

MINUTES OF MEETING NO.49-23

NAME	Executive Board	PAGE	Page 1 of 13
LOCATION	WIWD Office	DATE	December 21, 2023
PRESENT:			
	T. Nevakshonoff	Chairperson	Swan Creek Sub District
	M. McLelland	Board Appointee/Vice Chair	WIWD
	D. Germain	Director	Dog Lake Sub District
	J. Stefanson	Director	Shoal Lake Sub District
	B. Fleury	Director	Lake Francis Sub District
	C. Howse	Director	Lake St. Martin Sub District
	J. Cruise	Provincial Appointee	WIWD / MAW
	B. Sigfusson	Board Appointee	WIWD
	D. Timmerman (zoom)	Watershed Planner	MECP
	I. Zotter	Manager/GROW Coordinator	WIWD
	K. Christensen	Financial Administrator	WIWD
REGRETS:			
	G. Sigfusson	Director	Swan Creek Sub District
WRITTEN BY:			
	K. Christensen	Financial Administrator	WIWD

ITEM		ACTION BY
1.0	<p>Call To Order</p> <p>T. Nevakshonoff called the meeting to order at 9:06 a.m.</p>	
2.0	<p>Approval of Agenda</p> <p>416-23: J. Cruise – M. McLelland BE IT RESOLVED THAT the Board approved the agenda as presented with the addition of 3.1 Introduction and 8.12 Member Remuneration.</p>	CARRIED
3.0	<p>Approval of Minutes</p> <p>417-23: B. Sigfusson – B. Fleury BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #48-23, November 16, 2023.</p>	CARRIED
3.1	<p>Introductions</p> <p>Round of introductions of all members and staff.</p>	
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 November 1st to November 30th, 2023; Bank Account Transactions Report from November 14th, 2023 to December 19th, 2023; CIBC Credit Card Details from September 22nd, 2023 to October 21st, 2023; Collabria Credit Card Details from September 30th, 2023 to October 29th, 2023; Comparative Income Statement April 1st, 2023 – December 19th, 2023.</p> <p>418-23: J. Stefanson – C. Howse BE IT RESOLVED THAT the Board approved the expenses of November 14th, 2023 to December 19th, 2023 of \$115,729.41 (cheques # 1305-1331); Access Credit Union Statement of Accounts November 1st to November 30th, 2023; Bank Account Transactions Report from November 14th, 2023 to December 19th, 2023; CIBC Credit Card Details from September 22nd, 2023 to October 21st, 2023; Collabria Credit Card Details from September 30th, 2023 to October 29th, 2023; Comparative Income Statement April 1st, 2023 – December 19th, 2023.</p>	CARRIED

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5.0	Reports	
5.1	<p>Financial Administrator Report</p> <p>Payroll</p> <ul style="list-style-type: none"> ➤ The payroll schedule will be changing in the new year, resulting in payroll being completed the Friday following the end of a pay period. Currently, payroll is completed on the last day of the pay period, which allows for error in timesheets and payroll if an employee has to leave work early or stay late for unexpected reasons. The change over will result in employees going one extra week without a pay-cheque for the first pay period/payroll, all 3 staff are in agreeance of the change. ➤ MEBP- Disability contributions will be lowered from 1.7% to 1.6% in January 2024, this will result in a \$3.12 saving per pay roll, based off current wages. ➤ MEBP year-end reports are due January 12th, 2024. <p>Financials</p> <ul style="list-style-type: none"> ➤ Q3 Financial Report is due on January 15th, 2024. <p>Admin</p> <ul style="list-style-type: none"> ➤ Sent out email to members attending MAW Conference – agenda, details pertaining to hotel rooms, meals, etc. ➤ Changed and confirmed hotel rooms, some members needed a room for the Sunday night, had to change names on rooms to accommodate. ➤ Wrote mtg minutes for the Executive mtg 48-23, November 16th; Narcisse DU mtg, November 21st ➤ Update member contact list. ➤ Prepared packages for the Executive meeting. ➤ Created Christmas Greetings, mailed to members and Municipalities. ➤ Contacted members regarding the cancellation of the WIWD Boundary Expansion meeting that was scheduled for December 14th. <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ Collected applications from the RM's ➤ Deposited payments received with applications that were at the RM offices. ➤ Sent reminder email to applicants to remit payment for their orders. <p>GROW</p> <ul style="list-style-type: none"> ➤ Processed GROW project payments to landowners. ➤ Project site checks and soil sampling with D. Kaartinen. ➤ Wrote meeting minutes for the November 20th and December 11th meeting. ➤ Worked with I. Zotter on the budget for the 2024-2026 proposal, proof read the final copy of proposal. <p>Fish & Wildlife Enhancement Fund (FWEF)</p> <ul style="list-style-type: none"> ➤ Proposals were submitted for the “Aquatic Ecosystem Restoration on Mercer Creek” and the “Restoration of Fish Passage in the Sheringham Drain” projects. Will receive approval notification in the coming months. <p>Resilient Agricultural Landscape Program (RALP)</p> <ul style="list-style-type: none"> ➤ Worked with D. Kaartinen on the “Exclusion Fencing in the West Interlake Watershed District to Enhance and Restore Riparian Areas - 2024” and “Agroforestry Establishment in the West Interlake Watershed District 2024” proposals. <p>Meetings</p> <ul style="list-style-type: none"> ➤ WIWD Annual General Meeting held in Eriksdale – November 16th ➤ Swan Creek Sub-district meeting (to hold elections) held at the WIWD office @ 12:00 p.m. – November 21st ➤ Narcisse DU meeting held at the Lundar Ag Building @ 1:00 p.m. – November 21st 	

