

Rural Municipality of Kinkora  
Monthly Council Meeting Minutes  
Monday, February 26, 2018

Present: Mayor Patrick Duffy, Councillors Roger Savoie, Steven Dawson, Janet Payne, Les Nantes, Damien McAvinn, CAO Amanda Noonan, and 13 residents.

Absent: Councillor Robert Duffy

1. Meeting called to order at 7:00 pm by Mayor Patrick Duffy.
2. Declaration of Conflict of Interest: No conflicts of interest declared.
3. Reminder of Code of Conduct.
4. Approval of agenda as circulated by Councillor Roger Savoie, seconded by Councillor Steven Dawson.
5. Adoption of minutes from previous meeting: 2018.02.26-1: *Councillor Roger Savoie motions to approve the minutes as read. seconded by Councillor Damien McAvinn. All in favor. Motion passed.*
6. Business Arising from Minutes:
  - a. Flooring Concern: Councillor Steven Dawson has stopped in to see Dave MacDonald at Callbeck's a few times, but he was never there.
  - b. Work Experience Program: Councillor Janet Payne told council that the Work Experience Program is a 100% funded government program for up to 40 weeks at 37.5 hours in an office setting. It would have to allow the candidate to network and gain experience for future employment. She felt that council should clarify the job descriptions of the CAO and General Manager/Event Coordinator before applying for the funding.
7. Public Forum:
  - a. Jamie Fox, MLA for District 19: MLA Jamie Fox first told council that he thought the matter should be discussed at a closed meeting. Councillor Steven Dawson had asked Jamie Fox to attend the council meeting to clarify an allegation made against him at a closed meeting in February. At the said closed meeting, a councillor told council that they had written proof that it was in fact Steven Dawson who had called Municipal Affairs regarding the tendering process for the Kinkora Outdoor Rink Project, funding by Gas Tax. The written proof was from MLA Jamie Fox. Councillor Steven Dawson denied the allegation that was made against him at the closed council meeting and had contacted Jamie Fox to discuss the claim. MLA Jamie Fox told council that Municipal Affairs was contacted by a member of the Kinkora Council but could not disclose who the call was actually from, but it was not Steven Dawson. Councillor Steven Dawson then asked Councillor Janet Payne for an apology for the wrong accusation. Councillor Janet Payne told council that she had disclosed the information at the closed council meeting because she felt the information had come from a reliable source and that she had the proof to back the statement. She said that she felt that council needed to know the information that she had been told.

8. Reading of Correspondence: CAO Amanda Noonan shared a letter she had received from Infrastructure PEI regarding the Kinkora Outdoor Rink Project. The letter (attached) stated that Gas Tax would not fund the Kinkora Outdoor Rink Project because the procurement policy in the contract was not followed. Therefore, the \$10,000.00 dollars was now available for another project.
9. Reports:
  - a. Finance:
    - i. Income Report: CAO Amanda Noonan presented council with the income report for the month of January. She told council that crib had profited approximately \$300.00 for the month of January and that the ceildh profited approximately \$800.00, totalling almost \$1100.00 for the month.
    - ii. Adjustments for Fire Department: CAO Amanda Noonan told council that in previous years, they had prorated certain expenses for the Fire Department but after talking to Michelle DesRoches, who assisted Amanda with year end, had determined that it would be easier to have a set amount predetermined as they do for other costs, such as administration. Amanda told council that the Fire Department takes a 10% cost for administration fees, and that it would be easier to have the percentage be the same. Mayor Patrick Duffy suggested leaving it until after the budget update.
    - iii. Budget update 2017: CAO Amanda Noonan presented council with the 2017 budget update before audited adjustments, showing a projected deficit of approximately \$25,000.00. Councillor Janet Payne asked if it would be a reasonable request to get a detailed description for 2017 of costs vs. revenue for various events. **Action: Councillor Roger Savoie and CAO Amanda Noonan will work on getting a detailed description of actual costs vs. revenue for various annual events.**
    - iv. 2018 Budget: Mayor Patrick Duffy had asked Patrick McSweeney to attend the council meeting for some input on the MCEG. CAO Amanda Noonan told council that the MCEG is a new grant for municipalities that will rebate 10% of all capital expenses. Patrick McSweeney was asked if it was better financially for council to use the estimated \$140,000.00 that we will receive back from the CWWF project to cover our deficit and put it in general funds, or to use the money to off a portion of the existing loan taken out to use for the project. Patrick McSweeney stated that council should use the money to pay back a portion of the existing loan. Councillor Steven Dawson told council that he feels that council should use the money to pay off previous deficits and to try to start fresh. The option to raise property taxes to cover the deficit was also brought to the table. It had been decided that it would be discussed further at the next meeting. **Action: Council will discuss raising property taxes and other ways to clear existing deficits at the next meeting.**
  - b. Sewer: CAO Amanda Noonan told council that a councillor had requested that she bring a list of outstanding utility accounts to the meeting. CAO Amanda Noonan brought the accounts receivable list to the meeting but advised council that if any specific accounts were going to be discussed, that it should be a closed meeting. She

