

Rural Municipality of Kinkora
Regular Meeting of Council
December 18, 2023
Minutes

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

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**
 - Request from Mayor Duffy to add parking lot upgrades under Facility and Somerset Consolidated School under New Business
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Andrew Lawless *“to approve the agenda with the additions of the parking lot and Somerset Consolidated”*. All in favour. Motion carried.
5. **Public Presentation – None**
6. **Review/Approval of Minutes**

Regular Meeting – November 27, 2023

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the minutes for November 27th”*. All in favour. Motion carried.
7. **Business Arising from the Minutes - none**
8. **Correspondence**
 - **Seniors Navigator** – An email from the Department of Social Development and Seniors that they have hired an additional seniors’ navigator and are looking for space to hold outreach sessions once per month starting in January. They will be here the third Thursday of each month from 1-3 pm to assist seniors with various confidential requests.
 - Email from a daycare parent regarding paying for before and after school care when there is no school. The parent went on to state that they do understand payment is required for all days, even unattended ones, and that this policy is not new and is clearly laid out in the handbook. They will be submitting these frustrations to the Department

of Education to emphasize the need for support for centers and parents at the school-age level. Currently program funding is only provided to Early Years Centers and not to school-age programs.

9. Reports

a) Fire Department – Fire Chief Johnny Dugay

- The current radios were obtained about 10 years ago and the batteries are coming to the end of their lifespan. The department will be getting quotes for new batteries which will be cheaper than replacing the radios
- The department's Christmas event was held, with members receiving 5, 10, 15 and 20-year pins
- Members helped with the Santa Claus tour which was a great success. The route may have to change next year
- The department responded to one call in November, that being an MVC on Route 225
- The new tanker is on the shop floor at Fort Garry and the chassis was paid for out of the department's reserve fund. The rest of the payment will be due when the truck is finished, around the end of January or beginning of February. A loan will need to be set up with Scotiabank for the remainder of the cost. The old tanker has been listed for sale.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville *"to move ahead with a loan of up to \$450,000 for the new fire truck"*. All in favour. Motion carried.

- A new member has joined the department from the Summerside Fire Department and is fully trained
- The bunker gear is starting to show its age and will need to be replaced.
- Matthew Murphy thanked the department for donating two generators to raffle off in an attempt to collect residents' emergency information
- Mayor Duffy gave an update with regard to the new fire pump. Once the land lease is in place, a permit can be requested from the Department of Environment
- Mayor Duffy thanked the fire department for their outstanding work in the 2023 year.

b) KABC – Councilor Harrison Duffy – no report

c) CAO – written report attached

- **Provincial Byelection** – Council decided not to rent the hall for the provincial byelection this year as it would require closing the daycare for two days
- **Pot of Gold license** – Councilor Amanda Noonan agreed to be the second applicant for the license

d) Finance – Councilor Amanda Noonan – financials attached

e) Facility - Councilor Harrison Duffy

- The new outlet was installed outside the back doors so the snowblower can now be plugged in
- The new heat pumps were installed
- Parking lot repairs must be on the radar for the new capital budget in the spring

f) Sewer and Utility – Councilor Andrew McCarville – no report

g) Parks, Recreation and Youth – Councilor Andrew Lawless

- Colton Dawson has been hired to maintain the rink
- The rink liner came in on the weekend
- We have received the Zamboni and it ran well
- We may need to look at specific times for rink usage
- Received a quote from Mitchell Desroches for the renovations to the back storage room for the Zamboni, and it came in at \$4,760 plus HST, with an outtake fan with a timer at \$1,800 plus HST and two heavy-duty door closures at \$1,250 plus HST. This would be a total of \$7,810 plus HST.

MOTION: Moved by Andrew Lawless and seconded by Harrison Duffy *“to move ahead with the Mitchell Desroches quote of \$7,810 plus HST to renovate the Zamboni room.”* All in favour. Motion carried.

- Groundwork needs to be done in front of the door and Duffy Construction will supply at no charge
- We have been invited to move to the second round of applications for Jays Care Funding for the ballfield. This involves submitting a full proposal by January 31st
- Tennis Courts at KRHS – question as to whether the high school plans to clean up and/or use the tennis courts.

