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Butternut Valley Rural Community
Kings Rural District
Town of Sussex
Village of Valley Waters

August 21, 2026

Meeting Agenda
Kings Regional Service Commission
August 26th 6:30 PM

Item #	Item	Comment
	Introductions	
1	Call to order	
2	Adoption of Agenda	
3	Conflict of Interest Declarations	
4	Board/Trustee's Mandate	See Memorandum Attached
	NEW BUSINESS	
5	<u>Administration</u>	
5a	Ratification of Schedule for 2026 Regular Meetings – See Memorandum Attached	
5b	Ratification of Directors Remuneration Policy – See Memorandum Attached	
5c	Ratification of Committees Approach – See Memorandum Attached	
5d	Other? - Suggestions from Directors as to required policy clarifications	
6	Ratification of Appointments to Committee for Regional Sport, Recreational and Cultural Infrastructure	See Memorandum Attached
7	Ratification of decision to hire Gemtec (Solid waste study)	See Attached
8	Recommendation to Approve MRSB Strategic Plan proposal	See Attached
9	Presentation of Tourism, Economic Development and Community Development Mandates (Staff will present ideas, provincial expectations, and operational recommendations as well as how to better leverage Regional Services Support Fund to provide an enhanced budget at reduced member cost.)	
10	<i>Questions from Public</i>	
11	Adjournment	



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August 26 - Attachment 4

August 21, 2026

To: Directors Kings Regional Service Commission
From: John Jarvie, Trustee Kings RSC
CC: Matt Moore, CEO Kings RSC
Subject: Committee Reinstatement - Kings RSC

Background

I was appointed Trustee by Local Government Minister Aaron Kennedy July 1st, 2025. This followed a similar ten-month appointment of Mr. Chad Peters by the previous government. When you consider that the latest local government reform became effective January 1st, 2023, this means your Regional Service Commission has had a trustee longer than it has had functioning board. I hope you agree that your taxpayers deserve to have their regional services overseen by their locally elected representatives rather than someone inserted by the provincial government at additional cost to them.

The Minister of Local Government appears to think so and has established criteria for reinstatement.

The following are those criteria and our suggestions as to what the Commission staff can do to help them be achieved. It is obvious that many of the criteria are up to you and your Councils. Please review the criteria and the suggestions from the trustee and staff and come prepared to discuss other indicators and how they might be measured.

These are the criteria and possible responses that we might have to the Minister's directive received on June 24th.

Minister's Criteria for Reinstatement	Suggestions for Action by RSC Staff
Demonstrated progress in addressing regional infrastructure matters, including the development of sustainable funding and cost-sharing arrangements	Hold facility committee meetings with revised cost sharing for library and NCC In August Plan for review of regional infrastructure list
Constructive participation by member local governments and the rural district in discussions and decision-making related to regional priorities, services, and projects	Attendance at meetings of newly formed board and committees Straw polls on decisions for confirmation by the trustee



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Compliance with legislative and financial obligations, including the timely payment of required contributions	Monthly billing and monitoring of paid invoices, confirm that municipalities are being billed monthly
Evidence of improved communication, engagement, and collaboration among member entities	Set standard for communication out to municipalities on monthly basis inc. CAOs Prepare monthly report Ensure mid month functional reports are distributed on a timely basis including to council members Monitor time for response to invitations or requests
Meaningful progress in implementing recommendations arising from the Kings RSC review and other priority initiatives	To be reviewed with Board of Directors

Recommendation:

It is recommended the review of the criteria and progress to date be a standard component of regular board meetings.



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August 26 - Attachment 5A

August 21, 2026

To: Directors Kings Regional Service Commission
From: John Jarvie, Trustee Kings RSC
CC: Matt Moore, CEO Kings RSC

Subject: 2026 Meeting Schedule – Board of Directors Kings RSC

Background

After consultation with the heads of council, it is proposed to schedule regular board meetings for the remainder of 2026 on the last Wednesday* of the next three months. This is what we understand to have been past practice for the Board. Please note that extra meetings should be anticipated to adopt a budget and develop a strategic plan. Locations of the meetings are to be determined and invitations from Members are welcome!

Recommendation:

It is recommended the following dates and times be ratified for meetings of the King's Regional Service Commission Board of Directors:

Wednesday, September 16th – 6:30 pm Special Meeting – Budget Consideration

*Thursday, October 1st – 6:30 pm (September 30th is National Day for Truth and Reconciliation)

Wednesday, October 28th – 6:30 pm

Wednesday, November 25th – 6:30 pm



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August 26 - Attachment 5B

August 21, 2026

To: Directors Kings Regional Service Commission
From: John Jarvie, Trustee Kings RSC
CC: Matt Moore CEO Kings RSC

Subject: Directors Remuneration for Attendance at Meetings

General

It is proposed to follow the Procedural Bylaw with respect to remuneration and expenses for Directors attending Commission meetings. This is set out as follows:

9. DIRECTORS' REMUNERATION AND EXPENSES

9.1 Directors' Remuneration

The Directors of the Commission shall receive remuneration for attendance at Board meetings as well as Committees of the Board as follows:

Monthly Board Meetings and Annual Meeting	\$245.00 per meeting
Special Board Meetings, Committee Meetings, Events, Conferences, out of Region Meetings (travel time within the Region, if applicable, is to be included in the total hours claimed)	\$ 20.00 per hour, max. \$120/day

9.2 Directors' Expenses

The directors shall be reimbursed for travel and meals related to the attendance at Commission or committee meetings or otherwise in respect of the performance by them of their duties, in accordance with the prevailing provincial government policy and rates. Directors shall submit their expenses to the Acting Director of Finance and Administration within 30 days of the end of the month in which the meeting(s) took place. Failure to do so will result in non-payment.

