

**Rural Municipality of Kinkora  
Regular Meeting of Council  
April 24, 2023  
Minutes**

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

**Absent:** Councilor Amanda Noonan

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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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**  
Request to add Townhouse Garbage to the agenda under Old Business/Carry Forward Items
4. **Approval of Agenda**

**MOTION:** Moved by Harrison Duffy and seconded by Andrew Lawless *“to approve the agenda with the addition.”* All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes**  
**Regular Meeting - March 27, 2023**  
**MOTION:** Moved by Andrew Lawless and seconded by Amanda Dwyer *“to approve the minutes of March 27th.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

8. **Correspondence –**

- a) **Kinkora Regional High School –** Request for a donation toward this year’s Relay for Life event. Last year council donated \$250.

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Dwyer *“to give \$250 again to the KRHS Relay for Life.”* All in favour. Motion carried.

- b) **Fort Augustus Irish Descendants Association –** The association is hosting four delegates from County Monaghan, Ireland from June 1-5. On Saturday, June 3, the association is

taking them on a tour of Monaghan Farms in Summerville and then onto Borden-Carleton. They are wondering if Kinkora would be interested in hosting the delegates for lunch as an opportunity for the local Irish residents to meet and mingle with them as well as share the Irish heritage of Kinkora. **CARRY FORWARD**

- Council decided to refer this to the Events Committee to plan a luncheon with a budget of \$500-\$1000
- Suggestion of lunch at O'Sheas with a small reception for community residents afterward
- Events Committee meets next on May 11.

## 9. Reports

### a) Fire Department – Fire Chief Johnny Dugay

- Two members have just completed their level 1 training and now have to write their final exam
- Starting to get prices on bunker gear as it is coming up for renewal. The department has some money set aside in the reserve fund and will be looking for funding. Each set will be approximately \$2,000.
- The Department of Forestry has changed the regulations around burn permits. The biggest change is to the size of the piles and the time of day for burning. There will be large fines issued for violations. CAO will put this information from Forestry in the May newsletter
- Chief suggested the municipality may want to consider a burning bylaw.
- CAO informed council that the new application for funding for the fire pump has been submitted to Rural Development as we have entered a new fiscal year. Kellie Mulligan stated that we will need a lease agreement with the property owner where the pump will be situated.

### b) KABC – Councilor Harrison Duffy – no report

### c) CAO – written report attached

- **KRHS Bursary** – The bursary will be included with other school-administered awards with council choosing the recipient. The amount will be increased to \$750.
- **Ballfield Fence Cleanup** – Contact Colton Dawson for a price to clean up and take away the damaged fencing.

### d) Finance – Councilor Amanda Noonan – no report (loan payments attached)

### e) Facility - Councilor Harrison Duffy – no report

- Discussion around removal of the tree line north of Kinkora Place. The trees west of the path will be removed with site work for the hall expansion. Those trees east of the path will be left in place for now.

- f) **Sewer and Utility** – Councilor Andrew McCarville – no report
- The latest sewer invoices have gone out.
- g) **Parks, Recreation and Youth** – Councilor Andrew Lawless
- Councilor Lawless met with six sources and compiled a list of items that need to be fixed at the ball field
  - Trees need to be removed from the outfield fence
  - The wooden fence along the north side of the field needs to be removed or fixed
  - The outfield needs regrading and reseeding
  - The infield needs regrading and rock dust
  - The backstop was temporarily fixed last year
  - The fence needs to be extended from the backstop to the dugouts. This is a safety issue due to foul balls. It should be 10’ high instead of 6’ high.
  - Estimated cost to fix everything will likely be in excess of \$50,000
  - Funding may be available from the Jays Care Foundation. The application period is from September 15 to October 31. Funding is also available through the Rural Growth Initiative and Kellie Mulligan is aware that an application will be submitted once all quotes have been received.
  - The \$30,000 quote for fencing can likely be cut to \$14,000.
  - Gas Tax funding may be available for a couple of items
  - Councilor Lawless spoke to MLA Jamie Fox and he is looking into getting the tennis courts removed. These are owned by the high school.
- h) **Events** – Councilor Christine McKenna
- The children’s Easter Egg Hunt took place on April 1 with 60+ children attending
  - A date for Meet Your Neighbour Night will be chosen at the next Events Committee meeting
- i) **Daycare** – Councilor Amanda Dwyer
- The physical license for the school age program to move to Somerset Consolidated School has been received and the program will move on May 1
  - Registration for the summer program will be opening soon with a capacity of 15-30 children depending on staffing
  - Director of Programming Trista Lyttle would like to extend an invitation to all council members to the PreK graduation on June 29

## 10. New Business

### a. Grass Cutting Tender - 2023

- Two proposals were received in response to this year’s tender
- Husky Property Group came in with a price of \$450 plus HST per cut and Central PEI Yardworks submitted a price of \$495 plus HST per cut.

**MOTION:** Moved by Andrew McCarville and seconded by Christine McKenna “to award the grass cutting tender to Husky Property Group.” All in favour. Motion carried.

**b. CCBF (Gas Tax) – Transfer of Outstanding Funds**

The Infrastructure Secretariat is doing some work on CCBF files and Kinkora has \$3064.72 left over from the rink project, and \$7340.05 unallocated, for a total of \$10404.77 that must be allocated prior to receiving July’s CCBF payment.

