

MINUTES OF MEETING NO.52-24

NAME Executive Board PAGE Page 1 of 10
 LOCATION WIWD Office DATE March 21, 2024

PRESENT: T. Nevakshonoff Chairperson WIWD
 M. McLelland Board Appointee/Vice Chair WIWD
 J. Nickel (Zoom) Vice-Chair Dog Lake Sub-District
 S. Hofer Alternate Vice-Chair Swan Creek Sub-District
 J. Stefanson Director Shoal Lake Sub District
 B. Fleury Director Lake Francis Sub District
 J. Cruise Provincial Appointee WIWD / MAW
 E. Zotter Member Shoal Lake Sub District
 D. Timmerman Watershed Planner MECP
 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. Germain Director Dog Lake Sub District
 B. Sigfusson Board Appointee WIWD

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 1:00 p.m.</p>	
2.0	<p>Approval of Agenda</p> <p><u>451-24: B. Fleury – J. Cruise</u> BE IT RESOLVED THAT the Board approved the agenda as presented with the additions of 9.8b PWCP.</p>	CARRIED
3.0	<p>Approval of Minutes</p> <p><u>452-24: M. McLelland – J. Cruise</u> BE IT RESOLVED THAT the Board adopted the minutes of the Executive Board Meeting #51-24, February 22nd, 2024 as presented.</p>	CARRIED
4.0	<p>Delegation</p> <p>T. Teetart, Natural Area Manager with Nature Conservancy.</p> <p>Delegation was tabled till the following Executive meeting, April 18th, 2024.</p>	TABLED
5.0	<p>Delegation</p> <p>O. Procter, vice-chair of the Shoal Lake Flooded Land Owners Association.</p> <p>O. Procter, and other members of the Shoal Lake Flooded Land Owners Association joined the meeting at 1:37 p.m.</p> <p>O. Procter, along with other members of the association, addressed issues related to the Shoal Lake Complex. The association is seeking solutions to control water levels in Shoal Lakes to mitigate potential flood risks in the future.</p> <p>The Shoal Lake Flooded Land Owners Association is asking the WIWD to partner with the association, along with the East Interlake and Redboine Watershed Districts in seeking funding to conduct a study on the Shoal Lake Complex.</p>	

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	<p>WIWD staff will explore potential sources to initiate the study and will contact the RM of Armstrong to inquire about any strategies they have been exploring for potential flood mitigation in the areas surrounding the Shoal Lakes Complex.</p>	
6.0	Financial Report	
6.1	<p>Bank Activity</p> <p>K. Christensen presented the financial report:</p> <p>Access Credit Union Statement of Accounts from February 1st to February 29th, 2024; Bank Account Transactions Report from February 17th, 2024 to March 18th, 2024; CIBC Credit Card Details from December 22nd, 2023 to January 21st, 2024; Collabria Credit Card Details from December 30th, 2023 to January 29th, 2024; Expenditures to Date: April 1st, 2023 to March 12th, 2024; Comparative Income Statement April 1st, 2023 – March 18th, 2024.</p> <p>453-24: J. Stefanson – B. Fleury BE IT RESOLVED THAT the Board approved the expenses of February 17th, 2024 to March 18th, 2024 of \$49,500.99 (cheques # 1402-1420); Access Credit Union Statement of Accounts February 1st to February 29th, 2024; Bank Account Transactions Report from February 17th, 2024 to March 18th, 2024; CIBC Credit Card Details from December 22nd, 2023 to January 21st, 2024; Collabria Credit Card Details from December 30th, 2023 to January 29th, 2024; Expenditures to Date: April 1st, 2023 to March 12th, 2024; Comparative Income Statement April 1st, 2023 – March 18th, 2024.</p>	CARRIED
7.0	Reports	
7.1	<p>Financial Administrator Report</p> <p>Payroll</p> <ul style="list-style-type: none"> ➤ Completed, submitted, and mailed out T4's and T4A's ➤ Completed the WCB payroll report ➤ Adjusted employee banked time and vacation time due to wage increases <p>Financials</p> <ul style="list-style-type: none"> ➤ Submitted the 2024-2025 Interim budget <p>Admin</p> <ul style="list-style-type: none"> ➤ Wrote mtg minutes for: Executive mtg #51-24, February 22, 2024; Lake Francis Sub-District mtg 20-24, March 13, 2024 ➤ Typed notes from the Shoal Lake LiDAR mtg ➤ Prepared packages for Sub-District mtgs and the Executive meeting <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 ➤ The office received notification that both FWEF proposals were denied <p>Meetings</p> <ul style="list-style-type: none"> ➤ PWCP with MAW and other WD's – February 27, 2024 ➤ Shoal Lake LiDAR mtg with EIWD, Shoal Lake Flooded Land Owner's Association and Strategic Planning – February 27, 2024 ➤ PWCP Bi-weekly mtg – February 29, 2024 ➤ LL-MB Co-development sessions – March 6 & 7, 2024 ➤ Shoal Lake / Lake Francis Sub-District mtg – March 13, 2024 ➤ PWCP Bi-weekly mtg – March 15, 2024 <p>Other</p>	

