

**Rural Municipality of Kinkora
Regular Meeting of Council
August 29, 2022
Minutes**

Present: Mayor Robert Duffy, Harrison Duffy, Amanda Dwyer, Andrew McCarville, and Roger Shea

Absent: Councilor Marisa McNeill

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**
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Roger Shea *“to approve the agenda as presented”*. All in favour. Motion carried.

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

Regular Meeting – June 27, 2022

MOTION: Moved by Harrison Duffy and seconded by Amanda Dwyer *“to approve the minutes of the June 27th meeting.”* All in favour. Motion carried.

Special Meeting – August 2, 2022

MOTION: Moved by Harrison Duffy and seconded by Roger Shea *“to approve the minutes of the special meeting of August 2nd, 2022.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**
 - a) **Heritage Park Flagpole** – Councilor Harrison Duffy to check with Eastern Fence, Linkletter Welding or Bernard’s Welding about a flag pole for Heritage Park – **CARRY FORWARD**

- b) **Eastern Fence** – CAO to contact Eastern Fence about installing a chain link fence with pass-through at ballfield. The quote was \$590 plus HST last August and the work was to be completed when Eastern Fence was in the area. This was never done and a new quote is \$920 plus HST. Mayor Duffy will discuss with Kole Waite from Eastern Fence when he is here installing a man gate at the lagoon; the original price was approved but the work never done.
- c) **Planning Board members** – CAO to advertise on Facebook and in the newsletter for Planning Board members. There were no newsletters for July and August so this will be in the September newsletter coming out this week.
- d) **Chicken Coop** – The tenant at 65 Anderson was notified that the chickens and coop were to be removed from the property by August 18, 2022 and that has been done.

8. Correspondence

- a) **Lesley Cousins Resignation** – Letter from Councilor Lesley Cousins notifying council of her decision to resign from council effective Friday, August 12, 2022. Municipal Affairs has been informed. She will still be involved in the Pot of Gold raffle.
- b) **Somerset Street Property** – Letter from a resident on Somerset Street regarding overgrown grass on a vacant lot. The grass is growing out over the sidewalk. Resident informed the CAO has been working with Bylaw Officer Donna Johnson on this issue and a Notice of Violation has been sent to the owner along with a copy of the relevant section the the municipality's Development Bylaw
ACTION: CAO to contact Colton Dawson and ask him to cut the grass that is extending over the sidewalk.
- c) **Batting Cages** – Baseball coach Brian Duffy sent an email asking about batting cages at the ballfield. This was previously discussed by council. Councilor Harrison Duffy had asked Brian last year what was needed and to put a proposal together, but nothing had been received.
ACTION: CAO to contact Trent Williams to get specs on a batting cage and then get an estimate so council will know what the cost would be.
- d) **Youth on Board** – Letter from Kellie Mulligan at the Department of Fisheries and Communities about the Youth on Board program. The program is designed to encourage youth volunteerism within rural regions of PEI. The program matches rural youth in Grades 10-12 with NGOs of their interest for up to 8 months. The youth would attend monthly board meetings while being supported by a designated mentor of the organization. Council decided to defer until after November's election.

9. Reports

- a) **Fire Department** – no report

- b) **KABC** – Councilor Roger Shea
- KABC will be meeting next week
- c) **CAO** – written report attached
- **Shared CAO Services** – CAO to set up a meeting between Bedeque Acting Mayor Matthew Bowness, Mayor Duffy and Councilor Andrew McCarville to discuss.
- d) **Finance** – Councilor Roger Shea (written financials attached)
- At 4 ½ months into the fiscal year there is nothing unreasonable in terms of percentage of money spent.
 - Professional fees increased due to the architectural services to provide concept drawings for the new hall addition.
- e) **Facility** – Councilor Harrison Duffy
- There is some electrical work to be done at the facility and the regular company that is used has been very busy. Discussion on other electrical contractors to use.
 - Fire Pump – Mayor Duffy and Councilor Shea will get together with representatives from the fire department and the well drilling company to discuss further options.
- f) **Sewer and Utility** – Councilor Andrew McCarville
- Bullrushes are becoming overgrown at the lagoon
ACTION: CAO to contact utility operator Ed Van Der Velden to take care of this
- g) **Parks, Recreation and Youth** – Councilor Harrison Duffy
- The building phase of the playground equipment at Heritage Park was completed today, and the last of the cement poured. The landscaping still has to be done.
 - The Sportsplex Playground project was put on hold until next year.
- h) **Events** – no report
- i) **Daycare** – Councilor Marisa McNeill (written report attached)
- Clarification that it is Englewood School in Crapaud looking for the before and after-school program, not Amherst Cove.
 - Fire Inspection deficiencies: Infant room has no smoke detector, electrical cover plates required above water heater near the school age room, temporary school age room must have the secondary exit cleared (generator room area), mechanical/electrical/janitorial area must be separated from the remainder of the building by fire barriers, and the clothes dryer must be regularly cleaned to maintain the lint trap, piping, mechanical and heating components free from excessive accumulation of lint.
- j) **Planning Board** – Councilor Amanda Dwyer
- No meeting or report for August

