

**Rural Municipality of Kinkora
Regular Meeting
June 23, 2025
Minutes**

Present: Mayor Robert Duffy, Councilors Amanda Dwyer, Andrew Lawless, Andrew McCarville, and Amanda Noonan

Absent: Councilors Willie MacGuigan and Harrison Duffy

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: Administrative Assistant Ember Lacey

1. **Call to Order:** 7:00 pm
2. **Reminder of Code of Conduct and Conflict of Interest Bylaws**
3. **Review / Additions to the Agenda**
4. **Approval of Agenda**

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

5. **Public Presentations – none**
6. **Review / Approval of Minutes – Regular Meeting – May 26, 2025**

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer “to approve the minutes from the May 26, 2025, regular meeting.” All in favor. Motion carried.

7. **Business Arising from the Minutes**
8. **Reading of Correspondence**

- **Benevolent Irish Society (BIS)** – An invitation to the BIS reception being held in Charlottetown on August 1, 2025. The reception will be hosting the representatives of the Ambassador of Ireland.
- **Rural Municipality of Crapaud** – An invitation to “Unity in Our Community – A Multicultural Event” being held at the Crapaud Hall on June 29, 2025, from 1pm-4pm.
- **Bedeque Area Historical Museum** – The museum’s new summer exhibits’ official opening is taking place on July 5, 2025. Council members are invited to attend and, if interested, to say a few words at the opening. The new exhibits include a reorganization of Callbeck’s Store exhibit, Red Barn Museum exhibit, and a new exhibit describing the Irish Settlement of Kinkora and surrounding areas (in relation to the 200th anniversary of BIS).

- **Canadian Postmasters and Assistants Association (CPAA)** – President of the Maritime Branch, Eugene Verdon, reaching out to highlight some information regarding the current state of Canada Post. The goals of their union are to “act as a voice of rural post office employees” and to “ensure equal access to all Canadians.” Made it very clear that they are not looking to strike. Requests that, if contacted by Canada Post to discuss service changes, to reach out to CPAA if questions or concerns arise.

9. Reports

a) **Fire Department** – Johnny Dugay and Grant Desjardins

- Joey McNeill has completed Level 1 and is now off probation. He is considered to be full-time and on the roster as a firefighter.
- 5 members attended the FDIC Atlantic Training, which included a combination of hands-on and classroom learning. The information received was helpful and will be implemented in the department.
- Transportation has agreed to do an area of shale and crushed asphalt at the site of the new fire pump, starting June 24, 2025. Duffy Construction is waiting on a site map from the Fire Chief.
- Lidstone Electric was in to discuss the lighting situation in the hall and is looking to stick to the quote previously given last fall. Other prospects and quotes may be looked at before moving forward.
- The heat pumps in the hall are still having issues with heating in the winter. Cody Burke is going to take a look at it and give possible suggestions, which will include air conditioning.
- The department will have volunteers at Somerset Festival events (tractor pulls, parades, and the race) to help with traffic and safety.
- Discussions around bunker gear are still taking place, but the quote will be honored for the government grant.
- No major issues with the fleet. Rescue 11 has wiring issues; someone is coming in to assess it. The tanker for sale is still at Duffy Construction and, until there is a final sale, will be used as a backup for water supply.
- Beginning to look at replacement options for the tanker currently for sale, no decisions have been made on which replacement will be chosen.
- Mayor Robert Duffy has agreed to attend the monthly fire department meetings as having a council member at the meetings would be beneficial.
- Calls for May included a medical call, 2 motor vehicle accidents, and 3 fires. No fatalities.

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

c) **Administrator** – written report attached

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

- So far, 25% of our budget has been used
- Overall, everything seems on track and there are no major concerns
- Sewer fees were sent out
- Fire truck loan is set to be paid off in July 2025

- 41% of the daycare supplies budget has been used; however, the school-aged grant is being used in this fiscal year and will be adjusted at year end by auditors
- e) **Facility** – Councilor Harrison Duffy
 - Painters have reached out and will begin their project soon and are willing to work around the Municipality’s events
 - Cameras in Kinkora Place are to be done by next week
- f) **Sewer & Utility** – Councilor Andrew McCarville – no report
- g) **Parks/Recreation/Youth** – Councilor Andrew Lawless
 - John McKinnon from Cavendish Agri Services is interested in investing in the community’s needs. He has requested a list of needs be written up and submitted to him – sports equipment, rink roof, etc. There was also interest in a facility with their name on it, possibly the rink.
- h) **Events** – Councilor Willie MacGuigan
 - Mayor Robert Duffy will attend the Canada Day celebration at Heritage Park and will also give a speech to welcome everyone.
- i) **Daycare** – Councilor Amanda Dwyer
 - The summer program is kicking off and students have been hired
 - Interviews for the fall after-school program have begun. Hiring 3 people would be ideal for the program.
 - An open house was hosted for new families and it was well attended and received positive feedback.
- j) **Official Plan** – Councilor Amanda Dwyer
 - Period for feedback on the draft closed last Friday
 - Feedback was received from 2 people
 - One was a request for rezoning; however, the period has passed for rezoning concerns so there aren’t any actions that could be taken

10. New Business – no new business

11. Old Business / Carry Forward Items

a.) Ballfield Revitalization

- A meeting concerning the use of tennis courts took place. An agreement has been made to allow the tennis courts to be turned into space for the ballfield, with leftover area being used for a green space or a parking lot.
- Tenders for the ballfield revitalization will be sent out in phases (infield, outfield, etc.)

