



Commission de services  
régionaux de Kent

Kent Regional  
Service Commission

**Regular Board of Directors meeting  
Kent Regional Service Commission**

**December 19<sup>th</sup>, 2024  
4:00pm**

**1. CALL TO ORDER**

The Chair, Aldéo Saulnier, opens the meeting at 4pm and welcomes everyone.

**2. ATTENDANCE**

- Aldéo Saulnier, Chair of the KRSC and Mayor of the Town of Grand-Bouctouche
- Arnold Vautour, Mayor of the Town of Beaurivage
- Jean-Charles Daigle, President of the Kent Rural District
- Jean-Pierre Richard, Mayor of the Town of Champdoré
- Jimmy Bourque, Mayor of the Village of Nouvelle-Arcadie
- Louis Babineau, Deputy Mayor of the Beausoleil Rural Community
- Tina Beers, Vice-Chair of the KRSC and Mayor of the Municipality of Five-Rivers

**OTHERS**

- Paul Lang, Executive Director - KRSC
- Isabelle Godin, Assistant Executive Director - KRSC
- Francine Arsenault, Administrative Assistant - KRSC (Grand-Bouctouche)
- Lynn Landry Caissie, Finance Director - KRSC
- Jean Goguen, Director of the Planning Department - KRSC
- Marie-Paul Robichaud, Director of Economic Development and Tourism - KRSC
- Claudie Ringuette, Director of Community Services - KRSC
- Yolande Chiasson, Interpreter (Zoom)
- Members of the public

**3. CONFLICT OF INTEREST DECLARATIONS**

Nothing to declare.

**4. ADOPTION OF THE AGENDA**

2024-094

It is moved by Arnold Vautour, seconded by Jimmy Bourque, that the agenda be adopted as presented.

Motion carried

**5. ADOPTION OF THE MINUTES OF THE OCTOBER 24<sup>TH</sup>, 2024 MEETING**

2024-095

It is moved by Jean-Pierre Richard, seconded by Jean-Charles Daigle, that the minutes of the Regular meeting of October 24<sup>th</sup>, 2024 be adopted as presented.

Motion carried

**6. BUSINESS ARISING FROM THE MINUTES**

Nothing on this subject.

**7. PRESENTATION(S)**

No presentations.

**8. CORRESPONDENCE**

- November 13 - Bonnie Morse, Chair and Hollis Bartlett, CEO of SNBSC
- November 15 - Email from Hon. Aaron Kennedy, Minister of Local Government
- November 20 - Wayne Carpenter, Citizen
- November 27 - Pascal Reboul, CEO of AFMNB
- December 17 - Léona Bernard, North Star Campaign Manager - Kent Region

**9. COMMITTEE REPORTS**

**a. Finances – Administration – Human Resources**

The unaudited financial statements as at September 30, 2024 and the minutes of the Finance Committee are circulated. Lynn Landry Caissie presents the unaudited statements as at September 30, 2024 and provides explanations.

WHEREAS the Board of Directors of the Kent Regional Service Commission has a Finance Committee; WHEREAS the remainder of the members of the Finance Committee are elected for a term of one year; WHEREAS the Finance Committee shall consist of up to 3 members of the Board of Directors.

2024-096

It was moved by Arnold Vautour, seconded by Louis Babineau, that nominations for up to 3 positions on the Finance, Administration and Human Resources Committee take place.

Motion carried

Nominations: Jimmy Bourque, Jean-Pierre Richard, Tina Beers

The Chair of elections requests 3 times for nominations.

2024-097

It is moved by Jean-Charles Daigle, seconded by Arnold Vautour, that nominations cease.

Motion carried

2024-098

Be it resolved that **Jimmy Bourque, Jean-Pierre Richard and Tina Beers** be appointed to the **Finance, Administration and Human Resources Committee** for a period of one year, and that their mandate be determined as presented in the Kent Regional Service Commission by-laws.

Moved by: Jean-Charles Daigle

Seconded by: Louis Babineau

Motion carried

WHEREAS the agreement with Circular Material was not signed at the time the 2024 budget was adopted; WHEREAS the Kent RSC had not budgeted for any revenue from Circular Material in 2024 and we received revenue for the period May to December 2024;

WHEREAS in order to avoid an exaggerated surplus in 2024, the administration recommends transferring the necessary funds to the Solid Waste Department's operational reserve fund in order to be able to decrease the municipalities', as well as the Kent Rural District, collection costs for the year 2025.

