



**City Of Kingston  
Rural Advisory Committee  
Meeting Number 01-2015  
Unconfirmed Minutes  
Wednesday February 25, 2015 at 6:30 p.m.  
Glenburnie Fire Station**

---

**Members Present**

Mr. George Sutherland, Chair  
Mr. Brian Tolls, Vice-Chair  
Councillor Allen  
Councillor Boehme  
Ms. Josée Conway  
Mr. Robert Wolfe

**Members Absent**

Ms. Lindsay Davidson

**Staff Present**

Mr. Kevin Arjoon, Deputy City Clerk  
Ms. Catalina Blumenberg, Committee Clerk  
Mr. Luke Follwell, Director, Recreation and Leisure Services  
Ms. Lanie Hurdle, Commissioner, Community Services  
Ms. Julie Salter-Keane, Manager, Development Approvals

**Others Present**

<b>This Is Not A Verbatim Report</b>
--------------------------------------

**Meeting To Order**

Ms. Blumenberg, Committee Clerk called the meeting to order at 6:33 p.m.

**Election of Officers**

Moved by Mr. Wolfe

Seconded by Councillor Allen

**That** Mr. George Sutherland be nominated as Chair of the Rural Advisory Committee for a term ending on November 30, 2018.

**Carried**

Moved by Mr. Robert Wolfe

Seconded by Councillor Boehme

**That** Mr. Brian Tolls be nominated as Vice Chair of the Rural Advisory Committee for a term ending on November 30, 2018.

**Carried**

### **Approval Of The Agenda**

Moved by Councillor Allen  
Seconded by Mr. Tolls

**That** the agenda be amended by moving item c to item a; and

**That** the agenda be amended to include a discussion on the abeyance list, and Estate Residential Policies under 'other business', and as amended be approved.

**Carried**

### **Confirmation Of Minutes**

Moved by Mr. Robert Wolfe  
Seconded by Mr. Brian Tolls

**That** the Minutes of the Rural Advisory Committee Meeting Number 05-2014 held Thursday November 17, 2014 be approved.

**Carried**

### **Disclosure Of Pecuniary Interest**

Mr. Tolls declared a pecuniary interest regarding the planning application in the rural area on 2489-2505 Unity Road as his farm could be impacted by the development.

### **Delegations**

There were none.

### **Briefings**

There were none.

## **Business**

### **a) Planning Applications in the Rural Area**

Ms. Salter-Keane, Manager, Development Approvals spoke to the details of the report.

Councillor Allen stated that he has had multiple inquiries from constituents regarding the correspondence process, he asked if letters are accepted directly by the Planning Department, and if they have to be addressed directly to the applicant under the *Aggregate Resources Act*.

Ms. Salter Keane replied that letters can be sent by email to the planner responsible for the file, or addressed to the Planning Department. She advised that concerned residents send their correspondence to both the applicant, and the Planning Department to ensure their voice is heard and all provisions are met under the *Aggregate Resources Act*.

In response to a question from Councillor Allen regarding deadlines, Ms. Julie Salter-Keane responded that there is a deadline for correspondence and it depends on the application date. She advised that the public is able to provide comments to the Planning Department until such time that a recommendation is before Council for decision. Ms. Julie Salter-Keane clarified that there is an extension on the quarry application and clarified that the City is not in the position to ask for an extension, and that request has to come from the applicant.

Mr. Sutherland, Chair asked about the length of the extension, Ms. Julie Salter-Keane responded that typically it is a 45 day notice period extension.

Mr. Wolfe noted that the Rural Advisory Committee is not normally briefed on planning applications. He inquired what the logic is, and if the process could be explained.

Ms. Salter-Keane stated that the applications were identified as having significant public interest in the rural area, and the proximity of the applications to the K and P trail prompted an information report to the Rural Advisory Committee (RAC).

Mr. Sutherland commended staff for including this report, as it reinforces the past history and studies conducted on water fragility in the area. He inquired if it would be beneficial to reinforce the need for an extra water study.

Ms. Hurdle, Commissioner, Community Services advised that RAC is not providing direction in terms of review of the application, she noted that staff wanted to bring it to the Committees attention to get the information out per request of Councillor Allen to see if there are any major issues to consider. Mr. Hurdle stated that the statutory public meeting already occurred and all of those concerns have been received by planning staff.

Mr. Wolfe clarified that the issues have been raised and communicated to other applicable departments, Provincial Ministries, and that a hydrological study was undertaken

Mr. Sutherland expressed concern that there have been instances where the hydrological reports have not been infallible.

Councillor Allen noted that he read the hydrological report submitted by the applicant and that some of the comments from constituent's reference that the hydrological report is not enough, and want to see other mitigation efforts in place.

