

## MINUTES OF MEETING NO.40-23

NAME Executive Board  
 LOCATION WIWD Office

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 DATE March 16, 2023

PRESENT:	N. Brandstrom M. McLelland J. Nickel T. Nevakshonoff J. Stefanson B. Fleury J. Bittner J. Cruise B. Sigfusson D. Timmerman K. Benson K. Christensen	Chairperson Board Appointee/Vice Chair Director Director Director Director Director Provincial Appointee Board Appointee Watershed Planner Manager Financial Administrator	Dog Lake Sub District WIWD Dog Lake Sub District Swan Creek Sub District Shoal Lake Sub District Lake Francis Sub District Lake St. Martin Sub District WIWD / MAW WIWD MECP WIWD WIWD
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REGRETS:

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 1:40 p.m.	
2.0	<b>APPROVAL OF AGENDA</b> <b>319-23: M. McLelland – J. Cruise</b> <b>BE IT RESOLVED THAT</b> the Board approved the agenda with the additions of 7.5 Funding Agreements, and 7.6 Reporting Structure for Agenda.	<b>CARRIED</b>
3.0	<b>APPROVAL OF MINUTES</b> <b>320-23: B. Fleury – M. McLelland</b> <b>BE IT RESOLVED THAT</b> the Board adopted the minutes of the Executive Board Meeting #39-23, February 16 <sup>th</sup> , 2023 as presented.	<b>CARRIED</b>
4.0	<b>FINANCIAL REPORT</b>	
4.1	<b>Bank Activity</b> K. Christensen presented the financial report:  Access Credit Union Statement of Accounts from February 1 <sup>st</sup> to February 28 <sup>th</sup> , 2023; Account Reconciliation Summary Report from February 1 <sup>st</sup> , 2023 to February 28 <sup>th</sup> , 2023; Bank Account Transactions Report from February 14 <sup>th</sup> , 2023 to March 13 <sup>th</sup> , 2023; CIBC Credit Card Details from December 22, 2022 to January 21 <sup>st</sup> , 2023; Noventis Credit Card Details from December 30 <sup>th</sup> , 2022 to January 29 <sup>th</sup> , 2023; Comparative Income Statement – YTD from April 1 <sup>st</sup> , 2022 to March 13 <sup>th</sup> , 2023; Carryover of expenditures from April 1 <sup>st</sup> , 2022 to March 13 <sup>th</sup> , 2023.  <b>321-23: B. Sigfusson – J. Nickel</b> <b>BE IT RESOLVED THAT</b> the Board approved the expenses of February 14 <sup>th</sup> , 2023 to March 13 <sup>th</sup> , 2023 \$20,643.37 (cheques # 981-1004); Access Credit Union Statement of Accounts from February 1 <sup>st</sup> to February 28 <sup>th</sup> , 2023; Account Reconciliation Summary Report from February 1 <sup>st</sup> , 2023 to February 28 <sup>th</sup> , 2023; Bank Account Transactions Report from February 14 <sup>th</sup> , 2023 to March 13 <sup>th</sup> , 2023; CIBC Credit Card Details from December 22, 2022 to January 21 <sup>st</sup> , 2023; Noventis Credit Card Details from December 30 <sup>th</sup> , 2022 to January 29 <sup>th</sup> , 2023; Comparative Income Statement – YTD from April 1 <sup>st</sup> , 2022 to March 13 <sup>th</sup> , 2023; Carryover of expenditures from April 1 <sup>st</sup> , 2022 to March 13 <sup>th</sup> , 2023	<b>CARRIED</b>

