

**Rural Municipality of Kinkora
Regular Meeting of Council
August 6, 2024
Minutes**

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

Absent: Amanda Noonan

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

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 the tennis courts from the Public Schools Branch under Old Business/Carry Forward items

4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to approve the agenda with the addition”. All in favour. Motion carried.

5. **Public Presentation** – none

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

MOTION: Moved by Amanda Dwyer and seconded by Willie MacGuigan “to approve the minutes of June 25th.” All in favour. Motion carried.

7. **Business Arising from the Minutes**

Proposal for Sidewalk Clearing Equipment

CAO to write up a proposal for a piece of equipment and post it on the procurement website. This has been posted and the RFP closes on Friday, August 9 at 2 pm.

8. **Correspondence**

- **Public Schools Branch** – Letter from the PSB informing council that Dale Sabean from Lighthouse Consulting has been hired to do a comprehensive School Review with a focus

on population growth and school capacity for all schools within the Public Schools Branch. The review for the Kinkora Family of Schools will take place this fall. The study will assess the current and future needs of the schools, particularly in terms of population growth and capacity.

- **Amanda Lefurgey-McCarville** – Letter from a resident expressing interest in the possibility of starting up a children’s soccer program in Kinkora for those in Kinkora and the surrounding areas. She is wondering if council would commit to some financial support. CAO will reach out to Amanda to ask her to price some equipment and set up a meeting with Parks, Recreation and Youth chair Andrew Lawless.
- **Minister Ernie Hudson, Transportation and Infrastructure** – Confirmation from Minister Hudson that the municipality is expected to receive \$500,000 from the Canada Community Building Fund over the period of 2024/25 to 2028/29. Council will set up a public meeting to discuss possible projects as soon as more information is available from the Infrastructure Secretariat.
- **Federation of PEI Municipalities** – FPEIM is inviting member municipalities to express interest in hosting the 2025 FPEIM annual meeting on Monday, April 28, 2025. FPEIM covers the cost of the meeting.

MOTION: Moved by Andrew McCarville and seconded by Willie MacGuigan “to apply to host the 2025 Federation of PEI Municipalities annual meeting.” All in favour. Motion carried.

9. Reports

- a) **Fire Department** – Chief Johnny Dugay – no report
- b) **KABC** – Councilor Harrison Duffy
 - KABC is currently working with WSP on a lot design and layout for both subdivisions and will meet with council once this is completed
- c) **CAO** – written report attached

Oil Tank – Cleanout of the storage room has begun and there is an oil tank that has never been used back there for the old generator. I would like to advertise this for sale for \$300-\$400 without warranty, with the responsibility for removal on the purchaser. After discussion, council recommended changing the price to \$1000.

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

- e) **Facility** - Councilor Harrison Duffy
- There has been some vandalism at the rink. Willie MacGuigan will take care of cleanup
 - Husky Property Group has come to look at cleaning the eavestrough
- f) **Sewer and Utility** – Councilor Andrew McCarville
- At the last meeting council had requested an update on lagoon upgrades
 - The UV Chamber upgrade project is now complete with the building finished and monitors in place. The final funding payment from the ICIP program has been received.
 - Utility operator Ed Van der Velden requested some supplies be ordered and this has been done.
 - Ed would also like to discuss future needs with possible additional funding becoming available. Robert Duffy, Andrew McCarville and CAO to meet with Ed regarding what is needed. He indicated the road needs some work.
 - Mayor Duffy has spoken to the Department of Transportation, and they will be paving a part of Farmer Street and creating a large gravel cul de sac.
- g) **Parks, Recreation and Youth** – Councilor Andrew Lawless
- The Heritage Park Committee is looking at a new swing for the park
 - TriTech will be presenting a proposal for cameras at the Park
 - Maritime Electric has installed a light pole at the Park and we are waiting for a quote to install electricity to the gazebo
 - It has been requested that Park grass cutting be done on Thursdays or Fridays
 - We should get additional quotes from other contractors for a roof for the rink surface and look at possible funding sources such as Active Transportation
 - Regarding the Ballfield/Tennis Courts, we should send a letter to the Public Schools Branch requesting use of the tennis courts for the ballfield expansion.
ACTION: CAO to send a letter to Nathan MacLeod requesting the tennis court property be deemed surplus and explain what the municipality has planned for the space. There will be no permanent structures placed on the property and if the PSB needed it back in the future for school expansion, the municipality would turn it back over.
- h) **Events** – Councilor Willie MacGuigan
- Somerset Festival went great with numerous positive reviews
 - The next events will be during Fall Fest in October
- i) **Daycare** – Councilor Amanda Dwyer
- The daycare has moved into the new space, and all is going well
 - We should look into signage to ensure the public is aware this is a daycare building, perhaps over the front doors.

