

MINUTES OF MEETING NO.41-23

NAME	Executive Board	PAGE	Page 1 of 7
LOCATION	WIWD Office / Zoom	DATE	April 24, 2023
PRESENT:	N. Brandstrom M. McLelland J. Nickel (Zoom) D. Germain J. Stefanson B. Fleury J. Cruise B. Sigfusson D. Timmerman K. Benson K. Christensen	Chairperson Board Appointee/Vice Chair Director Vice-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 WIWD / MAW WIWD MECP WIWD WIWD
REGRETS:	T. Nevakshonoff J. Bittner	Director Director	Swan Creek 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 1:00 p.m.	
2.0	APPROVAL OF AGENDA 328-23: B. Sigfusson – B. Fleury BE IT RESOLVED THAT the Board approved the agenda as presented.	CARRIED
3.0	APPROVAL OF MINUTES 329-23: J. Stefanson – M. McLelland BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #40-23, March 16 th , 2023 as presented.	CARRIED
4.0	FINANCIAL REPORT	
4.1	Bank Activity K. Christensen presented the financial report: Access Credit Union Statement of Accounts from March 1 st to March 31 st , 2023; Account Reconciliation Summary Report from March 1 st , 2023 to March 31 st , 2023; Bank Account Transactions Report from March 14 th , 2023 to April 20 th , 2023; CIBC Credit Card Details from January 22, 2022 to February 21 st , 2023; Noventis Credit Card Details from January 30 th , 2022 to February 26 th , 2023; Comparative Income Statement – YTD from April 1 st , 2022 to March 31 st , 2023; 330-23: J. Stefanson – M. McLelland BE IT RESOLVED THAT the Board approved the expenses of March 14 th , 2023 to April 20 th , 2023 \$135,507.21 (cheques # 1005-1051, 1053-1060, ck# 1052 VIODED); Access Credit Union Statement of Accounts from March 1 st to March 31 st , 2023; Account Reconciliation Summary Report from March 1 st , 2023 to March 31 st , 2023; Bank Account Transactions Report from March 14 th , 2023 to April 20 th , 2023; CIBC Credit Card Details from January 22, 2022 to February 21 st , 2023; Noventis Credit Card Details from January 30 th , 2022 to February 26 th , 2023; Comparative Income Statement – YTD from April 1 st , 2022 to March 31 st , 2023;	CARRIED

