

Rural Municipality of Kingston

Regular Monthly Meeting October 12, 2021

Emyvale Recreation Center at 7 PM

PRESENT:

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

ALSO PRESENT:

Administrator Dianne Dowling
Derek French
Michael Olubiyi
Riley Callaghan

Meeting called to order at 7:03 PM by Mayor Miller.

1. Approval of Agenda as circulated:

Motion:

2. *"To Approve the Agenda as circulated with the addition of Michael's Update generator at 4-H School under new Business. (M) Joe Dolphin (S) Tom Coady, Motion carried.*

3. **Approval of Minutes of the September 2021 meeting.** *"To approve the minutes of the September meeting with small typing correction."* Motion: (M) Darlene MacDonald (S) Keith Boire, Motion carried.

4. BUSINESS ARISING FROM PREVIOUS MINUTES:

1. **EMO:** Noted the application for funding for the generator for the 4-H club was circulated. Administrator noted that Ms. Mulligan informed her that most of the funding was spoken for in this period, but if any project does not go ahead there may be funding available. After discussion it was decided that the application should be submitted on the chance that funding becomes available.

RESOLUTION:

"Be it resolved that the Administrator to complete application for funding for generator for the 4-H building on behalf of the Rural Municipality of Kingston and circulate draft to Council for review and submission."

(M) Councilor Joe Dolphin

(S) Councilor Alan Holmes, Motion carried.

5. **MEETING With Warren Grove Councilors:** The Mayor gave a brief up on the status of the discussion with Warren Grove concerning sharing the Administrator position. He noted that Warren Grove has hired an Administrator and has passed on this individual's name. The Mayor said he has spoken with the new Warren Grove Administrator but would like some direction as to how to proceed, with the position. After much debate it was suggested that the Mayor contact Michael Olubiyi and see if he is interested in the position.

MOTION: *"For the Mayor to offer the CAO position to Michael Olubiyi."*

(M) Joe Dolphin

(S) Keith Boire, Motion carries.

To check the MGA guidelines to confirm this was not against the regulations.

6. COMMUNITY PLANNING:

1. Michael's Report was circulated

2. Asked Michael if he has any specific concerns about the Official Plan:

- 1. More specific on variances,**
- 2. Bylaw compliance**
- 3. Need to add solar panels to the bylaws as it is not noted**
- 4. Make the bylaws more standardized and policy's more clear,**
- 5. Consider planning as a vision into the future 5-10 years,**
- 6. Mentioned that all applicants should follow the process**
- 7. Mentioned planning drawings are sometimes lacking and should be proper drawings.**

3. Shared Services Agreement:

- 2. Planning Fees: The Administrator circulated the new Provincial fees and noted that with the implementation of the National Building Codes the Province has modified their fee schedule and since the Municipality policy was to reflect the Provincial Fee schedule there need to be a new Resolution either to adopt the new fee schedule or continue charging the existing schedule which has been in place since 2018.**

MOTION: "To maintain the current fee schedule being charged, until the 2021-2022 Budget process at which time the fee schedule will be reviewed to consider cost recovery. "

(M) Keith Boire

(S) Dwight Thompson, Motion carried.

7. Planning Board Recommendation: Council considered the recommendation of Planning Board concerning the Subdivision application for PID # 219824. Derek French asked if he could have time to clarify the status of this parcel.

MOTION: "To allow the developer 25 days to provide information on the property clarifying weather the property was an existing lot as of July 9, 1994."

(M) Dwight Thompson

(S) Joe Dolphin, Motion carried.

8. Application for Subdivision Callaghan Road: The Administrator asked Michael if he has had a chance to review this application and he confirmed that he is still working on it.

At this point Michael Oubliyi, Derek French and Riley Callaghan left the meeting

9. Council discussed the section (6) of the Planning Act concerning the Special Planning Areas. Also discussed the subdivision applications noting that a proper survey plan should be required for preliminary approval and the Administrator noted that the bylaws would need to be amended to reflect what was required for Preliminary approval. See excerpt from the Bylaw below:

12.8 APPLICATION FOR PRELIMINARY APPROVAL

Any person seeking Council's approval of a Subdivision shall first make application for preliminary approval, and shall be required to submit, along with the application, four (4) copies of a preliminary Subdivision plan drawn to an appropriate scale showing:

- (i) the true shape and dimensions of every Lot;
- (ii) the location of every existing Building or Structure on the Parcel;
- (iii) the location of significant natural or man-made features;
- (iv) all Streets and services, both existing and proposed.

Council may also require the applicant to provide additional information required to assist it in evaluating a proposed Subdivision, including, but not limited to:

- (1) a topographic survey;
- (2) a professional engineer's report on the effect on water run-off concerns and conditions for as many years as is considered necessary;
- (3) a traffic survey.

Council may refuse to approve a Subdivision which is unsuitable under the provisions of this Bylaw. In formulating its decision, Council may consult with Government Officials and private consultants and may conduct a public hearing to consider public opinion.

Council shall evaluate any proposed Subdivision to determine appropriate Street design standards and development of safe, convenient and pleasant neighbourhoods.

Preliminary approval shall expire 24 months from the date of issue if the applicant fails to meet the conditions of the preliminary approval.

It was noted that Joe and Keith have been working on the Official Plan and Bylaws revisions and It was suggested that a draft of the revised Official Plan be circulated to Council by the December Meeting. Noting the one item, that needs clarification is the effect of the amendment to the Special Planning areas and it's effect on the Municipality. Councilor Thompson also said that Council should be more aware of the process.

At this point Alan Holmes left the meeting (8:30 PM)

8. **EMO:** Tom Coady gave a update on the work he has completed on the Emergency Plan and noted he needs a contact person from the 4-H Building to be responsible for the opening and closing the building in the event of an Emergency. He also noted that Council needs the Lease agreement signed for the EMO plan, but it could be submitted without adding the 4-H building. There will be an update at the November meeting. Also noted that there is new executive for the Emyvale Recreation Center.

9. FINANCE REPORT:

1. Report attached

2. Financial Statements to be signed.

OTHER BUSINESS:

1. **OFFICIAL PLAN:** To have a draft by the December meeting.
2. **WESTWOOD HILLS:** Nothing to report. The Mayor asked if Council would like him to follow up and the consensus was to wait on update from the Province.

Being no further business meeting adjourned at 8:50 pm by Darlene MacDonald and Joe Dolphin.

Submitted,

Dianne Dowling, Administrator