



**Regular meeting/AGM of the Board of Directors
Kent Regional Service Commission**

**April 21st, 2022
6 :30pm
Richibucto**

1. CALL TO ORDER

Ms. Pierrette Robichaud opens the meeting at 6:34 p.m. and welcomes everyone.

2. ATTENDANCE

- Pierrette Robichaud, President of the KRSC and Mayor of the Village of Rogersville
- Aldéo Saulnier, Mayor of the Town of Bouctouche
- Claude LeBlanc, Vice-President of the KRSC and President of the LSD of Wellington
- Daniel Bourgeois, President of the LSD of Grande-Digue
- Danielle Dugas, Mayor of the Village of Saint-Louis-de-Kent
- Docile Cormier, President of the LSD of Carleton
- Éric Tremblay, President of the LSD of Saint-Ignace
- Gisèle Fontaine, President of the LSD of Saint-Louis
- Jacques Cormier, President of the LSD of Saint-Paul
- Jean-Pierre Richard, Mayor of the Village of Saint-Antoine
- Kris Morey, President LSD of Weldford
- Paul Lirette, President of the LSD of Saint-Charles
- Roger Richard, President LSD of Acadieville
- Tina Beers, President LSD of Harcourt
- Wayne Carpenter, Mayor of the Village of Rexton

ABSENCES

Marc Goguen, Mayor of the Rural Community of Cocagne

Stella Richard, Mayor of the Town of Richibucto

OTHERS

- Paul Lang, Executive Director of the KRSC
- Isabelle Godin, Assistant Executive Director, KRSC
- Francine Arsenault, Administrative Assistant, KRSC Bouctouche (zoom)
- Louise Girouard, Administrative Assistant, KRSC Bouctouche
- Odette Gallant, Administrative Assistant KRSC Richibucto
- Francine Babineau, Translator
- Roger Pitre, EMO
- Sonia Mazerolle, Rural Settlement Coordinator - Kent County
- Roger Doiron, Health Committee Chair
- Elmo Bastarache, KRSC Development Officer
- Caroline Roy, Building Inspector - KRSC
- Austin Fillmore, Building Inspector - KRSC
- Jean Goguen, Director of Urban Planning (Zoom)
- Daniel Goguen, Local Services Manager - Environment and Local Government (Zoom)
- Michel Soucy, Transition Facilitator (Zoom)
- Jessica Boutot, Accountant with the firm Bourque, Richard, Boutot CP Inc.
- Members of the public

3. CONFLICT OF INTEREST DECLARATIONS

Nothing to declare.

4. ADOPTION OF THE AGENDA

2022-018

It was moved by Gisèle Fontaine, seconded by Paul Lirette, that the agenda be adopted with the addition to 14 b. First Nations session.

Motion carried

5. ADOPTION OF THE MINUTES OF THE MARCH 17TH, 2022 MEETING

2022-019

It was moved by Aldéo Saulnier, seconded by Éric Tremblay, that the minutes from the March 17th, 2022 regular meeting be adopted as presented.

Motion carried

6. BUSINESS ARISING FROM THE MINUTES

a. Health Committee

The minutes of the Health Committee meeting of February 7th, 2022 are circulated.

Roger Doiron, Chair of the Health Committee, gives a brief summary of the reasons for recommending the five objectives.

WHEREAS the Health Committee met to discuss health objectives for the Kent region.

WHEREAS the committee used the reports published by our intern as well as other literature that positioned the RSC during the reform exercise.

WHEREAS the committee agreed to present five objectives to Vitalité, Horizon and the Minister of Health's working group.

2022-020

Therefore, be it resolved that the Kent RSC accept the recommendations of the Kent RSC Health Committee regarding the five objectives listed in the circulated document and that these objectives be shared with the various entities in order to begin the dialogue for better collaboration.

Moved by: Paul Lirette

Seconded by: Éric Tremblay

Motion carried

b. Immigration (Sonia Mazerolle)

Sonia Mazerolle gives her report. She mentions that she is leaving her position on April 22, 2022. The members wish her success. Paul Lang explains that in order to make the salaries more competitive, there will be a subsidy from the local governments. There will be 2 full time positions.

c. Local Governance Reform

Pierrette Robichaud introduced Michel Soucy, the new facilitator for our region. She spoke a little about his background and experiences. Michel will be at the next Board meeting to meet the members. Michel took the floor to say that he was pleased to be part of the transition team of the KRSC. He looks forward to working with everyone to ensure a coordinated transition and to put a mandate in place to present to the government.

