

**Rural Municipality of Kinkora
Regular Meeting of Council
May 30, 2022
Minutes**

Present: Deputy Mayor Andrew McCarville, Councilors Lesley Cousins, Amanda Dwyer, and Roger Shea

Absent: Mayor Robert Duffy and Councilors Harrison Duffy and Marisa McNeill

Meeting Chair: Deputy Mayor Andrew McCarville

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:01 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 Lesley Cousins and seconded by Amanda Dwyer “to approve the agenda”. All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes**

Regular Meeting – April 25, 2022

MOTION: Moved by Lesley Cousins and seconded by Amanda Dwyer “to approve the minutes from April 25th, 2022.” All in favour. Motion carried.

7. **Business Arising from the Minutes - none**
8. **Correspondence**

KRHS Thank You Card – Thank you card received from Kinkora Regional High School for sponsorship of the 2022 Yearbook

KRHS Graduation – Invitation to this year’s Commencement Ceremony, the 60th Annual

Email from Catherine Boyd – An email was received from resident Catherine Boyd about the fence behind her property, ATVs going back and forth behind her property, and the garbage from the townhouses at 61 Anderson Road. CAO addressed the latter two issues via return email. Roger Shea has fixed the fence behind her property.

9. Reports

a) Fire Department – no report

b) KABC – Councilor Roger Shea

- KABC met on May 19, with four members in attendance
- McGuigan Road (R4 Access Road) – the job was tendered and one tender price was submitted from Duffy Construction. The price came in high and the solution was to renegotiate the contract. KABC doesn't want to spend any more than budgeted
- WSP is negotiating with the contractor to see if he will adjust the price and drop 10m of roadway (was 88m, now 78m). The gravel turnaround was also removed.
- KABC wants to add the entire amount of \$107,000 to the cost of the lot
- The land is still designated for seniors housing as per the development agreement between KABC and the municipality
- KABC wants in writing that the contractor will be responsible for any cost overruns
- KABC has \$267,000 in the bank as of today
- Johnston Lane Subdivision expansion – still in negotiations with the property owner
- KABC agreed to meet once per month prior to the regular council meeting

c) CAO – written report attached

d) Finance – as attached

e) Facility – no report

f) Sewer and Utility – no report

g) Parks, Recreation and Youth – no report

h) Events – Committee Chair Lesley Cousins - written report attached

i) Daycare – no report

j) Planning Board – Planning Board Chair Amanda Dwyer

- The Planning Board met on May 18 with three members present. The board discussed expansion of municipal boundaries primarily due to KABC's possible subdivision
- A number of options were discussed, including going with just the lots that were a must as well as extending toward Middleton. The members present felt a little unprepared to make a decision on expanding too much.

MOTION: Moved by Amanda Dwyer and seconded by Lesley Cousins *"to move forward with an application to IRAC to annex PID#s: 273458, 779934, 778642 and a portion of PID# 876698 as noted on the attached map."* All in favour. Motion carried.

- The Planning Board members will begin reviewing the Official Plan themselves and as a group before moving ahead with the scheduled Official Plan Review

10. New Business

a. Committee Restructuring – CARRY FORWARD

b. Flag Policy – Addressed by Councilor Lesley Cousins

- A previous council decided to fly only the Canada flag on the main flagpole
- Council should perhaps look at implementing a flag policy similar to other municipalities
- This might mean another flag pole at Heritage Park
- A draft policy will be brought to council at the next meeting

11. Old Business/Carry Forward Items

a. Election Bylaw – Second Reading and Adoption

MOTION: Moved by Lesley Cousins and seconded by Amanda Dwyer *"to approve second reading of the Bylaw for Municipal Elections Proceedings."* All in favour. Motion carried.

MOTION: Moved by Amanda Dwyer and seconded by Lesley Cousins *"to adopt the Bylaw for Municipal Elections Proceedings."* All in favour. Motion carried.

