

**Rural Municipality of Kinkora
Regular Meeting of Council
June 22, 2020**

Present: Mayor Robert Duffy, Councilors Roy Cook, Lesley Cousins, Andrew McCarville, and Colin Montgomery

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:00 pm

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. Mayor Duffy noted that this would be the last meeting streamed via Facebook Live.**

3. **Review/Additions to the Agenda**
Mayor Duffy asked to have KABC's role and responsibilities added to the agenda

4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Lesley Cousins "to approve the agenda with the addition as mentioned". All in favour. Motion carried.

5. **Public Presentations** – none

6. **Review/Approval of Minutes**

Regular Meeting May 25, 2020

MOTION: Moved by Lesley Cousins and seconded by Colin Montgomery "to approve the minutes from the May 25th meeting". All in favour. Motion carried.

Special Meeting June 10, 2020

MOTION: Moved by Colin Montgomery and seconded by Andrew McCarville "to approve the meeting minutes from June 10th." All in favour. Motion carried.

7. **Business Arising from the Minutes**

Bylaw Officer – CAO contacted Development Officer Derek French to see if he would be interested in providing Bylaw Officer services to the municipality. He declined but gave Donna

Johnson's name as a person who might be. Donna provides bylaw officer services to several municipalities. Her rates are \$30/hour and she usually spends 3-4 hours each week in a municipality. This would entail enforcing all community bylaws, including development, and also serving sewer disconnect notices. CAO to check with Donna to see what her minimum time commitment would be and council will look at this service in an upcoming budget.

Black Fly Program – Due to public health restrictions due to Covid-19, there can be no door to door collecting this year so there was information included in the June community newsletter. We have received one donation from a village resident at this point in time. CAO to put in the newsletter again, along with notice that the community is now accepting e-transfer payments. CAO to also email those responsible for collecting for certain roads and make them aware of the options for donating, and also point out that the community paid the entire cost last year.

Speed humps – Four 6-foot temporary speed humps have been ordered through T&K Fire. Two will be put on Shamrock Crescent and two on MacGuigan Road. Somerset Festival committee agreed to pick up the cost of the speed humps so there will be no cost to the community. They are expected to come in at under \$900.

8. Correspondence

a) **PEI Federation of Labour** – The PEI Federation of Labour joined other federations of labour and labour councils across the country in launching a petition demanding that federal and provincial governments support municipalities through the current COVID-19 crisis. Municipalities were not eligible for most government funding.

MOTION: Moved by Andrew McCarville and seconded by Lesley Cousins *“that the Rural Municipality of Kinkora demand the federal and provincial governments provide emergency operating funds to protect vital local services, including public transportation and emergency services.”* All in favour. Motion carried.

b) **Thank you from Len and Jean Keefe** – Letter from Len and Jean Keefe thanking council for all the great work that has taken place and is ongoing in the community. The letter went on to mention the multiplex, the grass cutting in Heritage Park and the new sidewalk addition.

c) **Lawn Cutting** – An email was received from resident Bernadette Mulligan asking that notice be put in the newsletter asking residents to follow the lead of Cornwall and Stratford and not to cut their lawns this summer as beekeepers are advising that bees need dandelions for pollination. CAO advised her that we can't advocate this as our development bylaw states that grass on any property other than agricultural must be maintained at a height of 200mm or less. Cornwall and Stratford have set aside designated and signed "Naturalized Areas". Council decided to leave this up to individual property owners unless complaints are received.

d) **KABC letter – Tree Cutting** – Letter received from KABC Chair Andrew McCardle advising that Hurricane Dorian last fall caused considerable damage to trees on their properties in the MacGuigan Subdivision. KABC is in the process of looking into having the dead wood

removed and cleaning up the lots. Duffy Construction has cleaned up portions of lots 10 and 11 at no cost to KABC. It was also noted that if council or residents have questions, comments or suggestions concerning KABC they should be directed to the KABC Chair.

