

Rural Municipality of Kinkora  
Monthly Council Meeting  
Monday, April 23<sup>rd</sup>, 2018

Present: Mayor Patrick Duffy, Councillors Roger Savoie, Robert Duffy, Les Nantes, Damien McAvinn, CAO Amanda Noonan and 24 residents.

Absent: Councillor Steven Dawson.

1. Meeting called to order at 7:00 pm by Mayor Patrick Duffy.
2. Reminder of Code of Conduct.
3. Declaration of Conflict of Interest: Mayor Patrick Duffy reminded council that they should excuse themselves if they feel they are in conflict of interest at any time during the meeting.
4. *2018.04.23-1: Approval of the circulated agenda by Councillor Damien McAvinn. Seconded by Councillor Les Nantes. All in favor. Motion passed.*
5. Business Arising from Previous Minutes:
  - a. DOT – Flashing Light: Corner of Somerset & Anderson: Mayor Patrick Duffy told everyone that he had been in contact with DOT and should have an answer by the meeting next month.
  - b. Rescind Motion to Approve Second Reading of Bylaws: CAO Amanda Noonan told council that a mistake had been made at the last meeting regarding the two bylaws that went for second reading. *2018.04.23-2: Motion to rescind motion regarding bylaws from March 26<sup>th</sup>, 2018 meeting by Councillor Roger Savoie. Seconded by Councillor Les Nantes. All in favor. Motion passed.*
  - c. Other:
    - i. Committee of Council: Councillor Janet Payne told everyone about the option of using committee in council. *2018.04.23-3: Councillor Janet Payne motions to appoint the Committee of Council and assign all duties and tasks related to this function. Seconded by Councillor Roger Savoie. All in favor. Motion passed.*
    - ii. HR Committee Review: Councillor Janet Payne told everyone that the HR Committee met a number of times since the last meeting and they had decided to leave the CAO Job Description as is until the BINGO review has been completed. They also determined that the janitorial should be tendered immediately. *2018.04.23-4: Councillor Janet Payne motions that the janitorial for the complex be tendered out immediately. Seconded by Councillor Robert Duffy. All in favor. Motion passed.* Councillor Roger Savoie then excused himself from the meeting due to conflict of interest regarding the janitorial. Janet Payne told council that the committee of council will be looking at the specs for the janitorial contract. Councillor Janet Payne told council that the committee made a number of recommendations regarding BINGO. *2018.04-23-5: Janet Payne motions that the full six month review period be allowed for BINGO with a final decision voted on that the end of this period during September's regular council meeting; that Amanda becomes fully responsible for all finances and that the*

*BINGO account be transferred to the National Bank of Summerside; that Amanda will do her bank run on Tuesdays instead of Fridays; that BINGO wages will be paid by Amanda every two weeks based on a minimum wage/hr rate, with the exception of the captains and helpers who work a very minimal number of hours (this cash will be recorded as an expense); that canteen venues and expenses be kept completely separate and Z readings to be provided to Amanda along with deposits; that Roger devise a system of recording the serial numbers on BINGO cards; hat Amanda take over the ordering and paying for all supplies so that there is no longer a need to reimburse Roger for expenses; that no donations are permitted to be made with BINGO funds; that an update on BINGO financials be provided to Council at each regular council meeting; and that Roger will still be given the flexibility of offer the specific games he feels are successful as he makes the changes identified above. Seconded by Councillor Damien McAvinn. All in favor. Motion passed. Councillor Roger Savoie was then brought back in to the meeting. (See attached Report).*

6. Approval of Previous Minutes: 2018.04.23-6: *Motion to approve minutes as read by Councillor Les Nantes. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.*
7. Public Presentation: Mayor Patrick Duffy opened the floor to residents to share their questions and/or concerns. A resident asked council how far from having the minutes of the meeting online, and Mayor Patrick Duffy told the resident that it would be very soon. The resident then asked if the minutes could be emailed to residents if they request them. Council agreed that that was no issue at all.
8. Correspondence: CAO Amanda Noonan told council that she had been contacted by a number or residents regarding speeding the municipality again. She read a concern by resident Kerry Ellen Nantes (attached). Councillor Roger Savoie told everyone that he would contact RCMP to up patrol in the area. **Action: Councillor Roger Savoie is going to contact RCMP to request an increase of patrol in the area.**
9. Reports:
  - a. Finance: CAO Amanda Noonan gave council the income report for March 2018 (see attached).
  - b. Sewer: N/A
  - c. Fire Department: Fire Chief Johnny Dugay told council that the department had one member resign at their April meeting, but they had received an application as well. He told council that there were five members going to FDMC for weekend training. He told council that they had sent their adjusted bylaws to officers and are planning to meet again in May or June. Johnny then told council that the fire department typically borrows the bleachers from Crapaud for their tractor pulls, and the he is requesting council look in to using Gas Tax Money to pay for the bleachers. **Action: Fire Chief Johnny Dugay is going to look in to pricing for bleachers and take it back to the next meeting.**
  - d. Parks/Recreation/Youth: See attached report. A resident then asked council for a sign for the Heritage Park for dogs. **Action: Councillor Roger Savoie is going to get a "Pick up after your dog" sign for the Heritage Park.**

