

Rural Municipality of Kinkora
Regular Meeting of Council
June 27, 2022
Minutes

Present: Mayor Robert Duffy, Councilors Lesley Cousins, Harrison Duffy, Amanda Dwyer, Andrew McCarville, Marisa McNeill, 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 and that the meeting is recorded.**
3. **Review/Additions to the Agenda**
 - Requests to add hall addition under Old Business and purchase of a used Zamboni under New Business

4. **Approval of Agenda**

MOTION: Moved by Marisa McNeill and seconded by Lesley Cousins *“to approve the agenda with the additions”*. All in favour. Motion carried.

5. **Public Presentations** – none

6. **Review/Approval of Minutes**

Regular Meeting – May 30, 2022

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *“to approve the minutes for the May 30th regular meeting.”* All in favour. Motion carried.

Special Meeting – June 3, 2022

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *“to approve the minutes for the special meeting of June 3rd.”* All in favour. Motion carried.

7. **Business Arising from the Minutes -**

a) **Flag Policy**

- A draft policy was to be presented at this meeting but some question over use of the main flagpole

- Agreed that the municipality would install a new flag pole at Heritage Park, keeping the current one as well.
- Suggested that Eastern Fence, Linkletter Welding or Bernard's Welding would be able to provide one

ACTION: Councilor Harrison Duffy to check with the above companies and Councilor Lesley Cousins to check with Roy Villard

8. Correspondence - none

9. Reports

a) Fire Department – no report

b) KABC – Councilor Roger Shea

- No meeting in June but called the treasurer for an update
- Still in talks with Leonard McCardle and he has agreed to sell KABC 8.3 acres
- Patrick McSweeney has been deeded the Desroches property
- Work has started on the access road to the R4 lot

c) CAO – written report attached

- Utility Payments by Credit Card – will continue accepting this form of payment for sewer fees for now and will revisit in October when the next invoices are sent out
- Landscaping – contract with Somerset Gardens to get the flower beds ready for summer and have the summer student do maintenance for July and August.

d) Finance – Councilor Roger Shea (written financials attached)

- Everything is as expected to this point with no concerns.

e) Facility – Councilor Harrison Duffy

- Colton Dawson will be cleaning the eavestrough until a decision is made on replacing it

f) Sewer and Utility – no report

g) Parks, Recreation and Youth – Councilor Harrison Duffy

- Progress is being made at Heritage Park - the playground equipment has arrived, the paving is done, and waiting on a crew from Summerside to come install the equipment. This is expected to start on July 8. There will be a committee put together to assist with this.
- Hoping to be open by the end of July. Any announcements or celebrations must be coordinated with funding partners.
- New sign should be put up at the ballfield
- Not much more interest in batting cages at the ballfield

ACTION: CAO to get in touch with Eastern Fence on installing a chain link fence with pass through at ballfield to cut down on ATV and dirt bike traffic

h) **Events** – Councilor Lesley Cousins (written report attached)

i) **Daycare** – Councilor Marisa McNeill

- The Center was closed today due to Covid but reopening tomorrow
- A cook has not been hired yet
- There are three summer students funded to work in the daycare

j) **Planning Board** – Councilor Amanda Dwyer

- The planning board didn't meet this month, finding it tough to get a full quorum

10. New Business

a. Development Application

- Development Permit application received for a chicken coop with a fenced in area covered by tarps. The structure was built before the application was submitted. Development Officer Derek French is requesting council's direction on this application
- Councilor Lesley Cousins noted that the concern is the number of chickens, the smell and noise, and that rodents may be attracted
Councilor Andrew McCarville pointed out that if it is allowed for one it has to be allowed for all
Councilor Roger Shea mentioned that the permit application is for a build that is not a structure and has no roof. It is unsightly and made of rough lumber and tarps. Councilor Amanda Dwyer agreed it is not an appropriate structure.
- Councilor Shea suggested the permit fee be returned to the applicant
- Council is presently reviewing the development bylaw with regard to animal structures as they have the potential to be a health hazard or nuisance to adjacent neighbours.
- Council does not recommend approving due to the unsightly nature of this structure, and future agricultural uses of residential zoned properties will be addressed in the upcoming official plan and development bylaw review.