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	<p>K. Christensen present the final 2022-2023 Budget, Expenses from April 1st, 2022 – March 31st, 2023.</p> <p>331-23: B. Fleury – J. Cruise BE IT RESOLVED THAT the board approved the Final Budget as presented.</p>	CARRIED
5.0	Reports	
5.1	<p>Financial Administrator Report</p> <ul style="list-style-type: none"> ➤ Payroll. ➤ Financials. ➤ Calculated Executive Boards Remuneration, wrote cheques and mailed. ➤ Calculated LGC members Remuneration, wrote cheques and mailed. ➤ Attended PWCP bi-weekly mtgs (teams) March 17th, March 31st, April 14th ➤ Communicated with Horizon Lab staff to organize our Water Testing days for the 2023 year, days booked are Tuesday May 23rd, 2023 and Wednesday June 7th, 2023. The WIWD will be covering the cost of 1 Coliform & E.coli water sample. ➤ Attended Database mtg (teams) - March 28th, 2023 ➤ Attended Covers & Co. Workshop in Ashern to promote programming – March 28th, 2023. ➤ Attended Lundar’s Bull Sale to promote WIWD programming – April 1st, 2023. ➤ Worked with D. Kaartinen on RALP proposals, submitted “Creating Pollinator Habitats in the West Interlake Watershed District” project budget \$2,500.00, and “Exclusion Fencing in the West Interlake Watershed District to Enhance an Restore Riparian Area” project budget \$100,000.00 – April 4th, 2023. ➤ Attended a GROW database meeting (teams) - April 4th, 2023. ➤ Created a budget table for NW IWMP expenditures. ➤ Had a mtg (teams) with our Grants Associate to discuss questions staff and LGC members had about the GROW program – April 6th, 2023. ➤ Revised GROW 2023-2025 “Building Resiliency in the West Interlake Watershed District” proposal per MHHC request, submitted April 11th, 2023. The proposal was approved for \$630,000.00 (\$500,000.00 for project establishment, \$27,000 annual incentive payments, \$103,000.00 for program delivery, this includes wages, admin, travel, and communication). The water retention portion of the proposal was denied, and shelterbelt incentive payments had to be lowered. ➤ Attended a GROW Coordinators mtg (zoom) April 12th, 2023. Lynsay Perkins (MAW’s Communication Coordinator) presented on the 2022/23 Integrated Communications Strategy ➤ Prepared for LGC mtg – April 12th, 2023. ➤ Organized WIWD Funding Workshops, created flyer and emailed information to all members (D. Kaartinen sent email to producers) Moosehorn – Tuesday April 26th, 2023 @ 1:00 p.m. Woodlands – Wednesday April 27th, 2023 @ 1:00 p.m. WIWD Office – Thursday April 28th, 2023 @ 1:00 p.m. ➤ Database mtg with MHHC to discuss the new Reporting structure – April 17th, 2023. ➤ Requested for an amendment for the GROW 2022-2024 Contribution Agreement. ➤ Phone calls with producers about programming. ➤ Mtgs with producers about programming and completing applications. ➤ Worked with K. Benson to Complete final Budget and Activity Report for the 2022-23 Fiscal Year. ➤ Took water samples from the Burnt Lake Drain at the bridge on PR #419 for the Lake Winnipeg Foundation. (April 12th, 15th, 18th, 24th). ➤ Prepared for Executive Meeting 	

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		<ul style="list-style-type: none"> ➤ Received Audit Request Letter from Sensus. Sensus will be coming to the office on May 11th to conduct an audit for the 2022-23 fiscal year. Started preparing documents that were requested to be sent prior to audit for review. ➤ Ordered office supplies (paper, sticky notes, pens, batteries for camera) and 10 'Soil Owners Manual' for SW IWMP events. 	
5.2		<p>Managers Report</p> <p>IWMP's- There was the first open house for the North West IWMP. I organised and ran the meeting. There will be a mail out survey sent in the coming weeks.</p> <p>The soil health books were purchased and that money will be taken from the South West IWMP funds. Funds will also be taken from the SWIWMP for facilitating communication with the Narcisse DU project. Myself, Tom, and Neil attended the RM of Coldwell's council meeting on April 14th where I spoke about programming. The RM of Coldwell is interested in discussing a solution. We will also have a meeting with Armstrong. I am currently working on contacting, and sending information to RM's.</p> <p>Policy- Postponed</p> <p>MAW will be coming forward with a policy guide line which will assist us with creating policy and ensuring nothing important is left out. It may be best if we hold off on updating our policy until the document is complete.</p> <p>Signing Authority- I contacted Access to get Mysie and John added to the signing authority. The CIBC account still needs to be changed; we will go in on April 26th to sign off.</p> <p>Summer Student Grants- I have posted our summer student job. I received two applications for summer students. At this point we have not heard from Green Team. We only received funding from June to sept, 30 hour weeks from the MMF. For Canada summer we received 50% coverage for 16 weeks for two students. We do not have the funds to pay for a student if we only receive 50% coverage.</p> <p>IRNR- I spoke to Stew from IRNR. In this conversation I learned that Westlake has 6 communities vs our 1 and they are getting \$10,000 as well.</p> <p>He felt confident that we would be able to have a 2 year agreement</p> <p>Only 5-6 producers in the area</p> <p>Insurance- I communicated with AMM, I decided to add volunteer coverage as well, it was only an additional \$75.00 for all volunteers. Kaitlyn paid the insurance.</p> <p>Other:</p> <p>Attending meetings- managers meeting, PWCP meeting, Grahamdale meeting</p> <p>Promoting programming on social media</p> <p>Answering emails, phone calls</p> <p>Booked hotel rooms 14 rooms- 155 per night- 400 per person attending for room only.</p>	
5.3		<p>Resource Technician Report</p> <ul style="list-style-type: none"> • GROW <ol style="list-style-type: none"> 1. Schedule's A, B 2. Summarize Invoice eligibility; PST/GST Calculation 3. Calculate GROW reimbursement per project 	

