

MINUTES OF MEETING NO.54-24

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5.0	Reports	
5.1	<p>Financial Administrator Report</p> <p>Payroll</p> <p>Financials</p> <ul style="list-style-type: none"> ➤ Completed and submitted the Q4 report (Audit due on June 30th) ➤ Finalized the 2024-2025 Budget <p>Admin</p> <ul style="list-style-type: none"> ➤ Wrote mtg minutes for: Executive mtg #53-24, April 18th, 2024; Dog Lake Sub-District mtg#19-24, April 16th, 2024; Lake St.Martin Sub-District mtg# 11-24, April 16th, 2024. ➤ Prepared packages for the Executive meeting ➤ Scheduled Executive and LGC meetings on zoom for May, June and July ➤ Starting writing the article for the Current – Due May 10th <p>Funding Workshops</p> <ul style="list-style-type: none"> ➤ Prepared and hosted the WIWD Funding Workshops. D. Kaartinen and I presented a slide show explaining all the programs WIWD has to offer, and assisted producers with filling out applications after the workshop. H. Rosing was in attendance of all 4 workshops as the Interlake Grazing Mentor funded in part with Manitoba Forage and Beed Initiative (MBFI). ➤ April 22, 2024 <ul style="list-style-type: none"> ○ Lundar Ag building: 13 attendees ➤ April 23, 2024 <ul style="list-style-type: none"> ○ St.Laurent Royal Canadian Legion: 6 attendees ➤ April 25, 2024 <ul style="list-style-type: none"> ○ Ashern Centennial Hall: 8 attendees (Had to relocate from the Legion) ○ St.Martin Hall: 8 attendees <p>GROW</p> <ul style="list-style-type: none"> ➤ Printed all financial reports for GROW Coordinator for GROW reporting. <p>Water Testing Days</p> <ul style="list-style-type: none"> ➤ Inputting applications into excel table on a weekly basis ➤ Approval email to applicants is sent out every Friday ➤ Approval list to RM's is sent every Friday ➤ As of May 3rd there were 54 requests submitted <p>Community Tree Nursery Program</p> <ul style="list-style-type: none"> ➤ All Trees are available for pick-up at Sabados Greenhouse from May 2nd – May 31st ➤ Sent email regarding pick-up info to all applicants, phoned applicants who don't have email. ➤ Took 5 boxes of hemp mats to Sabados Greenhouse (up to 4 mats are given to each applicant when they pick up their order, additional mats can be purchased at \$2.00/mat) <p>Other</p> <ul style="list-style-type: none"> ➤ Phone calls/meetings with producers regarding current and future applications ➤ WIWD monthly newsletter ➤ Water Samples at the Burnt Lake Drain with D. Kaartinen 	
5.2	<p>Managers / GROW Coordinator Report</p> <p style="text-align: center;"><u>Project Updates</u></p>	

