

**Minutes**  
**Rural Municipality of KINGSTON**  
**Emyvale Recreation Center**  
**Annual Budget and Regular Council Meeting (Rescheduled)**  
**Tuesday March 24, 2026, 7PM**

**Attendance**

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

Call to Order At:	7:02	PM		
Approval of Amended Agenda	M	Pierce MacLean	S	Tory Kennedy
Approval of Minutes February 10, 2026	M	Tory Kennedy	S	Wayne Gairns

**1. BUSINESS ARISING FROM PREVIOUS MINUTES**

**A. Capital Project Update**

1. Keith provided an update to the capital projects which included briefing council on the following:
  - a. Met with Chris Jette from Architecture 360 and with his draftsman on March 10<sup>th</sup>.
    - i. Expect preliminary plans by the end of the month.
    - ii. At that time, we can get an accurate quote from Mark McKenzie. At that time we can better determine whether or not our current plan can be within the \$330,000 funding plan.
    - iii. As part of the initial site assessment, Chris indicated that if a furnace was to remain in the basement, then it would have to be treated as a fire rated utility space.
      - (i) Recommend removing the furnace as well, otherwise substantial additional costs.
      - (ii) Also, the existing footing in the furnace area is undermined. Will have to be filled in.
      - (iii) Basement needs some sort of ventilation system.
      - (iv) Direction on both ventilation, infill and moisture control will be part of the engineering recommendations.
  - b. Keith requested a motion giving Mirko authority to approve the development permit that will be submitted for approval once the architectural plans were completed.
    - i. To that end, the following resolution was made.

Moved By:	Tory Kennedy			
Seconded By:	Allan Holmes			
Be it resolved that Council gives it's development officer, Mirko Terrazas the one time authority to approve a development permit for an Institutional use as it pertains to the Emyvale Rec Centre expansion and renovation project.				
<b>Councilor's Name</b>	<b>Voted For</b>	<b>Voted Against</b>	<b>Abstained</b>	<b>Absent</b>
Tory Kennedy	1			
Tom Coady				1
Darlene MacDonald				1

Allan Holmes	1			
Pierce MacLean	1			
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.				

- c. Spoke with Chris Lumsden from Infrastructure Secretariat.
  - i. He confirmed paving and signage would not be permitted as a standalone project
  - ii. They could be components of a larger project. To be determined in potential second capital project.
- d. I am still in contact with Barry O'Brien from the CREG program. We are still hopeful the electrical upgrade and solar panel project will be approved. There is some concern over the long delay, the end of this fiscal year and the upcoming Provincial Budget.
- e. All funding from both the Rural Growth Initiative as well as the CREG program are contingent on the new provincial budget.

**B. Student Hire Update**

**1. Update from Wayne Gairns.**

- a. Wayne still awaiting a response. Not expected before mid April.
- b. Wayn to reach out to Peter Beven Baker for support on the hire.

**C. Plan Amendment**

**1. Keith reported on discussion with the Environment Department as it pertains to Excavation Pits and shared the following:**

- a. The Environment Department agreed that our exercise of Land Use Planning over required zoning was not an infringement on their authority to manage excavation pits in Kingston.
- b. They indicated they would continue to manage pits while Kingston moved forward with amendments to the Development Bylaw removing all reference to regulating excavation pits.
- c. We are required to go through the process of an amendment to our development bylaw, reflecting this change. Even though there was a process started in 2023 to amend the Excavation Pit bylaw, we will likely have to start the process over again.

**2. Given the amendment of the bylaw will require recommendation from Planning Board which will require a public consultation process, Keith made the following recommendations:**

- a. Schedule a Planning Board meeting for April 7<sup>th</sup> to discussion amendment options and make recommendation to council.
- b. Given the process involved in amending the bylaw, Planning board should consider other potential amendments at the same time to save both time and municipal resources.
- c. Councillors should identify any potential bylaws that should be improved upon and forward their recommendations to the Planning Board prior to their meeting so they could be included in the amendment process.
- d. The matter of small-scale tourist operations should be included in the amendment, as our current regulations regarding bed and breakfast operations is not consistent with the decisions made to not require permits for small scale tourist operations.

**D. Follow up with DTE (Transportation, Infrastructure and Energy)**

1. Keith presented a draft letter to be sent to the Minister as a follow up to the meeting in February 2025 addressing concerns over the Bannockburn/Kingston Road Intersection. He also shared an updated road priority report from an original list sent Minister in November 2022.
  - a. Council discussed the issues and Mayor Thompson and CAO Boire to draft a final version to send to the Minister.

