

**Rural Municipality of Kinkora
Regular Meeting
March 24, 2025
Minutes**

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

Absent: Councilor Andrew McCarville

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:02 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 Willie MacGuigan and seconded by Amanda Noonan *“to approve the Monday, March 24th monthly council meeting agenda .”* All in favour. Motion carried

5. **Public Presentations – none**
6. **Review/Approval of Minutes**

Regular Meeting – February 24, 2025

MOTION: Moved by Willie MacGuigan and seconded by Andrew Lawless *“to approve the minutes from the February 24th regular meeting.”* All in favour. Motion carried.

Financial Plan Presentation Meeting – March 3, 2025

MOTION: Moved by Amanda Noonan and seconded by Andrew Lawless *“to approve the Financial Plan public meeting minutes from March 3, 2025.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**
 - **Ditch Infilling/Active Transportation Engineering**

Council requested an RFP be issued for Engineering Services for a five-year period with possibility of extension. CAO to draft and post this RFP.
The RFP was issued, and three proposals were received with awarding to be discussed later in the meeting.

8. Reading of Correspondence

- **Benevolent Irish Society of PEI** – Invitation to attend the launch of the BIS 200-year celebration, on April 18th. We will be hosting a concert at Kinkora Place in August as part of the celebrations.
- **Jen Johnston** – Request for approval to have a small home-based craft business on their property at 93 Anderson Road. The shop will be open two days a week for limited hours and will sell soaps, candles and apothecary products. The conditions under section 4.44 of the municipality's Development Bylaw have been met.

MOTION: Moved by Harrison Duffy and seconded by Amanda Dwyer *"to approve the request from Jen Johnston for their business."* All in favour. Motion carried.

9. Reports

a) Fire Department – Fire Chief Johnny Dugay

- Annual report as attached.
- Chief Dugay presented the 2025-26 Operating Budget (attached).
- Request received from the fire department to begin the process for a new truck to replace Rescue 11.
- The cost of a replacement truck is estimated to be between \$600,000 and \$700,000.
- Discussion of new emissions regulations that could significantly increase the cost.
- Mayor Duffy asked the department to come up with some firm numbers to bring to council.

b) KABC – Councilor Harrison Duffy – no report

c) Administrator – written report attached

- **Warming Center Improvements**
MOTION: Moved by Amanda Noonan and seconded by Willie MacGuigan *"to apply to Rural Development for kitchen improvements to further support our status as a warming center, for up to \$30,000."* All in favour. Motion carried.
- **Regular Meeting of April 28th**
After discussion, council agreed to move this meeting ahead to April 14th at 7 pm due to polls for the federal election being held at Kinkora Place on April 28th.

d) Finance – Councilor Amanda Noonan – financials attached

- We should be close to 100% of revenue and expenses with year-end only a week away. Invoices will still trickle in over the next few weeks.
- For Events, revenue is still low but so are expenses and there is now more separation between revenue and expenses.
- No money was spent on the ballfield this fiscal and only 28% of the rink budget has been spent, but that is only up to February 1st.

e) Facility – Councilor Harrison Duffy

- Cameras at Kinkora Place and Heritage Park should be installed in the second week of April.
- Grass Cutting Services for 2025

MOTION: Moved by Harrison Duffy and seconded by Willie MacGuigan *“To award Colton Dawson (Husky Property Group) this year’s grass cutting contingent on it being the same price as last year.”* All in favour. Motion carried.

ACTION: CAO to reach out to Colton to discuss.

f) Sewer and Utility – Councilor Andrew McCarville – no report

g) Parks, Recreation and Youth – Councilor Andrew Lawless

- Ice on the rink went as well as it could this year based on the weather
- A new liner is needed for next year and if ordered now it will get here in time, at an approximate cost of \$3,000.
- A few people have approached Andrew about the tennis courts at the high school and having them removed.
- Duffy Ballfield – the tennis courts are needed to expand the field for U13 ball.
- We will push forward for ballfield maintenance to be done around the 1st of August.
- When the new ballfield project is tendered, it could be in separate phases.
- Funding is available from Rural Development to improve the field.

