

MINUTES OF MEETING NO.48-23

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LOCATION	Eriksdale Hall	DATE	November 16, 2023

PRESENT:	N. Brandstrom	Chairperson	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. Cruise	Provincial Appointee	WIWD / MAW
	B. Sigfusson (5:07p.m.)	Board Appointee	WIWD
	D. Timmerman	Watershed Planner	MECP
	A. North	Senior Watershed Planner	MECP
	I. Zotter	Manager/GROW Coordinator	WIWD
	K. Christensen	Financial Administrator	WIWD

REGRETS:	J. Nickel	Director	Dog Lake Sub District
	J. Bittner	Director	Lake St. Martin Sub District

WRITTEN BY: K. Christensen	Financial Administrator	WIWD
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ITEM		ACTION BY
1.0	<p>CALL TO ORDER</p> <p>N. Brandstrom called the meeting to order at 3:10 a.m.</p> <p>Round of Introductions.</p>	
2.0	<p>APPROVAL OF AGENDA</p> <p><u>411-23: B. Fleury – M. McLelland</u> BE IT RESOLVED THAT the Board approved the agenda as presented with the addition of 8.5 Signing Authority.</p>	CARRIED
3.0	<p>APPROVAL OF MINUTES</p> <p><u>412-23: M. McLelland – J. Cruise</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #47-23, October 13, 2023, and Special Borad Meeting #1-23, October 26, 2023 as presented.</p>	CARRIED
7.2	<p>WIWD Expansion</p> <p>A. North, Senior Watershed Planner, gave a presentation on the amended expansion proposal for the RM's of Portage and Rockwood joining the WIWD. There was discussion on the percentage of levies the RM of Portage will be contributing and whether it was a fair value. All members had a chance to express their thoughts and concerns. The majority of members agreed that the RM of Portage la Prairie's levies should be raised to at least 22-24% of total levies received. Staff are to work with A. North to facilitate a meeting with all the RM's involved, to discuss the proposal further.</p> <p>A. North and D. Timmerman left the meeting at 4:18 p.m.</p>	
	<p>B R E A K</p> <p>4:18 p.m. – 4:24 p.m.</p>	
4.0	FINANCIAL REPORT	
4.1	<p>Bank Activity</p> <p>K. Christensen presented the financial report:</p>	

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	<p>Access Credit Union Statement of Accounts from September 1st to September 30th, 2023; Access Credit Union Statement of Accounts from October 1st to October 31st, 2023; to Bank Account Transactions Report from October 13th, 2023 to November 13th, 2023; CIBC Credit Card Details from August 22nd, 2023 to September 21st, 2023; Collabria Credit Card Details from August 30th, 2023 to September 28th, 2023; Expenditures to Date, April 1st to November 13th, 2023; Comparative Income Statement April 1st, 2023 – November 13th, 2023.</p> <p>413-23: J. Stefanson – B. Fleury BE IT RESOLVED THAT the Board approved the expenses of October 13th, 2023 to November 13th, 2023 of \$94,779.11 (cheques # 1274-1304); Access Credit Union Statement of Accounts September 1st to September 30th, 2023; Access Credit Union Statement of Accounts October 1st to October 31st, 2023; Bank Account Transactions Report from October 13th, 2023 to November 13th, 2023; CIBC Credit Card Details from August 22nd, 2023 to September 21st, 2023; Collabria Credit Card Details from August 30th, 2023 to September 28th, 2023; Expenditures to Date, April 1st to November 13th, 2023; Comparative Income Statement April 1st, 2023 – November 13th, 2023.</p>	CARRIED
5.0	Reports	
5.1	<p>Financial Administrator Report</p> <p>Payroll Financials Admin</p> <ul style="list-style-type: none"> ➤ Received RM's for second portion of Levies. ➤ Prepared packages for the Executive meeting. ➤ Sent out invites and called members and RM's for AGM. ➤ Prepared presentation for AGM. ➤ Prepared packages for AGM. <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ Finished processing tree applications that have been submitted. (need to collect all applications from the RM's and double check all have been entered.) A total of 2,419 trees inside our boundaries, 74 outside our boundaries. (more information will be provided at the January meeting, once everything is finalized. ➤ Emailed a current list of orders to Sabados Greenhouse. ➤ Deposited all payments received as of November 10, 2023. <p>GROW</p> <ul style="list-style-type: none"> ➤ Processed GROW project payments to landowners. ➤ Project site checks and soil sampling with D. Kaartinen. <p>Fish & Wildlife Enhancement Fund (FWEF)</p> <ul style="list-style-type: none"> ➤ Worked with staff and Mark Lowden (AAE Tech Services) to complete proposals for the "Aquatic Ecosystem Restoration on Mercer Creek" and the "Restoration of Fish Passage in the Sheringham Drain". Submitted both proposals on October 27th. <p>Meetings</p> <ul style="list-style-type: none"> ➤ GROW meeting – October 16th ➤ Dog Lake & Lake St.Martin Sub-district meeting – October 19th ➤ GROW Coordinators mtg – Nov 8th ➤ Alvar Workshop – Nov 15th (please see handout for more info) <p>K. Christensen gave an overview of the Alvar Workshop hosted by Nature Conservancy of Canada (NCC). NCC brought together representatives from numerous organizations throughout the Interlake area, including Municipalities, First Nation Communities,</p>	

