

**Rural Municipality of Kinkora
Regular Meeting of Council
August 24, 2020**

Present: Mayor Robert Duffy, Councilors Roy Cook, Lesley Cousins, Andrew McCarville, Colin Montgomery, Marisa McNeill and Roger Shea

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:00 pm
2. **Reminder that the meeting is recorded and reminder of Code of Conduct and Conflict of Interest bylaws and that the meeting is being streamed via Facebook Live.**
3. **Review/Additions to the Agenda**
4. **Approval of Agenda**

MOTION: Moved by Lesley Cousins and seconded by Andrew McCarville *"to approve the agenda"*. All in favour. Motion carried.

5. **Public Presentations** – none

6. **Review/Approval of Minutes**

Regular Meeting July 27, 2020

MOTION: Moved by Roy Cook and seconded by Lesley Cousins *"to approve the minutes of July 27"*. All in favour. Motion carried.

7. **Business Arising from the Minutes**

Lion's Club – CAO to initiate a membership drive for a local Lion's Club **CARRY FORWARD**

Bylaw Officer – CAO received an email from the new Executive Director of the Central Development Corporation looking to set up a meeting with the municipalities involved in the Supporting Municipalities Project and discuss a shared bylaw officer

Thank You Card – A thank you card for Reg Shreenan has been prepared and will be signed by all council members after the meeting

Sidewalks – Roger Shea reported that he walked the sidewalks and made observations as to which sections need to be repaired and/or replaced. He suggested as follows: Phase One (from the church west) there are six sections that should be replaced and four sections that should be

repaired with a saw cut likely being sufficient. In Phase Two (Somerset Street) there are two sections that should perhaps be replaced and two more that can be repaired. Phase Three (from the church east) has 11 that should be replaced and three that should be repaired. Roger read the specifications from the latest phase and had a couple of observations regarding expansion joints being installed in Phase Two and Three. It appears that the pitch/slope coming into driveways might exceed the 1:12 pitch that was identified in the tender documents. Perhaps an inspector should have picked up on this. In addition, the school board is not going to allow busing to the elementary school from the village; they are being encouraged to walk. This brings attention to repair of the sidewalks and perhaps clearing the sidewalks in the winter time. If moving forward with sidewalk clearing, perhaps we could identify specific times for them to be cleared such as 8:00 in the morning or 2:30 in the afternoon, not every time the plow goes by. We should look into what the cost might be. Discussion around clearing from the high school to the elementary school to deal with the critical areas. Mayor Duffy said there is approximately 3.5 kms of sidewalks in the village. Stephen Johnston has two sidewalk clearing machines. With regard to repairs, Mayor Duffy suggested bringing the engineer and contractor out on Phase Three for a walk to see if there are deficiencies that should be addressed. Question on whether WSP has a contract with the community for a set period of time.

ACTION: CAO to see how long the WSP engineering tender was for

ACTION: Mayor Duffy to contract the WSP and the Phase Three contractor and bring them together

Roger Shea suggested if council is not satisfied at that time to maybe get in another engineering company. It also might be nice to add a cost for extended warranty into tenders.

In Phase Four all agricultural driveways were bumped up to eight inches on concrete.

MOTION: Moved by Roger Shea and seconded by Andrew McCarville *"to prepare a letter to WSP, Curran and Briggs and Duffy Construction to ask if they would come out and view the condition (of Phase Three) and share their analysis."* All in favour. Motion carried.

8. Correspondence

9. Reports

a) **Fire Department** – no report

b) **Planning Board/KABC** – verbal report given by Chair Colin Montgomery – Council held a public meeting with regard to rezoning of the Johnston subdivision lots last Monday and it was fairly uneventful. As council's representative to KABC Roger Shea added that he would be attending his first meeting with KABC on August 25th. There had been a planning board meeting scheduled for August 17th but it was cancelled and hasn't yet been rescheduled.

c) **Administrator**

1. **Speed Humps** – The speed humps have now been installed on Shamrock Crescent and McGuigan Lane and the proper warning signs are in place. Thanks to Mayor Duffy and Councilor Shea for the installation.
2. **BDO Update** – The financial statements should be ready for presentation as the next council meeting. They have to be given to the CAO by the end of September as per Municipal Affairs deadlines.
3. **Summer Students** – The last day for our summer students was Friday, August 21. They did a fantastic job and were kept busy all summer long. We should look into having at least two students again next year.

d) **Finance** – Verbal report given by Colin Montgomery
Budget update has been provided to all councilors and there no surprises to this point. All councilors also have a copy of a proposed procurement policy.