told council that as of 12/31/17, there was approximately \$20,000.00 owing to the community in outstanding utility bills. Councillor Damien McAvinn asked council if issuing monthly or quarterly bills would be easier for residents to pay. CAO Amanda Noonan told council that making the utility billing cycle monthly or quarterly would be very expensive. She told council that the administration costs would double for a quarterly billing and so would the expense for paper, stamps, etc. 2018.02.26-2: *Councillor Damien McAvinn motions to change utility billing from semi-annually to quarterly. Seconded by Councillor Steven Dawson. Councillors Damien McAvinn, Les Nantes, and Steven Dawson in favor. Councillors Janet Payne and Roger Savoie against. Motion passed.*

- c. Fire Department: Fire Chief Johnny Dugay told council that the fire department has had a fairly slow winter so far. He stated that two members have resigned from the department but three probationary members have joined. He was proud to inform council that now all members have Level 1 training.
- d. Parks/Recreation/Youth: Councillor Damien McAvinn told council that the committee is still working on the rink and that the weather is not cooperating for them. He told council that the committee is looking to possibly join their Grand Opening in with the Winter Festival. He stated that they are going to play it by ear for the next couple of days.
- e. BINGO: Councillor Roger Savoie told council that BINGO numbers have been down. Lost approximately \$10,000.00 for the month of January alone due to weather and low numbers. Still in the top 5 BINGOs on PEI.
- f. Administrator:
  - i. Bills: CAO Amanda Noonan presented council with the final bill from WSP for engineering and the close out costs. The total amount owing is \$3703.00. Council has approved to pay this bill.
  - ii. Black Fly Program: CAO Amanda told council that she had asked Atlantic Bug Busters for verification on whether the proposal included HST. She told council that that amount was HST included. CAO Amanda Noonan also told council that the owner of Bug Busters has told her that in previous years, he was instructed to shrink the project because the collection amount was not what they had originally budgeted. 2018.02.26-3: *Councillor Roger Savoie motions to accept Bug Busters Inc. for the Black Fly Program for the 2018. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.* Council had also wanted to clarify that reports would be issued to the CAO for work done and that the lagoon would be treated for no additional cost.
- g. Repairs and Maintenance: Councillor Roger Savoie told council that 2017 was not a bad year for unexpected repairs and maintenance. Currently, there is a minor geothermal issue that will be fixed this week.
- h. Other:
  - i. Seniors Report: Councillor Les Nantes, Seniors President, told council that there are cards on Tuesday afternoons at 1:30 pm, and that he could use another volunteer to help out. If he does not get another volunteer, they may have to cancel the cards.

- ii. Crib Report: Councillor Steven Dawson told council that crib is still on Saturdays at 1:00 and that he had 15.5 tables last Saturday.

10. Recommendations from Planning Board: N/A

11. New Business:

- a. Work Experience Program: Discussed earlier in the meeting.
- b. Stephen Johnston's Request for Support for New Business: CAO Amanda Noonan told council that Stephen Johnston had contacted her asking for council's support in a new business venture that he was working on for a stable (See attached). Councillor Janet Payne had asked council if she could write a letter of support on behalf of council supporting his business. Council agreed.
- c. Employment Contracts: Councillor Damien McAvinn told council that he feels that the CAO should have an employment contract giving full time hours and pay to reflect the additional requirements of the CAO with the new Municipality Act. There was a suggestion to have a committee look at this and bring it back to the next meeting.  
**Action: The committee will review the options for employment contract for CAO and General Manager/Event Coordinator and take it back to the next meeting.**
- d. Bylaws: In the Special Meeting in February, Councillor Janet Payne had motioned to have three bylaws be priority to be passed (within three months). CAO Amanda Noonan told council that the bylaw committee met and starting working on the three bylaws that Janet had requested be a priority. She explained that under the new act, councillors are not allowed to do any "staffed functions", but it has given us until November to implement that. Once the committee started reading the templates for the bylaws, they realized that we are unable to pass the Conflict of Interest bylaw without contradicting ourselves. Therefore an amendment would need to be made to Janet's motion to change to two bylaws being a priority and leaving the conflict of interest bylaw until closer to the election. 2018.02.26-4: Councillor Roger Savoie motions to amend Janet's motion on February 5<sup>th</sup> to leave the conflict of interest bylaw until October 15<sup>th</sup>. *Seconded by Damien McAvinn. All in favor. Motion passed.* CAO Amanda Noonan also informed everyone that because the bylaw were available prior to the meeting that it wasn't necessary to read the bylaws out loud.
  - i. Proceedings of Council: Councillor Janet Needham suggested that 24 hours notice to change a special meeting was not quite long enough and wanted it to be at least 48 hours. The committee will adjust that for the second reading. 2018.02.26-5: Councillor Damien McAvinn motions to approve the first reading of the Proceedings of Council bylaw. *Seconded by Councillor Roger Savoie. Councillor Steven Dawson was absent for this vote. Everyone else was in favor. Motion passed.*
  - ii. Code of Conduct Bylaw: Councillor Steven Dawson wanted to ensure that the Code of Conduct Bylaw protects councillors against the allegations that he faced at the Special Meeting in February. Councillor Janet Payne responded by saying that by providing proof of what she had been told, she would not be in any conflict of the Code of Conduct bylaw (discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others), and that the councillor that feels that he was affected by the allegation should have taken the issue to the

