

**Rural Municipality of Kinkora
Regular Meeting of Council
December 21, 2020**

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

Absent: Mayor Robert Duffy

Meeting Chair: Deputy Mayor Colin Montgomery

Meeting Recorder: CAO Tina Harvey

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

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

5. **Public Presentations – none**
6. **Review/Approval of Minutes – regular meeting November 23, 2020**

Question from Roger Shea regarding why the amounts raised at Fall Fest and the Christmas Craft Fair are not in the minutes. These amounts were not given in the event report at the November 23, 2020 meeting so therefore are not recorded in the minutes. CAO and Events Chair Lesley Cousins estimate that approximately \$400 was raised during Fall Fest weekend and close to \$1600 raised from the Christmas Craft Fair, after expenses.

MOTION: Moved by Marisa McNeill and seconded by Lesley Cousins *"to approve the minutes of the November 23rd meeting"*. All in favour. Motion carried.

7. **Business Arising from the Minutes**

KABC Invoice – New invoice was issued and payment has been received

KABC Directors' Insurance– The municipality's insurance covers KABC directors the same as it does councilors, as per Cooke Insurance

8. **Correspondence - none**

9. Reports

- a) **Fire Department** – no report
- b) **Planning Board** – no report
- c) **KABC** – verbal report given by Roger Shea

KABC met on Sunday, December 20th to discuss a few items. The final list of candidates who put their names forward for consideration for appointment to the KABC board of directors is: Len Keefe, John Keefe, Wayne Jay, Dale Lawless, Colton Dawson, Albert McCardle and Leo Flood. There are 5 open positions. Roger proposed a silent vote by all voting councilors and suggested council members respond to the CAO prior to the next meeting on January 25th. This could be done by email if council wishes. Roger will meet with the CAO on this matter.

KABC is looking to pay off the \$76,000 loan which would leave a balance in the KABC account of \$29,000. KABC would like to get a line of credit under KABC's name but need council's support. This gives them flexibility. They are disappointed with National Bank and may look at some other banks. A decision is not needed tonight, and this can be considered over the next month.

KABC is wondering if there is any stipulation that a certain portion of the large R4 lot must be reserved for seniors' housing. There is a percentage attached to this for seniors' housing as per minutes from 2015-2016. KABC will be asking three different engineering firms to give a proposal on what a final design for the property might look like.

ACTION: CAO to confirm the percentage required to be seniors' housing

KABC does not currently have a website but believe they should have a link from the municipality's website, perhaps a page off the site we are building.

KABC does not have any document that the directors sign that says they agree to abide by code of conduct or conflict of interest rules. This is not required but they would like to use the village's format when the new directors are appointed. KABC can look at the municipality's bylaws and use portions that would apply to them. They are also wondering if there are any other communities that have a similar structure to Kinkora (ie. A corporation in addition to the municipality).

- d) **Administrator** – verbal report given by CAO
 - 1. **Schedule of council meetings** – CAO presented a proposed schedule of regular meetings for 2021.

MOTION: Moved by Andrew McCarville and seconded by Marisa McNeill *“to adopt the proposed schedule for regular council meetings for 2021.”* All in favour. Motion carried.

2. **Canada Summer Jobs** – the annual call for applications for the Canada Summer Jobs program was launched today and closes on January 29, 2021. The municipality had one student under this program last year. This year the government is funding 40,000 additional jobs for youth. CAO suggested applying for three positions this year – two for the daycare and one maintenance student. Council was in agreement.
3. **Bridge Financing Resolution** – At the October 14th special meeting, a motion was passed to apply to National Bank for bridge financing of \$270,000 for the sidewalk project. In the interim, the province’s \$100,000 share of the project has been received so National will only disburse \$170,000 of that original request. Their legal department has been looking over loan requirements for municipalities across the country and now needs a resolution that includes a few other details.

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *“to borrow up to \$270,000 in bridge financing from National Bank for the Anderson Road Sidewalk Extension project as a demand loan at an interest rate of prime + 0.5% per annum. The amount borrowed will not cause the municipality to exceed its debt limit.”* All in favour. Motion carried.

A resolution is also needed to renew the two operating lines of credit and the credit cards, both municipal and fire department.

MOTION: Moved by Andrew McCarville and seconded by Lesley Cousins *“to renew the \$150,000 and \$20,000 lines of credit at a rate of prime + 0.5% per annum and the \$11,000 Mastercard credit cards for the municipality and the fire department.”* All in favour. Motion carried.

