

**Rural Municipality of Kinkora
Regular Meeting of Council
May 29, 2023
Minutes**

Present: Mayor Robert Duffy, Councilors Andrew McCarville, Christine McKenna, and Amanda Noonan

Absent: Councilors Harrison Duffy, Amanda Dwyer and Andrew Lawless

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**
 - Request to add Animal Control Bylaw under New Business
4. **Approval of Agenda**

MOTION: Moved by Amanda Noonan and seconded by Christine McKenna *"to approve the agenda with the addition of Animal Control Bylaw under New Business."* All in favour. Motion carried.

5. **Public Presentations – none**

6. **Review/Approval of Minutes**
Regular Meeting – April 24, 2023

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan *"to approve the minutes from the April 24th meeting."* All in favour. Motion carried.

7. **Business Arising from the Minutes**

- a) 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. 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. Letter was written and mailed out this past week
- b) 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 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. Letter was written and garbage enclosure is now built.

8. Correspondence

- a) **Dianne and Gordon Lee Sewer Connection** – Request from Dianne and Gordon Lee to connect to the municipal sewer system with plans to build a duplex consisting of two one-bedroom units. The Lee's property is outside the municipal boundary.
- A number of years ago the community allowed a property west of the Lee's to connect to the sewer and the property owner's line ran laterally across the Lee's property. The property between that one and the Lee's tied into that line without permission from the community.
 - Mayor Duffy does not recommend any more laterals being hooked into the system as this is the last manhole and there is no flow in the line.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville *"to deny the email request from Dianne and Gordon Lee to connect to our sewer system with the recommendation that they both apply to join and village and agree to run the main sewer system and a manhole past their property."* All in favour. Motion carried.

- b) **Federation of PEI Municipalities Board Vacancy** – There is one vacancy for Prince County Rural Municipalities seat. The nomination deadline is 4 pm on July 10. Nominations require a resolution of council. No council members put their names forward.
- c) **PEI 2-Billion Trees Program** – Municipalities can apply for up to \$50,000 in funding to plant large caliper trees in common areas, green spaces and to replace legacy trees.
- This could provide trees for Heritage Park or around the east end of the rink. CAO will contact Somerset Gardens for advice and a quote.

9. Reports

- a) **Fire Department** – Deputy Fire Chief Aaron MacFarlane
- One member moved out of the area and left the department on good terms
 - Reminder of the PEI fire ban; the department has already responded to three grass fires this year
- b) **KABC** – Councilor Harrison Duffy – no report
- c) **CAO** – written report attached
- Mayor Duffy appointed Councilor McCarville as Deputy Mayor
 - Councilor Dwyer has previously agreed to serve as the new HR Chair

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan “to appoint Amanda Dwyer as the new HR Chair.” All in favour. Motion carried.

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

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

- CAO asked Somerset Gardens for a quote to prepare and maintain the flower beds again this year. The price to maintain the beds remains the same as in the last two years (\$50/week) but the price for spring cleanup, materials and plants has increased by about \$300 this year to \$1,150.

MOTION: Moved by Andrew McCarville and seconded by Christine McKenna “to have Somerset Gardens prepare and maintain the flower beds and do fall cleanup.” All in favour. Motion carried.

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

g) **Parks, Recreation and Youth** – Councilor Andrew Lawless – no report

- Mayor Duffy noted that the donated parking lot area has been stripped, shaled and asphalted
- An extra load of protective surface material has been placed in front of the playground equipment
- Grand Opening of Heritage Park will be on July 16th at 2 pm
- Some repairs have begun at the ballfield
- Rink board signs to be removed for those who have not paid the fee for two years

h) **Events** – Councilor Christine McKenna

- The Events Committee met on May 11th
- The Father’s Day pancake breakfast was changed to June 11th
- Ceilidhs have been attracting between 75 and 80 people
- Crib has now finished up until the fall
- Meet Your Neighbour Night has been put off until September 23rd
- The committee meets next on June 8th

i) **Daycare** – Councilor Amanda Dwyer – no report

10. New Business

a. Sidewalk Repairs – 2023

- The 2023-24 budget includes \$10,000 for sidewalk maintenance and repair
- Areas in need of repair must be identified and prioritized

- The stretch of sidewalk on the south side of Anderson Road between St. Malachy's Church and the post office was constructed in 2006 and no areas have been replaced to date
- Council discussed having Colton Dawson identify four or five areas in need of repair, with photos, and council will decide which to complete this year

