

**Rural Municipality of Kinkora  
Regular Meeting  
February 2, 2026  
Minutes**

**Present:** Mayor Robert Duffy, Councilors Amanda Dwyer, Andrew Lawless, Amanda Noonan, and CAO Tina Harvey

**Absent:** Councilor Andrew McCarville

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** Administrative Assistant Ember Lacey

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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**  
Request by Amanda Noonan to add Somerset Consolidated School Playground Fundraiser to the agenda.
4. **Approval of Agenda**  
**MOTION:** Moved by Andrew Lawless and seconded by Amanda Dwyer *“to approve the agenda with the addition of the Somerset Playground Equipment Fundraiser.”* All in favor. Motion carried.
5. **Public Presentations – none**
6. **Review / Approval of Minutes – Regular Meeting – November 24, 2025**  
**MOTION:** Moved Amanda Noonan and seconded by Andrew Lawless *“to approve the minutes from the November 24, 2025 meeting.”* All in favor. Motion carried.
7. **Business Arising from Minutes – none**
8. **Reading of Correspondence**
  - The Rural Municipality of Kinkora received a card from the Rural Municipality of Crapaud wishing everyone happy holidays.
9. **Reports**
  - a. **Fire Department**
    - Bunker gear has been paid for, and the first claim has been submitted under the Rural Growth Initiative
  - b. **KABC – Reported by CAO**
    - Funding request was submitted to the Canada Housing Infrastructure Fund, both federally and provincially. The federal government replied and stated the application has not been selected for funding due to budget restrictions. Funding submissions will be considered under the new Build Communities Strong Fund

- A funding request was also submitted to the Municipal Strategic Component of the Canada Community-Building Fund; this application was also denied funding.
- When new intake occurs, there is the option to send in the applications again.
- KABC is requesting the municipality sign over the former school property that was received from the province. This transfer would then make all parcels owned by one entity.

**MOTION:** Moved by Amanda Dwyer and seconded by Amanda Noonan “to transfer PID #779934, the former land of the Public Schools Branch, from the Municipality to KABC.” All in favor. Motion carried.

c. **Administrator** – Written report attached

- Schedule of meetings

**MOTION:** Moved by Amanda Dwyer and seconded by Amanda Noonan “to adopt the 2026 Schedule of Council Meetings.” All in favor. Motion carried.

- Financial Plan Public Meeting

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer “to set the meeting for the financial plan as March 2, 2026 at 7:00pm.” All in favor. Motion carried.

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

- We should be sitting at about 83% of our budget.
- Other income is up due to more people applying for building permits.
- Events revenue is up because of the extra events hosted at the hall, and this also resulted in bar expenses increasing.
- Event expenses are up due to the bar expenses, but this is reflected in an increase in bar revenue.
- Property taxes are at 160%, the grant in lieu should be received soon.
- The municipal tax rate is currently at \$0.55/\$100 for non-commercial properties and \$0.57/\$100 for commercial properties.

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer “to hold the tax rates for the 2026 year as they are now.” All in favor. Motion carried.

e. **Facility** – Report by CAO

- Had someone out from the province to do a boiler inspection. The inspection was passed with flying colors and the boiler is now up to date.
- Currently waiting on a quote to remove the old heat pumps.
- All new appliances purchased with our warming center funding are in stock at Ferguson’s, with the exception of the new stove, and will be installed soon.

f. **Sewer & Utility** – Councilor Andrew McCarville – no report

g. **Parks/Recreation/Youth** – Councilor Andrew Lawless

- The ballfield project is shut down for the winter, and everything is where it should be.

- The tender for the fencing of the ballfield should be put out soon. This will be done for March 1.
  - We should think about the installation of a storage building for the ballfield if there is any money left over.
  - Bleachers for the ballfield were in a quote that was already received. New bleachers were just donated by the MacDonald family from Callbecks Home Hardware.
  - A few quotes were received for the fencing of the outdoor rink; however, the quotes were higher than expected. Instead of a fence, “no puck times” were implemented to ensure pucks do not fly towards the playground area at peak times. It was decided that there will be no pucks before 5pm on weekdays.
  - It was brought to Council’s attention that hiring a maintenance person for the hall and municipal office would be very beneficial. This position would be on an as-needed basis with a rate of pay of \$30 an hour and would also include the rink maintenance.
- MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer “to hire a maintenance person for \$30 an hour, as needed.” All in favor. Motion carried.

