

Rural Municipality of Kinkora  
Regular Monthly Council Meeting  
May 28<sup>th</sup>, 2018

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

Absent: N/A

1. Meeting called to order at 7:00 pm by Mayor Patrick Duffy.
2. Mayor Patrick Duffy reminded council of the Code of Conduct.
3. Declaration of Conflict of Interest.
4. 2018.05.28-1: Approval of Agenda by Councillor Robert Duffy. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.
5. Business Arising from Previous Minutes:
  - a. HR: *see attached handout (Motion 2018.05.25-2 & 2018.05.28-3)*
  - b. BINGO Update: Councillor Janet Payne wanted to go through the list of recommendations made at the last meeting regarding BINGO (Motion 2018.04.23-5) to see where we are at with the changes.
  - c. CAO Amanda Noonan was asked to bring a list of outstanding bills outstanding. 2018.05.28-4: Councillor Steven Dawson motions to pay the list of outstanding bills, including the \$10,000.00 owed to Duffy Construction for the car with the MCEG Grant money when we receive it. Seconded by Councillor Les Nantes. All in favor. Motion passed.
  - d. Reimbursement of car money from BINGO: Councillor Roger Savoie and Councillor Robert Duffy left the room due to conflict of interest. Councillor Janet Payne felt that council was in conflict of interest when making motion 2018.04.23-20 – to reimburse Duffy Construction for the cost of the car (\$10,000.00) in installments of \$200.00. Council agreed and that they had to come up with a better solution – including the cost of the car in the money to be spend by MCEG money once it is received. Councillor Janet Payne wants to rescind motion 2018.04.23-20.
  - e. Building Permit – PID #465385: Derek French wanted to talk to council regarding the Dairy Bar Building Permit. Councillor Robert Duffy left the room due to conflict of interest. Derek French told council that Robert had started construction on said lot prior to the building permit being approved by the municipality. He told council that he had sent a letter to Robert instructing him to stop. And he has. Derek French explained to council that after the second

reading, the only thing stopping construction, is the 21 day wait with IRAC and that if construction continues, it would be at Robert's risk and the community and Derek would not be liable. 2018.05-28-5: Councillor Damien McAvinn motions that Robert Duffy can proceed construction at his own risk, with the community/public and Derek French not being held liable. Seconded by Les Nantes. All in favor. Motion passed. **Action: Derek French is going to send a letter to Robert Duffy outlining that any construction that takes places before the 21 day wait time would be at Robert's risk and the community, the public, and Derek French would not be liable.**

- f. Bylaws:
- i. Tax Rate Groups: 2018.05-28-6: Motion to approve the second reading of Tax Rate Group Bylaw by Councillor Roger Savoie. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.
  - ii. Remuneration of Council: 2018.05.28-7: Motion to approve second reading of Remuneration of Council Bylaw by Councillor Robert Duffy. Seconded by Councillor Les Nantes. All in favor. Motion passed.
  - iii. General Borrowing: 2018.05.28-8: Motion to approve second reading of General Borrowing Bylaw by Councillor Steven Dawson. Seconded by Councillor Roger Savoie. All in favor. Motion passed.
  - iv. Fees: 2018.05-28-9: Motion to approve second reading of Fees Bylaw by Councillor Steven Dawson. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.
  - v. Grants: 2018.05-28-10: Motion to approve second reading of Grants Bylaw by Councillor Steven Dawson. Seconded by Councillor Robert Duffy. All in favor. Motion passed.
- g. Standing Council Committee – Appoint Members: 2018.05.28-11: Councillor Roger Savoie motions to appoint Steven Dawson, Damien McAvinn, Cindy McCardle, Lesley Cousins, and Ron Thomson as Standing Committee Council. Seconded by Councillor Robert Duffy. All in favor. Motion passed. 2018.05-28-12: Councillor Robert Duffy motions to assign the first two duties to the standing committees: Specs for Website Design and Janitorial Contract for Tendering. Seconded by Steven Dawson. All in favor. Motion passed.
- h. Development Officer: It was brought back up that Kinkora needs an appointed Development Officer. Councillor Robert Duffy wanted to make a list of possible community members who might be willing to be the Development Officer. Council came up with the following list: Patrick McSweeney, Andrew McCardle, John Keefe, Lennie Keefe.
- i. Other: N/A
6. 2018.05-28-13: Motion to approve minutes of the previous meeting by Councillor Steven Dawson. Seconded by Councillor Damien McAvinn. All in favor. Motion passed. 2018.05-

28-14: Motion to approve minutes of Special Meeting on May 16<sup>th</sup>, 2018 by Councillor Roger Savoie. Seconded by Councillor Damien McAvinn. All in favor. Motion passed.

