

**Rural Municipality of Kinkora
Regular Meeting of Council
February 22, 2021**

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

Absent: Councilor Lesley Cousins

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. A reminder of masking guidelines was also given.**
3. **Review/Additions to the Agenda**
4. **Approval of Agenda**

MOTION: Moved by Marisa McNeill and seconded by Andrew McCarville *“to approve the agenda”*. All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes – regular meeting January 25, 2021**

MOTION: Moved by Colin Montgomery and seconded by Roger Shea *“to approve the minutes from January 25, 2021”*. All in favour. Motion carried.

7. **Business Arising from the Minutes**

Accounting Fees – CAO was to reach out to other municipalities with similar services to see what their accounting fees are annually. CAO sent a request to the Federation of PEI Municipalities to ask member municipalities about this. The Federation will compile the answers and send back. CAO contacted the Rural Municipality of Crapaud who noted that their fees were around \$20,000 but a lot of fixing was needed. Borden-Carleton had someone in to do their accounting entries at a cost of about \$40,000 and the new CAO thought theirs might run \$15,000 for the actual audit, but noted it was hard to say right now. The accounting fees for Hunter River were around \$8,000. CAO will bring forward the information from FPEIM when received.

R2021-0222-01

Moved by Councilor Andrew McCarville

Seconded by Councilor Colin Montgomery

Whereas: Under Section 172(1) of the Municipal Government Act, council shall appoint as auditor one or more persons who are, or an accounting firm or professional accounting corporation that is, licensed to practise public accounting or provide the services of a public accountant, to conduct an annual audit of the finances of the municipality.

Be it resolved: To appoint BDO for the auditor for this year.

Motion carried

Fire Pump – CAO to reach out to Fire Chief Johnny Dugay for his recommendation on how the Fire Department would like to proceed with regards to a fire pump. Chief Dugay said the preferred option would be to have a well that could supply approximately 3,000 gallons of water in 5-7 minutes. He noted that buried tanks are a good option but they would need to hold 9,000-12,000 litres of water so the tanker is able to be filled 3-4 times during an incident. A pump would be needed to fill the tanker. He would be happy to meet with council and a few department officers to discuss the best options for everyone, and suggested John Manderson be present for information.

ACTION: CAO to set up a meeting in a couple of weeks between the individuals noted above

8. Correspondence - none

9. Reports

- a) **Fire Department** – no report
- b) **Planning Board** – no report
- c) **KABC** – verbal report given by Roger Shea

KABC met on February 14th and welcomed the new directors. The primary focus is on development of the R4 lot. There was discussion on water capacity and sewer requirements. John Keefe has taken the lead and we will be reaching out to Manderson's and Derek French, then will put a tender together for a preliminary design to maximize usage of the lot and then determine selling price and capacity the lot would hold. We will contact at least two firms to get design pricing.

d) **Administrator** – verbal report by CAO Tina Harvey

- 1. **Heart of PEI Signage** – CAO was contacted by Don Reid on behalf of the Heart of PEI Strategic Tourism Action Plan for Signage. The project would like to put a Heart of PEI sign on each of the municipality's Welcome to Kinkora signs. There would be a

cost of \$293.25 to the municipality. A proposed design is attached. They have reached out to 35 communities in Central PEI and as of now they have 4 confirmed and another 10 that are in agreement but need council approval. This was their goal for Phase 1 of the program, which ends on March 31, 2021. They hope to achieve the rest of the communities in Phase II. As the campaign grows, they plan to attach bar codes to every sign to market and promote the businesses in the area. This email was just received this morning so not much more information is available at this point.

CARRY FORWARD

2. **Work and Study Hub** – CAO was approached by the Department of Economic Growth, Tourism and Culture about putting a Work and Study Hub at Kinkora Place. This would be for individuals who are working from home or doing schooling online to have a spot with reliable internet service. With the nurse's room not being used for anything in the immediate future, and the province offering a sum of \$2,200 for use of that space from March 1 to June 30, an agreement was signed. Council had previously agreed to provide space in the facility for students to use at designated times. CAO has not had Enman's in to discuss a booster for our wifi at this point and is waiting to see how the internet will be with the access point provided by the government for the Work and Study Hub.
3. **WCB** – The municipality's WCB registration renewal is due at the end of February. When asked about adding the daycare's employees to our WCB account, CAO was informed that as an early learning center is not the same industry as the municipality, a separate account will have to be set up.

R2021-0222-02

Moved by Councilor Andrew McCarville

Seconded by Councilor Marisa McNeill

Whereas: The municipality is opening an Early Learning Center on March 22, 2021 and hiring several employees to work in the ELC, and

Whereas: The ELC would be considered a different industry than the Municipality,

Be it resolved: To open a WCB account for the Kinkora Early Learning Center

Motion carried

e) Finance – Verbal report given by Colin Montgomery

We are coming close to the end of the fiscal year so the budget update in front of council is close to where we will end up. The Events revenue is lower than expected due to Covid, but the expenses are lower as well. The multiplex board signage revenue exceeded our expectations. The special meeting to present the Financial Plan is scheduled for March 1st and the budget must be approved by the end of March. Councilor Shea suggested money be included in the capital budget to replace the eavestrough on Kinkora Place. In addition he wanted to ensure money was in the upcoming budget for the following items: sidewalk

repair and maintenance, to remove the wire fencing from around the windmill bases to use at the ballfield, and for a new deck and fencing on the west side of the building.

f) Facility – Verbal report given by Roger Shea

There is one project outstanding and that is the movement of the inside doors to a new location further down the hallway. Perry Glass is doing the work and expects the required aluminum to be in by March 7th, but at the latest by March 22nd. Wilfred Perry is working with Rob Keough on this project. We have received some funding for this and if additional funding is approved, we will install windows on the west side of the building.

g) Sewer and Utility – Verbal report given by CAO Tina Harvey

Statements are being sent out monthly and letters for those overdue by more than 120 days were sent out last month as per the municipality's Sewer Collection Policy. The next step would be to send out registered letters to those accounts who have not made payments. There are currently seven accounts this would apply to. After discussion, council directed CAO to send the registered letters as per the Policy.

