

Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on March 21, 2017 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

Present: John Hughes, Meghan McCarthy, Sarah Wheatley, Matt Steeves, George Coade, Bernie Fitzpatrick,
Absent: J.P. Arsenault, Cathy Corrigan, Lowell Vessey, Scott Stevens

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 previous meeting held on February 21, 2016.

Draft minutes of the meeting were previously emailed with each member of the Board having an opportunity to comment. The minutes were amended to include in The Coordinator's Report that in the Watershed Quality Report Card that the Winter River was given a fair evaluation and Tracadie Bay/Deroche Pond a good evaluation. The adoption of the minutes as amended was moved by Meghan and seconded by John. **Motion carried.**

2. Chairperson's Report

George reported:

- A letter from Leslie MacDonald, acting program officer for strategic relations for Regional Director's General Office, Climate Change Canada.
- A letter from Mary Finch, PEI Watershed Alliance, requesting suggestions for ideas to use the surplus funds available. Ideas can be submitted in advance of the meeting on March 23. Sarah will give the suggestion that the funds be used to put on technical training courses that would benefit all watersheds.
- Watershed Alliance Annual General Meeting April 29, 2017.
- Invasive Species Council, Annual General Meeting March 24
- Watershed Alliance Board Meeting March 23, 2017
- UPEI Climate Change Meeting on March 23, 2017
- Watershed Monitoring Workshop May 3, 2017
- Atlantic Salmon Fund Raising Dinner March 30, 2017
- WRTBWA participated in a Community based watershed monitoring program from Simon Fraser University and have received their summary report.
- The City of Charlottetown released a report on their Sustainability Plan and no mention was made of WRTBWA, even in reference to our participation in the educational program for grade 5 students which was featured in the document.
- The meeting to respond to the draft PEI Water Act will be held April 10, 2017 at Murphy's Centre.
- CBC contacted Sarah for a statement concerning the Water Act. She stated our concern that over-extraction from our watershed could still happen with the proposed act. This concern will be addressed in a brief from WRTBWA at the meeting on April 10. A committee of J.P., Cathy, Matt, and John will formulate the brief.

3. Treasurer's Report

Sarah Wheatley gave the Financial Report in Lowell's absence.

Opening balance \$27,593.00 on February 01, 2017
Closing balance \$40,979.00 on February 28, 2017

Main expenses: Professional fees, cheque purchases, rent, remittance, office supplies, utilities, field equipment supplies, water makeover project, and wages.

Main revenue: Watershed Management Fund.

4. Field Committee's Report

John reported for the committee. The committee met and

- Reviewed and updated forms, including for field work reports and landowner permissions.
- Revised the job description for field supervisor and will advertise for this position soon.
- Reviewed the Rainy Day policy and established salaries for supervisors and workers.
- Did an inventory of equipment, keeping in mind the safety of the staff.
- Reviewed the work done in the past and the work needed to maintain it.
- Compiled a plan for the upcoming year's work. Work will start on the main branch of the Winter River.

5. External Relation Committee's Report

Nothing to report

6. 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.

- Sarah gave updates on funding received, and grant applications that have been approved and those submitted and are yet to be approved.
- She spoke of the conditions of the culverts in the watershed and which ones needed immediate repair. The Beaton's Creek culvert in Blooming Point is most in need.

7. Communications Committee Report

This report was included in the Coordinator's Report.

8. Other Business

a. Watershed Funding Formula:

George reviewed the breakdown of the scoring for the funding as it pertained to WRTBWA and a discussion ensued on the value given to work in the field. Since the field work makes the most impact in the watershed does it warrant a higher score? George will contact Kate MacQuarrie for clarification.

b. Annual Meeting:

Tuesday May 23, 2017 was proposed for our annual meeting. The board will have three vacancies to fill and would like to have more youth involved. A guest speaker is yet to be determined.

c. Donation of Land to Watershed:

There are two tracts of land in question for donation. Sarah is to investigate the legal, assessment, and survey costs associated with the transfer.

9. Next Meeting

April 18, 2017

10. Adjournment.

The meeting was adjourned at 9:15.

Signature – George Coade, Chair of WRTBWA

Date

Signature – Bernie Fitzpatrick, Secretary of WRTBWA

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
Dec-8	Communications Committee	Follow up on partnering with a business owner to for a television commercial		open
Jan -11	Any Other Business	Report from Officer's Pond Subcommittee	Sarah	open
July-17	Field Report	To investigate the best plan possible to deal with erosion issues	Sarah and Hilary	open
Jan-17	Coordinator's Report	Fish Management Plan	Hilary	open
Feb-21	Chairperson's Report	Reply to Cathy Gallant re: technical support	George	open
Feb-21	Chairperson's Report	Contact Jonathan Platts Re: Fish Ladders	Sarah	open