Paul Lang provides an update on the five new services that will be implemented. He also mentions that the KRSC is looking at preparing a newsletter once a month, to inform the Board of important things that are happening between monthly meetings.

7. PRESENTATION – 2021 ANNUAL REPORT

As president, Pierrette Robichaud speaks a little about what happened over the past year. She wants to thank the members for their contribution and their hard work for the Kent region.

Paul Lang mentions the challenges faced by the staff during the last 2 years and how they have complied with the new standards to ensure uninterrupted services. The staff is exceptionally resilient, a team that wants to work together to move the region forward. Always available and dedicated to deliver services as usual. Paul also thanks the Board for their energy and desire to move projects forward.

Jean Goguen shares the highlights of his report. He thanks Vincent Daigle for his years of service to KRSC and wishes him well in his retirement. He welcomes Caroline Roy and Austin Fillmore, new inspectors to the KRSC. He also welcomes Aldéo Saulnier and Jean Hébert as new members to the RPC. He mentions that it was a record year for building permits and that it was also an exceptional year for subdivisions. Not to mention the zoning confirmations which also had a very good year. He thanks the KRSC, the committee members and the staff who play a vital role in providing services to the people of Kent.

Isabelle Godin gives a brief overview of her report on the Solid Waste Department. She speaks about the reports as well as the programs that are in place and those to come. She briefly explains that for the first time we had to implement the fuel adjustment clause. In closing, she thanks the members of the Solid Waste Technical Committee, old and new, and says a special thank you to Eric Demers for his availability and support during the transition of positions.

2022-021

It was moved by Gisèle Fontaine, seconded by Éric Tremblay, that the Kent Regional Service Commission 2021 Annual Report be adopted as presented.

Motion carried

WHEREAS as a result of local government reform, all elected officials in the Kent region will be going to the polls on November 28.

WHEREAS the usual terms of office for the members of the RSC committees as well as the Chair and Vice-Chair are one year.

WHEREAS it is preferable to have stability in the committees and the Chair and Vice-Chair because of the changes that are taking place.

WHEREAS many RSCs elsewhere in NB have chosen to renew their committee members and their Chair and Vice-Chair until the November 2022 election.

2022-022

Therefore, be it resolved that the mandates of the committee members as well as the Chair and Vice-Chair continue until January 1, 2023 when the new RSC Board members will be elected.

Moved by: Danielle Dugas

Seconded by: Jean-Pierre Richard

Motion carried

2022-023

Be it further resolved that the signatories of the banking instruments and documents remain the same until the election of a new Chair, Vice-Chair and third signatory.

Moved by: Danielle Dugas

Seconded by: Paul Lirette

Motion carried

8. CORRESPONDENCE

- March 18, 2022 - Lucie A. LaVigne, Chair, New Brunswick Commission
- March 21, 2022 - Eugène Cormier, Village of Saint-Antoine
- April 4, 2022 - Julie Hudson, Bonar Law Memorial Scholarship Committee
- April 6, 2022 - Ryan Donaghy, Acting Deputy Minister, Local Government and Local Governance Reform
- April 13, 2022 – Julie Payer Lafrance, Recreational master plan implementation Coordinator
- April 13, 2022 – Douglas MacDonald, member of the Solid Waste Management Technical Committee

9. COMMITTEE REPORTS

a. Finance – Administration – Human resources

The committee will meet in 2 weeks.

b. Audit

The minutes of the April 19, 2021 Audit Committee meeting are circulated.

Jessica Boutot presents the 2021 audited Financial Statements.

WHEREAS the Audit Committee received the presentation of the 2021 Financial Statements on April 12.

WHEREAS the Audit Committee had few questions regarding the 2021 Financial Statements.

WHEREAS the Audit Committee recommends the adoption of the 2021 audited Financial Statements to the Kent RSC Board of Directors.

