

**Rural Municipality of Kinkora
Regular Meeting
May 26, 2025
Minutes**

Present: Deputy Mayor Andrew McCarville, Councilors Amanda Dwyer, Willie MacGuigan, and Amanda Noonan

Absent: Mayor Robert Duffy, Councilors Harrison Duffy and Andrew Lawless

Meeting Chair: Deputy Mayor Andrew McCarville

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 Amanda Noonan and seconded by Amanda Dwyer “to approve the agenda.” All in favour. Motion carried.

5. Public Presentations – Beth Clinton, Regional Librarian, PEI Public Library Service

- The annual report for 2024 was presented.
- There are 25 public libraries across PEI, 3 of which are French.
- Over 4,000 programs were offered in 2024 which were attended by over 45,000 people.
- Government provides libraries with staff, training, supervision, management, books, equipment, internet connection, and online services.
- Communities provide space, furniture, shelving, heat, lights, phone, cleaning and maintenance, snow removal and grass cutting.
- There are attempts currently to provide more multilingual options besides English and French for more inclusivity.
- An Internal Delivery System is available to transport requested items to other libraries.
- Kinkora Public Library is currently open 3 days a week (12 hours total) and has 161 active card holders.
- Attendance and cardholder ratio are good when considering the small percentage of the province’s population that Kinkora makes up.
- Due to the overall rise in crime and concern for librarians working alone, a request for a security system and mobile panic button is being asked of all libraries across the province.

6. Review/Approval of Minutes

Regular Meeting – April 14, 2025

Official Plan Presentation – May 20, 2025

MOTION: Moved by Willie MacGuigan and seconded by Amanda Noonan *“to approve the minutes from the April 14, 2025, regular meeting and the May 20, 2025, Official Plan Presentation Meeting.”* All in favor. Motion carried.

7. Business Arising from the Minutes

8. Reading of Correspondence

- **Kinkora Regional High School** – A thank you note from Morgan MacLellan for purchasing an ad in the 2025 KRHS yearbook.
- **Somerset Consolidated School** – Seeking sponsors to place ads in their 2025 yearbook. Advertising options include a full-page ad (\$300), half-page ad (\$150), business card ad (\$65), or business card size page sponsor (\$130).

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to place a half-page ad in the Somerset Consolidated Yearbook for \$150.”* All in favor. Motion carried.

9. Reports

a) **Fire Department** – no report

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

c) **Administrator** – written report attached

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

- We should have used 16.7% of the budget for the year as of now.
- Sewer revenue is 50% of the budgeted amount.
- At 26% of donation budget. This should slow down a bit to leave room for usual and expected donations.
- Property tax is 53%. We have yet to receive grant-in-lieu, so when received it will work itself out.
- Daycare has spent 29% of their supplies budget. This has been addressed, and spending will slow.
- Overall, everything looks great and there is nothing of concern as of now.
- The QEH Fundraiser Ceilidh has requested a top up of \$155 from council to make the total donation amount \$1,000.

MOTION: Moved by Amanda Dwyer and seconded by Willie MacGuigan *“to top up the QEH donation in the amount of \$155.”* All in favor. Motion carried.

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

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

g) **Parks, Recreation and Youth** – Councilor Andrew Lawless

- Proposal for regrading infield and portion of outfield received from Somerset Gardens.
- Total project is estimated at \$3,661.78 plus HST.

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer *“to hire Somerset Gardens for the ballfield work for \$3,661.78 plus tax.”* All in favor. Motion carried.

h) **Events** – Councilor Willie MacGuigan – no report

i) **Daycare** – Councilor Amanda Dwyer

- Check-ins with staff have been completed and previous issues seem to be resolved. Everyone is settling into their roles nicely.
- A quote was received for HR services from McInnis Cooper for \$24,000/per year. This service would cover HR audits, compensation reviews, onboarding, performance management programs, and 150 minutes of on-call support that rolls over each quarter. Contract would be for one year and save approximately 50% compared to hiring a junior HR consultant.

