



**MILTONVALE PARK COMMUNITY COUNCIL
ANNUAL GENERAL MEETING
Milton Community Hall Monday, March 24, 2014 at 7:30 p.m.
Storm date - Tuesday, March 25, 2014**

AGENDA

- 1. Call to Order and Welcome**
- 2. Presentation of Agenda**
- 3. Minutes of March 27, 2013 Annual General Meeting**
- 4. Reports**
 - A. Chair's Report – Chair Hal Parker**
 - B. Committees and Associated Bodies**
 - i. Planning Board –Chair Hal Parker**
 - ii. Water and Sewer -Councillor George Piercey**
 - iii. Environment and Community Living – Councillor Tamsyn Cosh-MacKenzie**
 - iv. Emergency Measures –Councillor Gail Ling**
 - v. Personnel – Councillor Walter Carver**
 - vi. Queens County Landfill –Chair Hal Parker**
 - vii. Communities 13, Inc. – Donna Butler**
- 5. Auditor's Report and Presentation of Financial Statements – 2013**
- 6. Proposed Budget and Approval of Estimates 2014**
- 7. Establishment of Tax Rate for 2014**
- 8. New Business**
 - A. Issues or Concerns from Residents**
- 9. Adjournment of Annual General Meeting**

Procedural Notes:

No Council has the authority to adopt a deficit budget.

Motions are made by Councillors. Residents do not move or second resolutions.

The only aspect on which the residents vote is the cost of each service identified in the proposed budget. Residents do not vote on motions regarding the tax rate. The tax rate is established by Council.

Should a resident wish to address a concern, all comments should be addressed to the Chair and it is requested that residents state their names at the beginning of their remarks.

Residents, for the purpose of voting on services, would follow the same definition of residents for voting during a municipal election (Minimum age 18, lived here 6 months, Canadian).

**Miltonvale Park Community Council
Annual General Meeting Minutes
Wednesday, March 27, 2013**

Council members present: Chair Hal Parker, Councillors Walter Carver, Tamsyn Cosh-MacKenzie, Connor Jay, Sheila MacKinnon, George Piercey, and; **Regrets:** Councillor Gail Ling

Administrator: Shari MacDonald

Residents and landowners present: Don Aitken, Ernie Coles, Sheila Curtis, Robert Hooper, Gordon MacDonald, Annette MacKinnon, Don MacKinnon, John MacKinnon, Rorke MacKinnon, Adam Parker, Della Parker, Betty Pryor, Pauline Smith, Robert Turner

Guest: Bush Dumville, MLA

1. CALL TO ORDER & WELCOME

Chair Hal Parker called the meeting to order at 7:33 p.m., and welcomed those in attendance.

2. APPROVAL OF AGENDA

Motion 2013-18: Moved by Councillor George Piercey and seconded by Councillor Sheila MacKinnon that **the agenda be approved with agenda item “New Business 8. A. Presentation” moved to follow the Chair’s Report.** Motion carried.

3. MINUTES OF MARCH 26, 2012 ANNUAL GENERAL MEETING

Motion 2013-19: Moved by Councillor Sheila MacKenzie, and seconded by Councillor Tamsyn Cosh-MacKenzie **that the minutes of the March 26, 2012 Annual General Meeting be approved, with the correction of the noted typographical errors.** Motion carried.

No questions or issues arose from the minutes, and the Chair was turned over to Vice Chair George Piercey.

4. REPORTS

A. Chair’s Report

Chair Parker highlighted his report in the meeting package and expressed appreciation for those who had contributed to the community.

Motion 2013-20: Chair Parker moved, and Councillor Sheila MacKinnon seconded, **the adoption of the Chair’s Report.** Motion carried.

Vice Chair Piercey introduced MLA Bush Dumville who proceeded to present a Diamond Jubilee Medal to Chair Parker who was nominated by the Federation of Canadian Municipalities as a representative of the Community of Miltonvale Park.

4. COMMITTEE REPORTS

- i. **Planning Board** – Planning Board Chair Hal Parker referred residents to the report circulated in the meeting package. He thanked the members of the Planning Board and staff. Councillor Parker noted that the community is still affected by the Special Planning Area regulations. The Community is looking to engage a new planner, and will be holding a public meeting to review changes to the Official Plan in the next few months. Enforcement of the bylaws has resulted in five matters requiring attention over the past year.

