



KINGS RSC BOARD MEETING

Wednesday, August 26, 2026

Kings Regional Service Commission, Board Room, 27 Winter Street, Sussex N.B.

Board Members Present:

John Jarvie – Trustee
Jennifer McDonald – Valley Waters (Alternate)
Carey Beth Gillies – Valley Waters
Sloane Ryan – Kings Rural
Peter Price – Kings Rural
Allan Brown – Butternut Valley
Vicky Gaunce – Butternut Valley
Marc Thorne – Sussex
Tim Wilson – Sussex

Absent:

Randy McKnight – Valley Waters

Matt Moore – Chief Executive Officer, Kings RSC
Marcia Bunnell – Recording Secretary
James Keirstead – COO Kings RSC

1. Call To Order

Trustee, John Jarvie Kings RSC – Called the meeting to order at 6:30.

1.a Record of Attendance

The record shows all members in attendance in person

2. Adoption of Agenda

Committee Member Peter Price moved to approve the agenda.

Seconded: Deputy Mayor Vicky Gaunce

Motion Carried: Trustee John Jarvie

3. Conflict of Interest

3.a Disclosure of Conflict of Interest

Trustee John Jarvie called for acknowledgement of any conflicts of interest, there were none present.



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3.b CEO Matt Moore will send out new Conflict of Interest document to those interested.

Carried by Trustee John Jarvie

4. Board/Trustee's Mandates

Trustee John Jarvie reviewed the Minister's criteria for the reinstatement of the Board and provided an overview of how the process will proceed, including the rationale for the Board's current trusteeship.

As part of this process, Trustee Jarvie will hold monthly meetings with the elected Board members to assess progress, discuss concerns, and consider their suggestions and recommendations. The Trustee will take this input under advisement when determining the appropriate course of action and will make final decisions based on the Minister's established criteria and the overall functioning of the Board.

The ultimate objective is to ensure that the Board is able to work collaboratively, constructively, and effectively in fulfilling its responsibilities. Once the Board demonstrates that it can operate cohesively and the Minister is satisfied that appropriate governance practices are in place, the Trustee will be expected to step back and return full responsibility to the elected Board, allowing it to resume its regular governance functions.



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Question: Mayor Marc Thorne expressed concern that members of the public may mistakenly believe that the Board has already been reinstated. He emphasized the importance of clearly communicating that the Board remains under trusteeship and ensuring that the public understands the current governance structure and the role of the Trustee during this transitional period.

Answer: Trustee Jarvie clarified that the minutes would accurately reflect that the Board remains under trusteeship. He further explained that efforts are currently underway to facilitate the constructive return and participation of the elected officials at the Board table as part of the process toward restoring the Board's full governance responsibilities.

Committee Member Peter Price Motion to approve Board/Trustee's Mandates

Motion Accepted by: Deputy Mayor Vicky Gaunce

Carried: (8-0)

5 Administration

5a) Ratification of Schedule for 2026 Meetings

Trustee Jarvie reviewed dates.

Mayor Alan Brown, made a motion to have the October 1, 2026 meeting moved to October 7th.

Motion Approved by: Peter Price

Motion Seconded by: Vicky Gaunce

Carried: (8-0)

Approved by: Trustee

5b) Ratification of Directors Remuneration Policy

Trustee reviewed Policy and expense forms will be circulated.

All Directors present agreed.

Motion Approved by: Trustee John Jarvie



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5c) Ratification of Committees Approach

Trustee John Jarvie reviewed the proposed reinstatement of committees for Kings RSC, including the appropriate number of standing committees and the organizational structure required to support effective governance. Discussion also focused on identifying which committees should be prioritized as the Board works toward restoring its regular functions and ensuring that key areas of responsibility receive appropriate oversight.

Committee Member Tim Wilson noted, typically one board member would sit on each committee.

Motion Approved by: Carey Beth Gillies

Motion Seconded by: Tim Wilson

Carried: (8-0)

Approved by: Trustee

5d) Other? – Suggestions from Directors ads to Required Policy Clarifications

No comments

6 Ratifications of Appointments to Committee for Regional Sport, Recreational and Cultural Infrastructure.

Trustee Jarvie sent request to Mayors for member suggestions and created a committee off recommendations from Mayors.

Trustee Jarvie request a small change be made the Regional Sport, Recreational and Cultural committee by moving J. Thorne under representative of local government and adding Melanie Arsenault for ELG as the expert advisor.

