



**Cornwall & Area Watershed Group**  
**Monthly Board Meeting**  
DRAFT MINUTES FOR APPROVAL

**Minutes: Monthly Meeting of CAWG Board of Directors**

**Date: February 12th, 2024**

**Time: 7:00 PM**

**Location: Cornwall Town Hall**

**Recorded by: Jamie Taylor**

**Date approved: March 05, 2025**

**In attendance:**

Bruce Bennett, Vice Chair  
Karlie Fitzpatrick, Director & Treasurer  
Hannah MacLean, Watershed Coordinator  
Jamie Taylor, Miltonvale Park Liaison

**Absent & Regrets:**

Ryan Mahoney, Chair  
Judy Herlihy, Town of Cornwall Liaison  
Julie Pellissier-Lush, Director

**AGENDA ENCLOSED**

**1. CALL TO ORDER**

Meeting was called to order at 7:03 by Board Vice-Chair Bennett

**2. DECLARATION OF CONFLICT OF INTEREST**

None declared

**3. APPROVAL OF AGENDA**

- Coordinator MacLean requested the addition of a discussion regarding CAWG's first corporate membership application. This was unanimously agreed and added as "Coordinator's Report item e".

**Made by:** Director Fitzpatrick **Seconder:** Director Taylor **Vote:** 3 / 0

**4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS (if any) - None**

**5. ADOPTION OF MINUTES FOR NOVEMBER 13<sup>th</sup>, 2024 MEETING**

**Made by:** Director Fitzpatrick **Seconder:** Director Taylor **Vote:** 3 / 0

**6. BUSINESS ARISING FROM THE MINUTES - None**

**7. CHAIRPERSON'S REPORT**

- None this month



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**8. COORDINATOR'S REPORT**

- a. Correspondence (if any) - NONE
- b. Coordinator's report / Project update
  - Hannah met with MCPEI regarding the logo colours and fonts. The next step is receiving some samples of the different combinations and a brand package (side deck, social media templates, etc.). She will follow-up with them.
  - Hyde Pond Report submitted.
  - Loyalist Road project applications submitted:
    - o Watershed Alliance was approved for \$64,000.00
    - o ASF was approved for \$10,000.00 and on the ground support
  - Walked North River and Watt's Creek with the Central Queens Wildlife Federation, Atlantic Salmon Federation, and PEI Watershed Coordinator to discuss deflectors above Milton Bridge on the North York River Road. This will help restore the meander of the river and assist in creating pools. Deflectors will concentrate the flow and move the silt and sediment along.
  - Followed up with Mary and Rosie from the government and further developed the idea.
  - Applied to the Wildlife Conservation fund, this is done annually for wage top ups.
  - Town of Cornwall is going to fund some replacements and update at the naturalization gallery.
  - A spread sheet was created to outline what items need to be included on the monthly agenda to make certain that all items are discussed in a timely manner.
  - T4s were processed and issued.
  - Contacted last season's employees to see if there was any interest in returning. Thus far only one response and that was a yes.
  - Cleaned out and reorganized the office to make room for a second desk for Veronica and David to use.
- c. Human Resource Manual review & approval
  - Open discussion. Edits and suggestions incorporated and set for approval next month.
- d. Project manager raise
  - o A raise of up to \$21.00/ hour was approved based on approved funding

**Made by:** Director Fitzpatrick **Seconder:** Director Taylor **Vote:** 3 / 0
- e. Corporate membership applications
  - o Trilby Lane Day Camp as applied to become a corporate member.

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**9. TREASURER'S REPORT**

- Credit cards have arrived, but individual names are on the card rather than CAWG and Director Fitzpatrick is going to find out how this will affect the ability of others to be able to use the cards.
- BMO account is officially closed.



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**10. OTHER BUSINESS-** Director Taylor has yet to chat with Director Pellissier-Lush but they are planning to chat as soon as time allows.

**11. INQUIRIES BY MEMBERS OF THE BOARD - NONE**

**12. NEXT MEETING:**

**BOARD MEETING**

**Date:** March 5<sup>th</sup>, 2025

**Time:** 7:00 PM

**Location:** Cornwall Town Hall

**13. CALL FOR ADJOURNMENT**

**Motion** at 8:37 PM

**Made by:** Director Fitzpatrick **Seconder:** Director Taylor **Vote:** 3 / 0

**AGENDA FOR REFERENCE USE ONLY**

**Date:** February 12, 2025

**Time:** 7:00 PM

**Location:** Cornwall Town Hall

**REGRETS:** Vice-Chair Bennett

**1. CALL TO ORDER** (Acting Chair)

**2. DECLARATION OF CONFLICT OF INTEREST**

**3. APPROVAL OF AGENDA** (Made by: \_\_\_\_\_ Seconder: \_\_\_\_\_ Vote: \_\_\_ / \_\_\_)

**4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS** (if any)  
(none at time of drafting agenda)

**5. ADOPTION OF MINUTES** (Made by: \_\_\_\_\_ Seconder: \_\_\_\_\_ Vote: \_\_\_ / \_\_\_)

**6. BUSINESS ARISING FROM THE MINUTES** (15 minutes)

**7. CHAIRPERSON'S REPORT** – Nothing this month

**8. COORDINATOR'S REPORT** (40 mins)

a. Correspondence (if any)

b. Coordinator's report / Project updates

c. Human Resource Manual review & approval

**Motion** (Made by: \_\_\_\_\_ Seconder: \_\_\_\_\_ Vote: \_\_\_ / \_\_\_)

d. Project manager raise

**9. TREASURER'S REPORT** (15 mins)

a. Credit cards have arrived, but individual names appear on them rather than CAWG.

**10. INQUIRIES BY MEMBERS OF THE BOARD / NEW BUSINESS**

**11. NEXT MEETING**

**BOARD MEETING TO BE RESCHEDULED**

**Dates:** March 5<sup>th</sup> OR March 11<sup>th</sup>

**Time:** 7:00 PM

**Location:** Cornwall Town Hall

**12. CALL FOR ADJOURNMENT**

(Chair)

a. **Motion** (Made by: \_\_\_\_\_ Seconder: \_\_\_\_\_ Vote: \_\_\_ / \_\_\_)