

**Rural Municipality of Kinkora
Regular Meeting of Council
May 31, 2021**

Present: Mayor Robert Duffy, Councilors Lesley Cousins, Harrison Duffy, Amanda Dwyer, Andrew McCarville, Marisa McNeill and Roger Shea

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:00 pm

2. **Mayor Duffy extended a welcome to all councilors and members of the public in attendance, with a special welcome to new councilors Harrison Duffy and Amanda Dwyer. Reminder of the Code of Conduct and Conflict of Interest bylaws and that the meeting is recorded.**

3. **Review/Additions to the Agenda**

4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *“to approve the agenda for tonight’s meeting”*. All in favour. Motion carried.

5. **Public Presentations** – none

6. **Review/Approval of Minutes**

Regular Meeting – April 26, 2021

MOTION: Moved by Lesley Cousins and seconded by Marisa McNeill *“to approve the minutes from the April 26th meeting”*. All in favour. Motion carried.

7. **Business Arising from the Minutes**

CAO was to contact Fitz and Snow to have them come look at the roof while it is under warranty due to a couple of leaks that occurred. Fitz and Snow is attempting to see which foreman was on this particular job when it was done. In addition, CAO found emails indicating that Atlantic Roofers was responsible for the job. Calls to them went unanswered. Carry this forward to July.

8. Correspondence

Somerset Consolidated Students – Grade 3 students in Sharon Anderson’s class had an assignment to work on their persuasive writing skills and decided to write a couple of letters to the community. The first was regarding improvements to Heritage Park and the second was asking residents to pick up garbage to keep the community clean. CAO will respond to both letters on behalf of council and the letter regarding garbage pickup will be put in the newsletter.

KRHS – Thank you note for purchasing an ad in the KRHS yearbook

Somerset Consolidated School – Thank you card for the donation toward the outdoor classroom

Charlie McCardle – Letter requesting council add the title Disc Golf Capital of Canada to Kinkora. Council did not think this was within their scope to bestow this title on the community but CAO will reach out to Charlie and offer a letter of support if he would like to pursue this through other means.

Central Development Corporation AGM – An invitation to CDC’s AGM to be held on Thursday, June 24, 2021 beginning at 4:30 pm with dinner at 6:00 pm at a cost of \$60. Mayor Duffy will attend.

9. Reports

a) **Fire Department** – no report

b) **KABC** – no update, KABC has not met since the last council meeting

c) **Administrator** – verbal report by CAO Tina Harvey

1. **National Bank Signing Authority** – With Colin Montgomery’s resignation the community will need another councilor with signing authority and online access to the National Bank accounts.

MOTION: Moved by Andrew McCarville and seconded by Marisa McNeill “to add Lesley Cousins for signing authority on the accounts at National Bank.” All in favour. Motion carried.

2. **Washer/Dryer** – Council approved the purchase of a washer/dryer set for Kinkora Place in this year’s capital budget. If a residential set is used in a business setting, the warranty would be void. Council can go ahead with this purchase or look into a commercial set at a considerable increase in cost.

MOTION: Moved by Harrison Duffy and seconded by Roger Shea “to purchase a residential washer and dryer.” All in favour. Motion carried.

3. **New Flooring** – Flooring for the nurse’s room has been chosen and City Flooring expects to be able to get to the job next week. Once that’s done a sink and vanity will be installed and the Early Learning Center can move the infants into that room and the preschool aged children into the seniors room area, once again freeing up the main hall.
4. **BDO Audit**– All materials for the audit are with BDO and they expect to begin the first week of June. They have been informed that the financial statements must be completed by June 25. The Annual Expenditure Report (AER) for the Gas Tax funds has already been completed and forwarded to the Infrastructure Secretariat.
5. **Committee Appointments** – Chairs are needed for the Sewer and Utility, Emergency Services and Finance committees, as well as the Planning Board. Discussion around having a Community Development committee as opposed to a formal Planning Board.

Andrew McCarville – will be the Chair of Sewer and Utility, giving up Parks, Recreation and Youth

Harrison Duffy – will take the Chair position on Parks, Recreation and Youth, as well as Emergency Services

Amanda Dwyer – will Chair the new Community Development committee

Roger Shea – will be the Chair of the Finance committee

6. **Bills** – Three bills from Duffy Construction: one for the annual sidewalk sweeping in the amount of \$862.50, the same as in previous years, and the other two for \$1621.50 and \$5727.00 to repair a blockage and bore a new sewer service to 41 Anderson Road.

