

**Rural Municipality of Kinkora
Special Meeting of Council
September 3, 2020**

The purpose of this special meeting is to discuss the structure of Bingo going forward

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

Absent: Mayor Robert Duffy

Meeting Chair: Deputy Mayor Colin Montgomery

Meeting Recorder: CAO Tina Harvey

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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.**
 3. **Review/Additions to the Agenda**
 4. **Approval of Agenda**

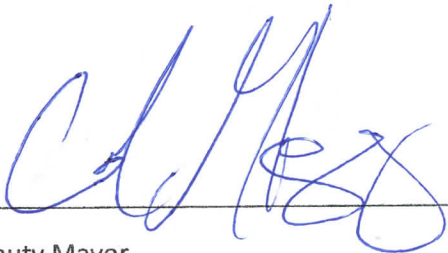
MOTION: Moved by Lesley Cousins and seconded by Roger Shea *"to approve the agenda"*. All in favour. Motion carried.

5. **Discussion of Kinkora Bingo Committee Proposal** – see attached proposal
There has recently been discussion around bingo and who is running it. The bingo committee has been running it for the last two years as volunteers. The committee has put together two proposals on how bingo can be run going forward. Andrew McCarville mentioned that as HR Chair, he and Events Chair Lesley Cousins met with the CAO prior to meeting with the bingo committee this past Monday to talk about hiring a couple of people to fulfill the caller and finance roles each week and continue running bingo as the municipality. This council proposal is also still on the table. The financial information in the committee proposal is representative of post-Covid bingo activity. CAO did get feedback from some bingo volunteers that they were worried they would need to take on a larger role under the committee proposal and they indicated that while they are willing to continue volunteering at bingo they are not willing to take on any additional responsibilities. There would be a contract between council and the new bingo committee with terms being reviewed after six months. The first bingo run under the new committee would be October 6th. Council agreed that under any proposal the positions of caller and finance should be paid positions. Council asked the committee representative Anne Marie Shea to provide more details including a mission statement and committee structure/roles and responsibilities for the next regular meeting of council on September 28th.


MOTION: Moved by Roger Shea and seconded by Lesley Cousins "to strongly consider pursuit of Option #1 to be finalized at the September 28th council meeting based upon review and voted on at that time." All in favour. Motion carried.

6. Adjournment

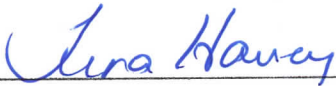
MOTION: Moved by Lesley Cousins and seconded by Roy Cook "to adjourn the meeting at 7:24 pm." All in favour. Motion carried.



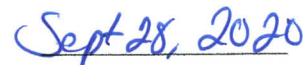
Deputy Mayor



Date



Chief Administrative Officer



Date

THE KINKORA BINGO COMMITTEE PROPOSAL FOR BINGO SERVICES

OVERVIEW

The Kinkora Bingo Committee is pleased to submit this proposal for services to support Kinkora Bingo. This proposal is comprised of two options, both of which would provide the municipality with a steady and secure income stream while allowing bingo's dedicated and long-serving volunteers to have input into where a portion of the proceeds are spent. The options outline what responsibilities will belong to the volunteers and what responsibilities the municipality would retain.

The Objective

- Provide the Rural Municipality of Kinkora a guaranteed income stream
- Expand and improve the current bingo structure
- Remove the day-to-day bingo details from the CAO position

The Opportunity

The Lottery Schemes Order of the Criminal Code of Canada allows a licence holder to engage a third party to manage and conduct bingos on its behalf. The current volunteer Bingo Committee proposes taking over all bingo operations currently run by the Rural Municipality of Kinkora as of October 1, 2020 for a trial period of six months. This would be the conclusion of the municipality's current fiscal year.

OUR PROPOSAL

Option #1 - The Bingo Committee, after setting up a non-profit structure, would run the bingo as a third party engaged under the municipality's current bingo licence. As per the Lottery Schemes Order, the municipality would receive 15% of all gross receipts. The Bingo Committee will assume all responsibility for costs related to staffing, selling the bingo paper and conducting the bingo itself. This includes any losses from a bingo event. The municipality retains the bingo licence and ownership of all equipment. The municipality will be responsible for the costs and ordering of bingo supplies, and paying the monthly licence fees to the provincial Department of Justice. The Bingo Committee will collect data/serial numbers of bingo paper in a format approved by the CAO and will forward such information to the CAO weekly so that the municipality has timely information to complete monthly provincial bingo reports and ensure the accuracy of revenues/expenses. The municipality's 15% will be paid weekly.

Option#2 – The Bingo Committee applies for its own bingo licence and conducts the bingo under this licence as opposed to the municipality's licence. The committee would be responsible for all costs associated with conducting the bingo event, including but not limited to, staffing, supplies, licence fees etc. In return for use of the hall and bingo

equipment, the committee would pay the municipality a nominal weekly fee of \$375. The municipality would again retain ownership of all bingo equipment.

Rationale

- The volunteers dedicate a substantial amount of time to providing a quality bingo experience
- The online portion of the new hybrid bingo is growing and putting extra demands on the CAO
- Key bingo positions should be paid
- The municipality needs a steady income stream

Financial Background

For council's information, we have compiled gross receipts for the last four bingo events:

August 11, 2020	\$7030.75
August 18, 2020	\$6817.00
August 25, 2020	\$7049.00
September 1, 2020	\$6977.50

Under Option #1 of this proposal, the municipality would receive 15% these gross receipts, on average \$1045 weekly.

Expenses for bingo paper for the last two months have been approximately \$2200. Licence fees are contingent upon the amount given out in prizes monthly, but have been running around \$400-450 per month.

Option #2 would see the community receive \$375 weekly with no outlay of expense.

EXPECTED RESULTS

Bingo will continue to grow and thrive within the municipality. Responsibility for the day-to-day running of bingo events will be taken away from the CAO and council and put in the hands of the long-serving volunteers. The municipality will continue to derive income from bingo, while at the same time the volunteers will determine where partial bingo proceeds are spent. To this end, a non-profit will be formed. This non-profit will accumulate a share of bingo proceeds and take funding applications quarterly from community groups. All funds raised by the non-profit will benefit the community.

This is just an overview for council's information. Final details will be determined once a course of action is determined and if/when the parties enter into an agreement.