- j) **Official Plan – Councilor Amanda Dwyer**
- Dillon Consulting is currently working on the draft plan to present to council.

10. New Business

a) **Fire Department Bunker Gear Application**

The fire department requires new sets of firefighter bunker gear and is applying to the Rural Growth Initiative fund for assistance in the amount of \$100,000. A council resolution in support of the application is required. The remaining funds will come from the fire department's reserve fund.

MOTION: Moved by Andrew Lawless and seconded by Willie MacGuigan *"to move forward with the application for Fire Department bunker gear"*. All in favour. Motion carried.

b) **Hall Painting**

Three quotes were received for exterior hall painting and two for interior painting.

MOTION: Moved by Willie MacGuigan and seconded by Amanda Dwyer *"to award Precision Cut Painters the interior and exterior painting of the community hall for \$21,850, HST included."* All in favour. Motion carried.

c) **Lawless Funeral Home Contract**

The 10-year agreement with Lawless Funeral Home for hall use expired in 2023 and will need to be renewed. The cost was set at \$750 per event plus HST with annual increases. This amount has not increased since the beginning of the agreement. CAO has let Donnie Lawless know that the hall is once again available for his use and will update him on council's decision regarding cost.

MOTION: Moved by Harrison Duffy and seconded by Andrew Lawless *"to increase the contract with Lawless Funeral Home to \$1200 plus HST per event."* All in favour. Motion carried.

11. Old Business/Carry Forward Items

a) **Sportsplex Playground Tender Award**

One response was received in response to the Sportsplex Playground tender issued by WSP. It was from Somerset Gardens and was over budget. After discussion, WSP recommended awarding the tender and either increasing the budget or removing a piece of equipment to be in line with the current budget.

MOTION: Moved by Willie MacGuigan and seconded by Andrew McCarville *"to award the Sportsplex Playground tender to Somerset Gardens, removing the Medicine Wheel, for a maximum of \$153,000 after HST."* All in favour. Motion carried.

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

13. Adjournment

MOTION: Moved by Amanda Dwyer and seconded by Harrison Duffy "to adjourn the meeting at 7:45 pm."



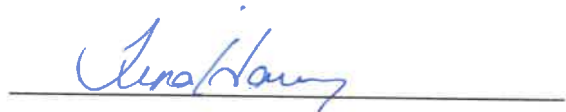
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Mayor



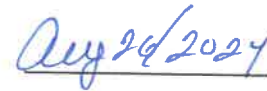
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Date



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Chief Administrative Officer

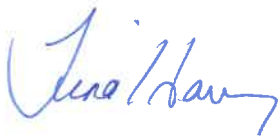


A handwritten date "Aug 26/2024" in blue ink is written over a horizontal line.

Date

CAO's Report – August 6, 2024

- 1) **Hall Usage** – The daycare moved into the new addition on the weekend of July 12-13. In the last two weeks we have had Festival events, a funeral reception, a family reunion, two ceilidhs and a concert. It's great to be able to have the hall back for community use.
- 2) **Island Hydrovac Services** – The storm drain in front of the firehall became plugged and water was overflowing. Mitch Thompson of Island Hydrovac Services came out and flushed the manhole. He asked me to check with Transportation to see if they would pay the invoice as Mitch does not like to charge a fire department or municipality and have that money come out of their budgets. Transportation does not pay for storm drains on private property, so I asked Mitch to send us the invoice. He will not be charging us for the service, and I just wanted to recognize that.
- 3) **Speed Bumps** – It is past time that the speed bumps were put back in on MacGuigan Lane and Shamrock Crescent, along with the additional set that was purchased. Duffy Construction will be contacted to do this once again.
- 4) **Oil Tank** – Cleanout of the storage room has begun and there is an oil tank that has never been used back there for the old generator. I would like to advertise this for sale for \$300-\$400 without warranty, with the responsibility for removal on the purchaser.
- 5) **Fire Pump Update** – The tender for the fire pump was scheduled to close on Friday, August 2 but several contractors requested that it be extended, so WSP issued an addendum with a new closing date of Thursday, August 8, 2024 at 1:00 pm
- 6) **Bylaw Enforcement Report** – Bylaw Officer Donna Johnson has been continuing to patrol every street each Thursday and monitoring open files. Last month there was one notice issued, for uncut grass. A registered letter will be going to another property owner for work that has been started without a permit being issued. This will be their fourth notice. Fine books are now available.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to July 29, 2024