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	<ul style="list-style-type: none"> ➤ Local GROW Committee meeting – November 20th ➤ MEBP Administration webinar – November 23rd ➤ Manager/GROW Coordinator meeting to review GROW proposals amongst Districts – November 23rd ➤ Community Futures – Board Governance Workshop held at the Lundar Luthern Church @ 7:00 p.m. – November 23rd ➤ MAW Conference – December 4th, 5th, & 6th ➤ GROW committee meeting – December 11th ➤ MEBP Year End Training webinar – December 12th ➤ GROW Coordinators meeting – December 13th <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: Interlake Wellness Center and Lake Francis Community Centre. Quote requests have been sent to three (3) contractors. A work order to seal a well for the Interlake Wellness Center was assigned to A.M. Bruce Drilling for Lake Francis Community Centre, to Interlake Water Supply Co. Lake Francis Community Center asks to stop the work order as they are exploring other options, potentially upgrading casings instead. ➤ Followed up on the wells in progress: one well was sealed in 2022 but has not been paid. Waiting for the invoice. ➤ RALP Program: 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. Both Permit have been received. A Request to submit a quote to construct two low-flow crossings was sent to two contractors. The due date to submit a quote is January 15, 2024. Anticipating to begin construction next spring. <p style="text-align: center;"><u>Funding</u></p> <ul style="list-style-type: none"> ➤ Submitted applications to ECO Canada to host under: Digital Skills for Youth Program (DSY), Environment Employability Pathways (EEP) and Science Horizons Youth Internship Program (SHI). We are on the Waiting List to host EEP and SHI. Requested amounts: \$18,000.00; \$12,000.00; \$25,000.00 ➤ Submitted full proposal to GROW Trust, requested amount - \$1,880,754.00 ➤ Submitted Proposal for Grasslands and Grazing Management under RALP for the project: “Cultivating Environmental Resilience through Perennial Forage Establishment” – requested amount \$100,000.00. ➤ Submitted a request for funding through Grants and Contributions Online Services (GCOS) for Canada Summer Job (CSJ). <p style="text-align: center;"><u>NWIWMP</u></p> <ul style="list-style-type: none"> ➤ 40 surveys were submitted. M. McLelland came for 2 days and helped process the surveys. <p style="text-align: center;"><u>IRNR</u></p> <ul style="list-style-type: none"> ➤ Contacted Stewart Sabiston on November 30th and received a reply that the local Council of Homebrook-Peonan Point would like to discuss the draft arrangement before they commit. Stewart asked for a brief pre-meeting involving his team, Dale, and myself before he would coordinate a meeting with the local Council. Waiting for Stewart’s reply identifying a date for the meeting. 	

