

**Rural Municipality of Kinkora
Regular Meeting
September 29, 2025
Minutes**

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

Absent: Councilor Amanda Dwyer

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:00pm
2. **Reminder of Code of Conduct and Conflict of Interest Bylaws and that the meeting is recorded**
3. **Review / Additions to the Agenda**
 - Request to add snow removal quote to the agenda under New Business
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan *“to approve the agenda with the addition of the snow removal quote.”* All in favor. Motion carried.
5. **Public Presentations** – none
6. **Review/Approval of Minutes – Regular Meeting – July 28, 2025**

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan *“to approve the meeting minutes from July 28th.”* All in favor. Motion carried.
7. **Business Arising from Minutes** - none
8. **Reading of Correspondence**
 - **Annual KRHS Blazer Beef Supper** – Letter from Kinkora Regional High School regarding a donation toward the annual roast beef supper fundraiser, matching last year’s contribution of \$100.

MOTION: Moved by Andrew McCarville and seconded by Harrison Duffy *“to match last year’s donation of \$100 to the Blazer Beef Supper.”* All in favor. Motion carried.
 - **Official Highway Vehicle Act** – A consultation report on the proposed amendments to the Off-Highway Vehicle Act. Any comments on the report are to be submitted by September 30, 2025. Council will not be submitting comments.
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
- Budget should be sitting at approximately 48%
 - Everything looks great and there are no major concerns.
 - The events revenue is approximately 80% with expenses around 42%.
 - Loan for parking lot project
MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to finance the parking lot project for the one-year fixed term rate.” All in favor. Motion carried.
- e. Facility** – Councilor Harrison Duffy
- There are warranty items for the daycare that need to be addressed by Coles and the contractor.
 - Replacing the window in the daycare kitchen was discussed; however, it was decided a heat pump would be a better solution. CAO will reach out for quotes.
 - The parking lot should have signage stating that there are to be no heavy trucks.
 - The tender for this year’s sidewalk snow clearing will be put out before the next meeting. A requirement to submit weekly hour logs will be put in the tender.
- f. Sewer & Utility** – Councilor Andrew McCarville
- New bills will be going out in October
 - Bullrush cleaning was done at the lagoon last week, and the Utility Operator says the system is working great.
- g. Parks/Recreation/Youth** – Councilor Andrew Lawless
- Cavendish Agri Services agreed to donate \$50,000 towards the ballfield project over two fiscal years.
 - Jays Care sent along a cheque for half the ballfield funding they committed to. A date for receiving the other half of the money should be confirmed.
 - Total budget for the project should be around \$200,000
 - The cost for a storage building is down to \$5,000.
 - Question as to whether the rink maintenance contract was awarded to Colton Dawson for one year or two. This will be confirmed.
 - A new liner for the rink has already been approved for \$2,500 and will be ordered.
- h. Events**
- Andrew McCarville and Amanda Noonan will sit on the levee committee. The January 1st levee is in the planning stages.
- i. Daycare** – Councilor Amanda Dwyer (report by CAO)
- Jamie Gallant has been given the Daycare Director position.
 - Veronica MacGregor is a new infant educator, beginning on October 6.

- j. **Official Plan – Councilor Amanda Dwyer (report by CAO)**
 - An email was received from Jennifer Brown of Dillon Consulting. Final updates to the Official Plan will be made and the next step is to advertise and adopt. An advertising and adoption schedule will be drafted by Jennifer Brown.

10. New Business

a. **CCBF Municipal Strategic Component**

The CCBF Municipal Strategic Component stream is now accepting applications with first-priority projects being water, wastewater, and projects that demonstrate that they will help alleviate housing-related infrastructure pressure. Expansion of wastewater and stormwater infrastructure to allow development of the Johnston Subdivision expansion project to move forward may qualify.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to apply to the CCBF Municipal Strategic Component fund for wastewater and stormwater infrastructure necessary for the Johnston Subdivision expansion.” All in favor. Motion carried.

- b. **Firehall Lighting –** Quote received from PEI Electric Solutions for firehall lighting upgrades.

CARRY FORWARD

- c. **Snow Removal Quote –** Quote received from Morell Automotive for \$125/hour for this year’s snow removal.

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan “to award the snow removal contract to Morell Automotive for the next two years with a maximum increase of 3% next year, tied to the CPI.” All in favor. Motion carried.