MOTION: Moved by Colin Montgomery and seconded by Marisa Paugh “to implement this procurement policy as of August 24, 2020.” All in favour. Motion carried.

e) **Bingo** – So far, we have had 7 bingos with another scheduled for tomorrow night and have made \$10,267.55 to this point. The bank account is sitting at \$28,697.00. We had originally budgeted about \$32,000 this fiscal year for bingo. The week of September 5th, both the caller and finance person will be on vacation and as we don’t have backup at this point Bingo should be cancelled for September 8th. There was backup when bingo was happening prior to Covid but with the new hybrid format there isn’t at this point. The process had to be streamlined first before training others. Somebody would have to do the finance portion, run the Facebook feed and sell and record the bingo cards sold to online players. Councilors pointed out that the income generated by bingo is substantial and we don’t want to miss too many weeks of it. The need for backup was identified.

f) **Facility** – Verbal report given by Roger Shea

1. Bingo board – there is a bit of effort to get curtains on the board for events. There is a company in Moncton that supplies wireless motorized drapes with a remote that would open and close the drapes when necessary. Roger will reach out to the rep and see if he would stop in the next time he is on the island and give a quote on what it would cost to cover both bingo boards.
2. Hedge row behind the building – the hedge row between the building and the rink is pretty messy and should be cleaned up. Roger suggested getting a group of volunteers together to clean this up. Another issue is the wire enclosures out past the rink where the windmills were. We should look at taking out the concrete bases and put the wire up for sale. This could be a hazard. Our grass cutting contractor should be clearing the space between the rink and business centre. This will be put on next year’s tender.

3. Rink – Foam needs to be put around the boards before this winter so as not to lose as much water when melting happens. A small enclosure should also be considered. Robert can drop off a Duffy Construction shipping container as they don't use them in the winter time. Roger will reach out to some volunteers with regard to flooding the ice this year. A box scraper is needed for this winter. There is gas tax money remaining that is allocated to the multiplex project.

g) Sewer and Utility – no report

1. A sewer flushing tender needs to be put together as there has been no maintenance done on the sewer system for 10 years. Suggestion of a multi-year tender with a portion done each year. This should be put on the agenda for the next meeting to come up with a plan.

h) Parks, Recreation and Youth – Verbal report given by Andrew McCarville

We do have to start looking at the rink into September and the fall, get the foam down, get a container and any other equipment that we might need. The summer students did up thank you cards with photos for our rink board sponsors. These will be sent out with the renewal notices for this coming year. There are some boards purchased that haven't been put up yet. We will do another sign drive to sell some more board spaces. Roger Shea suggested also doing ballpark fencing signs. The worry is we will be tapping into the same people again and again. There has been discussion about including BAMBAs in a fundraiser to do some repairs to the field as they use it for no charge.

i) Events – Verbal report by Lesley Cousins

We had our first takeout pancake breakfast on August 9th. The numbers were low but we did make a small profit. Next time we could offer indoor seating following public health guidelines with 50 people inside at one time and still offer takeout as well. There is a ceilidh planned for the end of August. The events committee met last Thursday and will be meeting again on September 17th. We are cautiously planning for Fall Fest from October 24-26. The grant applied for under the New Horizons for Seniors program was approved. The application was for social events. The events committee is looking into online payment options for events. Insight Marketing put together a report suggesting Shopify, which would be \$29 US plus processing fees. This has been tabled for now as we don't currently have a lot of events. We currently use Touch Bistro for the bar. This was started in the fall of 2018 at a rate of about \$65 per month. Discussion around whether Touch Bistro was worth keeping. CAO will be calling Touch Bistro to see if we can get a refund on the months that we paid but didn't use it due to Covid or give us a lower rate. Other options would be using a cash register again or finding a one-time purchase system.

j) **Emergency Services** – no report

Roger Shea mentioned he would like another session on how to start the generator as it is important to have someone in the village who can start the generator in the case of an emergency.

