

**Rural Municipality of Kinkora**  
**Regular Meeting of Council**  
**June 25, 2024**  
**Minutes**

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

**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**
4. **Approval of Agenda**

**MOTION:** Moved by Willie MacGuigan and seconded by Andrew McCarville *“to approve the agenda”*. All in favour. Motion carried.

5. **Public Presentation – none**
6. **Review/Approval of Minutes**  
**Regular Meeting – May 27, 2024**

**MOTION:** Moved by Willie MacGuigan and seconded by Andrew McCarville *“to approve the meeting minutes from the May 27<sup>th</sup> council meeting.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

**Parks, Recreation and Youth – Pickleball**

Matthew Murphy advised that there is no used equipment in the area, the closest available was in Halifax.

**Heritage Park Vandalism**

CAO has been in contact with Todd Murray from Tritech and he is going to give us quote on cameras once we have power at Heritage Park.

**Proposal for Sidewalk Clearing Equipment**

CAO to write up a proposal for a piece of equipment and post on procurement website – **CARRY FORWARD**

## 8. Correspondence

- **Kinkora and Area Fire Department** – Request from firefighter Rob Squires for a sponsorship donation toward the Kinkora Fire Department Firefit team

**MOTION:** Moved by Willie MacGuigan and seconded by Andrew McCarvile “to donate \$500 to the Kinkora Fire Department Firefit Team.” All in favor. Motion Carried.

- **Neville Lawless** – Request from Neville to host a benefit ceilidh for a musician who often performs at the Kinkora Ceilidhs who recently lost everything in a fire

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer “to use an upcoming Ceilidh as a benefit for musician Lou Doiron.” All in favor. Motion Carried.

- **PEI International Student Program** – The Province reached out and is looking to host a student from Spain in Kinkora next school year. They asked if we could spread the word to community members who may have an interest in hosting them.
- **PEI Rural Beautification Society** – Council agreed to enter the municipality in the Society’s Community Spirit – People’s Choice Award competition at a cost of \$20.

## 9. Reports

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

b) **KABC** – Councilor Harrison Duffy

- The topographic surveys for the new subdivision and R4 lot have been completed

c) **CAO** – written report attached

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

- We should be at 25% of Revenues and Expenditures this far into the fiscal year.
- We are on track or below for expenses so far this year.

e) **Facility** - Councilor Harrison Duffy

- A request was made that Council consider removing the white fence at the edge of the parking lot, due to its state. Council agreed this was appropriate.
- We are waiting for a quote from Husky Property Group to clean out the eavestroughs around the building.
- Repainting the inside of the hall will happen this summer. We are waiting on a few more quotes, as they came in higher than expected.

**f) Sewer and Utility – Councilor Andrew McCarville**

- It was requested that at the next council meeting we have a report regarding the status of the lagoon upgrades.

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

- We submitted a funding application to the Canada Games fund at the Community Foundation of PEI. This is for the ballfield.
- We have \$106,000 currently to be used for the ballfield expansion. This is a mixture of Jays Care Funding and CCBF.
- A meeting was held with Ryan McAleer from KRHS regarding the possibility of acquiring 0.8 acres from the PSB to extend the ballfield width wise.
- The ballfield will be done being used around the middle of August, and should be ready for construction then.

**h) Events – Councilor Willie MacGuigan**

- Canada Day activities will be happening on Monday July 1<sup>st</sup> at Heritage Park.
- Festivities include a BBQ, Cake, Face Painting, Games, etc.

**i) Daycare – Councilor Amanda Dwyer**

- Trista, Jamie, Tina, and Amanda attended a training session for rules surrounding centers, and it was noted that centers should have well written policies that are followed and enforced.
- The summer program will start the first week of July.
- There were questions regarding when the move into the new building would take place.
- Issues surrounding grass cutting were discussed. It was stated grass cutting isn't to take place between 7 am and 5pm during the week. This has been communicated with Colton Dawson.

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

- Emily Doiron has left Dillon Consulting and has been replaced by Andrew Smith.
- The What We Heard report was forwarded to Tina, Matthew, and Amanda.
- It was decided for the committee to meet on July 4<sup>th</sup> in the evening to discuss the next steps.

**10. New Business**

**a) Sportsplex Playground Tender – Award**

- Tender closing was extended to Thursday, June 27 at 1 pm – **CARRY FORWARD**

**b) Duplex Subdivision – Roberts Group**

- An easement agreement will now be needed to subdivide the duplex in question as there is encroachment onto neighbouring properties.

