

**Rural Municipality of Kinkora
Regular Meeting
October 28, 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

1. **Call to Order:** 7:00 pm
2. **Reminder of the Code of Conduct and Conflict of Interest Bylaws**
3. **Review/Additions to the Agenda**
4. **Approval of the Agenda**
MOTION: Moved by Harrison Duffy and seconded by Willie MacGuigan *“to approve the agenda.”* All in favour. Motion carried
5. **Public Presentations – None**
6. **Review/Approval of Minutes**

Regular Meeting – September 23, 2024

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the minutes for September 23, 2024.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**
 - a) **Cell Phone Service**

Discussion around the extremely poor cell phone service in the municipality.

ACTION: CAO to send an emailed letter to Minister of Justice and Public Safety Bloyce Thompson, copied to Minister of Transportation and Infrastructure Ernie Hudson and District 19 MLA Matt MacFarlane asking what the plan is for improved cell phone service.

This letter has been sent and a copy is available for council.

8. **Reading of Correspondence**
 - **Kinkora Regional High School** – Thank you card received for council’s donation to the Blazer Beef Supper fundraiser.

9. Reports

a) Fire Department – Chief Johnny Dugay – no report

- CAO to send a letter to the FD requesting a representative attend council meetings to provide updates to council

b) KABC – Councilor Harrison Duffy – no report

- A meeting will be set up with MP Heath MacDonald to discuss infrastructure funding options for the new subdivision

c) Administrator – written report attached

- Canada Summer Jobs – we will apply for a summer daycare student as well as a summer maintenance student for 2025.
- Canada Community-Building Fund – CAO will also apply to the Active Transportation Fund when it reopens to cover 1/3 of the Shamrock Crescent Ditch Infilling/Active Transportation Pathway project.
- Sewer Blockages – a note will be put on all sewer invoices going forward about responsibility for any costs incurred by the municipality to clear blockages on private property.

d) Finance – Councilor Amanda Noonan – financials attached

- We should be at roughly 58% of revenue and expenses for the year to date.
- Daycare revenue is higher as we have received the next advance.
- Everything else is on track for where it was last month and there is nothing out of the ordinary.
- MRSB was scheduled to attend to present the 2023-24 Financial Statements, but a representative will be at the November meeting.

e) Facility – Councilor Harrison Duffy – no report

f) Sewer and Utility – Councilor Andrew McCarville

- The road to the lagoon was repaired and the bullrushes have been cut.

g) Parks, Recreation and Youth – Councilor Andrew Lawless

- Colin MacEachern from WSP should have the tender package for the ballfield ready by the end of the week.
- He didn't feel the need to take any land from the tennis courts.
- Baseball PEI and Kevin McKenna have been involved in the process.
- Wade Enman from WSP has been working on pricing for a roof for the outdoor rink
- There has been more vandalism and bullying at the rink. We will be getting a proposal from Tri-Tech for cameras at Heritage Park and will ask Todd to include the rink and complex in this as well. We will also reach out to Spence Communications.
- Zero tolerance signs for vandalism and bullying will also be installed at the rink and Heritage Park

h) Events – Councilor Willie MacGuigan

- The Events Committee met a couple of weeks ago and will be handing out treats for Halloween this week.
- Last fall we did Meet Your Neighbour Night. We have decided to roll that into a spring event.
- Bingo is starting back up on November 12th.
- The Christmas Craft Fair is returning on November 16th from 9 am to 4 pm
- We have one Christmas party booked at the hall.

i) Daycare – Councilor Amanda Dwyer

- We have had three employees resign in the last week.
- Jamie and Trista will be back on the floor for the next 6 weeks, for possibly up to 6 months.
- We have already posted for these jobs and have started setting up interviews.
- We have begun discussions about possibly moving the Before and After School Program to a new, larger location to be able to accommodate more families than we can at the school.
- Currently the program is maxed out at 15 children with no movement for at least two years.

j) Official Plan – Councilor Amanda Dwyer

- The draft Official Plan and Development Bylaw is ready.
- Jennifer Brown from Dillon Consulting will be in Kinkora on November 18th to meet with members of council to review.

