

**Rural Municipality of Kinkora
Regular Meeting of Council
October 23, 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

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 Lawless and seconded by Christine McKenna *“to approve the agenda”*. All in favour. Motion carried.

5. **Public Presentation – none**
6. **Review/Approval of Minutes
Regular Meeting – September 25, 2023**

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to approve the minutes of the regular meeting of September 25, 2023”*. All in favour. Motion carried.

Special Meeting – October 11, 2023

MOTION: Moved by Christine McKenna and seconded by Amanda Dwyer *“to approve the minutes of the special meeting on October 11th”*. All in favour. Motion carried.

7. **Business Arising from the Minutes**
8. **Correspondence**

- **KRHS Blazer Beef Supper** – Letter requesting that council consider matching last year’s donation of \$100 to the Blazer Beef Supper.

MOTION: Moved by Andrew Lawless and seconded by Harrison Duffy *“to donate \$100 to the Blazer Beef Supper”*. All in favour. Motion carried.

- **FPEIM** – Letter received from the Federation of PEI Municipalities advising there is a call for nominations for vacancies on the FPEIM Board.
- **Crib** – Email received from Karen Noonan representing the Saturday Crib Tournament regarding concerns that they won't be able to keep their players when there are not consistent Saturdays to use Kinkora Place. Through the months of November and December there are various events at the hall on Saturdays. CAO spoke to Karen twice regarding solutions. The tournament will be moving to another location until they can get back into the hall permanently. This may mean a change of day once the new addition is complete.

9. Reports

a) **Fire Department** – Deputy Chief Grant Desjardins

- In the last month the department responded to five calls ranging from alarms to medical to motor vehicle collisions
- On October 3rd six members took part in the 20th annual firefighters golf tournament, hosted by the Crossroads Fire Department
- On October 7th, Kinkora hosted a softball tournament, with six departments registered
- Grant thanked Mayor Duffy for showing members the location of the new proposed fire pump/well
- Tomorrow, Kinkora is hosting the regional fire chiefs meeting with the fire marshal

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

c) **CAO** – written report attached

- **Celebrate Canada Funding** – The municipality will include fireworks in this year's funding application

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

- The finances are on par for where they should be at this time of the year

e) **Facility** - Councilor Harrison Duffy

- The new chairs have arrived and we will post the old ones for sale at \$25/chair

f) **Sewer and Utility** – Councilor Andrew McCarville

- Sewer flushing is scheduled to be done in the coming weeks. This is the final year of the three-year contract
- We will re-tender after a couple of years
- Bullrush removal was done at the lagoon

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

- We are working on the Jays Care funding application for the ballfield

MOTION: Moved by Andrew Lawless and seconded by Harrison Duffy *“that council support the Jays Care application to move forward with the renovation of Duffy Ballfield, and if approved, to move forward as soon as possible.”* All in favour. Motion carried.

- A quote was received from Husky Property Maintenance to maintain the rink surface this winter. This work will be advertised as a request for quotations as per the municipal Procurement Policy.
- Discussion of the cost of a liner for the rink to cut down on ice loss. This would be around \$1,000 and could possibly be donated.
- Cost to renovate a portion of the storage room to store the Zamboni would be between \$10,000-\$15,000.

h) Events – Councilor Christine McKenna

- Chocolate Bar Bingo will be Friday, Oct 27 at 7 pm
- Pumpking Decorating will be Saturday, Oct 28 from 10-11 am
- Meet Your Neighbour Night will be Saturday, Oct 28 from 4-6 pm
- Pancake Breakfast on Sunday, Oct 29 from 9 to noon
- Monthly Ceilidh on Sunday, Oct 29 at 7 pm
- Halloween – we will be handing out treats from 4-6 pm
- Remembrance Day – ceremony at 1 pm with luncheon to follow at 1:30 pm
- Christmas Craft Fair will be Saturday, Nov 18 from 9 am to 4 pm, it has sold out
- Christmas Gala will be Saturday, Nov 25 and we will promote ticket sales at Meet Your Neighbour Night

i) Daycare – Councilor Amanda Dwyer

- Discussion around letters to parents for repeated late payment and late pickups, resulting in possible loss of their daycare spot. Council agreed that three letters will be sent, with the fourth being a termination
- The parent handbook is currently being updated and this could be added
- It should be clearly communicated that these changes are coming
- A temporary fence should be put up around the north side of the construction area

10. New Business

a) 2023-24 Snow Removal Contract

- One quotation was received for this year’s snow removal contract, that being from Morell Automotive Centre at the same rate as last year.

