

**Rural Municipality of Kinkora**  
**Regular Meeting of Council**  
**July 27, 2020**

**Present:** Mayor Robert Duffy, Councilors Lesley Cousins, Andrew McCarville, Colin Montgomery, Marisa McNeill and Roger Shea

**Absent:** Councilor Roy Cook

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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**1. Call to Order:** 7:01 pm

Mayor Duffy offered a warm welcome to the municipality's two new councilors, Marisa McNeill and Roger Shea.

**2. Reminder that the meeting is recorded and reminder of Code of Conduct and Conflict of Interest bylaws and that the meeting is being streamed via Facebook Live.**

**3. Review/Additions to the Agenda**

Mayor Duffy asked to have repair of existing sidewalks added to the agenda

**4. Approval of Agenda**

**MOTION:** Moved by Colin Montgomery and seconded by Lesley Cousins "to approve the agenda with the addition of repairing the sidewalks". All in favour. Motion carried.

**5. Public Presentations – Lions Club members**

Don Reid, membership chair of the Summerside Lions Club, and other Lions members made a presentation to council regarding starting up a Lions Club in Kinkora. There are currently 23 Lions Clubs on PEI and 2020 celebrates 100 years of Lions Clubs in Canada. A club must have at least 20 members, or 15 if a branch of another club. An individual would pay their annual membership and these fees can go toward administration so that all money raised by the club goes back to the community.

**ACTION:** CAO to advertise for a membership drive and then get Lions Club members out to give a more detailed presentation

**6. Review/Approval of Minutes**

**Regular Meeting June 22, 2020**

**MOTION:** Moved by Colin Montgomery and seconded by Lesley Cousins "to approve the minutes from June 22". All in favour. Motion carried.

## 7. Business Arising from the Minutes

**Bylaw Officer** – CAO contacted Donna Johnson, who had submitted a proposal for providing bylaw officer services to the community. Her minimum time commitment would be 4 hours weekly. A shared bylaw officer was one of the services discussed under the Central Development Corporation's Supporting Municipalities project that Kinkora joined along with Bedeque, Borden, Crapaud and Victoria. This project was put on hold due to Covid and the CDC now has a new executive director.

**ACTION:** CAO to reach out to the new executive director and see where the Supporting Municipalities project stands.

## 8. Correspondence

a) **Thank-you card** – Jara Nantes sent the municipality a card of thanks for choosing her as this year's KRHS municipal bursary recipient.

b) **Reg Shreenan Donation** – A note and donation of \$1000 were received from former village resident Reg Shreenan, to be used for upkeep of the Kanata Club (Kinkora Place)

**ACTION:** A thank you card will be sent to Reg, signed by all members of council

## 9. Reports

a) **Fire Department** – no report

b) **Planning Board** – verbal report given by Chair Colin Montgomery – The Planning Board met prior to this meeting and have finalized the board with the addition of two new members. Planning Board members are: Chair Colin Montgomery, Mayor Robert Duffy, Councilors Roy Cook, Andrew McCarville and Roger Shea, citizens Liz McCann, Laura McCardle and Anne Marie Shea. Also discussed was KABC board membership: council is responsible for appointing three members to the board. The planning board recommends appointing Roger Shea as a council representative and re-appointing Andrew McCardle who is the current chair.

**MOTION:** Moved by Colin Montgomery and seconded by Andrew McCarville *"to appoint Roger Shea and Andrew McCardle to two of council's seats on KABC."* All in favour. Motion carried.

KABC approached the planning board to rezone four lots in the Johnston Subdivision. The planning board is making the recommendation to council to proceed with rezoning lots 12-1, 12-2, 12-15 and 12-16 from R1 to R3. These are the four untreed lots.

**MOTION:** Moved by Colin Montgomery and seconded by Marisa McNeill "to proceed with rezoning the four untreed lots, 12-1, 12-2, 12-15 and 12-16, from R1 to R3." All in favour. Motion carried.

A public meeting must be held to solicit input from residents, this will be held on August 17 at 6 pm.