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	<ul style="list-style-type: none"> ➤ Phone calls/meetings with producers regarding current and future applications ➤ WIWD monthly newsletter 	
7.2	<p>Managers / GROW Coordinator Report</p> <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 (PWCP, GROW, well sealing, fuel tank rebate) ➤ Processed claims related to GROW, which involved payment calculations, editing tables and mailing contracts and cheques to the applicants. ➤ Communicated with Tamara Zary, Horizon Lab supervisor, regarding the Water Testing Days Program, negotiated rates, and identified collection days. <p style="text-align: center;"><u>Funding</u></p> <ul style="list-style-type: none"> ➤ Application for up to \$18,000 to cover up to 75% of salary has been submitted to Eco Canada for Youth Employment in Natural Resources Program. Applied for up to \$25,000 to cover up to 80% of salary to Eco Canada under Science Horizons Youth Internship Program. ➤ Research on the potential funding with Grant Station. <p style="text-align: center;"><u>NWIWMP</u></p> <ul style="list-style-type: none"> ➤ No updates <p style="text-align: center;"><u>IRNR</u></p> <ul style="list-style-type: none"> ➤ Communication with local Council of Homebrook Peonan Point. ➤ Edited the IRNR Agreement and emailed to S. Sabiston, E. Olson, Board Members. ➤ Communication with mayor of Homebrook, and Stewart Sabiston and his team. <p style="text-align: center;"><u>Workshops/Conferences</u></p> <ul style="list-style-type: none"> ➤ Manitoba Organic Alliance webinar on the roller-crimper; on February 28, 2024 ➤ Planning for Climate Change workshop on March 19, 2024 in Carman ➤ Webinar “The Quick-Start Guide to the One-Page Grant Proposal”, presented by Maryn Boess, on March 20, 2024 <p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> ➤ Managers and Coordinators meeting pertaining to changes in PWCP 2024-2025 on February 27, 2024 ➤ Meeting with Hank, East Interlake WD and Shoal Lakes Landowners Association on February 27, 2024 ➤ Manager’s Meeting February 29 – March 1, 2024 ➤ Living Labs Manitoba, March 6-7, 2024 ➤ Meeting with Charmaine Virtucio, Commercial Insurance Advisor, Western Financial Group on March 8, 2024 ➤ GROW Coordinators Meeting on March 13, 2024 ➤ Lake Francis and Shoal Lakes Sub District meetings on March 13, 2024. Prepared supporting Agenda, supporting documentation, re/booked the venue. ➤ Swan Creek Sub District meeting on March 20, 2024 <p style="text-align: center;"><u>WIWD Expansion</u></p>	

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	<ul style="list-style-type: none"> ➤ Communication with Kelly-Anne pertaining to the proposed expansion. ➤ Communication with Board Members and Municipal Officials <p style="text-align: center;"><u>Social Media</u></p> <ul style="list-style-type: none"> ➤ Created content for social media (Facebook and Instagram) with Canva ➤ Scheduled content with Meta Business Suit ➤ Monitored Google statistics, updated office hours info. ➤ 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. <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 March 11, 2024: \$700,718.85 ➤ GROW Funds available for the expenditure up until March 31, 2025 -\$446,043.15 ➤ GROW Funds allocated towards approved projects - \$192,859.00 ➤ GROW Funds remaining and available for future projects (until March 31, 2025) - \$253,184.15 <p style="text-align: center;"><u>General</u></p> <ul style="list-style-type: none"> ➤ Communication with Commercial Insurance Advisor from Western Financial Group regarding WIWD coverage; number verification. ➤ Creating Job interview questions, editing job description duties and responsibilities, communication with potential candidates, scheduling interviews. ➤ Conducting interviews on March 14th, 2024 ➤ Communicated with Bridgeport representatives regarding the Konica Minolta printer issue and placed a work order. The technician fixed the printer on March 19th ➤ Communication with G. Morden pertaining to technical issues at the office. ➤ Communication with Claire Harvey, Program Coordinator of Lake Winnipeg Community-Based Monitoring Network (LWCBMN). Water bottles were delivered to the office to collect water samples at Burnt Lake Drain. ➤ Communication with key player involved in Narcisse Project in order to organize the follow up meeting. ➤ Booked venue in Lundar tentatively on April 12th to facilitate Narcisse meeting. ➤ Communicated with contractors to inquire about potential renovations. (2 contractors) 	
<p style="text-align: center;">7.3</p>	<p>Resource Technician Report</p> <ul style="list-style-type: none"> • GROW <ol style="list-style-type: none"> 1. Wetland & Riparian Incentives; Continued referencing ESA data and producer submissions 2. Shelterbelt calculations in hand with 2BT (AWES) projected contributions 3. 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) 	

