

**Rural Municipality of Kinkora
Regular Meeting of Council
January 25, 2021**

Present: Mayor Robert Duffy, Councilors 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

Mayor Duffy offered a warm welcome to Mayor Natalie MacDonald of the Rural Municipality of Bedeque

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 Lesley Cousins *“to approve the agenda”*. All in favour. Motion carried.

5. Public Presentations – none

6. Review/Approval of Minutes – regular meeting December 21, 2020

MOTION: Moved by Andrew McCarville and seconded by Marisa McNeill *“to approve the minutes from the December 21st meeting”*. All in favour. Motion carried.

7. Business Arising from the Minutes

KABC R4 Lot – CAO to determine if a percentage of the lot was to be set aside for senior housing. CAO found minutes pertaining to this issue which referenced a development agreement between the community and KABC that was to be registered with the province to set the entire lot aside for seniors housing. CAO currently waiting to hear back from a planner with Municipal Affairs given that there is no development agreement on file in the office and this was before the municipality’s Official Plan and Development Bylaw were adopted. KABC director Lennie Keefe reported that to his knowledge no agreement was drawn up. Council suggested possibly holding a public meeting to see what the community opinion is at this time, but will wait to hear from Municipal Affairs.

8. Correspondence

- a) **Epilepsy Association of the Maritimes** – An email was received regarding this year's Purple Day. Purple Day is a global event dedicated to promoting epilepsy awareness around the world. It is recognized annually on March 26th and that date is officially recognized as Purple Day in Canada and around the world. Mayor Duffy signed a Purple Day proclamation (attached)
- b) **Statistics Canada** – Email received regarding the 2021 Census which will take place in May, seeking to get council's support to increase awareness of the census among residents of the municipality.

R2021-0125-01

Moved by Councilor Colin Montgomery

Seconded by Councilor Lesley Cousins

Whereas: For over a century Canadians have relied on census data to tell them about how their country is changing and what matters to them, and

Whereas: In response to the Covid-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach, and

Whereas: Encouraging residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment,

Be it resolved: The Council of the Rural Municipality of Kinkora supports the 2021 Census and encourages all residents to complete their census questionnaire online at

www.census.gc.ca.

Motion carried

- c) **Peter Julian, MP New Westminster-Burnaby** – Email looking for council's support of a private members bill (Bill C-213) to enact the Canada Pharmacare Act. No motion made.

9. Reports

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

R2021-0125-02

Moved by Councilor Roger Shea

Seconded by Councilor Colin Montgomery

Whereas: Kinkora and Area Business Commission (KABC) has a 7-member board of directors, with five of those positions vacant and needing to be appointed, and

Whereas: Seven area residents put forward their names for consideration for these five positions, and

Whereas: All voting councilors submitted their choices for the positions to the CAO, resulting in Lennie Keefe, John Keefe, Albert McCardle, Wayne Jay and Dale Lawless being selected,

Be it resolved: Council confirm the election process and the appointment of these individuals to the KABC directorship.

Motion carried

At the December 2020 council meeting, there was discussion about council supporting KABC in receiving a operating credit line between \$75,000 and \$100,000. Councilor Shea noted that KABC has paid off the existing \$76,000 loan. KABC would like to have this operating line so as not to have to come back to the municipality each time money is needed for general operating expenses. This issue will be discussed under 'Old Business' later in the meeting.

d) Administrator – verbal report by CAO Tina Harvey

1. **Auditor Appointment** – As per Section 172 (1) of the Municipal Government Act, council must appoint an accounting firm or professional accounting corporation to conduct an annual audit of the finances of the municipality.

ACTION: CAO to reach out to other municipalities similar in size to Kinkora and see what they pay for accounting services and to which firm

2. **Financial Plan Meeting** – Also as per the MGA, the financial plan (budget) must be adopted by March 31st. This can be done at the regular council meeting on March 22nd.

R2021-0125-03

Moved by Councilor Colin Montgomery

Seconded by Councilor Lesley Cousins

Whereas: Council must hold a public meeting to present the financial plan at least two weeks prior to the plan being adopted,

Be it resolved: CAO to set a public meeting for March 1st

Motion carried

3. **Municipal Restructuring** – IRAC has completed its review of the municipal restructuring proposal to annex Stephen Johnston's property and has recommended that the Lieutenant Governor in Council approve the proposal and permit the annexation of the property by the municipality.

