



**Special meeting of the Board of Directors
Kent Regional Service Commission**

**January 23rd, 2023
6 :30pm
ZOOM**

1. CALL TO ORDER

Paul Lang called the meeting to order at 6:31 pm and welcomed everyone.

2. ATTENDEES

- Aldéo Saulnier, Chair of the KRSC and Mayor of Grand-Bouctouche
- Arnold Vautour, Mayor of Beaurivage
- Jean Hébert, Mayor of Beausoleil
- Jean-Charles Daigle, Representative of the Kent Rural District
- Jean-Pierre Richard, Mayor of Champdoré
- Jimmy Bourque, Mayor of Nouvelle-Arcadie
- Tina Beers, Vice-Chair of the KRSC and Mayor of Five Rivers

OTHERS

- Paul Lang, CEO of KRSC
- Isabelle Godin, Assistant Executive Director of the KRSC
- Francine Arsenault, Administrative Assistant to the KRSC
- Yolande Chiasson, Translator
- Members of the public

3. CONFLICT OF INTEREST DECLARATIONS

Nothing to report.

4. ADOPTION OF THE AGENDA

2023-001

It was moved by Aldéo Saulnier, seconded by Jean Hébert, that the agenda be adopted by deleting item 6 and moving it to the February meeting.

Motion carried

5. ADOPTION OF A CHAIRPERSON OF THE MEETING

WHEREAS the Kent RSC does not have a Chair and Vice-Chair as a result of the November 28, 2022 municipal election;

WHEREAS the election of a Chair and Vice-Chair will take place this evening following the adoption of changes to the Procedural By-Law;

WHEREAS in order for the meeting to proceed, a Chair must be elected.

2023-002

Therefore, be it resolved that Jean Hébert be appointed as Chairperson of the meeting until such time as the Chairperson of the Board is elected at this meeting.

Moved by: Tina Beers

Seconded by: Aldéo Saulnier

Motion carried

6. PRESENTATION OF THANK YOU GIFTS

Postponed until the February 16th, 2023 meeting.

7. ADOPTION OF THE PROCEDURAL BYLAW

WHEREAS the Kent RSC Procedural by-law does not reflect the new territorial and governance reality in the Kent Region;

WHEREAS the administration has revised the Procedural by-law to reflect the new reality of the region.

2023-003

Be it therefore resolved that the Procedural By-Law 2023-01 be adopted as presented.

Moved by: Aldéo Saulnier

Seconded by: Jimmy Bourque

Motion carried

8. ELECTIONS

a. Election of a Chair and Vice-Chair (2 years)

WHEREAS the terms of office for the Chair and Vice-Chair are two (2) years renewable twice;

WHEREAS an election must be held to select the Chair and Vice-Chair.

2023-004

It was moved by Tina Beers, seconded by Jean-Pierre Richard, that nominations be made for the Chair of the Kent Regional Services Commission Board of Directors.

Motion carried

Nominations: Aldéo Saulnier

The Chair of elections requests 3 times for nominations.

2023-005

It was moved by Jean-Pierre Richard, seconded by Arnold Vautour, that nominations cease.

Motion carried

2023-006

It was moved by Tina Beers, seconded by Jimmy Bourque, that nominations for the Vice-Chair of the Kent Regional Services Commission Board of Directors be made.

Motion carried

Nominations: Tina Beers

The Chair of elections requests 3 times for nominations.

2023-007

Therefore, be it resolved that the nominations cease and that **ALDÉO SAULNIER** be appointed the **Chair** and that **TINA BEERS** be appointed **Vice-Chair** of the Kent Regional Services Commission for a two-year term.

Moved by: Jimmy Bourque
Seconded by: Arnold Vautour

Motion carried

b. Election of Finance Committee

Paul Lang provided some background before moving on to the motion.

WHEREAS the Board of Directors of the Kent Regional Services 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.

2023-008

It was moved by Jean Hébert, seconded by Jimmy Bourque, that nominations for up to 3 positions on the Finance, Administration and Human Resources Committee take place.

Motion carried

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

The Chair of elections requests 3 times for nominations.