k) **HR** – Councilor Andrew McCarville

- Discussions have started about holding a daycare job fair at the hall

10. New Business

a. **Heritage Park Lease Extension**

In conjunction with the Heritage Park Revitalization Project, CAO reached out to the province to see about an expansion to the lease for the park. The government will consider granting a Supplemental Lease Agreement subject to the following requirements: third party liability insurance coverage on the additional area, certified survey plan delineating the location of the additionally leased area at the municipality's expense, registry fee of \$77.25, term of the agreement will expire with the head lease on July 16, 2027, and the PEI Snowmobile Association would have to sign the Supplemental Lease Agreement for acknowledgement and consent.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to move forward with the lease extension for Heritage Park.”* All in favour. Motion carried.

b. **Hall Rental Rates/Fees Bylaw**

Council has been discussing increasing the hall rental rates for Kinkora Place. The rate sheet forms Schedule B of the municipal Fees Bylaw. Schedule B (attached) can be amended by resolution of council instead of amending the entire bylaw.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the amendment of Schedule B of the Fees Bylaw.”* All in favour. Motion carried.

11. Old Business/Carry Forward Items

a. **Zamboni Purchase**

Councilor Harrison Duffy met with Holly Bernard from the Town of Borden and agreed on a price of \$2,000 to purchase Borden's used Zamboni. This was \$4,000 less than what council approved. The machine is in great condition and they will maintain the blades. When Borden's new Zamboni gets dropped off, they will deliver the used one to Kinkora. They will also do training and the first few floods.

The Zamboni will require heated storage and council will explore options – **CARRY FORWARD**

ACTION: CAO to get a quote on a 15'x15' wood structure with a frost wall and asphalt bottom.

b. St. Malachy's Lot Purchase

The St. Malachy's Parish Council submitted a counter offer to council's Offer to Purchase the 1.08-acre parcel of land that includes the Kinkora Place parking lot and green space, as well as the 1/3-acre portion to the east of the parking lot. They will sell the 1.08-acre parcel but not the 1/3-acre portion for the price of \$10,000 under the following conditions: the community is responsible for all costs associated with the sale, they will accept Andrew Campbell as lawyer for both parties, and want a written agreement that the parish has the right to use the parking lot for church activities, the parish has no responsibility for the upkeep of the lot, and the parish is not responsible for snow removal.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer "to go ahead with the purchase of the land from St. Malachy's with the conditions." All in favour. Motion carried.

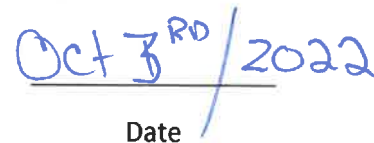
12. Date of Next Meeting – September 26, 2022 at 7 pm

13. Adjournment

MOTION: Moved by Amanda Dwyer and seconded by Harrison Duffy "to adjourn the meeting at 8:22 pm." All in favour. Motion carried.



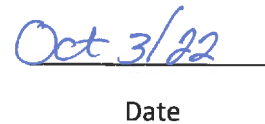
Mayor



Date



Chief Administrative Officer



Date

CAO's Report – August 29, 2022

- 1) **Transfer of PID #779934** – The property agent assigned to the transfer of the School Board property north of Somerset Consolidated is still working on approvals for the transfer. She is in the process of requesting the property be unidentified, which would allow for development. Provincial planning had some concerns as the municipality's proposal letter indicated there were only two lots left in the Johnston Subdivision, but provincial mapping showed five lots remaining. Confirmation was received from Len Keefe at KABC that all lots have now been sold and deeds transferred, and this information relayed to the province.
- 2) **Financial Statements** – The 2021-22 Financial Statements were to be presented tonight but unfortunately the auditors have not yet received the KABC financial statements from BDO to consolidate within.
- 3) **ACOA Funding for Hall Addition** – The application submitted under the Canada Community Revitalization Fund for the hall addition was denied. CAO spoke to Marilyn Murphy from ACOA and she said the proposal would better fit under the Innovative Communities Fund. ACOA PEI has moved the application to the ICF so there is no need to submit a new application. The file has been assigned to Natalie MacDonald and we are having a meeting on Friday, Sept 2. Marilyn also suggested withdrawing the narrative that accompanied the original application and submitting a new one focusing on everything the building houses, the age of the current center, the various demographics served and the population growth of the community. This would be a \$500,000 contribution from ACOA, \$100,000 from the province and \$600,000 from the municipality.
- 4) **Heat Pumps** – The heat pumps in the library, the lobby and the kitchen are needing some repairs. Thompson's is working on pricing for repairs as well as for new units. Given that they are now 14 years old, replacement parts for these particular units are expensive and harder to source. A rebate of up to \$600 per unit may be available for new heat pumps.
- 5) **Shared CAO Services** – Bedeque Acting Mayor Matthew Bowness is wanting to meet to discuss possible shared CAO services between Kinkora and Bedeque as Bedeque's CAO is leaving the position this fall. This would only be possible with additional administrative assistance. A meeting could be set up between Acting Mayor Bowness, Mayor Duffy and Councilor McCarville as HR Chair to discuss further.
- 6) **Vacation** – September 10-18 inclusive