4. **Bills** – Bills to be paid above and beyond the usual monthly bills and what was previously approved

Bernard's Welding, \$1,380 (Rink light poles as per quote)

Derek French, \$589.38 (Development Officer services for 2020)

Sign Station, \$2508.75 (Supply and installation of new rink board ads)

MOTION: Moved by Lesley Cousins and seconded by Marisa McNeill *“to pay the bills as presented.”* All in favour. Motion carried.

- e) **Finance** – Verbal report given by Colin Montgomery
The fiscal year is coming to a close and council has budget numbers to date in front of them, as well as loan information. We will be preparing for the public presentation going forward.
- f) **Facility** – Verbal report given by Roger Shea
The daycare centre is moving forward and we are looking for estimates on windows and doors. We received one quote. Since then, we’ve modified the doors to create less expense. Councilor Shea discussed what to do with the back deck off the hall and the storage trailer that is out by the side of the building. He suggested moving the trailer to the back of the building and possibly fencing the deck for the daycare to use. This can wait until spring. With the old generator now gone, there is some extra space in the storage room area.
- g) **Sewer and Utility** – Verbal report given by CAO Tina Harvey
As of right now, we have billed for \$82,828.30 in sewer fees for the April 2020 to March 2021 fiscal year. Outstanding from this fiscal is \$4800. Total outstanding, including interest is \$7,447.87.
In mid-January statements were sent out to all residents with outstanding balances. In addition to the statements, letters and a copy of the sewer collection policy were sent to those with balances outstanding past 120 days requesting payment of the full overdue amount by February 10th. After that date all those with unpaid balances will receive another letter (this one registered) that satisfactory payment arrangements must be made within 7 days, explaining that if payment and/or arrangements are not made within that time, a stake advising of the date of service discontinuance will be driven on the property.
- h) **Parks, Recreation and Youth** – Verbal report given by Andrew McCarville
The rink is up and running and MLA Jamie Fox found some rubber mats for us. There are three board signs left to go up. If conditions permit, Somerset Elementary will be using the rink the morning of January 29th and also during the week of February 8-12 for Winter Carnival. The barn is hooked up and wired with heat and lights and has storage for shovels. Although we had discussed not setting skate times, we have now set general ‘no stick’ skating times on Saturdays from 10-1 and Sundays from 1-4. We will get a sign up with those times.

R2021-0125-04

Moved by Councilor Colin Montgomery

Seconded by Councilor Lesley Cousins

Whereas: The Canada Summer Jobs program provides wage subsidies to employers from not-for-profit organizations, the public sector and private sector organizations with 50 or few full-time employees, and

Whereas: This program creates quality summer work experiences for young people ages 15-30 years, and

Whereas: Council has already agreed to submit funding applications for three students this summer, one for recreation/maintenance and two for the daycare,

Be it resolved: That the municipality supplement the wages of the summer students up to a rate of \$15 per hour.

Motion carried

i) **Events** – Written report by Lesley Cousins attached

ACTION: CAO to contact Enman's to come in and assess the building to see if the wireless signal can be strengthened with a booster.

R2021-0125-05

Moved by Councilor Lesley Cousins

Seconded by Councilor Colin Montgomery

Whereas: The fundraising Pot of Gold requires payment to be made by e-transfer and our banking with National Bank requires each transfer to be accepted by the CAO and put in the designated account, and

Whereas: The committee would like to set up an account at a bank offering automatic deposits with more than one email address added

Be it resolved: we open a bank account at Scotiabank in Summerside under the Rural Municipality of Kinkora for the purpose of satisfying out lottery raffle license with signing officers as Mayor Robert Duffy, CAO Tina Harvey and Councilor Lesley Cousins, with any two signatures needed.

