

**Rural Municipality of Kinkora
Regular Meeting of Council
November 23, 2020**

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

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

3. Review/Additions to the Agenda

Councilor Roy Cook asked to be added to the agenda to address council at the end of the meeting.

4. Approval of Agenda

MOTION: Moved by Roger Shea and seconded by Colin Montgomery *"to approve the agenda"*. All in favour. Motion carried.

5. Public Presentations – none

6. Review/Approval of Minutes

Regular Meeting October 26, 2020

MOTION: Moved by Lesley Cousins and seconded by Andrew McCarville *"to approve the minutes from the October 26th meeting"*. All in favour. Motion carried.

Special Meeting November 16, 2020

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *"to approve the minutes from the special meeting on November 16th."* All in favour. Motion carried.

7. Business Arising from the Minutes

October 26, 2020 Meeting

Ballfield and Heritage Park Garbage – Luke Duffenais agreed to add this to his maintenance duties for the municipality. He spent three hours last week cleaning up both spots.

ATVs and Dirt Bikes – The RCMP has been contacted, an official complaint put in on behalf of the municipality and a file opened. They did request that the public contact them when these incidents are happening.

KRHS Students – A letter has been sent to KRHS principal Ryan MacAleer asking him to keep the students off the ballfield and bleachers and out of the dugout area during school hours unless for a school activity or event. Ryan sent out a notice to parents and students about this.

KABC Positions – An item was put in the November newsletter inviting interested parties to put their names forward for consideration for appointment to the KABC Board

Bingo Job Openings – The three positions discussed were posted and those postings have now closed. The HR Committee has met to discuss.

Sidewalk Grinding – This will be added to the sidewalk repair tender next spring due to weather concerns this late in the year. Roger Shea suggested putting caulking in the joints every four feet at that time as well.

8. Correspondence

- a) **Somerset Consolidated School** – Card of thanks to the municipality from Somerset Consolidated School, made and signed by students in recognition of the donation to the school's breakfast program.
- b) **KRHS** – A thank you card from KRHS for the municipality's continued support of the Blazer Beef Supper.
- c) **KRHS Yearbook** – request from KRHS to place an ad in the 2021 KRHS Yearbook. Prices range from \$15 for just the business name (no ad) to \$250 for a half page ad.
MOTION: Moved by Andrew McCarville and seconded by Colin Montgomery *"to take out another half page ad the same as last year in the KRHS yearbook."* All in favour. Motion carried. Lesley Cousins declared a conflict and abstained from voting.

9. Reports

- a) **Fire Department** – no report
- b) **Planning Board**– verbal report given by Chair Colin Montgomery – The Early Childhood Project Coordinator job has been posted and closes tomorrow. The committee meets tomorrow night. Timeline is to open on March 22, 2021.
- c) **KABC** – verbal report given by Roger Shea – KABC met on November 19th with three members in attendance. KABC Chair Andrew McCardle asked for a time extension on filling the vacant KABC positions (the deadline had been November 18th). He will be reaching out

to current members John Keefe and Shirley Warren to see if they want to put their names forward for reappointment. There was some question as to how to fill spots if more names are received than there are spots open. Roger proposed calling a special meeting of KABC and Council and having a silent vote. There is nothing in the KABC bylaws to address this. Andrew McCardle will contact the CAO. With regard to KABC Bylaw #1 and how many board members are appointed and by whom, all present at the KABC meeting were in agreement that the note at the end of the bylaw is not really legal, but before officially changing the bylaw they would like council's input. This could also be discussed at the KABC/Council meeting. KABC was invoiced for the rezoning of the four lots in the Johnston Subdivision as per the municipality's Development Bylaw and members were wondering if this invoice could be reduced. When this issue was brought up, KABC requested rezoning of two lots and after meeting with council, on council's recommendation they then requested rezoning of the other two lots. As council suggested the other two lots, the invoice could be amended to include the first two lots requested plus costs of advertising and postage.

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *"to only charge KABC for rezoning of two lots based on council's recommendation to rezone the other two."* All in favour. Motion carried.

ACTION: CAO to generate a new invoice reflecting this motion

Andrew McCardle is writing up a preliminary RFQ for an engineering firm for the road construction project into the R4 lot at the end of McGuigan Lane. KABC members are in agreement that they would like to get three estimates.

KABC would also like to clarify insurance coverage with respect to directors' insurance to make sure they are covered under the municipality's insurance.

ACTION: CAO will look into this and meet with Roger Shea

d) Administrator –

1. **Townhouse Garbage** – There have been several occasions over the last couple of weeks where the garbage accumulating at the townhouse complex has been excessive and blowing around. After two calls to the property management company, a letter has now been written. They are good about coming to clean up after the fact but we want to keep it from becoming an issue. IWMC offered some suggestions that were included in the letter. Suggestions included: a notice to residents that if all the bins are full, do not put out your garbage or recycling beside the bins unless it is pick-up day, getting more bins for the property as they are entitled to 22 sets of carts, and getting packages from IWMC on proper sorting for the residents. If this continues to be an issue the next communication will be to strongly suggest an enclosed space for the garbage area, with a copy of the unsightly premises section of the municipal Development Bylaw included.
2. **Quarterly Payroll Remitting** – Letter from the Canada Revenue Agency regarding the municipality's payroll remitting requirements. Currently the remittances are

done monthly, but because of a perfect compliance history for remittances and GST/HST returns over the last year, the municipality can now submit quarterly if desired.

