



**Board of Directors – Annual General Meeting
Minutes of the Meeting – April 27, 2022
Via Zoom**

In Attendance:

Alma Kilfoil, **Secretary**, LSD, Kent
Arthur Slipp, Mayor, Woodstock
Brent Pearson, **Vice-Chair** LSD, Glassville
Brian Hayden, LSD, Woodstock
Darryl Demmings, Mayor, Aroostook
Graham Gill, LSD, Northampton
Joseph Trevors, LSD, Peel
Karl Curtis, **Chair** - Mayor, Florenceville-Bristol
Lee Reed, LSD, Gordon
Marianne Bell, Mayor, Perth-Andover
Michael Stewart, Mayor, Centreville
Stephen Manuel, LSD, Canterbury
Tanya Cloutier, Mayor, Canterbury
Tom Eagles, Mayor, Plaster Rock
Tracy Demerchant, Mayor, Hartland

Regrets:

Lance Graham, Mayor, Meductic

Absent:

Connie Boone, LSD, Brighton
Gregory Boone, LSD, Coldstream
McKenzie McConnell, LSD - Simonds
Michael Allen, Mayor, Bath

Staff In Attendance:

Katelyn McGrath, Executive Director
Joan Kennedy, Financial Administrator
Bev Gullison, Office Administrator

Others Present:

Maurice Robichaud, Local Reform Transition Facilitator

Call to Order:

The Chairperson, Karl Curtis called the meeting to order at 6:32 p.m.

Declaration of Conflict of Interest:

None



Adoption of Agenda:

Marianne Bell requested that an Agenda item be added to include a Local Reform Update.

22-04-01

Motion: Resolved, “that the April 27, 2022 agenda be approved as amended”

Moved: Stephen Manuel

Seconded: Graham Gill

Motion unanimously carried

Adoption of Minutes:

22-04-02

Motion: Resolved, “that the minutes of the March 23, 2022 meeting be accepted and approved as presented”.

Moved: Tracey Demerchant

Seconded: Tanya Cloutier

Motion unanimously carried

Presentations:

Ignite – A Regional Approach to Economic Development

Maurice Robichaud, Local Reform Transition Facilitator, informed the members that both the working group and Advisory Committee were provided a presentation from Ignite earlier in the week. He advised that after the initial presentation, separate meetings were conducted with both groups to discuss the presentation and good feedback was received.

Katelyn McGrath introduced the Ignite presenters, Larry Shaw, CEO and Sarah Corey-Hollohan, Director, and introductions with each Board member present were made.

Larry Shaw emphasized that any area that they provide economic development support for would be based on that specific area’s requirements and the local environment’s assets.

Larry Shaw and Sarah Corey-Hollohan shared their background and experience, and provided a PowerPoint presentation highlighting the following topics:

- Who is Ignite and what they know to be true
- Why a Regional view is critical
- Ignite Accomplishments
- Integration of Economic Development services, collaboration, and partnerships
- Proposed high level model
- Strategic framework strategies customized for RSC12
- Objectives, outcomes, and benefits with tracked metrics as prioritized by the RSC12
- Moving Forward – Ignite offers in-house scope and experience, having dedicated resources within the Western Valley offering prioritized community services and providing KPIs.

During the question-and-answer session, the Board asked several questions to the Ignite presenters such as, clarifying what services exactly will be offered, type of business, how they are funded, opinions of communities who currently use their services, and how do they attract business.



Larry Shaw advised we will utilize the experience Ignite has in Economic Development, a model dedicated and designed by your region based on your strengths and assets and work on the problems as defined by you. Larry Shaw reiterated that Ignite has the experience in knowing how to do that.

Maurice Robichaud stated he is not certain yet whether funding will be based on population or tax base. However, Maurice Robichaud advised that the government has advised that they will provide funding to support economic development activities within a regional level but noted that he is not certain whether that funding will cover all of the costs, as this would depend on the activities that will be undertaken within the region.

Larry Shaw advised that there are many ways of attracting business, including making certain the proper partnerships and relationships with organizations such as ONB and Invest Canada are maintained, and ensuring all marketplace opportunities are explored. Larry Shaw further stated that in the smaller areas it can be about helping new entrepreneurs get started, as this is economic development growth and ensuring all communities have great internet to attract business.

Larry Shaw stated that Ignite has years of experience in Economic Development where deep relationships have been formed globally, and weekly calls are conducted with organizations such as Invest Canada to stay abreast of any new opportunities. Larry Shaw advised that many leads and profiles are maintained and updated.

