

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on June 20, 2018, 7:00 pm at the office of the WRTBWA at 13977 St, Peters Road, Marshfield, PEI

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**Present:** John Hughes, Sarah Wheatley, Clare Martin, George Coad, Scott Stevens, Matt Steeves, Esther Currie, Cathy Corrigan

**Absent:** Lowell Vessey, J.P. Arsenault, Ryan Winters

George called the meeting called to order at 7:18 PM

## 1. Minutes from the May 15, 2018 meeting:

Minutes from the May 15, 2018 were read by Esther. Questions whether Frank has seen fishway tender documents? Sarah has sent them to Frank via email and hopefully we will soon talk with him regarding this. After corrections made to the minutes Cathy put a motion on the floor to approve the minutes. Clare seconded. All were in favour and the minutes were approved.

## 2. Chairperson's Report from George:

- Sarah and George talked about the B.O.D.'s decision on a pay raise for Sarah.
- Watercourse alteration permit: all watershed groups used to get a one year "blanket permit" for our main activities. This has now changed to a 3-year permit. We still need to submit separate permit applications for larger projects (ex. culverts, fishway).
- Atlantic Salmon Conservation Fund - The chair of the Watershed Alliance wants support of other watershed groups to try to get more money from the federal government for the ASCF. Note: we don't get money from this fund.
- Instagram/Twitter - Sarah educated the board on Instagram and Twitter. Staff member Emma is the Instagram leader. Sarah created one password that Emma and Sarah both use to access the watershed account and upload photos.
- Several watershed groups have jobs posted, including Souris Wildlife, Stratford, and Belfast Watershed. Details are on the Watershed Alliance website. Our jobs are all filled, so we can tell interested people about these unfilled positions.
- Educational workshops scheduled for June 22 & 25 in Strathgartney Park for stream work and MacPhail's Woodlot for forestry skills. Our crew are going to both days.
- Another event on June 21 is on Climate Change, with the UPEI Climate Lab.
- The concentrated flow maps mentioned by our AGM guest speaker Evan MacDonald were provided to us for our whole watershed (after we requested this at the meeting). The maps use LiDAR data from 2010. Sarah demonstrated one way that these maps could be used for our enhancement activities.

## 3. Treasurer's Report (Lowell Vessey absent, Sarah presented)

All the money owing from DFO has been provided, including the previous year and the advance for this year. George requested a copy of the budget to get approved.

May Opening balance: \$35,392.00

Revenue: water makeover fees, EcoAction, WMF, Canada Summer Jobs

May Closing Balance \$79,333.82

## 4. Committees

### • Field Committee (John)

- Plans for summer work started. Adjustments made to some staff salaries. Staff work policies and contracts with orientation and expectations are done. Discussed responsibility for chainsaw and camera during work.
  - School trips - 128 kids participated all together. There were 3 dates with grades 3 & 4, 5 & 6, then 7,8 & 9. Sarah explained that all the ordered trees didn't arrive in time, so the students planted spruce instead of shrubs.
  - Plans for work this summer: Some of the work to be done will be tree planting, erosion control, fish habitat enhancement, brushmats, data collection, and soil sampling.
  - Scott communicated that as Field Committee members, Sarah could contact the others for input as needed.
  - John would like someone to take over as chair of the Field Committee in future. He will stay on as a member. This will be discussed further at the next meeting.
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- Winter River Water Committee (George)
  - Committee will meet next week. It's good to keep them up to date with what we are doing.

**5. Coordinator's Report – Sarah Wheatley (see report)**

- Highlights of report not covered in other sections of these minutes:
  - 6 field crew members as of today. Trent is starting when fishing season is done.
  - 2017 field report is available online.
  - Up to 1700 trees planted so far this spring.
  - Events discussed including Fish Friends event at Mooney's Pond.
  - Sarah has some basic ideas like stream clearing, tree planting, etc., but need to start planning activities for 2019 soon.

**6. Coastal Restoration Fund projects**

- Tender documents for the Fishway at Officers Pond were sent out last Friday. The invited companies have two weeks until bids are due. Bidder list includes Cardigan Excavators, Kings County Construction, J.E. Matheson Construction, and Island Coastal Services. So now we are waiting for the bids to come in.
- Fishway design drawings were on the table prior to this meeting being called to order, giving the attending members an opportunity to view them. Sarah will get our staff to cut the trees in advance of construction, then plant grass seed and cover with geo-jute mesh after work is completed, to save money on contractor fees. Matt brought up the idea of saving trees to replant once the work is completed. Sarah said that tree planting is budgeted to be completed the following spring.
- Clare asked how long the construction process will take, Sarah stated it would depend on many factors. In the tender package we have 90 days to decide on a contractor.
- If there are changes needed to be done, the Engineer has the veto power and approval on changes and accepting major steps in the work process. He will determine when project is satisfactorily complete and give final stamp of approval.
- We need to designate a person to watch over the project construction in the absence of the Engineer. The engineer is not needed to supervise all steps, but we should have someone knowledgeable watching over the project to ensure the work is being done correctly. Periodic construction site inspections by the Engineer will be required, and money should be budgeted for this too.
- Scott will ask Scott Stewart to review the tender. He may also ask Crapaud as they already did a similar project. Sarah has the costs from Crapaud project to compare.

**7. Water Makeover:**

- Water makeovers are done. Sarah delivered 300 shrubs to people participating in the project.

**8. Beaver Management**

- Sarah hired Carl Balsor to trap beavers at Union pumping station. But he found no beavers. It turned out Betty Pryor from the City of Charlottetown hired a beaver trapper who had caught the beavers just before Carl went out. The City did not tell us that they hired a trapper, though we are hoping that such communication improves in the future.
- There may still be beavers near the York Rd.

**9. Next Meeting**

Meeting adjourned 8:57. Next meeting: July 18, 2018

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| _____<br>Signature – George Coade, Chair of WRTBWA      | _____<br>Date |
| _____<br>Signature – Esther Currie, Secretary of WRTBWA | _____<br>Date |