CARRY FORWARD

b. Animal Control Bylaw

- The Municipality has been without an animal control bylaw since the previous outdated one was repealed
- There have been reports of dogs off leash in the municipality, as well as an incident where a dog was attacked by another dog that was off leash
- Councilors McCarville and Noonan agreed to work with the CAO on drafting a new animal control bylaw
- In the meantime, CAO will put a reminder in the newsletter to keep animals on leash

11. Old Business/Carry Forward Items

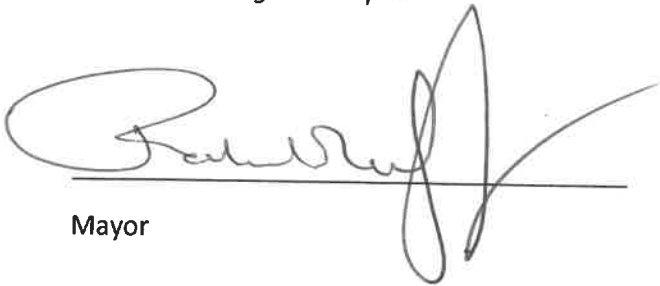
a. Hall Addition – Tender Update

- The tender for construction was issued on May 25th with a closing date of June 15th. A site meeting will be held on June 1st. The date for substantial completion has now been extended to April 12, 2024.

12. Date of Next Meeting – June 26, 2023 at 7 pm

13. Adjournment

MOTION: Moved by Andrew McCarville and seconded by Christine McKenna "to adjourn the meeting at 7:39 pm."



Mayor

June 26th / 2023

Date



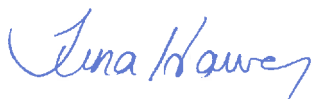
Chief Administrative Officer

June 26/23

Date

CAO's Report – May 29, 2023

- 1) **Audit Update** – The annual expenditure reports for Canada Community Building (Gas Tax) and Municipal Strategic Component funded projects have been completed and sent in to the Infrastructure Secretariat. The auditors (MRSB) will be here on June 19 and 20 for the audit.
- 2) **Appointments** – As a new council was elected in November, Mayor Duffy is required to appoint a deputy mayor once again. A new HR chair must also be appointed, by council.
- 3) **Restructuring Proposal** – There was one objection received to the proposal and it was for a piece of property that was not needed for the subdivision expansion; it was included to square municipal boundaries. That piece was withdrawn from the proposal. IRAC is now preparing its report and will provide the municipality with a copy once it has been finalized and sent to the minister.
- 4) **Worker Compensation Board of PEI Audit Update**– The WCB audit of 2020, 2021 and 2022 has been completed. WCB has now included sewer operator Ed Van der Velden as a subcontractor and added his fee to the municipality's assessable payroll. This will result in a charge of approximately \$60/year.
- 5) **Daycare Space Creation Research** – Leger, a Canadian research consultancy, is working with the PEI Department of Education and Lifelong Learning to support the development of a strategy to increase the number of child care spaces in the province. I had a one-on-one interview this past week to give them an understanding of the process we undertook to open the Early Learning Center.
- 6) **Lunch with Irish Delegates** – A lunch with the delegates from County Monaghan, Ireland and representatives from the Fort Augustus Irish Descendants Association has been scheduled for Saturday, June 3 at noon at O'Sheas. MLA Jamie Fox has also been invited. A representative or two from council should also attend.
- 7) **PEI Coalition for Women in Government** – I have been invited to participate in a panel discussion at the next workshop in the Coalition's Fostering Resilience in Women Municipal Leaders project on May 31 in Georgetown.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to May 26, 2023

MUNICIPALITY OPERATING REVENUE	2023-24 Budget	To Date	%
Assessable municipal property taxes	\$ 138,377.94	\$ 25,018.00	18
Equalization Grant	\$ 66,354.46	\$ 11,059.08	17
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ -	0
Events - Regular and Special	\$ 79,370.00	\$ 3,324.75	4
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 137,427.64	18
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 600.00	40
Total	\$ 1,137,602.40	\$ 177,429.47	16