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	<p>4. In the process of creating/editing maps as projects change; 180+ complete</p> <p>5. Summarized invoice eligibility for retroactive and current projects</p> <p>6. Calculated projected PWCP reimbursement per project</p> <p>7. Creating Soil Landscape Coding document for each project</p> <p>8. Bi-weekly PWCP meetings with Brett (MAW)</p> <ul style="list-style-type: none"> ▪ Friday, February 29th ▪ Another group of landowner payments upcoming (70k) ▪ New applications; still awaiting specific BMP applications ▪ Next bi-weekly meeting March 28th <p>9. Submission of monthly report for PWCP; to MAW</p> <p>10. In contact with Brett regarding any questions</p> <p>11. Contacting producers regarding invoice submission, before/after photos, project status</p> <p>12. Complete revisions on proposal submissions where required</p> <p>13. Creating agreements for each approved proposal, and forwarding alongside AGR-1 forms to be filled. Currently 35+ 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 180 LGC approved applications, 20 dropped out due to inability to complete, multiple applicants reduced projected acres. ▪ Cumulative values within current PWCP applications: Cover Crops – 4030 acres Rotational Grazing – 62.39 miles of crossfencing Nitrogen Management – 25736 acres <p>14. February 27th PWCP meeting outlined some intended changes by AAFC; to which WD's presented their concerns. MAW is to take concerns back to AAFC, and we will see what changes come (BMP partnering, inhibitor/ESN overlap).</p> <ul style="list-style-type: none"> • 2 Billion Trees (AWES) <ol style="list-style-type: none"> 1. March 6th meeting touched on site inspection expectations, reporting, and plant audit/survival assessment. Stated legal agreement outline would be prepared for review within the month. 2. Received agreement outline; sent feedback on obscure wording and some inaccuracies that would not apply to us as a WD. 3. Worked on updated budget to submit to AWES, alongside planting info/locations. 4. Spoke to some more landowners about planting projects for the 2025 year. • 2 Billion Trees (Manitoba) <ul style="list-style-type: none"> ○ Information relating to 2BT (MB) sent out to all RM's. Majority replied with an intended plan, alongside their confirmation to take on the outlined planting/care responsibilities. ○ Species request submitted to Manitoba Forestry & Peatlands, awaiting their reply as to availability and inventory. ○ Some RM's contacted WIWD requesting further input on some larger planting projects they have planned for the future. Good to see. • RALP 	
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9.2	<p>WIWD Expansion</p> <p>The WIWD received an update from Kelly-Anne Richmond, M.Sc., Manager of Watershed Planning and Programs, indicating that they are proceeding with the expansion process for the West Interlake Watershed District, along with regulatory updates under The Watershed Districts Act. Resolutions have been received from all current partners, including the RM of Portage la Prairie and the RM of Rockwood. The timing of the formal amendment of the Watershed Districts Regulation is still being determined and is expected to occur in a couple of months. In the meantime, the West Interlake Watershed District is supported to proceed with the integration of new partners in the operations and governance for the fiscal year starting April 1, 2024.</p>	
9.3	<p>Homebrook – Peonan Point</p> <p>A copy of the draft Partnership Agreement between WIWD and Municipal and Northern Affairs has been sent to all parties. We are currently awaiting the signing of the Agreement.</p>	
9.4	<p>Policy: Vacation Entitlement</p> <p>No update at this time.</p>	
9.5	<p>Narcisse DU Project</p> <p>Tabled</p>	
9.6	<p>WIWD Bird House Program</p> <p>Tabled</p>	
9.7	<p>RALP Program</p> <p>Reporting templates from Manitoba Agriculture have been received. Reports will be submitted before the end of March for the following projects:</p> <ul style="list-style-type: none"> • <i>Exclusion Fencing in the West Interlake Watershed District to Enhance and Restore Riparian Areas</i> • <i>Creating Pollinator Habitats in the West Interlake Watershed District</i> 	
9.8	<p>GROW Program</p> <p>The WIWD received confirmation for \$777,302. “Given the high overall funding request relative to available funds, it was necessary to focus on the highest priority activities that support watershed management objectives. As a result, the funding request for cover crops (\$445,641) and tame grassland restoration (\$479,423) have been denied. Additionally, the project has received a general reduction of \$178,388 for activities and outputs of your choosing.”</p> <p>The Board members discussed the reduction in funding and concluded that establishing a maximum amount for each producer per year may be necessary to ensure equal and adequate distribution of funds across all areas of the District.</p>	