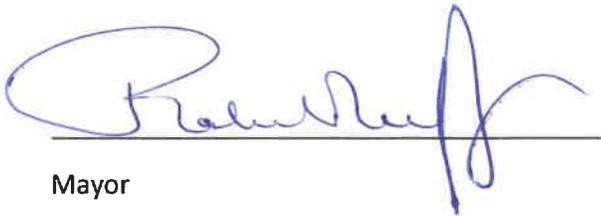
b. KABC R4 Lot Access Road – Award Contract – CARRY FORWARD

- KABC requested the contractor agree to cover any cost overruns above \$96987.50
- CAO still waiting for written confirmation that KABC will cover any amounts in excess of the Municipal Strategic Component funding provided

12. Date of Next Meeting – June 27, 2022 at 7 pm

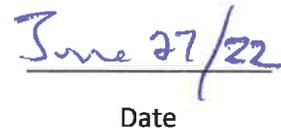
13. Adjournment

MOTION: Moved by Lesley Cousins and seconded by Amanda Dwyer “to adjourn the meeting at 8:48 pm.” All in favour. Motion carried.



A handwritten signature in blue ink, appearing to read 'Paul Huff', written over a horizontal line.

Mayor



A handwritten date 'June 27/22' in blue ink, written over a horizontal line.

Date



A handwritten signature in blue ink, appearing to read 'Lena Hawley', written over a horizontal line.

Chief Administrative Officer



A handwritten date 'June 27/22' in blue ink, written over a horizontal line.

Date

CAO's Report – May 30, 2022

- 1) **Summer Jobs** – The municipality was approved for two positions under the Canada Summer Jobs program: one for the Early Learning Center and one maintenance student position. Approval was also received for a position under the provincial Jobs for Youth program, as well as one position under the provincial Post-Secondary Student program. Two of these positions have been filled and interviews will be done shortly for the remaining two.
- 2) **Bursary Application** – The deadline for KRHS students to submit applications for the municipal bursary was May 20, 2022. No applications were received this year.
- 3) **Bylaw Officer** – Bylaw Officer Donna Johnson continues to work in the municipality. She is monitoring the situation with garbage at the townhouses at 61 Anderson Road. We are working on Notices of Violation should the need arise.
- 4) **Community Meeting** – The meeting to get public input on either a new community hall or expansion to Kinkora Place has been set for June 6 at 7 pm and has been well advertised.
- 5) **Audit Update** – All information is with the auditor, MRSB. The deadline for this year has once again been extended to October 15. The financial statements should be ready for the August council meeting.
- 6) **Somerset Festival Dance** – This year's Somerset Festival dance features the Ellis Family Band and will take place in a tent behind O'Shea's, along with the tractor pull beer garden. Richard Shea requires a letter of approval from the municipality to receive a liquor license for this area.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to May 27, 2022

| MUNICIPALITY OPERATING REVENUE | 2022-23 Budget | To Date |
|---|-----------------------|----------------------|
| Assessable municipal property taxes | \$ 123,323.00 | \$ 21,686.00 |
| Equalization grant from provincial government (MSG payment) | \$ 61,203.52 | \$ 10,200.58 |
| Municipal Capital Expenditure Grant (MCEG) | \$ 11,800.00 | \$ - |
| Events - Regular and Special | \$ 104,870.00 | \$ 12,518.00 |
| Multiplex Board Signage | \$ 9,600.00 | \$ - |
| Early Learning Center Revenue | \$ 539,000.00 | \$ 91,001.00 |
| Other Income (Donations, permits, etc.) | \$ 5,000.00 | \$ 100.00 |
| Total | \$ 854,796.52 | \$ 135,505.58 |

| MUNICIPALITY OPERATING EXPENSES | 2022-23 Budget | To Date |
|--|-----------------------|---------------------|
| Administration | \$ 149,566.00 | \$ 23,439.11 |
| Facility | \$ 75,900.00 | \$ 4,763.10 |
| Events | \$ 65,500.00 | \$ 7,757.94 |
| Parks and Recreation | \$ 11,000.00 | \$ 57.54 |
| Early Learning Center | \$ 498,300.00 | \$ 51,354.13 |
| Reserve Funds | \$ 3,500.00 | \$ - |
| Total | \$ 803,766.00 | \$ 87,371.82 |