h. **Events** – Report by CAO

- Event bookings have been up.
- The New Years Day Levee was very successful. Over the course of the night, the event had over 300 people with no more than 180 people at a time, complying with fire regulations. The Somerset Festival Committee covered the bill for the entertainment. The profit of this event is estimated at \$2000.
- As of now, no more major events are coming up this fiscal year.

i. **Daycare** – Councilor Amanda Dwyer

- Jamie Gallant has been settling into her new role as Daycare Director and is proud of how things have gone.
- Some staff are out on leave, but ratio is still being met. New hires are helping to backfill.
- It is currently ECE week. For the month of February, parents can bring in treats to show appreciation to the staff for their work.
- ECDA Awards are on the night of Saturday, February 7. The Kinkora Early Learning Center has won the award for community engagement, which will be awarded at the event.
- New spring and summer menu is beginning in the KELC kitchen.

j. **HR**

- Policies were written and given to council for approval. These policies include a Cell Phone/Mobile Device Use Policy, Sick Leave Policy, and Vacation Policy.

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer “to adopt the Cell Phone/Mobile Device Use Policy, Sick Leave Policy, and Vacation Policy.” All in favor. Motion carried.

## 10. New Business

### a. Somerset Playground Equipment

- Somerset Home and School have been fundraising for accessible playground equipment and currently have \$29,800 in funding leaving them about \$10,000 short.
- Mayor Robert Duffy will also bring this to the attention of the Somerset Festival Committee at their next meeting.

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer *“to donate \$500 to the Somerset School Fundraiser to purchase accessible equipment.”* All in favor. Motion carried.

### b. Warming Center

- Council wanted to check that everything was in place for the warming center if anything was to happen.
- Most municipalities use a mix of time-without-power plus risk factors rather than a fixed time to open.
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### c. Eastlink Internet Service

- There have been multiple complaints around the community and surrounding area regarding Eastlink’s internet service.
- Mayor Robert Duffy contacted Eastlink. Up until now, the company thought it was isolated incidents and not a major problem. After further discussion they acknowledged it was not just isolated incidents.
- Council had requested people to share their complaints along with their civic addresses so that the information could be compiled and given to Eastlink.

**ACTION:** Administrative Assistant, Ember Lacey, will consolidate the civic addresses and other important information into an email to send to Eastlink.

- House-to-house visits will be made by Eastlink to do assessments, determine any problems, and find a possible solution.

## 11. Old Business / Carry Forward Items

### a. Financial Statements – Auditor Suggestions

- Suggestions were made by the auditors and are of a housekeeping nature
- Four suggestions were given: bingo cash sheets must be verified by two signatures to reduce errors, reconcile EYC finding each quarter from details that were submitted to the Department, cash floats must be counted on a regular basis, deposits must be made on a timely basis to decrease amount of cash on hand.
- Overall, auditors were pleased with what they saw and gave suggestions as a means of improvement in certain areas.

## 12. Date of Next Meeting – February 23, 2026, at 7:00 pm

## 13. Adjournment

**MOTION:** Moved by Amanda Noonan "to adjourn the meeting at 7:58 pm." All in favor.  
Motion carried.



A handwritten signature in blue ink, appearing to read "Randy", written over a horizontal line.

Mayor

Feb 26, 2026

Date



A handwritten signature in blue ink, appearing to read "Carol", written over a horizontal line.

