

**Rural Municipality of Kinkora  
Regular Meeting of Council  
January 24, 2022**

**Present:** Mayor Robert Duffy, Councilors Lesley Cousins, Harrison Duffy, Amanda Dwyer, and Andrew McCarville

**Absent:** Councilor Marisa McNeill and Roger Shea

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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1. **Call to Order:** 6:57 pm
2. **Reminder of the Code of Conduct and Conflict of Interest bylaws and that the meeting is recorded.**
3. **Review/Additions to the Agenda**
4. **Approval of Agenda**

**MOTION:** Moved by Andrew McCarville and seconded by Harrison Duffy *“to approve the agenda for tonight’s meeting.”* All in favour. Motion carried.

5. **Public Presentations – none**

6. **Review/Approval of Minutes**

**Regular Meeting – November 22, 2021**

**MOTION:** Moved by Lesley Cousins and seconded by Amanda Dwyer *“to approve the minutes from the November 22<sup>nd</sup> meeting.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

Harrison Duffy was to reach out to consultant Ann Worth to get a price on sourcing funding for a new daycare building. This will be discussed under New Business.

8. **Correspondence –** Don Reid with the Heart of PEI program is wondering if the municipality would like to participate in the program that council was given information on last year. Council decided not to participate at this time.

9. **Reports**

a) **Fire Department –** no report

b) **KABC** – no report. KABC Chair Andrew McCardle did inform Mayor Duffy that KABC is in talks with Len McCardle about purchasing some of his land north of Johnston Lane and will be meeting with Len soon to see what can be acquired.

c) **Administrator** – written report attached

**Term Loan Renewal:**

**MOTION:** Moved by Andrew McCarville and seconded by Lesley Cousins “to renew the loan for five years at a rate of 3.25%.” All in favour. Motion carried.

**MOTION:** Moved by Andrew McCarville and seconded by Lesley Cousins “to add the fire hydrant project to the agenda under New Business.” All in favour. Motion carried.

d) **Finance** – financial documents attached, including a budget update on the Kinkora Early Learning Center.

e) **Facility** – verbal report from Harrison Duffy

Some ceiling tiles and floor tiles have been replaced the last few weeks. The floor tiles that were done in the bathroom seem to be holding so the rest that need replacement will be done soon. Last week after the storm there was a leak in the bar area caused by an HVAC condensation line that was piped to outside and never properly sealed. Harrison noted that he is concerned that some of the condensation lines for the geothermal system may be improperly installed and suggested the perhaps someone could look at those the next time the units are cleaned.

f) **Sewer and Utility** – no report

g) **Parks, Recreation and Youth** – verbal report from Harrison Duffy

The rink is well underway and it is getting lots of use. Thank you to Lennie Keefe for blowing the snow off the rink. There are plans to install a sound system on the building at the rink, and a few more mats are needed for inside the building. A commercial infrared heater will be ordered for the building at a total cost of about \$435. Some users of the rink have been leaving garbage around the grounds. CAO will put a notice on FB about respecting the rink and grounds, and putting any garbage in the waste cans provided. CAO will also order a sign to put on the building with Family Skate times. The timer has been adjusted on the lights to keep them on later for evening use. The parks committee met on January 11 to discuss ordering playground equipment for Heritage Park. The RFP closed last Wednesday but has not been scored yet.

h) **Events** – written report from Lesley Cousins attached

**j) Planning Board**– verbal report from Amanda Dwyer

The Planning Board’s January meeting was postponed due to weather and the board will now meet in February. The board had training sessions with Samantha Murphy before Christmas and the were very informative. She did a review of the Official Plan against the Development Bylaw and noted some discrepancies, and some areas where we are light on detail. She also ran through some experiences that other municipalities have had and discussed the responsibilities and liability we have as a council. When the board meets in February, the main item will be the Official Plan and reviewing it as a board.

**10. New Business**

- a) Proposal from Worth Consulting** – Ann Worth from Worth Consulting submitted a proposal to source funding for a new daycare building. The quote came in high compared to what Harrison had mentioned to Ann when he first reached out to her. CAO to let Ann Worth know that this is out of our budget.

**ACTION:** CAO to reach out to Kellie Mulligan at Rural Development to see what funding might be available for a building. Mayor Duffy noted that the building that has been discussed would be in the \$1-1.2 million range.

- b) Capital Investment Plan Application – Official Plan**

CAO reached out to Jesse MacDougall at the Infrastructure Secretariat and was informed that the next intake for applications for the Community Building Fund (Gas Tax) will be in April and he will be sending out more information in February. Council will have to approve the application and also make a resolution moving allocated funding from either the Heritage Park or Sportsplex Playground projects – **CARRY FORWARD**

- c) Public Meeting Date – 2022-2023 Budget**

As per the Municipal Government Act, council must hold a public meeting in respect of the Financial Plan no less than two weeks prior to adopting its Financial Plan. Council decided to set this meeting for Monday, March 7, 2022 at 7 pm.

