

MINUTES OF MEETING NO.51-24

NAME Executive Board PAGE Page 1 of 9
 LOCATION WIWD Office DATE February 22, 2024

PRESENT: T. Nevakshonoff Chairperson WIWD
 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
 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: C. Howse Director Lake St. Martin Sub District
 G. Sigfusson Director Swan Creek Sub District
 D. Timmerman Watershed Planner MECP

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 1:03 p.m.</p>	
2.0	<p>Approval of Agenda</p> <p><u>441-24: M. McLelland – B. Sigfusson</u> BE IT RESOLVED THAT the Board approved the agenda as presented.</p>	CARRIED
3.0	<p>Approval of Minutes</p> <p><u>442-24: J. Cruise – D. Germain</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #50-24, January 18th, 2024 as presented.</p>	CARRIED
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 January 1st to January 31st, 2024; Bank Account Transactions Report from January 16th, 2024 to February 16th, 2024; CIBC Credit Card Details from November 22nd, 2023 to December 21st, 2023; Collabria Credit Card Details from November 29th, 2023 to December 29th, 2023; Projected Expenditures April 1st, 2023 to March 31st, 2024; Comparative Income Statement April 1st, 2023 – February 16th, 2024.</p> <p><u>443-24: B. Fleury – J. Stefanson</u> BE IT RESOLVED THAT the Board approved the expenses of January 16th, 2024 to February 16th, 2024 of \$91,106.69 (cheques # 1375-1401); Access Credit Union Statement of Accounts January 1st to January 31st, 2024; Bank Account Transactions Report from January 16th, 2024 to February 16th, 2024; CIBC Credit Card Details from November 22nd, 2023 to December 21st, 2023; Collabria Credit Card Details from November 29th, 2023 to December 28th, 2023; Projected Expenditures April 1st, 2023 to March 31st, 2024; Comparative Income Statement April 1st, 2023 – February 16th, 2024.</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"> ➤ Started T4's and T4A's <p>Financials</p> <ul style="list-style-type: none"> ➤ Completed the 2024-2025 Interim budget – due February 28th, 2024 ➤ Completed the 2023-2024 Projected expenditures: April 1st, 2023 – March 31st, 2024 <p>Admin</p> <ul style="list-style-type: none"> ➤ Wrote mtg minutes for: Executive mtg #50-23, January 18th, 2024; LGC mtg #32-24. January 29th, 2024 ➤ Prepared Levy invoices for the RM's, mailed out on February 15th, 2024. ➤ Orientation with K. Kaartinen. ➤ Prepared packages for the Executive meeting. <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ Finalized all orders, submitted to Sabados Greenhouse. ➤ Prepared and sent invoice to Redboine WD for their applicants participating in the program. <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>Meetings</p> <ul style="list-style-type: none"> ➤ Living Lab – Manitoba (LL-MB) zoom mtg with MAW – January 23rd, 2024 ➤ LL-MB Co-Development Session @ the Lundar Legion – January 25th, 2024 ➤ Local GROW committee mtg January 29th, 2024 ➤ Grant Station webinar on February 13th, 2024 <p>Other</p> <ul style="list-style-type: none"> ➤ Phone calls/meetings with producers regarding current and future applications. ➤ WIWD monthly newsletter.
5.2	Managers / GROW Coordinator Report	<p style="text-align: center;"><u>Project Updates</u></p> <ul style="list-style-type: none"> ➤ Communication with contractors pertaining to quotes to install crossings at Wagon Creek and Burnt Lake Drains. ➤ Follow-ups on Projects with existing applicants (GROW, well sealing) ➤ Initiated communication, negotiated the prices for water samples and set the dates for the Water Days with Horizon Lab. ➤ Sent Letter to K. Stadnek pertaining to Narcisse DUC Project ➤ The communication with Maria Neumann, MHC Grant Associate, involved discussions regarding the Conservation Trust Project and GROW. We obtained the required LOGO files for ordering signs for the Conservation Trust Project. The portal was updated upon request. Additionally, there were communications related to GROW Projects for the years 2021-2023 and 2022-2024. ➤ Processed claims related to GROW, which involved payment calculations, editing tables and mailing contracts and cheques to the applicants. <p style="text-align: center;"><u>Funding</u></p>

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- Received confirmation from ECO-Canada for preapproved funding of 80% wage up to \$18,000 through the Digital Skills for Youth Program, and 50% wage up to \$12,000 through Environmental Employability Pathways (EEP). Communication with Marsha Ord, our grant associate, reveals that we will need to reapply in the new fiscal year. She has assured that there will be no need to wait for approval at that time.
- Participated in the Lake Winnipeg Basin Program discussion. Exploring sources to fund the Aquanty Project.
- Exploring the Adaptation in Action Program through ClimateWest to fund the Aquanty Project.

