

**Rural Municipality of Kinkora  
Regular Meeting  
March 23, 2026  
Minutes**

**Present:** Mayor Robert Duffy, Councilors Nathan Dawson, Amanda Dwyer, Andrew Lawless, Andrew McCarville, Amanda Noonan, and Janet Payne

**Meeting Chair:** Mayor Robert Duffy

**Meeting Recorder:** CAO Tina Harvey

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1. **Call to Order:** 7:00 pm
2. **Reminder of the Code of Conduct and Conflict of Interest Bylaws and that the meeting is recorded**
3. **Review / Additions to the Agenda**
4. **Approval of Agenda**  
**MOTION:** Moved by Amanda Dwyer and seconded by Amanda Noonan *“to accept the agenda for tonight’s meeting.”* All in favour. Motion carried.
5. **Public Presentations – none**
6. **Review / Approval of Minutes**  
**Regular Meeting – February 26, 2026**  
**MOTION:** Moved by Amanda Noonan and seconded by Andrew McCarville *“to approve the regular meeting minutes from February 26<sup>th</sup>.”* All in favor. Motion carried.  
  
**Financial Plan Presentation – March 2, 2026**  
**MOTION:** Moved by Andrew McCarville and seconded by Andrew Lawless *“to approve the minutes for the Financial Plan meeting of March 2<sup>nd</sup>.”* All in favor. Motion carried.
7. **Business Arising from Minutes**  
**Jake Brakes in Community Boundaries**
  - Concerns had been voiced to council regarding drivers’ use of Jake brakes as they are driving through the community. Many communities across PEI have signs and rules in place restricting the use of Jake brakes and council believes this would be an effective approach. A letter was sent to the Department of Transportation requesting this be put in place and relevant signage posted at the three entry points to the village. Department of Transportation staff will be taking care of this matter in the next couple of weeks.
8. **Reading of Correspondence - none**

## 9. Reports

- a. **Fire Department** – no report
- b. **KABC** – Councilor Nathan Dawon - no report
- c. **Administrator** – written report attached
- d. **Finance** – Councilor Amanda Noonan -- financials attached
  - We should be sitting at close to 100% of the budget as we are nearing the end of the fiscal year. Revenue is above 100% and expenses are at 97% currently.
- e. **Facility** – Councilor Nathan Dawson – no report
- f. **Sewer & Utility** – Councilor Andrew McCarville
  - Utility Operator Ed Van der Velden has requested four new UV modules at the lagoon over the next couple of years. The current modules are the original ones and have become corroded. We will order one before the end of this fiscal and one at the beginning of the next fiscal year in April and put the remaining two in the 2027-28 budget.
- g. **Parks/Recreation/Youth** – Councilor Andrew Lawless
  - The tender for ballfield fencing closes tomorrow.
  - There have been a few minor adjustments to the ballfield work from WSP.
  - Netting for both ends of the outdoor rink space is included in the 2026-27 capital budget and the quote from Athletica Sport Systems is \$14,500 plus HST for supply only.
  - Having netting at both ends will allow for more usage throughout the day.
- h. **Events** – Councilor Janet Payne – written report attached
- i. **Daycare** – Councilor Amanda Dwyer
  - MC Advisory staff attended the last staff meeting to do a workshop on all the new policies, with a focus on Code of Conduct.
  - The Centre was approved for another Inclusive Equipment and Materials grant in the amount of \$24,000.
  - We will be looking at having a sign installed over the daycare entrance in the coming fiscal year.

**10. New Business**

**a. 2026-27 Financial Plan Adoption - attached**

**MOTION:** Moved by Amanda Noonan and seconded by Amanda Dwyer "to adopt the 2026-27 operating budget, capital budget and the 5-year capital plan." All in favour. Motion carried.

**b. Municipal Election Fee Policy - attached**

**MOTION:** Moved by Andrew McCarville and seconded by Andrew Lawless "to approve the Municipal Election Fee policy." All in favour. Motion carried.

**c. Sidewalk/Parking Lot Sweeping**

We have received quotes on sweeping the sidewalks once again this spring, as well as the parking lot this year. Both areas will be done with a deadline of May 1<sup>st</sup>.