- d) Fire Department High Capacity Well** – Members of council met with representatives from the fire department as well as MLA Jamie Fox and MP Heath Macdonald in November to discuss a high capacity well/hydrant for Kinkora. Both politicians were very receptive to providing funding for this project. WSP prepared a cost estimate for this well and it came in at a total cost of \$162,109.75. As requested, CAO will send this along to Minister Fox and Mr. Macdonald with a copy of notes from Fire Chief Johnny Dugay – **CARRY FORWARD**

**11. Old Business/Carry Forward Items**

**a) Municipal Strategic Component Funding – Road to R4 Lot**

As per the funding agreement, substantial completion of the road into the R4 lot must take place by May or the funding will be lost. CAO will send a letter to KABC as a reminder of that detail.

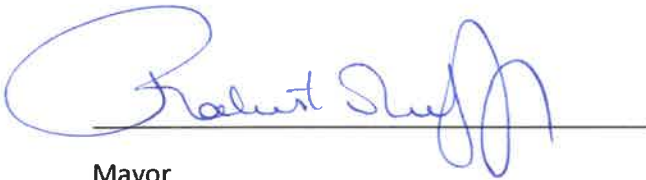
**b) UV Chamber Upgrade – Tender Award**

With conflict of interest declared by Mayor Duffy and Harrison Duffy, council lost quorum so could not vote to award the tender. A special meeting will be called next week to award.

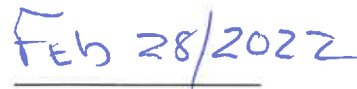
**12. Date of Next Meeting – February 28, 2022 at 7 pm**

**13. Adjournment**

**MOTION:** Moved by Lesley Cousins and seconded by Amanda Dwyer “to adjourn the meeting at 7:51.” All in favour. Motion carried.



Mayor



Date



Chief Administrative Officer



Date

## CAO's Report – January 24, 2022

- 1) **Purchase of PID #779934** – The request to purchase Public Schools Branch property north of Somerset Consolidated School was sent to the Department of Transportation, Infrastructure and Energy in November of 2021. A contact person was assigned to the file and her latest update as of January 13 is that she will once again reach out to the Public Schools Branch to see if they are indeed willing to declare this parcel surplus and dispose of it. She did note that they have been very busy with the Covid situation.
- 2) **Term Loan Renewal** – The complex improvement loan is up for renewal and we have been sent the new rates as follows: 1 year 2.15%, 2 years 2.75%, 3 years 3.00%, 4 years 3.15% and 5 years 3.25%. The original loan was for \$92,000 and there is \$73,514.20 still owing. The previous rate was 2.75%.
- 3) **Canada Summer Jobs** – an application has been submitted for two summer students for the daycare as well as one maintenance student. As other opportunities open up provincially, applications will also be submitted to those and the best funding situation for the municipality chosen.
- 4) **Schedule of Meetings 2022** – schedule attached and will be posted to the website if there are no objections/changes.
- 5) **Election Bylaw** – with municipal elections coming up in November of this year, Municipal Affairs is advising municipalities to review their current election bylaws. Given pandemic experiences they suggest considering mail-in ballots. An updated Election Bylaw Template will be provided to CAOs.
- 6) **Funding Opportunity** – The province has announced funding support to ensure the viability of community facilities. The Covid-19 Operational Support Program for Community Halls, Rinks and Curling Facilities will provide non-repayable grants of up to \$2,500 to assist with ongoing expenses such as heat, electricity and insurance. This program is being administered through Rural Development and will fund up to 80 per cent (to the maximum of \$2,500) of estimated operating expenses from Jan 1 to March 31, 2022.
- 7) **WCB Assessment** – We are now a participant in the WCB Experience Rating Program, which provides a financial incentive for employers to create and maintain safe workplaces. The municipality's group rate has been lowered by \$0.05 per hundred of assessable payroll for this year. We will now pay \$0.94/\$100.



Tina Harvey



## **Rural Municipality of Kinkora**

45 Anderson Road, PO Box 38  
Kinkora, PE C0B 1N0  
[Communityofkinkora@eastlink.ca](mailto:Communityofkinkora@eastlink.ca)  
(902) 887-2868

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### **Schedule of Regular Council Meetings 2022**

**Monday, January 24, 2022 at 7:00 pm**

**Monday, February 28, 2022 at 7:00 pm**

**Monday, March 28, 2022 at 7:00 pm**

**Monday, April 25, 2022 at 7:00 pm**

**Monday, May 30, 2022 at 7:00 pm**

**Monday, June 27, 2022 at 7:00 pm**

**Monday, July 25, 2022 at 7:00 pm**



**Monday, August 22, 2022 at 7:00 pm**

**Monday, September 26, 2022 at 7:00 pm**

**Monday, October 24, 2022 at 7:00 pm**

**Monday, November 28, 2022 at 7:00 pm**

**Monday, December 19, 2022 at 7:00 pm**



**KINKORA  
EARLY  
LEARNING  
CENTER**



**REVENUE**

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**EXPENSES**

**2021-  
2022**

## **OVERVIEW**

The Kinkora Early Learning Center opened its doors on March 22, 2021 with a full-time staff of four, including a Director of Programming, two Early Childhood Educators and an ECE Assistant, as well as a part-time cook. Enrollment at that time was 18 children, including three infants. We had more than 50 children on the waitlist the first day registration opened.

