

**Rural Municipality of Kinkora  
Regular Meeting  
April 27, 2026  
Minutes**

**Present:** Deputy Mayor Andrew McCarville, Councilors Nathan Dawson, Amanda Noonan, and Janet Payne

**Absent:** Mayor Robert Duffy and Councilors Amanda Dwyer and Andrew Lawless

**Meeting Chair:** Deputy Mayor Andrew McCarville

**Meeting Recorder:** CAO Tina Harvey

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1. **Call to Order:** 7:02 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 Noonan and seconded by Janet Payne *“to approve the agenda for the April 27<sup>th</sup> meeting.”* All in favour. Motion carried.
5. **Public Presentations – none**
6. **Review / Approval of Minutes**  
**Regular Meeting – March 23, 2026**  
**MOTION:** Moved by Amanda Noonan and seconded by Janet Payne *“to approve the meeting minutes from the regular meeting on March 23<sup>rd</sup> .”* All in favor. Motion carried.
7. **Business Arising from Minutes - none**
8. **Reading of Correspondence**
  - a. **Thank You Card – Family of Stratford CAO Jeremy Crosby** – Jeremy’s family sent a thank you card for the municipality’s floral tribute at Jeremy’s wake and funeral.
  - b. **Kinkora and Area Fire Department – FireFit Team** – A request from this year’s FireFit team (Robert Squires, April Dugay and Christopher Richard) for sponsorship for their upcoming participation in the FireFit Championships. After discussion, council noted that while this is a good cause, a donation would not be possible this year. The team could possibly get a donation from Canada Day funding in July as the department brings trucks to the annual celebration at Heritage Park.

- c. **Canadian Heritage** – Letter regarding this year’s Celebrate Canada funding. The municipality has been approved for a grant in the amount of \$1100 for Canada Day celebrations.
- d. **Medical Society of PEI** – An invitation to join MSPEI in recognizing National Physicians’ Day on May 1<sup>st</sup> with ideas on how to participate, including sharing messages of appreciation on social media and encouraging residents to write thank you cards to physicians who have made a difference in their lives.
- e. **Make-A-Wish Canada** – Request for a contribution toward the 23<sup>rd</sup> annual Run for Wishes fundraising campaign this coming June 16-20. Council will not be supporting at this time.
- f. **Gord McNeilly, MLA Charlottetown-West Royalty** – Letter dated April 17, 2026 requesting feedback on proposed amendments to the Planning Act by April 24, 2026.

## 9. Reports

- a. **Fire Department** – no report
- b. **KABC** – Councilor Nathan Dawon
  - KABC members have been discussing covenants for the Johnston Subdivision expansion, specifically regarding whether in-law suites will be allowed. We are still waiting to hear on funding applications.
- c. **Administrator** – written report attached
- d. **Finance** – Councilor Amanda Noonan – loan payments attached
- e. **Facility** – Councilor Nathan Dawson
  - Now that winter has passed and frost has come out of the ground, the walkway block that has been shifting will be repaired. A patron of last weekend’s plant sale did trip and fall; this has been addressed with our insurance agent to ensure we have done our due diligence in marking the area until repairs can be completed.
  - Discussion around replacing the cobblestone walkway to the gazebo with continuous poured concrete.
- f. **Sewer & Utility** – Councilor Andrew McCarville
  - Sewer bills for the period from April to September 2026 have been issued.
- g. **Parks/Recreation/Youth** – Councilor Andrew Lawless – no report
- h. **Events** – Councilor Janet Payne – written report attached

- i. **Daycare** – Councilor Amanda Dwyer – no report

## 10. New Business

a. **Award Ballfield Phase 3 (Fencing) contract**

One quote was received in response to the Phase 3 tender, and it was over budget. WSP discussed removing some items from the quote to bring it closer to the budgeted number. The bleachers have been removed but dugouts left in. This is the last phase required to complete the ballfield project.

**MOTION:** Moved by Janet Payne and seconded by Nathan Dawson *“to award Somerset Gardens the Phase 3 contract for \$90329.75 plus HST.”* All in favour. Motion carried.

**MOTION:** Moved by Nathan Dawson and seconded by Amanda Noonan *“to close the meeting under Section 119(a) of the Municipal Government Act.”* All in favour. Motion carried.

The meeting was reopened at 8:12 pm.

b. **Grass Cutting – 2026 Season**

**MOTION:** Moved by Amanda Noonan and seconded by Nathan Dawson *“to award Husky Property Group the 2026 grass cutting contract at \$400 per cut pending proof of liability insurance to be provided within 7 days.”* All in favour. Motion carried.

c. **Appointment of Municipal Electoral Officer and Deputy MEO**

**MOTION:** Moved by Amanda Noonan and seconded by Janet Payne *“to appoint CAO Tina Harvey as Municipal Electoral Officer and Marsha Empson as Deputy MEO for the November 2026 general election.”* All in favour. Motion carried.

d. **Elly Cash – Development Permit**

- The application is for the placement of a new accessory shed on the property at 67 Anderson Road. The proposed shed is modest in scale and clearly accessory to an existing residential use. The main considerations are location (front yard) and compliance (lot-line setback). Development officer Satya Sen recommends council approval of a Special Development Permit, subject to conditions.