**d. Appointment of Auditor**

**MOTION:** Moved by Amanda Noonan and seconded by Andrew McCarville "to have MRSB appointed as our auditor for the 2025-26 fiscal year." All in favour. Motion carried.

**11. Old Business / Carry Forward Items – none**

**12. Date of Next Meeting – April 27, 2026, at 7:00 pm**

**13. Adjournment**

**MOTION:** Moved by Andrew McCarville "to adjourn the meeting at 7:28 pm."



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Mayor

May 25, 2026

Date



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Chief Administrative Officer

May 25/26

Date

## CAO's Report – March 23, 2026

- 1) **Administrative Assistant Position** – We have interviewed candidates for the position and MC Advisory is in the process of checking references. We hope to have someone in place by the middle of April.
- 2) **Public Libraries Act** – I met with representatives from the Public Library Service earlier this month to over some changes that are being proposed to the Public Libraries Act. This will be brought forward for the fall sitting of the legislature. This Act was introduced in the 1990's and has not been updated since that time. The main changes are to update outdated language and terminology. The funding model whereby the province provides library materials and staff, and the municipality provides and maintains adequate premises, is not changing.
- 3) **Federation AGM** – The Federation of PEI Municipalities will be holding its annual general meeting on Monday, April 27<sup>th</sup> in at Credit Union Place in Summerside. If any members of council would like to attend, please let me know by April 10<sup>th</sup>.
- 4) **Summer Student Funding** – Applications are now open for the Jobs for Youth and Post-Secondary Student funding programs. These close on Friday, April 3<sup>rd</sup> and we will be applying for two students to work in the daycare and/or school age program.
- 5) **Solar Panels** – A representative from Sunly will be in the village for a meeting on Wednesday to give a quote on installing solar panels on the community hall and daycare and will also provide an estimate of potential cost savings. This is not a project that has been on council's radar, but the information will be helpful for any future decisions.



Tina Harvey

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to March 20, 2026

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Assessable municipal property taxes	\$ 163,007.30	\$ 172,570.99	106
Equalization Grant	\$ 72,240.12	\$ 77,723.13	108
Municipal Capital Expenditure Grant (MCEG)	\$ 77,500.00	\$ 60,487.57	78
Events - Regular and Special	\$ 26,000.00	\$ 44,098.45	170
Multiplex Board Signage	\$ 12,000.00	\$ 9,200.00	77
Early Learning Center Revenue	\$ 1,101,000.00	\$ 1,057,953.36	96
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
<b>Total</b>	<b>\$ 1,453,247.42</b>	<b>\$ 1,459,414.04</b>	<b>100</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 184,650.00	\$ 175,963.62	95
Facility	\$ 115,500.00	\$ 99,770.50	86
Events	\$ 23,500.00	\$ 24,041.19	102
Parks and Recreation	\$ 25,000.00	\$ 15,155.28	61
Early Learning Center	\$ 1,101,000.00	\$ 1,097,234.33	100
Reserve Funds	\$ 3,500.00	\$ 3,500.00	100
<b>Total</b>	<b>\$ 1,453,150.00</b>	<b>\$ 1,415,664.92</b>	<b>97</b>

<b>Operating Surplus</b>	<b>\$ 97.42</b>	<b>\$ 43,749.12</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>\$ 72,852.61</b>	<b>85</b>

<b>Sewer Operating Surplus</b>	<b>\$ -</b>	<b>\$ 13,307.39</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	\$ 1,750.72	50
Donations	\$ 2,500.00	\$ 2,355.00	94
Dues/Grants	\$ 1,200.00	\$ 1,165.16	97
Accounting Fees	\$ 10,000.00	\$ 6,794.51	68
Insurance	\$ 12,500.00	\$ 9,406.45	75
Interest on Loans	\$ 15,000.00	\$ 15,825.74	106
Office Supplies	\$ 3,500.00	\$ 2,509.07	72
POS Fees	\$ 500.00	\$ 490.91	98
Professional Fees	\$ 10,000.00	\$ 8,414.00	84
Library	\$ 300.00	\$ -	0
Travel	\$ 500.00	\$ -	0
Wages and Benefits	\$ 44,000.00	\$ 49,029.14	111
Community Programs (Black Fly)	\$ 9,000.00	\$ 7,700.03	86
Bank Charges	\$ 900.00	\$ 846.45	94
Honorariums	\$ 7,750.00	\$ 7,423.08	96
Training	\$ 2,000.00	\$ -	0
Internet and Phone	\$ 3,000.00	\$ 2,485.90	83
Website	\$ 1,000.00	\$ 240.88	24
Fire Dues	\$ 35,500.00	\$ 35,499.96	100
Accounting Software	\$ 1,000.00	\$ 872.52	87
Loan Repayment	\$ 21,000.00	\$ 23,154.10	110
<b>Total</b>	<b>\$ 184,650.00</b>	<b>\$ 175,963.62</b>	<b>95</b>

