

**Rural Municipality of Kinkora
Regular Meeting of Council
August 26, 2024
Minutes**

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

Absent: Councilor Andrew Lawless

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.**

Mayor Duffy declared that he would have a conflict of interest at agenda item 11 - Old Business/Carry Forward Items and would excuse himself from the meeting. Deputy Mayor Andrew McCarville will chair the meeting from that point onward.

3. **Review/Additions to the Agenda**
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *"to approve the agenda"*. All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes
Regular Meeting – August 6, 2024**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *"to approve the minutes from August 6th."* All in favour. Motion carried.

7. **Business Arising from the Minutes**

KRHS Tennis Courts

CAO to send a letter to Nathan MacLeod requesting the tennis court property be deemed surplus and explain what the municipality has planned for the space. There will be no permanent structures placed on the property and if the PSB needed it back in the future for school expansion, the municipality would turn it back over. This has been done and a response received from KRHS Principal Ryan McAleer which will be addressed under correspondence.

8. Correspondence

- **KRHS Principal Ryan McAleer** – Letter from KRHS Principal Ryan McAleer expressing his concern with council’s request to have the Public Schools Branch declare the high school tennis courts as surplus.
ACTION: CAO to let Principal McAleer know that Councilors Harrison Duffy and Andrew Lawless will be reaching out to set up a meeting with him to clarify.
- **Tessa Rogers, PEERS Alliance** – Request from the PEERS Alliance to have the Kinkora Place flag lowered to half-mast during the evening and overnight hours on August 31st to recognize International Overdose Day. Council agreed and Councilor Harrison Duffy will take care of lowering and raising the flag.
- **Atlantic Presenters Association** – Invoice for \$172.50 for 2024-25 membership. After discussion, council decided not to renew the APA membership.

9. Reports

- a) **Fire Department** – Chief Johnny Dugay – no report
- b) **KABC** – Councilor Harrison Duffy – no report
- c) **CAO** – written report attached

Canada Community Building Fund – A public meeting will be held on Tuesday, September 3rd at 7:00 to gather project ideas for the next round of CCBF funding. Written submissions will also be accepted.

Enabling Accessibility Fund – Youth Innovation Component

MOTION: Moved by Willie MacGuigan and seconded by Amanda Noonan *“to apply for the Enabling Accessibility Fund’s Youth Innovation Component for up to \$12,000.”*

Clothing Donation Bin – CAO to contact East Coast Community Care and inform them that council would have appreciated a request to place a donation bin in the Kinkora Place parking lot and inform them that there is currently no issue with having the bin but it must be regularly cleaned out, so items are not placed outside the bin.

- d) **Finance** – Councilor Amanda Noonan – financials attached
 - We should be at 42% of revenue and expenses at this point in the year.
 - Everything is close or below that, other than items that have been previously touched on.
 - The Municipal Capital Expenditure Grant amount was not budgeted but a claim for \$46343.37 has been submitted. The MCEG program was extended for one year.

- e) **Facility** - Councilor Harrison Duffy – no report
- f) **Sewer and Utility** – Councilor Andrew McCarville – no report
- g) **Parks, Recreation and Youth** – Councilor Andrew Lawless – no report
 - The Jays Care Letter of Agreement has been signed and a ballfield maintenance plan submitted.
- h) **Events** – Councilor Willie MacGuigan
 - Line Dancing continues Wednesday nights and there have been between 10-15 people attending each week.
 - The Events Committee will be meeting the first week of September to discuss planning for Fall Fest in October.
 - The Christmas Craft Fair will be held on Saturday, November 16th this year and advertising for vendors will start next week. All previous vendors will be contacted first.
- i) **Daycare** – Councilor Amanda Dwyer
 - Amanda has been invited to attend the staff meeting on September 17th
- j) **Official Plan** – Councilor Amanda Dwyer
 - Andrew Smith, who took over the project when Emily Trainor left Dillon Consulting, has also now left the company. Jennifer Brown, who worked with both Emily and Andrew, will be taking the lead. She anticipates having the draft Official Plan and Development Bylaw ready for review shortly.
ACTION: CAO to send Dillon Consulting a letter letting them know of council's concerns around meeting the original schedule with the turnover in staff.

10. New Business

- a) **Daycare – Extra Week Vacation**
 - Councilors Amanda Dwyer and Andrew McCarville, as well as CAO Tina Harvey, have been discussing either providing daycare staff with an extra week of vacation or paying staff for the mandated closure week in August. They would then not be required to use vacation for this week. This would start in the current fiscal year.
MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to pay the EYC staff for the week closure after they have been employed at the center for one year.”* All in favour. Motion carried.

