

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

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

Absent: Councilors Amanda Dwyer and Amanda Noonan

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:01 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 Daycare Survey to the agenda under New Business
4. **Approval of Agenda**

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

5. **Public Presentations – none**
6. **Review/Approval of Minutes**
Regular Meeting – June 26, 2023

MOTION: Moved by Andrew McCarville and seconded by Christine McKenna *“to approve the minutes from the June 26th meeting.”* All in favour. Motion carried.
7. **Business Arising from the Minutes - none**
8. **Correspondence - none**
9. **Reports**
 - a) **Fire Department – no report**
 - b) **KABC – Councilor Harrison Duffy – no report**
 - c) **CAO – written report attached**

d) Finance – Councilor Amanda Noonan – financials attached

- The term loan at National Bank was paid off and the new loan opened at Scotiabank. The first payment will be in August.

e) Facility - Councilor Harrison Duffy

- Funding was approved for new heat pumps
- We should look into upgrading the audio/video system at the hall. The current system is old and outdated
- A new microphone stand is needed
ACTION: CAO or Administrative Assistant to contact companies to come look at the current system and give a quote on a new system

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

g) Parks, Recreation and Youth – Councilor Andrew Lawless

- The grand re-opening of Heritage Park turned out excellent. This was an outstanding accomplishment by the community
- Somerset Festival went great again this year, thanks to those who helped
- There is more work required at the ballfield. The next intake of Gas Tax applications will be in September.
- We will look into different funding options to assist with ballfield upgrades

h) Events – Councilor Christine McKenna

- Congratulations to the Somerset Festival committee on a job well done
- Canada Day celebrations went well with good attendance
- The next planned event is Meet Your Neighbour Night in September at the hall

i) Daycare – Councilor Amanda Dwyer – no report

- 8 new children started at the Center in July with more starting in September

10. New Business

a) Daycare Survey

- Questions as to whether something needs to be tweaked at the EYC
- This would be a confidential questionnaire for parents to complete
- Stress that this questionnaire is coming from council and only council will view the results
- Staff should be informed about the questionnaire so they aren't taken by surprise
ACTION: A meeting is to be set up with Councilors Amanda Dwyer, Andrew McCarville and Christine McKenna

b) Somerset Consolidated School

- Some members of council have heard from staff at the school that it is overcrowded for the space they have to work with
- Council should send a letter to the province calling for renovations/expansion at Somerset Consolidated

MOTION: Moved by Andrew Lawless and seconded by Andrew McCarville *“to draft a letter from council to the school board regarding expansion to the elementary school.”* All in favour. Motion carried.

ACTION: CAO or Administrative Assistant to draft this letter on behalf of council

11. Old Business/Carry Forward Items

a. Fundraising Committee

- Formation of a committee will be paused for now until it is known what amount the community will have to provide toward the new hall addition

b. Hall Addition – Update

MOTION: Moved by Andrew McCarville and seconded by Andrew Lawless *“to close the meeting as per Section 119 (1) (a) of the Municipal Government Act to discuss commercial information.”* All in favour. Motion carried.

After discussion the meeting was reopened to the public at 7:36 pm

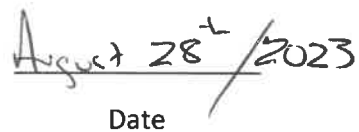
12. Date of Next Meeting – August 28, 2023 at 7 pm

13. Adjournment

MOTION: Moved by Andrew McCarville and seconded by Andrew Lawless *“to adjourn the meeting at 7:39 pm.”*




Mayor



Date



Chief Administrative Officer



Date

CAO's Report – July 24, 2023

- 1) **Municipal Emergency Management Plan** – Administrative Assistant Matthew Murphy has taken on development of the municipality's Emergency Management Plan. He has already done extensive work on it and we are meeting with the Red Cross on Wednesday morning. EMO is coming out to do a Hazardous Risk Assessment on August 2nd. We anticipate having the plan ready for council's approval at the August council meeting.
- 2) **Generator Funding** – Municipalities can access new funding to support community safety and resiliency. This funding will cover up to 80% of the cost of a generator (up to \$50,000) to support designated reception centers. As the addition will not be hooked into the existing generator, we can apply for this funding as soon as we have an Emergency Management Plan approved by EMO.
- 3) **Kensington Lions Club** – We received a bin of items worth \$300 from Canadian Lions Clubs in Alberta and New Brunswick. These bins were created in support of PEI Warming Centres and contain items such as crib boards and power bars. Members of the Kensington Lions Club delivered the bin to Kinkora last week.
- 4) **Addition Plans: Environmental Health** – Plans for the addition were sent in to Environmental Health for their input. They have reviewed the plans and have no objections.
- 5) **PEI Seniors Secretariat Grant** – The municipality applied for a \$4,000 grant on behalf of the Maple Leaf Seniors Club in support of the Social Inclusions for Seniors project. This funding was approved and one of the items planned is to have the seniors come into the early learning center for activities with the children.
- 6) **Square Register System** – The system was purchased and has been set up in the bar. It was used for the Somerset Festival roast with no issues.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to July 21, 2023

