

**Minutes**  
**Rural Municipality of KINGSTON**  
**Emyvale Recreation Center**  
**Regular Council Meeting (Rescheduled)**  
**Tuesday January 13, 2026, 7PM**

**Attendance**

Y	Dwight Thompson (Acting Mayor)		Y	Allan Holmes
Y	Tom Coady		Y	Darlene MacDonald
N	Tory Kennedy		N	Pierce MacLean
Y	Wayne Gairns		Y	Keith Boire (CA0)
Y	Laine Brehaut		Y	Mirko Terrazas (DO)

Call to Order At:	7:02	PM		
Approval of Amended Agenda	M	Darlene MacDonald	S	Allan Holmes
Approval of Minutes November 25, 2025	M	Wayne Gairns	S	Darlene MacDonald

**1. BUSINESS ARISING FROM PREVIOUS MINUTES**

**A. EMO**

**1. Troy Hunter reported to council.**

- a. Troy let council know that he would no long be able to commit the time required to continue as the lead for the municipal EMO committee,
- b. He did indicate however he was more than happy to be a support person for the committee.
- c. He suggested a review of our inventory of supplies.
- d. He also suggested First Aid training be made available to the EMO team.
- e. He suggested that all participants in the EMO committee, including the lead should be for a two year period. After which, a renewal or change of roles should be considered.
- f. Council thanked Troy for the service he provided to the municipality, especially during the Fiona Emergency.
- g. Laine Brehaut attended the meeting and expressed interest in potentially taking over the role of EMO lead.

**B. Remuneration Bylaw**

**1. The following vote on the remuneration bylaw took place.**

Moved By:	Tom Coady			
Seconded By:	Wayne Gairns			
Be it resolved that Council has proceeded to second reading, approval and adoption of the Remuneration Bylaw # 2026 – 01. The results of the vote on this are as follows:				
<b>Councilor's Name</b>	<b>Voted For</b>	<b>Voted Against</b>	<b>Abstained</b>	<b>Absent</b>
Tory Kennedy				x
Tom Coady	1			
Darlene MacDonald	1			
Allan Holmes	1			
Pierce MacLean				x
Wayne Gairns	1			
<b>Totals</b>	<b>4</b>	<b>0</b>		<b>2</b>
This resolution was passed by a majority of councilors present. The Remuneration Bylaw # 2026 – 01 was adopted.				

C. Capital Project Update

1. Keith provided an update to the capital projects which included briefing council on the following:
  - a. The final drawings have been completed as well as the contract specifications.
  - b. The next step is to obtain architectural services to create the necessary documentation to apply for a building permit for expansion and renovation to a commercial/institutional structure.
  - c. Discussion took place on the project and previously approved quotes. After discussion the following resolution was put forward:

Moved By:	Tom Coady			
Seconded By:	Darlene MacDonald			
<p>Be it resolved that Council approves the 2025 quotes from Architecture 360 to provide the required architectural service for the Renovation and Addition Project for the Emyvale Rec Centre. If the update quote from Architecture 360 remains the same or less, council has approved sole sourcing in order to expedite the process to obtain the building permit in a timely manner. Should Architecture 360 not quote or their quote is greater than originally provided, the CAO shall proceed to receive two new quotes for the architectural services and shall award the lowest bidder with the contract so long as the CAO is satisfied with the submitted bid.</p> <p>Further, the project being substantially similar to the 2025 plans, and Mark McKenzie Construction, being the lowest bidder through an invitation to bid process, should his revised quote be substantially similar to the original quote, then council approves awarding the contract to for the Renovation and Addition Project to Mark McKenzie Construction.</p>				
Councilor's Name	Voted For	Voted Against	Abstained	Absent
Tory Kennedy				x
Tom Coady	1			
Darlene MacDonald	1			
Allan Holmes	1			
Pierce MacLean				x
Wayne Gairns	1			
<b>Totals</b>	4	0		2
This resolution was passed by a majority of councilors present.				

d. The application for electrical upgrade and solar plans is still ongoing.

