

## MINUTES OF MEETING NO.44-23

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 LOCATION WIWD Office / Zoom DATE July 20, 2023

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

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 9:00 a.m.	
2.0	<b>APPROVAL OF AGENDA</b> <b><u>370-23: M. McLelland – B. Sigfusson</u></b> <b>BE IT RESOLVED THAT</b> the Board approved the agenda as presented.	<b>CARRIED</b>
3.0	<b>APPROVAL OF MINUTES</b> <b><u>371-23: J. Cruise – B. Fleury</u></b> <b>BE IT RESOLVED THAT</b> the Board adopted the minutes of the Executive Board Meeting #43-23, June 14, 2023 as presented, with the discussed amendments.	<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 June 1 <sup>st</sup> to June 30 <sup>th</sup> , 2023; Account Reconciliation Summary Report from June 1 <sup>st</sup> , 2023 to June 30 <sup>th</sup> , 2023; Bank Account Transactions Report from June 14 <sup>th</sup> , 2023 to July 17 <sup>th</sup> , 2023; CIBC Credit Card Details from April 22 <sup>nd</sup> , 2023 to May 21 <sup>st</sup> , 2023; Collabria Credit Card Details from April 29 <sup>th</sup> , 2023 to May 29 <sup>th</sup> , 2023; Comparative Income Statement April 1 <sup>st</sup> , 2023 – July 17 <sup>th</sup> , 2023.  <b><u>372-23: J. Bittner – J. Stefanson</u></b> <b>BE IT RESOLVED THAT</b> the Board approved the expenses of June 14 <sup>th</sup> , 2023 to July 17 <sup>th</sup> , 2023 \$61,938.64 (cheques # 1103-1136); Access Credit Union Statement of Accounts from June 1 <sup>st</sup> to June 30 <sup>th</sup> , 2023; Account Reconciliation Summary Report from June 1 <sup>st</sup> , 2023 to June 30 <sup>th</sup> , 2023; Bank Account Transactions Report from June 14 <sup>th</sup> , 2023 to July 17 <sup>th</sup> , 2023; CIBC Credit Card Details from April 22 <sup>nd</sup> , 2023 to May 21 <sup>st</sup> , 2023; Collabria Credit Card Details from April 29 <sup>th</sup> , 2023 to May 29 <sup>th</sup> , 2023; Comparative Income Statement April 1 <sup>st</sup> , 2023 – July 17 <sup>th</sup> , 2023.	<b>CARRIED</b>
4.2	<b>Audit</b>	

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	<p>The board was provided with a copy of the draft Audited Financial Statements and recommendations on July 12<sup>th</sup>, 2023 through email for approval.</p> <p>The board reviewed the Audited Financials Statements and recommendations. The board decided any invoice over \$5,000.00 needs a signature of a board member who has signing authority for approval of the invoice before payment is issued, and the Financial Administrator will review and sign the Managers timesheets.</p> <p><b><u>373-23: J. Bittner – J. Stefanson</u></b>  <b>BE IT RESOLVED THAT</b> the board approved the audited Financial Statements for the year ended March 31, 2023.</p>	<b>CARRIED</b>
	<p><b>B R E A K</b> 10:30 – 10:40</p>	
<b>5.0</b>	<b>Reports</b>	
<b>5.1</b>	<p><b>Financial Administrator Report</b></p> <p><b>Payroll</b> <b>Financials</b> <b>Community Tree Nursery Program</b></p> <ul style="list-style-type: none"> <li>➤ Remaining tree orders were dispersed to residents who had missed the application intake. For those who were unable to pick their orders up, cheques for reimbursement for their portion paid (above the \$60.00) have been mailed out.</li> </ul> <p><b>Audit</b></p> <ul style="list-style-type: none"> <li>➤ Prepared and sent requested documents to Sensus.</li> <li>➤ Sensus recommend an extension be granted, as June 30<sup>th</sup> was a tight timeline. Communicated through email with D. Timmerman, extension was granted till July 14<sup>th</sup>.</li> <li>➤ Received draft document of audit, sent to board for review and approval.</li> <li>➤ Created document outlining the recommendations given by Sensus and the corrective steps/actions that have been implemented already and steps/actions that need to be reviewed, document was sent to board prior to meeting for review.</li> </ul> <p><b>Composting Workshop</b></p> <ul style="list-style-type: none"> <li>➤ Attended the Composting Workshop at Darwins Greenhouse on June 24<sup>th</sup>. Due to unforeseen circumstances, Green Action was unable to attend to give a presentation and had to cancel on the morning of the 24<sup>th</sup>. D. Kaartinen gave an amazing presentation with lots of audience engagement.</li> </ul> <p><b>Pollinator Gardens</b></p> <ul style="list-style-type: none"> <li>➤ Working with Bella on constructing the pollinator garden bed for the RM of Coldwell. St. Laurent unfortunately is no longer taking part in the program; the RM of Coldwell was offered the 2 additional garden beds that were allocated to St. Laurent.</li> </ul> <p><b>NW IWMP</b></p> <ul style="list-style-type: none"> <li>➤ Worked with Kelsey to print off and mail surveys.</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>➤ Attended Lundar Beach Association meeting Saturday July 8, 2023. Spoke about our programming and raised awareness on Invasive species, Zebra Muscles.</li> <li>➤ Attended the Narcisse DU public meeting on July 10 ,2023.</li> <li>➤ Attended the PWCP bi-weekly mtg July 7, 2023.</li> </ul> <p><b>Other</b></p>	

