

**Rural Municipality of Kinkora
Regular Meeting of Council
May 25, 2020**

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

Absent: Councilor Andrew McCarville

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**

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

4. **Approval of Agenda**

MOTION: Moved by Lesley Cousins and seconded by Colin Montgomery "*for approval of the agenda*". All in favour. Motion carried.

5. **Public Presentations** – none

6. **Review/Approval of Minutes – Regular Meeting April 27, 2020**

MOTION: Moved by Colin Montgomery and seconded by Lesley Cousins "*to approve the minutes from April 27, 2020*". All in favour. Motion carried.

7. **Business Arising from the Minutes**

8. **Correspondence**
 - a) **KRHS** – Received a thank you card from KRHS for purchasing an ad in the 2020 KRHS yearbook
 - b) **Property Tax** – Letter from the Department of Finance with regard to property tax changes this year due to the public health emergency. Tax bills will be mailed out to all Island property owners the first week of June and payment due dates will be extended with no property tax payments due before December 31, 2020. The municipality will continue to receive property tax payments from the province monthly.
 - c) **Atlantic Bug Busters** – email received from Atlantic Bug Busters after this year's Black Fly Program contract went to another company. They wanted to clarify a few points for future reference and to assist with decision making from council going forward. A specific tender

has not been sent out for the black fly program; quotes are sent in each year from two interested companies. In going through the Black Fly file, one quote was noted to include treating for mosquitoes at the sewage lagoon while the other did not. It was also noted the community was consistently not happy with one company. It was suggested criteria be drawn up for companies to bid on.

MOTION: Moved by Lesley Cousins and seconded by Roy Cook *"to create a criteria for companies to bid on the Black Fly program in the future."* All in favour. Motion carried.

9. Reports

a) **Fire Department** – no report

b) **Planning Board** – no report

c) **Administrator** – written report attached

1. **Jobs for Youth** – The municipality was approved for a summer student under the provincial Jobs for Youth program. They will pay for up to 8 weeks (320 hours) at \$13.36 per hour. HR chair Andrew McCarville and the CAO have been working on an amended job description given the public health requirements and discussed topping the wage up to \$14 per hour plus 4%.

MOTION: Moved by Colin Montgomery and seconded by Lesley Cousins *"to top of the summer student wage from \$13.36 per hour to \$14.00 plus 4%."* All in favour. Motion carried.

2. **Business Adaptation Advice Funding** – CAO will contact councilors this week about setting up a meeting with Dawn Binns from Insight Marketing

3. **Garbage at townhouses**

ACTION: CAO will contact Development Officer Derek French about submitting a proposal for bylaw officer services. Council discussed written warnings with 30-day compliance.

4. **Black Fly Program collecting**

ACTION: Once collecting can begin under public health restrictions, CAO will draft a letter to the residents of the outside communities that we would like their contributions to continue and the community will pick up the shortfall.

5. **Good Neighbour Award Policy** – formalized policy for the selection process for the municipality's annual Good Neighbour Award

MOTION: Moved by Lesley Cousins and seconded by Roy Cook *"to adopt the Good Neighbour Award policy."* All in favour. Motion carried.

6. **Liquor Licence** – council agreed to the request to have Kerry Ellen Nantes' name removed from the Kinkora Place liquor licence and have CAO Tina Harvey's name added. Renewal fees for the coming year have been waived by PEILCC.
7. **Office Reopening/Covid-19 Operational Plan** – The office will be remaining closed for now and will look at reopening for some hours at the end of June. People can call and make appointments if they have issues that need to be addressed before then.
8. **Bills** – Bills to be paid as presented in the amount of \$16,109. This includes a payment of \$11,969 to Cooke Insurance for the property renewal, \$1265 to Duffy Construction for sidewalk cleaning and washing, and \$2875 to Duffy Construction for the generator pad.