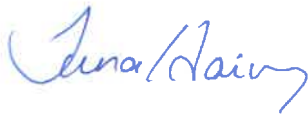
Chief Administrative Officer

Feb 26/26

Date

## CAO's Report – February 2, 2026

- 1) **Administrative Assistant Position** – I have received a resignation letter from Ember Lacey as she is relocating to New Brunswick. Her last day of employment will be Friday, March 13<sup>th</sup>. Our HR firm is in the process of creating and posting a job ad for the position.
- 2) **Schedule of Meetings** – The schedule of regular council meetings for 2026 is attached and must be approved and adopted by council.
- 3) **Byelection** – As there were three candidates nominated for the two open spots on council, a byelection is necessary. The advance poll will be held this Saturday, February 7<sup>th</sup> from 2-5 pm at Kinkora Place, and regular voting will be on Monday, February 9<sup>th</sup> from 9 am to 7 pm. The three candidates are Nathan Dawson, Jennifer Duffy and Janet Payne.
- 4) **Financial Plan Public Meeting** – As per Section 151 (1) of the Municipal Government Act, not less than two weeks before adopting the financial plan (budget), council shall hold a meeting to present the financial plan to the public. As the March regular meeting is a week earlier this year, I'm proposing this meeting be held on Monday, March 2<sup>nd</sup> at 7 pm to allow for any weather-related postponements.
- 5) **Budget Items** – As budget preparations are now underway for the 2026-27 Operating and Capital Budgets, if there any items that councilors would like to discuss adding to the budgets, please come discuss me as soon as possible.
- 6) **Off Highway Vehicle Act**– At the September 29<sup>th</sup> council meeting, council discussed the proposed change to the Off Highway Vehicle Act that would provide municipalities with the authority to create bylaws with respect to the operation and use of ATVs on highways within municipal boundaries. At that time council decided no bylaw would be created for the municipality so no comment on the proposed change would be sent. On Friday I received a call from Scott Howatt, the trail coordinator with the Quad Trax ATC Club, and we discussed the possibility of council sending a letter to the Department of Transportation saying that Kinkora would support the use of ATVs on road within the municipality in order to access services.



Tina Harvey



## Rural Municipality of Kinkora

45 Anderson Road, PO Box 38

Kinkora, PE C0B 1N0

[Communityofkinkora@eastlink.ca](mailto:Communityofkinkora@eastlink.ca)

(902) 887-2868

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### **2026 Schedule of Council Meetings**

Monday, January 26, 2026 at 7:00 pm

Monday, February 23, 2026 at 7:00 pm

Monday, March 23, 2026 at 7:00 pm

Monday, April 27, 2026 at 7:00 pm

Monday, May 25, 2026 at 7:00 pm

Monday, June 22, 2026 at 7:00 pm

Monday, July 27, 2026 at 7:00 pm

Monday, August 24, 2026 at 7:00 pm

Monday, September 28, 2026 at 7:00 pm

Monday, October 26, 2026 at 7:00 pm

Monday, November 23, 2026 at 7:00 pm

Monday, December 21, 2026 at 7:00 pm

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to Jan 30, 2026

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 163,007.30	\$ 143,920.00	88
Equalization Grant	\$ 72,240.12	\$ 64,769.30	90
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00	\$ -	-
Events - Regular and Special	\$ 26,000.00	\$ 39,862.49	153
Multiplex Board Signage	\$ 12,000.00	\$ -	0
Early Learning Center Revenue	\$ 1,101,000.00	\$ 973,099.04	88
Municipal Funding Agreement	-	\$ 33,100.00	-
Interest Revenue - Capital Reserve Fund	\$ -	\$ 1,735.03	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 2,111.38	141
<b>Total</b>	<b>\$ 1,453,247.42</b>	<b>\$ 1,258,597.24</b>	<b>87</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 184,650.00	\$ 154,308.95	84
Facility	\$ 115,500.00	\$ 71,578.54	62
Events	\$ 23,500.00	\$ 23,047.64	98
Parks and Recreation	\$ 25,000.00	\$ 11,933.30	48
Early Learning Center	\$ 1,101,000.00	\$ 953,895.91	87
Reserve Funds	\$ 3,500.00	\$ -	0
<b>Total</b>	<b>\$ 1,453,150.00</b>	<b>\$ 1,214,764.34</b>	<b>84</b>

<b>Operating Surplus</b>	<b>\$ 97.42</b>	<b>\$ 43,832.90</b>	
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<b>SEWER UTILITY OPERATING REVENUE</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Flat Rate Sewer Fees	\$ 85,760.00	\$ 86,160.00	100
<b>Total</b>	<b>\$ 85,760.00</b>	<b>\$ 86,160.00</b>	<b>100</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Total Operating Expenses</b>	<b>\$ 85,760.00</b>	<b>\$ 59,879.42</b>	<b>70</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 26,280.58</b>	
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<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Administration</b>			
Advertising	\$ 3,500.00	\$ 1,439.23	41
Donations	\$ 2,500.00	\$ 1,755.00	70
Dues/Grants	\$ 1,200.00	\$ 473.96	39
Accounting Fees	\$ 10,000.00	\$ 6,794.51	68
Insurance	\$ 12,500.00	\$ 11,892.80	95
Interest on Loans	\$ 15,000.00	\$ 12,485.19	83
Office Supplies	\$ 3,500.00	\$ 2,144.08	61
POS Fees	\$ 500.00	\$ 483.03	97
Professional Fees	\$ 10,000.00	\$ 7,858.00	79
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 44,000.00	\$ 41,884.53	95
Community Programs (Black Fly)	\$ 9,000.00	\$ 7,700.03	86
Bank Charges	\$ 900.00	\$ 594.45	66
Honorariums	\$ 7,750.00	\$ 7,423.08	96
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 2,066.46	69
Website	\$ 1,000.00	\$ 192.50	19
Fire Dues	\$ 35,500.00	\$ 29,596.22	83
Accounting Software	\$ 1,000.00	\$ 872.52	87
Loan Repayment	\$ 21,000.00	\$ 18,653.36	89
<b>Total</b>	<b>\$ 184,650.00</b>	<b>\$ 154,308.95</b>	<b>84</b>

