

Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on January 19, 2022, 7:03 pm by Zoom

Present: Clare Martin, John Hughes, Sarah Wheatley, George Coade, Jean-Paul Arsenault, Dwayne McNeill, Jay Carr, Lowell Vessey, Patrick Lévêque, Jeff Bysterveldt

Absent: Matt Steeves

1. Minutes of the November 18, 2021 meeting

Draft minutes were reviewed with no changes.

Moved by Jay, seconded by George that the minutes be adopted as written. All in favour. Motion carried.

- As a follow-up to the November 18, 2021, meeting of the Water Committee, Sarah presented data on water extraction recently provided by the City. The data show that the Suffolk wellfield is not meeting production expectations; Union Rd. wellfield is still operating considerably above the levels outlined in the PEI Water Extraction policy (approximately 150%); and the Brackley wellfield is close to the policy levels at 104%. Note that permitted levels are significantly higher than amounts outlined in the Policy, so the city is within their permitted amounts. The City is trying to establish a better balance between the Union Rd, and Suffolk wellfields so that all wellfields can be brought into compliance with provincial water extraction regulations. It was noted that this continuing trend is very positive news for water extraction in Winter River.

2. Chairperson's Report – Clare Martin

- Clare reported that gift cards were given to staff members for Christmas.
- The letter to the City of Charlottetown requesting our FY 2022-2023 grant will be sent soon.
- The Canada Revenue Agency conducted a "charity education visit" on December 1. The purpose of the visit was to make sure we are following the rules for a registered charity. Clare reported that the meeting went very well, and that Sarah was able to provide all the requested information to CRA. It was noted that donation receipts issued by the WRTBWA should be reviewed by a second person; it was agreed that this role will be assumed by the Vice-Chair. CRA considers the case closed and will verify our compliance in writing.
- Clare reported that she and Jean-Paul conducted an exit interview with our 2021 Field Supervisor, Jennifer Woods, who left us to work with the Watershed Alliance. Overall, she told us that her experience was very positive. She did suggest improving indoor work environment and the outside appearance of the office. Members agreed to form an Office Committee consisting of Dwayne, Patrick, and Jeff to look at options for improving the office.

3. Treasurer's Report – Lowell Vessey

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: Nov. 1, 2021	\$153,225.59	\$71,137.81	
Less o/s cheques	\$6,752.58		
Plus deposits	\$11,590.66	\$11.89	(Interest)
Plus o/s cheques	\$11,062.04		
Less expenses	<u>\$45,951.35</u>		
Closing balance: Dec. 31, 2021	\$123,174.36	\$71,149.70	

- The reserve fund policy is not yet ready to present to the Board for final approval
- There were no questions arising from the Treasurer's report

Moved by Lowell, seconded by George that the Treasurer's Report be approved as presented. All in favour. Motion carried.

4. Coordinator's Report (sent in advance)

- In response to a question regarding the federal government's commitment to plant 2 billion trees, Sarah reported that the province and the Watershed Alliance are working on a plan.
- It is not yet clear how the \$2 million provincial grant to the Watershed Alliance will be allocated; planning is underway, and the funds do not have to be spent in the current fiscal year, that is they can be spent after March 31, 2022.

- Information received from the provincial fish biologist, Rosie MacFarlane, is that many goldfish were found below Hardy Dam, too many to be eliminated through electrofishing. We do not have an eradication plan yet.

5. Review of the Scorecard

- 2 footbridges were completed on the WRTBWA property on the Suffolk Rd.
- All other goals are on track.
- Members discussed whether and when the scorecard should be shared on social media and with our community of interest. It was agreed that our fiscal year (April 1 to March 31) should be adopted as the reporting period. Sarah was asked to circulate the current scorecard format to a select group of individuals to gauge their reaction. A decision will be taken at our February meeting.

6. Financial Record-Keeping System

- As part of the WRTBWA 2020-2021 audit letter, our auditor, BDO, recommended that we switch our annual financial statement from cash-based to an accrual-based system. This recommendation was also made by CRA during our charity education meeting. Sarah uses bookkeeping software that works on an accrual basis already. Members discussed the pros and cons of making the change and what would serve us best.

Moved by Patrick, seconded by Jeff that the WRTBWA switch from a cash-based to an accrual-based format for the 2021-2022 financial audit. All in favour. Motion carried.

7. In-Kind Service Policy

- George explained that, upon further review, the committee formed to review our response to requests from landowners for services like tree planting determined that a change in wording of the policy was required. He explained the committee’s reasoning.

Moved by George, seconded by Jean-Paul that the In-Kind Service Policy be amended as presented. All in favour. Motion carried.

- George requested that minutes of the committee’s meetings be filed with the Board’s files in case they are needed for further review and that the In-Kind Service Policy be incorporated into the WRTBWA Policy Manual.

8. Next Meeting

- The next Board meeting will be held on Wednesday, February 16, at 7:00 pm by Zoom, unless CPHO guidelines permit an in-person meeting.

Meeting adjourned at 8:56

Signature – Clare Martin, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date