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	<p>Watershed Districts and differing Government departments. The purpose of the workshop was to gauge interest in creating a strategic plan to conserve the rare Alvar sites in the Interlake area, as well as the potential of identifying new sites. All board members were in agreement of working with and supporting NCC in this opportunity.</p> <p>Other</p> <ul style="list-style-type: none"> ➤ Phone calls/meeting with producers regarding current and future applications. ➤ WIWD monthly newsletter. 	
5.2	<p>Managers Report</p> <p style="text-align: center;"><u>Project Updates</u></p> <ul style="list-style-type: none"> ➤ There are two new applications for Well Sealing. Flowing wells. A Quote request has been sent to A.M. Bruce. A work order sent. ➤ Followed up on the wells in progress ➤ PWCP: 2023-2024. MAW will begin processing payments in the second week of November. The next advance payment was requested by MAW. ➤ PWCP: 2024-2025. MAW will receive funds for 2024–2025. The budget has not been confirmed yet. Anticipating the same amount as for 2023-2024, which was \$605,000.00 <p style="text-align: center;"><u>Funding for HR</u></p> <ul style="list-style-type: none"> ➤ The intake for Canada Summer Jobs (CSJ) will be launched during the week of November 20th, 2023. ➤ ECO Canada ➤ MAW secured \$40,000.00 for 2024-2025 to subsidize the wages of the personnel working on the PWCP program. <p style="text-align: center;"><u>NWIWMP (no update)</u></p> <ul style="list-style-type: none"> ➤ 40 surveys submitted. 4 processed to date. <p style="text-align: center;"><u>IRNR (no update)</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>Workshops</u></p> <ul style="list-style-type: none"> ➤ Supported communication with T. Teetaert (NCC) pertaining to Alvar workshop on November 15th, 2023. Communication with Board Members. <p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> ➤ Staff Meetings ➤ Manager meeting: discussion on PWCP, 2BT, HR (new member on the MAW team; idea for staff recruitment: Manager meeting: discussion on PWCP, 2BT, HR (new member on the MAW team; idea for staff recruitment: IMWD suggested establishing an incentive payment to students enrolled in environmental programs in exchange for a promise to work at the WD for a certain period of time). and Licensing (Dry Dams) ➤ Organized a meeting on November 9th, 2023, for Narcisse DUC Project stakeholders. Secured the facility and ensured all needed supplies were in place to support the meeting. Prepared and emailed invitations. Followed up by phone calls. Postponed until November 21, 2023 ➤ Organized the Executive Board Meeting. Prepared Agenda and all supporting documentation. ➤ Organized Annual General Meeting. Prepared Agenda. Ensured all supporting documentation is in place. <p style="text-align: center;"><u>WIWD Expansion</u></p> <ul style="list-style-type: none"> ➤ Communication with Kelly-Anne Richmond pertaining to the review of the proposed expansion levy amendments. 	

