

**Rural Municipality of Kinkora  
Regular Meeting of Council  
June 26, 2023  
Minutes**

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

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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1. **Call to Order:** 7:05 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 HR to the agenda
4. **Approval of Agenda**

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

5. **Public Presentations – none**

6. **Review/Approval of Minutes  
Regular Meeting – May 29, 2023**

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the minutes from the May 29<sup>th</sup> meeting.”* All in favour. Motion carried.

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

8. **Correspondence**

- a) **Kinkora Regional High School** – Thank you card for purchasing an ad in the 2023 yearbook
- b) **Somerset Festival (Lesley Cousins)** – Email received asking if council is interested in participating in this year’s Somerset Festival Street Parade on Saturday, July 22<sup>nd</sup>. Council will participate and the new administrative assistant will take the lead.
- c) **Friends of Seacow Head Lighthouse (Tom Sherry)** – Invitation for Mayor and Council to attend the official opening ceremonies for *“We’ll Keep the Light On.”* This is a celebration of

the 150<sup>th</sup> anniversary of PEI joining Confederation on August 2 from 2-4 pm in Fernwood. Mayor Duffy has already confirmed his attendance and other councilors are to let the CAO know if they wish to attend.

## 9. Reports

a) **Fire Department** – no report

b) **KABC** – Councilor Harrison Duffy

- KABC met a couple of weeks ago
- The land deal with Len McCardle has gone through
- A tentative agreement has been reached with Mary and Sharon Reeves for a small parcel behind the R4 lot and an easement.
- The proposed new Johnston Subdivision development will create 24-28 new lots

c) **CAO** – written report attached

- Additional Square System

**MOTION:** Moved by Harrison Duffy and seconded by Andrew Lawless *“to purchase the Square Register system and the cash drawer.”* All in favour. Motion carried.

d) **Finance** – Councilor Amanda Noonan – financials attached

- Term loan at National Bank is up for renewal; this is for a previous sidewalk/sewer/stormwater project
- Loan rates were received from both National Bank and Scotiabank

**MOTION:** Moved by Amanda Noonan and seconded by Andrew Lawless *“to move the loan for the sewer and sidewalks from the Complex to the Maple Plains Road to Scotiabank for a 3-year term at a rate of 5.966%”.* All in favour. Motion carried.

e) **Facility** - Councilor Harrison Duffy

- The dishwasher had been leaking but is now repaired.
- The pea gravel beside the walkway leading to the entrance of Kinkora Place needs some gravel added. CAO will contact Somerset Gardens.

f) **Sewer and Utility** – Councilor Andrew McCarville – no report

g) **Parks, Recreation and Youth** – Councilor Andrew Lawless

- The ballfield has been spruced up with new gravel, the gravel around the bleachers was topped up and the infield fixed up.
- Trees were taken out along the fence

- We will apply for funding for fencing in the fall
- There is a spot for a ballfield sign and we will look at getting a new sign made up
- There is also space for a flower bed and CAO will be check with Teresa Duffy at Somerset Gardens
- The Grand Reopening of Heritage Park is on Sunday, July 16<sup>th</sup> at 2 pm
- Council must decide what direction to go with the rink going forward; the committee will try a liner next year and find a spot for the Zamboni
- Harrison will reach out to Holly Bernard in Borden to get the measurements for the Zamboni and maybe a container can be geared up.

**h) Events – Councilor Christine McKenna**

- The committee is gearing up for Canada Day

**i) Daycare – Councilor Amanda Dwyer**

- The PreK Graduation is this Thursday and the staff is getting ready for summer programs

**j) HR – Councilor Amanda Dwyer**

**MOTION:** Moved by Amanda Dwyer and seconded by Christine McKenna “to close the meeting as per Section 119 (1)(d) of the Municipal Government Act to discuss HR matters.” All in favour. Motion carried. Councilors Andrew Lawless, Andrew McCarville and Amanda Noonan declared a conflict and left the meeting. After discussion of the HR matter, the meeting was reopened to the public.

