

## MINUTES OF MEETING NO.50-24

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 LOCATION WIWD Office DATE January 18 ,2024

PRESENT: M. McLelland Board Appointee/Vice Chair WIWD  
 D. Germain Director Dog Lake Sub District  
 S. Hofer Vice-Director Swan Creek 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  
 E. Zotter Member Shoal Lake Sub District  
 I. Zotter Manager/GROW Coordinator WIWD  
 K. Christensen Financial Administrator WIWD

REGRETS: T. Nevakshonoff Chairperson Swan Creek Sub District  
 G. Sigfusson Director Swan Creek Sub District  
 D. Timmerman (zoom) Watershed Planner MECP

WRITTEN BY: I. Zotter Manager / GROW Coordinator WIWD

ITEM		ACTION BY
1.0	<p><b>Call To Order</b></p> <p>M. McLelland called the meeting to order at 1:00 p.m.</p>	
2.0	<p><b>Approval of Agenda</b></p> <p><b><u>432-24: J. Cruise – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved the agenda as presented.</p>	<b>CARRIED</b>
3.0	<p><b>Approval of Minutes</b></p> <p><b><u>433-24: J. Cruise – B. Fleury</u></b>  <b>BE IT RESOLVED THAT</b> the Board adopted the minutes of the Executive Board Meeting #49-23, December 21<sup>st</sup>, 2023 as presented.</p>	<b>CARRIED</b>
4.0	<p><b>Financial Report</b></p>	
4.1	<p><b>Bank Activity</b></p> <p>K. Christensen presented the financial report:</p> <p>Access Credit Union Statement of Accounts from December 1<sup>st</sup> to December 31<sup>st</sup>, 2023; Bank Account Transactions Report from December 20<sup>th</sup>, 2023 to January 15<sup>th</sup>, 2024; CIBC Credit Card Details from October 22<sup>nd</sup>, 2023 to November 21<sup>st</sup>, 2023; Collabria Credit Card Details from October 30<sup>th</sup>, 2023 to November 28<sup>th</sup>, 2023; Expenditures to Date – April 1<sup>st</sup>, 2023 to December 21<sup>st</sup>, 2023; Comparative Income Statement April 1<sup>st</sup>, 2023 – January 15<sup>th</sup>, 2024.</p> <p><b><u>434-24: J. Cruise – J. Stefanson</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved the expenses of December 20<sup>th</sup>, 2023 to January 15<sup>th</sup>, 2024 of \$27,569.05 (cheques # 1332-1340, #1341-VOIDED, #1342-1374); Access Credit Union Statement of Accounts December 1<sup>st</sup> to December 31<sup>st</sup>, 2023; Bank Account Transactions Report from December 20<sup>th</sup>, 2023 to January 15<sup>th</sup>, 2024; CIBC Credit Card Details from October 22<sup>nd</sup>, 2023 to November 21<sup>st</sup>, 2023; Collabria Credit Card Details from October 30<sup>th</sup>, 2023 to November 28<sup>th</sup>, 2023; Expenditure to Date – April 1<sup>st</sup>, 2023 to December 31<sup>st</sup>, 2023; Comparative Income Statement April 1<sup>st</sup>, 2023 – January 15<sup>th</sup>, 2024.</p>	<b>CARRIED</b>