MOTION: Moved by Andrew Lawless and seconded by Harrison Duffy *“to apply to Rural Development for up to \$125,000 for the Duffy Ballfield Revitalization.”* All in favour. Motion carried.

h) Events – Councilor Willie MacGuigan

- Bingo is still showing a significant loss after four months.
 - The jackpots are all high and will likely be won tomorrow night.
- MOTION:** Moved by Andrew Lawless and seconded by Willie MacGuigan *“to play tomorrow night until the jackpots are gone and then bingo will be cancelled.”* All in favour. Motion carried.
- We have had several groups approach us to do fundraising bingos.
 - This year’s Easter Egg hunt will be April 13th at Kinkora Place

i) Daycare – Councilor Amanda Dwyer

- Amanda and HR co-chair Andrew McCarville attended the February staff meeting where Employment Standards were discussed.
- Amanda and Andrew will be checking in with all staff in April.
- Discussion around hiring an HR firm as needed. CAO will look into cost and proposals.

j) Official Plan – Councilor Amanda Dwyer

- Jennifer Brown from Dillon Consulting will be reaching out to suggest a couple of dates for the public presentation.

10. New Business

- **Remuneration Bylaw #2025-01 Second Reading and Adoption**
MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to approve second reading of the Remuneration Bylaw #2025-01.”* All in favour. Motion carried.
MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *“to adopt the Remuneration Bylaw #2025-01.”* All in favour. Motion carried.
- **Tax Rate for 2025**
MOTION: Moved by Harrison Duffy and seconded by Willie MacGuigan *“to hold the tax rate at \$0.55/\$100 of assessed value for non-commercial and \$0.57/\$100 of assessed value for commercial properties.”* All in favour. Motion carried.
- **Adoption of 2025-26 Financial Plan**
MOTION: Moved by Amanda Noonan and seconded by Andrew Lawless *“to adopt the 2025-2026 Financial Plan.”* All in favour. Motion carried.
- **Engineering Services Contract Award – Three proposals were received in response to the 5-year Engineering Services RFP.**
MOTION: Moved by Andrew Lawless and seconded by Harrison Duffy *“to award WSP the 5-year Engineering Services contract with the option to renew.”* All in favour. Motion carried.

11. Old Business/Carry Forward Items - none

12. Date of Next Meeting – April 14, 2025, at 7 pm

13. Closed Meeting

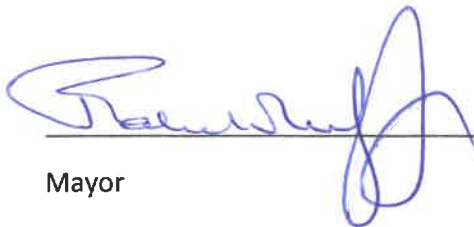
MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *“to close the meeting at 8:29 pm to discuss HR issues.”* All in favour. Motion carried

The meeting was reopened at 8:49 pm

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *“to add 3% to the wage of any staff members who aren’t eligible for pension.”* All in favour. Motion carried.

14. Adjournment

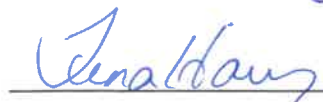
MOTION: Moved by Willie MacGuigan and seconded by Amanda Dwyer *“to adjourn the meeting at 8:50 pm.”*



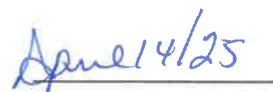
Mayor



Date



Chief Administrative Officer



Date

Fire Chief's Report For 2024

2024 was my eighth year as Chief of the Kinkora and Area Fire Department. This is a job that I take very seriously, and my goal is to always lead by ample and strive to put together a strong, united fire department. It is my belief that the Chief Officer's role is just like any other position in a Fire Department where the Chief is continuously learning techniques to serve fellow firefighters and the community. The Chief should be a role model and participate in all fire department activities as an equal. I am proud to have the confidence of members, council and the public in me as Chief of the Kinkora and Area Fire Department. This support makes the Kinkora and Area Fire Department a wonderful place to volunteer.

2024 had 62 calls for service, which is higher than years past. The calls that we responded to included MVAs, fires, search and rescue, alarms and MFR calls. As with every year, the call volume we have always speaks of the importance of our training and being prepared. We do not want our skills to become rusty and we aim to be sharp and on point through education and practice.