10. New Business - none

11. Old Business/Carry Forward Items

- **Snow Removal 2024-25 Award** – one quote was received, that from Morell Automotive Centre for the same price as last year, \$115/hour.
MOTION: Moved by Amanda Noonan and seconded by Willie MacGuigan *“to award the 2024-2025 snow removal contract to Morell Automotive for \$115/hour.”* All in favour.
Motion carried.
- **Sidewalk Snow Removal Award** – two quotes were received in response to the RFP, one from Husky Property Group (\$11,200) and the other from Landwise Excavation Ltd. (\$7984). These quotes did not include salt, and the operator will be using the municipality’s snow removal machine.
MOTION: Moved by Willie MacGuigan and seconded by Amanda Dwyer *“to award the 2024-25 sidewalk snow removal to Husky Property Group for \$11,200 plus HST with \$35/hour for anything above the total of 320 hours.”* In favour: Councilors Harrison Duffy, Amanda Dwyer, Andrew Lawless and Willie MacGuigan. Opposed: Councilors Andrew McCarville and Amanda Noonan. Motion carried.

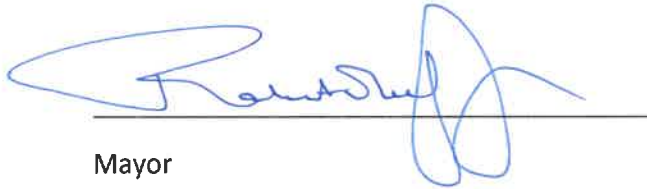
- **Rink Maintenance Award** – Husky Property Group submitted a quote of \$6250 plus HST for this season’s outdoor rink maintenance. Husky Property Group had the maintenance contract last year and did a great job.

MOTION: Moved by Harrison Duffy and seconded by Andrew McCarville “to award the rink maintenance to Husky Property Group for \$6250 plus HST on the basis of a two-year agreement with an increase tied to the Consumer Price Index to a maximum of 5%.” All in favour. Motion carried.

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

13. Adjournment


MOTION: Moved by Harrison Duffy and seconded by Andrew Lawless “to adjourn the meeting at 8:21 pm.”



Mayor

Nov 25/24

Date



Chief Administrative Officer

Nov 25/24

Date

CAO's Report – October 28, 2024

- 1) **Revenue Canada HST Examination** – The last HST Public Service Bodies' (PSB) rebate application for the period from October 1, 2023 to March 31, 2024 was selected for further examination. All requested information was submitted, and the examination is now complete. The rebate was accepted as filed.
- 2) **Canada Summer Jobs** – The application period for next year's Canada Summer Jobs program begins on November 18 and closes on December 19. We will be submitting for a daycare student once again. Does council also want to submit for a summer maintenance student?
- 3) **Canada Community-Building Fund** – All Capital Investment Plans that were approved by council have been submitted and we are waiting on approvals.
- 4) **Sewer Blockages** – As mentioned last month there were two sewer blockages in the village that were determined to be on the homeowners' properties after Island Coastal videotaped the main line and found it to be clear. Letters were sent out with the recent sewer invoices informing residents that this cost would be passed along to them if the problem was on their property. Does council want to invoice those property owners for the associated costs?
- 5) **Bylaw Officer** – Bylaw Officer Donna Johnson is continuing to patrol the village each Thursday and monitor open files.
- 6) **Office Closure** – I will be out of the province next week so the office will be closed from Tuesday to Friday. I will be available by phone and email.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to October 25, 2024

MUNICIPALITY OPERATING REVENUE	2024-25 Budget	To Date	%
Assessable municipal property taxes	\$ 154,251.54	\$ 95,270.00	62
Equalization Grant	\$ 66,354.46	\$ 42,140.07	64
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ 46,343.37	-
Events - Regular and Special	\$ 51,720.00	\$ 18,953.64	37
Multiplex Board Signage	\$ 10,400.00	\$ 400.00	4
Early Learning Center Revenue	\$ 1,087,407.00	\$ 914,197.60	84
Interest Revenue - Capital Reserve Fund	\$ -	\$ 5,354.46	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,325.00	88
Total	\$ 1,371,633.00	\$ 1,123,984.14	82

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 185,950.00	\$ 88,775.94	48
Facility	\$ 103,500.00	\$ 29,112.93	28
Events	\$ 35,100.00	\$ 11,077.80	32
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,015,500.00	\$ 600,480.00	59
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,368,550.00	\$ 729,446.67	53

