

MINUTES OF MEETING NO.43-23

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 LOCATION WIWD Office / Zoom DATE June 14, 2023

PRESENT:	N. Brandstrom M. McLelland (Zoom) 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 Provincial Appointee Board Appointee Watershed Planner Manager Financial Administrator	Dog Lake Sub District WIWD 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: J. Nickel Director Dog Lake 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 9:04 a.m.	
2.0	APPROVAL OF AGENDA <u>355-23: T. Nevakshonoff – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved the agenda as presented with the additions of 6.1 Narcisse DU Project, 7.7 Essays, and 7.8 Eavesdropping.	CARRIED
3.0	APPROVAL OF MINUTES <u>356-23: B. Fleury – J. Stefanson</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #42-23, May 18, 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 May 1 st to May 31 st , 2023; Account Reconciliation Summary Report from May 1 st , 2023 to May 31 st , 2023; Bank Account Transactions Report from May 17 th , 2023 to June 13 th , 2023; CIBC Credit Card Details from March 22, 2023 to April 21 st , 2023; Collabria Credit Card Details from March 30 th , 2023 to April 28 th , 2023. <u>357-23: J. Stefanson – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved the expenses of May 17 th , 2023 to June 13 th , 2023 \$250,093.38 (cheques # 1081-1102); Access Credit Union Statement of Accounts from May 1 st to May 31 st , 2023; Account Reconciliation Summary Report from May 1 st , 2023 to May 31 st , 2023; Bank Account Transactions Report from May 17 th , 2023 to June 13 th , 2023; CIBC Credit Card Details from March 22, 2023 to April 21 st , 2023; Collabria Credit Card Details from March 30 th , 2023 to April 28 th , 2023.	CARRIED
5.0	Reports	

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<p>5.1</p>	<p>Financial Administrator Report</p> <p>Payroll Financials Budget</p> <ul style="list-style-type: none"> ➤ Sent D. Timmerman the 2023-24 Final Budget <p>Water Testing Days</p> <ul style="list-style-type: none"> ➤ Collected samples from RM's, delivered to Horizon Lab. (May 23rd & June 7th). <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ Sent email to those who had not yet picked up their tree orders. ➤ Picked up remaining orders from Sabados Greenhouse to distribute out of the office (June 7th) <p>Audit</p> <ul style="list-style-type: none"> ➤ Prepared and sent requested documents to Sensus. <p>Meetings</p> <ul style="list-style-type: none"> ➤ GROW mtg May 18th ➤ GROW mtg June 5th <p>Soil Sampling</p> <ul style="list-style-type: none"> ➤ Sampled 5 new contracted fields (GROW). Approximately 6-8 weeks before we receive results. <p>Other</p> <ul style="list-style-type: none"> ➤ Water Retention presentation with K. Rakhra, followed by a site visit with K. Rakhra and D. Kaartinen. ➤ Producer mtgs in Moosehorn area with Irina on May 30th. ➤ Performance appraisal on June 1st. ➤ Project site inspection/soil sampling with Derek. 	
<p>5.2</p>	<p>Managers Report</p> <p style="text-align: center;"><u>Project Updates</u></p> <ul style="list-style-type: none"> • Well Water Protection applications sent to L. Weatherburn. South funds are already allocated for the program. 3 additional applications have come from the south. Two from the north do not want to pay the extra \$315 to have their well sealed • We received RALP Funding <p style="text-align: center;"><u>Summer Students</u></p> <ul style="list-style-type: none"> • The WIWD received Metis Federation funding, it was decided that another summer student was not needed. • Isabella Morden will be starting on July 4th, 2023. <p style="text-align: center;"><u>NWIWMP</u></p> <ul style="list-style-type: none"> • In process of printing mail out- over 1,000 will be sent 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 <p style="text-align: center;"><u>Building</u></p> <ul style="list-style-type: none"> • We own the building! • New locks have been installed on the front and back door. • C. Bishop cleaning and organizing rooms. <p style="text-align: center;"><u>Workshops</u></p> <ul style="list-style-type: none"> • Working with Dwayne Germain to organize a composting workshop at the Narrows 	