Our overall membership currently sits at 29 members, which is 1 lower than a full complement of 30 members. In 2024, 3 members resigned from the Kinkora and Area Fire Department due family commitments. 2 members joined the Kinkora Fire Department on a probationary status. As of now, the gap in our roster has not been filled.

2024 was once again a productive training year. We saw members attend various courses, including MFR, HazMat Awareness, Level 1 Firefighter training, and FDIC in Wolfville, NS. Currently, 27 members of the Kinkora Fire Department are considered full status members with 2 members on probation. The in-house training that was offered was successful in 2024 with veteran members not only honing their skills but also mentoring newer members.

In 2024 we saw the delivery of a 3500-gallon tanker truck from Fort Garry Fire Trucks. Tanker 14 has proven to be a valuable asset to our fire department giving us 28.5% more water when we are on scene.

Tanker 9 is still in our fleet, however it will be sold this year with proceeds going towards the next truck we inevitably need to buy.

Last spring, the Kinkora and Area Fire Department participated in the firefighter's hockey tournament in Crapaud helping to raise money for ALS. This past summer, we were once again able to host our Annual Antique Tractor Pull and pancake breakfast weekend fundraisers. The Kinkora and Area Fire Department was able to host its annual summer barbeque and lobster dinner with members and guests. With Members participated in regional Firefit events bringing home medals this year and qualifying for national events. Members of the Kinkora and Area Fire Department hosted the PEI firefighter's softball tournament in August with proceeds being donated to South Shore Food Share. In September, members participated in the PEI Firefighter's golf tournament in Fox Meadows. In December members gathered at O'Shea's Pub and Eatery for an evening of food and drink to celebrate another great year and Christmas cheer and to present certificates, years of service awards, and the Firefighter of the year award. The evening was enjoyed by all, and great appreciation was shown to Richard Shea for providing a spot to eat and dance.

We have a great diversity of members in our Fire Department: farmers, mechanics, teachers, carpenters, paramedics, men, women, the list goes on and on. Everyone brings something special and different to the table, but they all have a common goal. They are all willing to answer the call and put their life on the line for the sake of anyone

I can tell you with pride that our members hold their heads high and provide the public with the best service, care, professionalism and compassion that they have. These men and women are real heroes, they volunteer to one of the most dangerous jobs in the world.

I am very pleased to report that 2025 has worked out to be a balanced budget, after getting through another year of annual expenses with numbers subject to change when the accounts audit our books. We hold more than \$95,000 in our truck reserve to be put towards our new truck. The expiration date of the newest bunker gear is currently passed due. A plan has been developed for the purchase of bunker gear, helmets and boots. I am very pleased to announce that there will not be an

increase in fire dues this year.

Once again, I would like to thank everyone for the past year and look forward to making 2025 a safe year.

Thank You

Chief Johnny Dugay

KINKORA AND AREA FIRE DEPARTMENT
SUMMARY OF OPERATING REVENUE AND EXPENSES

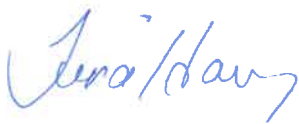
FIRE DEPARTMENT OPERATING REVENUE	2025-26 Budget
Fire Dues	\$ 270,745.00
Additional Revenue	\$ -
Interest	\$ -
Total	\$ 270,745.00

FIRE DEPARTMENT OPERATING EXPENSES	2025-26 Budget
Firefighter Insurance	\$ 1,750.00
Fire Truck Insurance	\$ 7,000.00
Radio Rentals/Cell Phones	\$ 4,000.00
Advertising	\$ 250.00
Medacom	\$ 3,250.00
Dues	\$ 1,500.00
Training and Travel	\$ 11,000.00
Firefighter of the Year Award	\$ 1,500.00
Fuel	\$ 4,000.00
Share of Complex	\$ 32,000.00
Administration	\$ 12,000.00
Pumper Payment	\$ 14,705.00
Tanker Payment	\$ 28,902.00
Truck Maintenance	\$ 12,000.00
Equipment Maintenance	\$ 11,000.00
New Equipment	\$ 20,000.00
Food and Water	\$ 1,000.00
Office and Supplies	\$ 500.00
Honorarium	\$ 20,000.00
Donations	\$ 1,500.00
Snow Removal	\$ 1,000.00
PEI MFS Events	\$ 2,000.00
Property Maintenance	\$ 1,200.00
Building Payment	\$ -
Internet/TV/Phone	\$ 4,000.00
Reserve Fund - Bunker Gear/Truck	\$ 74,688.00
Total	\$ 270,745.00