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	<ul style="list-style-type: none"> ➤ Communication with applicants for Water Testing Days, receiving applications, sending confirmation emails. An advertisement was placed on the municipal electronic billboards in St. Laurent and Eriksdale. ➤ Follow-ups on Projects and communication with existing applicants (PWCP, GROW) ➤ Communication with new applicants. ➤ Communication with K. Sabados regarding the Community Tree Nursery Program and tree distribution schedule. ➤ Communication with applicants and contractors involved in the well sealing Program. ➤ Communication with C. Williams regarding project Agreements: T00072 “Exclusion Fencing in the West Interlake Watershed District to Enhance and Restore Riparian Areas”. And T00071 “Creating Pollinator Habitats in the West Interlake Watershed District”. Submitted request to the insurer to include MB Ag on the Certificate to finalize our claims. Updated Agreement has been submitted to Cindy. <p style="text-align: center;"><u>Funding</u></p> <ul style="list-style-type: none"> ➤ Communication with Eco Canada grant associate Andrea Palacios, Project Manager, regarding Science Horizons Youth Internship Program. ➤ Submitted an application to the Fund for Wild Nature, requesting funds in the amount of \$3,000.00 to support the Bat Houses Program. <p style="text-align: center;"><u>NWIWMP</u></p> <ul style="list-style-type: none"> ➤ Contacted D. Kornelsen with a request to assist with communication and cooperation among First Nation Communities. <p style="text-align: center;"><u>IRNR</u></p> <ul style="list-style-type: none"> ➤ Communication with CAO of Homebrook Peonan Point promoting WIWD Programs and Workshops <p style="text-align: center;"><u>Workshops/Conferences</u></p> <p style="text-align: center;">N/A</p> <p style="text-align: center;"><u>Meetings</u></p> <ul style="list-style-type: none"> ➤ Meeting with Myles Taylor, contractor. Requested quote for office renovations. ➤ Monthly WD & EGS Manitoba - Lunch & Learn Series, organized by Planning Intelligence Inc., on May 1, 2024 ➤ Meeting with Mysie and Dwayne pertaining employee training plan on May 1, 2024 ➤ Manager Working Group: Watershed District Capacity Fund on May 1, 2024 ➤ Manager’s Meeting May 2, 2024 ➤ Manager Working Group: Watershed District Capacity Fund on May 8, 2024 ➤ Executive Board Meeting (The preparation of the agenda and supporting documentation) May 9, 2024 <p style="text-align: center;"><u>WIWD Expansion</u></p>	
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N/A

Social Media

- Created content for social media (Facebook and Instagram) with Canva: scholarship program, Invasive Species Awareness Week, Water Days Program, Hiring
- Scheduled content with Meta Business Suit
- Monitored Meta Business and Google statistics.
- Promoted Watershed Programs
- Developed Flyer promoted Bat Houses Program

GROW Program

- The GROW Program continue accepting new applications.
 - 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 April 8, 2024: **\$705,431.39**
 - GROW Funds available for the expenditure up until March 31, 2025 **-\$441,330.61**
 - GROW Funds allocated towards approved projects - **\$181,181.00**
 - GROW Funds remaining and available for future projects (until March 31, 2025) - **\$260,149.61**
 - Grow 2024-2026 funds approved for **\$777,302.00**
 - Total amount secured until March 31, 2026 **-\$1,037,451.61**
 - Initiated the process of preparing the following reports: Final Reports for GROW 2021-2023 and 2022-2024, Interim Report for GROW 2023-2025, and Monitoring Reports for GROW 2021-2023 and 2022-2024.

General

- Updated and Edited Scholarship Application Form. Distributed to schools.
- Communication with potential job candidate.
- Communication with Doug Johnson pertaining to technical issues with network and web emails.
- Communicating with key players involved in the Narcisse Project to organize a follow-up meeting
- Booked venue in Lundar for May 17th to facilitate Narcisse meeting.
- Communicated with contractor to inquire about potential renovations. (2 contractors) and with the contractor regarding flooring, requested quotes
- Final Budget 2024-2025
- Placed job posting on numerous sites: Working in Manitoba, Assiniboine Community College, MAW, University of Manitoba, On Campus.
- Contacted University College of North with a request to assist with the Job Posting. Sent Flyer to be printed and displayed on Job Listing Board.
- Communication with Andrew Janzic, EPt, Recruiter. Pertaining to HR Consulting Services through Eco Canada.