3. **Electric Vehicle Charging Survey** – PEI Government’s Sustainable Transportation Committee sent out a survey to get a sense of the interest in the installation of electric vehicle charging stations at various public locations. CAO filled out survey to say that Kinkora would welcome installation of a charging station.
4. **Generator Winter Diesel** – Before the last hurricane there was discussion about topping up the generator with fuel. Jonathan Noonan at Noonan Petroleum suggested waiting until winter diesel is in. This will cost about \$500 for the amount that was put in at the outset. There is money in the Emergency Services budget. Council agreed on this purchase.
5. **Christmas Hours** – CAO taking vacation in December and suggested closing the municipal office from Dec. 22 to January 4, reopening on January 5. There would be only six days the office would regularly be open during this span. Council is in agreement.
6. **December Council Meeting** – The regular monthly meeting for December would be December 28, as the fourth Monday of the month. Council agreed to meet on December 21 instead.
7. **Bills to Pay** – Three invoices from BDO with costs relating to year end totalling \$18,528. The community’s share of that is \$12,400 and \$12,000 was budgeted for this. Two of the others are sewer invoices: one from Keefe Produce for \$570.69 and one from Duffy Construction for \$534.75.

MOTION: Moved by Colin Montgomery and seconded by Roger Shea “to approve the bills as listed.” All in favour. Motion carried.

The municipality’s Sage 50 Accounting subscription is up for renewal at the end of December at the same price as last year, \$1,459.35. Council agreed to renew.

- e) **Finance** – Council has copies of the monthly budget and loan reports, we are almost $\frac{3}{4}$ of the way through the fiscal year.
- f) **Bingo** – Verbal report given by Lesley Cousins – Mayor Duffy noted that he had extended an invitation to the bingo volunteers to attend the meeting. At the last meeting council decided to post for three positions. Applications were reviewed by HR and Events chairs. It was decided that we would apply to public health to see if we could expand our capacity for in-hall play. We did not interview for positions because if approval is given for more people to be in the hall, it would change some of the job descriptions. We are still waiting for a response to this application. With the new guidelines regarding mandatory masks, we want

to make sure that we resume bingo adhering to all proper protocols and procedures. Bingo volunteer Cindy McCardle asked if it is council's intention to resume bingo. Council confirmed that this is the intent.

g) Facility – Verbal report given by Roger Shea – there are no issues, but we will need to purchase a few drain spouts in the spring. The eavestroughs have been cleaned out. With the daycare project moving ahead there might be a need for additional windows in the facility.

h) Sewer and Utility – no report

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

The rink boards have been sealed to hopefully retain water when melting occurs. There are 18 new verbally confirmed sponsors for rink board signage for 2021. This will create significant income in addition to renewals from last year. We got the new storage/changing barn last weekend, and it has been leveled off and includes a bench inside, double doors, and a window facing the rink. We are hoping to get this wired for light and heat soon. We also bought a used generator shed to put over the outdoor tap to put a hose in and a little heater. Roger Shea is looking into some light posts and may have a lead on some of those. He has asked for a quote on four 20-foot poles and has had four new light fixtures donated. Roger also went out to Kensington Ag to discuss getting a scraper and there is one on hold out there. The scraper could possibly be obtained in exchange for board advertisement. Mayor Duffy suggested perhaps doing a water test on the boards before it turns cold.

i) Events – Verbal report by Lesley Cousins

The Events Committee met on November 9 and will be meeting again in January. We had Fall Fest on Oct 30 and 31. Events included Chocolate Bar Bingo (virtual and in-hall), a pancake breakfast, a photo scavenger hunt, trick or treating and a decorating contest. It was well attended and nice to have something in the community. Overall comments were positive. We had our 2nd annual Christmas Craft Fair on November 14 and it was a success with over 300 people attending and approximately 30 vendors. The Remembrance Day ceremony was at the cenotaph outside. An update on our Facebook Fundraising Page: our lottery licence paperwork has been submitted to the province and we are waiting for official approval. For Christmas, Santa is going to do a drive-by with the Kinkora Fire Department around Kinkora one evening in December. We are still looking at having our Christmas tree lighting, potentially December 5. There will be a Christmas Ceilidh on December 13 and it will be advertised soon.

j) Emergency Services – no report

10. New Business - none

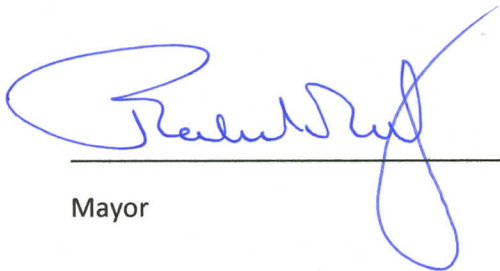
11. Old Business/Carry Forward Items - none

12. Date of Next Meeting – Monday, December 21 at 7 pm

Roy Cook asked to address council at this point and read out his resignation letter, effective November 30. He has purchased a home outside the community so is no longer eligible to serve on council. On behalf of council, Mayor Duffy thanked Roy for his two years of service.

13. Adjournment

MOTION: Moved by Lesley Cousins and seconded by Roy Cook "to adjourn the meeting at 7:50 pm." All in favour. Motion carried.



Mayor

Jan 12/2021

Date



Chief Administrative Officer

Jan 12/2021

Date