

# Western New Brunswick

## Service Commission

### Board of Directors

## **Minutes of the Board Meeting –Special Meeting February 9 – 11 a.m. – Western Valley Multiplex**

### **In Attendance:**

Chair, Tom Eagles, Mayor, District of Tobique Valley  
Cindy McLaughlin, Mayor, Village of Southern Victoria  
Trina Jones, Mayor of Woodstock  
Andrew Harvey, Mayor of Carleton North  
Lynn Hambrook, Chair, Western Valley Rural District

### **Regrets:**

Supervisor, Greg Lutes

### **Absent:**

Mayor, Tracey DeMerchant

### **Staff In Attendance:**

Katelyn McGrath, CEO  
Andrea Callahan, Director of Operations (Recording Secretary)

Adrian Witt, Director of Business Growth & Workforce Development for Ignite Western NB

### **Call to Order:**

The Chair, Mayor Tom Eagles called the meeting to order at 11:03 am and welcomed all in attendance.

No conflict of interest was proclaimed by those in attendance.

### **Adoption of Agenda:**

#### **24-0-08**

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

**Moved:** Mayor, Andrew Harvey

**Seconded:** Mayor, Cindy McLaughlin

**Motion Carried.**

Adrian Witt, Director of Business Growth & Workforce Development gave a presentation to the Board regarding the work that Ignite is doing in the Western Valley.

The members present discussed dates that could work for the presentation by the RCMP. It was decided that March 27, 2024, at 6 p.m. at the Western Valley Multiplex would be the best option.

**Housing RFPs**

The Board of Directors discussed the three (3) proponents for the Housing RFP.

**24-0-09**

**Motion:** Resolved that," the Western NB Service Commission award Stantec the contract for the 2024-01 RHS – Regional Housing Strategy."

**Moved:** Mayor, Andrew Harvey

**Seconded:** Mayor, Trina Jones

**Motion Carried.**

**Website Redesign and Tourism Marketing & Branding**

The Board of Directors discussed the six (6) proponents for the RFPs for Website Redesign and for Tourism Brand Development and Marketing Strategy.

**24-0-10**

**Motion:** Resolved that, "the Western NB Service Commission award both RFPs 2024-02 Website Redevelopment and Design and 2024-03 Tourism Brand Development and Marketing Strategy to Websolutions."

**Moved:** Mayor, Cindy McLaughlin

**Seconded:** Mayor, Trina Jones

**Motion Carried.**

**Appointment of Committee Members**

CEO, Katelyn McGrath reported that Tanya Cloutier expressed interest in being a member of the Health Committee.

**Motion:** Resolved that, "Tanya Cloutier be appointed to the Regional Health Committee of the WNBSC as a community member representative."

**Moved:** Mayor Andrew Harvey

**Seconded:** Mayor, Cindy McLaughlin

**Motion Carried.**

CEO, Katelyn McGrath reported that Tanya Cloutier expressed interest in being a member of the Community Development Committee as a community member representative.

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

The Board directed CEO, Katelyn McGrath to engage the Health Committee according to the composition presented.

**Motion to Adjourn**

**Moved:** Mayor, Andrew Harvey  
**Seconded:** Mayor, Trina Jones