

**Rural Municipality of Kinkora
Regular Meeting of Council
February 27, 2023
Minutes**

Present: Mayor Robert Duffy, Councilors Harrison Duffy, Amanda Dwyer, Christine McKenna, and Amanda Noonan

Absent: Councilors Andrew Lawless and Andrew McCarville

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 Harrison Duffy and seconded by Christine McKenna *“to approve the agenda.”* All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes - Regular Meeting of January 24, 2023**

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to approve the minutes for the January 24th meeting.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

KABC is looking to obtain a sliver of woodland along the west side of the Somerset Consolidated School soccer field. CAO to reach out to the province regarding this small parcel of land. A request was sent to the province and they are moving forward with sending the request to the Public Schools Branch.

8. **Correspondence**

- a) **Residents of Shamrock Crescent –** Letter received signed by numerous residents of Shamrock Crescent requesting council consider using Gas Tax funding for ditch infilling on both sides of the street. This request is due to ongoing drainage issues.

- CAO contacted Jesse MacDougall with the Infrastructure Secretariat and was informed that ditch infilling on its own would not be an eligible project but upgrading the storm drainage infrastructure as well would likely be accepted.
- Cost for a complete project could be around \$250,000
- Gas Tax funds (now Canada Community Building Fund) are already allocated to other projects for the 2019-2024 period.
- This project will be considered if other funding options become available
- A public meeting will be held when the next round of funding is rolled out for input on projects

ACTION: CAO to send a reply to the residents with this information and strongly recommending they attend this public meeting to give their input.

- b) Benevolent Irish Society** - Email from Pat Duffy, Coordinator of Sister Communities for the BIS 200 Year Anniversary Planning Committee, asking that Kinkora join the BIS in this celebration. Each community can choose how they wish to celebrate and the BIS is prepared to cover reasonable expenses in putting on the function. The time period is from August 1-18, 2025.

ACTION: CAO to inform the committee that Kinkora will take part by putting on a ceilidh, and confirm that this will be held in 2025.

- c) Parkman Holdings** – Email from Parkman Holdings CEO Brett Poirier regarding the situation with garbage at 61 Anderson Road. Mr. Poirier is requesting council give him until April 21, 2023 to get a fence in place around the garbage receptacles. He has attempted several solutions to no avail.

- Council agreed to the April 21 date requested, but after that time fines will be assessed
- A permit will be needed for this fence, as well as approval on location

ACTION: CAO to inform Mr. Poirier of council's agreement and the need for a permit and location approval, and remind him that this situation has been ongoing for several years.

9. Reports

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

Snowblower – Council determined the old snowblower has depreciated and will be given to Lucien Duffenais at no charge as it does need repairs.

- d) **Finance** – Councilor Amanda Noonan - Financials attached

- e) **Facility** - Councilor Harrison Duffy – no report
- f) **Sewer and Utility** – Councilor Andrew McCarville – no report
- g) **Parks, Recreation and Youth** – Councilor Andrew Lawless – no report
- h) **Events** – Councilor Christine McKenna
 - The pancake breakfast held on February 12th cleared around \$1,250
 - The next planned event is an Easter egg hunt for children on April 1st
 - A ‘Meet Your Neighbour’ night is scheduled for April 20th
- i) **Daycare** – Councilor Amanda Dwyer
 - Met with daycare Director of Programming Trista Lyttle last week and had a look at the proposed drawing for the hall addition
 - No word yet on the school age program moving to Somerset Consolidated School
 - There are approximately 190 children on the waitlist

10. New Business

a. Hall Addition – Pre-Construction Project Management

- Mayor Duffy and CAO met with Mitch Eamer and Ron MacLean from CP Construction, set up by Greg Chappell, who has done the hall addition drawings.
- CP Construction submitted a proposal for pre-construction project management support to help get the tenders for the addition issued within the tight time constraints
- The proposal was for \$750/week for a maximum of 12 weeks

MOTION: Moved by Amanda Dwyer and seconded by Harrison Duffy “to approve CP Construction’s project management support proposal”. All in favour. Motion carried.

b. Black Fly Program

- Two quotes were received for this year’s Black Fly program
- One quote was for \$7982.30 (this was a quote of \$5982.30 plus an anticipated \$2000.00 increase) and the other was for \$7475.00.
- Both companies have done work for the municipality in previous years

MOTION: Moved by Harrison Duffy and seconded by Amanda Dwyer “to award the Black Fly program to Dale Wood based on the fact that it is the lower tender.” All in favour. Motion carried.

