

Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA
Held at the WRTBWA office on February 18, 2026, at 5:30 pm

Present: Jean-Paul Arsenault, Clare Martin, Kelly Watson, Brian Gillis, Raena Parent, Alexa MacPhail, Roger Roy, Shauna Barry, Philip Murphy and Dwayne McNeill

Absent: Lowell Vessey, Matt Steeves, Abby Cameron, Jeff Bysterveldt and Jack Rossiter

1. Presentation by NorthShore Oyster Company

- The meeting began with a presentation by representatives of the NorthShore Oyster Co. that plans to erect a 16,000 sq. ft. building to serve as an oyster hatchery and nursery on White Sickle Drive on a point of land opposite the Corran Ban Church. The facility would withdraw and return 1,900 imperial gallons per minute from Winter Bay.
- The proposed construction schedule is spring/summer 2026. Permitting processes are underway with DFO, the provincial Department of Environment, and the Rural Municipality of North Shore.
- The company is seeking assistance from the WRTBWA with shrub and tree planting and asks that we share our water quality and bank swallow data with them.
- Board members discussed how we should respond and it was decided to send a letter to the company thanking them for their presentation and asking them to keep us informed on progress.

2. Minutes of the January 21 meeting

Draft minutes of the January 21 meeting were reviewed.

Moved by Shauna, seconded by Brian, that the minutes of the meeting be adopted. Motion carried.

3. Report from the Chair

- There was nothing to report

4. Report from the Treasurer (presented by Raena in Lowell's absence)

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Jan. 1, 2026	\$36,132.87	\$90,486.55
Less o/s cheques	\$161.70	
Plus deposits	\$0.35	\$216.64 (Interest)
Plus o/s cheques	\$0.00	
Less expenses	<u>\$23,334.06</u>	
Closing balance: Jan. 31, 2026	\$12,799.16	\$90,703.19

Since the Treasurer was absent, it was decided to carry the report over to the next Board meeting.

- Raena stated that she has no concerns regarding cash flow for March as new revenue will be coming in during the month.
- Raena presented the wish list requested by the Board at the February meeting. The list includes advance payment of 12 months' rent, laminator, office chair, banner, A-frame stands, computer screen, Deuter backpacks, etc., for a total of \$19,361.93, leaving a projected year-end balance of \$25,906.07 that could be applied to April and May payroll.

Moved by Clare, seconded by Philip that Raena be authorized to implement the year-end expenditure plan as presented.

Motion carried.

- Raena presented a draft budget for FY 2026-2027 with total expenditures and revenues of approximately \$292,300. Members asked that advanced payment of rent be included in the 2026-2027 budget as well as the cost of the revised pay plan and that a new draft budget be presented to the March Board meeting for final approval.

5. Field Committee Report

- For a Wildlife Conservation Fund project application, Provincial Fish Biologist, Rosie MacFarlane, suggested WRTBWA staff check a goldfish trap daily that would be installed below the Hardy Mill and Officers Pond fish ladders by the Forests, Fish and Wildlife Division. Members raised a number of questions regarding how this would work on weekends and who will take responsibility for euthanizing the fish captured in the trap.
- The Field Committee was asked to discuss this project at its next meeting and come back to the Board with a recommendation.

6. HR Committee Report and Policies and Procedures Manual

Moved by Jean-Paul, seconded by Roger, that the draft Policies and Procedures Manual be adopted as presented. Motion carried.

- It was decided that the Manual will be treated as a document for internal use only.
- The Board met *in camera* to discuss the proposed pay plan and the process for hiring a new Watershed Coordinator.
- Clare presented the proposed 2026-2027 Pay Plan on the Committee's behalf, explaining that a 2.8% across-the-board increase is recommended to match the year-over-year increase in the Consumer Price Index for Prince Edward Island. She mentioned that the Committee reviewed job ads for positions similar to ours and found that the salary levels proposed would be more than competitive in the Charlottetown labour market.

Moved by Jean-Paul, seconded by Brian, that the proposed 2026-2027 Pay Plan be adopted as presented. Motion carried.

- Clare reported that the Committee has had initial conversations with Raena regarding her date of departure and suggested overlap with the new Coordinator, and that the Committee recommends an open competition. Members agreed that the position should be posted soon with a closing date sometime in March and target date of June 1 for the new Coordinator.

7. Communications and Outreach

- The snowshoe event was very successful with perfect weather and 40 attendees.
- The invasive species talk was held online with 16 attendees.
- The WRTBWA was mentioned in the TD Yearly Review and in a Nature Conservancy of Canada article.
- Raena asked Board members for feedback on the outreach content creation.

8. Watershed Management Plan

- Clare reported on the Committee's progress to date, including the summary and action plan sent to Members in advance of the meeting. The Committee proposes a target completion date of March 31, 2027, with a survey and public consultations to be held in the fall.
- Members were asked to suggest names of consultants for the public engagement piece.
- The Committee will develop a request for proposals for the public engagement and report on progress to a future meeting.

9. Coordinator's Report (sent in advance)

- Raena contacted Island Coastal regarding a credit we are owed to see if it could be used to build the parking lot on the Suffolk Road property. The credit is worth approximately \$8,500. Island Coastal has agreed that the credit will cover the cost of the parking lot.
- A meeting is scheduled with Mayor Brown on March 5. Dwayne and Kelly will accompany Raena to the meeting and it was suggested that we also invite Richard MacEwen because of his key role in City administration and his knowledge of the issues.
- Raena presented a draft layout of the office building that would be constructed on the Suffolk Road property. Members offered comments and suggestions. Brian offered to help with the design and development process.

10. Review of Scorecard

- Alexa reported that all goals are achieved or on target.

11. Next Meeting

- The next regular Board meeting will be held on Wednesday, March 18, 2026, at 6:00 pm at the WRTBWA office.

Meeting adjourned at 8:25

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date