Motion 2013-21: Moved by Planning Board Hal Parker and seconded by Councillor Sheila MacKinnon **that the Planning Board Report be adopted.** Motion carried.

Chair Hal Parker resumed the chairmanship of the meeting at 7:54 p.m.

- ii. **Water and Sewer** – Councillor George Piercey highlighted his written report which outlined some of the points in the agreement for servicing between the community and the City of Charlottetown. He encouraged residents to take part in the rebate program for low-flow toilets.

Motion 2013-22: Moved by Councillor George Piercey, seconded by Councillor Tamsyn Cosh-MacKenzie **that the Water and Sewer Committee Report be adopted.** Motion carried.

- iii. **Environment and Community Living** – Councillor Tamsyn Cosh-MacKenzie mentioned the highlights from 2012 for this committee. The Community Park hosted two yard sales, and a small garden, as well as the summer drop-in program and well-attended Canada Day celebration. The pasture land is available for lease. Diamond Jubilee activities, community volunteer awards and Diamond Jubilee medals were also highlights of this special year. Funding has been received for a number of seniors' activities over the next year.

Motion 2013-23: Moved by Councillor Tamsyn Cosh-MacKenzie and seconded by Councillor Connor Jay **that the Environment and Community Living Report be adopted.** Motion carried

Questions from the residents included the cost for the insect control program in the Loyalist Road area, which expected to be \$2200 + tax in 2013.

- iv. **Emergency Measures Organization** – EMO Vice-Chair Walter Carver reviewed the report prepared by Councillor Gail Ling. Council received Joint Emergency Preparedness Program (JEPP) funding to purchase a generator, which is now operational, at the Milton Community Hall, which will become the warming centre for the community and the

Emergency Operations Center, if needed. Council is still hoping to gather EMO information for the community to gain a better understanding of the needs and resources of the community.

Motion 2013-24: Moved by Councillor Walter Carver and seconded by Councillor George Piercey **that the EMO Report be adopted.** Motion carried

- v. **Personnel** – The personnel committee report was circulated in the meeting package, and highlighted by committee chair Walter Carver.

Motion 2013-25: Moved by Councillor Walter Carver and seconded by Councillor Tamsyn Cosh-MacKenzie **that the Personnel Report be adopted.** Motion carried

Chair Parker turned the chair over to Vice Chair Piercey and proceeded to present the following reports:

- vi. **Queens County Landfill** – Chair Parker outlined highlights from the Queens County Landfill Report and noted the water monitoring report is available in the Office.

Motion 2013-26: Moved by Chair Parker and seconded by Councillor Tamsyn Cosh-MacKenzie **that the Queens County Landfill Report be adopted.** Motion carried.

Questions from floor pertained to the use of the landfill site. Council will review the July 2000 agreement and discuss the use and traffic concerns with the Island Waste Management Corporation.

- vii. **Communities 13 Inc.** – Chair Parker noted the written report of Communities 13 Inc. Don Aitken remained as the community's representative on the Board of Directors for Communities 13 Inc., and had nothing further to add. The written report outlined background information for the Communities 13 request for a continued contribution to the capital campaign.

Motion 2013-27: Moved by Chair Hal Parker and seconded by Councillor Sheila MacKinnon **that the Communities 13 Inc. Report be adopted.** Motion carried.

It was questioned whether the community should have seen a reduction in the tax rate once the annual contribution (approximately \$11,000) for the initial costs for the APM Centre was paid out. It was suggested that the capital contribution request, of \$4,154, could be paid from the community's surplus. A resident asked what the APM centre did with the recent pay out of over \$80,000 when the community paid out its initial commitment; however, this loan was repaid to the province.

Chair Parker reclaimed the chair and a refreshment break was held from 8:28 p.m. for approximately 15 minutes. Councillor Jay expressed his regrets and left the meeting.

5. AUDITOR'S REPORT AND PRESENTATION OF FINANCIAL STATEMENTS -2012

Finance Vice-Chair Walter Carver reviewed the audited report for 2012, from the firm of ArsenaultBestCameronEllis Chartered Accountants.

