



## FORM MGA-MR-1

# PROPOSAL TO ESTABLISH, RESTRUCTURE, DISSOLVE A MUNICIPALITY

PURSUANT TO THE *MUNICIPAL GOVERNMENT ACT* R.S.P.E.I. 1988, CAP. M-12.1., SEC. 15, AND PRINCIPLES, STANDARDS AND CRITERIA REGULATIONS

### Completing your Application: Important Information

- ✓ The Principles, Standards and Criteria regulations will be used to evaluate all proposals. Proposals must demonstrate the ways in which they meet the requirements in the regulations.
- ✓ If your proposal is below thresholds set out in the MGA, a record of ministerial approval must be attached to this submission in order for the application to proceed.
- ✓ It is the responsibility of the municipality or the person or persons petitioning to establish, restructure or dissolve a municipality to ensure that all applicable provisions in the *Municipal Government Act* and Regulations have been addressed in this proposal.

### PART 1: GENERAL INFORMATION: DESCRIPTION OF PROPOSAL

1. This proposal is to: Restructure a municipality
2. Reason for the proposal: Request received for one property to join the municipality
3. Names of all adjoining municipalities or unincorporated areas and any other municipality or unincorporated area that may be affected: Province of PEI unincorporated area (Middleton)

### PART 2: INSTRUCTIONS FOR COMPLETION OF THIS FORM

- Complete **Box A** if proposing to **establish** or **restructure** a municipality
- Or**
- Complete **Box B** if proposing to **dissolve** a municipality.

#### Box A: Proposal to Establish or Restructure a Municipality

**Required Information:** If you are proposing to establish or restructure a municipality, you must submit the following information:

- ✓ Financial plan
- ✓ Capital assets, both existing and proposed
- ✓ A map depicting, in detail, the new boundaries being proposed
- ✓ A copy of the resolution by council to approve making application to establish or restructure a municipality
- ✓ If proposal is being submitted by a group of petitioning electors, a copy of the petition and

the name of the representative for the petitioning electors in a format that complies with subsection 15.(6) of the MGA

1. What is the proposed name: Remains Rural Municipality of Kinkora
2. What is the proposed class: Rural Municipality
3. What is the office location: 45 Anderson Road, Kinkora
4. A financial plan is included: Yes
5. What is the estimated total property assessment: \$81,400
6. What is the estimated population: An additional two people added
7. List proposed services to be provided: Resident is already on municipal sewer
8. List of all capital assets, existing and proposed: [Click here to enter text.](#)  
See Inventory of Municipal Assets enclosed.

**Submission Checklist – please ensure that the following information is included:**

- ☒ A map depicting the new boundaries being proposed;
- ☒ The financial plan for the new municipality;
- ☒ A copy of the resolution(s) approving submission of the application; and
- ☒ All additional information and documentation demonstrating compliance with the *Municipal Government Act* Principles, Standards and Criteria Regulations.

**Box B: Proposal to Dissolve a Municipality**

1. What is the name of the municipality proposed for dissolution: [Click here to enter text.](#)
2. Is a copy of the resolution approving application attached: [Choose an item.](#)
3. A plan for sale/transfer of assets must be submitted with this application. Is the plan attached?  
[Choose an item.](#)  
If no, provide details and a submission date for the plan: [Click here to enter text.](#)
4. A plan for settlement of debts/obligations must be submitted with this application. Is the plan attached: [Choose an item.](#)  
If no, provide details and a submission date for the plan: [Click here to enter text.](#)
5. Have any other plans been established to address dissolution issues? If so, please provide any additional information that is applicable: [Click here to enter text.](#)

**PART 3: ADDITIONAL INFORMATION**

Please provide any additional information that you think will assist in the assessment of this proposal: Property owner Stephen Johnston requested to join the municipality. Mr. Johnston is

already on municipal sewer and has municipal sidewalks in front of his home. With the addition, the Kinkora boundaries would be squared off.