Both Mayor Duffy and Councilor Duffy declared a conflict of interest with items 11 (a) and (b) and left the meeting at 7:23 pm. Deputy Mayor Andrew McCarville took over as meeting chair.

11. Old Business/Carry Forward Items

a) Fire Pump Tender Award

One response was received in response to the Fire Pump tender issued by WSP. It was from Duffy Construction and was over budget. WSP recommends awarding the tender if the necessary funds are available.

MOTION: Moved by Amanda Noonan and seconded by Willie MacGuigan *“to approve the quote of \$132859 plus HST from Duffy Construction for the fire protection well.”* All in favour. Motion carried.

b) Sidewalk Snow Removal Equipment Award

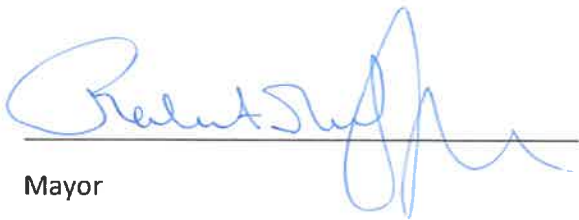
One response was received in response to the posted Request for Proposals. This was from D2 Heavy Equipment for \$32,500 plus HST. The capital budget for 2024-25 has an approved amount of \$30,000.

MOTION: Moved by Amanda Dwyer and seconded by Willie MacGuigan *“to award the Sidewalk Snow Removal Equipment tender to D2 Heavy Equipment for \$32,500 plus HST.”* All in favour. Motion carried.

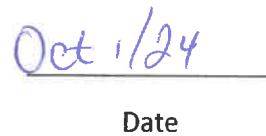
12. Date of Next Meeting – September 23, 2024, at 7 pm

13. Adjournment

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to adjourn the meeting at 7:31 pm.”*



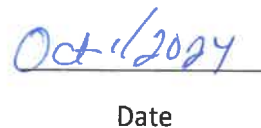
Mayor



Date



Chief Administrative Officer



Date

CAO's Report – August 26, 2024

- 1) **Canada Community Building Fund** – The municipality's allocation of CCBF funding (formerly Gas Tax) for the period from 2024-2029 remains at \$500,000. The deadline for submitting Capital Investment Plans for the fall intake is October 4, 2024 at 4 pm. Until all funds are allocated to projects, no funding will be released. A public information session should be scheduled to determine which projects to submit for funding.
- 2) **Enabling Accessibility Fund – Youth Innovation Component** –The Enabling Accessibility Fund (EAF), through Employment and Social Development Canada, is looking for dynamic youth who want to demonstrate leadership and commitment to their communities. Through this process, youth volunteer their time to build a more accessible Canada. The Youth Innovation Component encourages youth to find accessibility barriers in their communities. They work with local organizations to improve accessibility and safety in community spaces and workplaces. Grant funding can be up to \$12,000 per project. Project ideas include purchasing para-hockey sleds and building raised garden beds in a community garden. The deadline for applications is October 4, 2024.
- 3) **Audit** – Representatives from MRSB will be on site on September 4 and 5 to conclude the audit from the 2023-24 fiscal year.
- 4) **Clothing Donation Bin** – Clothing donation bins from East Coast Community Care have started popping up throughout the village, including one in the Kinkora Place parking lot. There was no request from the company. Is this something council would like to leave in place?
- 5) **Vacation** – I will be on vacation from September 7-15.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to August 23, 2024

MUNICIPALITY OPERATING REVENUE	2024-25 Budget	To Date	%
Assessable municipal property taxes	\$ 154,251.54	\$ 68,050.00	44
Equalization Grant	\$ 66,354.46	\$ 30,100.05	45
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ 46,343.37	-
Events - Regular and Special	\$ 51,720.00	\$ 17,516.54	34
Multiplex Board Signage	\$ 10,400.00	\$ 400.00	4
Early Learning Center Revenue	\$ 1,087,407.00	\$ 654,468.10	60
Interest Revenue - Capital Reserve Fund	\$ -	\$ 4,284.30	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,125.00	75
Total	\$ 1,371,633.00	\$ 822,287.36	60

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 185,950.00	\$ 66,385.48	36
Facility	\$ 103,500.00	\$ 18,325.06	18
Events	\$ 35,100.00	\$ 10,422.00	30
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,015,500.00	\$ 395,010.96	39
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,368,550.00	\$ 490,143.50	36