- Roberts Group is wondering if it would be acceptable to the Municipality if these encroachment issues were dealt with in encroachment/easement agreements.
- It was stated that as long as the conditions were met, and the easement was received, we would still move ahead.

## 11. Old Business/Carry Forward Items

### a) Steve Charlebois and Jen Johnston – Zoning

- The re-zoning of the property was done by a previous landowner around 1999/2000. The latest zoning map was approved by the Minister in 2015 which has the property as R2. The Minister is the final authority.
- The residents expressed they are very angry with Council over this matter, and that they want to keep the goats. They asked for council to make a special provision allowing them to keep the goats on their R2 property.
- Mayor Duffy stated that the two options are to either rezone the property to Agricultural through our Official Plan process, or to give up the goats.

**MOTION:** Moved by Andrew McCarville and seconded by Willie MacGuigan *“to close the meeting pursuant to Section 119 (1) (g) of the Municipal Government Act.”* All in Favor. Motion Carried.

Council closed the meeting at 8:05 pm and reopened the meeting at 8:19 pm.

**MOTION:** Moved by Andrew Lawless and seconded by Harrison Duffy *“that in regard to the ongoing Animal Control Issues at 93 Anderson Road, one more violation shall result in the enforcement of Section 46 of the Animal Control Bylaw and removal of the prohibited animals.”*

**Voting For:** Councilors Harrison Duffy, Amanda Dwyer, and Andrew Lawless

**Voting Against:** Councilors Andrew McCarville, Willie MacGuigan, and Amanda Noonan.

Mayor Robert Duffy broke the tie vote by voting in favour of the motion. **Motion Carried.**

### b) Shared Services – Breadalbane

**MOTION:** Moved by Andrew McCarville and seconded by Amanda Noonan *“to close the meeting at 8:25pm under Section 119 (1) (e) of the Municipal Government Act.”*

Council came out of camera at 8:33pm.

**MOTION:** Moved by Willie MacGuigan and seconded by Andrew McCarville *“to decline the proposal of Shared Services with Breadalbane.”* All in favor. Motion Carried.

## 12. Date of Next Meeting – July 22, 2024, at 7 pm

**13. Adjournment**

**MOTION:** Moved by Andrew Lawless and seconded by Amanda Noonan "to adjourn the meeting at 8:34 pm."




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Mayor

Aug 6, 2024

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Date



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Chief Administrative Officer

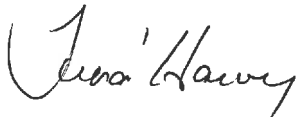
Aug 6/24

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Date

## CAO's Report – June 25, 2024

- 1) **Somerset Festival Parade** – Somerset Festival committee member Lesley Cousins reached out to see if council is interested in putting a float in this year's parade. It was suggested by the Events Committee that the 2024 Good Neighbour of the Year and Youth of the Year recipients ride on the community float.
- 2) **Seniors Community Meal Grant** – The final meal of the Seniors Community Meal Grant Pilot Program will be held tomorrow. This program has been very successful and well attended for the four meals.
- 3) **Municipal Bursary** – This year's municipal bursary was awarded to Owen Longuepee at last night's KRHS graduation ceremony in the amount of \$750.
- 4) **Hall Addition Update** – Work is expected to be completed on schedule and a grand opening/open house is being planned for Sunday, July 14. If we can get occupancy sooner, that may be changed to Sunday, July 7. We should know more after Thursday's site meeting. The walkway to the rink area had to change location due to grade and will be slightly longer than originally planned. This will be an added cost of just under \$10,000 but will be closer to the playground, cutting down on the cost of that walkway.
- 5) **Bylaw Enforcement Report** – Bylaw Officer Donna Johnson has been patrolling every street each Thursday and monitoring open files. Last month there were five notices issued for violations: one for an at large dog, three for required fences, and one for a zoning complaint. One property owner has been issued a third and final notice for violations and a fine will now be levied.



