



Board of Directors  
**Draft Minutes of the Board Meeting –December 13, 2023, 5:15 p.m.**

**In Attendance:**

Chair, Tom Eagles, Mayor, District of Tobique Valley  
Cindy McLaughlin, Mayor, Village of Southern Victoria  
Tracy DeMerchant, Mayor, Hartland  
Trina Jones, Mayor of Woodstock  
Andrew Harvey, Mayor of Carleton North  
Greg Lutes, Supervisor of Lakeland Ridges (Via Zoom)  
Lynn Hambrook, Chair, Western Valley Rural District (via Zoom)

**Regrets:**

**Absent:**

**Staff In Attendance:**

Katelyn McGrath, CEO  
Andrea Callahan, Director of Operations (Recording Secretary)  
Joan Kennedy, Finance Manager (Via Zoom)

**Call to Order:**

The Chair, Mayor Tom Eagles called the meeting to order at 5:17 p.m. and welcomed all in attendance.

No conflict of interest was proclaimed by those in attendance.

**Adoption of Agenda:**

**23-0-55**

**Motion:** Resolved, “that the agenda be approved as circulated.”

**Moved:** Mayor, Tracey DeMerchant

**Seconded:** Mayor, Trina Jones

**Motion Carried.**

**Approval of Minutes:**

**23-0-56**

**Motion:** Resolved, “that the October 25,2023 minutes be accepted as circulated.”



**Moved:** Mayor, Trina Jones  
**Seconded:** Mayor, Andrew Harvey  
**Motion Carried.**

**New Business:**

**Approval of 2024 Budget**

**23-0-51**

**Motion:** Resolved that, "the Budget for 2024 be approved with the one amendment in the Tourism budget as previously distributed."

**Moved:** Mayor, Andrew Harvey

**Seconded:** Mayor, Trina Jones

**Motion Carried.**

**Transfers to Reserves**

**23-0-52**

**Motion:**

Resolved that, "\$115,000.00 be transferred to the **Transportation Operating Reserve Fund.**"

Resolved that, "\$100,000.00 be transferred to the **Community Health Attraction & Retention Operating Reserve Fund.**"

Resolved that, "\$7,000.00 be transferred to the **Tourism Operating Reserve Fund.**"

Resolved that, "\$23,000.00 be transferred to the **Community Development Operating Reserve Fund.**"

**Moved:** Mayor, Cindy McLaughlin

**Seconded:** Mayor, Trina Jones

**Motion Carried.**

**Cash-in Investment upon maturity**

**23-0-53**

**Motion:**

Resolved that, "upon maturity in April 2024, the amount held in investment for the Local Planning Reserve Fund be cashed and deposited into the Operating Fund to help finance the creation of new planning permitting software."



**Moved:** Mayor, Trina Jones

**Seconded:** Mayor, Cindy McLaughlin

**Motion Carried.**

### **Transfers to be made after January 2, 2024**

**23-0-54**

**Motion:** Resolved that," the following transfers from reserves will be made on or after January 2, 2024:

**"\$100,000.00 from the Community Health Attraction & Retention Operating Reserve Fund to the General Operating Fund."**

**"\$20,000.00 from the Public Safety Reserve Fund to the General Operating Fund."**

**"\$15,000.00 from the Local Planning Operating Reserve Fund to the General Operating Fund."**

**Moved:** Mayor, Andrew Harvey

**Seconded:** Mayor, Cindy McLaughlin

**Motion Carried.**

### **CEO Report**

Katelyn McGrath reported that she has attended several meetings with provincial representatives over the past few days.

Katelyn mentioned that the Board training with respect to judiciary duties of this Board that we discussed in October will be scheduled for early 2024.

In regards to the funds received from the Department of Health earlier in 2023, these funds are to be used as a collective effort to sell the region and showcase what we have to offer and the slower pace of life that our region allows its residents.

Katelyn noted that the new schedules for garbage collection are ready and being printed, however the schedules for the northern region just became available this morning (December 13) so we may have to depend on social media and the municipalities to get the word out before the new year.



Chair Eagles called for a motion to adjourn at 6:00 p.m.

**Adjournment:**

**Motion:** The Chair called for a motion to adjourn the meeting at 8:52 p.m.

**Moved:** Mayor, Andrew Harvey

**Seconded:** Mayor, Cindy McLaughlin

*Recording Secretary: Andrea Callahan*

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**Trina Jones**  
**Secretary**

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**Katelyn McGrath**  
**Chief Executive Officer**