Larry Shaw confirmed that Ignite is a not-for-profit organization and is currently funded by the City of Fredericton, Town of Oromocto and the Village of New Maryland. Larry Shaw advised that he fully expects Ignite would receive a positive review from both Oromocto and New Maryland, as the services they provide to them are unique from Fredericton. Larry Shaw stated that what happens in each community is unique and this would be a resource center for RSC12 and would be owned, operated, and managed by Ignite under the mandate and oversight of what is happening within the region.

Larry Shaw stated that economic development is a long-term gain and Ignite can help guide to avoid the pitfalls that others have fell into and generate the innovative ideas, for example, how to prepare a remote workforce, immigration and supporting the 2nd income earners.

The Ignite presenters thanked the Board for the opportunity to provide the presentation and if they have any further questions, please feel free to contact them.

Katelyn McGrath advised that both the Advisory Committee and the Working Group received this same Ignite presentation on April 25 and stated that after the presentation these groups met and have provided several valuable comments and feedback. Katelyn McGrath stated that most of the members for both groups agreed that the RSC should continue the conversation with Ignite to hear a more detailed presentation on how Ignite would propose to provide economic development services within Western Valley.

Katelyn McGrath clarified that the committee is not proposing that the RSC enter into any agreement/contract with Ignite, as they are asking only for a more detailed presentation, which would include how Ignite would foresee providing Economic Development within Western Valley.

Arthur Slipp asked if anything has been received from the Province that defines the Economic Development scope and terms of reference for what the Province is requiring for minimum standards and level of service.

Maurice Robichaud advised that a draft mandate framework for Regional Economic Development was



just received today, and he had not had an opportunity to review, but advised it should be finalized within a few weeks and when ready will be shared with the members.

Marianne Bell advised that some of the region's CAOs met to discuss preparing a proposal on how we could self-provide Economic Development services utilizing the staffing that we currently have, which included municipal staff from Florenceville-Bristol, Woodstock and Perth-Andover. Marianne Bell advised that she believes all options should be explored, including using local resources. Marianne Bell inquired what other options have been explored.

Maurice Robichaud reiterated that meetings were conducted with both the working group and advisory committee to discuss how we could deliver Economic Development within the region, and during one of these meetings members suggested that we have a presentation from Ignite since Ignite is currently providing these services for RSC11. Maurice Robichaud also stated that during these meetings it was determined that very little Economic Development activity was currently occurring in the region. Maurice Robichaud noted that it certainly doesn't preclude those other options can't be explored if merited, but stated he believes it would be tough to compete with the years of experience, knowledge, and reputation that Ignite has.

Brian Hayden addressed concerns regarding if the 3 communities are going to provide an economic development proposal to compete, then they should not be privy to the details provided from Ignite. Brian Hayden also stated that he believed it would be very difficult to compete locally with the expertise offered by Ignite.

Maurice Robichaud raised concerns about how 3 communities within the region could provide economic development services for the entire Region on a contract with the RSC, as it could be seen as a conflict of interest.

Marianne Bell stated that the RSCs need to explore all options including maximizing local resources, hiring an employee, or possibly contracting Economic Development services. Marianne Bell stated that we are still not certain what the province is requiring and what the associated cost may be and the municipalities wish to be as efficient as possible with our resources.

Lee Reed asked if we could see the funding proposal that was provided for RSC11 and Katelyn McGrath advised that the funding model from the province has not yet been released. Lee Reed stated until we know exact cost we cannot continue with a decision. Katelyn McGrath agreed that we should not be making any decisions at this time but stated we must continue to explore our options in order to be ready when the information is known.

Arthur Slipp addressed concerns regarding costing and that budgeting is to be finished for the Entity by May and until we know the expected levels of service for the 6 new mandated services and the cost of the Public Safety committee that he could not agree to anything. Maurice Robichaud stated budgeting might start in May but there are no requirements for budgets to be approved until later in the Fall prior to the municipal elections in November.

Graham Gill and Stephen Manuel both agreed that it is very difficult to make any decisions if costs and parameters are not known and deadlines provided. Stephen Manuel stated that this entire process needs to slow down. Brian Hayden also agreed with Stephen Manuel that he does not agree that budgets for the LSD of Woodstock, Wakefield, and Northampton be prepared by the Town of Woodstock, as they do not understand the LSD budgeting history.

Katelyn McGrath stated that the Entity budgeting concerns addressed are not an issue that can be dealt with at the RSC level and asked that we return to the agenda item, a recommendation by the Advisory



committee to ask Ignite to prepare a detailed presentation on how they would propose to provide Economic Development and Tourism promotion in the Western Valley region.