**Signature:**Tina Harvey

Name (Print)

Tina Harvey

Name (Sign)

Chief Administrative  
Title OfficerJuly 20, 2020  
Date of Submission**Contact Information:**

Municipality (If Applicable):

Address:

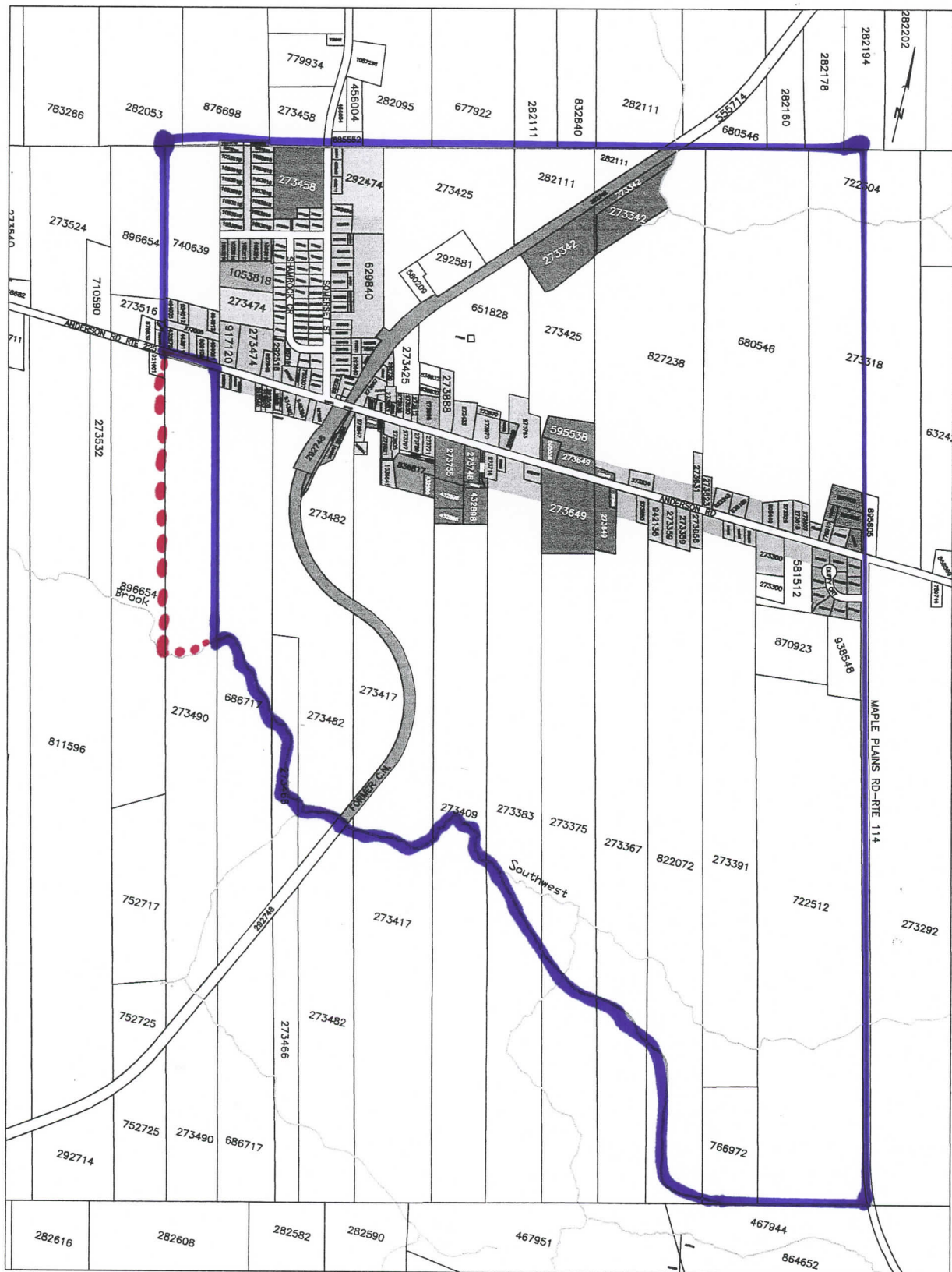
E-Mail:

Phone Number(s):

Rural Municipality of Kinkora  
45 Anderson Road, PO Box 38, Kinkora, PE  
communityofkinkora@eastlink.ca COB INO  
902-887-2868

Personal information of applicant(s) on this application is collected under the *Freedom of Information and Protection of Privacy Act* of PEI, Section 31(c), as it is necessary for processing this application to establish, restructure or dissolve a municipality.