2023-009

It was moved by Arnold Vautour, seconded by Jean Hébert, that nominations cease.

Motion carried

2023-010

Be it resolved that **TINA BEERS, JIMMY BOURQUE and JEAN-PIERRE RICHARD** 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 Services Commission by-laws.

Moved by: Jean Hébert
Seconded by: Arnold Vautour

Motion carried

c. Election of Audit Committee

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.

2023-011

It was moved by Jean-Pierre Richard, seconded by Arnold Vautour, that the nominations for up to 3 members to the Audit Committee take place.

Motion carried

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

The Chair of elections requests 3 times for nominations.

2023-012

It was moved by Jimmy Bourque, seconded by Jean-Pierre Richard, that the nominations cease.

Motion carried

2023-013

Be it resolved that **ALDÉO SAULNIER, JEAN-CHARLES DAIGLE and ARNOLD VAUTOUR** be appointed to the **Audit Committee** for a period of one year and that their mandate be determined as presented in the Kent Regional Services Commission by-laws.

Moved by: Jimmy Bourque

Seconded by: Arnold Vautour

Motion carried

d. Election of Public Safety Committee

WHEREAS the Kent Regional Services Commission is required to have a Public Safety Committee as per the prescribed regulations;

WHEREAS the remainder of the members of the Public Safety Committee are elected for a term of one year;

WHEREAS the Public Safety Committee shall be composed of a maximum of 2 members of the Board of Directors;

WHEREAS the other members of the Public Safety Committee work for agencies that operate in the territory of Kent and will be entitled to vote on the committee.

2023-014

It was moved by Tina Beers, seconded by Jean-Charles Daigle, that nominations for up to 2 positions on the Public Safety Committee take place.

Motion carried

Nominations: Jean Hébert, Tina Beers

The Chair of elections requests 3 times for nominations.

2023-015

It was moved by Arnold Vautour, seconded by Jimmy Bourque, that nominations cease.

Motion carried

2023-016

Be it resolved that **JEAN HÉBERT and TINA BEERS** be appointed to the **Public Safety Committee** for a period of one year and that their mandate be determined as adopted by the Kent Regional Services Commission's Board of Directors.

Moved by: Arnold Vautour

Seconded by: Jimmy Bourque

Motion carried

e. Election of the Economic Development Committee

WHEREAS the Kent RSC has created an Economic Development Committee composed of elected officials;
WHEREAS the Economic Development Committee is composed of a maximum of 2 members of the Board of Directors with stakeholders in the field;
WHEREAS the 2 members of the Board of Directors chosen at this meeting will know the duration of their mandate following the first meeting of the committee where an election for the chairmanship of the committee will take place as well as the determination of the mandates of each member.

2023-017

It was moved by Jimmy Bourque, seconded by Jean-Charles Daigle, that nominations for up to two positions on the Economic Development Committee take place.

Motion carried

Nominations: Jimmy Bourque, Jean-Charles Daigle, Jean-Pierre Richard

The Chair of elections requests 3 times for nominations.

2023-018

It was moved by Arnold Vautour, seconded by Tina Beers, that nominations cease.

Motion carried

- ❖ *Since there are 3 nominations for 2 positions, an online vote is held and the votes were distributed as follows: Jean-Charles Daigle with 100%, Jean-Pierre Richard with 57% and Jimmy Bourque with 43%. The votes are then destroyed.*

2023-019

Be it therefore resolved that **JEAN-CHARLES DAIGLE and JEAN-PIERRE RICHARD** be appointed to the **Economic Development Committee** for a term of office at the first meeting of the committee and that its mandate be determined as adopted by the Board of Directors of the Kent Regional Services Commission.

Moved by: Jimmy Bourque

Seconded by: Jean Hébert

Motion carried

f. Election of the Regional Transportation Committee

WHEREAS the Kent RSC has created a Regional Transportation Committee composed of elected officials and people from the community;
WHEREAS the Regional Transportation Committee is composed of a maximum of 2 members of the Board of Directors with people from the community, namely users of the service and drivers;
WHEREAS the 2 members of the Board of Directors chosen at this meeting will know the duration of their mandate following the first meeting of the committee where an election for the chairperson of the committee will take place and the determination of the mandates of each member;
WHEREAS, citizen representation, users and drivers have already been appointed to the committee.