11. Old Business/Carry Forward Items

- a. **Restructuring Proposal** – A previous resolution to annex land north of the municipality did not include a portion of a PID that would square off municipal boundaries as per the attached map.

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan “to rescind resolution R2022-0530-01 dated May 30, 2022”. All in favour. Motion carried.

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan “to move forward with an application to IRAC to annex PID#s 273458, 779934, 778642 and a portion of PID#s 876698 and 282053 as noted on the attached map.” All in favour. Motion carried.

- b. **St. Malachy’s Lot Purchase** – The survey of the lot is complete and council approval is needed for the subdivision of land.

MOTION: Moved by Amanda Dwyer and seconded by Christine McKenna “to approve the subdivision of 1.09 acres from PID# 273649, to be appended to PID# 595538 as indicated on the attached survey map.” All in favour. Motion carried.

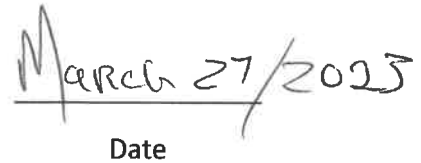
12. Date of Next Meeting – March 27, 2023 at 7 pm

13. Adjournment

MOTION: Moved by Amanda Dwyer and seconded by Christine McKenna “to adjourn the meeting at 7:51 pm.”




Mayor



Date



Chief Administrative Officer



Date

CAO's Report – February 27, 2023

- 1) **Banking Services** – Almost all banking services have been switched over to Scotiabank. We are now able to do most transactions online, such as direct deposit for payroll, Canada Revenue Agency business taxes like payroll remittance and GST/HST rebates, and credit cards. We are just waiting for a mobile cheque scanner to be able to deposit cheques remotely. This has already proven to be a great time saver.
- 2) **Old Snowblower** – Council had previously discussed selling the old snowblower to Luke Duffenais once the new one had been purchased. A sale price needs to be set for this.
- 3) **Financial Plan Presentation** – A reminder of the public meeting next Monday, March 6 at 7 pm to present a draft of the 2023-24 Financial Plan. The final Financial Plan will then be adopted at the next regular meeting of council. The Financial Plan includes the 2023-24 operating budget, the 2023-24 capital budget, and a 5-year capital plan/budget.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to February 17, 2023

MUNICIPALITY OPERATING REVENUE	2022-23 Budget	To Date	%
Assessable municipal property taxes	\$ 123,323.00	\$ 119,273.00	97
Equalization Grant	\$ 61,203.52	\$ 56,103.19	92
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00	\$ -	0
Events - Regular and Special	\$ 104,870.00	\$ 51,022.60	49
Multiplex Board Signage	\$ 9,600.00	\$ 10,800.00	113
Early Learning Center Revenue	\$ 539,000.00	\$ 468,487.30	87
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 1,097.50	22
Total	\$ 854,796.52	\$ 706,783.59	83

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 149,566.00	\$ 111,366.09	74
Facility	\$ 75,900.00	\$ 40,193.46	53
Events	\$ 65,500.00	\$ 30,678.21	47
Parks and Recreation	\$ 11,000.00	\$ 111.52	1
Early Learning Center	\$ 498,300.00	\$ 448,779.42	90
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 803,766.00	\$ 631,128.70	79

Operating Surplus	\$ 51,030.52	\$ 75,654.89	148
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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	\$ 73,850.18	90