MUNICIPALITY OPERATING REVENUE	2023-24 Budget	To Date	%
Assessable municipal property taxes	\$ 138,377.94	\$ 50,036.00	36
Equalization Grant	\$ 66,354.46	\$ 22,118.16	33
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ -	0
Events - Regular and Special	\$ 79,370.00	\$ 10,670.60	13
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 303,154.41	39
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,000.00	67
Total	\$ 1,137,602.40	\$ 386,979.17	34

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 177,900.00	\$ 41,164.21	23
Facility	\$ 94,500.00	\$ 11,503.21	12
Events	\$ 53,100.00	\$ 5,622.31	11
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 213,071.35	27
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,133,000.00	\$ 276,971.10	24

Operating Surplus	\$ 4,602.40	\$ 110,008.07	
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SEWER UTILITY OPERATING REVENUE	2023-24 Budget	To Date	%
Flat Rate Sewer Fees	\$ 83,600.00	\$ 42,789.45	51
Total	\$ 83,600.00	\$ 42,789.45	51

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Total Operating Expenses	\$ 83,600.00	\$ 22,178.94	27

Sewer Operating Surplus	\$ -	\$ 20,610.51	
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MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 1,179.06	24
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	\$ 3,807.44	19
Office Supplies	\$ 3,000.00	\$ 580.14	19
POS Fees	\$ 500.00	\$ 18.55	4
Professional Fees	\$ 10,000.00	\$ 2,380.62	24
Library	\$ 300.00	\$ -	0
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 8,467.84	22
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 800.00	\$ 204.35	26
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 545.62	22
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 28,000.00	\$ 10,038.52	36
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 6,108.03	20
Total	\$ 177,900.00	\$ 41,164.21	23
Facility and Public Property			
Property Tax	\$ 2,500.00	\$ 51.65	2
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 2,779.20	9
Utilities	\$ 26,000.00	\$ 4,276.41	16
Landscaping	\$ 6,000.00	\$ 519.76	9
Cleaning and Supplies	\$ 15,000.00	\$ 2,508.11	17
Wages	\$ 10,000.00	\$ 1,368.08	14
Total	\$ 94,500.00	\$ 11,503.21	12
Events			
Bar	\$ 3,000.00	\$ 789.32	26
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 441.30	22
Special Events	\$ 11,600.00	\$ 2,418.84	21
Bartenders	\$ 2,000.00	\$ 275.50	14
Security	\$ 2,000.00	\$ 171.60	9
Raffle Fundraiser	\$ 32,500.00	\$ 1,525.75	5
Total	\$ 53,100.00	\$ 5,622.31	11

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

Early Learning Center			
Administration	\$ 711,500.00	\$ 196,190.61	28
Facility Costs	\$ 45,000.00	\$ 11,522.25	26
Food	\$ 21,000.00	\$ 5,144.88	24
Supplies	\$ 6,500.00	\$ 213.61	3
Total	\$ 784,000.00	\$ 213,071.35	27

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 16,000.00	\$ 6,196.68	39
Bank Fees	\$ 300.00	\$ 58.50	20
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 7,000.00	\$ 2,134.87	30
Debit Machine	\$ 750.00	\$ 158.15	21
Repairs and Maintenance	\$ 27,700.00	\$ 1,775.40	6
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 850.00	\$ 281.60	33
Electricity	\$ 2,000.00	\$ 383.18	19
Loan Repayment	\$ 20,000.00	\$ 11,190.56	56
Total	\$ 83,600.00	\$ 22,178.94	27

Community/Fire/Sewer Loan Payments July 2023

Date	Purpose	Principal	Interest	Total	Balance
04-Jul-23	Firehall Renov	\$ 724.70	\$ 24.57	\$ 749.27	\$ 14,763.49
05-Jul-23	Complex Improvement	\$ 336.72	\$ 179.84	\$ 516.56	\$ 66,989.86
06-Jul-23	Firetruck Loan	\$ 2,796.19	\$ 141.36	\$ 2,937.55	\$ 68,863.83
10-Jul-23	Upgrade to Kinkora Place	\$ 849.73	\$ 367.36	\$ 1,217.09	\$ 115,242.10
12-Jul-23	Sidewalk/Sewer	\$ 267,074.25	\$ 790.25	\$ 267,864.50	\$ -
	New loan at Scotiabank	payment will start in August			\$ 267,074.25
	Community - July	\$ 268,260.70	\$ 1,337.45	\$ 269,598.15	\$ 449,306.21
	Fire Department - July	\$ 3,520.89	\$ 165.93	\$ 3,686.82	\$ 83,627.32