



Monthly meeting of Village Commissioners of Kings Square
Date: February 17, 2026

Present: Chair Michael Keith, Vice Chair John Foote, Commissioner Ric Hamilton, Commissioner Kevin Ernest and Clerk Judy Rafuse

Firefighters: Chief Wayne Johnstone, Deputy Chief Craig Foote, Firefighter Vaughn Gates, Firefighter Ron Rafuse, Firefighter Will MacIntosh and Firefighter Ian Swinamer

Regrets: Commissioner Doug MacLean

Guests: Councillor Robbie Hiltz

Call to Order: Chair Keith called the meeting to order at 7:30pm

1. **Approval of Agenda:** Commissioner Ernest made a motion to accept the amended agenda to add 7c-bus shelters, 7d-Benches/sidewalks, 7e-training. Commissioner Hamilton seconded. Carried.
2. **Approval of previous month's minutes:** Vice Chair Foote made a motion to accept the minutes as circulated. Commissioner Ernest seconded. Carried.
3. **Accounts:** Clerk Rafuse presented the reconciled bank balance; one accounts receivable to add for Waterville and District Fire Department (\$22,261.34). Vice Chair Foote moved to accept the bank statement, Commissioner Ernest seconded. Carried.
Accounts Payable lists were reviewed. Commissioner Hamilton made a motion to accept the accounts payable reports, Vice Chair Foote second. Carried.
The comparative income statement was reviewed. It was noted the columns have been rearranged so the remaining balance shows true. If a negative number is presented, that account is over the allowed budget.
4. **Fire Department**
January Incident Report- attached
Fire Chief's Report- Fire Services Advisory Committee met this week. The new chair is Councillor Robbie Hiltz. Councillor Hiltz spoke about the proposed Fire Service Governance Study and the consultation sessions being held around the province. Not a lot of information is known. There will be significant change. Councillor Hiltz noted there are departments in other parts of the province that need help.

Building Rental Report- Will MacIntosh is now responsible for building rentals. He was unaware he had to have a report ready for the Commissioners meetings.

5. Fire Department Maintenance Report:

Building maintenance: Nothing major to report.

Truck maintenance: Firefighter Rafuse reported that Unit 21 has a leaky valve. Ricketts EVT will be testing it for repair.

Firefighter Gates reported that the ladder truck has been repaired. Chair Keith asked about the NFPA recommendation on tire replacement. All tires are inspected regularly and will be replaced if needed.

6. Correspondence: N/A

7. Business Arising from the Minutes:

JAAC- no report

Building Modification Report: A design has been agreed on. Waterville and District Fire Department has agreed to pay \$132, 300 toward the project, representing half of the total quote. There has been work done on the size of the stalls. Firefighters visited Canning Fire Hall to look at their racks. Discussion was held around the distance between stalls being too tight.

Bus Shelters: Glass has been replaced in the bus shelter at Hwy 1 and Waterville Mtn Road. The new bus shelters are here, stored at Bezanson's warehouse. Benches and trash cans are here. Village name is now on the sidewalk tractor. A new blade has been made to order and installed on the sidewalk plow.

Training: Clerk Rafuse received several areas of training offered through our Municipal Advisor. She will follow up to plan a Governance training session for commissioners with the fire department also being invited.

8. New Business: Credit Card Policy- Changes to the credit card policy were presented to increase the limits on the cards to \$5000 for the clerk, \$2500 each for the Village Chair and Fire Chief. Also, the payment for the cards will be made automatically out of our bank account or by cheque if needed.

Community Enhancement Policy Review- policy was reviewed, changes noted. Village Clerk to make changes and bring back to next Commission meeting.

New Policies: Policies to be worked on include a Personal Vehicle Use policy and a social media Policy.

Building Rentals: Firefighter MacIntosh circled back to building rentals and reported the banquet hall had been rented 30 times and the Banks Room 16 times in January.

9. Other Business: Councillor Hiltz noted that discussions are once again being held at the county level about A1 land and allowing accessory buildings to be built.

Grants- most grants at the county level are due by April 1st.

Rec Centre- a media release around the proposed rec centre will be released soon.

Municipality of Kings new deputy CAO- the new deputy CAO is Andrea Hylsop

Building Rental position: Firefighter MacIntosh stated that he had brought up the idea of the responsibility of the person taking building rentals to be a paid position. He was asked to get

some information from other departments and is looking for job descriptions for other positions paid by honorariums within the department. Chair Keith asked the clerk to look up proposed job descriptions from 5 years ago.

10. FYI: Commissioners Only meeting Feb 24, 2026 at 7pm

Building Modification: Discussion about the building modification resumed around the cost and payment of same. Capital of \$45,000 has previously been allocated for PPE racks. The committee was to decide who will make a presentation to the commission to ask for funding. Chair Keith noted the total cost of the project is \$263,00 for the PPE Racks, modifying the building and adding on a new addition. Chief Johnstone will go back to the committee for a report to bring back to the commission.

Capital budget items were reviewed. Commissioner Hamilton made a motion to support the building modification project in the amount of \$132, 300 which represents half of the quote. Vice Chair Foote seconded. Carried.

Next Commission Meeting: March 17th, 2026 at 8pm

11. Adjournment: Vice Chair Foote made a motion to adjourn at 9pm.