- e) **Finance** – no update but budgeting will start in the new year as we move toward year end
- f) **Bingo** – Lesley Cousins will discuss Bingo during her Events Committee report and this will be put under Events going forward
- g) **Facility** – verbal report given by Roger Shea
We will be getting two quotes on installation of three windows in preparation for the daycare. We also require doors for the main hall similar to the front doors. They will likely be frosted. No quote has been received yet so Roger will follow up. There has been discussion on moving the storage trailer from the side of the hall to back behind the hedge. At some point we should look at whether we want to construct an enclosure on the side deck, again in preparation for the daycare.

h) **Sewer and Utility** – CAO noted that statements were sent out at the end of November for accounts still owing and payments have been coming in.

i) **Parks, Recreation and Youth** – verbal report given by Andrew McCarville

There is no ice yet. Sign Station was out today to put the 16 new board signs up. Roger Shea has been working on the lighting project. He has gotten quotes for light poles and we will be getting those from Bernard's Welding. Their cost will be \$1200 plus tax delivered, with the other quotes up to \$3,000. Roger has also had lights donated. We will be meeting with Adam Howatt to discuss the electrical and a timer to turn the rink and shed lights on and off. We have a scraper donated to help with cleaning the ice and we are going to put a couple of crews together to share the work of flooding and cleaning. We may partner with Events this winter to do some skates and other activities.

j) **Events** – written report attached

k) **Daycare** – verbal report given by Marisa McNeill

Megan Drummond was hired as the Early Learning Project Coordinator and she started on December 7th. Our last meeting was on December 17th. She has been working on the business and service plans and hopes to have a rough draft completed by the first week of January. The license application was submitted for 20 children but that could be amended to 30. The request has been put in for the fire marshal's office to come out to do an inspection but due to Covid they are not doing inspections until the new year. We are planning on children 22 months and up but that may also be amended. Hours will be from 7 am to 5:30 pm. Megan has done up a registration form and we are hoping to get that started by mid January. Registrations may be online or through email. When we get our website up, there will be a page just for the daycare. Knowing the registration numbers will help with staffing and ratios. We also discussed food and decided to provide food for the children at a cost of about \$3/child per day. For a rough timeline, we are hoping that the jobs can be posted by February 1st, interviews done in mid-February, and offers put out by February 22, with a start date of March 8. Megan says she doesn't think there will be any problem having bingo and the daycare in the same space. In terms of Covid, she is looking at other daycare's operational plans.

For daycare furniture, Ven-Rez had chairs and tables they could sell us for 50% off. They had an order ready and it was cancelled at the last minute. The only stipulation was that we must take the entire order.

MOTION: Moved by Marisa McNeill and seconded by Roger Shea "to purchase 20 chairs and 4 C-shaped tables from Ven-Rez Products at a cost of \$1345.52." All in favour. Motion carried.

Megan also did up an estimated capital budget for the early childhood project for large equipment and furniture of \$5758. We need approval to spend this money.

MOTION: Moved by Marisa McNeill and seconded by Lesley Cousins "to approve the estimated capital budget of \$5758." All in favour. Motion carried.

10. New Business

11. Old Business/Carry Forward Items

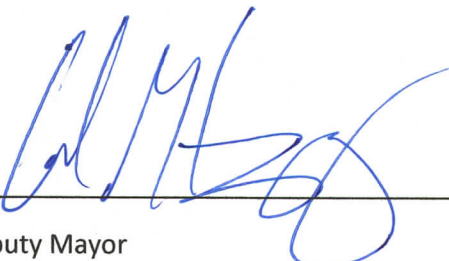
- a) **Website** – We have had a quote from Sunrise Solutions to get our municipal website set up and they would be able to get the daycare page up and running for January 11th. Given the tight timeline for having the page up and running and the fact that the office will now be closed for two weeks, we are using sole source procurement. CAO will work with Sunrise on municipal content, and training/support is included in the quote. A page for KABC will also be included. CAO will be trained by Sunrise and then will train somebody for back up. After discussion council decided to go with the Sunrise Solutions quote, switching out the mailing list option with the annual website hosting option.

MOTION: Moved by Lesley Cousins and seconded by Marisa McNeill "to get Sunrise Web to do our municipality website at the price of \$3335." All in favour. Motion carried.

12. Date of Next Meeting – Monday, January 25th at 7 pm

13. Adjournment

MOTION: Moved by Lesley Cousins and seconded by Andrew McCarville "to adjourn the meeting at 8:04 pm." All in favour. Motion carried.



Deputy Mayor

25 Jun 2021
Date



Chief Administrative Officer

Jan 25/2021
Date

Events Report – December 21, 2020

- 1. Facebook Fundraising Page – email was sent to Council on Tuesday, December 15th regarding status of the Facebook Fundraising page. Lottery License re-application was sent last week.**
- 2. Bingo – Currently, all Bingo Halls can reopen. Since last council meeting we did receive approval for a multi-gathering proposal to have more bingo players in hall. HR & Events will be looking at positions once our office reopens in the new year.**
- 3. The Christmas Ceilidh and the Christmas Tree Lighting were cancelled this year due to the CPHO Circuit Breaker measures. The Christmas Tree is up in the Gazebo. Special thanks to Drummond Tree Farm, Kinkora Fire Department, Tina Harvey, and Roger Shea for helping with the setup of the tree.**
- 4. Santa and the fire department travelled around Kinkora and area on Saturday evening. Special thank you to Santa and the Kinkora Fire Department for volunteering their time for this event.**
- 5. Christmas House Decorating Contest was on Sunday evening. Judges chose Ian and Janelle Howatt on Somerset Street as the winner.**
- 6. Next Events Committee meeting will be on January 14, 2021 at 6:00PM.**

Lesley Cousins

December 21, 2020