MOTION: Moved by Andrew Lawless and seconded by Amanda Dwyer *“to award the tender to Morell Automotive Centre at \$115/hour”.* All in favour. Motion carried.

11. Old Business/Carry Forward Items

a. Animal Control Bylaw – 2nd Reading and Adoption

MOTION: Moved by Amanda Noonan and seconded by Harrison Duffy “to approve 2nd reading of the Animal Control Bylaw”. All in favour. Motion carried.

MOTION: Moved by Harrison Duffy and seconded by Andrew Lawless “to adopt the Animal Control Bylaw”. All in favour. Motion carried.

b. Hall Sound System

- A price of \$3,931 plus HST was received from Hirtles Sound Solutions to upgrade the audio/video system in the community hall.

MOTION: Moved by Harrison Duffy and seconded by Christine McKenna “to go with Hirtles Sound as per their quote and take the money from the facility repairs and maintenance budget”. All in favour. Motion carried.

c. Fire Pump Update

- Members of the Fire Department looked at the proposed site for the fire pump/well and access is fine
- The pump will be on a ¼ acre parcel in front of the Duffy Construction warehouse beside a 3-phase power pole. A 100-year lease for this property is being drafted.
- Once the lease is obtained, a permit is needed from the Department of Environment
- Snow removal in front of the pump will have to be added to the snow removal duties

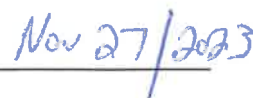
12. Date of Next Meeting – November 27, 2023 at 7 pm

13. Adjournment

MOTION: Moved by Harrison Duffy and seconded by Andrew Lawless “to adjourn the meeting at 8:15 pm.”




Mayor



Date



Chief Administrative Officer



Date

CAO's Report – October 23, 2023

- 1) **Celebrate Canada Funding** – The application for 2024 Canada Day funding must be submitted by November 21, 2023. Somerset Festival met last week and decided not to do fireworks this year due to the cost. As fireworks are an eligible expense under the Celebrate Canada Funding does the municipality want to include them in this year's application?
- 2) **Hall Expansion Project Update** – Site work for the project has begun and there will be pre-construction meeting tomorrow morning (October 24) with representatives from Coles and Tyler MacDonald from Wilmac. They are hoping to pour the footings in the next few days. The amendment request for additional funding from ACOA will be submitted by Wednesday and has already been approved internally but must be signed by the Minister responsible.
- 3) **Seniors Secretariat Funding** – The municipality was approved for \$4,000 in funding from the Seniors Secretariat. We had applied on behalf of the Maple Leaf Seniors. A portion of the funding will be used for their Christmas dinner on December 9, and the request also included funding for activities with the early learning center children.
- 4) **Vacation** – I just want to thank Matthew Murphy for keeping the office running smoothly for the two weeks I was away on vacation.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to October 20, 2023

MUNICIPALITY OPERATING REVENUE	2023-24 Budget	To Date	%
Assessable municipal property taxes	\$ 138,377.94	\$ 87,563.00	63
Equalization Grant	\$ 66,354.46	\$ 38,706.78	58
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ 8,164.24	14
Events - Regular and Special	\$ 79,370.00	\$ 20,242.72	26
Multiplex Board Signage	\$ 8,000.00	\$ -	0
Early Learning Center Revenue	\$ 784,000.00	\$ 528,744.27	67
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,400.00	93
Total	\$ 1,137,602.40	\$ 684,821.01	60

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 177,900.00	\$ 77,571.52	44
Facility	\$ 94,500.00	\$ 36,894.63	39
Events	\$ 53,100.00	\$ 12,438.39	23
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 404,057.29	52
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
Total	\$ 1,133,000.00	\$ 540,071.85	48