Motion 2013-28: Moved by Councillor Walter Carver, seconded by Councillor Sheila MacKinnon, that **the financial statements for the Miltonvale Park Community Council for 2012, as audited by ArsenaultBestCameronEllis, be adopted as circulated.** Motion carried.

6. PROPOSED BUDGET AND APPROVAL OF ESTIMATES - 2013

Finance Vice-Chair Carver reviewed the proposed revenues for the 2013 year, as presented in the budget. Residents are able to vote to approve the expenditures. If the expenditures presented in the 2013 budget are accepted as printed, the only increase in tax rates expected would be three cents in the serviced area to pay for maintenance on the hydrants.

Councillor Carver outlined the anticipated revenues of \$278,625 and proceeded to review expenditures before the vote on each specific category.

Questions from the residents included if there would be a surplus at the end of the budget. It was noted that the budget would be balanced. It was also suggested that the Community's surplus funds could be used to pave the parking lot at the Milton Community Hall; however it was noted that the Community is just renting space and does not own the Hall. The acquisition of a defibrillator was also discussed and it was noted that the North Milton W.I. is holding an auction in April to fundraise for one. It was questioned as to whether salary, as opposed to an hourly wage, had been considered for the administrator's remuneration, which it hadn't. It was also noted that the website will be revamped this year.

Motion 2013-29: Moved by Councillor Walter Carver, seconded by Councillor Sheila MacKinnon, that **“General Administrative” expenditures of \$53,675 be approved.** Motion carried.

Motion 2013-30: Moved by Councillor Walter Carver, seconded by Councillor George Piercey, that **“Facilities and Public Property” expenditures of \$57,115 be approved.** Motion carried.

Concerns in this category included objections by some to the proposed contribution to the Communities 13, Inc. Capital Campaign, with the suggestion that the board should carry out fundraising activities. It was suggested that the money of taxpayers stay even more local, and support as the Milton Community Hall. A concern with inconvenient scheduling of events, such as adult skates, at the APM Center was noted. It was also noted that our residents are approximately a 10% owner of the facility and there was support for maintaining and improving the facility. There was also concern that Miltonvale Park may support the capital campaign, but other municipalities may not. Residents would appreciate more information on usage, and were encouraged to attend the Communities 13 Inc. annual meeting in late September, to express their views. A representative from the APM Center will also be invited to the community's next annual

meeting.

Motion 2013-31: Moved by Councillor Walter Carver, seconded by Councillor Tamsyn Cosh-MacKenzie, that the **“Fire Protection” expenditures totaling \$53,905 be approved.** Motion carried.

Discussion included whether a bill was received for the fire hydrants in 2012. None had been received, as the billing is done in June and the fire hydrants did not come into service until July. The Provincial Correctional Facility and Meadowvale Park are metered for their sewer rates. The three cent tax rate increase proposed for residents in the serviced area was felt by residents in that area to be unfair, and that it was dividing the community. That area had experienced the inconvenience of hosting the landfill and the resulting concerns regarding water quality, which lead in part to the servicing program. It was noted that the tax increase was first outlined in the public meetings in August 2011 before the vote authorizing the community to move ahead with the project. Residents in the other areas of the community were assured, at that time, that their tax rates would not be impacted by the servicing project.

Motion 2013-32: Moved by Councillor Walter Carver, seconded by Councillor George Piercey, that the **“Planning and Zoning” expenditures of \$44,900 be approved.** Motion carried

Discussion included clarification on the Emergency Measures generator project which spanned two fiscal years, and will see 50% of the total costs reimbursed in 2013. It was asked if the Development Officer received a raise, but he was pleased with the current wage.

Motion 2013-33: Moved by Councillor Walter Carver, seconded by Councillor Sheila MacKinnon that **“Community Development” expenditures of \$29,950 be approved.** Motion carried.

Discussion included a request for insect control for Sleepy Hollow, whether tax rates should be reflective of insect control, and whether there was any cost to the community for Rails to Trails. There was a concern noted that there seems to be a fracturing occurring within the community. There was also concern noted regarding the former landfill site and the amount of use permitted. Chair Parker will review the most recent contract and meet with a representative of the Island Waste Management Corporation.