2. COMMUNITY PLANNING

- A. Mirko reported on current applications which included;
  1. Solar panel application approved.
  2. Miller subdivision, just received survey documents to be approved.

3. FINANCE REPORT

- A. Report attached Schedule A

4. New Business

- A. Hiring of clerical support staff.
  1. CAO proposed hiring Laine Brehaut for 7.5 hours per week at a rate of \$30 per hour to take on the following responsibilities:

- a. Act as Deputy CAO in the event the CAO is unavailable, to provide a succession plan regarding the CAO position
  - b. To provide clerical services required due to the limited hours of the CAO while taking on project management responsibilities regarding capital projects.
  - c. To take on the role of Municipal EMO coordinator which recently became vacant.
2. Laine has extensive experience in project management, computer skills and a desire to take on further responsibilities and is interested in the CAO when it becomes vacant.
  3. Council express agreement with the need for succession planning and considered hiring Laine as a positive staffing decision and to that end, the following motion was put forward.


Moved By:	Tom Coady			
Seconded By:	Darlene MacDonald			
Moved that Tory Kennedy would work with Keith to prepare an employment contract for Laine Brehaut to provide clerical services to the municipality, to act as deputy CAO and to preform the role of municipal EMO coordinator. The contract to be presented to council at the February 10 <sup>th</sup> Council meeting for decision.				
Councilor's Name	Voted For	Voted Against	Abstained	Absent
Tory Kennedy				x
Tom Coady	1			
Darlene MacDonald	1			
Allan Holmes	1			
Pierce MacLean				x
Wayne Gairns	1			
<b>Totals</b>	4	0		2
This motion was passed by a majority of councilors present.				

B. Summer Student Hire


1. Wayne Gairns put forward that council should take advantage of 100% funding for a summer student to provide services to the Emyvale Rec Centre.
2. Wayne to work with Mark McGillivray on the proposal, to present to council at the February or March council meeting.

5. Adjournment

Motion to adjourn at:	7:45 pm		
Moved by	<del>Tory Kennedy</del> <i>DARLENE</i>	Seconded by	Tom Coady
Motion Carried - Yes			

  
 \_\_\_\_\_  
 Dwight Thompson (Acting Mayor)

Date Feb 10, 2020

  
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 Keith Boire (CAO)

Schedule A - January 13, 2026 Council meeting

Financial Report

Account Name	Balance A
SELECT OP S	\$139,567.62
GENERAL CHECKING ACC	\$95,796.55
DEBIT MASTERCARD	\$970.58
Business Term - Fixed Interest - Paid An	\$103,600.00
1 YR REDEEMABLE	\$216,134.77
SHARES	\$5.25

Non-standard recent purchase

- Cell phone \$72.62
  - Cell phone plan monthly charges \$35 plus tax \$40.25
- Desktop computer, monitor and speakers \$1468.29

The annual renewal for our large term deposit is due January 18<sup>th</sup>. Recommend fixed renewal for year. Initial investment was \$200,000. We have earned \$16,134 since initial investment.

This can be locked in as the other term deposit of \$100,000 is more than sufficient for any required municipal contributions to the capital project.

AGENDA  
Rural Municipality of KINGSTON  
Emyvale Recreation Center  
Regular Council Meeting (rescheduled)  
January 13, 2026, 7PM

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES – November 25, 2025
4. BUSINESS ARISING FROM PREVIOUS MINUTES
  - A. EMO Update
    1. Troy Hunter – Report and Suggestions going forward.
  - B. Remuneration Bylaw – Second Reading
  - C. Update on Capital Projects
5. COMMUNITY PLANNING
  - A. Report from Mirko
6. FINANCE REPORT
  - A. Current Balances
7. NEW BUSINESS
  - A. Succession Planning, Clerical Support
  - B. Student Hire
8. BUSINESS ADDED TO AGENDA
9. ADJOURNMENT