

**Rural Municipality of Kinkora
Regular Meeting
February 26, 2026
Minutes**

Present: Mayor Robert Duffy, Councilors Nathan Dawson, Amanda Dwyer, Andrew McCarville, Amanda Noonan, Janet Payne, CAO Tina Harvey

Absent: Councilor Andrew Lawless

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: Administrative Assistant Ember Lacey

1. **Call to Order:** 6:58 pm – Mayor Robert Duffy welcomed new councilors Nathan Dawson and Janet Payne to council.
2. **Reminder of the Code of Conduct and Conflict of Interest Bylaws**
3. **Review / Additions to the Agenda**
4. **Approval of Agenda** – Mayor Duffy requested to add a discussion on jake brakes in the community.
MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the agenda with the addition.”* All in favor. Motion carried.
5. **Public Presentations** – none
6. **Review / Approval of Minutes – Regular Meeting – February 2, 2026**
MOTION: Moved Amanda Noonan and seconded by Amanda Dwyer *“to approve the minutes from the February 2nd meeting.”* Councilor Janet Payne abstained from voting. Motion carried.
7. **Business Arising from Minutes**
 - Eastlink Internet Service – Mayor Robert Duffy talked to Eastlink regarding the connection issues residents have been experiencing. After receiving the list of addresses with issues they acknowledged it is a serious problem. There will be service trucks dispatched and house-to-house visits will be conducted until the problem is solved. This issue will continued to be monitored.
8. **Reading of Correspondence**
 - A letter was received from the Guardians of the Children PEI Chapter requesting to use Kinkora Place for a Blue Ribbon campaign event on April 19, 2026. This event is to recognize Child Abuse Awareness Month and is a way to show support for children affected by abuse. An area would be set up outside where the public can “plant” blue pinwheels in honor or memory of a child who has experienced abuse. The use of the hall would only be for bathrooms and possibly a hot chocolate, coffee, and tea station. With

weather permitting, the display will remain in place for the rest of April, and it is ensured that all items will be removed and the area will be fully cleaned by the end of the month. Council agreed to allow the Guardians of the Children to use Kinkora Place for this event.

- Crime Stoppers sent a letter to request funding of 15 cents per-capita with all funds raised going towards meeting PEI Crime Stoppers community engagement objectives and annual operating costs. This will be replacing the previous annual community guide campaign. Crime Stoppers relies entirely on donations, fundraising activities, and community partnerships to continue their operations.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to donate \$100 to Crime Stoppers.” All in favor. Motion carried.

- A letter was received from Sydney Muttart and Lilla Johnston on behalf of the UPEI Medical Brigades requesting support for their 5th medical brigade to Belize this spring. This initiative would provide essential healthcare services to under-resourced communities. Council acknowledged that all cases are worthwhile but declined to give a donation this year.

9. Reports

a. Fire Department

- The new bunker gear for all 30 members arrived today, ensuring our firefighters will be well equipped and safe.

b. KABC – no report

c. Administrator – Written report attached

- Committee Appointments – The two open portfolios on council are Facility/Public Property and Events, they will need to have councilors appointed. Council also needs to appoint a new representative for KABC

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan “to appoint Nathan Dawson as chair of Facility and Public Property and representative to KABC and Janet Payne as chair of Events.” All in favor. Motion carried.

d. Finance – Councilor Amanda Noonan – financials attached

- Sitting at 92% as of this month.
- Nothing drastic has changed since last month.
- Events operating is at 159%, we made 60% more than anticipated.
- Expenses are sitting at 88% of what we expected.
- Property tax is still over, due to the grant in lieu not being received yet.
- Nothing concerning in the budget update, we are sitting fairly well.

e. Facility – Report by CAO

- The cooler, dishwasher, and new upright freezer for the warming center have arrived. The range should arrive soon.
- Still waiting to hear back about decommissioning the old heat pumps.
- Heat pump for the daycare kitchen will be in the capital budget.

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

- g. Parks/Recreation/Youth – Councilor Andrew Lawless**
- The ballfield’s tender for Phase 3 should be ready to send out shortly; this tender is for the fencing of the ballfield. Minor changes need to be made to Phase 1 and Phase 2 regarding the foul line.
 - A quote was received for fencing for the outdoor rink. This quote was from the original board supplier, Athletica Sport Systems, and was \$14,950 plus tax. Installation would take approximately four days and would need 2-3 men, this labor is not included in the quote. This quote was for both ends of the rink; council would like to look into getting a quote for only one end of the rink.
 - The new rink maintenance person has been working out excellently. He has been putting in a lot of time and council is still staying within the budget.
- h. Events – Report by CAO**
- Currently there are no major events coming up, other than an Easter Egg Hunt taking place on April 4th.
 - Events are expected to increase through the spring and the summer.
- i. Daycare – Councilor Amanda Dwyer**
- ECE Appreciation Week recently took place. The Parent Advisory Committee wanted to take the month to show appreciation to staff by bringing in treats and lunch for staff a couple of times each week.
 - A free pancake breakfast is happening on April 12th to celebrate the 5-year anniversary of opening the center.
 - A fire call took place this past Wednesday, due to a faulty smoke detector. Everything is alright and the detector has been replaced.
- j. HR**
- An Attendance Policy was created by MC Advisory to establish a clear procedure for issues related to attendance and tardiness.
MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville “to adopt the Attendance Policy.” All in favor. Motion carried.

