

**Rural Municipality of Kinkora
Regular Meeting of Council
February 26, 2024
Minutes**

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

Absent: Councilors Harrison Duffy and Andrew Lawless

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**
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *"to approve the agenda"*. All in favour. Motion carried.

5. **Public Presentation – None**
6. **Review/Approval of Minutes**
Regular Meeting – January 22, 2024

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *"to approve the regular meeting minutes of January 22nd"*. All in favour. Motion carried.

Rezoning Public Meeting – February 12, 2024

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *"to approve the minutes from the February 12th meeting."* All in favour. Motion carried.

7. **Business Arising from the Minutes - None**
8. **Correspondence**
 - **Seymour Desroches Construction** – We received a cheque for \$1500 from Mitchell Desroches, Seymour Desroches Construction, to put toward the renovations for the Zamboni room.

- **UPEI Medical Brigades**– Request from Sydney Muttart and Lilla Johnston for a donation toward their trip to Ghana, Africa in May as part of the UPEI Medical Brigades. They will be working alongside local healthcare professionals to provide essential medical services to under-resourced communities in need. There is currently \$846 remaining in this year’s donations budget.
MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer “to donate \$500 total to Sydney Muttart and Lilla Johnston for the UPEI Medical Brigades.” All in favour. Motion carried.
- **Kinkora Public Library** – Librarian Stacey Meenink provided the annual report for 2023. There are 147 active library card holders, and 26 new library memberships. Eighty programs were offered with 998 attendees, predominantly due to the early learning center attending weekly storytimes. This is an increase of almost 500 over last year’s attendance. There were 889 items checked out and 41 public computer sessions.

9. Reports

a) **Fire Department** – no report

b) **KABC**

- The McCardle land purchase is complete
- Locus Surveys will be giving a preliminary subdivision layout so KABC and the municipality can source funding
- The survey for the strip of land behind the elementary school is complete and has been sent off to lawyer Andrew Campbell

c) **CAO** – written report attached

- **Tax Rate for 2024**

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to keep the tax rate for 2024 at \$0.55/\$100 for non-commercial properties and \$0.57/\$100 for commercial properties.” All in favour. Motion carried.

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

- The Municipal Capital Expenditures Grant claim for the 2nd and 3rd quarters has been submitted and the total for the year is now at \$54,048.72 as noted in revenue
- Multiplex board signage is up with a couple more new companies requesting rink signs
- We should be at about 92% at this point in the fiscal year and most revenue is at or above this point, with most expenses at or below. The exception is Events but revenue is at 43% and expenses at only 41%.

e) **Facility**

- The heat pumps needed some repair from the last snow and ice storm and those repairs have been completed

- f) **Sewer and Utility** – Councilor Andrew McCarville – no report
- g) **Parks, Recreation and Youth** – Councilor Andrew Lawless – no report
- h) **Events**
 - The next event will be a children’s Easter Egg Hunt on March 23rd at Heritage Park
- i) **Daycare** – Councilor Amanda Dwyer
 - The licence renewal was completed with no issues and a licence modification will be sent in soon for 56 children in the new space
 - There are 18 new children starting between March and September and as of today there are a total of 147 children on the waitlist
 - We are currently conducting interviews for a new casual
 - The Parent Advisory Committee’s Spaghetti Dinner was successful and raised around \$1500 toward a new three-seat stroller
 - Jamie and Trista are in a working group to set up new standards for before and after school care. There is still some concern about capacity for before and after school care at Somerset Consolidated School
 - There is currently no funding for before and after school care so it is expensive for parents

10. New Business

- a) **Municipal Fire Department Bylaw – First Reading**
 - The existing bylaw is from 1997 and is outdated with some information not applicable or being followed
 - Tina and Matthew met with Fire Chief Johnny Dugay to go over the new bylaw
MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “*for first reading of the Municipal Fire Department Bylaw.*” All in favour. Motion carried.
MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan “*to approve first reading of the Municipal Fire Department Bylaw.*” All in favour. Motion carried.
- b) **Video Surveillance System**
 - Quote received from Telus to supply and install a video surveillance system for the outside of Kinkora Place consisting of four cameras. The total amount was \$4562.53 plus HST
 - This would be a one-time cost with no ongoing monthly fee
 - Council discussed possibly having alarm and carbon monoxide monitoring added
CARRY FORWARD

11. Old Business/Carry Forward Items

a. KABC Rezoning

- A public meeting was held on February 12, 2024 to provide information and get public input on a request from KABC to rezone Parcel B-1 of PID #273474 from R1 Single Family Residential (Restricted) to R4 Multiple Family Residential