2022-024

It was moved by Éric Tremblay, seconded by Gisèle Fontaine, that the 2021 audited Financial Statements of the Kent Regional Service Commission be adopted as presented.

Motion carried

WHEREAS the firm of Bourque, Richard, Boutot C.P. Inc. has been auditing the accounting of the Kent RSC since 2013.

WHEREAS the administration has an excellent business relationship with this auditing firm

WHEREAS the Audit Committee recommends that the firm of Bourque, Richard, Boutot C.P. Inc. be appointed to perform the audit for the year 2022.

2022-025

It was moved by Éric Tremblay, seconded by Claude LeBlanc, that the auditors for the year 2022 be the firm of Bourque, Richard, Boutot C.P. Inc.

Motion carried

c. Kent Community transportation

WHEREAS the Community Transportation Committee created in 2021 must change its purpose due to the transfer of responsibility for transportation to the Kent RSC.

WHEREAS the Community Transportation Committee would have an interim role to establish the terms of reference for the committee and present options for service in 2023.

WHEREAS the term of the elected Board members on the Community Transportation Committee would end on December 31, 2022.

WHEREAS members of the public and users should be included on the Community Transportation Committee and their terms of office should be established in the committee's terms of reference.

2022-026

Therefore, be it resolved that the current appointed Board members on the Community Transportation Committee remain in office until December 31, 2022 and that the committee members recruit citizens to serve on the committee for the following positions:

2 users of the service

2 drivers

1 First Nation member

1 newcomer

1 high school student

Community Transportation Coordinator (ex-officio)

Moved by : Tina Beers

Seconded by: Docile Cormier

Motion carried

10. REPORT ON COLLABORATIVE SERVICES ACTIVITIES

a. Planning

The minutes of the February 22nd, 2022 Planning Advisory Committee meeting and the construction report for March 2022 are circulated.

➤ Information points

❖ **Terris**

Terris is a company that offers satellite image analysis and enhancement technology. They can search for land that could be preserved as agricultural land. Agricultural zoning had been put aside in Kent but it is time to come back to it because it is very important for our region. From now on, there will be initiatives and proposal principles that will be written into our plans to bring back the agricultural zoning of lands worth preserving.

❖ **Black Arcs**

As far as the Black Arcs company is concerned, they have a very interesting technology for live plenary presentations. By touching the screen, we could move a building or other structure to demonstrate what it would look like if moved to another location. The program could also provide us with the costs of the project. This would make it easier to understand why things are where they are in a municipality and in future planning where efforts should be made to develop. This is a very advanced technology for analyzing data that could be an asset for future development.

b. Solid Waste

The Solid Waste Report for March 2022 is circulated.

WHEREAS, the Kent Regional Services Commission Board of Directors elected three out of six members of its Solid Waste Technical Committee in March 2018.

WHEREAS, members of the Solid Waste Technical Committee are elected for a four-year term.

WHEREAS, a call for interest was shared with the LSD Advisory Committees and City Councils to submit nominations.

WHEREAS the following individuals have submitted nominations for the three vacant positions on the Solid Waste Technical Committee: Eugère Cormier and Douglas MacDonald

WHEREAS the Board members may make nominations for other individuals at the meeting if they are present and agree.

WHEREAS the local governance reform brings uncertainties as to the level of involvement required by our elected officials as of 2023 and could have an impact on their ability to sit on a committee for a period of 4 years

WHEREAS a call for interest will be issued in 2023 to fill the vacant position on the committee for a three-year term.

2022-027

Therefore, be it resolved that the following two individuals be appointed to the Solid Waste Technical Committee for a period of four years, that the committee operate with five members for the next year, and that their terms of office be determined as adopted by the Kent Regional Services Commission BOD.

EUGÈRE CORMIER, DOUGLAS MACDONALD

Moved by : Claude LeBlanc

Seconded by : Paul Lirette

Motion carried

c. Public Safety

Nothing on this subject.

d. Emergency measures (Roger Pitre)

In his report, Roger Pitre, mentions that they have lost more staff. As of today, Roger will also be responsible for the Moncton area. The weather forecast is good for the next few days so the risk of flooding is very minimal. The training could now be done in person. He will keep us informed.

e. Regional community infrastructures

Nothing on this subject.