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	<p><u>Workshops/Conferences</u></p> <ul style="list-style-type: none"> ➤ Attended Manitoba Association of Watersheds (MAW) conference (Dec 4-6). Coordinate travel and accommodation arrangements for WIWD members. ➤ Attended Manitoba Beef and Forage Initiative Conference (Dec 12-13). Coordinate travel and accommodation arrangements for WIWD members. ➤ Attended Community Futures – Board Governance Workshop held at the Lundar Lutheran Church on November 23rd <p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> ➤ Staff Meetings ➤ Organized the GROW Committee Meeting on November 20th, 2023: Prepared agenda and supporting documentation. ➤ Organized the Swan Creek Sub District Meeting on November 21, 2023 : Prepared Agenda and all supporting documentation. ➤ Managers meeting on November 23: discussion on upcoming GROW Proposals ➤ Managers Meeting during MAW Conference: discussion on the MAW conference. Next managers meeting scheduled on Feb 29-March 1. ➤ Organized a meeting on November 21st, 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 ➤ Organized the Executive Board Meeting. Prepared Agenda and all supporting documentation. ➤ Organized the GROW Committee Meeting on December 11th, 2023: composing agenda, preparing supporting documentation, printing and preparing packages. <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. ➤ Communication with Board Members ➤ Communication with Municipal Officials ➤ Organized a meeting on December 14 to support collaborative discussion among all municipalities. The Meeting was rescheduled for January 4. <p style="text-align: center;"><u>Social Media</u></p> <ul style="list-style-type: none"> ➤ Created content for social media. ➤ Postings on Facebook ➤ Integrating Facebook and other social media platforms. ➤ Communication with G. Morden. Installed authenticator. Accessed One Drive account and updated financial information. ➤ Second intake for RALP: “Carbon Sequestration & Grassland Resilience” has been announced on December 18th. Email was sent to 50+ producers, posted on Facebook. The Guide is available at the office. ➤ Promoted Watershed Programs (PWCP and GROW). <p style="text-align: center;"><u>GROW Program</u></p> <ul style="list-style-type: none"> ➤ The GROW Program continue accepting new applications. One application for the Alternative Watering System approved during last GROW Meeting. Agreement, schedule A and C were sent to the applicant. ➤ Processed documentation submitted by the applicants for the Project establishment (9 claims), calculated the submitted project cost, prepared all documentation in order to issue a payment, recorded data. ➤ Prepared packages containing cheques, copies of the agreement, and payment calculations to be mailed to the applicants. Recorded data. 	
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	<ul style="list-style-type: none"> ➤ Continuing to communicate with remaining 21 applicants (via emails & phone calls) in order to monitor the ongoing projects (41 locations). Up to date: <ul style="list-style-type: none"> ○ Updating Schedule A for 3 producers for projects on 12 locations. ○ Agreements sent to 11 applicants (16 locations) waiting to be signed ○ Agreements (including all schedules) are signed with 7 producers (13 locations), waiting for the invoices • Projected total cost: \$ 399,125.00 • Remaining Projected GROW Payment - \$209,485 • 55 claims (increase of 12) for 97 (increase of 24) locations have been processed to date. GROW Payment issued for the amount of \$346,669.45 (increase of \$107,353.14) <ul style="list-style-type: none"> ➤ Perennial Forages: 3156.1(increase of 168.5) acres; \$141,072.69 ➤ Cover Crops: 1105 (increase of 1078) acres; \$125,543.50 ➤ Watering Systems: 8(increase 3) AWS; \$79,567.38 ➤ Cross Fencing: 0.27 miles; \$485.88 • 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 December 21st, 2023: \$679,756.74 ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$467,005.26 ➤ GROW Funds allocated towards approved projects - \$209,486.75 ➤ GROW Funds remaining and available for future projects (until March 31, 2025) - \$257,518.51 	
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). (100+ created thus far) 4. Wetland & Riparian Projections for '24 5. GROW coord meeting; Prairie Precision Sustainability Network 6. Contacted Diana Perez requesting a tutorial update for the GROW database – still no update on their end. • 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; 175+ 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"> ▪ MAW has begun payouts based upon the partial funds received from AAFC 	