10. New Business

- a. Group Pension Benefits**
- In previous years, the ECDA and provincial government matched 4% of pensions for funded staff members. Unfunded staff were not eligible for this. Previously, these non-funded positions received 3% in lieu of pension. The pension plan administrators have now set up a group RRSP for those employees. Council would match the employees’ 4% contribution.
MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville “to approve joining the group pension RRSP for all unfunded full-time municipal employees.” All in favor. Motion carried.
- b. 2026-27 Budget Items**
- The CAO wanted to open the floor to council to discuss any necessary items they would want included in the budget. Councilors did not think there was anything specific, as of now, to add to the budget. Councilor Amanda Noonan did want to remind council to be mindful about borrowing amounts.

c. Jake Brakes in Community Boundaries

- Concerns had been voiced to council regarding drivers' use of jake brakes as they were driving through the community. Many communities across PEI have signs and rules in place restricting the use of jake brakes, council believes this would be an affective approach.

ACTION: Letter to be sent to the Department of Transportation, informing them of council's decision and regulatory signage.

11. Old Business / Carry Forward Items

a. Shamrock Crescent AT Pathway/Ditch Infilling

- A funded application for the Active Transportation Project had previously been sent in, but due to unforeseen circumstances the application was not approved. Reapplying for this project has a high chance of approval. Design for the project has already been completed.

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

13. Adjournment

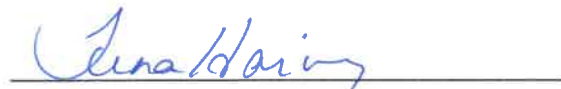
MOTION: Moved by Amanda Noonan "to adjourn the meeting at 7:44 pm."



Mayor

March 23/26

Date



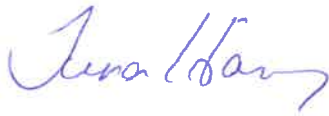
Chief Administrative Officer

March 23/26

Date

CAO's Report – February 26, 2026

- 1) **Administrative Assistant Position** – We have received several promising resumes for the administrative assistant position. The job ad closes tomorrow, and MC Advisory will begin to set up interviews.
- 2) **Financial Plan Public Meeting** – Just a reminder that the public presentation of the draft financial plan is Monday, March 2, 2026 at 7 pm. This will include the 2026-27 operating budget, the 2026-27 capital budget, and the 5-year capital plan.
- 3) **Committee Appointments** – The two open portfolios on council are Facility/Public Property and Events and they will need to have councilors appointed. As well, council needs a new representative to KABC.
- 4) **2026 General Election** – The 2026 General Election will be held on Monday, November 2, 2026 and plans are already underway. This will be a line item in the coming budget, but expenses will come from the Election Reserve account that was set up in 2020. This will be sitting at \$5,000 at the end of this fiscal, and election costs are approximately \$2,500. In the coming months council will need to approve the Election Officials Fee Policy, review the Election Bylaw, and appoint the Municipal Electoral Officer (MEO) and Deputy MEO.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to Feb 20, 2026

MUNICIPALITY OPERATING REVENUE	2025-26 Budget	To Date	%
Assessable municipal property taxes	\$ 163,007.30	\$ 158,004.00	97
Equalization Grant	\$ 72,240.12	\$ 71,246.23	99
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00	\$ 14,177.73	18
Events - Regular and Special	\$ 26,000.00	\$ 41,272.49	159
Multiplex Board Signage	\$ 12,000.00	\$ 8,800.00	73
Early Learning Center Revenue	\$ 1,101,000.00	\$ 1,010,774.18	92
Municipal Funding Agreement	-	\$ 33,100.00	-
Interest Revenue - Capital Reserve Fund	\$ -	\$ 1,769.16	-
Other Income (Donations, permits, etc.)	\$ 1,500.00	\$ 2,511.38	167
Total	\$ 1,453,247.42	\$ 1,341,655.17	92

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 184,650.00	\$ 162,627.73	88
Facility	\$ 115,500.00	\$ 83,128.13	72
Events	\$ 23,500.00	\$ 23,081.60	98
Parks and Recreation	\$ 25,000.00	\$ 13,843.68	55
Early Learning Center	\$ 1,101,000.00	\$ 1,003,272.86	91
Reserve Funds	\$ 3,500.00	\$ -	0
Total	\$ 1,453,150.00	\$ 1,285,954.00	88

