

MINUTES OF MEETING NO.39-23

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LOCATION	WIWD Office	DATE	February 16, 2023
PRESENT:	N. Brandstrom T. Nevakshonoff J. Stefanson B. Fleury J. Cruise M. McLelland D. Timmerman K. Benson K. Christensen	Chairperson Director Director Director Provincial Appointee Board Appointee Watershed Planner Manager Financial Administrator	Dog Lake Sub District Swan Creek Sub District Shoal Lake Sub District Lake Francis Sub District MECP WIWD MECP WIWD WIWD
REGRETS:	J. Nickel J. Bittner	Director Director	Dog Lake Sub District Lake St. Martin Sub District
WRITTEN BY:	K. Christensen	Financial Administrator	WIWD

ITEM		ACTION BY
1.0	CALL TO ORDER N. Brandstrom called the meeting to order at 12:58 p.m.	
2.0	APPROVAL OF AGENDA 309-23: J. Cruise – J. Stefanson BE IT RESOLVED THAT the Board approved the agenda with the additions of 7.7 Board Appointees.	CARRIED
3.0	APPROVAL OF MINUTES 310-23: B. Fleury – J. Stefanson BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #38-23, January 19 th , 2023 as presented.	CARRIED
4.0	FINANCIAL REPORT	
4.1	Bank Activity K. Christensen presented the financial report: Noventis Credit Union Statement of Accounts from January 1 st to January 31 st , 2023; Visa Noventis Credit Card Details from November 29 th , 2022 to December 29 th , 2022; CIBC Visa Credit Card Details from November 22 nd , 2022 to December 21 st , 2022; Account Reconciliation Summary Report from January 1 st , 2023 to January 31 st , 2023; Bank Account Transactions Report from January 18 th , 2023 to February 13 th , 2023; Comparative Income Statement – YTD from April 1 st , 2022 to February 13 th , 2023; Carryover of expenditures from April 1 st , 2022 to February 13 th , 2023. 311-23: M. McLelland – J. Stefanson BE IT RESOLVED THAT the Board approved the expenses of January 18 th , 2023 to February 13 th , 2023 \$77,283.02 (cheques # 963-980); Noventis Credit Union Statement of Accounts from January 1 st , 2023 to January 31 st , 2023; Visa Noventis Credit Card Details from November 29 th , 2022 to December 29 th , 2022; CIBC Visa Credit Card Details from November 22 nd , 2022 to December 21 st , 2022; Account Reconciliation Summary Report from January 1 st , 2023 to January 31 st , 2023; Bank Account Transactions Report from January 18 th , 2023 to February 13 th , 2023; Comparative Income Statement – YTD from April 1 st , 2022 to February 13 th , 2023; Carryover of expenditures from April 1 st , 2022 to February 13 th , 2023.	CARRIED

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4.2	<p>Budget 2023-2024</p> <p>K. Christensen presented the 2023-2024 Interim Budget, due on February 28th, 2023.</p> <p>312-23: B. Fleury – J. Cruise BE IT RESOLVED THAT the Board approved the 2023-2024 Interim Budget as presented.</p>	CARRIED
5.0	<p>SUB DISTRICT RECOMMENDATIONS</p> <p>Swan Creek Sub District Recommendations: Brought forward by Sub District chair T. Nevakshonoff</p> <ul style="list-style-type: none"> - Contact information for all members should be made available at the AGM - Swan Creek Sub District is in need of a meeting to discuss Narcisse Duck’s Unlimited (DU) Project. T. Nevakshonoff contacted S. Greer from Duck’s Unlimited, received documents pertaining to the Narcisse DU Project. One of the major issues with the project is the dispute over what water level the structures should be maintained at. Currently no structures are functioning, a strategy plan needs to be created to work with RM’s. 	
6.0	<p>OLD BUSINESS</p>	
6.1	<p>Southwest Interlake Integrated Watershed Management plan (IWMP)</p> <p>No Updates at this time.</p>	
6.2	<p>Northwest Interlake IWMP</p> <p>No Updates at this time.</p>	
6.3	<p>Policy</p> <p>“Abuse & Molestation Policy”, and “Code of Conduct Complaint/Incident Form” were provided to board members prior to the meeting for review.</p> <p>The board viewed and discussed.</p> <p>313-23: J. Stefanson – T. Nevakshonoff BE IT RESOLVED THAT the Board approved the “Abuse & Molestation Policy”. With any additions required by Western Financial Group (Network) Inc. per: The AMM Insurance Program Team.</p> <p>314-23: J. Cruise – T. Nevakshonoff BE IT RESOLVED THAT the Board approved the “Code of Conduct Complaint/Incident Form – Complainants and Respondents Form”, and the “Complaint Resolution Process” as Presented.</p>	CARRIED CARRIED
6.4	<p>GRowing Outcomes in Watersheds (GROW)</p> <p>Staff are completing and calculating project claims.</p>	