## 2. COMMUNITY PLANNING

### A. Mirko reported on current applications:

1. Potential application for a Cricket Field.
  - a. Formal application not yet received.

## 3. FINANCE REPORT

### A. Presentation of Budget and Financial Report

1. Keith Presented an update on current finances (Schedule A) and the proposed annual budget (Schedule B)
2. Upon review of the proposed budget, the following resolution was passed.

Moved By:				
Seconded By:				
Be it resolved that Council has approved the annual 2026-27 budget as presented, including approval of tax rate and submission of tax certificate.				
Councillor's Name	Voted For	Voted Against	Abstained	Absent
Tory Kennedy	1			
Tom Coady				1
Darlene MacDonald				1
Allan Holmes	1			
Pierce MacLean	1			
Wayne Gairns	1			
<b>Totals</b>	4	0		2
This resolution was passed by a majority of councillors present.				

## 4. NEW BUSINESS

### A. Elections in November

1. Keith let council know that council is required to appoint a Municipal Elections Officer (MEO) and the Deputy Municipal Elections Officer (DMEO) by May 11, 2026 under the Election regulations with regard to the scheduled November 2026 Municipal Elections.
2. Keith reached out to Laine Brehaut and Anne Gairns to find out if they were willing to take on those roles for our next election. Both Laine and Anne were officers at our previous general election in 2022.
3. To that end, councillors discussed the matter and made the following resolution.

Moved By:	Allan Holmes			
Seconded By:	Tory Kennedy			
Be it resolved that Council has appointed Laine Brehaut to act as the MEO, and Anne Gairns as the DMEO for the schedules November 2026 Municipal Elections.				
Councillor's Name	Voted For	Voted Against	Abstained	Absent
Tory Kennedy	1			
Tom Coady				1
Darlene MacDonald				1

Allan Holmes	1			
Pierce MacLean	1			
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.				

B. FPEIM – April 27<sup>th</sup> in Summerside


1. Keith let council members know of the Annual FPEIM meeting.
2. Multiple councilors and the Mayor indicated they may be interested in attending.
  - a. Mayor and Councilors to let Keith know by next council meeting so he can arrange tickets to the event.

C. AMA – May 22<sup>nd</sup>


1. Keith indicated that the semi-annual gathering of CAOs and administrative staff is valuable networking and information session and that both he and Laine would be attending.

5. Adjournment

Motion to adjourn at:	8:25pm		
Moved by	Allan Holmes	Seconded by	Tory Kennedy
Motion Carried - Yes			

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

Date APRIL 12, 2026

  
 \_\_\_\_\_  
 Keith Boire (CAO)

Schedule A - March 24, 2026 Council meeting

Financial Report

Account Name	Balance
SELECT OP S	\$141,466.82
GENERAL CHECKING ACC	\$112,683.71
DEBIT MASTERCARD	\$992.91
Business Term - Fixed Interest - Paid An	\$103,600.00
1 YR REDEEMABLE	\$222,402.68
SHARES	\$5.29

Date	From	Item	Cost
March 10	Structure	Desk and File Cabinet	\$601.45
March 9	Staples	Office Supplies – Second Office	\$513.03
March 9	Burke Locks	Keys for offices and centre	\$80.04
February 27	Province of PEI	Geolinc Account	\$215.97

