

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on August 22, 2017, 7:00 pm at the office of the WRTBWA at 13977 St, Peters Road, Marshfield, PEI

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**Present:** Meghan McCarthy, Sarah Wheatley, J.P. Arsenault, Lowell Vessey, George Coade, John Hughes, Scott Stevens and Esther Currie

**Absent:** Matt Steeves, Ryan Winters, and Cathy Corrigan

George Coade was Chairperson and Esther Currie was Secretary of the meeting. The Chairperson declared the meeting open at 7:00pm.

## 1. Minutes of the previous meeting held on August 22, 2017.

Draft minutes of the meeting were previously emailed with each member of the Board having an opportunity to comment. The minutes were moved by J.P. and seconded by Meghan that the minutes be approved as read. **Motion carried.**

## 2. Chairperson's Report

George reported:

- Mary Finch's email was reviewed. Discussed certificate of Liability Insurance, which provides general liability for the staff and volunteers. There is a separate policy for the board of director's liability.
- Watershed Field Assessment. Patch cut project to be inspected by Garry Gregory and David McRuer with the Department of Environment - Forest, Fish and Wildlife Division. This is a new initiative by the provincial government which will provide more accountability for Watershed Management Fund recipients.
- Work at the Vanco branch/Union Road site.
  - There is a drainage ditch being constructed in newly cleared land, between a wetland and a stream, though the ditch is not technically within a buffer zone.
  - Maybe a permit wasn't required, but how is this affecting the fish habitat? Is corrective action required? George spoke of the pictures and wanted to have a look at the work being done.
  - After receiving a complaint from a local resident, Department of Environment staff contacted the owners regarding the work, and if an engineer has been or should be involved. The resident also contacted WRTBWA to inform us of the project, and we have been monitoring the site by taking photographs whenever staff are in the area for other tasks.
  - Members asked if Sarah has discussed the issue with landowners. Sarah has discussed other projects on the property in question, but was not told of this project in advance.
  - George asked if someone can help Sarah to check out the sites.
  - WRTBWA would like to be notified about any projects that affect waterways. Should it be built into the provincial government procedures to notify watershed groups about projects whenever permits are issued?
- Beaver Management Plan should be led by the Fish Management Plan. We currently have a beaver management plan but not a fish management plan.
- Tracadie Bay - George wishes one board member to talk to someone in the aquaculture industry to come up with a solution with the problem of aquaculture garbage along the shore of Tracadie Bay and voice our displeasure with it. Should we meet with the Aquaculture Alliance?
  - Watershed groups can drop off waste collected during roadside and shorelines cleanups for free, as long as they call ahead to schedule the drop-off. However, cleanups still involve labour and transportation costs.
  - **Action:** JP to meet with Matt Sullivan, Executive Director of the Aquaculture Alliance. What we want is a cooperative conversation regarding the garbage clean up being done i.e. picking up Styrofoam buoys, ropes, etc.

### 3. Treasure's Report

Lowell reported:

- For the month of July - opening balance: \$90,804.38 and closing balance: \$62,494.81
- Admin expenses \$2,099; Payroll expenses \$22,635; Project expenses \$6,434
- Revenue from Jobs for Youth (\$2,995) and Water Makeover participation fees (\$160)
- Sarah will send out the 2017 summary to the board members. For the meeting next month, we need to know how much we should plan for approval. **Action:** Lowell and Sarah will provide the official proposed budget for the year.

### 4. Committee Reports

#### A. External Relations

- JP and George met with the Minister of Environment, Robert Mitchell regarding work in Winter River by the City of Charlottetown. A letter was sent July 30 to the Minister to give advanced notice of the topics to be discussed. They met with the minister on August 10 and received a response letter from the Minister on August 11.
- We need clarification on the statement in the response from Jim Young of what the "upper Winter River" includes. There was discussion regarding the research being conducted by Dr. Michael Van Den Heuvel on the capacity study on the new extraction policy that there was to be no additional extraction from Suffolk. We need clarity from the Minister regarding Jim Young's response letter. **Action** – send an informal letter to our local MLA and CC the Minister, expressing our concern and lack of clarity of these issues.

### 5. Coordinator's Report

Highlights of Sarah's report, including clarification on some items from the minutes of the last board meeting:

- Sarah and JP met with our PR consultant Lise Lafontaine. Now that the WRTBWA can issue tax receipts as a charity, we should increase donations as a source of revenue. The plan for the WRTBWA 2017 campaign to fundraise charitable donations, using Lise's plan as the suggested approach. **Action:** Sarah will use the document as a strategic approach with the proper message. We discussed who we should approach for donations. Could the goal be \$3,000 for the first year?
- Watershed Alliance supply kits which were distributed in July consisting of some tree guards, one bottle of sunscreen, one can of bug spray, and a basic first aid kit.

#### A. Staff updates:

- Once school starts there will be just three staff, plus Sarah. Interns Vanessa and Matt will be working into the winter, and chainsaw operator Tate is staying on as long as he is needed. During the summer, there was a crew of 8 plus Sarah.
- Discipline policy – We started drafting this policy in 2015 when writing our organizational policy manual, but hadn't completed the details. It was discussed that there was difficulty with consecutive lateness by an employee who had to be verbally warned, and received a written warning. It was suggested that the HR toolkit for non-government organizations be used. We will get a copy of this and also have Sarah build this into the orientation of new employees.
- Safe driving issues – some staff members have said that they don't feel safe driving with one individual. Are there any policies that we should have in place regarding personal use of vehicles for work and transporting co-workers? Can we request a driving abstract? What if other staff don't have vehicles and we need this person to drive?

### 6. Other business

#### A. Donation of Land to Watershed

- Lawyer is working on it, hopefully the timing will work for Sterling.

#### B. Water Use Makeover Program

- Water Use Makeover – there were 3 done this month. The goals identified were to see the number of litres saved, the number of people to participate, and the amount of money to spend. We need to recruit more people into the program. Discussion around social media, i.e. CBC and the link, Facebook, pamphlet/website. The aiming was for 60 makeovers, with

the goal to save 7 million litres of water. Are there businesses interested in participating such as B&B's, gyms, daycares, churches?

- Sarah did an interview on CBC radio.

**C. Invoice from Brian McCullough**

- Brian McCullough is the engineer that we thought was volunteering his services for the site inspection of Officers Pond. He sent the WRTBWA an invoice of \$652.63 for 1 hour being onsite and background work. He had called to offer to look at it. It was not the groups understanding that he would charge us. **Action** – We will send a response letter regarding this.

**7. New Business:**

- End of season party for staff discussed. Fun Day planned for a canoe and picnic – Staff work 7:00-3:30, so we will leave Tracadie Wharf at 11:00. Esther, George and Scott are unable to attend. Meghan, Cathy, JP, Sarah, and John will go plus the 8 staff. We will ask what the staff would like for food.

**8. Next Meeting**

September 19, 2017 at 7:00 pm. at 13977 St. Peter's Road.

**9. Adjournment.**

The meeting was adjourned at 9:15

*ORIGINAL COPY SIGNED*

_____ Signature – George Coade, Chair of WRTBWA	_____ Date
_____ Signature – Esther Currie, Secretary of WRTBWA	_____ Date