7. Public Presentation:

- a. Lisa Gallant – Southshore Health & Wellness: Lisa presented to council that they are a not for profit organization in Crapaud and they are looking for Kinkora's support (see attached). Councillor Janet Payne asked Lisa how we can support them. Lisa asked council for a letter to the Minister of Health in Support of getting a family practice in Crapaud. 2018.05.28-15: Councillor Janet Payne motions to write a letter in support of Southshore Health and Wellness. Seconded by Councillor Robert Duffy. Action: Janet is going to draft letter of support to the Minister of Health and bring it to next meeting for approval. All in favor. Motion passed.
  - b. Recreation Committee: Sam and Isaac Jay told council about their recreation committee and what they have been up to. They told council that they want to pave the tennis court and to get basketball nets and other equipment. They plan to have tournaments to fundraise the money to do the final step of the tennis court. They also told council that they will be presenting their plan for Phase two of the Rink Project at the next council meeting.
8. Correspondence: CAO Amanda Noonan told council that the only correspondence she had was the invite to the KRHS Graduation on June 22<sup>nd</sup>. CAO Amanda Noonan asked Councillor Robert Duffy if he would be willing to attend on behalf of council again this year and present the bursary to the awarded student.

9. Reports:

- a. Finance:
  - i. Income Report: See attached.
  - ii. Budget Update: See attached.
  - iii. CWWF Loan: 2018.05-28-16: Councillor Steven Dawson motions to borrow the \$325,000.00 long term for five years at 4.06% with the National Bank. Seconded by Councillor Roger Savoie. All in favor. Motion passed. CAO Amanda Noonan told council that the community is up for it's annual bank renewal. Councillor Robert Duffy suggested that maybe it is time to look around at other banks. Council agree and have decided not to sign the renewal form as of right now. **Action: Council is going to look in to other banks before signing the renewal forms with National Bank.**
- b. Sewer: Councillor Damien McAvinn told council that he had gotten a list of all sewer customers and that the accounts receivable is getting lower. Councillor Robert Duffy told council that they had to clean a portion of the line out because it was completely blocked. Councillor Robert Duffy stressed again the need for a maintenance schedule for the flushing of the lines and to maintain our sewer system. He said that they need to be cleaned every 3-5 years, depending on the

age. He said that the main trunk line to the “new lagoon” needed to be done first, and that it costs approximately \$1.00 per foot to flush them. 2018.05-28-17: Councillor Janet Savoie motions for Councillor Damien McAvinn and CAO Amanda Noonan to work on a 5 year maintenance plan for the sewer and bring to July meeting. Seconded by Councillor Robert Duffy. All in favor. Motion passed. Councillor Robert Duffy mentioned that they could ask the province for help on a maintenance schedule.

- c. Fire: Fire Chief Johnny Dugay told council that he is attending the Fire Chief’s conference in the fall, and that the fire department is looking after the traffic for the parade during Somerset Festival. Fire Chief Johnny Dugay asked council if they would be charged for use of the hall for their annual ball in November. 2018.05.28-18: Councillor Stevie Dawson motions to amend Schedule A of the Fees Bylaw to include the donation of the hall to the fire department for their Annual Firefighter’s Ball. Seconded by Councillor Les Nantes. All in favor. Motion passed.
- d. Parks/Recreation/Youth: See attached.
- e. Administrator:
  - i. Bills: CAO Amanda Noonan presented council with bills over \$500.00. Two bills were to be paid to Duffy Construction so Councillor Robert Duffy left the room due to conflict of interest. CAO Amanda Noonan told council that the first bill was for the blockage that Robert had mentioned earlier in the meeting. Council agreed to pay that bill in the amount of \$1069.50. The next bill was to Duffy Construction for sweeping of the sidewalk in the amount of \$805.00. Council okayed that bill. The next bill was to Saltwire Network for advertising for the rezoning of the properties in the community in the amount of \$1368.96. Council agreed to pay that bill. CAO Amanda Noonan told council that membership dues with FCM were up for renewal. 2018.05-28-19: Councillor Les Nantes motions to renew membership with FCM. Seconded by Councillor Damien McAvinn. All in favor. Motion passed. CAO Amanda Noonan told council that membership was up for renewal with the Kensington and Area Chamber of Commerce. She also told council that we have yet to attend any meeting with the Chamber of Commerce. Council decided against renewing membership.
  - ii. KRHS Bursary: CAO Amanda Noonan told council that they had only received on application that met all the requirements for the bursary. The applicant is Ally Dwyer. Councillor Robert Duffy is going to present the award at the KRHS Graduation.
- f. BINGO: Councillor Roger Savoie told council that he was unhappy that the audited financial statements for BINGO were given to a resident without his knowledge. He told council that he had asked Mark Ross to join the meeting to

explain how to properly track the BINGO books. He told council that when he finally received his BINGO books back from the resident, they were written on and tampered with. He told council that he had made some mistakes in the last year with BINGO, including letting the car go too soon, paying out too much on one game, etc. Mark Ross told council that the serial numbers are not for tracking the sales of books – that the serial number is for security that the book was bought in the same hall it was played in – and that the best way to track the books is to track the numbers. He told council that BINGO is an up and down game and that Kinkora had 4 out of 5 exceptional years. Councillor Roger Savoie thanked Mark for coming. Councillor Janet Payne wanted it noted in the minutes that the BINGO review was never a “witch hunt” and that they were going off recommendations from our auditors, BDO, and that the goal is have better bookkeeping with the BINGO going forward. Councillor Roger Savoie wanted council to tell him if they support him. Each councillor expressed support for Roger with the BINGO.

g. Repairs/Maintenance:

- i. Grass Cutting – Councillor Robert Duffy mentioned that the grass needs to be cut on Anderson Road by the new sidewalk. **Action: CAO Amanda Noonan is going to contact Art MacDonald to add the new Anderson Road sidewalks to the grass cutting tender.**

h. Other:

- i. Chair of KABC: CAO Amanda Noonan told council that she had received an email from Shirley Warren stating that Betty Smith had resigned as Chairperson for KABC and that Andrew McCardle had been appointed.

