

**Regular Monthly Council Meeting  
Rural Municipality of Kinkora  
August 28, 2018**

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

**Absent:** Robert Duffy and Steven Dawson

**Meeting Chair:** Pat Duffy

**Meeting Recorder:** Janet Payne

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**Call to Order:** 7:04 pm

**Reminder of Code of Conduct/Conflict of Interest**

**Review/Approval of Agenda**

**MOTION:** *"To approve the Agenda as presented, with the addition of KABC under the Reports section."*  
Moved by Damien McAvinn. Seconded by Les Nantes. All in favour. Motion carried.

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**Public Presentations** – Janet Savoie, Amanda McCarville and Donna MacLeod made public presentations regarding Roger Savoie's resignation and their concerns over the Bingo Review. Written request made by Roger Savoie that a note be posted on the Community's Facebook page indicating "That Roger Savoie at no time has ever taken Bingo money." **Carry Forward.**

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**Review/Approval of the Minutes**

**MOTION:** *"To approve the Minutes as presented, with the one adjustment of changing the phrase Bingo Audit to Bingo Analysis on Page 2."* Moved by Janet Payne. Seconded by Damien. All in favour. Motion carried.

1. **Bingo Analysis** – Joan Mulligan presented a Bingo Analysis that identified numerous ways that money could be saved. One key suggestion was to use volunteers to reduce wages and expenses. Question arose from Jamie Fox as to whether or not volunteers would be permitted within the new Municipalities Act. **Carry Forward.**

2. **Generator** – Discussion around the need to get the generator hooked up.

**MOTION:** *"To spend the money needed to get the generator hooked up."* Moved by Les. Seconded by Damien. All in favour. Motion carried.

**ACTION:** Pat Duffy to determine the actual cost.

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3. **Janitorial RFP** – The Committee reported that scoring and reference checks were completed. Recommendation to award contract to Custom Cleaning Atlantic whereby the actual contract could be drawn up based on the specs identified in the RFP.

**MOTION:** “To award the Janitorial RFP to Custom Cleaning Atlantic.” Moved by Damien McAvinn. Seconded by Les Nantes. All in favour. Motion carried.

4. **Procurement Bi-law** – Discussion around the need to update the Procurement Bi-law.

**ACTION:** For the Advisory Committee to review the procurement bi-law and take this back to Council at the September meeting.

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**Correspondence** –various written correspondence presented by Joan Mulligan, acting Administrator.

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**Committee Reports:**

- A. **Administrator’s Report** – Joan Mulligan reported that we need to adjust the signing officers now that Roger Savoie has resigned and Steven Dawson is not attending meetings due to health reasons. Review of outstanding bills, including a bill from Derik French for \$4256.00. Discussion around the applicant’s responsibility to pay for zoning/re-zoning expenses as they pertain to the properties in question. Further discussion around a bill submitted by Roger Savoie for goods purchased from Donna Ferris dating back to December, 2017.

**MOTION:** “To appoint Les Nantes as signing officer at the Bank of Nova Scotia.” Moved by Damien McAvinn. Seconded by Janet Payne. All in favour. Motion carried.

**ACTION:** Les Nantes to go to the National Bank to complete necessary paperwork.

**ACTION:** Joan Mulligan to determine the detailed break-down of the bill from Derik French to better determine the Community’s share of these expenses.

**ACTION:** Joan Mulligan to follow-up with Donna Ferris to check on the details regarding this invoice.

**ACTION:** Get-well card to be signed by Councillors and sent to the National Bank.

- B. **Kanata Club Report** –Joan Mulligan reported that Kerry Ellen Nantes is available to take on the Head Bartender’s Role. Also stated that Ramona Roberts is willing to supply alcohol to the Kanata Club at 5% above cost which would allow the Community to save money/time on travel costs. Finally, Anne Marie Shea presented information about “Touch Bistro” as a solution to the current problem with the malfunctioning of the cash registers at the bar. Suggested that this system could be used for bar sales as well as a means of keeping track of both volunteer and staff hours. Concerns shared by Janet Payne that this electronic system would be more than is required with such limited bar sales and that it would take more time to use than an old fashioned cash register.

**ACTION:** Joan Mulligan to follow-up with Kerry Ellen Nantes to determine what she is requesting in time / compensation and will report back to Council in September.

**ACTION:** Joan Mulligan to determine whether or not the Kanata Club is permitted to purchase alcohol at a non-gov't outlet.

**ACTION:** Janet Payne to further explore cash register options.

**C. Advisory Committee Report** – Anne Marie Shea reported that the Advisory Committee has been busy supporting the Acting Administrator. Lesley Cousins reported that the Community Website is up and running and feedback/corrections/additions may be sent to her and she will share with website designer, Gino Catelli. Lesley Cousins also reported that she has been updating the Community Facebook page in a regular basis and has been using this to share information with the public.

**D. HR Committee** – Reported by Janet Payne that now that Roger Savoie has officially resigned it will be essential for the HR Committee to meet to discuss the total staffing needs of the community including both the Administrator's role and Facility Manager's role.

**ACTION:** Janet Payne to e-mail Council members within 2 weeks to invite Council as a whole to a working meeting of the HR Committee with the goal of a) identifying the staffing needs of the community and b) advertising the position(s) prior to the next monthly meeting.

**E. Library Report** – Verbal report presented by Tina identifying the need to leave a key at the Irving for substitute librarians. Councillors in agreement.

**F. Sewer and Utility Report** – Verbal report presented by Damien McAvinn regarding the maintenance plan for line flushing. Recommended that 350m of line be flushed each year at an approx. cost of \$5,000/year.