ACTION: Matthew Murphy to reach out to Ryan McAleer at the high school to see if they have any immediate plans to use the tennis court space.

h) Events

- The children’s Santa Party was well attended with 63 people signing up. Entertainment was provided by Gary Arsenault
- Yoga classes are taking place at the hall each Wednesday night

i) Daycare – Councilor Amanda Dwyer

- Met last month with CAO Tina Harvey, KELC Director of Programming Trista Lyttle and staff member Jamie Gallant regarding HR concerns and policies
- There is discussion of a universal care program for school-age children but there is no structure to it yet and it could be a couple of years coming. Trista and Jamie are sitting on the committee
- Funding was received for support to cover one extra staff member’s wages
- The daycare had a Christmas social for families and it was very well attended

- CAO reached out to Employment Standards regarding vacation and sick time. Staff will now be required to use sick time and vacation time before applying to take unpaid days.

10. New Business

a. Somerset Consolidated School –

- Council previously sent a letter to government expressing concerns about the overcrowding at Somerset Consolidated
- Robert Duffy agreed to cover the cost of renting a classroom trailer on a seven-month lease and is just waiting for approval for a portable classroom

11. Old Business/Carry Forward Items

a. Hall Expansion Update

- Maritime Electric came for a meeting to determine pole placement for the power to the addition. They are suggesting underground electrical as opposed to overhead because of pole location to get around the gazebo.
MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to make a change order for the electrical and communications to be buried going to the addition up to \$25,000.” All in favour. Motion carried.
- Invoice from Cox and Palmer for work relating to the tender process for the addition
MOTION: Moved by Amanda Noonan and seconded by Andrew Lawless “to pay the Cox and Palmer bill for legal fees.” All in favour. Motion carried.

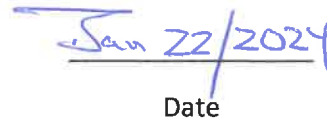
12. Date of Next Meeting – January 22, 2024 at 7 pm

13. Adjournment

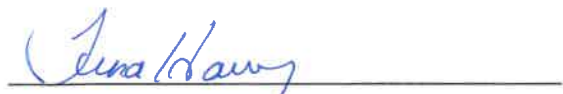
MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to adjourn the meeting at 8:10 pm.”



Mayor



Date



Chief Administrative Officer



Date

CAO's Report – December 18, 2023

- 1) **Council Code of Conduct Training** – All council members should have now received emails with a link to the training. If not, please let me know and I will reach out again. A member of council who fails or refuses to complete code of conduct training made available to the member within the required time cannot carry out a power, duty or function of council until the training is complete. This includes being deemed absent from a meeting even if that member is physically present and the member will not receive any remuneration. The deadline is March 31, 2024.
- 2) **Provincial Byelection** – We were contacted about a hall rental for the provincial byelection. They want to have six election day polls in Kinkora instead of one, with none in Borden this time. This writ is expected to drop at the beginning of January with the election itself in February. With it being winter they would like to hold two days open. This will mean closing the daycare for at least one day, if not both. The most notice we could give parents would be one month.
- 3) **Pot of Gold Lottery License** – We need to apply for a new lottery license for Pot of Gold and would like a council member to be the second person on the application.
- 4) **Website and Emails** – We have moved our website to a new company for hosting and added two kinkorapei.ca emails as discussed at the last council meeting. We will begin advertising these new emails in the new year. They are office@kinkorapei.ca and cao@kinkorapei.ca
- 5) **Christmas Closure** – As in past years, the office will be closed between Christmas and New Years, this year that is Dec 27-29.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to December 15, 2023

MUNICIPALITY OPERATING REVENUE	2023-24 Budget	To Date	%
Assessable municipal property taxes	\$ 138,377.94	\$ 112,581.00	81
Equalization Grant	\$ 66,354.46	\$ 49,765.86	75
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ 8,164.24	14
Events - Regular and Special	\$ 79,370.00	\$ 31,231.55	39
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 578,476.95	74
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,500.00	100
Total	\$ 1,137,602.40	\$ 781,719.60	69

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 177,900.00	\$ 107,283.03	60
Facility	\$ 94,500.00	\$ 45,124.84	48
Events	\$ 53,100.00	\$ 17,950.26	34
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 540,595.49	69
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
Total	\$ 1,133,000.00	\$ 720,063.64	64

Operating Surplus	\$ 4,602.40	\$ 61,655.96	
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SEWER UTILITY OPERATING REVENUE	2023-24 Budget	To Date	%
Flat Rate Sewer Fees	\$ 83,600.00	\$ 85,370.00	102
Total	\$ 83,600.00	\$ 85,370.00	102