MOTION: Moved by Amanda Dwyer and seconded by Amanda Noonan *“to spend up to \$24,000 annually on HR consulting fees, with consideration of two other quotes as per our tender process.”* All in favor. Motion carried.

j) **Official Plan** – Councilor Amanda Dwyer

- Draft is going up on the website from May 27-June 13 (approximately 3 weeks) for the public to view and voice comments or concerns.
- A Facebook post will be made to inform the public about the posting of the draft.

10. New Business

a) **Development Officer Appointment** – The new Executive Director of FPEIM, Satya Sen, is willing to offer development officer services to the municipality. The service should result in quicker turnaround times and is expected to save money in the long run.

MOTION: Moved by Willie MacGuigan and seconded by Amanda Dwyer *“to appoint Satya Sen as the Development Officer for the Rural Municipality of Kinkora, effective immediately.”* All in favor. Motion carried.

11. Old Business/Carry Forward Items

a) **Before and After School Childcare**

- The program will stay at Somerset Consolidated School.
- If enough staff can be hired, the program can take on approximately 7 more children.

- The goal is to find dedicated staff and refrain from pulling current daycare staff to work at the program.

b) Kinkora Place Parking Lot Paving - CARRY FORWARD

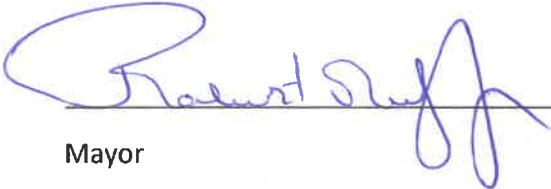
MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer “to close the meeting at 7:58 pm pursuant to sections 119 (a), (b), (d), and (e) of the Municipal Government Act.” All in favour.
Motion carried.

The meeting was reopened at 9:29 pm.

12. Date of Next Meeting – June 23, 2025, at 7 pm

13. Adjournment

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer “to adjourn the meeting at 9:29 pm.”



Mayor

June 23/2025
Date



Chief Administrative Officer

June 23/25
Date

CAO's Report – May 26, 2025

- 1) **Administrative Assistant** – Ember Lacey started last Tuesday as the new Administrative Assistant, and she is busy getting settled in and learning our bylaws and procedures. She will be working 30 hours each week, 20 of those when the office is open and other 10 flexible depending on events that are happening.
- 2) **FPEIM Annual Meeting** – Mayor Duffy and I attended the annual meeting of the Federation of PEI Municipalities at the end of April. A range of speakers presented on a variety of topics.
- 3) **Post-Secondary Student Funding** – The municipality has been approved for summer student funding under the Post-Secondary program for a student to work in the daycare. We have made an offer to one of our previous students.
- 4) **Flower Bed Maintenance** – I would like to reach out to Somerset Gardens once again to do the maintenance of our flower beds at the front entrance of the hall. With a number of events booked beginning in July, they should be replenished and maintained.
- 5) **Daycare Sound Panels** – We had previously received funding for sound panels for the daycare and those will be ordered in the next few days. Seymour Desroches Construction will be installing those for us. Mitchell Desroches was in the center at the end of last week to measure and help us decide on placement and how many we need.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to May 23, 2025

MUNICIPALITY OPERATING REVENUE	2025-26 Budget	To Date	%
Assessable municipal property taxes	\$ 163,007.30	\$ 28,784.00	18
Equalization Grant	\$ 72,240.12	\$ 12,953.86	18
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00	\$ -	-
Events - Regular and Special	\$ 26,000.00	\$ 2,175.00	8
Multiplex Board Signage	\$ 12,000.00	\$ 12,400.00	103
Early Learning Center Revenue	\$ 1,101,000.00	\$ 220,943.81	20
Interest Revenue - Capital Reserve Fund	\$ -	\$ 312.72	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 900.00	60
Total	\$ 1,453,247.42	\$ 278,469.39	19

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 184,650.00	\$ 19,760.26	11
Facility	\$ 115,500.00	\$ 7,680.35	7
Events	\$ 23,500.00	\$ 555.70	2
Parks and Recreation	\$ 25,000.00	\$ -	0
Early Learning Center	\$ 1,101,000.00	\$ 171,788.54	16
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,453,150.00	\$ 199,784.85	14