MUNICIPALITY OPERATING REVENUE	2024-25 Budget	To Date	%
Assessable municipal property taxes	\$ 154,251.54	\$ 54,440.00	35
Equalization Grant	\$ 66,354.46	\$ 24,080.04	36
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ -	0
Events - Regular and Special	\$ 51,720.00	\$ 14,472.81	28
Multiplex Board Signage	\$ 10,400.00	\$ -	0
Early Learning Center Revenue	\$ 1,087,407.00	\$ 630,245.13	58
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 725.00	48
Total	\$ 1,371,633.00	\$ 723,962.98	53

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 185,950.00	\$ 45,545.42	24
Facility	\$ 103,500.00	\$ 13,165.84	13
Events	\$ 35,100.00	\$ 8,512.18	24
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,015,500.00	\$ 330,317.19	33
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,368,550.00	\$ 397,540.63	29

Operating Surplus	\$ 3,083.00	\$ 326,422.35	
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SEWER UTILITY OPERATING REVENUE	2024-25 Budget	To Date	%
Flat Rate Sewer Fees	\$ 85,000.00	\$ 42,880.00	50
Total	\$ 85,000.00	\$ 43,080.00	51

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Total Operating Expenses	\$ 85,000.00	\$ 16,514.11	19

Sewer Operating Surplus	\$ -	\$ 26,565.89	
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MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 340.40	10
Donations	\$ 2,000.00	\$ 1,799.00	90
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	\$ 4,356.76	29
Office Supplies	\$ 3,000.00	\$ 1,627.36	54
POS Fees	\$ 300.00	\$ 135.33	45
Professional Fees	\$ 10,000.00	\$ 3,457.26	35
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 13,774.44	25
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 176.00	20
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 788.33	26
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 33,650.00	\$ 11,216.67	33
Accounting Software	\$ 1,500.00	\$ -	0
Loan Repayment	\$ 21,000.00	\$ 6,580.74	31
Total	\$ 185,950.00	\$ 45,545.42	24

Facility and Public Property			
Property Tax	\$ 2,000.00	\$ 50.93	3
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 35,000.00	\$ 1,839.55	5
Utilities	\$ 30,000.00	\$ 6,031.19	20
Landscaping	\$ 6,500.00	\$ 1,232.00	19
Cleaning and Supplies	\$ 15,000.00	\$ 3,485.42	23
Wages	\$ 10,000.00	\$ 526.75	5
Total	\$ 103,500.00	\$ 13,165.84	13

Events			
Bar	\$ 3,000.00	\$ 2,363.80	79
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 577.63	29
Special Events	\$ 10,000.00	\$ 3,751.07	38
Bartenders	\$ 2,000.00	\$ 277.20	14
Security	\$ 2,000.00	\$ 138.60	7
Raffle Fundraiser	\$ 16,100.00	\$ 1,403.88	9
Total	\$ 35,100.00	\$ 8,512.18	24

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

Early Learning Center			
Administration	\$ 929,000.00	\$ 314,188.87	34
Facility Costs	\$ 50,000.00	\$ 6,706.12	13
Food	\$ 30,000.00	\$ 7,503.85	25
Supplies	\$ 6,500.00	\$ 1,918.35	30
Total	\$ 1,015,500.00	\$ 330,317.19	33

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 27,500.00	\$ 7,361.50	27
Bank Fees	\$ 300.00	\$ 44.00	15
Accounting Fees	\$ 4,100.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 2,857.89	32
Debit Machine	\$ 750.00	\$ 175.45	23
Repairs and Maintenance	\$ 27,700.00	\$ 2,688.60	10
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 950.00	\$ 315.33	33
Electricity	\$ 3,500.00	\$ 936.85	27
Loan Repayment	\$ 7,000.00	\$ 2,134.49	30
Total	\$ 85,000.00	\$ 16,514.11	19

Community/Fire/Sewer Loan Payments July 2024

Date	Purpose	Principal	Interest	Total	Balance
2-Jul-24	Firehall Renov	\$ 738.46	\$ 10.81	\$ 749.27	\$ 5,980.63
05-Jul-24	Complex Improvement	\$ 345.23	\$ 171.33	\$ 516.56	\$ 62,914.98
08-Jul-24	Firetruck Loan	\$ 2,862.03	\$ 75.52	\$ 2,937.55	\$ 34,899.20
10-Jul-24	Upgrade to Kinkora Place	\$ 877.69	\$ 339.40	\$ 1,217.09	\$ 104,907.90
09-Jul-24	FD - New Tanker	\$ 536.57	\$ 1,853.67	\$ 2,390.24	\$ 429,364.26
11-Jul-24	Sidewalk/Sewer	\$ 989.81	\$ 1,259.01	\$ 2,248.82	\$ 255,763.56
	Community - July	\$ 2,212.73	\$ 1,769.74	\$ 3,982.47	\$ 423,586.44
	Fire Department - July	\$ 4,137.06	\$ 1,940.00	\$ 6,077.06	\$ 470,244.09