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<b>5.0</b>	<b>Reports</b>	
<b>5.1</b>	<p><b>Financial Administrator Report</b></p> <p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>➤ Completed and submitted MEBP year-end reports. Received MEBP pension adjustments back already, can now complete T4's for staff. T4's and T4A's must be submitted by February 28<sup>th</sup>, 2024. Any member who earned over \$500.00 in hourly remuneration will be issued a T4A.</li> <li>➤ Adjusted timesheet templates, creating one large excel file that contains a timesheet for each payroll with a summary sheet at the end to help with reporting to external funders.</li> </ul> <p><b>Financials</b></p> <ul style="list-style-type: none"> <li>➤ Remuneration claims for members.</li> <li>➤ Q3 Financial Report was due on January 15<sup>th</sup>, 2024, completed and submitted.</li> <li>➤ Started working on the 2024-2025 budget – Interim budget is due February 18<sup>th</sup>, 2024</li> </ul> <p><b>Admin</b></p> <ul style="list-style-type: none"> <li>➤ Wrote mtg minutes for: Executive mtg #49-23, December 21<sup>st</sup></li> <li>➤ Prepared packages for the Executive meeting.</li> </ul> <p><b>Community Tree Nursery Program</b></p> <ul style="list-style-type: none"> <li>➤ Collected last few payments owing from applicants.</li> <li>➤ Program info, including sub-district totals, applicant paid portion, and WIWD paid portion, will be included in the meeting package.</li> </ul> <p><b>Fish &amp; Wildlife Enhancement Fund (FWEF)</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>➤ Admin mtg (zoom) – January 3<sup>rd</sup>, 2024 (in person mtg planned for May 23<sup>rd</sup> &amp; 24<sup>th</sup> in Gimli)</li> <li>➤ WIWD Expansion mtg – January 4<sup>th</sup>, 2024</li> <li>➤ GROW Coordinators mtg (zoom)– January 10<sup>th</sup> ,2024</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>➤ Phone calls/meeting with producers regarding current and future applications.</li> <li>➤ WIWD monthly newsletter.</li> </ul>	
<b>5.2</b>	<p><b>Managers / GROW Coordinator Report</b></p> <p style="text-align: center;"><b><u>Project Updates</u></b></p> <ul style="list-style-type: none"> <li>➤ Contacted contractors and sent a request to submit quotes to install crossings at Wagon Creek and Burnt Lake Drains. Communication with contractors. Quotes have been obtained.</li> <li>➤ Follow-ups on Projects with existing applicants (GROW)</li> <li>➤ Distributed the Report, submitted by T. Nevakshonoff, among the producers and parties involved: mailed and emailed</li> <li>➤ Contacted D. Johnson office, resend the Letter and sent reports pertaining to Narcisse DUC Project</li> </ul> <p style="text-align: center;"><b><u>Funding</u></b></p>	

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	<ul style="list-style-type: none"> <li>➤ Received confirmation from ECO-Canada for preapproved funding of \$18,000 through the Digital Skills for Youth Program. Currently in communication with the funder to verify the terms.</li> <li>➤ Participated in the Lake Winnipeg Basin Program discussion. Exploring sources to fund the Aquanty Project.</li> <li>➤ Exploring the Adaptation in Action Program through ClimateWest to fund the Aquanty Project.</li> </ul> <p style="text-align: center;"><b><u>NWIWMP</u></b></p> <ul style="list-style-type: none"> <li>➤ Submitted survey results to Dale</li> </ul> <p style="text-align: center;"><b><u>IRNR</u></b></p> <ul style="list-style-type: none"> <li>➤ 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. Followed up on Dec 1, Dec 8, and Jan 5. Organized Meeting on January 12, 2024. Meeting with local Council of Homebrook Peonan Point tentatively scheduled for January 29, 2024 at 7:00 p.m.</li> </ul> <p style="text-align: center;"><b><u>Workshops/Conferences</u></b></p> <ul style="list-style-type: none"> <li>➤ Attended workshop for Canada Summer Job on January 4, 2024 via online</li> <li>➤ Attended workshop “Gearing Up Your Grant Strategies for 2024” through Grant Station on January 16<sup>th</sup>, 2024</li> </ul> <p style="text-align: center;"><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>➤ Meeting with provincial and municipal representatives on January 4, 2024 at St. Laurent.</li> <li>➤ GROW Coordinators Meeting on January 10<sup>th</sup>, 2024</li> <li>➤ Attended Manager’s Meeting on January 11, 2024</li> <li>➤ Meeting with Stewart Sabiston, Bonny Dumas, and Darren Nicklin on January 12, 2024</li> <li>➤ Meeting with the participants to discuss the Lake Winnipeg Basin Program on January 15<sup>th</sup>, 2024</li> </ul> <p style="text-align: center;"><b><u>WIWD Expansion</u></b></p> <ul style="list-style-type: none"> <li>➤ Communication with April and Dale pertaining to the review of the proposed expansion levy amendments.</li> <li>➤ Communication with Board Members and Municipal Officials</li> <li>➤ Organized a meeting on January 4, 2024 to support collaborative discussion among all municipalities. Placed orders, delivered supplies.</li> <li>➤ Distributed updated Proposal via email</li> </ul> <p style="text-align: center;"><b><u>Social Media</u></b></p> <ul style="list-style-type: none"> <li>➤ Created content for social media with Canva</li> <li>➤ Reactivated SurveyMonkey account</li> <li>➤ Postings on Facebook and Instagram</li> <li>➤ Updated Google Info (hours during Holiday, photos)</li> <li>➤ Promoted Watershed Programs (PWCP and GROW).</li> <li>➤ Posted Job Ad on Facebook, sent to all RMs to post on their websites, and to place in the News Letter of the West Interlake RM</li> </ul> <p style="text-align: center;"><b><u>GROW Program</u></b></p> <ul style="list-style-type: none"> <li>➤ The GROW Program continue accepting new applications. One application for the Alternative Watering System received and waiting the approval.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• The data for three GROW Trust: 2021-2023, 2022-2024, and 2023-2025. Remained the same as of November 20<sup>th</sup>, 2023.           <ul style="list-style-type: none"> <li>➤ GROW Funds allocated for the Project Establishment 2021-2025: <b>\$1,146,762.00</b></li> <li>➤ GROW Funds Paid from April 1,2021-up to December 21st, 2023: <b>\$679,756.74</b></li> <li>➤ GROW Funds available for the expenditure up until March 31, 2025 <b>-\$467,005.26</b></li> <li>➤ GROW Funds allocated towards approved projects - <b>\$209,486.75</b></li> <li>➤ GROW Funds remaining and available for future projects (until March 31, 2025) - <b>\$257,518.51</b></li> </ul> </li> </ul>	
5.3	<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. GROW site map creation (schedule B). (100+ created thus far)</li> <li>2. Wetland &amp; Riparian Producer List; Begin referencing ESA data</li> <li>3. GROW coord meeting; General Forum</li> <li>4. Met with LO's regarding GROW/PWCP/RALP/SAM interest</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 additional proposals</li> <li>3. Identified feature type, BMP's, establishment cost(s)</li> <li>4. In the process of creating maps; 180+ complete</li> <li>5. Summarized invoice eligibility for retroactive and current projects</li> <li>6. Calculated projected PWCP reimbursement per project</li> <li>7. Continued creating project descriptions for the P.Ag review</li> <li>8. Continued creating "Grazing Plans" for Rotational Grazing submissions for P.Ag review</li> <li>9. Creating Soil Landscape Coding document for each project</li> <li>10. Bi-weekly PWCP meetings with Brett (MAW)           <ul style="list-style-type: none"> <li>▪ Friday, January 19<sup>th</sup> meeting cancelled</li> </ul> </li> <li>11. Submission of monthly report for PWCP; to MAW</li> <li>12. In contact with Brett regarding any questions</li> <li>13. Contacting producers regarding invoice submission, before/after photos, project status</li> <li>14. Complete revisions on proposal submissions where required</li> <li>15. Creating agreements for each approved proposal, and forwarding alongside AGR-1 forms to be filled. Currently 20+ agreements created.           <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Over 160 LGC approved applications, 17 dropped out due to inability to complete, multiple applicants reduced projected acres, 11 projects to be approved next LGC meeting.</li> <li>▪ Cumulative values within current PWCP applications:               <ul style="list-style-type: none"> <li>Cover Crops – 3630 acres</li> <li>Rotational Grazing – 57.59 miles of crossfencing</li> <li>Nitrogen Management – 23269 acres</li> </ul> </li> </ul> </li> </ol> </li>   <li>• <b>2 Billion Trees</b></li> </ul>	

