



**Board of Directors  
Minutes of the Meeting – June 15, 2022  
Via Zoom**

**In Attendance:**

Arthur Slipp, Mayor, Woodstock  
Brent Pearson, **Vice-Chair** LSD, Glassville  
Brian Hayden, LSD, Woodstock  
Darryl Demmings, Mayor, Aroostook  
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:**

Alma Kilfoil, Secretary, LSD, Kent  
Joseph Trevors, LSD, Peel  
Michael Allen, Mayor, Bath

**Absent:**

Connie Boone, LSD, Brighton  
Graham Gill, LSD, Northampton  
Gregory Boone, LSD, Coldstream  
Lance Graham, Mayor, Meductic  
McKenzie McConnell, LSD - Simonds

**Staff In Attendance:**

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

**Others Present:**

Maurice Robichaud, Local Reform Transition Facilitator  
Stephane Leclair – ESIC - Executive Director

**Call to Order:**

The Chairperson, Karl Curtis called the meeting to order at 6:30 p.m.

**Adoption of Agenda:**

**22-06-07**

**Motion:** Resolved, "that the June 15, 2022 agenda be approved as presented"

Moved: Brian Hayden

Seconded: Brent Pearson

**Motion Carried**



**Declaration of Conflict of Interest:**

None

**Adoption of Minutes:**

**22-06-08**

**Motion:** Resolved, “that the minutes of the June 2, 2022 meeting be accepted and approved as presented”.

Moved: Tom Eagles

Seconded: Tracey Demerchant

**Motion Carried**

**Presentations:**

None

**Business Arising:**

Economic and Social Inclusion Corporation (ESIC) – Community Development Memorandum of Understanding

The Executive Director, Katelyn McGrath, informed the members that prior to discussing the Community Development Memorandum of Understanding (MOU) that Stephane LeClair, the Executive Director of ESIC was in attendance and will provide a brief refresher on ESIC and the Community Development file that he and Pam Robichaud presented during the February 17, 2022 board meeting.

Maurice Robichaud stated that over the last several weeks the MOU has been examined, and it has now been reviewed and approved by external legal counsel. Maurice Robichaud advised that the MOU was also reviewed by the Working Group and the Advisory Committee and was distributed to all board members prior to tonight’s meeting. Maurice Robichaud notified the members that this MOU is very similar to the MOU that was approved by RSC 11 last week.

Maurice Robichaud advised that there will be an opportunity to ask questions when Stephane LeClair’s presentation has been completed and after the question-and-answer session is finalized Stephane LeClair will leave the meeting and further discussions with the Board members will occur at that time.

Stephane LeClair presented a PowerPoint summary document, titled, ‘Working Together Towards Community Development’, attached as Exhibit “A”. Stephane LeClair reiterated that ESIC is a government body, which will assist the RSC with coordinating the provincial plan, titled Economic and Social Inclusion, and noted that ESIC’s job is to support the Community Inclusion Network, which is the MOU agreement to be signed, attached as Exhibit “B”.

Brian Hayden inquired regarding the Economic and Social Inclusion network and how much involvement ESIC would have with groups such as CIEVA. Stephane LeClair advised this was not part of his mandate.



Brian Hayden also asked, in response to Stephane LeClair stating that in the past the Community Transportation Services were not successful, what has been learned since then to ensure it will be successful in the future. Stephane LeClair stated he does not have the specific report and noted it was approximately 5 years ago, but he believes the group attempted to start too big, rather than starting small. Stephane LeClair stated these concerns would all need to be examined and discussed with the CIN Coordinator. Brian Hayden advised he hoped further information would be made available in the future.

Marianne Bell asked to clarify the regional plan and how the priorities are determined. Stephane LeClair advised that the Community Inclusion Network is asked to renew the regional plan every 2 years by meeting with the regional stakeholders that are involved at many levels and based on the needs of the region at that time develop a regional plan. Stephane LeClair stated this MOU ensures that the topics included in the provincial plan are covered, such as Transportation, School breakfast programs, and social economy but advised if the members have other topics that they wish to become part of the regional plan, it can be reported through the RSC. Stephane LeClair stated it is collaboration and consultation with the local stakeholders and the Resiliency Network who have a regional plan and what we are striving to accomplish is to develop one regional plan and avoid duplication by working in collaboration with the RSC.

Marianne Bell advised it is reassuring to know that individuals/groups who are already involved and knowledgeable on this topic will be utilized.

Marianne Bell further inquired if the \$66,342 funding amount would be sufficient to cover all the annual costs associated with the CIN position and asked if the RSC would also be required to provide additional funding. She expressed concerns that the 66,342 would not be sufficient funding for salary.

