

MINUTES OF MEETING NO.42-23

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 LOCATION WIWD Office / Zoom DATE May 18, 2023

PRESENT:	N. Brandstrom M. McLelland J. Nickel (Zoom) D. Germain J. Stefanson B. Fleury J. Cruise B. Sigfusson D. Timmerman (Zoom) K. Benson K. Christensen L. Nichol	Chairperson Board Appointee/Vice Chair Director Vice-Director Director Director Provincial Appointee Board Appointee Watershed Planner Manager Financial Administrator MAW Director	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 MAW
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	<p>CALL TO ORDER</p> <p>M. McLelland called the meeting to order at 9:01 a.m.</p>	
2.0	<p>APPROVAL OF AGENDA</p> <p><u>342-23: J. Cruise – J. Stefanson</u> BE IT RESOLVED THAT the Board approved the agenda as presented.</p>	CARRIED
3.0	<p>APPROVAL OF MINUTES</p> <p><u>343-23: B. Fleury – B. Sigfusson</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #41-23, April 24th, 2023 as presented.</p>	CARRIED
4.0	<p>FINANCIAL REPORT</p>	
4.1	<p>Bank Activity</p> <p>K. Christensen presented the financial report:</p> <p>Access Credit Union Statement of Accounts from April 1st to April 30th, 2023; Account Reconciliation Summary Report from April 1st, 2023 to April 20th, 2023; Bank Account Transactions Report from April 21st, 2023 to May 16th, 2023; CIBC Credit Card Details from February 22, 2023 to March 21st, 2023; Collabria Credit Card Details from February 27th, 2023 to March 29th, 2023.</p> <p>K. Christensen present the final 2023-2024 Budget, due on May 28th, 2023.</p> <p><u>344-23: J. Stefanson – M. McLelland</u> BE IT RESOLVED THAT the Board approved the expenses of April 21st, 2023 to May 16th, 2023 \$19,980.39 (cheques # 1061-1078, 1080, ck# 1079 VIODED); Access Credit Union Statement of Accounts from April 1st to April 30th, 2023; Account Reconciliation Summary Report from April 1st, 2023 to April 30th, 2023; Bank Account Transactions Report from April 21st, 2023 to May 16th, 2023; CIBC Credit Card Details from February 22, 2023 to March 21st, 2023; Collabria Credit Card Details from February 28th, 2023 to March 29th, 2023; Final budget for the 2023-2024 Fiscal Year.</p>	CARRIED

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5.0	<p>Reports</p>	
5.1	<p>Financial Administrator Report</p> <p>Payroll</p> <p>Financials</p> <p>Budget</p> <ul style="list-style-type: none"> ➤ Received letter confirming the WIWD’s Provincial Grants is \$225,000.00, April 28th ➤ Adjusted the 2023-2024 Budget as new grants/funds applied for have been approved/received. ➤ The 2023-2024 Final Budget is due May 28th, 2023 <p>WIWD Funding Workshops</p> <ul style="list-style-type: none"> ➤ Prepared for workshops <ul style="list-style-type: none"> April 25th, Moosehorn – 8 out of 10 people attended April 26th, Woodlands – 9 people attended April 27th, Lundar – 8 people attended <p>Water Testing Days</p> <ul style="list-style-type: none"> ➤ Sent mass email to residents about the upcoming water testing days. ➤ Picked up bottles from Horizon Lab ➤ Delivered water bottles to Woodlands and St.Laurent RM offices with Summer Student, summer student delivered to the remaining RM offices. ➤ Sent approval emails to residents. <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ Sent mass email out in the beginning of May to inform applicants their orders are ready for pick-up. Pick-up days are between May 3rd and May 31st ➤ Over half of the applicants have picked-up their orders (as of May 16th) ➤ Delivered Hemp Mats to Sabados Greenhouse for distribution (4 mats per applicant) <p>Audit</p> <ul style="list-style-type: none"> ➤ Prepared and sent document to Sensus prior to the audit. ➤ Sensus came on May 11th to conduct the audit. ➤ Preparing documents Sensus requested following the office visit. <p>Meetings</p> <ul style="list-style-type: none"> ➤ Attended PWCP bi-weekly meeting, April 28th ➤ Database meeting, May 9th ➤ Prepared for All Members meeting, May 10th ➤ Attended the GROW Coordinators meeting, May 10th ➤ Prepared for Executive meeting, May 18th ➤ Prepared for GROW meeting, May 18th <p>Other</p> <ul style="list-style-type: none"> ➤ Went to CIBC in Stonewall to sign documents for changing signing authority, April 26th ➤ Attended East Interlake Soil Health Workshop, May 4th ➤ Phone calls/meetings with producers about programming ➤ Training Summer Student 	
5.2	<p>Managers Report</p> <p style="text-align: center;"><u>Project Updates</u></p> <ul style="list-style-type: none"> • 6 applications for the Well Protection Program from across the Watershed District- waiting on quotes from AM Bruce. Just approve quotes without a second quote? 	