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9.8b	<p>PWCP</p> <p>The Board discussed potential funding under the PWCP for the 2024-2025 fiscal year, which has not yet been confirmed. Due to the loss of funding for activities such as Perennial Forages and Cover Crops under GROW, these activities will now be funded by the PWCP in the upcoming year. This change may result in an increase in the number of producers participating in the Program.</p> <p>457-24: J. Cruise-S. Hofer BE IT RESOLVED THAT the board approves establishing a limit of \$30,000.00 per producer per year under the Prairie Watershed Climate Program (PWCP).</p>	CARRIED
9.9	<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. Funding has not yet been confirmed.</p>	
9.10	<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. Funding has not yet been confirmed.</p>	
9.11	<p>ECO Canada</p> <p>Manager submitted applications for the following 2 funding streams:</p> <ul style="list-style-type: none"> • Youth Employment in Natural Resources • Science Horizons Youth Internship Program <p>Funding has not yet been confirmed.</p>	
9.12	<p>Water Testing Days</p> <p>Water Testing Days will take place on Tuesday May 21st, 2024 and Tuesday June 25th, 2024. \$20,000.00 Have been allocated.</p> <p>The Board reviewed price list for the testing and discussed the necessity of testing water for Lead and Copper. After discussion the board members concluded that the risk of contamination of Lead and Copper in our area is very low.</p> <p>458-24: J. Cruise-S. Hofer BE IT RESOLVED THAT the board approves to cover the cost of B1 test at 100% and to subsidize the cost of Mi2HL at 50%.</p>	CARRIED
10.0	<p>New Business</p>	
10.1	<p>Fuel Tank Rebate Application</p> <p>An application for the Double Wall Fuel Tank rebate has been received. However, due to low interest in the program, it will be discontinued in 2024-2025. The Board discussed increasing the rebate by \$1,000.00 for the last application received.</p>	

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	<u>459-24: J. Cruise-S. Hofer</u> BE IT RESOLVED THAT the board approves to increase the Fuel Tank rebate by up to \$1,000.00 for the last participant in the program.	CARRIED
10.2	Minimum RM Levies Tabled	
11.0	Sub-District Recommendations Tabled	
11.1	Report on Climate Adaptation and Disaster Mitigation Workshop Tabled	
12.0	Correspondence	
13.0	Review of Action Items Reviewed the status of Action Items from Executive meeting #51-24, February 22, 2024. Action Items for Executive meeting #52-24, March 21, 2024: <ul style="list-style-type: none"> • Watershed Planner to inquire with Provincial Representatives about the situation with the Shoal Lakes Complex. • Staff to reach out to the Rural Municipality of Armstrong to inquire about the Integrated Water Management plan. • Staff to explore potential avenues of external funding for the purpose of hiring Strategic Engineering to create a proposal for conducting a large-scale study on the Shoal Lakes Complex, if both the East Interlake and Redboine Watershed districts are interested in partnering. 	
14.0	NEXT MEETING: <p style="text-align: center;">April 18th, 2024 1:00 p.m. WIWD Office</p>	
15.0	ADJOURNMENT <u>460-24: J. Cruise – J. Stefanson</u> BE IT RESOLVED THAT we adjourn at 6:39 p.m.	CARRIED
	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/> Tom Nevakshonoff, Chairperson WIWD <hr/> Irina Zotter, Manager / GROW Coordinator WIWD	