

Rural Municipality of Kinkora
Regular Meeting of Council
January 22, 2024
Minutes

Present: Mayor Robert Duffy, Councilors Harrison Duffy, Amanda Dwyer, Andrew Lawless, Andrew McCarville, and Amanda Noonan

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 6:59 pm
2. **Reminder of the Code of Conduct and Conflict of Interest bylaws and that the meeting is recorded.**
3. **Review/Additions to the Agenda**
 - Request from Mayor Duffy to add Sidewalk Snow Removal for 2024-2025 under New Business
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Andrew Lawless *“to approve the agenda with the sidewalk snow removal addition”*. All in favour. Motion carried.
5. **Public Presentation – None**
6. **Review/Approval of Minutes**

Regular Meeting – December 18, 2023

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the minutes of the December 18th meeting”*. All in favour. Motion carried.

7. **Business Arising from the Minutes**

Matthew Murphy to reach out to Ryan McAleer at the high school to see if they have any immediate plans to use the tennis court space. Matthew reached out to Ryan and he would like to meet with council to discuss this space. Councilors Harrison Duffy and Andrew Lawless would like to be included in this meeting.
8. **Correspondence**
 - **Town of Borden-Carleton** – An email invitation to an evening at the Borden Legion on February 2nd to thank former District 19 MLA Jamie Fox for his years of service. Councilors Andrew Lawless and Andrew McCarville will attend with CAO Tina Harvey.
 - **Susan Morse, Campaign Manager for Green Party Candidate Matt MacFarlane** – Matt would like the opportunity to take part in a debate with other candidates in the District

19 byelection and wondered if councils in the district would come together to hold one. The Political Science Society at UPEI is already working on setting up a debate.

- **PEI Infrastructure Secretariat** – The Infrastructure Secretariat has officially approved the Duffy Ballfield Expansion and Revitalization project under the Canada Community Building Fund program.

9. Reports

a) **Fire Department** – Fire Chief Johnny Dugay – no report

b) **KABC** – Councilor Harrison Duffy

- KABC met last week and are hoping to finalize the land deal with Len McCardle next week

c) **CAO** – written report attached

- **KABC Rezoning** - The public meeting for KABC's rezoning request will be on Monday, February 12th at 7 pm
- **Municipal Byelection**
MOTION: Moved by Harrison Duffy and seconded by Andrew Lawless *"to set March 18th as the date for the byelection."* All in favour. Motion carried.
MOTION: Moved by Harrison Duffy and seconded by Amanda Dwyer *"to appoint Tina Harvey as Municipal Electoral Officer and Joan Mulligan as Deputy MEO."* All in favour. Motion carried.
- **Health PEI Letter** – The letter will be written to Minister of Health Mark McLane and Interim CEO of Health PEI Corinne Rowswell, and copied to Premier Dennis King and Chair of the Health PEI Board Diane Griffin

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

- At 10 months into the fiscal year, we should be at 83% of spending and revenue
- Multiplex board signage revenue is up
- The EYC revenue is currently at 101% because we get paid EYC funding in advance
- Events is down in both revenue and expenses so it balances out and is no issue
- Expenses for sewer administration are over budget but anticipated due to wage increase for CAO and addition of Administrative Assistant Matthew Murphy. This is not a cause for concern

e) **Facility** - Councilor Harrison Duffy

- The Zamboni room is looking good and Colton has used the Zamboni for five floods so far.
- Thank you to Duffy Construction for the pad and roadway to get the Zamboni out of the facility. This was a cost of \$3,000. Thank you also to Hilltop Produce for donating the liner for the rink at a cost of \$2,000.
- We are getting quotes to get electrical and heat hooked back up to the rink building.

f) **Sewer and Utility** – Councilor Andrew McCarville – no report

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

- Colton Dawson's hours for rink maintenance have been matching up with what was allotted. He started the last week of December and the approved weeks will take us to the last week of February. March will be extra if we have the weather to continue with the ice surface.
- The second application for Jays Care Foundation funding is due on January 31st. We will get updated quotes for this and add in lighting.

h) **Events**

i) **Daycare** – Councilor Amanda Dwyer

- The daycare will be holding a spaghetti dinner fundraiser on February 14th.
- February 5-9 is ECE appreciation week and the Parent Advisory Committee is coordinating lunches and treats for the staff.
- We have put out 17 more offers for childcare for when the addition opens.

10. New Business

a. **Sidewalk Snow Removal**

- This was looked into two years ago but we could not secure a snow removal company to provide the service.
- Colton Dawson has agreed to take on sidewalk snow removal duties next year with a community-owned piece of equipment.
- This piece of equipment would cost between \$30,000 and \$35,000 and would need to be put in the 2024-25 capital budget.
- We can look into possible funding to cover some of the cost.

