

**Rural Municipality of Kinkora  
Regular Meeting of Council  
August 28, 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:** 7:00 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 McCarville and seconded by Christine McKenna *“to approve the agenda.”* All in favour. Motion carried.

5. **Public Presentations – none**
6. **Review/Approval of Minutes  
Regular Meeting – July 24, 2023**

**MOTION:** Moved by Amanda Noonan and seconded by Harrison Duffy *“to approve the minutes from the July 24<sup>th</sup> meeting.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

- **New Sound System** – A technician from Hirtles Sound Solutions came out to see how the current system could be replaced or upgraded. They will be sending along a quote.
- **Daycare Survey** – Amanda Dwyer and Christine McKenna met with the CAO to develop a parent survey on daycare services. The survey has been posted online and to date 77% of invitees have completed it.
- **Somerset Consolidated School** – A letter was drafted and signed by the Mayor and all Councilors. This was emailed to Minister of Education and Lifelong Learning Natalie Jamison with various others CC'd, including Premier Dennis King. Minister Jamison's office responded that they would bring it to her attention.

## 8. Correspondence

- **Jackson Rogers** – Thank you card for the municipality bursary awarded to him at graduation
- **Toddler Dance Classes** – An email was received from a community member asking if council would donate use of the hall for an hour a week for a toddler dance class. Council agreed to this request.
- **Nice Boys** – An email was received from the 'Nice Boys', a group of about 30 members who support initiatives in local communities (Borden, Crapaud, Kinkora and Bedeque). They are asking council if they know of any families in the area who have children involved in sport and could use a helping hand.

## 9. Reports

### a) Fire Department – no report

### b) KABC – Councilor Harrison Duffy

- The transaction for the Reeves property has gone through
- No invoices have been received yet for surveys etc.
- Moving ahead with the lot purchase for the subdivision extension
- The community received IRAC approval for the municipal boundary extension
- Waiting on the purchase of the strip of land by the elementary school

### c) CAO – written report attached

- **Fire Pump Tender**  
**ACTION:** Robert Duffy to check with Len Keefe regarding a lease for the property in question
- **Insurance** – There is money in the budget to cover the insurance increase. CAO to let Cooke Insurance know to proceed with the additional coverage.

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

- Everything is on track

### e) Facility - Councilor Harrison Duffy

- The cleaners will be steam cleaning the carpets and waxing the floors this week while the daycare is closed for the annual break.

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

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

- CAO has prepared a Capital Investment Plan application to reallocate some remaining CCBF funding from Heritage Park to the Duffy Ballfield for expansion  
**MOTION:** Moved by Andrew Lawless and seconded by Andrew McCarville “to approve the Duffy Ballfield Expansion and Revitalization Capital Investment Plan application under the Canada Community Building Fund.” All in favour. Motion carried.

**MOTION:** Moved by Andrew Lawless and seconded by Amanda Dwyer “to move \$38799.90 from the Heritage Park Revitalization project to the Duffy Ballfield Expansion and Revitalization project.” All in favour. Motion carried.

**h) Events – Councilor Christine McKenna**

- Meet Your Neighbour Night has been moved to Fall Fest
- Fall Fest will include Chocolate Bar Bingo, Pumpkin Decorating, Meet Your Neighbour Night, a Pancake Breakfast, and a Ceilidh
- The Christmas Craft Fair is on November 18<sup>th</sup> and the Christmas Gala is on November 25<sup>th</sup>

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

**MOTION:** Moved by Amanda Dwyer and seconded by Amanda Noonan “to close the meeting pursuant to sections 119 (d), (e), and (f) of the Municipal Government Act for agenda items 9(i) and (j) and 10(a).” All in favour. Motion carried.

- The daycare’s Parent Advisory Board has been established and had one meeting. The PAB will be meeting again on September 14<sup>th</sup>.
- Council decided that if the daycare closes at noon or earlier for holidays, parents will be charged for a half-day only. If the center closes for a holiday later than noon, a full-day rate will be charged.
- Any complaints about the daycare are to go to the CAO, who will then involve Amanda Dwyer. A summary and any recommendations from a complaint will come to council.

**j) HR – Councilor Amanda Dwyer – meeting closed**

**10. New Business**

**a) Hall Addition – Re-Tender – meeting reopened at 8:14 pm**

**MOTION:** Moved by Harrison Duffy and seconded by Andrew Lawless “to eliminate the bid bond for the hall addition re-tender.” All in favour. Motion carried.

- Two community members will be added to the council committee overseeing the hall expansion

**b) Enforcement and Summary Proceedings Bylaw – 1<sup>st</sup> Reading**

**MOTION:** Moved by Andrew McCarville and seconded by Harrison Duffy “to approve the first reading of the Enforcement and Summary Proceedings Bylaw.” All in favour. Motion carried.

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

**a. Municipal Emergency Management Plan**

- PEI EMO did a Hazard Risk Assessment for the Municipality at the beginning of August. This will likely not be completed until after hurricane season.
- The Plan has been submitted to EMO for approval; EMO must sign off on the plan before it is brought to council for approval. This will be done once a new EMO director is in place.
- The Plan can still be used as a guideline before it is approved if the need arises.

