

**Rural Municipality of Kinkora**  
**Monthly Council Meeting Minutes**  
**Monday November 26<sup>th</sup>, 2018**

Present: Mayor Pat Duffy, Councillors Damien McAvinn, Les Nantes, Janet Payne, Robert Duffy, Robin MacNeill

Absent: Councillor Steven Dawson

Meeting Chair: Mayor Pat Duffy

Meeting Recorder: Robin MacNeill, Office Administrator/Facility Manager

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1. Meeting called to order at 7:01pm, by Mayor Pat Duffy
2. Mayor Pat Duffy reminded everyone of Code of Conduct, and Conflict of Interest
3. Review of Agenda/Additions to the Agenda.

a. Mayor Pat Duffy requested to add the Generator to the Agenda

4. Approval of the Agenda

**MOTION:** *“Moved by Mayor Pat Duffy to approve the Agenda as presented.”* Seconded by Damien McAvinn. All in favour. Motion carried.

5. No public presentations
6. Review/Approval of Minutes from Council Meeting, October 22<sup>nd</sup>.

**MOTION:** *“Moved by Mayor Pat Duffy to approve Council Meeting Minutes from October 22<sup>nd</sup>, as presented”* Seconded by Damien McAvinn. All in favour. Motion carried.

7. Business Arising from Council Meeting Minutes, October 22<sup>nd</sup>, 2018.

a. Letter to Roger Savoie was read aloud at Octobers meeting, and was sent to Roger by Office Administrator Robin MacNeill.

b. Office Administrator Robin and Temp. Admin Joan Mulligan attended Association of Municipal Administrators Session on November 1<sup>st</sup>, in Milton PE.

c. The Federation of Municipalities 2018 Annual Meeting will be held here, at the Kinkora Place on Saturday January 19<sup>th</sup>. Due to the Municipal Elections in November, the meeting was pushed to the new year. FPEIM covers the cost of this event; requested a caterer.

**ACTION:** Office Administrator Robin to pass along Faye O’Brien’s contact information to the FPEIM.

8. Reading of Correspondence

- a. Robert Keough submitted a survey plan of Lot#27 - 27 Anderson Road, to move the property lines between the surrounding neighbors, due to the fact of overlapping driveways and farm land. However, all necessary documents were not submitted, (application, Geolinc property assessment, application fee etc.) **Carry Forward to Next Council Meeting – when Robert Keough has the necessary documents completed to submit.**

9. Reports

- a. Fire Dept – Fire Chief Johnny Dugay presented to Council.
  - i. Johnny attended the Canadian Fire Chief’s Conference, held in Ottawa, in September. Bringing away knowledge in PTSD programs for Firefighters, highlights for Cancer Legislation (which was passed in PEI Legislature a few weeks ago) and mentorship programs for Fire Chiefs.
  - ii. Fire Dept. will be doing a controlled burn of a house, close to the village, December 10<sup>th</sup>
  - iii. Throughout the year there were a few firefighters who left the Dept, Alex Isenor, Ian Arsenault, Aaron Rogers and Adam Rogers. However, there were also some to join, Mitch Townsend, Gabriel Edgcomb and Isaac Jay.
  - iv. All members were given a copy of our new Bylaws to read and sign, by December 31<sup>st</sup>. With the long process of writing our new Bylaws over, time will now be focused on writing SOGs and SOPs for every process on the Dept.
  - v. Fire Dept. Accountability system is now in full use with each member having a set of tags. 1 tag goes with the truck they arrive with, the other goes to an accountability board and clips with the area on the board that has the job the member has been assigned to do. Officers will now wear high visibility vests with their responsibility written on the back, the vests are also color coded for the responsibility.
  - vi. All members would also like to thank Mayor Pat Duffy and the Council for the work they did with the Dept. over the years, and welcome new Mayor Tina Harvey and the New Council.
- b. Library – see attached.

- i. Tina requested to have a key to the Janitors Room; government network equipment is mounted on the wall inside the Janitor's Room. There was an outage Monday morning, November 26<sup>th</sup>. IT Service Tech had to wait 45 minutes to be able to access the room.

**MOTION:** "Moved by Les Nantes to approve Janitor's Room Key Request." Damien Seconded. All in favour. Motion carried.

**ACTION:** CAO Robin to contact Right on Board Locksmith, and get key issued.

- c. KABC – no report
- d. Advisory Committee – no report
- e. HR Committee – Anne Marie Shea presented information regarding the need to modify the Administrators/Facility Managers title to Chief Administrative Officer, in order to meet the requirements of the Municipal Government Act. No changes need to be made to the job description or responsibilities, at this time.
- f. Administrator's Report – Joan Mulligan has been training Robin for the Administrators position. All office duties have now been passed to Robin, and Joan has stepped back from the Temp Administrator position.

Financial Report – Bookkeeper Therese Warren presented to Council. Therese has successfully moved all the accounts from Lamar's Simply and Sweet Simply into the Community Simply program, except Kanata & Sewer. Therese submitted the HST Rebate and we are expecting to receive \$55,000 back. Mayor Pat asked about the Infrastructure Budget, however Therese didn't have the information with her.

