

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA  
Held at McQuaid's boardroom, Jordan Cres. On February 15, 2023 at 7:00

**Present:** Dwayne McNeill, Clare Martin, Matt Steeves, Lowell Vessey, Jean-Paul Arsenault, Raena Parent, Shauna Barry, Philip Murphy, and Carol Murphy

**Absent:** Jeff Bysterveldt

## 1. Minutes of the January 18 meeting

Draft minutes were reviewed. No changes were made.

**Moved by Lowell, seconded by Shauna that the minutes be adopted as read. All in favour. Motion carried.**

## 2. Chairperson's Report – Dwayne McNeill

- In discussions with the owners of our current office, McQuaid's, Dwayne was told that the rent following renovations to the building would be \$1,400-\$1,500 per month, higher than quoted to us previously. He asked them whether there were other options, and was informed that a space would be available on the same property since the current tenant is leaving soon. Dwayne, Jeff, and Raena visited the space and reported as follows: it has about 1,800 sq. ft. on two floors; enough room for staff, equipment storage, and the truck; we would not need to buy a storage container; it has a boardroom; rent is \$1,215 per month for a three-four year lease; and we would be able to move into the space in early May. It was decided that this would be a better option than our current space, even after renovations.
- Sarah's truck was purchased, and it is now licensed, registered, and insured. It is being stored at Maurice MacDonald's until needed for the field season.
- The WRTBWA's grant request has been sent to the City of Charlottetown.

## 3. Lowell presented the Treasurer's report for the months of November and December.

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: Nov 1, 2022	\$153,390.15	\$71,643.67	
Less o/s cheques	\$2,684.60		
Plus deposits	\$10,574.22	\$91.27	(Interest)
Plus o/s cheques	\$2,011.62		
Less expenses	<u>\$8,200.89</u>		
Closing balance: Dec 31, 2022	\$155,090.50	\$71,734.94	

**Moved by Lowell, seconded by Carol that the Treasurer's report for January be accepted as presented. All in favour. Motion carried.**

## 4. Reserve Fund Policy

- Jean-Paul and Lowell reviewed the proposed Reserve Fund Policy. Essential points were a recommendation that the Fund equal 38% of five-year-average expenditures; that it be used in the event of a temporary cash flow shortage, for emergencies, or for one-time expenditures; that the policy outline a process for withdrawal and replenishment; and that it be reviewed every year.
- After discussion, it was agreed that a target of 30% of five-year-average expenditures would provide the WRTBWA with an adequate reserve. We are currently at 28% (\$71,700); \$75,000 would equal 30% of five-year-average expenditures.
- Jean-Paul will revise and simplify the draft policy document and it will be presented to the Board for a final decision at the March meeting.

## 5. Field Committee

- Shauna and Raena reported that we will hire 6 staff for the summer months. All are returnees from 2022.
- Board members agreed that priority must be placed on assessing damage from Fiona, with a focus on fish passage, and that operational plans must consider staff safety first. Philip offered to help identify chainsaw safety practices and it was suggested that we approach George Coade to assist in a training and supervisory capacity, depending on need.
- The Watershed Alliance is applying for \$1 million from the Disaster Relief Fund.

- We may be able to modify certain grant applications to put more focus on Fiona recovery and are hoping for more flexibility from funding agencies.
- Raena was asked to investigate the possibility of identifying property owners in the watershed who would be eligible to apply for the provincial Buffer Zone Acquisition Program recently announced by Hon. Steven Myers. The idea would be for the WRTBWA to make them aware of the program. In response to a question from Lowell, we will try to find out whether watershed groups will have a role to play in managing land acquired by the Province under the Buffer Zone Acquisition Program.
- It was suggested that we get our orders in for tree seedlings as early as possible, in time for the mid-March bookings.

**6. HR Committee Report**

- Raena reported that we have not advertised summer openings. We approached staff, best performers, who worked for us last summer and were able to meet our needs in this way. We do have 2 positions open and will decide on whether to fill them later in the season.

**7. Communication and Outreach Committee Report**

- The Committee has not met since the last meeting.

**8. Coordinator’s Report (sent in advance)**

- Raena suggested that, although the Climate Challenge Fund includes a very attractive funding formula, perhaps we should hold off for a year and look for ideas for 2024 based on priorities identified post-Fiona. Members agreed with this approach. It was also suggested that the WRTBWA investigate possible partnerships with neighbouring watershed groups.

**9. Review of the Scorecard**

- Annual targets reached for most operations.
- Social media posts are appearing weekly.

**10. Next Meeting**

- The next Board meeting will be held on Wednesday, March 15, at 7:00 pm at McQuaid’s Boardroom on Jordan Crescent.

Meeting adjourned at 8:40

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Signature – Dwayne McNeill, Chair of WRTBWA

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Date

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Signature – Jean-Paul Arsenault, Secretary of WRTBWA

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Date