**10. New Business**

**a. Fundraising Committee**

- The quotes for the new expansion came in extremely high
- Local contractors found the tender specs intimidating and chose not to bid
- We have been dealing with two large contractors
- We could look at fundraising \$250,000 and have a donor panel on the building for recognition
- Donors can commit to donating over five years instead of in a lump sum

**ACTION:** Robert Duffy, Andrew Lawless and Amanda Noonan agreed to sit on the committee and call to get other people involved as well – **CARRY FORWARD**

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

**a. Hall Addition – Tender Update**

- Tender prices came in much higher than anticipated
- Coles is meeting with the two bidders for a round of cost savings

**b. Sidewalk Repairs**

- There are four areas in need of repairs and eight other areas that may be able to be fixed with saw cuts. CAO to get quotes for repairs to be done in the next couple of weeks.

**12. Date of Next Meeting** – July 24, 2023 at 7 pm

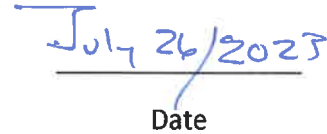
**13. Adjournment**

**MOTION:** Moved by Harrison Duffy and seconded by Andrew McCarville *"to adjourn the meeting at 8:18 pm."*



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Mayor



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Date



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Chief Administrative Officer



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Date

## CAO's Report – June 26, 2023

- 1) **Municipal Capital Expenditure Grant extension** – The Municipal Capital Expenditure Grant (MCEG), which is a grant for 10% of all capital expenditures, has been extended through the 2024/25 fiscal year.
- 2) **Summer Students** – Two summer students have been hired to start on July 4, one as an administrative assistant and one as a maintenance student (to be split between community maintenance and the early learning center).
- 3) **Restructuring Proposal** – IRAC has completed its report on the boundary restructuring and has recommended approval. The report has been forwarded to the Minister to be signed.
- 4) **Surplus Government Computers** – The municipality was approved for a laptop from the Computers for Success program which will be useful for the summer student. This program was also opened to daycares and the early learning center has applied for three tablets.
- 5) **Insurance** – Insurance limits on municipally owned property need to be looked at to make sure we are covered for the amounts that we should be. For commercial insurance there is a co-insurance clause that applies to Kinkora Place and contents and the limit of insurance should reflect the true replacement cost as of today. The valuation done earlier this month estimates reconstruction at just over \$2.5 million while the limit of current insurance is just under \$2 million. A quote on this increase will be forthcoming.
- 6) **PEI 2-Billion Trees** – An application was submitted to the PEI 2-Billion Trees program for a total of 18 large caliper trees and shrubs for both Kinkora Place and Heritage Park.
- 7) **Additional Square System** – One of our bartenders suggested purchasing a Square Register system for the bar. This would have two screens to enable patrons to be able to enter their debit/credit information without having to lift the existing system up onto the bar top. The original system would stay in the office and only the iPad would have to be moved back and forth.
- 8) **PreK Graduation** – The first full PreK class at the early learning center will be holding a graduation ceremony on Thursday, June 29 at 6 pm at Kinkora Place. It would be great to have council representatives present.



Tina Harvey

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to June 23, 2023

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 138,377.94	\$ 37,527.00	27
Equalization Grant	\$ 66,354.46	\$ 16,588.62	25
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ -	0
Events - Regular and Special	\$ 79,370.00	\$ 8,048.86	10
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 163,892.35	21
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 900.00	60
<b>Total</b>	<b>\$ 1,137,602.40</b>	<b>\$ 226,956.83</b>	<b>20</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 177,900.00	\$ 33,045.81	19
Facility	\$ 94,500.00	\$ 8,892.90	9
Events	\$ 53,100.00	\$ 4,417.22	8
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 156,383.32	20
Reserve Funds	\$ 3,500.00	\$ -	0
<b>Total</b>	<b>\$ 1,133,000.00</b>	<b>\$ 208,349.27</b>	<b>18</b>