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	<ul style="list-style-type: none"> <li>➤ Alvar tour in Fisher Branch on June 15<sup>th</sup>. (Alvar is a specific eco system that is found where limestone is present, where there is only a thin layer of soil on top of the rock. There are only a few known alvar sites in Manitoba.)</li> <li>➤ Project Site Inspection with D. Kaartinen.</li> <li>➤ Phone calls/meeting with producers regarding current and future applications.</li> <li>➤ Project site inspection with I. Zotter and S. McFarlane on Burnt Lake Drain.</li> </ul>	
5.2	<p><b>Managers Report</b></p> <p style="text-align: center;"><u><b>Project Updates</b></u></p> <ul style="list-style-type: none"> <li>• The WIWD cannot fund projects from provincial parks – well’s at lundar beach and Watchorn need to be sealed.</li> <li>• Receiving more well sealing requests.</li> <li>• Watersheds Canada- Natural Edge (shoreline restoration)- beach association volunteers learn how to create a natural shoreline- plants chosen and planted at a landowner’s site. The landowner is responsible for the cost of the plants. The WIWD will be given an ipad that will have the programs for shoreline recommendations.</li> </ul> <p style="text-align: center;"><u><b>Summer Students</b></u></p> <ul style="list-style-type: none"> <li>• C. Bishop has finished on Canada Summer Jobs and is now funded through Green Team</li> <li>• I. Morden is on Canada Summer Jobs</li> <li>• Assisting with pollinator gardens, answering phones, general office duties</li> <li>• Summer students interested in painting- any safety concerns with that? Just touch up bathroom (paint/plaster)</li> </ul> <p style="text-align: center;"><u><b>NWIWMP</b></u></p> <ul style="list-style-type: none"> <li>• Surveys have been sent out.</li> <li>• Receiving 4-5 back per day.</li> </ul> <p style="text-align: center;"><u><b>IRNR</b></u></p> <ul style="list-style-type: none"> <li>• Changes have been sent to IRNR</li> </ul> <p style="text-align: center;"><u><b>Building</b></u></p> <ul style="list-style-type: none"> <li>• Efficiency Manitoba came to inspect.</li> <li>• Connor has cleaned and organised the back rooms.</li> <li>• A lot cleaner in the office with new cleaners.</li> </ul> <p style="text-align: center;"><u><b>Workshops</b></u></p> <ul style="list-style-type: none"> <li>• Working with Mary-Jane from MFBI to have bus tour in southern portion of the WIWD.</li> <li>• Workshop will be either the 23<sup>rd</sup> or 24<sup>th</sup> of August- 2 producer sites and supper</li> </ul> <p style="text-align: center;"><u><b>Meetings</b></u></p> <ul style="list-style-type: none"> <li>• Prépare Narcisse DU Public meeting.</li> <li>• Managers meeting- requested additional funding through PWCP.</li> <li>• Living Labs meeting- discussing potential projects.</li> <li>• Staff meetings (at least once per week) discuss ongoing projects, opinions, etc.</li> <li>• Meeting with Pitblado</li> </ul> <p style="text-align: center;"><u><b>Other</b></u></p> <ul style="list-style-type: none"> <li>• Discussion with G. Farthing on contract work he could offer (education, strategic planning, and research report writing)</li> <li>• Collected quotes for eaves troughing</li> <li>• HR</li> <li>• Gave out scholarship in Lundar</li> <li>• Noxious Weeds (Water Hemlock)</li> </ul>	