NOTES:

1. DIGITAL DATA SUPPLIED BY THE GOVERNMENT OF PEI, NOVEMBER, 2014.
2. LAND USE SURVEY PERFORMED ON DECEMBER 1, 2014.
3. DATE PLOTTED: MAY 14, 2016.
4. THE LIMITS OF THE ENVIRONMENTAL RESERVE ZONE SHALL BE DETERMINED BY THE ENVIRONMENTAL PROTECTION ACT, WATERCOURSE AND WETLAND PROTECTION REGULATIONS.

Prepared by: Derek A. French Professional Services Inc.

LEGEND

- A1 - AGRICULTURAL RESERVE
- O2 - ENVIRONMENTAL RESERVE (see Note 4.)
- C1 - GENERAL COMMERCIAL
- M1 - LIGHT INDUSTRIAL
- O1 - RECREATIONAL AND OPEN SPACE
- PSI - PUBLIC SERVICE & INSTITUTIONAL
- R1 - SINGLE FAMILY RESIDENTIAL (RESTRICTED)
- R2 - SINGLE FAMILY RESIDENTIAL
- R3 - MULTIPLE FAMILY RESIDENTIAL
- R4 - MULTIPLE FAMILY RESIDENTIAL COMMUNITIES LIMITS
- STREAMS



COMMUNITY OF KINKORA  
ESTABLISHED 1835, INCORPORATED 1955

ZONING MAP

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

	Projected
<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2020-21 Budget</b>
Assessable municipal property taxes	\$ 106,000.00
Equalization grant from provincial government (MSG payment)	\$ 51,362.00
Municipal Capital Expenditure Grant (MCEG)	\$ 30,000.00
Events - Regular and Special	\$ 83,000.00
Other Income (Donations, permits, etc.)	\$ 5,000.00
Multiplex Board Signage	\$ 6,000.00
Fundraised Recreation Funds	\$ 3,504.00
<b>Total Operating Revenue</b>	<b>\$ 284,866.00</b>

### MUNICIPALITY OPERATING EXPENSES

Administration	\$ 150,050.00
Events	\$ 48,750.00
Facility and Public Property	\$ 67,200.00
Parks and Recreation	\$ 10,004.00
Emergency Measures	\$ 1,000.00
Reserve Funds	\$ 3,500.00
<b>Total Operating Expenses</b>	<b>\$ 280,504.00</b>
<b>NET OPERATING SURPLUS</b>	<b>\$ 4,362.00</b>

### UTILITY OPERATING REVENUE

Flat rate sewer fees	\$ 80,000.00
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### UTILITY OPERATING EXPENSES

Sewer	\$ 80,000.00
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<b>NET OPERATING SURPLUS - UTILITY</b>	<b>\$ -</b>
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**MUNICIPALITY OPERATING EXPENSES****2020-21 Budget****Administration**

Advertising	\$	5,000.00
Donations	\$	1,000.00
Dues/Grants	\$	2,000.00
Accounting Fees	\$	12,000.00
Insurance	\$	10,800.00
Interest on Loans	\$	23,000.00
Office Supplies	\$	2,100.00
Debit Machine	\$	800.00
Professional Fees	\$	5,000.00
Library	\$	300.00
Travel	\$	1,440.00
Wages	\$	31,660.00
Community Programs (Black Fly)	\$	7,150.00
Bank Charges	\$	700.00
Honorariums	\$	3,300.00
Training	\$	500.00
Internet and Phone	\$	1,800.00
Website	\$	200.00
Fire Dues	\$	21,300.00
Accounting Software	\$	1,000.00
Loan Repayment	\$	19,000.00
<b>Total</b>	<b>\$</b>	<b>150,050.00</b>

**Facility and Public Property**

Property Tax	\$	3,000.00
Snow Removal	\$	4,100.00
Repairs and Maintenance	\$	13,000.00
Utilities	\$	33,000.00
Landscaping	\$	5,600.00
Cleaning and Supplies	\$	8,500.00
<b>Total</b>	<b>\$</b>	<b>67,200.00</b>