2024-099

Therefore, be it resolved that the Kent RSC Board of Directors accepts that the sum of \$210,000 be transferred to the Solid Waste Operational Reserve Fund.

Moved by : Tina Beers

Seconded by : Arnold Vautour

Motion carried

WHEREAS in 2023, we received funds from Community Funding that covered 2024 expenses;  
WHEREAS these amounts had been recorded as revenue in the 2024 budget in order to reduce municipal contributions.

2024-100

Therefore, be it resolved that the Board of Directors agrees to withdraw the sum of \$40,000 from the General Operating Reserve Fund of the Local Planning Department in accordance with Section 101 of the Local Governance Act.

2024-101

Be it further resolved that the Board of Directors agrees to withdraw the sum of \$20,000 from the General Operating Reserve Fund of the Community Transportation department in accordance with Section 101 of the Local Governance Act.

Moved by : Tina Beers

Seconded by : Jimmy Bourque

Motion carried

WHEREAS the development of a regional food resilience strategy is an initiative of the KRSC regional strategy;

WHEREAS funds had been budgeted in 2024 for its development and implementation, but the hiring of a consultant can only be done in 2025.

2024-102

Therefore, be it resolved that the Kent RSC Board of Directors accepts that the sum of \$32,000 be transferred to the Community Development Operational Reserve Fund to allow for the hiring of a consultant in 2025.

Moved by : Tina Beers

Seconded by : Jean-Pierre Richard

Motion carried

WHEREAS the agreement for the Guns and Gangs grant was not signed during the 2024 budget period;  
WHEREAS the KRSC received \$100,000 for the 2024-2025 period for this grant and only \$25,000 was budgeted.

2024-103

Therefore, be it resolved that the Board of Directors of the Kent RSC accepts that the sum of \$50,000 be transferred to the operational reserve fund of the Public Safety Committee in accordance with Section 101 of the Local Governance Act.

Moved by : Tina Beers

Seconded by : Jean-Charles Daigle

Motion carried

**Subject: Proposal to close redundant bank accounts to simplify and optimize financial services.**

WHEREAS several bank accounts have been opened for different services offered within our organization;  
WHEREAS the high number of bank accounts generates recurring fixed costs such as management fees, service fees and maintenance fees, which increase expenses without adding value;

WHEREAS modern technology and online banking now make it possible to group several services under a reduced number of accounts, making it unnecessary to multiply accounts for each specific service;

WHEREAS centralized management of bank accounts would simplify accounting, better track financial flows and maximize the use of available resources;

WHEREAS reducing the number of bank accounts also reduces the risks associated with managing financial information and transaction security.

2024-104

Therefore be it resolved that the Board of Directors of Kent RSC accepts that :

1. The following redundant bank accounts be closed by the date of January 31, 2025 after verifying that no outstanding transactions or associated services are pending;
  - a. By-Law 023429187111
  - b. Public Safety 023429222978
  - c. Regional Planning 023429115773
  - d. Recreation 023429150129
  - e. Tourism 023429163061
  - f. Community Development 023429213783
  - g. Transport 023429213884
  - h. Economic Development 023429218332
  - i. Local Planning 023429110117
  - j. Solid Waste 023429110218
2. Rigorous monitoring will be carried out to ensure that the accounts are closed without impacting the continuity of financial services;
3. All balances and interest on lines of credit are transferred to the 023429086370 (Corporate) account.

**Conclusion:** This approach aims to simplify the management of our finances, reduce the costs associated with unnecessary accounts, and reinforce security while improving the efficiency of the banking services used.

Moved by : Arnold Vautour

Seconded by : Louis Babineau

Motion carried

Before moving on to motions for policy modifications, Isabelle Godin provides some explanations.

**Appreciation Policy**

WHEREAS Human Resources regularly reviews the policies and by-laws of the Kent RSC and make the recommendations to the BOD;

WHEREAS the Appreciation Policy was on the schedule in 2024 for review;

WHEREAS Human Resources have submitted the modified policy to the Executive Committee to read and to propose changes if necessary;

WHEREAS the Executive Committee has also received an explanatory sheet providing a summary of the changes made to the policy to facilitate analysis and explain the reasoning behind the changes made and forwarded it to the Finance Committee;

WHEREAS the Executive Committee recommends that the modification to item 3; 5.1 that “of a Board member” be added.

**2024-105**

Be it therefore resolved that BOD of the Kent RSC adopt Policy 24-XX: Appreciation policy, as recommended by the Finance Committee.

