

**MINUTES**  
**Rural Municipality of KINGSTON**  
**Emyvale Recreation Center**  
**Monthly Tuesday, October 24, 2023 7 PM**

**Attendance**

yes	Alan Miller (Mayor)	no	Allan Holmes
yes	Dwight Thompson (DM)	yes	Darlene MacDonald
yes	Tom Coady	yes	Pierce MacLean
yes	Tory Kennedy	yes	Keith Boire (CA0)

Public/Invited Attendance	Joe Dolphin (Planning Board Member)
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Call to Order At:	7:10pm			
Approval of Agenda	M	Darlene MacDonald	S	Pierce MacLean
Approval of Minutes Sept 12, 2023	M	Dwight Thompson	S	Tom Coady

**1. BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Plan and Bylaw Review Project
  - a. Keith let council know the main public meeting to seek input into the direction of our new plan would be held on November 30, 2023 at 7pm.
  - b. Further updates would be forwarded to council as they become available.
  - c. Keith encouraged councilors to bring topics they think should be addressed to Dawn for inclusion on the issues list.
  - d. Prior to the public meeting in the evening, council will meet with Dawn and have a plan review meeting as well as the regular November meeting, which will be rescheduled from November 14<sup>th</sup> to November 30<sup>th</sup>.
  - e. Because the meetings will span 4pm through 9pm, Keith will arrange for pizza and refreshments to be supplied for council and Brighter Communities staff.
2. Approval and discussion on current permit applications requiring council approval

Applicant's Name	Kye Wolters	Type:	Subdivision
Moved by:	Tom Coady		
Seconded by:	Pierce MacLean		
Motion Carried:	x	Vote for:	Vote against:

Conditions of approval: Lots 23-1,2 and 3 to have public road access through private road indicated as parcel A on the survey. Completion of topographical map and rainwater management plan as per sections 12.9 1 and 2 of our bylaws.

Applicant's Name	Ron Patterson	Type:	Subdivision/Boundary Line
Moved by:	Tory Kennedy		
Seconded by:	Darlene MacDonald		
Motion Carried:	x	Vote for:	Vote against:

Conditions of approval: Submitting Road access confirmation from the province.

Applicant's Name	Mike Waugh	Type:	Development – Acc Apartment
Moved by:	Tom Coady		
Seconded by:	Darlene MacDonald		
Motion Carried:	x	Vote for:	Vote against:

Conditions of approval: Reduced setback approval by neighbouring property owner (done).  
Completion of condition set out in section 3.25 of the bylaws specific to accessory apartments.

Applicant's Name	Don and Dianne Murphy	Type:	Development – Large Barn
Moved by:	Tory Kennedy		
Seconded by:	Darlene MacDonald		
Motion Carried:	x	Vote for:	Vote against:

Condition of approval: Confirmation that the project does not include washroom facilities. If so, confirmation from a licensed septic installer that the system will accommodate the additional load or confirmation that system has been upgraded to accommodate the additional load.

3. Letter to Infrastructure Minister re Selling of Phase 2 Westwood Hills. Update from Mayor Miller.
  - a. Not yet sent. Alan to action.
4. Update on Excavation Pit Bylaw.
  - a. Keith outlined the delays being caused by objections made by the Environment department over our proposed bylaw.
  - b. Some movement towards the completion, Province has agreed to share new information going forward, but we have to apply through access to information to obtain historical records on existing and prior pit operations.
  - c. Keith to continue working on a solution. If the new bylaw is amended from the original in any way, it will have to be brought back to council for approval.
  - d. Given the bylaw will not be approved prior to November 21, 2023, the topic of excavation pits should be added to the public meeting for the plan and bylaw review.

## 2. COMMUNITY PLANNING

### A. Development Report

1. Richard Green – single family dwelling. Lot was approved March 2, 2022. Normal application that Mirko can approve.
2. Brandon Whelan – Garage
3. Kellie-Lynn Younker – Mini-Home to be moved onto new lot created by Younker subdivision.