Operating Surplus	\$ 97.42	\$ 55,701.17	
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SEWER UTILITY OPERATING REVENUE	2025-26 Budget	To Date	%
Flat Rate Sewer Fees	\$ 85,760.00	\$ 86,160.00	100
Total	\$ 85,760.00	\$ 86,160.00	100

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Total Operating Expenses	\$ 85,760.00	\$ 62,639.82	73

Sewer Operating Surplus	\$ -	\$ 23,520.18	
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MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration			
Advertising	\$ 3,500.00	\$ 1,439.23	41
Donations	\$ 2,500.00	\$ 2,255.00	90
Dues/Grants	\$ 1,200.00	\$ 1,015.16	85
Accounting Fees	\$ 10,000.00	\$ 6,794.51	68
Insurance	\$ 12,500.00	\$ 9,406.45	75
Interest on Loans	\$ 15,000.00	\$ 14,236.72	95
Office Supplies	\$ 3,500.00	\$ 2,167.65	62
POS Fees	\$ 500.00	\$ 483.03	97
Professional Fees	\$ 10,000.00	\$ 8,386.00	84
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 44,000.00	\$ 43,890.17	100
Community Programs (Black Fly)	\$ 9,000.00	\$ 7,700.03	86
Bank Charges	\$ 900.00	\$ 717.45	80
Honorariums	\$ 7,750.00	\$ 7,423.08	96
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 2,235.70	75
Website	\$ 1,000.00	\$ 240.88	24
Fire Dues	\$ 35,500.00	\$ 32,541.67	92
Accounting Software	\$ 1,000.00	\$ 872.52	87
Loan Repayment	\$ 21,000.00	\$ 20,822.48	99
Total	\$ 184,650.00	\$ 162,627.73	88

Facility and Public Property			
Property Tax	\$ 2,000.00	\$ 3,202.55	160
Snow Removal	\$ 5,000.00	\$ 1,818.28	36
Repairs and Maintenance	\$ 35,000.00	\$ 32,116.40	92
Utilities	\$ 30,000.00	\$ 17,172.74	57
Landscaping	\$ 3,500.00	\$ 3,341.44	95
Cleaning and Supplies	\$ 30,000.00	\$ 19,216.00	64
Wages	\$ 10,000.00	\$ 6,260.72	63
Total	\$ 115,500.00	\$ 83,128.13	72

Events			
Bar	\$ 4,000.00	\$ 9,955.15	249
Bingo	\$ 4,000.00	\$ -	
Kitchen/Canteen	\$ 2,000.00	\$ 1,230.63	62
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
Total	\$ 23,500.00	\$ 23,081.60	98

MUNICIPALITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Parks and Recreation			
Supplies (Ballfield)	\$ 10,000.00	\$ 8,153.00	82
Rink	\$ 15,000.00	\$ 5,690.68	38
Total	\$ 25,000.00	\$ 13,843.68	55

Early Learning Center			
Administration	\$ 1,005,000.00	\$ 910,611.11	91
Facility Costs	\$ 55,000.00	\$ 51,236.31	93
Food	\$ 33,000.00	\$ 35,008.89	106
Supplies	\$ 8,000.00	\$ 6,416.55	80
Total	\$ 1,101,000.00	\$ 1,003,272.86	91

SEWER UTILITY OPERATING EXPENSES	2025-26 Budget	To Date	%
Administration	\$ 27,500.00	\$ 23,014.82	84
Bank Fees	\$ 300.00	\$ 148.00	49
Accounting Fees	\$ 5,000.00	\$ 3,397.25	68
Interest on Debt	\$ 9,000.00	\$ 7,419.93	82
Debit Machine	\$ 560.00	\$ 92.47	17
Repairs and Maintenance	\$ 27,700.00	\$ 18,438.46	67
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 1,000.00	\$ 1,116.94	112
Electricity	\$ 3,500.00	\$ 2,702.83	77
Loan Repayment	\$ 7,000.00	\$ 6,309.12	90
Total	\$ 85,760.00	\$ 62,639.82	73

Community/Fire/Sewer Loan Payments February 2026

Date	Purpose	Principal	Interest	Total	Balance
05-Feb-26	Complex Improvement	\$ 363.43	\$ 153.13	\$ 516.56	\$ 56,175.04
09-Feb-26	Hall Expansion	\$ 390.47	\$ 795.80	\$ 1,186.27	\$ 220,267.94
09-Feb-26	FD - New Tanker	\$ 449.40	\$ 1,940.84	\$ 2,390.24	\$ 420,626.64
10-Feb-26	Upgrade to Kinkora Place	\$ 932.77	\$ 284.32	\$ 1,217.09	\$ 87,686.24
11-Feb-26	Sidewalk/Sewer	\$ 1,084.15	\$ 1,164.67	\$ 2,248.82	\$ 236,431.33
	Community - February	\$ 2,770.82	\$ 2,397.92	\$ 5,168.74	\$ 600,560.55
	Fire Department - February	\$ 310.57	\$ 2,079.67	\$ 2,390.24	\$ 420,626.64