



GMSC- MEETING MINUTES 2025-1
January 29th, 2025
5:00 PM
GMSC Boardroom

The Chairperson, Art O'Donnell, called the meeting to order at 5:00 pm

Item 2025-1-01 Record of Attendance

Members present:

Mayor Art O'Donnell
Mayor Kevin Russell
Mayor Adam Lordon
Mayor Ernest Robichaud
Mayor Doug Munn
Lynn Gegan, Rural District Rep

Virtual

Ron Gaudet, Local Services Manager
Tara Ross Robinson – CAO, Alnwick

Also present:

Roberta McIntyre, Chief Executive Officer
Justin Forbes, Director of Operations/Planning Director
Edna Moorhouse, Recording Secretary
Shawn Cripps, CFO
Carrie Price, Executive Director, Discover
Miramichi
Leigh Bursey, Housing Initiatives
Nathan Delong – Media

Item 2025-1-02: Election of Officers for Chairperson & Vice-Chairperson

Roberta McIntyre, CEO reviewed GMSC Procedural By-law. CEO called for nominations for Chairperson and Vice-Chairperson.

Kevin Russell nominated Art O'Donnell as Chairperson. Accepted by Acclamation

Ernest Robichaud nominated Adam Lordon for Vice-Chairperson. Adam accepted.

Item 2025-1-03: Approval of the Agenda

Moved: Kevin Russell
Seconded: Lynn Gregan

RESOLVED, "to accept the agenda as presented."
Carried.

Item 2025-1-04: Declaration of Conflict of Interest

None declared.

Item 2025-1-05: Approval of Minutes of December 11, 2024 Board Meeting

Moved: Ernest Robichaud
Seconded: Lynn Gregan

Resolved, that the minutes of December 11th, 2024 be approved as presented."
Carried.

Item 2025-1-06: Update on establishing City & Regional PRACS

Justin Forbes, Director of Operations/Planning Director gave an update on the progress of the amendment to the PRAC By-law, reviewed by the City, and received acceptance for the proposed approach. This draft was further refined with minor suggestions from the Provincial Community Planning Branch.

1. Motion that the previous PRAC By-law be replaced with amended PRAC By-law as outlined in the memo.

Moved: Adam Lordon
Seconded: Kevin Russell

Resolved, that the previous PRAC By-law be replaced and amended with the amended PRAC By-law as outlined in the memo.
Carried

2. Motion that Steve Macklin's appointment to the Regional PRAC be repealed due to ineligibility.

Moved: Ernest Robichaud
Seconded: Adam Lordon

Resolved, that Steve Macklin's appointment to the Regional PRAC be repealed due to ineligibility.
Carried.

3. Motion that the following individuals be appointed to the City PRAC of the Greater Miramichi Service Commission, with terms expiring Jan 1, 2029:

- 1) Bill Treadwell
- 2) Joe Veriker
- 3) Bethany Manderson
- 4) Shayan Faal
- 5) Kris Jardine
- 6) Whitney Henderson

Moved: Adam Lordon
Seconded: Kevin Russell

Resolved, that the 6 individuals listed above be appointed to the City PRAC of the Greater Miramichi Service Commission, with terms expiring Jan 1, 2029.
Carried.

4. Motion that the following 3 individuals be appointed as new members to the Regional PRAC, filling the required and optional vacancies. (there are 3 existing members) and 3 new members will fill the current vacancies, with terms expiring on January 1, 2029:

NEW MEMBERS	CURRENT MEMBERS
1) Kevin Russell	Lynn Gegan
2) Judy Hare Lavergne	Robert McLeod
3) David Donahue	Glen Harding

Moved: Ernest Robichaud
Seconded: Lynn Gegan

Resolved, that the above 3 individuals, be appointed to the Regional PRAC, with terms expiring on January 1, 2029.
Carried.