**ACTION:** CAO to advertise this meeting as per requirements

c) **Administrator** – written report attached

1. **Speed Humps** – Robert Duffy volunteered to install the speed humps once we get the necessary warning signs from Transportation. The signs will go on Shamrock Crescent and MacGuigan Lane if room allows between the stop signs at the end of Shamrock Crescent and Johnston Lane.

2. **Loan Renewal** – The Fire Department's truck loan is up for renewal with rates ranging from 1.85% for one year to 2.40% for five years

**MOTION:** Moved by Roger Shea and seconded by Lesley Cousins "to renew the loan for a period of five years as identified at 2.40%". All in favour. Motion carried.

3. **Bills** – One bill needing council approval from Sign Station for \$1882.47 for installing the community's new welcome signs.

**MOTION:** Moved by Colin Montgomery and seconded by Andrew McCarville "to pay Sign Station the described amount". All in favour. Motion carried.

4. **Website** – We are locked out of the community's website. To regain access we would have to have access to the original email address (which we no longer have) or the credit card information for the card that was used three years ago (which we do not have). There is a process in place to attempt to prove our ownership of the domain and CAO has begun those steps.

d) **Finance** – Verbal report given by Colin Montgomery

Council has the budget update in front of them as to where we are standing for the year. There is not much else to report.

- e) **Bingo** – Bingo started back up on July 7, so there have been three bingos to date. Over those three weeks there has been a profit of \$3523.30 and bingo attendance (both online and in hall) has grown from 66 to 82 people. The bingo account is currently sitting at \$23380.10. CAO was on Compass's Community Segment with Jay Scotland to advertise our new hybrid bingo model.

f) **Facility** – no report



**g) Sewer and Utility** – Invoices for the April to September 2020 period went out at the beginning of July so come due on August 3. The next step would be sending out statements with interest charges added on as per the sewer policy that was included with all invoices. Etransfers have been very successful for people paying their invoices.

**h) Parks, Recreation and Youth** – Verbal report given by Andrew McCarville

The day camps are going well; our summer students Mya Wood and Brooke McCardle are doing a great job with that. We've been getting a lot of publicity from Wheelchair Basketball (Parasport PEI). They will be using our facility to do some training with their team. They did a workshop with the day camp kids and are coming to do another session in August. Over the next few months we will again focus on selling multiplex board space. We do still have some ads to get put up, but as these are year long contracts, once Covid hit and the multiplex was closed, we didn't want to start new contracts. Their year will start when their board signs go up. The boards need to be sealed underneath before winter to minimize water loss when the rink thaws during warmer spells.

**i) Events** – Verbal report by Lesley Cousins

The events committee met on July 16 and is going to meet on a monthly basis. We looked at suggestions from Insight Marketing. We are planning to hold a pancake breakfast on Sunday, August 9<sup>th</sup> as a takeout service in the gazebo. Public health guidelines will be met. This will be advertised soon. There is talk of beginning ceilidhs again in some capacity. A lot of community residents participated in the Canada Day decorating contest. At the next committee meeting we will be discussing Fall Festival and determining how some events can still be held. KRHS is having their prom dinner at Kinkora Place on Saturday, August 1, beginning with a prom parade at 5 pm. Insight is looking into the costs/process of setting up online purchasing for bingo, pancake breakfasts, ceilidhs and other events.

**j) Emergency Services** – no report

## 10. New Business

**a) Facility and Sewer Portfolio Chairs** – Roger Shea will be taking on the Facility and Public Property portfolio and Marisa McNeill will be taking on the Sewer portfolio

**b) Sidewalk Repair** – Some portion of the sidewalks on Anderson Road and Somerset Street have raised/lowered segments that are creating tripping hazards. A resident called the office at the end of last week to report tripping and falling. The summer students marked quite a few uneven spots with paint to call attention to them for people walking. There has to be number put in the budget for maintenance. Discussion on sending out a tender for a number of blocks that need to be repaired. This could be about \$500/metre for removal

and reinstatement. The section from the church west has expansion joints, the section to the east doesn't and the Somerset Street sidewalk doesn't.

