



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

**August 11th, 2022
6 :30pm
Richibucto**

1. CALL TO ORDER

Pierrette Robichaud opened the meeting at 6:31 pm and welcomed everyone.

2. ATTENDANCE

- Pierrette Robichaud, President of the KRSC and Mayor of the Village of Rogersville
- Achille Bastarache, Deputy Mayor of the Town of Bouctouche
- Danielle Dugas, Mayor of the Village of Saint-Louis-de-Kent
- Docile Cormier, President of the LSD of Carleton
- Gisèle Fontaine, President of the LSD of Saint-Louis
- Jean-Pierre Richard, Mayor of the Village of Saint-Antoine
- Kris Morey, President of the LSD of Weldford
- Marc Goguen, Mayor of the Rural Community of Cocagne
- Paul Lirette, President of the LSD of Saint-Charles
- Stella Richard, Mayor of the Town of Richibucto
- Tina Beers, President LSD of Harcourt
- Wayne Carpenter, Mayor of the Village of Rexton

ABSENCES

- 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
- Éric Tremblay, President of the LSD of Saint-Ignace
- Jacques Cormier, President of the LSD of Saint-Paul
- Roger Richard, President of the LSD of Acadieville

OTHER

- Paul Lang, Executive Director of the KRSC
- Isabelle Godin, Assistant Executive Director of the KRSC
- Francine Arsenault, Administrative Assistant KRSC Bouctouche
- Claudie Ringuette, Recreation Planning Coordinator
- Francine Babineau, Translator
- Michel Soucy, Transition Facilitator
- Members of the public

3. CONFLICT OF INTEREST DECLARATIONS

No conflicts of interest declarations.

4. ADOPTION OF THE AGENDA

2022-074

It was moved by Danielle Dugas, seconded by Gisèle Fontaine, that the agenda be adopted as presented.

Motion carried

5. 2023 KRSC BUDGET PRESENTATION

The Executive Director presented the budget to the members of the Board of Directors by going over each component. He mentioned that the figures for the garbage collection are missing since we are going to tender for contracts in the next few weeks. The figures should be received by mid-September and they will be shared with the administration of each municipality so that they can include them in the municipal budget of each entity. You will also notice that there is no comparison between 2023 and 2022, basically because these are new communities that did not exist before and we have new expenses. This one will not be voted on tonight. The Minister will be the one who passes the submitted budget. A questions and answers period followed.

6. KENT HISTORICAL PROJECT

WHEREAS the Kent RSC has been working on a book project on the history of Kent with the Institute of Acadian Studies for over 4 years.

WHEREAS public meetings, historical research, interviews, etc. have been held since the idea was launched and data collection is completed.

WHEREAS the researchers at the Institute of Acadian Studies have completed the writing of the manuscript and the Kent RSC has paid for the translation of the manuscript.

WHEREAS the researchers at the Institute of Acadian Studies have found publishers for the publication of the book: Septentrion (French) and Baraka Books (English).

WHEREAS the cost of publication for both works is \$xxxxx.

WHEREAS the District scolaire francophone Sud will purchase 150 copies for the schools in the Kent region.

WHEREAS the New Brunswick Public Library Network will purchase 20 French and 20 English copies for all municipal libraries.

WHEREAS the Kent RSC will be able to recover a portion of the expenses through book sales.

2022-075

Since we still have not received the expected numbers, this motion is postponed until September 15, 2022.

7. WASTE COLLECTION CONTRACTS

Before moving to the motion, Paul Lang spoke about the presentation given by Isabelle Godin on July 21st, 2022.

WHEREAS the KRSC was given the responsibility of managing the residential solid waste collection contracts in 2015.

WHEREAS the collection of bulky waste three times a year is causing recruitment and retention issues creating significant delays in collection.

WHEREAS the labour shortage is likely to continue and recruitment for temporary positions will remain a challenge.

WHEREAS a new year-round, on-call, bulky waste collection system offered on a rotating basis in our regions will allow businesses to hire full-time employees.

WHEREAS a system to sign up for bulky waste collection service will be implemented and available on the web, on the "Kent Services" mobile app, and residents will be able to call our offices to have a staff member sign them up for on-call collection service.

WHEREAS the Solid Waste Department will be implementing extensive public education and awareness campaigns through April 2023 and beyond in relation to this new program.

WHEREAS this new formula will create a 6th waste collection contract in the territory and a call for tenders will be prepared and submitted by the KRSC in the summer of 2022.

WHEREAS the Solid Waste Department will offer this new service to the current Kent RSC's territory - with the exception of the Village of Saint-Antoine and the First Nations of Elsipogtog and Indian Island – and the regions of Baie-Ste-Anne, Escuminac, Hardwicke, Shediac River and Shediac Bridge will only be included in this program in January 2025.

WHEREAS the tenders for regular residential solid waste collection will no longer include bulky waste collection and the Solid Waste Department will negotiate the removal of service from the existing contracts.

WHEREAS the same equalization formula, based on the number of residences for collection contract costs and on population for tipping fees, will be applied to this new contract.