NWIWMP

- Submitted survey results to Dale

IRNR

- Attended local Council Meeting of Homebrook Peonan Point on January 29, 2024 at 7:00 p.m.
- Edited the IRNR Agreement
- Communication with Stewart Sabiston and his team

Workshops/Conferences

- Winter Habitat and Biodiversity Assessment Tool (HBAT) Webinar Series “Knowledge transfer, communication and practice adoption” on January 24, 2024
- Co-development session with Living Lab Manitoba on January 25, 2024
- Canadian Forage & Grassland Association webinar presenting Dr. Brooke McWherter: “Systems thinking for systematic planning: a tool. An overview of several participatory tools including mental maps and forecasting methods for engaging producers and supporting adoption of adaptive BMPs”., January 31, 2024

Meetings

- Meeting with People First representative, Lynne Lunny, Client Services Executive, to address questions pertaining to HR Policies on January 19, 2024
- Meeting with stakeholders of Living Lab Manitoba on Jan 23, 2024
- Meeting with potential candidate for the casual position on January 26, 2024
- GROW Committee meeting on January 29, 2024. Prepared Agenda and supporting documentation.
- Meeting with Hank Venema to discuss future possibilities in relation to surface and groundwater modeling on January 30, 2024
- Manager’s Meeting on February 1, 2024
- Performance reviews on February 1, 2024
- Meeting with D. Morrison to discuss Aquanty model on February 5, 2024

WIWD Expansion

- Communication with Kelly-Anne pertaining to the proposed expansion levy.
- Communication with Board Members and Municipal Officials

Social Media

- Created content for social media (Facebook and Instagram) with Canva
- Scheduled content with Meta Business Suit
- Monitored Google statistics
- Promoted Watershed Programs (PWCP and GROW).

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	<p><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 received and was approved during the GROW Committee meeting on January 29, 2024. <ul style="list-style-type: none"> The data for three GROW Trust: 2021-2023, 2022-2024, and 2023-2025. ➤ GROW Funds allocated for the Project Establishment 2021-2025: \$1,146,762.00 ➤ GROW Funds Paid from April 1,2021-up to January 29, 2024: \$687,280.19 ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$459,481.81 ➤ GROW Funds allocated towards approved projects - \$192,859.00 ➤ GROW Funds remaining and available for future projects (until March 31, 2025) - \$266,622.81 <p style="text-align: center;"><u>General</u></p> <ul style="list-style-type: none"> ➤ Worked on the Performance Appraisal Questionnaire, including communication with Board Members and setting up the venue. ➤ Communication with Commercial Insurance Advisor from Western Financial Group regarding accident coverage; number verification. ➤ Searched inventory, placed an order for promotional items, communicated with representatives, obtained artwork approval, and negotiated prices for the order. ➤ Requested and scheduled furnace cleaning services for January 30, 2024. Postponed to February 2, 2024 due to roads conditions. ➤ Worked with Kaitlyn to develop Interim Budget. ➤ Worked with Kaitlyn to prepare a projection of year end expenses, and proposed plan for the fiscal year-end 2023-2024 ➤ The communication with Lana Meier, Publisher, regarding the job posting in the Express and Stonewall Tribune involved submitting the ad, proofing it, and placing an Advertisement. 	
5.3	<p>Resource Technician Report</p> <ul style="list-style-type: none"> ● GROW <ol style="list-style-type: none"> 1. Wetland & Riparian Producer List; Begin referencing ESA data and producer submissions 2. Met with LO's regarding GROW/PWCP interest (2024 fiscal) ● 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/editing maps as projects change; 180+ complete 5. Summarized invoice eligibility for retroactive and current projects 6. Calculated projected PWCP reimbursement per project 7. Creating Soil Landscape Coding document for each project 8. Bi-weekly PWCP meetings with Brett (MAW) <ul style="list-style-type: none"> ▪ Friday, February 16th ▪ Another group of payments upcoming ▪ Canola Council to back out of program ▪ AGR-1 question I had regarding BN vs SIN requirements to be further investigated ▪ Upcoming PWCP watershed meeting February 27th regarding waitlists, prioritization, bottle-necks, funding caps, and the extension year 	

