

**Rural Municipality of Kinkora**  
**Regular Meeting of Council**  
**May 27, 2024**  
**Minutes**

**Present:** Mayor Robert Duffy, Councilors Amanda Dwyer, Andrew Lawless, Willie MacGuigan, Andrew McCarville, and Amanda Noonan

**Absent:** Councilor Harrison Duffy

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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1. **Call to Order:** 7:00 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 to add update on fire pump well
4. **Approval of Agenda**

**MOTION:** Moved by Andrew Lawless and seconded by Willie MacGuigan “to approve the agenda with the addition of the fire pump well update”. All in favour. Motion carried.

5. **Public Presentation** – Central PEI Community Navigators (Kristi Petro/Marla MacDonald)
  - Services are delivered by CBDC Western PEI
  - Six community navigators throughout PEI help to assist newcomers and new residents to PEI to settle in the province
  - They create settlement plans for individuals and their families

6. **Review/Approval of Minutes**  
**Regular Meeting – March 25, 2024**

**MOTION:** Moved by Amanda Dwyer and seconded by Amanda Noonan “to approve the meeting minutes of March 25<sup>th</sup>”. All in favour. Motion carried.

**Special Meeting – May 6, 2024**

**MOTION:** Moved by Willie MacGuigan and seconded by Andrew Lawless “to approve the minutes of the Special Meeting of May 6<sup>th</sup>”. All in favour. Motion carried.

## 7. Business Arising from the Minutes

**Somerset Consolidated School** – Matthew Murphy sent a letter to the Minister of Education regarding the need for capital upgrades. Minister Jameson responded back stating that this is the responsibility of the Public Schools Branch, and not the Department of Education. Minister Jameson informed Mayor Duffy that a mobile classroom will be built this summer.

## 8. Correspondence

- **Kinkora Regional High School** – Thank you card for the municipality's contribution to the yearbook with the purchase of a business ad.
- **Kinkora Regional High School** – Request for a donation for the KRHS Relay for Life Event. The event was held last Friday and raised over \$18,000.

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Dwyer *“to donate \$250 to the KRHS Relay for Life”*. All in favour. Motion carried.

- **Jennifer Johnston and Steve Charlebois** – Letter requesting permission from council to keep goats, turkeys and a rooster on their property located at 93 Anderson Road. This property is currently zoned single family residential.
  - This property was previously zoned Agricultural.
  - The current owners do not want to have the property rezoned and would like a special exemption from council.
  - Suggestion was to rezone this property with the Official Plan review process. Discussion around what could possibly be allowed in the community based on property size.
  - KABC has a 20' easement on the west side of the property. There is currently a compost pile on the easement that must be moved. The property owners were informed there cannot be a fence or trees on that easement.
  - **CARRY FORWARD**

## 9. Reports

- a) **Fire Department** – Chief Johnny Dugay - No Report
- b) **KABC** – Councilor Harrison Duffy - No Report
- c) **CAO** – written report attached
- d) **Finance** – Councilor Amanda Noonan – financials attached
  - Should be at about 16% revenue and expenditures.
  - Early Learning Center revenue is at 35% because we are advanced some of our funding.
  - Sewer revenue is at 50% as we have sent out the first of the semi-annual invoices.

e) **Facility** - Councilor Harrison Duffy – no report

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

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

- We received the Jays Care Funding we applied for.
- We are going to apply for funds through the 2023 Canada Games Legacy Fund to also put into the ballfield.
- We received a quote to put a roof over the outdoor rink and are going to apply for matching funds from the province to support it.
- Different types of trees are going to be planted at Heritage Park. We are also looking into an accessible swing.
- Have gotten many inquiries about adding pickleball to the sportsplex.  
**ACTION:** Matthew Murphy to search and see if there is any used equipment available in the area.

h) **Events** – Councilor Willie MacGuigan – no report

i) **Daycare** – Councilor Amanda Dwyer

- Plans are starting to be made for a transition plan once the new building is finished and staff can move in.
- There will be a meeting with the ECDA regarding the registry and information about it. The Director of Programming will provide a presentation to council in the fall about how this works as well.
- There is possible funding for a cleaner/support staff for the new building, for 40 hours per week. This person can also be used as a floater to fill breaks when not cleaning.

j) **Official Plan** – Councilor Amanda Dwyer

- Put a reminder on Facebook for engagement on the official plan website.
- To date there have been 305 site visits, with 36 contributions.
- The survey closes on May 31<sup>st</sup>, at which time the consultants will provide a ‘What We Heard’ report. The next step will be to have another meeting with the sub-committee and review everything.

k) **HR** – Councilor Amanda Dwyer

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer “to close the meeting under Section 119 (1) (d) of the Municipal Government Act”. All in favour. Motion Carried.

