

Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA
Held on June 17, 2020, 7:00 pm via Zoom

Present: Sarah Wheatley, Clare Martin, George Coade, Dwayne McNeill, Ryan Winters, Jean-Paul Arsenault, Scott Stevens
Absent: Jeff Bysterveldt, John Hughes, Lowell Vessey, Matt Steeves

Clare called the meeting called to order at 7:09 PM

1. Minutes from the May 20, 2020 meeting

Minutes from the May 20, 2020 meeting were circulated by Ryan prior to the meeting. JP motioned to accept the minutes. Scott seconded. All were in favour, none opposed. Minutes were approved.

2. Chairperson's Report – Clare Martin

- The City of Charlottetown has not yet responded to our grant request. Clare is going to phone Jason Coady and ask when we can expect to receive our funds.
- Regarding the AGM – As of June 26th, 50 people can gather indoors. Clare asked if we want to try a face-to-face AGM under the 50-person condition. Corran Ban hall is not yet up and running (therefore we would need to look at another venue like Tracadie Cross). JP suggested we stick with the September timeframe. Dwayne agreed.
- Clare drafted a preliminary Chairperson's report with highlights of our work (Sarah to post on the website). We also plan to post financial reports when they are available. Finally, the newsletter will be posted as soon as it is ready.
- AGM scope and reports will be based on FY 2019-20 (perhaps with a few updates on recent months since the AGM is being held late).
- Sarah reached out to a concerned resident about a seat on the board. Lowell also has candidate in mind.
- George proposed that Sarah complete a new online course on natural asset management (e.g., how wetlands should be treated as financial assets). Registration costs ~\$345. The time commitment is ~10 hours from Sept 21 – Oct 18. George moved that we support the natural assets training for Sarah. JP seconded the motion. All in favour. None opposed. Motion carried.

3. Treasurer's Report – Lowell Vessey

Sarah gave a brief update in Lowell's absence. The complete report was submitted by Lowell following the meeting.

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: May 1, 2020	\$19,103.03	\$71,043.63
Less o/s cheques clearing	\$1,248.72	-
Plus deposits	\$36,883.81	\$6.03
Less expenses	\$3,713.83	-
Plus o/s cheques	\$3,021.35	-
Closing balance: May 31, 2020	\$54,054.65	\$ 71,049.66

4. Committees: Field Committee – Vacant (Committee Chair)

- Discussed Tim's Creek and other opportunities. Additional updates captured in Sarah's coordinator's report.

5. Water Committee – Clare Martin (Committee Chair)

- The next meeting date will be determined once the current situation with COVID-19 has been resolved.

6. Communications Committee

- Sarah sent JP a document called the Policies and Procedures Manual, which included several items developed internally. JP and Clare offered to review the document and submit to the Board later this year. Sections will include HR, rates of pay, schedules, hiring policy, discipline, privacy, finance & logistics, purchasing, mileage, conflict of interest, how to inventory equipment, health & safety, PPE, vehicle safety, biosecurity, SOPs, forms and much more.

7. WRTBWA Property Committee

- One load of woodchips has been dropped off. Staff are conducting some tests to see if the woodchips make suitable material for walking trails.

8. Coordinator’s Report – Sarah Wheatley reported (see report)

- Most of our funding from 2019-20 has been received now (Sarah is still working with EcoAction).
- 4 positions under Canada Summer Jobs program have been approved (these can be used in the Fall as well).
- We have also been approved for 2 positions under Jobs for Youth program and 3 positions under the Post-secondary program.
- We have received roughly 80% of our funding from the Water Management Fund.
- Sarah has submitted 3 large applications for Federal programs, with no ETA on those decisions.
- No news from the City of Charlottetown.
- Sarah McBride is helping with the newsletter. Early drafts are underway, but our field work takes priority. We will attempt to release it approximately one month before the AGM.
- 6 staff are working in the field now, including an intern who will continue working through the Fall.
- Sarah is working on going paperless for reports, photos, etc.
- Our tentative budget requires the use of \$14K in reserve funds (unless City funding comes through). George motioned that we allow Sarah to use up to \$14,000 from the reserve pending any additional funding from other sources. If additional funds come through, any reserve money used up to that point would go back into the reserve. Additionally, the starting rate for new employees will be \$13.75. George moved to accept the motion. JP seconded. All in favour. None opposed. Motion carried.

9. Tim’s Creek Culvert Project with TIE

- Sarah emailed Paul Strain for an update.
- Sarah is also working with Angela to figure out other projects to pursue with the remaining funding.

10. Suffolk Pit

- Sarah spoke with Todd Dupuis from PEI’s Department of Environment, Water and Climate Change.
- A Provincial order issued that problematic material must be removed from the pit by the end of June.
- Todd will let Sarah know when all the material has been removed. The Province is going to install water monitoring wells to ensure no contamination has occurred. They will monitor these for a few years.

11. Next Meeting

Meeting adjourned at 8:53 PM

Next meeting: July 15, 2020

Signature – Clare Martin, Chair of WRTBWA

Date

Signature – Ryan Winters, Secretary of WRTBWA

Date