

# Winter River – Tracadie Bay Watershed Association (WRTBWA)

Minutes of the Meeting of the Board of Directors of the WRTBWA  
Held on May 19, 2021, 7:05 pm by Zoom

**Present:** Clare Martin, John Hughes, Sarah Wheatley, Jean-Paul Arsenault, Dwayne McNeill, Patrick Lévêque, Lowell Vessey, Jay Carr, Roger Townshend, George Coade, Scott Stevens

**Absent:** Jeff Bysterveldt, Matt Steeves

## 1. Minutes of the April 21, 2021 meeting

Minutes were reviewed with minor changes.

**Moved by Patrick, seconded by George that the minutes be adopted as written. All in favour. Motion carried.**

- There were no questions arising from the minutes.

## 2. Chairperson's Report – Clare Martin

- On the boundary issue for the area between Savage Harbour and Tracadie Bay, a joint letter was sent to Kate MacQuarrie on April 26, signed by Clare and Dan McAskill of the Hillsborough River Association proposing the boundary adjustment. MacQuarrie responded on April 27, approving the change.
- The North Shore Municipality has created the Covehead-Tracadie Bay Enhancement Committee with co-chairs Mayor Gerard Watts and Dr. Sarah Stewart-Clark. The Friends of Covehead-Brackley Bay is presenting at the next Committee meeting and Sarah will present on our behalf to a future meeting. Gerard and Councillor Nancy MacKinnon have been invited to attend our AGM.

## 3. Treasurer's Report – Lowell Vessey

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Apr. 1, 2021	\$26,545.38	\$ 71,096.12
Less o/s cheques cashed	\$14,665.20	
Plus deposits	\$39,707.52	\$5.06 (Interest)
Plus o/s cheques	\$77.53	
Less expenses	<u>\$2,371.86</u>	
Closing balance: Mar. 31, 2021	\$49,293.37	\$71,101.18

**Moved by Lowell, seconded by Scott that the Treasurer's report be adopted as presented. All in favour. Motion carried.**

- The reserve fund policy is not yet ready to present to the Board for final approval.

## 4. Field Committee Report

- Sarah presented the report as the Committee does not have a Chair. Six staff are working now; Jennifer Woods is the new Supervisor; two high school students will start next month; we're holding one Canada Summer Jobs position until Fall.

## 5. Outreach Committee – Patrick Lévêque

- There was nothing to report.

## 6. Coordinator's Report (sent in advance)

- There was discussion on whether or not we should host the Lady's Slipper Hike this year. It is usually attended by 15-20 people. We can't do food because of COVID rules.
- It was agreed that we should encourage a self-guided hike; provide information at the trailhead or, preferably, through an app that could be downloaded from our website; use signage to identify things that we want to showcase; aim for two-week period in June when the Lady's Slippers are in flower. Staff directed to prepare the guide and signage on the trail and look into ways to enable hikers to download the trail guide to their cellphones.

## 7. Review of the Scorecard

- No significant changes to plan noted; 700 seedlings have been planted to date.

8. **Annual General Meeting**

- The Chair reported that it will be an in-person event held on May 26 at the Tracadie Community Centre and that we have the hall from 6:00 to 9:30 pm. The Centre has its own COVID plan.
- Sarah reported that the audited financial statements will be ready in time for the AGM.
- Shawn Schofield will be guest speaker. Jay Carr will introduce and thank him. George and John will sign in attendees.
- Reports will be projected, and limited paper copies will be available for those who want them.
- There will be two vacancies on the Board as Roger Townshend and Scott Stevens will not be re-offering. They were thanked for their time on the Board. Two people, Hilary Shea, and Tracey Bergman are interested in joining the Board. Patrick will report on nominations to the AGM and chair the election, if required.

The meeting adjourned at 8:20 and reconvened at 8:35 (Sarah and Scott were absent) to review the report of the Committee tasked with reviewing Sarah’s performance and the issue of the Coordinator’s overtime.

9. **Coordinator’s 2021-2022 Compensation Package**

- Clare reported on the Committee’s work (findings and recommendations had been emailed in advance to Board members).
- It was noted that the additional annual cost of the wear and tear allowance will be approximately \$700 and that the five-year average travel by the Coordinator is 4,000 km. Following discussion:  
**Moved by Jean-Paul, seconded by George, that the Committee’s recommendations be approved as follows: 2% increase in salary (\$0.50/hr) to \$27.11/hr, effective April 1, 2021; eligibility for a wear and tear allowance of \$4.50/day when Sarah is required to use her truck in off-road situations or to transport equipment and supplies to work sites; mileage rate to remain at \$0.50/km. All in favour. Motion carried.**

10. **Overtime Policy for the Coordinator**

- Clare reported on the Committee’s work (findings and recommendations had been emailed in advance to Board members).
- The Committee recommended a more formal system for tracking Sarah’s hours: timesheets would be submitted to the Treasurer on a regular basis showing time worked but not paid and time paid but not worked.
- Lowell noted that he had discussed the proposed approach with our accountant and that they had no concerns.
- After discussion, it was agreed that Sarah’s input would be obtained before any change is made and that the matter would be brought back to the Board for a final decision.

11. **Next Meeting**

- The next Board meeting will be held on Wednesday, June 2, at 7:00 pm to introduce new Board members and for the purpose of electing officers as required by our bylaws.

Meeting adjourned at 9:12

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Signature – Clare Martin, Chair of WRTBWA

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Date

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Signature – Jean-Paul Arsenault, Secretary of WRTBWA

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Date