MOTION: Moved by Colin Montgomery and seconded by Lesley Cousins "to pay the bills as presented." All in favour. Motion carried.

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

A procurement policy is currently being developed to bring to council. The Reserve Fund Bylaw needs to be updated to include recreation funds. Beginning with the next meeting councilors will get a project budget. We seem to be doing fine so far.

e) **Bingo** – no report

f) **Facility** – Generator is on site and should be hooked up by the end of the week

g) **Sewer and Utility** – Outstanding sewer dues are now under \$7,000

h) **Parks, Recreation and Youth**

The playground at Heritage Park and the Multiplex will be remaining closed for now. CAO had been requested to look into how other smaller municipalities handle ballfield use and maintenance. A reply was received from Miltonvale Park; they charge fees for standing weekly use of their softball field and the leagues usually take care of the maintenance. Next year council may consider fees for use of the ballfield. The community pays for grass cutting and has been supplying lime.

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

The municipality's Canada Day celebration has not been officially cancelled yet but the usual celebrations won't work with COVID-19 regulations.

MOTION: Moved by Lesley Cousins and seconded by Colin Montgomery "that council cancel Canada Day celebrations for 2020 due to Covid-19". All in favour. Motion carried.

The events committee is looking at other things the community could do to celebrate Canada Day such as a contest where residents decorate their yards. Prizes could be offered and pictures posted to the community's social media.

The Good Neighbour Award policy has now been adopted and the award is usually presented at the Canada Day festivities. It is important to continue with this award so we are going to go ahead with it. In the next week or so there will be a call for nominations put out and the appropriate time and place for awarding will be determined.

j) Emergency Services – Verbal report by Roy Cook

Businesses that have opened in the community have plans in place and are adhering to the physical distancing requirements. Everybody is doing well at following the provincial and federal guidelines. Now that restrictions have been lifted somewhat, the committee can begin to meet and finalize the Emergency Management Plan.

10. New Business

a) Speeding on Shamrock Crescent – Emails and phone calls were received from residents of Shamrock Crescent concerned about speeding on Shamrock Crescent and Macguigan Lane. Suggestions from residents include speed limit signs, speed bumps, 'children playing' signs, and a three-way stop at Shamrock and MacGuigan. The first suggestion from Transportation is law enforcement so CAO called the RCMP and asked them to add the area to the list for extra patrols, which was done almost immediately by them. As for 'Slow, Children Playing' signs, Transportation only puts those up in the immediate vicinity of schools and playgrounds. As there is no playground on either of these roads, they would not consider this option. For speed limit signs, Shamrock could be listed at 40km/h but MacGuigan would be 50 km/h based on what the subdivision was designed for. The municipality falls under the Traffic Act which has certain parameters for these issues. A three-way stop would be up to the community, but the way the road is now is what it was designed and approved by the province for. Temporary speed humps are an option and are permitted to be in place from May 1 to October 31 each year. T&K Fire have sold these to the Rural Municipality of Crapaud and quoted them as around \$160 for each 6' hump and \$24 for the rebar spikes for each. Discussion by council on each option.

MOTION: Moved by Roy Cook and seconded by Lesley Cousins *'to go ahead and purchase speed bumps to get speeding under control in Shamrock Crescent.'* All in favour. Motion carried.

ACTION: CAO to get a firm quote on the four speed bumps and all necessary installation parts from T&K Fire.

ACTION: Robert Duffy to communicate with the Somerset Festival committee via email about donating money for the speed bumps to the community

b) Sidewalk Extension Tender – In response to the 2020 Grass Cutting tender, the municipality received three quotes: D and L Contracting for \$247.25/cut, Colton Dawson Lawn Care and Property Management at \$225/cut and William MacDonald at \$200/cut.

MOTION: Moved by Lesley Cousins and seconded by Colin Montgomery “to award the grass cutting tender to Colton Dawson.” All in favour. Motion carried.