| | | |
|--------------------------|---------------------|---------------------|
| Operating Surplus | \$ 51,030.52 | \$ 48,133.76 |
|--------------------------|---------------------|---------------------|

| SEWER UTILITY OPERATING REVENUE | 2022-23 Budget | To Date |
|--|-----------------------|---------------------|
| Flat Rate Sewer Fees | \$ 82,000.00 | \$ 41,380.00 |
| Total | \$ 82,000.00 | \$ 41,380.00 |

| SEWER UTILITY OPERATING EXPENSES | 2022-23 Budget | To Date |
|---|-----------------------|---------------------|
| Total Operating Expenses | \$ 82,000.00 | \$ 18,638.22 |

| | | |
|--------------------------------|-------------|---------------------|
| Sewer Operating Surplus | \$ - | \$ 22,741.78 |
|--------------------------------|-------------|---------------------|

MUNICIPALITY OPERATING EXPENSES**2022-23 Budget****To Date****Administration**

| | | | | |
|--------------------------------|-----------|-------------------|-----------|------------------|
| Advertising | \$ | 5,000.00 | \$ | - |
| Donations | \$ | 2,000.00 | \$ | 673.45 |
| Dues/Grants | \$ | 1,000.00 | \$ | 688.57 |
| Accounting Fees | \$ | 10,000.00 | \$ | - |
| Insurance | \$ | 7,000.00 | \$ | - |
| Interest on Loans | \$ | 18,900.00 | \$ | 3,102.58 |
| Office Supplies | \$ | 2,500.00 | \$ | 192.87 |
| POS Fees | \$ | 500.00 | \$ | 11.25 |
| Professional Fees | \$ | 4,000.00 | \$ | 1,360.00 |
| Library | \$ | 300.00 | \$ | - |
| Travel | \$ | 1,000.00 | \$ | - |
| Wages and Benefits | \$ | 28,000.00 | \$ | 3,709.76 |
| Community Programs (Black Fly) | \$ | 6,000.00 | \$ | 5,722.23 |
| Bank Charges | \$ | 600.00 | \$ | 66.50 |
| Honorariums | \$ | 3,300.00 | \$ | - |
| Training | \$ | 2,000.00 | \$ | - |
| Internet and Phone | \$ | 2,500.00 | \$ | 269.26 |
| Website | \$ | 1,000.00 | \$ | - |
| Fire Dues | \$ | 26,866.00 | \$ | 4,477.67 |
| Accounting Software | \$ | 1,100.00 | \$ | - |
| Loan Repayment | \$ | 26,000.00 | \$ | 3,164.97 |
| Total | \$ | 149,566.00 | \$ | 23,439.11 |

Facility and Public Property

| | | | | |
|-------------------------|-----------|------------------|-----------|-----------------|
| Property Tax | \$ | 2,300.00 | \$ | - |
| Snow Removal | \$ | 5,000.00 | \$ | - |
| Repairs and Maintenance | \$ | 22,000.00 | \$ | 1,742.05 |
| Utilities | \$ | 21,000.00 | \$ | 2,179.07 |
| Landscaping | \$ | 5,600.00 | \$ | - |
| Cleaning and Supplies | \$ | 10,000.00 | \$ | 841.98 |
| Wages | \$ | 10,000.00 | \$ | - |
| Total | \$ | 75,900.00 | \$ | 4,763.10 |

Events

| | | | | |
|-------------------|-----------|------------------|-----------|-----------------|
| Bar | \$ | 3,000.00 | \$ | 1,157.20 |
| Bingo | \$ | - | \$ | - |
| Kitchen/Canteen | \$ | 1,000.00 | \$ | 169.87 |
| Special Events | \$ | 5,500.00 | \$ | 97.00 |
| Bartenders | \$ | 2,000.00 | \$ | 161.39 |
| Security | \$ | 2,000.00 | \$ | - |
| Raffle Fundraiser | \$ | 52,000.00 | \$ | 6,172.48 |
| Total | \$ | 65,500.00 | \$ | 7,757.94 |