Operating Surplus	\$ -
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CAO's Report – March 24, 2025

- 1) **Municipal Affairs and Association of Municipal Administrators** – I attended a workshop in Victoria on March 12th, jointly hosted by Municipal Affairs and the Association of Municipal Administrators. It was a great time to bring concerns forward to Municipal Affairs and have roundtable discussions with CAOs from other municipalities, as well as share projects and initiatives that are working in Kinkora.
- 2) **Warming Center Improvements** – We will be applying to Rural Development for kitchen equipment improvements to further support our status as a Warming/Reception Center. Funding will be at 80% and we have a quote of \$30,000 for a new stove, new cooler, new upright freezer, new dishwasher and stainless-steel workspace. A council resolution in support of the application is required.
- 3) **Child Care Now Early Learning and Child Care Expansion Project** – Child Care Now, Canada's national child care advocacy coalition, has received federal funding to conduct a three-year research project on child care expansion. Jane Beach, a research and policy consultant hired to undertake this project, was in Kinkora this morning to view the Early Learning Centre and discuss how the municipal model is working for us. They asked if they could use our centre for a Spotlight paper.
- 4) **Regular Meeting of April 28th** – The next regular council meeting is scheduled for Monday, April 28th, but that is also now the date for the federal election. Does council want to move this meeting to either Monday, April 14th or Monday, April 21st (Easter Monday)?
- 5) **FPEIM Annual Meeting** – The annual meeting of the Federation of PEI Municipalities is also scheduled for April 28th. The board will be meeting this Thursday and will discuss whether to reschedule this meeting.
- 6) **Vacation** – The office will be closed May 2-9 for vacation.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to March 21, 2025

MUNICIPALITY OPERATING REVENUE	2024-25 Budget	To Date	%
Assessable municipal property taxes	\$ 154,251.54	\$ 162,733.70	105
Equalization Grant	\$ 66,354.46	\$ 72,240.10	109
Municipal Capital Expenditure Grant (MCEG)	\$ -	\$ 46,343.37	-
Events - Regular and Special	\$ 51,720.00	\$ 36,866.06	71
Multiplex Board Signage	\$ 10,400.00	\$ 12,400.00	119
Early Learning Center Revenue	\$ 1,087,407.00	\$ 1,225,291.69	113
Interest Revenue - Capital Reserve Fund	\$ -	\$ 7,607.25	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 2,180.19	145
Total	\$ 1,371,633.00	\$ 1,565,662.36	114

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 185,950.00	\$ 154,062.35	83
Facility	\$ 103,500.00	\$ 71,073.16	69
Events	\$ 35,100.00	\$ 22,386.04	64
Parks and Recreation	\$ 25,000.00	\$ 4,229.64	17
Early Learning Center	\$ 1,015,500.00	\$ 998,689.63	98
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
Total	\$ 1,368,550.00	\$ 1,253,940.82	92

Operating Surplus	\$ 3,083.00	\$ 311,721.54	
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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	\$ 70,310.22	83

Sewer Operating Surplus	\$ -	\$ 15,383.11	
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MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 1,069.55	31
Donations	\$ 2,000.00	\$ 2,149.00	107
Dues/Grants	\$ 1,000.00	\$ 1,038.13	104
Accounting Fees	\$ 10,000.00	\$ 6,697.71	67
Insurance	\$ 10,000.00	\$ 9,374.60	94
Interest on Loans	\$ 15,000.00	\$ 12,768.17	85
Office Supplies	\$ 3,000.00	\$ 3,397.59	113
POS Fees	\$ 300.00	\$ 228.52	76
Professional Fees	\$ 10,000.00	\$ 9,026.66	90
Library	\$ 300.00	\$ 300.00	100
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 56,000.00	\$ 39,403.30	70
Community Programs (Black Fly)	\$ 8,000.00	\$ 7,150.03	89
Bank Charges	\$ 900.00	\$ 766.20	85
Honorariums	\$ 3,300.00	\$ 3,187.50	97
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 2,824.12	94
Website	\$ 1,000.00	\$ 176.00	18
Fire Dues	\$ 33,650.00	\$ 33,650.04	100
Accounting Software	\$ 1,500.00	\$ 810.92	54
Loan Repayment	\$ 21,000.00	\$ 20,044.31	95
Total	\$ 185,950.00	\$ 154,062.35	83