Moved by: Jimmy Bourque

Seconded by: Arnold Vautour

Motion carried

**Employee’s Manual Policy**

WHEREAS the staff regularly reviews the policies and by-laws of the Kent RSC and make the recommendations to the BOD;

WHEREAS the Employee’s Manuel Policy was on the schedule in 2024 for review;

WHEREAS Human Resources have submitted the modified policy to the Executive Committee to read and to propose changes if necessary;

WHEREAS the Executive Committee also received an explanatory sheet providing a summary of the changes made to the policy, to facilitate analysis and explain the reasoning behind the changes and forwarded it to the Finance Committee.

**2024-106**

Be it therefore resolved that BOD of the Kent RSC adopt Policy 24-XX: Employee’s manual policy, as recommended by the Finance Committee.

Moved by: Jimmy Bourque

Seconded by: Jean-Charles Daigle

Motion carried

**b. Audit**

WHEREAS the Board of Directors of the Kent Regional Services Commission has an Audit Committee;

WHEREAS the remaining members of the Audit Committee are elected for a one-year term;

WHEREAS the Audit Committee shall consist of up to 3 members of the Board of Directors.

**2024-107**

It is moved by Jean-Charles Daigle, seconded by Jimmy Bourque, that the nominations for up to 3 members to the Audit Committee take place.

Nominations : Jean-Charles Daigle, Arnold Vautour, Aldéo Saulnier

The Chair of elections requests 3 times for nominations.

2024-108

It is moved by Jean-Pierre Richard, seconded by Jean-Charles Daigle, that the nominations cease.

Motion carried

2024-109

Be it resolved that **Jean-Charles Daigle, Arnold Vautour and Aldéo Saulnier** be appointed to the **Audit Committee** for a period of one year, and that their mandate be determined as presented in the Kent Regional Service Commission by-laws.

Moved by: Jean-Charles Daigle

Seconded by: Louis Babineau

Motion carried

**c. Health**

Paul Lang gives a brief update on the meeting with the Vitalité Health Network that took place on Tuesday, December 17. There were 2 points to discuss:

1. Inpatient unit - Where was Vitalité with recruitment and the reopening of services at the SMKH? The recruitment process is ongoing, and the intention is to reopen the unit as soon as staff are in place.
2. Master plan - Vitalité will make a presentation to the Health Committee in February 2025 on the master plan for the Stella-Maris-de-Kent Hospital. Following this, meetings will be held with the Ministry of Health to ensure that the master plan is implemented with options to be chosen by the Vitalité Board of Directors. The KRSC Board of Directors will be kept informed of the progress of this project.

**10. REPORTS ON COLLABORATIVE SERVICES ACTIVITIES**

**a. Planning**

The minutes of the Planning Review and Advisory Committee of October 29<sup>th</sup>, 2024 and November 26<sup>th</sup>, 2024 as well as the construction report for November 2024 are circulated.

**b. Solid Waste**

The minutes of the Solid Waste Management Technical Committee of August 8<sup>th</sup>, 2024 and the Solid Waste Report for November 2024 are circulated.

**c. Public Safety**

WHEREAS the Public Safety Committee has a vacancy due to the departure of Jean Hébert;

WHEREAS the Kent RSC must fill this vacancy on the Public Safety Committee;

WHEREAS an election must be held to fill the vacant position.

2024-110

It is moved by Arnold Vautour, seconded by Louis Babineau, that the position of the Kent RSC Board of Directors representative be opened for nominations and that the Chair ask three times for nominations.

Motion carried

Nominations: Roméo Bourque

2024-111

It is moved by Jean-Charles Daigle, seconded by Jimmy Bourque, that nominations cease.

Motion carried

2024-112

Be it therefore resolved that **Roméo Bourque**, be appointed to the **Public Safety Committee** for the term set out in the Committee's terms of reference.

Moved by: Louis Babineau

Seconded by: Jimmy Bourque

Motion carried

**d. Economic Development and Tourism**

Nothing on this subject.

**e. Community Development**

The meeting scheduled for December 12<sup>th</sup>, 2024 was cancelled due to a power failure.

**f. Regional Transportation**

**Regional Transportation Service Policies**

WHEREAS the staff regularly reviews the Kent RSC policies and by-laws and makes recommendations to the Board of Directors;

WHEREAS the policy for the Regional Transportation Department needed to be revised to include the accessible transportation service which was not included in the existing policy;

WHEREAS staff asked the Regional Transportation Committee to review the policy and propose any necessary changes on top of the additions proposed by staff;

WHEREAS the Committee recommends to the Board of Directors of the Kent RSC the adoption of its amended policy.

