

**Rural Municipality of Kinkora  
Regular Meeting of Council  
September 25, 2023  
Minutes**

**Present:** Mayor Robert Duffy, Councilors Harrison Duffy, Andrew Lawless, Andrew McCarville, and Amanda Noonan

**Absent:** Councilors Amanda Dwyer and Christine McKenna

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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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 Andrew Lawless and seconded by Harrison Duffy *“to approve the agenda”*. All in favour. Motion carried.

5. **Public Presentation** – Michelle Burge, MRSB – presentation of 2022-23 Financial Statements
  - Michelle Burge presented the 2022-23 Consolidated Financial Statements, which include the Municipality, Fire Department, Utility, Complex and KABC
  - This was another clean audit
  - She explained that when amortization is taken out, expenditures are very close to what was budgeted
  - Financial statements are attached

**MOTION:** Moved by Andrew Lawless and seconded by Andrew McCarville *“to approve the financial statements as presented”*. All in favour. Motion carried.

6. **Review/Approval of Minutes**  
**Regular Meeting – August 28, 2023**

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Noonan *“to approve the minutes from the August 28<sup>th</sup> meeting.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

- **Fire Pump Tender** – Robert Duffy to check with Len Keefe regarding a lease for the property in question. **CARRY FORWARD**

## 8. Correspondence

- **Zoning Complaint** – A complaint was received regarding use of a property that is not currently zoned for that purpose. This was sent to Derek French for his recommendation and a letter will be going out to the property owner tomorrow.

## 9. Reports

a) **Fire Department** – no report

b) **KABC** – Councilor Harrison Duffy – no report

c) **CAO** – written report attached

- **Bingo License Renewal** – Robert Duffy and Amanda Noonan agreed to be Bingo Officers on the license for the year from November 1, 2023 to October 31, 2024
- **Furniture Purchase** – Council agreed to purchase banquet chairs and rectangular tables as approved in the 2023-24 Capital Budget. The number of chairs was increased from 200 to 250 to meet hall capacity.

**MOTION:** Moved by Amanda Noonan and seconded by Andrew McCarville *“to purchase 250 vinyl chairs from Global Industrial and 12 rectangular tables from Staples”*. All in favour. Motion carried.

d) **Finance** – Councilor Amanda Noonan – financials attached

- Nothing stands out

e) **Facility** - Councilor Harrison Duffy

- Hirtles Sound Solutions was out again to look at the audio/video system and should have a quote by the end of the week
- Suggestion to look into a portable wireless speaker with Bluetooth for off-site events

f) **Sewer and Utility** – Councilor Andrew McCarville

- This is the last year of the 3-year sewer flushing contract and that will be done in October
- Bullrushes were cleaned out at the lagoon
- The UV Chamber Upgrade project is almost complete

**g) Parks, Recreation and Youth – Councilor Andrew Lawless**

- The Jays Care funding program has opened for applications, which will be due by October 31<sup>st</sup>
- We will be completing an application for ballfield upgrades of between \$90,000 and \$100,000
- New lighting may also be considered
- Kevin McKenna from BAMBA will be forwarding some of his previous application information
- Would like to consider hiring someone for 10-12 weeks this winter from December to mid-March to make sure the rink is ready to go at a suggested rate of \$500/week

**MOTION:** Moved by Andrew Lawless and seconded by Andrew McCarville *“to pursue hiring somebody to run the winter rink by tender”*. All in favour. Motion carried.

**h) Events – Councilor Christine McKenna – no report**

- All councilors should make an effort to attend Meet Your Neighbour Night on Saturday, October 28<sup>th</sup>

**i) Daycare – Councilor Amanda Dwyer – no report**

**10. New Business**

**a) Hall Addition – Re-Tender and Award Meeting**

- Coles has scaled back some items in the scope for the hall expansion and a new tender was issued on September 21, with a closing date of October 5.
- Coles will review submissions and make a recommendation.
- A special meeting has been scheduled for Wednesday, October 11 at 7 pm to award the contract.

**b) Animal Control Bylaw – 1<sup>st</sup> Reading**

**MOTION:** Moved by Andrew McCarville and seconded by Harrison Duffy *“to approve 1<sup>st</sup> reading of the Animal Control Bylaw.”* All in favour. Motion carried.

**c) Municipal Emergency Management Plan Approval**

- The Plan has been approved by EMO and must now receive council approval.