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	<ol style="list-style-type: none"> 4. Linking GROW Summary Tables for Report 5. Monthly GROW Coordinator meeting 6. Contacting remaining producers regarding GROW invoice submission, contract signing 7. Intake of 2023 GROW applications and statements of interest 8. Discussion with Kreesta; awaiting answers regarding buffer size for shelterbelt, financial coverage for exclusion fencing of natural shelterbelt within an existing perimeter fence. 9. Kelsey and I presented to Grahamdale RM regarding GROW/PWCP and other WIWD programming <ul style="list-style-type: none"> ▪ GROW 2022 submissions at an end. <ul style="list-style-type: none"> • 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. Creating "Grazing Plans" for Rotational Grazing submissions 9. Preparing packages for PAg (Brian evaluated applications on March 23rd at office, and April 6th online) 10. Bi-weekly PWCP meetings with Andres (MAW) (Able to partially reimburse compost tea cost, Potential to increase manure integration coverage to \$30/acre) 11. Contacting producers regarding PWCP invoice submission, application interest 12. Complete revisions on application submissions where required 13. Contacting producers regarding signing final agreements/AGR-1 slips for PWCP payment <ul style="list-style-type: none"> ▪ Several producers have signed final agreements for payment; others awaiting agreements from PWCP, and others awaiting approval from PWCP staff. ▪ PWCP retroactive applications for 2022 have been closed. ▪ PWCP is showing great appeal to producers for 2023. Multiple applications sent in; many more expressing interest. • RALP <ol style="list-style-type: none"> 1. Worked with Kaitlyn on expediting application completion for RALP in regards to riparian exclusion fencing and pollinator strip planting. 2. Applications for funding submitted; awaiting approval/denial. • 2 Billion Trees <ol style="list-style-type: none"> 1. Landowner meeting <ol style="list-style-type: none"> i. 1500m shelterbelt; also interest in food forest ii. 5 row – likely willow, maple, spruce composition iii. Estimated approximately 3700 seedlings total iv. Discussed limiting factors, scale, exhaust/dust, moisture, etc v. Timeline is likely 2024 or 2025 planting, as per landowner 2. Spoke with Kreesta on setting up in meeting with 2BT to iron out potential incentive payments from GROW 3. Still awaiting specific information on 2BT standard for shrubs vs trees limitations 	
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	<p style="text-align: center;">4. Still awaiting a timeline on guidance document explaining land access/info collected</p> <ul style="list-style-type: none"> • Conservation Trust Pollinator Gardens <ol style="list-style-type: none"> 1. Completed contribution agreements documents; submitted • Lake Winnipeg Foundation <ol style="list-style-type: none"> 1. Resumed Burnt Lake Drain water testing (raw, salinity, filtered) • WIWD Website <ol style="list-style-type: none"> 1. Updating Minutes; Upcoming Events; News 	
5.4	<p>Chairperson Report</p> <ul style="list-style-type: none"> ➤ March 20th – Stopped at office to sign cheques for GROW projects. ➤ March 27th – Attended LGC mtg. ➤ March 29th – Stopped at office to sign cheques. ➤ April 12th – Attended LGC mtg, signed documents. ➤ April 14th – Attended Delegation with RM of Coldwell with T. Nevakshonoff and K. Benson, signed cheques, signed contribution agreements for the Conservation Trust (Pollinator Gardens) and GROW Trust (GROW 2023-25). ➤ Signed MHHC Contribution Agreement for the GROW 2022-2024. ➤ Looked into other options for rental building 	
5.5	<p>MAW Rep Report</p> <ul style="list-style-type: none"> ➤ MAW will be moving ahead with province wide advertising strategy ➤ Lynda Nichol and staff would be available to attend WIWD board meeting if requested ➤ A project manager to speed up PWCP process has been hired ➤ There will be additional funding available to districts for wages for PWCP, but as a new position ➤ MAW will be hosting tours again this summer. Last year they had a tour in EIWD, visited multiple project sites. 	
5.6	<p>Watershed Planner Report</p> <p>D. Timmerman gave a verbal report.</p>	
5.7	<p>Human Resource Report</p> <p><u>332-23: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the board moved to go In-Camera for discussion at 2:48 p.m.</p> <p><u>333-23: B. Sigfusson – M. McLelland</u> BE IT RESOLVED THAT the board moved out-of-camera at 3:15 p.m.</p>	
<p>B R E A K 3:16 p.m. – 3:26 p.m.</p>		
5.7	<p>Human Resource Report Continued</p> <p><u>334-23: B. Fleury – J. Cruise</u> BE IT RESOLVED THAT the board moved to go in-Camera for discussion at 3:26 p.m.</p>	CARRIED