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	<ul style="list-style-type: none"> ➤ Communication with Board Members ➤ Communication with Municipal Officials <p style="text-align: center;"><u>Social Media</u></p> <ul style="list-style-type: none"> ➤ Created content for social media. ➤ Promoted WIWD Programming on Social Media. Highest # of impressions (# of times post seen on screen – 609, post reach (# of people reached) – 538, engagement – 26) ➤ Merged social platforms – Instagram and Facebook ➤ Responded to the messages on Facebook that weren't addressed before. ➤ Communication with F. Fossay The renewal of wiwcd.com and wiwcd.ca domains was due. Informed Faye that we would no longer need those domains. They will be released and available for registration by someone else as of November 21, 2023. ➤ Communication with D. Johnson. Suspicious emails were received. Contacted Doug, provided him with path details, and asked him to investigate. Doug increased the spam filtering levels and also made a change so that detected spam would be automatically deleted. ➤ Promoted Watershed Programs (PWCP and GROW). Communication with J. Wright (owner of Cap Solar), emailed links to Jason to place on their website. 	
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 and some '24 project sites 2. Soil sampling of cover crop sites 3. GROW site map creation (schedule B). (100+ created thus far) 4. GROW Sisal vs Plastic Twine proposal meeting with Kreesta (looks good) 5. GROW coord meeting; using LiDAR to identify Class 1 & 2 Wetlands. Upon carrying out the practice, it proved very inaccurate for the information that is desired. A good source if an individual is unaware of existing ephemeral wetlands, but extensive false positives. 6. Contacted Diana Perez requesting a tutorial update for the GROW database – nothing yet • 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; 170+ complete 5. Summarized invoice eligibility for retroactive and current projects 6. Calculated projected PWCP reimbursement per project 7. Continued creating project descriptions for the P.Ag review 8. Continued creating "Grazing Plans" for Rotational Grazing submissions for P.Ag review 9. Creating Soil Landscape Coding document for each project 10. Bi-weekly PWCP meetings with Brett (MAW) <ul style="list-style-type: none"> ▪ PWCP '24-25 not officially confirmed ▪ '23-24 project cheques issued starting this week; AAFC has distributed enough funds to cover roughly half of the current agreement submissions. 11. Submission of bi-weekly reports for PWCP; event submission requested 12. In contact with Brett regarding any questions & concerns 13. Contacting producers regarding invoice submission, before/after photos, project status 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. 	

