's Meeting Follow Up" sent September 2, 2022.</li> <li>➤ Document for supporting National Forest Week.</li> <li>➤ Request from the RM of St.Laurent to have a representative attend the council meeting to go over details of purchasing the building.</li> </ul>	
<b>11.0</b>	<b>NEXT MEETING:</b>  <p style="text-align: center;"><b>October 20th, 2022</b>  <b>9:00 A.M.</b>  <b>TBD</b></p>	
<b>12.0</b>	<b>ADJOURNMENT</b>  <u><b>266-22: B. Sigfusson – M. McLelland</b></u> <b>BE IT RESOLVED THAT we adjourn</b> at 11:06 a.m.	<b>CARRIED</b>
	<b>These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors</b>	
	<hr/> <b>Neil Brandstrom, Chairperson WIWD</b> <hr/> <hr/> <b>Kelsey Benson, Manager WIWD</b>	