

**Rural Municipality of Kinkora
Regular Meeting of Council
October 24, 2022
Minutes**

Present: Mayor Robert Duffy, Councilors Amanda Dwyer, Marisa McNeill, and Roger Shea

Absent: Councilors Harrison Duffy and Andrew McCarville

Meeting Chair: Mayor Robert Duffy

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 that the meeting is recorded.**
3. **Review/Additions to the Agenda**
4. **Approval of Agenda**

MOTION: Moved by Roger Shea and seconded by Marisa McNeill *“to approve the agenda.”* All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes - Regular Meeting of October 3, 2022**

MOTION: Moved by Marisa McNeill and seconded by Amanda Dwyer *“to approve the minutes of the October 3rd meeting.”* All in favour. Motion carried.

7. Business Arising from the Minutes

- a) **Parkman Holdings –** CAO to write a letter giving council’s two options for waste containers and include that council would appreciate this being done by December 1, 2022 – This has been done and will be addressed further under correspondence.

8. Correspondence

- a) **Brett Poirier, CEO of Parkman Holding –** Email request from Mr. Poirier that council consider assisting with the cost of a full garbage enclosure, perhaps with temporary relief of sewer fees. He was informed that the municipality cannot give relief on sewer fees. He is working with Island Waste Management and Superior Sanitation regarding a commercial waste bin. Mr. Poirier also indicated that he was going to see if he could have the waste bins moved to the back of the property.

MOTION: Moved by Roger Shea and seconded by Marisa McNeill “to decline Brett Poirier’s request for assistance in the construction of an appropriate structure.” All in favour. Motion carried.

- b) **Kinkora CWL** – Email request on behalf of the Catholic Women’s League of Kinkora about getting a crosswalk and flashing light installed in front of St. Malachy’s church. This request was initially sent to Mayor Duffy who reached out to Stephen Yeo at the Department of Transportation. He agreed to have a flashing light installed by the end of November, but will not install a crosswalk for liability reasons.

9. Reports

a) **Fire Department** – Fire Chief Johnny Dugay

- Chief had a meeting with Fort Garry in Winnipeg at the end of August to go over details of the department’s new fire truck. A few minor changes were made.
- A representative from Nova Fire Equipment put on a presentation on bunker gear in August. The department is looking to replace bunker gear and has set aside reserve money over several years to put toward this purchase.
- Nova Communications replaced the antenna for the new paging system on the side of Kinkora Place. Innovation Canada has granted a new radio licence.
- The department opened the bays after Fiona for people to get water. Members drove around the district doing wellness checks.
- There have been some attendance issues with members that have been addressed.
- One member resigned from the department and a recruitment drive is being considered.

Fire Pump/Well – As was previously discussed, there is not enough water on site at the firehall to allow for a high capacity well to put out the volume of water the department would like.

- Another option would be to put the pump offsite at a lower elevation. Discussion regarding an alternate site included the Duffy Construction warehouse
- Fire Chief’s concerns are vandalism, snow removal and power
- Snow removal would be included in the annual tender
- The warehouse has 3-phase power already in place and a used generator could be purchased to run the pump in the event of a power outage.
- Fire Chief noted that he and the deputy chiefs are good with this alternate plan
- A plan will be put in place to get a tender out for the well

b) **KABC** – Councilor Roger Shea – no report

c) **CAO** – written report attached

Ballfield Fence: Quote on both a wooden fence and a wire fence will be obtained in the spring to be included in the 2023-24 budget. **CARRY FORWARD**

d) Finance – Councilor Roger Shea (financials attached)

- Council has been looking to possibly move banking services from National Bank
- The fee service agreement with National is due for renewal at the end of October and would be renewed for a two-year term
- Two proposals were received for banking services and three quotes on interest rates were received.

MOTION: Moved by Roger Shea and seconded by Marisa McNeill *“to move to Scotiabank for all banking services and to move existing loans as they are up for renewal.”* All in favour. Motion carried.

- Sewer Loan – The municipality has a sewer loan at National that is up for renewal on October 30, 2022. Permission was received from IRAC to pay out this loan with cash on hand. The amount is \$27,535.61 plus accumulated interest.

MOTION: Moved by Roger Shea and seconded by Amanda Dwyer *“to pay out the existing National Bank loan for the amount outstanding as of October 30 from the cash reserve.”* All in favour. Motion carried.

e) Facility

- Employee Luke Duffenais indicated he had spoken to Councilor Shea regarding the purchase of a new snowblower this winter.
- Councilor Shea agreed that a smaller snowblower could do the same job, and the existing equipment needs repairs.