10. New Business

- a) **Cleaning Services** – Our cleaners have given their notice that they have gotten so busy with their real estate business that they will be unable to continue cleaning. Council will have to decide if they want to continue to hire a company or hire a janitorial employee. Only one company responded to the tender when it was put out in 2018. CAO was given the name of a person who has his own cleaning company and could clean for us in the interim. Also discussed was having someone perhaps work 10 hours per week and also do maintenance work.

MOTION: Moved by Andrew McCarville and seconded by Lesley Cousins “to get Hayden Chaisson in in the interim to clean.” All in favour. Motion carried.

Going forward HR Chair will sit with the CAO and come up with a proposal for the next meeting. Facilities Chair Roger Shea will sit in on this meeting, as will Colin Montgomery as Finance Chair.

11. Old Business/Carry Forward Items

- a) **Rezoning** – A public meeting was held on August 17 with regard to the rezoning of Lots 12-1, 12-2, 12-15 and 12-16 in the Johnston subdivision from R1 to R3. This was to allow the public to voice concerns for or against the rezoning. There were no people in attendance who voiced against. There were some questions from the floor that were positive and clarification questions. The vote was deferred to this meeting. Mayor Duffy declared a conflict of interest and removed himself from the meeting. Deputy Mayor Colin Montgomery took over chairing the meeting at this point. Roger Shea noted that the information on the lot sales would be discussed at tomorrow’s KABC meeting and that communication between council and KABC has been pretty week. Roger Shea also left the meeting as he is council’s representative to KABC and is a voting member of the board.

MOTION: Moved by Marisa Paugh and seconded by Andrew McCarville “to rezone lots 12-1, 12-2, 12-15 and 12-16 from R1 to R3.” All in favour. Motion carried.

Robert Duffy and Roger Shea returned to the meeting.

- b) **Website** – We could not prove ownership of our current website to get back in before the domain ownership expired. Discussion around whether it would be best to develop a new website and get a different domain.

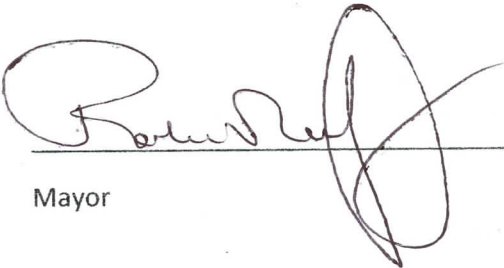
ACTION: Colin Montgomery to shop around for options for domain names and hosts.

- c) **McGuigan Lane Extension** – Council applied for funding and it was approved. The paperwork for the Municipal Strategic Component funding needs to be signed so council has to decide if they are going ahead with the road to/into the R4 lot at the end of McGuigan Lane. KABC has said they would cover the community's 10% contribution. Roger Shea will be bringing to KABC that council has not received an official request for this funding.
- CARRY FORWARD**

12. **Date of Next Meeting** – Monday, September 28 at 7 pm

13. **Adjournment**

MOTION: Moved by Lesley Cousins and seconded by Andrew McCarville "to adjourn the meeting at 9:03 pm." All in favour. Motion carried.



Mayor

Sept 28/2020

Date



Chief Administrative Officer

Sept 28/2020

Date

Rural Municipality of Kinkora Policy	
Procurement Policy	Policy Number: C2020-02
Policy Approval Date: August 2020	

Introduction

This policy applies to all procurement of goods and services by the Rural Municipality of Kinkora and any boards, commissions, corporations or agencies governed by it. Any expenditure for goods or services shall be made pursuant to this policy.

The Rural Municipality of Kinkora is committed to providing effective and efficient services to its residents through the practice of the acquisition of goods and services at a fair and competitive price while considering the full life cycle cost of the purchase, quality, flexibility and schedule.