Schedule B - March 24, 2026 Council meeting

RURAL MUNICIPALITY OF KINGSTON ANNUAL BUDGET for FY 2026-27			Forecast for FY 2025-26 April 1, 2025 to March 31, 2026			
For the fiscal year ending		31/3/2027				31/3/2026
OPERATING REVENUE	Line #	Budget	Line #	Forecast	NOTES	Budget
Assessable municipal property taxes	0011000	145,663	0011000	159,912	Line 1100 and 1200 in Forecast	147,125
Tax Credits (MOU-services)	0012000	25,000	0012000			11,505
Equalization Grant form Prov Gov	0018000	40,000	0018000	39,972	Payments straddled prior year	36,000
CCBF fund allocations for operations	0012100	0	0012100	0	Transfer for Plan Review	3,000
Municipal Capital Expenditure Grant	0018001	0	0018001	0		0
Sales of Services (Fees)	0014000	4,000	0014000	4,703	Permit Fees	2,500
Other Unspecified (GST Rebate)	0016000	3,000	0016000	3,266	GST Refund	3,500
Rural Municipality Grant	0017000	15,000	0017000	17,100	Rural Municipality Grant	0
Shared Services Grant	0017000		0017000		Shared Services	0
Conditional gov transfer for Operations	0018000					
<b>Total Operating Revenue</b>		<b>232,663</b>		<b>224,953</b>		<b>203,630</b>
<b>OPERATING EXPENSES</b>						
General Administration	0021000	101,620		85,695		0
Media and Advertising (Website)	600		457		Your Digital Coach - Website	200
Association Fees (FPEIM, AMA)	2,200		1,675		Discounted first two years	1,200
Elections	4,000		200		2 elections in 2025, Major in 2026	2,000
Bank Service Charges	100		92			50
Grants to other organizations	4,860		4,563		Communities 13 0.005/\$100	4,565
Insurance	9,300		8,904			11,500
Mayor and Council Remunerations	7,000		1,560		3/4 of year and fewer meetings	7,000
CAO Wages	31,200		27,955			28,500
Employee Wages	12,000		8,653		Mirk in 2025, Laine in 2026	
Shared Services (Dev Officer)	6,760		2,059		Mirko as Shared Service Employee	8,500
Additional CRA Remittances	1,600		1,147		Employer EI and CCP	1,300
Works Compensation	400		254		Premiums	500
Mileage	700		523			1,000
Mayor and Council Expenses	200		0			200
Hospitality	1,000		512		Annual gathering	1,000
Miscellaneous	200		255		Remun consultation, Wreath	200
Office Expenses	2,000		2,223			1,000
Office Assets	3,000		2,142		Computer, Desk, Cabinet, etc	1,000
Legal Services - Consultation	5,000		0			5,000
Auditing Fees	8,500		8,009		Annual and AER Audits	6,000
*EMO Management Program	1,000		0			1,000
*Official Plan and Bylaw Review			14,511	1,905	Reimburse CCBF for GST component	
Facilities and public property	0025000	18,300	0			
Leases on 4H Club - Warming Centre	4,000		4,000			4,000
Property Tax - Rec Centre	1,000		718		Likely large increase in 2027-28	1,000
Maritime Electric	3,800		3,753			3,500
Bell Aliant	2,500		2,233		Internet, Land Line, Cell Phone	2,040
GFL Environmental	1,800		1,655			1,600
Island Petroleum	500		657		Hope to eliminate oil	1,000
Propane for WC Generators	900		856			500
Facility Maintenance Rec Centre	2,000		3,529		Roof leak, Const of office/bar	2,000
Small Rec Centre Assets	1,000		655		New UV system, 8 foot ladder	
Generator Service Contract	800		719			700
Fire protection services	0022000	81,000		76,072		
Fee For Service	81,000		76,072			74,000
Other municipal services	0024000	27,025		23,440		
Pest Control	22,025		21,550		Bug Busters (small rebate)	21,500
Special Projects	5,000		1,890		Office Construction, Haz test	5,000
<b>TOTAL OPERATIONS EXPENSES</b>		<b>227,945</b>		<b>187,112</b>		<b>198,555</b>
<b>NET OPERATING SURPLUS (DEFICIT)</b>		<b>4,718</b>		<b>37,841</b>	Surplus	<b>5,075</b>

Rural Municipality of Kingston Account Balances Forecast for March 31, 2024				
Provincial Credit Union - Shares Account			31-Mar-26	\$5.29
Provincial Credit Union - CCBF			31-Mar-26	\$141,450.00
Provincial Credit Union - Regular Checking Account			31-Mar-26	\$112,000.00
Provincial Credit Union - Mastercard credit/debit account			31-Mar-26	\$1,000.00
Provincial Credit Union - Term Account - Reserve Fund			31-Mar-26	\$224,000.00
Provincial Credit Union - Term Account - Capital Fund			31-Mar-26	\$105,000.00

**Capital Plan** - We are in the process of applying for funding to construct an addition make renovations to the Emyvale Rec Centre. Until funding is available, no capital projects are approved, but Municipal funding is available in the Capital Reserve where a municipal component may be required for such funding.

