

**Rural Municipality of Kinkora
Regular Meeting of Council
December 19, 2022
Minutes**

Present: Mayor Robert Duffy, Councilors Harrison Duffy, Amanda Dwyer, Andrew Lawless (7:08 pm), Andrew McCarville, Christine McKenna, and Amanda Noonan

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 Amanda Dwyer *“to approve the agenda as presented.”* All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes - Regular Meeting of October 24, 2022**

MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville *“to approve the minutes of the October 24th meeting.”* All in favour. Motion carried.

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

- a) **Kinkora Regional High School –** Thank you card received for the municipality’s donation to the annual roast beef supper.
- b) **Kinkora Regional High School –** Letter received with regard to purchasing an ad in the 2023 KRHS yearbook.

MOTION: Moved by Harrison Duffy and seconded by Amanda Dwyer *“to purchase a half page ad in the KRHS yearbook.”* All in favour. Motion carried.

- c) **Heath MacDonald, MP for Malpeque –** Note of congratulations to Mayor Duffy and Councillors on their recent election.

9. Reports

- a) **Fire Department** – Fire Chief Johnny Dugay – no report
- b) **KABC** – Councilor Harrison Duffy – no report
- c) **CAO** – written report attached

Committee Appointments

MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville *“to approve the committee appointments as per the CAO report.”* All in favour. Motion carried.

Townhouse Garbage – Letter to be written to property owners giving them two weeks to implement one of the two options council gave them at the beginning of October. In addition, the waste bin or enclosure must be moved from the roadside to the back of the property’s green space. Inform them that the municipality’s bylaw officer will be issuing Notices of Violation and the associated fines if this is not completed.

Schedule of Meetings

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *“to approve the 2023 Schedule of Regular Council Meetings presented in the CAO report.”* All in favour. Motion carried.

Scotiabank Credit Products

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the \$200,000 overdraft at a rate of prime – 0.50% and the \$25,000 credit cards for the municipality and fire department, as well as the \$750,000 construction loan for the hall addition, also at prime – 0.50%.”* All in favour. Motion carried.

- d) **Finance** – Councilor Amanda Noonan (financials attached)
- e) **Facility** - Councilor Harrison Duffy
 - The new snowblower has been purchased.
 - Request from Luke to have the electrical outlet outside the back door moved to a lower location. CAO to contact Thomas McSweeney to have this done.
 - Andrew Lawless presented a quote from Seymour Desroches Construction for renovations to the hall storage room for the Zamboni. Two additional quotes are required as per the Procurement Policy. **CARRY FORWARD**
 - MLA Jamie Fox’s office had reached out to possibly offer financial assistance with this project. CAO to contact his assistant with the plans that are in place.
 - The Zamboni from Borden won’t be available until March 2023. The municipality will borrow one from Vanco Farms this winter. In appreciation they will be given a rink board sign for one year.

- f) **Sewer and Utility** – Councilor Andrew McCarville – no report
- g) **Parks, Recreation and Youth** – Councilor Andrew Lawless – no report
- h) **Events** – Councilor Christine McKenna – no report
- i) **Daycare** – Councilor Amanda Dwyer
 - The School Age license application to move the program to Somerset Consolidated School is progressing. Environmental Health inspected the space last Friday and the fire marshal’s office has done the required inspection as well. The children should be able to move by January.
 - This will take the 15 school-aged children out of the daycare facility, opening up an additional 15 EYC spaces in the center.
 - The new license will be for 30 spots but for now there will only be 15.
 - CAO applied for a \$100,000 grant for the outdoor playground space
 - Concern from staff about the parking lot not being plowed last week until 4 pm. CAO had already addressed this with the contractor.

10. New Business

11. Old Business/Carry Forward Items

- a. **Hall Use Agreement** – attached

MOTION: Moved by Harrison Duffy and seconded by Andrew McCarville “to approve the Hall Use Agreement.” All in favour. Motion carried.

- b. **Fire Pump**

- Mayor Duffy to contact Minister Fox to confirm \$100,000 funding in writing prior to a tender being drafted.

12. Date of Next Meeting – January 23, 2023 at 7 pm

13. Adjournment

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to adjourn the meeting at 7:52 pm.”