9. Reports

a) **Fire Department** – no report

b) **Planning Board** – verbal report given by Chair Colin Montgomery – KABC Chair Andrew McCardle submitted a request from KABC to rezone lots 12-1 and 12-16 in the Johnston Subdivision. This request will go to the Planning Board and then be brought to council. This must wait until the community is able to have the required public hearing which would not be allowed right now under current health restrictions. This will hopefully be dealt with in July. Colin also read a letter from a resident who had put an offer in on a lot in the Johnston Subdivision. The concern was with information given out by the real estate agent with regard to the lots being rezoned prior to this information being made public. He also named specific developers who have a history of building duplexes. The resident was then asked if there was a different lot she would be interested in. She indicated this was not professional on the part of the agent and thought council should be made aware. KABC has already been notified. Councilor Montgomery said he thought this letter rated some discussion as to what our criteria is as to what we are selling and building and how those decisions are being made. As KABC was being discussed, it was agreed that Mayor Duffy's addition to the agenda of KABC roles and responsibilities would be discussed now. Mayor Duffy explained that KABC was formed with its own body and committee about 30 years ago and they have the say to do with any of their property or lots in the village; they vote and technically they're responsible for those lots. He said the village owns the note at the bank but KABC is responsible and they have the sole say in what goes on. If there are questions that come to council, they should be directed to KABC. Council should not open discussion up to talk about KABC affairs. Mayor Duffy continued to say that up to this point they've not led us astray and the new subdivisions we have are due to KABC. Councilors McCarville and Montgomery brought up questions about the role KABC plays when the community also has a planning board. Councilor Montgomery would like some clarity on what they do, how they do it and why they do it, and would like more open communication between council and KABC. There was a council representative on KABC until Andrew McCardle resigned and with the postponement of the byelection, a new representative to KABC has not been put in place. Councilor McCarville asked could we not keep KABC on as part of the planning board as they have the history and the knowledge but council would still have some say. He said they've done a great job and they do a great job. Councilor Cook added that just from listening, KABC is great for the community, but the issue here is how the real estate agent representing KABC acted toward a possible new resident to the community. He wasn't really professional, giving out information he shouldn't have. He added that's the issue, not really KABC. When two new councilors are elected, council should appoint a new representative to KABC. Councilor McCarville suggested the municipal planning board should take a bigger role with KABC members being part of the planning board.

ACTION: CAO will set up a meeting between council and KABC.

- c) **Administrator** – written report attached
1. **Crows/Ravens** – After discussion it was decided to continue monitoring the situation. Council asked that residents who are having issues should let the CAO know about them.
 2. **Office Reopening** – Council agreed to the suggested office hours
- d) **Finance** – Verbal report given by Colin Montgomery
Reserve Funds are in the works. Council has received a summary of operating revenue and expenses and will get this form each month going forward to allow council to make informed decisions regarding spending.
- e) **Bingo** – no report
- f) **Facility** – CAO reported there is a bird's nest in the stove exhaust. As there are baby birds in the nest, it was advised to leave it for now. There are no birds in the building. Generator is set to start up every second Monday at 10 am. The Fire Department has agreed to incorporate starting it up under load into one of their weekly training nights.
- g) **Sewer and Utility** – no report
- h) **Parks, Recreation and Youth** – Verbal report given by Andrew McCarville
We received funding for another student at a cost to us of \$516. We are hiring two students, and looking at a summer day camp, four days a week in the mornings. Revenue from that will take care of supplies. Students will be helping around hall as well. Insurance forms to cover the day camps are to be sent in. The multiplex is now open.
- i) **Events** – Verbal report by Lesley Cousins
Good Neighbour Award – The committee met and chose the winner, with the date for presentation to be determined. This is usually done on Canada Day but with the traditional Canada Day celebrations not being held we are looking for the best time for the presentation. Just a reminder of the Canada Day decorating contest. Information went out on Facebook and will be posted again. The biggest news is that we are reopening our bingo. Last week we received approval from the Department of Justice to start bingo back on July 7, with a hybrid plan to have 45 people in the hall practicing social distancing and the rest playing online through our Facebook Live. Players can begin buying their cards next week. Perhaps we may attract some new players.

j) **Emergency Services** – Verbal report by Roy Cook

Now that Covid restrictions are easing and we have the generator hooked up, we can start on our emergency management plan. This will take an effort from a lot of people.

10. New Business

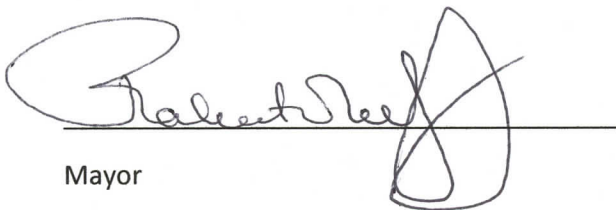
- a) **Development Officer** - CAO has asked other municipalities who they use for development officer services. There were only two names given. Most use Derek French which explains why he is extremely busy. The other name given was Hope Parnhum. Everybody had great things about her but she does have a job with the provincial government so unsure whether she is taking on new clients CAO met with another candidate today but she has just finished her education and must spend two years working under a planner before she can take clients on her own. Other communities have the CAO accepting permit applications, and then take them to the planning board to aid in the decision making. Permits must be completely filled out before any permits are issued.
- b) **Lions Club** – Council received an information letter from Don Reid of the Lions Club regarding the possibility of starting a Lions Club in this area. There are currently 23 clubs on PEI, and in the immediate area there are clubs in Kensington and Hunter River. Council decided to ask a representative to attend a council meeting once restrictions ease up.