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	<p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> • June Managers Meeting- discussion on partnering with MBP for feed samplers • Meeting with Lawyer • Meeting with Access Credit Union • Several staff meetings <p style="text-align: center;"><u>Other</u></p> <ul style="list-style-type: none"> • 2 WIWD Members have not signed the code of conduct and consent form • WIWD will have a booth at the Lundar Fair. • Staff appraisals were completed on June 1st • Truck taken for assessment • Printer having issues, looking into costs. 	
<p>5.3</p>	<p>Resource Technician Report</p> <ul style="list-style-type: none"> • GROW <ol style="list-style-type: none"> 1. Site Visits: Initial assessments & annual checks on completed projects, meeting with landowners 2. Soil sampling carried out on new GROW covercrop fields 3. GROW site map creation 4. GROW Sisal vs Plastic Twine pursuit to move forward 5. GROW database pilot meeting with Kreesta & Diana 6. GROW database pilot submissions, recognizing errors in data capture • PWCP <ol style="list-style-type: none"> 1. Created new participant profiles for 2023-2024 2. Created proposals for 2023-2024 3. Identified feature type, BMP's, establishment cost(s) 4. In the process of creating over 100 site maps for PWCP 5. Summarized invoice eligibility for retroactive projects 6. Calculate projected PWCP reimbursement per project 7. Creating 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"> ▪ RG 18k is a total that takes into account all RG activities. Limitations of 2k per stationary and 7k per watering system to be removed. MAW states they will update the PWCP fact sheets to reflect this. ▪ No limitation Razer Grazers, provided applications can warrant their use. ▪ MAW stated they would take into account our concerns about the lack of eligibility to spread manure on perennials for the next intake (AAFC) 11. Submission of bi-weekly reports for PWCP 12. In contact with Andres multiple times per week regarding producer questions 13. Contacting producers regarding PWCP invoice submission, application interest 14. Complete revisions on proposal submissions where required 15. 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. 	

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	<ul style="list-style-type: none"> ▪ PWCP has been of great appeal in 2023; our RG portion has been capped out at 315k/315k, CC at 70/90k, and N-Management at 171/200k. There is currently a wait list on RG applicants. ▪ 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. ▪ Prepared projected costs and application breakdown for review on 96 total projects for the LGC. There have been new applicants since that will require approval. <ul style="list-style-type: none"> • RALP <ol style="list-style-type: none"> 1. Our RALP funding was approved on riparian systems and pollinator strips. 2. Site inspections for GROW funded AWS under RALP • 2 Billion Trees <ol style="list-style-type: none"> 1. We have had a few applicants show interest; I'm working with them on creating their site plans. • 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>GROW Project Coordinator Report</p> <ul style="list-style-type: none"> ➤ Establishing communication with local producers by phone or at the office in-person: 15 producers – discussed potential projects, assisted with application's submission. ➤ Trip to Northern part of the District: meeting in-person with 4 producers at their location. ➤ Calculated Projected cost for 73 locations ➤ There were no new intake for the Cover Crops Program since my last report. The funds are limited and we need to ensure that we have enough funds on hands to satisfy our previous commitment to the producers who signed 3-year contract already, and to satisfy the demand from the intake of last year, had 7 producers enrolled in Cover Crops for approximately 321 acres, projected payment under the GROW is \$15,000 and total estimated Project cost - \$41,400. ➤ To date, 23 new producers enrolled in the Perennial Forages Establishment, for approximately 2,890 acres. Projected payment under GROW - \$122,000, total estimated cost of Perennial Forages Establishment Project among enrolled producers is \$510,000 ➤ 14 producers submitted application to install alternative watering system (AWS) with projected payment of approximately \$190,000 and total estimated cost of \$256,800. ➤ 4 producers submitted application to install approximately 5.5 miles of riparian and/or cross fence. Projected GROW payment under this category is \$39,000 and estimated total project cost - \$51,500 ➤ In total, estimated projected payment under the GROW Program for new intake is \$364,000. GROW funds, approved by the MHHC for project establishment in 2023-2025 are \$500,000. The GROW Committee decided to suspend intake of new applications until further notice, as there is a potential risk to overestimate our ability to provide payment to future applicants. At this time I am still encouraging producers to apply, with an understanding that they will be on the "waiting list" and will be served first when the WIWD reinstate the intake. 	