## 3. FINANCE REPORT

- A. The province contracted with MRSB to do a survey with municipalities that have completed CCBF project. Keith completed the survey.
- B. The Annual Municipal Information Return was completed for the fiscal year ending March 31, 2023
- C. Annual Audit completed – BDO (emailed to councilors)
  1. Auditor quite satisfied with the results
  2. Only recommendation was to establish an employee contract and policy. We are moving on this with Tory taking the lead



D. Available Debit /Credit card to replace current Visa Card

1. Keith explained that such a card was not available when we applied for our Visa card.
2. Debit card can limit transaction amounts, but there is no mechanism to limit monthly transactions.
3. After concern voiced by Mayor Miller over the potential lack of control, it was decided to not pursue the new debit/credit card and keep using the Visa card which has a \$1000 monthly limit.

KINGSTON ACCOUNG BALANCES October 20, 2023

Credit Union Regular Chequing Account		
	Balance	127,410.14
CCBF ACCOUNT		
	Balance (\$18092.00 Deposited Aug 15, 2023)	164,478.41
TERM ACCOUNT		
	INITIAL BALANCE	200,000.00
	INTEREST	4,829.59
	CURRENT BALANCE	204,829.59
VISA TRANSACTIONS		
	(11) Home Hardware, Batteries, flashlight EMO	56.32
	(12) Dollarama - Kitchen Items EMO	36.80
	(13) Home Hardware, various EMO	650.40
	(14) Canada Post – Stamps	21.16
		764.68

4. OTHER BUSINESS

A. ACOA funding for Warming/Reception Centres – Heath MacDonald.

1. Keith let council know he received and email from our MP bringing new ACOA funding information to our attention that focuses on Reception and Warming centre upgrades. We currently have no plans in place and the issue of the centre will be discussed during our plan review. Once it is determined what model we will adopt regarding supporting the centre, Keith recommended we consider getting architectural plans contracted under a new CCBF project. To be discussed after the review.

B. Communities 13. – APM Centre.

1. Keith noted our annual donation of \$3086 had not yet been paid. Also, that there were plans discussed at their annual meeting about expansion. Keith noted there would likely be a request at some point for greater contributions.
2. Darlene MacDonald attended the annual meeting in a different capacity and confirmed there were discussions on plans to build a second ice surface and that there would likely be correspondence with members of the Communities 13 group which we are a part of.

C. Employment Policy.

1. Tory working on policy. Found useful templates at the PEIFM.

D. Request for Speed Bumps in Kingswood.

1. An email from Sarah Carr. Council did not think it was under their jurisdiction. The road is owned and maintained by the province. No one could recall speed bumps ever being installed in a rural community before.
2. Keith noted speed bumps are removed during winter months by maintenance staff and Kingston does not have any employees besides the CAO and Development officer who work part time.
3. Keith was going to follow up on information provide regarding "Speed Hump Installation Policy 2018"

E. Email regarding acquisition of land by Monks

1. Keith let council know he received an email regarding the large scale purchasing of land linked to foreign government entity. Although the matter was not directly something council would have any jurisdiction, it was still a matter of community concern. Keith asked councilors if they wanted to have the email forwarded to them. They indicated they would and Keith was to follow up on distributing the email.
2. Alan confirmed he was aware of the issue.

5. BUSINESS ADDED TO AGENDA AT MEETING

- A. Keith let council know he was planning on purchasing a large format printer so that architectural drawings and survey documents could be scan and/or printed for councilor review and for data storage.
- B. Keith also let council know he planned to look into getting a sign created to go on the Rec Centre identifying that the Municipal Office was located within and indicate hours of work, contact information and provide a general notice board for the municipality.
- C. Councilors agreed these purchases were justified and within the discretion of the CAO to make.

6.

Motion to adjourn at:	9:20pm		
Moved by	Dwight Thompson	Seconded by	Darlene MacDonald
Motion Carried			



Alan Miller (Mayor)

Date DEC 4, 2023



Keith Boire (CAO)