ACTION: CAO to relay this information to Derek French

b. Zamboni Purchase

- The Town of Borden is looking to sell a well-maintained used Zamboni. Parks and Recreation Chair Harrison Duffy will set up a meeting with Borden's Recreation Director Holly Bernard to get more details.

MOTION: Moved by Harrison Duffy and seconded by Marisa McNeill "to make an offer on the Borden Zamboni up to \$6,000." All in favour. Motion carried.

11. Old Business/Carry Forward Items

a. Committee Restructuring

- Mayor Duffy asked if any councilors wished to be moved from one committee to another and opened up for discussion.
- Councilor Harrison Duffy told council he has a full plate and will be giving up Emergency Measures. Councilor Lesley Cousins agreed to chair the Emergency Measures committee. Harrison will also be resigning from the Planning Board.
- Councilor Andrew McCarville suggested the structure be looked at after the November municipal election
- Councilor Amanda Dwyer noted that the Planning Board is now short members with Harrison Duffy's resignation and Anne Marie Shea deciding not to continue with her position.

ACTION: CAO to advertise on the municipal Facebook page and in the newsletter for new Planning Board members.

b. Hall Addition

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer "to move forward with a funding application for an addition to the community hall." All in favour. Motion carried.

12. Date of Next Meeting – August 22, 2022 at 7 pm

13. Adjournment

MOTION: Moved by Marisa McNeill and seconded by Lesley Cousins "to adjourn the meeting at 8:06 pm." All in favour. Motion carried.



Mayor

Aug 29/2022
Date



Chief Administrative Officer

Aug 29/22
Date

CAO's Report – June 27, 2022

- 1) **Summer Jobs** – We have all four of our students hired under the various summer job funding agreements. Three of these are positions in the early learning center and one is a summer maintenance student.
- 2) **Municipal Bursary** – Mayor Duffy presented this year's municipal bursary to KRHS student Ryan Lawless at last week's graduation ceremony.
- 3) **Official Plan Review** – The Project Review Committee for the Canada Community Building Fund (formerly Gas Tax) met on June 8 and has approved the municipality's application for the Official Plan Review. The agreement should be received shortly.
- 4) **Utility Payments/Credit Cards** – The municipality has been accepting credit cards for sewer payments for a number of years but the credit card fee takes a percentage off the top. This can be a large amount depending on the bill being paid. Banking representatives say most utility companies do not accept credit cards as a form of payment. What are council's thoughts on this?
- 5) **Banking Services** – Scotiabank has provided a discussion paper with regard to a new loan as well as operating lines of credit and credit cards and will have a cash management proposal ready for council to look over in the next few days.
- 6) **Landscaping** – Somerset Gardens submitted a quote for summer services. To get the beds ready for summer including new materials (annuals, mulch, soil etc) would be approximately \$675. A weekly maintenance program would be \$50 per week for July and August.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to June 24, 2022

MUNICIPALITY OPERATING REVENUE	2022-23 Budget	To Date
Assessable municipal property taxes	\$ 123,323.00	\$ 32,529.00
Equalization grant from provincial government (MSG payment)	\$ 61,203.52	\$ 15,300.87
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00	\$ -
Events - Regular and Special	\$ 104,870.00	\$ 20,099.42
Multiplex Board Signage	\$ 9,600.00	\$ -
Early Learning Center Revenue	\$ 539,000.00	\$ 105,823.86
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 327.50
Total	\$ 854,796.52	\$ 174,080.65

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date
Administration	\$ 149,566.00	\$ 39,770.39
Facility	\$ 75,900.00	\$ 8,181.07
Events	\$ 65,500.00	\$ 11,964.66
Parks and Recreation	\$ 11,000.00	\$ 57.54
Early Learning Center	\$ 498,300.00	\$ 84,162.01
Reserve Funds	\$ 3,500.00	\$ -
Total	\$ 803,766.00	\$ 144,135.67