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	<p>335-23: J. Cruise – B. Sigfusson BE IT RESOLVED THAT the board moved out-of-camera at 3:35 p.m.</p>	CARRIED
6.0	<p>Sub District Recommendations N / A</p>	
7.0	<p>New Business</p>	
7.1	<p>Water Testing Days</p> <p>Staff have organized days for the water testing. Staff will be collecting water samples from the RM offices in Moosehorn, Ashsern, Eriksdale, St. Laurent, Woodlands and Inwood (Lundar residents will drop their samples off at the WIWD office) on Tuesday May 23rd, 2023 and Wednesday June 7th, 2023.</p> <p>The WIWD will be covering the cost of 1 Coliform & E.coli water sample per household within the WIWD boundaries.</p> <p>336-23: B. Fleury – B. Sigfusson BE IT RESOLVED THAT the board approves one free Coliform & E.coli water sample per household for the Water Testing Days program.</p>	CARRIED
7.2	<p>Workshops</p> <p>Staff have organized funding workshops throughout the district to inform producers on available funding to help them reach their farm goals. Workshops will be held in the following locations: Tuesday April 25th, 2023 – Moosehorn Community Hall @ 1:00 p.m. Wednesday April 26th, 2023 – Woodlands Legion @ 1:00 p.m. Thursday April 27th, 2023 – WIWD office (Lundar) @ 1:00 p.m.</p> <p>D. Germain has talked to residents at the Narrows, around 10 residents interested in attending a Composting workshop if the WIWD were to host one. The Board discussed different options for the workshop. Staff are to contact West Lake Watershed to see if they are interested in partnering with the WIWD to host the workshop. Staff will look into costs for different presenters and bring forward at the next meeting.</p>	
7.3	<p>Manager Spending Limit</p> <p>337-23: J. Cruise – M. McLelland BE IT RESOLVED THAT the board approves a \$1,000.00 spending limit for Kelsey Benson as Manager.</p>	
7.4	<p>Rental Building</p> <p>338-23: J. Cruise – J. Stefanson BE IT RESOLVED THAT the board moved to go in-camera for discussion at 3:52 p.m.</p> <p>339-23: B. Fleury – M. McLelland BE IT RESOLVED THAT the board moved out-of-camera at 4:09 p.m.</p> <p>340-23: M. McLelland – B. Sigfusson BE IT RESOLVED THAT the board moved for staff to request the lawyer to send a letter to A & T Enterprises by registered mail requesting for the offer of purchase to be returned to the office by May 17th, 2023.</p>	

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8.0	In-Camera Discussion N / A	
9.0	Correspondence	
7.4	NEXT MEETING: <div style="text-align: center;">May 18th, 2023 9:00 a.m. WIWD Office</div>	
7.5	ADJOURNMENT <u>341-23: J. Cruise</u> BE IT RESOLVED THAT we adjourn at 4:22 p.m.	
7.6	These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors	
8.0	<hr/> Neil Brandstrom, Chairperson WIWD <hr/> Kelsey Benson, Manager WIWD	