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 | \$ | 47,003.42 |
| Facility Costs | \$ | 35,000.00 | \$ | 1,988.12 |
| Food | \$ | 15,000.00 | \$ | 2,110.57 |
| Supplies | \$ | 4,500.00 | \$ | 252.02 |
| Total | \$ | 498,300.00 | \$ | 51,354.13 |

SEWER UTILITY OPERATING EXPENSES**2022-23 Budget****To Date**

| | | | | |
|-------------------------|-----------|------------------|-----------|------------------|
| Administration | \$ | 16,000.00 | \$ | 2,230.07 |
| Bank Fees | \$ | 300.00 | \$ | 38.00 |
| Accounting Fees | \$ | 5,000.00 | \$ | - |
| Interest on Debt | \$ | 5,000.00 | \$ | 2,127.01 |
| Debit Machine | \$ | 800.00 | \$ | 169.35 |
| Repairs and Maintenance | \$ | 18,100.00 | \$ | 800.00 |
| Supplies | \$ | 4,000.00 | \$ | - |
| Internet and Phone | \$ | 800.00 | \$ | 134.63 |
| Electricity | \$ | 2,000.00 | \$ | 105.45 |
| Loan Repayment | \$ | 30,000.00 | \$ | 13,033.71 |
| Total | \$ | 82,000.00 | \$ | 18,638.22 |

Community/Fire/Sewer Loan Payments April/May 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 | | | | | |

May 2022 Events Committee Report – May 30, 2022

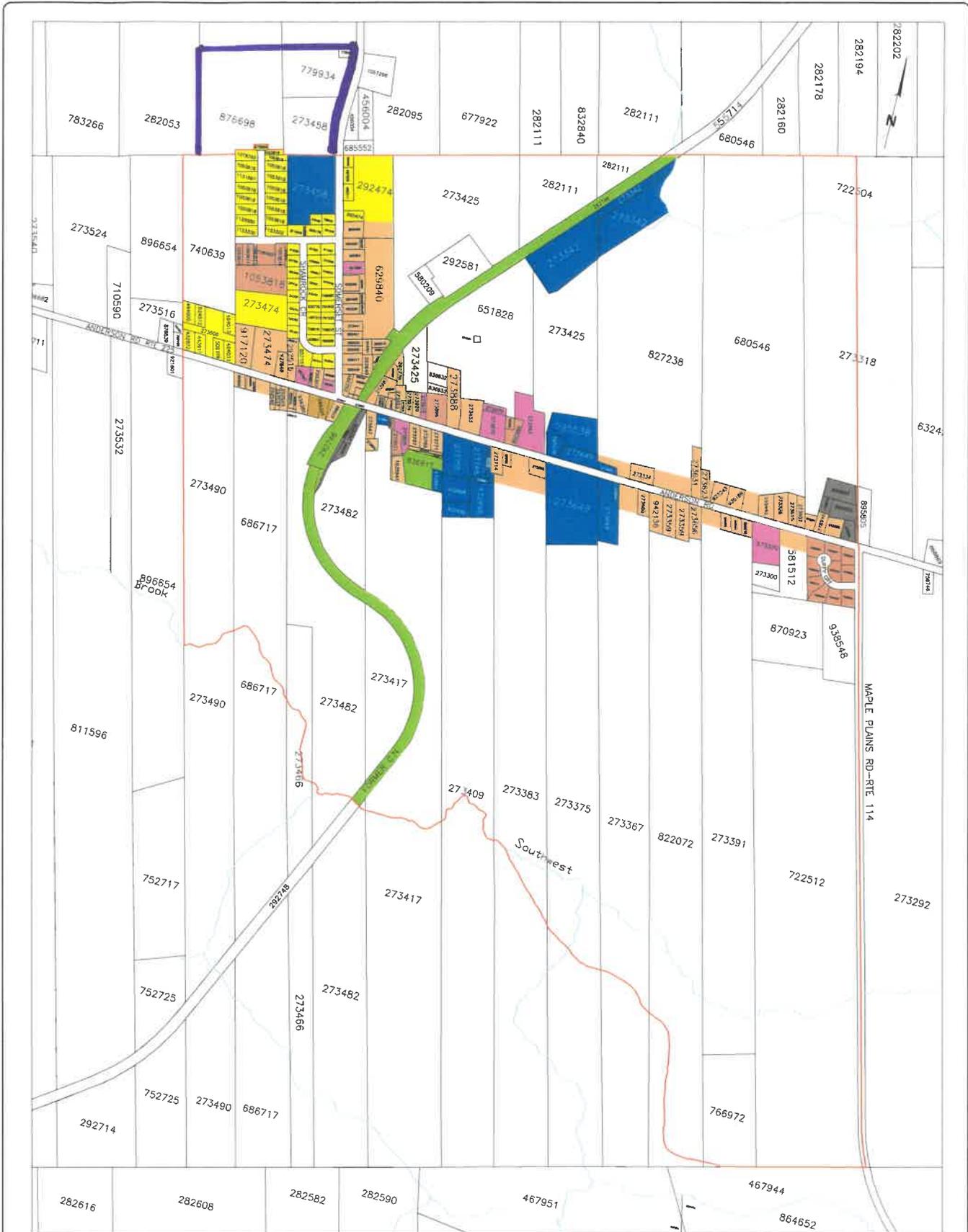
- 1. Kinkora Pot of Gold – Financial records attached.**
- 2. Ceilidh was held yesterday.**
- 3. Tina and I met to discuss a Hall Rental Agreement for usage of the Kinkora Place. Draft to be presented to Council at future meeting.**
- 4. Tina and I met to discuss hall rental costs and charges. We will be changing our rates effective 2023.**
- 5. Canada Day Celebrations on July 1st at Kinkora Place. Entertainment (Kevin Arthur), cake, bbq, and presentation of the Good Neighbor Award.**
- 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. Festival of Small Halls – *Girls Night Out* is the theme and it will be at Kinkora Place on Saturday, June 18th.
<https://smallhalls.com/schedule/shows/girls-night-out/>**
- 8. Hall is booked for a number of weddings and occasions during the summer months.**