Tina Harvey

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to June 21, 2024

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 154,251.54	\$ 40,830.00	26
Equalization Grant	\$ 66,354.46	\$ 18,060.03	27
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ -	0
Events - Regular and Special	\$ 51,720.00	\$ 6,264.98	12
Multiplex Board Signage	\$ 10,400.00	\$ -	0
Early Learning Center Revenue	\$ 1,087,407.00	\$ 417,382.31	38
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 200.00	13
<b>Total</b>	<b>\$ 1,371,633.00</b>	<b>\$ 482,737.32</b>	<b>35</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 185,950.00	\$ 34,510.19	19
Facility	\$ 103,500.00	\$ 9,549.80	9
Events	\$ 35,100.00	\$ 4,388.77	13
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,015,500.00	\$ 213,741.14	21
Reserve Funds	\$ 3,500.00	\$ -	0
<b>Total</b>	<b>\$ 1,368,550.00</b>	<b>\$ 262,189.90</b>	<b>19</b>

<b>Operating Surplus</b>	<b>\$ 3,083.00</b>	<b>\$ 220,547.42</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>\$ 11,501.17</b>	<b>14</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 31,378.83</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	\$ 318.47	9
Donations	\$ 2,000.00	\$ 1,299.00	65
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	\$ 3,285.77	22
Office Supplies	\$ 3,000.00	\$ 1,110.60	37
POS Fees	\$ 300.00	\$ 79.66	27
Professional Fees	\$ 10,000.00	\$ 2,837.26	28
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 10,234.75	18
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 140.00	16
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 592.40	20
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 33,650.00	\$ 8,401.80	25
Accounting Software	\$ 1,500.00	\$ -	0
Loan Repayment	\$ 21,000.00	\$ 4,917.35	23
<b>Total</b>	<b>\$ 185,950.00</b>	<b>\$ 34,510.19</b>	<b>19</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	\$ 1,558.35	4
Utilities	\$ 30,000.00	\$ 4,642.00	15
Landscaping	\$ 6,500.00	\$ 429.00	7
Cleaning and Supplies	\$ 15,000.00	\$ 2,457.69	16
Wages	\$ 10,000.00	\$ 411.83	4
<b>Total</b>	<b>\$ 103,500.00</b>	<b>\$ 9,549.80</b>	<b>9</b>

<b>Events</b>			
Bar	\$ 3,000.00	\$ 990.48	33
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 171.98	9
Special Events	\$ 10,000.00	\$ 1,456.63	15
Bartenders	\$ 2,000.00	\$ 277.20	14
Security	\$ 2,000.00	\$ 138.60	7
Raffle Fundraiser	\$ 16,100.00	\$ 1,353.88	8
<b>Total</b>	<b>\$ 35,100.00</b>	<b>\$ 4,388.77</b>	<b>13</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	\$ 203,460.98	22
Facility Costs	\$ 50,000.00	\$ 4,401.52	9
Food	\$ 30,000.00	\$ 5,710.55	19
Supplies	\$ 6,500.00	\$ 168.09	3
<b>Total</b>	<b>\$ 1,015,500.00</b>	<b>\$ 213,741.14</b>	<b>21</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2024-25 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 27,500.00	\$ 5,476.36	20
Bank Fees	\$ 300.00	\$ 15.00	5
Accounting Fees	\$ 4,100.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 2,159.14	24
Debit Machine	\$ 750.00	\$ 39.30	5
Repairs and Maintenance	\$ 27,700.00	\$ 1,250.00	5
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 950.00	\$ 236.96	25
Electricity	\$ 3,500.00	\$ 739.26	21
Loan Repayment	\$ 7,000.00	\$ 1,585.15	23
<b>Total</b>	<b>\$ 85,000.00</b>	<b>\$ 11,501.17</b>	<b>14</b>

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

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
3-Jun-24	Firehall Renov	\$ 737.28	\$ 11.99	\$ 749.27	\$ 6,719.09
05-Jun-24	Complex Improvement	\$ 344.30	\$ 172.26	\$ 516.56	\$ 63,260.21
06-Jun-24	Firetruck Loan	\$ 2,856.31	\$ 81.24	\$ 2,937.55	\$ 37,761.23
10-Jun-24	Upgrade to Kinkora Place	\$ 874.89	\$ 342.20	\$ 1,217.09	\$ 105,785.59
10-Jun-24	FD - New Tanker	\$ 343.17	\$ 2,047.07	\$ 2,390.24	\$ 429,900.83
11-Jun-24	Sidewalk/Sewer	\$ 1,026.91	\$ 1,221.91	\$ 2,248.82	\$ 256,753.37
	<b>Community - June</b>	<b>\$ 2,246.10</b>	<b>\$ 1,736.37</b>	<b>\$ 3,982.47</b>	<b>\$ 425,799.17</b>
	<b>Fire Department - June</b>	<b>\$ 3,936.76</b>	<b>\$ 2,140.30</b>	<b>\$ 6,077.06</b>	<b>\$ 474,381.15</b>