Motion 2013-34: Moved by Councillor Walter Carver, seconded by Councillor George Piercey, that the **“Professional Services and Memberships” expenditures of \$16,330 be approved.** Motion carried.

Motion 2013-35: Moved by Councillor Walter Carver, seconded by Councillor Sheila MacKinnon, that the **“Public Works” expenditures of \$2,100 be approved.** Motion carried.

The engineering service fees are a contingency item, in the event of issues with the final six months of the water and sewer project.

Motion 2013-36: Moved by Councillor Walter Carver, seconded by Councillor Tamsyn Cosh-

MacKenzie that **the “Recreation and Parks” expenditures of \$20,650 be approved.** Motion carried.

Motion 2013-37: Moved by Councillor Walter Carver, seconded by Councillor George Piercey that **the budgeted revenue income of \$278,625 be approved, with a net income for 2013 of zero.** Motion carried.

Council will look at reducing the tax rate in Sleepy Hollow in 2014 if there is no invoice issued for the fire hydrants in 2013.

7. PROJECTED TAX RATED FOR 2013

Motion 2013-38: Moved by Councillor George Piercey, seconded by Councillor Tamsyn Cosh – MacKenzie that **the tax rate for 2013 be set according to the provision of services, and that that the tax rate for 2013 be 14.6 cents/\$100 for non-commercial and 80.6 cents/\$100 assessment for commercial in areas which do not receive municipal water or wastewater servicing, and 17.6 cents/\$100 for non-commercial assessment and 83.6 cents/\$100 for those properties which have access to municipal water or waste water servicing.** Motion carried.

8. NEW BUSINESS

a. Prize Draws for Emergency Survey

Annette MacKinnon won the emergency kitbag, Pauline Smith was the winner of the emergency radio, while John MacKinnon’s name was drawn for the first aid fanny pack.

b. Issues or Concerns from Residents

It was suggested that Council create a task force to deal with the issue of insect control. Council committed to revisiting the issue.

9. ADJOURNMENT

Motion 2013-39: Moved by Councillor George Piercey, and seconded by Councillor Sheila MacKinnon that **the meeting be adjourned,** and Chair Parker declared it so, at 10:32.

Chair

Administrator

Date Approved

Annual General Meeting – March 24, 2014
Report from the Chair – Community of Miltonvale Park –Hal Parker

On behalf of Council, I wish to welcome you to the Annual General Meeting for the Community of Miltonvale Park. This evening you will hear reports from Council committees, review the financial statements from 2013, vote on the proposed expenditures for 2014 and have an opportunity to raise any issues or concerns you might have.

The powers of Council are set out in the PEI Municipalities Act and Council acts within these powers. We have the authority to set and enforce bylaws and issue development permits within the confines of the Special Planning Area Act. Council sets the rate for the municipal portion of the residential and commercial taxes based on a balanced budget as voted on by you at tonight's meeting. Funds are spent during the year with the mind of adhering to the budget as closely as possible, not knowing what the future will bring.

Councillor Connor Jay resigned in the summer of 2013 to continue his education out of the province. We appreciated Connor's youthful point of view and keen interest in politics that he brought to the Council table, and wish him well with his studies. A by-election in the fall of 2013 saw Sheila Curtis acclaimed as Councillor joining Gail Ling, Sheila MacKinnon, Walter Carver, Tamsyn Cosh-MacKenzie and George Piercey who continue to serve you. These people are the "heart and soul" of your Council and I know that all of them are approachable and only have the best interests of yourselves and the community at heart. I thank them all for their support and dedication.

Residents are invited to attend monthly Council meetings, on the 4th Thursday of the month, at 7:30 p.m. in the Council boardroom at the Milton Community Hall.

Planning Board has been in the spotlight this year as it will probably be again in the coming year. Council appreciates the help of community members Steve Dickieson, Charles MacKenzie and Betty Pryor who serve on the Planning Committee. Their opinions and insights along with input of the entire Council, combined with help from our planner Janice Harper, allowed us to present new Zoning and Development Bylaw which was vetted at a public meeting, amended and passed at a second meeting(more about this can be found in the Planning Board Report).