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	<p>11. Submission of monthly report for PWCP; to MAW</p> <p>12. In contact with Brett regarding any questions</p> <p>13. Contacting producers regarding invoice submission, before/after photos, project status</p> <p>14. Complete revisions on proposal submissions where required</p> <p>15. Creating agreements for each approved proposal, and forwarding alongside AGR-1 forms to be filled. Currently 20+ agreements created.</p> <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, 15 dropped out due to inability to complete, multiple applicants reduced projected acres, 12 wait listed applications. ▪ Cumulative values within current PWCP applications: Cover Crops – 3555 acres Rotational Grazing – 56.10 miles of crossfencing Nitrogen Management – 22078 acres <ul style="list-style-type: none"> • 2 Billion Trees <ol style="list-style-type: none"> 1. Spoke with Tomas Sokolon & Blair English for a couple hours during the MAW Conference regarding 2BT, the changes at their office, and program expectations. 2. Our current practices for collecting information, assessing & overcoming site limiting factors, species suggestions, site monitoring standards and budgeting easily meet 2BT standards. 3. Re-evaluated species on sites based upon limitations 2BT has with variety during their spring '24 seedling order. Expressed changes I would like to see in this regard for '25 planting year, which were deemed acceptable. Tomas and I had another meeting to confirm seedling orders for the '24 spring planting season. 4. Additional applicant added to the project list (4 applicants total now) for spring '24 planting. Seedlings will be delivered in spring at a drop off point that WD's will meet at; likely EIWD as of right now. • RALP <ol style="list-style-type: none"> 1. Creation & Submission of Agroforestry Proposal (Shelterbelts) '24 <ul style="list-style-type: none"> ▪ Projected 5 acres of shelterbelt 2. Creation & Submission of Riparian Area Enhancement '24 <ul style="list-style-type: none"> ▪ Projected 8km of riparian exclusion fenceline; 3 AWS systems 3. Site Inspection – SVK Building Riparian Exclusion Fence '23 (Project Complete) <ul style="list-style-type: none"> ▪ 2.93km of riparian exclusion fenceline – assessment & GPS coordinates • WIWD <ol style="list-style-type: none"> 1. Submitted a proposal with the European Space Agency (ESA) regarding a sponsorship for the use of their “Network of Resources” (NoR) – Application was approved by the ESA; granted access to their network for 1 year and approx. \$1,500CAD in program credits. 2. MAW conference; presentations & networking – Spoke with AWES/2BT at length 3. Website updates. 	
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5.5	<p>Chairperson Report</p> <p>T. Nevakshonoff gave a verbal report.</p> <p>“Went on a tour last week with J. Cruise, I. Johnson, J. Schultz and P. Hummeny, to look at cell 1 of the Narcisse Project. There had been suggestions that illegal drainage had taken place. We toured the north side of cell 1, only drain coming into the structure was a control structure that was established in initial creation of the project to prevent back flooding. The culvert has been removed from this structure and is now laying in the bush. The only person that has an interest in this would be J. Schultz, and he was oaky with not having the culvert put back in. It is assumed the culvert was removed do to beaver blockages, and the issue would more then likely arise again if the culvert was put back in. There had also been some cat work done out there to the east, it was a fire guard put up by Natural Resources. If someone were not to know it was a fire guard, it would like drainage work was done.</p> <p>There were a number of suggestions put forward by I. Johnson, on possible solutions that could be done. I had summarized all the notes and emailed to Irina, but as stated, she was not able to open the attachment to print copies for the meeting. We will get this sorted out and circulate it amongst all executive members at a later date.</p> <p>I have been working with Brian on this, and would like to thank Brian for all his work. He has been very diligent working with Highways to get something done.”</p> <p>There was discussion on the Letter that had been drafted and sent to D. Johnson in August, I. Zotter has been in contact with D. Johnsons office to find out if the letter had been received.</p> <p>There was discussion on why the WIWD is still active in this project. Some members had the understanding that the WIWD was only to facilitate a meeting or two to get all the parties involved, as drainage is not part of the WIWD mandate. T. Nevakshonoff reassured the executive board that the WIWD would not incur any major costs associated with the Narcisse DU project, only the minimal costs of facilitating meetings, such as hall rentals and meals.</p>	
5.6	<p>MAW Rep Report</p> <ul style="list-style-type: none"> ➤ Attended the MAW conference in Brandon. <p>Would like to know what other’s thought of the conference. L. Nichol (MAW director) said the 2022 conference received a lot of positive feedback towards districts presenting and sharing their stories.</p> <p>There was discussion amongst members who attended the conference. There was varying opinions. Some members really enjoyed hearing other districts stories, both their successes and challenges. While some felt there should be more outside speakers from different organizations.</p> <ul style="list-style-type: none"> ➤ The MAW executive board held a meeting at the conference to discuss hiring issues. The MAW staff is supposed to be at 9 employees, but are having trouble retaining staff. The 2 major issues are the positions are only term positions, and the wages aren’t competitive enough. <p>J. Cruise noted that these two issues will have to be taken into consideration during the WIWD hiring process that will take place in the new year.</p>	
5.7	<p>HR Report</p> <p>I. Zotter and K. Christensen were asked to leave the room.</p>	