10. New Business:

- a. Vacant House on Somerset Street: CAO Amanda Noonan told council that she had received a number of complaints about broken windows at the house and that kids are playing in there. Councillor Robert Duffy told council that a company is looking to take ownership and tear down the house. **Action: CAO Amanda Noonan is going to register a lean against the property for maintenance charges that the community has accumulated of the last number of years.**
- b. Data Collection for Election: CAO Amanda Noonan told council that we had to decide how we were going to collect our list of voters for the election. She told council that Municipal Affairs had suggested they enter a service agreement with Elections PEI to get a list of voters from them for a cost of \$100.00. 2018.05.28-20: *Councillor Steven Dawson motions to enter Service Agreement with Elections PEI for the list of voters. Seconded by Councillor Roger Savoie. All in favor. Motion passed.*
- c. Rural Growth Initiative: CAO Amanda Noonan told council that the government has marked approximately 2.5 million dollars for growth. **Action: Councillor**

**Janet Payne and Councillor Robert Duffy are going to look in the Rural Growth Initiative and take it to the next meeting.**

- d. Festival of Small Halls: CAO Amanda Noonan told council that Kinkora Place is participating in the Festival of Small Halls again and the show is on Monday, June 18<sup>th</sup> at 7:30 pm. She told council that they had to provide a lunch to the performers. Janet Payne offered to feed them.
- e. Volleyball Nets – Somerset Festival: Somerset Festival had requested some of our recreation budget for volleyball nets. Councillor Roger Savoie told Robert that there are volleyball nets upstairs.
- f. Other:
  - i. Gas Tax: Councillor Robert Duffy wants to start a list of potential projects to use for the next round of Gas Tax money and to bring the public in for input. He wants to use Gas Tax money to put in a road for new development.
  - ii. Development: Councillor Robert Duffy wanted it reflected in the minutes that he was extremely disappointed in how council has handled the building permits.
  - iii. CWL – Card Party – 2018.05-28-21: *Councillor Les Nantes motions to give \$150.00 to the CWL for helping with the last Seniors Card Party. Seconded by Councillor Steven Dawson. All in favor. Motion passed.*
  - iv. Development Officer: 2018.05.28-22: *Councillor Roger Savoie motions to appoint Derek French as Kinkora’s Development Officer. Seconded by Councillor Steven Dawson. All in favor. Motion passed.*
  - v. Meetings: 2018.05-28-23: *Councillor Steven Dawson motions to move the monthly council meetings to the 2<sup>nd</sup> or 4<sup>th</sup> Monday of the month. Seconded by Damien McAvinn. Discussion: Council agreed on the second Monday. All in favor. Motion passed.*

11. Date of the Next Meeting: Depending.

12. Meeting adjourned at 9:55 pm by Mayor Patrick Duffy.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date

**Recommendations from HR Committee: May 28/18**

While at last month's meeting it was discussed that it will not be possible to make recommendations regarding the Administrator's position and Facility Coordinator's position until after the 6 month trial period for BINGO, Council Chair Pat Duffy became aware of Amanda's serious concerns related to this delay and we scheduled an HR Committee meeting last week to come up with immediate recommendations.

The following Recommendations will be presented as two separate MOTIONS to be discussed and voted on by Council as a whole.

History – While Amanda was hired for a 35hr/week Administrative –type position, with expectations of attending one monthly evening meetings plus occasional special meetings, the expectations have changed significantly.

**I MOVE that the following recommendations regarding the Administrator's position be adopted and in effect as of June 4, 2018:**

- a) The adoption of an updated job description for the Administrator's position (see attached).
- b) An increase in Amanda's rate of pay from \$19/hr to \$20/hr, paid bi-weekly, based on 35hrs/week, equaling an annual salary of \$36,400. A pay rate freeze will now be in place and salary rates for future hires will be re-evaluated at that time.
- c) An allowance of 2 hrs/week to be dedicated towards PD of Amanda's choice, relevant to her current position.
- d) The need for flexibility in scheduling her time so that the office will remain open for 20hrs/week while up to 15 hrs/week may be required for meetings and special events. OT to be taken as T-I-L will need to be pre-approved by the Council Chairperson and accumulated in extenuating circumstances, never to exceed more than 20hrs in total.
- e) The awareness that while the Administrator is always needed at Council meetings, Special Meetings, and certain hall functions, there would be no expectations that the Administrator be present at meetings or functions easily facilitated or overseen by others.