**MOTION:** Moved by Amanda Noonan and seconded by Nathan Dawson *“to approve the Elly Cash application for a proposed accessory shed at 67 Anderson Road, PID 273946-000, by issuing a Special Development Permit under Section 4.24 of the Rural Municipality of Kinkora Zoning and Subdivision Control (Development) Bylaw, 2015 to allow a front-yard accessory structure, and by granting a variance from Section 4.24(3) to permit relief from the required 6-foot minimum lot-line setback, subject to the conditions set out in the Development Officer’s memorandum.”* All in favour. Motion carried.

**e. Proposed Community Garden – CARRY FORWARD**

- Proposal from the Maple Leaf Senior Citizen’s Club to create a community garden in Kinkora. The Seniors’ have applied for a grant of \$5,000 through the provincial government and should hear by June 30 if they receive funding. The Club has agreed to donate \$2,000 and is asking council to have the property lease in the municipality’s name, cover the legal fees to do the survey and lease, hold the liability insurance and provide \$1,000 to cover start-up costs.
- There seems to be some confusion as to how much property will be leased, and where additional funds may come from if the grant is not approved.
- After discussion council decided to defer a decision until these issues are resolved.

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

**12. Date of Next Meeting – May 25, 2026, at 7:00 pm**

**13. Adjournment**

**MOTION:** Moved by Amanda Noonan “to adjourn the meeting at 8:32 pm.”



Mayor

May 25, 2026

Date



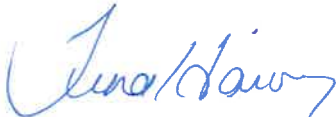
Chief Administrative Officer

May 25/26

Date

## CAO's Report – April 27, 2026

- 1) **Administrative Assistant Position** – The new administrative assistant, Marsha Empson, will be starting on Monday, May 4<sup>th</sup>. Marsha has previously worked as the Finance Assistant in Victoria so has experience in municipal government.
- 2) **Federation AGM** – Councilor Payne and I attended the Federation of PEI Municipalities annual general meeting today in Summerside. It was a great chance for us to network with other municipalities and they had some great speakers. Of note was a panel on Municipal Finance in a Challenging Economy.
- 3) **Summer Student Funding** – The municipality was approved for three summer student positions under Canada Summer Jobs. These will be for the Early Learning Centre and School Age Summer Program. We are still waiting to hear on funding from the provincial Jobs for Youth and Post Secondary Funding programs.
- 4) **Equalization Grant** – The Equalization Grant funding for 2026-27 was finalized earlier this month. We will be receiving \$6969.17 monthly this fiscal which represents an increase of 7.6%.
- 5) **Gas Tax Funding** – Gas Tax funding, which was rebranded the Canada Community-Building Fund, has now been rebranded once again this year as the Build Communities Strong Fund (BCSF) – Community Stream.
- 6) **Vacation** – I will be on vacation from May 6-14, but the office will be staffed during office hours.



Tina Harvey

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

<b>Date</b>	<b>Purpose</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Balance</b>
06-Apr-26	Complex Improvement	\$ 365.41	\$ 151.15	\$ 516.56	\$ 55,445.21
07-Apr-26	Hall Expansion	\$ 489.79	\$ 696.48	\$ 1,186.27	\$ 219,265.91
09-Apr-26	FD - New Tanker	\$ 454.42	\$ 1,935.82	\$ 2,390.24	\$ 419,533.12
10-Apr-26	Upgrade to Kinkora Place	\$ 938.77	\$ 278.32	\$ 1,217.09	\$ 85,811.71
13-Apr-26	Sidewalk/Sewer	\$ 979.82	\$ 1,269.00	\$ 2,248.82	\$ 234,284.76
	<b>Community - April</b>	<b>\$ 2,773.79</b>	<b>\$ 2,394.95</b>	<b>\$ 5,168.74</b>	<b>\$ 594,807.59</b>
	<b>Fire Department - April</b>	<b>\$ 310.57</b>	<b>\$ 2,079.67</b>	<b>\$ 2,390.24</b>	<b>\$ 419,533.12</b>

## **Events – April 27, 2026**

Easter Egg Hunt – The annual Easter Egg Hunt was held on April 4<sup>th</sup> with 55 children attending.

This past weekend we had two events at the hall: Saturday was the All Things Plant Sale and they asked if they could book for next year, and Sunday was the annual Ceilidh in support of the QEH Foundation. This raised \$859. Neville usually asks council to top up to \$1000. The ceilidh group is considering cancelling the monthly ceilidhs after this summer. With declining attendance and increased cost of food, they are thinking about only holding a few special occasion ceilidhs each year (Christmas, St. Patrick's Day, Somerset Festival etc).

We are booked on all weekends from the middle of May through to the end of June. This includes weddings, association dinners, children's birthday parties, a pancake breakfast and the regular weekly events.

Somerset Festival planning is well underway and this year's Festival takes place from July 11-19.