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	<ul style="list-style-type: none"> • Receiving many applications for Water Testing Days- C. Bishop working on applications <p style="text-align: center;"><u>Summer Students</u></p> <ul style="list-style-type: none"> • C. Bishop is our new summer students, funded through Canada Summer Jobs and Green Team (May-Aug) • I. Morden is our returning summer student funded through Canada Summer Jobs (July-Aug) • Both being paid at 16.00/hr <p style="text-align: center;"><u>NWIWMP</u></p> <ul style="list-style-type: none"> • In the process of sending a mail out • Next meeting has not been set <p style="text-align: center;"><u>IRNR</u></p> <ul style="list-style-type: none"> • Changes have been sent to IRNR. IRNR has said that everything looks good. The map just needs to be adjusted • Both GROW and PWCP may be an interest to them. Would be good to get them on both so we can ensure we spend all funding. <p style="text-align: center;"><u>Building</u></p> <ul style="list-style-type: none"> • In progress, waiting for financial approval. Loan only for the purchase of the building (\$206,000.00). • Any renovations would have to be taken from our local funds. • We will be unable to rent an office out- this will remove income for electricity, maintenance, snow clearing, cleaning services, taxes (3 years exempted) • 1,600 per month will be put towards the mortgage, this is the same as what we are renting the building for per month. (This may be lower, as the total loan amount is less then originally proposed) • Other expenses such as electricity, maintenance, snow clearing, cleaning services, and future taxes would have to be taken from tier 1 (wages, office supplies, board remuneration), these expenses have been budgeted for already (\$5,000-Hydro, \$20,000-Mortgage, \$5,000-Legal, \$1,500-Snow removal) <p style="text-align: center;"><u>Workshops</u></p> <ul style="list-style-type: none"> • Presented at funding workshop in woodlands • MFBI Bus Workshop- working with MFBI- taking care of bus and BBQ, East and West Interlake finding projects in the south to stop at, must be fencing or watering system projects. • Organizing composting workshop in the Narrows <p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> • May Managers meeting- PWCP rotational grazing increase to 18,000 per quarter, PWCP budget meetings, and administration • PWCP Budget Meeting- Discussed how much funds we would like from Cover Crops(240,000), Nitrogen Management(350,000), and Rotational Grazing(\$300,000). • Delegation RM of St.Laurent- WIWD programs and pollinator gardens • All members meeting- Wednesday may 10th, 20 in attendance. <ul style="list-style-type: none"> - 2 sub-district recommendations 	
5.3	<p>Resource Technician Report</p> <ul style="list-style-type: none"> • GROW <ol style="list-style-type: none"> 1. Continued talks regarding the exclusion fencing of natural mature shelterbelts. Provided EGS returns and cost-benefit considerations. Comparison photos requested, which will be taken, in the coming weeks. 2. Upcoming soil testing on new GROW approvals, as well as standard project site inspections and annual inspections. 3. Began compiling the GROW 2020 pilot project on the database. Meeting scheduled Friday regarding any specific errors/status. The database needs 	

