

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

**Corran Ban Parish House**  
**August 12, 2014, 7:00 – 9:00 P.M.**

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**Present:**

Bernie Fitzpatrick  
Don Mazer  
Bruce Smith  
Dominic Johnson

John Hughes  
Meghan McCarthy  
Sarah Wheatley  
Scott Stevens

**1. Board meeting welcome**

The meeting was convened with a majority of members present. Meghan chaired the meeting in George's absence.

**2. Review of Minutes from last board meeting**

The minutes from July 22 meeting were read. Scott moved to accept minutes with minor changes, and John seconded this motion and the motion carried.

**3. Report from Chair**

George was absent and vice-chair Meghan had no comments.

**4. Treasurer's Report**

George is still acting treasurer and sent the monthly budget report for review. The board discussed the budgeted amounts for revenue and Bruce explained how most funding programs provide the majority of money upfront, and a smaller amount is held back until a final report is submitted.

Bruce is to follow up with the provincial government about getting cheque stubs for direct deposit payments, which we are currently not receiving and it makes reconciling amounts difficult.

**5. Coordinator's Report**

The coordinator's report was distributed to board members prior to the meeting. Two items from it were discussed in more detail.

a. Letter to City

We recently sent a letter to the City to inform them about the dry stream conditions and to request a meeting. The board was pleased with the content and tone of the letter. Bruce talked to Eddie Rice before the board meeting and Eddie had not received the letter from us until he heard from CBC. He said to call him to let him know that mail is coming to him. His staff received it but someone was on holiday and it didn't get forwarded. Bruce said we should meet as soon as possible. City staff and Provincial Fish & Wildlife still seem to be contradicting each other whether it is "normal" for streams to go dry on PEI.

b. Recreational Fisheries Project applications

This program required recipient groups to have matching funds to use on the project that do not come from any level of government. Based on our current funding and the deadline for this program, we decided not to apply at this time because we might not be able to meet the requirements. If there is a later round of applications, we might be able to apply then.

## 6. Committee Reports

### a. Communications

Sarah provided some highlights from the door-to-door campaign so far, such as 64 new supporters of the watershed, a 50% increase in our total “community of interest” since June 1, and gave an update on project spending.

Sarah requested approval for hiring two of our students to work part time on this project until they have to go back to school. John moved that we hire 2 students, 3.5 hours per day, 4 days per week for 2 weeks. Don seconded this motion and a vote passed. Potential further extensions will be discussed later.

### b. Field Work

John discussed and circulated the log sheet that Luke, the supervisor, completed each day which together detail everything that the crew worked on this summer. The committee had two meetings and approved most of the work that has been done.

We had two investigative trips with our “experts”, Darryl and Rosie, to look at lower section of the Winter River and upper Elliot River. We got some ideas from those people who have been doing this longer than we have.

There is still work to be done in the stream and need board approval to hire students for a bit longer. Proposed that we pick the best two workers and hire them on for the next two weeks before school. Two students for two weeks would be about \$2,000 from the Special Projects Fund (\$23,600). The field committee recommended that we hire Joe Ready and Darien Vessey to work for an additional two weeks. John moved that we hire these two for two weeks to finish special projects. Bernie seconded. Vote passed.

There is a year-end party planned for Thursday afternoon (11am-3pm), and all board members invited. Meet at Tracadie Harbour and paddling across to island and have a picnic.

## 7. New Committee Structure

- a. Field Operations: John Hughes, Scott Stevenson, Ben Hoteling, George Coad, Bruce Smith and perhaps Lowell Vessey, to deal with yearly working plan, staff structure, yearly field trip, review of management plan strategies.
- b. Finance and Funding Procurement: Lowell Vessey, Dominic Johnson, Dave Thompson, Meghan McCarthy, and Bruce Smith to apply for program funding, prepare budget, approve expenditures and projects, and provide revenue and expenditure reports.
- c. Communications: Sarah Wheatley, Bernie Fitzpatrick, Don Mazer, Meghan McCarthy, and Bruce Smith to provide watershed information to residents, work with schools, and enhance watershed management with private and government programs
- d. Liaison with Provincial and Municipal Government: JP Arsenault, George Coade, Bruce Smith, and one more person.
- e. Liaison with MLAs: John Hughes and Lowell Vessey

Meghan and George will set up the first meetings for the committees. Each committee will select a chair from its members, who will arrange future meetings. By our September board meeting, each committee should have started working on a plan for the 2014-15 year.

There was some discussion about where some specific projects would fit into this committee structure, such as water conservation programs. Don suggested that the items from the WMP should be divided out amongst the committees and prioritized.

**8. Other Business**

a. Funding applications

Bruce will make copies of contracts for funding received this year for the Treasurer.

b. Gravel for artificial spawning.

We can get a tandem load of gravel, the smallest quantity that is available, from Island Coastal. We don't need this much, but it can be stored for eventual use and/or sold to other watershed groups that might need small quantities. Scott moved that we purchase this quantity of gravel using a pre-existing credit with Island Coastal. Dominic seconded this motion and after a vote the motion carried.

c. Coordinator Position

Bruce is to determine whether he will be continuing on in 2015 in a part time capacity, or only as a volunteer. Bruce will also make a detailed list of all the tasks that he is responsible for, and what kind of education and/or experience would be required for a person to successfully fill this role. With this information, the board will create a selection committee to fill the position.

d. GPS data

Bruce reported that the Watershed Alliance previously received funding to develop a GPS program that would be user friendly for the watershed groups to record on maps where they have been working. It seems this goal has not yet been achieved, but there may be some training on the program coming up soon. Bruce recommends that both he and Luke attend any training that is available.

e. Trail hikes

- Island Trails is doing a hike of the Winter River trail on Saturday August 16 and wanted someone from the association to tell the hikers a bit about our group before they go hiking. Don will do this.
- The Newcomers Association is also looking into the possibility of doing a hike on the Winter River trail, during which they would like some volunteers from the Association to provide some information about the area.

f. Political information

A representative from one candidate for Charlottetown City Council asked to be briefed on the watershed and its issues. We will provide the requested information to this individual, but will need to make efforts to treat all candidates equally in any future political involvement. There was a discussion about the idea of raising awareness among city residents of water extraction and use, prior to the Charlottetown municipal election this fall.

**9. Next Meeting**

The next meeting will be Tuesday September 23, 7 pm at Corran Ban Parish House.

**10. Adjournment**

The meeting was adjourned at 9:00 pm.

*Approval of Minutes*

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Signature	_____	Chair of WRTBWA
	Date	

*Original copy signed and filed.*

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Signature	_____	Secretary of WRTBWA
	Date	