Operating Surplus	\$ 4,602.40	\$ 144,749.16	
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SEWER UTILITY OPERATING REVENUE	2023-24 Budget	To Date	%
Flat Rate Sewer Fees	\$ 83,600.00	\$ 43,930.00	53
Total	\$ 83,600.00	\$ 43,930.00	53

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Total Operating Expenses	\$ 83,600.00	\$ 41,996.36	50

Sewer Operating Surplus	\$ -	\$ 1,933.64	
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MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 1,620.58	32
Donations	\$ 2,000.00	\$ 1,000.00	50
Dues/Grants	\$ 1,000.00	\$ 894.13	89
Accounting Fees	\$ 10,000.00	\$ 4,573.82	46
Insurance	\$ 10,000.00	\$ 6,072.14	61
Interest on Loans	\$ 20,000.00	\$ 6,841.68	34
Office Supplies	\$ 3,000.00	\$ 1,047.23	35
POS Fees	\$ 500.00	\$ 47.92	10
Professional Fees	\$ 10,000.00	\$ 7,858.77	79
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 16,368.17	43
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 800.00	\$ 428.10	54
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,038.64	42
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 28,000.00	\$ 17,567.41	63
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 11,276.91	38
Total	\$ 177,900.00	\$ 77,571.52	44
Facility and Public Property			
Property Tax	\$ 2,500.00	\$ 410.12	16
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 30,000.00	\$ 14,702.47	49
Utilities	\$ 26,000.00	\$ 8,423.47	32
Landscaping	\$ 6,000.00	\$ 3,564.01	59
Cleaning and Supplies	\$ 15,000.00	\$ 5,566.75	37
Wages	\$ 10,000.00	\$ 4,227.81	42
Total	\$ 94,500.00	\$ 36,894.63	39
Events			
Bar	\$ 3,000.00	\$ 2,081.88	69
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 717.25	36
Special Events	\$ 11,600.00	\$ 4,727.01	41
Bartenders	\$ 2,000.00	\$ 725.00	36
Security	\$ 2,000.00	\$ 286.00	14
Raffle Fundraiser	\$ 32,500.00	\$ 3,901.25	12
Total	\$ 53,100.00	\$ 12,438.39	23

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	\$ 371,963.35	52
Facility Costs	\$ 45,000.00	\$ 21,301.83	47
Food	\$ 21,000.00	\$ 9,599.06	46
Supplies	\$ 6,500.00	\$ 1,193.05	18
Total	\$ 784,000.00	\$ 404,057.29	52

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 16,000.00	\$ 10,822.38	68
Bank Fees	\$ 300.00	\$ 105.00	35
Accounting Fees	\$ 5,000.00	\$ 2,286.91	46
Interest on Debt	\$ 7,000.00	\$ 3,853.40	55
Debit Machine	\$ 750.00	\$ 158.55	21
Repairs and Maintenance	\$ 27,700.00	\$ 10,207.23	37
Supplies	\$ 4,000.00	\$ -	0
Internet and Phone	\$ 850.00	\$ 508.63	60
Electricity	\$ 2,000.00	\$ 837.94	42
Loan Repayment	\$ 20,000.00	\$ 13,216.32	66
Total	\$ 83,600.00	\$ 41,996.36	50

Community/Fire/Sewer Loan Payments October 2023

Date	Purpose	Principal	Interest	Total	Balance
03-Oct-23	Firehall Renov	\$ 728.15	\$ 21.12	\$ 749.27	\$ 12,584.01
05-Oct-23	Complex Improvement	\$ 339.39	\$ 177.17	\$ 516.56	\$ 65,986.25
06-Oct-23	Firetruck Loan	\$ 2,812.76	\$ 124.79	\$ 2,937.55	\$ 60,451.01
10-Oct-23	Upgrade to Kinkora Place	\$ 857.75	\$ 359.34	\$ 1,217.09	\$ 112,701.08
11-Oct-23	Sidewalk/Sewer	\$ 948.01	\$ 1,300.81	\$ 2,248.82	\$ 264,330.60
	Community - October	\$ 2,145.15	\$ 1,837.32	\$ 3,982.47	\$ 443,017.93
	Fire Department - October	\$ 3,540.91	\$ 145.91	\$ 3,686.82	\$ 73,035.02