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		<ol style="list-style-type: none"> <li>1. Spoke with Tomas regarding seedling availability, and concluded the orders for the spring '24 planting season. 2520 seedlings to be sourced from AWES (2BT).</li> <li>2. Inquired about sourcing hemp mats &amp; appropriately priced biodegradable stakes for competition suppression.</li> </ol> <ul style="list-style-type: none"> <li>• <b>WIWD</b> <ol style="list-style-type: none"> <li>1. Website updates.</li> </ol> </li> </ul>	
5.5	<p><b>Chairperson Report</b></p> <p>N / A</p>		
5.6	<p><b>MAW Rep Report</b></p> <p>N/A</p>		
5.7	<p><b>HR Report</b></p> <p>N / A</p>		
5.8	<p><b>Watershed Planner Report</b></p> <p>Provincial Report for January 2024 was provided in members meeting package, and is on file at the office.</p>		
6.0	<p><b>Sub District Recommendations</b></p> <p>A member drew the board's attention to the upcoming Natural Disaster Seminar in Gimli on February 14, 2024, emphasizing the potential benefits of attending. The Board reviewed the agenda and agreed that a representative of the WIWD should attend the event and provide the report at the next Executive Meeting</p> <p><b><u>435-24: C. Howse – B. Fleury</u></b>  <b>BE IT RESOLVED THAT</b> the Board approved that D. Germain will attend the Natural Disaster Seminar in Gimli on February 14<sup>th</sup>, 2024.</p>	<b>CARRIED</b>	
7.0	<p><b>Old Business</b></p>		
7.0	<p><b>Narcisse DU Project</b></p> <p>The Board discussed the concerns surrounding the Narcisse area project, particularly the potential culvert blocking and its impact on water flows. Emphasis was placed on the WIWD's role as a facilitator, not an endorser or implementer of the project. Some members highlighted the exclusion of certain areas from WIWD jurisdiction and clarified the organization's non-endorsement of the culvert-blocking project. The Board agreed to continue facilitating the project as a mediator to address and resolve related issues.</p> <p>Additionally, the Board discussed an invoice from K. Stadnek, dated January 5, 2024, related to the attendance of two meetings dedicated to the Narcisse Project. Concerns were raised regarding the initial authorization for field books only (resolution #70-20) and the absence of a detailed breakdown.</p> <p>The Manager is tasked with sending a letter to K. Stadnek, outlining a more transparent process for his services and establishing a well-defined invoicing procedure. Under this process, any paid services must undergo pre-approval by the WIWD Board, and a</p>		