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	<p>a lot of work before it will be optimal for use. There are remaining issues with the pilot portion itself and that is on a small scope of data collection. Next step will be implementing the .shp files created on ArcGIS</p> <ul style="list-style-type: none"> • PWCP <ol style="list-style-type: none"> 1. Created new participant profiles for 2023-2024 2. Created database proposals for 2023-2024 3. Identified feature type, BMP's, establishment cost(s) 4. Created 20 site maps; 46 currently remaining 5. Summarized invoice eligibility for retroactive projects 6. Calculate projected PWCP reimbursement per project 7. Created project descriptions to be submitted to PAg 8. Creating "Grazing Plans" for Rotational Grazing submissions 9. Preparing packages for PAg (comprised of applications, descriptions, grazing plans, photos) 10. Bi-weekly PWCP meetings with Andres (MAW) <ul style="list-style-type: none"> ▪ PWCP retroactive payments are open again, but on the '23-24 budget ▪ Likely able to have proposals pre-approved prior to submitting the final covercrop images, and then hold final agreements until submission in order to lessen a bottleneck at one specific timeframe (was brought up a month ago). ▪ Coding of land for every project area is required in '23-24 year ▪ RG cap to be increased to \$18,000/quarter 11. In contact with Andres multiple times per week regarding producer questions 12. Contacting producers regarding PWCP invoice submission, application interest 13. Complete revisions on proposal submissions where required 14. 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 2022-2023 budget. Proposals awaiting PWCP staff approval for the 2023-2024 budget. 15. PWCP has been of great appeal in 2023; we are expected to receive a budget of \$605,000 with \$270,416.85 in projected applications already submitted, and numerous producers working on their submissions. We have asked about the potential to increase our budget in regards to Rotational Grazing due to uptake, and have been told it is of definite consideration. 16. Prepared projected costs and application breakdown for review on 54 projects for the LGC. 17. Created a Master list of PWCP questions that have been asked at varied meetings, and their answers. 18. Created a proposal for an additional PWCP program for recuperating costs associated with sisal twine, highlighting the EGS returns for this practice regarding watershed health vs polyethylene twine. This proposal can be cited for other funding sources. 19. Created a comparison document weighing the benefits and ramifications of crossfencing vs perimeter fencing under PWCP in relation to watershed benefits and budgetary constraints. 20. Presented on PWCP information during the workshops that Kaitlyn and I presented at in Moosehorn & WIWD Office in April. Good feedback from producers. They enjoyed the way the material was presented. 	
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	<ul style="list-style-type: none"> • RALP <ol style="list-style-type: none"> 1. Awaiting our approval/denial on the RALP submissions (riparian fencing, pollinator strips) • 2 Billion Trees <ol style="list-style-type: none"> 1. GROW, 2BTrees, and WIWD to meet and discuss our cost-share coverage (25%) 2. Received the shrub vs tree listings 3. Still awaiting a timeline on guidance document explaining land access/info collected 4. Sabados Greenhouse to submit pricing list for 2BT (AWES) review 5. Had a brief discussion with Lundar/Sugarpoint Beach member; likely for the beach association to submit an application. • Community Tree Program <ol style="list-style-type: none"> 1. Kaitlyn and I dropped off our hemp mats with Sabados Greenhouse. As there is great interest in the hemp mats, Sabados has asked if they could sell them out of the greenhouse out of convenience, with the paid value being returned to the WIWD. When I stopped by last Friday, they mentioned that they were approx. 50% done with tree dispersal. • Conservation Trust Pollinator Gardens <ol style="list-style-type: none"> 1. St.Laurent stated they would like to participate in the project. Notified that we would like a copy of the passed approval. • Lake Winnipeg Foundation <ol style="list-style-type: none"> 1. Continued Burnt Lake Drain water testing (raw, salinity, filtered). Testing frequency has been reduced based on flow rate. • WIWD Website <ol style="list-style-type: none"> 1. Updating Minutes; Upcoming Events; News 	
<p>5.4</p>	<p>GROW Project Coordinator Report</p> <ul style="list-style-type: none"> ➤ Contacted producers previously enrolled with the WIWD and conducted interviews on farm activities and practices implemented in the past 2 years. ➤ Meeting in-person with 20 producers, created individual files. ➤ Calculated Projected cost for 39 locations. ➤ 7 producers enrolled in Cover Crops for approximately 321 acres and projected payment under the GROW of \$15,000 and total cost of \$41,400. ➤ 14 producers enrolled in Perennial Forages Establishment for approximately 1,380 acres and projected payment under GROW of \$56,800 and total cost of \$239,700. ➤ 2 producers enrolled to install watering systems with projected payment of approximately \$30,000 and total cost of \$49,500. ➤ In total, estimated projected payment under GROW for new intake is \$101,800. ➤ Referred approximately 25+ projects to PWCP. ➤ Attended GROW Coordinators meeting. Some districts are implementing different approaches with the GROW program. New Suggestions will be discussed at the GROW meeting later today and with Kreesta from MHHC on Friday. ➤ Attended PWCP meeting. Made a suggestion on the application intake and process (specifically for cover crop activities) in order to avoid further delay with payments to producers. ➤ Familiarized myself with database. ➤ Preparation for the GROW meeting: gathering information and supporting documentation. 	