<b>Operating Surplus</b>	<b>\$ 4,602.40</b>	<b>\$ 18,607.56</b>	
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<b>SEWER UTILITY OPERATING REVENUE</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Flat Rate Sewer Fees	\$ 83,600.00	\$ 42,789.45	51
<b>Total</b>	<b>\$ 83,600.00</b>	<b>\$ 42,789.45</b>	<b>51</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Total Operating Expenses</b>	<b>\$ 83,600.00</b>	<b>\$ 20,363.59</b>	<b>24</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 22,425.86</b>	
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<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Administration</b>			
Advertising	\$ 5,000.00	\$ 697.41	14
Donations	\$ 2,000.00	\$ 1,000.00	50
Dues/Grants	\$ 1,000.00	\$ 894.13	89
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 10,000.00	\$ 5,303.89	53
Interest on Loans	\$ 20,000.00	\$ 2,908.58	15
Office Supplies	\$ 3,000.00	\$ 367.31	12
POS Fees	\$ 500.00	\$ 9.21	2
Professional Fees	\$ 10,000.00	\$ 1,900.62	19
Library	\$ 300.00	\$ -	0
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 6,350.88	17
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 800.00	\$ 122.90	15
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 404.39	16
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 28,000.00	\$ 7,528.89	27
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 4,921.58	16
<b>Total</b>	<b>\$ 177,900.00</b>	<b>\$ 33,045.81</b>	<b>19</b>

<b>Facility and Public Property</b>			
Property Tax	\$ 2,500.00	\$ 51.65	2
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 2,377.46	8
Utilities	\$ 26,000.00	\$ 3,666.24	14
Landscaping	\$ 6,000.00	\$ 519.76	9
Cleaning and Supplies	\$ 15,000.00	\$ 1,762.40	12
Wages	\$ 10,000.00	\$ 515.39	5
<b>Total</b>	<b>\$ 94,500.00</b>	<b>\$ 8,892.90</b>	<b>9</b>

<b>Events</b>			
Bar	\$ 3,000.00	\$ 789.32	26
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 346.17	17
Special Events	\$ 11,600.00	\$ 1,308.88	11
Bartenders	\$ 2,000.00	\$ 275.50	14
Security	\$ 2,000.00	\$ 171.60	9
Raffle Fundraiser	\$ 32,500.00	\$ 1,525.75	5
<b>Total</b>	<b>\$ 53,100.00</b>	<b>\$ 4,417.22</b>	<b>8</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Parks and Recreation</b>			
Supplies (Ballfield)	\$ 15,000.00	\$ 5,610.02	37
Rink	\$ 5,000.00	\$ -	0
<b>Total</b>	<b>\$ 20,000.00</b>	<b>\$ 5,610.02</b>	<b>28</b>

<b>Early Learning Center</b>			
Administration	\$ 711,500.00	\$ 142,421.62	20
Facility Costs	\$ 45,000.00	\$ 10,057.26	22
Food	\$ 21,000.00	\$ 3,690.83	18
Supplies	\$ 6,500.00	\$ 213.61	3
<b>Total</b>	<b>\$ 784,000.00</b>	<b>\$ 156,383.32</b>	<b>20</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 16,000.00	\$ 4,865.37	30
Bank Fees	\$ 300.00	\$ 63.00	21
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 7,000.00	\$ 1,696.28	24
Debit Machine	\$ 750.00	\$ 152.75	20
Repairs and Maintenance	\$ 27,700.00	\$ 1,375.40	5
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 850.00	\$ 210.99	25
Electricity	\$ 2,000.00	\$ 221.76	11
Loan Repayment	\$ 20,000.00	\$ 11,778.04	59
<b>Total</b>	<b>\$ 83,600.00</b>	<b>\$ 20,363.59</b>	<b>24</b>



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

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
01-Jun-23	Firehall Renov	\$ 722.70	\$ 26.57	\$ 749.27	\$ 15,488.19
05-Jun-23	Complex Improvement	\$ 329.81	\$ 186.75	\$ 516.56	\$ 67,326.58
06-Jun-23	Firetruck Loan	\$ 2,785.80	\$ 151.75	\$ 2,937.55	\$ 71,660.02
12-Jun-23	Upgrade to Kinkora Place	\$ 834.76	\$ 382.33	\$ 1,217.09	\$ 116,091.83
15-Jun-23	Sidewalk/Sewer	\$ 1,058.52	\$ 910.92	\$ 1,969.44	\$ 267,074.25
	<b>Community - June</b>	<b>\$ 2,223.09</b>	<b>\$ 1,480.00</b>	<b>\$ 3,703.09</b>	<b>\$ 450,492.66</b>
	<b>Fire Department - June</b>	<b>\$ 3,508.50</b>	<b>\$ 178.32</b>	<b>\$ 3,686.82</b>	<b>\$ 87,148.21</b>