- e. BINGO: Councillor Roger Savoie told council that in 2016 he transferred \$45,000.00 to the Community and it was approximately \$21,000.00 in 2017. He told council that he lost \$8500.00 on a certain game that he was going to change and that he plans to cut costs by 20-25% for 2018-19. He told council that he was down to approximately 100 people per night, from approximately 130 in 2016.
- f. Repairs and Maintenance: Councillor Roger Savoie told council that he fixed the cold water in the kitchen. Councillor Robert Duffy told Roger that the dishwasher now has a major leak. **Action: Councillor Roger Savoie is going to get someone in to look at the leak in the dishwasher.**
  - i. Landscaping – Gazebo & Flower Beds: Mayor Patrick Duffy removed himself from the meeting due to conflict of interest. CAO Amanda Noonan told council that the flower beds and the gazebo needed to be landscaped before the wedding in June in the gazebo. Council gave CAO Amanda Noonan and Councillor Roger Savoie permission to create specs for the landscaping.
  - ii. Gazebo Walkway – CAO Amanda Noonan told council that the walkway for the gazebo still wasn't fixed. She said she contacted Somerset Gardens twice to have it fixed. Councillor Robert Duffy offered to contact Willy at Somerset Gardens to have it fixed. **Action: Councillor Robert Duffy is going to contact Willy from Somerset Gardens to have the gazebo walkway fixed.**

10. New Business:

- a. Bylaws: CAO Amanda Noonan informed council that because all bylaws were available to the public prior to the meeting, that it was not necessary to read them out loud during the meeting.
  - i. Remuneration of Council: 2018.04.23-7: *Motion to approve the first reading of Remuneration of Council by Councillor Roger Savoie. Seconded by Councillor Les Nantes. Discussion: Councillor Janet Payne told council that she felt that .55 per km was too high. All in favor. Motion passed.*
  - ii. Tax Rate Groups: 2018.04.23-8: *Motion to approve the first reading of the Tax Rate Groups Bylaw by Councillor Roger Savoie. Seconded by Councillor Les Nantes. All in favor. Motion passed.*
  - iii. General Borrowing: 2018.04.23-9: *Motion to approve first reading of the General Borrowing Bylaw by Councillor Damien McAvinn. Seconded by Councillor Les Nantes. All in favor. Motion passed.*
  - iv. Fees & Charges: 2018.04.23-10: *Motion to approve first reading of the Fees & Charges Bylaw by Councillor Roger Savoie. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.*
  - v. Grants: 2018.04.23-11: *Motion to approve first reading of the Grants Bylaws by Councillor Damien McAvinn. Seconded by Councillor Roger Savoie. All in favor. Motion passed.*
  - vi. Proceedings of Council: 2018.04.23-12: *Motion to approve the second reading of the Proceedings of Council Bylaw by Councillor Damien McAvinn, reflecting the 48 hour notice for public meeting change. Seconded by Councillor Les Nantes. All in favor. Motion passed.*