**I MOVE that the following recommendations regarding the Facility Coordinator's Position be adopted and in effect as of June 4, 2018:**

- a) The adoption of an updated job description (see attached).
- b) A decrease in Roger's rate of pay from \$20/hr to \$19/hr (for a total of 15 hrs/week) to reflect the reduction in responsibility since the Administrator will be supervising all employees under the new Municipalities Act and should be the highest paid employee on staff. Any OT taken as T-I-L to be pre-approved by the Administrator, not to exceed 15 hrs in total.

Moved Janet  
2nd. Robert X Z  
all yes  
Stevie NO

**GENERAL**

The Administrative Officer will provide effective advice and support to the Mayor and Council in developing and implementing bylaws, policies and procedures that address the needs of the Rural Municipality of Kinkora. In doing so, the Admin will provide effective supervision to the Employees of the Municipality and will ensure that continued opportunities exist for public participation on civic issues. The Admin will also play a supportive role to Mayor and Council in its participation in the PEI Municipalities Act. The Admin will identify opportunities throughout for improving services and reducing internal and external costs.

**SPECIFIC RESPONSIBILITIES**

**1.0 Advice and Support to Council** Supports Council in the guidance of policy and decision making by providing accurate advice. In doing so, integrates policy and objectives merging from the MGA, knowledge of the service area, advice of staff and positions advocated by interest groups and the general public.

Formulates alternatives for consideration by Council to ensure that the Municipality's objectives are achieved through the most effective and realistic policy and procedures.

In addition to new policy and program initiatives, keeps the Mayor and Council apprised of issues and developments of an operational or political nature that relate to the Municipal's interests.

Provides appropriate advice, background information, briefing materials and presentations to Council in carrying out their responsibilities. Plays an active role on committees as required.

**2.0 Overview and Council's Financial Plan**

Reviews Council's existing Financial Plan of priorities and other documents provided. The Financial Plan was intended to address the critical issues facing the municipality and identify a Financial vision and sound direction for the municipality along with "strategic" or "critically important" goals. The definition of strategic issues are those issues, which not properly addressed, will result in harm to the Municipality. The Admin will assist in the implementation and/or revisions.

**3.0 Supervision of Human Resources**

Provides supervision to the employees of the Municipality in order to capitalize on the full potential of this critical resource. In doing so, guides and supports personnel to contribute fully to the realization of the Financial goals and objectives.

**4.0 Service to the Public**

Committed to providing a high level of public service and creates a dynamic environment that results in the continuous search for new and more effective approaches to fulfilling the Municipal's mandate.



## **5.0 Municipal Operations**

Through a team approach, ensure the effective functioning of all operations and that Council policy is implemented, objectives achieved, and programs operate within approved funding limits and are customer-driven. The primary service categories are:

- Recreation Services • Planning and development • Financial services • Utilities

Ensures project planning, project funding, project supervision and project reporting as required for important public works continues smoothly.

## **6.0 Policies & Programs**

Recommends to Council new and revised policies and programs that are consistent with the Financial Plan and the needs of the organization to meet the changing needs of the public. Any such recommendations must be cost effective and efficient.

## **7.0 Financial and Administrative Supervision**

Ensures effective financial and administrative systems are in place to safeguard the assets of the Municipality and maximize the effectiveness of resource utilization. Contributes to the development of the Budget for Council Review.

Ensures accurate accounts are kept of all money received or disbursed on behalf of the municipality, all assets and liabilities of the municipality, and all transactions affecting the financial position of the municipality.

## **8.0 Internal Communication**

Ensures an effective and inclusive system for internal communication exists between employees and Council. Keeps the Mayor and Council apprised of issues and developments of an operational or political nature that relate to the interests of the Municipality.

## **9.0 Key External Relationships**

**General Public** Takes a leadership role in facilitating appropriate public participation prior to key Council decisions.

### **Networking**

Develops and maintains productive working relationships with Administrative Officers of neighbouring municipalities. Develops and maintains effective relationships with provincial departments and other associations who affect the Municipality. Develops and maintains relationships with local service groups.

## **Objectives for Chief Administrative Officer**

In conjunction with Mayor and Council, establishes personal performance objectives to be achieved by the Admin that will form the basis for a performance review every 6 months.

## **REPORTING RELATIONSHIPS**

Reports to: Mayor and Council

Directly Supervises: Facilities' Staff, Janitorial Staff, Event Staff, Seasonal Staff, Contract Staff

## **MINIMUM QUALIFICATIONS**

**Essential:** • Minimum two-year business or accounting administration program. Familiarity with legal processes and responsibilities affecting the execution of duties. • Proven organization and supervisory ability. • Valid PEI Driver's license. Bondable.

**Specific skills:** • Strong interpersonal and communication skills with a commitment to teamwork and customer service. • Proficient computer skills such as: Microsoft Office, designated accounting software

- Strong financial acumen.
- Flexible and creative problem solver
- Strong supervisory skills
- Ability to deal effectively and courteously with the public
- Strong work ethic; ability to work flexible hours, including evenings and weekends
- Ability to work with minimal supervision
- Knowledge of the Community Bylaws, Municipal Government Act, and other Provincial and Federal rules and regulations an asset.