Mayor

Jan 21/2023

Date



Chief Administrative Officer

Jan 24/23

Date

CAO's Report – December 19, 2022

- 1) **Hall Addition** – The agreement with ACOA for the hall addition funding has been signed and returned to Natalie Macdonald. Council should meet early in the new year to move ahead with tenders for engineering and architecture.
- 2) **Committee Appointments** – All members of the current council have taken the Oath of Office and discussed the various portfolios. Pending a council resolution, chairs for the committees shall be as follows:

Finance – Amanda Noonan

Facility – Harrison Duffy

Sewer Utility – Andrew McCarville

Parks, Recreation and Youth – Andrew Lawless

Events – Christine McKenna, with Amanda Noonan as deputy chair

Daycare – Amanda Dwyer

In addition, Harrison Duffy agreed to be council's representative to KABC

- 3) **Townhouse Garbage** – Development Officer Derek French's assistant was looking for a sketch of the garbage enclosure planned by Parkman Holdings to determine if a permit was required. This enclosure was to have been in place by December 1. Parkman said they planned to build the enclosure in the spring, at which time they were again told of the December 1 deadline. Someone from the company's maintenance department was installing locks and chains on each bin last Friday and communicating to the tenants that they will receive a key to their bins only and they would be responsible for keeping them locked and unlocking the bins on collection day. They will submit drawings if an enclosure is still required. Bylaw Officer Donna Johnson wants to know how council wishes to proceed.
- 4) **Municipal Capital Expenditure Grant (MCEG)** – The MCEG funding agreement has been extended by one year, and will end on March 31, 2023. This is a grant for the 10% of the HST that is not included in the Canada Revenue Agency's Public Service Bodies rebate for capital expenditures.
- 5) **Bingo Licence Renewal** – The municipality's bingo license is up for renewal each year in November and the renewal was put off until the new council was elected. Two bingo officers are needed for the renewal.
- 6) **2023 Schedule of Meetings** – The proposed schedule of meetings for 2023 is attached and must be approved and set by council.
- 7) **Scotiabank Credit Products** – Moving the municipality's banking services to Scotiabank is almost complete. Accounts have been open and lining up the credit products is underway. A resolution of council is required for the \$200,000 overdraft at prime – 0.50%, and the \$25,000 credit cards (this amount covers both the municipality and fire department). A separate resolution is

needed for the \$750,000 construction loan for the hall expansion, at a rate of prime – 0.50%. This will be converted to a non-revolving loan upon completion.

8) MRSB Housekeeping Items – MRSB has raised a few points from the recent audit, with suggestions being of a housekeeping nature. These are as follows:

- A CAO contract that should be updated and signed by the CAO and Mayor each year. Currently any updates are in the minutes only.
- They also noticed an old HST balance that was carried forward and suggested this be filed. This was a 2018 return that was supposed to have been filed by the previous outside bookkeeper but it was not done. It had already been filed by the time the audit was started.
- They recommended that any expense claims from the Fire Chief be approved by council. The chief approves department expenses.
- During the audit they noticed many old accounts receivable balances that should be adjusted. These balances were from 2013-2018 and those that had been paid have been removed.
- They suggested that intercompany transactions between sewer, fire and municipality should be reconciled each month. This would be items such as fire dues and the sewer portion of invoices paid by the municipality. This has been done semi-annually in the past.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to December 16, 2022

MUNICIPALITY OPERATING REVENUE	2022-23 Budget	To Date	%
Assessable municipal property taxes	\$ 123,323.00	\$ 97,587.00	79
Equalization Grant	\$ 61,203.52	\$ 45,902.61	75
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00	\$ -	0
Events - Regular and Special	\$ 104,870.00	\$ 43,368.02	41
Multiplex Board Signage	\$ 9,600.00	\$ -	0
Early Learning Center Revenue	\$ 539,000.00	\$ 333,226.93	62
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 1,097.50	22
Total	\$ 854,796.52	\$ 521,182.06	61

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 149,566.00	\$ 93,039.84	62
Facility	\$ 75,900.00	\$ 33,641.15	44
Events	\$ 65,500.00	\$ 29,924.91	46
Parks and Recreation	\$ 11,000.00	\$ 111.52	1
Early Learning Center	\$ 498,300.00	\$ 331,607.63	67
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 803,766.00	\$ 488,325.05	61

Operating Surplus	\$ 51,030.52	\$ 32,857.01	64
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SEWER UTILITY OPERATING REVENUE	2022-23 Budget	To Date	%
Flat Rate Sewer Fees	\$ 82,000.00	\$ 83,040.19	101
Total	\$ 82,000.00	\$ 83,040.19	101