MOTION: Moved by Roger Shea and seconded by Marisa McNeill *“to invest in a new snowblower with a budget of up to \$2,000.”* All in favour. Motion carried.

f) Sewer and Utility

- CAO will be meeting next week with Mitchell Thompson to discuss this year’s sewer flushing schedule and locations

g) Parks, Recreation and Youth – no report

h) Daycare – Councilor Marisa McNeill – no report

i) Planning Board – Councilor Amanda Dwyer

- Not enough members to have a meeting and no interest from new members
- A tender must be put together for the Official Plan review once the next installment of gas tax money has been received

10. New Business

a. Approval of Financial Statements

- Draft financial statements for 2021-22 were presented at the last council meeting, with the final statements being emailed this week

MOTION: Moved by Roger Shea and seconded by Amanda Dwyer “to approve the 2021-2022 financial statements as supplied by MRSB.” All in favour. Motion carried.

b. Snow Removal Tender

- Snow removal tender closed on Friday, October 21, 2022 with one quote received
- The rate has increased by 30% this year, after three years with no increase.

MOTION: Moved by Amanda Dwyer and seconded by Marisa McNeill “to accept the snow removal tender from Stephen Johnston.” All in favour. Motion carried.

11. Old Business/Carry Forward Items

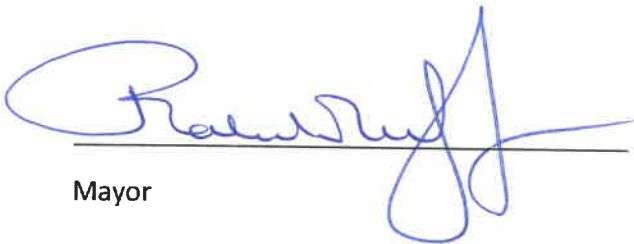
a. EV Charging Station

- Discussion at the last regular meeting regarding charging fees if the municipality installed an EV charging station at Kinkora Place
- Chargers can be set up to accept payment from users and the rate would be set with the manufacturer. The average is between \$2 and \$10 per hour for Level 2 charging.
- There are yearly fees of approximately \$150 plus a transaction fee that can be up to 15-20%
- Once the addition is built and the municipality owns the parking lot this can be revisited – **CARRY FORWARD**

12. Date of Next Meeting – November 28, 2022 at 7 pm

13. Adjournment

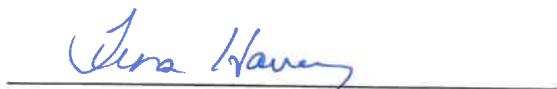
MOTION: Moved by Marisa McNeill and seconded by Amanda Dwyer “to adjourn the meeting at 7:56 pm.” All in favour. Motion carried.



Mayor

Dec 19 / 2022

Date



Chief Administrative Officer

Dec 19 / 22

Date

CAO's Report – October 24, 2022

- 1) Hall Addition** – Natalie MacDonald from ACOA called to say the Duty to Consult step in the funding application process has been completed and she is moving on to submitting her recommendation on the funding proposal. She hopes to have this complete by the end of the week. Her recommendation will include providing \$200,000 in funding this fiscal year and the remaining \$300,000 of ACOA funding in the 2023-24 fiscal year. The money from Rural Development will be coming from the 2023-24 budget. Natalie has been provided with updated timelines.
- 2) Ballfield Fence** – Discussion was had with adjacent property owners regarding the condition of the fence between their property and the ballfield after Hurricane Fiona. It is the opinion of the property owners that the fence between their homes and the ballfield is on municipal property, and that the original agreement was that the community would pay to maintain the fence.
- 3) Heritage Park Supplemental Lease** – The extension to the area of the Heritage Park lease that was requested in order to take in the additional playground equipment and parking lot, was not required. The original lease covers this area. However, approval is needed to place any infrastructure on the leased area, and this has been granted.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to October 21, 2022

MUNICIPALITY OPERATING REVENUE	2022-23 Budget	To Date	%
Assessable municipal property taxes	\$ 123,323.00	\$ 75,901.00	62
Equalization Grant	\$ 61,203.52	\$ 35,702.03	58
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00	\$ -	0
Events - Regular and Special	\$ 104,870.00	\$ 39,097.87	37
Multiplex Board Signage	\$ 9,600.00	\$ -	0
Early Learning Center Revenue	\$ 539,000.00	\$ 289,958.93	54
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 797.50	16
Total	\$ 854,796.52	\$ 441,457.33	52

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 149,566.00	\$ 73,798.30	49
Facility	\$ 75,900.00	\$ 27,902.13	37
Events	\$ 65,500.00	\$ 25,850.01	39
Parks and Recreation	\$ 11,000.00	\$ 111.52	1
Early Learning Center	\$ 498,300.00	\$ 234,841.77	47
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 803,766.00	\$ 362,503.73	45

Operating Surplus	\$ 51,030.52	\$ 78,953.60	155
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SEWER UTILITY OPERATING REVENUE	2022-23 Budget	To Date	%
Flat Rate Sewer Fees	\$ 82,000.00	\$ 83,040.19	101
Total	\$ 82,000.00	\$ 83,040.19	101