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

We have been having a little trouble losing ice on the rink but are working on that. The barn is very popular. It has been great to have Robert (Mayor Duffy) and Roger (Councilor Shea) helping out and we've gotten some great new volunteers this year. The ballfield will need new rock dust this year. There was a question as to when the new ballfield will open in Bedeque and whether they will be charging for use. Bedeque Mayor Natalie Macdonald is in attendance and anticipates the new ballpark opening by mid-August, but she suggested speaking to Kevin McKenna.

i) Events – Written report by Lesley Cousins attached

Councilor Cousins could not make the meeting tonight but wanted CAO to give an update on figures to date from the Pot of Gold online raffle. After four draws, the raffle has made a profit of \$4692.31.

j) Daycare – Verbal report given by Marisa McNeill

Megan Drummond has been hired as the Director of Programming for the Early Learning Center. We had interviews last week for the Early Childhood Educator positions and both candidates we put offers out to have accepted. Parents at the top of the waiting list will be sent official offers for childcare spaces tomorrow. The Center will be opening the doors on March 22nd with 20 children, including the infant room.

10. New Business

a) Byelection Date

R2021-0222-03

Moved by Councilor Colin Montgomery

Seconded by Councilor Roger Shea

Whereas: When a vacancy occurs on council, council shall declare a byelection to fill the vacancy not later than six months after the vacancy occurred,

Be it resolved: To set the byelection date for May 3, 2021

Motion carried

R2021-0222-04

Moved by Councilor Colin Montgomery

Seconded by Councilor Marisa McNeill

Whereas: A council shall by resolution appoint a municipal electoral officer and a deputy municipal electoral officer to be responsible for the administration of the election,

Be it resolved: That council appoint CAO Tina Harvey as MEO and Joan Mulligan as Deputy MEO

Motion carried

b) **Black Fly Program** – CAO received a quote from Atlantic Bug Busters for the upcoming black fly season. The quote specifies that the lagoon is included. Council receives two quotes each year for the service.

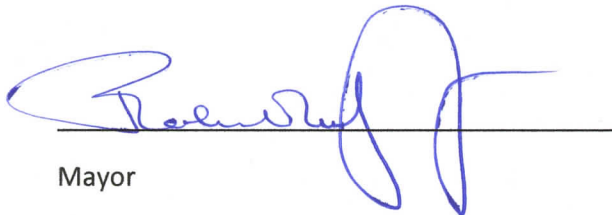
ACTION: CAO to reach out to Dale Wood and request a quote for this year and council will award at the next regular meeting

11. Old Business/Carry Forward Items - none

12. Date of Next Meeting – Monday, March 22, 2021 at 7 pm

13. Adjournment

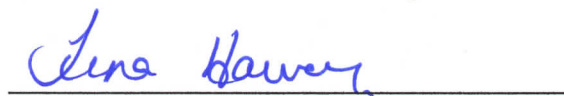
MOTION: Moved by Andrew McCarville and seconded by Marisa McNeill "to adjourn the meeting at 7:46 pm." All in favour. Motion carried.



Mayor

March 22/21

Date



Chief Administrative Officer

March 22/21

Date

February 2021 Events Committee Report

February 22, 2021

1. February Events Committee meeting will be held on Thursday, February 25th.
2. Zumba with Emily Allen every Wednesday evening.
3. Ceilidh was held Sunday, January 31st. Next Ceilidh is scheduled for Sunday, February 28th.
4. Bingo remains on pause until spring. Events Committee will re-evaluate in March.
5. Kinkora Pot of Gold
 - 4 online draws have happened - draws are every Wednesday night at 7:00 on Facebook Live.
 - Currently have over 660 people following the Pot of Gold.
 - Financial record to date is attached.
 - Pot of Gold has been so successful that the Events Committee applied for a second lottery license. We are awaiting for word of new lottery license number.
6. Volunteer Tea – tentatively scheduled for Saturday, April 24th. More details to follow.

Submitted by Lesley Cousins

Prize Draws - Lottery License #16159

Draw Date	Cost of Prizes	Amount Received	Licence Fee	Profit
27-Jan-21	\$ 1,000.00	\$ 1,590.00	\$ 20.00	\$ 570.00
03-Feb-21	\$ 1,000.00	\$ 1,590.00	\$ 20.00	\$ 570.00
10-Feb-21	\$ 1,105.19	\$ 1,890.00	\$ 24.00	\$ 760.81
17-Feb-21	\$ 1,175.00	\$ 1,890.00	\$ 24.00	\$ 691.00
Totals as per lottery license to February 17, 2021				\$ 2,591.81
24-Feb-21	\$ 1,497.00	\$ 2,340.00	\$ 30.00	\$ 813.00
03-Mar-21	\$ 1,348.50	\$ 2,175.00	\$ 30.00	\$ 796.50
10-Mar-21	\$ 1,050.00	\$ 1,575.00	\$ 34.00	\$ 491.00

Filled and drawn on February 17, 2021	\$ 2,100.50
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Total profit to date:	\$ 4,692.31
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The February 24 items have already been drawn, as have a portion of those dated for March 3 and March 10

The remainder of the March 3 and March 10 draws will be done this week along with portions of the March 17 and March 24 draws