

# 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 April 19, 2023, at 7:00 pm

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**Present:** Dwayne McNeill, Jeff Bysterveldt, Jean-Paul Arsenault, Raena Parent, Carol Murphy, Clare Martin, Matt Steeves, and Philip Murphy

**Absent:** Lowell Vessey and Shauna Barry

## 1. Performance Review – Raena Parent

Raena was absent for this agenda item. Clare and Jean-Paul reported that they met with Raena to review her performance and to discuss her experience and expectations in her new position of Coordinator, and that the results were positive. Lowell provided an assessment of Raena's ability to manage the WRTBWA's finances.

**Moved by Clare, seconded by Jean-Paul that Raena be made permanent with an increase in her hourly rate from \$24 to \$25, effective May 1. All in favour. Motion carried.**

## 2. Minutes of the March 15 meeting

Draft minutes were reviewed. No changes were made.

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

## 3. Raena presented the Treasurer's report for the month of March

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Mar 1, 2023	\$63,353.15	\$71,882.79
Less o/s cheques	\$2,011.62	
Plus deposits	\$16,331.81	\$97.60 (Interest)
Plus o/s cheques	\$11,760.05	
Less expenses	<u>\$23,945.92</u>	
Closing balance: Mar 31, 2023	\$65,487.47	\$71,920.39

- Members discussed whether the reserve fund should be topped up to bring it in line with the Reserve Fund Policy. It was decided that we would review this in the fall following the completion of the field season and depending on the WRTBWA's financial position at that time.

**Moved by Jean-Paul, seconded by Philip that the Treasurer's report for March be accepted as presented. All in favour. Motion carried.**

## 4. Field Committee

- Raena gave a summary of planned field operations for the 2023 season. A formal work plan was developed by staff and was sent to Board members prior to the meeting. Members expressed support for the proposed work plan.

## 5. HR Committee Report

- Jean-Paul, Clare and Philip developed a pay plan based on information provided by Raena and previous decisions made by the Board regarding hourly rates for the Coordinator and Field Supervisor positions. It was explained that the pay plan will make it easier for the Board to budget for salaries from year to year and provide staff with more transparency around pay rates. The Coordinator and Field Supervisor would move from one step to the next one on their anniversary dates, subject to satisfactory performance. The increment between steps in the pay plan for the two senior positions is approximately 4%. Raena will determine the step for seasonal staff based on experience.
- Members agreed that the pay plan will be reviewed at least annually to consider increases in the minimum wage and the Consumer Price Index.
- The pay plan is attached to these minutes.

**Moved by Jean-Paul, seconded by Jeff that the Board accept the proposed pay plan as presented. All in favour. Motion carried.**

**6. Communication and Outreach Committee Report**

- Carol reported that, while the Committee would like to organize a spring event, the condition of the trail is the main concern. They are considering options for an event in late May.
- Carol will email Board members asking for suggestions.
- The Committee was asked to add the 4-H tree planting event to its plan.

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

- It was suggested that wooded areas damaged by Fiona be assessed and classified according to danger level. Philip offered to help, and Raena was asked to approach George Coade to see if he might be interested in working with the crew on a professional services contract. Although Raena and Lyndsay have had chainsaw training, safety remains the Board’s main concern.
- Jeff spoke to BDO seeking clarification on their quote and their opinion on whether audited financial statements should be done every year. He will report to the next Board meeting.
- Raena was asked to assess the cost-benefit of our status as a registered charity given that one of the reasons why we have our financial statements audited is to maintain the status and will report her findings to the May Board meeting.
- Renovations to the new office are nearing completion and staff will move in in May.
- Raena reported that 3,000 trees will be made available to us from the J. Frank Gaudet Tree Nursery. Red oak seedlings will be sourced from the new Glenaladale nursery.

**8. Review of the Scorecard**

- Annual targets reached for most operations (1/2 culvert installation, 1/2 meeting with government, 1/2 media article, 3233/3500 trees planted)
- Raena included water extraction targets and results in the final version of the 2022-2023 scorecard. She was asked to post the scorecard on our web page and Facebook page.

**9. Chairperson’s Report – Dwayne McNeill**

- Members discussed the need for a meeting of the Water Committee with the Province and the City. the Committee will attempt to find a suitable date, ideally the third week of June.
- The need for bookkeeping assistance was discussed. Raena reported that she is becoming more comfortable with this aspect of the job. Clare will contact the Watershed Alliance to determine whether it intends to provide bookkeeping services to watershed associations in future and will speak to Sarah Wheatley to see if she might be interested in helping on an as-required basis.

**10. Other Business**

- Raena met with Aggie-Rose Reddin of Glenaladale to review their plans to set up a tree nursery. Two-thirds of their production will be red oak seedlings. PEI Watershed Alliance has secured funding for four years and it was suggested that the WRTBWA might wish to take over operation of the nursery eventually.

**11. Next Meeting**

- The next Board meeting will be held on Wednesday, May 17, at 7:00 pm at the WRTBWA office.

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

# PAY PLAN – WRTBWA

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Coordinator	\$24.00	\$25.00	\$26.00	\$27.00	\$28.00
Field Supervisor	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
Chainsaw Operator	\$17.00	\$17.50	\$18.00		
Summer staff	\$15.50	\$16.00	\$16.50		