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	<p><u>419-23: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the Board moved to go In-Camera for discussion at 11:26 a.m.</p> <p><u>420-23: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the Board moved to go Out-of-Camera at 11:28 a.m.</p> <p>I. Zotter and K. Christensen re-joined the meeting.</p>	<p>CARRIED</p> <p>CARRIED</p>
5.8	<p>Watershed Planner Report</p> <p>D. Timmerman gave a verbal report over zoom.</p> <p>D. Timmerman strongly encouraged the board and staff to hold more workshops in the near future to raise awareness of the programming and all that the WIWD has to offer.</p> <p>D. Timmerman suggested to do a quick overview of programs for new members who have joined the Executive Board.</p> <p>Discussion among members on current programming. Discussion on whether current programs can benefit producers in Grahamdale that will be affected by the Lake St.Martin outlet channel, as a lot of wetland areas will be lost. I. Zotter stated that the WIWD is unable to partner with individuals or organizations on projects that are mandated from the province or through legislation to be done. Representatives speak at the the RM of Grahamdale council meetings to provide updates on the status of the Lake St. Martin channel, some members mentioned that it would be beneficial for the WIWD executive board to meet with the representatives as the Outlet channel will greatly affect the district.</p> <p>There was discussion on the current status of Peonan Point joining the WIWD. I. Zotter will be meeting with representatives from IRNR to discuss.</p>	
6.0	Sub District Recommendations	
7.0	Old Business	
7.0	<p>Narcisse DU Project</p> <p>Meeting notes from the November 21st, 2023 meeting were written by K. Christensen and provided in the meeting package.</p> <p>The Narcisse DU project was discussed during the Chairperson report.</p>	
7.1	<p>WIWD Expansion</p> <p>A meeting between all partnering RM's, the RM of Portage La Prairie and the WIWD executive board was supposed to take place on December 14th, 2023, it was cancelled and rescheduled for January 4th, 2024.</p> <p>I. Zotter asked D. Timmerman why the WIWD had not received an updated table of the new proposed levies.</p>	
7.2	<p>Policy: Vacation Entitlement</p> <p>MAW has extended their contract with 'People First HR' services. I. Zotter will be reaching out to People First HR before reviewing the policy.</p>	TABLED

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	This topic was tabled till the next regular scheduled executive meeting.	
7.3	<p>Canada Summer Job</p> <p>Intake for the Canada Summer Jobs funding opened on November 20th, 2023 and will close on January 10th, 2024.</p> <p>Application was submitted, asking for 16 weeks of employment (40 hours per week) at a wage of \$16.50. Canada Summer Jobs will only cover minimum wage expenses, the difference will be the responsibility of the district.</p>	
7.4	<p>ECO Canada</p> <p>I. Zotter submitted applications for the following 3 funding streams:</p> <ul style="list-style-type: none"> • Digital Skills for Youth program – <i>waiting for response</i> • Environmental Employability Pathways Program – <i>received reply, put on waiting list</i> • Science Horizons Youth Internship Program – <i>received reply, put on waiting list</i> 	
7.5	<p>MAW Conference and MFI Conference</p> <p>The Manitoba Association of Watersheds annual conference was held December 4th – 6th, 2023. There were 8 WIWD members and 3 staff members in attendance.</p> <p>421-23: J. Cruise – M. McLelland BE IT RESOLVED THAT the Board approved the expenses for the MAW conference.</p>	CARRIED
7.6	<p>Christmas Break</p> <p>It was discussed at the November 16, 2023 Executive meeting that staff would receive 1 (one) paid day off on December 27, 2023.</p> <p>422-23: B. Fleury – M. McLelland BE IT RESOLVED THAT the Board approved to gift WIWD staff members 1 (one) paid day off on December 27th, 2023. The WIWD office will be closed from December 23rd, 2023 – January 2nd, 2024.</p>	CARRIED
8.0	New Business	
8.1	<p>Eriksdale Beef and Forage Day 2024</p> <p>The WIWD received a request to sponsor a portion of the lunch costs at the Beef and Forage Days being held in Eriksdale on January 11th, 2024. C. Jack from Manitoba Agriculture said they would be grateful for a \$200.00 sponsorship, but any monetary amount would be appreciated. The sponsors will get recognition and display booth spot at the event.</p> <p>423-23: J. Stefanson – B. Sigfusson BE IT RESOLVED THAT the Board approved to sponsor Manitoba Agriculture for the Beef and Forage Days to be held in Eriksdale on January 11th, 2024 in the amount of \$200.00.</p>	CARRIED