Operating Surplus	\$ 97.42	\$ 78,684.54	
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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	\$ 7,010.25	8

Sewer Operating Surplus	\$ -	\$ 35,309.75	
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MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 232.98	7
Donations	\$ 2,500.00	\$ 655.00	26
Dues/Grants	\$ 1,200.00	\$ 220.00	18
Accounting Fees	\$ 10,000.00	\$ -	0
Insurance	\$ 12,500.00	\$ -	0
Interest on Loans	\$ 15,000.00	\$ 2,064.47	14
Office Supplies	\$ 3,500.00	\$ 327.09	9
POS Fees	\$ 500.00	\$ 39.96	8
Professional Fees	\$ 10,000.00	\$ 1,056.00	11
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 44,000.00	\$ 5,377.39	12
Community Programs (Black Fly)	\$ 9,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 129.50	14
Honorariums	\$ 7,750.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 336.93	11
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 35,500.00	\$ 5,916.67	17
Accounting Software	\$ 1,000.00	\$ -	0
Loan Repayment	\$ 21,000.00	\$ 3,404.27	16
Total	\$ 184,650.00	\$ 19,760.26	11

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	\$ 1,609.59	5
Utilities	\$ 30,000.00	\$ 2,529.56	8
Landscaping	\$ 3,500.00	\$ -	0
Cleaning and Supplies	\$ 30,000.00	\$ 1,896.78	6
Wages	\$ 10,000.00	\$ 488.33	5
Total	\$ 115,500.00	\$ 7,680.35	7

Events

Bar	\$ 4,000.00	\$ -	0
Bingo	\$ 4,000.00	\$ -	
Kitchen/Canteen	\$ 2,000.00	\$ -	0
Special Events	\$ 10,000.00	\$ 355.70	4
Bartenders	\$ 2,000.00	\$ -	0
Security	\$ 1,500.00	\$ 200.00	13
Raffle Fundraiser	\$ -	\$ -	0
Total	\$ 23,500.00	\$ 555.70	2

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	\$ 161,735.42	16
Facility Costs	\$ 55,000.00	\$ 3,962.33	7
Food	\$ 33,000.00	\$ 3,735.90	11
Supplies	\$ 8,000.00	\$ 2,354.89	29
Total	\$ 1,101,000.00	\$ 171,788.54	16

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 27,500.00	\$ 2,961.61	11
Bank Fees	\$ 300.00	\$ 31.00	10
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 1,390.93	15
Debit Machine	\$ 560.00	\$ 15.24	3
Repairs and Maintenance	\$ 27,700.00	\$ 900.00	3
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 1,000.00	\$ 168.47	17
Electricity	\$ 3,500.00	\$ 437.73	13
Loan Repayment	\$ 7,000.00	\$ 1,105.27	16
Total	\$ 85,760.00	\$ 7,010.25	8

Community/Fire/Sewer Loan Payments May 2025

Date	Purpose	Principal	Interest	Total	Balance
05-May-25	Complex Improvement	\$ 354.70	\$ 161.86	\$ 516.56	\$ 59,410.82
06-May-25	Fire Truck Loan	\$ 2,919.79	\$ 17.76	\$ 2,937.55	\$ 5,962.21
07-May-25	Hall Expansion	\$ 449.77	\$ 736.50	\$ 1,186.27	\$ 224,186.42
09-May-25	FD - New Tanker	\$ 493.28	\$ 1,896.96	\$ 2,390.24	\$ 423,621.61
12-May-25	Upgrade to Kinkora Place	\$ 906.26	\$ 310.83	\$ 1,217.09	\$ 95,974.58
12-May-25	Sidewalk/Sewer	\$ 998.25	\$ 1,250.57	\$ 2,248.82	\$ 245,807.65
	Community - May	\$ 2,708.98	\$ 2,459.76	\$ 5,168.74	\$ 625,379.47
	Fire Department - May	\$ 3,413.07	\$ 1,914.72	\$ 5,327.79	\$ 429,583.82