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	<ul style="list-style-type: none"> ➤ Communication with Pen.com representatives to address overpayment for promotional items. ➤ Communication with Charmaine Virtucio, Commercial Insurance Advisor, Western Financial Group regarding 2024-2025 Insurance. Added MB Ag as an additional insured. Submitted the requested information to include Fidelity and Crime Insurance coverage, which is mandatory as per provincial requirements. ➤ Communicated with Mary-Jane Orr regarding potential future collaboration and events hosting between June and August to promote sustainable practices and regenerative agriculture. ➤ Communication with M. McLelland and D. Germain regarding the development of a Professional Development Policy and Agreement. <p>Discussion on the procedure for staff reporting their monthly reports at Executive meetings. It was decided that staff reports are to be sent to all executive members prior to the meeting for review, and there will be an opportunity for members to address questions, and/or for staff to highlight important points if they wish during the meeting.</p>	
5.3	<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. Wetland & Riparian site assessment, ground truthing 3. Met with LO's regarding GROW/PWCP interest 4. GROW coordinator meeting scheduled for May 8th ● PWCP <ol style="list-style-type: none"> 1. Created new participant profiles 2. Created additional proposals 3. Identified feature type, BMP's, establishment cost(s) 4. In the process of creating/editing maps as projects change; FY 2024 5. Summarized invoice eligibility for retroactive and current projects FY 2023 & 2024 6. Calculated projected PWCP reimbursement per project FY 2023 & 2024 7. Creating Soil Landscape Coding document for each project FY 2023 & 2024 8. In contact with Brett regarding queries, FY 2024 rollout, updated applications, etc 9. Contacting producers regarding invoice submission, before/after photos, project status 10. Complete revisions on proposal submissions where required 11. Inspected some completed PWCP projects 12. Creating agreements for each approved proposal, forwarding alongside AGR-1 forms to be filled & sending completed agreements to MAW. 13. Bi-weekly PWCP meetings with Brett (MAW) <ul style="list-style-type: none"> ▪ Friday, April 26th ▪ Next bi-weekly meeting May 10th 14. April 26th PWCP meeting outline: <ol style="list-style-type: none"> i. More payments issued from FY 2023 ii. Updated fact sheets on MAW website for FY 2024 iii. Updates on FY 2024 LO agreement templates (corp signing) iv. MAW conference LO videos uploaded for WD use; if desired v. Updates to proposal profile & feature export list (PWCP) 	

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	<p style="text-align: center;">vi. New monthly report template for FY 2024 vii. New revised “events” documentation distributed</p> <p>15. Attended Planning Intelligence Group meetings May 8th to be rescheduled, regarding EGS database.</p> <p>16. Began processing FY 2024 contacts of interest and distributing new applications; accepting FY 2024 applications</p> <p>17. Processing new applications for LGC approval; then P.Ag approval</p> <ul style="list-style-type: none"> • 2 Billion Trees (AWES) <ol style="list-style-type: none"> 1. WIWD & 2BT (AWES) agreement completed, and submitted for signature; alongside budget and schedules A & B. 2. WIWD & Landowner agreement under 2BT (AWES), submitted for review & approval. 3. Trees are to arrive at EIWD on May 17th, placed in their refrigerated storage, and then removed for a thaw date of May 23rd. Trees are to be picked up by the WIWD on May 22nd, sorted, and then distributed to applicable participants. 4. Continued discussion regarding diffuse planting for 2025; meeting date to be set in the following weeks. 5. Spoke to some more landowners about planting projects for the 2025 year; site assessments slated for May or June for FY 2025 plantings 6. Submitted species special request list to AWES; if feasible, for future consideration • 2 Billion Trees (Manitoba) <ul style="list-style-type: none"> ○ Forestry & Peatlands branch approved the requests, but with significant changes to species, and quantity of each species being distributed. ○ Contacted all participants, confirmed species changes, redistributed new species in a way that would best fit site limiting factors that had previously been taken into account. ○ Organized shipping locations & contact info; distributed all updated planting information to participants & Forestry & Peatlands branch. ○ Awaiting reply/confirmation from Forestry & Peatlands branch. • WIWD <ol style="list-style-type: none"> 1. Presentation & application assistance with K.Christensen & H.Rosing at 4 workshops April 22nd, 23rd, 25th (Lundar, St.Laurent, Ashern, St.Martin) 2. Inspect tree planter April 29th; photos available – likely unsuitable without additional \$ 3. Completed and submitted survey to European Space Agency; Network of Resources, regarding a quarterly update on use of their sponsored service(s) 4. Burnt Lake Drain water samples (Lake Wpg Foundation – Phosphorous) 5. Website updates 	
5.4	Chairperson Report N / A	
5.5	MAW Rep Report N / A	
5.6	HR Report	