2024-113

Be it therefore resolved that the Kent RSC Board of Directors adopt Policy 24-XX – Regional Transportation Service Policy, as recommended by the Regional Transportation Committee.

Moved by: Jean-Pierre Richard

Seconded by: Arnold Vautour

Motion carried

**Terms of Reference - Regional Transportation Committee**

WHEREAS as part of the reform of local governance, regional transportation service is now part of the mandate of the Kent Regional Service Commission;

WHEREAS a Regional Transportation Committee has been in place at KRSC since 2022 to support staff in the various initiatives under its responsibility;

WHEREAS the composition of the Regional Transportation Committee voted by the Board in 2022 has caused problems in obtaining quorum for several months;

WHEREAS the Terms of Reference of the Regional Transportation Committee have been modified to eliminate unfilled positions;



WHEREAS the members of the Regional Transportation Committee have reviewed the proposed modifications and recommend them to the Board of Directors to ensure the smooth operation of the Committee's activities.

2024-114

Be it therefore resolved that the KRSC Board of Directors adopt the new terms of reference for the Regional Transportation Committee as recommended by the same committee.

Moved by: Jean-Pierre Richard

Seconded by: Jean-Charles Daigle

Motion carried

WHEREAS the Regional Transportation Committee has a vacancy due to the departure of Jean Hébert;  
WHEREAS the Kent RSC must fill this vacancy on the Regional Transportation Committee;  
WHEREAS an election must be held to fill the vacant position.

2024-115

It is moved by Jean-Pierre Richard, seconded by Tina Beers, that the position of KRSC Board Representative be opened for nominations and that the Chair call for nominations three times.

Motion carried

Nominations: Roméo Bourque

2024-116

It is moved by Jimmy Bourque, seconded by Tina Beers, that nominations cease.

Motion carried

2024-117

Be it therefore resolved that **Roméo Bourque**, be appointed to the **Regional Transportation Committee** for the term provided in the committee's terms of reference.

Moved by: Jimmy Bourque

Seconded by: Jean-Pierre Richard

Motion carried

**g. Recreation Planning**

The minutes of the Recreation, Sport and Culture Committee meeting of March 12<sup>th</sup>, 2024 and the notes of the meeting of June 4<sup>th</sup>, 2024 are circulated.

**11. CHAIR REPORT (OCTOBER 17<sup>TH</sup> TO DECEMBER 11<sup>TH</sup>, 2024)**

November 6, 2024 - Economic Development and Tourism Committee Meeting - Beaurivage