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to August 18, 2022

MUNICIPALITY OPERATING REVENUE	2022-23 Budget	To Date	%
Assessable municipal property taxes	\$ 123,323.00	\$ 54,215.00	44
Equalization Grant	\$ 61,203.52	\$ 25,501.45	42
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00	\$ -	0
Events - Regular and Special	\$ 104,870.00	\$ 32,470.37	31
Multiplex Board Signage	\$ 9,600.00	\$ -	0
Early Learning Center Revenue	\$ 539,000.00	\$ 186,042.94	35
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 597.50	12
Total	\$ 854,796.52	\$ 298,827.26	35

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 149,566.00	\$ 56,655.86	38
Facility	\$ 75,900.00	\$ 18,819.61	25
Events	\$ 65,500.00	\$ 23,520.19	36
Parks and Recreation	\$ 11,000.00	\$ 57.54	1
Early Learning Center	\$ 498,300.00	\$ 153,298.18	31
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 803,766.00	\$ 252,351.38	31

Operating Surplus	\$ 51,030.52	\$ 46,475.88	91
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SEWER UTILITY OPERATING REVENUE	2022-23 Budget	To Date	%
Flat Rate Sewer Fees	\$ 82,000.00	\$ 41,507.87	51
Total	\$ 82,000.00	\$ 41,507.87	51

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Total Operating Expenses	\$ 82,000.00	\$ 28,340.66	35

Sewer Operating Surplus	\$ -	\$ 13,167.21	
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MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 441.33	9
Donations	\$ 2,000.00	\$ 973.45	49
Dues/Grants	\$ 1,000.00	\$ 688.57	69
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 7,000.00	\$ 5,685.18	81
Interest on Loans	\$ 18,900.00	\$ 5,116.81	27
Office Supplies	\$ 2,500.00	\$ 691.99	28
POS Fees	\$ 500.00	\$ 178.66	36
Professional Fees	\$ 4,000.00	\$ 7,098.72	177
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 28,000.00	\$ 9,471.44	34
Community Programs (Black Fly)	\$ 6,000.00	\$ 5,722.23	95
Bank Charges	\$ 600.00	\$ 166.25	28
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 657.40	26
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 26,866.00	\$ 11,194.17	42
Accounting Software	\$ 1,100.00	\$ 336.22	31
Loan Repayment	\$ 26,000.00	\$ 7,933.44	31
Total	\$ 149,566.00	\$ 56,655.86	38

Facility and Public Property

Property Tax	\$ 2,300.00	\$ 1,244.32	54
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 22,000.00	\$ 4,313.22	20
Utilities	\$ 21,000.00	\$ 5,634.55	27
Landscaping	\$ 5,600.00	\$ 1,320.58	24
Cleaning and Supplies	\$ 10,000.00	\$ 2,455.87	25
Wages	\$ 10,000.00	\$ 3,851.07	39
Total	\$ 75,900.00	\$ 18,819.61	25

Events

Bar	\$ 3,000.00	\$ 4,396.94	147
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 1,000.00	\$ 1,701.82	170
Special Events	\$ 5,500.00	\$ 2,225.95	40
Bartenders	\$ 2,000.00	\$ 1,089.15	54
Security	\$ 2,000.00	\$ 932.50	47
Raffle Fundraiser	\$ 52,000.00	\$ 13,173.83	25
Total	\$ 65,500.00	\$ 23,520.19	36

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Parks and Recreation			
Supplies	\$ 2,000.00	\$ 57.54	3
Rink	\$ 9,000.00	\$ -	0
Total	\$ 11,000.00	\$ 57.54	1

