

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

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

Absent: Councilor Amanda Noonan

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: Administrative Assistant Ember Lacey

1. **Call to Order:** 6:58 pm
2. **Reminder of the Code of Conduct and Conflict of Interest Bylaws**
3. **Review / Additions to the Agenda**
4. **Approval of Agenda**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the agenda.”* All in favor. Motion carried.
5. **Public Presentations – none**
6. **Review / Approval of Minutes – Regular Meeting – November 3, 2025**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve the minutes from the November 3, 2025 meeting.”* All in favor. Motion carried.
7. **Business Arising from Minutes – none**
8. **Reading of Correspondence**
 - The PEI Public Library Services sent a letter regarding the installation of a security system and implementation of a mobile panic button for library staff. This suggestion was also discussed during a public presentation at the regular council meeting in May, 2025. Kinkora Place already has security cameras installed and safety measures in place, there is also very little time where the library staff is working alone.
 - A card was received from Marlene Clark, a funeral reception for her husband, Mike Clark, took place at the hall back in August. The card was to thank Tina and staff for their help during a difficult time.
9. **Reports**
 - a. **Fire Department – no report**
 - b. **KABC – no report**

- c. **Administrator** – written report attached
- d. **Finance** – Councilor Amanda Noonan – loan payments attached
- e. **Facility** – Report by CAO
 - Signs for the parking lot have arrived and will be put in place once galvanized posts are installed. This will be left with Mayor Duffy.
 - Fire department heat pumps are still waiting on a meeting with the chief to determine which route they want to go.
- f. **Sewer & Utility** – Councilor Andrew McCarville – no report
- g. **Parks/Recreation/Youth** – Councilor Andrew Lawless
 - Fencing for the rink was discussed, it was determined that the fence will only be put on one end of the rink due to the other end having the Zamboni entrance.
 - The liner for the rink will be put down once the process of making ice begins, to reduce any possible damage to the liner.
 - The sidewalk machine needs to be serviced, and the Zamboni should be checked over. Duffy Construction will service the sidewalk machine and look over the Zamboni.
 - Discussion regarding a new person for rink maintenance took place. The contract would be estimated at \$700 a week for 12 weeks, as allotted in the budget. Tendering the contract is not necessary, due to the total amount being less than \$10,000.
MOTION: Moved by Amanda Dwyer and seconded by Andrew McCarville “to award the rink maintenance to Hilltop Produce up to the limit of \$10,000.” All in favor. Motion carried.
 - The ballfield looks good. The tender for the fencing will be put out in the new year.
- h. **Events** – no report
- i. **Daycare** – Councilor Amanda Dwyer
 - A little bit of staff movement has occurred due to early maternity leave and staff from the after-school program are subbing to help temporarily fill the spots.
 - Overall things seem to be going well at the daycare.

10. New Business

- a. **Kinkora Ball Diamond Outfield Reconstruction – Award Contract**
 - Mayor Robert Duffy excused himself from the discussion and vote, Deputy Mayor Andrew McCarville took over as chair for the awarding of the contract.

MOTION: Moved by Amanda Dwyer and seconded by Andrew Lawless “to award the outfield reconstruction to Duffy Construction for 96,500 plus HST.” All in favor. Motion carried.

b. Animal Control Bylaw – Complaint

- A community member has complained about a neighboring dog excessively barking; however, owners are disputing the use of the word “excessive.” Currently there have been no other complaints from neighbors. According to our bylaw officer, 10-15 minutes is not considered “excessive” and recommends another warning be issued but no further action take place. Council will adhere to the recommendation of our bylaw officer.
- Coyotes have been prevalent in the area, which could be a factor in dogs barking. Jamie Stride will be contacted to discuss if there are any possible solutions.

11. Old Business / Carry Forward Items

a. Financial Statements – Approval

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to approve the 2024-25 financial statements.” All in favor. Motion carried.

12. Date of Next Meeting – January 26, 2026, at 7:00 pm

13. Adjournment

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to adjourn the meeting at 7:36 pm.” All in favor. Motion carried.

Mayor

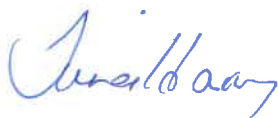
Date

Chief Administrative Officer

Date

CAO's Report – November 24, 2025

- 1) **Byelection** – The byelection for the two vacant council positions is set for Monday, February 9, 2026. Nominations will open on January 14, 2026 and close at 2 pm on Friday, January 23, 2026.
- 2) **Public Library Service** – I will be meeting on Monday, December 8 with Grace Dawson, the province's Director of Libraries and Archives, and Beth Clinton, the manager of the Kinkora Public Library. The public library system in PEI operates on a collaborative partnership model between the provincial government and municipalities. The province is responsible for providing the funding for staff and the collections and the municipality is responsible for providing the physical space and facility-related expenses. This model has been in place since the 1930s and was embodied in the Public Libraries Act that was introduced in the 1990s. The Act has not been updated since that time and the Public Library Service would like to introduce revisions to the Act in the Spring 2026 sitting of the legislature. This will be a meeting to go over those proposed revisions.
- 3) **Canada Day Funding** – We have applied for \$1100 in funding for next year's Canada Day celebrations and are hoping to showcase some cultural diversity.
- 4) **Events Update** – We had our 7th annual Christmas Craft Fair over the weekend with about 300 adults and close to 50 children through the doors. Vendors were happy with another successful fair and we already have a waiting list for next year. The hall is booked with events for the next four weekends, including Christmas dinners, children's birthday parties and the annual Christmas Ceilidh fundraiser for the South Shore Food Share, as well as the Children's Santa Party.
- 5) **Payroll Remittance** – Due to the increase in payroll at the Early Learning Center, as of January 1, 2026 we will now be required to submit the payroll remittance twice a month instead of monthly.



Tina Harvey

Community/Fire/Sewer Loan Payments November 2025

Date	Purpose	Principal	Interest	Total	Balance
05-Nov-25	Complex Improvement	\$ 360.50	\$ 156.06	\$ 516.56	\$ 57,262.39
07-Nov-25	Hall Expansion	\$ 434.19	\$ 752.08	\$ 1,186.27	\$ 221,555.37
10-Nov-25	FD - New Tanker	\$ 380.14	\$ 2,010.10	\$ 2,390.24	\$ 422,093.61
10-Nov-25	Upgrade to Kinkora Place	\$ 923.85	\$ 293.24	\$ 1,217.09	\$ 90,475.61
12-Nov-25	Sidewalk/Sewer	\$ 1,107.70	\$ 1,141.12	\$ 2,248.82	\$ 239,629.70
	Community - November	\$ 2,826.24	\$ 2,342.50	\$ 5,168.74	\$ 608,923.07
	Fire Department - November	\$ 310.57	\$ 2,079.67	\$ 2,390.24	\$ 422,093.61