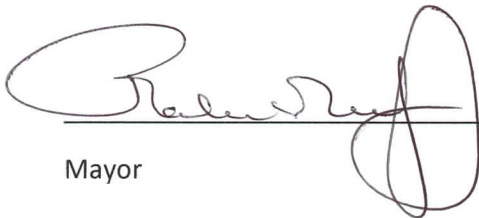
11. Old Business/Carry Forward Items

a) Sidewalk Extension Tender – Tenders for the Anderson Road Sidewalk Extension/Storm Sewer project closed on May 8, 2020. Luc Van Hul from WSP presided over the tender opening. There were three quotes received: Duffy Construction at \$348,744.40, Island Coastal Services at \$371,829.50 and Earthform at \$482,195. The recommendation from WSP was to award the contract to Duffy Construction.

12. Date of Next Meeting – Monday, June 22, 2020 at 7:00 pm.

13. Meeting Adjourned

MOTION: Moved by Lesley Cousins and seconded by Colin Montgomery “to adjourn the meeting at 7:49 pm.” All in favour. Motion carried.



Mayor

July 2/2020
Date



Chief Administrative Officer

July 2, 2020
Date

Administrator's Report – May 25, 2020

Jobs for Youth – The municipality received approval from the provincial Jobs for Youth program for a summer student for 8 weeks (320 hours) at \$13.36/hour (\$12.85 + 4% benefits). HR Chair councilor Andrew McCarville and I have met and are continuing to meet to come up with a new job description given the public health restrictions around Covid-19.

Business Adaptation Advice Funding – The COVID-19 Business Adaptation Advice program provides a non-repayable contribution to Prince Edward Island businesses, entrepreneurs, not-for-profits, and non-governmental organizations to access professional advice and support to adapt or recover from the impacts of COVID-19. I sent an email to Innovation PEI a couple of weeks ago to ask if we would qualify and was told that we would. I submitted our application last Friday with a quote from the consultant council decided to go with and heard back this morning that we were approved for the full \$2500. This will include coming up with new ways to recoup some of the lost events revenue, which makes up 1/3 of the municipal operating budget. The next step is a meeting with the consultant.

Garbage at the townhouses – The office received complaints from a couple of different residents about garbage from the townhouses blowing onto their properties. I called the property manager and he had someone come out the next day and clean up. I went down and had a look and they did a great job. The property manager believes the garbage left around could possibly be because of improper sorting causing it to be left behind. He was going to stress the rules to the residents again...they have also hired somebody on site to look after things in the last couple of weeks.

Black Fly Program Collecting – I spoke to a couple of residents outside the village limits who have collected donations in the past for the Black Fly Program and they would like to do it again this year, once it is allowed under public health measures. Council had taken on the entire cost of the program, but this would be a good way to offset some of that cost, given that the residents want to take it on.

Good Neighbour Award Policy – a policy has been formalized with regards to the selection process for the annual Good Neighbour Award. If council chooses to adopt this policy, it can be put in place for this year's award. Councilor Cousins will speak more to the award under Events.

Liquor Licence – It is time the yearly renewal of the Kinkora Place liquor licence. Also at this time, Kerry Ellen Nantes has requested her name be removed from the liquor licence. In the past the CAO has held the licence and if council chooses to go this route, I have no objection. They need a letter from council requesting the change. The renewal fee has been waived for the coming year.

Covid-19 Operational Plan – A plan is required for reopening the office...floor and wall signs have been received from Sign Station. I'm still trying to source hand sanitizer, preferably touchless dispensers, and we are on lists for them. We may have to go with containers that need to be picked up (sprays, liquid, etc) if council wants to open prior to receiving those. Disinfectant is available.

Graffiti – Kinkora, Bedeque and Wilmot Valley were hit hard over the last week with graffiti. Transportation has been working on having the graffiti removed from their signs. RCMP were out last Wednesday going door to door looking for information.

Jana Hawkey