

MINUTES OF MEETING NO.47-23

NAME	Executive Board	PAGE	Page 1 of 8
LOCATION	WIWD Office	DATE	October 13, 2023
PRESENT:			
M. McLelland	Board Appointee/Vice Chair	WIWD	
J. Nickel (Zoom)	Director	Dog Lake Sub District	
T. Nevakshonoff (Zoom)	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	Watershed Planner	MECP	
K. Benson	Manager	WIWD	
K. Christensen	Financial Administrator	WIWD	
REGRETS:			
N. Brandstrom	Chairperson	Dog Lake Sub District	
WRITTEN BY: K. Christensen Financial Administrator WIWD			

ITEM		ACTION BY
1.0	CALL TO ORDER M. McLelland called the meeting to order at 9:04 a.m.	
2.0	APPROVAL OF AGENDA <u>403-23: J. Cruise – B. Fleury</u> BE IT RESOLVED THAT the Board approved the agenda as presented.	CARRIED
3.0	APPROVAL OF MINUTES <u>404-23: B. Fleury – J. Stefanson</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #46-23, September 21, 2023 as presented.	CARRIED
4.0	FINANCIAL REPORT	
4.1	Bank Activity K. Christensen presented the financial report: Bank Account Transactions Report from September 20 th , 2023 to October 12 th , 2023; CIBC Credit Card Details from July 22 nd , 2023 to August 21 st , 2023; Collabria Credit Card Details from July 29 th , 2023 to August 29 th , 2023; Expenditures to Date – September 30 th , 2023; Comparative Income Statement April 1 st , 2023 – October 12 th , 2023. <u>405-23: J. Bittner – J. Stefanson</u> BE IT RESOLVED THAT the Board approved the expenses of September 20 th , 2023 to October 13 th , 2023 of \$91,995.76 (cheques # 1229-1273); Bank Account Transactions Report from September 20 th , 2023 to October 13 th , 2023; CIBC Credit Card Details from July 22 nd , 2023 to August 21 st , 2023; Collabria Credit Card Details from July 29 th , 2023 to August 29 th , 2023; Expenditures to Date – September 30 th , 2023; Comparative Income Statement April 1 st , 2023 – October 12 th , 2023.	CARRIED
5.0	Reports	
5.1	Financial Administrator Report	

MINUTES OF MEETING NO.47-23

NAME Executive Board PAGE Page 2 of 8
 LOCATION WIWD Office DATE October 13, 2023

	<p>Payroll</p> <p>Financials</p> <p>Admin</p> <ul style="list-style-type: none"> ➤ Emailed and mailed RM's a copy of the WIWD Membership Roles & Responsibilities along with the letter for RM appointees to the WIWD. Also reminded the RM's about their payment for the second portion of the 2023-24 Levies. (Due October 1st) ➤ Received RM's for second portion of Levies. <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ Started processing applications, 259 applications have been inputted into the system as of October 11th (255 inside our boundaries, 4 from outside (Redbione WD)) A total of 1205 trees. ➤ Emailed a current list of orders to Sabados Greenhouse. <p>GROW</p> <ul style="list-style-type: none"> ➤ Worked with Irina on projected budget tables for 2023-24 projects, funds spent to date. ➤ Processed GROW project payments to landowners. ➤ Projected calculations for the upcoming GROW LOI/proposal. <p>Fish & Wildlife Enhancement Fund (FWEF)</p> <ul style="list-style-type: none"> ➤ WIWD was accepted to submit full proposal for the "Aquatic Ecosystem Restoration on Mercer Creek" and the "Restoration of Fish Passage in the Sheringham Drain" ➤ Proposal intake closes on October 27th, 2023. <p>Meetings</p> <ul style="list-style-type: none"> ➤ WIWD Bus Tour- October 12th ➤ GROW Coordinators mtg – October 11th <p>Other</p> <ul style="list-style-type: none"> ➤ Phone calls/meeting with producers regarding current and future applications. ➤ WIWD monthly newsletter. 	
<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 sealing's being completed • Watersheds Canada- were told the WIWD was not interested- received no response • Pollinator gardens- MHC has requested that we wait to create the signs until their new logo is made. <p style="text-align: center;"><u>Leaving</u></p> <ul style="list-style-type: none"> • Preparing password list • Preparing to-do list for next manager/ tasks to help with the transition <p style="text-align: center;"><u>NWIWMP</u></p> <ul style="list-style-type: none"> • Compiled Dot survey <p style="text-align: center;"><u>IRNR</u></p> <ul style="list-style-type: none"> • Waiting on confirmation that the date to submit the budget will continue to be April 15th • Waiting for signature from IRNR <p style="text-align: center;"><u>Building</u></p>	

