

Minutes
Rural Municipality of KINGSTON
Emyvale Recreation Center
Regular Council Meeting
Tuesday May 13, 2025, 7PM

Attendance

y	Dwight Thompson (Acting Mayor)		y	Allan Holmes
n	Tom Coady		y	Darlene MacDonald
y	Tory Kennedy		y	Pierce MacLean
			y	Keith Boire (CAO)
			y	Mirko Terrazas (DO)

Call to Order At:	7:00	PM		
Approval of Amended Agenda	M	Tory Kennedy	S	Darlene MacDonald
Approval of Minutes April 8, 2025	M	Pierce MacLean	S	Tory Kennedy

1. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Update on Official Plan and Development Bylaw

- a. Keith let council know that Land Use Planning had sent the Plan and Development Bylaw to their legal for the past week for review.
- b. Expectations were that the documents would be forwarded to the Minister this week.
- c. We are still not certain whether or not Land Use Planning will recommend approval or not to the Minister.

2. Update on Capital Projects

- a. CAO briefed council on the Emyvale Rec Centre Addition and Renovation Project giving the following updates- Changes
 - i. There is good reason to believe funding from Rural Growth initiative and Canada Community Building Fund will be approved. Likely mid-June.
 - ii. Rural Growth Initiative will not fund municipal office space, only assets that are directly associated with EMO designated centres. This is why a greater portion of the project funding will come through the CCB Fund.
 - iii. The overall cost of the Project will likely be approximately \$300,000 with the following breakdown:
 - (i) \$170,000 Rural Growth Initiative
 - (ii) \$100,000 CCBF
 - (iii) \$30,000 Municipal funds from \$100,000 Capital Term Deposit
 - (iv) RGI requires the municipality to contribute a minimum of 10% of the overall project cost from their own funds.
 - iv. Approval of the RGI funds requires approval of CCBF funding which will be decided in their project assessments in June.
 - v. Approval of the RGI funds also requires a development permit and building permit be issued. Seek approval of development permit tonight to allow for the application for the building permit.
 - vi. Tom and Keith met with Mark McKenzie to discuss the new plans for the project. Two separate quotes are being sought to reflect the two funding sources and their requirements. That quote will be smaller than the original, but still considerable.

b. Emyvale Recreation Centre Solar Electrical Upgrade Project

- i. CAO let council know that the Community Renewable Energy Generation (CREG) Fund will fund 100% of the cost of installing solar panels and upgrading our electrical service to 200 amps. This is very good news as we had originally planned on using CCBF funds for this project and now we will require much more of those funds for the Addition and Renovation project.
- ii. Quotes were received from Renewable Lifestyles, Hansen Solar and M.B.Eye Electrical. They were submitted to GREG and we are awaiting their assessment of the quotes and approval of the project.
- iii. Should everything come into place, the project would take place only after the roof replacement component of the Emyvale Rec Centre Addition and Renovation Project is completed.

c. Procurement Policy

- i. Given the expected expenditures for the two capital projects, the need for a Procurement policy was discussed.
- ii. Municipalities should have a Procurement policy to ensure proper procedures for spend practices particularly when they involve major projects.
- iii. Council was shared a Kingston procurement policy draft the CAO had created prior to the meeting that was based on policies from our partner municipalities.
- iv. After discussion the document was approved pending the addition of a conflict-of-interest clause to be added and the following resolution was made:

Moved By:	Darlene MacDonald			
Seconded By:	Pierce MacLean			
Be it resolved, council approves the "Rural Municipality of Kingston Procurement Policy 004-2025 as presented with the additional clause concerning conflict of interest. The wording of the conflict-of-interest clause will be presented to council at the next council meeting.				
Councilor's Name	Voted For	Voted Against	Abstained	Absent
Tom Coady				X
Darlene MacDonald	X			
Allan Holmes	X			
Tory Kennedy	X			
Pierce MacLean	X			
Totals	4	0		
This resolution was passed by a majority of councilors present.				

d. Resolution on Capital Projects

- i. After council was brief on the status of the two capital projects the following resolution was passed.

Moved By:	Tory Kennedy			
Seconded By:	Allan Holmes			
Be it resolved, council approves the expenditure of up to \$35,000 from our \$100,000 capital term deposit to be the municipal share of the Emyvale Rec Centre Addition and Renovation Project, further is authorizes up to the full amount of our CCBF account to be committed to the Emyvale Rec Centre Addition and Renovation Project, and it authorizes the CAO and Acting Mayor to enter into contracts related to the Emyvale Rec Centre				

Addition and Renovation Project and the Emyvale Recreation Centre Solar Electrical Upgrade Project on behalf of the Municipality. Further, it authorizes the CAO to act as the Project Manager for both projects with the authority to approve or modify both physical and/or financial components of the projects subject to the available approved funding.

Councillor's Name	Voted For	Voted Against	Abstained	Absent
Tom Coady				X
Darlene MacDonald	X			
Allan Holmes	X			
Tory Kennedy	X			
Pierce MacLean	X			
Totals	4	0		

This resolution was passed by a majority of councillors present.

3. Update on Election

- a. Due to the heavy schedule dealing with Capital Projects and the Plan and Development Bylaw review, the CAO has not had the opportunity to discuss the matter with Alan Miller or Municipal Affairs.
- b. CAO to report back to council on the required process and next steps.

4. Acting Mayor until Election

- a. After review of the MGA, CAO let council know that the position of Acting Mayor requires a resolution of council.
- b. It was also discussed that with Dwight moving from Deputy Mayor to Acting Mayor, we should also appoint an interim Deputy Mayor.
- c. After encouragement from council, Tory Kennedy agreed to act in that role until the election process was completed.
- d. To that end the following resolution was passed.

Moved By: Allan Holmes

Seconded By: Darlene MacDonald

Be it resolved, the council of the Rural Municipality has chosen Dwight Thompson to be our Acting Mayor until such time as a new Mayor has been chosen through the election process. Further, Council has chosen Tory Kennedy to become deputy mayor until such time as a new Mayor has been chosen.

Councillor's Name	Voted For	Voted Against	Abstained	Absent
Tom Coady				X
Darlene MacDonald			X	
Allan Holmes	X			
Tory Kennedy	X			
Pierce MacLean	X			
Totals	3	0		

This resolution was passed by a majority of councillors present.

2. COMMUNITY PLANNING

- 1. CAO let council know about most recent application from Sterling Buchanan for an excavation pit.
 - a. The application was missing most of the requirements set out on the application form page 3 "Excavation Site Plan and Required Documentation.

- b. Council determined substantially more information was required to be submitted before the application should be reviewed by the Planning Board.
- 2. Mirko briefed council on current standard applications.

3. Financial Report

A. Current Account Balances were provided to Council

4. New Business

A. Both additional Policies and compliance with all Mandatory Bylaws would be pursued over the course of the fall, to be fully compliant within the fiscal year.

Motion to adjourn at:	8:15 pm		
Moved by	Pierce MacLean	Seconded by	Alan Holmes
Motion Carried - Yes			



Dwight Thompson (Acting Mayor)

Date June 10, 2025



Keith Boire (CAO)