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “*to proceed with the tender for the ballfield project, pending approval of both funding sources.*” All in favor. Motion carried.

b.) Kinkora Place Parking Lot Paving

- Parish council was requesting their parking lot be done at the same time so they can piggyback on the Kinkora Place paving, saving them money.
- Need to borrow for the project due to CCBF funds being received in \$100,000 annual increments over five years.

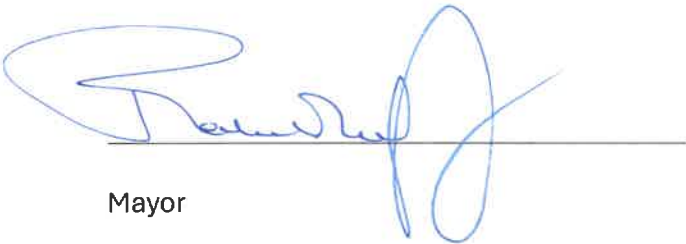
MOTION: Moved by Amanda Noonan and seconded by Andrew Lawless “to go ahead with the reconstruction of the Kinkora Place parking lot and to tender the project.” All in favor. Motion carried.

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer “to borrow up to \$250,000 for the reconstruction of the Kinkora Place parking lot project.” All in favor. Motion carried.

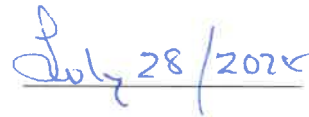
12. Date of Next Meeting – July 28, 2025, at 7:00pm

13. Adjournment

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




Mayor



Date



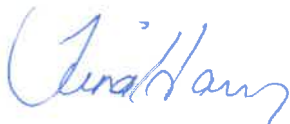
Chief Administrative Officer



Date

CAO's Report – June 23, 2025

- 1) **Funding Updates** – The application under the provincial Rural Growth Initiative for Fire Department bunker gear, kitchen equipment improvements, and the ballfield revitalization has been forwarded for review and now must go to the Treasury Board and Executive Council. The provincial application under the Canada Housing Infrastructure Fund (CHIF) has been sent to senior management at Infrastructure for review. We have heard nothing yet from the federal CHIF application. This is for sewer and stormwater infrastructure for the Johnston Subdivision expansion.
- 2) **Summer Students** – We received Jobs for Youth and Post Secondary Funding for two students to work in the summer program at Somerset Consolidated School, and they both started today. We also hired a summer maintenance student under Canada Summer Jobs, and he will be starting on Monday, June 30th.
- 3) **Irish Delegates** – Delegates from County Monaghan in Ireland usually make a trip to Kinkora in June for lunch and a meet and greet with residents. This year they are coming in August to coincide with the 200th anniversary celebrations of the Benevolent Irish Society. They have asked to come out to Kinkora on Friday, August 1st for dinner and a night of music at O'Sheas.
- 4) **Daycare Sound Panels** – The sound panels for the daycare have arrived. We were given an extension until the end of July to have work completed. However, I have asked for another extension as the work will more easily be completed when the center is closed for the last week in August.
- 5) **Spotlight Paper** – Jane Beach from Child Care Now, who has received federal funding for a research study on childcare needs across the country, was in Kinkora a couple of months ago to tour our center. We subsequently had a Zoom meeting for a Spotlight Paper she wanted to do on our early learning center. The draft of this paper has been received, and all councilors have a copy for feedback.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to June 20, 2025

MUNICIPALITY OPERATING REVENUE	2025-26 Budget	To Date	%
Assessable municipal property taxes	\$ 163,007.30	\$ 43,176.00	26
Equalization Grant	\$ 72,240.12	\$ 19,430.79	27
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00	\$ -	-
Events - Regular and Special	\$ 26,000.00	\$ 3,045.00	12
Multiplex Board Signage	\$ 12,000.00	\$ -	0
Early Learning Center Revenue	\$ 1,101,000.00	\$ 242,057.88	22
Interest Revenue - Capital Reserve Fund	\$ -	\$ 626.00	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,000.00	67
Total	\$ 1,453,247.42	\$ 309,335.67	21

