

**Rural Municipality of Kinkora
Regular Meeting
November 3, 2025
Minutes**

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

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: Administrative Assistant Ember Lacey

1. **Call to Order:** 6:57 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 Noonan *“to approve the agenda.”* All in favour. Motion carried.
5. **Public Presentations** – Michelle Burge, MRSB to present 2024-25 Financial Statements (see attached)
6. **Review / Approval of Minutes – Regular Meeting – September 29, 2025**

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to approve minutes from the September 29th meeting.”* All in favor. Motion carried.
7. **Business Arising from Minutes**
 - Electronic Sign – The warranty for the original sign was for 5 years with a 10-year guarantee of available parts. A new controller would have a warranty for 1 year. Council is still good with the previous motion to spend \$5,000 to repair the sign.
8. **Reading of Correspondence**
 - Card received from Tracy Thompson at Kinkora Regional High School thanking Council for the continued support of their Blazer Beef Supper.
 - The Roberts Family wished to extend a thank you to the Kinkora Fire Department for their assistance in the propane leak that took place at the Kinkora Irving on October 23rd. The family also expressed how the Fire Department went the extra mile and did great work of protection and prevention.
9. **Reports**
 - a. **Fire Department** – no report
 - b. **KABC** – no report

c. **Administrator** – written report attached

- **South Shore Food Share** – Council agreed via email to donate \$250 to the South Shore Food Share from this year’s donation budget. This should now be made official with a motion.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to donate \$250 to the South Shore Food Share.” All in favor. Motion carried.

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

- As of October 24, 2025, the Municipality should be sitting at about 58% of revenue and expenses.
- A few items are higher but are mostly due to being annual expenses (insurance, accounting software)
- Food at the daycare is a little higher than expected; however, this is partially due to the increase in food prices.
- The ballfield expenses are high, but maintenance is done for the year.
- Overall, there is nothing concerning to report.

e. **Facility** – Report by CAO

- Previously discussed a possible window in the kitchen of the daycare, but another option is a heat pump. Tradewinds came in to look at putting a heat pump in the kitchen and provide a quote. Also going to get Steven Poirier to send a quote for a heat pump to get more insight into pricing options.

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer “to proceed with a heat pump for the ELC kitchen for up to \$5,000 before HST.” All in favor. Motion carried.

The new dishwasher in the daycare has been needing repairs due to the hard water in the facility. Island Softeners provided a quote to install a water softener.

MOTION: Moved by Amanda Noonan and seconded by Amanda Dwyer “to purchase the water softener for up to \$1,700 plus HST.” All in favor. Motion carried.

- The geothermal system in the firehall has not been working. The Municipality is also getting their geothermal system looked at. The issue in the firehall will be deferred until there is confirmation whether the two systems are experiencing the same issue.

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

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

- The ballfield project is rolling along and seems to be going well
- The rink liner has arrived and will be installed soon.
- At the rink, a net/fence should be put in place to keep pucks from going towards the playground. This can be added to the fence tender for the ballfield.

h. Events – no report

i. Daycare – Councilor Amanda Dwyer

- Everything in the daycare seems to be going positively.
- Councilor Amanda Dwyer met with the new Director, Jamie Gallant, and has heard nothing but good things so far.
- The Parent Advisory Committee is up and running again and is discussing a Family Christmas Social.

10. New Business

a. MC Advisory – Employee Policies

- Four policies have been redone; the Code of Conduct, Occupational Health and Safety, Respectful Workplace, and Social Media.
- Adjustments were mostly regarding wording and consistency.

MOTION: Moved by Amanda Noonan and seconded by Andrew McCarville “to adopt the amended policies; Code of Conduct, Occupational Health and Safety, Respectful Workplace Policy, and Social Media Policy.” All in favor. Motion carried.

b. Sidewalk Snow Clearing – Award Contract

- Two proposals were received in response to our request for proposals, one from Husky Property Group (\$11,200) and one from Landwise Excavation (\$11,840).
- The tender is for 20 hours a week for 16 weeks (a total of 320 hours) from December to March.
- The awarding of the tender should be based on both price and performance.

MOTION: Moved by Andrew McCarville and seconded by Amanda Noonan “to award the sidewalk snow removal contract for this year to Landwise Excavation for a cost of \$11,840.” All in favor. Motion carried.

c. Kinkora Ball Diamond Infield Reconstruction – Award Contract

- Mayor Robert Duffy excused himself due to a conflict of interest.
- The first phase of the Ballfield Reconstruction Project involves demolition of the fence and all work for reconstruction of the infield and around the dugouts and bleachers.
- Three quotes were received for Phase 1: Somerset Gardens (\$56,890), Landwise Excavation (\$69,677), and Island Coastal (\$107,077). All quotes did not include taxes.

MOTION: Moved by Amanda Dwyer and seconded by Andrew Lawless “to award the Kinkora Ball Diamond Infield Reconstruction to Somerset Gardens Inc. for \$56,890.” All in favor. Motion carried.

11. Old Business / Carry Forward Items

a. Firehall Lighting

- This will be carried forward to the next regular council meeting.

b. Byelection Date/Appointment of MEO and Deputy MEO

MOTION: Moved Andrew McCarville and seconded by Amanda Noonan *“to hold the byelection on February 9, 2025.”* All in favor. Motion carried.

MOTION: Moved by Amanda Noonan and seconded by Amanada Dwyer *“to appoint Tina Harvey as Municipal Electoral Officer and Ember Lacey as Deputy Municipal Electoral Officer for the byelection on February 9th.”* All in favor. Motion carried.

12. Date of Next Meeting – November 24, 2025, at 7:00 pm

13. Adjournment

MOTION: Moved by Andrew McCarville and seconded by Amanda Dwyer *“to adjourn the meeting at 8:29 pm.”* All in favor. Motion carried.

Mayor

Date

Chief Administrative Officer

Date