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Total Operating Expenses	\$ 83,600.00	\$ 61,335.21	73

Sewer Operating Surplus	\$ -	\$ 24,034.79	
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MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 2,147.85	43
Donations	\$ 2,000.00	\$ 1,154.00	58
Dues/Grants	\$ 1,000.00	\$ 894.13	89
Accounting Fees	\$ 10,000.00	\$ 4,573.82	46
Insurance	\$ 10,000.00	\$ 6,072.14	61
Interest on Loans	\$ 20,000.00	\$ 9,098.16	45
Office Supplies	\$ 3,000.00	\$ 1,235.74	41
POS Fees	\$ 500.00	\$ 47.92	10
Professional Fees	\$ 10,000.00	\$ 8,818.77	88
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 22,860.15	60
Community Programs (Black Fly)	\$ 8,000.00	\$ 7,150.03	89
Bank Charges	\$ 800.00	\$ 507.90	63
Honorariums	\$ 3,300.00	\$ 3,262.50	99
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,429.34	57
Website	\$ 1,000.00	\$ 18.70	2
Fire Dues	\$ 28,000.00	\$ 22,586.67	81
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 14,489.19	48
Total	\$ 177,900.00	\$ 107,283.03	60

Facility and Public Property			
Property Tax	\$ 2,500.00	\$ 1,471.14	59
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 15,551.11	52
Utilities	\$ 26,000.00	\$ 11,410.52	44
Landscaping	\$ 6,000.00	\$ 4,674.01	78
Cleaning and Supplies	\$ 15,000.00	\$ 7,369.00	49
Wages	\$ 10,000.00	\$ 4,649.06	46
Total	\$ 94,500.00	\$ 45,124.84	48

Events			
Bar	\$ 3,000.00	\$ 2,081.88	69
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 829.27	41
Special Events	\$ 11,600.00	\$ 7,010.86	60
Bartenders	\$ 2,000.00	\$ 725.00	36
Security	\$ 2,000.00	\$ 286.00	14
Raffle Fundraiser	\$ 32,500.00	\$ 7,017.25	22
Total	\$ 53,100.00	\$ 17,950.26	34

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

Early Learning Center			
Administration	\$ 711,500.00	\$ 499,456.03	70
Facility Costs	\$ 45,000.00	\$ 25,583.02	57
Food	\$ 21,000.00	\$ 13,678.30	65
Supplies	\$ 6,500.00	\$ 1,878.14	29
Total	\$ 784,000.00	\$ 540,595.49	69

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 16,000.00	\$ 14,584.73	91
Bank Fees	\$ 300.00	\$ 175.50	59
Accounting Fees	\$ 5,000.00	\$ 2,286.91	46
Interest on Debt	\$ 7,000.00	\$ 5,314.20	76
Debit Machine	\$ 750.00	\$ 323.32	43
Repairs and Maintenance	\$ 27,700.00	\$ 20,060.86	72
Supplies	\$ 4,000.00	\$ 2,237.41	56
Internet and Phone	\$ 850.00	\$ 664.91	78
Electricity	\$ 2,000.00	\$ 1,435.67	72
Loan Repayment	\$ 20,000.00	\$ 14,251.70	71
Total	\$ 83,600.00	\$ 61,335.21	73

Community/Fire/Sewer Loan Payments December 2023

Date	Purpose	Principal	Interest	Total	Balance
01-Dec-23	Firehall Renov	\$ 730.34	\$ 18.93	\$ 749.27	\$ 11,125.03
05-Dec-23	Complex Improvement	\$ 339.73	\$ 176.83	\$ 516.56	\$ 65,312.10
06-Dec-23	Firetruck Loan	\$ 2,822.86	\$ 114.69	\$ 2,937.55	\$ 54,813.82
11-Dec-23	Upgrade to Kinkora Place	\$ 859.38	\$ 357.71	\$ 1,217.09	\$ 110,993.13
11-Dec-23	Sidewalk/Sewer	\$ 1,085.72	\$ 1,163.10	\$ 2,248.82	\$ 262,465.04
	Community - December	\$ 2,284.83	\$ 1,697.64	\$ 3,982.47	\$ 438,770.27
	Fire Department - December	\$ 3,553.20	\$ 133.62	\$ 3,686.82	\$ 65,938.85