**Events**

Bar	\$	10,000.00
Inventory Tracking (Touch Bistro)	\$	750.00
Bingo	\$	14,000.00
Kitchen/Canteen	\$	7,000.00
Special Events	\$	8,000.00
Bartenders	\$	3,000.00
Security	\$	3,000.00
Winter Carnival Expenses	\$	3,000.00
<b>Total</b>	<b>\$</b>	<b>48,750.00</b>

**MUNICIPALITY OPERATING EXPENSES****2020-21 Budget****Parks and Recreation**

Ballfield	\$	500.00
Rink	\$	6,000.00
Recreation Reserve Fund	\$	3,504.00

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<b>Total</b>	<b>\$</b>	<b>10,004.00</b>
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**Reserve Funds (already accounted for in Operating Expenses)****2020-21 Budget**

Election Reserve Fund	\$	1,000.00
Emergency Measures Reserve Fund	\$	750.00
Capital Purchases Reserve Fund	\$	500.00
IRAC and Legal Proceedings	\$	500.00
Recreation Reserve Fund	\$	3,504.00
Contingency Reserve Fund	\$	750.00

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<b>Total</b>	<b>\$</b>	<b>7,004.00</b>
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**Sewer**

Administration	\$	11,200.00
Bank Fees	\$	300.00
Accounting Fees	\$	3,000.00
Contribution to Reserve Fund	\$	2,000.00
Interest on Debt	\$	5,000.00
Debit Machine	\$	700.00
Repairs and Maintenance	\$	10,000.00
Supplies	\$	1,000.00
Internet and Phone	\$	800.00
Electricity	\$	4,000.00
Loan Repayment	\$	42,000.00

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<b>Total</b>	<b>\$</b>	<b>80,000.00</b>
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# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF CAPITAL PROJECTS/FUNDING 2020-2024

CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	ESTIMATED COST	YEAR
Sidewalks	Extend sidewalks to west end of village	Gas Tax Funding	\$ 391,000.00	20-21
Generator	Emergency power system for Kinkora Place	Rural Development/Cash on Hand	\$ 64,000.00	20-21
Kitchen Stove	Purchase of new stove	* Cash on hand	\$ 8,000.00	20-21
Washer/Dryer	Purchase of washer and dryer for hall	* Cash on hand	\$ 2,000.00	20-21
Folding Tables	Increase number of rectangular tables	Cash on hand	\$ 700.00	20-21
McGuigan Lane Ext.	Extend McGuigan Lane to access R4 Lot	MSC/Gas Tax/Cash on Hand	\$ 107,000.00	20-21
Lagoon Stairs	Stainless steel stairs into Lagoon UV chamber	Sewer Revenue	\$ 15,000.00	2022
Heritage Park Playground	Revitalization of Heritage Park/Playground	Gas Tax Funding	\$ 108,550.00	2022
Multiplex Playground	Playground space at the multiplex (rink)	Gas Tax Funding	\$ 75,856.93	2022-23
Multiplex Bleachers	Two sets of bleachers for the multiplex	Capital Reserve Fund/Borrowing	\$ 13,000.00	2023-24

\*A grant application has been submitted for the Kitchen Stove and Washer/Dryer. If approved this will be the funding source.



# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF CAPITAL PROJECTS/FUNDING 2020-2021

MUNICIPAL CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	2020-21 Budget
Sidewalks	Extend sidewalks to west end of village	Gas Tax Funding	\$ 351,000.00
Generator	Emergency power system for Kinkora Place	Rural Development/Cash on Hand	\$ 64,000.00
Kitchen Stove	Purchase of new stove	* Cash on hand	\$ 8,000.00
Washer/Dryer	Purchase of washer and dryer for hall	* Cash on hand	\$ 2,000.00
Folding Tables	Increase number of rectangular tables	Cash on hand	\$ 700.00
<b>Total Capital Expenditures</b>			<b>\$ 425,700.00</b>

\* A grant application has been submitted for the Kitchen Stove and Washer/Dryer. If approved this will be the funding source.