MOTION: Moved by Marisa McNeill and seconded by Lesley Cousins “to pay the bills as mentioned.” All in favour. Motion carried.

The property owner at 41 Anderson is wondering about the municipality taking care of getting the contamination out of his basement from the sewer blockage and backup. When the flushing was done, it was determined that there was no problem with the main line, the blockage was from his service to the main. The sewer line from his home to the main line was flat - the minimum grade for sewer service is 2% and his grade was less than 0.4%. The municipality put in a new service to his home at no cost to him with an increased grade. There was no backflow valve on his line which is a requirement.

ACTION: CAO to write a letter from council that the municipality has already gone beyond what is required in installing a new service and will not be responsible for cleanup.

7. **Speed Bumps** – A resident was inquiring when the speed bumps would be put back in on Shamrock Crescent and Macguigan Lane. This will be done once the four new speed bumps arrive. This resident was also mentioned that people were driving around the speed bumps last year and asked if it would be possible to put three across the road instead of two. Council decided to leave the speed bumps at two across the road but soil can be put on the shoulder if necessary to stop people from driving around.

d) **Finance** – none

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

The walkway lights will hopefully be repaired/replaced by the next meeting. A new pole and new lights have been purchased and we are just waiting on electrical. Somerset Gardens was contacted for two quotes, one to freshen up the two flower beds at the Kinkora Place entrance with maintenance, and the other to install a new flowerbed at the Duffy Community Sportsplex sign. These quotes came in at \$785.45 for the existing beds plus \$50 per week for maintenance in July and August. The new bed would be \$1478.90.

Councilor Shea would prefer to see the walkway to the gazebo cleaned up and perhaps the gravel along the sidewalk to the hall dug out before another flower bed is added. Council agreed. CAO and Roger Shea will meet with Somerset Gardens to discuss options.

MOTION: Moved by Roger Shea and seconded by Lesley Cousins *“to ask Somerset Gardens to move forward with the work that was described at \$785.45 plus the \$50 per week maintenance program.”* All in favour. Motion carried.

f) **Sewer and Utility** – no report

g) **Parks, Recreation and Youth**

Will be discussed under the “Allocation of additional Gas Tax funding” in Old Business

h) **Events** – Written report by Lesley Cousins attached

In addition, a third Pot of Gold lottery license application was received.

i) **Daycare** – no report

10. New Business

a) **Sidewalk Repair Tender**

Roger Shea walked the sidewalks last fall and came up with numbers for what areas need replacing and repairs. He found 19 replacements and 9 repairs that needed to be taken care of. There is \$7,000 in this year’s budget for sidewalk repairs so the worst

areas will be dealt with first. Sidewalk repair tender to be issued for replacement based on 3m per repair for removal and reinstatement with expansion joints, plus saw cuts for areas that need repairs only. The number of repairs will be based on budgetary constraints and can be decreased or increased as needed. In the meantime, Roger will repaint orange caution lines on these areas.

11. Old Business/Carry Forward Items

- (a) Grass Cutting Tender** – Two tenders were received for this year’s grass cutting season, one from Colton Dawson at \$275/cut and one from LMV Precision at \$276/cut. Colton has held the contract for the last two years.

MOTION: Moved by Roger Shea and seconded by Lesley Cousins *“to award the contract to Colton Dawson for \$275 per cut.”* All in favour. Motion carried.

- (b) Second Reading and Adoption of Emergency Management Bylaw**

MOTION: Moved by Marisa Paugh and seconded by Harrison Duffy *“to approve second reading of the Emergency Management Program Bylaw”.* All in favour. Motion carried.

MOTION: Moved by Marisa Paugh and seconded by Harrison Duffy *“to adopt the Emergency Management Program Bylaw”.* All in favour. Motion carried.

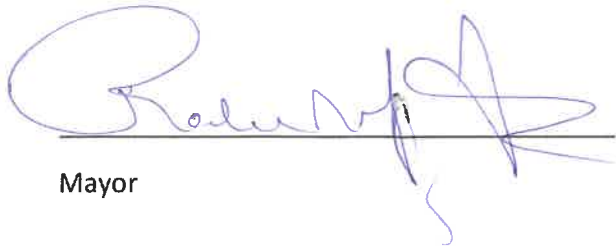
- (c) Allocation of additional Gas Tax Funding** – The municipality will be receiving an additional one-time payment of \$100,000 to supplement the 2020-21 allocation under the newly renamed Canada Community Building Fund. This one-time payment should be released in late July or early August of 2021. Andrew McCarville suggested allocating \$50,000 of this to the Sportsplex Playground and the other \$50,000 toward the Heritage Park revitalization project. The regular \$50,000 payment could then be put toward the bridge financing loan.