MINUTES OF MEETING NO.47-23

NAME
 LOCATION

Executive Board
 WIWD Office

PAGE Page 3 of 8
 DATE October 13, 2023

	<ul style="list-style-type: none"> • Kaitlyn ordered new door handle for back door and curtain for front • Spent a couple dollars on bird stickers for the windows to prevent bird strikes <p style="text-align: center;"><u>Workshops</u></p> <ul style="list-style-type: none"> • Planned bus tour: bus, food, advertising <p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> • Staff Meetings <p style="text-align: center;"><u>Other</u></p> <ul style="list-style-type: none"> • HR • Emails/phone calls • Social Media 	
5.3	<p>Resource Technician Report</p> <ul style="list-style-type: none"> • GROW <ol style="list-style-type: none"> 1. Site Visits: Annual checks on completed projects; assessment of '23 projects 2. Soil sampling of cover crop sites 3. GROW site map creation (schedule B). 10 additional (100+ total complete) 4. GROW Sisal vs Plastic Twine proposal meeting with Kreesta this afternoon 5. GROW coord meeting; cost-share ratios/program limitations • PWCP <ol style="list-style-type: none"> 1. Created new participant profiles for 2023-2024 2. Created additional proposals 3. Identified feature type, BMP's, establishment cost(s) 4. In the process of creating over 150 site maps; 160+ complete 5. Summarized invoice eligibility for retroactive projects 6. Calculated projected PWCP reimbursement per project 7. Continued creating project descriptions for the P.Ag 8. Continued creating "Grazing Plans" for Rotational Grazing submissions 9. Additional projects awaiting P.Ag review. Likely to be reviewed in October or November. This will be dependent on availability, as well as application status. 10. Bi-weekly PWCP meetings with Brett (MAW) 11. Submission of bi-weekly reports for PWCP 12. In contact with Brett multiple times per week regarding producer questions & concerns 13. Contacting producers regarding PWCP invoice submission, and before/after photos 14. Complete revisions on proposal submissions where required 15. Creating agreements for each approved proposal, and forwarding alongside AGR-1 forms to be filled. Currently 15+ agreements created. Payouts are projected to begin this month; have not yet began at this point. <ul style="list-style-type: none"> ▪ Approved for 905k in PWCP funds; spoke to MAW regarding interest in additional funds, if available. We currently have a waiting list developing for additional applications. ▪ Over 160 LGC approved applications, 7 dropped out due to inability to complete, 13 wait listed applications. 	

MINUTES OF MEETING NO.47-23

NAME
 LOCATION

Executive Board
 WIWD Office

PAGE Page 4 of 8
 DATE October 13, 2023

	<ul style="list-style-type: none"> ▪ Cumulative values within current applications: Cover Crops – 3320 acres Rotational Grazing – 55.23 miles of cross-fencing Nitrogen Management – 23047 acres <ul style="list-style-type: none"> • 2 Billion Trees <ol style="list-style-type: none"> 1. Currently, 3 landowners have actively completed applications, budgets and all other required documents. Projected to plant a total 1750 trees. They are all on agricultural land. 2. Sent documentation to beach associations, regarding the program, to see if they can benefit. • WIWD <ol style="list-style-type: none"> 1. Just over 2 weeks remain for the community tree program applications. As usual, a lot of positive comments from community members regarding the program, and how important they feel it is. The addition of haskap has been quite popular. 2. Attended our bus tour on October 12th. (Scott Kinkead/Mathew Christensen, with guests Hear from Grant Howse from Kane Veterinary Supplies, with over 20 year experience with electric fencing & Blain Hertjaas from Understanding Ag). Our programming was promoted at this event. 3. Began working with Adobe Pro to develop landowner agreements for PWCP, and created a fillable, auto-calculating application for the community tree program. Ideally, we will eventually get all of our applications created as a fillable format. 4. Collected water sample from Burnt Lake Drain. 5. Website updates. 	
5.4	<p>GROW Project Coordinator Report</p> <p>Implementation:</p> <ul style="list-style-type: none"> • The GROW Program continue accepting new applications. • Accepted 1 new application and calculated Projected Cost: <ul style="list-style-type: none"> ○ 1 Winter Watering System Project ○ Projected GROW Payment - \$ 15,000 • Continuing to communicate with remaining 28 applicants (via emails & phone calls) in order to monitor the ongoing projects (56 locations). Up to date: <ul style="list-style-type: none"> ○ Updating Schedule A for 6 producers for projects on 20 locations. ○ Working on preparing Schedules A, B and Agreements for 5 producers (8 locations); ○ Agreements sent to 6 applicants for 8 locations, waiting to be signed ○ Agreements (including all schedules) are signed with 10 producers (19 locations), waiting for the invoices ○ One project is in the review by the Committee • In summary: <ul style="list-style-type: none"> • Projects in progress: 56 locations • Projected total cost: \$654,552 	