11. Old Business/Carry Forward Items

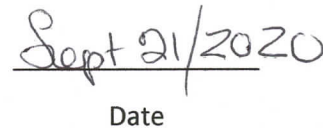
12. Date of Next Meeting – Monday, July 27, 2020 at 7:00 pm.

13. Meeting Adjourned

MOTION: Moved by Lesley Cousins and seconded by Roy Cook "to adjourn the meeting at 8:16 pm." All in favour. Motion carried.



Mayor



Date



Chief Administrative Officer



Date

Administrators report – June 22, 2020

Crows/Ravens – There were two reports of large crows in the village destroying windshield wipers and window screens over the last couple of weeks. I contacted Wildlife who said crows become adapted to people very quickly and suggested the best option would possibly be for people to put out decoys such as owls and move them around frequently to deter them. Another suggestion was to allow hunting as crows have to protection, but that is not feasible within the village. I spoke to Jamie Stride of Island Falconry who said these problem birds are more likely ravens, rather than crows. The males are very aggressive and when they see their reflection in windows it puts them into fight mode. This would explain the destroyed wipers and screens. He said ravens are bold, aggressive birds that are difficult to control. They will at times fly side by side with a predator bird. He can certainly come out with one of the hawks but said he could sit for 12 hours a day and not see a bird, which can get costly.

Gas Tax Payment – On June 1 the federal government announced the Gas Tax Fund allocations for this year would be accelerated and provided in a single payment this month to help communities recover from the pandemic while respecting public health guidelines.

McGuigan Lane Extension – The funding application to put a road at the end of McGuigan Lane into the R4 lot was approved by Infrastructure during the latest round of MSC funding. MSC projects are expected to be completed in a timely manner, so a two-year time limit is in place for significant progress.

Sewer Invoices – Council decided to delay sewer invoicing for the April to September 2020 period due to the Covid-19 pandemic. At the end of June we will have reached the halfway point of the billing period so I propose getting these invoices sent out the first week of July.

Office Reopening – With an operational plan in place, the office can be reopened. As the library remains closed to in person interactions, trying to minimize open hours with their hours would be in everybody's best interest. Tuesday and Thursday from 2-6 and Wednesday and Friday from 9-1 would be a good start.

Etransfers – The community is now set up to receive payments via etransfer. The email address of communityofkinkora@eastlink.ca is linked to that setup. This will be in the next community newsletter going out next week.

Black Fly Program – We have received one donation to this point. This will also be mentioned again in the next newsletter

Generator – The generator project is now complete and the generator is up and running and has already been used once for a power outage.

Byelection – The byelection will be held on Monday, July 6 with voting from 9 am to 7 pm. Advance polls will be Saturday, July 4 from 9 am to noon. We have three candidates running for the two open councillor spots. We also have an operational plan for the election and have been working with Municipal Affairs and Elections PEI...we are being considered a pilot project for the 8 or so other byelections to take place over the next months.

Jurat Hawey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Values up to June 19, 2020

Projected

MUNICIPALITY OPERATING REVENUE	20-21 Budget	April	May	June	1st Quarter	%
Assessable municipal property taxes	\$ 106,000.00	\$ 8,659.00	\$ 9,257.00	\$ 9,257.00	\$ 27,173.00	25.6
Equalization grant	\$ 51,362.00	\$ 4,280.17	\$ 4,280.17	\$ 4,280.17	\$ 12,840.51	25.0
Municipal Capital Expenditure Grant (MCEG)	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Events - Regular and Special	\$ 83,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 200.00	\$ 400.00	\$ 100.00	\$ 700.00	14.0
Multiplex Board Signage	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Fundraised Recreation Funds	\$ 3,504.00	Reserve	\$ -	\$ -	\$ -	0.0
Total Operating Revenue	\$ 284,866.00	\$ 13,139.17	\$ 13,937.17	\$ 13,637.17	\$ 40,713.51	14.3

MUNICIPALITY OPERATING EXPENSES

Administration	\$ 150,050.00	\$ 11,137.58	\$ 16,963.11	\$ 7,476.80	\$ 35,577.49	23.7
Events	\$ 48,750.00	\$ 55.20	\$ 90.20	\$ 55.20	\$ 200.60	0.4
Facility and Public Property	\$ 67,200.00	\$ 4,091.31	\$ 2,578.99	\$ 175.00	\$ 6,845.30	10.2
Parks and Recreation	\$ 10,004.00	\$ -	\$ -	\$ -	\$ -	0.0
Emergency Measures	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Reserve Funds	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	0.0
Total Operating Expenses	\$ 280,504.00	\$ 15,284.09	\$ 19,632.30	\$ 7,707.00	\$ 42,623.39	15.2
NET OPERATING SURPLUS	\$ 4,362.00	-\$ 2,144.92	-\$ 5,695.13	\$ 5,930.17	-\$ 1,909.88	

