

**Regular Monthly Council Meeting
Rural Municipality of Kinkora
July 23, 2018**

Present: Mayor Pat Duffy; Councillors Damien McAvinn, Les Nantes, Robert Duffy, and Janet Payne

Absent: Councillor Steven Dawson left part-way through the meeting and Councillor Roger Savoie submitted his official letter of resignation effective July 23, 2018

Meeting Chair: Pat Duffy

Meeting Recorder: Janet Payne

Call to Order: 7:02 pm

Reminder of Code of Conduct

Review/Approval of Agenda

MOTION: *"To approve the Agenda as presented."* Moved by Robert Duffy. Seconded by Damien McAvinn. All in favour. Motion carried.

Public Presentations

Presentation made by Joan Mulligan – shared concerns regarding the Advisory Committee's lack of access to the office, inability to pay bills as there are no cheques available, lack of access to the computer, outstanding bills that require payment, and need for the signing authority to be transferred. Also provided an update that the Bingo money needs to be withdrawn from the Community's account prior to the deadline in August and that some Utility monies have been collected but not posted to tax payer's accounts.

Review/Approval of Minutes

MOTION: *"To approve the Minutes as presented."* Moved by Robert Duffy. Seconded by Les Nantes. All in favour. Motion carried.

Business Arising from the Minutes

- 1) **Card Parties** – Follow-up to previous Motion regarding the distribution of monies collected at the mammoth card parties.

MOTION: *"To rescind the previous motion that revenues be shared 50/50 between the Community and the Maple Leaf Seniors, so that money collected is distributed equally between the Community, the Maple Leaf Seniors and the CWL."* Concerns shared by Led Nantes that the Community will be fully covering 100% of the expenses for this event. Moved by Steven Dawson. Seconded by Les Nantes. All in favour. Motion carried.

- 2) **Bingo Report** - Follow-up on Action that Roger Savoie provide a written financial update on Bingo. A brief report was submitted but no detailed break-down was included. Request for additional information from Joan Mulligan. Joan Mulligan reported that she had provided Roger Savoie with a template that would enable him to keep track of all money handled during Bingo but that refused to use these. Joan Mulligan also reported that the only means of collecting financial data was a notebook that Roger Savoie kept and that no details were being recorded and no break-down of canteen expenses and sales per evening were being collected. Further discussion by Steven Dawson that Roger Savoie is being targeted as a thief because of the questions being asked by the HR Committee. Follow-up discussion by Damien McAvinn that it is essential that Council adhere to the bi-laws and that we are required to have documentation that shows the necessary financial information and that at the present time there is no way to demonstrate how much money Bingo is actually generating. Also shared by individual councillors that those involved with Bingo should welcome this opportunity to clarify Bingo financial information.

MOTION: *"To request that Joan Mulligan as interim Administrator oversee a financial audit of Bingo from January, 2018 until the present time, to be presented to Council at the monthly meeting in August."* Moved by Janet Payne. Seconded by Robert Duffy. All in favour. Motion carried.

MOTION: *"For Pat Duffy to see that Joan Mulligan has access to all Bank of Nova Scotia statements for the Bingo account from January 1, 2018 until that account was closed, and that Roger Savoie immediately provide Joan Mulligan with all available financial information regarding Bingo."* Moved by Janet Payne. Seconded by Robert Duffy. All in favour. Motion carried.

- 3) **Interim Administrator** – Follow-up on the Motion that the Advisory Committee be assigned to oversee key day to day operations on an interim basis. Discussion around the need to appoint an interim Administrator who will be supported in this role by these volunteer members.

MOTION: *"That Council appoint Joan Mulligan as interim Administrator who has the authority to delegate tasks to volunteer members of the Advisory Committee as well as other individuals of her choice, and that Joan Mulligan be paid \$19/hr for a minimal number of hours per week during this interim period."* Moved by Janet Payne. Seconded by Robert Duffy. All in favour. Motion carried.

ACTION: Pat Duffy to submit a copy of this Motion to the Federation of PEI Municipalities to inform them of this interim position.

ACTION: Pat Duffy to see that Joan Mulligan receives a copy of the key to the office.

- 4) **Naming the Outdoor Rink** – Follow-up on the CF that Robert Duffy name the rink.

ACTION: Robert Duffy to act on this.

- 5) **Signing Authority** – Follow-up on Motion regarding signing authority.

MOTION: *“To add Joan Mulligan’s name as signing authority on all financial accounts and pertinent documents.”* Moved by Janet Payne. Seconded by Damien McAvinn. All in favour. Motion carried.

Correspondence

- 1) **Letter from Council to Teresa Duffy** - Pat Duffy and Robert Duffy left the room due to conflict of interest. Janet Payne presented a letter of appreciated for Somerset Gardens. Concerns shared by Steven Dawson that this letter forces Council to commit to buying from local companies in the future. Explanation from Janet Payne that this was a letter of appreciation with a promise to review our Procurement bi-laws in the near future as a means of making certain that legislation within our community supports local businesses in a fair and ethical manner. Steven Dawson left the meeting. All remaining Councillors signed the letter to be given to Teresa Duffy.