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	<p>formal quote should be submitted before approval. The WIWD will subsequently review the quote and make an authorization decision before services are rendered. Invoices should only be submitted for services that have received prior approval, and prompt payment will be issued by the WIWD.</p> <p><b><u>436-24: J. Cruise – B. Sigfusson</u></b>  <b>BE IT RESOLVED THAT</b> the Board approves payment of \$577.50 for the invoice from K. Stadnek on January 5th, 2024.</p>	<b>CARRIED</b>
7.1	<p><b>WIWD Expansion</b></p> <p>The Board was presented with an updated copy of the "WIWD Expansion Proposal" dated January 2024.</p> <p>A board member suggested that the WIWD Board recommend to the GROW Committee to establish the maximum annual amount each producer can receive under the PWCP program. Another board member proposed allocating funding proportionally for each municipality based on their levy and percentage of contribution toward all municipal funding. Some members advocated deferring this decision until later, considering the uncertainty of the expansion's legalization next fiscal year and the amount of external funds to be secured.</p> <p>After the discussion, the Board agreed that the GROW Committee will address this matter at the next meeting and report back to the Executive Board with their recommendations.</p>	
7.2	<p><b>Policy: Vacation Entitlement</b></p> <p>The manager is scheduled to meet with a People First HR representative on January 19, 2024, to discuss the Vacation Entitlement policy and banked overtime hours. Additionally, the manager has proposed the development of a Succession Plan and a Recruitment Plan in the future.</p>	
7.3	<p><b>Canada Summer Job</b></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><b>ECO Canada</b></p> <p>Manager submitted applications for the following 3 funding streams:</p> <ul style="list-style-type: none"> <li>• Digital Skills for Youth program – <i>waiting for response</i></li> <li>• Environmental Employability Pathways Program – <i>received reply, put on waiting list</i></li> <li>• Science Horizons Youth Internship Program – <i>received reply, put on waiting list</i></li> </ul>	
7.5	<p><b>Eriksdale Beef and Forage Day 2024</b></p> <p>The Beef and Forage Days put on by Manitoba Agriculture was scheduled to take place on January 11<sup>th</sup>, 2024 in Eriksdale. The event was cancelled due to weather.</p>	
7.6	<p><b>Homebrook – Peonan Point</b></p> <p>The manager participated in a Zoom meeting with S. Sabiston, Director of the North Central Region, Northern Affairs Branch, Indigenous Reconciliation, and Northern</p>	

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	<p>Relations, along with his team. The discussion centered around whether the WIWD would extend access to all WIWD services and programs to Peonan Point or limit access to only two programs, PWCP and GROW, as outlined in the draft agreement. S. Sebastian provided an example of a similar agreement with another district and expressed that the local council is seeking more information and would like to meet with the WIWD representatives before finalizing the agreement.</p> <p>After careful consideration, the Board concluded that it would be fair to extend all services and programs to the residents of the Homebrook community, Peonan Point. The next local council meeting is scheduled for January 29, 2024, at 7:00 p.m., and J. Cruise and I. Zotter will attend the meeting with a delegation.</p>	
7.7	<p><b>RALP Proposals for Funding</b></p> <p>Two quotes have been obtained for the low-flow crossings installation on the Wagon Creek and Burnt Lake Drain project sites. There was a vast difference in pricing between the two contractors. The Board discussed whether both contractors were quoting for the same scope of work, provided that both project sites fall under Provincial drains, and there is specific legislation to follow. Manager ensured that both contractors were provided with identical information, including all documents pertaining to Permit received from the Province. A suggestion was made to obtain additional quotes and to request more details on the cost breakdown from one of the contractors.</p>	
8.0	<p><b>New Business</b></p>	
8.1	<p><b>Performance Reviews</b></p> <p>The manager's performance review, initially scheduled for three months into the new position        A Board Member designated as the HR contact, suggested that it will be fair to conduct review for all employees under new management.        The following Executive Directors will conduct a performance review on January 31, 2024: M. McLelland, J. Cruise, B. Fleury, B. Sigfusson.</p>	
8.2	<p><b>New Position/Employee</b></p> <p>The WIWD advertised the possibility of hiring soon on social media during December 2023– January 2024. To date two individuals expressed interest, one submitted a formal resume.</p> <p><b><u>437-24: B. Fleury – J. Cruise</u></b>  <b>BE IT RESOLVED THAT</b> the Board moved In-Camera at 3:12 p.m.</p> <p><b><u>438-24: J. Cruise – J. Stefanson</u></b>  <b>BE IT RESOLVED THAT</b> the Board moved Out-of-Camera at 3:25 p.m.</p> <p>The Board discussed the hiring process and decided to advertise the position in the local newspaper. Candidates are prompted to submit their resumes by the end of February, with the interview process scheduled to be completed by the end of March. In the meantime, to alleviate workload from the staff, the Board decided to offer a casual position to the individual who formally submitted their resume.</p> <p>Advertisement for Environmental Assistant/Communications Co-ordinator position to be placed in the Weekly Express and Stonewall Tribune.</p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p>

