

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on November 21, 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, George Coade, John Hughes, Cathy Corrigan, Matt Steeves, Esther Currie, Scott Stevens, Amanda Wilson

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

George called the meeting called to order at 7:03pm, George welcomed Amanda Wilson to the meeting.

## 1. Minutes from the October 17, 2017 meeting:

Minutes from October meeting were read by Esther. The minutes from the October meeting were discussed and a motion to approve was made by Esther and seconded by Cathy. The minutes were approved by the quorum of board members in attendance.

## 2. Business arising from the minutes

- Coastal Restoration Fund Project - We need another person to help. Scott has concern regarding cost overruns.

## 3. Chairperson's Report

- George talked with the Dept. of Transportation. Shelley Cole-Arbing regarding our culvert concerns. She suggested we send her a list.
- George attended a water quantity monitoring workshop held November 2 in Hunter River. He spent the day and felt there were good speakers and information provided.
- George and Sarah also attending the Watershed Alliance fall meeting on November 18. The speakers were good at this meeting as well. At this meeting there was voting on representatives for Monitoring Collaborative Working Group. Sarah explained that the plan for this group is to have collaboration Island wide between all watershed groups and PEI Dept. of Environment monitoring staff, to share lessons learned, make sure groups aren't duplicating each other's efforts, and share some data. Sarah is representing central PEI.
- Derek Ellis has the new Watershed Ecologist Position and is filling Mary Finch's maternity leave.
- Board members had a walk around our newly owned property in Suffolk.
- Formula for Watershed Management Fund - Bonus points category includes anything the group does that isn't part of core mandate. This could include involvement and collaboration with other groups, fundraising events, and innovation. Each of these items are scored and funding is granted based on results. George expressed the fairness of this.

## 4. Treasurer's Report

- Sarah gave a financial report in Lowell's absence.
- Opening balance: \$87,759.01 and Closing balance: \$89,309.61 with \$6,000 in outstanding cheques.
- There is still approximately \$86,000 in funding to come in for the remainder of the 2017-18 fiscal year.

## 5. Committees

- Field committee - John was talking with hikers on the trail at Tim's Creek and thinks that a sign should be placed there describing our project to improve the forest. He states the brush mats are completed and holding up well including the brushmat at Friston Road built in 2016. Tree planting is complete. Our newly acquired property has a sloping topography and there is not much level land. Can we cut some walking trails? Scott expressed concern about the well on the property and the risk that someone could fall in. Suggestion that we should complete an ecological inventory of the area.
- Communications committee – Sarah talked about the brochure for corporate donations, and a webinar she viewed about increasing donations. Originally our goal for 2017-18 was \$3,000 in donations.

## 6. Coordinator's Report

- See attached report.
- 30 water makeovers have been done and materials for the remainder of the year are stored in the building. John sent an email to his friends to recruit participants and had 3 sign up.
- Finance - Sarah is creating a 5-year budget for the Coastal Restoration Fund. Donations and some flexible funds are being carried forward to improve our cashflow situation which has been challenging each spring and limits us to smaller projects.
- George expressed concern regarding the pressure on the watershed group. The Watershed Alliance may be shifting priority towards bigger groups and bigger projects for federal programs. Scott also expressed concern regarding this possible trend.

- Who is to provide funding for the shore line clean-up? It would be good to receive a donation of money to go towards this.

**7. Coastal Restoration Project**

- Sarah provided an update on this project:
- An Expression of Interest was submitted in summer, which was approved. Now we need to establish a contribution agreement between DFO and the Watershed Alliance on behalf of the 8 participating watershed groups. Our proposed projects are a Natural Fishway and Officer’s Pond and Nutrient Management throughout the watershed.
- Ryan and Sarah will look at the cost vs benefit of the fishway project vs fixing multiple culverts. WRTBWA will receive \$220,000 over 5 years for both components. A coordinator will be hired by the Alliance to oversee all 8 participant groups.
- Phase 1 of fishway project: Engineer Brian McCullough will complete a feasibility assessment of the project to be used to decide whether we continue with any planning, for cost of about \$4,000. If we proceed to Phase 2, Brian will develop detailed plans and tender documents, meet onsite with contractors, and consult DFO. Cost for this phase is \$5,500.
- George asked about funding amounts for Phase 4 of the fishway project – construction. Current projected budget shortfall in this year of \$33,000. Sarah hope Duck’s Unlimited or another funder might help.

**8. First meeting of the Winter River Water Committee on November 16.**

- Attending were Mike Duffy and Richard MacEwan from the City of Charlottetown; Jim Young, Bruce Raymond, and Qing Li from the province; and George, Meghan and Sarah for our group. The committee was designed to share information and allow for communication to occur on a consistent basis.
- Richard MacEwan discussed the well field projects. There has been drilling done in Suffolk but no water yet. George had questions regarding the extraction figures.
- Sarah explained the City’s 2010 water extraction permit requires they create a water management plan for Winter River within 5 years, so due in 2015 but we haven’t seen it yet. The province said that they could share that with us.
- Cathy asked about water pipe leaks and how many leaks are being detected? George felt that we should be seeing improvements in leak detection when everyone’s water use is metered.
- The Miltonvale wellfield project is expected to be in operation in 2 weeks.
- George wants three people to be on the Winter River Water Committee. The next meeting is February or March 2018
- Where are we on the water extraction estimate, where is it? Can we request less extraction?
- Discussed possible nitrate loading from the airport due to de-icers. Are these materials trapped in a catch basin?
- City is concerned about quality of the water and pesticide contamination. But we have no control over this because it is federally regulated.
- The city wellfield protection plans will soon determine the area to focus on for groundwater protection. The province must develop regulations for this section of the Water Act soon.
  - The permitted water extraction in Miltonvale/Coles Creek is 1050 imperial gallons per minute (igpm), Brackley is 1000 igpm, Union Road is 1250 igpm, and Suffolk is 800 igpm.

**9. New Business**

Insurance for our land – Plan to cancel our existing policy for Directors and Officer’s liability insurance with Cooke Insurance, and get a new policy bundle tailored for community groups which includes D&O and a general liability insurance. These two policies cost \$300 and \$590 respectively for \$2,000,000 in coverage. We also have a general liability policy for the workers and volunteers through the Watershed Alliance, and coverage through the Workers Compensation Board. Motion to change insurance made by Meghan and seconded by Cathy. All were in favour. Motion carried.

Christmas staff Social – meals for Sarah and staff will be paid for, but the BOD pay their own expenses. Sarah will send along an email regarding setting this up. We will not be having a December board meeting.

**10. Next Meeting**

Next meeting: January 16, 2018

**ORIGINAL COPY SIGNED**

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