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8.2	<p>Sustainable Development Goals (SDG) Funding Program</p> <p>I. Zotter will be looking into the funding option further.</p>	
8.3	<p>RALP Proposals for Funding</p> <p>Staff submitted 3 proposals on December 14th, 2023 under the Resilient Agricultural Landscape Program:</p> <ul style="list-style-type: none"> • <i>Agroforestry Establishment in the West Interlake Watershed District 2024</i> for the amount of \$20,000.00 • <i>Exclusion Fencing in the West Interlake Watershed District to Enhance and Restore Riparian Areas – 2024</i> in the amount of \$100,000.00 • <i>Cultivating Environmental Resilience through Perennial Forage Establishment.</i> In the amount of \$100,000.00 <p>Copies of the application were provided in the meeting package.</p>	
8.4	<p>Homebrook – Peonan Point</p> <p>I. Zotter will be meeting with IRNR at a later date to discuss the partnership further.</p>	
8.5	<p>Credit Card Approval Allowance</p> <p>Discussion on the spending limit for the manager.</p> <p>424-23: J. Cruise – B. Fleury BE IT RESOLVED THAT the Board approves the second credit card being issued to I. Zotter to have a \$10,000.00 limit. The Manager, I. Zotter, has a spending limit of \$5,000.00 without requiring a resolution.</p>	CARRIED
8.6	<p>Appointee to the GROW Committee</p> <p>As N. Brandstrom has stepped down from the WIWD, there is now a vacant spot on the Local GROW Committee (LGC). G. Metner, Dog Lake Sub-district member, expressed interest in joining the LGC. The LGC put forward a recommendation to appoint G. Metner to the LGC.</p> <p>425-23: J. Cruise – J. Stefanson BE IT RESOLVED THAT the Board approves to appoint G. Metner to the LGC, for the period of December 2023 – January 2025.</p>	CARRIED
8.7	<p>MAW Appointee</p> <p>426-23: M. McLelland – B. Fleury BE IT RESOLVED THAT the Board elected J. Cruise as the Manitoba Association of Watersheds representative from the West Interlake Watershed District for a 1-year term (new appointment will be made at the first executive meeting following the AGM).</p>	CARRIED
8.8	<p>Promotional Items</p> <p>Discussion on what promotional items should be purchased. Some recommendations were rain gauges, pens, re-useable shopping bags. Another suggestion was to purchase jackets and sell at cost, either only for board members or also to the public. Staff are to look into options, and find pricing.</p>	