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	N / A	
5.7	<p>Watershed Planner Report</p> <p>D. Timmerman gave a verbal report. The Provincial Report for May 2024 was provided in members meeting package, and is on file at the office.</p>	
6.0	<p>In Camera Discussion</p> <p><u>477-24: D. Germain – B. Fleury</u> BE IT RESOLVED THAT the board moves in-camera at 10:00 a.m.</p> <p><u>478-24: J. Cruise – J. Stefanson</u> BE IT RESOLVED THAT the board moves out-of-camera at 10:26 a.m.</p>	<p>CARRIED</p> <p>CARRIED</p>
7.0	Old Business	
7.1	<p>New Position/Employees</p> <p>This matter was discussed in-camera.</p> <p><u>479-24: J. Cruise – J. Stefanson</u> BE IT RESOLVED THAT the board approved to hire Yanju Li. At \$23.00/hr as the Environmental Technician Assistant effective May 13, 2024.</p>	CARRIED
7.2	<p>WIWD Expansion</p> <p>Manager provided brief update on the Expansion. Updated invoices will be sent to all municipalities once the regulations are passed and the official announcement is made. Subsequently, the promotion of services and programs will officially commence.</p>	
7.3	<p>Final Budget</p> <p>Financial Administrator presented the 2024-25 final budget.</p> <p>Manager presented a composting program that the RM of St. Laurent is launching. Board members discussed the possibility of providing up to \$100.00/person rebate on the composters. Program details to be discussed at a later date.</p> <p><u>480-24: J. Cruise – D. Germain</u> BE IT RESOLVED THAT the Board approved the 2024-2025 final budget after the second reading as presented with the additions of \$5000 from local funds allocated to a composter rebate program of up to \$100 per rebate.</p>	CARRIED
7.4	<p>Narcisse DU Project</p> <p>A meeting is scheduled for May 17th at 1:00 p.m. at the Lundar Agricultural Multipurpose Building.</p>	
7.5	<p>WIWD Bird House Program</p> <p>Information regarding the Bat House program has been posted on social media. The public has shown great interest in the program, staff have a waiting list going of interested residents. Staff have ordered 35 bat houses, once received, they will be distributed to residents on the waiting list.</p>	

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7.6	<p>RALP Program</p> <p>Waiting on update for the 2024-25 project proposals:</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>The manager has submitted a request to the insurer to include MB Ag on the Certificate in order to finalize claims for two projects: T00072, "Exclusion Fencing in the West Interlake Watershed District to Enhance and Restore Riparian Areas," and T00071, "Creating Pollinator Habitats in the West Interlake Watershed District." The requested information, which includes Fidelity and Crime Insurance coverage, mandated by provincial requirements, has been submitted.</p> <p>Additionally, the updated Insurance Agreement has been received, signed, and submitted back to C. Williams.</p>	
7.7	<p>GROW Program</p> <p>Manager / GROW Coordinator updated and submitted required budget adjustments and corresponding tables for the above application (GROW 2024-2026). Agreement has been signed</p> <p>The following reports must be submitted to MHC:</p> <ul style="list-style-type: none"> • GROW 2021-2023 Final Report • GROW 2022-2024 Final Report • GROW 2023-2025 Interim Report 	
7.8	<p>Urban Green Team Funding</p> <p>The WIWD has been approved to receive 2024 Urban/Hometown Green Team Program funding of up to \$3,278.95. These funds will cover approximately 5 weeks of 40 hours per week.</p>	
7.9	<p>Canada Summer Job</p> <p>Funding has been received for approximately 8 weeks (280 hours) of employment to a maximum of \$4,873.00.</p> <p><u>481-24: J. Cruise – D. Germain</u> BE IT RESOLVED THAT the board approved to hire B. Morden at \$20.00/hr for a summer student position.</p>	
7.10	<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 been pre-approved for up to 80% of wages to a maximum of \$25,000.000. The WIWD has 30 days to recruit an employee, which expires on May 8, 2024. The WIWD has received an extension till first June 8, 2024.</p>	