Policy Goals

1. To set forth procedures and guidelines for the Municipality to ensure that all purchases of goods and services provide for the lowest costs without sacrificing quality, flexibility and/or delivery schedules, i.e. considering the full life cycle cost of a purchase or contract.
2. To set forth procedures and guidelines that ensure an open, honest and transparent procurement process that uniformly balances the interests of taxpayers with the fair and equitable treatment of contractors/suppliers.
3. To set forth procedures and guidelines that will promote and maintain the integrity of the purchasing process and protect council, vendors and staff involved in the process by providing clear direction and accountability.
4. Abide by the Atlantic Procurement Agreement.

Guiding Principles

The Rural Municipality of Kinkora shall be guided by the following procurement principles:

1. The procurement process is to be open, fair and consistent
2. The total cost of the purchase shall be taken into consideration when evaluating a purchase including but not limited to the initial cost, anticipated repair costs, staff training requirements, disposal costs, operational costs – energy, service, and preventive maintenance, parts inventory requirements and availability of offsite service personnel.
3. Purchase Orders shall be generated for all purchases of goods and services in excess of \$500.00 prior to the time of purchase duly signed by authorized personnel except when an emergency deems otherwise, in which case a purchase order will be generated immediately following the purchase by duly authorized personnel.
4. An approved supplier registry shall be provided by the CAO for repeat purchases and/or the provision of trade related services, i.e. plumbing, electrical, snow clearing, etc.

5. Certain staff (or other persons as deemed appropriate by the CAO) shall have authorized spending limits of up to \$100 and must receive prior approval.
6. No person shall break up an order to purchase into more than one purchase in order to stay below their authorized spending limit.
7. While the Rural Municipality of Kinkora strives to obtain the lowest cost of purchase, the lowest bid or offer will not necessarily be accepted.
8. The Rural Municipality of Kinkora reserves the right not to accept any bid received in response to a verbal or written request.
9. No person shall commit the Rural Municipality of Kinkora to any written agreement, license, lease, contract or other obligation where it would result in an expenditure exceeding \$10,000 or would commit the Municipality to a period exceeding two years, without first receiving approval from council.
10. Purchases are limited to the approved expenditures contained within the Municipality's annual operating and capital budgets. Any anticipated over-expenditure shall receive the prior approval of council.
11. No expenditure shall be made that does not fall within the mandate and level of service of the Municipality as established from time to time by council.
12. This policy shall be reviewed following every council election, excluding by-elections.

Guidelines Governing Requests for Proposals, Requests for Quotations and Tenders

A Request for Proposal (RFP) is typically utilized in procuring professional or consulting services or when suppliers are being invited to propose a solution to a problem, requirement or objective. Negotiations shall not be conducted with a proponent after the date in which proposals have been received. To preserve confidentiality of sensitive commercial information contained in a proposal, a proposal shall not be opened in public but will be opened in the presence of at least two representatives of the Municipality and a list of the proponents will be available to the public and the proponents upon request. An award of a contract based upon an RFP will be made to the supplier whose proposal is deemed to be superior based upon the criteria set out.

A Request for Quotations (RFQ) is typically utilized in procuring known goods and services in order to compare cost between suppliers. When a Request for Quotation (RFQ) is utilized, quotations will be sought from at least three suppliers. A lesser number of suppliers may only be used if three suppliers are not able to be found. All quotations shall be sought in writing.

Supplier Registry

Suppliers/Contractors wishing to do business with the Rural Municipality of Kinkora shall be encouraged to register in the Municipality's Suppliers Registry. The Registry shall be maintained by the CAO or his/her designate and shall consist in a table of prospective suppliers for goods and services of various types, along with contract information. At least once per year, the Municipality will advertise the existence of the Supplier Registry and the method of registration in order to update the registry.