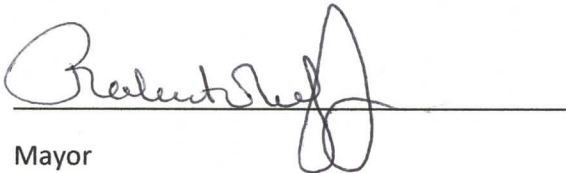
**ACTION:** Roger Shea will walk the sidewalks and give an opinion on what areas need to be replaced and what areas can be ground down. CAO will contact WSP for repair specs. After information is collected, a cost can be determined and a tender can be issued.

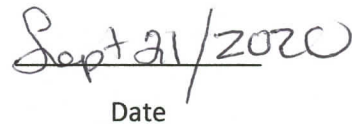
**11. Old Business/Carry Forward Items**

**12. Date of Next Meeting** – Monday, August 24, 2020 at 7:00 pm.

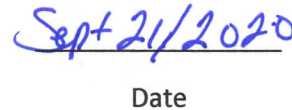
**13. Meeting Adjourned**

**MOTION:** Moved by Lesley Cousins and seconded by Marisa McNeill "to adjourn the meeting at 8:27 pm." All in favour. Motion carried.

  
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Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

**Administrators report – July 27, 2020**

**Crows/Ravens Update** – Right after the last meeting on June 22, I did receive two emails from a resident who had incidents with the ravens, but have heard nothing since.

**Speed Humps** – The speed humps for Shamrock Crescent and MacGuigan Lane have arrived and need to be installed. This should be done in accordance with Transportation's speed hump policy.

**Sidewalk Repair** – There are a few sections of sidewalk throughout the village where there are some height discrepancies, making them a tripping hazard. The summer students marked some of these spots last week with neon paint to highlight the difference in height for people walking. These areas should be repaired as soon as possible.

*Jana Hawey*

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Values up to July 24, 2020

Projected

MUNICIPALITY OPERATING REVENUE	20-21 Budget	1st Quarter	July	August	September	2nd Quarter	%
Assessable municipal property taxes	\$ 106,000.00	\$ 27,172.00	\$ 9,257.00			\$ 36,429.00	34.4
Equalization grant	\$ 51,362.00	\$ 12,840.51	\$ 4,280.17			\$ 17,120.68	33.3
Municipal Capital Expenditure Grant (MCEG)	\$ 30,000.00	\$ -	\$ -			\$ -	0.0
Events - Regular and Special	\$ 83,000.00	\$ -	\$ 4,113.95			\$ 4,113.95	5.0
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 700.00	\$ 535.00			\$ 1,235.00	24.7
Multiplex Board Signage	\$ 6,000.00	\$ -	\$ -			\$ -	0.0
Fundraised Recreation Funds	\$ 3,504.00	Reserve	\$ -			\$ -	0.0
Day Camp Registrations		\$ -	\$ 1,040.00			\$ 1,040.00	
<b>Total Operating Revenue</b>	<b>\$ 284,866.00</b>	<b>\$ 40,712.51</b>	<b>\$ 19,226.12</b>			<b>\$ 59,938.63</b>	<b>21.0</b>

## MUNICIPALITY OPERATING EXPENSES

Administration	\$ 150,050.00	\$ 35,577.49	\$ 10,686.96			\$ 1,087.74	2.2
Events	\$ 48,750.00	\$ 200.60	\$ 887.14			\$ 9,936.80	14.8
Facility and Public Property	\$ 67,200.00	\$ 6,845.30	\$ 3,091.50			\$ 185.05	1.8
Parks and Recreation	\$ 10,004.00	\$ -	\$ 185.05			\$ 330.27	33.0
Emergency Measures	\$ 1,000.00	\$ -	\$ 330.27			\$ -	0.0
Reserve Funds	\$ 3,500.00	\$ -	\$ -			\$ -	
<b>Total Operating Expenses</b>	<b>\$ 280,504.00</b>	<b>\$ 42,623.39</b>	<b>\$ 15,180.92</b>			<b>\$ 57,804.31</b>	<b>20.6</b>
<b>NET OPERATING SURPLUS</b>	<b>\$ 4,362.00</b>	<b>-\$ 1,910.88</b>	<b>\$ 4,045.20</b>				

