

**Rural Municipality of Kinkora
Regular Meeting
September 23, 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

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 Andrew McCarville and seconded by Amanda Dwyer *“to approve the agenda for the September 23rd meeting.”* All in favour. Motion carried
5. **Public Presentations – None**
6. **Review/Approval of Minutes**

Regular Meeting – August 26, 2024

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *“to approve the regular meeting minutes of August 26th.”* All in favour. Motion carried.

CCBF Public Meeting – September 3, 2024

MOTION: Moved by Andrew McCarville and seconded by Andrew Lawless *“to approve the minutes from the September 3rd meeting.”* All in favor. Motion carried.

7. **Business Arising from the Minutes**
KRHS Principal Ryan McAleer – Letter from KRHS Principal Ryan McAleer expressing his concern with council’s request to have the Public Schools Branch declare the high school tennis courts as surplus. CAO to let Principal McAleer know that Councilors Harrison Duffy and Andrew Lawless will be reaching out to set up a meeting with him to clarify. Andrew Lawless met with Principal McAleer and he would like to retain a certain percentage of the tennis courts for a greenhouse. Council should send another letter to Nathan MacLeod asking to be able to use 30 feet of the tennis courts closest to the ballfield. This will be copied to Principal McAleer.

Official Plan Review – CAO to send Dillon Consulting a letter letting them know of council's concerns around meeting the original schedule with the turnover in staff. This was done and there are some items to discuss under Reports.

8. Reading of Correspondence

- **Lou and Ruth Doiron** – Thank you card received for the benefit ceilidh that was held on August 25, 2024. Just over \$2000 was raised for the Doirons.
- **Kinkora Regional High School** – Request for a donation towards the annual Blazer Beef Supper matching previous years' donations of \$100.
MOTION: Moved by Amanda Noonan and seconded by Willie MacGuigan *"to donate \$100 to KRHS for the annual Blazer Beef Supper."* All in favour. Motion carried.
- **Federation of PEI Municipalities** – The FPEIM Semi Annual Meeting will be held on Saturday, October 19, hosted by the Rural Municipality of Abram Village.

9. Reports

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

b) **KABC** – Councilor Harrison Duffy – no report

- Mayor Duffy informed council that WSP has done up draft plans for both projects, with budgetary numbers. These are for the Johnston Subdivision expansion and the R4 Multi Family Residential lot behind Shamrock Crescent.

c) **Administrator** – written report attached

- **Old Stage** – Council agreed to dispose of the old wooden stage
- **Bingo License Renewal** – Councilor Willie MacGuigan agreed to join Councilor Amanda Noonan as a bingo officer on the license.

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

- At this point in the fiscal year, we should be at 50% of revenue and expenses and we are on target for this.
- Events are low in both revenue and expenses but that is nothing to be concerned about.
- Facility Repairs and Maintenance expense line is a little low but that will change with sidewalk snow removal to come.
- Daycare is a little high in supply expenses but that was expected with the move.
- MRSB will be coming to the next meeting to present the 2023-24 Financial Statements.

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

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

- Recently we have seen a couple of the older sewer lines from the main line to homes collapsing. Mitchell Thompson came and videotaped the main line, which was found to be clear.

- In both recent cases, the problem was in the property owners' line, and they were informed their service was day-by-day
- A letter will be sent out next month with the sewer invoices informing residents that if the municipality calls out a hydrovac truck for a blockage and it is determined that the problem is not in the main line, they will be responsible for the charges.
- There was also a blockage in the line to the west of O'Sheas. This line is not on our sewer maps so was missed in the recent sewer flushing but it is part of the main line.

g) Parks, Recreation and Youth – Councilor Andrew Lawless

- We are still waiting for a decision from the Public Schools Branch on the tennis courts.
- Home plate will be moved to enlarge the infield.
- A roof for the rink was discussed at the Gas Tax meeting and we will be getting a quote for a covering. It was suggested we possibly engage an engineer to simplify the process.

h) Events – Councilor Willie MacGuigan

- The Events Committee will be meeting on Thursday night to go over Fall and Winter events.

i) Daycare – Councilor Amanda Dwyer

- Amanda attended the last staff meeting. There have been some personality conflicts between some staff members that Tina and Trista addressed.
- The Code of Conduct was discussed, and it was noted that bullying would not be tolerated.
- Tina, Trista and Jamie did check-ins with the staff later in the week and they went well.
- Council should look at an increase in pay for Jamie Gallant. She is a supervisor and has a lot of extra responsibilities as a backup to Director of Programming Trista Lyttle.

MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville *“to award Jamie Gallant a \$2/hour raise.”* All in favour. Motion carried.

- There was a complaint that came in last week; it has been handled.

j) Official Plan – Councilor Amanda Dwyer

- The draft update to the Official Plan should be ready by the end of the week.
- CAO has a Zoom meeting with Jennifer Brown from Dillon Consulting on Thursday.
- The changeover in personnel at Dillon has put us about a month behind schedule for the review.

10. New Business

a) Ballfield Expansion – Engineering Quote

- WSP submitted an estimate of \$7000 plus expenses for work related to the ballfield expansion

MOTION: Moved by Andrew Lawless and seconded by Willie MacGuigan “to approve the engineering proposal from WSP for the ballfield expansion.” All in favour. Motion carried.

b) CCBF Capital Investment Plans

- Suggested projects for the next round of Canada Community-Building Fund money were discussed at a public meeting on September 3rd.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to approve a Capital Investment Plan application for a dog park in the municipality for the amount of the \$30,000 under the Canada Community-Building Fund.” All in favour. Motion carried.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to approve amending the Sportsplex Playground Capital Investment Plan to include expanding and upgrading the existing parking lot under the Canada Community-Building Fund for up to \$220,000.” All in favour. Motion carried.

MOTION: Moved by Willie MacGuigan and seconded by Andrew Lawless “to submit an application through the Canada Community-Building Fund for up to \$250,000 for a ditch infilling/active transportation pathway project on Shamrock Crescent.” All in favour. Motion carried.

c) Winter Maintenance – Rink and Sidewalk Snow Removal

- CAO will reach out to Colton Dawson to once again submit a contract price to maintain the rink surface this winter, with an opportunity to extend next year as well.
- The sidewalk snow removal RFP will be sent out separately.

d) 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.
- Residents are losing confidence in the service, and this is especially important in terms of emergency planning and the increased number of people working from home.

11. Old Business/Carry Forward Items

12. Date of Next Meeting – October 28, 2024, at 7 pm

13. Adjournment

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to adjourn the meeting at 8:00 pm.”*



Mayor

Oct 28/24

Date



Chief Administrative Officer

Oct 28/24

Date

CAO's Report – September 23, 2024

- 1) **Revenue Canada HST Examination** – Our last HST Public Service Bodies' (PSB) rebate application for the period from October 1, 2023 to March 31, 2024 has been selected for further examination. Due to the hall expansion construction, our rebate was over \$70,000 and there has not been one that high in the past 5-6 years. They are also examining municipal applications to ensure municipalities are claiming everything they should be in terms of rebates. All requested information is readily available and easy to provide.
- 2) **Old Stage** –The old stage from the hall has been stored in the sea can for several years. Do we have a use for this, or can it be disposed of to make more room for other items to be stored?
- 3) **Bingo License Renewal** – The municipality's bingo licenses are up for renewal again in November. Councilor Amanda Noonan is currently one of the bingo officers on the license and one other councilor is required.
- 4) **Bylaw Officer** – Bylaw Officer Donna Johnson is continuing to patrol the village each Thursday and monitor open files. There have been no new files this month.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to September 20, 2024

MUNICIPALITY OPERATING REVENUE	2024-25 Budget	To Date	%
Assessable municipal property taxes	\$ 154,251.54	\$ 81,660.00	53
Equalization Grant	\$ 66,354.46	\$ 36,120.06	54
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ 46,343.37	-
Events - Regular and Special	\$ 51,720.00	\$ 17,955.54	35
Multiplex Board Signage	\$ 10,400.00	\$ 400.00	4
Early Learning Center Revenue	\$ 1,087,407.00	\$ 691,832.52	64
Interest Revenue - Capital Reserve Fund	\$ -	\$ 4,871.11	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,225.00	82
Total	\$ 1,371,633.00	\$ 880,407.60	64

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 185,950.00	\$ 76,880.21	41
Facility	\$ 103,500.00	\$ 24,085.42	23
Events	\$ 35,100.00	\$ 10,422.00	30
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,015,500.00	\$ 478,022.83	47
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,368,550.00	\$ 589,410.46	43