11. CHAIR REPORT (March 16 to April 13, 2022)

March 16: Public Safety Committee

March 17: KRSC Board of Directors

March 22: Health Committee

March 23: Meeting with RCMP

April 05: Meeting with the Executive Director and Vice-Chair

April 13: Meeting with people from Acadieville about the Amish and Mennonites

12. EXECUTIVE DIRECTOR'S REPORT (March 14th to April 12th, 2022)

MARCH 14 -CAO and KRSC meeting by Zoom
MARCH 14 - Health Committee meeting in Richibucto
MARCH 15 - Follow-up on the KRSC Community Safety Plan by Teams
MARCH 16 - MES and KRSC meeting in Bouctouche
MARCH 16 - Phase I Resiliency Committee Workshop by Zoom
MARCH 16 - KRSC and Working NB meeting by Zoom
MARCH 16 - Public Safety Committee meeting in Richibucto
MARCH 17 - Call with Janice Goguen
MARCH 17 - Meeting with Marc Goguen and Isabelle Mazerolle in Bouctouche
MARCH 17 - AMANB meeting by Zoom
MARCH 17 - Meeting update CSRK and ONB by Teams
MARCH 17 - EPR Packaging and Paper Products meeting by Teams
MARCH 17 - KRSC and RDÉE NB meeting
MARCH 17 - Board of Directors meeting in Richibucto
MARCH 21 – Chair, Vice-Chair and ED meeting
MARCH 21 - CMNCP Finance Committee meeting by Teams
MARCH 21 - Follow-up on transportation file with ESIC by Teams
MARCH 22 - Health Committee meeting in Richibucto
MARCH 22 - Meeting regarding Community Transportation
MARCH 23 - RCMP Consultation in Richibucto
MARCH 24 – ED of RSC meeting by Zoom
MARCH 24 - Monthly BOD meeting of the CMNCP
MARCH 24 & 25 - Orientation/meeting for MAC Board in Fredericton
MARCH 28 - Discussion on infrastructure cost sharing by Teams
MARCH 28 - Follow-up to the KRSC Community Safety Plan by Teams
MARCH 28 - Meeting in support of new mandates in 2022 by Teams
MARCH 28 - CPSSE Board meeting by Zoom
MARCH 29 - Staff meeting in Richibucto
MARCH 29 - Zoom meeting regarding Flusher
MARCH 30 - Zoom meeting with Mireille Demers from UdeM
MARCH 31 - Project meeting with 3D Planeta
MARCH 31 - Immigration interview
APRIL 5 - Meeting with Chair, Vice-Chair and ED
APRIL 5 - Lunch with Alexe Deom, Resilience Coordinator
APRIL 5 - Meeting with KRSC and CMNB by Teams
APRIL 6 - Phase 2 Resiliency Committee Workshop by Zoom
APRIL 7 & 8 - ED meeting - Acadian Peninsula
APRIL 12 - Meeting with Auditors
APRIL 12 - Meeting with Black Arcs for Community Transportation
APRIL 12 - Audit Committee meeting by Zoom

13. RESOLUTIONS

a. Lease Cartier Coop

WHEREAS the Kent RSC will require additional space to accommodate its new staff members.
WHEREAS the administration has checked with the Cartier Coop to see if space is available in the shopping center to accommodate the needs of Kent RSC.

WHEREAS the Cartier Coop has space available in its shopping center of 725 square feet which could be transformed into 4 offices.

WHEREAS these spaces could be used by immigration, community development and transportation staff creating a service hub in this part of the building.

WHEREAS the Cartier Coop will allow the Kent RSC to make the necessary renovations to meet the needs of the RSC (see next resolution) as of May 1st at no additional rent for 3 months.

2022-028

Be it therefore resolved that the Kent RSC signs a 3-year lease with the possibility of two option years beginning August 1, 2022 at an annual cost of \$4,368.12 (\$6.02 per square foot) including heating, electricity and garbage collection. Also, the RSC personnel will have access to the Coop's conference room for their needs.

Moved by: Danielle Dugas

Seconded by: Gisèle Fontaine

Motion carried

b. Renovations to the Cartier Coop premises

WHEREAS the Cartier Coop has spare space for the transportation and community development staff.