**MOTION:** Moved by Harrison Duffy and seconded by Andrew Lawless *“to approve the Emergency Management Plan”*. All in favour. Motion carried.

**11. Old Business/Carry Forward Items**

**a. Heat Pump Replacement**

- Funding was received from Rural Development to replace heat pumps in the hall with standalone units not hooked to the geothermal system
- Quotes came in starting at just under \$25,000
- Suggestion to do an energy audit on the building – **CARRY FORWARD**

**MOTION:** Moved by Amanda Noonan and seconded by Andrew McCarville “to go forward with Greenfoot for the heat pumps for \$24,170 plus HST.” All in favour. Motion carried.

**b. Enforcement and Summary Proceedings Bylaw – 2<sup>nd</sup> Reading and Adoption**


**MOTION:** Moved by Amanda Noonan and seconded by Andrew Lawless “to approve 2<sup>nd</sup> reading of the Enforcement and Summary Proceedings Bylaw”. All in favour. Motion carried.

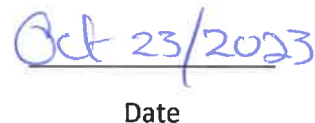
**MOTION:** Moved by Andrew McCarville and seconded by Amanda Noonan “to approve and adopt the Enforcement and Summary Proceedings Bylaw”. All in favour. Motion carried.

**12. Date of Next Meeting – October 23, 2023 at 7 pm**

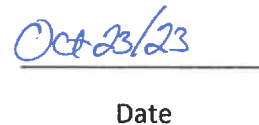
**13. Adjournment**

**MOTION:** Moved by Harrison Duffy and seconded by Andrew McCarville “to adjourn the meeting at 8:38 pm.”

  
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 Mayor

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Date

### CAO's Report – September 25, 2023

- 1) **Bingo License Renewal** – The municipality's bingo license comes up for renewal each year on November 1<sup>st</sup>. The Department of Justice is aware that we will not be having bingo at least until the hall addition is complete. Two councilors must sign the renewal form as bingo officers.
- 2) **MLA Visit** – MLA Corey Deagle, Minister of Fisheries, Sport, Tourism and Culture, was in the municipality last week and met with Mayor Duffy and I. We showcased Heritage Park, the multiplex, the upcoming subdivision expansion and the hall addition. We also discussed the overcrowding at Somerset Consolidated School.
- 3) **Furniture Purchase** – There was an allowance in the 2023-24 capital budget to replace the fabric hall chairs with vinyl banquet chairs. With the Christmas Gala being planned for November 25<sup>th</sup> this would be a good time to move ahead with that purchase. We are short on both chairs and chair covers. We could sell the current chairs. Several years ago, we had also discussed purchasing additional 6' rectangular tables and we could use those before this year's craft fair as we have space to add additional vendors.
- 4) **Vacation** – I will be out of town from October 5-18. Matthew Murphy will be in the office during that time with minimal disruption to normal open office hours.



Tina Harvey

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to September 22, 2023

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 138,377.94	\$ 75,054.00	54
Equalization Grant	\$ 66,354.46	\$ 33,177.24	50
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ 8,164.24	14
Events - Regular and Special	\$ 79,370.00	\$ 18,576.72	23
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 355,134.69	45
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,300.00	87
<b>Total</b>	<b>\$ 1,137,602.40</b>	<b>\$ 491,406.89</b>	<b>43</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 177,900.00	\$ 62,551.17	35
Facility	\$ 94,500.00	\$ 33,550.99	36
Events	\$ 53,100.00	\$ 11,094.94	21
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 338,667.90	43
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
<b>Total</b>	<b>\$ 1,133,000.00</b>	<b>\$ 454,975.02</b>	<b>40</b>