Brian Hayden stated he would make a motion for the RSC to continue discussions with Ignite and to ask Ignite to proceed with a detailed presentation showing how Ignite would provide economic development services.

RESOLVED to request that Ignite present to the Working Group, Advisory Committee, and the Board of Directors, a proposal on how they would propose to provide Economic Development and Tourism Promotion services to the Western Valley Regional Service Commission.

Moved: Brian Hayden
Seconded: Graeme Gill

On the question, Marianne Bell requested that detailed costing be provided in the proposal and Katelyn McGrath advised that a request could be made but it would only be a high-level general estimate, as we are not entering into a contract with them at this point and this would purely be for information purposes only.

Karl Curtis advised that Ignite should be able to provide a general estimate and Graham Gill advised that a realistic estimate would be acceptable.

Brian Hayden advised that Ignite has not yet been told how much they will be paid by the province and asked to defer to Maurice Robichaud. Maurice Robichaud advised that is correct and they do not yet know how much funding will be available to the RSC and stated to the extent possible, given the timeline, they should be able to provide estimate of cost implications.

22-04-03

RESOLVED to request that Ignite present to the Working Group, Advisory Committee, and the Board of Directors, a proposal, including cost estimates, on how they would propose to provide Economic Development and Tourism Promotion services to the Western Valley Regional Service Commission.

1 Nay Vote
Motion carried

Business Arising:

Local Reform Update

Maurice Robichaud updated the members with the following:

- The CAO position has been posted and the position should be filled by September 1, 2022
- Budget timelines are being discussed and more clarity will be provided next week
- The draft of the Economic Development framework was received
- The Community Development MOU amendments have been forwarded to ESIC and will be bought back to the committees and the Board when finalized
- A draft version of the mandate framework for the other services besides Community Development and Economic Development that will be delivered by the RSC should be released in the near future
- The Economic Development framework that was just received today will help us move ahead more quickly with making decisions with some of the discussions that occurred today
- During the last Board meeting there was an inquiry regarding current ONB staff and advised that



ONB staff will be retained in the same role and will work in a complimentary position to work being carried out at the regional and municipal level

Graeme Gill asked why we are maintaining a duplication of services by keeping the RSCs when we are essentially moving to 4 regional municipalities that can handle these responsibilities themselves.

Maurice Robichaud advised that it has been decided by the provincial government that there is a lack of intensity at the regional level for economic development activities and as part of the municipal reform it has conferred upon the RSCs the responsibility to carry out a variety of services including Economic Development. Maurice Robichaud stated that the RSC would carry out Economic Development activities at a regional level in a complimentary fashion to what the province is now doing.

Tracey Demerchant stated that the Town of Hartland has recently hired a Tourism and Economic Development position and inquired if the position in the RSC would be a complimentary position to the municipality. Maurice Robichaud confirmed this is the intent and the hope is that duplication of services is eliminated so that the roles carried out are done in a complimentary fashion. Tracey Demerchant stated this would appear to be a duplication of service, as the municipality will be paying for both positions. Maurice Robichaud stated the municipality can determine what roles each position will play.

Graeme Gill stated then essentially this is a duplication of services. Maurice Robichaud stated that the Economic Development draft framework has a section that identifies what will be done at the provincial level, at the RSC level and the municipality level. Maurice Robichaud advised that this suggests to him that the role will be complimentary and not duplication.

Arthur Slipp inquired when the staffing plan for the RSC should be completed resulting from the additional mandates that are being added.

Maurice Robichaud advised that the only staff position that he currently is aware of is the new CAO, which will be in place by September 1, 2022, and the salary for that position will be funded by the province from September 1 to December 31, 2022. There will likely be a requirement for additional staff but there is no definition or any determination yet when staff could be in those positions.

Arthur Slipp asked how hiring decisions will be determined. Maurice Robichaud advised Katelyn McGrath and he would hold a competition and, for example, if ESIC were to be hired they will provide the funding for the Community Development position.

Graeme Gill asked if the municipalities have an option to opt out and Maurice Robichaud advised that there is no option to opt out, as all municipalities within the RSC must participate. Graeme Gill expressed his displeasure and stated this is preposterous.

Lee Ree inquired if the municipalities would need to hire additional staff just to communicate with the new RSC positions, as the municipalities currently do not have economic development or community development expertise.

Maurice Robichaud stated he did not necessarily agree with that, as they could work with the current staff. Maurice stated, for example, if we were to contract with Ignite, the expertise would come with them. Katelyn McGrath stated that only 2 of the municipalities now offer any economic development and tourism services and they are currently being performed by either the CAO or portion of a staff member and noted that these positions will remain with the new entities.