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	<p><u>427-23: J. Cruise – J. Stefanson</u> BE IT RESOLVED THAT the Board approved a \$5,000.00 budget for promotional items.</p>	CARRIED
8.9	<p>Signing Authorities</p> <p>Discussion on whether another member would need to be added to the WIWD signing authority after removing N. Brandstrom. It was decided that the current 2 members, M. McLelland and J. Stefanson, along with the manager and financial administrator were enough members to meet the needs of signing requirements at this time.</p> <p><u>428-23: J. Cruise – M. McLelland</u> BE IT RESOLVED THAT the Board approves to remove Niel Brandstrom from signing authority for the WIWD, including signing authority for banking with Access Credit Union and CIBC.</p>	CARRIED
8.10	<p>Overtime</p> <p>Due to the current status of being understaffed, staff are having to work overtime to carry out tasks. I. Zotter requested to have guideline to overtime hours, such as how many overtime hours a week can be worked, how many hours of overtime can be banked, and who is to approve the overtime.</p> <p>The Board discussed that there needs to be a set amount of overtime hours staff can work before requiring approval from the board, to allow all staff and board members a clear understanding of what is being asked and carried out.</p> <p><u>429-23: J. Cruise – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved staff to work 10 hours of overtime per week without pre-approval, effective till year end (March 31st, 2024) at which time the situation will be re-evaluated. Anything over the 10 hours per week will require approval; Manager, I. Zotter, to approve employees overtime hours beyond the 10 hours per week, and Vice-Chair, M. McLelland, to approve the managers overtime hours beyond 10 hours per week.</p>	CARRIED
8.11	<p>Office Chairs</p> <p>Staff will be needing new office chairs in the near future. Ergonomic chairs can be up to \$1,000.00.</p> <p>The board discussed that staff are to look into options for chairs and get pricing. Budget will be \$1,000.00 per chair. Staff are to bring prices to the next executive meeting.</p>	
8.12	<p>Remuneration</p> <p>There were questions regarding reporting remuneration hours and mileage, as the Financial Administrator is recording members time and mileage, how and when do members claim for duties performed outside of regular meeting times.</p> <p>The board discussed that if a member is asked to something, then they should claim their time and mileage. This can be done by reporting it to the Financial Administrator to be included in the remuneration claims that are paid out quarterly.</p> <p>Time and mileage spent on the DU Narcisse project by members will be donated and not claimed for on their remuneration forms.</p> <p>The current meal rates (breakfast \$10.00, lunch \$20.00, supper \$25.00) were discussed as they do not cover the cost of meals. I. Zotter stated that as an</p>	

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	<p>organization we should be promoting healthy choices, and the current rates do not come close to covering the cost of a healthy meal.</p> <p>430-23: M. McLelland B. Sigfusson BE IT RESOLVED THAT the Board approves to raise the meal rates to the following: Breakfast: \$15.00 Lunch: \$25.00 Supper: \$35.00 All remuneration claim forms to be completed by the Financial Administrator and approved by the WIWD chair or vice-chair.</p>	CARRIED
9.0	<p>In-Camera Discussion N / A</p>	
10.0	<p>Correspondence</p> <ul style="list-style-type: none"> ➤ I. Zotter spoke to the Sub-division process. ➤ Water Availability and Drought Conditions Report-October 2023 (discussion that all members should be subscribed to the MB news releases) ➤ Grant Station Membership ➤ Crop Connect Conference-Wednesday February 14, 2024 ➤ Saskatchewan Association of Watersheds-December Newsletter ➤ Sustainability of Canadian Agriculture 2024 Virtual Conference-March 12th, 13th, & 14th, 2024 ➤ WHIMIS Online Certification, \$14.95 per person – (discussion that the WIWD will pay for all staff to take the WHIMIS course) ➤ Covers & Co. 2024 seed price list is out – December 1st, 2023 was the cutoff date for the fall discount. 	
11.0	<p>Review of Action Items</p> <ul style="list-style-type: none"> • Manager to get someone in to clean the ducts • Board members who attended the MAW conference to give feedback: Comments/concerns • Manager to speak to G. Morden about laptop • Manager will post vague post on social media that the WIWD will expanding their team. Will create a job description and circulate amongst board members for review. • Manager to follow up on the letter that was sent to D. Johnson’s office. • Plan a meeting with the planning committee for the Lake St. Martin Outlet Channel. • Manager to contact ‘People First HR’ to speak about policies, and current labour laws on banked hours. • Staff to look up promotional items, and get pricing. 	
12.0	<p>NEXT MEETING:</p> <p>January 18th, 2024 1:00 p.m. WIWD Office</p>	
13.0	<p>ADJOURNMENT</p> <p>431-23: B. Sigfusson BE IT RESOLVED THAT we adjourn at 1:49 p.m.</p>	CARRIED

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	<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>_____</p> <p>Tom Nevakshonoff, Chairperson WIWD</p> <p>_____</p> <p>Irina Zotter, Manager / GROW Coordinator WIWD</p>	