

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 March 12, 2025, at 7:05 pm

Present: Dwayne McNeill, Jean-Paul Arsenault, Kelly Watson, Philip Murphy, Lowell Vessey, Matt Steeves, Cassandra Gautreau, Jeff Bysterveldt, Clare Martin, Nik Neitz and Raena Parent

Absent: Roger Roy and Shauna Barry

1. Minutes of the February 19 meeting

Draft minutes of the February 19 meeting were reviewed.

Moved by Lowell, seconded by Philip, that the minutes of the meeting be adopted. Motion carried.

2. Report from the Chair

- Dwayne reported that we received a response from Hon. Bloyce Thompson to our request that he investigate the incident last fall where WRTBWA staff were confronted by an angry person driving a provincial government truck. Mr. Thompson stated that the province was unable to identify the truck driver despite checking with several departments. He also stated that departments will remind drivers of government vehicles of their responsibility to avoid such situations.

3. Report from the Treasurer

	<i>Chequing account</i>	<i>Savings Account</i>
Opening Balance: Feb. 1, 2025	\$48,369.93	\$87,859.54
Less o/s cheques	\$5,486.31	
Plus deposits	\$15,743.21	\$267.24 (Interest)
Plus o/s cheques	\$7,289.75	
Less expenses	<u>\$16,943.64</u>	
Closing balance: Feb. 28, 2025	\$48,972.94	\$88,126.78

Moved by Lowell, seconded by Kelly, that the Report from the Treasurer for the month of February be adopted. Motion carried.

Moved by Lowell, seconded by Philip, that the Reports from the Treasurer for the months of December and January be adopted. Motion carried.

- Raena reported that her review of the Reserve Fund Policy indicates that we have sufficient funds in reserve.
- Kelly will provide more details regarding requirements for a loan application; Raena was asked to provide more information.

4. Field Committee Report

- The Committee will meet on March 13 to review the work plan and proposed activities for the 2025 field season.
- Brent Coade (son of the late George) has offered to reassemble the damaged footbridge on our Suffolk property; Jeff will follow up with Brent.
- Forests, Fish and Wildlife will be tagging fish in the Winter River estuary during the April 1-15 period. They are seeking assistance from us for creel surveys in May; approximately 4 hours/day of staff time.

5. HR Committee Report

- Jean-Paul presented the HR Committee's report. He thanked Board Members for review and suggested improvements to the job descriptions. He explained that the Committee reviewed hourly wage rates for entry-level positions being offered by Charlottetown-area watershed groups and that the Committee concluded that a \$0.50 increase to \$18.00 would be required. He explained that, to maintain a spread between the next levels, Chainsaw Operator and Field Supervisor, they should also be increased by \$0.50. The Committee recommended an hourly rate of \$23.00 for the Project Assistant position, again based on similar positions, and a CPI increase for the Watershed Coordinator position of 2%, equal to PEI CPI for 2024.

Jean-Paul proposed, seconded by Jeff, that the Board approve the updated job descriptions for the positions of Watershed Coordinator, Project Assistant, Field Supervisor, Chainsaw Operator, and Summer staff. Motion carried.

Philip proposed, seconded by Kelly, that the Board adopt the proposed Pay Plan for the 2025-2026 fiscal year. Motion carried. (The approved Pay Plan is shown on the last page of the minutes.)

- It was agreed that Dwayne and a member of the HR Committee should meet with Alexa MacPhail to get to know her better and to set out our expectations for her in the new Project Assistant role.

6. Communications and Outreach Committee Report

- Clare reported that we are considering hosting another Seniors College course in the Fall.
- The Stone Park Green Team have requested another volunteer day in June to do a shoreline cleanup with us.
- Clare will connect with Kathy Martin to see whether she has an interest in hosting a “Birds of Glenaladale” in the Spring.
- The Committee will meet to decide what to do with the lesson plan project given Will’s extended absence.

7. Coordinator’s Report (sent in advance)

- Members discussed what approach we should take with the City. Clare suggested we wait to receive this year’s grant before taking any action. Dwayne will write to the Mayor, asking for a meeting to discuss how we can improve the relationship and perhaps come up with a schedule of payments for future years, i.e., monthly or quarterly, as a way of improving our cash flow.
- Raena presented a list of suggested spending before the end of the fiscal year:
 - Staff apparel = \$2,500
 - Rent paid in advance = \$19,000
 - Phone = \$485
 - Laptop = \$1,500 - \$2,000
 - Drone = \$1,280 + batteries and charger = \$250
 - Drone pilot course for 2 staff members = \$1,180
 - Signs for the Suffolk property = \$600
 - **Total approximately \$27,295**
- As additional ideas, Board members suggested purchase of an *Avenza* subscription and an external GPS receiver for use with tablets; Raena will investigate the cost of these, including training. She was also asked to research options for a more stable and safer canoe.

Philip proposed, seconded by Matt, that the Board approve the list of proposed expenditures before the end of the current fiscal year as presented by Raena. Motion carried.

8. Review of the Scorecard

- Raena reported that the only change from January was the addition of social media posts.

9. Next Meeting

- The next regular Board meeting will be held on Wednesday, April 16, at 7:00 pm at the WRTBWA office.

Meeting adjourned at 8:20

Signature – Dwayne McNeill, Chair of WRTBWA

Date

Signature – Jean-Paul Arsenault, Secretary of WRTBWA

Date

2025-2026 PAY PLAN – WRTBWA
Approved by the Board – March 12, 2025

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Watershed Coordinator	\$27.54	\$28.56	\$29.58	\$30.60	\$31.62
Project Assistant	\$23.00	\$24.00	\$25.00	\$26.00	\$27.00
Field Supervisor	\$20.50	\$21.50	\$22.50	\$23.50	\$24.50
Chainsaw Operator	\$19.00	\$19.50	\$20.00		
Summer staff	\$18.00	\$18.50	\$19.00		