Submitted by Lesley Cousins – May 25, 2022

Prize Draws - Lottery License #16442

April 13, 2022 to August 31, 2022

| | | |
|-----------------------------------|-----------|-----------------|
| Total profit after 3 draws | \$ | 5,935.75 |
|-----------------------------------|-----------|-----------------|



NOTES:
 1. DIGITAL DATA SUPPLIED BY THE GOVERNMENT OF PEI, NOVEMBER, 2014.
 2. UPDATED SEPTEMBER 14, 2021.
 3. DATE PLOTTED: SEPTEMBER 14, 2021.
 4. THE LIMITS OF THE ENVIRONMENTAL RESERVE ZONE SHALL BE DETERMINED BY THE ENVIRONMENTAL PROTECTION ACT, WATERCOURSE AND WETLAND PROTECTION REGULATIONS.

LEGEND

| | |
|--------------------|---|
| [White Box] | A1 - AGRICULTURAL RESERVE |
| [Light Green Box] | O2 - ENVIRONMENTAL RESERVE (see Note 4.) |
| [Light Blue Box] | C1 - GENERAL COMMERCIAL |
| [Light Orange Box] | M1 - LIGHT INDUSTRIAL |
| [Light Yellow Box] | O1 - RECREATIONAL and OPEN SPACE |
| [Light Purple Box] | PSI - PUBLIC SERVICE & INSTITUTIONAL |
| [Light Green Box] | R1 - SINGLE FAMILY RESIDENTIAL (RESTRICTED) |
| [Light Blue Box] | R2 - SINGLE FAMILY RESIDENTIAL |
| [Light Orange Box] | R3 - MULTIPLE FAMILY RESIDENTIAL |
| [Light Purple Box] | R4 - MULTIPLE FAMILY RESIDENTIAL |
| [Red Line] | COMMUNITIES LIMITS |
| [Blue Line] | STREAMS |

Prepared by: **Derek A. French Professional Services Inc.**



COMMUNITY OF KINKORA
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ZONING MAP