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Total Operating Expenses	\$ 82,000.00	\$ 47,530.74	58

Sewer Operating Surplus	\$ -	\$ 35,509.45	
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MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 806.80	16
Donations	\$ 2,000.00	\$ 1,073.45	54
Dues/Grants	\$ 1,000.00	\$ 688.57	69
Accounting Fees	\$ 10,000.00	\$ 3,811.52	38
Insurance	\$ 7,000.00	\$ 5,685.18	81
Interest on Loans	\$ 18,900.00	\$ 8,029.54	42
Office Supplies	\$ 2,500.00	\$ 958.29	38
POS Fees	\$ 500.00	\$ 178.76	36
Professional Fees	\$ 4,000.00	\$ 4,851.76	121
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 28,000.00	\$ 13,360.15	48
Community Programs (Black Fly)	\$ 6,000.00	\$ 5,722.23	95
Bank Charges	\$ 600.00	\$ 232.75	39
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 942.74	38
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 26,866.00	\$ 15,671.83	58
Accounting Software	\$ 1,100.00	\$ 336.22	31
Loan Repayment	\$ 26,000.00	\$ 11,148.51	43
Total	\$ 149,566.00	\$ 73,798.30	49

Facility and Public Property

Property Tax	\$ 2,300.00	\$ 1,244.32	54
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 22,000.00	\$ 6,999.81	32
Utilities	\$ 21,000.00	\$ 8,220.08	39
Landscaping	\$ 5,600.00	\$ 2,571.84	46
Cleaning and Supplies	\$ 10,000.00	\$ 3,811.16	38
Wages	\$ 10,000.00	\$ 5,054.92	51
Total	\$ 75,900.00	\$ 27,902.13	37

Events

Bar	\$ 3,000.00	\$ 4,546.48	152
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 1,000.00	\$ 1,783.22	178
Special Events	\$ 5,500.00	\$ 2,519.33	46
Bartenders	\$ 2,000.00	\$ 1,294.65	65
Security	\$ 2,000.00	\$ 932.50	47
Raffle Fundraiser	\$ 52,000.00	\$ 14,773.83	28
Total	\$ 65,500.00	\$ 25,850.01	39

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Parks and Recreation			
Supplies	\$ 2,000.00	\$ 57.54	3
Rink	\$ 9,000.00	\$ 53.98	1
Total	\$ 11,000.00	\$ 111.52	1

Early Learning Center			
Administration	\$ 443,800.00	\$ 203,439.78	46
Facility Costs	\$ 35,000.00	\$ 21,784.23	62
Food	\$ 15,000.00	\$ 7,922.62	53
Supplies	\$ 4,500.00	\$ 1,695.14	38
Total	\$ 498,300.00	\$ 234,841.77	47

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 16,000.00	\$ 8,623.88	54
Bank Fees	\$ 300.00	\$ 133.00	44
Accounting Fees	\$ 5,000.00	\$ 2,178.01	44
Interest on Debt	\$ 5,000.00	\$ 5,099.22	102
Debit Machine	\$ 800.00	\$ 115.95	14
Repairs and Maintenance	\$ 18,100.00	\$ 4,526.40	25
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 800.00	\$ 479.81	60
Electricity	\$ 2,000.00	\$ 646.65	32
Loan Repayment	\$ 30,000.00	\$ 25,727.82	86
Total	\$ 82,000.00	\$ 47,530.74	58

Community/Fire/Sewer Loan Payments October 2022

Date	Purpose	Principal	Interest	Total	Balance
03-Oct-22	Firehall Renov	\$ 714.44	\$ 34.83	\$ 749.27	\$ 21,241.62
05-Oct-22	Complex Improvement	\$ 328.78	\$ 187.78	\$ 516.56	\$ 69,969.98
06-Oct-22	Firetruck Loan	\$ 2,747.07	\$ 190.48	\$ 2,937.55	\$ 93,815.54
11-Oct-22	Upgrade to Kinkora Place	\$ 826.03	\$ 391.06	\$ 1,217.09	\$ 122,755.33
17-Oct-22	Sidewalk/Sewer	\$ 1,059.91	\$ 909.53	\$ 1,969.44	\$ 275,589.19
	Community - October	\$ 2,214.72	\$ 1,488.37	\$ 3,703.09	\$ 468,314.50
	Fire Department - October	\$ 3,461.51	\$ 225.31	\$ 3,686.82	\$ 115,057.16

Date	Purpose	Principal	Interest	Total	Balance
07-Oct-22	Sewer/Lagoon	\$ 9,822.55	\$ 378.58	\$ 10,201.13	\$ 9,996.30
02-May-22	Upgrade sewer	\$ 2,253.63	\$ 519.88	\$ 2,773.51	\$ 27,535.61
	Sewer	\$ 12,076.18	\$ 898.46	\$ 12,974.64	\$ 37,531.91