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	<p>K. Benson and K. Christensen were asked to leave the meeting at 11:03 a.m.</p> <p><b>374-23: M. McLelland – J. Stefanson</b> <b>BE IT RESOLVED THAT</b> the Board moved to go In-Camera for discussion at 11:04 a.m.</p> <p><b>375-23: T. Nevakshonoff – J. Cruise</b> <b>BE IT RESOLVED THAT</b> the Board moved to go Out-of-Camera for discussion at 11:28 a.m.</p> <p>K. Benson and K. Christensen returned to the meeting at 11:30 a.m.</p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>
<p>5.3</p>	<p><b>Resource Technician Report</b></p> <ul style="list-style-type: none"><li>• <b>GROW</b><ol style="list-style-type: none"><li>1. Site Visits: Initial assessments &amp; annual checks on completed projects, meeting with landowners.</li><li>2. GROW site map creation (schedule B). 50+ complete</li><li>3. GROW Sisal vs Plastic Twine expansion on documentation citing microplastics in waterways &amp; groundwater systems</li><li>4. GROW database pilot entry – GROW 2020-22 Y2 (Agreements &amp; Features)</li><li>5. GROW database pilot submissions, recognizing errors in limitations on annual payment breakdown with varied sums, looping switch issue that prevents data entry without restart</li></ol></li><li>• <b>PWCP</b><ol style="list-style-type: none"><li>1. Created new participant profiles for 2023-2024</li><li>2. Created proposals for 2023-2024</li><li>3. Identified feature type, BMP's, establishment cost(s)</li><li>4. In the process of creating over 150 site maps (expanded from previous 100). 90+ complete</li><li>5. Summarized invoice eligibility for retroactive projects</li><li>6. Calculate projected PWCP reimbursement per project</li><li>7. Creating project descriptions to be submitted to PAg. All approved applicants have descriptions complete.</li><li>8. Creating "Grazing Plans" for Rotational Grazing submissions</li><li>9. Preparing packages for PAg (comprised of applications, descriptions, grazing plans, photos). Approximately 50 applications ready for P.Ag review.</li><li>10. Bi-weekly PWCP meetings with Andres (MAW) – no major news</li><li>11. Submission of bi-weekly reports for PWCP</li><li>12. In contact with Andres multiple times per week regarding producer questions</li><li>13. Contacting producers regarding PWCP invoice submission, application interest, eligibility</li><li>14. Complete revisions on proposal submissions where required</li><li>15. Contacting producers regarding signing final agreements/AGR-1 slips for PWCP payment<ul style="list-style-type: none"><li>▪ All PWCP 2022-2023 agreements/AGR-1's have been distributed to landowners. Majority have been returned signed. Contact has been made with those who have not yet signed; most have just been busy with haying. Proposals awaiting PWCP staff approval for the 2023-2024 budget.</li><li>▪ PWCP has been of great appeal in 2023; our RG portion has been capped out at 315k/315k, CC at 84/90k, and N-</li></ul></li></ol></li></ul>	