Motion carried

j) **Daycare** – Verbal report given by Marisa McNeill

The last daycare advisory committee meeting was January 11th and there is one coming up this Thursday, the 28th. The job postings are up for one supervisor and three educators. The service plan has been submitted to the province and funding applications submitted to Skills PEI. A rough draft of the business plan is complete and the committee is thinking of possible fundraisers.

k) **Emergency Services** – no chair

Councilor Roger Shea wondered if the proposed fire pump should be considered under Emergency Services or Facility. It has been on the Fire Department's wish list for several

years and is not in the previous budget. There has been some question as to water capacity. Councilor Shea suggested burying tanks and getting a pump.

ACTION: CAO to reach out to Fire Chief Johnny Dugay for his recommendation on how the fire department would like to proceed.

10. New Business

- a) **Financial Plan Meeting Date** – covered earlier in the meeting
- b) **Byelection Dates** – deferred to the next meeting

11. Old Business/Carry Forward Items

- a) **KABC Line of Credit**

R2021-0125-06

Moved by Councilor Roger Shea

Seconded by Councilor Lesley Cousins

Whereas: KABC requires funding for general operating expenses without having to come back to council each time a sum of money is needed, and

Whereas: KABC has paid off the current outstanding \$76,000 demand loan

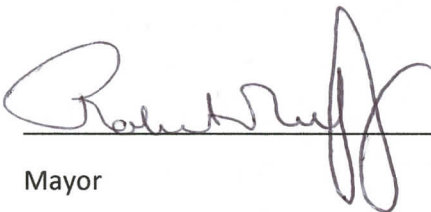
Be it resolved: The municipality back KABC in receiving a \$75,000 operating line of credit from the National Bank at an interest rate of prime + 0.5% per annum. The amount borrowed will not cause the municipality to exceed its debt limit.

Motion carried

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

13. Adjournment

MOTION: Moved by Lesley Cousins and seconded by Roger Shea "to adjourn the meeting at 8:26 pm." All in favour. Motion carried.



Mayor

Feb 22 / 2021
Date



Chief Administrative Officer

Feb 22 / 21
Date

January 2021 Events Committee Report

January 25, 2021

(Updated January 26, 2021 to reflect motion)

1. Events Committee meeting was held on January 14th. February meeting is scheduled for February 11th.
2. Zumba with Emily Allen has started back up. Every Wednesday evening at the hall.
3. Ceilidhs are resuming. Next Ceilidh is scheduled for Sunday, January 31st.
4. Bingo was discussed at the Events Committee meeting on January 14th. Committee is recommending that bingo remain on pause until the Spring. Committee will reassess in April. Reasons for the recommendation are as follows:

- We are unable to continue with the online component of the Bingo because our internet speed.
 - With the approval to have an additional cohort for Bingo, it means that at best we can get 65-75 people in the hall to play bingo. Numbers for each week will depend on if bingo players can be grouped together or have to be separated 6 feet. To make a profit we estimate we would need at least 70 players a week.
 - Once the daycare is set up, the Events Committee will need to have someone go in to the hall at 5:30 and set up for the bingo. There will be a short window of time where we can do set up. Set up is not an expectation of current volunteers and the people we have lined up to be caller and finance are physically unable to set up.
 - Concerns regarding enforcing the mandatory mask policy. Players will have to wear a mask the entire time they are in the hall.
 - General feeling from the committee that if we wait until spring many may have their vaccinations and CPHO restrictions may be eased, which may result in having more people in the hall playing.
5. Andrew and Lesley are going to meet and discuss possible events with the rink to offer the community.
 6. Kinkora Pot of Gold Facebook page is up and running. First draw is Wednesday, January 27th and then every Wednesday evening at 7:00 on Facebook Live. Committee is happy with the progress of the Facebook page thus far. I will have finance information at the next council meeting. The Events Committee needs to set up a bank account. The National Bank does not meet our needs for an account (need to set up multiple emails to the accounts and auto deposit).

Bank Account Motion –

I move to open a bank account at Scotiabank in Summerside under the Rural Municipality of Kinkora for the purposes of satisfying out lottery raffle license with signing officers as Mayor Robert Duffy, CAO Tina Harvey, and Councillor Lesley Cousins, with any two signatures needed.

Submitted by Lesley Cousins

Updated on January 26, 2021 to reflect Resolution