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	<ul style="list-style-type: none"> ➤ Referred another 20+ projects to the PWCP. Approximately 45+ Projects were referred during May 2023 ➤ Preparation for the GROW meeting: gathering information and supporting documentation. ➤ Organized GROW Committee Meeting on June 5. Approved meeting minutes are presented to you for your review. ➤ Attended PWCP meeting. ➤ Notified approved AWS Applicants that their Project is approved. Provided them with information pertaining to available funding through Sustainable Agriculture Manitoba Program. ➤ Created and sent maps (along with Approval Email) to the applicants enrolled in the Perennial Forages Program. (23 approval emails with map attached for each location). ➤ Initiated preparation of GROW Agreements, Schedules A, B, and C (if applicable) ➤ Communication with existing applicants through emails and by phone ➤ Two Agreements signed to date. ➤ Site inspection of 4 AWS on June 14, 2023 ➤ Research on Manure applications and its benefits, in order to approach MAW and to allow spreading manure on perennial forages as an eligible practice under PWCP ➤ Attended Grazing Workshop on June 14, 2023 ➤ Meeting with staff and M. McLelland. <p>K. Benson and K. Christensen were asked to leave the meeting at 10:21 a.m.</p> <p><u>358-23: B. Sigfusson – B. Fleury</u> BE IT RESOLVED THAT the Board moved in-camera at 10:22 a.m.</p> <p><u>359-23: J. Cruise – T. Nevakshonoff</u> BE IT RESOLVED THAT the Board moved out-of-camera at 10:41 a.m.</p> <p>K. Benson and K. Christensen returned to the meeting at 10:42</p> <p><u>360-23: B. Sigfusson – B. Fleury</u> BE IT RESOLVED THAT the entire Executive Board will act as the Human Resource committee, with the ability to delegate a representative for specific needs when needed.</p> <p>WIWD policy SECTION 2.21 states “Contracts with landowners will be signed by a LGC member with board-designated signing authority” and “the LGC will elect a Chairperson and a Vice-chairperson annually; the Chairperson is responsible for reporting to the board on behalf of the LGC through recorded minutes or other written reports”</p> <p>The Board decided that all GROW Landowner Contracts will be signed by two WIWD representatives, one staff or board member with signing authority, plus a member of the Local GROW committee.</p> <p>The Board decided that the Chair of the Local GROW Committee will not need to give a report at each executive meeting, as the GROW Project Coordinator gives a report already.</p>		<p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p>
5.5	<p>Chairperson Report</p> <ul style="list-style-type: none"> ➤ May 18th, 2023 – Attended GROW mtg ➤ May 25th, 2023 – Came to office to meet with Access Credit Union Rep to sign loan documents for building purchase. ➤ Went to Arborg to meet with Lawyer about building purchase. ➤ June 1st, 2023 – Did Staff Performance Appraisals with M. McLelland at the Library 		