Marianne Bell stated one of the goals of municipal reform was to increase regional collaboration, which does not mean hiring externally, as it could mean pulling our resources together more efficiently, and we



could do the work that the RSC is being asked to do. Marianne Bell advised that she wants to see collaboration rather than duplication.

Graeme Gill advised that he agreed with Marianne Bell's statements and stated that he considers the RSC as a complete duplication of services and not a collaboration and sees no reason why the 5 new entities could not perform these services. Graeme Gill expressed his disapproval for the provincial government maintaining the RSCs when we are moving to a regional municipality system.

The Executive Director interceded and advised Graeme Gill that his comments are being directed to the incorrect forum, as we are not the decision makers for items contained in the White Paper or the creation of the Regional Service Commissions. The Executive Director requested that we return to the adopted Agenda.

New Business:

2021 Annual Report

22-04-04

RESOLVED, that the 2021 Annual Report be approved as circulated

Moved: Arthur Slipp

Seconded: Alma Kilfoil

Motion unanimously carried

Appointment of the 2022 Auditor

22-04-05

RESOLVED, that Lenehan McCain & Associates be appointed as the 2022 Auditor

Moved: Alma Kilfoil

Seconded: Brian Hayden

Motion unanimously carried

Motion to Extend – Standing & Advisory Committee Memberships

Karl Curtis requested a motion to extend the current Standing & Advisory Committee membership, as appointed during the September 2, 2021 Board meeting, and a listing of the existing Standing and Advisory Committee members were displayed.

Katelyn McGrath requested one amendment to the listing to remove McKenzie McConnell from the Solid Waste Committee due to lack of participation. Karl Curtis inquired if another Board member would be interested in sitting on the Solid Waste Committee and no interest was expressed.

22-04-06

RESOLVED, to reappoint the Standing and Advisory Committees, as appointed September 2, 2021 with the amendment to remove McKenzie McConnell from the Solid Waste Advisory Committee.

Moved: Brent Pearson

Seconded: Graeme Gill



On the question, Arthur Slipp inquired what the procedure would be as of November 28, 2022 when the new municipalities are formed and committee quorums may not exist, as the new councils will not be sworn in until mid-December. Katelyn McGrath advised that the Board can reappoint at any time, and if membership is too low that we can present it to the Board at that time. Arthur Slipp advised he will do additional research and will follow-up.

Motion unanimously carried

Increase Signing Authority

Alma Kilfoil, Chair of the Finance Committee, advised that due to regular monthly expenditures currently exceeding \$15,000, a motion was carried to recommend to the Board of WVRSC during the April 20, 2022 Finance Committee meeting that the signing authority for all disbursements of the Commission by the two authorized signing officers (Katelyn McGrath, Executive Director and Joan Kennedy, Financial Administrator) be increased from \$15,000 to \$25,000. Signing authority for expenditures in excess of this amount shall be the Chairman of the Board of WVRSC and either Katelyn McGrath or Joan Kennedy. Alma Kilfoil stated this increase would prevent payment processing delays.

22-04-07

RESOLVED, to increase the signing authority for all disbursements of the Commission by the two authorized signing officers be revised from \$15,000 to \$25,000.

Moved: Alma Kilfoil
Seconded: Stephen Manuel

Motion unanimously carried

CSRNO – Assessment of Ecosystem Services Project

Katelyn McGrath advised that RSC1 is requesting a letter of support, working in conjunction with Simon Mitchell of the WWF, to provide an in-kind contribution in the amount of \$1000 to support the Assessment Ecosystem Service Project. Katelyn McGrath advised that the \$1000 contribution would be in the form of time offered by herself and the Manager of Planning, Conor Tripp, by sharing their expertise relating to land-use planning. Katelyn McGrath stated that the RSC will be the end-users of the tools, such as asset mapping, and will provide valuable planning data.

22-04-08

RESOLVED, to provide CSRNO a letter of support for the Assessment of Ecosystem Services Project, and to provide In-Kind Contribution in the amount of \$1000 to the project.

Moved: Arthur Slipp
Seconded: Lee Reed

Motion unanimously carried

In Camera Session:

None

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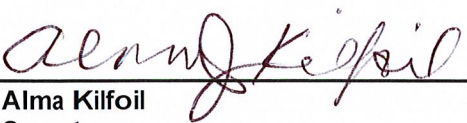


Adjournment:

Motion: The Chair, Karl Curtis, called for a motion to adjourn the meeting at 9:00 p.m.

Moved: Brent Pearson

Recording Secretary: Bev Gullison



Alma Kilfoil
Secretary



Katelyn McGrath
Executive Director