## UTILITY OPERATING REVENUE

Flat rate sewer fees	\$ 80,000.00	\$ 533.33	\$ 16,216.99			\$ 16,750.32	20.9
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## UTILITY OPERATING EXPENSES

Sewer	\$ 80,000.00	\$ 15,459.67	\$ 1,856.88			\$ 17,316.55	21.6
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## NET OPERATING SURPLUS - UTILITY

	\$ -	-\$ 14,926.34	\$ 14,360.11			-\$ 566.23	
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MUNICIPALITY OPERATING EXPENSES	20-21 Budget	1st Quarter	July	August	September	2nd Quarter	%
<b>Administration</b>							
Advertising	\$ 5,000.00	\$ 200.03	\$ 66.87			\$ 266.90	5.3
Donations	\$ 1,000.00	\$ 400.00	-			\$ 400.00	40.0
Dues/Grants	\$ 2,000.00	\$ 685.59	-			\$ 685.59	34.3
Accounting Fees	\$ 12,000.00	-	-			-	0.0
Insurance	\$ 10,800.00	\$ 8,378.30	\$ 810.05			\$ 9,188.35	85.1
Interest on Loans	\$ 23,000.00	\$ 5,120.66	\$ 1,634.89			\$ 6,755.55	29.4
Office Supplies	\$ 2,100.00	\$ 706.40	\$ 286.28			\$ 992.68	47.3
Debit Machine	\$ 800.00	\$ 90.00	\$ 30.00			\$ 120.00	15.0
Professional Fees	\$ 5,000.00	-	-			-	0.0
Library	\$ 300.00	-	-			-	0.0
Travel	\$ 1,440.00	-	-			-	0.0
Wages	\$ 31,660.00	\$ 7,676.83	\$ 3,726.79			\$ 11,403.62	36.0
Community Programs (Black Fly)	\$ 7,150.00	-	-			-	0.0
Bank Charges	\$ 700.00	\$ 199.50	\$ 66.50			\$ 266.00	38.0
Honorariums	\$ 3,300.00	-	-			-	0.0
Training	\$ 500.00	-	-			-	0.0
Internet and Phone	\$ 1,800.00	\$ 790.78	\$ 240.15			\$ 1,030.93	57.3
Website	\$ 200.00	-	-			-	0.0
Fire Dues	\$ 21,300.00	\$ 5,325.00	\$ 1,775.00			\$ 7,100.00	33.3
Accounting Software	\$ 1,000.00	-	-			-	0.0
Loan Repayment	\$ 19,000.00	\$ 6,004.45	\$ 2,050.43			\$ 8,054.88	42.4
<b>Total</b>	<b>\$ 150,050.00</b>	<b>\$ 35,577.54</b>	<b>\$ 10,686.96</b>			<b>\$ 46,264.50</b>	<b>30.8</b>

<b>Facility and Public Property</b>							
Property Tax	\$ 3,000.00	\$ -	\$ -				0.0
Snow Removal	\$ 4,100.00	\$ -	-				0.0
Repairs and Maintenance	\$ 13,000.00	\$ 1,524.94	\$ 757.38			\$ 2,282.32	17.6
Utilities	\$ 33,000.00	\$ 4,068.75	\$ 1,590.69			\$ 5,659.44	17.1
Landscaping	\$ 5,600.00	\$ -	\$ 62.63			\$ 62.63	1.1
Cleaning and Supplies	\$ 8,500.00	\$ 1,251.61	\$ 680.80			\$ 1,932.41	22.7
<b>Total</b>	<b>\$ 67,200.00</b>	<b>\$ 6,845.30</b>	<b>\$ 3,091.50</b>			<b>\$ 9,936.80</b>	<b>14.8</b>