MINUTES OF MEETING NO.47-23

NAME
 LOCATION

Executive Board
 WIWD Office

PAGE Page 5 of 8
 DATE October 13, 2023

	<ul style="list-style-type: none"> • Remaining Projected GROW Payment - \$346,017 • Processing documentation submitted by the applicants for the Project establishment, calculating the submitted project cost, preparing all documentation in order to issue a payment, recording data, mailing packages with copies of Agreement, payment calculations and cheques to the producers: <ul style="list-style-type: none"> ○ 36 claims for 64 locations have been processed to date. GROW Payment issued for the amount of \$195,154.61 ○ Perennial Forages: 2884.1 acres; \$126,716.95 ○ Cover Crops: 785 acres; \$47643.01 ○ Watering Systems: 2 AWS; \$20,794.65 ➤ Additional 8 claims have been processed for the amount of \$37,356.55 but have not been paid yet <ul style="list-style-type: none"> ➤ Perennial Forages: 272 acres; \$10,647.00 ➤ Cover Crops: 470 acres; \$21,438.75 ➤ Watering Systems: 2 AWS; \$5,270.79 • Merging data: projects on the contract, projects approved but not completed in 2022; projects approved in 2023. Analyzed data and will be updating GROW Committee members at the meeting on October 16th, 2023. <ul style="list-style-type: none"> ➤ GROW Funds allocated for the Project Establishment 2021-2025: \$1,146,762.00 ➤ GROW Funds Paid from April 1,2021-up to October 10th, 2023: \$528,242.00 ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$618,520.00 • Up to date: <ul style="list-style-type: none"> ➤ GROW Funds Paid from April 1,2021-up to date: \$528,242.00 (increase from September 11th in the amount of \$79,761.47) ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$618,520.00 ➤ GROW Funds allocated towards approved projects - \$383,375 ➤ GROW Funds remaining and available for future projects (until March 31, 2025) - \$235,145 • Preparation for the GROW Committee Meeting on October 16th, 2023: composing agenda and minutes, preparing supporting documentation, recording and filing. • Developed Letter of Interest (LOI) and submitted to the MHC. Requesting \$1,815,000.00: project establishment - \$1,795,000.00; annual incentive payment - \$20,000.00 • Communication with Kreesta Doucette (MHC) pertaining to the Sisal Twine Proposal. The meeting with Kreesta will take place on October 13th at 1:30 p.m. • Communication with Nardos Kidane, Water Management Planning Technologist (Hydrologic Forecasting & Water Management Technical Services & Operations, Manitoba Transportation and Infrastructure) pertaining to a permit to construct a low flow crossing on Burnt Lake Drain and Wagon Creek. Drawings were submitted on August 23, 2023. I sent numerous follow-up emails. A phone call was received from Nardos on Monday, October 10th, 2023. The permit is "on hold" due to the fact that MTI is updating policies within the department. I expect to receive an update in 1-2 weeks. • Placed an order for the Riparian Area Management Project funded by MB Ag through RALP. Supply delivered to two (2) locations out of three (3). • Developed a 60-second video commercial for the "Boyz and Bullz" event, submitted to organizers. • Phoned the producers, informing them about the bus tour on October 12th. • Attended the GROW coordinators meeting. 	
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MINUTES OF MEETING NO.47-23