Operating Surplus	\$ 51,030.52	\$ 29,944.98
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SEWER UTILITY OPERATING REVENUE	2022-23 Budget	To Date
Flat Rate Sewer Fees	\$ 82,000.00	\$ 41,507.87
Total	\$ 82,000.00	\$ 41,507.87

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date
Total Operating Expenses	\$ 82,000.00	\$ 22,573.33

Sewer Operating Surplus	\$ -	\$ 18,934.54
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MUNICIPALITY OPERATING EXPENSES**2022-23 Budget****To Date****Administration**

Advertising	\$	5,000.00	\$	165.95
Donations	\$	2,000.00	\$	973.45
Dues/Grants	\$	1,000.00	\$	688.57
Accounting Fees	\$	10,000.00	\$	-
Insurance	\$	7,000.00	\$	5,425.18
Interest on Loans	\$	18,900.00	\$	3,091.87
Office Supplies	\$	2,500.00	\$	359.04
POS Fees	\$	500.00	\$	75.37
Professional Fees	\$	4,000.00	\$	5,679.46
Library	\$	300.00	\$	-
Travel	\$	1,000.00	\$	-
Wages and Benefits	\$	28,000.00	\$	5,630.32
Community Programs (Black Fly)	\$	6,000.00	\$	5,722.23
Bank Charges	\$	600.00	\$	99.75
Honorariums	\$	3,300.00	\$	-
Training	\$	2,000.00	\$	-
Internet and Phone	\$	2,500.00	\$	404.42
Website	\$	1,000.00	\$	-
Fire Dues	\$	26,866.00	\$	6,716.50
Accounting Software	\$	1,100.00	\$	-
Loan Repayment	\$	26,000.00	\$	4,738.28
Total	\$	149,566.00	\$	39,770.39

Facility and Public Property

Property Tax	\$	2,300.00	\$	345.35
Snow Removal	\$	5,000.00	\$	-
Repairs and Maintenance	\$	22,000.00	\$	3,030.77
Utilities	\$	21,000.00	\$	2,843.82
Landscaping	\$	5,600.00	\$	-
Cleaning and Supplies	\$	10,000.00	\$	1,594.08
Wages	\$	10,000.00	\$	367.05
Total	\$	75,900.00	\$	8,181.07

Events

Bar	\$	3,000.00	\$	1,899.57
Bingo	\$	-	\$	-
Kitchen/Canteen	\$	1,000.00	\$	219.40
Special Events	\$	5,500.00	\$	317.67
Bartenders	\$	2,000.00	\$	410.73
Security	\$	2,000.00	\$	350.00
Raffle Fundraiser	\$	52,000.00	\$	8,767.29
Total	\$	65,500.00	\$	11,964.66

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date
Parks and Recreation		
Supplies	\$ 2,000.00	\$ 57.54
Rink	\$ 9,000.00	\$ -
Total	\$ 11,000.00	\$ 57.54

Early Learning Center		
Administration	\$ 443,800.00	\$ 71,002.30
Facility Costs	\$ 35,000.00	\$ 9,645.79
Food	\$ 15,000.00	\$ 3,142.85
Supplies	\$ 4,500.00	\$ 371.07
Total	\$ 498,300.00	\$ 84,162.01

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date
Administration	\$ 16,000.00	\$ 3,558.71
Bank Fees	\$ 300.00	\$ 57.00
Accounting Fees	\$ 5,000.00	\$ -
Interest on Debt	\$ 5,000.00	\$ 2,781.86
Debit Machine	\$ 800.00	\$ 115.05
Repairs and Maintenance	\$ 18,100.00	\$ 2,042.00
Supplies	\$ 4,000.00	\$ -
Internet and Phone	\$ 800.00	\$ 202.21
Electricity	\$ 2,000.00	\$ 219.12
Loan Repayment	\$ 30,000.00	\$ 13,597.38
Total	\$ 82,000.00	\$ 22,573.33

