

Rural Municipality of Kinkora  
Monday, March 26<sup>th</sup>, 2018

Present: Mayor Patrick Duffy, Councillors Steven Dawson, Les Nantes, Roger Savoie, Damien McAvinn, Janet Payne, CAO Amanda Noonan, and 21 residents.

Absent: Councillor Robert Duffy

1. Meeting called to order at 7:00 pm by Mayor Patrick Duffy.
2. Code of Conduct: Mayor Patrick Duffy reminded everyone of the Code of Conduct.
3. Declaration of Conflict or Interest: N/A
4. *2018.03.26-1: Approval of circulated agenda by Councillor Damien McAvinn. Seconded by Les Nantes. All in favor. Motion passed.*
5. Business Arising from Previous Meeting:
  - a. Cost vs. Revenue Document: CAO Amanda Noonan provided the HR committee with the cost vs. revenue spreadsheet that they had requested. The HR committee met twice to review and work on job descriptions for the CAO and the GM/Event Coordinator. Councillor Janet Payne told council that they reviewed the spreadsheet and determined that BINGO did not make any money for the 2017 year and is currently at a loss for 2018. The committee recommended to put the ceilidh and BINGO on a six month review. They also recommended that purchases are no longer to be reimbursed without receipts, there should be no donations made by BINGO, should be monitored by the CAO under our accounting system, and canteen supplies should be recorded accurately and efficiently. In addition, they recommended that ceilidh expenses should no longer be paid by BINGO. Councillor Roger Savoie stated that if council does not trust him to run the BINGO the way he has been, that he will walk away. He told council that he can cut some wages and some of the prizes.
  - b. Property Tax Rates: Will discuss later in the meeting.
  - c. Employment Contracts: The HR committee told council that they are currently working on the job descriptions for the CAO and the GM/Event Coordinator. Councillor Janet Payne spoke on behalf of the committee and told council that the committee is suggesting that the CAO position move from 19.00/hr to 20.00/hr, and the hours change from 37.5 to 35. She stated that there should be no reason to have the CAO working for events in the evenings and weekends, because the budget does not allow for it. She stated that the committee recommends a three month and a six month review basis, and that there would be a six month probationary period. She told council that the committee suggested a merit increase based on performance. She told council that there would be also money for education, using the SkillsPEI funding, where the employer pays 1/3 and SkillsPEI pays the other 2/3. As for the GM/Event Coordinator position, the HR committee recommended that the role be modified to only be Special Event Coordinator, as the CAO would be managing the

complex and the staff. She stated that 10-11 hours of the 15 currently being paid is taken up by BINGO, leaving the 4- hours to go to Special Events. They recommended that the pay stay the same and the hours stay as is, also including a three month and six month performance review. She also told council that the janitorial costs associated with the complex have skyrocketed in the last few years and the HR committee suggested moving to a tendered cleaning contract, instead of having paid employees, with the goal to cut wages and supplies by 10%.

- d. Lot Rezoning: At the last meeting, Duffy Construction presented council with a request to rezone land from residential to commercial for the purpose of creating a dairy bar. Council had instructed CAO Amanda Noonan to check with Derek French and return to council with the information. Harrison Duffy, who will run the dairy bar, spoke to council to give a small presentation on the plans for the dairy bar. Harrison told council that DOT has approved an entrance and an exit, one on Somerset Street, and the other one Anderson Rd. He gave CAO Amanda Noonan multiple letters of support from members of the community and land owners surrounding the lot and told council that he has not had any concerns from the community members. Councillor Damien McAvinn voiced concern that council was already concerned about the people walking down there and that the increase of traffic flow in that area would be more dangerous. Harrison responded by telling everyone that he has a plan to have 15-17 parking spaces that he doesn't see there being any issues with pedestrians. Councillor Damien McAvinn then asked council about the option of a flashing light that we had discussed at a previous meeting. Mayor Patrick Duffy said we would discuss this further with DOT and revisit at the next meeting.
6. Approval of Previous Minute: Motion to approve minutes from previous meeting as read by Councillor Damien McAvinn. Seconded by Councillor Roger Savoie. All in favor. Motion passed.
7. Public Presentation:
  - a. Committee of Council: Anne Marie Shea spoke to council about the reference group that has formed in the last few months. She told council that when the new Municipal Government Act went in to effect, she took that as her time to become involved in the community. She told everyone that under the new act, we are allowed to have a "Committee of Council", which is a sub-committee that does the researching and any other tasks Council appoints to them to help the council make informed decisions. She told council that the bylaw group has suggested that the committee be made up of five people – two councillors and three others.
8. Reading of Correspondence: CAO Amanda Noonan read a letter from KRHS asking for councillor's support for their annual Beef Supper by matching the donation of last year of \$100.00. Council will revisit later in the meeting.
9. Reports:
  - a. Presentation of 2017 Financial Statements: Auditor and resident Patrick McSweeney provided a breakdown of our financial statements (attached). 2018.03.26-2: Motion

