

Minutes
Winter River - Tracadie Bay Watershed Association
Board of Directors Meeting

Corran Ban Parish House

31 March 2015

7pm – 9:19pm

Present: George, Meghan, John, Sarah, Dominic, Lowell, Ben, Don

Regrets: JP, Scott, Dominic, Don

1) Board meeting welcome

The meeting was called to order by George at 7pm.

2) Review of minutes from last board meeting

The minutes from the February meetings were read and accepted. Moved by George, 2nded by John that the minutes be approved. **Motion carried.**

3) Business arising from minutes

- Sarah mailed a thank you card and gift card to Cathy Corrigan for her help with the snowshoe hike and making chili.

4) Report from Chair

George reported that he met with Sarah after the February meeting to offer her the position as Watershed Coordinator. She was the successful candidate from the hiring process. Sarah accepted.

- George sent an email to the board and there was consensus that she would be hired effective March 16, 2015. Still have to sort out courses, mileage, etc.
- Dominic, Sarah, Bernie met to discuss job description. Discussed reporting structure.
- We still have not finalized job description: still in progress, and being clarified.
- Watershed Alliance meeting is Sat April 4. Sarah will be attending. George asked for a volunteer to have a 2nd person
- Regarding emails sent out, we'll address them as the meeting continues.
- Bruce has sent correspondence to highways regarding the culvert at Union Rd.
- Bruce sent a report to the city on the work completed this year, and requested equal funding this year.
- Rec'd an email from John te Raa about Cathy Ryan's presentation on Ground Water Sustainability for irrigation. John emailed and asked to get a copy of her presentation. She will return to PEI this spring/summer. John expressed interest in meeting with her. She is prof in Geoscience in Calgary.
- We will pursue an education system in the schools.
- George has forwarded several correspondence items

5) Treasurer's Report

- Balance at Feb 1: \$30,642.92. Balance at Feb 28: \$31,820.93
- One outstanding cheque for soil sampling of \$2060
- Balance March 31 is \$30,136.
- There are still a couple of outstanding bills – roughly \$27,500 in the bank when outstanding bills are paid.

6) Committee Reports

a) Communications

- Sarah addressed in her Coordinator Report. Sarah and Meghan met March 24 and planned the newsletter. Sarah sent a schedule out to the group, as to when we need to meet deadlines for drafting, editing, formatting, printing, and delivering prior to the annual meeting. If anyone else is interested in writing, there is lots of space – give your suggestions to Sarah.
- Sarah and Bruce met with people who had interest in volunteering in the watershed. Matt Steeves, who works for a consulting company, Stantec, and has a degree in biology. He will attend the meeting regarding Officer's Pond.

b) Field

- Major expenditure is salary, no planned large capital expenses. Will discuss at next Field Committee meeting. Luke has indicated that he'll work as supervisor again. How early can we hire him? And should we have a 2nd

person hired on with him, rather than wait to mid June when we can hire students. Last year we had hired a second person early, and again after the students finished.

- Had a meeting 12 March 2015. They went over some of the forms – staff contract was one. Want to have clear expectations for staff.
- At the end of the year, started getting an inventory of gear. Recommended that staff help with inventory on their last work day.
- Daily log forms will be continued for this year. Like to have it done for the whole summer. Last year is was only completed when the student workers were on hand.
- May 1 or 15th? Have to come on to do assessment/planning. Should have first staff hired by mid-May at the latest.
- Should have a best practices policy regarding anyone working alone. Make pre-work and post-work contact.
- Also looked at salaries for the supervisor. Consider \$19 for supervisor with chainsaw experience. If we need an assistant supervisor \$15/hr w/chainsaw or \$14/hr w/o chainsaw experience. \$12 for first year students. \$0.50/hr raise each year to max \$13/hr.
- Sign out waders to each worker at the beginning of the year. They'd be responsible for them, and turn them in at the end of the year.
- Rainy day policy – If it's a confirmed rain day, work day is cancelled and is made up at the end of the year. If they're on site and it becomes unsuitable to work – min 2 hrs pay. In other years, they have made bird houses, however there are many in storage, do not need more.
- Also talked about Officer's Pond – there will be a meeting on that on April 9.
- Possible work on the MacLauchlan branch – will be discussed at a later date.
- Need to look at definite work areas at the next meeting, probably 3rd week in April. Suggested Friston Rd branch and Black River branch (Donaldston). There is also maintenance work that needs to be done.