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 184,650.00	\$ 44,045.84	24
Facility	\$ 115,500.00	\$ 11,075.69	10
Events	\$ 23,500.00	\$ 1,271.10	5
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,101,000.00	\$ 218,188.82	20
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,453,150.00	\$ 274,581.45	19

Operating Surplus	\$ 97.42	\$ 34,754.22	
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SEWER UTILITY OPERATING REVENUE	2025-26 Budget	To Date	%
Flat Rate Sewer Fees	\$ 85,760.00	\$ 42,320.00	49
Total	\$ 85,760.00	\$ 42,320.00	49

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Total Operating Expenses	\$ 85,760.00	\$ 17,849.75	21

Sewer Operating Surplus	\$ -	\$ 24,470.25	
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MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 324.47	9
Donations	\$ 2,500.00	\$ 1,405.00	56
Dues/Grants	\$ 1,200.00	\$ 220.00	18
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 12,500.00	\$ 11,892.00	95
Interest on Loans	\$ 15,000.00	\$ 3,069.66	20
Office Supplies	\$ 3,500.00	\$ 636.95	18
POS Fees	\$ 500.00	\$ 45.85	9
Professional Fees	\$ 10,000.00	\$ 1,584.00	16
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 44,000.00	\$ 9,362.57	21
Community Programs (Black Fly)	\$ 9,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 149.75	17
Honorariums	\$ 7,750.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 474.61	16
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 35,500.00	\$ 8,875.01	25
Accounting Software	\$ 1,000.00	\$ 872.52	87
Loan Repayment	\$ 21,000.00	\$ 5,133.45	24
Total	\$ 184,650.00	\$ 44,045.84	24

Facility and Public Property

Property Tax	\$ 2,000.00	\$ 1,067.53	53
Snow Removal	\$ 5,000.00	\$ 88.56	2
Repairs and Maintenance	\$ 35,000.00	\$ 1,779.43	5
Utilities	\$ 30,000.00	\$ 3,234.84	11
Landscaping	\$ 3,500.00	\$ 418.00	12
Cleaning and Supplies	\$ 30,000.00	\$ 3,797.91	13
Wages	\$ 10,000.00	\$ 689.42	7
Total	\$ 115,500.00	\$ 11,075.69	10

Events

Bar	\$ 4,000.00	\$ -	0
Bingo	\$ 4,000.00	\$ -	
Kitchen/Canteen	\$ 2,000.00	\$ 320.94	16
Special Events	\$ 10,000.00	\$ 750.16	8
Bartenders	\$ 2,000.00	\$ -	0
Security	\$ 1,500.00	\$ 200.00	13
Raffle Fundraiser	\$ -	\$ -	0
Total	\$ 23,500.00	\$ 1,271.10	5

MUNICIPALITY OPERATING EXPENSES	2025-26 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	\$ 1,005,000.00	\$ 190,901.66	19
Facility Costs	\$ 55,000.00	\$ 15,292.02	28
Food	\$ 33,000.00	\$ 8,722.48	26
Supplies	\$ 8,000.00	\$ 3,272.66	41
Total	\$ 1,101,000.00	\$ 218,188.82	20

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 27,500.00	\$ 5,605.35	20
Bank Fees	\$ 300.00	\$ 54.00	18
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 2,059.89	23
Debit Machine	\$ 560.00	\$ 31.52	6
Repairs and Maintenance	\$ 27,700.00	\$ 7,324.80	26
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 1,000.00	\$ 237.33	24
Electricity	\$ 3,500.00	\$ 852.45	24
Loan Repayment	\$ 7,000.00	\$ 1,684.41	24
Total	\$ 85,760.00	\$ 17,849.75	21

Community/Fire/Sewer Loan Payments June 2025

Date	Purpose	Principal	Interest	Total	Balance
05-Jun-25	Complex Improvement	\$ 355.66	\$ 160.90	\$ 516.56	\$ 59,055.16
06-Jun-25	Fire Truck Loan	\$ 2,925.63	\$ 11.92	\$ 2,937.55	\$ 3,036.58
09-Jun-25	Hall Expansion	\$ 377.74	\$ 808.53	\$ 1,186.27	\$ 223,808.68
09-Jun-25	FD - New Tanker	\$ 432.32	\$ 1,957.92	\$ 2,390.24	\$ 423,189.29
10-Jun-25	Upgrade to Kinkora Place	\$ 909.17	\$ 307.92	\$ 1,217.09	\$ 95,065.41
11-Jun-25	Sidewalk/Sewer	\$ 1,043.49	\$ 1,205.33	\$ 2,248.82	\$ 244,764.16
	Community - June	\$ 2,686.06	\$ 2,482.68	\$ 5,168.74	\$ 622,693.41
	Fire Department - June	\$ 3,357.95	\$ 1,969.84	\$ 5,327.79	\$ 426,225.87