

Sherbrooke Lake Stewardship Committee

Thursday, May 24, 2018 at 7:00pm

Forest Heights Community School

Attendees: Garth, Blake, Sarah, Shanna, Robin, Terry

Regrets: Chad, Trudy, Mat

Approval of Minutes

- Add: "Task Hazard Analysis and Safe Operating Procedures" under Approval of Minutes re: DFO information.
- Revise the following statement: "The requirements of the volunteers are boat availability; training and collecting the samples once a month and getting them to Bluenose Coastal Action in a timely fashion to get them to the lab" to "*The requirements of the volunteers are boat availability; receiving training and collecting the samples once a month and getting them to Maxim Analytic Lab in Bedford within 24 hours.*"
- Add: Denny P's last name – 'Parent'
- Moved by Robin, seconded by Terry. Moved as amended

Business Arising from Minutes

- Tissy to ask Trudy to forward DFO's Task Hazard Analysis and Safe Operating Procedures information to committee
- Shanna to include DFO's Task Hazard Analysis and Safe Operating Procedures to volunteer package
- DOE has seen 2017 design but has not seen the most recent design. Shanna to send 2018 design to DOE
- Clarification on the extra coverage for volunteers – what is covered? Tissy to look into this

Review Water Quality Monitoring Program

- Shanna to add where these methods have been adopted from
- Training can take place close to shore on Sunday if not all can be on the water
- Evaluation of the training/volunteer readiness – how will this be addressed? Shanna would like to come back out on the second or third run to ensure things are running smoothly (not budgeted, would not charge her time)
- What happens if a sample day doesn't go as planned due to technical error? Conflict between volunteers? How are these potential issues to be addressed? How does Fox Point address these issues? Shanna reported that it is a smaller program with a smaller volunteer base, mostly retired. This provides flexibility to monitor weather to chose best day to.
- Is it possible to put in a double order of bottles to have on hand in case of emergency? (boat capsize, etc.)

- 2 boats, 2 teams of 3 would be ideal to reduce vulnerability
- Streams are sampled bi-monthly
- Profiles in August, the rest will be mostly straight-forward
- Shanna will complete the monthly sample sheets for volunteers to keep things simple and straight-forward
- June has 2 issues; only one boat, carry over of training – **ask at the training who is available in June**
- Do we want to have meetings during the monitoring program to ensure everything is running smoothly? Shanna will require volunteers to submit sampling sheets each month after samples are complete. BCAF goes with Fox Point once a month to ensure things are running smoothly. It was suggested that we meet with volunteers before the August sampling to review the program before the busy month. This could be in the form of an informal discussion rather than a formal meeting. A meeting will be set in a central location. **Date: Thursday, August 2, 2018.** Forties, VIC, or Maplewood/Parkdale - TBD.
 - **Agenda/Discussion Points – Sarah will develop these**
- Indicators of success – what will those be?
- The YSI has been ordered but not here yet. BCAF will use their own YSI on Sunday and will bring a Van Dorn and Ekman Dredge for volunteers to become familiar with.
- Volunteers can troubleshoot meeting locations for conducting samples, if needed
- Sampling will be weather dependant – assess winds to determine launch locations before sampling
- Are there priority sites? Public access sites would be important
- **Lab times – must be there by 3pm – no later!**
- Some contact information for the document is still needed. Who's contact information do we want on the cover page? It was decided that Garth and Robin (chair and vice chair) would be best to use as a contact
- Would both the MODL Mayor and MODC Warden both sign a thank you letter to volunteers? We are asking volunteers to dedicate a lot of time, resources, and travel for this project. **Robin will draft a letter, Tissy will inquire with MODL Mayor and MODC Warden**
- BCAF will try to make arrangements to have sampling equipment brought closer for volunteers to pick up
- What is the procedure when analyzing data and there is an alarming result? The committee will need to come together quickly to address. Important to inform citizens if it is a serious concern. Radio/Public Notice/Post on Site.
- Whose responsibility is it to perform/pay for follow up samples if a sample comes back poor? Committee feels it would be the duty of MODL to complete. **Tissy to look into Terms of Reference. Tissy to pose the question to MODL.**
- Communication – do we need a meeting to address how we will do this? Starting point will be letter from mayor to residents to cottage associations to keep residents informed. **Tissy will talk to CAO/Mayor. Garth can draft a letter. Refer to list on how to contact lake residents.**
- Last samples are the end of October

Motion to adjourn – Moved by Terry, seconded by Robin. Motion carried – 8:38pm

Training on Sunday at 11:00am - 215 Beach Point Road (Garth's place)