MOTION: Moved by Andrew McCarville and seconded by Harrison Duffy *“to allocate \$50,000 to the Kinkora Place playground (Sportsplex Playground CIP) and \$50,000 to the Heritage Park revitalization project.”* All in favour. Motion carried.

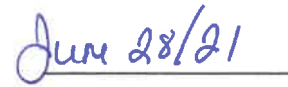
12. Date of Next Meeting – Monday, June 28, 2021 at 7 pm

13. Adjournment

MOTION: Moved by Marisa Paugh and seconded by Lesley Cousins *“to adjourn the meeting at 8:09 pm.”* All in favour. Motion carried.

A handwritten signature in blue ink, appearing to read "Rodney", written over a horizontal line.

Mayor

A handwritten date "June 28/21" in blue ink, written over a horizontal line.

Date

A handwritten signature in blue ink, appearing to read "Tina Hawey", written over a horizontal line.

Chief Administrative Officer

A handwritten date "June 28/21" in blue ink, written over a horizontal line.

Date

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Values up to May 28, 2021

MUNICIPALITY OPERATING REVENUE	Projected					1st Quarter	%
	21-22 Budget	April	May	June			
Assessable municipal property taxes	\$ 113,927.00	\$ 9,861.00	\$ 9,861.00	\$ -	\$ 19,722.00	17.3	
Equalization grant	\$ 53,802.00	\$ 4,483.50	\$ 4,483.50	\$ -	\$ 8,967.00	16.7	
Municipal Capital Expenditure Grant (MCEG)	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	0.0	
Events - Regular and Special	\$ 235,100.00	\$ 21,663.08	\$ 14,777.53	\$ -	\$ 36,440.61	15.5	
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 1,420.00	\$ 880.00	\$ -	\$ 2,300.00	46.0	
Multiplex Board Signage	\$ 10,400.00	\$ -	\$ -	\$ -	\$ -	0.0	
Total Operating Revenue	\$ 434,229.00	\$ 37,427.58	\$ 30,002.03	\$ -	\$ 67,429.61	15.5	

MUNICIPALITY OPERATING EXPENSES	21-22 Budget	April	May	June	1st Quarter	%
Administration	\$ 160,000.00	\$ 14,277.55	\$ 10,437.70	\$ -	\$ 24,715.25	15.4
Events	\$ 170,776.00	\$ 14,458.70	\$ 10,435.09	\$ -	\$ 24,893.79	14.6
Facility and Public Property	\$ 87,100.00	\$ 3,205.32	\$ 1,915.41	\$ -	\$ 5,120.73	5.9
Parks and Recreation	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Emergency Measures	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Reserve Funds	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	0.0
Total Operating Expenses	\$ 431,376.00	\$ 31,941.57	\$ 22,788.20	\$ -	\$ 54,729.77	12.7
NET OPERATING SURPLUS	\$ 2,853.00	\$ 5,486.01	\$ 7,213.83	\$ -	\$ 12,699.84	

UTILITY OPERATING REVENUE	21-22 Budget	April	May	June	1st Quarter	%
Flat rate sewer fees	\$ 82,000.00	\$ 40,577.57	\$ 600.00	\$ -	\$ 41,177.57	50.2
UTILITY OPERATING EXPENSES						
Sewer	\$ 82,000.00	\$ 16,024.25	\$ 2,244.18	\$ -	\$ 18,268.43	22.3

NET OPERATING SURPLUS - UTILITY	\$ -	\$ 24,553.32	-\$ 1,644.18	\$ -	\$ 22,909.14	
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MUNICIPALITY OPERATING EXPENSES