Operating Surplus	\$ 3,083.00	\$ 290,997.14	
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SEWER UTILITY OPERATING REVENUE	2024-25 Budget	To Date	%
Flat Rate Sewer Fees	\$ 85,000.00	\$ 43,213.33	51
Total	\$ 85,000.00	\$ 43,213.33	51

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Total Operating Expenses	\$ 85,000.00	\$ 31,197.79	37

Sewer Operating Surplus	\$ -	\$ 12,015.54	
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MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 580.22	17
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	\$ 9,280.60	93
Interest on Loans	\$ 15,000.00	\$ 6,518.35	43
Office Supplies	\$ 3,000.00	\$ 2,213.10	74
POS Fees	\$ 300.00	\$ 194.44	65
Professional Fees	\$ 10,000.00	\$ 4,517.26	45
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 21,263.52	38
Community Programs (Black Fly)	\$ 8,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 274.00	30
Honorariums	\$ 3,300.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 1,422.75	47
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 33,650.00	\$ 16,825.02	50
Accounting Software	\$ 1,500.00	\$ 810.92	54
Loan Repayment	\$ 21,000.00	\$ 9,887.90	47
Total	\$ 185,950.00	\$ 76,880.21	41

Facility and Public Property

Property Tax	\$ 2,000.00	\$ 498.51	25
Snow Removal	\$ 5,000.00	\$ -	0
Repairs and Maintenance	\$ 35,000.00	\$ 3,512.45	10
Utilities	\$ 30,000.00	\$ 8,995.74	30
Landscaping	\$ 6,500.00	\$ 2,904.00	45
Cleaning and Supplies	\$ 15,000.00	\$ 7,389.38	49
Wages	\$ 10,000.00	\$ 785.34	8
Total	\$ 103,500.00	\$ 24,085.42	23

Events

Bar	\$ 3,000.00	\$ 3,218.33	107
Bingo	\$ -	\$ -	0
Kitchen/Canteen	\$ 2,000.00	\$ 530.31	27
Special Events	\$ 10,000.00	\$ 4,156.93	42
Bartenders	\$ 2,000.00	\$ 700.70	35
Security	\$ 2,000.00	\$ 236.60	12
Raffle Fundraiser	\$ 16,100.00	\$ 1,579.13	10
Total	\$ 35,100.00	\$ 10,422.00	30

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	\$ 439,138.46	47
Facility Costs	\$ 50,000.00	\$ 20,812.47	42
Food	\$ 30,000.00	\$ 13,083.40	44
Supplies	\$ 6,500.00	\$ 4,988.50	77
Total	\$ 1,015,500.00	\$ 478,022.83	47

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 27,500.00	\$ 11,884.26	43
Bank Fees	\$ 300.00	\$ 100.00	33
Accounting Fees	\$ 4,100.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 4,293.92	48
Debit Machine	\$ 750.00	\$ 178.09	24
Repairs and Maintenance	\$ 27,700.00	\$ 8,917.20	32
Supplies	\$ 4,200.00	\$ 891.30	21
Internet and Phone	\$ 950.00	\$ 493.96	52
Electricity	\$ 3,500.00	\$ 1,244.41	36
Loan Repayment	\$ 7,000.00	\$ 3,194.65	46
Total	\$ 85,000.00	\$ 31,197.79	37

Community/Fire/Sewer Loan Payments September 2024

Date	Purpose	Principal	Interest	Total	Balance
3-Sep-24	Firehall Renov	\$ 740.84	\$ 8.43	\$ 749.27	\$ 4,500.14
05-Sep-24	Complex Improvement	\$ 347.10	\$ 169.46	\$ 516.56	\$ 62,221.71
06-Sep-24	Firetruck Loan	\$ 2,873.49	\$ 64.06	\$ 2,937.55	\$ 29,157.96
09-Sep-24	FD - New Tanker	\$ 413.10	\$ 1,977.14	\$ 2,390.24	\$ 428,539.96
10-Sep-24	Upgrade to Kinkora Place	\$ 883.34	\$ 333.75	\$ 1,217.09	\$ 103,144.05
11-Sep-24	Sidewalk/Sewer	\$ 999.14	\$ 1,249.68	\$ 2,248.82	\$ 253,853.36
	Community - September	\$ 2,229.58	\$ 1,752.89	\$ 3,982.47	\$ 419,219.12
	Fire Department - September	\$ 4,027.43	\$ 2,049.63	\$ 6,077.06	\$ 462,198.06