*to approve 2017 audited financial statements by Councillor Les Nantes. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.*

- b. 2018-19 Budget Presentation: CAO Amanda Noonan gave the 2018-19 budget (attached). 2018.03.26-3: Motion to approve the 2018-19 budget by Councillor Damien McAvinn. Seconded by Councillor Steven Dawson. All in favor. Motion passed. Councillor Janet Payne requested to ask a question regarding some unbudgeted items that were coming up. One item was Roger's travel. In October of 2016, a motion was put through by council to pay Roger \$7722.00 for his travel accumulated for 3 years. Councillor Janet Payne asked council how it had accumulated to such a large amount over 3 years. Councillor Steven Dawson told Janet Payne that it was never paid because we didn't have the money in the budget to pay him. Councillor Roger Savoie told council that he was no longer asking for travel for 2017-18 (to present), and that he was only looking for the original \$7722.00 that he was owed. Council then went on to discuss a bill from Garland Stetson Ltd. For the wiring for the Outdoor Rink Project for \$2688.99. 2018.03.26-3: Councillor Steven Dawson motions to pay Garland Stetson Ltd. In the amount of \$2688.99 for the wiring for the outdoor rink. Seconded by Councillor Les Nantes. All in favor. Motion passed. The next bill to be discussed was a bill from HR Atlantic for the amount of \$1261.16. CAO Amanda Noonan told council that she received this bill for HR advice from a previous Administrator in 2015-16. No decision was made for this bill. Council revisited Roger's Travel. At this point, Councillor Roger Savoie declared a conflict of interest and left the room for council to discuss this further. Council agreed to revisit at the next meeting.
- c. KABC Report & Financial Statement: Lennie Keefe presented the KABC 2017 Financial Statements (attached).
- d. Administration:
  - i. Income Report: CAO Amanda Noonan told council that crib had a net profit of approximately \$281.00 and the pancake breakfast had an approximate net profit of \$785.71. CAO Amanda Noonan also told council that the Winter Festival was a huge success and she thanked volunteers Sarah Montgomery and Amanda LeFurgey McCarville for their support and hard work.
  - ii. Bills: CAO Amanda Noonan told council that the bill from Duffy Construction Ltd. For the sidewalk was \$165,294.10 and currently we have \$150,581.23 in our Gas Tax account. She told council that we will not be receiving another installment until August 2018. 2018.03.26-4: Councillor Steven Dawson motions to pay Sidewalk project with GasTax money and pay remaining amount with operating loan until we receive the money in August. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.
  - iii. National Bank Loan Renewal: CAO Amanda Noonan told council that our Sewer Lagoon Project loan was up for renewal on April 7<sup>th</sup>. She presented council with the financing options available. 2018.03.26-5: Councillor Steven Dawson motions to refinance Sewer Lagoon Project Loan with National Bank

*for 5 years at 3.66%. Seconded by Councillor Janet Payne. All in favor. Motion passed.*

- iv. Tax Rate: CAO Amanda Noonan told council that they had to determine the 2018-19 Tax Rate for both Commercial and Non-Commercial. She told council that the current tax rate for commercial is 0.57 and 0.55 for non-commercial. *2018.03.26-6: Councillor Steven Dawson motions to leave the 2018-19 Tax Rate the same as it was in 2017. Seconded by Councillor Janet Payne. All in favor. Motion passed.*
- v. Building Permits & Development Officer: CAO Amanda Noonan told council that she was no longer comfortable signing off on building permits. She told council that she was never actually appointed Development Officer and she was not comfortable being designated as the Development Officer. Council had wanted to revisit this at the next meeting but CAO Amanda Noonan suggested that council have a plan for now because we have two permits coming up later in the meeting. *2018.03.26-7: Councillor Steven Dawson motions to contact Derek French on the two current proposals on the table tonight for approval. Seconded by Councillor Les Nantes. All in favor. Motion passed.*
- e. Fire Department Report: Fire Chief Johnny Dugay gave the 2017 Chief Report (attached). *2018.03.26-8: Motion to accept the 2017 Fire Chief Report by Councillor Les Nantes. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.* Fire Chief Johnny Dugay also told council that the fire department has launched its accountability system and are now working on updating their bylaws. He told council that there had been a leak over the fire truck for quite a few months and had done some damage to the paint on the truck. He told council that they had hired someone to clean it, totalling \$400.00. Johnny requested that council pay 50% of the cost to get the truck cleaned. *2018.03.26-9: Councillor Les Nantes motions to pay \$200.00 of the \$400.00 cost towards the damage to the truck. Seconded by Councillor Steven Dawson. Discussion: Councillor Janet Payne wanted to ensure we have the money to repay the fire department for the damage before agreeing to spend the money. All in favor. Motion passed.*
- f. Sewer:
  - i. Appoint Councillor to Utility Chair: Mayor Patrick Duffy informed council that they would have to appoint a new councillor as chair of the utility due to conflict of interest. *2018.03.26-10: Councillor Les Nantes motions for Councillor Damien McAvinn to become chair of the utility board and step down as chair of recreation. Seconded by Councillor Steven Dawson. All in favor. Motion passed. 2018.03.26-11: Councillor Les Nantes motions for Councillor Janet Payne to become chair of recreation. Seconded by Councillor Steven Dawson. All in favor. Motion passed.*
  - ii. CWWF Update: CAO Amanda Noonan gave council an update on the CWWF Project. She told council that we were waiting for the final claim to be