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to approve KABC’s rezoning request to change Parcel B-1 of PID #273474 from R1 Single Family Residential (Restricted) to R4 Multiple Family Residential.” All in favour. Motion carried.

b. 2015 Zoning and Subdivision Control (Development) Bylaw Amendment – First Reading

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “Whereas an application was received from Kinkora and Area Business Commission for Parcel B-1 of PID #273474 for a zoning amendment from the current R1 Single Family Residential (Restricted) zone to a proposed R4 Multiple Family Residential zone under the Rural Municipality of Kinkora 2015 Zoning and Subdivision Control (Development) Bylaw, be it resolved that the Rural Municipality of Kinkora Zoning and Subdivision Control (Development) Bylaw Amendment 2024-02, a bylaw to amend the Rural Municipality of Kinkora 2015 Zoning and Subdivision Control (Development) Bylaw be hereby read a first time.” All in favour. Motion carried.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “Whereas the Rural Municipality of Kinkora Zoning and Subdivision Control (Development) Bylaw Amendment 2024-02 was read a first time on this date, be it resolved that the first reading of the Rural Municipality of Kinkora Zoning and Subdivision Control (Development) Bylaw Amendment 2024-02 be hereby approved.” All in favour. Motion carried.

c. Fire Pump Update

- The groundwater exploration permit has now been received from the Department of Environment
- The lease still requires a couple of signatures; this should be done in the next couple of weeks
- A tender will be put together to be issued in the spring

12. Date of Next Meeting – March 25, 2024 at 7 pm

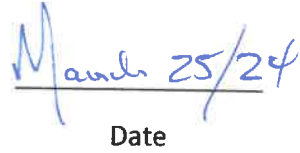
13. Adjournment

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville "to adjourn the meeting at 7:31 pm."



A handwritten signature in blue ink, appearing to read "Andrew McCarville", written over a horizontal line.

Mayor



A handwritten date "March 25/24" in blue ink, written over a horizontal line.

Date



A handwritten signature in blue ink, appearing to read "Amanda Noonan", written over a horizontal line.

Chief Administrative Officer

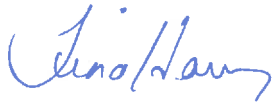


A handwritten date "March 25/24" in blue ink, written over a horizontal line.

Date

CAO's Report – February 26, 2024

- 1) **The Nice Boys** – We have received the first cheque from the Community Foundation of PEI on behalf of The Nice Boys Flowthrough Fund. This money will be passed along to a recipient as designated by The Nice Boys. There is no municipal money involved in this donation as we are simply the conduit.
- 2) **Tax Rate for 2024** – The municipal tax rates have been set at \$0.55/\$100 of assessed value for non-commercial properties and \$0.57/\$100 of assessed value for commercial properties for a number of years now. The tax rate for 2024 must be set. The municipal assessment for 2024 is \$28,006,024.
- 3) **Public Budget Meeting** – A reminder of the 2024-25 public meeting next Monday, March 4 at 7 pm to present a draft of the 2024-25 Financial Plan. This year's operating and capital budgets, as well as a five-year capital plan, will be sent to council in the next couple of days. The Financial Plan must be adopted by March 31, 2024.
- 4) **FPEIM Annual Meeting** – The annual meeting of the Federation of PEI Municipalities will be hosted by the City of Charlottetown on Monday, April 29, 2024. Matthew Murphy and I plan on attending. If any members of council would like to attend, please let me know and I will make sure you are registered.
- 5) **Municipal Byelection** – The municipal byelection to fill the vacant council seat is scheduled for Monday, March 18, 2024. The close of nominations is this Friday, March 1, 2024 at 2:00 pm.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to February 23, 2024

MUNICIPALITY OPERATING REVENUE	2023-24 Budget	To Date	%
Assessable municipal property taxes	\$ 138,377.94	\$ 136,765.00	99
Equalization Grant	\$ 66,354.46	\$ 60,824.94	92
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00	\$ 54,048.72	90
Events - Regular and Special	\$ 79,370.00	\$ 34,424.55	43
Multiplex Board Signage	\$ 8,000.00	\$ 11,600.00	145
Early Learning Center Revenue	\$ 784,000.00	\$ 816,771.87	104
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,600.00	107
Total	\$ 1,137,602.40	\$ 1,116,035.08	98

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 177,900.00	\$ 128,157.66	72
Facility	\$ 94,500.00	\$ 55,721.68	59
Events	\$ 53,100.00	\$ 21,708.94	41
Parks and Recreation	\$ 20,000.00	\$ 9,185.03	46
Early Learning Center	\$ 784,000.00	\$ 709,610.55	91
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
Total	\$ 1,133,000.00	\$ 927,883.86	82

Operating Surplus	\$ 4,602.40	\$ 188,151.22	
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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	\$ 69,895.07	84