## **Position Description Facilities Coordinator: Rural Municipality of Kinkora**

### **General**

The Facilities Coordinator provides support to the Administration Officer with the day to day operations of the Kanata Club and various municipal requirements.

### **Specific Responsibilities**

- **Service to the Public**

Committed to providing a high level of public service and creating a dynamic environment that results in the continuous search for new and more effective approaches to fulfilling the Municipal's mandate.

- **Communication**

Constantly communicates with the Assistant Administration Officer in regards to issues arising related to the efficient operation of all aspects of the Kanata Club.

- **Events**

Oversees all nonfinancial aspects of Events including documentation and recording of all transactions.

- **Miscellaneous**

- a. Light maintenance duties as assigned by the Administration Officer including the setup and tear down of event requirements, tables, chairs, etc...
- b. Conduct inventories.
- c. Weekly inspection of all areas of the facility reporting deficiencies to the Administration Officer.

## **REPORTING RELATIONSHIP**

Reports to: Administration Officer

## **MINIMUM QUALIFICATIONS**

**ESSENTIAL:** High school Diploma      Valid PEI Driver's License Bondable

**SPECIFIC SKILLS:** Strong interpersonal and communication skills with a commitment to Teamwork and customer service. Some work experience as a handyman or a skilled trade. The ability to bend or stand for long periods of time is needed. Ability to lift 30 pounds. Some computer skills required. Flexible and creative problem solver. Ability to deal effectively and creatively with the public. Strong work ethic. Ability to work flexible hours including evenings and weekends. Ability to work with minimal supervision.



# SOUTH SHORE HEALTH & WELLNESS INC.

Box 155 Crapaud, PE COA 1J0

May 2018

- South Shore Health & Wellness Inc. (SSHWI) is a 70-member not-for-profit organization representing 8,000 Islanders. Our purpose is to promote, support and advocate for continued health care services for the residents of the South Shore region of PEI.
- There is no full-time physician practicing between Summerside and Cornwall, an area with over 8,000 residents.
- There are currently 2,300 of Dr. Visser's former patients who no longer have a primary care provider. Furthermore, 516 residents of the South Shore area are on the Provincial Patient Registry
- Dr. Visser's patients came from all over the South Shore area: Borden-Carleton, Albany, Bedeque, North Tryon, Hampton, Crapaud, Victoria, Desable, Bonshaw. We need a facility that is central to all of those areas. Crapaud is the only location that fits. Health PEI's health networks were designed to have primary health care within 30km of a patient's home, and Crapaud is the only option that will meet this criterion for the South Shore area.
- In February, SSHWI mailed a survey to 3,600 households in the South Shore area. Over 90% of respondents indicated they would prefer to access primary health care in Crapaud.
- Two petitions urging government support of a health care facility in Crapaud have been tabled in the Legislature since 2015. The PEI Ministers of Health have received a number of letters and calls urging the same.
- SSHWI has established a walk-in clinic at the South Shore Pharmacy location in Crapaud to address the immediate medical needs of our community. To date, we have served over 800 patients, 23% of whom report having no family physician.
- Our proposal asks government to establish a collaborative care Health and Wellness Clinic with a full-time physician and two nurse practitioners in Crapaud with the services most other Islanders have access to in their own communities such as blood work, diabetes education, nutritional and mental health counselling. We propose that the costs to provide these services be shared between government, private businesses and local residents. This clinic could work collaboratively with other HPEI sites.
- In this proposal, SSHWI has committed to purchasing the medical equipment and furniture needed for a new clinic in Crapaud, assisting government with the recruitment of health care providers and subsidizing other costs as determined by need.

## **SSHWI Board of Directors**

|                                  |                |                               |                 |
|----------------------------------|----------------|-------------------------------|-----------------|
| Ian Dennison, Co-Chair           | Victoria       | Mike Connolly, Co-Chair       | Crapaud         |
| Susan Williams Bulman, Treasurer | Milton         | Lisa Gallant, Secretary       | Charlottetown   |
| John Visser - Fundraising        | Victoria       | Elmer MacDonald - Fundraising | Augustine Cove  |
| Heather Dixon                    | North Tryon    | Joe McCardle                  | Hampton         |
| Lowell Oakes                     | Westmoreland   | Kirk DeBoer                   | North Wiltshire |
| Daphne Davey                     | Crapaud        | Andrea Slysz                  | Victoria        |
| Matt MacFarlane                  | Augustine Cove | Lorne Sutherland              | Borden-Carleton |

April 2018  
Income Report

INCOME:

|                                      |                  |
|--------------------------------------|------------------|
| Crib:                                | \$453.90         |
| Card Party:                          | \$651.50         |
| Ceilidh:                             | \$882.00         |
| Nutriag:                             | \$300.00         |
| Wake:                                | \$765.00         |
| Bedeque Elimination Draw (Bar Sales) | \$970.00         |
| Southside Junior C                   | \$150.00         |
| <b>Total:</b>                        | <b>\$4172.40</b> |