Facility and Public Property			
Property Tax	\$ 2,000.00	\$ 1,557.95	78
Snow Removal	\$ 5,000.00	\$ 1,669.82	33
Repairs and Maintenance	\$ 35,000.00	\$ 20,140.22	58
Utilities	\$ 30,000.00	\$ 25,957.92	87
Landscaping	\$ 6,500.00	\$ 3,531.00	54
Cleaning and Supplies	\$ 15,000.00	\$ 15,190.15	101
Wages	\$ 10,000.00	\$ 3,026.10	30
Total	\$ 103,500.00	\$ 71,073.16	69

Events			
Bar	\$ 3,000.00	\$ 3,374.08	112
Bingo	\$ -	\$ 4,415.80	
Kitchen/Canteen	\$ 2,000.00	\$ 1,696.82	85
Special Events	\$ 10,000.00	\$ 9,855.41	99
Bartenders	\$ 2,000.00	\$ 852.70	43
Security	\$ 2,000.00	\$ 236.60	12
Raffle Fundraiser	\$ 16,100.00	\$ 1,954.63	12
Total	\$ 35,100.00	\$ 22,386.04	64

MUNICIPALITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Parks and Recreation			
Supplies (Ballfield)	\$ 10,000.00	\$ -	0
Rink	\$ 15,000.00	\$ 4,229.64	28
Total	\$ 25,000.00	\$ 4,229.64	17

Early Learning Center			
Administration	\$ 929,000.00	\$ 926,917.15	100
Facility Costs	\$ 50,000.00	\$ 36,219.21	72
Food	\$ 30,000.00	\$ 26,309.79	88
Supplies	\$ 6,500.00	\$ 9,243.48	142
Total	\$ 1,015,500.00	\$ 998,689.63	98

SEWER UTILITY OPERATING EXPENSES	2024-25 Budget	To Date	%
Administration	\$ 27,500.00	\$ 21,607.66	79
Bank Fees	\$ 300.00	\$ 198.00	66
Accounting Fees	\$ 4,100.00	\$ 3,348.85	82
Interest on Debt	\$ 9,000.00	\$ 8,422.39	94
Debit Machine	\$ 750.00	\$ 390.63	52
Repairs and Maintenance	\$ 27,700.00	\$ 24,423.28	88
Supplies	\$ 4,200.00	\$ 891.30	21
Internet and Phone	\$ 950.00	\$ 1,115.00	117
Electricity	\$ 3,500.00	\$ 3,358.34	96
Loan Repayment	\$ 7,000.00	\$ 6,554.77	94
Total	\$ 85,000.00	\$ 70,310.22	83

Community/Fire/Sewer Loan Payments March 2025

Date	Purpose	Principal	Interest	Total	Balance
03-Mar-25	Firehall Renov	\$ 748.02	\$ 1.25	\$ 749.27	\$ -
04-Mar-25	Firehall Renov Payout	\$ 30.00	\$ -	\$ 30.00	\$ -
05-Mar-25	Complex Improvement	\$ 352.78	\$ 163.78	\$ 516.56	\$ 60,119.26
06-Mar-25	Fire Truck Loan	\$ 2,908.14	\$ 29.41	\$ 2,937.55	\$ 11,795.96
10-Mar-25	FD - New Tanker	\$ 615.14	\$ 1,775.10	\$ 2,390.24	\$ 424,605.98
10-Mar-25	Upgrade to Kinkora Place	\$ 900.47	\$ 316.62	\$ 1,217.09	\$ 97,784.21
11-Mar-25	Sidewalk/Sewer	\$ 1,109.65	\$ 1,139.17	\$ 2,248.82	\$ 247,799.12
	Community - March	\$ 2,362.90	\$ 1,619.57	\$ 3,982.47	\$ 405,702.59
	Fire Department - March	\$ 4,271.30	\$ 1,805.76	\$ 6,077.06	\$ 436,401.94

Rural Municipality of Kinkora, PEI
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2025-01

BE IT ENACTED by the Council of the Rural Municipality of Kinkora as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the "Remuneration Bylaw."