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6.5	<p>Rental Building</p> <p>Red River Group completed the building appraisal on February 3rd, 2023. Appraised value is \$210,000.00.</p> <p>Staff are working with Pitblado on legal aspects regarding the purchase of the current WIWD office, 9 Main Street, Lundar, MB.</p>	
6.6	<p>On-Farm Climate Action (PWCP)</p> <p>Staff are in the process of submitting applications into the database for final approval from MAW. Staff are preparing for a GROW meeting in the coming weeks to review and approve new applications that have been submitted.</p>	
6.7	<p>Green Kids</p> <p>Staff presented the idea of staff and summer students delivering presentations and water festivals to schools and summer camps, to save on costs and tailor presentations to our District, promoting information relevant to our area.</p>	
6.8	<p>EFP Workshops</p> <p>Pending.</p>	
6.9	<p>Pollinator Gardens – Conservation Trust</p> <p>The Pollinator Gardens proposal for the Conservation Trust was submitted November 29th, 2022. Staff will receive approval/disapproval in the Spring of 2023.</p>	
6.10	<p>Fish and Wildlife Enhancement Fund</p> <p>The “Aquatic Ecosystem Restoration Mercer Creek Drain” proposal for the Fish and Wildlife Enhancement Fund was submitted on December 16, 2022. Staff will receive approval/disapproval in the Spring of 2023.</p>	
6.11	<p>Signing Authority</p> <p>Staff will send signed copy of meeting minutes for meeting No. 38-23 January 19th, 2023 to Access Credit Union and CIBC to update the WIWD’s signing authority.</p>	
6.12	<p>Canada Summer Jobs & Green Team</p> <p>The WIWD applied for 50% minimum wage subsidy through Canada Summer Jobs. WIWD was notified that the WIWD is considered a Public Sector Employer through the Canada Summer Jobs Definitions, and can only apply for a 50% wage subsidy.</p> <p>The WIWD applied for a 100% minimum wage subsidy through Green Team for two summer students.</p>	
6.13	<p>Manitoba Important Bird Areas</p> <p>The Manitoba Important Bird Areas is wanting to host presentations in our area to encourage conservation of bird habitat, would like the WIWD’s help in advertising.</p>	