#### **b) Rural Parks Update**

Mr. Follwell, Director, Recreation and Leisure Services spoke to the details of the report and conducted a PowerPoint presentation. A copy of the presentation can be found attached to the original set of minutes located in the City Clerk's Department.

Mr. Wolfe asked for clarification on natural lands, and noted that open space can lead people to think that development is permitted.

Mr. Sutherland stated that if the lands were not Environmentally Protected areas (EPA) the definition would not have changed.

Councillor Boehme questioned why the change happened, and requested information on the process for land acquisition.

Ms. Hurdle advised actual land acquisition has not been identified, and that Council will manage the list. She noted that there are several options in how the land will be financed such as cash in lieu of parkland.

In response to a question from Mr. Tolls regarding criteria, Mr. Follwell replied that the criteria were identified through a consultation process.

Councillor Allen asked if rural residents can still submit suggestions. Mr. Follwell affirmed that rural residents can use social media or email staff to submit suggestions.

Councillor Allen noted that the review seems like a visioning exercise, more than an actual design phase.

Mr. Follwell echoed Councillor Allen and stated that the scope is still high level, however once the details have been identified, Council can approve capital projects and a detailed design piece would follow.

Mr. Wolfe inquired what the design criteria are when designing park land, and the extent to which land in the rural area is to be developed on behalf of the City or because people in the rural area or neighbourhoods would benefit from an

enhancement. Mr. Follwell replied that criteria is based on use, or the age of some of the equipment is rationalized through the asset management program of the parks.

Mr. Wolfe clarified that it is a responsive process based on how it's been used, not a strategic exercise of identifying where more parks are needed.

Ms. Hurdle confirmed that the strategic approach refers to the consultation process undertaken by staff last year. She advised that staff consulted with the public to identify areas where more park space is needed for land acquisition, or what areas should remain natural.

Mr. Wolfe expressed concern with the waterfront lands, especially on Aragon Road, and stated that from a City perspective the park could be better developed and the boat landing moved somewhere else, however from the community standpoint the view could be the opposite. Mr. Wolfe stated that criteria need to be examined from both the local purpose and the broader community purpose.

Ms. Hurdle noted that through the waterfront master plan there will be a local vs broader identification criterion. She advised that if there are major regional vs local need disparities, they will be recognized in the plan.

Mr. Sutherland inquired if RAC could have input on the waterfront master plan, especially in the parameter of hosting public meetings in rural areas to facilitate more communication with rural residents.

In response to a question from Councillor Boehme regarding the limitations of environmentally protected areas (EPA), Ms. Hurdle replied that they must remain untouched, however there are situations when the Cataraqui Region Conservation Authority have allowed the City to construct a natural pathway.

Mr. Sutherland noted that a slide cannot be built in every open field, and that open space is supposed to be left natural. He inquired how the open spaces are maintained, especially those spaces with meadows. Mr. Sutherland stated that if a meadow is not maintained, it eventually becomes a forest, and inquired how a structure could be built in land designated open space, and if that capability exists.

Ms. Hurdle advised that if a parcel of land is designated as open space, and not an EPA or significant woodlot, a structure could be built in the future. She noted that areas could be a combination of several designations, and development can occur on the open space designation, but not the others.

In response to a question from Mr. Sutherland regarding open space land maintenance, Mr. Follwell stated that the public works department addresses maintenance of the parklands, and he can inquire how this is done.

Ms, Hurdle concluded that the rural parks update was about prioritization, and wanting to know from the public what they use and do not use, what lands could be preserved in its natural state and what can be developed as parks.

Mr. Tolls added that in the agriculture sector, there is the *Species At Risk Act* and if a piece of land has not been maintained, animals could start habituating there. He noted that if in the future, the City might want to ensure lands stay in their current state.

Mr. Sutherland echoed Mr. Tolls and noted that the City could be examining portions of open space that are not EPA's and ensuring they are properly maintained.

Moved by Mr. Sutherland  
Seconded by Ms. Conway

**That** the applicable Community Services staff work with Public Works to examine the rural parks maintenance schedule and report back to the Rural Advisory Committee.

**Carried**

Ms. Conway inquired about methodology and if the waterfront master plan criteria would be similar to the parklands criteria since the stakeholders are different and diverse.

Councillor Boehme inquired if there is a map available for the public that could show what lands are EPA, and what lands are not with a definition of each designation. Mr. Follwell replied that currently there is a map available through the City website, however it does not identify the different designations.

In response to a question from Mr. Sutherland regarding the waterfront master plan, Mr. Follwell stated that it is still undergoing public consultation and it will not be completed until June.

Moved By Councillor Allen

Seconded by Councillor Boehme

**That** staff come back to the Rural Advisory Committee with an update on the Water Front Master Plan for information purposes before it goes to Council.