	21-22 Budget	April	May	June	1st Quarter	%
Administration						
Advertising	\$ 5,000.00	\$ 72.74	\$ 72.74	\$ -	\$ 145.48	2.9
Donations	\$ 1,500.00	\$ 200.00	\$ 250.00	\$ -	\$ 450.00	30.0
Dues/Grants	\$ 1,000.00	\$ 688.57	\$ -	\$ -	\$ 688.57	68.9
Accounting Fees	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Insurance	\$ 7,000.00	\$ 597.43	\$ -	\$ -	\$ 597.43	8.5
Interest on Loans	\$ 18,000.00	\$ 1,630.42	\$ 1,571.50	\$ -	\$ 3,201.92	17.8
Office Supplies	\$ 2,500.00	\$ 51.73	\$ 321.90	\$ -	\$ 373.63	14.9
Debit Machine	\$ 800.00	\$ 30.00	\$ 30.00	\$ -	\$ 60.00	7.5
Professional Fees	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Library	\$ 300.00	\$ -	\$ -	\$ -	\$ -	0.0
Travel	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	0.0
Wages	\$ 42,000.00	\$ 2,901.69	\$ 1,933.28	\$ -	\$ 4,834.97	11.5
Community Programs (Black Fly)	\$ 7,200.00	\$ 3,814.82	\$ 1,907.41	\$ -	\$ 5,722.23	79.5
Bank Charges	\$ 900.00	\$ 47.50	\$ 47.50	\$ -	\$ 95.00	10.6
Honorariums	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -	0.0
Training	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0.0
Internet and Phone	\$ 2,500.00	\$ 187.75	\$ 189.55	\$ -	\$ 377.30	15.1
Website	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Fire Dues	\$ 24,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,000.00	16.7
Accounting Software	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	0.0
Loan Repayment	\$ 26,000.00	\$ 2,054.90	\$ 2,113.82	\$ -	\$ 4,168.72	16.0
Total	\$ 160,000.00	\$ 14,277.55	\$ 10,437.70	\$ -	\$ 24,715.25	15.4

Facility and Public Property						
Property Tax	\$ 2,000.00	\$ -	\$ 1,016.20	\$ -	\$ 1,016.20	50.8
Snow Removal	\$ 28,500.00	\$ -	\$ -	\$ -	\$ -	0.0
Repairs and Maintenance	\$ 15,000.00	\$ 983.76	\$ 867.42	\$ -	\$ 1,851.18	12.3
Utilities	\$ 26,000.00	\$ 1,511.31	\$ -	\$ -	\$ 1,511.31	5.8
Landscaping	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	0.0
Cleaning and Supplies	\$ 10,000.00	\$ 710.25	\$ 31.79	\$ -	\$ 742.04	7.4
Total	\$ 87,100.00	\$ 3,205.32	\$ 1,915.41	\$ -	\$ 5,120.73	5.9

MUNICIPALITY OPERATING EXPENSES

	21-22 Budget	April	May	June	1st Quarter	%
Events						
Bar	\$ 4,000.00	\$ -	\$ 250.00	\$ -	\$ 250.00	6.3
Bingo	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Kitchen/Canteen	\$ 4,000.00	\$ 56.03	\$ -	\$ -	\$ 56.03	1.4
Special Events	\$ 4,000.00	\$ 1,391.67	\$ -	\$ -	\$ 1,391.67	34.8
Bartenders	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Security	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Raffle Fundraiser	\$ 151,776.00	\$ 13,011.00	\$ 10,185.09	\$ -	\$ 23,196.09	15.3
Total	\$ 170,776.00	\$ 14,458.70	\$ 10,435.09	\$ -	\$ 24,893.79	14.6

Parks and Recreation

Supplies	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Rink	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Total	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	0.0

Reserve Funds (already accounted for in Operating Expenses)

	2021-22 Budget	April	May	June	1st Quarter	%
Election Reserve Fund	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Emergency Measures Reserve Fund	\$ 750.00	\$ -	\$ -	\$ -	\$ -	0.0
Capital Purchases Reserve Fund	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0.0
IRAC and Legal Proceedings	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0.0
Contingency Reserve Fund	\$ 750.00	\$ -	\$ -	\$ -	\$ -	0.0
Total	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	0.0