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	Executive board discussed that staff can collaborate with the Manitoba Important Bird Areas to help advertise and promote their program. Staff to contact MIBA to see if they would give a presentation at an Executive meeting to provide more information.	
7.0	NEW BUSINESS	
7.1	<p>Watersheds Canada</p> <p>Watersheds Canada contacted the WIWD requesting partnership in delivering the Natural Edge Shoreland Steward Volunteers Training Program. Watersheds Canada and the WIWD would work with Lake Association volunteers to restore the shorelines, by providing volunteers a toolkit and ipad to enter data into the database to determine what native plants should be planted on the shoreline. The proper native plants would then be provided for volunteers to plant.</p> <p>The WIWD would be responsible for hosting workshops for the Lake Associations, and housing/lending the ipad to the Lake Associations. Watersheds Canada will provide the WIWD with the ipad, as well as financial assistance for hosting workshops.</p> <p>314-23: B. Fleury- M. McLelland BE IT RESOLVED THAT the Board is interested in partnering with Watersheds Canada to deliver the Natural Edge Shoreland Steward Volunteers Training Program. More information would be required to make a final decision.</p>	CARRIED
7.2	<p>Complaint</p> <p>This matter to be discussed In-Camera.</p>	
7.3	<p>IRNR Partnership</p> <p>WIWD board reviewed IRNR agreement. Board will review and bring any questions to the next meeting.</p>	
7.4	<p>Insurance</p> <p>The WIWD's Accident Coverage is due for renewal on February 23rd, 2023. Staff are to look into increasing the WIWD's insurance coverage.</p>	
7.5	<p>Website Domain</p> <p>The WIWD's website domain requires renewal, options include 1-9 year length renewals at \$40/year.</p> <p>The board discussed, will be renewing the website domain for a 2-year period, for \$80.00.</p>	
7.6	<p>2 Billion Trees</p> <p>Staff attended a virtual meeting in January, applications were supposed to be sent to Watershed Districts on February 3rd, 2023. Staff received update; applications will not be received until February 24th, 2023. Staff to provide an update on the 2 Billion Tree program status at the next executive meeting.</p>	

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7.7	<p>Board Appointees</p> <p>T. Nevakshonoff recommended the executive board fill the vacant board appointee position by appointing B. Sigfusson to the Executive Board.</p> <p>The Board discussed.</p> <p>315-23: T. Nevakshonoff – M. McLelland BE IT RESOLVED THAT the Board approved to appoint B. Sigfusson to the WIWD Executive Board for a two (2) year position, starting February 17th, 2023, ending February 16th, 2025.</p>	CARRIED
8.0	REPORTS	
8.1	<p>Chairperson Report</p> <p>N. Brandstrom gave a brief verbal update.</p> <ul style="list-style-type: none"> ➤ Phone calls to the office. ➤ Stopped at office to sign cheques. 	
8.2	<p>MAW Rep Report</p> <p>J. Cruise gave a brief verbal update.</p> <ul style="list-style-type: none"> ➤ Attended MAW meeting on February 14th, 2023 ➤ I have been elected to executive board so will be taking on more responsibility ➤ MAW will be participating in Envirothon in 2023, mainly as observer but will probably take over program in 2024 ➤ the living lab program is going forward, funding available for approved projects ➤ we are far behind other regions in projects for PWCP and will possibly be losing our share of funding unless we move quickly ➤ MAW has taken a trial six-month subscription with a company called One on One, from what I understand they provide excellent professional HR support their services will be free to regional boards under MAW umbrella Linda Nicol should have info out to us by end of week once all details have been finalized ➤ Next MAW meeting will be March 14th, 2023 	
8.3	<p>Manager Report</p> <p>K. Benson gave a verbal report on duties performed. Report is on file at the office.</p>	
8.4	<p>Watershed Planner Report</p> <p>D. Timmerman provided a brief verbal update. Written report is on file at the WIWD office.</p>	
8.5	<p>Human Resource Committee</p> <p>N/A</p>	