UTILITY OPERATING REVENUE

Flat rate sewer fees	\$ 80,000.00	\$ 200.00	\$ 133.33	\$ 200.00	\$ 533.33	0.7
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UTILITY OPERATING EXPENSES

Sewer	\$ 80,000.00	\$ 15,459.67	\$ 1,582.86	\$ 458.77	\$ 17,501.30	21.9
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NET OPERATING SURPLUS - UTILITY

	\$ -	-\$ 15,259.67	-\$ 1,449.53	-\$ 258.77	-\$ 16,967.97	
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MUNICIPALITY OPERATING EXPENSES

	20-21 Budget	April	May	June	1st Quarter	%
Administration						
Advertising	\$ 5,000.00	\$ 66.58	\$ 66.58	\$ 66.58	\$ 199.74	4.0
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	\$ -	\$ 8,378.30	77.6
Interest on Loans	\$ 23,000.00	\$ 1,775.45	\$ 1,649.73	\$ 1,695.72	\$ 5,120.90	22.3
Office Supplies	\$ 2,100.00	\$ 527.17	\$ 179.23	\$ -	\$ 706.40	33.6
Debit Machine	\$ 800.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 90.00	11.3
Professional Fees	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Library	\$ 300.00	\$ -	\$ -	\$ -	\$ -	0.0
Travel	\$ 1,440.00	\$ -	\$ -	\$ -	\$ -	0.0
Wages	\$ 31,660.00	\$ 3,918.14	\$ 2,543.00	\$ 1,215.69	\$ 7,676.83	24.2
Community Programs (Black Fly)	\$ 7,150.00	\$ -	\$ -	\$ -	\$ -	0.0
Bank Charges	\$ 700.00	\$ 66.50	\$ 66.50	\$ 66.50	\$ 199.50	28.5
Honorariums	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -	0.0
Training	\$ 500.00	\$ -	\$ -	\$ -	\$ -	0.0
Internet and Phone	\$ 1,800.00	\$ 316.32	\$ 236.75	\$ 237.71	\$ 790.78	43.9
Website	\$ 200.00	\$ -	\$ -	\$ -	\$ -	0.0
Fire Dues	\$ 21,300.00	\$ 1,775.00	\$ 1,775.00	\$ 1,775.00	\$ 5,325.00	25.0
Accounting Software	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Loan Repayment	\$ 19,000.00	\$ 1,976.83	\$ 2,038.02	\$ 1,989.60	\$ 6,004.45	31.6
Total	\$ 150,050.00	\$ 11,137.58	\$ 16,963.11	\$ 7,476.80	\$ 35,577.49	23.7

	20-21 Budget	April	May	June	1st Quarter	%
Facility and Public Property						
Property Tax	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Snow Removal	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	0.0
Repairs and Maintenance	\$ 13,000.00	\$ 1,302.57	\$ 222.37	\$ -	\$ 1,524.94	11.7
Utilities	\$ 33,000.00	\$ 2,087.74	\$ 1,981.01	\$ -	\$ 4,068.75	12.3
Landscaping	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	0.0
Cleaning and Supplies	\$ 8,500.00	\$ 701.00	\$ 375.61	\$ 175.00	\$ 1,251.61	14.7
Total	\$ 67,200.00	\$ 4,091.31	\$ 2,578.99	\$ 175.00	\$ 6,845.30	10.2

MUNICIPALITY OPERATING EXPENSES

	20-21 Budget	April	May	June	1st Quarter	%
Sewer						
Administration	\$ 11,200.00	\$ 1,158.84	\$ 701.20	\$ 347.34	\$ 2,207.38	19.7
Bank Fees	\$ 300.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 57.00	19.0
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	\$ 53.94	\$ 47.81	\$ 33.00	\$ 134.75	19.3
Repairs and Maintenance	\$ 10,000.00	\$ 850.00	\$ 433.00	\$ -	\$ 1,283.00	12.8
Supplies	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0.0
Internet and Phone	\$ 800.00	\$ 79.09	\$ 59.19	\$ 59.43	\$ 197.71	24.7
Electricity	\$ 4,000.00	\$ 326.16	\$ 322.66	\$ -	\$ 648.82	16.2
Loan Repayment	\$ 42,000.00	\$ 11,035.12	\$ -	\$ -	\$ 11,035.12	26.3
Total	\$ 80,000.00	\$ 15,461.67	\$ 1,582.86	\$ 458.77	\$ 17,503.30	21.9