5. Motion that the Board acknowledges the updated financial measures as outlined in the Financial Note, including the discontinuation of providing meals at meetings as a cost containment effort and approves the continued monitoring and reporting of operational costs by the staff to ensure fiscal responsibility within the allocated budget of \$4,000 for the 2025 fiscal year.

Moved: Adam Lordon
Seconded: Kevin Russell

Resolved, that the Board acknowledges the updated financial measures as outlined in the Financial Note.
Carried.

Item 2025-1-07 Board Remuneration

Shawn Cripps, CFO spoke on the item of Board Remuneration .

That the Board remuneration rates for 2025 will be \$156.90 for the Board Chair and \$104.60 for all other Board members.

Moved: Ernest Robichaud

Seconded: Lynn Gregan

Resolved, that Board remuneration rates for 2025 be \$156.90 for the Board Chair and \$104.60 for all other Board members.

Carried.

Item 2025-1-08 Transfers from Operating Reserve Funds

Shawn Cripps, CFO reviewed the information and explained the transfer from Operating Reserve Funds.

1. That the sum of \$125,000.00 is transferred from the Regional Tourism Promotion operating reserve fund to the general operating fund of the GMSC.

Adam Lordon requested that moving forward in future, some monies be left in the reserves (i.e. Tourism) for future use/requirements.

Moved: Kevin Russell

Seconded: Lynn Gregan

Resolved, that the sum of \$125,000 be transferred from the Regional Tourism Promotion operating reserve fund to the general operating fund of the GMSC.

Carried.

2. That the sum of \$20,000.00 is transferred from the Regional Transportation operating reserve fund to the general operating fund of the GMSC.

Moved: Ernest Robichaud

Seconded: Kevin Russell

Resolved, that the sum of \$20,000 be transferred from the Regional Transportation operating reserve fund to the general operating fund of the GMSC.

Carried.

3. That the sum of \$25,000 is transferred from the Other Shared Services operating reserve fund to the general operating fund of the GMSC.

Moved: Lynn Gregan

Seconded: Doug Munn

Resolved, that the sum of \$25,000 be transferred from the Other Shared Services

*operating reserve fund to the general operating fund of the GMSC.
Carried.*

Item 2025-1-09 Approval and Signing of RDMO/GMSC Services Agreement

Carrie Price, Executive Director of Discover Miramichi reviewed the Service Agreement and explained in order to get insurance the agreement has to be signed.

Motion that the Service Agreement be signed between GMRSC & Discover Miramichi Destination Marketing Organization Inc.

Moved: Adam Lordon
Seconded: Kevin Russell

Adam Lordon signed along with Carrie Price.
Art O'Donnell and Roberta McIntyre signed on behalf of GMRSC.

***Resolved, that the Service Agreement be signed between GMRSC & Discover Miramichi Destination Marketing Organization Inc.
Carried.***

Item 2025-1-10 Presentation of suggested RDMO Board of Directors/Approval of RDMO BOD

Carrie Price reviewed the names and a brief background on the list of recommended RDMO Board of Directors.

Motion to accept RDMO Board of Directors as follows:

- 1) Chantelle Elliott
- 2) Karl Wilson
- 3) Natasha Fulton
- 4) Kate Waldick
- 5) Naomi Wallace
- 6) Stephen Paul

Moved: Adam Lordon
Seconded: Lynn Gregan

***Resolved, that the list of recommended RDMO Board of Directors be accepted.
Carried.***

Item 2025-1-11 Approval of Marketing Strategy RFP

Carrie Price reviewed the draft Marketing Strategy RFP.

Adam Lordon commended Miss Price on a great job putting it together, as did Ernest Robichaud. They were excited and enthusiastic about endorsing the Strategy.

Motion: That the Board accept and approve the RFP document for Regional Marketing Strategy.

Moved: Adam Lordon
Seconded: Kevin Russell

Resolved, that the Board accept and approve the RFP document for Regional Marketing Strategy.
Carried.