To meet our mandate of providing high quality child care, we paid staff according to the provincial wage grid for a designated Early Years Centre. We did receive temporary project funding for our Director of Programming and one of our ECEs. We also receive some funding each month for our ECE Assistant for Covid cleaning support. To increase revenue, we offered a summer school-aged program for the months of July and August and hired two summer students with funding support from the provincial government. Once the school year began in September we also began offering before and after school care.

As of September 1, 2021 a Healthcare Spending Account of \$2,000 per year per person was provided to all full-time staff as a retention incentive. The municipality also pays conference fees and 50% of the Early Childhood Development Association membership for full-time staff.

Currently the percentage of the CAO's wages allocated to KELC sits at 20%; this must increase in the coming fiscal year and I propose that increase is equal to 35%.

We received official designation as an Early Years Centre in November, 2021 with funding retroactive to the application date of July 12, 2021.

The Center is open week days from 7 am to 5 pm and provides two nutritious snacks and a healthy lunch daily.

With school not being in session due to Public Health restrictions, we have provided parents with an alternative by offering a school-aged program. This is in addition to the three infants and 20 children in the regular program.

As the current waitlist sits at approximately 190 children, it may be time to look at a new building for the Center, as not to conflict even more with community activities that have historically taken place at Kinkora Place. Municipal government is in the business of providing service, and this is a service that is desperately needed.



# REVENUE

- Parent Fees
- Summer Program
- Donations/Fundraising
  - Project Funding
  - EYC Funding

## **REVENUE**

**(to January 21, 2022 unless otherwise noted)**

<b>Source</b>	<b>Budgeted 2021-2022</b>	<b>Actual</b>
Parent Fees	\$235,070.00	\$122,993.00
Summer Program	Included in above	\$7574.00
Donations/Fundraising	\$8,000.00	\$2,000
Project Funding	\$49,000.00	\$32,875.06
EYC Designation Funding	0	\$151,353.24 *
Totals	\$292,070.00	\$316,795.30

- EYC Designation Funding prepaid to fiscal year end on March 31, 2022

Revenue will increase as parent fees for the remainder of January, as well as for February and March are still to be received.

# EXPENSES

- Administration
- Share of Complex
  - Food
  - Supplies
  - Wages

# **EXPENSES**

**(to January 21, 2022 unless otherwise noted)**

<b>Expense</b>	<b>Budgeted 2021-2022</b>	<b>Actual</b>
Administration	\$19,380.00	\$9,505.77
Share of Complex	\$27,000.00	\$20,175.31
Food	\$18,900.00	\$11,374.87
Supplies	\$1,240.00	\$3,021.70
Wages	\$225,550.00	\$216,832.28
<b>Totals</b>	<b>\$292,070.00</b>	<b>\$260,909.93</b>

# SUMMARY

- To January 21, 2022, we have a surplus of \$55,885.37
  - Parent fees will still be collected from January 21 to March 31, 2022 for this fiscal year at an average of \$15,000/month
- Designation funding has been pre-paid for the 4<sup>th</sup> quarter of this fiscal year



**January 2022 Events Committee Report – January 24, 2022**

- 1. Events Committee had planned to meet in January, but cancelled when new CPHO restrictions were implemented. Plan to meet in early February.**
- 2. January Ceilidh is cancelled due to pandemic restrictions in place.**
- 3. Kinkora Pot of Gold – Financial records attached.**
- 4. Crib is currently on hold.**
- 5. December Updates:**
  - Kids Christmas Party was held on Sunday, December 12<sup>th</sup>.**
  - Santa’s Drive on Fire Truck through Kinkora Fire District was held on Saturday, December 18<sup>th</sup>. Thank you to Santa and the Kinkora Fire Department.**
  - Kinkora Pot of Gold donated \$1000 to Kinkora Fire Department.**
  - Food hampers were delivered to two families in the community before Christmas. Thank you to Darren Peters of Sommerset Farms for donating the potatoes and Gordie McKenna of Bunny Burrow Farms for donating carrots and turnips. Special thanks to Karen Noonan and Tina Harvey for helping put together the baskets.**
  - Events Committee anonymously sent gift cards to residents within the community.**

**Submitted by Lesley Cousins – January 23, 2022**

**Prize Draws - Lottery License #16159**

January 27, 2021 to March 31, 2021

**Total profit (License 16159):** \$ **10,712.46****Prize Draws - Lottery License #16189**

March 10, 2021 to June 30, 2021

**Total profit (License 16189)** \$ **20,988.28****Prize Draws - Lottery License #16242**

July 7, 2021 to October 20, 2021

**Total profit to date (License 16242)** \$ **13,730.88****Prize Draws - Lottery License #16355**

October 27, 2021 to December 1, 2021

**Total profit to date (License 16355)** \$ **3,760.70****Prize Draws - Lottery License #16392**

January 19, 2022 to March 30, 2022

**Total profit to date (License 16392)** \$ **2,142.96****Total Pot of Gold Raffle profit to date (all licenses)** \$ **51,335.28**