- vii. Code of Conduct: 2018.04.23-13: *Motion to approve second reading of Code of Conduct Bylaw by Councillor Les Nantes. Seconded by Councillor Roger Savoie. All in favor. Motion passed.*
- b. Gas Tax Money – Discussed previously. Postpone to next meeting. Councillor Robert Duffy suggested starting list for next Gas Tax Expenditures.
- c. Credit Card: CAO Amanda Noonan asked council to apply for a municipality credit card so her and Roger could stop using their personal credit cards for purchases for the municipality. 2018.04.23-14: *Councillor Roger Savoie motions to apply for a credit card for \$1000.00 for the municipality. Seconded by Damien McAvinn. All in favor. Motion passed.*
- d. Committee of Council: Discussed previously.
- e. Website: Discuss at next meeting.
- f. Process for Sharing Complaints & Concerns: See attached.
- g. Grass Cutting: CAO Amanda Noonan told council that she had contacted four companies for the Grass Cutting tender for 2018. Only two had responded by the deadline: Art MacDonald with Shamrock Property Maintenance and Colton Dawson with Colton Dawson Grass Cutting Services & Maintenance. Council discussed the two options and agreed that Art MacDonald has been doing a great job the last couple of years. 2018.04.23-15: *Councillor Damien McAvinn motions to accept Shamrock Property Maintenance as the Grass Cutting company for 2018. Seconded by Councillor Les Nantes. All in favor. Motion passed.*
- h. MEO & DMEO: CAO Amanda Noonan told council that they had to appoint and Municipal Electoral Office and a Deputy Municipal Electoral Officer before May 15, 2018 for the upcoming election. She explained that she can be the MEO but cannot be the RO. 2018.04.23-16: *Councillor Les Nantes motions to appoint CAO Amanda Noonan as MEO for the November 2018 election. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.* Resident Joan Mulligan offered to be the Deputy MEO. 2018.04.23-17: *Councillor Damien McAvinn motioned to appoint resident Joan Mulligan as Deputy MEO for the November 2018 election. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.*
- i. Seniors Card Party Funds: Councillor Les Nantes told council that he felt it was unfair that the CWL did not receive any funds from the last Seniors Cards Party on Monday, April 16<sup>th</sup> as they are a major part of the volunteers. 2018.04.23-18: *Councillor Les Nantes motions to take \$300.00 from the Municipality's portion and donate it to the CWL. Seconded by Councillor Robert Duffy.* CAO Amanda Noonan told council that the current resolution regarding the funds from senior's card parties states that 50% of the revenue is given to the Seniors and 50% is given to the Municipality. She stated that in order to donate to the CWL, council would have to rescind the previous motion to divide the funds equally, as well as alter the schedule attached to the Grants Bylaw, read previously in the meeting. *Motion withdrawn.*
- j. Rezoning: Discussed previously in the meeting and will discuss at next public meeting on April 30<sup>th</sup>, 2018 at 7:00 pm.
- k. Other:

- i. Sewer Bill: It was brought to council's attention that a property had been sold in the municipality that has an outstanding utility bill. CAO Amanda Noonan told council that she was working on finding out who the new owner is and will contact them as soon as possible.
- ii. Community Newsletter: Resident Leo Flood asked council to add something regarding the trail use to the next newsletter. Council agreed. Leo Flood is going to email Amanda what he would like in the newsletter.
- iii. Budget Updates: Councillor Janet Payne asked council to change from quarterly budget updates to monthly budget updates. *2018.04.23-19: Councillor Janet Payne motions to have the CAO present monthly budget updates to council so they can make accurate decisions on how to spend money. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.*
- iv. Outdoor Rink: Councillor Robert Duffy told council that the rink would be drained soon and permanent catch basin will be installed.
- v. Roger's Travel: Councillor Roger Savoie submitted a bill to council for his 217 travel in the amount of \$2345.00, based on .52 per km, along with the original \$7722.00 from 2013-2016. Councillor Robert Duffy requested a list of all outstanding bills that need to be paid be brought to the next meeting. **Action: CAO Amanda Noonan will begin to draft a list of outstanding bills that need to be paid to present to council at the next meeting.**
- vi. BINGO Loan for Car: Councillor Roger Savoie told council that BINGO still owed Duffy Construction \$10,000.00 for the loan for the car from 2016. *2018.04.23-20: Councillor Roger Savoie motions to get a loan from the Municipality for \$10,000.00 over one year, with BINGO paying back the loan at \$250.00 per week. Seconded by Damien McAvinn. Councillor Janet Payne had concerns about where that money would be coming from. Councillors Les Nantes, Damien McAvinn, Roger Savoie, and Robert Duffy are in favor. Councillor Janet Needham is against. Motion passed.*

11. Next Meeting: Monday, April 30<sup>th</sup>, 2018 at 7:00 pm.

12. Meeting adjourned at 8:40 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date

## UPDATE: HR Committee

This committee has met three additional times since last month's update. The focus of our discussions have been around significant concerns identified by BDO.