Stephane LeClair stated that is why he refers to a contribution agreement and the pay scale will be determined by each RSC. Stephane LeClair informed the members that the \$66,342 will be prorated based on the number of months remaining in the fiscal year, which will be backdated to May and noted the provincial government has provided an additional \$20K for this year. Stephane LeClair also advised that their long-term plan is to develop a 5-year agreement.

Maurice Robichaud stated, for clarification purposes, the \$20K that was received from the provincial government is a one-time contribution and advised there will be a requirement of the RSC to cover some cost in the future, but that it should not be significant, given the funding contribution from ESIC and other department funding options that may be available on an on-going basis.

Stephen Manuel asked if further clarification could be provided regarding the Transportation file.

The Executive Director advised that a study was conducted, in cooperation with the existing Community Inclusion Network and McCain Foods that looked at a transportation model for the region. The Executive Director further advised that successful transportation programs have been implemented in other areas of the province and advised there would be no need for us to reinvent the entire program. The Executive Director stated we need to communicate with those regions that have been successful with implementation to determine if their program could be modified to suit our needs.

Arthur Slipp asked if the ESIC Administrative funding amount will be available after 2023 and Stephane LeClair stated that the existing agreement is for 9 months and the next agreement will be a 2-year agreement, up to the end of 2025, and the following agreement will be a 5-year agreement ending 2030. Arthur Slipp asked for confirmation that administration allocation will be available when a new MOU is renewed and signed. Stephane LeClair declared that was correct. Arthur Slipp further asked if Stephane LeClair could provide an approximate estimate of the annual contributions for administrative funding would be. Stephane LeClair stated it will not be decreased and has been adjusted by the cost of living, which is typically 1-2%. Stephane LeClair stated that 78% of ESIC total budget is put back into the region.



Arthur Slipp asked if the \$50,000 transportation grant and \$50,000 Community Action grant was an annual or one-time amount and Stephan LeClair confirmed it was an annual amount. Arthur Slipp further inquired if Stephane LeClair could advise how much the ELG is also contributing to the CIN plan. Stephane LeClair stated he was not part of the department and could not answer but Maurice Robichaud advised it was indicated at the time that the \$20K provided by ELG was one-time funding.

Arthur Slipp inquired regarding the responsibilities listed under the Inclusion Network Coordinator and if additional applications could be completed for supplemental funding to develop a regional plan or special projects or will this funding come from the 3 funding options as discussed from ESIC. Stephane LeClair stated special projects will be provided with additional funding.

Brian Hayden asked if the total funding of \$166,342 was sufficient to cover the cost of this program or is the RSC going to be responsible to cover the additional cost, and as a result tax rates will be increased. Brian Hayden stated \$50K to cover transportation cost would never be sufficient. Brian Hayden further addressed concerns to hire an educated, experienced CIN Coordinator that he believed it would be very difficult to obtain with the current funding option.

Maurice Robichaud stated it is very difficult to speculate what the funding options will be in the future and noted in that in the past funding has never been reduced, as there are other potential pockets of funding within the provincial government which could be accessed to carry out some of this work. Maurice Robichaud advised, in response to your concerns regarding the \$50K transportation grant, it is very difficult at this point to project transportation cost but noted for example he and Katelyn McGrath have begun early discussions with RSC11, who are currently exploring other transportation options, and it may be a possibility to cost share with them. Maurice Robichaud stated we are in the very early stages, and it is impossible to provide you with definite costs, as more investigation is necessary.

Maurice Robichaud stated it is great opportunity for the RSC to carry out this critically important work at a community level, which is best carried out at a regional level rather than by Fredericton for the entire province.

Arthur Slipp asked if the CIN Coordinator will be an RSC employee, and Stephane LeClair advised that was correct. Arthur Slipp asked Stephane LeClair, from his experience, what the expected salary range including benefits should be. Stephane LeClair stated this was different per each region, as responsibilities and pay scales are different. Arthur Slipp inquired if the job description has been completed and Katelyn McGrath advised that both the job description and job advertisement has been prepared.

Marianne Bell asked if the other RSCs are also approving this MOU and that none of the other RSCs had investigated other options of delivering these types of services, and Stephane LeClair confirmed that the White Paper discussed the integration of CINs into the RSCs, and that is why ESIC is requiring an MOU with each RSC.

Brian Hayden stated after doing the cost breakdown the CIN position would come out to \$24/hr, which is not reasonable for a college educated individual.

Prior to Stephane LeClair leaving the meeting, the Executive Director thanked him for attending and providing clarification for any remaining questions/concerns.

The Executive Director stated that during the May 25, 2022 Advisory Committee meeting, the MOU document was reviewed in detail and a motion was passed unanimously to recommend to the Board that the MOU be ratified.