2023-020

It was moved by Arnold Vautour, seconded by Tina Beers, that nominations for up to 2 positions on the Regional Transportation Committee take place.

Motion carried

Nominations: Jean Hébert, Jean-Charles Daigle

The Chair of elections requests 3 nominations.

2023-021

It was moved by Jimmy Bourque, seconded by Arnold Vautour, that nominations cease.

Motion carried

2023-022

Therefore, be it resolved that **JEAN HÉBERT and JEAN-CHARLES DAIGLE** be appointed to the **Regional Transportation Committee** and that their terms of office be determined following the first meeting of the Committee where an election for Chair of the Committee will be held and the terms of office of each member determined.

Moved by: Tina Beers

Seconded by: Arnold Vautour

Motion carried

g. Election of the Health Committee

WHEREAS the Kent RSC has created a Health Committee composed of elected officials and people from the community;

WHEREAS the Health Committee is composed of a maximum of 3 members of the Board of Directors with people from the community;

WHEREAS the 3 members of the Board of Directors chosen at this meeting will have a mandate of 4 years;

WHEREAS citizen representation has already been appointed on the committee;

WHEREAS Mayor Aldéo Saulnier already sits on the Health Committee;

WHEREAS the members of this committee will also participate in the Health Learning Community Committee for the Kent Region.

2023-023

It was moved by Tina Beers, seconded by Arnold Vautour, that nominations for up to 2 positions on the Health Committee be made.

Motion carried

Nominations: Arnold Vautour, Jean-Charles Daigle

The Chair of elections requests 3 times for nominations.

2023-024

It was moved by Jimmy Bourque, seconded by Arnold Vautour, that nominations cease.

Motion carried

2023-025

Be it therefore resolved that **ARNOLD VAUTOUR and JEAN-CHARLES DAIGLE** be appointed to the **Health Committee** for a period of 4 years and that their term of office be determined as adopted by the Board of Directors of the Kent Regional Services Commission.

Moved by: Jimmy Bourque

Seconded by: Tina Beers

Motion carried

h. Election - Board Member Occupational Health and Safety Committee

WHEREAS the CSR de Kent has an Occupational Health and Safety Committee;
WHEREAS the Occupational Health and Safety Committee is composed of 6 people (3 from the employer and 3 employees);
WHEREAS the committee must have a member of the Board of Directors who represents the Board of Directors;
WHEREAS the former mayor, Marc Goguen, was the representative of the Board of Directors but he is no longer a member of the Board of Directors;
WHEREAS the members of this committee meet 4 times a year.

2023-026

It was moved by Jean-Charles Daigle, seconded by Tina Beers, that nominations for up to one person for the position on the Occupational Health and Safety Committee be made.

Motion carried

Nominations: Aldéo Saulnier

The Chair of elections requests 3 times for nominations.

2023-027

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

Motion carried

2023-028

Be it resolved that **ALDÉO SAULNIER** be appointed to the **Occupational Health and Safety Committee** for a period of 4 years and that his mandate be determined by the Occupational Health and Safety Act.

Moved by: Jean Hébert

Seconded by: Tina Beers

Motion carried

i. Election - Planning Advisory Committee member

WHEREAS the Kent RSC has a Planning Advisory Committee (PAC);
WHEREAS the PAC is composed of 6 individuals, 2 elected municipal officials and 4 citizens;
WHEREAS due to the election, an elected municipal member of the committee had to resign in order to respect the procedural by-law of the committee;
WHEREAS Aldéo Saulnier has submitted his resignation and the Board has received a copy of his letter;
WHEREAS an invitation to submit nominations to the committee to replace the vacant position was sent to the new Board members;
WHEREAS the Board has received one nomination and nominations from the floor can be accepted if the nominee is in the room.

2023-029

It was moved by Jean-Charles Daigle, seconded by Jimmy Bourque, that nominations for up to one person for a position on the Planning Advisory Committee take place.

