



Cornwall & Area Watershed Group

Monthly Board Meeting Minutes

Date: March 5th, 2025

Time: 7:00 PM

Location: Cornwall Town Hall

Recorded by: Jamie Taylor

Date approved: April 15, 2025

In attendance:

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

Absent & Regrets:

Judy Herlihy, Town of Cornwall Liaison

AGENDA ENCLOSED

1. CALL TO ORDER

Meeting was called to order at 7:06 PM by Board Chair Mahoney

2. DECLARATION OF CONFLICT OF INTEREST - None declared

3. APPROVAL OF AGENDA

- Coordinator MacLean requested the addition of two items:
 - Initial discussion for AGM
 - Logo update

This was unanimously agreed and added as “Coordinator’s Report items “e & f”.

Motion: Made by: Director Fitzpatrick **Seconder:** Vice-Chair Bennett
Vote: 4 / 0

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

5. ADOPTION OF MINUTES FOR FEBRUARY 12th, 2025 MEETING

Motion: Made by: Director Fitzpatrick **Seconder:** Vice-Chair Bennett
Vote: 4 / 0

6. BUSINESS ARISING FROM THE MINUTES - None

7. CHAIRPERSON’S REPORT

- a. Coordinator’s annual performance review
 - Performance reviews went well



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- Chair Mahoney provided a verbal summary of the Coordinator's performance review.

Key points:

- Hannah in enjoying the job, but misses being in the field as often as she had been in the past and has developed a plan that sees her working with the crews at least one day per week
- The highlight of the past year was the successful completion of the Hyde Pond Project
- Reoccurring issues, lack of board hands-on involvement and volunteering
- Workload manageability has improved, and Veronica has been a huge help
- More preparedness prior to meetings would be appreciated. It was agreed that any and all documents and discussion topics that are to be addressed at the upcoming meeting would be delivered to the board secretary by **end of business day the Friday prior to each meeting**. Special exceptions will be dealt with upon demand (special meetings, last minute items of urgency, etc.).

b. Coordinator's contract approval

- Discussion was held regarding total vacation days (3 paid weeks/15 days), stat days and other holidays, numbering of each pages all parties initial each page to ensure all content is included and acknowledged.

Motion: Made by: Vice-chair Bennett **Seconder:** Director Fitzpatrick

Vote: 4 / 0

8. COORDINATOR'S REPORT

a. Correspondence - NONE

b. Coordinator's report / Project updates

- DFO permit for Loyalist Road Project has been received
- Office has been rearranged, new desk in place, making space more usable.
- Submitted some student funding reports
- Created Coordinator's and Project Manager's contracts
- Reviewed the fish habitat management plan that David has been working on. In progress on finalizing his analysis. An interesting note, this now contains all data collected during the existence of CAWG. It will be a valuable tool to identify areas that need to be worked on the most.
- Met with a salmon specialist through the Watershed Alliance who's focus is to support salmon groups and discussed projects with her.
- Received landowner approval to create a new trail on the North River from Confed Trail to Route 2 to allow better access to sites.
- Attended an on-line strategic planning workshop. Some watershed groups are undergoing strategic planning, and it may be worth investigating. The video is in the board SharePoint.
- Attended Agri-Watershed Partnership workshop in Montague. This is a partnership of farmers and watersheds working together. Farmers spoke about sustainable agriculture and watershed groups made presentations about their projects. "It was very enlightening. A wonderful morning!"
- Received branding package from MCPEI
- Switched from ArcGIS to QGIS. This is free and more robust than ArcGIS.



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- Received word from four of the 2024 staff that they will be returning. Two will not be returning due to current employment and travel plans.
- Working on funding and hiring for six students (four returning if funding approved)

c. Human Resource Manual review & approval

- A brief discussion was held to highlight definition additions and correct a typo. Director Taylor made the motion, "I will make the motion that with the addition of gender expression to definition of harassment and the correction of the page 7 typo (line 4 "and that removed") to accept the manual as it is written.

Motion- Made by: Director Taylor

Seconded: Director Fitzpatrick

Vote: 4 / 0

d. Initial discussion for AGM

- Hannah wanted to start planning so that we are not left scrambling
 - May 28th
 - Cornwall Town Hall
 - Guest speaker idea: Invasive Species Council
 - Similar format as last year
- Everything to be finalized next meeting

e. Logo update

- MCPEI provided a guide that explains when, what and how to use each logo variation (color and layout) that they provided.

9. TREASURER'S REPORT

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

- Forms were signed and additional cards should arrive soon

10. OTHER BUSINESS

- Director Taylor shared:
 - Reverse Job Fair this coming Friday at the Charlottetown Public Library
 - Leading Impact Consultants (Trish Atlas, Lynn Lund) contact information shared to explore the possible funding available for dream projects that ideally cover all costs to the client.

11. INQUIRIES BY MEMBERS OF THE BOARD - NONE

12. NEXT MEETING:

Date: April 9th, 2025

Time: 7:00 PM

Location: Cornwall Town Hall

13. CALL FOR ADJOURNMENT at 7:52 PM by Board Chair Mahoney

Motion - Made by: Director Fitzpatrick

Seconded: Vice-chair Bennett

Vote: 4 / 0



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AGENDA FOR REFERENCE USE ONLY

Date: March 5, 2025
Time: 7:00 PM
Location: Cornwall Town Hall

REGRETS:

1. CALL TO ORDER (Time: _____)
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 (15 mins)
 - a. Coordinator's annual performance review
 - b. Coordinator's contract approval

Motion (Made by: _____ Seconder: _____ Vote: __ / __)
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. Initial discussion for AGM
 - e. Logo update
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
Dates: April 9th, 2025
Time: 7:00 PM
Location: Cornwall Town Hall
12. CALL FOR ADJOURNMENT (Chair)
Motion (Made by: _____ Seconder: _____ Vote: __ / __) (Time: _____)