NAME	Executive Board	PAGE	Page 6 of 8
LOCATION	WIWD Office	DATE	October 13, 2023

	<ul style="list-style-type: none"> • Promote and refer projects to the PWCP. • Meetings with staff 	
5.5	<p>Chairperson Report</p> <p>N/A</p>	
5.6	<p>MAW Rep Report</p> <ul style="list-style-type: none"> ➤ MAW Changed accounting firm to get better service, also moved banking to SCU for same reason ➤ All 2022 2023 PWCP payments done 23-24 payments coming out now ➤ Expecting to hear announcement in October, pertaining to PWCP Extension (2024-2025 fiscal year) ➤ Additional funds for 2023-24 (PWCP) still expected but no guarantee ➤ Plans for 2024 Envirothon moving ahead. Will be looking for WD hosts. More details to follow soon ➤ Reviewed watershed award nominations ➤ Reviewed MAW strategic plan 	
5.7	<p>HR Report</p> <p>N/A</p>	
5.8	<p>Watershed Planner Report</p> <p>D. Timmerman gave a verbal report.</p> <ul style="list-style-type: none"> ➤ In the process of reviewing the Expansion proposal. The board asked to see the revised vision prior to the next executive meeting, to allow time for review. ➤ New Watershed Planners are being hired to fill vacancies. 	
	<p>B R E A K 10:30 a.m. – 10:42 a.m.</p>	
6.0	<p>Sub District Recommendations</p>	
6.1	<p>Narcisse DU Project</p> <p>T. Nevakshonoff proposed that since there has been a change of government, the WIWD should resubmit the letter to D. Johnson (previously was sent to D. Johnson, which was forwarded to minister K. Klein).</p> <p>Duck’s Unlimited conducted a survey of the project on September 6th and 7th. Data has not yet been provided to the WIWD at the time of the meeting.</p>	
7.0	<p>Old Business</p>	

MINUTES OF MEETING NO.47-23

NAME	Executive Board	PAGE	Page 7 of 8
LOCATION	WIWD Office	DATE	October 13, 2023

7.1	<p>Nominating Committee</p> <p>“WIWD Membership Roles & Responsibilities” fact sheet was sent to all RM’s along with the “Letter to RM’s” to inform RM’s on the responsibilities of their appointees to the WIWD board.</p> <p>Waiting on responses from RM’s for their new appointments.</p>	
7.2	<p>Vacation Entitlement</p> <p>Previously the Board Reviewed SECTION19, Vacation Entitlement.</p> <p>The below additions were addressed:</p> <p>“At the discretion of the Board, the Employee may take their full vacation consecutively if the following conditions are met: -It is taken during the off season -The employee’s absence will not affect the employee completing job duties on time”</p> <p>“3 weeks (6%) vacation entitlement after 3 years of employment”</p>	
8.0	<p>New Business</p>	
8.1	<p>Manager Vacancy</p> <p>Current Manager K. Benson advised the Board on >>> that she will leaving the WIWD team.</p> <p>The board discussed adding the Financial Administrator to the Collabira Credit Card, to allow access to the card while there is a vacancy and/or waiting for signing authority to change.</p> <p><u>406-23: J. Bittner – J. Stefanson</u> BE IT RESOLVED THAT the Board approved to add the Financial Administrator, K. Christensen, to the Collabria Credit Card.</p> <p>Board discussed the options for advertising the manager position.</p> <p><u>407-23: J. Cruise – B. Fleury</u> BE IT RESOLVED THAT the Board approved to advertise the manager position internally. M. McLelland will be responsible for conducting the recruiting process, including speaking with staff, emailing staff informing them of the procedure for applying, and organizing interviews.</p>	CARRIED
8.2	<p>Board Hourly Remuneration</p> <p>Minimum wage increased to \$15.30 on October 1st, 2023.</p> <p><u>408-23: B. Sigfusson – B. Fleury</u> BE IT RESOLVED THAT the Board approved hourly remuneration for board members to be increased to \$16.00 per hour as of October 1st, 2023.</p>	CARRIED
8.3	<p>Presenter Costs</p> <p>Two local producers allowed the WIWD on their property for the bus tour that was held on October 12th, 2023. One land owner also did a presentation and provided transportation to the project site.</p>	

MINUTES OF MEETING NO.47-23

NAME Executive Board
 LOCATION WIWD Office

PAGE Page 8 of 8
 DATE October 13, 2023

	<p>409-23: J. Cruise – J. Bittner BE IT RESOLVED THAT the Board approved to pay S. Kinkead \$500.00 for his presentation on the bus tour, and M. Christensen \$100.00 for use of the land for the second site stop.</p>	CARRIED
9.0	<p>In-Camera Discussion N / A</p>	
10.0	<p>Correspondence ➤ Advertisement at the Eriksdale Boyz and Bullz</p>	
11.0	<p>NEXT MEETING: November 16, 2023 TBD Eriksdale Hall</p>	
12.0	<p>ADJOURNMENT 410-23: B. Sigufusson BE IT RESOLVED THAT we adjourn at 11:28 p.m.</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>_____ Neil Brandstrom, Chairperson WIWD</p> <p>_____ Kelsey Benson, Manager WIWD</p>	