

Rural Municipality of Kingston

Regular Monthly Meeting May 10, 2022

Emyvale Recreation Center at 7 PM

COUNCIL PRESENT:

Chair Alan Miller
Tom Coady
Joe Dolphin
Darlene MacDonald
Allan Holmes
Dwight Thompson
Keith Boire

ALSO PRESENT:

Administrator: Laine Brehaut
Planning Officer: Mirko Terrazas (Virtually)

1. **Meeting called to order at 7:20 PM** (M) Keith Boire, (S) Joe Dolphin, motion carried.
2. **Approval of Agenda as circulated:**
Motion:
"To Approve the Agenda as circulated." (M) Darlene MacDonald (S) Keith Boire, Motion carried.
3. **Approval of Minutes of the February 2022 meeting.** *"To approve the minutes of the April meeting."* Motion: (M) Allan Holmes (S) Joe , Motion carried.
4. **BUSINESS ARISING FROM PREVIOUS MINUTES:**
 1. **Generator Funding 4-H Building:** The Administrator advised that Kellie Milligan received pictures and copy of bank statement needed to close file. Generator is in place. Superior has run out of the propane tanks of the size needed but they can supply a horizontal tank instead. It would be the same cost for rental, but has a larger capacity and would have a greater upfront cost for filling. 4H needs to approve the change, Alan will contact. Placement rules are also different for this style of tank, needs to be farther away from building and code needs to be consulted for specifics. Dianne needs to contact Superior to change contact person for account to new Administrator so payments can be made as all business is now online.
 2. **Transition to new CAO and required supports, office space:** Transition will take some effort as files could be more organized. Move from paper based system to e-transfers and online banking. Office space requested as well as laptop and printer. Mirko would also like office space every second Friday. Alan will check with Mark of the Rec Centre to confirm placement and details. Laine and Mirko will propose their needs for council to review before purchases.
5. **COMMUNITY PLANNING:**
 1. **Update from Planning Officer:** 9 proposals for subdivision and 2 for residential permits. Needs to access data to process. Tried to contact Michael twice but didn't hear back. Needs to coordinate with CAO and have access to paper files. CAO to digitize and share files ASAP. Province has historical records but Mirko is having trouble gaining access. Kevin McCarville of Municipal Affairs has offered to try and help. Alan proposes, he, Mirko, Laine and possibly Keith meet to review pending permit applications. Darlene requests that all permits be forwarded to councilors.

2. **Richard Greene** is considering buying property to subdivide and build a duplex. Needs to know prior to purchase if our bylaws allow it. Some problems with the application. Mirko to request additional missing information from applicant.
3. **McQuaid application:** Joe spoke to Michael and wants to clarify the language used in the previous minutes. .

Motion:

"To amend previous meeting minutes as discussed for clarity." (M) Joe Dolphin (S) Tom Coady, Motion carried.

Mayor Miller received a new permit application for this property to subdivide into 3 lots which appears to resolve any issues.

4. **Nancy Milligan application**(added to agenda): Wynne Rd. Wants to subdivide off of home property and waiting for perk test. Needs confirmation that there is no minimum sq.ft. Requirement for a single home dwelling for proposed 'tiny house'. Mayor Miller conferred with Joe and they have decided that the lot size and services are met that there is no minimum so long as it meets CMHC and building codes. Joe expressed that bylaws should be reviewed in light of changing housing needs.
5. **Wayne Griffin** (added to agenda): Wayne has contacted the Mayor with questions regarding selling his land. CAO to search for Wayne's file. Council unsure whether he has submitted an application.

6. FINANCE REPORT:

1. **Banking Review and change over of signing authorities** Joe, Alan, and Dianne may have signing authority. Needs review and updating to new CAO. Move to online banking.

Motion:

"To change signing officers as discussed." (M) Darlene MacDonald (S) Keith Boire, Motion carried.

7. OTHER BUSINESS:

1. **Official Plan:** On hold until the province provides clear direction.
2. **Westwood Hills:** No updates.
3. **EMP Update:** No updates.
4. **Fiber Op Project:** Issuing of first payment to Bell.

Motion:

"To pay \$67, 861.75 portion of contract as negotiated by Dwight as discussed." (M) Keith Boire (S) Tom Coady, Motion carried.

5. **2022 Election** – No updates.
6. **Solar Array** (added to agenda) - Charging stations to be investigated.

8. CORRESPONDENCE:

1. **Hampshire:** Kevin McCarvill. Dianne's email. Would Kingston want to absorb Hampshire. Alan will call Kevin to discuss. Allan requests that Hampshire should have a public meeting to agree to any action.

9. Being no further business meeting adjourned at 8:28 pm by Tom Coady and Keith Boire.

Submitted: Laine Brehaut, Administrator



Mayor Alan Miller



CAO Keith Boire

Date JUNE 14, 2023