

**Rural Municipality of Kinkora
Regular Monthly Council Meeting
September 23, 2019**

Present: Acting Mayor Janet Payne, Councilors Roy Cook, Damien McAvinn, and Andrew McCarville

Absent: Councilors Andrew McCardle and Colin Montgomery

Meeting Chair: Janet Payne

Meeting Recorder: Tina Harvey

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1. **Call to Order:** 7:04 pm
 2. **Reminder of Code of Conduct and Conflict of Interest**
 3. **Review/Additions to the Agenda**
Suggested by Janet Payne that *"under New Business we add a brief session on the feedback to Pam Montgomery's presentation this evening"*
 4. **Approval of Agenda**
MOTION: Moved by Damien McAvinn and seconded by Roy Cook *"that the Agenda be approved as presented with the changes made"*. All in favour. Motion carried.
 5. **Public Presentations** – none
 6. **Review/Approval of Minutes**
MOTION: Moved by Andrew McCarville and seconded by Roy Cook *"that the minutes be approved as presented"*. All in favour. Motion carried.
 7. **Business Arising from the Minutes**
Action Items:
 - a) **Sewer Bills – Do's and Don'ts** – next round of sewer bills will be sent out October 18th and the do's and don'ts will be included
 - b) **Duffy Construction Invoice** – has been dealt with
 - c) **No Parking Signs** – Roy Cook to provide, will do so
 - d) **Room Dividers** – Damien has final cost figures and will send along
 - e) **T-Bar Clips** – Andrew McCardle to talk to Damien **CARRY FORWARD**
 - f) **Sewer Flushing RFP to be send to Community email** – has been done
 - g) **Multiplex Grand Opening Invitation** – Janet Payne sent to Minister Fox
 - h) **HP for new water pump** – Roy Cook to investigate **CARRY FORWARD**
 - i) **Price on existing generator** – Tina Harvey to ask John Greenan for a suggested price to sell the existing generator; no need as the generator has been sold

Appointment of CAO – Tina Harvey was offered the CAO position at the last regular council meeting; she has accepted and needs to be appointed by council

MOTION: Moved by Damien McAvinn and seconded by Roy Cook *“to appoint Tina Harvey as the CAO”*. All in favour. Motion carried.

8. Correspondence

a) **KRHS Yearbook** – request to put an ad in the yearbook, CAO went over various options. We have \$5100 allotted for advertising and haven't used any yet and are six months through the fiscal year. Councilors discussed purchasing a half page ad with our new logo and slogan for \$250.

MOTION: Moved by Andrew McCarville and seconded by Roy Cook *“donate the \$250 for a half page ad in the KRHS yearbook”*. All in favour. Motion carried.

b) **County Line Courier** – Request from the County Line Courier about putting an ad in their paper for Fire Prevention Week. CAO did also forward this email to Fire Chief Johnny Dugay. Janet Payne pointed out that in the past council made the decision that they wouldn't be paying the County Line Courier for advertising. The issue had been visited and revisited and that was the decision of previous council. Council did not advertise last year. It was decided to leave it to the Fire Department if they wanted to do something.

c) **FPEIM Semi-Annual Meeting:** The meeting will be held on Saturday, October 26, 2019 in Souris. The deadline to register is October 22, 2019. The cost for delegates to attend is \$86.25. Councilors to let the CAO know if they would like to attend.

d) **PEI Coalition for Women in Government** – Several workshops being put on to consider how to advance equity and inclusion in municipalities. If any councilors would like to attend, please let the CAO know.

9. Reports

a) **Fire Department** - no report

b) **Library** – no report

c) **KABC** – no report

d) **Administrator**

1) **Hurricane Assistance Programs** – assistance program for residents and not-for-profits announced last week, with a program for municipalities to follow. Information on that program came out today, but you must go through insurance first. The municipality does have insurance and we are just waiting to see what the end totals are for cleaning up the downed trees on municipal property and replacing the damaged lamp posts and

parking lot fence. Our deductible is \$1,000. Can decide at that time how we want to proceed.

- 2) **Orkin Canada** – The monthly pest control inspection was done and he noticed a couple of spots in the kitchen where the flooring needs to be replaced to prevent water from getting under the tiles. One spot under the sanitizer and the other in front of the canteen counter.