<b>Facility and Public Property</b>			
Property Tax	\$ 2,000.00	\$ 3,202.55	160
Snow Removal	\$ 5,000.00	\$ 3,152.50	63
Repairs and Maintenance	\$ 35,000.00	\$ 41,535.76	119
Utilities	\$ 30,000.00	\$ 20,159.60	67
Landscaping	\$ 3,500.00	\$ 3,341.44	95
Cleaning and Supplies	\$ 30,000.00	\$ 21,064.01	70
Wages	\$ 10,000.00	\$ 7,314.64	73
<b>Total</b>	<b>\$ 115,500.00</b>	<b>\$ 99,770.50</b>	<b>86</b>

<b>Events</b>			
Bar	\$ 4,000.00	\$ 9,955.15	249
Bingo	\$ 4,000.00	\$ -	
Kitchen/Canteen	\$ 2,000.00	\$ 1,855.37	93
Special Events	\$ 10,000.00	\$ 8,112.89	81
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>\$ 24,041.19</b>	<b>102</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	\$ 7,002.28	47
<b>Total</b>	<b>\$ 25,000.00</b>	<b>\$ 15,155.28</b>	<b>61</b>

<b>Early Learning Center</b>			
Administration	\$ 1,005,000.00	\$ 992,882.68	99
Facility Costs	\$ 55,000.00	\$ 57,975.15	105
Food	\$ 33,000.00	\$ 38,645.18	117
Supplies	\$ 8,000.00	\$ 7,731.32	97
<b>Total</b>	<b>\$ 1,101,000.00</b>	<b>\$ 1,097,234.33</b>	<b>100</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2025-26 Budget</b>	<b>To Date</b>	<b>%</b>
Administration	\$ 27,500.00	\$ 27,141.00	99
Bank Fees	\$ 300.00	\$ 153.00	51
Accounting Fees	\$ 5,000.00	\$ 3,397.25	68
Interest on Debt	\$ 9,000.00	\$ 8,020.48	89
Debit Machine	\$ 560.00	\$ 92.47	17
Repairs and Maintenance	\$ 27,700.00	\$ 22,278.25	80
Supplies	\$ 4,200.00	\$ -	0
Internet and Phone	\$ 1,000.00	\$ 1,154.78	115
Electricity	\$ 3,500.00	\$ 3,658.71	105
Loan Repayment	\$ 7,000.00	\$ 6,956.67	99
<b>Total</b>	<b>\$ 85,760.00</b>	<b>\$ 72,852.61</b>	<b>85</b>

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

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
05-Mar-26	Complex Improvement	\$ 364.42	\$ 152.14	\$ 516.56	\$ 55,810.62
09-Mar-26	Hall Expansion	\$ 512.24	\$ 674.03	\$ 1,186.27	\$ 219,755.70
09-Mar-26	FD - New Tanker	\$ 639.10	\$ 1,751.14	\$ 2,390.24	\$ 419,987.54
10-Mar-26	Upgrade to Kinkora Place	\$ 935.76	\$ 281.33	\$ 1,217.09	\$ 86,750.48
11-Mar-26	Sidewalk/Sewer	\$ 1,166.75	\$ 1,082.07	\$ 2,248.82	\$ 235,264.58
	<b>Community - March</b>	<b>\$ 2,979.17</b>	<b>\$ 2,189.57</b>	<b>\$ 5,168.74</b>	<b>\$ 597,581.38</b>
	<b>Fire Department - March</b>	<b>\$ 310.57</b>	<b>\$ 2,079.67</b>	<b>\$ 2,390.24</b>	<b>\$ 419,987.54</b>

## Event Committee Report to Council

March 23, 2026

Regular events for the month of March included:

- 1) Weekly line-dancing Classes
- 2) Weekly Fit-boot Classes
- 3) Saturday Morning Children's Dance Classes

Special events include(d):

- 1) Pancake Breakfast on March 22 (donations to Hope House Mother's Home and Island Pregnancy Centre)
- 2) Easter Egg Hunt on April 4
- 3) Daycare's 5<sup>th</sup> Anniversary Celebration with a free pancake breakfast on April 12; this includes cake and a photo display from the last 5 years
- 4) The April Ceilidh on April 26<sup>th</sup> will be the annual fundraiser for the QEH Foundation

Respectfully submitted by Janet Payne; information provided by Tina Harvey



# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF OPERATING REVENUE AND EXPENSES

<b>MUNICIPALITY OPERATING REVENUE</b>	<b>2026-27 Budget</b>
Assessable municipal property taxes	\$ 173,619.50
Equalization grant from provincial government (MSG payment)	\$ 77,723.16
Municipal Capital Expenditure Grant (MCEG)	\$ 60,000.00
Events - Regular and Special	\$ 45,000.00
Multiplex Board Signage	\$ 12,000.00
Early Learning Center Revenue	\$ 1,134,332.00
Election Reserve Fund	\$ 2,500.00
Other Income (Donations, permits, etc.)	\$ 1,500.00
<b>Total</b>	<b>\$ 1,506,674.66</b>

<b>MUNICIPALITY OPERATING EXPENSES</b>	<b>2026-27 Budget</b>
Administration	\$ 192,050.00
Facility	\$ 128,300.00
Events	\$ 20,100.00
Parks and Recreation	\$ 20,000.00
Early Learning Center	\$ 1,134,332.00
Reserve Funds	\$ 3,500.00
2026 General Election	\$ 2,500.00
<b>Total</b>	<b>\$ 1,500,782.00</b>

<b>Operating Surplus</b>	<b>\$ 5,892.66</b>
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<b>SEWER UTILITY OPERATING REVENUE</b>	<b>2026-27 Budget</b>
Flat Rate Sewer Fees	\$ 86,160.00
<b>Total</b>	<b>\$ 86,160.00</b>

<b>SEWER UTILITY OPERATING EXPENSES</b>	<b>2026-27 Budget</b>
<b>Total Operating Expenses</b>	<b>\$ 86,160.00</b>
<b>Sewer Operating Surplus</b>	<b>\$ -</b>

**MUNICIPALITY OPERATING EXPENSES****2026-27 Budget**

<b>Administration</b>	
Advertising	\$ 2,000.00
Donations	\$ 2,000.00
Dues/Grants	\$ 1,200.00
Accounting Fees	\$ 8,000.00
Insurance	\$ 10,500.00
Interest on Loans	\$ 15,000.00
Office Supplies	\$ 2,500.00
POS Fees	\$ 500.00
Professional Fees	\$ 10,000.00
Travel	\$ 300.00
Wages and Benefits	\$ 57,600.00
Community Programs (Black Fly)	\$ 8,500.00
Bank Charges	\$ 900.00
Honorariums	\$ 7,750.00
Training	\$ 2,000.00
Internet and Phone	\$ 2,800.00
Website	\$ 500.00
Fire Dues	\$ 38,000.00
Accounting Software	\$ 1,000.00
Loan Repayment	\$ 21,000.00
<b>Total</b>	<b>\$ 192,050.00</b>

**Facility and Public Property**

Property Tax	\$ 2,000.00
Snow Removal	\$ 27,000.00
Repairs and Maintenance	\$ 28,000.00
Utilities	\$ 25,000.00
Landscaping	\$ 3,800.00
Cleaning and Supplies	\$ 25,000.00
Wages	\$ 17,500.00
<b>Total</b>	<b>\$ 128,300.00</b>

**Events**

Bar	\$ 6,000.00
Kitchen/Canteen	\$ 1,500.00
Special Events	\$ 8,500.00
Bartenders	\$ 2,500.00
Security	\$ 1,600.00
<b>Total</b>	<b>\$ 20,100.00</b>

**MUNICIPALITY OPERATING EXPENSES****2026-27 Budget****Parks and Recreation**

Ballfield	\$	5,000.00
Rink	\$	15,000.00

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<b>Total</b>	<b>\$</b>	<b>20,000.00</b>
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**Early Learning Center**