**Carried**

### **c) Community and Park Spaces in Kingston East**

Mr. Follwell, Director, Recreation and Leisure Services spoke to the details of the report and conducted a PowerPoint presentation. A copy of the presentation can be found attached to the original set of minutes located in the City Clerk's Department.

Ms. Hurdle outlined that the report has identified the next steps in terms of making recommendations to Council for a new community centre in the east where there is more potential usage. She advised that more partnerships with schools are encouraged, and that the current groups using the rural community spaces will be encouraged to re-locate to more suitable locations for ease of integration. Ms. Hurdle stated that the public acknowledged that park spaces need improvements.

In response to Mr. Sutherland's question regarding the new community centre in the east, Ms. Hurdle advised that following initial public consultation through an online survey, four potential locations were identified. She affirmed that Grenadier Park could be an ideal location, due to its proximity to the high school, residential areas and older adult population.

In response to a question from Mr. Sutherland regarding senior centred programs, Ms. Hurdle replied that the Seniors Association is a partner and will be providing programs in the new space.

Councillor Allen commended staff for including usage numbers in the report, and expressed enthusiasm for the idea of converting spaces for maximum usage. He affirmed that there is room to expand partnerships with the school boards.

Mr. Follwell informed the committee that staff reached out to the Boys and Girls Club and Seniors Association about using Madoma and they turned it down as it did not suit their needs from a programming perspective.

In response to a question from Councillor Boehme regarding any other major partners that could provide programming in city facilities, Mr. Follwell replied that with the Rideau Heights Community Centre there are other smaller organizations besides the Boys and Girls Club that will provide programming. He advised that engagement with community groups will be completed to ensure a variety of programming is available.

Mr. Wolfe inquired if exhibit B of the report could be available on the City's website to make it easy for people to be aware of the community meeting space available in the rural area.

Ms. Hurdle replied that the information is not available on the City's website, staff need to verify the information and can bring that back to the committee before it is posted online.

In response to a question from Mr. Tolls regarding fees for using school facilities, Mr. Follwell replied that there is a fee and that is information that needs to be promoted in partnerships with schools to make it readily available. He noted that fees are unique and vary between profit and non-for profit users.

Mr. Tolls complemented staff and stated the Rural Kingston Meeting Spaces map is a great tool, and expressed appreciation for the work staff have completed on behalf of the committee.

### **Motions**

There were none.

### **Notices Of Motion**

There were none.

### **Other Business**

#### **a) Abeyance List**

Mr. Sutherland noted that the abeyance list was helpful as it reminded committee members of what needs to be discussed at meetings. He advised that for committees that meet on a quarterly basis, the abeyance list was instrumental in keeping track of future agenda items.

Councillor Allen noted that this speaks to what the Committee will be challenged with this year. He asked how the committee can advise Council without stepping across other committees, or if there is an integrated way to do so. He stated that a potential future topic could be a discussion on the RAC goals and how they can be achieved within the current committee system. He suggested that the applicable staff could speak to the process, and work closely with committee members to ensure items are brought forward and reported back to the committee in a timely manner.

Mr. Arjoon, Deputy City Clerk stated that there were inconsistencies with the abeyance list and the matrix numbers associated with the Council resolutions. He noted the Committee clerk can work with the chair in ensuring all items discussed are reported back to staff and included in future agendas.

Mr. Wolfe affirmed that future topics will be in the minutes, and that will be the record and where members can keep track of items for following agendas.

Councillor Allen stated that a discussion on how the rural advisory committee can facilitate and accomplish tasks within the purview of the current system is necessary.

Ms. Hurdle advised that the applicable staff can present from a process perspective and explain the different layers and timelines.

#### **b) Estate Residential Review**

Ms. Hurdle stated that an update can be provided at the next Rural Advisory Committee meeting.

The Committee had a discussion on future items of discussion.

Moved by Mr. Tolls  
Seconded by Councillor Boehme

**That** the applicable staff provide an update on the Kingston Fall Fair consultations from the November Rural Advisory Committee meeting.

**Carried**

Mr. Sutherland spoke to his personal history with the Highway 15 signage issues.

Moved by Councillor Boehme  
Seconded by Mr. Wolfe

**That** the applicable staff provide a Highway 15 signage update.

**Carried**

### **Correspondence**

There was none.

### **Date Of Next Meeting**

The next meeting of the Rural Advisory Committee is scheduled for Monday March 23, 2015 at 6:00 p.m.

### **Adjournment**

Moved by Mr. Tolls  
Seconded by Ms. Conway

**That** the Rural Advisory Committee meeting adjourn at 8:22 p.m.

**Carried**