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	<ul style="list-style-type: none"> ▪ Next bi-weekly meeting March 1st 9. Submission of monthly report for PWCP; to MAW 10. In contact with Brett regarding any questions 11. Contacting producers regarding invoice submission, before/after photos, project status 12. Complete revisions on proposal submissions where required 13. P.Ag came by the office February 7th and reviewed 50+ projects 14. Creating agreements for each approved proposal, and forwarding alongside AGR-1 forms to be filled. Currently 25+ agreements created. ▪ 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 180 LGC approved applications, 20 dropped out due to inability to complete, multiple applicants reduced projected acres, 12 projects approved at the last LGC meeting. ▪ Cumulative values within current PWCP applications: <ul style="list-style-type: none"> Cover Crops – 4030 acres Rotational Grazing – 60.46 miles of crossfencing Nitrogen Management – 25886 acres • 2 Billion Trees (AWES) <ol style="list-style-type: none"> 1. Tomas and I spoke, discussing potential for AWES to supply hemp mats & pins for the project sites, decreasing competition & moisture loss, improving tree survivability. Also touched on the agreement being in the final stages before it is issued for review. 2. 2BT meeting set for March 6th between AWES, ourselves, and a couple other WD's. • 2 Billion Trees (Manitoba) <ul style="list-style-type: none"> ○ Brief e-mail sent out from Forestry & Peatlands Branch regarding 2BT(MB) planting on public land, at publicly accessible properties (parks, boulevards, and other public spaces). ○ Written requirement to undertake specific tasks should be of focus; RM's would have to take on the majority of this in order to make it feasible on multiple project locations. ○ I would suggest focusing on a few valued species at a quantity that can be feasibly taken care of. ○ Specific species & quantity due March 7th • WIWD <ol style="list-style-type: none"> 1. Wrote a proposal for MAW's submission of the Lake Winnipeg Basin Project 2. Wrote a proposal for the Climate West fund 3. Proposed SAR/Endangered species information expanding on their value, for the "Birdhouse Subsidy Program" 4. Website updates. 5. Grant Station & Canadian Forage & Grassland Association HBAT Winter Webinar 	
5.4	<p>Chairperson Report</p> <p>T. Nevakshonoff gave a verbal report on duties performed.</p>	

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5.5	MAW Rep Report N/A	
5.6	HR Report N / A	
5.7	Watershed Planner Report Provincial Report for February 2024 was provided in members meeting package, and is on file at the office.	
6.0	Sub District Recommendations	
6.1	Report on the Public Open House for the Fairford Dam Fishway Project D. Germain, and B. Sigfusson gave a verbal report. The Public Open House for the Fairford Dam Fishway Project document is on file at the office.	
7.0	Old Business	
7.1	<p>Narcisse DU Project</p> <p>T. Nevakshonoff shared the information gathered from the I. Johnson tour with S. Greer of Ducks Unlimited. Email from S. Greer was received on February 16th, 2024, a copy of the email was provided in the meeting packages and is on file at the WIWD office.</p> <p>The Board discussed the concerns surrounding the Narcisse area project. Emphasis was placed on the WIWD's role as a facilitator, not an endorser or implementer of the project.</p> <p>Recorded vote was requested.</p> <p><u>444-24: J. Cruise – B. Sigfusson</u> BE IT RESOLVED THAT the Board approves financial involvement solely for actions related to mediation concerning the DU Narcisse Project. However, the WIWD shall abstain from any financial participation in infrastructure work associated with the project”</p> <p>5 members in favour: T. Nevakshonoff J. Cruise B. Sigfusson M. McLelland D. Germain</p> <p>2 members opposed: B. Fleury J. Stefanson</p>	CARRIED