Community/Fire/Sewer Loan Payments April - June 2022

Date	Purpose	Principal	Interest	Total	Balance
01-Apr-22	Firehall Renov	\$ 706.30	\$ 42.97	\$ 749.27	\$ 25,507.61
05-Apr-22	Complex Improvement	\$ 317.19	\$ 199.37	\$ 516.56	\$ 71,910.75
06-Apr-22	Firetruck Loan	\$ 2,704.41	\$ 230.14	\$ 2,937.55	\$ 110,196.89
11-Apr-22	Upgrade to Kinkora Place	\$ 797.14	\$ 419.95	\$ 1,217.09	\$ 127,633.36
18-Apr-22	Sidewalk/Sewer	\$ 1,008.64	\$ 960.80	\$ 1,969.44	\$ 281,806.12
	Community - April	\$ 2,122.97	\$ 1,580.12	\$ 3,703.09	\$ 481,350.23
	Fire Department - April	\$ 3,410.71	\$ 273.11	\$ 3,686.82	\$ 135,704.50

Date	Purpose	Principal	Interest	Total	Balance
07-Apr-22	Sewer/Lagoon	\$ 9,641.45	\$ 559.68	\$ 10,201.13	\$ 19,818.85
This is paid twice per year, the next payment will be October 2022					

Date	Purpose	Principal	Interest	Total	Balance
02-May-22	Firehall Renov	\$ 708.81	\$ 40.46	\$ 749.27	\$ 24,798.80
05-May-22	Complex Improvement	\$ 324.47	\$ 192.09	\$ 516.56	\$ 71,586.28
06-May-22	Firetruck Loan	\$ 2,720.18	\$ 217.37	\$ 2,937.55	\$ 107,476.71
10-May-22	Upgrade to Kinkora Place	\$ 813.21	\$ 403.88	\$ 1,217.09	\$ 126,820.15
16-May-22	Sidewalk/Sewer	\$ 1,042.95	\$ 926.49	\$ 1,969.44	\$ 280,763.17
	Community - May	\$ 2,180.63	\$ 1,522.46	\$ 3,703.09	\$ 479,169.60
	Fire Department - May	\$ 3,428.99	\$ 257.83	\$ 3,686.82	\$ 132,275.51

Date	Purpose	Principal	Interest	Total	Balance
02-May-22	Upgrade sewer	\$ 2,253.63	\$ 519.88	\$ 2,773.51	\$ 27,535.61
This is paid twice per year, the next payment will be October 2022					

Date	Purpose	Principal	Interest	Total	Balance
01-Jun-22	Firehall Renov	\$ 708.62	\$ 40.65	\$ 749.27	\$ 24,090.18
06-Jun-22	Complex Improvement	\$ 318.96	\$ 197.60	\$ 516.56	\$ 71,267.32
06-Jun-22	Firetruck Loan	\$ 2,718.47	\$ 219.08	\$ 2,937.55	\$ 104,758.24
10-Jun-22	Upgrade to Kinkora Place	\$ 802.41	\$ 414.68	\$ 1,217.09	\$ 126,017.74
15-Jun-22	Sidewalk/Sewer	\$ 1,015.61	\$ 953.83	\$ 1,969.44	\$ 279,747.56
	Community - June	\$ 2,136.98	\$ 1,566.11	\$ 3,703.09	\$ 477,032.62
	Fire Department - June	\$ 3,427.09	\$ 259.73	\$ 3,686.82	\$ 128,848.42

June 2022 Events Committee Report – June 27, 2022

- 1. Kinkora Pot of Gold – Financial records attached.**
- 2. Ceilidh was held yesterday.**
- 3. Draft of Hall Rental Agreement and proposed changes to Hall Rental Charges will be provided at the July meeting.**
- 4. Canada Day Celebrations on July 1st at Kinkora Place from 12-2. Entertainment (Kevin Arthur), cake, bbq, and presentation of the Good Neighbor Award.**
- 5. Festival of Small Halls was at Kinkora Place on Saturday, June 18th. Good attendance.**
- 6. Council has agreed to put a float in the Somerset Festival parade on July 16th. The theme of the parade is the 80's. Would like to confirm plan for float within the next few weeks.**
- 7. Somerset Festival is taking place from July 10th-17th.**

Submitted by Lesley Cousins – June 26, 2022

Prize Draws - Lottery License #16442	
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April 13, 2022 to August 31, 2022	
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Total profit after 4 draws	\$ 7,395.70
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