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	<p>Management at 200/200k. There is currently a wait list on RG &amp; N-Mgmnt applicants.</p> <ul style="list-style-type: none"> <li>▪ Potential for an additional 300k in funding; will know in the next couple weeks.</li> <li>▪ 96 approved applicants, 4 dropped out due to inability to complete, 21 for approval by LGC, additional 21 on waiting list due to current budget cap.</li> </ul> <ul style="list-style-type: none"> <li>• <b>RALP</b> <ol style="list-style-type: none"> <li>1. Creation of RALP maps</li> </ol> </li> <li>• <b>2 Billion Trees</b> <ol style="list-style-type: none"> <li>1. Created site plans for multiple applicants; now working on budget(s)</li> <li>2. Additions to the 2BT application (plans for AWES to change their portion of the application, to be discussed July 25<sup>th</sup> meeting)</li> <li>3. New seedling supplier costs to be distributed in the coming weeks</li> <li>4. In contact with MHCC (Kreesta) regarding eligibility for their participation, and funding strategies on agricultural land as well as non-agricultural land.</li> <li>5. Adjustments to calculator formula and species addition(s)</li> </ol> </li> <li>• <b>Lake Winnipeg Foundation</b> <ol style="list-style-type: none"> <li>1. Continued Burnt Lake Drain water testing (raw, salinity, filtered)</li> </ol> </li> <li>• <b>WIWD</b> <ol style="list-style-type: none"> <li>1. Attended Lundar Fair Booth on Saturday; More e-mails for the community list, but a lot of people I spoke with were already on the list. A lot of positive reinforcement about our community tree program &amp; questions regarding PWCP.</li> <li>2. Attended composting workshop on June 24<sup>th</sup>, the presenter from GreenAction called, unable to attend. I carried out a presentation on composting and spoke regarding other offerings from the WIWD. Rain barrels, composters and hemp mats were up for sale.</li> </ol> </li> </ul>	
<b>5.4</b>	<p><b>GROW Project Coordinator Report</b></p> <ul style="list-style-type: none"> <li>• As of June 5, 2023, the GROW Committee temporarily suspended the intake of new applications due to fund allocation.</li> <li>• Establishing communication with local producers by phone or at the office: discussed potential projects and assisted with application submission to 7 producers; 5 of them are on the "Waiting list" as their applications were submitted after June 5.</li> <li>• Continuing communication with applicants by email, phone, or in person at the office</li> <li>• Site inspection: 23 sites were inspected.</li> <li>• Preparation of Agreements, Schedule A: 30 Agreements (Perennial Forages and Alternative Watering Systems)</li> <li>• Processing documentation submitted by the applicants for the establishment of perennial forages, calculating the submitted project cost, and preparing all documentation in order to issue a payment</li> <li>• Submitted an application for a provincial water infrastructure permit to construct a low flow crossing on Burnt Lake Drain and Wagon Creek. Communication with Nardos Kidane, Water Management Planning Technologist (Hydrologic Forecasting &amp; Water Management   Technical Services &amp; Operations, Manitoba Transportation and Infrastructure) pertaining to this subject.</li> <li>• Research on low-flow crossings</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Contacted, communicated, and arranged a meeting with Stan McFarlane, Senior Water Operations Technician (Interlake District, Teulon, MB, Manitoba Transportation and Infrastructure) regarding riparian fencing installation on Burnt Lake Drain and Wagon Creek under the RALP Program. Site inspections</li> <li>• Contacted M. Lowdon; waiting for response.</li> <li>• attended the bus tour on June 30, promoted by EIWD.</li> <li>• Attended PWCP meetings</li> <li>• attended the GROW coordinators meeting</li> <li>• Contacted Karsten Penner from SunStreamSolar to obtain quotes for the AWS and to invite him to present at one of the GROW Coordinators meetings.</li> <li>• Contacted Dylan Kohut, owner of Shoreline Excavating Ltd. I will be working with Dylan on the Shelterbelt project.</li> <li>• Promote and refer projects to the PWCP.</li> <li>• Meetings with staff</li> </ul>	
5.5	<p><b>Chairperson Report</b></p> <ul style="list-style-type: none"> <li>➤ July 10<sup>th</sup> – Attended the Narcisse DU public meeting</li> <li>➤ July 10<sup>th</sup> – Stopped at office after meeting to go over the audit and sign documents.</li> </ul>	
5.6	<p><b>MAW Rep Report</b></p> <ul style="list-style-type: none"> <li>➤ PWCP funds have been allocated province wide. We can expect confirmation in September regarding a new iteration of the program.</li> <li>➤ MAW reviewed and approved their strategic plan.</li> <li>➤ The MAW team is increasing to 9 staff members, most are term-based positions based on funding availability. Plans are finalized for a larger office space for MAW.</li> <li>➤ IMWD tour in Dauphin will be taking place August 9<sup>th</sup> and 10<sup>th</sup>, there will be a MAW meeting at 8:30 on August 9<sup>th</sup> followed by a managers meeting.</li> </ul>	
5.7	<p><b>Watershed Planner Report</b></p> <p>D. Timmerman gave a verbal report.</p>	
6.0	<p><b>Sub District Recommendations</b></p>	
6.1	<p><b>Narcisse DU Project</b></p> <p>T. Nevakshonoff gave a verbal report on the outcome of the Narcisse DU Public meeting that was held on July 10<sup>th</sup>, 2023. A formal document will be drafted and circulated to all members for their own reference.</p>	
7.0	<p><b>New Business</b></p>	
7.1	<p><b>Staff Wages</b></p> <p>K. Benson and K. Christensen were asked to leave the meeting at 9:20 a.m.</p> <p><b>376-23: J. Cruise – B. Fleury</b>  <b>BE IT RESOLVED THAT</b> the Board moved to go In-Camera for discussion at 9:21 a.m.</p> <p><b>377-23: B. Sigfusson – J. Cruise</b>  <b>BE IT RESOLVED THAT</b> the Board moved to go Out-of-Camera for discussion at 9:55 a.m.</p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>