This year there will be a complete comprehensive legislatively-required review of our Official Plan, for which the Community has received significant funding from the Capacity Building Fund. This will be a major undertaking requiring a competitive bid process through a request for proposals. The Community has spent a lot of time and effort to be self-directed in this area and I hope that everyone agrees with the need to continue to be as independent as possible in community planning.

Your community has also been active with significant Seniors' programming (Tamsyn will address these in detail in her Environment and Community Living Report). Anyone who comes to the Hall regularly will have seen new activities, changes and additions for and aimed at our growing senior population. As a community, we wish to continue to be inclusive to those who built this fine place to live.

As well, another community initiative which had a storm delayed start, the “2014 Minutes of Stories and Song” concert series jointly funded with the Province’s 2014 Committee is now getting its legs under it. The first event was knocked down in numbers by being changed to a storm date and the second concert was probably poorly attended due to the seemingly never ending cold weather. The March first Friday of the month event went off without a hitch with high attendance which if it continues will allow the community to break even. Attendance like that in March shows the kind of spirit that continues to make our community strong.

Your Council has also with a push from the administrator also gotten extra funding from the 2014 Committee for the Canada Day event, so please put attendance at the Community Park on Canada Day in your calendar. Speaking of the Park, you should know that Park improvements in 2013 were co-funded through the Provincial Infrastructure Fund which is intended for use to offset some of the costs levied on us by the implementation of the new HST.

An attempt was made by Council to create a new watershed group this past year, however, the Province did not see fit to fund any new watershed groups in 2013. In lieu of getting independent funding, the Cornwall and Area Watershed Group has taken us under their wing and we hope, with their help, to create valuable benchmark measurements of Coles’ Creek and other North River tributaries in our jurisdiction before the new wellfield comes on line. If anyone in the community wishes to participate in this valuable enterprise please see me, one of your councilors or Shari for information on how to help out with the watershed group.

This year your elected officials and staff have kept abreast of municipal affairs provincially (through FPEIM) and nationally (through FCM) by attending conferences. Delegates went to the annual and semi-annual meetings of FPEIM in Rustico and Kinkora. I attended the annual Federation of Canadian Municipalities national conference in Vancouver and George (who won his conference fee at a Federation of PEI Municipalities meeting), Gail, Tamsyn, Sheila Curtis and Shari attended the FCM Sustainability Community Conference held in Charlottetown in February 2014. All came back invigorated with positive suggestions to the Council to make a better community.

Not wanting to be too long winded it would be remiss of me not to say... THANK YOU! I would like to thank all of you who have shown your support for the community by attending Canada Day celebrations, our election meeting, by visiting the community park or by beautifying the community, as did Kari MacInnis-Coles, who planted the flowers at the intersection of Routes 2 and 7. Thank you to those who work within community organizations such as the Springvale, North Milton and South Milton WIs and the Milton Community Hall Committee. Thanks go out Rebecca Spencer and Helen Shaw for their service at the Miltonvale Community Park and in the Council Office last summer.

As well, special thanks are extended to Joanie and Jeff MacKinnon for their diligence and assistance with the Community Park over this past year.

Also, I would do a great injustice, if I did not thank on behalf of myself and all of Council, our Administrator, Shari MacDonald for all of her hard work in keeping us informed so we could make the best decisions possible on your behalf.

Last, but not least, thanks to Sandy Foy our Development Officer for his diligent help on the

Planning file in both the day-to-day development items and his input into the new bylaw rewrite over the last year.

Respectfully submitted



Hal Parker, Chair

2013 Planning Board Report

Members of the Planning Board include Councillors George Piercey, Connor Jay (who served part of the year and we thank him for his service), Sheila Curtis and Sheila MacKinnon.

Community representatives on the Board are Steve Dickieson, Charles MacKenzie and Betty Pryor. As well Shari MacDonald, our administrator, is a non-voting member of Planning Board.

Sandy Foy is the Development Officer for Miltonvale Park, working on a part time basis.