2022-076

Therefore, be it resolved that the Board of Directors of the Kent Regional Services Commission accepts the implementation of a year-round, on-call bulky waste collection system to be implemented in April 2023 throughout its territory.

Moved by : Danielle Dugas

Seconded by: Paul Lirette

Motion carried

8. CONTRACT – TRANSPORT PLATFORM

Some explanations are given before moving on to the motion.

WHEREAS the transportation management platform currently used by the Kent RSC was developed by Pierre Montplaisir of Saint-Charles.

WHEREAS Kent RSC has a contract with this individual for technical support in case of breakdowns or problems.

WHEREAS the Kent RSC is at risk as this individual does not have backup, in case he is unable to provide the service.

WHEREAS Kent RSC has contracted a firm from Saint-Lambert Quebec (YHC Environnement) who is currently working with the municipalities of Dieppe, Tracadie, Shippagan, Beresford, Saint-Quentin and Blacks Harbour for car sharing programs.

WHEREAS the firm YHC Environnement is used to working with the FCM and the AFMNB in matters of transportation.

WHEREAS the platform we need can be developed by YHC Environnement at a reasonable cost and can provide technical support in the event of a breakdown.

2022-077

Be it therefore resolved that the Kent RSC sign a contract with the firm YHC Environnement at a cost of \$11,000, for the development and implementation of a platform for transportation management, and that the user fees will be included in the development of the platform for the year 2022 and 2023.

Moved by: Danielle Dugas

Seconded by: Jean-Pierre Richard

Motion carried

9. RATE PER KILOMETER

Paul Lang explained to the members that he had just learned that there is a federal law stating that any contribution over 61 cents is taxable. After contacting the accounting firm of the KRSC, it was confirmed that on a yearly basis, if the rates per KM are above 61 cents, and after 5000 KM at 55 cents, that the amounts are taxable. That being said, not wanting anyone to be penalized, Paul asked Tanya to calculate everything the staff has received in amounts since the motion was adopted in March 2022 as well as if we were to go back, say pro rata to January 1, 2022, to the federal rate rather than the weekly adjustment. To our surprise, there are very few people affected. If the motion is accepted tonight, we will go retroactive from January 1, 2022 and everything will be adjusted on the next expense pay for mileage.

WHEREAS the Executive Director recently read an article regarding the reimbursement of travel expenses (mileage) and the Federal Expense Reimbursement Act.

WHEREAS the law states that the maximum tax-free reimbursable rate per kilometer is 61 cents for the first 5000 km and 55 cents after 5000 km.

WHEREAS the Kent RSC Board of Directors passed a resolution last March that increased the kilometer rate based on the price of gasoline and that this rate was adjusted weekly.

WHEREAS the Executive Director checked with the Kent RSC auditing firm (Bourque, Richard, Boutot) and the firm recommends two options to respect the law: the first is to calculate the portion of the amount that was paid over the federal rates and indicate on the T4 that this amount was a taxable bonus, the second is not to pay the mileage traveled from August onwards for the value of the taxable mileage.

WHEREAS the choice would be given to each employee if they want to have this additional taxable income or to deduct the mileage expenses up to the excess amount.

WHEREAS the administration recommends that the federal travel amount be made retroactive to January 1, 2022 to limit the financial impact to staff and Board members and that this rate be included in the Kent RSC travel policy.

WHEREAS the administration recognizes that these changes may inconvenience some staff and Board members, but failure to act on this information could pose a risk to Kent RSC.

2022-078

Therefore, be it resolved that the Kent RSC Board of Directors accept the mileage reimbursement rate as defined by the federal government, retroactive to January 1, 2022, that this rate be adopted in the Kent RSC travel policy and that the administration discuss with each employee and Board member the method by which he or she wishes to accept the required changes.

Moved by: Danielle Dugas

Seconded by: Paul Lirette

Motion carried

2022-079

It was moved by Danielle Dugas and seconded by Paul Lirette that resolution 2022-016 be rescinded.

Motion carried

10. EMPLOYEE'S MANUAL

Paul Lang explains that this was supposed to go to the Finance Committee but since we have hired some new employees since then, and in order to accept their hiring, we had to deviate from the employee manual, the Board of Directors is asked to accept the proposed changes. He goes through the document distributed and the changes made.

WHEREAS the Kent RSC reviews its policies according to a pre-determined schedule.
WHEREAS the employee's manual was part of the policies to be revised in 2022.

2022-080

Therefore, be it resolved that the Kent RSC Board of Directors adopt the Employees' Manual as revised.

Moved by: Marc Goguen

Seconded by: Paul Lirette

Motion carried

11. QUESTIONS FROM THE PUBLIC

No questions from the public.

12. CLOSURE OF THE MEETING

2022-081

It was moved by Jean-Pierre Richard, that the adjournment be held at 8:56pm.

A gift was presented to Francine Babineau who is retiring as a translator at KRSC.

CHAIR

Executive Director/Clerk