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	<p>K. Benson and K. Christensen returned to the meeting at 9:56 a.m.</p> <p><b>378-23: B. Fleury – B. Sigfusson</b>  <b>BE IT RESOLVED THAT</b> the Board approves a wage increase for K. Benson, K. Christensen, D. Kaartinen and I. Zotter effective July 8, 2023, and I. Morden effective July 4<sup>th</sup>, 2023, per updated wage schedule that is on file at the WIWD office.</p>	<b>CARRIED</b>
7.2	<p><b>Efficiency Manitoba</b></p> <p>Efficiency Manitoba inspected the building on June 29<sup>th</sup>, 2023, to see where improvements could be made including lights, thermostat, and insulation. The insulation rating is currently at R18 and should be at R50. Efficiency Manitoba provided the manager with a quote for installing additional insulation in the attic, with the 70% cost-share through Efficiency Manitoba, it would cost the WIWD approximately \$1,866.94.</p> <p><b>379-23: B. Fleury – J. Stefanson</b>  <b>BE IT RESOLVED THAT</b> the Board approves the installation of insulation and a thermostat through Efficiency Manitoba for \$2,000.00</p>	<b>CARRIED</b>
7.3	<p><b>MAW Convention</b></p> <p>The annual MAW Convention will be held in Brandon from December 4<sup>th</sup> -6<sup>th</sup>, 2023. Early bird Registration closes on September 30<sup>th</sup>, 2023.</p>	
7.4	<p><b>Events</b></p> <p>Two events are being held in the following months that the WIWD staff see value in attending to promote our programming and the North West Integrated Watershed Management Plan (NW IWMP).</p> <p><b>380-23: J. Cruise – B. Sigfusson</b>  <b>BE IT RESOLVED THAT</b> the Board approves WIWD staff to attend the RogerKimLee Festival in Eriksdale and the Ashern Rodeo.</p>	<b>CARRIED</b>
7.5	<p><b>Nomination Committee</b></p> <p>The board discussed that more information would be required. J. Cruise and M. McLelland will discuss with K. Christensen at the office at a later date to prepare documents of proposed possible options for the upcoming AGM.</p>	
8.0	<p><b>In-Camera Discussion</b></p> <p>N / A</p>	
9.0	<p><b>Correspondence</b></p> <p>N / A</p>	
7.4	<p><b>NEXT MEETING:</b></p> <p><b>August 17<sup>th</sup>, 2023</b>  <b>9:00 a.m.</b>  <b>WIWD Office</b></p>	

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7.5	<b>ADJOURNMENT</b>  <b>381-23: M. McLelland</b> <b>BE IT RESOLVED THAT we adjourn at 12:59 p.m.</b>	
7.6	<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>	
8.0	<hr/> <b>Neil Brandstrom, Chairperson WIWD</b>  <hr/> <b>Kelsey Benson, Manager WIWD</b>	