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	<ul style="list-style-type: none"> ▪ Approved for 905k in PWCP funds; no feedback from AAFC regarding the additional requested funds by MAW at this time. We currently have a waiting list developing for additional applications. ▪ Over 160 LGC approved applications, 11 dropped out due to inability to complete, 12 wait listed applications. ▪ Cumulative values within current applications: <ul style="list-style-type: none"> Cover Crops – 3413 acres Rotational Grazing – 55.45 miles of crossfencing Nitrogen Management – 22938 acres <ul style="list-style-type: none"> • 2 Billion Trees <ol style="list-style-type: none"> 1. Multiple meetings with Winston Gamache regarding projects and submissions. He is the contact in place of Jeff, and has been very helpful. 2. Adjusted applications based upon feedback and species limitations that AWES is experiencing. 3. Finalized budgets, created .kml files, created maps & project descriptions, and submitted all current 2BT applications (projected over 1800 trees to be planted across 3 projects). • WIWD <ol style="list-style-type: none"> 1. The intake for the community tree program has concluded. The addition of haskap has been quite popular. Requests for more fruiting varieties. 2. Assisted Kaitlyn with some edits on her FWEF proposals for Mercer Creek & Sherringham. 3. Contacted all schools and RM's regarding Tree Canada funding grants. 4. Installed a new door handle on the back door, as the previous 2 have failed. 5. Collected water sample from Burnt Lake Drain. 6. 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 4 new application and calculated Projected Cost: <ul style="list-style-type: none"> ○ 2 Winter Watering System Project ○ 2 Perennial Forages Establishment ○ Projected GROW Payment - \$ 29,115.00 • Continuing to communicate with remaining 29 applicants (via emails & phone calls) in order to monitor the ongoing projects (58 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 (9 locations); ○ Agreements sent to 7 applicants (11 locations) waiting to be signed ○ Agreements (including all schedules) are signed with 11 producers (18 locations), waiting for the invoices • In summary: <ul style="list-style-type: none"> • Projects in progress: 58 locations • Projected total cost: \$ 618,980.00 • Remaining Projected GROW Payment - \$318,471 	

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	<ul style="list-style-type: none"> • 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"> ○ 43 claims for 73 locations have been processed to date. GROW Payment issued for the amount of \$239,316.31 ○ Perennial Forages: 3156.1 acres; \$137,363.95 ○ Cover Crops: 1105 acres; \$66,355.26 ○ Watering Systems: 5 AWS; \$35,597.10 ➤ Additional 3 claims have been processed for the amount of \$17,168.91 but have not been paid yet <ul style="list-style-type: none"> ➤ Cover Crops: 368 acres; \$17,168.91 • Merged the data for three GROW Trust: 2021-2023, 2022-2024, and 2023-2025. Analyzed the data and will be updating GROW Committee members at the meeting on November 20th, 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 November 10th, 2023: \$572,403.60 ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$574,358.40 • Up to date: <ul style="list-style-type: none"> ➤ GROW Funds Paid from April 1,2021-up to date: \$572,403.60 (increase from October 16th in the amount of \$44,161.60) ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$574,358.40 ➤ GROW Funds allocated towards approved projects - \$335,640 ➤ GROW Funds remaining and available for future projects (until March 31, 2025) - \$238,718.40 • Preparation for the GROW Committee Meeting on November 20th, 2023: composing agenda and minutes, preparing supporting documentation, recording and filing. • Received an Invitation to submit a full GROW Trust Application for the “Building watershed resiliency: A Sustainable path”. Due on November 29th, 2023 at 3:30 p.m. • Communication with Kreesta Doucette (MHC) pertaining to the Sisal Twine Proposal. The meeting with Kreesta took place on October 13th at 1:30 p.m. Sisal twine will be an eligible practice beginning next spring, under Upland Enhancement as an innovative practice. • 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. Followed up with an email on Nove 3. • Placed an order for the Riparian Area Management Project funded by MB Ag through RALP. Order for Burnt Lake location is on hold until spring • The Survey was completed on October 30, 2023, by the MIT on the Wagon Creek Drain; posts are in, and the producer is working on fence installation. Contacted Interlake Water Supply with an inquiry about when the wells would be drilled and am waiting for a response. Posts are in • The producer is working on fence installation along the Dog Lake Drain; posts are in, braces are built, and one wire is on. • Continue communication with producers: new projects and follow ups via email and phone calls. • Attended the GROW coordinators meeting. 	
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	<ul style="list-style-type: none"> • Attended MFGA Conference on November 13-15 in Brandon. 	
5.5	<p>Chairperson Report</p> <ul style="list-style-type: none"> ➤ Attended Chaired the Dog Lake Sub District Meeting October 19th, 2023 <p>N. Brandstrom gave a brief farewell speech “As you all know; I am retiring from the WIWD board. I would like to thank the board and staff for the time and work you have put into the WIWD, it has been a pleasure working with you all!”</p>	
5.6	<p>MAW Rep Report</p> <p>J. Cruise gave a verbal report.</p>	
5.7	<p>HR Report</p> <p>N/A</p>	
5.8	<p>Watershed Planner Report</p> <p>‘Watershed Planning and Programs - Provincial Update – December 2023’ was included in meeting packages.</p>	
6.0	<p>Sub District Recommendations</p>	
7.0	<p>Old Business</p>	
7.1	<p>Narcisse DU Project</p> <p>T. Nevakshonoff gave a verbal report on the progress of the Narcisse DU project. DU completed their survey, a meeting was to be held on November 9th to discuss the findings, due to weather it had been rescheduled for November 21st, 2023.</p>	
7.2	<p>Vacation Entitlement</p> <p>This topic was tabled till the next regular scheduled executive meeting.</p>	TABLED
8.0	<p>New Business</p>	
8.1	<p>Canada Summer Job</p> <p>Intake for the Canada Summer Jobs funding will open on November 20th, 2023 and close on January 10th, 2024.</p> <p>Manager will complete and submit an application for funding.</p>	
8.2	<p>ECO Canada</p> <p>There are multiple funding streams the WIWD can apply to for wage subsidies for summer students and new hires.</p> <p>Manager will complete and submit the appropriate applications.</p>	