Provincial kilometrage rate =\$0.58/km



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August 26 - Attachment 5C

August 21, 2026

To: Directors Kings Regional Service Commission
From: John Jarvie, Trustee Kings RSC
CC: Matt Moore, CEO Kings RSC
Subject: Committee Reinstatement - Kings RSC

Background

The Commission's Procedural Bylaw contemplates nine (9) standing committees as follows:

- Finance and Budget committee
- Solid Waste committee
- Regional Tourism committee
- Economic Development committee
- Community Development committee
- **Committee for Regional Sport Recreation and Cultural Infrastructure***
- **Public Safety committee***
- **Planning Review and Adjustment committee (PRAC)***
- Oversight committee

* Committees required by legislation

There is also provision for ad hoc committees

There is a PRAC committee already in place and there are recommendations regarding the committee for regional infrastructure later in the agenda. Recommendations regarding a public safety committee will be presented at a future meeting. Recruitment and staffing support for remainder of these committees as well as determination of Directors participation is a significant undertaking. Recommendations for reinstatement of the committees, terms of reference and memberships will come forward as resources permit.

Recommendation:

It is recommended the appointment of standing committees not required by legislation be deferred for future consideration



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August 26 - Attachment 6

August 21, 2026

To: Directors Kings Regional Service Commission
From: John Jarvie, Trustee Kings RSC
CC: Matt Moore, CEO Kings RSC

Subject: Appointments to Committee for Regional Sport, Recreational and Cultural Infrastructure

Background

The General Regulation under the Regional Service Delivery Act requires that each Commission establish a standing committee for regional sport recreational and cultural infrastructure. The standing committee is provided for in the Commission's procedural bylaw. The regulation specifies the minimum membership of such a committee as follow:

The committee shall consist of the persons determined by the Commission, but at a minimum shall include

- (a) a representative of the Board,
- (b) a representative of a local government,
- (c) a representative of the rural district, and
- (d) an expert advisor on sport, culture and recreation.

Although not required by the legislation, each of the Members was asked to nominate a representative to sit on the Committee. We believe the criteria for committee membership can be met by those nominated:

- | | | |
|--|-------------------|--|
| • a representative of the Board, | M Moore | Experience in the operation of regional facilities |
| • a representative of a local government | A McLean, E Sweet | Experienced CAOs with knowledge of the Kings region |
| • a representative of the rural district | C Rodeway | Knowledge of both the Kings and Fundy RSCs |
| • an expert advisor on sport, culture and recreation | J Thorne | Previous experience in this role and knowledge of the subject matter |

Recommendation:

It is recommended the appointments of Angela McLean, Cindy Rodeway, Erin Sweet, Jason Thorne and Matt Moore to the standing Committee for Regional Sport, Recreational and Cultural Infrastructure be ratified.



27 Winter Street, Unit 1,
Sussex, NB, E4E 2H9

Tel: (506) 432-7530

Email: info@KingsRSC.ca
Website: www.KingsRSC.ca

August 26 - Attachment 7

To: John Jarvie, Board Trustee

From: Matt Moore, Chief Executive Officer

Date: August 26, 2026

Subject: Recommendation – GEMTEC Optimizing Waste Management Review

Recommendation: That the Board Trustee endorse the advancement of the GEMTEC Consulting engagement to complete a comprehensive review of opportunities to optimize waste management services for the Kings Regional Service Commission (KRSC). A meeting is scheduled for Monday, August 24th to introduce the project scope to the Chief Administrative Officers to encourage stakeholder input and participation as an advisory committee.

The commission released a request for proposal in early July and received two submitted project proposals. GEMTEC was selected being the lowest price, approximately \$80,000, and the demonstrated alignment with the project deliverables to assess current waste generation, collection, facility operations, and diversion practices, while engaging stakeholders and benchmarking KRSC against peer regions. The total cost of the project will be funded through a \$40,000 investment from RDC and KRSC operating funds as budgeted.

The review is intended to identify practical and cost-effective improvements and develop a phased implementation strategy that enhances environmental performance, operational efficiency, and financial sustainability.

I recommend proceeding with this engagement so that the Commission has a clear, evidence-based and actionable roadmap with prioritized recommendations to support future operational decisions and budget planning.

Respectfully submitted,

Matt Moore
Chief Executive Officer



27 Winter Street, Unit 1,
Sussex, NB, E4E 2H9

Tel: (506) 432-7530

Email: info@KingsRSC.ca
Website: www.KingsRSC.ca

August 26 - Attachment 8

To: John Jarvie, Board Trustee

From: Matt Moore, Chief Executive Officer

Date: August 26, 2026

Subject: Recommendation – MRSB Strategic Planning Process

Recommendation: That the Board Trustee endorse the advancement of the MRSB Consulting engagement to develop a practical and actionable Strategic Framework for the Kings Regional Service Commission (KRSC), including consultation related to the Regional Library.

The proposed workplan is structured to begin in early September 2026 and proceed through the fall, with final timing to be confirmed with KRSC at project initiation. MRSB Consulting will facilitate background reviews, confidential engagement with municipal leaders, and focused discussions to clarify KRSC's purpose, priorities, and governance needs.

This process is intended to build trust, strengthen regional collaboration, and identify early actions that demonstrate value for member communities.

I recommend proceeding with this engagement, valued at approximately \$30,000+ tax and supported by a confirmed RSSF investment of \$25,000. This work will support effective service delivery, strengthen regional decision-making, and help ensure the Commission's strategic direction is aligned with KRSC's legislated mandate and the priorities of its member communities. The strategic planning work is anticipated to begin in early September with project completion planned for early 2027.

Respectfully submitted,

Matt Moore
Chief Executive Officer