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<b>8.3</b>	<p><b>Fariford Dam Fishway Project</b></p> <p>An Open House for the Fairford Dam Fishway Project will take place at the Moosehorn Community Hall on January 22, 2024, at 6:00 p.m. The board discussed attendees for this event. C. Howse will represent the RM of Grahamdale. Members attending the event are expected to provide a report summarizing the seminar at the next Executive meeting.</p> <p><b><u>439-24: J. Cruise – B. Fleury</u></b>  <b>BE IT RESOLVED THAT</b> the Board approves that D. Germain and B. Sigfusson will attend the Fairford Dam Fishway Project open house on January 22<sup>nd</sup>, 2024 in Moosehorn.</p>	<b>CARRIED</b>
<b>8.4</b>	<p><b>Budget 2024-2025</b></p> <p>The 2024-2025 Interim budget is due on February 28<sup>th</sup>, 2024.</p> <p>Discussion on current budget for current programing. Staff are to complete budget based off of board recommendations and present at the next meeting for review.</p>	
<b>9.0</b>	<p><b>In-Camera Discussion</b></p> <p>N / A</p>	
<b>10.0</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>➤ Email: Lake Manitoba Engagement Group_Updates re:2023 AIS Monitoring Results –January 8, 2024</li> <li>➤ Email: Launch of AAFC’s BMP Review Process – January 12, 2024</li> <li>➤ Email: Prairie Terrain Mapping Training Overview and Pricing – January 12, 2024</li> <li>➤ Request from the Natural Area Manager with Nature Conservancy of Canada to meet with the WIWD executive board to discuss potential partnerships - January 16, 2024</li> <li>➤ Saskatchewan Association of Watersheds (SAW) newsletter – January 16, 2024</li> <li>➤ Climate West: Adaptation in Action Program – due February 20<sup>th</sup>, 2024</li> </ul>	
<b>11.0</b>	<p><b>Review of Action Items</b></p> <p>Reviewed the status of Action Items from Executive meeting #49-23, December 21<sup>st</sup>, 2023.</p> <p>Action Items for Executive meeting #50-24, January 18<sup>th</sup>, 2024:</p> <ul style="list-style-type: none"> <li>• Manager to speak to Watershed Planner about re-visiting RM levies to inquire whether other districts are experiencing a significant disproportion in contribution among the partner municipalities?</li> <li>• Manager to write a cover letter to Ken Stadnek</li> <li>• LGC to report back to executive board regarding the implementation of setting funding caps or limits for GROW and PWCP funds</li> <li>• Environmental Assistant/Comunnications Co-ordinator position to be advertised in the Express weekly and Stonewall Tribune</li> <li>• Members who are attending the Fairford Dam Fishway Project will write and present a report at the following Executive meeting.</li> <li>• Staff to look into promotional items</li> <li>• Manager to send out correspondence items to Executive members if she feels the board may be interested.</li> </ul>	

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12.0	<b>NEXT MEETING:</b>  <b>February 22<sup>nd</sup>, 2024</b> <b>1:00 p.m.</b> <b>WIWD Office</b>	
13.0	<b>ADJOURNMENT</b>  <u>440-24: B. Sigfusson</u> <b>BE IT RESOLVED THAT</b> we adjourn at 4:13 p.m.	<b>CARRIED</b>
	<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>	
	<hr/> <b>Tom Nevakshonoff, Chairperson WIWD</b>	
	<hr/> <b>Irina Zotter, Manager / GROW Coordinator WIWD</b>	