WHEREAS it makes sense to place the transportation and community development staff in the same building as the other employees of the RSC.

WHEREAS the lease for the space will commence on August 1st but the Cartier Coop will allow Kent RSC access to the space on May 1st in order to make the necessary renovations to make the space ready for staff.

WHEREAS the administration estimates that the cost of the work will be between 10,000\$ and 15,000\$.

WHEREAS the Kent RSC has received funding from the Province of New Brunswick for the space and the necessary renovations.

2022-029

Be it therefore resolved that the Kent RSC Board of Directors give permission to the administration to proceed with the necessary renovations to the premises to be rented from the Cartier Coop and that the costs not exceed \$15,000.

Moved by : Danielle Dugas

Seconded by: Docile Cormier

Motion carried

c. Flusher / Sweeper

WHEREAS the Kent RSC Board of Directors has requested that the administration conduct a study on the possibilities of purchasing or contracting flusher services as well as street sweeping services.

WHEREAS the administration has studied several possible options for these two services in the region.

WHEREAS the Village of Cap-Pelé is interested in entering into an agreement with the Kent RSC for the purchase of a flusher.

WHEREAS the administration presented a memo to the BOD explaining the background, methodology and recommendations regarding the two pieces of equipment.

2022-030

Therefore, be it resolved that the Kent RSC Board of Directors recommends to the participating municipalities to pass a resolution to proceed with a request to the Municipal Capital Borrowing Board for the purchase of a "Flusher" for the amount of \$611,000 and that the resolutions be submitted to the Kent RSC Board of Directors for final approval.

Moved by : Gisèle Fontaine
Seconded by : Aldéo Saulnier

Motion carried

2022-031

Be it further resolved that the administration of the Kent RSC work in conjunction with the municipalities that agree to participate in the flusher acquisition project, in the development of the specifications of the piece of equipment and the necessary documents to go out to tender.

Moved by : Gisèle Fontaine
Seconded by: Paul Lirette

Motion carried

2022-032

Be it further resolved that the Kent RSC Board of Directors recommends to the participating municipalities to pass a resolution to accept that the Kent RSC prepare jointly, with the participating local governments, an invitation to tender for street sweeping services according to the number of kilometers and size of parking provided by each of the participating municipalities.

Moved by: Gisèle Fontaine
Seconded by: Jacques Cormier

Motion carried

d. Additional bank accounts

WHEREAS the Kent RSC will be taking on two new services as of July 4th, namely Community Development and Community Transportation.

WHEREAS these services will require funds to operate.

WHEREAS the best practice is to add bank accounts for each service managed by the RSC.

WHEREAS the financial institution of the KRSC, UNI Financial Cooperation, requires that the Board of Directors accept by resolution the opening of bank accounts necessary for the proper functioning of the KRSC.

2022-033

Be it therefore resolved that the Kent RSC Board of Directors request the administration to open two bank accounts, one for the new community development service and the other for community transportation, and that the signatories on the account be Pierrette Robichaud, Claude LeBlanc, Aldéo Saulnier and Paul Lang.

Moved by : Gisèle Fontaine
Seconded by: Tina Beers

Motion carried

14. NEW BUSINESS

a. Social Inclusion and Community Development Committee

With the CIN, which will become a responsibility of the KRSC, we have an obligation to create a committee to ensure that the poverty reduction plan, which we will have to develop, is implemented and represents the interests of the region. Therefore, we would like to have a committee that is representative of the community: business people, municipal or regional elected officials, people who have experienced poverty, youth, newcomers, etc. If you can think of anyone who might be interested, please submit their name to Paul Lang. The goal is to have a committee of 6 to 10 people. The mandate of the committee is under development.

b. First Nations session

An information session on “**Aboriginal Cultural Competency**”, facilitated by Noel Milliea, an Elder from the community of Elsipogtog, will be held on Wednesday, May 11 in the Bingo Hall at Richibucto Town Hall starting at 6:30 pm.

15. QUESTIONS FROM THE PUBLIC

No questions from the public.

16. CLOSURE OF THE MEETING

2022-034

It was moved by Claude LeBlanc, that the adjournment be held at 9:02pm.

CHAIR

Executive Director/Clerk