source and not to "shoot the messenger." 2018.02.26-6: Councillor Damien McAvinn motions to approve the first reading of the Code of Conduct bylaw. Seconded by Councillor Les Nantes. All in favor. Motion passed.

e. Other:

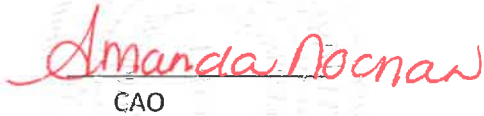
- i. Rezoning of Property: CAO Amanda Noonan has received a request from Duffy Construction to rezone property #465385 from residential to commercial (see attached letter). CAO Amanda Noonan told council that we would have to ensure that it meets our bylaw requirements. 2018.02.26-7: Councillor Steven Dawson motions to contact Derek French regarding rezoning property number 465385. Seconded by Les Nantes. Councillor Steven Dawson amended his motion. Councillor Steven Dawson motions to contact Derek French to acquire a quote for rezoning property \$465385. Discussion: Council suggested sending the application to Duffy Construction and find the process for rezoning (notice for public meetings, etc.). All in favor. Motion passed.

12. Next meeting is Monday, March 26<sup>th</sup> at 7:00 pm.

13. Meeting adjourned at 9:15 pm by Mayor Patrick Duffy.

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Mayor

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Date

  
*Amanda Noonan*  
\_\_\_\_\_  
CAO

*2018-03-26*  
\_\_\_\_\_  
Date



Transportation,  
Infrastructure  
and Energy

Transports,  
Infrastructure  
et Énergie



Infrastructure Secretariat

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February 13, 2018

Mayor and Council  
Rural Municipality of Kinkora  
P.O. Box 38  
Kinkora, PE COB 1N0

Dear Mayor and Council;

The Infrastructure Secretariat is writing council regarding the project identified as G.T. 10.4.6 - Kinkora Outdoor Rink and the recent meeting held with some members of Council. It was explained to Infrastructure staff that this project was completed and the tendering process was not followed. As discussed at the meeting, the Gas Tax funding is guided by the Funding Agreement for Direct Allocation and in particular, Schedule G, Procurement Policy which sets out the responsibilities of Council when moving forward on a project. Project G.T. 10.4.6 - Kinkora Outdoor Rink did not follow the procedures as set out in Schedule G. The Infrastructure Secretariat is notifying you that project G.T. 10.4.6 - Kinkora Outdoor Rink is being withdrawn, which releases the \$10,000 dollars in funding to do another project.

The Infrastructure Secretariat is accepting Capital Investment Plans (CIP) until March 29, 2018. We will be having a meeting in early spring so if you want your project to be on the Agenda, please submit your project before the meeting.

If you have any further questions, please do not hesitate to contact Jesse MacDougall at 902-620-3631 or via email at [jwmacdougall@gov.pe.ca](mailto:jwmacdougall@gov.pe.ca)

Yours truly,

Darlene Rhodenizer  
Provincial Infrastructure Manager

cc Ms. Amanda Noonan, CAO ✓

MEMO TO: Community of Kinkora  
FROM: Stephen Johnston  
DATE: February 16, 2018  
SUBJECT: Request for Support

The purpose of this writing is to ask for your support in building and creating a new business in Kinkora.

My goal and vision is to build a horse stable and arena. This stable would have the capacity to board 15 horses. Individuals boarding their horses would have the peace of mind of having a quality stable for their horse which would provide quality care and the ability for them to spend more time with their horses and to be able to use the arena

Once this is up and running, we would like to look at different programs to benefit not only the community but individuals as well. Two of the main focus areas after we are up, and running are to set up a program and link to the Elementary school. To discuss opportunities with the school on what we can do together to give the children of our community the opportunity to be around a stable and increase their knowledge on horses and stables and everything that entails.

Another program would be to set up a program for special needs. Therapeutic handicapped riding programs are popping up all over the country. Research shows that these riding programs bring disabled children and adults together with horses in a world where disabilities can fade away, if only for a short time. Fears can be overcome, self-esteem built up, can inspire confidence and often the programs can give control of movement via the horse to a child that has not much control.

In closing, it is our greatest desire and opinion that another business in this community would support and enhance our community and ensure the ongoing success of small rural areas. I ask if you have any questions or would like me to provide clarification on any aspect of this writing, to please not hesitate to contact me.

Sincerely,

Stephen Johnston