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8.3	<p>MAW (Dec 4-6) and MBFI (Dec 12-13) Conferences, MB AG Days (Jan 16-18, 2024)</p> <p>Agenda for the MAW Conference was provided in the meeting packages. All 13 rooms will now be in the Canad Inns. 3 staff and 11 members will be attending.</p> <p>6 rooms and tickets have been reserved for the MBFI conference held in Brandon on December 12th & 13th.</p> <p>MB AG Days will be held on January 16th – 18th in Brandon. The board discussed the value of staff and/or members attending. Board concluded there would be little value in attending MB AG Days.</p>	
8.4	<p>Christmas Break</p> <p>The board gifted staff with one paid day off on December 27th, 2023.</p> <p>The office will be closed from December 23rd, 2023 – January 2nd, 2024</p>	
8.5	<p>Signing Authority</p> <p>K. Benson has left the manager position at the WIWD, I. Zotter has filled the manager position. Signing authority must be updated to reflect these changes. I. Zotter requested that she does not want to have signing authority for banking purposes, only the Financial Administrator should have signing authority for issuing payments. K. Christensen raised the concern that the Executive board had previously discussed that one board member and one staff member must sign cheques, and staff or board members are not to sign their own cheque, therefor two staff must have signing authority.</p> <p>K. Benson’s name had been removed off the Access Credit Card already, K. Christensen’s name was put on in replace of K. Benson. I. Zotter will need to be added to the Access Credit Card.</p> <p><u>414-23: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the Board approved to have I. Zotter added to the WIWD’s signing authority. K. Benson to be removed from signing authority, including the Access and CIBC banking. To allow I. Zotter signing authority for the West Interlake Watershed District’s Access Credit Union account, for the sole purpose of signing employee pay cheques. To get a second credit card through Access Credit Union in I. Zotter’s name.</p>	CARRIED
9.0	<p>In-Camera Discussion</p> <p>N / A</p>	
10.0	<p>Correspondence</p> <p>N / A</p>	
11.0	<p>NEXT MEETING:</p> <p style="text-align: center;">December 21st, 2023 9:00 a.m. WIWD Office</p>	

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12.0	ADJOURNMENT 415-23: B. Sigfusson BE IT RESOLVED THAT we adjourn at 5:50 p.m.	
	These minutes are the writer's best interpretation of discussions held during the meeting. Please inform the writer of any noteworthy omissions or errors	
	<hr/> Neil Brandstrom, Chairperson WIWD <hr/> Irina Zotter, Manager / GROW Coordinator WIWD	