Changes were made in 2013 to the Development By-laws through the public meeting process as legislated. Thanks go to members of Planning Board, Sandy Foy Shari MacDonald and our planner Janice Harper and also to all members of the Community who participated in the process. The revisions to the By-laws were given Ministerial approval on November 22, 2013.

Amazingly, we are entering the fifth year since the community adopted our original Official Plan and Development By-laws. It is dictated by legislation that a review of any such plan and related by-laws must occur every five years. Anticipating this, Planning Board asked the Administrator to make application under the Capacity Building Fund to help in funding this process. This was done and after some delay, funds have been approved and a Request for Proposals (RFP), to the end of having a review of the Plan and By-laws, will be let in 2014. The Community will have to earmark some funds for this project but the lion's share will come from the Capacity Building Fund.

It is hoped that if the Province is going to make changes to the Planning Act or the Special Area Planning Regulations that they will do it in the spring sitting of the House in order to allow the maximum amount of time to have any revisions to our Plan or By-laws reflect the revised Provincial statutes.

Activity in 2013

In total 17 development permits were issued in 2013. The stated value of the permits was \$1,702,360.00. This amount is \$200,000.00 less than in 2012 and involved only one third of the number of properties in the previous year. Much of the reduction in total applications was due to a decrease in the numbers of the water and sewerage connections to the municipal system.

The value of residential permits was \$1,328,600.00 just \$16,000.00 less than in 2012. New construction has been a significant driver in increased tax revenue over the past couple of years. The following table shows the breakdown by residential category for new construction:

# of Permits	Type	Value
1	Duplex	\$ 300,000.00
3	Single family dwelling	\$ 980,000.00
4		\$ 1,280,000.00

Four permits for work involving \$73,760.00 were issued for agricultural parcels.

Two permits were issued involving commercial parcels. Both were for connections to the municipal services.

One permit valued at \$300,000.00 was issued to an institutional use. The work consisted of drilling five wells for a municipal water system.

Council approved applications to subdivide five new lots while three applications were approved for lot consolidation or boundary adjustments.

Also, preliminary approval was granted for the replacement of a commercial building subject to a number of conditions. Those conditions were not met during the reporting period.

Appeals

During 2013 Planning Board and Council were faced with two matters brought by a property owner that went to appeal at the Island Regulatory and Appeals Commission.

The first case involved Council's decision to order the removal of a trailer box from a property as it had been placed on a parcel without benefit of a development permit. The Commission ruled it did not have jurisdiction to hear the matter and dismissed the appeal.

The second case involved Council's adoption of the new By-law. The resident took issue with the definition of "building", specifically with the clarification that a platform vessel or vehicle (i.e. trailer box) is considered a "building in certain instances. Again, the Commission did not have jurisdiction to hear the matter.

Contraventions

During the year seven letters of contravention were sent to land owners. They involved erecting swimming pools, erecting an accessory building, erecting an addition to a commercial building, erecting a deck and placing fill on a parcel without permits. Also, in one case, commercial activity was occurring on a parcel in the Agricultural Zone.

Five matters have been resolved, while two are outstanding.

All in all, a fairly busy year and so as chair, I would like to thank all of the members of Planning Board for their attendance to meetings despite their busy schedules. Your efforts are much appreciated.

As well, I know I do not thank Sandy and Shari nearly enough for all of their hard work and timely insights that help make tasks much easier – so, thank you both very much.

Lastly, thanks must go also to our planner Janice Harper for all of her aid in helping us plot a prudent course forward.

Respectfully submitted,



Hal Parker
Chair, Planning Board

Water and Sewer Committee Report for 2013

The Water and Sewer committee was not active in 2013 as the negotiation with the City and construction of the servicing infrastructure in Sleepy Hollow were completed in 2012. The one year completion date was July 6, 2013 and as of that date, in accordance with the agreement with the City of Charlottetown, the City now owns and operates the infrastructure. The final holdback to Island Coastal was paid in the fall of 2013 and that project is essentially complete. Council will return the Infrastructure money that was not spent on the project to the Infrastructure Secretariat (approximately \$79,500).