# Inventory of Municipal Assets

Asset Name	Location (if applicable)	Year Constructed or Acquired	Purpose For Which Asset is Held	Expected Useful Life	Risk Rating	Priority Rating
Kinkora Place	45 Anderson Road	Estimate 1980	Municipal Office	40	Low	High
Gazebo	45 Anderson Road	2015	Tourism	40	Low	Med
Sportsplex	45 Anderson Road	2019	Recreation	40	Med	Med
Sidewalks	Anderson Road - East	2015	Infrastructure	25	Med	Med
Sidewalks	Anderson Road - Center	2010	Infrastructure	25	Med	Med
Sidewalks	Somerset Street	2013	Infrastructure	25	Med	Med
Fire Trucks	45 Anderson Road	unknown	Emergency Response	15	Med	High
Recreation Equipment	Anderson Road	unknown	Recreation	15	Med	Med
Fire Equipment	45 Anderson Road	unknown	Emergency Response	10	Med	High
Furniture and Equipment	45 Anderson Road	unknown	Municipal Building	5	Low	Low
Storm Water System	Anderson Rd - Kinkora Place to Maple	2015	Storm Water	25	Low	Med
Land	Johnston Subdivision	unknown		infinite	Low	Med
Sewer Utility						
Sewer System	Anderson Road East	2015	Sewer	83	Low	Med
Sewer System	Anderson Road Center	2006	Sewer	83	Low	Med
Sewer System	Somerset Street	2012	Sewer	83	Low	Med
Sewer System	Duffy Court	2011	Sewer	83	Low	Med
Sewer System	Shamrock Cres	1992	Sewer	83	Low	Med
Sewer System	Farmer Street	2012	Sewer	83	Low	Med
Sewer System	Johnston Subdivision	2013	Sewer	83	Low	Med
Sewer System	Lagoon	2002	Sewer	83	Low	Med
Sewer System	Anderson Road West	2011	Sewer	83	Low	Med
Lagoon Fence	Lagoon	2002	Sewer			
End of formatted rows. To insert more, highlight a few empty rows above, right click and select "Insert". On the menu that appears next, select "shift cells down". The sheet must be unprotected before this is						

**Rural Municipality of Kinkora  
Special Council Meeting  
Wednesday, June 10, 2020**

**Present:** Deputy Mayor Colin Montgomery, Councilors Roy Cook, Lesley Cousins, and Andrew McCarville

**Absent:** Mayor Robert Duffy

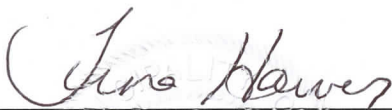
**Meeting Chair:** Deputy Mayor Colin Montgomery

**Meeting Recorder:** CAO Tina Harvey

**5. Restructuring Municipal Boundary**

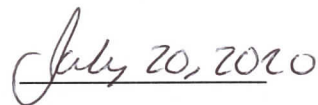
CAO received a letter from Stephen Johnston requesting that he join the village. Stephen owns the first property adjacent to the western boundary of the municipality. This is a process that would go through IRAC if council agrees to submit the proposal. This would square off the municipality's western boundary and Stephen is already connected to the municipal sewer system. He understands there will be a slight increase in his taxes and is in agreement. His only request is that he will remain able to possess livestock on the property and have the right to expand/diversify his home-based business. The property is currently zoned A1 Agricultural Reserve and would remain such. An Intensive Livestock operation is covered under Section 12.5 of the municipality's Development Bylaw.

**MOTION:** Moved by Andrew McCarville and seconded by Lesley Cousins *"to extend our boundaries to incorporate Stephen's property and keep it zoned as A1, including the operation of an intensive livestock operation that conforms to section 12.5 of our Development Bylaw."* All in favour. Motion carried



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Chief Administrative Officer



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Date



## Stephen Johnston

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P.O. Box 81 Kinkora, PE C0B 1N0

June 8, 2020

Rural Municipality of Kinkora  
45 Anderson Road  
Kinkora, PE  
C0B 1N0

**Re.: Property Number 273490, 6187 Anderson Road**

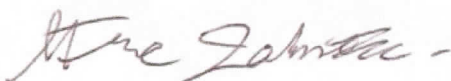
To Council Members:

I am writing to submit a request to join the village of Kinkora. I understand I will be required to pay the annual taxation fee for village membership.

I would like to confirm that I will remain able to possess livestock on my property, and in addition, have the right to operate and expand/diversify my home based business.

If you require additional information, feel free to contact me at 902.432.0434.

Thank you for your consideration,



Stephen Johnston