<b>Operating Surplus</b>	<b>\$ 4,602.40</b>	<b>\$ 36,431.87</b>	
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<b>SEWER UTILITY OPERATING REVENUE</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Flat Rate Sewer Fees	\$ 83,600.00	\$ 43,530.00	52
<b>Total</b>	<b>\$ 83,600.00</b>	<b>\$ 43,530.00</b>	<b>52</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Total Operating Expenses</b>	<b>\$ 83,600.00</b>	<b>\$ 28,718.47</b>	<b>34</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 14,811.53</b>	
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<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Administration</b>			
Advertising	\$ 5,000.00	\$ 1,533.08	31
Donations	\$ 2,000.00	\$ 1,000.00	50
Dues/Grants	\$ 1,000.00	\$ 894.13	89
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 10,000.00	\$ 6,072.14	61
Interest on Loans	\$ 20,000.00	\$ 5,726.31	29
Office Supplies	\$ 3,000.00	\$ 885.32	30
POS Fees	\$ 500.00	\$ 47.92	10
Professional Fees	\$ 10,000.00	\$ 6,493.71	65
Library	\$ 300.00	\$ -	0
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 13,307.71	35
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 800.00	\$ 395.25	49
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 843.89	34
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 28,000.00	\$ 15,057.78	54
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 9,657.91	32
<b>Total</b>	<b>\$ 177,900.00</b>	<b>\$ 62,551.17</b>	<b>35</b>

<b>Facility and Public Property</b>			
Property Tax	\$ 2,500.00	\$ 410.12	16
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 14,566.01	49
Utilities	\$ 26,000.00	\$ 7,053.80	27
Landscaping	\$ 6,000.00	\$ 2,772.01	46
Cleaning and Supplies	\$ 15,000.00	\$ 4,655.28	31
Wages	\$ 10,000.00	\$ 4,093.77	41
<b>Total</b>	<b>\$ 94,500.00</b>	<b>\$ 33,550.99</b>	<b>36</b>

<b>Events</b>			
Bar	\$ 3,000.00	\$ 2,081.88	69
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 657.27	33
Special Events	\$ 11,600.00	\$ 3,743.54	32
Bartenders	\$ 2,000.00	\$ 725.00	36
Security	\$ 2,000.00	\$ 286.00	14
Raffle Fundraiser	\$ 32,500.00	\$ 3,601.25	11
<b>Total</b>	<b>\$ 53,100.00</b>	<b>\$ 11,094.94</b>	<b>21</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Parks and Recreation</b>			
Supplies (Ballfield)	\$ 15,000.00	\$ 5,610.02	37
Rink	\$ 5,000.00	\$ -	0
<b>Total</b>	<b>\$ 20,000.00</b>	<b>\$ 5,610.02</b>	<b>28</b>

<b>Early Learning Center</b>			
Administration	\$ 711,500.00	\$ 309,407.26	43
Facility Costs	\$ 45,000.00	\$ 19,408.24	43
Food	\$ 21,000.00	\$ 8,694.65	41
Supplies	\$ 6,500.00	\$ 1,157.75	18
<b>Total</b>	<b>\$ 784,000.00</b>	<b>\$ 338,667.90</b>	<b>43</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 16,000.00	\$ 7,676.82	48
Bank Fees	\$ 300.00	\$ 85.50	29
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 7,000.00	\$ 3,131.45	45
Debit Machine	\$ 750.00	\$ 158.55	21
Repairs and Maintenance	\$ 27,700.00	\$ 3,855.81	14
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 850.00	\$ 430.73	51
Electricity	\$ 2,000.00	\$ 689.44	34
Loan Repayment	\$ 20,000.00	\$ 12,690.17	63
<b>Total</b>	<b>\$ 83,600.00</b>	<b>\$ 28,718.47</b>	<b>34</b>



**Community/Fire/Sewer Loan Payments September 2023**

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
01-Sep-23	Firehall Renov	\$ 726.26	\$ 23.01	\$ 749.27	\$ 13,312.16
05-Sep-23	Complex Improvement	\$ 332.57	\$ 183.99	\$ 516.56	\$ 66,325.64
06-Sep-23	Firetruck Loan	\$ 2,802.88	\$ 134.67	\$ 2,937.55	\$ 63,263.77
11-Sep-23	Upgrade to Kinkora Place	\$ 843.01	\$ 374.08	\$ 1,217.09	\$ 113,558.83
11-Sep-23	Sidewalk/Sewer	\$ 1,348.73	\$ 900.09	\$ 2,248.82	\$ 264,372.25
	<b>Community - September</b>	<b>\$ 2,524.31</b>	<b>\$ 1,458.16</b>	<b>\$ 3,982.47</b>	<b>\$ 444,256.72</b>
	<b>Fire Department - September</b>	<b>\$ 3,529.14</b>	<b>\$ 157.68</b>	<b>\$ 3,686.82</b>	<b>\$ 76,575.93</b>