<b>Facility and Public Property</b>			
Property Tax	\$ 2,000.00	\$ 3,202.55	160
Snow Removal	\$ 5,000.00	\$ 979.52	20
Repairs and Maintenance	\$ 35,000.00	\$ 24,200.32	69
Utilities	\$ 30,000.00	\$ 15,507.03	52
Landscaping	\$ 3,500.00	\$ 3,341.44	95
Cleaning and Supplies	\$ 30,000.00	\$ 19,059.80	64
Wages	\$ 10,000.00	\$ 5,287.88	53
<b>Total</b>	<b>\$ 115,500.00</b>	<b>\$ 71,578.54</b>	<b>62</b>

<b>Events</b>			
Bar	\$ 4,000.00	\$ 9,955.15	249
Bingo	\$ 4,000.00	\$ -	
Kitchen/Canteen	\$ 2,000.00	\$ 1,196.67	60
Special Events	\$ 10,000.00	\$ 7,778.04	78
Bartenders	\$ 2,000.00	\$ 2,531.78	127
Security	\$ 1,500.00	\$ 1,586.00	106
Raffle Fundraiser	\$ -	\$ -	0
<b>Total</b>	<b>\$ 23,500.00</b>	<b>\$ 23,047.64</b>	<b>98</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
<b>Parks and Recreation</b>			
Supplies (Ballfield)	\$ 10,000.00	\$ 8,153.00	82
Rink	\$ 15,000.00	\$ 3,780.30	25
<b>Total</b>	<b>\$ 25,000.00</b>	<b>\$ 11,933.30</b>	<b>48</b>

<b>Early Learning Center</b>			
Administration	\$ 1,005,000.00	\$ 870,761.79	87
Facility Costs	\$ 55,000.00	\$ 44,914.70	82
Food	\$ 33,000.00	\$ 32,468.38	98
Supplies	\$ 8,000.00	\$ 5,751.04	72
<b>Total</b>	<b>\$ 1,101,000.00</b>	<b>\$ 953,895.91</b>	<b>87</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 27,500.00	\$ 22,000.12	80
Bank Fees	\$ 300.00	\$ 135.00	45
Accounting Fees	\$ 5,000.00	\$ 3,397.25	68
Interest on Debt	\$ 9,000.00	\$ 6,773.54	75
Debit Machine	\$ 560.00	\$ 92.47	17
Repairs and Maintenance	\$ 27,700.00	\$ 18,038.46	65
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 1,000.00	\$ 1,032.33	103
Electricity	\$ 3,500.00	\$ 2,702.83	77
Loan Repayment	\$ 7,000.00	\$ 5,707.42	82
<b>Total</b>	<b>\$ 85,760.00</b>	<b>\$ 59,879.42</b>	<b>70</b>

**Community/Fire/Sewer Loan Payments January 2026**

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
05-Jan-26	Complex Improvement	\$ 362.45	\$ 154.11	\$ 516.56	\$ 56,538.47
07-Jan-26	Hall Expansion	\$ 461.30	\$ 724.97	\$ 1,186.27	\$ 220,658.41
09-Jan-26	FD - New Tanker	\$ 447.34	\$ 1,942.90	\$ 2,390.24	\$ 421,076.04
12-Jan-26	Upgrade to Kinkora Place	\$ 929.79	\$ 287.30	\$ 1,217.09	\$ 88,619.01
12-Jan-26	Sidewalk/Sewer	\$ 1,001.27	\$ 1,247.55	\$ 2,248.82	\$ 237,515.48
	<b>Community - January</b>	<b>\$ 2,754.81</b>	<b>\$ 2,413.93</b>	<b>\$ 5,168.74</b>	<b>\$ 603,331.37</b>
	<b>Fire Department - January</b>	<b>\$ 310.57</b>	<b>\$ 2,079.67</b>	<b>\$ 2,390.24</b>	<b>\$ 421,076.04</b>