It has become apparent to our committee that it will be necessary to first determine the future of Bingo before making any significant changes to the current roles performed by Roger Savoie as Special Events Coordinator and Amanda Noonan as CAO. If Bingo does not move forward, this will impact our need for a Special Events Coordinator since Bingo currently takes up 10-11 hrs/ week from this 15 hr/week position. Furthermore, if the Special Events Coordinator's position is altered, this will impact the job duties of our CAO. Therefore it makes no sense to finalize the Job Description for our CAO until the future of Bingo has been resolved.

While this Committee has made recommendations last month, nothing has yet been presented as a **MOTION**. Therefore, I move the following:

- that the full sixth month review period be allowed for BINGO with a final decision voted on at the end of this period during September's regular Council meeting***
- that Amanda becomes responsible for all finances and that the Bingo account be transferred to the National Bank in S'side***
- that Amanda will do her bank run on Tuesdays instead of Fridays***
- that BINGO wages will be paid by Amanda every two weeks based on a minimum wage/ hr rate, with the exception of the Captains and helpers who work a very minimal number of hours; this cash will be recorded as an expense***
- that canteen revenues and expenses be kept completely separate and Z readings be provided to Amanda along with deposits***
- that Roger devise a system of recording the serial numbers on Bingo cards***
- that Amanda take over the ordering and paying for all supplies so that there is no longer a need to reimburse Roger for expenses***
- that no donations are permitted to be made with Bingo funds***
- that an update on Bingo financials be provided to Council at each regular meeting***
- that Roger still be given the flexibility to offer the specific games he feels are successful as he makes the changes identified above.***

Rural Municipality of Kinkora  
Income Report  
March 2018

Winter Festival:

Total Sponsorship - \$2550.00

Total Revenue - \$5102.00 (including bar sales)

Total Expenses - \$1686.00 + Janitorial (approx. \$500.00) = \$2186.00

**Total approx. net income: \$5466.00**

Crib:

Total Revenue -- \$511.25

Total Estimated Cost - \$60.00

**Total approx. net income: \$451.25**

Donations:

Maple Leaf Seniors - \$500.00

Other:

St. Patricks Day Revenue - \$51.00 + 91.00 = \$92.00

Ceilidh Revenue- \$170.00

St. Patricks Day Approx. Expense - \$120.00 janitorial

Ceilidh Approx. Expense - \$60.00

**Total approx. net income: \$82.00**

Unpaid events:

Seniors Cards x 4

Seniors Meeting x 1

Seniors Exercise x 4

World Prayer Day x 1

Fr. Doug – Seniors Room x 3

## Recreation Committee Report

April 23, 2018

1. **Tennis Courts** – The basketball nets have been taken out of storage and set up again at the Tennis Courts. This week the Youth Committee will take the two wooden benches back to the tennis courts and will also store the heavy duty ice hockey nets in the shed until next season. The boys have started using the basketball nets once again now that spring has arrived.
2. **Grant from Jamie Fox** – I have been contacted by Jamie Fox in regard to a potential \$2500 grant that we may be eligible for. I have been in discussion with the Youth Committee to collect feedback from them in terms of how this money could best be used before we submit an official letter of request to Jamie.
3. **Baseball Field** – Trent Ranahan has been in contact with the Office to ask permission again this year to use the ballfield for the school team. These practices / games will be scheduled immediately after school and should not interfere with field times scheduled by BAMBA.
4. **Phase Two Rink Project** – the Youth Committee headed by Isaac Jay have inquired as to whether or not we can move forward with phase two of the rink project. While phase 1 of this project certainly presented its challenges, I recommend a proposal for phase two be submitted and voted on at next month's regular Council meeting. This time around, and because time allows, I also recommend that if approved, money be allocated for a project manager and that all work be tendered out according to the Municipalities Act.
5. **Heritage Park**- QUESTIONS for CAO for next meeting: How much money has been specifically allocated for the upkeep of the Heritage Park? What is the plan for picking up garbage and emptying the garbage cans at the park?

Respectfully Submitted,

*Janet Payne,*

Recreation Committee Chair



## Process for Sharing Written Concerns and Complaints from a Named Source

Noteworthy to share as a reminder to Council that it is our responsibility as Councilors that when a complaint is shared with us in writing, from a named source, that this complaint be shared with the Council as a whole. Furthermore, individual Councilors are not responsible for the validity of that information or whether or not that information is retracted at a later date. Finally, individual Councilors must feel safe in sharing written concerns from a named source if or when this arises in the future, without the fear of verbal attacks from other Council members.