CARRY FORWARD: wait and see if we are approved for the Seniors Grant that was applied for since it would entail some renovations to the kitchen

- 3) **Bills** – Only large bill is for our new community welcome signs. Signs now need to be installed since council decided not to pay Sign Station for installation. Damien McAvinn pointed out that Robert Duffy mentioned stainless steel being driven into the ground and the wooden posts dropped right into them instead of going straight into the ground.

ACTION: CAO to check with Robert Duffy on cost of this type of installation and then council will discuss getting volunteers to help install the signs

- e) **Finance** – no report but CAO reported Travis Bertram at BDO said they are wrapping up the work on our Financial Reports and Patrick McSweeney should be reviewing when he returns from vacation on Wednesday.
- f) **Bingo** – See written report attached.
Janet Payne asked if we are still under the special review where we have to submit reports monthly based on what had happened prior. Finance Committee member Jessica Niemi said we have not been informed to submit any differently. The year is up in November, but it is much easier to continue doing monthly reports so we know exactly our costs and revenues.
- g) **Facility** – Verbal report given by Damien McAvinn
 - 1) Large tree out front that came down as a result of the hurricane has been cleaned up and some spruce trees in the tree line were also leaning and were removed.
 - 2) Curtain rods have been put up above the Bingo boards.
 - 3) Damien reported he just got a count on his facility repair and maintenance budget and we are doing good in that area, well under.
 - 4) Janet Payne says Damien should be commended for all the work that he did in cleaning up the mess at the hall as a result of Hurricane Dorian.
- h) **Sewer and Utility** – No report
- i) **Parks, Recreation and Youth**

- 1) The Grand Opening of the multiplex is scheduled for Sunday, Sept. 29 from 11:30-1. There will be music in the gazebo, face painting, bouncy castle, petting zoo, and a skills competition. Unfortunately, the Summerside Western Capitals will not be able to attend. Jamie Fox will be attending at noon for the official opening. There will be hot dogs and cake. There are still a few last-minute things to be done that were noticed today. One of those items is a couple of flower beds that were supposed to be installed. Janet sent an email to Trent Williams after speaking with the CAO to suggest that since we are at the final hour and the flower beds are still not in, would it not be wiser to spend that money on trees. Stephanie Kelly from CBC Morning did a little interview with Janet Payne on the opening. We were also on Sports Roundup with Paul M. Event will be cancelled if the weather doesn't cooperate.
- 2) Letters are being circulated to the different business to sell board signs.
- 3) There is a fundraising ball tournament at Duffy Field on Saturday that Jonathan Noonan is putting together with proceeds going back to Recreation.

j) **HR** – we have Tina Harvey as our new CAO

k) **Events** – CAO has been working hard on a Christmas Craft Fair and Tea on Nov. 9, and that is sold out. Fall Festival is coming up on October 18 with Chocolate Bar Bingo, Pumpkin Decorating on October 19 and the Hee Haw Show will be back that night. On the 20th there will be a pancake breakfast here at the hall and hopefully all of council can come help out. Hall has been very busy lately. Elections Canada has five days booked, two weddings the last two weekend and one coming up this next weekend too, and a benefit the next weekend.

l) **Emergency Services** – Verbal report given by Roy Cook.

- 1) We went through quite a storm with Hurricane Dorian but the community fared well. We should act on a new generator now that we have sold the old one. Parts of Kinkora are on a different power grid and not all sections come back at once when the power goes out.
- 2) Janet Payne asked for an item to be included under Emergency Services. There is a mess in our back field that was dragged over from the church property when cleanup of their downed trees was done. We need that removed before the grand opening on Sunday.

ACTION: CAO to determine who is responsible for the mess and see that it is cleaned up prior to Sunday

10. New Business

- a) **Building Code Act responsibility** – Letter from the Chief Building Standards Officer Joshua Collins regarding the requirement for all municipal councils to assume responsibility for the administration and enforcement of the new Building Codes Act. It also allows any municipal council to enter into an agreement with the Minister of Agriculture and Land to transfer over the responsibilities for administration and enforcement to the province. The deadline for entering into an agreement was originally Sept. 30 but it has been extended to Oct. 31.