November 7, 2024 - Trails Meeting - Beaurivage

November 14, 2024 - Zoom meeting with Minister Aaron Kennedy, Local Government

November 14, 2024 - Regional strategy meeting - Beaurivage

November 19, 2024 – KRSC Chair, Vice-Chair and CEO - Beaurivage

November 21, 2024 - Economic Development and Tourism Committee meeting

## **12. EXECUTIVE DIRECTOR REPORT (OCTOBER 17<sup>TH</sup> TO DECEMBER 11<sup>TH</sup>, 2024)**

October 17 – RSC CEOs meeting - Zoom  
October 17 – KRSC and ESIC meeting - Teams  
October 18 - Meeting with Five Rivers CAO - Zoom  
October 21 - Canadian Centre for Safer Communities governance committee meeting - Teams  
October 22 - Public safety meeting between KRSC and St. Stephen Councillor Wade Greenlaw - Zoom  
October 22 - Meeting with Circular Materials for Indian Island - Teams  
October 22 - Meeting KRSC CEO and Kent municipalities CAOs - Beaurivage  
October 23 - Meeting on community safety initiatives with CEO and Chief of Police in Douglasville, Georgia - Zoom  
October 23 - SMKH Master Plan follow-up meeting - Teams  
October 23 - Planning meeting with municipal associations - Zoom  
October 24 - RSC CEOs meeting - Zoom  
October 24 - Canadian Centre for Safer Communities Board meeting and AGM - Teams  
October 24 - KRSC Board meeting - Beaurivage  
November 2 - Kent Entrepreneurial Gala 2024 - Grand-Bouctouche  
November 5 - KRSC and Circular Materials meeting - Teams  
November 6 - Meeting with Rob Webber, CEO of Five Rivers - Hartland  
November 6 - AMANB meeting - Hanwell  
November 7 - AMANB Board meeting - Fredericton  
November 7 - Meeting with Local Government - Fredericton  
November 8 - RSCs meeting - Fredericton  
November 8 - Meeting with Nathalie Dubois and KRSC CEO regarding rural criminology - Fredericton  
November 12 - Canadian Centre for Safer Communities meeting - Teams  
November 13 - Meeting with the Rural Community of Beausoleil - Beausoleil  
November 14 - Meeting of RSCs Chairs and CEOs with Hon. Aaron Kennedy, Minister of Local Government - Zoom  
November 14 - Strategy meeting with BOD - Beaurivage  
November 18 - Planning discussion with NBEMO - Zoom  
November 18 - Meeting with KRSC and UdeM for regional transportation plan - Moncton  
November 19 - KRSC Chair, Vice-Chair and CEO meeting - Beaurivage  
November 21 - RSC CEOs meeting - Zoom  
November 21 - KRSC and Fast NB regarding program at NBCC - Teams  
November 22 - Meeting with RCMP - Moncton  
November 22 - Meeting with Louis Babineau - Beausoleil  
November 25 - Meeting with Gérard Thébeau regarding an agricultural project - Beaurivage  
November 25 - Meeting with KRSC and Kent Family Resource Center - Beaurivage  
November 25 - FBCS community practice regarding community safety plan - Teams  
November 26 - AMANB 2025 Conference Organizing Committee - Zoom  
November 27 - Flusher Management Committee - Grand-Bouctouche  
November 28 - RSC CEOs meeting - Zoom  
November 28 - Canadian Centre for Safer Communities Meeting - Teams  
November 28 - KRSC Board meeting with Dr. Jennifer Russell - Teams  
December 3 - Transportation study meeting - Zoom  
December 4 - Dinner with Crime Prevention Association of NB (CPANB) - Fredericton  
December 5 - RSC CEOs meeting - Zoom  
December 6 - Tax reform working group - Zoom  
December 9 - Emergency coordinators meeting - Teams

December 10 - Meeting between RSCs, TravailNB and CÉNB - Teams  
December 10 - Meeting Champdoré and KRSC planning department - Grand-Bouctouche  
December 10 - Regional Transportation Dinner - Paysan St-Antoine

### **13. RESOLUTIONS**

#### **a. Cancellation of regular Board meeting of January 2025**

Paul Lang explains that there would be no regular meeting, but there would be a planning meeting to meet with the new ministers to discuss regional themes.

#### 2024-118

It is moved by Arnold Vautour, seconded by Tina Beers, that the regular meeting of the Board of Directors scheduled for January 2025 be cancelled.

Motion carried

#### **b. Elections for Chair and Vice-Chair**

WHEREAS the term of office for the Chair and Vice-Chair is two years;  
WHEREAS the mandate of these two positions ends on December 31, 2024;  
WHEREAS the Board of Directors of the Kent RSC must hold an election for these two positions;  
WHEREAS the two persons currently in office (Chair and Vice-Chair) are eligible for re-election for another two-year term;  
WHEREAS a member of the Board of Directors may stand alone for one of the two positions.

#### 2024-119

Therefore, be it resolved that the Kent RSC Board of Directors appoints Paul Lang as election Chair.

Moved by : Tina Beers

Seconded by : Louis Babineau

Motion carried

The Chair of elections calls three times for nominations for the position of Chair.

Nominations: Aldéo Saulnier

#### 2024-120

It is moved by Jean-Pierre Richard, seconded by Louis Babineau, that nominations cease.

Motion carried

The Chair of elections calls three times for nominations for the position of Vice-Chair.

Nominations: Tina Beers

#### 2024-121

It is moved by Jimmy Bourque, seconded by Jean-Charles Daigle, that nominations cease.

Motion carried

2024-122

Therefore, be it resolved that **Aldéo Saulnier**, be appointed Chair of the Kent RSC and be it further resolved that **Tina Beers**, be appointed Vice-Chair of the Kent RSC for a term of two years, as presented in the Kent RSC Procedural By-Law.

Moved by : Jean-Pierre Richard

Seconded by : Arnold Vautour

Motion carried

**14. NEW BUSINESS**

No new business.

**15. QUESTIONS FROM THE PUBLIC**

- A member of the public asks for clarification on whether the Stella-Maris-de-Kent Hospital emergency room will be open over the holidays. *Paul Lang replies that it would.*

**16. CLOSURE OF THE MEETING**

2024-123

It is moved by Arnold Vautour, that the adjournment be held at 5:10pm.

---

CHAIR

---

Executive Director/Clerk