Early Learning Center			
Administration	\$ 443,800.00	\$ 131,814.61	30
Facility Costs	\$ 35,000.00	\$ 15,503.10	44
Food	\$ 15,000.00	\$ 5,318.91	35
Supplies	\$ 4,500.00	\$ 661.56	15
Total	\$ 498,300.00	\$ 153,298.18	31

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 16,000.00	\$ 5,950.26	37
Bank Fees	\$ 300.00	\$ 95.00	32
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 5,000.00	\$ 3,692.31	74
Debit Machine	\$ 800.00	\$ 115.45	14
Repairs and Maintenance	\$ 18,100.00	\$ 2,967.40	16
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 800.00	\$ 337.15	42
Electricity	\$ 2,000.00	\$ 435.56	22
Loan Repayment	\$ 30,000.00	\$ 14,747.53	49
Total	\$ 82,000.00	\$ 28,340.66	35

Community/Fire/Sewer Loan Payments August 2022

Date	Purpose	Principal	Interest	Total	Balance
01-Aug-22	Firehall Renov	\$ 710.95	\$ 38.32	\$ 749.27	\$ 22,668.17
05-Aug-22	Complex Improvement	\$ 320.74	\$ 195.82	\$ 516.56	\$ 70,620.39
08-Aug-22	Firetruck Loan	\$ 2,729.58	\$ 207.97	\$ 2,937.55	\$ 99,297.76
10-Aug-22	Upgrade to Kinkora Place	\$ 807.71	\$ 409.38	\$ 1,217.09	\$ 124,391.71
15-Aug-22	Sidewalk/Sewer	\$ 1,022.63	\$ 946.81	\$ 1,969.44	\$ 277,675.21
	Community - August	\$ 2,151.08	\$ 1,552.01	\$ 3,703.09	\$ 472,687.31
	Fire Department - August	\$ 3,440.53	\$ 246.29	\$ 3,686.82	\$ 121,965.93

Date	Purpose	Principal	Interest	Total	Balance
07-Apr-22	Sewer/Lagoon	\$ 9,641.45	\$ 559.68	\$ 10,201.13	\$ 19,818.85
02-May-22	Upgrade sewer	\$ 2,253.63	\$ 519.88	\$ 2,773.51	\$ 27,535.61
	Sewer	\$ 11,895.08	\$ 1,079.56	\$ 12,974.64	\$ 47,354.46
Sewer loans are paid twice per year, the next payments will be October 2022					

Daycare Update- August 22, 2022

Submitted by Marisa McNeill

- Trista and I met last week to discuss a few different things. Andrew and I will also be attending the daycare staff meeting tomorrow night as there are only a few staff that have been an employee since opening, so we thought this would be a good opportunity to explain a few things regarding the building, the new build, community, Councils role in the daycare, etc.
- The cook position is finally filled, and Christine has since started. We have one staff that was out on maternity that is returning this week.
- Mary Poppins isn't running an after-school program at Somerset or Amherst Cove this year. While we still have our before and after school program here at the center, Trista is looking into moving this to the school and also looking into having one at Amherst Cove. She has spoken to the principal at Amherst Cove, and he believes this would work well, and would be able to run on PD days, etc., and Trista is just waiting to hear from Somerset principal. The staffing around this will be hard, as we would need between 4 to 8 more staff and it would be split shifts, which is not very appealing to many.
- The staff are looking forward to the addition to the daycare and are asking many questions, so hopefully Andrew and I will be able to answer most of their questions tomorrow.
- Trista is wondering about a shed for the daycare's outdoor toys. This was talked about previously and it was mentioned that we could possibly get one from the testing site at the bridge, however, it's been a while, and the daycare still doesn't have a shed. I'm wondering if we could purchase or build a shed for the daycare?
- The Daycare's Coach was in last week and Kinkora ELC is continuing to be the "model" for Early Learning Centre's across PEI.
- The Fire Inspector was in last week as well. There are a few things that aren't up to code and will need to be taken care of.

Schedule B - Fees Bylaw

All Inclusive Package: **\$1800 plus HST**

Includes:

Use of Gazebo
Tables and Chairs
Table Linens and Skirting
TV Screen (slideshow)
Bartenders
Security
Full Kitchen Use

Add on: Chair covers **\$2 each plus HST**

Basic Rental: **\$400 plus HST**

Includes:

Tables
Chairs

Add on (to basic rental):

Full use of Kitchen **\$150 plus HST**
(stove, dishwasher, cooler, dishware, glassware and cutlery)

Partial Use of Kitchen **\$75 plus HST**
(any three of the above items)

Chair Covers **\$2 each plus HST**

Table Cloths **\$10 each plus HST**

Bartenders/Security **please inquire**

All bookings require a completed contract and 50% deposit to confirm date. Deposit is refundable up to 30 days prior to the date of event.