

Minutes
Organizing Committee
Winter River/Tracadie Bay Watershed Association

Grand Tracadie School
October 15, 2008, 7:00 – 9:00 p.m.

Present:

Cathy Corrigan
Rod Dempsey
John Hughes

Allan MacCormac
Don Mazer

Regrets:

Wayne Corrigan

1. Welcome

Organizing Committee members were welcomed to the meeting.

2. Follow-up on Previous Actions

a) All actions assigned at the October 2/08 meeting have been completed.

3. Points of Discussion

a) Rod has been in contact with Dale Thompson (P.E.I. Department of the Environment). Dale advised that a request for \$1,200 from the Department of the Environment for use as “seed” money would seem reasonable. A formal letter of request to the Minister explaining the need for the funds and providing background on the Winter River/Tracadie Bay Watershed Association will be necessary.

b) It was agreed that any project work within the watershed should not be initiated until after the Association has an elected Executive.

4. Planning for the Public Meetings

a) Two public meetings will be held. The first meeting will be held on Wednesday, November 19, and the second will be held on Wednesday, November 26. The purpose of the first meeting will be to inform the public about the Winter River/Tracadie Bay Watershed Association, ensure the distribution of necessary promotional materials, entertain questions, and solicit participation in the Association. The intent of the second meeting will be to elect an Executive, approve the mission statement and by-laws, and formally commence the operations of the Association.

b) A draft mission statement will be developed. The mission statement should be included in the flyer that will be delivered to residents' mailboxes.

- c) It will be necessary to develop a set of draft bylaws.
- d) It is important to stress that the mission statement and bylaws are drafts. They are preceding officially approved documents only for the purpose of conveying to the public the tone and general outline of such documents.
- e) As much information as possible will be available to the public before the first meeting. It is important that the public is informed as to why there are two meetings and of the overall organizational process that is being followed.
- f) The Credit Union has been recommended as the financial institution where we should open our bank account.
- g) A print copy of a temporary promotional website for the upcoming public meeting was circulated. It was agreed that once funds are available, a domain name for the Association should be acquired (www.wintertracadie.ca) and space on a host server should be rented or solicited from a local internet service provider.
- h) In addition to promoting the meetings by a newspaper advertisement, flyers, and special invitations, we will also use public service announcements (radio, CBC tv, Cable 10) and submit a press release to The Guardian.
- i) Representatives from the P.E.I. Department of the Environment and the City of Charlottetown will be invited to attend the meetings as a sign of their support for the creation of the Association.
- j) It was agreed that Fred Cheverie should be approached to see if he would be willing to speak at the first meeting. It was also agreed to see if Daryl Guignon would be willing to speak at the second meeting.
- k) Agendas for both meetings should be developed immediately to facilitate our planning process.
- l) It will be necessary to examine the bylaws of other watershed organizations to determine the most appropriate organizational structure for this Association.
- m) It is not known if it will be necessary to engage the services of a lawyer to assist with the creation of the Association. If it is, then we will try to identify a lawyer living within the watershed who may be willing to volunteer his/her time.

5. New Actions

- a) Rod will send a letter to Environment Minister George Webster requesting \$1,200 in "seed" money for the Association. The letter will include a schedule outlining our upcoming activity.
- b) John will compile a draft mission statement and circulate it, via email, for Organizing Committee members to add their input.

- c) Don will draft a flyer to advertise the upcoming meetings. The flyer should contain some pictures on the front and a map of the Winter River/Tracadie Bay watershed on the back.
- d) All Committee members should identify people, such as politicians or major watershed stakeholders, to receive a special letter or personal invitation to the meetings.
- e) Rod will ask Bruce Raymond (Department of the Environment) for an electronic copy of the Winter River Environmental Committee's bylaws and any other bylaws that he has available.
- f) Cathy will make a first pass at compiling a set of draft bylaws, once she receives the sample bylaws from Action e, above.
- g) Don may be able to compile a press release for the Guardian.
- h) John will approach Fred Cheverie to see if he would be interested in speaking at the first meeting.
- i) Don will approach Daryl Guignon to see if he would be interested in speaking at the second meeting.
- j) Rod will draft agendas for each of the two meetings and circulate them to the Committee.
- k) Rod will contact Bruce Raymond and Craig Walker (City of Charlottetown) to invite them to the meetings.
- l) John will check on the availability of the Corran Ban Hall for both meetings.

6. Next Meeting

The next meeting will be held at 7:00 p.m., on Wednesday, October 29, at the Grand Tracadie School.

7. Adjournment

The meeting adjourned at 9:00 p.m.