**b. Official Plan Review**

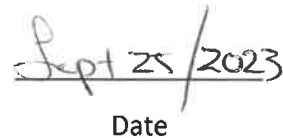
- CCBF funding for this project has been received and a draft RFP has been developed
- Amanda Dwyer and Amanda Noonan volunteered to sit on this committee

**12. Date of Next Meeting – September 25, 2023 at 7 pm**

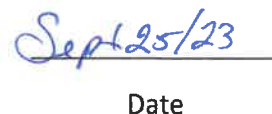
**13. Adjournment**

**MOTION:** Moved by Harrison Duffy and seconded by Christine McKenna “to adjourn the meeting at 8:22 pm.”

  
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Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

### CAO's Report – August 28, 2023

- 1) **Canada Community Building Fund** – The first installment of \$50,000 in CCBF funding for 2023-24 has been received. The capital investment plan for the Official Plan Review was approved by the Infrastructure Secretariat last year so the RFP can now be issued.
- 2) **Fire Pump Tender** – The first \$50,000 in Community Revitalization funding for the fire pump has been received from the province. As the plan is to put this pump on private property, a lease agreement is required from the landowner.
- 3) **Insurance** – As mentioned previously, it was brought forward by Cooke Insurance to look at the valuation for Kinkora Place, the multiplex and the gazebo as it had increased from \$1.9M to \$2.5M. The increase in premiums would be \$2900 over 12 months, from \$17777 to \$20677, prorated for the remainder of this year.



Tina Harvey

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to August 25, 2023

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 138,377.94	\$ 62,545.00	45
Equalization Grant	\$ 66,354.46	\$ 27,647.70	42
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ -	0
Events - Regular and Special	\$ 79,370.00	\$ 14,771.82	19
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 333,629.50	43
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,100.00	73
<b>Total</b>	<b>\$ 1,137,602.40</b>	<b>\$ 439,694.02</b>	<b>39</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 177,900.00	\$ 52,813.52	30
Facility	\$ 94,500.00	\$ 28,618.90	30
Events	\$ 53,100.00	\$ 8,583.28	16
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 278,987.30	36
Reserve Funds	\$ 3,500.00	\$ -	0
<b>Total</b>	<b>\$ 1,133,000.00</b>	<b>\$ 374,613.02</b>	<b>33</b>

<b>Operating Surplus</b>	<b>\$ 4,602.40</b>	<b>\$ 65,081.00</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	\$ 43,530.00	52
<b>Total</b>	<b>\$ 83,600.00</b>	<b>\$ 43,530.00</b>	<b>52</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>\$ 24,457.99</b>	<b>29</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 19,072.01</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	\$ 1,445.58	29
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	\$ 4,369.18	22
Office Supplies	\$ 3,000.00	\$ 789.28	26
POS Fees	\$ 500.00	\$ 44.77	9
Professional Fees	\$ 10,000.00	\$ 5,773.71	58
Library	\$ 300.00	\$ -	0
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 11,744.95	31
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 800.00	\$ 296.65	37
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 687.27	27
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 28,000.00	\$ 12,548.15	45
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 7,279.94	24
<b>Total</b>	<b>\$ 177,900.00</b>	<b>\$ 52,813.52</b>	<b>30</b>

<b>Facility and Public Property</b>			
Property Tax	\$ 2,500.00	\$ 410.12	16
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 14,872.64	50
Utilities	\$ 26,000.00	\$ 5,705.73	22
Landscaping	\$ 6,000.00	\$ 1,386.01	23
Cleaning and Supplies	\$ 15,000.00	\$ 3,129.40	21
Wages	\$ 10,000.00	\$ 3,115.00	31
<b>Total</b>	<b>\$ 94,500.00</b>	<b>\$ 28,618.90</b>	<b>30</b>

<b>Events</b>			
Bar	\$ 3,000.00	\$ 2,081.88	69
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 503.80	25
Special Events	\$ 11,600.00	\$ 3,410.85	29
Bartenders	\$ 2,000.00	\$ 725.00	36
Security	\$ 2,000.00	\$ 286.00	14
Raffle Fundraiser	\$ 32,500.00	\$ 1,575.75	5
<b>Total</b>	<b>\$ 53,100.00</b>	<b>\$ 8,583.28</b>	<b>16</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	\$ 255,606.67	36
Facility Costs	\$ 45,000.00	\$ 15,336.24	34
Food	\$ 21,000.00	\$ 7,299.82	35
Supplies	\$ 6,500.00	\$ 744.57	11
<b>Total</b>	<b>\$ 784,000.00</b>	<b>\$ 278,987.30</b>	<b>36</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2023-24 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 16,000.00	\$ 7,825.22	49
Bank Fees	\$ 300.00	\$ 60.00	20
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 7,000.00	\$ 2,134.87	30
Debit Machine	\$ 750.00	\$ 158.55	21
Repairs and Maintenance	\$ 27,700.00	\$ 2,175.40	8
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 850.00	\$ 352.42	41
Electricity	\$ 2,000.00	\$ 560.97	28
Loan Repayment	\$ 20,000.00	\$ 11,190.56	56
<b>Total</b>	<b>\$ 83,600.00</b>	<b>\$ 24,457.99</b>	<b>29</b>



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

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
01-Aug-23	Firehall Renov	\$ 725.07	\$ 24.20	\$ 749.27	\$ 14,038.42
07-Aug-23	Complex Improvement	\$ 331.65	\$ 184.91	\$ 516.56	\$ 66,658.21
07-Aug-23	Firetruck Loan	\$ 2,797.18	\$ 140.37	\$ 2,937.55	\$ 66,066.65
10-Aug-23	Upgrade to Kinkora Place	\$ 840.26	\$ 376.83	\$ 1,217.09	\$ 114,401.84
	Sidewalk/Sewer	\$ -	\$ -	\$ -	\$ 267,074.25
	<b>Community - August</b>	<b>\$ 1,171.91</b>	<b>\$ 561.74</b>	<b>\$ 1,733.65</b>	<b>\$ 448,134.30</b>
	<b>Fire Department - August</b>	<b>\$ 3,522.25</b>	<b>\$ 164.57</b>	<b>\$ 3,686.82</b>	<b>\$ 80,105.07</b>