Item 2025-1-12 Miramichi Housing Solutions Draft Services Agreement

Leigh Bursey, Housing Initiatives Manager reviewed the Miramichi Housing Solutions Draft Services Agreement with the Board.

Mayor Lordon thanked members of the Board for putting Leigh's initiative in motion.

1. Motion to authorize the GMRSC signing authorities to sign the Service Agreement contract with Miramichi Housing Solutions.

Moved: Adam Lordon
Seconded: Kevin Russell

Resolved, that GMRSC signing authorities sign the Service Agreement contract with Miramichi Housing Solutions.
Carried.

2. That the Commission reaffirms the delineation of funding to Miramichi Housing Solutions as outlined in the funding agreement, under the provision that all roles and responsibilities are adhered to in the appropriate time frame.

That this funding agreement be reviewed quarterly to determine that all provisions are being followed satisfactorily.

That the Housing Authority staff be the frontline of initial contact to ensure the agreement is complied to.

Moved: Adam Lordon
Seconded: Kevin Russell

Resolved, That the Commission reaffirms the delineation of funding to Miramichi Housing Solutions as outlined in the funding agreement, under the provision that all roles and responsibilities are adhered to in the appropriate time frame.
That this funding agreement be reviewed quarterly to determine that all provisions are being followed satisfactorily.
That the Housing Authority staff be the frontline of initial contact to ensure the agreement is complied to.
Carried.

Item 2025-1-13 Service Delivery Reports by Departments

Roberta McIntyre, CEO reviewed the Service Delivery Reports from the following Departments:

Corporate Team
EcoDiversiion
Development Services
Community Development
Regional Transportation
Growing Greater Miramichi
Tourism
Housing Authority
Public Safety

Lynn Gregan mentioned that some of the EcoDiversiion calendars were not received by all residents. Melanie Roussele, Manager of EcoDiversiion will look into this.

Adam Lordon commended staff on the new format of the Service Delivery Reports.

Adam Lordon asked where in the process is the Operational Review and when will the draft be presented. Justin Forbes, Director of Operations/Planning Director will email members on the update and the timeline of the Development Services Operational Review.

Adam Lordon would like to bring up the topic of the Public Safety Committee – renewing a mutual aid agreement during the next Board meeting.

Kevin Russell commended staff on Service Delivery Reports and requested they be emailed separate from the Board meeting package. Also to share Service Reports on the Website and Social Media, as well with CAO's and to City Clerks to circulate to Council.

Adam Lordon requested at least 3 months of Meeting invites be sent out in advance, so that they appear on his calendar.

Motion: that Service Delivery Reports be accepted.

Moved: Kevin Russell
Seconded: Ernest Robichaud

Resolved, that Service Delivery Reports be accepted.
Carried.

Item 2025-1-14 CEO Update

Roberta McIntyre, CEO reviewed updates for the month:

- which included job postings for an EcoDiversiion Coordinator and a Grant Writer for GMSC.
- An HR Services Contract has been signed with MC Advisory Group Inc. to provide HR Services to the GMSC from January 22, 2025 until December 31st, 2025.

- CEO advised she has met with 3 of the CAO's and will meet with the remainder of the CAO's in the near future.
- The Strategic Operation and Transportation review has officially began.
- GMSC sponsored the Newcomer Entrepreneur Award which was presented to The Cheese District at the Annual Gala Business Excellence Awards on Jan 23, 2025.
- The next regular GMSC Board meeting will be held on February 26, 2025.

Motion to accept CEO's update.

Moved: Kevin Russell

Seconded: Lynn Gregan

Resolved, that the CEO's update be accepted.

Carried.

ADJOURNMENT

The meeting was called to adjournment at 6:23 p.m.

Moved: Art O'Donnell

Seconded: Ernest Robichaud

Respectfully submitted,



Roberta McIntyre, CEO



Edna Moorhouse, Recording Secretary