

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

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

Held on November 22, 2016 at the office of the WRTBWA at 13977 St Peters Road, Marshfield, PEI at 7:00 pm.

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**Present:** John Hughes, Meghan McCarthy, Sarah Wheatley, Matt Steeves, Lowell Vessey, Bernie Fitzpatrick

**Absent:** Cathy Corrigan, George Coade, Scott Stevens, J.P. Arsenault

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Meghan McCarthy was acting Chairperson and Bernie Fitzpatrick was Secretary of the meeting. The Chairperson declared the meeting open at 7:08 pm.

## 1. Minutes of the previous meeting held on October 18, 2016.

Draft minutes of the meeting were previously emailed with each member of the Board having an opportunity to comment. Two corrections were made. In the Chairpersons Report it should read Watershed Alliance Annual Meeting and in the Coordinator's Report it should read Redd Survey. The approval of the minutes was moved by Lowell and seconded by John. Motion carried.

## 2. Chairperson's Report (George provided a written report and Meghan presented it)

- He attended a meeting for Parks Canada Management Proposal.
- He reviewed the Charitable Status Reply.
- He spoke with Kate McQuarrie re: the watershed boundary line and will put this on the agenda for the next meeting
- Plans need to be made for a Christmas luncheon for the staff and any board members that wish to attend.
- There is an Invasive Species Workshop on November 26, 2016. It is sponsored by PEI Woodlot Association.
- The Coalition on the Protection of Water and Recreational Fisheries Advisory meeting will be held in late November. Please Contact the Alliance if you wish to attend.
- We have received a donation from the PEI Brewing Company wishing well.

## 3. Treasurer's Report

Lowell Vessey gave the Financial Report

Opening balance \$34,661.48 on October 1, 2016

Closing Balance \$47,423.00 on October 31, 2016

**Main expenses:** wages, mileage, utilities, rent, office supplies, communication, field supplies, equipment rental and remittance.

**Main revenue:** EcoAction and Canada Summer Jobs

## 4. Field Committee's Report

John reported for the committee. He visited the staff and they are working on the Redd survey as well as monitoring the devices that are at present in the field. He is very pleased with the quality of work from the staff this year and hope that they will return again next year.

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**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 status of grants for 2016/2017 and grant applications in progress for 2017/2018.
- The Water Use Makeover project brochures are finalized and potential participations are being contacted.
- She worked with George on the final revisions of response document for CRA regarding our application for charitable status, which is due by Nov. 26.
- She has a concern about cows entering one stream and would like directions from the board about this concern.
- CABIN sampling is completed at 9 sites.
- The plan for the new year includes a fish management plan and invites suggestions for ideas for next year.

**7. Communications Committee Report**

This report was included in the Coordinators report.

**8. Other Business**

- A motion was moved by Lowell that the WRTBWA support the funding formula proposed by the Watershed Alliance regarding the Watershed Management Fund. The motion was seconded by John. Motion Carried.
- Sarah has drafted a letter to the City of Charlottetown outlining the work that was done this year to maintain the water quality and to encourage conservation of water. The funding from the city was used to see the completion of these projects and to provide leverage for funding for 2017/2018 projects.

**9. Next Meeting**

January 17, 2017

**10. Adjournment**

The meeting was adjourned at 8:23 pm.

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Signature – Meghan McCarthy, Acting Chair of WRTBWA

Date

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Signature – Bernie Fitzpatrick, Secretary of WRTBWA

Date

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

<b>Item code</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>PERSON RESPONSIBLE</b>	<b>STATUS</b>
<b>June-1</b>	<b>Previous Coordinator's report</b>	Provide recommendation to board on Nitrate Report	Committee: Dominic, Bruce and Matt	open
<b>Dec-8</b>	<b>Communications Committee</b>	Follow up on partnering with a business owner to for a television commercial		open
<b>Jan -11</b>	<b>Any Other Business</b>	Report from Officer's Pond Subcommittee	Sarah	open
<b>July -17</b>	<b>Field Report</b>	To investigate the best possible plan to deal with erosion issues	Sarah and Hilary	open