c) Funding and Finance

Sarah provided draft budget to Meghan, and list of funding applications. We will meet to create a draft prior to the annual meeting. Have to talk with Field Committee to find out what work they plan.

d) External Relations

No report.

7) **Coordinator's Report – see attached**

Highlights:

- Current community of interest is 412.
- Walmart Evergreen Grant – planting tree at the Brackley Commons and Tracadie School property. Approved for \$5000
- Wildlife Conservation Fund – approved for \$7,700.
- Watershed Management Fund – application for trees, Jobs for Youth, Special Projects, EDA. Sarah applied for each as received mixed info. Some said it required separate applications. Submitted 2015-03-15
- Skills PEI application – was posted and already closed.
- Application for charitable status is in progress. George will review the binder that Sarah has prepared.
- Sarah is still working on the Policy manual.
- We need to talk about the water monitoring program. Currently at a standstill until there is a budget for expenditures.
- Naming/measuring stream branches.
- Landowner letters ready to go out.
- Found forms for work completed each day in 2013, and has entered the info.
- Dominic asked for progress report on the sampling/nitrate levels and whether there was more information. Sarah will email the slides from her February presentation.

8) **Planning for Field Season**

a) Water monitoring – Sarah's proposal

- Sarah got quotes for equipment from several companies. Approx. \$6K for automated equipment to do a fairly comprehensive program, and has drafted plans depending on funding available.
- Want to have a lot of data before Milton wellfield comes online. Continue during transition, and monitor for years after to determine impacts.

- It was moved by John and seconded by Don that we proceed with the expenditure of \$6000 to buy the temperature and depth loggers as proposed by Sarah. 5 in favour, 1 opposed. **Motion carried.**

b) Officer's Pond project and permit – meeting scheduled for April 9

9) Bruce's retirement

- George proposed that we show our appreciation to Bruce to thank him for his work.
- Ben suggested a hunting trip to Shepody NB to hunt pheasant. He and Bruce went last year, and really enjoyed the trip. He said it was approximately \$300 for the day. Ben will call the owners of the preserve to ask about a gift certificate.
- We could go for supper as a Board, invite Bruce and his wife and present his gift at that time.
- Add a thank you to the newsletter.

10) Preparations for AGM (date, guest speaker)

- Date is confirmed as May 26, 2015.
- We have sent emails back and forth for a guest speaker. Todd Dupuis was suggested, as was Ramona Doyle and/or Craig Walker from the city.
- George will email Todd Dupuis to ask about his availability as a speaker.

11) Location for the WRTBWA office

- George addressed that he, John & Lowell looked at York Hall, Grand Tracadie School, and possibly the York United Church basement.
- There was a community meeting in Grand Tracadie March 30, and John asked that the issue be discussed.
- York Community centre and church would need to be approached as possibilities.

12) Other Business

- John mentioned that Cathy had initiated two events – snowshoe hike and spring hike. Our spring hike is the 1st Saturday in June. It would be good to have a person or a committee responsible for events. We'll add it to the April agenda.
- Don has the post cards for the Blue Dot post card campaign.

13) Next Meeting

- The next meeting will be 21 April 2015, 7pm, Corran Ban Parish House

14) Adjournment

- Dominic moved that the meeting be adjourned at 9:20pm.

15) Approval of Minutes

Signature – George Coade, Chair of WRTBWA

Date

Signature – Meghan McCarthy, Recording Secretary
of WRTBWA

Date