Committee Member Peter Price – Would there be a conflict of interest have CEO Matt Moore as a voting member of the committee.

CEO Matt Moore did not foresee any conflicts of interest and would bring several years of experience to the table.



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Committee Member Alan Brown – all representative of the committee is administrative and consider Matt to be the best aligned from the Kings RSC.

Motion Approved by: Carey Beth Gillies

Motion Seconded by: Tim Wilson

Carried (8-0)

Approved by: Trustee

7 Ratification of decision to hire Gemtec (Solid Waste study)

CEO Matt Moore discussed with the Board how Gemtec will conduct a comprehensive review of opportunities to optimize the waste management services for the Kings Regional Service Commission as well as the shareholders involvement. KRSC did receive partial funding from RDC to cover \$40,000.00 of the \$80,000.00 estimated cost. 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. Committee member Tim Wilson – inquired if the review would identify infrastructure and capital repair requirements, as well as assess operational sustainability and the long-term viability of the Waste Facility.

CEO Matt Moore confirmed that Gemtec would be include those findings in their report.

Trustee John Jarvie – It was suggested that completing the review would provide valuable information to assist with understanding and preparing the annual base fee. The objective of the review is to provide the Kings Regional Service Commission (KRSC) with a comprehensive assessment of the transfer station, including its current operations, infrastructure needs, potential improvements, and the full range of opportunities available to enhance its effectiveness and long-term sustainability.

Committee Member Alan Brown – Asked if any other companies had placed bids on the Solid Waste study.



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CEO Matt Moore – identified Dillon as the other consulting firm that had interest in conducting the study.

Motion Approved by: Tim Wilson

Motion Seconded by: Marc Thorne

Carried (8-0)

Approved by: Trustee

8 Recommendation to approve MRSB Strategic Plan proposal

CEO Matt Moore discussed the proposed workplan to begin in 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 focus discussions to clarify KRSC's purpose, priorities, and governance needs. We have obtained \$25,000 of RSSF funding to support the total cost of \$30,000+tax for 2026 with the additional funding being received in 2027. This plan will not have any additional cost to municipal parties.

Committee Member Peter Price – what happened with the Nu-Focus Strategic review, will this be shared with MRSB.

Trustee John Jarvie – previous strategic review from Nu-Focus will be shared with MRSB.

Committee Member Vicky Gaunce – Consultants travel cost is not included; will the cost be divided up by the community members?

CEO Matt Moore – there will be no additional cost to community members.

Motion Approved by: Alan Brown

Motion Seconded by: Tim Wilson

Carried (8-0)

Approved by: Trustee



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9 **Presentation of Tourism, Economic Development and Community Development Mandates**

COO James Keirstead prepared a slide presentation for the board members that outlines regional collaboration efforts to enhance economic development, tourism community support, and operation stability in Kings Region.

Kings RSC drives regional collaboration in Kings County by promoting economic development, tourism, and community well-being through partnerships and strategic initiatives. Rural municipalities provide essential agricultural and cultural assets, while Sussex serves as a regional hub for services and events. The organization leverages external funding to deliver programs efficiently, ensuring equitable access and measurable benefits for all member communities. Efforts focus on operational stability, workforce development, tourism promotion, and community support, maximizing value without increasing municipal costs. One of the programs currently under Kings RSC is the hot lunch program, some community schools do not have access to hot lunches and Kings RSC is working with stakeholders to ensure they receive them.

Committee Member Tim Wilson – does this affect all schools in all municipalities and if so, do they have to reach out?

COO James Keirstead – Yes only school that express interest are being included in the program.

Committee Member Tim Wilson – Are we still providing services to members of the community that need assistance getting to and from appointments.

COO James Keirstead – Urban Dial a Ride is still functioning and like most programs we are finding it hard to keep volunteers. We need more volunteers to help continue our success in servicing the communities.



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10. Questions from Public

No questions

Next meeting will be September 16th, 2026 @ 6:30 p.m.

11. Adjournment

Trustee John Jarvie adjourned the meeting at 7:53 p.m.

A handwritten signature in blue ink, appearing to be "John Jarvie", written over a horizontal line.

John Jarvie, Trustee

A handwritten signature in blue ink, appearing to be "Marcia Bunnell", written over a horizontal line.

Marcia Bunnell, Recording Secretary