

**MINUTES**  
**Rural Municipality of KINGSTON**  
**Emyvale Recreation Center**

Regular Monthly and Annual Budget Council Meeting Tuesday, March 14, 2023 7 PM

Present:

Chair Alan Miller  
Allan Holmes  
Tom Coady  
Dwight Thompson  
Darlene MacDonald  
Pierce MacLean

Keith Boire CAO

Also in attendance Danielle Conklin

Absent

Tory Kennedy – with regrets

**1. CALL TO ORDER: 7:01PM**

2. **APPROVAL OF AGENDA:** Moved by, Darlene MacDonald, Seconded by Dwight Thompson

3. **APPROVAL OF MINUTES** – January 10, 2023: Moved by, Pierce MacLean, Seconded by Darlene MacDonald

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

A. With the extensive agenda, it was unanimously agreed to move Danielle Conkin's presentation to the start of the meeting.

1. Danielle described the work done by WorkPEI and the services they offered to employees, employers and the potential benefits for municipalities.
2. She discussed the potential to create filters that could allow job searchers to make geographical searches based on distances from a particular municipality.
3. There was general interest in the services WorkPEI could provide and Keith was to arrange to have their site included on Kingston's web page as a link.

**B. Plan and Bylaw Review**

1. CAO gave a summary of process required to fund the review using CCBF resources.
2. Councilors discussed the proper level of funding that should be identified in the RFP.
3. Councilors discussed the process. Councilor Thompson expressed concern over the potential liability in the RFP, but after further discussion agreed to accept the RFP as written.
4. After further discussion a resolution was presented which included:
  - a. Commit remainder of CCBF funds to the Plan and Bylaw Review Project
  - b. Authorize the CAO to apply to PEI Infrastructure Secretariat to create a new project for the purpose of conducting the Plan and Bylaw Review.
  - c. Authorize the CAO to create an RFP seeking qualified Planners to manage the proposed project.
  - d. Authorize the CAO to arrange public tender of the RFP through the PEI Provincial Procurement Services.
5. The Resolution was moved by Councilor Dwight Thompson, seconded by Councilor Tom Coady. The resolution was voted on by council and passed unanimously.

6. Council establishing a committee, specific to the Plan and Bylaw Review process including evaluation of the scoring to award the RFP. Dwight Thompson and Tom Coady volunteered and council unanimously approved the establishment of the committee with Dwight and Tom as members. CAO to discuss with Tory to see if she would be willing to sit on the committee as well.

**C. Excavation Pit Bylaw Amendments**

1. CAO explained the process required to amend the Development Bylaw -Excavation
2. Planning Board recommendation for April 11 for Public Meeting.
3. A Resolution was moved by Councilor Dwight Thompson, seconded by Councilor Tom Coady that council should proceed to amend section 6.6 Excavation Pits of our Developmental Bylaw with proposed Amendment 2023-01 and to proceed with the Public meeting to be held on April 11, 2023. The resolution was voted on by council and passed unanimously.

**D. Budget**

1. Councilor Tom Coady presented the 2023-24 Annual Budget Proposal
2. Tom and Keith provided details on the line items
3. Minor changes to the draft were discussed and the following items were amended.
  - a. Funding in Operating Revenue from the CCBF applied to the Plan and Bylaw Review Project was changed from \$30,000 to \$44000.
  - b. Proposed Revenue Other Unspecified (GST refund) was changed from \$0 to \$1000
4. In discussion on line items the only item that generated a disagreement was in relation to the Black Fly Program. Allan Holmes questioned the necessity of continuing with the Black Fly Program given its high cost and increase for this year.
5. Tom Coady moved the Budget be approved, the motion was seconded by Darlene MacDonald and the motion was unanimously passed.

**E. New Website** – CAO informed Council the new version of the website was now active and encouraged them to check it out and provide feedback.

**F. Road Paving:** CAO reported that he had not heard back from the Province since the meeting attended by Mayor Miller and the CAO with the Minister and staff from November 2022. CAO reached out for an update on Feb 28<sup>th</sup>, but had not heard back and did not expect a response before the election was over. All Councilors expressed concerns over the road conditions, particularly the Kingston Road.

**G. Community Fridge:** No action has been taken. It was noted other jurisdictions were having issues. In the case agreement with the Rec Centre before discussing funding.

**H. Lease Update Emyvale Rec Centre.**

1. CAO discussed the need to meet with the Rec Centre Committee to renew the lease. He also mentioned the need to allocate additional funds as it was our intention to include additional services beyond what was in the original lease.
2. A motion authorizing the CAO to enter into discussion with the Emyvale Rec Centre Committee to prepare a new lease was moved by Tom Coady and seconded by Dwight Thompson. Motion unanimously approved.
3. Approval of the lease would require a motion of council once it is prepared.

5. **COMMUNITY PLANNING** – The latest report on development was presented to council.

6. **FINANCE REPORT** – Current balances, information on the Audited AER report and CCBF status were presented to Council.

**7. OTHER BUSINESS**

A. Unpermitted Buildings

1. Council discussed the anonymous letter of complaint. Given it was not signed, there was no one to respond to and as such no action would be taken at this time.

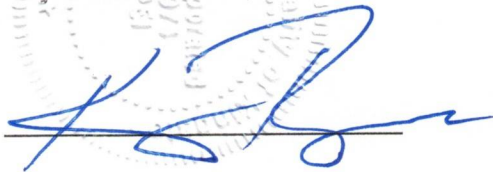
**8. CORRESPONDENCE:**

1. Councilors receive letters of congratulations from the Province as well as information on proportional representation.
2. Mark McGilivray contacted the CAO requesting he pass on information regarding the new AED the Rec Centre has received. There will be an information session to be held on April 5, at 7pm at the Centre. Councilors and the general public are encouraged to attend.

**9. ADJOURNMENT 9:10pm**



**Mayor Alan Miller**



**CAO Keith Boire**

**May 9, 2023**