Administration	\$	1,031,332.00
Facility Costs	\$	55,000.00
Food	\$	40,000.00
Supplies	\$	8,000.00

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<b>Total</b>	<b>\$</b>	<b>1,134,332.00</b>
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**SEWER UTILITY OPERATING EXPENSES****2026-27 Budget**

Administration	\$	28,600.00
Bank Fees	\$	300.00
Accounting Fees	\$	4,000.00
Interest on Debt	\$	9,000.00
Debit Machine	\$	560.00
Repairs and Maintenance	\$	23,000.00
Supplies	\$	8,200.00
Internet and Phone	\$	1,300.00
Electricity	\$	4,200.00
Loan Repayment	\$	7,000.00

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<b>Total</b>	<b>\$</b>	<b>86,160.00</b>
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# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF CAPITAL PROJECTS/FUNDING 2026-2027

MUNICIPAL CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	2026-27 BUDGET
KELC Equipment	EYC furniture/equipment as needed	Funding/Grants/Cash on Hand	\$ 5,000.00
Complex Furniture	Furniture/equipment as required	Cash on Hand	\$ 5,000.00
Heritage Park Revitalization	New equipment at Heritage Park	Donated Funds	\$ 10,000.00
Shamrock Cr Ditch Infill/AT Pathway	Ditch infilling and active transportation pathway	Funding/Gas Tax	\$ 500,000.00
Entry System for Kinkora Place	Key fob system for Kinkora Place	Cash on Hand	\$ 10,000.00
Johnston Lane Development	Infrastructure for Johnston Lane expansion (KABC)	Funding/Financing/KABC Funds	\$ 750,000.00
KABC Multi-Family Lot Development	Infrastructure for KABC multi-family lot	Funding/Financing/KABC Funds	\$ 1,800,000.00
Kinkora Place Walkway Lighting	New lighting for front walkway at Kinkora Place	Cash on Hand	\$ 5,000.00
Ballfield Reconstruction	Reconstruct Duffy Ballfield	Funding/Financing	\$ 220,000.00
Outdoor Rink Netting	Netting for ends of outdoor rink	Cash on Hand	\$ 15,000.00
<b>Total Capital Expenditures</b>			<b>\$ 3,320,000.00</b>

# RURAL MUNICIPALITY OF KINKORA

## SUMMARY OF CAPITAL PROJECTS/FUNDING 2026-2031

CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	BUDGET	YEAR
KELC Equipment	EYC furniture/equipment as needed	Funding/Grants/Cash on Hand	\$ 5,000.00	26-27
Complex Furniture	Furniture/equipment as required	Cash on Hand	\$ 5,000.00	26-27
Heritage Park Revitalization	New equipment at Heritage Park	Donated Funds	\$ 10,000.00	26-27
Shamrock Cr Ditch Infill/AT Pathway	Ditch infilling and active transportation pathway	Funding/Gas Tax	\$ 500,000.00	26-27
Entry System for Kinkora Place	Key fob system for Kinkora Place	Cash on Hand	\$ 10,000.00	26-27
Johnston Lane Development	Infrastructure for Johnston Lane expansion (KABC Funding/Financing/KABC Funds		\$ 750,000.00	26-27
KABC Multi-Family Lot Development	Infrastructure for KABC multi-family lot	Funding/Financing/KABC Funds	\$ 1,800,000.00	26-27
Kinkora Place Walkway Lighting	New lighting for front walkway at Kinkora Place	Cash on Hand	\$ 5,000.00	26-27
Ballfield Expansion	Expand Duffy Ballfield from U13 to U15	Funding/Financing	\$ 220,000.00	26-27
Outdoor Rink Netting	Netting for ends of outdoor rink	Cash on Hand	\$ 15,000.00	26-27
Dog Park	Community dog park	Gas Tax (Financing)	\$ 30,000.00	27-28
FD Heavy Rescue Truck	Replacement truck for Rescue 11	Financing/Reserve Fund	\$ 500,000.00	27-28
Rink Roof	Roof over outdoor rink space	Financing	\$ 450,000.00	27-28

## Municipal Election Officials Fee Policy

<b>Title</b>	Election Officials Fee Policy	
<b>Policy #:</b>	2026-01	
<b>Approved by Council:</b>	Date: March 23, 2026	Resolution #: R2026-0323-02
<b>Implementation Date:</b>	March 23, 2026	

### Background:

The municipality needs to hire additional short-term staff for by-elections and during the general municipal election. This policy outlines the payment and process and fees of election officials, including the MEO and DMEO.