**MOTION:** Moved by Janet Payne and Seconded by Les Nantes "that a 5 year Maintenance Plan be adopted, starting with phase 1 (approx. 350m of line on Somerset Street), once an updated procurement policy is in place." All in favour. Motion carried.

**G. Parks/Recreation/Youth Report** – See written report submitted by Janet Payne.

**H. Repairs and Maintenance Report** – Reported by Joan Mulligan that it had been identified by tradespeople that insulation had been removed from pipes around the heat pump and mold has resulted from the build-up of condensation. All units will need to be cleaned.

**I. Bingo Report** – Reported by Joan Mulligan that 97 people attended Bingo last week. The interim Bingo caller is only willing to work for cash so it will be important to find a new Bingo caller since the Community is not able to pay cash for this service. Others have been approached and have shown interest in this role. **Carry Forward.** Loyalty cards have also been introduced as a way to generate interest and encourage attendance.

**J. KABC Report** – Andrew MacCardle reported that KABC contacted Rose McCardle to let her know that it is not in the Community's best interest to accept the donated land from the Estate of Joe Shreenan.

**K. Financial Report** – Brief financial report shared by Joan Mulligan.

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#### **Old Business**

1. **Rezoning** – A Public Hearing of IRAC will be held in September whereby Dave MacLeod, concerned residents, and Council may submit feedback and participate in the hearing regarding the Appeal submitted by Ron Thompson.

**ACTION:** Pat Duffy to respond to the e-mail from IRAC and attend this Hearing on behalf of Council.

2. **Apology** – Formal apology made by Damien McAvinn to Robert Duffy and Pat Duffy in regard to concerns he has shared at a previous meeting. Damien McAvinn stated that he had been misinformed by another Councillor in regard to the previous Administrator's reasons for resigning and now realizes that this decision had little to do with the actions of Pat Duffy and/or Robert Duffy. Apology accepted by Pat Duffy.

3. **HST Rebate Money** – brief discussion around the \$140,000 rebate money.

**MOTION:** "\$70,000.00 to be allocated for the payment of existing outstanding bills /future needs." Moved by Damien McAvinn. Seconded by Les Nantes. All in favour. Motion carried.

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#### **New Business**

1. **Cleaning Staff's Sick Time** – Discussion around the doctor's note that had been submitted by one of the cleaners. No benefits such as sick time are part of the hourly wages paid to cleaning staff so no additional sick time will be paid out at this time. Further discussion around the need to issue a ROE (shortage of work) since it is clear from previous minutes that the cleaning will now be awarded to the winner of the RFP. Staff in question may choose to apply for sick EI based on a Dr's note.
2. **Election Bi-law** – A Special Meeting to be scheduled on September 4 @ 4:30 for the 2<sup>nd</sup> Reading of the Election Bi-law. Janet Payne gave her regrets as she will be out of province.

**MOTION:** "To approve the Election Bi-law as presented (1<sup>st</sup> Reading)." Moved by Damien McAvinn. Seconded by Les Nantes. All in favour. Motion carried.

**ACTION:** Pat Duffy to confirm that Robert Duffy will be in attendance in order to ensure quorum.

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**Next Meeting: September 24<sup>th</sup> @ 7:00 pm**

**Adjourned: 9:20 pm**

## Bingo Analysis

Broken down into weekly income and expenses as per bank account statements Jan 1, 2018 to Aug 8, 2018 or 28 weeks worth of bingo plus Rogers 10 hours per week pay for bingo activities and 100 km per week travel expenses which were paid from the community account.

Average weekly:

|   |        |           |
|---|--------|-----------|
| Income  |        | \$1395.00 |
| Less expenses:  |        |           |
| Wages   | 380.00 |           |
| Janitor   | 75.00  |           |
| Travel  | 55.00  |           |
| Bingo books   | 188.00 |           |
| Canteen supplies*   | 227.00 |           |
| Advertising   | 46.00  |           |
| Donations   | 4.00   |           |
| Bookkeeping   | 17.85  |           |
| Office supplies   | 4.00   |           |
| Bank service charges  | 23.76  |           |
| Total weekly expenses   |        | \$1021.61 |
| Sub total   |        | 374.39    |
| Chq's written on Bingo account that should be paid by community acct. |        | 58.92     |
| Net income per week:  |        | \$433.31  |

Changes implemented to increase income:

|  |          |
|--|----------|
| Front line sellers will volunteer  | 100.00   |
| Canteen workers volunteer  | 95.00    |
| Started a loyalty card which will pay \$10.00 after 8 week (averages \$125.00 per week payout for 100 people) and reduced door prizes to \$80.00 per week vrs previous paying out over \$400 in door prizes per week | 200.00   |
| Engaging high school students re bursary program via Lesley Cousins to set up and tear down... to start mid Sept.  | 100.00   |
| Estimated potential income:  | \$938.21 |

To consider:

Once the \$12,000 game pays out...will the attendance drop?

We do have potential to also save on bank charges, travel and bookkeeping.

This report does not take into consideration professional accounting fees.

Do we have bingo callers available weekly?

The community is owed \$10,000 from Bingo which we could payback \$5000.00 now.

We advertise weekly payouts of \$2000.00 and we actually payout over \$3000.00 per week without jackpots.

We currently have \$ 27,927.00 on hand of which \$8385.00 is held in cash to cover weekly floats and payouts for games.

\*I did not get any receipts for this.

Respectfully submitted by Joan Mulligan