Operating Surplus	\$ 3,083.00	\$ 394,537.47	
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SEWER UTILITY OPERATING REVENUE	2024-25 Budget	To Date	%
Flat Rate Sewer Fees	\$ 85,000.00	\$ 85,693.33	101
Total	\$ 85,000.00	\$ 85,693.33	101

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Total Operating Expenses	\$ 85,000.00	\$ 39,498.81	46

Sewer Operating Surplus	\$ -	\$ 46,194.52	
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MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 669.71	19
Donations	\$ 2,000.00	\$ 1,899.00	95
Dues/Grants	\$ 1,000.00	\$ 993.13	99
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 10,000.00	\$ 9,280.60	93
Interest on Loans	\$ 15,000.00	\$ 7,571.72	50
Office Supplies	\$ 3,000.00	\$ 2,509.37	84
POS Fees	\$ 300.00	\$ 195.37	65
Professional Fees	\$ 10,000.00	\$ 6,062.90	61
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 25,171.86	45
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 412.00	46
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 1,701.27	57
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 33,650.00	\$ 19,629.19	58
Accounting Software	\$ 1,500.00	\$ 810.92	54
Loan Repayment	\$ 21,000.00	\$ 11,568.90	55
Total	\$ 185,950.00	\$ 88,775.94	48
Facility and Public Property			
Property Tax	\$ 2,000.00	\$ 498.51	25
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 35,000.00	\$ 3,686.29	11
Utilities	\$ 30,000.00	\$ 11,713.23	39
Landscaping	\$ 6,500.00	\$ 3,531.00	54
Cleaning and Supplies	\$ 15,000.00	\$ 8,630.39	58
Wages	\$ 10,000.00	\$ 1,053.51	11
Total	\$ 103,500.00	\$ 29,112.93	28
Events			
Bar	\$ 3,000.00	\$ 3,218.33	107
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 530.31	27
Special Events	\$ 10,000.00	\$ 4,487.23	45
Bartenders	\$ 2,000.00	\$ 700.70	35
Security	\$ 2,000.00	\$ 236.60	12
Raffle Fundraiser	\$ 16,100.00	\$ 1,904.63	12
Total	\$ 35,100.00	\$ 11,077.80	32

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	\$ 556,313.17	60
Facility Costs	\$ 50,000.00	\$ 24,262.42	49
Food	\$ 30,000.00	\$ 14,915.91	50
Supplies	\$ 6,500.00	\$ 4,988.50	77
Total	\$ 1,015,500.00	\$ 600,480.00	59

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 27,500.00	\$ 13,927.16	51
Bank Fees	\$ 300.00	\$ 118.00	39
Accounting Fees	\$ 4,100.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 4,984.78	55
Debit Machine	\$ 750.00	\$ 191.69	26
Repairs and Maintenance	\$ 27,700.00	\$ 13,665.41	49
Supplies	\$ 4,200.00	\$ 891.30	21
Internet and Phone	\$ 950.00	\$ 573.54	60
Electricity	\$ 3,500.00	\$ 1,395.04	40
Loan Repayment	\$ 7,000.00	\$ 3,751.89	54
Total	\$ 85,000.00	\$ 39,498.81	46

Community/Fire/Sewer Loan Payments October 2024

Date	Purpose	Principal	Interest	Total	Balance
1-Oct-24	Firehall Renov	\$ 742.03	\$ 7.24	\$ 749.27	\$ 3,758.11
07-Oct-24	Complex Improvement	\$ 348.04	\$ 168.52	\$ 516.56	\$ 61,873.67
07-Oct-24	Firetruck Loan	\$ 2,879.23	\$ 58.32	\$ 2,937.55	\$ 26,278.73
09-Oct-24	FD - New Tanker	\$ 478.72	\$ 1,911.52	\$ 2,390.24	\$ 428,061.24
10-Oct-24	Upgrade to Kinkora Place	\$ 886.17	\$ 330.92	\$ 1,217.09	\$ 102,257.88
11-Oct-24	Sidewalk/Sewer	\$ 1,004.03	\$ 1,244.79	\$ 2,248.82	\$ 252,849.33
	Community - October	\$ 2,238.24	\$ 1,744.23	\$ 3,982.47	\$ 416,980.88
	Fire Department - October	\$ 4,099.98	\$ 1,977.08	\$ 6,077.06	\$ 458,098.08