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8.6	<p>Financial Administrator Report</p> <p>K. Christensen gave a verbal report on duties performed.</p> <ul style="list-style-type: none"> ➤ Payroll ➤ Financials ➤ Completed & submitted T4's for staff members. ➤ Worked on T4A's for applicable board members. ➤ GROW 2023-2025 Proposal Revisions – <ul style="list-style-type: none"> ○ Grants associate contacted us regarding the funds requested for wages were quite low, asked if we would like to make changes. ➤ GROW 2021-2023 Extension – <ul style="list-style-type: none"> ○ Due to producers unable to seed during the 2022 season, our Grants Associate advised to apply for a one-year extension. ➤ Worked with K. Benson on the Interim Budget. ➤ Worked on Projected Budget-expenditures up to March 31st, 2023. ➤ Phone calls / mtgs with producers about programming ➤ Attended a producer meeting in Warren put on by Reboine WD, February 1st, 2023. ➤ GROW Coordinators mtg (zoom) – February 8th, 2023. ➤ Attended a Forage mtg in Inwood put on by Inwood Feed & Supply, February 13th, 2023. Representatives from Covers & Co. did a presentation. WIWD & EIWD were asked to attend to provide funding information to producers. ➤ Attended Data Base mtg (teams) with our Grants Associate and other MHHC reps to discuss the WIWD piloting the Data Base for GROW reporting. This would be done on the GROW 2020-2022 as it is completed and all reports have been submitted, MHHC and WIWD can than see if the database is capturing all the required information. ➤ Reviewed final GROW project cost calculations and prepared GROW payment stubs for completed projects. ➤ Prepared for Executive mtg. 	
8.7	<p>Resource Technician Report</p> <p>K. Benson read aloud D. Kaartinen's report on duties performed.</p> <ul style="list-style-type: none"> ● GROW <ol style="list-style-type: none"> 1. Summarize Invoice eligibility; PST/GST Calculation 2. Calculate GROW reimbursement per project 3. Monthly GROW Coordinator meetings 4. Contacting remaining producers regarding GROW invoice submission, (still a few more to submit their info/invoices) 5. WIWD specific meeting regarding piloting GROW database; first steps/outline ● PWCP <ol style="list-style-type: none"> 1. Create new participant profiles 2. Create proposals 3. Identify feature type, BMP's, establishment cost 4. Create site maps for each project 5. Summarize invoice eligibility 6. Calculate projected PWCP reimbursement per project 7. Create project descriptions to be submitted to PAg 8. Writing "Grazing Plans" for Rotational Grazing submissions 	

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	<p>9. PAg Brian Nedohin completed a large portion of reviews; new applications since then</p> <p>10. Bi-weekly PWCP meetings with Andres (MAW)</p> <p>11. Contacting producers regarding PWCP invoice submission, application interest (there has been continued submissions for 2022; and interest in 2023)</p> <p>12. Approx 1/3 producers have submitted all required, and proposals submitted to PWCP</p> <ul style="list-style-type: none"> • 2 Billion Trees <ol style="list-style-type: none"> 1. Meeting Jan 30th Brief outline given; Next meeting Feb.24th 2. 50% coverage to landowners; 75% indigenous 3. Commit to plant by 2031; expected to have up to 2030 season 4. Targeted KPI's (key performance indicators) <ol style="list-style-type: none"> i. # trees ii. Project area iii. Habitat restoration for SAR as per COSEWIC iv. Contribution to forest resilience vs climate change v. # jobs created vi. Budget 5. Created relevant SAR list for landowners to consider during application • WIWD website <ol style="list-style-type: none"> 1. Updating Minutes; Upcoming Events; News 	
9.0	<p>IN CAMERA DISCUSSION</p> <p>316-23: T. Nevakshonoff – J. Cruise BE IT RESOLVED THAT the Board moved In-Camera for a discussion at 3:34 p.m.</p> <p>317-23: M. McLelland – B. Fleury BE IT RESOLVED THAT the Board moved out of Camera at 4:04 p.m.</p>	<p>CARRIED</p> <p>CARRIED</p>
10.0	<p>CORRESPONDENCE</p> <p>➤ Email from L. Nichol (MAW) "MAW Update" sent January 11th, 2023</p>	
11.0	<p>NEXT MEETING:</p> <p>March 16th, 2023 1:00 p.m. WIWD Office</p>	
12.0	<p>ADJOURNMENT</p> <p>308-23: T. Nevakshonoff BE IT RESOLVED THAT we adjourn at 5:02 p.m.</p>	<p>CARRIED</p>
	<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>Kelsey Benson, Manager WIWD</p>	
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