Rural Municipality of Kingston Non-Operational Funds					
Fiscal Year	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
Reserve Fund	\$224,000	\$229,600	\$235,340	\$241,224	\$247,254
Anticipated Interest @ 2.5%		\$5,600	\$5,740	\$5,884	\$6,031
<b>New Balance Year End</b>	<b>\$224,000</b>	<b>\$235,200</b>	<b>\$241,080</b>	<b>\$247,107</b>	<b>\$253,285</b>
Capital Funds and Projects					
Fiscal Year	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
CCBF Funds available at beginning of year.	\$143,450	\$141,500	\$91,550	\$11,550	\$11,550
Capital Funds in Term Deposit at beginning of year.	\$102,000	\$105,000	\$72,000	\$57,000	\$57,000
Potential funding from Rural Growth Initiative fund		\$250,000			
Projects					
Emyvale Rec Centre Addition and Renovation Project		\$330,000			
Funding Source CCBF Funds		\$50,000			
Funding Source Rural Growth Initiative fund		\$250,000			
Funding Source Municipal Term Deposit		\$33,000			
Addition Project Plans - To be determined			\$80,000		
Funding Source CCBF Funds			\$65,000		
Funding Source Municipal Term Deposit			\$15,000		
Emyvale Rec Centre Solar Electrical Upgrade Project - Expected full funding from CREG source					
<b>Total Proposed Expenditures</b>	<b>\$0</b>	<b>\$333,000</b>	<b>\$80,000</b>	<b>\$68,550</b>	<b>\$68,550</b>
Adjustments in year to Term Deposit	\$3,000				
Adjustments in year to CCBF	\$2,000				
Balance of CCBF Capital Funds Forward to Next Fiscal Year	\$141,450	\$91,550	\$11,550	\$11,550	\$11,550
Balance of Term Deposit Funds Forward to Next Fiscal Year	\$105,000	\$72,000	\$57,000	\$57,000	\$57,000
<b>Total Capital Funds Forwarded to Next Fiscal Year</b>	<b>\$235,000</b>	<b>\$163,550</b>	<b>\$68,550</b>	<b>\$68,550</b>	<b>\$68,550</b>

**SCHEDULE OF PROPERTY TAX REVENUES**

For the fiscal year ending

31/3/2025

Tax Rate Group	Commercial Taxable Assessment	Non-Commercial Taxable Assessment	Commercial Rate per \$100	Municipal Non-Commercial Tax Rate per \$100	Municipal Commercial Tax Revenue	Non-Commercial Tax Revenue	Total Municipal Property Tax Revenue
	1,313,000.00		0.25		3,282.50	-	3,282.50
		100,920,300.00		0.15	-	151,380.45	151,380.45
					-	-	0.00
					-	-	0.00
					-	-	0.00
Enter on line 0011000 of Budget Revenues/Expenses					3,282.50	151,380.45	154,662.95

**SCHEDULE OF PROPERTY TAX CREDITS**

Tax Rate Group	Non-Commercial Taxable Assessment	Municipal Non-Commercial Tax Credit Rate per \$100	Non-Commercial Credit	Total Municipal Property Tax Credit
	100,920,300.00	0.024	24,220.87	24,220.87
			-	0.00
			-	0.00
			-	0.00
			-	0.00
Enter on line 0012000 of Budget Revenues/Expenses			24,220.87	24,220.87

Operating Budget Surplus (Deficit) based on taxation revenue in this worksheet

0.00

AGENDA  
Rural Municipality of KINGSTON  
Emyvale Recreation Center  
Annual Budget Meeting and Regular Council Meeting (rescheduled)  
March 24, 2026, 7PM

2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES – February 10, 2026
5. BUSINESS ARISING FROM PREVIOUS MINUTES
  - A. Update on Capital Projects
  - B. Student Hire Update
  - C. Plan Amendment - Discussion
    1. Excavation Pits
    2. Short Term Rentals
    3. Other concerns
  - D. Follow up with Department of Transportation, Infrastructure and Energy
    1. Bannockburn/Kingston Intersection Feb 2025
    2. Road Priority list from 2022
6. COMMUNITY PLANNING
  - A. Report from Mirko
7. FINANCE REPORT
  - A. Presentation, discussion and passing of the annual municipal budget
8. NEW BUSINESS
  - A. Elections in November
    1. Assignment of Municipal Elections Officer (MEO) and the Deputy Municipal Elections Officer (DEMO). Deadline May 11<sup>th</sup>.
  - B. FPEIM – April 27<sup>th</sup> in Summerside.
  - C. AMA – May 22<sup>nd</sup>.
9. BUSINESS ADDED TO AGENDA
10. ADJOURNMENT