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 177,900.00	\$ 24,881.98	14
Facility	\$ 94,500.00	\$ 4,518.65	5
Events	\$ 53,100.00	\$ 1,350.71	3
Parks and Recreation	\$ 20,000.00	\$ -	0
Early Learning Center	\$ 784,000.00	\$ 102,760.15	13
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,133,000.00	\$ 133,511.49	12

Operating Surplus	\$ 4,602.40	\$ 43,917.98	954
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SEWER UTILITY OPERATING REVENUE	2023-24 Budget	To Date	%
Flat Rate Sewer Fees	\$ 83,600.00	\$ 42,680.00	51
Total	\$ 83,600.00	\$ 42,680.00	51

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Total Operating Expenses	\$ 83,600.00	\$ 16,698.81	20

Sewer Operating Surplus	\$ -	\$ 25,981.19	
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MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 166.49	3
Donations	\$ 2,000.00	\$ 250.00	13
Dues/Grants	\$ 1,000.00	\$ 894.13	89
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 10,000.00	\$ 5,184.96	52
Interest on Loans	\$ 20,000.00	\$ 1,934.14	10
Office Supplies	\$ 3,000.00	\$ 367.31	12
POS Fees	\$ 500.00	\$ 0.10	0
Professional Fees	\$ 10,000.00	\$ 1,420.62	14
Library	\$ 300.00	\$ -	0
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 5,394.07	14
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 800.00	\$ 65.45	8
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 263.46	11
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 28,000.00	\$ 5,019.26	18
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 3,285.97	11
Total	\$ 177,900.00	\$ 24,881.98	14

Facility and Public Property

Property Tax	\$ 2,500.00	\$ 51.65	2
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 971.53	3
Utilities	\$ 26,000.00	\$ 2,228.83	9
Landscaping	\$ 6,000.00	\$ -	0
Cleaning and Supplies	\$ 15,000.00	\$ 914.01	6
Wages	\$ 10,000.00	\$ 352.63	4
Total	\$ 94,500.00	\$ 4,518.65	5

Events

Bar	\$ 3,000.00	\$ 745.16	25
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 200.00	10
Special Events	\$ 11,600.00	\$ 405.55	3
Bartenders	\$ 2,000.00	\$ -	0
Security	\$ 2,000.00	\$ -	0
Raffle Fundraiser	\$ 32,500.00	\$ -	0
Total	\$ 53,100.00	\$ 1,350.71	3

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Parks and Recreation			
Supplies	\$ 15,000.00	\$ -	0
Rink	\$ 5,000.00	\$ -	0
Total	\$ 20,000.00	\$ -	0

Early Learning Center			
Administration	\$ 711,500.00	\$ 92,829.46	13
Facility Costs	\$ 45,000.00	\$ 7,189.87	16
Food	\$ 21,000.00	\$ 2,687.06	13
Supplies	\$ 6,500.00	\$ 53.76	1
Total	\$ 784,000.00	\$ 102,760.15	13

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 16,000.00	\$ 3,655.67	23
Bank Fees	\$ 300.00	\$ 12.00	4
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 7,000.00	\$ 1,190.72	17
Debit Machine	\$ 750.00	\$ 11.10	1
Repairs and Maintenance	\$ 27,700.00	\$ 400.00	1
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 850.00	\$ 140.52	17
Electricity	\$ 2,000.00	\$ 98.24	5
Loan Repayment	\$ 20,000.00	\$ 11,190.56	56
Total	\$ 83,600.00	\$ 16,698.81	20

Community/Fire/Sewer Loan Payments May 2023

Date	Purpose	Principal	Interest	Total	Balance
01-May-23	Firehall Renov	\$ 722.41	\$ 26.86	\$ 749.27	\$ 16,210.89
05-May-23	Complex Improvement	\$ 334.94	\$ 181.62	\$ 516.56	\$ 67,656.39
08-May-23	Firetruck Loan	\$ 2,785.20	\$ 152.35	\$ 2,937.55	\$ 74,445.82
10-May-23	Upgrade to Kinkora Place	\$ 844.42	\$ 372.67	\$ 1,217.09	\$ 116,926.59
15-May-23	Sidewalk/Sewer	\$ 1,084.34	\$ 885.10	\$ 1,969.44	\$ 268,132.77
	Community - May	\$ 2,263.70	\$ 1,439.39	\$ 3,703.09	\$ 452,715.75
	Fire Department - May	\$ 3,507.61	\$ 179.21	\$ 3,686.82	\$ 90,656.71