MUNICIPALITY OPERATING EXPENSES

	21-22 Budget	April	May	June	1st Quarter	%
Sewer						
Administration	\$ 14,000.00	\$ 1,303.46	\$ 1,186.21	\$ -	\$ 2,489.67	17.8
Bank Fees	\$ 300.00	\$ 19.00	\$ 19.00	\$ -	\$ 38.00	12.7
Accounting Fees	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Contribution to Reserve Fund	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Interest on Debt	\$ 5,000.00	\$ 1,939.52	\$ -	\$ -	\$ 1,939.52	38.8
Debit Machine	\$ 800.00	\$ 66.35	\$ 68.88	\$ -	\$ 135.23	16.9
Repairs and Maintenance	\$ 18,100.00	\$ 813.00	\$ 910.90	\$ -	\$ 1,723.90	9.5
Supplies	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Internet and Phone	\$ 800.00	\$ 79.09	\$ 59.19	\$ -	\$ 138.28	17.3
Electricity	\$ 4,000.00	\$ 341.43	\$ -	\$ -	\$ 341.43	8.5
Loan Repayment	\$ 26,000.00	\$ 11,462.40	\$ -	\$ -	\$ 11,462.40	44.1
Total	\$ 82,000.00	\$ 16,024.25	\$ 2,244.18	\$ -	\$ 18,268.43	22.3

May 2021 Events Committee Report

May 31, 2021

1. May Events Committee meeting was held on Thursday, May 20th. Next meeting is scheduled for June 17th at 6:00pm at Kinkora Place.
2. Zumba with Emily Allen every Wednesday evening. Emily will move Zumba to the rink surface for summer months.
3. May Ceilidh was held on May 30th. June Ceilidh is scheduled for Sunday, June 27th.
4. Kinkora Pot of Gold – Financial Information attached. We have completed 18 weekly draws so far. Donation will be made soon to South Shore Health and Wellness.
5. Applications for 2021 Good Neighbour Award and Youth of the Year Awards are now out and the deadline is June 4th. Plan is to present both of these awards at Canada Day Celebrations.
6. Canada Day preparations have begun and the plan is to have it outside between the rink surface and the Gazebo. Plan is to have cake and BBQ and present the Good Neighbour and Youth of the Year Awards.
7. Summer Solstice Fest from June 24th-27th. Tentative plan is as follows
Thursday, June 24th – Chocolate Bar Bingo
Friday, June 25th Trivia with Carmen Reeves at O'Sheas Pub
Saturday, June 26th – Pancake Breakfast from 9-12 with all proceeds going to Damian McAvinn. Photo Scavenger Hunt in the afternoon.
Sunday, June 27th – Ceilidh
8. Events Committee discussed the status of Bingo. They have decided that Bingo will remain on pause with plans to restart in September.

Submitted by Lesley Cousins – May 28, 2021

Prize Draws - Lottery License #16159

January 27, 2021 to March 31, 2021

Total profit (License 16159): \$ **10,712.46****Prize Draws - Lottery License #16189**

March 10, 2021 to June 30, 2021

10-Mar-21	\$ 800.00	\$ 1,200.00	\$ 16.00	\$ 384.00
17-Mar-21	\$ 806.95	\$ 1,200.00	\$ 16.00	\$ 377.45
24-Mar-21	\$ 898.50	\$ 1,350.00	\$ 18.00	\$ 433.50
31-Mar-21	\$ 900.00	\$ 1,350.00	\$ 18.00	\$ 432.00
07-Apr-21	\$ 900.00	\$ 1,350.00	\$ 18.00	\$ 432.00
14-Apr-21	\$ 900.00	\$ 1,350.00	\$ 18.00	\$ 432.00
21-Apr-21	\$ 2,898.50	\$ 4,500.00	\$ 58.00	\$ 1,543.50
28-Apr-21	\$ 2,897.00	\$ 4,500.00	\$ 58.00	\$ 1,545.00
05-May-21	\$ 3,102.50	\$ 4,800.00	\$ 62.00	\$ 1,635.95
12-May-21	\$ 3,095.50	\$ 4,800.00	\$ 62.00	\$ 1,642.50
19-May-21	\$ 3,295.50	\$ 5,100.00	\$ 66.00	\$ 1,738.50
26-May-21	\$ 3,297.00	\$ 5,100.00	\$ 66.00	\$ 1,737.00
Totals as per license to May 26, 2021				\$ 12,333.40

02-Jun-21	\$ 3,311.58	\$ 5,100.00	\$ 66.00	\$ 1,722.42
09-Jun-21	\$ 3,300.00	\$ 5,100.00	\$ 66.00	\$ 1,734.00
16-Jun-21	\$ 3,298.50	\$ 5,100.00	\$ 66.00	\$ 1,735.50
23-Jun-21	\$ 1,573.50	\$ 2,460.00	\$ 66.00	\$ 820.50
Actuals filled and drawn to May 31, 2021				\$ 6,012.42

Total profit to date (License 16189): \$ **18,345.82****Total Pot of Gold Raffle profit to date (both licenses)** \$ **29,058.28**