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	345-23: N. Brandstrom – B. Sigfusson BE IT RESOLVED THAT the Board approved to purchase a new lap top, up to \$1,500.00.	
5.5	Chairperson Report <ul style="list-style-type: none"> ➤ April 26th – Met Kelsey and Kaitlyn at the CIBC in Stonewall to sign documents to change the singing authority. ➤ May 8th – Came to office to conduct interview for summer student. ➤ May 10th – Chaired the All Members Meeting ➤ Phone calls with K. Benson ➤ Phone calls with HR Committee 	
5.6	MAW Rep Report <ul style="list-style-type: none"> ➤ Meeting on May 16th, 2023 was cancelled. ➤ Staff at the MAW office has increased from 2-3 staff to 7-8 staff, will be looking for a new office space to accommodate new additions. 	
5.7	Watershed Planner Report D. Timmerman gave a verbal report.	
5.8	Human Resource Report <u>346-23: J. Cruise – N. Brandstrom</u> BE IT RESOLVED THAT the board moved to go In-Camera for discussion at 10:41 a.m. <u>347-23: B. Sigfusson – J. Cruise</u> BE IT RESOLVED THAT the board moved out-of-camera at 10:44 a.m.	CARRIED CARRIED
6.0	Sub District Recommendations	
6.1	RTK GPS Unit Purchase or Rent EIWD The idea of the WIWD purchasing a RTK GPS unit was discussed at the All Members meeting on May 10 th , 2023 for the use at the Narcisse DU project. K. Benson contacted EIWD to gather information on a RTK GPS unit from EIWD, the purchase price was \$17,000.00, \$5,000.00 a year for insurance on the unit, and an additional \$2,000.00 per year for an additional cellular device to run the unit. As previously decided by the Executive board, the WIWD is only helping with facilitating communication on the Narcisse DU project. At this time, no GPS unit will be purchased.	
6.2	Garbage Clean Up Incentive The idea of providing an incentive, in a monetary amount, to school and community groups for conducting road side garbage clean up was brought up previously by sub-district members. The Executive board decided due to budget limitations, the idea will be re-visited later in the year.	

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7.0	New Business	
7.1	<p>Summer Students</p> <p>The WIWD received funding from Urban Hometown Green Team in the amount of \$8,287.00 and funding from Canada Summer Job in the amount of \$9,012.00</p> <p>348-23: B. Sigfusson – B. Fleury BE IT RESOLVED THAT the board approves to hire I. Morden as the Environmental Technician at \$16.00/hr for a seasonal position at the West Interlake Watershed District.</p> <p>349-23: J. Cruise – B. Sigfusson BE IT RESOLVED THAT the board approves to hire C. Bishop as the Summer Resource Technician at \$16.00/hr for a seasonal position at the West Interlake Watershed District.</p>	CARRIED CARRIED
7.2	<p>PWCP Administration</p> <p>L. Nichol from MAW gave a verbal report on PWCP Administration.</p> <p>350-23: B. Fleury – M. McLelland BE IT RESOLVED THAT the board moved to go In-Camera for discussion at 11:28 a.m.</p>	
7.3	<p>Truck</p> <p>351-23: J. Cruise – N. Brandstrom BE IT RESOLVED THAT the board moved out-of-camera at 12:03 p.m.</p>	
7.4	<p>Water Retention Information</p> <p>A Provincial rep will be visiting the office on May 25th to discuss the technical side of water retention projects with staff, board members are welcome to attend the presentation.</p>	
7.5	<p>Hemp Mats Sale</p> <p>Sabados Greenhouse has been distributing 4 hemp mats per applicant of the Community Tree Nursery Program. Staff from the greenhouse had proposed that they house and sell hemp mats to residents, as there has been numerous inquires and interests to purchase above the 4 received.</p> <p>352-23: J. Cruise – M. McLelland BE IT RESOLVED THAT the board approves the sale of Hemp mats at Sabados Greenhouse for \$2.00/mat.</p>	CARRIED
7.6	<p>Staff Proposal</p> <p>This matter was discussed during the HR report.</p>	
7.7	Composting Workshop	

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	<p>Staff have been organizing a composting workshop to be held at a local greenhouse in the Narrows on June 24th, 2023 at 10:30 a.m. Staff received quotes from Green Action for pricing on a presentation.</p> <p>353-23: J. Cruise – B. Sigfusson BE IT RESOLVED THAT the board approves a composting workshop to be held in the Narrows for \$700.00.</p>	CARRIED
<p style="text-align: center;">8.0</p>	<p>In-Camera Discussion N / A</p>	
<p style="text-align: center;">9.0</p>	<p>Correspondence</p> <ul style="list-style-type: none"> ➤ Email from Lundar Ag Society, application for booth rental for the commercial vendor section at the Lundar Agricultural Fair. 	
<p style="text-align: center;">7.4</p>	<p>NEXT MEETING:</p> <p style="text-align: center;">June 14th, 2023 9:00 a.m. WIWD Office</p>	
<p style="text-align: center;">7.5</p>	<p>ADJOURNMENT</p> <p>354-23: B. Fleury BE IT RESOLVED THAT we adjourn at 12:14 p.m.</p>	
<p style="text-align: center;">7.6</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>	
<p style="text-align: center;">8.0</p>	<hr/> <p>Neil Brandstrom, Chairperson WIWD</p> <hr/> <p>Kelsey Benson, Manager WIWD</p>	