

Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of a Meeting of the Board of Directors of the WRTBWA

Held on December 8, 2015 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

Present: George Coade, John Hughes, Dominic Johnson, Bernie Fitzpatrick, Sarah Wheatley, Lowell Vessey, Scott Stephens, Matt Steeves. Ben Hoteling, JP Arsenault
Regrets: David Thompson, Meghan McCarthy, Will Horne

George Coade was Chairperson of the meeting and Bernie Fitzpatrick was Secretary of the meeting as previously appointed. The Chairperson declared the meeting open at 7:00pm.

1. Minutes of the meetings held on October 27, 2015.

Draft minutes of the meeting held on October 27, 2015 had been circulated and read at the meeting with each member of the Board having an opportunity to comment. It was moved by Ben and seconded by Lowell that the minutes of October 27, 2015 be and is hereby approved.

2. Matters Arising from the Minutes:

Clarification of the letter from the province on the extraction of groundwater from the Winter River watershed by the City of Charlottetown. The last permit was given in 2010 and the City was asked to develop a water management plan by October 2015. The City has not provided the plan as of yet and a new permit cannot be given without the province knowing what the plan contains. The Department of Environment is fully aware of the base flow issues in the Brackley area and steps will be taken to alleviate this issue.

3. Chairperson's Report

George reported on several points of interests:

- He welcomed the addition of Mary Finch, a watershed ecologist, with the PEI Watershed Alliance. She dropped by the office to become familiar with the watershed. She will be a great asset in developing communication between watersheds and in helping attain funding for projects in our watersheds.
- John te Raa will be out of province for the winter and we hope to have him speak to our group when he returns.
- Sarah and George have been working on updating the information for the charitable status of the organization and it is ready to be submitted.
- The Walmart Evergreen program is finished. However, the representative gave other avenues that we can explore for funding.
- ASCF/CRI webinar series is continuing with one on Rainbow trout and the other on Small Coastal streams.
- Shelley Cole from the Dept. of Transportation has been in communication with Sarah concerning the fish passage through culverts. She is interested in partnering with the watershed by providing heavy equipment and rocks. She will also provide a letter of support for our applications for funding, such as RFCPP.

- A letter was received from Kim Andrews from Environment Canada inquiring about the work that the watershed was doing near the Suffolk dam and Sarah provided him with the pertinent information.
- A letter (via PEI Watershed Alliance) was received from the Petitcodiac Watershed Alliance who are applying for a grant from Atlantic Ecosystems Initiative and are putting together an Atlantic Canada Culvert Assessment Toolkit and are looking for interest from other watersheds in the region. They will be having a meeting in September 2016 on this topic. Sarah is working on this.

4. Treasurer's Report

Lowell gave the financial report.

Opening Balance 42,000.00

Closing Balance 34,000.00 October 31, 2015

Main revenue came from Canada Summer Jobs and the Percé Program.

Main expenses were office rental, wages, field supplies, utilities, mileage and remittance to the Receiver General.

5. Field Committee's Report

John reported on behalf of the committee:

- The beaver management plan is in process.
- A possible future plan is to put emphasis on the management of small streams.

6. External Relation Committee's Report

J.P reported from the meeting he attended with Parks Canada where they revealed to the watersheds their 10 year plan.

He will contact deputy minister Todd Dupuis requesting action on the water issues with the City of Charlottetown.

7. Coordinator's Report

The Coordinator's report was provided in writing and is attached forming part of the minutes. An overview was presented by Sarah Wheatley, Coordinator.

- Update on the receipt of funding for 2015/2016. The majority of the funding has been received
- Update on the progress of available funding for 2016/2017
- Update on status of staff members
- Office rental secured for the winter.
- Charitable status ready to submit and in the future will be the responsibility of the secretary.
- Possible purchase of software for the reading of data from the depth loggers and a docking station.
- A list of completed field work.
- On line courses she will attend over the winter from the Canadian Rivers Institute.

- The issue of banked hours that staff had worked over and above their regular work week was discussed and a committee of George, Scott and Sarah will bring to the next meeting an understanding of the process going forward.

8. Communications Committee Report

This report was included in the coordinators report.

9. Any other Business

- Letter to the City of Charlottetown: Sarah submitted a report of the work done this past year and a plan for work that will be done in 2016/2017 and included a request for funding to carry out these projects.
- Service Canada request: J.P. made a motion that the WRTBWA join Service Canada online services (Grants and Contributions Online Services) with Sarah Wheatley being the primary with signing authority and Megan McCarthy as a secondary. The motion was seconded by John Hughes. Motion carried.
- Nutrient Management Plan: A Committee was formed to come up with a plan to move forward on this issue. The members are Dominic, Bruce, and Matt.
- Beaver Management Plan: see Coordinators report.
- Bylaw changes: J.P. gave an overview of possible changes that need to be made to reflect the workings of the organization. Committee members to review the Bylaws are John, Sarah, Bernie, Will, Ben, and J.P. The committee will report to the next meeting.
- Water Act: George gave words of thanks to Sarah, Hilary, and Will for their work putting together the excellent submission to the Public Consultations for the Water Act. The written submission must be received by Jan 15, 2016.
- Christmas Staff Appreciation. A motion was made by J.P. that a Christmas luncheon be held to show our appreciation for the staff. Seconded by Scott. Motion carried. Sarah will send out invitations.

10. Next Meeting

January 19, 2016

11. Adjournment

It was moved by George and the Chairperson declared the meeting closed at 9:20 pm.

ORIGINAL COPY SIGNED

Signature – George Coade, Chair of WRTBWA

Date

Signature – Bernie Fitzpatrick, Secretary of WRTBWA

Date

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Item code	AGENDA ITEM	ACTION REQUIRED	PERSON RESPONSIBLE	STATUS
June-1	Previous Coordinator's report	Provide recommendation to board on Nitrate Report	Field Committee	Open
June-2	Changes to By-Laws	Discuss at next meeting	Board Members John, Bernie, Will J.P. and Sarah	Open
Aug-3	Business Arising from Minutes	To review the Environment Canada funding	Sarah Wheatley	closed
Oct-4	Field Report	Submit to Government Beaver Removal plan	Sarah Wheatley	closed
Oct- 5	Coordinator's Report	Charitable Status application	Sarah Wheatley	open
Oct-6	Chairperson's Report	Rental of office space	Sarah Wheatley	closed
Dec-7	External Relations Report	Letter to Todd Dupuis	J.P. Arsenault	closed
Dec-8	Coordinator's Report	Decision on banked hours	George, Sarah and Scott	open