EXPENSE (Janitorial):

|                          |                 |
|--------------------------|-----------------|
| Crib:                    | \$100.00        |
| Card Party:              | \$60.00         |
| Ceilidh:                 | \$60.00         |
| Nutriag                  | \$60.00         |
| Wake:                    | \$135.00        |
| Bedeque Elimination Draw | \$60.00         |
| Southside Junior C       | \$135.00        |
| <b>Total:</b>            | <b>\$610.00</b> |

**Approximate Net Profit:** **\$3562.40**

### Administrative

|                                  | 2017 Budget   | 2017 Actual   | 2018-2019     | 04.30.18     |
|----------------------------------|---------------|---------------|---------------|--------------|
| Revenue:                         |               |               |               |              |
| Surplus from 2017                |               | 131000        | 131000        |              |
| Taxation                         | 90200         | 100675        | 125844        | 23697        |
| Equalization                     | 47644         | 49703         | 62133         | 14828        |
| Building Permits                 | 500           | 350           | 500           | 200          |
| Gas Tax Revenue                  | 100000        | 100000        | 0             | 0            |
| Misc. Revenue                    | 1575          | 21730         | 1500          | 500          |
| ACOA Funding                     | 64260         | 89767         | 0             | 0            |
| Somersset Festival Donation      | 0             | 0             | 500           | 0            |
| Canada Day Funding               | 0             | 0             | 500           | 500          |
| SKILLSPEI Funding                | 9975          | 12583         | 0             | 0            |
| Black Fly Program                | 4550          | 1995          | 3000          | 0            |
| Crib                             | 2400          | 3654          | 4800          | 1562         |
| Summer Student                   | 4125          | 0             | 0             | 0            |
| Special Events                   | 6000          | 10724         | 15000         | 8394         |
| Winter Festival Donations        | 0             | 0             | 2000          | 2965         |
| Admin Wages from Fire Department | 0             | 0             | 5500          | 1710         |
| CWWF                             | 0             | 85000         | 0             | 0            |
| <b>Total</b>                     | <b>331229</b> | <b>476181</b> | <b>352277</b> | <b>54356</b> |

Expenses:

|                      | 2018-2019 | 2018-2019 | 2018-2019 |
|----------------------|-----------|-----------|-----------|
| Wages                | 13732     | 12819     | 36400     |
| Workers Compensation | 782       | 674       | 800       |
| Share of Complex     | 4500      | 4500      | 5500      |
| Dues                 | 1434      | 1072      | 1200      |
| Honorariums          | 4961      | 4462      | 4462      |
| Donations            | 1000      | 1088      | 1000      |
| Street Lights        | 8500      | 8428      | 10535     |

|                            |        |        |       |       |
|----------------------------|--------|--------|-------|-------|
| Office & Stationary        | 3000   | 1884   | 3000  | 1746  |
| Travel & Training          | 2200   | 2517   | 3433  | 1147  |
| Special Advertising        | 1000   | 1031   | 1000  | 39    |
| Website                    | 500    | 0      | 2500  | 0     |
| General Advertising        | 3762   | 3856   | 1000  | 0     |
| Professional Fees          | 500    | 1084   | 1000  | 0     |
| Accounting - Other         | 1000   | 2206   | 1000  | 0     |
| Accounting - BDO           | 8000   | 7216   | 10000 | 13409 |
| Accounting - Software      | 1000   | 908    | 1000  | 0     |
| Bank/SC Interest           | 2925   | 2925   | 3656  | 380   |
| Fire Dues - Kinkora        | 18604  | 19000  | 23750 | 6333  |
| Library Expenses           | 300    | 300    | 300   | 0     |
| Parks & Signs              | 750    | 0      | 500   | 0     |
| Summer Student             | 4125   | 0      | 0     | 0     |
| Recreation                 | 1000   | 341    | 500   | 0     |
| Wind Turbine/Sidewalk loan | 14221  | 14221  | 6368  | 3982  |
| GasTax Expense             | 100000 | 9108   | 0     | 0     |
| Black Fly Program          | 7068   | 7700   | 7000  | 3988  |
| Renovation Payment         | 14103  | 14103  | 17629 | 4702  |
| Remembrance Day            | 500    | 171    | 400   | 0     |
| Canada Day                 | 500    | 336    | 500   | 0     |
| Kids Christmas Pary        | 500    | 456    | 500   | 0     |
| Annual Tree Lighting       | 300    | 252    | 300   | 0     |
| Wedding Expo               | 750    | 0      | 0     | 0     |
| Capital Expenses           | 500    | 0      | 500   | 0     |
| Sidewalk Maintenance       | 500    | 0      | 500   | 0     |
| Property Tax               | 7200   | 7102   | 7200  | 204   |
| ACOA Loan                  | 5986   | 5986   | 7482  | 1995  |
| ACOA Project               | 64361  | 157590 | 0     | 0     |
| GasTax Transfer            | 0      | 33222  | 0     | 0     |
| Bylaw - Official Plan      | 500    | 0      | 500   | 0     |
| Misc. Expenses/Bad debt    | 500    | 1707   | 500   | 0     |
| Entertainment Expenses     | 0      | 311    | 4000  | 0     |
| E&O Insurance              | 0      | 0      | 1000  | 419   |