11. Old Business/Carry Forward Items

a. **Official Plan Review – Award Contract**

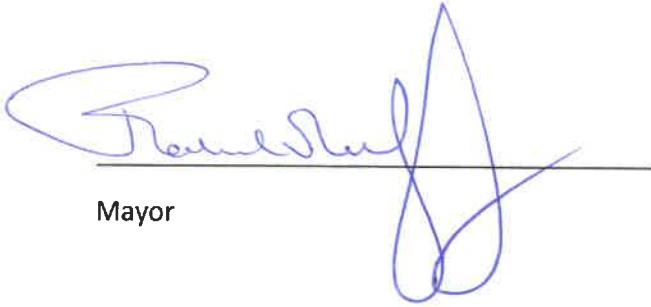
- Councilor Amanda Dwyer, former chair of the planning board, went over the five proposals received in response to the Official Plan and Development Bylaw Review RFP and made recommendations.

MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville *“to award Dillon Consulting the Official Plan and Development Bylaw Review.”* All in favour. Motion carried.

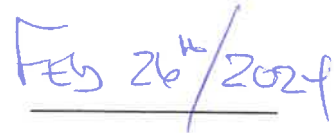
12. Date of Next Meeting – February 26, 2024 at 7 pm

13. Adjournment

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan "to adjourn the meeting at 7:41 pm."



Mayor



Date




Chief Administrative Officer



Date

CAO's Report – January 22, 2024

- 1) **KABC Rezoning** – KABC's request to rezone the parcel they purchased from Mary and Sharon Reeves to R4 requires a public meeting with notice going to all residents within 200' of the property. This meeting could be held on Monday, February 12 at 7 pm if that works for council.
- 2) **Municipal Byelection** – The byelection to fill the vacant council seat must be held before May 8, 2024. I would like to suggest Monday, March 18, 2024 as the byelection date. In addition, council will once again have to appoint the Municipal Electoral Officer (MEO) and Deputy MEO. For past elections, I have been the MEO and Joan Mulligan has filled the Deputy MEO position.
- 3) **Budget Meetings** – I will be starting the budget process in the next couple of weeks so if any councilors have particular needs or projects in mind for the coming fiscal it would be great to sit down and meet. The public budget presentation meeting will be held on Monday, March 4, 2024 at 7 pm.
- 4) **Health PEI Letter** – I am suggesting that a letter be written to Health PEI from council on behalf of the residents of Kinkora calling for both a short and long-term plan to address the emergency situation with diminishing critical and acute care services at Prince County Hospital. The Intensive Care Unit has already closed and the Progressive Care Unit that opened last spring as a replacement will be accepting fewer critical care patients due to lack of staff.
- 5) **Council Code of Conduct Training** – Just a reminder that the mandatory code of conduct training through Municipal Affairs has to be completed prior to March 31, 2024. Municipal Affairs has started reporting back on status and as of this morning only one member of council has completed the training. If you have not received account information, please let me know.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA
SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to January 19, 2024

MUNICIPALITY OPERATING REVENUE	2023-24 Budget	To Date	%
Assessable municipal property taxes	\$ 138,377.94	\$ 125,090.00	90
Equalization Grant	\$ 66,354.46	\$ 55,295.40	83
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ 8,164.24	14
Events - Regular and Special	\$ 79,370.00	\$ 32,653.55	41
Multiplex Board Signage	\$ 8,000.00	\$ 9,600.00	120
Early Learning Center Revenue	\$ 784,000.00	\$ 792,153.23	101
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,600.00	107
Total	\$ 1,137,602.40	\$ 1,024,556.42	90

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 177,900.00	\$ 119,400.32	67
Facility	\$ 94,500.00	\$ 50,776.47	54
Events	\$ 53,100.00	\$ 19,179.45	36
Parks and Recreation	\$ 20,000.00	\$ 5,610.02	28
Early Learning Center	\$ 784,000.00	\$ 639,781.98	82
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
Total	\$ 1,133,000.00	\$ 838,248.24	74

Operating Surplus	\$ 4,602.40	\$ 186,308.18	
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SEWER UTILITY OPERATING REVENUE	2023-24 Budget	To Date	%
Flat Rate Sewer Fees	\$ 83,600.00	\$ 85,370.00	102
Total	\$ 83,600.00	\$ 85,370.00	102

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Total Operating Expenses	\$ 83,600.00	\$ 66,205.31	79