### Purpose:

The purpose of the policy is to outline the Rural Municipality of Kinkora's rate of pay for election officials.

### Policy Statement:

The Rural Municipality of Kinkora acknowledges the need for temporary staff during elections and outlines the elections fee schedule in appendix A.

### Definitions:

"the Act": Means the *Municipal Government Act*.

"the Regulations": Means the *Municipal Election Regulations*.

"Election Officials": Means any persons appointed to assist in the administering of a municipal election; includes but is not limited to the municipal electoral officer, deputy-municipal electoral officer, returning officers, deputy returning officers, poll clerks and election clerks.

"Municipal Electoral Officer": A municipal electoral officer shall exercise general direction and supervision of the administration and conduct of the election. The municipal electoral officer shall ensure fairness, impartiality and compliance by election officials with the Act, and perform their duties in accordance with the regulations and any election bylaw; and issue to election officials the instructions that are necessary to ensure the effective execution of Part 3 of the Act, the Regulations and any election bylaw.

"Deputy Municipal Electoral Officer": A deputy electoral officer may perform all the duties of an election clerk or a poll clerk as described in the Regulations, and if there is no election clerk or poll clerk appointed, the deputy municipal electoral officer shall perform those duties.

“Returning Officer”: Shall be delegated the responsibility for administering the electoral process in the municipality as well as conducting the ballot count, and shall be responsible for election materials and supplies received, and shall prevent any unauthorized person from having access to them; amongst other duties described in the Regulations.

“Poll Clerk”: Shall amongst other duties described in the Regulations, be delegated the responsibility of administering the official list of electors.

“Election Clerk”: May assist the returning officer in the performance of their duties as described in the Regulations.

**Scope:**

This policy applies to paid election officials only, it does not include regular municipal staff or volunteers – unless otherwise noted.

**Responsibilities:**

The Chief Administrative Officer and the Municipal Electoral Officer is responsible for upholding this policy.

**Guidelines and Procedures:**

Council shall appoint both the municipal electoral officer, and the deputy municipal electoral officer by resolution, on or before the second Monday in May of each election year; or as required in the case of a byelection.

The municipal electoral officer shall appoint the returning officer in writing, as required, before the election.

The returning officer shall appoint any other election officials such as poll or election clerks, required to run the election in writing; these officials must be appointed by the 14<sup>th</sup> day before the election.

The returning officer, and all other officials appointed by the returning officer, shall sign a declaration that they shall faithfully and impartially perform their duties in the administration of the election, upon their appointment.

Prior to the appointment of any election official, they will be made aware of the fee schedule and the rate of pay they are eligible for by the appointer.

**Policy Review:**

The policy is subject to change and should be reviewed at least every four years, prior to the general municipal election.

## **Appendix A: Fee Schedule for Municipal Election Officials**

Council may revise "Appendix A" to this policy by resolution; and should ensure that "Appendix A" is updated at least every four years, prior to the general municipal election in accordance with the posted PEI *Election Act Tariff of Fees and Expenses Regulations*, and the posted PEI Treasury Board rates.

### ***Officials Fee Schedule***

*Municipal Electoral Officer ..... Minimum wage + \$14.00 per hour*  
*Deputy Municipal Electoral Officer ..... Minimum wage + \$10.00 per hour*  
*Returning Officer ..... Minimum wage + \$10.00 per hour*  
*Poll Clerk ..... Minimum wage + \$5.00 per hour*  
*Election Clerk ..... Minimum wage + \$5.00 per hour*  
*Deputy Returning Officer.....Minimum wage + \$4.00 per hour*

### ***Officials Reimbursement Schedule***

*Travel Rates ..... The Chief Administrative Officer will authorize and reimburse all travel for election officials at the current Treasury Board rate per kilometre.*

*Meal Rates ..... The Chief Administrative Officer will authorize all reimbursement for the meals of election officials at the posted Treasury Board rates*