|                         |               |               |               |              |
|-------------------------|---------------|---------------|---------------|--------------|
| Sidewalk Sweeping       | 0             | 0             | 800           | 0            |
| Winter Festival         | 0             | 0             | 2000          | 1401         |
| Somerset Festival Float | 0             | 0             | 1000          | 0            |
| Repayment of CWWF Loan  | 0             | 0             | 108533        | 0            |
| Election Expenses       | 0             | 0             | 2500          | 0            |
| CWWF                    | 0             | 97207         | 0             | 0            |
| <b>Total:</b>           | <b>301064</b> | <b>425783</b> | <b>281748</b> | <b>57238</b> |
| <b>Suplus/Deficit</b>   |               |               | <b>70529</b>  | <b>-2882</b> |

Fire Department

|                           | 2017 Budget   | 2017 Actual   | 2018-2019     | 04.30.18     |
|---------------------------|---------------|---------------|---------------|--------------|
| <b>Revenue</b>            |               |               |               |              |
| Fire Dues                 | 168900        | 168330        | 214893        | 33678        |
| Other Revenue             | 0             | 2000          | 0             | 0            |
| Interest                  | 0             | 0             | 0             | 0            |
| Community Funds/Grants    | 0             | 0             | 0             | 0            |
| Loan                      | 0             | 0             | 0             | 0            |
| <b>Total</b>              | <b>168900</b> | <b>170330</b> | <b>214893</b> | <b>33678</b> |
| <b>Expenses</b>           |               |               |               |              |
| Firefighter Insurance     | 1750          | 1750          | 1750          | 1750         |
| Fire Equipment Insurance  | 585           | 0             | 585           | 0            |
| Fire Truck Insurance      | 5504          | 5241          | 5500          | 5399         |
| Radio Rentals/Cell Phones | 3100          | 4500          | 3100          | 2239         |
| Advertising               | 250           | 0             | 250           | 0            |
| Medacom                   | 3000          | 4133          | 3000          | 960          |
| Dues                      | 1250          | 1096          | 1250          | 1218         |
| Training and Travel       | 10000         | 13697         | 10000         | 4569         |
| Fuel                      | 3000          | 2863          | 3000          | 679          |
| Phone Training Room       | 800           | 0             | 800           | 0            |
| Share of Complex          | 13000         | 13000         | 13000         | 3457         |
| Administration            | 5500          | 5864          | 5500          | 1710         |
| Truck Payment             | 35831         | 35836         | 35840         | 9557         |
| Maintenance Trucks        | 10000         | 5092          | 10000         | 2268         |
| Maintenance Equipment     | 6000          | 4418          | 6000          | 747          |
| New Equipment             | 17500         | 10589         | 17500         | 15577        |
| Office and Supplies       | 500           | 441           | 500           | 346          |

|                      |       |       |       |       |
|----------------------|-------|-------|-------|-------|
| Honorarium           | 22450 | 22503 | 23450 | 0     |
| Snow Removal         | 1000  | 0     | 1000  | 550   |
| PEI MFS Events       | 500   | 860   | 1000  | 0     |
| Property Maintenance | 1200  | 1904  | 1200  | 461   |
| Building Payment     | 9600  | 9152  | 9200  | 2355  |
| Bunker Suit Payment  | 3292  | 3292  | 0     | 0     |
| Truck Reserve        | 10930 | 21741 | 55818 | 14845 |
| Bunk Suit Reserve    | 2358  | 2358  | 5650  | 1507  |

|              |               |               |                      |              |
|--------------|---------------|---------------|----------------------|--------------|
| <b>Total</b> | <b>168900</b> | <b>170330</b> | <b>\$ 214,893.00</b> | <b>70194</b> |
|--------------|---------------|---------------|----------------------|--------------|

Complex

| Revenue                          | 2017 Budget | 2017 Actual | 2018-2019 | 04.30.18 |
|----------------------------------|-------------|-------------|-----------|----------|
| Transfer from Kanata Club        | 30000       | 20000       | 30000     | 0        |
| Allocated Expenses               | 16600       | 0           | 0         | 0        |
| BINGO                            | 45000       | 21200       | 25000     | 0        |
| Snow Removal                     | 1500        | 797         | 1700      | 591      |
| Fire Department Share of Complex | 0           | 0           | 13000     | 3467     |

