

# 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 May 15, 2024, at 7:05 pm

---

**Present:** Dwayne McNeill, Jean-Paul Arsenault, Matt Steeves, Raena Parent, Philip Murphy, Shauna Barry, Clare Martin, Cassandra Gautreau, and Loman Cannall

**Absent:** Lowell Vessey and Jeff Bysterveldt

**Guest:** Kelly Watson

## 1. Minutes of the April 17 meeting

Draft minutes were reviewed.

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

## 2. Report from the Chair

- Tim Banks has not responded to our invitation to meet. Jean-Paul noted that Gary Schneider of ECOPEI confirmed that the lawsuit brought by Mr. Banks is still active.
- Dwayne suggested that we organize two field trips for Board members, one to spend time with staff to view operations, the other to visit David Carmichael's nursery/arboretum in Dunedin near Clyde River. Members agreed that this would be a good idea. July 5 and 19 were suggested as tentative dates, and Raena will follow up.
- Dwayne reported that the Rural Municipality of North Shore (RMNS) is considering purchasing a parcel of land at the corner of the Suffolk Rd. and the Pleasant Grove Rd. and to build a soccer complex at the northern end of the property. RMNS has suggested to the current owner that donating the southern portion of the property to the WRTBWA, a registered charity, would improve affordability from its standpoint. It was noted that the 32-acre property that would be donated to the WRTBWA is forested, has potential for a trail network, and is crossed by Tim's Creek on its southern boundary.

**Moved by Clare, seconded by Shauna that the WRTBWA investigate a partnership with the Rural Municipality of North Shore leading to the possible acquisition of a 32-acre property on the Suffolk Rd. Motion carried.**

## 3. Report from the Treasurer

	<i>Chequing account</i>	<i>Savings Account</i>	
Opening Balance: Apr. 1, 2024	\$67,649.38	\$85,659.31	
Less o/s cheques	\$7,329.96		
Plus deposits	\$6,250.00	\$119.69	(Interest)
Plus o/s cheques	\$525.78		
Less expenses	<u>\$4,563.72</u>		
Closing balance: Apr. 30, 2024	\$62,531.48	\$85,779.00	

**Moved by Jean-Paul, seconded by Shauna that the Treasurer's Report for April 2024 be adopted as presented. Motion carried.**

- There was no update on the Board's request that Lowell and Dwayne meet with Sarah Wheatley to hear her concerns regarding the Board's decision not to have the WRTBWA's accounts audited for FY 2022-2023.

## 4. Field Committee Report

- Raena reported that 125 landowner permission forms have been mailed out.
- A river otter sighting was reported near Tim's Creek. It was suggested that we install a trail camera to verify the sighting.
- Regarding maintenance of the trail on the WRTBWA property on Suffolk Rd., it was suggested that Raena investigate acquiring pit gravel; we have a credit with Island Coastal. If wood chips are needed, Jean-Paul has a contact at Wood4Heating in Ten Mile House.

## 5. HR Committee Report

- Raena reported that all summer staff have been hired; 6 have started and 1 will start work by June 24.
- Will is doing administrative work in the office one day per week. Raena reported that this is working well and allows her to spend time in the field.

- Members were advised of a recent change to the *Employment Standards Act* that provides employees with 1 paid sick day per year of continuous service, 2 days for 2 years, and 3 days for 3 years. Since none of our core staff meet the definition of continuous service, the HR Committee suggested that we might use the same criteria as those for the health insurance plan for WRTBWA employees. Members agreed with this suggestion and Raena was asked to draft a policy for review by the HR Committee to be presented to the next Board meeting.

**6. Communications and Outreach Committee Report**

- Raena reported that we are partnering with the City to hold the Lady’s Slipper Hike on June 8 and with the Glenaladale Heritage Trust for two birding walks on June 15 and 22.
- Will is working on the lesson plan for Grade 6 students in collaboration with the Department of Education’s curriculum consultant.
- The instructor for UPEI’s Integrated Watershed Management course contacted Raena regarding a possible tour of the WRTBWA’s work on May 24.
- Matt mentioned that the company he works for, Stantec, will hold its volunteer day on June 17. Raena will arrange work for them.
- Stonepark Intermediate School will hold its “Green Team” volunteer day on the watershed on June 19. Raena has arranged for them to do some planting at the Union Rd. pumping station and a shoreline cleanup.
- This being Loman’s last meeting with the “Youth On Board” program, the Board presented him with a gift and thanked him for his participation.

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

- Raena reported that we declined some offers of funding for summer staff positions in order to keep crew size at a manageable level.
- The RMNS has offered the use of its summer student on Fridays. Raena will discuss this with the CAO, Sarah Wheatley, to assess supervision, suitability, and liability issues and report to the HR Committee with a recommendation.
- During Raena’s vacation absence, Dwayne will be the emergency contact for Will and Jess, with Shauna as backup.

**8. Review of the Scorecard**

- Raena reported progress on tree planting and media posts.
- Regarding seed collection, Raena was asked to check with the Watershed Alliance to see what the long-term plan is for the nursery established at Glenaladale.

**9. Other Business**

- Kelly indicated that he is interested in joining the Board. He is a resident of the watershed and works as the Chief Financial Officer for Provincial Credit Union. Members welcomed him to the Board.

**10. Next Meeting**

- The next regular Board meeting will be held on Wednesday, June 19, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 8:40.

---

Signature – Dwayne McNeill, Chair of WRTBWA

---

Date

---

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

---

Date