



Steering Committee Meeting #4

Location: Room 220, Pavillon P.A.Landry, Université de Moncton, Moncton, NB
Date: Saturday, November 27, 2004
Time: 10:00am – 3:00pm

The Attending Members:

Claudette LeBlanc, ACZISC	Harry Collins, MREAC
Audrey Lapenna, staff	John Legault, DFO
Éric Giguère, Industry	Nadine Gauvin, Coordinator
Allister Marshall (Po'tlo'tek Fish and Wildlife)	Lee D.Thompson, public
Cindy Crane, DFAEPEL	Anita Vézina, MicMac Nation of Gespeg
David Boyce, SEA	Omer Chouinard, UdeM
Francine Rousseau, Environment Canada	Marianne Janowicz, NBDELG
	Mathieu David Vautour, public

.....

1. Call to order

The meeting was called to order at 10:05. Éric asked Allister to deliver the opening prayer.

2. Approval of agenda

Approval of agenda was moved by D.Boyce and seconded by A.Vezina.

3. Approval of previous minutes (June 12, 2004)

Approval of minutes was moved by M.Janowicz and seconded by H.Collins.

4. Matters arising from minutes

Nadine updated the group on the action items from the previous minutes. As per Action item 05, it was suggested to convert the report into .pdf format for easier transmission to SC members via email. Because this report was produced in French and is 64 pages in length, it was suggested to produce a one-page abstract with Pascal's help and have the abstract translated into English along with the appendices – which contain useful geomatics operational information. This report must also be posted on the Coalition website, along with information on GIS training experiences with respect to Jocelyne's group at NBCC-Moncton.

Action item 01: Hire Pascal on a contract basis to produce an abstract of the report and have it translated. Print several copies for office use and for anyone wanting a hard copy. Resend report to SC members in .pdf format via email.

Action item 02: Produce a brief report on the GIS training experiences of Jocelyne's group and post this along with report on web.

5. Financial Report

D. Boyce presented an update on the current budget and moved for its adoption which was seconded by C.Crane. The group discussed the portion of the report on 'in-kind' donations and 'carry-over amounts'. Harry mentioned the importance of accuracy when attaching a value for in-kind services. His group has been doing this for years and use specific rates for different services. Also, it was mentioned that for 'carry-over' amounts, 15% is the amount typically accepted by funding agencies.

Action item 03: Harry to share the rates employed by MREAC for calculating in-kind services.

6. Human Resources Committee Report

Eric explained the process adopted by the Human Resources management committee (Harry, John and Eric) with formalizing HR operational procedures for the Coalition. The initial proposed guidelines include:

- Employees undergo two performance reviews in their first year of work for the Coalition (every 6 months).
- Performance review is a yearly process after the first two reviews.
- Each satisfactory review entitles the employee for the next bracket in the salary scale recognized for the job at the Coalition.
- Salary scale for Coordinator job (class 1 in file attached) is to be adopted for now until the end of calendar year 2006.
- Salary scales for other employment positions are to be adopted later, after approbation both by MC and Coordinator.

First performance review with Nadine suggests that she should be entitled to the next bracket of pay; the raise being retroactive to the beginning of her second 6 month work-term.

Other policies including parental, statutory holidays, salary scales for other employees, etc. could be adapted from a guide recommended by Eric (a document of over 100 pages from the Comité ZIP). This will be adopted following the Coordinator's review. The SC members agreed that this document was ideal and portions of it could be used for the Coalition's purposes. Claudette offered to provide us with an example of her contract; her opinion is that a three-page document is sufficient to incorporate a human resource management policy.

Action item 04: Claudette to provide a copy of her contract as a guide for the HR cttee.

Action item 05: Nadine to review the Comité ZIP guide and offer feedback to the HR cttee, who will in turn decide upon the remaining policies to propose.

7. Working Group updates

Communications and Education Working Group - No official report was submitted; the group did not meet since the last SC meeting. This group does not yet have a chairperson. The sixth issue of the *Messenger* was developed by staff and copies were distributed to members. On John's behalf, Nadine proposed an idea to develop a 2005 calendar as a fund-raiser and awareness tool, by incorporating photos of various community groups within the Southern Gulf of St. Lawrence region. The website is undergoing reconstruction and Audrey will spearhead this initiative in January.

Action item 06: A chairperson should be sought during the next meeting; new members will be encouraged to assume this responsibility.