Sewer Operating Surplus	\$ -	\$ 19,164.69	
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MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 2,147.85	43
Donations	\$ 2,000.00	\$ 1,154.00	58
Dues/Grants	\$ 1,000.00	\$ 894.13	89
Accounting Fees	\$ 10,000.00	\$ 4,626.08	46
Insurance	\$ 10,000.00	\$ 6,072.14	61
Interest on Loans	\$ 20,000.00	\$ 10,221.96	51
Office Supplies	\$ 3,000.00	\$ 1,699.91	57
POS Fees	\$ 500.00	\$ 48.85	10
Professional Fees	\$ 10,000.00	\$ 9,298.77	93
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 27,843.82	73
Community Programs (Black Fly)	\$ 8,000.00	\$ 7,150.03	89
Bank Charges	\$ 800.00	\$ 726.85	91
Honorariums	\$ 3,300.00	\$ 3,262.50	99
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,625.15	65
Website	\$ 1,000.00	\$ 497.20	50
Fire Dues	\$ 28,000.00	\$ 25,096.30	90
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 16,098.76	54
Total	\$ 177,900.00	\$ 119,400.32	67
Facility and Public Property			
Property Tax	\$ 2,500.00	\$ 1,471.14	59
Snow Removal	\$ 5,000.00	\$ 113.85	2
Repairs and Maintenance	\$ 30,000.00	\$ 17,024.30	57
Utilities	\$ 26,000.00	\$ 13,536.43	52
Landscaping	\$ 6,000.00	\$ 5,408.81	90
Cleaning and Supplies	\$ 15,000.00	\$ 8,189.83	55
Wages	\$ 10,000.00	\$ 5,032.11	50
Total	\$ 94,500.00	\$ 50,776.47	54
Events			
Bar	\$ 3,000.00	\$ 2,081.88	69
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 829.27	41
Special Events	\$ 11,600.00	\$ 7,363.30	63
Bartenders	\$ 2,000.00	\$ 725.00	36
Security	\$ 2,000.00	\$ 286.00	14
Raffle Fundraiser	\$ 32,500.00	\$ 7,894.00	24
Total	\$ 53,100.00	\$ 19,179.45	36

MUNICIPALITY OPERATING EXPENSES

	2023-24 Budget	To Date	%
Parks and Recreation			
Supplies (Ballfield)	\$ 15,000.00	\$ 5,610.02	37
Rink	\$ 5,000.00	\$ -	0
Total	\$ 20,000.00	\$ 5,610.02	28

Early Learning Center

Administration	\$ 711,500.00	\$ 592,907.82	83
Facility Costs	\$ 45,000.00	\$ 29,018.28	64
Food	\$ 21,000.00	\$ 15,949.40	76
Supplies	\$ 6,500.00	\$ 1,906.48	29
Total	\$ 784,000.00	\$ 639,781.98	82

SEWER UTILITY OPERATING EXPENSES

	2023-24 Budget	To Date	%
Administration	\$ 16,000.00	\$ 17,374.24	109
Bank Fees	\$ 300.00	\$ 173.00	58
Accounting Fees	\$ 5,000.00	\$ 2,286.91	46
Interest on Debt	\$ 7,000.00	\$ 6,053.30	86
Debit Machine	\$ 750.00	\$ 327.28	44
Repairs and Maintenance	\$ 27,700.00	\$ 20,860.86	75
Supplies	\$ 4,000.00	\$ 2,268.45	57
Internet and Phone	\$ 850.00	\$ 743.23	87
Electricity	\$ 2,000.00	\$ 1,866.34	93
Loan Repayment	\$ 20,000.00	\$ 14,251.70	71
Total	\$ 83,600.00	\$ 66,205.31	79

Community/Fire/Sewer Loan Payments January 2024

Date	Purpose	Principal	Interest	Total	Balance
02-Jan-24	Firehall Renov	\$ 731.38	\$ 17.89	\$ 749.27	\$ 10,393.65
05-Jan-24	Complex Improvement	\$ 339.67	\$ 176.89	\$ 516.56	\$ 64,972.43
08-Jan-24	Firetruck Loan	\$ 2,827.92	\$ 109.63	\$ 2,937.55	\$ 51,985.90
10-Jan-24	Upgrade to Kinkora Place	\$ 860.99	\$ 356.10	\$ 1,217.09	\$ 110,132.14
11-Jan-24	Sidewalk/Sewer	\$ 918.91	\$ 1,329.91	\$ 2,248.82	\$ 261,546.13
	Community - January	\$ 2,119.57	\$ 1,862.90	\$ 3,982.47	\$ 436,650.70
	Fire Department - January	\$ 3,559.30	\$ 127.52	\$ 3,686.82	\$ 62,379.55