Motion carried

Nominations: Claude LeBlanc

The Chair of elections asked 3 times for nominations.

2023-030

It was moved by Jean Hébert, seconded by Arnold Vautour, that nominations cease.

Motion carried

2023-031

Be it resolved that **CLAUDE LEBLANC** be appointed to the **Planning Advisory Committee** for a period ending June 2025 and that his mandate be determined by the Community Planning Act.

Moved by: Jimmy Bourque

Seconded by: Jean-Pierre Richard

Motion carried

j. Community Development

WHEREAS the Regional Committee for Social Inclusion and Community Development was created by the Kent RSC Board of Directors;

WHEREAS ONE member, Yvon LeBreton, has resigned from the committee effective December 2022;

WHEREAS the recruitment of a new member, according to the mandate of the committee, has taken place during the last few weeks to fill the vacant position;

WHEREAS the name of the interested person is submitted to the Kent RSC for adoption.

2023-032

Therefore, be it resolved that the Kent RSC Board of Directors appoint the following person to the **Regional Committee for Social Inclusion and Community Development**:

Person who lives or has lived in poverty:

Joanne Maillet (Nouvelle- Arcadie)

Moved by: Tina Beers

Seconded by: Jimmy Bourque

Motion carried

k. Election of the Adhoc Regional Strategy Committee

WHEREAS the Kent RSC must create an adhoc committee to oversee the regional strategy process;

WHEREAS the Regional Strategy Committee must be composed of a maximum of 3 members of the Board of Directors, namely the Chair, the Vice-Chair and one other member of the Board of Directors as well as the management staff of the Kent RSC;

WHEREAS the mandate of the committee will end with the adoption of the Kent RSC regional strategy;

WHEREAS the Kent RSC must, according to provincial regulation, have a regional strategy adopted by its Board of Directors no later than July 1, 2023.

2023-033

It was moved by Jean-Pierre Richard, seconded by Jimmy Bourque, that nominations for a person to the Ad Hoc Regional Strategy Committee be made.

Motion carried

Nominations: Jimmy Bourque

The Chair of elections requests 3 times for nominations.

2023-034

It was moved by Arnold Vautour, seconded by Jean Hébert, that the nominations cease.

Motion carried

2023-035

Be it resolved that **JIMMY BOURQUE** be appointed to the **Regional Strategy Adhoc Committee**.

Moved by: Jean Hébert

Seconded by: Jean-Charles Daigle

Motion carried

9. SIGNATORIES - BANK ACCOUNTS AND OFFICIAL DOCUMENTS

WHEREAS the Chair, the Vice-Chair, another member of the KRSC Board of Directors and the Chief Executive Officer are authorized to sign UNI Financial Corporation instruments and official documents of the KRSC;

WHEREAS all instruments of UNI Financial Corporation require two signatures of four, the Chief Executive Officer with the Chair, Vice-Chair or Director of Finance;

WHEREAS the Chair, Vice-Chair, Director of Finance and the CEO cannot sign their own cheques.

2023-036

Be it resolved that **Aldéo Saulnier, Tina Beers, Paul Lang and Lynn Caissie** be authorized to sign cheques and all other official instruments and documents of the Kent Regional Services Commission Board of Directors and that the names of Pierrette Robichaud and Claude LeBlanc be removed.

Moved by: Jean-Pierre Richard

Seconded by: Jimmy Bourque

Motion carried

10. MOTIONS

a. Director of Finance

WHEREAS the Kent RSC has hired a Certified Professional Accountant for the position of Director of Finance;

WHEREAS the Chief Executive Officer is responsible for hiring employees of the Kent RSC;

WHEREAS it is a good practice to have the position of Director of Finance appointed by the Kent RSC Board of Directors to ensure impartiality in the role of managing the finances of the Kent RSC.

2023-037

Be it therefore resolved that **Mrs. Lynn Landry Caissie** be appointed Director of Finance of the Kent RSC retroactive to January 9, 2023.

Moved by: Jean Hébert

Seconded by: Jean-Charles Daigle

Motion carried

2023-038

It was moved by Jean-Pierre Richard, seconded by Jimmy Bourque, that the Director of Finance have access to the payroll services.