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<b>5.0</b>	<p><b>SUB DISTRICT RECOMMENDATIONS</b></p> <p>N/A</p>	
<b>6.0</b>	<p><b>OLD BUSINESS</b></p>	
<b>6.1</b>	<p><b>Southwest Interlake Integrated Watershed Management plan (IWMP)</b></p> <p>B. Fleury recently attended a Soil Health Workshop in Portage La Prairie put on by Watershed Planning and Programing, where they provided copies of the 'Soil Owners Manual' to attendees. The idea of purchasing copies of the 'Soil Owners Manual' to hand out to producers at events supporting the SW IWMP was brought forward by B. Fleury.</p> <p><b>322-23: B. Sigfusson – B. Fleury</b>  <b>BE IT RESOLVED THAT</b> the Board approved the purchase 10 copies of the 'Soil Owner's Manual' off of Amazon with the remaining SW IWMP funds to provide to producers who are interested.</p>	<b>CARRIED</b>
<b>6.2</b>	<p><b>Northwest Interlake IWMP</b></p> <p>Staff will be organizing a meeting for a later date.          J. Bittner stated he will be stepping down as a member from the NW IWMP committee.</p>	
<b>6.3</b>	<p><b>Policy</b></p> <p>AMM insurance revised the "Abuse &amp; Molestation Policy". The revised document had been provided to board members prior to the meeting for review.</p> <p>The board viewed and discussed.</p> <p><b>323-23: J. Cruise – M. McLelland</b>  <b>BE IT RESOLVED THAT</b> the Board approved the revised "Abuse &amp; Molestation Policy" provided from AMM Insurance.</p>	<b>CARRIED</b>
<b>6.4</b>	<p><b>GRowing Outcomes in Watersheds (GROW)</b></p> <p>Staff are completing and calculating final project claims.</p>	
<b>6.5</b>	<p><b>Rental Building</b></p> <p>Appraisal and confirmed mortgage rate have been sent to the department of Environment, Climate and Parks.</p>	
<b>6.6</b>	<p><b>On-Farm Climate Action (PWCP)</b></p> <p>Staff have received final approval and landowner contracts from MAW for a number of projects. Applications are still being submitted into the database for final approval. Staff will be holding a GROW meeting in the coming weeks to review and approve new applications that have been submitted.</p>	

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<b>6.7</b>	<p><b>EFP Workshops</b></p> <p>Pending.</p>	
<b>6.8</b>	<p><b>Pollinator Gardens – Conservation Trust</b></p> <p>The Pollinator Gardens proposal for the Conservation Trust was submitted November 29<sup>th</sup>, 2022. Staff will receive approval/disapproval in the Spring of 2023.</p>	
<b>6.9</b>	<p><b>Fish and Wildlife Enhancement Fund</b></p> <p>The “Aquatic Ecosystem Restoration Mercer Creek Drain” proposal for the Fish and Wildlife Enhancement Fund was submitted on December 16, 2022. Staff received email from MHHC on March 6, 2023, funding was declined. The project did not rank as high as other project proposals.</p>	
<b>6.10</b>	<p><b>Signing Authority</b></p> <p>Access Credit Union has received all required documents. Member’s who have been appointed to signing authority will sign required documents following the meeting to finalize the process. A date is yet to be set for staff and other signing members to travel to Stonewall CIBC to sign required documents.</p>	
<b>6.11</b>	<p><b>Canada Summer Jobs &amp; Green Team</b></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> <p>Staff are waiting for approval.</p>	
<b>6.12</b>	<p><b>Manitoba Important Bird Areas</b></p> <p>Manitoba Important Bird Areas hosted an event in St. Laurent on March 1, 2023. The WIWD helped promote their event on social media.</p>	
<b>6.13</b>	<p><b>Watersheds Canada</b></p> <p>Watersheds Canada will not know if funding is approved until June 2023. K. Benson confirmed with Watersheds Canada that the WIWD would present to the Lake Associations and hold onto the ipad.</p>	
<b>6.14</b>	<p><b>Complaint</b></p> <p>This matter was discussed in-camera.</p>	
<b>6.15</b>	<p><b>IRNR Partnership Agreement</b></p> <p>The board discussed the concerns about the agreement, and possible counter offers that could be made to the IRNR. Staff are to calculate an estimated cost of one trip to Peonan Point to do site/project inspections, and bring back at the next meeting.</p>	