2. Authority

- 2.1. Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

3. Application

- 3.1. This bylaw applies to all Council members. For greater certainty, this includes the Mayor and Deputy Mayor.

4. Definitions

- 4.1. "Act" means the Municipal Government Act.
- 4.2. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.3. "Compensation" means a form of monetary payment for the performance of some work or service.
- 4.4. "Council" means the mayor and other members of the council of the municipality.
- 4.5. "Councillor" means a member of council other than the mayor.
- 4.6. "Commission" means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.7. "Remuneration" means, both monetary payment for the for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

5. Establishing a Remuneration Bylaw

- 5.1. Council may, by bylaw, establish the level of remuneration and reimbursement available to elected officials to ensure that:
- (a) residents who have been elected to the position of Mayor, Deputy Mayor, or Council member are provided reasonable remuneration for their service to the Rural Municipality of Kinkora.

- (b) ensure orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, and Councillors;

6. Remuneration of Council Members

- 6.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$1500 per year.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$1250 per year.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$1000 per year.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term (or misses a meeting without the consent of council), remuneration shall be prorated on a monthly basis for time served or part month thereof (or per meetings missed etc.) and those monies shall stay in the general fund of the municipality.
- 6.5. Remuneration shall be paid on or about December 1st each year, less any deductions required by law.
- 6.6. Remuneration for the Mayor, Deputy Mayor and Councillors shall be increased by 5% on or about the 1st day of April each year for the coming fiscal year and a review shall be done every three years.

7. Allowance for Expenses

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule A that is attached to, and forms part of, this bylaw.

8. Revisions to this Bylaw

- 8.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.
- 8.2. The Commission shall be made up of 2-3 members, who shall not be member of council or municipal staff.
- 8.3. The Commission shall review and make recommendations to council respecting the compensation, reimbursement or payments that should be made to members of council, giving consideration to:
 - (a) compensation, reimbursement and payment rates of comparably-sized municipalities;

- (b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
- (c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and
- (d) the time requirements associated with participation on council and council committees.

8.4. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

9. Repeal of Existing Bylaw

9.1. On adoption, this bylaw replaces the Bylaw to Regulate Remuneration of Council and Appointees, Bylaw #2019-08, dated January 27, 2020.

10. Effective Date

10.1. This Remuneration Bylaw, Bylaw #2025-01, shall be effective on the date of approval and adoption below.

First Reading:

This Remuneration Bylaw, Bylaw# 2025-01, was read a first time at the Council meeting held on the 24th day of February, 2025.

This Remuneration Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the 24th day of February, 2025.

Second Reading:

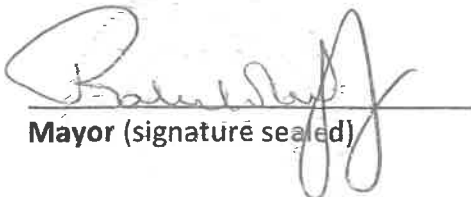
This Remuneration Bylaw, Bylaw# 2025-01, was read a second time at the Council meeting held on the 24th day of March, 2025.

This Remuneration Bylaw, Bylaw# 2025-01, was approved by a majority of Council members present at the Council meeting held on the 24th day of March, 2025.


Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2025-01, was adopted by a majority of Council members present at the Council meeting held on the 24th day of March, 2025.

11. Signatures



Mayor (signature sealed)



Chief Administrative Officer (signature sealed)

This Remuneration Bylaw adopted by the Council of the Rural Municipality of Kinkora on the 24th day of March, 2025 is certified to be a true copy.

[Handwritten Signature]

Chief Administrative Officer Signature

March 24/25

Date

SCHEDULE A

Mileage Reimbursement

As per current Government of Prince Edward Island mileage rates.