reimbursed from the federal and provincial government and would have a more accurate picture of the finances at the next meeting.

- g. Parks & Recreation: Councillor Janet Payne told council that she was thoroughly impressed with the boys hard work and dedication to the rink and that they plan to start earlier next year and have the grand opening.
- h. Library Report: Librarian Tina Niemi gave council the 2017 library report (attached). 2018.03.26-12: Councillor Damien McAvinn motions to accept the 2017 Library Report. Seconded by Councillor Janet Payne. All in favor. Motion passed.
- i. BINGO: N/A
- j. Repairs & Maintenance: N/A. A resident asked about the cold water in the kitchen and how it had been disconnected for months. **Action: Councillor Steven Dawson and CAO Amanda Noonan will look in to the cold water in the kitchen and revisit at the next meeting.**
- k. Other:
  - i. Lot Rezoning: Councillor Steven Dawson voiced concern about rezoning the lot in question from residential to commercial. He stated that if it was rezoned commercial, any business could move in to that lot if the dairy bar is gone. 2018.03.26-13: Councillor Steven Dawson motions to allow for the variance of 3.9% to rezone the lot from residential to commercial. Seconded by Councillor Les Nantes. All in favor. Motion passed. 2018.03.26-14: Councillor Janet Payne motions to approve the request for lot rezoning to commercial from residential with the addition of a covenant that stated the special use be used as a dairy bar only, pending the approval of the special use covenant by Derek French. Seconded by Councillor Les Nantes. All in favor. Motion passed. Council then discussed the second rezoning item on the agenda, Town n Country Carpet's requested to change zoning on McGuigan Street from R3 to R4 to allow for two triplexes to be built on the original three lots. 2018.03.26-15: Councillor Steven Dawson motions to contact Derek French to move forward with the proposal from David MacLeod (Town n Country Carpet). Seconded by Councillor Les Nantes. All in favor. Motion passed.
  - ii. Fundraiser: CAO Amanda Noonan told council of a request from someone regarding the use of the Seniors Room for a fundraiser for the World Dance Cup. Council decided that they could not accommodate this request at this time.

#### 10. New Business:

- a. Bylaws: The following bylaws were provided to the public and council in advance and were ready for the second reading: Bylaw To Establish Tax Rate Groups, Bylaw To Authorize General Borrowing, and Bylaw to Regulate Remuneration of Council and Appointees. 2018.03.26-16: Councillor Damien McAvinn motions to approve and put forward the three bylaws presented. Seconded by Councillor Les Nantes. All in favor. Motion passed. The Proceedings of Council Bylaw was provided to the public

and council in advance. 2018.03.26-17: Councillor Steven Dawson motions to approve the first reading of the Proceedings of Council Bylaw. Seconded by Councillor Damien McAvinn. All in favor. Motion passed. Council had decided to leave the Bylaw for Code of Conduct until the next meeting due to time concerns.

- b. Committee of Council: Council had decided to leave Committee of Council until the next meeting due to time concerns.
  - c. Roger's Travel: Council had discussed this earlier in meeting.
  - d. Process for Sharing Complaints & Concerns: Council had decided to leave Process for Sharing Complaints & Concerns until the next meeting due to time concerns.
  - e. Rezoning for David MacLeod: Discussed earlier in meeting.
11. Date of Next Meeting: Monday, April 16<sup>th</sup>, 2018 at 7:00 PM  
12. Adjournment: Meeting adjourned at 9:52 pm by Mayor Patrick Duffy.

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Mayor

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Date

*Amanda Noonan*  
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CAO

*2018-04-26*  
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Date