

Trudy Payne

From: Trudy Payne
Sent: September 26, 2017 8:08 PM
To: 'Chad Haughn (chaughn@chester.ca)'; 'Blake McDonald'; 'Garth Bangay'; 'Mat Whynott'; 'Robin McAdam'; 'Shanna Fredericks'; 'Terry Matheson'
Subject: Agenda package
Attachments: Guide-to-Writing-a-Water-Quality-Monitoring-Plan.pdf; Sherbrooke Lake Stewardship Committee approved by Council April 2017.docx; Copy of Sherbrooke Lake Water Quality Monitoring Budget 2017_revised Aug 9.xlsx; Sherbrooke Lake Water Quality Monitoring.docx; Fox Point Lake Water Quality Monitoring Program.pdf

Good Evening Everyone:

October 5th is soon here – the date set for our next Sherbrooke Lake Stewardship Committee meeting. I will confirm the location but I am hoping to book the committee/council chambers at the Chester Municipal Office located at 151 King Street. The meeting is set to begin at 7 p.m.

The agenda for the evening is as follows:

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| 1. Welcome | 2 minutes |
| 2. Overview of water sample tests received to date – Shanna – BCAP | 20 minutes |
| 3. Begin developing the framework for the water quality monitoring program | 1.5 hours |
| 4. Next meeting date/location | 3 minutes |

Is there anything anyone would like to add to the agenda?

This meeting is intended to be a working meeting. As such we have some homework for you. Attached to this email is a Guide to Writing a Water Quality Monitoring Plan. Shanna and I will be using this guide to help us with developing a robust water quality monitoring program for Sherbrooke Lake. Please focus on reading pages 3 – 6 (up until step 3) and come prepared to speak to the questions posed. We plan to get to step three in the guide. It is our hopes that at our next two maybe three meetings to cover the rest of the steps which will help us in developing a program that will work for Sherbrooke Lake. We have time before next year's water testing begins (May) so we do have time to work on developing the monitoring program and a training program for volunteers. The goals and objectives of the program are vital to helping us develop the program and to determine actions to meet the goals and objectives.

I have also enclosed the terms of reference for the committee for your review which may help in working our way through the process of developing the monitoring program.

At our orientation session the suggestion of providing definitions was raised to help committee members. Shanna had previously sent out a copy of the Fox Point Water Quality Program. I have attached it to this email. You are encouraged to read through pages 7 – 14 to become familiar with some of the terms. As we develop our program we can certainly include these terms so we have a reference point as a committee but also the terms can serve as an educational tool to the public when reading the program document.

I have also attached the budget and the monitoring program developed by BCAP for this summer.

At the orientation session we discussed things that made an effective meeting. I must admit I have misplaced the flip chart paper in which I recorded your responses. From memory I believe the following was mentioned:

- Define the purpose of the meeting
- Have an agenda that gives times to each item
- Be respectful of everyone and their input
- Be on time
- Stick to the time frame set out for the meeting (i.e. 2 hour meetings)
- No interrupting when someone is speaking
- Listen
- Only speak if going to add to the conversation; do not repeat a point that was already made
- Come prepared

I am sure I forgot something or did not capture a point quite correctly. Please send me anything you think needs to be changed on the above list, added or deleted.

Any questions please email me. I look forward to see everyone next Thursday evening.

You will note I have included Chad Haughn, the Director of Recreation and Parks for Chester. He will be attending this meeting and plans to be a regular resource at the meetings. Welcome Chad!

Trudy