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Total Operating Expenses	\$ 82,000.00	\$ 54,985.96	67

Sewer Operating Surplus	\$ -	\$ 28,054.23	
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MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 1,103.43	22
Donations	\$ 2,000.00	\$ 1,073.45	54
Dues/Grants	\$ 1,000.00	\$ 688.57	69
Accounting Fees	\$ 10,000.00	\$ 3,811.52	38
Insurance	\$ 7,000.00	\$ 5,685.18	81
Interest on Loans	\$ 18,900.00	\$ 10,014.28	53
Office Supplies	\$ 2,500.00	\$ 1,175.02	47
POS Fees	\$ 500.00	\$ 213.76	43
Professional Fees	\$ 4,000.00	\$ 6,051.76	151
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 28,000.00	\$ 17,578.52	63
Community Programs (Black Fly)	\$ 6,000.00	\$ 5,722.23	95
Bank Charges	\$ 600.00	\$ 358.78	60
Honorariums	\$ 3,300.00	\$ 3,150.00	95
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,225.05	49
Website	\$ 1,000.00	\$ 18.70	2
Fire Dues	\$ 26,866.00	\$ 20,149.50	75
Accounting Software	\$ 1,100.00	\$ 336.22	31
Loan Repayment	\$ 26,000.00	\$ 14,383.87	55
Total	\$ 149,566.00	\$ 93,039.84	62
Facility and Public Property			
Property Tax	\$ 2,300.00	\$ 2,143.29	93
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 22,000.00	\$ 7,696.73	35
Utilities	\$ 21,000.00	\$ 10,799.83	51
Landscaping	\$ 5,600.00	\$ 2,571.84	46
Cleaning and Supplies	\$ 10,000.00	\$ 5,215.08	52
Wages	\$ 10,000.00	\$ 5,214.38	52
Total	\$ 75,900.00	\$ 33,641.15	44
Events			
Bar	\$ 3,000.00	\$ 4,546.48	152
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 1,000.00	\$ 1,856.20	186
Special Events	\$ 5,500.00	\$ 3,782.87	69
Bartenders	\$ 2,000.00	\$ 1,294.65	65
Security	\$ 2,000.00	\$ 932.50	47
Raffle Fundraiser	\$ 52,000.00	\$ 17,512.21	34
Total	\$ 65,500.00	\$ 29,924.91	46

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Parks and Recreation			
Supplies	\$ 2,000.00	\$ 57.54	3
Rink	\$ 9,000.00	\$ 53.98	1
Total	\$ 11,000.00	\$ 111.52	1

Early Learning Center			
Administration	\$ 443,800.00	\$ 292,364.58	66
Facility Costs	\$ 35,000.00	\$ 25,642.39	73
Food	\$ 15,000.00	\$ 10,886.29	73
Supplies	\$ 4,500.00	\$ 2,714.37	60
Total	\$ 498,300.00	\$ 331,607.63	67

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 16,000.00	\$ 11,307.87	71
Bank Fees	\$ 300.00	\$ 185.80	62
Accounting Fees	\$ 5,000.00	\$ 2,178.01	44
Interest on Debt	\$ 5,000.00	\$ 6,119.81	122
Debit Machine	\$ 800.00	\$ 286.15	36
Repairs and Maintenance	\$ 18,100.00	\$ 6,547.22	36
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 800.00	\$ 620.96	78
Electricity	\$ 2,000.00	\$ 846.83	42
Loan Repayment	\$ 30,000.00	\$ 26,893.31	90
Total	\$ 82,000.00	\$ 54,985.96	67

Community/Fire/Sewer Loan Payments December 2022

Date	Purpose	Principal	Interest	Total	Balance
01-Dec-22	Firehall Renov	\$ 716.71	\$ 32.56	\$ 749.27	\$ 19,810.46
05-Dec-22	Complex Improvement	\$ 330.52	\$ 186.04	\$ 516.56	\$ 69,316.04
06-Dec-22	Firetruck Loan	\$ 2,757.91	\$ 179.64	\$ 2,937.55	\$ 88,311.31
12-Dec-22	Upgrade to Kinkora Place	\$ 831.23	\$ 385.86	\$ 1,217.09	\$ 121,108.40
15-Dec-22	Sidewalk/Sewer	\$ 1,066.79	\$ 902.65	\$ 1,969.44	\$ 273,489.21
	Community - December	\$ 2,228.54	\$ 1,474.55	\$ 3,703.09	\$ 463,913.65
	Fire Department - December	\$ 3,474.62	\$ 212.20	\$ 3,686.82	\$ 108,121.77