MUNICIPALITY OPERATING EXPENSES	20-21 Budget	1st Quarter	July	August	September	2nd Quarter	%
<b>Events</b>							
Bar	\$ 10,000.00	\$ 35.00	\$ -			\$ 35.00	0.4
Inventory Tracking (Touch Bistro)	\$ 750.00	\$ 165.60	\$ 55.20			\$ 220.80	29.4
Bingo	\$ 14,000.00	\$ -	\$ 472.04			\$ 472.04	3.4
Kitchen/Canteen	\$ 7,000.00	\$ -	\$ 190.00			\$ 190.00	4.7
Canteen - separated	\$ 8,000.00	\$ -	\$ 136.90			\$ 136.90	
Special Events	\$ 3,000.00	\$ -	\$ 33.00			\$ 33.00	0.4
Bartenders	\$ 3,000.00	\$ -	\$ -			\$ -	0.0
Security	\$ 3,000.00	\$ -	\$ -			\$ -	0.0
Winter Carnival Expenses	\$ 3,000.00	\$ -	\$ -			\$ -	0.0
<b>Total</b>	<b>\$ 48,750.00</b>	<b>\$ 200.60</b>	<b>\$ 887.14</b>			<b>\$ 1,087.74</b>	<b>2.2</b>

<b>Parks and Recreation</b>							
Ballfield (Day Camp Supplies)	\$ 500.00	\$ -	\$ 185.05			\$ 185.05	37.0
Rink	\$ 6,000.00	\$ -	\$ -			\$ -	0.0
Recreation Reserve Fund	\$ 3,504.00	\$ -	\$ -			\$ -	0.0
Day Camp Staff - Wages	\$ -	\$ -	\$ 2,888.67			\$ 2,888.67	
<b>Total</b>	<b>\$ 10,004.00</b>	<b>\$ -</b>	<b>\$ 3,073.72</b>			<b>\$ 3,073.72</b>	<b>30.7</b>

Reserve Funds (already accounted for in Operating Budget)	2020-21 Budget	1st Quarter	July	August	September	2nd Quarter	%
Election Reserve Fund	\$ 1,000.00	\$ -	\$ -			\$ -	
Emergency Measures Reserve Fund	\$ 750.00	\$ -	\$ -			\$ -	
Capital Purchases Reserve Fund	\$ 500.00	\$ -	\$ -			\$ -	
IRAC and Legal Proceedings	\$ 500.00	\$ -	\$ -			\$ -	
Recreation Reserve Fund	\$ 3,504.00	\$ -	\$ -			\$ -	
Contingency Reserve Fund	\$ 750.00	\$ -	\$ -			\$ -	
<b>Total</b>	<b>\$ 7,004.00</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	

MUNICIPALITY OPERATING EXPENSES		20-21 Budget	1st Quarter	July	August	September	2nd Quarter	%
<b>Sewer</b>								
Administration	\$	11,200.00	\$ 2,207.38	\$ 1,219.32			\$ 3,426.70	30.6
Bank Fees	\$	300.00	\$ 57.00	\$ 19.00			\$ 76.00	25.3
Accounting Fees	\$	3,000.00	\$ -	\$ -			\$ -	0.0
Contribution to Reserve Fund	\$	2,000.00	\$ -	\$ -			\$ -	0.0
Interest on Debt	\$	5,000.00	\$ 1,939.52	\$ -			\$ 1,939.52	38.8
Debit Machine	\$	700.00	\$ 134.75	\$ 43.84			\$ 178.59	25.5
Repairs and Maintenance	\$	10,000.00	\$ 1,283.00	\$ 400.00			\$ 1,683.00	16.8
Supplies	\$	1,000.00	\$ -	\$ -			\$ -	0.0
Internet and Phone	\$	800.00	\$ 197.71	\$ 60.03			\$ 257.74	32.2
Electricity	\$	4,000.00	\$ 648.82	\$ 114.69			\$ 763.51	19.1
Loan Repayment	\$	42,000.00	\$ 11,035.12	\$ -			\$ 11,035.12	26.3
<b>Total</b>	<b>\$</b>	<b>80,000.00</b>	<b>\$ 17,503.30</b>	<b>\$ 1,856.88</b>			<b>\$ 19,360.18</b>	<b>24.2</b>