**ACTION:** Therese to investigate our Infrastructure Budget, and report back to Council at next meeting.

CAO Robin to swear in the New Council & Mayor between December 1<sup>st</sup> – 7<sup>th</sup>.

**ACTION:** Robin to est. date/time of swearing in, for all new council.

- g. Bingo – see attached.
- h. Repairs & Maintenance – Robin contacted Travis McNaught about coming in to clean/repair all the heat pumps in the building, (main lobby, library, kitchen, senior's room, back hallway and main hall) Travis cleaned all 6 heat pumps, and all are in good shape. The Library is the only heat pump that needs a new filter; Travis has ordered a filter and will arrive in January. Johnny from Fire Dept

was in the crowd and stated there were two more heat pumps in the Fire Dept. that haven't been cleaned in years. Johnny asked if it was possible to get Travis back in here to clean those ones.

ACTION: Robin to contact Travis McNaught about cleaning Fire Dept. heat pumps.

- There was a leak in the kitchen coming from one of the pipes underneath the sink. Anne Marie Shea was assisting with Firemans Ball set-up and suggested to call Mark Rogers, from Rogers Plumbing & Heating to come and look at it. Luckily Mark was able to come out that afternoon to fix the leak. While he was here Anne Marie asked about the grease-trap and discovered it hadn't been cleaned in several months. Mark cleaned this out as well.
  - i. Sewer & Utility – no report; further update for next monthly council meeting.
  - j. Parks/Recreation/Youth – see attached.
10. New Business – Generator; Pat followed up with Jamie Fox about getting 50% funding for the generator. Discussion on costs/quotes. Jamie requires a quote.

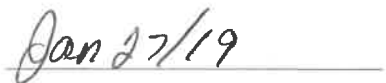
ACTION: Robin to get in touch with Hansen Electric to receive a quote.

Infrastructure Funding; Pat is in the process of turning everything over to our new Mayor Tina Harvey.

11. Old Business/Carry Forward Items – no report
12. Date of Next Meeting  
Monday, December 17<sup>th</sup> at 7:00pm – New Council
13. Meeting Adjourned, 7:48pm



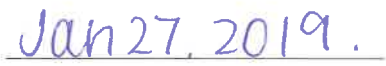
Mayor



Date



Chief Administrative Officer



Date



## Bingo Report November 26, 2018

**Income:** October 23<sup>rd</sup> to November 26th

Balance of Bank Account	\$16,086.44
Less Amount of Checks	<del>\$1,695.25</del>
Deposits	\$3,186.20
Subtotal	\$17,577.39
Cash on Hand	\$7,167.00
Total Cash (on hand & bank account)	\$24,744.39

### **Attendance:**

Two Evenings: Over 100 people  
Stormy Evening, (Nov. 13<sup>th</sup>): 60 people  
One Night, (Nov. 20<sup>th</sup>): Stormed Out

### **Christmas Bonanza/New Loyalty Card Game**

Damien McAvinn suggested starting a new Loyalty Program for the Holidays. Because we receive no sponsoring from Pizza Delight, it was discussed to change this game to something else.

### **October 23<sup>rd</sup>, 2018**

Kyle Paul, Operations Manager from St Mary's Entertainment Centre in Fredericton assessed our bingo on Oct 23<sup>rd</sup> and his recommendations are attached.

## **Report from Kyle Paul – Operations Manager**

### **St. Mary's Entertainment Centre, Fredericton NB.**

Kyle Paul came to our Bingo night on Tuesday October 23<sup>rd</sup> to oversee our Bingo operation. Listed are some of his suggestions, on how we can improve:

- ✓ The Money Management: Kyle was impressed on how we document money coming in and out of Bingo. Forms used, procedures followed for pick up and returning of floats. Nothing to recommend.
- ✓ No Inventory System – Recommendations: paper count – like the float count, before and after of each sale. Make up packages to minimize the count.
- ✓ Lineups During Sales: Kyle suggested trying something new for the Bingo tables, to keep the line moving and selling of tickets more efficient.
- ✓ Pre-Dabs – Recommendations: sell pre-dabs on the floor, easy money to keep track of, plus convenience to our customers. Eliminate trade-ins, sell all pre-dabs for .50 cents.
- ✓ Utilize Safe: more secure than current metal cabinet.
- ✓ Utilize Janitors Room: use this room for counting/cash prizes.
- ✓ Camera System – Recommendations: offers another layer of security; very affordable.
- ✓ Stronger Shelves for Bingo Paper
- ✓ Bingo Players follow Jackpot – build the Jackpot to rarely go.
- ✓ Utilize the wheel on a Bingo Game – smallest wedge is the grand prize etc. (players feel like they're in control)
- ✓ Advertising: be consistent, use pictures on Facebook for Bingo Winners, pre-sell tickets for a “grand event”
- ✓ Review games offered periodically.
- ✓ Kyle reviewed the offer we received from Jason MacIsaac; highly recommended that we do not accept the proposal and treat the proposal as a last resort/worst case scenario option. In Kyle's opinion, if we have enough dedicated Volunteers to run our Bingo operation, bringing in a 3<sup>rd</sup> party will only take away from our profits and funds, and could possibly be leading Bingo down the wrong path. Strong suggested to keep our Bingo operation, within the community.