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	<p>K. Benson had contacted IT Convergence (Recommended by MAW) to gather information and pricing on services offered. The WIWD's current IT services are sufficient for the present time.</p> <p>New laptop was purchased, with recommendation from current IT provider.</p>	
<p>7.2</p>	<p>Financial Administrator Filing Cabinet</p> <p>Financial administrator needs a lockable filing cabinet to store confidential files.</p> <p>363-23: J. Cruise – J. Stefanson BE IT RESOLVED THAT the Board approves the purchase of a filing cabinet for \$200.00.</p>	<p>CARRIED</p>
<p>7.3</p>	<p>Unsigned Code of Conduct and Consent Form</p> <p>The board discussed the procedure for managing situations when individuals refuse to sign their Code of Conduct and Consent Form.</p> <p>The suggested changes to the Code of Conduct are italicized below:</p> <p><i>Non-Signature of WIWD Code of Conduct</i></p> <p><i>Should any staff, board or sub district or GROW committee member refuse to sign (without a valid reason, ie, on holiday or illness) the WIWD code of conduct form within a 30 day period of being requested to sign, then the signature refusal will be highlighted to the board. Non-signature will be taken as a member contravening the code of conduct and that member will be informed in writing they are not eligible for inclusion within the WIWD governing body. In the case of a board or subdistrict member, the relevant RM will be notified of the members refusal and that they are no longer part of the board or subdistrict. A new appointee will be requested of the RM and a sub district election may be necessary.</i></p> <p><i>Post-Contravention of the WIWD Code of Conduct</i></p> <p><i>If any staff, board or sub district or GROW committee member contravenes the WIWD Code of Conduct and the board decision is to remove that person from their position, they will be written to informing them of the decision. The person will be prohibited from joining the WIWD board, subdistrict or GROW committee in future.</i></p> <p><i>Changes to the Code of Conduct</i></p> <p><i>From time to time the WIWD may need to amend their Code of Conduct. Approved changes will be notified to all staff, board and committee members by email or letter superseding any previous versions of the Code of Conduct. The WIWD will require confirmation that all staff, board or committee members have reviewed and understood said changes. From date of notification of changes, the staff, board or committee member will be required to acknowledge receipt of acceptance by email, letter or signing of a new Code of Conduct form within a 30-day period. Failure to acknowledge changes within the aforementioned time frame may result in contravention of the Code of Conduct.</i></p> <p>364-23: J. Cruise – B. Fleury BE IT RESOLVED THAT the Board moved to go In-Camera for discussion at 11:27 a.m.</p> <p>365-23: B. Sigfusson – J. Stefanson BE IT RESOLVED THAT the Board moved out-of-camera at 11:42 a.m.</p> <p>366-23: J. Cruise – B. Fleury</p>	<p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p>

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	<p>BE IT RESOLVED THAT the Board approves the changes to the Code of Conduct. Stating that approved changes will be notified to all staff, board and committee members by email or letter superseding any previous versions of the Code of Conduct. The WIWD will require confirmation that all staff, board or committee members have reviewed and understood said changes. From date of notification of changes, the staff, board or committee member will be required to acknowledge receipt of acceptance by email, letter or signing of a new Code of Conduct form within a 30-day period. Failure to acknowledge changes within the aforementioned time frame may result in contravention of the Code of Conduct.</p>	
7.4	<p>IMWD Tour</p> <p>MAW is hosting a tour in the Inter-Mountain Watershed District to highlight projects completed. This is a two-day tour on August 9th and 10th, 2023. The tour is open to all other Watershed Districts to attend.</p>	
7.5	<p>Office Cleaner</p> <p>K. Christensen was asked to leave the meeting at 11:45 a.m.</p> <p>367-23: B. Fleury – J. Cruise BE IT RESOLVED THAT the Board approves the hiring of K. Christensen for office cleaning services for 1-2 hours per week at \$35.00 per hour.</p> <p>K. Christensen returned to the meeting at 11:49 a.m.</p>	CARRIED
7.6	<p>Well Sealing</p> <p>Staff have received quotes for sealing two flowing abandoned wells. Both quotes came in over \$1,000.00, the landowners are not willing to pay the difference.</p> <p>368-23: B. Sigfusson – J. Cruise BE IT RESOLVED THAT the board approves to cover the full amount for the P. Vandell well and K. Kelm well.</p>	CARRIED
7.7	<p>Essays</p> <p>The WIWD received 5 applications for the scholarship. K. Benson had emailed a copy of all 5 essays to all members for their review to rate the essays on a scale of 1-5 (5 being the highest of quality). Staff provided those members who had not yet scored the essays with paper copies of all 5 essays. Staff will do a final tally of the scores once all members submit.</p>	
7.8	<p>Eaves troughing</p> <p>The Board discussed that the eaves troughing on the building is in need of repairs. Staff are to obtain quotes.</p>	
8.0	<p>In-Camera Discussion</p> <p>N / A</p>	
9.0	<p>Correspondence</p> <p>N / A</p>	

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7.4	<p>NEXT MEETING:</p> <p style="text-align: center;">July 20th, 2023 9:00 a.m. WIWD Office</p>	
7.5	<p>ADJOURNMENT</p> <p>369-23: B. Sigfusson BE IT RESOLVED THAT we adjourn at 12:03 p.m.</p>	
7.6	<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>	
8.0	<p>_____</p> <p>Neil Brandstrom, Chairperson WIWD</p> <p>_____</p> <p>Kelsey Benson, Manager WIWD</p>	