CAO called Mr. Collins to find out if our agreement with Development Officer Derek French would satisfy these requirements but has heard nothing back yet. There was also no mention of cost to the municipality. **CARRY FORWARD**

- b) **CDC Meeting** – Feedback from CDC presentation. Janet Payne wanted to strongly caution council that we want to really think before engaging on what was presented. The reason being is that we don't have a whole lot to gain but we do have things to lose. We have to ask the question 'what do we gain from engaging with them'. Council decided not to sign up for one of those dates. We can engage and share services with other communities without another level of government getting involved.

11. Old Business

- a) **Gas Tax Capital Investment Plans** – Gas tax money from July has been released after they received our Annual Expenditure Report from BDO. The Capital Investment Plans for the next five years are due on October 1 and we have just over \$575,000 to allocate completely. Funds can be withheld if plans are not submitted. Council decided to meet in the next few days to decide on the upcoming plans.

ACTION: CAO to send out some possible meeting dates to council

- b) **Byelection** – Related to the byelection, Janet Payne submitted her resignation to be effective October 1, 2019. There will be two vacancies for the byelection, one councilor and one mayor. CAO proposed November 4, 2019 as the byelection date, with Notice of Nominations to be October 4, 2019.

MOTION: Moved by Damien McAvinn and seconded by Andrew McCardle "to appoint the CAO as the Municipal Electoral Officer". All in favour. Motion carried.

MOTION: Moved by Andrew McCarville and seconded by Damien McAvinn "to have the byelection date as November 4th". All in favour. Motion carried.

CAO pointed out that any current member of council who would like to run for the mayoral position can do so providing they resign their council seat within 24 hours of accepting the nomination.

MOTION: Moved by Damien McAvinn and seconded by Roy Cook "to accept Janet's resignation". All in favour. Motion carried.

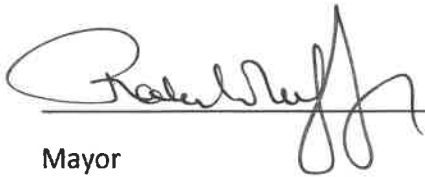
- c) **Speed Bumps** – More concerns from residents about speeding on the side streets in the municipality. CAO was in contact with Cornwall CAO Kevin Coady about the speed bumps that Cornwall has installed. He has emailed Cornwall's draft speed bump policy and will be getting back to us with a price and supplier. There has still been no word back from Transportation on solutions to speeding on the main roads. There is some question as to who owns roads within the municipality and who is responsible for them.

CARRY FORWARD: Discuss with Jamie Fox to see if he can offer some help as this has been ongoing for some time and is the number one concern of residents.

d) **Sewer Disconnect Policy** – Andrew McCardle has asked that this be put on the agenda but as he is absent, it will be **carried forward**

12. **Date of Next Meeting** – set for Monday, October 28 at 7:00 pm.

13. **Meeting Adjourned** – 7:56 pm



Mayor

Oct 28th / 2019
Date



Chief Administrative Officer

Oct 28 / 19
Date

**Rural Municipality of Kinkora
Monthly Council Meeting
Monday September 23rd, 2019
Bingo Report**

Income: August 27th – September 23rd

Balance of Bank Account on Aug 27 th	\$19,879.75
Less Amount of Cheques	\$2,775.37
Deposits	\$2,666.10
Balance as of September 23 rd	\$19,770.48
Cash on Hand <i>(\$5500 in main float + 6 floats totalling \$1800)</i>	\$7,300.00
Total Cash (on hand and bank account)	\$27,070.48

Cheques Still Outstanding: \$334.44 (3 Cheques payable to Minister of Finance - PEI, for August Bingo Report to the Department of Justice and Public Safety)

Deposit Still Outstanding: \$937.00 (Deposit for bingo from Sept 17/19)

Attendance

August 27, 2019 – 77 People

September 3, 2019 – 98 People

September 10, 2019 – 91 People

September 17, 2019 – 86 People

August Bingo Report – Dept. of Justice

License #12598 (Pre-Dabs) Fee: \$35.78

License #12509 (Cookie Jar) Fee: \$14.68

License #12410 (Regular Bingo Games) Fee: \$283.98