Sewer Operating Surplus	\$ -	\$ 9,190.01	
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MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 1,426.22	29
Donations	\$ 2,000.00	\$ 1,405.57	70
Dues/Grants	\$ 1,000.00	\$ 688.57	69
Accounting Fees	\$ 10,000.00	\$ 3,958.79	40
Insurance	\$ 7,000.00	\$ 4,588.29	66
Interest on Loans	\$ 18,900.00	\$ 12,010.70	64
Office Supplies	\$ 2,500.00	\$ 1,479.76	59
POS Fees	\$ 500.00	\$ 213.76	43
Professional Fees	\$ 4,000.00	\$ 7,630.52	191
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 28,000.00	\$ 23,628.59	84
Community Programs (Black Fly)	\$ 6,000.00	\$ 5,722.23	95
Bank Charges	\$ 600.00	\$ 736.91	123
Honorariums	\$ 3,300.00	\$ 3,150.00	95
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,506.54	60
Website	\$ 1,000.00	\$ 348.70	35
Fire Dues	\$ 26,866.00	\$ 24,627.17	92
Accounting Software	\$ 1,100.00	\$ 336.22	31
Loan Repayment	\$ 26,000.00	\$ 17,607.55	68
Total	\$ 149,566.00	\$ 111,366.09	74
Facility and Public Property			
Property Tax	\$ 2,300.00	\$ 2,143.29	93
Snow Removal	\$ 5,000.00	\$ 405.68	8
Repairs and Maintenance	\$ 22,000.00	\$ 8,335.41	38
Utilities	\$ 21,000.00	\$ 14,269.00	68
Landscaping	\$ 5,600.00	\$ 2,571.84	46
Cleaning and Supplies	\$ 10,000.00	\$ 6,703.50	67
Wages	\$ 10,000.00	\$ 5,764.74	58
Total	\$ 75,900.00	\$ 40,193.46	53
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	\$ 4,179.65	76
Bartenders	\$ 2,000.00	\$ 1,294.65	65
Security	\$ 2,000.00	\$ 932.50	47
Raffle Fundraiser	\$ 52,000.00	\$ 17,868.73	34
Total	\$ 65,500.00	\$ 30,678.21	47

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	\$ 402,141.67	91
Facility Costs	\$ 35,000.00	\$ 29,819.48	85
Food	\$ 15,000.00	\$ 13,269.74	88
Supplies	\$ 4,500.00	\$ 3,548.53	79
Total	\$ 498,300.00	\$ 448,779.42	90

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 16,000.00	\$ 14,895.06	93
Bank Fees	\$ 300.00	\$ 222.12	74
Accounting Fees	\$ 5,000.00	\$ 2,262.16	45
Interest on Debt	\$ 5,000.00	\$ 7,149.17	143
Debit Machine	\$ 800.00	\$ 286.45	36
Repairs and Maintenance	\$ 18,100.00	\$ 18,330.16	101
Supplies	\$ 4,000.00	\$ 1,435.85	36
Internet and Phone	\$ 800.00	\$ 761.70	95
Electricity	\$ 2,000.00	\$ 1,034.86	52
Loan Repayment	\$ 30,000.00	\$ 27,472.65	92
Total	\$ 82,000.00	\$ 73,850.18	90

Community/Fire/Sewer Loan Payments February 2023

Date	Purpose	Principal	Interest	Total	Balance
01-Feb-23	Firehall Renov	\$ 717.97	\$ 31.30	\$ 749.27	\$ 18,375.69
06-Feb-23	Complex Improvement	\$ 326.13	\$ 190.43	\$ 516.56	\$ 68,664.68
06-Feb-23	Firetruck Loan	\$ 2,763.16	\$ 174.39	\$ 2,937.55	\$ 82,790.61
10-Feb-23	Upgrade to Kinkora Place	\$ 823.77	\$ 393.32	\$ 1,217.09	\$ 119,463.55
15-Feb-23	Sidewalk/Sewer	\$ 1,043.86	\$ 925.58	\$ 1,969.44	\$ 271,405.02
	Community - February	\$ 2,193.76	\$ 1,509.33	\$ 3,703.09	\$ 459,533.25
	Fire Department - February	\$ 3,481.13	\$ 205.69	\$ 3,686.82	\$ 101,166.30

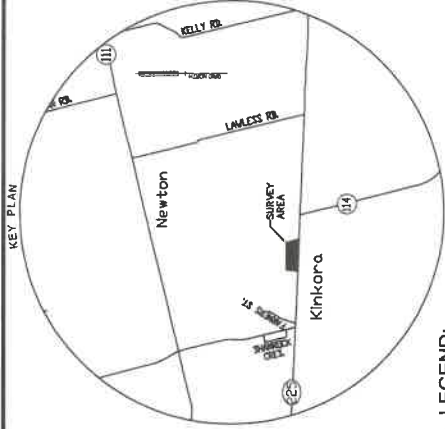
Date	Purpose	Principal	Interest	Total	Balance
07-Oct-22	Sewer/Lagoon	\$ 9,822.55	\$ 378.58	\$ 10,201.13	\$ 9,996.30
	Sewer	\$ 9,822.55	\$ 378.58	\$ 10,201.13	\$ 9,996.30