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7.2	<p>WIWD Expansion</p> <p>Recommendation from the Executive board went to the Local GROW Committee to review maximum annual amounts each producer can receive under the PWCP program. The matter was discussed at the January 29th meeting, it was decided that further discussion would take place at the following meeting.</p>	
7.3	<p>Homebrook – Peonan Point</p> <p>The Manager and Provincial Appointee attended the Peonan Point Council meeting on January 29th, 2024 to discuss the potential partnership, and provide an overview on WIWD programming.</p> <p>A copy of the draft Partnership agreement between WIWD and Municipal and Northern Affairs was provided in members meeting packages.</p>	
7.4	<p>Policy: Vacation Entitlement</p> <p>No update at this time.</p>	
7.5	<p>Canada Summer Job</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>	
7.6	<p>ECO Canada</p> <p>Manager 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> 	
7.7	<p>RALP Proposals for Funding</p> <p>The office is still waiting to receive reporting templates from Manitoba Agriculture for the following RALP projects: <i>Exclusion Fencing in the West Interlake Watershed District to Enhance and Restore Riparian Areas</i> and <i>Creating Pollinator Habitats in the West Interlake Watershed District</i>.</p>	
7.8	<p>Budget 2024-2025</p> <p>The Financial administrator presented the WIWD's Interim Budget for the 2024-2025 fiscal year.</p> <p><u>445-24: J. Cruise – B. Sigfusson</u> BE IT RESOLVED THAT the Board approves the WIWD's 2024-2025 Interim Budget as presented.</p>	CARRIED
7.9	<p>Performance Reviews</p> <p>This matter will be discussed in-camera.</p>	

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7.10	<p>New Position/employee</p> <p>This matter will be discussed in-camera.</p>	
8.0	<p>New Business</p>	
8.1	<p>Urban Green Team Funding</p> <p>Financial Administrator submitted application, asking for 16 weeks of employment (40 hours per week) at a wage of \$15.30. Urban Green Team funding will only cover minimum wage expenses, any difference in the wage will be the responsibility of the district.</p>	
8.2	<p>WIWD Bird House Program</p> <p>The casual employee presented a report on the potential bird house program staff wish to facilitate in the new fiscal year.</p> <p>446-24: J. Cruise – M. McLelland BE IT RESOLVED THAT the Board approves to include Species at Risk (SAR) and song bird houses in the 2024-2025 budget as a new initiative with a budget of \$10,0000.00.</p>	CARRIED
8.3	<p>Water Testing Days</p> <p>Tentative days for the water testing program are Tuesday May 1st, 2024 and Tuesday June 25th, 2024. There is \$20,000.00 allocated towards the Water Testing Days program in the 2024-2025 Interim budget.</p>	
9.0	<p>In-Camera Discussion</p> <p>447-24: J. Cruise – B. Sigfusson BE IT RESOLVED THAT the Board moves in-camera at 4:54 p.m.</p> <p>448-24: J. Cruise – B. Sigfusson BE IT RESOLVED THAT the Board moves out of camera at 6:19 p.m.</p> <p>449-24: B. Sigfusson – J. Cruise BE IT RESOLVED THAT the Board approves to hire a casual employee retroactively as of February 12th, 2024 at \$19.00/hr, as well as a wage increase of \$7.50 for I. Zotter, \$3.00 for D. Kaartinen and \$1.50 for K. Christensen, effective immediately.</p> <p>There was discussion that training would be provided to K. Christensen and covered at 100% with a passing mark of 75% or greater, in the case of passing mark under 75% the WIWD will cover 75% of training costs.</p>	CARRIED CARRIED CARRIED
10.0	<p>Correspondence</p> <p>N / A</p>	
11.0	<p>Review of Action Items</p> <p>Reviewed the status of Action Items from Executive meeting #50-23, January 18, 2024.</p> <p>Action Items for Executive meeting #51-24, February 22, 2024:</p>	

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	<ul style="list-style-type: none"> • Staff to contact Access Credit Union regarding mortgage payments, send gathered info to the board • Staff to get 3 quotes on flooring (home hardware, Costco, end of the roll) • Staff to have a carpenter look at possibilities for renovation of bigger board room. • Staff to look into the cost of a new truck compared to leasing 	
12.0	<p>NEXT MEETING:</p> <p style="text-align: center;">March 21, 2024 1:00 p.m. WIWD Office</p>	
13.0	<p>ADJOURNMENT</p> <p>450-24: B. Sigfusson BE IT RESOLVED THAT we adjourn at 6:20 p.m.</p>	CARRIED
	<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>	
	<hr/> <p>Tom Nevakshonoff, Chairperson WIWD</p> <hr/> <p>Irina Zotter, Manager / GROW Coordinator WIWD</p>	