Operating Surplus	\$ 3,083.00	\$ 332,143.86	
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SEWER UTILITY OPERATING REVENUE	2024-25 Budget	To Date	%
Flat Rate Sewer Fees	\$ 85,000.00	\$ 43,213.33	51
Total	\$ 85,000.00	\$ 43,213.33	51

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Total Operating Expenses	\$ 85,000.00	\$ 28,456.22	33

Sewer Operating Surplus	\$ -	\$ 14,757.11	
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MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 429.89	12
Donations	\$ 2,000.00	\$ 1,799.00	90
Dues/Grants	\$ 1,000.00	\$ 993.13	99
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 10,000.00	\$ 9,280.60	93
Interest on Loans	\$ 15,000.00	\$ 5,459.03	36
Office Supplies	\$ 3,000.00	\$ 2,013.46	67
POS Fees	\$ 300.00	\$ 179.56	60
Professional Fees	\$ 10,000.00	\$ 4,037.26	40
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 17,566.62	31
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 219.00	24
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 1,063.32	35
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 33,650.00	\$ 14,020.85	42
Accounting Software	\$ 1,500.00	\$ 810.92	54
Loan Repayment	\$ 21,000.00	\$ 8,212.84	39
Total	\$ 185,950.00	\$ 66,385.48	36
Facility and Public Property			
Property Tax	\$ 2,000.00	\$ 498.51	25
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 35,000.00	\$ 3,054.02	9
Utilities	\$ 30,000.00	\$ 6,885.81	23
Landscaping	\$ 6,500.00	\$ 2,068.00	32
Cleaning and Supplies	\$ 15,000.00	\$ 5,186.62	35
Wages	\$ 10,000.00	\$ 632.10	6
Total	\$ 103,500.00	\$ 18,325.06	18
Events			
Bar	\$ 3,000.00	\$ 3,218.33	107
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 530.31	27
Special Events	\$ 10,000.00	\$ 4,156.93	42
Bartenders	\$ 2,000.00	\$ 700.70	35
Security	\$ 2,000.00	\$ 236.60	12
Raffle Fundraiser	\$ 16,100.00	\$ 1,579.13	10
Total	\$ 35,100.00	\$ 10,422.00	30

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Parks and Recreation			
Supplies (Ballfield)	\$ 10,000.00	\$ -	0
Rink	\$ 15,000.00	\$ -	0
Total	\$ 25,000.00	\$ -	0

Early Learning Center			
Administration	\$ 929,000.00	\$ 361,669.86	39
Facility Costs	\$ 50,000.00	\$ 18,633.09	37
Food	\$ 30,000.00	\$ 10,192.12	34
Supplies	\$ 6,500.00	\$ 4,515.89	69
Total	\$ 1,015,500.00	\$ 395,010.96	39

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 27,500.00	\$ 11,042.51	40
Bank Fees	\$ 300.00	\$ 87.00	29
Accounting Fees	\$ 4,100.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 3,600.35	40
Debit Machine	\$ 750.00	\$ 177.02	24
Repairs and Maintenance	\$ 27,700.00	\$ 8,517.20	31
Supplies	\$ 4,200.00	\$ 891.30	21
Internet and Phone	\$ 950.00	\$ 393.90	41
Electricity	\$ 3,500.00	\$ 1,106.81	32
Loan Repayment	\$ 7,000.00	\$ 2,640.13	38
Total	\$ 85,000.00	\$ 28,456.22	33

Community/Fire/Sewer Loan Payments August 2024

Date	Purpose	Principal	Interest	Total	Balance
1-Aug-24	Firehall Renov	\$ 739.65	\$ 9.62	\$ 749.27	\$ 5,240.98
05-Aug-24	Complex Improvement	\$ 346.17	\$ 170.39	\$ 516.56	\$ 62,568.81
06-Aug-24	Firetruck Loan	\$ 2,867.75	\$ 69.80	\$ 2,937.55	\$ 32,031.45
09-Aug-24	FD - New Tanker	\$ 411.20	\$ 1,979.04	\$ 2,390.24	\$ 428,953.06
12-Aug-24	Upgrade to Kinkora Place	\$ 880.51	\$ 336.58	\$ 1,217.09	\$ 104,027.39
12-Aug-24	Sidewalk/Sewer	\$ 911.06	\$ 1,337.76	\$ 2,248.82	\$ 254,852.50
	Community - August	\$ 2,137.74	\$ 1,844.73	\$ 3,982.47	\$ 421,448.70
	Fire Department - August	\$ 4,018.60	\$ 2,058.46	\$ 6,077.06	\$ 466,225.49