Meal Reimbursement Rates (to be supported by receipts)

As per current Government of Prince Edward Island meal rates.

No mileage will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the Rural Municipality of Kinkora.

No meal allowances will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the Rural Municipality of Kinkora.

Officials may be reimbursed for other expenses, incidental and necessary to their municipal duties, as approved by the council and supported by receipts.

RURAL MUNICIPALITY OF KINKORA
SUMMARY OF OPERATING REVENUE AND EXPENSES

MUNICIPALITY OPERATING REVENUE	2025-26 Budget
Assessable municipal property taxes	\$ 163,007.30
Equalization grant from provincial government (MSG payment)	\$ 72,240.12
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00
Events - Regular and Special	\$ 26,000.00
Multiplex Board Signage	\$ 12,000.00
Early Learning Center Revenue	\$ 1,101,000.00
Other Income (Donations, permits, etc.)	\$ 1,500.00
Total	\$ 1,453,247.42

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget
Administration	\$ 184,650.00
Facility	\$ 115,500.00
Events	\$ 23,500.00
Parks and Recreation	\$ 25,000.00
Early Learning Center	\$ 1,101,000.00
Reserve Funds	\$ 3,500.00
Total	\$ 1,453,150.00

Operating Surplus	\$ 97.42
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SEWER UTILITY OPERATING REVENUE	2025-26 Budget
Flat Rate Sewer Fees	\$ 85,760.00
Total	\$ 85,760.00

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget
Total Operating Expenses	\$ 85,760.00
Sewer Operating Surplus	\$ -

MUNICIPALITY OPERATING EXPENSES**2025-26 Budget****Administration**

Advertising	\$	3,500.00
Donations	\$	2,500.00
Dues/Grants	\$	1,200.00
Accounting Fees	\$	10,000.00
Insurance	\$	12,500.00
Interest on Loans	\$	15,000.00
Office Supplies	\$	3,500.00
POS Fees	\$	500.00
Professional Fees	\$	10,000.00
Library	\$	300.00
Travel	\$	500.00
Wages and Benefits	\$	44,000.00
Community Programs (Black Fly)	\$	9,000.00
Bank Charges	\$	900.00
Honorariums	\$	7,750.00
Training	\$	2,000.00
Internet and Phone	\$	3,000.00
Website	\$	1,000.00
Fire Dues	\$	35,500.00
Accounting Software	\$	1,000.00
Loan Repayment	\$	21,000.00
Total	\$	184,650.00

Facility and Public Property

Property Tax	\$	2,000.00
Snow Removal	\$	5,000.00
Repairs and Maintenance	\$	35,000.00
Utilities	\$	30,000.00
Landscaping	\$	3,500.00
Cleaning and Supplies	\$	30,000.00
Wages	\$	10,000.00
Total	\$	115,500.00

Events

Bar	\$	4,000.00
Bingo	\$	4,000.00
Kitchen/Canteen	\$	2,000.00
Special Events	\$	10,000.00
Bartenders	\$	2,000.00
Security	\$	1,500.00
Raffle Fundraiser	\$	-
Total	\$	23,500.00

MUNICIPALITY OPERATING EXPENSES**2025-26 Budget****Parks and Recreation**

Ballfield	\$	10,000.00
Rink	\$	15,000.00

Total	\$	25,000.00
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Early Learning Center

Administration	\$	1,005,000.00
Facility Costs	\$	55,000.00
Food	\$	33,000.00
Supplies	\$	8,000.00

Total	\$	1,101,000.00
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SEWER UTILITY OPERATING EXPENSES**2025-26 Budget**

Administration	\$	27,500.00
Bank Fees	\$	300.00
Accounting Fees	\$	5,000.00
Interest on Debt	\$	9,000.00
Debit Machine	\$	560.00
Repairs and Maintenance	\$	27,700.00
Supplies	\$	4,200.00
Internet and Phone	\$	1,000.00
Electricity	\$	3,500.00
Loan Repayment	\$	7,000.00
Total	\$	85,760.00

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF CAPITAL PROJECTS/FUNDING 2025-2026