## 10. New Business

### a) Grass Cutting Tender – Award

- Tenders were received from Husky Property Group, Brian Duffy, and Muttart Lawn Care.

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Dwyer “to award the Grass Cutting Tender to Muttart Lawn Care in the amount of \$235 + HST/cut”. All in favour. Motion carried.

### b) Heritage Park Vandalism

- There have been multiple incidents of vandalism at the park, the first dating back to May 5<sup>th</sup>. This includes racist and vulgar comments and drawings on park equipment.
- Discussion was held around the possibility of installing lighting, and cameras to deter people from vandalizing the park.
- Video surveillance signs will be posted.
- Maritime Electric will be out this week to look at power for lights

**ACTION:** Get a price for having motion-activated cameras with a cellular card installed at Heritage Park

### c) Proposal for Sidewalk Snow Clearing Equipment

- This was put in the capital budget for the upcoming year.
- Looking for a machine that is between 2012-2015, with 1200-1700 hours, with a blower, serviced and ready for use

**ACTION:** CAO to write up a proposal and send it out.

### d) Black Fly Program

**MOTION:** Moved by Amanda Noonan and seconded by Willie MacGuigan “to award the Black Fly program to Dale Wood for \$6,500 plus HST.” All in favour. Motion Carried.

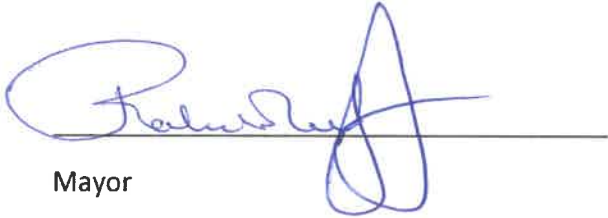
### e) Fire Pump Update

- A permanent 10” well was drilled with a flow rate of 600 gallons per minute for 15 mins, with 520 GPM sustained after that.
- Everything has been sent to the Department of Environment
- WSP will draft up the second part of the tender
- If the budget allows, we will look at a building over the hydrant

## 11. Date of Next Meeting – June 25, 2024, at 7 pm (moved to Tuesday night due to KRHS graduation ceremonies taking place on June 24)

**12. Adjournment**

**MOTION:** Moved by Amanda Noonan and seconded by Willie MacGuigan "to adjourn the meeting at 8:26 pm."



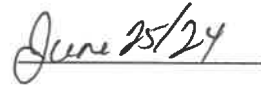
Mayor



Date



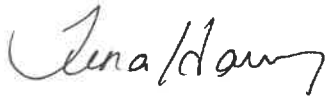
Chief Administrative Officer



Date

## CAO's Report – May 27, 2024

- 1) **Celebrate Canada Funding** – We have been approved for 2024 Canada Day funding in the amount of \$3500. This is an increase over previous years but not enough to cover fireworks. Since 2019 Celebrate Canada has benefitted from temporary additional funding that expired on March 31, 2024. As a result, funding levels have been reduced for 2024.
- 2) **Seniors Community Meal Grant** – The Seniors Community Meal Grant Pilot Program, through the Department of Social Development and Seniors, has approved the municipality for \$3,200 in funding. This pilot program aims to improve access to nutritious and prepared food while enhancing social connectedness for seniors. We have arranged with O'Shea's Pub and Eatery to provide 2 lunches and 2 suppers with 20 seniors at each. The first supper was held on May 15<sup>th</sup> and was very successful, and the first lunch will be this Thursday, May 30<sup>th</sup>.
- 3) **Hall Addition Update** – We are still on track for July 5<sup>th</sup>, give or take a week. The sewer line has been put in, as well as the underground electrical. The flooring has been installed in the bathrooms with the remainder to be installed toward the end of the week. Interior painting is complete. Doors are hung and work on window and door trim is progressing. All appliances have arrived.



Tina Harvey

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to May 24, 2024

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 154,251.54	\$ 27,220.00	18
Equalization Grant	\$ 66,354.46	\$ 12,040.02	18
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ -	0
Events - Regular and Special	\$ 51,720.00	\$ 4,913.98	10
Multiplex Board Signage	\$ 10,400.00	\$ -	0
Early Learning Center Revenue	\$ 1,087,407.00	\$ 382,326.66	35
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ -	0
<b>Total</b>	<b>\$ 1,371,633.00</b>	<b>\$ 426,500.66</b>	<b>31</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 185,950.00	\$ 22,698.50	12
Facility	\$ 103,500.00	\$ 5,385.25	5
Events	\$ 35,100.00	\$ 3,372.55	10
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,015,500.00	\$ 140,527.28	14
Reserve Funds	\$ 3,500.00	\$ -	0
<b>Total</b>	<b>\$ 1,368,550.00</b>	<b>\$ 171,983.58</b>	<b>13</b>