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<b>6.16</b>	<p><b>Insurance</b></p> <p>The WIWD's accident coverage was due for renewal on February 23<sup>rd</sup>, 2023. The number of trips for employees and WIWD members that is covered has been increased. The cost for the insurance stayed the same as the previous year, at \$750.00.</p>	
<b>6.17</b>	<p><b>Trees</b></p> <p>The 2 Billion Trees program has been officially announced. A workshop is tentatively planned for August of 2023 for staff and producers to attend to provide education on proper shelterbelt establishment and maintenance. The WIWD would be able to order trees in the fall for projects to commence in the Spring of 2024.</p>	
<b>7.0</b>	<p><b>NEW BUSINESS</b></p>	
<b>7.1</b>	<p><b>Manitoba Accessibility Fund</b></p> <p>Staff submitted an application to the Manitoba Accessibility Fund, asking for funding for tablets/ipads, projector, projector screen, Bluetooth speakers, document camera and a magnetic whiteboard. These tools will be used to provide educational information, along with program information, in multiple formats for individuals who face barriers. The turnaround time for project approval is 8 weeks.</p>	
<b>7.2</b>	<p><b>Resilient Agricultural Landscape Program (RALP)</b></p> <p>All board members received informational documents prior to the meeting for review.</p> <p>There are six Beneficial Management Practices that are eligible for financial assistance to Watershed Districts:</p> <ul style="list-style-type: none"> <li>➤ Agroforestry</li> <li>➤ Grasslands and Grazing Management</li> <li>➤ Natural Upland Area Rejuvenation and Enhancement</li> <li>➤ Riparian Area Enhancement</li> <li>➤ Water Retention and Runoff Management</li> <li>➤ Wetland Restoration and Enhancement</li> </ul> <p>Funding is available for program activities that are directed towards watershed resiliency and are supported by Watershed Districts. Watershed Districts can be reimbursed up to 100% of total approved eligible costs, with a \$100,000.00 funding cap per application, and a \$300,000.00 funding cap per watershed.</p> <p>More information about the RALP can be received by contacting the WIWD office.</p>	
<b>7.3</b>	<p><b>Scholarships</b></p> <p>The WIWD provided 3 \$500.00 scholarships to 3 students with in the district for graduating students in the class of 2022.</p> <p>The board decided to award 2 scholarships for graduating students in the class of 2023. Graduating students are to write an essay on: What is the West Interlake Watershed District (WIWD)? Why is your local watershed important? If you could develop your own program or expand on an existing program, what would you do? Explain, and submit for reviewing of the board. Students must be within the WIWD boundaries.</p>	

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<b>7.4</b>	<p><b>Narcisse DU Project</b></p> <p>T. Nevakshonoff provided an update:</p> <ul style="list-style-type: none"> <li>➤ Reached out to RM's and spoke with Reeves of Armstrong and Coldwell.</li> <li>➤ Once we have discussed with the RM of Coldwell we will be prepared for a meeting with Saun Gruw.</li> </ul> <p>The board discussed that the WIWD is only going to initiate conversations and meetings, the WIWD is not taking on any responsibility of the Narcisse DU Project.</p>	
<b>7.5</b>	<p><b>Funding Agreements</b></p> <p>J. Bittner brought forward that the funding agreement between the WIWD and RM's should be changed, the RM Levies increased significantly from the 2022-2023 year. Proposed that the WIWD lobby for the 3:1 provincial : Municipal ratio be changed to 4:1.</p> <p><b><u>324-23: T. Nevakshonoff – B .Fleury</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved to Lobby MAW for a change in the Provincial : Municipal ratio.</p> <p>Staff are to write a letter to lobby the Province of Manitoba for a change.</p>	<b>CARRIED</b>
<b>7.6</b>	<p><b>Reporting Structure for Agenda</b></p> <p>M. McLelland suggested that reports be presented at the beginning of the meeting after the financials, rather than the end of the meeting. Staff reports include a lot of information that has already been discussed throughout the meeting. By having staff present their reports earlier on, it may eliminate longer discussion periods throughout the meeting, as information will have already been presented to the board.</p> <p>The board decided they would try this method at the next meeting.</p>	
<b>8.0</b>	<p><b>REPORTS</b></p>	
<b>8.1</b>	<p><b>Chairperson Report</b></p> <p>N. Brandstrom gave a verbal update.</p> <ul style="list-style-type: none"> <li>➤ Feb 21<sup>st</sup> – Made a trip to the office to Sign the GROW 2021-2023 amendment for a one-year extension. Signed cheques.</li> <li>➤ February 24<sup>th</sup> – talked to T. Nevakshonoff regarding the Narcisses DU project as per sub-district recommendations. Phoned RM of Coldwell's Reeve, V. Johnson, regarding the matter.</li> <li>➤ March 6<sup>th</sup> – Attended the LGC meeting             <ul style="list-style-type: none"> <li>- Signed meeting minutes</li> <li>- Signed Cheques</li> <li>- Signed approved WIWD policies</li> </ul> </li> <li>➤ Discussion with HR committee and D. Timmerman.</li> <li>➤ March 13<sup>th</sup> – Visited the office.</li> <li>➤ Talked to local producers in the area to promote PWCP.</li> <li>➤ Phone calls with staff throughout the month.</li> </ul>	