Normal Purchasing Practices

Normal purchasing practices for the Rural Municipality of Kinkora shall be as follows:

- 1. For Goods and Services Having a Value of Less than \$1000**
Goods and Services shall be procured under a standing offer agreement through the Supplier Registry and otherwise shall be purchased from any supplier except if staff have reason to believe acquiring the goods and services from the supplier would not conform with the principles of this policy.
- 2. For Goods and Services Having a Value of More than \$1000 and Less than \$10,000**
Goods and Services shall be procured through the Supplier Registry if applicable and otherwise through a Request for Quotation.
- 3. For Goods and Services Having a Value of More than \$10,000 and Less than \$50,000**
Goods and Services shall be procured by a Request for Quotations
- 4. For Goods and Services Having a Value of More than \$50,000**
Goods and Services shall be procured through a public tendering, request for proposals or request for quotations process as deemed appropriate by council. Invitations to tender or requests for proposals shall be posted electronically on the Government of PEI Procurement website and may be advertised in one or more publications of appropriate circulation. The public tendering process and/or the request for proposals process may be employed for goods and services values of less than \$50,000 when deemed appropriate.

Sole Source Procurement

Purchases may be made from a single source without quotations or tenders where,

1. The compatibility of a purchase with existing equipment and/or facilities is required and the good/service must be made from a single source;
2. There is a lack of responsible competition for the good or service
3. There are patented or proprietary rights that fully demonstrate;
 - a. a feature providing a superior use not obtainable from similar products
 - b. the product is available from only one prime source, and not merchandised through wholesalers, jobbers or retailers where competition exist

Credit Card Purchases

The CAO shall be assigned and shall have authority over, subject to compliance with this policy, the use of Corporate Credit Cards. The Corporate Credit Cards shall have a combined limit as set by council. Credit Card purchases shall be based upon the following guiding principles:

1. All expenditures shall correspond to an approved budget line item and shall be charged to the appropriate ledger account;

2. All expenditures shall be accompanied by receipts and other supporting documentation.
3. All expenditures shall be restricted to Municipality business.

Emergency Expenditures

An emergency is defined as a situation in which the Municipality must expend money or other resource in order to protect people and/or property and which there is inadequate time for council to give its prior authorization for the expenditure.

Only the CAO shall have authority to make emergency expenditures. The CAO shall report all emergency expenditures to council as soon as possible following the expenditure. Report should include the nature of the emergency and the nature and amounts of each expenditure.

Local Preference

The Municipality supports local merchants/businesses by encouraging the use of local suppliers and by purchasing locally when possible.

The following priorities will be given where all things are equal, i.e. after giving due consideration to determining overall best value:

- Firstly – Locally
- Secondly – Within the Province
- Thirdly – Within Canada
- Fourthly – Outside Canada

Full consideration shall be given to potential future costs or savings that may be experienced by purchasing locally.

Conflict of Interest

No elected official or employee of the Municipality may purchase goods or services for personal use through the Municipality.

Exemptions to this Policy

While the provision of most goods and services may provide for competitive bidding or quotations, there are some goods and services which are exempt from this policy:

1. The purchase of land or buildings
2. Training and Education, i.e. conferences, courses, periodicals, magazines/subscriptions, professional development
3. Refundable Employee/Town Council Expenses, i.e. per diems, accommodation charges, travel expenses
4. Employer's General Expenses, i.e. Payroll deduction remittances, tax remittances, workplace safety payments

5. Utility

6. Emergency Requirements

7. Advertising Services required by the Municipality including but not limited to radio, television, newspaper and magazines.

Disposal of Assets

Where any goods are surplus, obsolete or unrepairable, they shall be declared surplus. When no other use can be found for these items, they may be disposed of through a tender, quotation or trade in, whichever is in the best interest of the Municipality. Where an item has limited market value, the CAO may, to the benefit of the Municipality, dispose of the item in a manner other than the ones listed above. The CAO shall obtain the approval of council prior to the disposal of any Municipality owned capital assets.

Capital vs Operating Expenditures

Capital expenditures are for major purchases that will be used in the future. The life of these purchases extends beyond the current accounting period in which they were purchased, as per the municipality's Tangible Capital Assets Policy. Operating expenditures represent the other day-to-day expenses necessary to keep the business running. These are short-term costs and are used up in the same accounting period in which they were purchased.

This policy will apply to both capital and operating expenditures when they meet the criteria of the policy