<b>Operating Surplus</b>	<b>\$ 3,083.00</b>	<b>\$ 254,517.08</b>	
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<b>SEWER UTILITY OPERATING REVENUE</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Flat Rate Sewer Fees	\$ 85,000.00	\$ 42,880.00	50
<b>Total</b>	<b>\$ 85,000.00</b>	<b>\$ 42,880.00</b>	<b>50</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Total Operating Expenses</b>	<b>\$ 85,000.00</b>	<b>\$ 7,530.88</b>	<b>9</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 35,349.12</b>	
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<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Administration</b>			
Advertising	\$ 3,500.00	\$ 228.98	7
Donations	\$ 2,000.00	\$ 299.00	15
Dues/Grants	\$ 1,000.00	\$ 993.13	99
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 10,000.00	\$ -	0
Interest on Loans	\$ 15,000.00	\$ 2,227.56	15
Office Supplies	\$ 3,000.00	\$ 362.65	12
POS Fees	\$ 300.00	\$ 72.55	24
Professional Fees	\$ 10,000.00	\$ 2,357.26	24
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 6,823.69	12
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 95.00	11
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 396.29	13
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 33,650.00	\$ 5,601.20	17
Accounting Software	\$ 1,500.00	\$ -	0
Loan Repayment	\$ 21,000.00	\$ 3,241.19	15
<b>Total</b>	<b>\$ 185,950.00</b>	<b>\$ 22,698.50</b>	<b>12</b>
<b>Facility and Public Property</b>			
Property Tax	\$ 2,000.00	\$ 50.93	3
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 35,000.00	\$ 1,295.86	4
Utilities	\$ 30,000.00	\$ 2,103.22	7
Landscaping	\$ 6,500.00	\$ -	0
Cleaning and Supplies	\$ 15,000.00	\$ 1,647.92	11
Wages	\$ 10,000.00	\$ 287.32	3
<b>Total</b>	<b>\$ 103,500.00</b>	<b>\$ 5,385.25</b>	<b>5</b>
<b>Events</b>			
Bar	\$ 3,000.00	\$ 990.48	33
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 150.00	8
Special Events	\$ 10,000.00	\$ 862.89	9
Bartenders	\$ 2,000.00	\$ 277.20	14
Security	\$ 2,000.00	\$ 138.60	7
Raffle Fundraiser	\$ 16,100.00	\$ 953.38	6
<b>Total</b>	<b>\$ 35,100.00</b>	<b>\$ 3,372.55</b>	<b>10</b>



<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Parks and Recreation</b>			
Supplies (Ballfield)	\$ 10,000.00	\$ -	0
Rink	\$ 15,000.00	\$ -	0
<b>Total</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>0</b>

<b>Early Learning Center</b>			
Administration	\$ 929,000.00	\$ 134,663.88	14
Facility Costs	\$ 50,000.00	\$ 2,569.72	5
Food	\$ 30,000.00	\$ 3,259.66	11
Supplies	\$ 6,500.00	\$ 34.02	1
<b>Total</b>	<b>\$ 1,015,500.00</b>	<b>\$ 140,527.28</b>	<b>14</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 27,500.00	\$ 3,593.17	13
Bank Fees	\$ 300.00	\$ 10.00	3
Accounting Fees	\$ 4,100.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 1,480.98	16
Debit Machine	\$ 750.00	\$ 4.71	1
Repairs and Maintenance	\$ 27,700.00	\$ 850.00	3
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 950.00	\$ 158.52	17
Electricity	\$ 3,500.00	\$ 418.29	12
Loan Repayment	\$ 7,000.00	\$ 1,015.21	15
<b>Total</b>	<b>\$ 85,000.00</b>	<b>\$ 7,530.88</b>	<b>9</b>

**Community/Fire/Sewer Loan Payments May 2024**

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
1-May-24	Firehall Renov	\$ 736.09	\$ 13.18	\$ 749.27	\$ 7,456.37
06-May-24	Complex Improvement	\$ 343.37	\$ 173.19	\$ 516.56	\$ 63,604.51
06-May-24	Firetruck Loan	\$ 2,850.61	\$ 86.94	\$ 2,937.55	\$ 40,617.54
10-May-24	Upgrade to Kinkora Place	\$ 872.09	\$ 345.00	\$ 1,217.09	\$ 106,660.48
13-May-24	Sidewalk/Sewer	\$ 895.82	\$ 1,353.00	\$ 2,248.82	\$ 257,780.28
	<b>Community - May</b>	<b>\$ 2,111.28</b>	<b>\$ 1,871.19</b>	<b>\$ 3,982.47</b>	<b>\$ 428,045.27</b>
	<b>Fire Department - May</b>	<b>\$ 3,586.70</b>	<b>\$ 100.12</b>	<b>\$ 3,686.82</b>	<b>\$ 48,073.91</b>