**Total 93100 41997 69700 4058**

Expenses 2018-2019

|                                  |       |       |        |       |
|----------------------------------|-------|-------|--------|-------|
| Wages, CPP, EI                   | 10843 | 12818 | 0      | 0     |
| Light & Heat                     | 23643 | 28482 | 35602  | 11622 |
| Phone                            | 3000  | 3072  | 3840   | 1254  |
| Maintenance - Building           | 5000  | 4930  | 6162   | 771   |
| Maintenance - Floor              | 3500  | 440   | 1500   | 0     |
| Maintenance - Outside            | 5000  | 935   | 1500   | 2572  |
| Maintenance - Gazebo             | 0     | 0     | 2000   | 0     |
| Landscaping                      | 5000  | 0     | 3000   | 0     |
| Insurance                        | 5500  | 7259  | 7000   | 0     |
| Sewage                           | 1400  | 1380  | 1460   | 766   |
| Contract Services - Garbage      | 1500  | 1650  | 2065   | 550   |
| Contract Services - Snow Removal | 3500  | 3110  | 3885   | 1604  |
| Contract Services - Pest Control | 1000  | 656   | 700    | 621   |
| Lawn Services                    | 3000  | 2320  | 2500   | 0     |
| General Manager Wages            | 15600 | 16411 | 20515  | 4992  |
| Janitorial Wages                 | 30000 | 25728 | 40,000 | 9149  |
| Janitorial Supplies              | 7000  | 7570  | 8000   | 1174  |
| Janitorial - Cleaning Filters    | 1200  | 324   | 500    | 0     |

**Total 125686 117085 140229 35075**

**Surplus/Deficit -70529 -31017**

### Capital Budget 2018-19

Revenue: 04.30.18

Gas Tax 100000 0

**Total** **100000** **0**

Expenses:

Gas Tax 100000 0

**Total** **100000** **0**

**Surplus/Deficit** **0** **0**

Utility

|                   |         |          |
|-------------------|---------|----------|
| Revenue:          | 2018-19 | 04.30.18 |
| Flat Rate Charges | 119958  | 40186    |

**Total 119958 40186**

Expenses:

|                              |       |      |
|------------------------------|-------|------|
| Sewer Lagoon Financing Loan  | 19956 | 5293 |
| Water/Sewer Renovations      | 21803 | 7837 |
| Replenish Sewer Upgrade Loan | 5550  | 1989 |
| CWWF Loan                    | 20945 | 0    |
| Administration               | 9156  | 2442 |
| Electricity                  | 2746  | 948  |
| Phone & Internet             | 768   | 205  |
| Insurance                    | 3144  | 0    |
| Professional Fees            | 4024  | 0    |
| Accounting Fees              | 700   | 0    |
| Year End Auditing Fees       | 2100  | 2682 |
| Interest on Loan Term Debt   | 9480  | 3537 |
| Bank Fees                    | 428   | 114  |
| Debit Machine                | 983   | 263  |
| Office & Postage             | 1500  | 0    |
| Waste Water Analyses         | 244   | 0    |
| Miscellaneous Expenses       | 1000  | 0    |
| Repairs                      | 5841  | 0    |
| Maintenance                  | 9590  | 1748 |

**Total 119958 27058**

**Surplus/Deficit 0 13128**

## Recreation Report - May, 2018

1. **Requests from BAMBA** - see letter from Kevin McKenna re: requests for improvements.
2. **Local Tournaments** – I have been recently contacted by Jonathan Noonan who is hoping to organize local sports tournaments in order to assist the Youth Recreation Committee in their fundraising efforts. It is very exciting to see such an increase in youth involvement at the municipal level. We are lucky that so many youth are engaged and interested in how they can support their community. Hats off to Jonathan.
3. **Tennis Court Upgrades** – Youth Recreation Committee has applied for a \$2500 grant from Jamie Fox and hope to hear back sometime this week, have been working with Jonathan Noonan on fundraising through tournaments, and hope to raise enough money to replace existing basketball systems and improve the surface of the tennis courts. Costs for resurfacing = \$5520. There will be no request made to Council for any costs associated with these potential upgrades.
4. **Phase Two of the Rink Project** – The Youth Recreation Committee has been meeting regularly and has sought the advice from other municipalities. Tonight they presented their vision for phase two of this project and hope that Council will apply through the Gas Tax Rebate program. This time everyone understands the importance of having a project manager, getting three quotes on all work, and keeping within a specified budget. In June they will be prepared to share a detailed overview of the costs associated with phase two of this project along with their official request for support.

Respectfully Submitted,  
*Janet Payne,*  
*Committee Chair*

May, 2018

Request for Funds

Dear Jamie Fox-

The Kinkora & Area Recreation Committee, a group of young people in our community who are invested in sports and recreation, would like to request a \$2500 grant to be put towards the upgrades to our tennis court area within the community of Kinkora. Last year we had been able to raise money for street hockey equipment and basketball systems and this year we hope to resurface the space since it is currently very damaged and full of significant cracks and holes. It is actually a hazard to those playing sports and really needs to be fixed before someone gets seriously injured. We are hopeful that you will share our belief in the importance of sports and recreation and assist us with our fundraising efforts.

Resources for youth are very limited within our small community and therefore it is so important that we be able to tap into any funds that may be available. It is our strong belief that communities are healthier when there is access to recreational facilities and safe spaces to grow and play. But while our resources are limited, the number of youth who come into Kinkora from the surrounding areas has grown over time. Basketball and street hockey are now an option for teens and young adults who are looking for recreational activities to participate in every evening. We hope that you will share our vision and help us access this grant so that we can move forward with this project.

Thank you in advance for your time-

Kinkora and Area Recreation Committee Members