This is paid twice annually, the next (and final) payment will be in April 2023



NAD83 (C.S.R.S.) COORDINATES
P.E.L. DOUBLE STEREOGRAPHIC PROJECTION
EXPRESSED IN METRES

Point	Northing	Easting
1388	697090.413	354164.033
1389	697116.004	354157.692
1390	697132.059	354157.692
1391	697132.059	354149.702
1393	697088.800	354200.960
1828	697083.870	354313.816
1830	697125.707	354303.450
2084	697130.105	354202.763
6069	697132.822	354152.829
6099	697222.082	354277.397



LEGEND:

- ⊙ P.L. PLACED SURVEY MARKER
- ⊙ F.O. FOUND SURVEY MARKER
- ⊙ S.M. SURVEY MARKER FOUND
- P.L. PROPERTY IDENTIFICATION NUMBER
- S.Q.M. SQUARE METRES
- ⊙ U.M. UNMOUNTED POINT
- C.B. CATCH BASIN
- H.P. HYDRO POLE

NOTES:

FIELD SURVEYS WERE CARRIED OUT ON JANUARY 12, 2023.
THIS PLAN IS METRIC AND ALL DISTANCES ARE IN METRES UNLESS OTHERWISE SPECIFIED.
DIRECTIONS ARE AZIMUTHS REFERENCED TO GRID NORTH.
COORDINATES SHOWN HEREON ARE DERIVED FROM OBSERVATIONS MADE AT THE SURVEY STATION. ALL COORDINATES PUBLISHED THEREON ARE REALIZED FROM A DOUBLE STEREOGRAPHIC PROJECTION REFERENCED TO A CANADIAN SPATIAL REFERENCE SYSTEM, NAD83 (CSRS).
THE DESIGNATOR, PARCEL 2098A, ORIGINATES WITH SURVEY PLAN BY GIS INNOVATIONS LTD. DRAWING No. C-09-16.
THE DESIGNATOR, EASEMENT E.S.H. ORIGINATES WITH SURVEY PLAN BY DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL, DRAWING No. 11-033.
POSSIBLE EASEMENT IN FAVOR OF THE GOVERNMENT OF PRINCE EDWARD.
THE DESIGNATOR, PARCELA, ORIGINATES WITH THIS DRAWING.
FINAL APPROVAL IS REQUESTED FOR PARCELA.



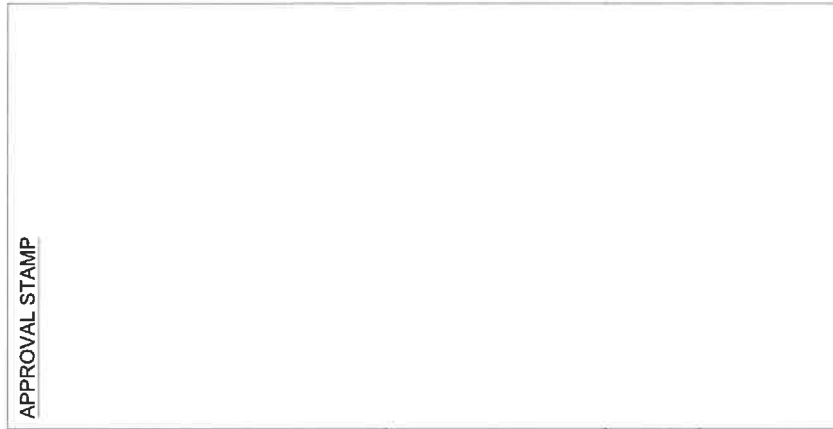
LOCUS SURVEYS LTD.
100 WILSON RD
P.O. BOX 330
CANTON, P.E.I.
PHONE 902-808-3323

**Plan of Survey Showing
PARCEL A, being a Subdivision of Lands
of ST. MALACHY'S ROMAN CATHOLIC
PARISH INC.**

PID 273649
KINKORA
LOTTOWNSHIP 27
COUNTY OF PRINCE
PROVINCE OF PRINCE EDWARD ISLAND

DATE: FEB. 1, 2023
DWG NO. 22304-501
DRAWN BY: J.M.C.
SCALE: 1:750 (metric)

APPROVAL STAMP



SURVEYOR'S CERTIFICATE

I, JAMES A. CLOW, PRINCE EDWARD ISLAND SURVEYOR, HEREBY CERTIFY THAT THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION AND THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.
DATED THIS 1ST DAY OF FEBRUARY, 2023.

James A. Clow
JAMES A. CLOW
P.E.L.S.
REGISTERED

