

Rural Municipality of Kinkora
Regular Meeting of Council
January 24, 2023
Minutes

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

Absent: Andrew McCarville 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 Lawless and seconded by Harrison Duffy *“to approve the agenda.”*
All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes - Regular Meeting of December 19, 2022**

MOTION: Moved by Harrison Duffy and seconded by Amanda Dwyer *“to approve the minutes of December 19th.”* All in favour. Motion carried.

7. **Business Arising from the Minutes - none**
8. **Correspondence**
 - a) **St. Malachy’s CWL** – Thank you email received for the prompt attention given to installing the amber light in front of the church.
9. **Reports**
 - a) **Fire Department** – Fire Chief Johnny Dugay – no report

b) KABC – Councilor Harrison Duffy

- KABC met on December 22
- Leo Flood is now the new Chair, taking over from Andrew McCardle
- Discussion around the purchase of additional land to put with the R4 lot. The lot has been taken off the market for now
- A deal has been reached with Len McCardle to purchase 8.4 acres of land adjacent to the Johnston Subdivision
- KABC is looking to obtain a sliver of woodland along the west side of the Somerset Consolidated School soccer field
ACTION: CAO to reach out to the province regarding this small parcel of land
- Councilor Dwyer questioned whether KABC might be agreeable to taking on planning board activities. Councilor Duffy will discuss with KABC.

c) CAO – written report attached

Signing Authority

MOTION: Moved by Harrison Duffy and seconded by Christine McKenna *“to allow the Finance Chair to have signing authority for the Rural Municipality of Kinkora.”* All in favour. Motion carried.

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

- The weather hasn't been favorable to get ice on the rink but hopefully that will change soon
- Borden is supposed to get their new Zamboni in February
- Met with another contractor last week regarding renovations to the storage room to fit the Zamboni.
- Any renovations will be postponed until the hall addition work begins
- Kevin McKenna from BAMBA has requested a meeting next week to discuss upgrades to the ballfield

h) Events – Councilor Christine McKenna

- An events committee meeting is planned for tomorrow night

i) **Daycare** – Councilor Amanda Dwyer

- The center is still waiting on a separate license for the school-aged program at the elementary school. The department requested additional information.

10. New Business

a. **Hall Addition – Drafting Work**

Only one quote was received for the drafting work for the hall addition, that from Greg Chappell of GSC Drafting and Design for \$2,600 plus tax.

MOTION: Moved by Andrew Lawless and seconded by Amanda Dwyer “to award Greg Chappell the drafting work for the hall addition.” All in favour. Motion carried.

b. **Shared Office Space – Bedeque**

The CAO of the Rural Municipality of Bedeque and Area reached out to see if Kinkora would be willing to share office space. Council decided not to move forward with this request at the current time.

11. Old Business/Carry Forward Items

- a. **Renovations for Zamboni** – discussed under the Parks and Recreation report

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

13. Adjournment

MOTION: Moved by Christine McKenna and seconded by Amanda Dwyer “to adjourn the meeting at 7:45 pm.”



Mayor

March 7/2023

Date



Chief Administrative Officer

March 7/2023

Date

CAO's Report – January 23, 2023

- 1) **FPEIM Semi Annual Meeting** – The semi-annual meeting for the PEI Federation of Municipalities will take place on Saturday, February 11. The deadline to register is Thursday, February 2 if anyone would like to attend. In an election year the semi-annual meeting is pushed back by a few months. The annual meeting will take place in April.
- 2) **Polling Station** – The returning officer for District 19 inquired about using Kinkora Place as a polling station for the upcoming provincial election, which could possibly take place in March or April. This would be on a Monday so the daycare would have to close for the day.
- 3) **Cenotaph Monument** – The cenotaph monument that was damaged by Hurricane Fiona last fall has now been replaced. Insurance has already paid for the estimated cost and will issue another cheque if the final cost ends up being higher.
- 4) **Shared Services Meeting** – I will be attending a Municipal Affairs meeting on Wednesday, January 25 in Victoria for the purpose of discussing Shared Services with nearby municipalities.
- 5) **Signing Authority** – Finance Chair Amanda Noonan should be added as a signatory to the municipality's new accounts at Scotiabank and they require a council resolution.
- 6) **Vacation** – The office will be closed from February 21-24 as I will be out of town.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA
SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to January 20, 2023