MUNICIPAL CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	2025-26 BUDGET
KELC Equipment	EYC furniture	Funding/Grants/Cash on Hand	\$ 5,000.00
Complex Furniture	Furniture for new office space/New TV and cart	Cash on Hand	\$ 7,000.00
EYC Inclusive Equipment	Sound panels, walkway railing, inclusive materials	Grant	\$ 26,500.00
Heritage Park Revitalization	New equipment at Heritage Park	Donated Funds	\$ 10,000.00
FD Bunker Gear	Replace FD bunker gear	Funding/Financing/Reserve Fund	\$ 168,000.00
Shamrock Cr Ditch Infill/AT Pathway	Ditch infilling and active transportation pathway	Funding/Gas Tax	\$ 700,000.00
Kitchen Equipment Improvements	New kitchen equipment for warming center	Funding/Cash on Hand	\$ 30,000.00
Entry System for Kinkora Place	Key fob system for Kinkora Place	Cash on Hand	\$ 10,000.00
Kinkora Place Parking Lot	Paving of Kinkora Place parking lot	Gas Tax (Financing)	\$ 250,000.00
Johnston Lane Development	Infrastructure for Johnston Lane expansion (KABC)	Funding/Financing/KABC Funds	\$ 750,000.00
KABC Multi-Family Lot Development	Infrastructure for KABC multi-family lot	Funding/Financing/KABC Funds	\$ 1,800,000.00
Security Cameras	Cameras for interior/exterior Kinkora Place/Park	Cash on Hand	\$ 10,000.00
Kinkora Place Walkway Lighting	New lighting for front walkway at Kinkora Place	Cash on Hand	\$ 5,000.00
Dog Park	Community dog park	Gas Tax (Financing)	\$ 30,000.00
Ballfield Expansion	Expand Duffy Ballfield from U13 to U15	Funding/Financing	\$ 220,000.00
Total Capital Expenditures			\$ 4,021,500.00

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF CAPITAL PROJECTS/FUNDING 2025-2030

CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	BUDGET	YEAR
KELC Equipment	EYC furniture	Funding/Grants/Cash on Hand	\$ 5,000.00	25-26
Complex Furniture	Furniture for new office space/New TV and cart	Cash on Hand	\$ 7,000.00	25-26
EYC Inclusive Equipment	Sound panels, walkway railing, inclusive materials Grant		\$ 26,500.00	25-26
Heritage Park Revitalization	New equipment at Heritage Park	Donated Funds	\$ 10,000.00	25-26
FD Bunker Gear	Replace FD bunker gear	Funding/Financing/Reserve Fund	\$ 168,000.00	25-26
Shamrock Cr Ditch Infill/AT Pathway	Ditch infilling and active transportation pathway	Funding/Gas Tax	\$ 700,000.00	25-26
Kitchen Equipment Improvements	New kitchen equipment for warming center	Funding/Cash on Hand	\$ 30,000.00	25-26
Entry System for Kinkora Place	Key fob system for Kinkora Place	Cash on Hand	\$ 10,000.00	25-26
Kinkora Place Parking Lot	Paving of Kinkora Place parking lot	Gas Tax (Financing)	\$ 250,000.00	25-26
Johnston Lane Development	Infrastructure for Johnston Lane expansion (KABC	Funding/Financing/KABC Funds	\$ 750,000.00	25-26
KABC Multi-Family Lot Development	Infrastructure for KABC multi-family lot	Funding/Financing/KABC Funds	\$ 1,800,000.00	25-26
Security Cameras	Cameras for interior/exterior Kinkora Place/Park	Cash on Hand	\$ 10,000.00	25-26
Kinkora Place Walkway Lighting	New lighting for front walkway at Kinkora Place	Cash on Hand	\$ 5,000.00	25-26
Dog Park	Community dog park	Gas Tax (Financing)	\$ 30,000.00	25-26
Ballfield Expansion	Expand Duffy Ballfield from U13 to U15	Funding/Financing	\$ 220,000.00	25-26
FD Heavy Rescue Truck	Replacement truck for Rescue 11	Financing/Reserve Fund	\$ 500,000.00	27-28
Rink Roof	Roof over outdoor rink space	Financing	\$ 300,000.00	27-28