Science, Research and Habitat Working Group - M. Janowicz presented the newly completed Indicators report. In summary, members will need to decide if they want to proceed with indicators and if so, will have to find a process of finding resources for the three-year project. As per the Coastal Erosion sub-committee, they are considering taking a new direction with the workplan with developing an awareness tool, for example a brochure to help residents make responsible choices when protecting their shorefront property. Cindy announced her resignation as co-chair due to time constraints.

Action item 07: Working Group to meet and bring forth recommendations on the Indicators project to the next SC meeting in February and follow-up ideas should be considered at the Strategic Planning session.

Technical Working Group – no report was provided.

AGM 2005 Working Group - David reported that representatives from the four Atlantic Provinces are working on the 'On-site Sewage Treatment' workshop that will be tied-in with the AGM, to be held on April 22, 23 in Montague, PE. The event will be a meeting and tradeshow forum, encompassing three themes: Technology, Management (regulation and enforcement) and Awareness.

Eric suggested that reports will be required for the next Steering Committee meeting from the Awards/Scholarship Committee and the Constitution Working Group.

Action item 08: The Awards/ Scholarship Committee and the Constitution Working Group to provide a report for the February SC meeting.

8. Report on Two Workshops

Climate Change – Nadine reported that the workshop of Nov.11-13 was a huge success with over 100 participants and it received wide media coverage. Omer cautioned there's a need for education to avoid large engineering firms from gaining government support to build resistant structures and also the current NB Coastal Areas Protection policy needs to be immediately implemented.

Action item 09: A letter should be sent to the NB Minister of Environment and Local Government and the other provincial Environment Ministers urging them to take immediate action.

Action item 10: a climate change adaptation communications and lobbying strategy should be considered at the strategic planning session.

Stakeholders (Carrying Capacity) – held at the Gulf Fisheries Centre on Nov.16. Marianne reported the major outcome is a need to integrate research for an ecosystem approach. The Science, Research & Habitat WG will review the proceedings and report back to the Coalition with recommendations to move forward. The directives of the workshop should also be considered for the upcoming strategic planning session.

Action item 11: The Science, Research & Habitat Working Group to review the Stakeholders Workshop proceedings and provide recommendations to the Coalition.

9. Strategic Planning Session

It was decided to plan a session asap and Dec.13 was the proposed date. The goal is to develop a workplan for the 2005-2006 year and establish financial objectives. The session should include the Management Committee members, Working Group chairs and other willing Steering Committee members. After some discussion, Harry moved that the best approach for the session would be to proceed with brainstorming on new ideas based on directives put forth recently to the Coalition (recent workshops, etc.), then tie these in with former workplans. Seconded by M.Janowicz.

Action item 12: Nadine to try and schedule a session for Dec.13 and if unsuccessful, sometime in early January.

10. Other business

John proposed the calendar idea in more detail and presented a 'mock-up' of the calendar. He will proceed with sourcing costs, materials required, etc.

11. Group discussion

Mark Victor, Environmental Assessment Coordinator with Prince Edward Island's Department of Environment, Energy and Forestry gave a presentation on the economic viability of small windmill energy systems. Post presentation discussions including the following:

- having workshops on renewable energy was suggested at the last strategic planning session. Could be a topic for this year's strategic planning session with a focus on 'wind' energy. This would stimulate government support and homeowners to make it more practicable.
- Windmill is just one aspect of renewable energy. Coalition should consider promoting solar energy and wave energy also.
- What is the impact on birds from the turbines? Need to develop a responsible manner of operation to wildlife.
- Coalition should take the lead to the next level (similar to Oil & Gas) none of the provinces have a 'clear' energy policy. Without one, people assume it's sustainable to consume energy increasingly as they already do!
- a fine example of a group doing something positive is Bathurst with their One-ton challenge. Many small initiatives are going on right now in the area and a good approach would be to share these initiatives within groups at workshops.
- there's already an excellent forum, TalkEnergy (www.talkenergy.com) – there's a lot of great ideas shared in this forum.

12. Sustainability Definition

Marianne led a consensus-building session with the group to come up with a definition on sustainability based on directives that stemmed from the recent internet forum exchanges. It is:

'Living in balance within Earth's limits for a healthy future and understanding that economies, environments and societies are interconnected.'

13. Adjournment

The meeting was adjourned just before 3pm.