

Rural Municipality of KINGSTON
Regular Monthly Minutes
Emyvale Recreation Center
Regular Monthly Council Meeting Tuesday, June 14, 2022, 7 PM

CALL TO ORDER by Mayor Miller at 7:03PM

Present:

Chair Alan Miller

Tom Coady

Joe Dolphin

Dwight Thompson

Keith Boire

Mirko Terrazas (Virtually)

Absent:

Allan Holmes

Darlene MacDonald

- 1 Approval of Agenda
Motion "To approve the agenda as circulated" (M) Joe Dolphin, (S) Tom Coady - Motion carried
- 2 Approval of Minutes of the May 10, 2022 Meeting
Motion to approved minutes with change noted by Joe: (M) Joe Dolphin, (S) Tom Coady - Motion carried
- 3 BUSINESS ARISING FROM PREVIOUS MINUTES:
 - 1 Resignation of CAO, Confirmation of New CAO, Additional Time and Support required to establish proper administration of CAO responsibilities. Accepted.

Discussion on decision of Laine Brehaut to resign from the position of CAO, Offer by Keith Boire to resign from role as councilor and offer to take on the role of CAO

Motion: "Council shall accept the resignation of Laine Brehaut from the position of CAO, shall accept the resignation of Keith Boire as councilor and shall offer the position of CAO to Keith Boire effective immediately. Keith Boire accepted the offer of employment. (Moved by) Joe Dolphin, (Seconded by) Dwight Thompson - Motion carried

Keith Boire let council know that during the transition additional time would be required to set up the new office and import the current filing system into a new one located at the Emyvale Rec Centre.

2 Remuneration for work provided by outgoing CAO
A report on time spent by Laine Brehaut in the position of CAO was presented to council. Laine would be reimbursed for the amount reported and would be informed she would have to claim the remuneration as additional income.

3 Status of 4H Club Generator Install

Keith informed council, the 4H Club generator install was almost complete and that a final check and commissioning would take place on Wednesday June 15, 2022. Keith would report back when completed and give mayor and councilors information on how to access remote monitoring for this and the Rec Centre generators.

Tom mentioned the need to get access for members of the EMO team for both the 4H Club as well as the Rec Centre.

4 COMMUNITY PLANNING:

1 Mirko's Updated report on status of Development and Subdivision Applications.

Mirko discussed the 14 current applications on file. He indicated he was having difficulty accessing the proper information from the Province in order to know how many parcels of land were severed from various parcels and when. This information is required in order to ensure subdivisions comply with the planning act, specifically with regards to land within the SPA.

The Province indicated we would be responsible for attaining that information through the Registry of Deeds. They also indicated they would help us become familiar with how to access our needed information from the registry and other sources.

Keith was to follow up with Mirko and will work with him on learning how to access information from the Registry.

2 Affect on current and future Subdivision Applications as a result of Changes to the PLANNING ACT SUBDIVISION AND DEVELOPMENT REGULATIONS. Specifically changes to the SPA.

the This was discussed and council is aware that the previous restriction in SPA have been removed as of April 9, 2022 and subdivision and development options are the same as they were prior to the restrictions imposed on October 12, 2019.

Keith will be following up on a different matter with the Province and will share our concerns over the lack of input and communication.

3 Updating Application Documents to streamline process and avoid delays.

Keith expressed his intention to update our application forms so that clients were better informed of what is required in order to apply for Development and Subdivision Applications. There were a number of forms and checklist available, but none were sufficiently clear. It would also be good to create a form that could be filled in electronically. Alan asked Mirko to forward whatever forms he has from other Municipalities

5 Financial Report

Given the changeover from Dianne, to Laine to Keith, no Financial spreadsheet was presented. It was noted though by Mayor Miller that a check to Keith Boire for \$710.16 was issued to cover the cost of a laptop and some basic office supplies. Receipts are on file as well as copied to Alan. A second cheque for \$67861.75 was issued from our Provincial Credit Union account to Bell for the Fibre Op Project.

Alan contacted councilors to get feedback on moving all our banking to the Provincial Credit Union. All who responded were in agreement. We are awaiting on a meeting with them to open a second account with them and arrange for new signing authorities. We will also be arranging direct etransfer deposits so clients can pay fees electronically. We will retain the Royal Bank account for at least a few months during this transition.

6 OTHER BUSINESS

1 Municipality Priorities for Paving and other roadwork

The poor condition of our roads in general and more specifically the Kingston Road was brought up by Mayor Miller and confirmed by everyone in attendance. A proposal to contact the Minister of Transport and the Deputy Minister was made. Keith will follow up with Alan about the content of that letter and if our MLA should be contacted as well. Joe also noted line of sight issues at the intersection of the Peters and Kingston Roads due to vegetation. This issue should also be addressed when contacting the province.

2 Official Plan – Discussion - With changes made regarding the SPA, this file should be acted on soon. Already 5 years past review period.

All were in agreement that we should be moving forward to first update the Plan and then seriously look at the Bylaws. Joe and Keith had already drafted changes to the Plan to address inaccuracies as well as topics of concern to councilors. Joe and Keith will work on presenting council with a draft proposal by the September Monthly Meeting. After discussing at council, the draft and potential changes will have to be presented to the community for input.

3. Fibre Opt Project update, and Press Release

Disappointment with the pace of the project was evident by council members. The potential Press Release was delayed again.

4. Discussions with Rec Centre re Office space and possible drop of box for applications and documents.

Keith expressed his preferences to establish a physical office in the Rec Centre to enable us to create a proper office space for both Keith and Mirko to work out of and meet with clients. It would also give us a permanent space to store our files and also meet the final conditions regarding an office required by the Province.

Keith to follow up with Mark McGillavry re Rec Centre space.

5. Generic Email Addresses for CAO, Development Office, Future employees. Advice for Councilors.

Keith explained that generic email addresses had been set up for both the CAO and Development Officer positions. This will enable continuity when new people inevitably take over those roles. New people would inherit those email addresses along with the history of correspondences.

Keith also suggested councilors have a dedicated email address created specifically for council communications. That way should there be an access to information request it would be simpler than having to go through your personal email accounts to retrieve council related information. This is not a requirement, only a suggestion.

Keith offered to use his personal cell phone number to be used as the CAO contact number to be posted on our website. Dwight expressed concern about being called at all hours and it being an imposition. Keith said the phone is rarely used personally and would prefer not to have to carry two cell phones on a regular basis. It was concluded to use Keith's phone for this purpose, but if this becomes a problem council would provide a CAO specific phone and number solely for that role.

6. Change of mailing address.

Keith will look into changing our physical mail address from the Cornwall Post Office to the community mail box in Emyvale. This will save the cost of travel to Cornwall to pick up mail and it will mean receiving and sorting mail in a more timely fashion. Councilors agreed with the move.

7 Councilors opinion on what documents should be printed out for monthly meetings.

After discussion it was determined the Agenda, Previous Minutes, basic financial info will continue to be printed for councilors at each meeting. Other relevant documents will also be supplied as needed.

7 **CORRESPONDENCE**

Danny Jenkins from Province contacted former CAO Laine Brehaut regarding potential options should Hampshire chose to unincorporate. Keith to follow up with Danny over this issue as well as other communications issues we have had with Municipal Affairs.

9. **ADJOURNMENT**

Motion made at 8:30PM to adjourn the meeting by Joe: (M) Tom Coady, (S) Dwight Thomspon - Motion carried


Mayor Alan Miller
CAO Keith Boire

Date

July 12, 2022