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Dwyer “to move the excess gas tax funding of \$10404.77 to the Heritage Park Project.” All in favour. Motion carried.

Some of the Shamrock Crescent residents who submitted a request in February for ditch infilling and new storm drain infrastructure are wondering to which projects the last round of gas tax funding was allocated.

**ACTION:** CAO to write a letter to Leo Flood with a list of projects that have received or are receiving funding from the 2019-2024 allocation period.

**c. Community Fridge**

With funding available from various sources for a community fridge, the municipality’s insurance agent compiled a list of possible liabilities for the community. **CARRY FORWARD**

- If residents need assistance, they can call the office to be directed to supports
- Perhaps a donation box can be placed at the hall and taken to the South Shore Food Share on a regular basis
- CAO will put an item in the May newsletter

**11. Old Business/Carry Forward Items**

**a. Hall Addition – Final Design**

- The drawings from Coles Associates for the hall addition are 66% complete.
- With the addition of a second story for future development, the cost is likely to increase by up to \$400,000.
- With the increased cost, the addition will remain a single-story building

**b. Townhouse Garbage**

- Parkman Holdings submitted a development permit application for the fence around the garbage bins, showing a location that is moved back from the road. As the planned fence is only 5’ tall, a permit would not be needed
- CAO extended the deadline to have the fence built from April 21 to get council’s input
- As the waste and compost bins are 4’ high and residents put garbage bags on top of the containers, council discussed recommending a higher fence than what was planned.

**ACTION:** CAO to write a letter to Parkman Holdings letting them know that while they do not require a permit for a 5' fence, council is recommending a 7' fence, and stressing that if they go ahead with the shorter fence and it does not address the issue, they will have to take further measures or risk being fined.

**12. Date of Next Meeting** – May 29, 2023 at 7 pm

**13. Adjournment**

**MOTION:** Moved by Andrew Lawless and seconded by Christine McKenna *“to adjourn the meeting at 8:03 pm.”*



May 29, 2023

Mayor

May 29/2023

Date



May 29, 2023

Chief Administrative Officer

May 29/23

Date

## CAO's Report – April 24, 2023

- 1) **FPEIM Annual Meeting** – I attended the Federation of PEI Municipalities Annual Meeting today in Souris and was able to meet and chat with the new Minister of Housing, Lands and Communities Rob Lantz. There was also a great discussion on housing with planner Samantha Murphy, Nigel Burns, the Director of Economics, Statistics and Federal Fiscal Relations with the Government of PEI, and David Arsenault, the president of Arsenault Properties. This will help when the Official Plan review begins.
- 2) **Restructuring Proposal** – The deadline for objections/comments on the municipality's restructuring proposal in this Wednesday, April 26 at 4 pm.
- 3) **Worker Compensation Board of PEI** – The municipality has been selected for an audit of 2020, 2021, and 2022. We have never been audited by the WCB before, and that is one of the factors that is taken into account when selecting employer accounts to be audited. Other factors are a large payroll and multiple operations, both of which we now have. All records from the years in question are in order so this should be relatively straight forward.
- 4) **KRHS Bursary** – It was discussed last year to possibly include the municipal bursary with other school-administered awards starting this year. Is this still council's intention and what amount does council want the bursary set at? It has been \$400 for the last several years.
- 5) **Ballfield Fence Cleanup** – Council had previously agreed to install a new fence this summer along the property line of homes backing onto the ballfield. Although there is no rush for this fence, the cleanup of the old fence that was destroyed by Fiona should be done before mowing season starts.
- 6) **Celebrate Canada Funding** – We have received a grant of \$840 to help carry out this year's Canada Day events
- 7) **Canada Summer Jobs** – We applied for two positions under the Federal Canada Summers Jobs Program...one for the daycare and one for an administrative assistant. We are approved for the administrative assistant position for a period of 8 weeks at 30 hours/week.



Tina Harvey

**Community/Fire/Sewer Loan Payments April 2023**

| <b>Date</b> | <b>Purpose</b>                 | <b>Principal</b>   | <b>Interest</b>    | <b>Total</b>       | <b>Balance</b>       |
|-------------|--------------------------------|--------------------|--------------------|--------------------|----------------------|
| 03-Apr-23   | Firehall Renov                 | \$ 720.33          | \$ 28.94           | \$ 749.27          | \$ 16,933.30         |
| 05-Apr-23   | Complex Improvement            | \$ 327.98          | \$ 188.58          | \$ 516.56          | \$ 67,991.33         |
| 06-Apr-23   | Firetruck Loan                 | \$ 2,774.47        | \$ 163.08          | \$ 2,937.55        | \$ 77,231.02         |
| 10-Apr-23   | Upgrade to Kinkora Place       | \$ 828.28          | \$ 388.81          | \$ 1,217.09        | \$ 117,771.01        |
| 17-Apr-23   | Sidewalk/Sewer                 | \$ 1,051.27        | \$ 918.17          | \$ 1,969.44        | \$ 269,217.11        |
|             | <b>Community - April</b>       | <b>\$ 2,207.53</b> | <b>\$ 1,495.56</b> | <b>\$ 3,703.09</b> | <b>\$ 454,979.45</b> |
|             | <b>Fire Department - April</b> | <b>\$ 3,494.80</b> | <b>\$ 192.02</b>   | <b>\$ 3,686.82</b> | <b>\$ 94,164.32</b>  |