11. Old Business/Carry Forward Items

- a. **Electronic Sign –** Discussion around whether to repair the existing sign at a cost of just over \$5,000 or purchase a new one for \$45,000 plus HST. This could possibly be a gas tax project.

MOTION: Moved by Andrew McCarville and seconded by Harrison Duffy “to repair the electronic sign.” All in favor. Motion carried.

ACTION: Administrative Assistant Ember Lacey to confirm the original manufacturer warranty on the existing electronic sign. We should also find out what the warranty would be on the replacement part.

- b. **Second Reading and Adoption – Code of Conduct Bylaw 2025-02**

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to approve second reading of the Code of Conduct Bylaw 2025-02.” All in favor. Motion carried.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to adopt the Code of Conduct Bylaw 2025-02.” All in favor. Motion carried.

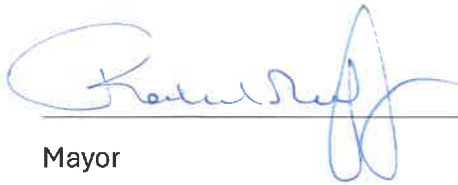
MOTION: Moved by Harrison Duffy and seconded by Andrew Lawless “to close the meeting at 8:14 pm under Section 119 (1)(a) of the Municipal Government Act.” All in favor. Motion carried.

The meeting was reopened at 8:30 pm.

12. Date of Next Meeting – October 27, 2025, at 7:00 pm

13. Adjournment

MOTION: Moved by Andrew McCarville “to adjourn the meeting at 8:33 pm.”



Mayor

Nov 3, 2025
Date



Chief Administrative Officer

Nov 3/25
Date

CAO's Report – September 29, 2025

- 1) **Audit** – The auditors have a few follow-up questions from their visit in July and Michelle Burge is planning to attend the October council meeting to present the 2024-25 Financial Statements.
- 2) **Council Resignation** – Willie MacGuigan submitted his resignation from council on Friday, September 19th as he has moved out of the municipality. A byelection must be held by March 19, 2026.
- 3) **Canada Housing Infrastructure Fund** – CHIF has amended their requirements regarding road construction. The Infrastructure Secretariat is asking applicants to revisit their budget estimates to include road construction that was previously ineligible. The updated budget must be submitted by October 10th. They anticipate the project selection/approval process to continue through to late Fall.
- 4) **Maintenance Position** – Luke Duffenais is unable to do our snow shovelling and routine maintenance due to some health issues. We need to hire a maintenance person to continue performing these duties and others, at possibly 15 hours per week.
- 5) **Shamrock Crescent Active Transportation Pathway/Storm Water System** – The Municipality's application under the Active Transportation Fund was not granted approval. WSP has completed the design package, and it is ready to tender when funding is received to move forward with the project.
- 6) **PEI Housing Needs Assessment** – We have been invited to participate in a provincial working group for the creation of a province-wide Housing Needs Assessment for PEI. HNAs are increasingly a requirement for federal funding programs. Current practices vary and often underserve small and rural communities.
- 7) **Vacation** – I will be away on vacation from November 7-19.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to Sept 19, 2025

MUNICIPALITY OPERATING REVENUE	2025-26 Budget	To Date	%
Assessable municipal property taxes	\$ 163,007.30	\$ 86,352.00	53
Equalization Grant	\$ 72,240.12	\$ 38,861.58	54
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00	\$ -	-
Events - Regular and Special	\$ 26,000.00	\$ 20,798.88	80
Multiplex Board Signage	\$ 12,000.00	\$ -	0
Early Learning Center Revenue	\$ 1,101,000.00	\$ 540,873.51	49
Interest Revenue - Capital Reserve Fund	\$ -	\$ 1,245.12	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 1,100.00	73
Total	\$ 1,453,247.42	\$ 689,231.09	47

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 184,650.00	\$ 79,995.11	43
Facility	\$ 115,500.00	\$ 31,484.69	27
Events	\$ 23,500.00	\$ 9,979.71	42
Parks and Recreation	\$ 25,000.00	\$ 8,153.00	33
Early Learning Center	\$ 1,101,000.00	\$ 549,861.66	50
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,453,150.00	\$ 679,474.17	47

Operating Surplus	\$ 97.42	\$ 9,756.92	
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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	\$ 33,293.20	39