**22-06-09**



**RESOLVED** that the Economic and Social Inclusion Corporation (ESIC) Memorandum of Understanding be approved as presented and recommended by the Advisory Committee

Moved: Brian Hayden  
Seconded: Steve Manuel

On the question, Arthur Slipp advised that he could not approve the MOU, as there is nothing in the agreement that guarantees on-going administrative funding.

Marianne Bell asked for clarification if this MOU is defeated, and we still have a mandate to meet to provide this service, who will give us a guarantee. Marianne Bell stated she agreed that there was not sufficient available funding to support this position and that taxes will be increased but feels we do not have another option as this is the requirement of the province.

The Executive Director advised that Marianne Bell made a good point, as documented in the White Paper the CIN being amalgamated into the RSCs is a mandate and ESIC MOU provides funding for the execution of the mandate. The Executive Director advised that if the Board decides they do not wish to proceed with the ESIC MOU, it is her understanding that the RSC will still be tasked with the mandate but without the ESIC funding option.

Maurice Robichaud advised, in response to Arthur Slipp's comments, he does not know where you would get a 100% guarantee. Maurice Robichaud stated if funding is lost in the future, then the RSC decides at that time whether they would carry on or terminate the service, but confirmed he has no indication that this would ever occur.

Steve Manuel asked for clarification regarding the funding model and how long it has been in existence. The Executive Director advised that ESIC and the Social Inclusion Network has been established for 12 years and this funding model is not new.

2 Nay Votes  
**Motion carried**

### **Committee Reports**

#### **Finance – 1<sup>st</sup> Quarter Financials**

Joan Kennedy, Finance Manager, presented the first quarter financials ending March 31, 2022, as reviewed in detail by the Finance Committee, and previously circulated to the members. First quarter financial summaries were displayed and variances for each fund account was explained supporting the overall \$46K surplus.

**22-06-10**

**RESOLVED** that the first quarter financials ending March 31, 2022 be approved as presented

Moved: Tom Eagles  
Seconded: Lee Reed  
**Motion unanimously carried**

### **New Business:**

#### **Public Safety Committee – Terms of Reference**



The Executive Director stated one of the new RSC mandated services is the creation of a Public Safety Committee and a terms of reference Staff report (Exhibit 'C') relating to the Public Safety Committee mandate was previously circulated to the members for review. The Executive Director noted the existing Policing Committee is a standing committee of the Board, which consists of Board members only, and advised the new Public Safety Committee would need to be an Advisory committee, which would consist of non-Board members, such as EMO staff, Public Safety staff, Fire Chiefs, etc. The Executive Director stated the committee would be very similar in structure to the Solid Waste Advisory committee, which allows for non-Board members to sit on the committee but still reports to the Board. The Executive Director advised that both the Working Group and Advisory Committee has reviewed and discussed the terms of reference staff report during their June 14, 2022, meeting and a motion was unanimously passed to recommend to the Board for approval.

### **22-06-11**

**RESOLVED** that the Public Safety Committee model described in the staff report dated June 10, 2022, be adopted by the Western Valley Regional Service Commission to satisfy the Public Safety Committee mandate, as described in the Terms of Reference document.

Moved: Arthur Slipp

Seconded: Tracey Demerchant

**Motion unanimously carried**

### Local Governance Reform Update

Maurice Robichaud provided the following updates:

- Community Inclusion Network - The MOU will be signed, and the CIN Coordinator position will be posted within the new few weeks.
- Economic Development – A meeting is occurring tomorrow with Ignite to discuss precise services and attached KPIs and a draft MOU from the province has been received and is currently being worked on, but noted it still requires a substantial amount of work before it can be presented.
- Tourism - The Upper River Valley Tourism association has a small contract with a consultant from Saint John, from funds remaining from the non-functioning association, to review how tourism promotion services could be carried out on behalf of the RSC at the local level within the region and the consultant's report should be finalized by mid-July.
- Regional Transportation - Exploration has begun and research must first be completed relating to past experiences within the Western Valley and Katelyn McGrath will communicate with the other RSC Executive Directors to investigate how these services are currently being delivered in other areas of the province.

### Executive Director Update

The Executive Director advised that the next Board meeting is tentatively scheduled for July 20, 2022 @ 6:30pm via zoom.

3143 Main St.  
Centreville, NB  
E7K 3E8



**Adjournment:**

**Motion:** The Chair, Karl Curtis called for a motion to adjourn the meeting at 7:58 p.m.

**Moved:** Brent Pearson

*Recording Secretary: Bev Gullison*

A handwritten signature in blue ink that reads "Karl Curtis".

**Karl Curtis**  
**Chair**

A handwritten signature in blue ink that reads "Katelyn McGrath".

**Katelyn McGrath**  
**Executive Director**