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7.11	<p>Water Testing Days</p> <p>Water Testing Days will take place on Tuesday May 21st, 2024 and Tuesday June 25th, 2024. Funds of \$20,000.00 have been allocated to the program for the 2024-25 fiscal year. East Interlake Watershed District (EIWD) will collaborate with the WIWD to satisfy requests from the residents of Armstrong and Woodlands that reside within the EIWD boundaries.</p>	
7.12	<p>PWCP</p> <p>482-24: J. Cruise – D. Germain BE IT RESOLVED THAT the board rescinds resolution #457-24 from Meeting #52-24 held on March 18th, 2024 which reads “<i>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).</i>”</p>	CARRIED
7.13	<p>Website Upgrades</p> <p>Tabled</p>	
7.14	<p>NW IWMP</p> <p>Manager is meeting with D. Timmerman and D. Kornelsen on May 14th, 2024, to discuss First Nation engagement in the planning of the NW IWMP</p> <p>A Project Management Team (PMT) meeting will be scheduled in the near future.</p>	
8.0	<p>New Business</p>	
8.1	<p>Tree Program Update</p> <p>Trees are now available for pick-up at Sabados Greenhouse. Applicants have till May 31st, 2024 to pick-up their orders.</p>	
8.2	<p>Scholarship 2024</p> <p>To be eligible, students must write a 3-5 page essay on “Designing a Sustainable Future: Crafting Innovative Programs for the West Interlake Watershed District”, and submit back to the WIWD, along with their application form, before June 3rd, 2024.</p> <p>483-24: B. Fleury – J. Cruise BE IT RESOLVED THAT the board approves to award 2 (two) \$750.00 scholarships to graduating students within the district for the year 2024</p>	
10.0	<p>Sub-District Recommendations</p> <p>Members were provided a list of recommendations from the Lake Francis / Shoal Lake Sub District meeting held on March 16th, 2024, the Swan Creek Sub District meeting held on March 20th, 2024, and the Dog Lake / Lake St.Martin held on April 16th, 2024.</p> <p>There was a brief discussion on recommendations.</p>	
10.1	<p>Report on Climate Adaptation and Disaster Mitigation Workshop</p>	

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	Tabled	
11.0	<p>Correspondence</p> <ul style="list-style-type: none"> ➤ Information pertaining to upcoming MFGA Conference, which will take place on November 12-13, 2024 in Brandon; ➤ Water Availability and Drought Conditions Report; April 2024 ➤ Subdivision 4178-23-8250 *Revised 	
12.0	<p>Review of Action Items</p> <p>Reviewed the status of Action Items from Executive meeting #53-24, April 18th, 2024.</p> <p>Action Items for Executive meeting #54-24, May 9th, 2024:</p> <ul style="list-style-type: none"> • Staff to contact Access Credit Union to inquire about applying interest earned towards the loan. • Executive members to review Sub District recommendations, will discuss further at the June meeting. 	
13.0	<p>NEXT MEETING:</p> <p>June 20th, 2024 9:00 a.m. WIWD Office</p>	
15.0	<p>ADJOURNMENT</p> <p><u>484-24: J. Cruise – D. Germain</u> BE IT RESOLVED THAT we adjourn at 11:54 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>	
	<p>_____</p> <p>Tom Nevakshonoff, Chairperson WIWD</p> <p>_____</p> <p>Irina Zotter, Manager / GROW Coordinator WIWD</p>	