Motion carried

b. Regional Strategy - Terms of Reference

WHEREAS each RSC in NB must adopt a regional strategy by July 1, 2023;

WHEREAS the regional strategy must be renewed every five years and must include an action plan;

WHEREAS the KRSC has received a \$50,000 grant as part of the reform to implement this strategy and that internal and RDC funding sources will be used to carry out this initiative;

WHEREAS the staff of the KRSC, in partnership with other RSCs in NB, have developed terms of reference to hire consultants to develop the regional strategy.

2023-039

Therefore, be it resolved that the Board of Directors of the Kent RSC accept the terms of reference as proposed and authorize the administration to submit the document to potential consultants to carry out the tasks identified in the document and that three proposals be brought to the next Special Board meeting on March 2nd, 2023.

Moved by: Tina Beers

Seconded by: Arnold Vautour

Motion carried

c. Bylaw Enforcement Officer contract

WHEREAS the Kent RSC and area municipalities have been receiving services from Maritime Enforcement Services since 2019 for bylaw enforcement;

WHEREAS the Kent RSC has negotiated down the cost of service related to development services in 2023 from \$80,000 to \$56,000;

WHEREAS the amount in 2023 is already in the budget and has been adopted by the Minister;

WHEREAS Maritime Enforcement Services has proposed a 2-year agreement rather than one and the amount in 2024 will be \$57,500;

WHEREAS the services of Maritime Enforcement Services greatly assist the KRSC Planning Department and the municipalities in complying with zoning by-laws, land use planning and ensuring that citizens have a building permit.

2023-040

Be it resolved that the Kent RSC accept the contract of Maritime Enforcement Services Inc. for the year 2023 and 2024.

Moved by: Jean Hébert

Seconded by: Tina Beers

Motion carried

d. New Terms of Reference – Recreation, Sport and Culture Committee

WHEREAS as part of local governance reform, cost-sharing of regional recreation infrastructure is now part of the mandate of Regional Service Commissions;

WHEREAS the New Brunswick Regulation 2022-84 under the *Regional Service Delivery Act* (O.C. 2022-317) legislated the establishment of a standing committee on sport, recreational and cultural infrastructure and its mandate and responsibilities;

WHEREAS a Recreation, Sport and Culture Committee was already in place at the KRSC to assist the coordination of recreational planning in the implementation of various initiatives under its responsibility;

WHEREAS the Recreation, Sport and Culture Committee will assume its new legal obligations, all while continuing to assume the responsibilities previously assigned by the KRSC Board of Directors;

WHEREAS the composition of the Recreation, Sport and Culture Committee has been adjusted in accordance with the New Brunswick Regulation 2022-84 under the *Regional Service Delivery Act* (O.C. 2022-317);

WHEREAS the composition of the Recreation, Sport and Culture Committee has also been modified to allow a greater representation of the sector and the region;

WHEREAS the Terms of Reference of the Recreation, Sport and Culture Committee be amended to reflect the above.

2023-041

Be it therefore resolved that the Board of Directors of the KRSC adopt the new Terms of Reference (mandate) for the Recreation, Sport and Culture Committee.

Proposed by: Tina Beers

Seconded by: Arnold Vautour

Motion carried

11. NEW BUSINESS

Nothing on this subject.

12. QUESTIONS FROM THE PUBLIC

- ❖ Michel Soucy addressed the group to congratulate the newly elected officials and to wish them good continuity with the transition.

- ❖ Damien Dauphin, Editor of the *Moniteur Acadien*, took the opportunity to introduce himself, congratulate the elected officials and announce that since the *Moniteur Acadien* will now include Kent, he will be a regular participant in our meetings.

13. DATES FOR THE NEXT MEETINGS AND CLOSURE OF THE MEETING

The next Regular meeting will be held on Thursday, February 16th and the next Special meeting will be held on Thursday, March 2nd at 6:30 pm, location to be determined.

2023-042

It was moved by Jean-Pierre Richard, that the adjournment be held at 7:49pm.

CHAIR

Chief Executive Officer/Clerk