

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on March 15, 2016 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

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**Present:** George Coade, John Hughes, Bernie Fitzpatrick, Sarah Wheatley, Matt Steeves, Meghan McCarthy

**Regrets:** David Thompson, Will Horne, Dominic Johnson, Scott Stephens, JP Arsenault, Ben Hoteling, Lowell Vessey

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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 February 16, 2016

Draft minutes of the meeting held on February 16, 2016 had been circulated and read at the meeting with each member of the Board having an opportunity to comment. As there was not a quorum of board members in attendance the minutes were tabled to be voted on at the April meeting. The approval of the minutes of the January meeting were also tabled until the April meeting.

## 2. Matters Arising from the Minutes:

- Clarification of the programs being used to take care of the finances for the organization.
- George will follow up on the guest speaker for the annual meeting.
- George has tabled until April the correspondence with Eddie Rice, City of Charlottetown and Steve Watts, Agrologists of PEI.

## 3. Chairperson's Report

George reported on several points of interests:

- John had contact from UPEI with a possible interest in partnering with the Dept. of Engineering on projects.
- Watershed Alliance annual meeting is being held in Hunter River on May 7, 2016
- PEI Potato Marketing Board inviting watershed groups to plant trees near local schools. We have no schools in our watershed.
- Parks Canada issued an invitation to a meeting on April 7, 2016 to discuss partnering with us on projects in our watershed. George and Sarah will attend.
- Note on funding for Ruffed Grouse

## 4. Treasurer's Report

Sarah gave the financial report in Lowell's absence.

Opening Balance	\$20,000.00	January 01, 2016
Closing Balance	\$10,500.00	February 29, 2016

Main revenue came from final instalments from Wildlife Conservation Fund and Science Horizons.

Main expenses were office rental, wages, field supplies, utilities, water testing, course fees, equipment repairs, mileage, snow removal, and remittance to the Receiver General.

## 5. Field Committee's Report

John reported on behalf of the committee:

- A request from the province to have the watershed plant trees along the Confederation trail near the new Government garage property.
- A discussion with Sarah on staffing for the field work scheduled for the next fiscal year.
- Sarah to discuss with Betty Pryor from the city on the possibility of doing an education program with the students.
- John attended a presentation on fishways and found it very informative and brought back some ideas that we could possibly use for future projects.

## 6. External Relation Committee's Report

No report

## 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 and approval received from grant applications.

## 8. Communications Committee Report

This report was included in the coordinators report.

- There is a vacancy for a Chair of this committee.
- The annual newsletter was discussed and input from board members is welcome.

## 9. Any other Business

- **Beaver and Fish Management plan:** Sarah discussed with Rosie MacFarlane and Garry Gregory the management of beavers in the watershed and Rosie suggested we that we should develop a fish management plan from the information gathered from plotting the movement of fish: such where do they spawn, where do the young go and where are the springs? You do this by walking the area and mapping the information. From this information we will know which channels need to be protected for fish by being designated as beaver free.
- **Annual meeting** to be held May 24, 2016 at 7:00 pm. George to contact the guest speaker and discuss a possible topic that would be interesting for our membership.

- **Bylaw changes:** To be discussed at next month's meeting.
- **Watershed Boundaries:** A discussion was held on the watershed boundaries and perhaps in the future we should clarify the area that is within our watershed.
- **Overtime Policy:** How are we to approach this issue? All members are asked to reflect on this and bring ideas to the next monthly meeting.
- **Snowshoe event:** Meghan to send thank you notes to the volunteers that helped to make the event so successful.

**10. Next Meeting**

April 16, 2016

**11. Adjournment**

The Chairperson declared the meeting closed at 9:1 25pm.

ORIGINAL VERSION SIGNED

\_\_\_\_\_  
Signature – George Coade, Chair of WRTBWA

\_\_\_\_\_  
Date

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Signature – Bernie Fitzpatrick, Secretary of WRTBWA

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Date

## Winter River – Tracadie Bay Watershed Association Matters Arising from the Minutes

Item code	AGENDA ITEM	ACTION REQUIRED	PERSON RESPONSIBLE	STATUS
June-1	Previous Coordinator's report	Provide recommendation to board on Nitrate Report	Committee: Dominic, Bruce and Matt	Open
June-2	Changes to Bylaws	Discuss at next meeting	John, Will, J.P. Bernie and Sarah	open
Dec-7	External Relations Report	Letter to Todd Dupuis	J.P.	closed
Dec-8	Coordinator's Report	Decision on banked hours	George, Sarah and Scott	open
Jan- 11	Any other business	Report from Officer's Pond Subcommittee	George, Sarah, Scott	open
Dec-8	Communications Committee	Follow up on partnering with a business owner to for a television commercial		open