Sewer Operating Surplus	\$ -	\$ 9,026.80	
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MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 768.27	22
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	\$ 11,892.80	95
Interest on Loans	\$ 15,000.00	\$ 6,319.69	42
Office Supplies	\$ 3,500.00	\$ 1,164.24	33
POS Fees	\$ 500.00	\$ 282.64	57
Professional Fees	\$ 10,000.00	\$ 4,932.00	49
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 44,000.00	\$ 22,460.90	51
Community Programs (Black Fly)	\$ 9,000.00	\$ -	0
Bank Charges	\$ 900.00	\$ 371.75	41
Honorariums	\$ 7,750.00	\$ -	0
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 1,232.71	41
Website	\$ 1,000.00	\$ -	0
Fire Dues	\$ 35,500.00	\$ 17,750.04	50
Accounting Software	\$ 1,000.00	\$ 872.52	87
Loan Repayment	\$ 21,000.00	\$ 10,322.55	49
Total	\$ 184,650.00	\$ 79,995.11	43

Facility and Public Property			
Property Tax	\$ 2,000.00	\$ 2,135.04	107
Snow Removal	\$ 5,000.00	\$ 88.56	2
Repairs and Maintenance	\$ 35,000.00	\$ 5,158.85	15
Utilities	\$ 30,000.00	\$ 8,336.85	28
Landscaping	\$ 3,500.00	\$ 2,945.44	84
Cleaning and Supplies	\$ 30,000.00	\$ 9,527.77	32
Wages	\$ 10,000.00	\$ 3,292.18	33
Total	\$ 115,500.00	\$ 31,484.69	27

Events			
Bar	\$ 4,000.00	\$ 4,537.95	113
Bingo	\$ 4,000.00	\$ -	
Kitchen/Canteen	\$ 2,000.00	\$ 640.69	32
Special Events	\$ 10,000.00	\$ 3,453.07	35
Bartenders	\$ 2,000.00	\$ 924.00	46
Security	\$ 1,500.00	\$ 424.00	28
Raffle Fundraiser	\$ -	\$ -	0
Total	\$ 23,500.00	\$ 9,979.71	42

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Parks and Recreation			
Supplies (Ballfield)	\$ 10,000.00	\$ 8,153.00	82
Rink	\$ 15,000.00	\$ -	0
Total	\$ 25,000.00	\$ 8,153.00	33

Early Learning Center			
Administration	\$ 1,005,000.00	\$ 498,088.28	50
Facility Costs	\$ 55,000.00	\$ 29,371.13	53
Food	\$ 33,000.00	\$ 18,381.81	56
Supplies	\$ 8,000.00	\$ 4,020.44	50
Total	\$ 1,101,000.00	\$ 549,861.66	50

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 27,500.00	\$ 11,714.46	43
Bank Fees	\$ 300.00	\$ 75.00	25
Accounting Fees	\$ 5,000.00	\$ -	0
Interest on Debt	\$ 9,000.00	\$ 4,093.91	45
Debit Machine	\$ 560.00	\$ 33.09	6
Repairs and Maintenance	\$ 27,700.00	\$ 12,066.55	44
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 1,000.00	\$ 615.44	62
Electricity	\$ 3,500.00	\$ 1,300.08	37
Loan Repayment	\$ 7,000.00	\$ 3,394.67	48
Total	\$ 85,760.00	\$ 33,293.20	39

Community/Fire/Sewer Loan Payments September 2025

Date	Purpose	Principal	Interest	Total	Balance
05-Sep-25	Complex Improvement	\$ 358.55	\$ 158.01	\$ 516.56	\$ 57,982.41
08-Sep-25	Hall Expansion	\$ 406.82	\$ 779.45	\$ 1,186.27	\$ 222,470.74
09-Sep-25	FD - New Tanker	\$ 563.99	\$ 1,826.25	\$ 2,390.24	\$ 421,817.32
10-Sep-25	Upgrade to Kinkora Place	\$ 917.95	\$ 299.14	\$ 1,217.09	\$ 92,320.36
11-Sep-25	Sidewalk/Sewer	\$ 1,019.05	\$ 1,229.77	\$ 2,248.82	\$ 241,682.60
	Community - September	\$ 2,702.37	\$ 2,466.37	\$ 5,168.74	\$ 614,456.11
	Fire Department - September	\$ 310.57	\$ 2,079.67	\$ 2,390.24	\$ 422,381.31