Several more residents have connected to the municipal servicing in the past year. Twenty-six of the approximately 60 eligible properties have taken advantage of the \$700 Island Waste Management Commission rebate (promised in a contract signed in 2000) to connect to the water servicing. Connections to the system require both an application to the City's Utility and a Miltonvale Park Development Permit. Our permit for this connection is available at no cost. Miltonvale Park residents will **not** be charged the user rate for water or sewer services until they are connected to either the water and/or sewer systems. For those that want to continue to use their on-site systems, this clause allows this to happen without cost to the resident. New construction in the service area must connect to the system.

Residents in the Sleepy Hollow area who are connected to the City's servicing are reminded to follow their regulations regarding what may or may not be flushed into the system. There have been some issues with clogging at the smaller lift station, and residents are requested to refrain from flushing "flushable" wipes, as they cause problems in the system.

The lagoons at Meadowvale Park, and the Provincial Correctional have both been decommissioned as a result of the servicing project – as these potential environmental threats to the North River have been eliminated.

The ground water extraction permit that was issued to the City in 2010 gives the city the ability to extract water from a property within the boundaries of Miltonvale Park. It is expected that construction will begin in 2014. The Cornwall and Area Watershed Group has expanded to include much of Miltonvale Park and intends to collect water data this year.

Information regarding septic systems is circulated in the Community newsletter, and the committee encourages residents maintain their systems properly. Residents also may take advantage of the \$50 rebate for replacement low-flow WaterSense toilets or new high efficiency washers or the \$25 rebate for low flow showerheads to improve the longevity of their septic systems or reduce future water bills. Toilet flushing can account for almost 30% of household water usage.

The Water and Sewer Committee consists of George Piercey, Sheila MacKinnon, Don Aitken and Chair Hal Parker (ex-officio), and the Administrator (non-voting).

Respectfully submitted,

George Piercey, Chair - Water and Sewer

Environment and Community Living Committee

Committee Chair: Tamsyn Cosh-MacKenzie

Committee Members: Councillors Sheila MacKinnon, Sheila Curtis, Council Chair Hal Parker, and the administrator (non-voting)

Committee Goals: Oversee and promote recreation facilities and activities within the community; the Community pasture, the coordination of Community events (such as the Canada Day Celebration at our Community Park), and to promote a green environmental strategy to members of the community through the Green Initiative Fund, and to oversee the Children's Bursary Program.

Seniors' activities have been a focus this year, with great participation. There have been sessions on Accessibility in the home, Health and Nutrition, Legal Tips and information around Will and Health Planning, Storytelling, Computers and Exercise classes. The Seniors Room is nearly finished, and we now have beautiful and comfy furniture upstairs in this well appointed spot.

Family Violence Prevention Week was recognized by the purple ribbon tied around the hall last month. Many thanks go out to the volunteers who joined us for a Blanket Making Bee. The fleece blankets made were donated in support of local women's shelters, made possible through funding from the Premier's Action Committee on Family Violence Prevention. This year also saw the introduction of a Holiday Decorating Contest. It was wonderful to see everyone put up their festive best, and prizes were awarded to the winning participants.

No doubt there has been an uptake in the communication of community news and programs, with an increase in our social media presence through Twitter and Facebook, as well as event information flyers going out between newsletters. Keep an eye on our website for an update in the coming year, making it even easier to get updates on what's going on locally.

Summer Recreation and Park Programs

Some major improvements to our park this year included re-paving our basketball court, installing additional ball field fencing, replacing a couple of windows in the shelter, adding gravel to the parking lot, trail and under play structures, and improving signage. Maintenance to the park included repainting the picnic tables and parking posts, planting and caring for the vegetable garden, and general upkeep to keep everything neat and tidy. Joanie MacKinnon spent time and effort keeping our park safe and clean again this year, and her work is greatly appreciated. The park shelter was used mostly during the week, with occasional bookings on the weekends. A reminder that the park is available to be booked for private gatherings; please contact the council office if anyone is interested.

We had excellent programming offered at the park with help from the Central Region Sport and Recreation Council. There were programs for kids and adults, encouraging biking, running and walking, as well as sports. Looking ahead to youth programming in the park for next year, the CRSRC is considering shifting away from once a week day camps to a full week of Backyard Day Camp, which would be great. Anyone interested for their kids should keep an eye on the website for updates on park programming again this year.