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<b>8.2</b>	<p><b>MAW Rep Report</b></p> <p>J. Cruise gave a verbal update.</p> <ul style="list-style-type: none"> <li>➤ There is a good possibility that AAFC will approve that some additional PWCP money can go towards admin. Will know more next month.</li> <li>➤ At present, we aren't going to lose our share of PWCP funding but still a possibility if we don't get more projects approved.</li> <li>➤ A communications policy is being developed to try get the word out better in regards to GROW, will be province wide at approx. Cost of \$2500 per district.</li> <li>➤ A template of policies is being developed at the request of many districts. Districts could still modify or produce their own policies but this would provide a standard starting point.</li> <li>➤ Motion was passed to hire a PWCP project coordinator at MAW with the intention of speeding up the process of review and approval of district projects. One year term position with possible extension.</li> </ul>	
<b>8.3</b>	<p><b>Manager Report</b></p> <p>K. Benson gave a verbal report on duties performed.</p> <ul style="list-style-type: none"> <li>➤ Working on completing signing authority with Access CU (Noventis)</li> <li>➤ Increased accidental insurance</li> <li>➤ Sent Metis Grant Application for Summer Student</li> <li>➤ Contacted Building owner, offer to purchase, meet with building owner</li> <li>➤ Communicated with lawyer in regards to building purchase</li> <li>➤ Social Media posts</li> <li>➤ Mail survey information for NW IWMP</li> <li>➤ HR work</li> <li>➤ Executive meeting prep</li> <li>➤ Emails, phone calls</li> <li>➤ PWCP meetings, RALP meeting, Managers meeting</li> </ul>	
<b>8.4</b>	<p><b>Watershed Planner Report</b></p> <p>D. Timmerman provided a brief verbal update. Written report is on file at the WIWD office.</p>	
<b>8.5</b>	<p><b>Human Resource Committee</b></p> <p>N/A</p>	
<b>8.6</b>	<p><b>Financial Administrator Report</b></p> <p>K. Christensen gave a verbal report on duties performed.</p> <ul style="list-style-type: none"> <li>➤ Payroll.</li> <li>➤ Financials.</li> <li>➤ Adjusted RM levies (\$225,000 Provincial Grant), sent email to RM's with 2023-24 Levy rates and amount. Printed off invoices and mailed to RM's.</li> <li>➤ Wrote water reimbursement cheques to all applicable applicants, mailed.</li> <li>➤ Filed Workers Comp. "Annual Payroll Information"</li> <li>➤ Filed T4A's.</li> <li>➤ Updated/Revised GROW application</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Prepared GROW payment stubs for completed projects.</li> <li>➤ Attended PWCP Bi-weekly mtg (teams) March 3<sup>rd</sup>, 2023.</li> <li>➤ Attended GROW Coordinators mtg (zoom) March 8<sup>th</sup>, 2023.</li> <li>➤ Completed the Manitoba Accessibility Fund grant form and submitted on March 10<sup>th</sup>, 2023.</li> <li>➤ Attended RALP info mtg (zoom) March 13<sup>th</sup>, 2023.</li> <li>➤ Prepared for Executive mtg.</li> <li>➤ Reviewed GROW documentation and changes to the GROW program with Irina.</li> </ul>	
8.7	<p><b>Resource Technician Report</b></p> <p>D. Kaartinen's gave a verbal report on duties performed.</p> <ul style="list-style-type: none"> <li>• GROW           <ol style="list-style-type: none"> <li>1. Landowner Agreements</li> <li>2. Schedule's A, B</li> <li>3. Summarize Invoice eligibility; PST/GST Calculation</li> <li>4. Calculate GROW reimbursement per project</li> <li>5. Monthly GROW Coordinator meetings</li> <li>6. Contacting remaining producers regarding GROW invoice submission, contract signing (<b>at this point, almost every GROW project has been submitted</b>)</li> <li>7. Awaiting GROW to submit information required to begin database entry</li> </ol> </li> <li>• PWCP           <ol style="list-style-type: none"> <li>1. Create new participant profiles</li> <li>2. Create proposals</li> <li>3. Identify feature type, BMP's, establishment cost</li> <li>4. Create site maps for each project</li> <li>5. Summarize invoice eligibility</li> <li>6. Calculate projected PWCP reimbursement per project</li> <li>7. Create project descriptions to be submitted to PAg</li> <li>8. Creating "Grazing Plans" for Rotational Grazing submissions</li> <li>9. Preparing packages for PAg (B. Nedohin to come March 23<sup>rd</sup> to evaluate new applications)</li> <li>10. Bi-weekly PWCP meetings with Andres (MAW) (Andres provided new info required for manure; proper manure form given)</li> <li>11. Contacting producers regarding PWCP invoice submission, application interest (<b>continued submissions for 2022; and interest in 2023 – multiple landowners came courtesy of N. Brandstrom spreading the word</b>)</li> <li>12. Complete revisions on application submissions where required</li> <li>13. <b>Approx 50% producers have submitted all required data, and proposals submitted to PWCP</b></li> <li>14. <b>Multiple producers contacting us from outside our area, or within Portage La Prairie that we are unable to assist</b></li> </ol> </li> <li>• 2 Billion Trees           <ol style="list-style-type: none"> <li>1. Meeting Feb 24<sup>th</sup>, Google Drive Access, Answered Questions               <ol style="list-style-type: none"> <li>i. Seedling species considerations</li> <li>ii. Plug vs rootstock vs container</li> <li>iii. Eligibility limitations</li> <li>iv. Responsibility for losses</li> <li>v. Budget limitations</li> </ol> </li> <li>2. Brainstorm ideas for covering WD's 25% contribution, submitted to manager</li> </ol> </li> </ul>	