MUNICIPALITY OPERATING REVENUE	2022-23 Budget	To Date	%
Assessable municipal property taxes	\$ 123,323.00	\$ 108,430.00	88
Equalization Grant	\$ 61,203.52	\$ 51,002.90	83
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00	\$ -	0
Events - Regular and Special	\$ 104,870.00	\$ 43,767.02	42
Multiplex Board Signage	\$ 9,600.00	\$ -	0
Early Learning Center Revenue	\$ 539,000.00	\$ 445,093.78	83
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 1,097.50	22
Total	\$ 854,796.52	\$ 649,391.20	76

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 149,566.00	\$ 102,648.11	69
Facility	\$ 75,900.00	\$ 36,609.53	48
Events	\$ 65,500.00	\$ 29,924.91	46
Parks and Recreation	\$ 11,000.00	\$ 111.52	1
Early Learning Center	\$ 498,300.00	\$ 400,628.61	80
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 803,766.00	\$ 569,922.68	71

Operating Surplus	\$ 51,030.52	\$ 79,468.52	156
--------------------------	---------------------	---------------------	------------

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	\$ 67,512.81	82

Sewer Operating Surplus	\$ -	\$ 15,527.38	
--------------------------------	-------------	---------------------	--

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	\$ 11,015.07	58
Office Supplies	\$ 2,500.00	\$ 1,376.06	55
POS Fees	\$ 500.00	\$ 213.76	43
Professional Fees	\$ 4,000.00	\$ 7,150.52	179
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 28,000.00	\$ 20,729.25	74
Community Programs (Black Fly)	\$ 6,000.00	\$ 5,722.23	95
Bank Charges	\$ 600.00	\$ 491.50	82
Honorariums	\$ 3,300.00	\$ 3,150.00	95
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,365.90	55
Website	\$ 1,000.00	\$ 348.70	35
Fire Dues	\$ 26,866.00	\$ 22,388.33	83
Accounting Software	\$ 1,100.00	\$ 336.22	31
Loan Repayment	\$ 26,000.00	\$ 15,993.13	62
Total	\$ 149,566.00	\$ 102,648.11	69
Facility and Public Property			
Property Tax	\$ 2,300.00	\$ 2,143.29	93
Snow Removal	\$ 5,000.00	\$ 155.97	3
Repairs and Maintenance	\$ 22,000.00	\$ 8,040.53	37
Utilities	\$ 21,000.00	\$ 12,488.97	59
Landscaping	\$ 5,600.00	\$ 2,571.84	46
Cleaning and Supplies	\$ 10,000.00	\$ 5,994.55	60
Wages	\$ 10,000.00	\$ 5,214.38	52
Total	\$ 75,900.00	\$ 36,609.53	48
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	\$ 357,718.17	81
Facility Costs	\$ 35,000.00	\$ 27,380.46	78
Food	\$ 15,000.00	\$ 12,108.02	81
Supplies	\$ 4,500.00	\$ 3,421.96	76
Total	\$ 498,300.00	\$ 400,628.61	80

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget	To Date	%
Administration	\$ 16,000.00	\$ 11,756.87	73
Bank Fees	\$ 300.00	\$ 210.81	70
Accounting Fees	\$ 5,000.00	\$ 2,262.16	45
Interest on Debt	\$ 5,000.00	\$ 6,635.47	133
Debit Machine	\$ 800.00	\$ 286.35	36
Repairs and Maintenance	\$ 18,100.00	\$ 17,830.16	99
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 800.00	\$ 691.38	86
Electricity	\$ 2,000.00	\$ 946.30	47
Loan Repayment	\$ 30,000.00	\$ 26,893.31	90
Total	\$ 82,000.00	\$ 67,512.81	82

Community/Fire/Sewer Loan Payments January 2023

Date	Purpose	Principal	Interest	Total	Balance
03-Jan-23	Firehall Renov	\$ 710.95	\$ 38.32	\$ 749.27	\$ 19,093.66
05-Jan-23	Complex Improvement	\$ 325.23	\$ 191.33	\$ 516.56	\$ 68,990.81
06-Jan-23	Firetruck Loan	\$ 2,757.54	\$ 180.01	\$ 2,937.55	\$ 85,553.77
10-Jan-23	Upgrade to Kinkora Place	\$ 821.08	\$ 396.01	\$ 1,217.09	\$ 120,287.32
16-Jan-23	Sidewalk/Sewer	\$ 1,040.33	\$ 929.11	\$ 1,969.44	\$ 272,448.88
	Community - January	\$ 2,186.64	\$ 1,516.45	\$ 3,703.09	\$ 461,727.01
	Fire Department - January	\$ 3,468.49	\$ 218.33	\$ 3,686.82	\$ 104,647.43

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