Sewer Operating Surplus	\$ -	\$ 15,474.93	
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MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration			
Advertising	\$ 5,000.00	\$ 2,307.70	46
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	\$ 4,507.48	45
Interest on Loans	\$ 20,000.00	\$ 11,360.03	57
Office Supplies	\$ 3,000.00	\$ 2,248.69	75
POS Fees	\$ 500.00	\$ 86.45	17
Professional Fees	\$ 10,000.00	\$ 10,018.77	100
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 1,000.00	\$ -	0
Wages and Benefits	\$ 38,000.00	\$ 31,230.64	82
Community Programs (Black Fly)	\$ 8,000.00	\$ 7,150.03	89
Bank Charges	\$ 800.00	\$ 756.80	95
Honorariums	\$ 3,300.00	\$ 3,262.50	99
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 2,500.00	\$ 1,820.15	73
Website	\$ 1,000.00	\$ 497.20	50
Fire Dues	\$ 28,000.00	\$ 27,605.93	99
Accounting Software	\$ 1,500.00	\$ 636.02	42
Loan Repayment	\$ 30,000.00	\$ 17,695.06	59
Total	\$ 177,900.00	\$ 128,157.66	72

Facility and Public Property			
Property Tax	\$ 2,500.00	\$ 1,471.14	59
Snow Removal	\$ 5,000.00	\$ 569.26	11
Repairs and Maintenance	\$ 30,000.00	\$ 18,154.80	61
Utilities	\$ 26,000.00	\$ 15,620.46	60
Landscaping	\$ 6,000.00	\$ 5,408.81	90
Cleaning and Supplies	\$ 15,000.00	\$ 9,082.01	61
Wages	\$ 10,000.00	\$ 5,415.20	54
Total	\$ 94,500.00	\$ 55,721.68	59

Events			
Bar	\$ 3,000.00	\$ 2,081.88	69
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 829.27	41
Special Events	\$ 11,600.00	\$ 9,167.54	79
Bartenders	\$ 2,000.00	\$ 725.00	36
Security	\$ 2,000.00	\$ 286.00	14
Raffle Fundraiser	\$ 32,500.00	\$ 8,619.25	27
Total	\$ 53,100.00	\$ 21,708.94	41

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Parks and Recreation			
Supplies (Ballfield)	\$ 15,000.00	\$ 5,610.02	37
Rink	\$ 5,000.00	\$ 3,575.01	72
Total	\$ 20,000.00	\$ 9,185.03	46

Early Learning Center			
Administration	\$ 711,500.00	\$ 658,187.25	93
Facility Costs	\$ 45,000.00	\$ 31,458.83	70
Food	\$ 21,000.00	\$ 17,569.05	84
Supplies	\$ 6,500.00	\$ 2,395.42	37
Total	\$ 784,000.00	\$ 709,610.55	91

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget	To Date	%
Administration	\$ 16,000.00	\$ 18,871.03	118
Bank Fees	\$ 300.00	\$ 261.50	87
Accounting Fees	\$ 5,000.00	\$ 2,286.91	46
Interest on Debt	\$ 7,000.00	\$ 6,812.55	97
Debit Machine	\$ 750.00	\$ 332.15	44
Repairs and Maintenance	\$ 27,700.00	\$ 21,260.86	77
Supplies	\$ 4,000.00	\$ 2,268.45	57
Internet and Phone	\$ 850.00	\$ 821.23	97
Electricity	\$ 2,000.00	\$ 2,239.84	112
Loan Repayment	\$ 20,000.00	\$ 14,740.55	74
Total	\$ 83,600.00	\$ 69,895.07	84

Community/Fire/Sewer Loan Payments February 2024

Date	Purpose	Principal	Interest	Total	Balance
01-Feb-24	Firehall Renov	\$ 732.55	\$ 16.72	\$ 749.27	\$ 9,661.10
05-Feb-24	Complex Improvement	\$ 340.59	\$ 175.97	\$ 516.56	\$ 64,631.84
06-Feb-24	Firetruck Loan	\$ 2,833.58	\$ 103.97	\$ 2,937.55	\$ 49,152.32
12-Feb-24	Upgrade to Kinkora Place	\$ 863.75	\$ 353.34	\$ 1,217.09	\$ 109,268.39
12-Feb-24	Sidewalk/Sewer	\$ 880.81	\$ 1,368.01	\$ 2,248.82	\$ 260,665.32
	Community - February	\$ 2,085.15	\$ 1,897.32	\$ 3,982.47	\$ 434,565.55
	Fire Department - February	\$ 3,566.13	\$ 120.69	\$ 3,686.82	\$ 58,813.42