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	<ol style="list-style-type: none"> <li>3. Request for more specific information on 2BT standard for shrubs vs trees</li> <li>4. Request for timeline on guidance document explaining land access/info collected</li> </ol> <ul style="list-style-type: none"> <li>• RALP           <ol style="list-style-type: none"> <li>1. Immediate review, submitted questions regarding Metis eligibility, annual vs perennials in pollinator strips, recent quotes under other projects vs new quotes</li> </ol> </li> <li>• WIWD website           <ol style="list-style-type: none"> <li>1. Updating Minutes; Upcoming Events; News</li> </ol> </li> </ul>	
9.0	<p><b>IN CAMERA DISCUSSION</b></p> <p><b><u>325-23: B. Fleury – M. McLelland</u></b>  <b>BE IT RESOLVED THAT the Board</b> moved In-Camera for a discussion at 3:37 p.m.</p> <p><b><u>326-23: J. Cruise – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT the Board</b> moved out of Camera at 3:43 p.m.</p> <p>Board discussed issues that an employee raised, agreed upon a process for resolving. Board appointed the vice-chair, M. McLelland, to be the contact with the employee.</p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>
10.0	<p><b>CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>➤ Email from First Responders “The First Responder Proposal 2023”</li> <li>➤ Email from MHHC “Aquatic Ecosystem Restoration Mercer Creek Drain Application- Decision”</li> <li>➤ Email from C. Godfrey “Donation Request for Wedding Social”</li> </ul>	
11.0	<p><b>NEXT MEETING:</b></p> <p><b>April 20<sup>th</sup>, 2023</b>  <b>1:00 p.m.</b>  <b>WIWD Office</b></p>	
12.0	<p><b>ADJOURNMENT</b></p> <p><b><u>327-23: B. Fleury</u></b>  <b>BE IT RESOLVED THAT we adjourn</b> at 4:02 p.m.</p>	<b>CARRIED</b>
	<p><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></p>	
	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><b>Neil Brandstrom, Chairperson WIWD</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> <p><b>Kelsey Benson, Manager WIWD</b></p>	



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