Date	Purpose	Principal	Interest	Total	Balance
07-Oct-22	Sewer/Lagoon	\$ 9,822.55	\$ 378.58	\$ 10,201.13	\$ 9,996.30
	Sewer	\$ 9,822.55	\$ 378.58	\$ 10,201.13	\$ 9,996.30
This is paid twice annually, the next (and final) payment will be in April 2023					



Rural Municipality of Kinkora

45 Anderson Road, PO Box 38

Kinkora, PE C0B 1N0

Communityofkinkora@eastlink.ca

(902) 887-2868

Kinkora Place Hall Use Agreement – No Charge to User Group

This is an agreement between _____ and the Rural Municipality of Kinkora

1. The rental space includes the main community hall and the kitchen if requested. No other spaces are to be accessed.
2. This agreement shall be in effect for one year and will be reviewed each December.
3. In the event the hall is required by the Municipality for any reason as indicated by the CAO or Mayor/Council, your event may need to be rescheduled. The Municipality will provide as much notice as possible.
4. Minor cleanup is required after each use, including disposal of any garbage in the dumpster provided on site (see checklist below).
5. No tacks, pins, nails or screws are permitted to be used on the walls.
6. Animals are prohibited from the premises unless they are a certified service animal or a registered emotional support animal.
7. No smoking is allowed in any part of the hall or within 15 feet of any entrance.
8. Groups using the facility at no charge will be responsible for setting up for their event.
9. Private functions are responsible for their own coffee, tea, etc.
10. As mandated by the PEI Department of Health and Wellness, all users of the facility using the kitchen for food preparation shall have at least one person on site during all hours of operation who has successfully completed an approved safe food handling course. Proof of valid certificate must be submitted. No 'home prepared' food may be served to the public.
11. Food items cannot be left or stored at Kinkora Place.
12. During the week, the facility cannot be accessed until 5:30 pm, unless other arrangements have been made with the CAO. These hours will be subject to change once the Early Learning Center is no longer using the main hall space/kitchen.
13. Please only use food, beverages and disposable items brought in by your group.
14. No kitchen supplies are to be removed from the hall without an Equipment Rental Agreement being completed. This includes plates, utensils, cups, water jugs, coffee and tea urns, pots, buffet warmers, tablecloths. etc.
15. If used, tablecloths must be laundered and returned within the specified time frame.
16. Please take note of cupboards and equipment marked "Childcare Center" and do not use.

In review:

Kinkora Place shall be responsible for the following:

- Ensuring the building is open at the proper time if no key has been previously provided
- Access to tables and chairs
- Access to podium, microphone, sound system and kitchen if requested
- Fridge access if requested
- Garbage Bags
- Dish Soap
- Dish Cloths
- Toilet Paper/Paper Towel
- Broom
- Mop/Bucket
- Lighting propane stove if requested

User Groups shall be responsible for the following:

- Communication with CAO on arrangements for entry
- Setup and tear down of any required tables and chairs
- Ensuring premises are left clean and tidy with trash placed in the dumpster provided on site.
- After event, ensuring premises are cleared of all people, lights switched off and the building secured.

By signing this agreement, the User declares that they have reviewed, understands, and agrees to comply with the rules and policies outlined in this document.

User Representative

Date

Facility Representative

Date

Schedule 'A'
Kinkora Place
Hall Use Agreement – No Charge to User Group

Kinkora Place is owned and operated by the Rural Municipality of Kinkora and has been developed to ensure long-term enjoyment for all Kinkora and area residents.

The Hall Usage Agreement will apply to all individuals/groups.

We ask that you please review and initial the checklist below to ensure all have been completed following your event.

- Floors have been swept
- Kitchen is clean, tidy and in proper order
- All running water has been shut off (including washrooms)
- All garbage has been removed from Kinkora Place
- Tables and chairs must be stacked and returned to their original location
- Bathrooms are clean and in proper order
- All lights are shut off
- All doors and windows have been closed and Kinkora Place properly secured
- All food removed from fridge
- Please clean and return any used dishtowels