ACTION: Council to review Procurement bi-laws at a future meeting.

- 2) **Letter of Resignation** – letter of resignation in his role as Councillor submitted by Roger Savoie and accepted by Pat Duffy dated July 23, 2018.
- 3) **Letter of Conditions** – Letter submitted by Roger Savoie stating that he will only stay on as Facility Manager in charge of the weekly Bingo if detailed conditions are met, including the immediate dismissal of the HR Committee that has initiated the requests for financial record keeping.

Council members discussed the need to adhere to the bylaws and the responsibility of Council to make certain that all previous Motions in regard to Bingo are being followed. Further discussion around the expectation that even if Roger Savoie is no longer willing to run Bingo that he at least provide the Community with two weeks of notice.

MOTION: *“That Council immediately inform Roger Savoie that Council will continue to adhere to previous Motions made in regard to expectations regarding the overseeing of Bingo, including those in regard to the six month probationary period, and that a full audit be completed by Interim Administrator, Joan Mulligan.”* Moved by Janet Payne. Seconded by Robert Duffy. All in favour. Motion carried.

ACTION: Pat Duffy to contact Roger Savoie immediately after the July 23 meeting to see if he will abide by these expectations and to see whether or not he will remain in his position.

ACTION: If Roger Savoie is unable to agree to these expectations, Pat Duffy is to immediately contact Debbie Bernard to see if she will be available to run Bingo on July 24.

ACTION: If neither Roger Savoie nor Debbie Bernard are available, Pat Duffy to look after the cancellation of Bingo for July 24.

Committee Reports

- A) **Advisory Committee** - No formal report; financial updates previously shared by Joan Mulligan
- B) **HR Committee** – Janet Payne shared that the committee met once since the July 9th meeting and determined that it would be unwise to predetermine the specific duties of the Administrator until a decision has been made about the future of Bingo and requirements of a Facility Manager in September. A full Bingo audit will be required so that Council as a whole can make a decision on the financial viability of Bingo and the staffing requirements of the community. Furthermore, the HR Committee recommended that Joan Mulligan be appointed as Interim Administrator until all of the information is available and decisions can be made about the number of hours, duties, and qualifications required by the next Administrator.
- C) **Fire Department** – No report
- D) **Library** – Reported that while the office has been closed, residents have been going into the Library to ask questions and look for information.

NOTE: All inquiries should be directed to call or e-mail the office as Anne Marie Shea will respond to message within 4 hours whenever possible.

- E) **Sewer** – Verbal report by Damien McAvin that he and Pat Duffy will continue to work on a line maintenance plan to be presented at the next Council meeting. Discussion around the need for line maintenance prior to a major line problem.

MOTION: *“That the previous Motion in regard to sending out sewer bills quarterly be rescinded, and that bills be sent out twice/year in order to cut down on expenses and work associated with this task.”*
Discussion around the need to deal with delinquent accounts on an individual basis. Moved by Janet Payne. Seconded by Robert Duffy. All in favour. Motion carried.

- F) **Parks/Recreation/Youth** – Written report presented by Janet Payne. See attached. Concerns shared over the failure of the grass cutters to dump the garbage bubs at the ballpark.

ACTION: Pat Duffy to follow-up once again.

- G) **Repairs/Maintenance** – No report. Discussion around the large amount of garbage and refuse that has been stored behind/adjacent to the complex and the need to have this cleaned up.

ACTION: Pat Duffy and Joan Mulligan to discuss this with Roger Savoie in his role as Janitor.

MOTION: *“Pat Duffy to request that a dumpster is rented and that janitorial staff be notified that this garbage needs to be removed and that they can no longer use this area for storage.”* Moved by Robert Duffy. Seconded by Damien. Further discussion around the need to properly store several pieces of siding in case it is required in the future. All in favour. Motion carried.

H) **Bingo** – Roger Savoie was not present. Brief financial hand-out provided to Council. Discussion around lack of required details.

Old Business

- 1) **Generator** – Discussed by Les Nantes that there is a need to make sure that the generator is hooked up properly in case of power failure during Bingo and other events. **Carry Forward.**
- 2) **Janitorial RFP** – Discussed by Les Nantes that he had concerns over some of the details in the Janitorial RFP. Further discussion that all Councillors had access to this information and that the Advisory Committee had already been given authority to use these specs; cut-off date is not until August 10. No decision will be made by the Advisory Committee and Council will be provided with results at the next Regular Council meeting in August. Depending on the staffing needs of the community at that time Council may decide to delay any changes to the janitorial services.

Date of Next Meeting: Monday, August 27th at 7:00 pm.

Meeting Adjourned: 8:30 pm.