The community pasture has a new Tennant, and the land is now being farmed by Garry Renkema.

Insect control

We've received comments about mosquitoes at the park, and some suggestions have come up for environmentally and kid friendly solutions. Summer staff will take care to make sure there's no standing water left around for larvae to grow in, and we'll also be trying out some mosquito traps and installing swallow boxes to help keep the numbers under control.

Bug control targeting black flies in the Loyalist Road/Confederation trail area has been requested in the past; however the office hasn't received any calls on the issue over the past year.

Bursary

An important part of our mandate is our Children's Bursary Program, which I'm pleased to say has been increased to \$75.00 per child, annually. Families are encouraged to apply for this benefit, which is aimed encourage extracurricular activities and sports. This year there were 30 bursaries awarded, up from last year, equaling \$2250. Support was also given by request to other community groups and sports teams.

Green Initiatives

The Green Initiative being offered by council was expanded as well in 2013, with grants being awarded for the installation of both low flow toilets and low flow shower heads to help conserve water. This year there were 18 grants awarded (1 shower heads, 17 toilets), totaling \$875. There were no applications for rebates for high efficiency washers.

The Cornwall and Areas Watershed Group has agreed to expand and include our section of the North River Watershed. Their field crew did some stream restoration work in the area, and assessed several tributaries. Tamsyn is acting liaison between CAWG and Council.

Upcoming in 2014

Council has been awarded funding for 2014 Minutes of Story and Song, which has already seen great entertainment at the Milton Community Hall, on the first Friday of every month, plus July 18th and August 22nd. We've also received funding through PEI 2014, enabling us to offer a community logo contest for Canada Day, as well as a little extra for our annual celebration. Be sure to watch for more information in our newsletters and online - there's lots to get involved with in our community!

Respectfully Submitted,

Tamsyn Cosh-MacKenzie,
Chair, Environment and Community Living Committee.

Emergency Measures Committee Report for 2013

The Committee consists of Gail Ling (chair), Walter Carver, Chair Hal Parker, and the Administrator (non-voting), and former Councillor Connor Jay, until his resignation in August.

Councillors Carver and Jay completed the Basic Emergency Management Course, and Councillor Cosh-MacKenzie completed a course on Emergency Communications Training in 2013. The community was fortunate to be able to send five representatives to the Federation of Canadian Municipalities Sustainable Communities Conference in Charlottetown early in 2014; registration costs were paid in 2013. The conference "Sink or Swim: New Approaches to Adaptation and Resilience" dealt with a number of pertinent issues such as climate change, community engagement, and planning for and dealing with emergencies.

In 2013 a generator was installed at the Milton Community Hall, as it has been designated the Emergency Warming Centre for the Community, as well as an Emergency Operations Centre. Approximately half the cost of this infrastructure was paid through the federal Joint Emergency Preparedness Program.

Work continues on updating the EMO plan and emergency information for the community. Residents are encouraged to they have emergency supplies and emergency kits –including water, ready-to-eat food, matches, battery operated radio, cash, medicines, and other necessities to ensure they can look after themselves and their families for the first 72 hours of any emergency.

If residents are interested in assisting the community in emergency preparation, please contact the Council office.

Gail Ling,
Chair – EMO

Community of Miltonvale Park
Personnel Committee Report for 2013

The committee consisted for most of the year of Gail Ling, Hal Parker, Sheila MacKinnon, Administrator Shari MacDonald (non-voting), and Walter Carver as Chair. The Committee recommends and provides advice to Council regarding staffing issues including hiring practices, payroll, staff development, training, studies on personnel matters and enhancement of the work environment and performs employee evaluations on a minimum of a yearly basis

Development Officer Sandy Foy continues to serve the Community well as he follows the Official Plan and Development Bylaws to control development within Miltonvale Park. Sandy keeps regular office hours from spring –fall on Monday mornings from 8:00 a.m. – 1:00 p.m. and is available at other times by appointment.

Shari MacDonald works at the administrator position 20 hours/week, with regular office hours being Tuesdays from 4:30-6:30 p.m. and Wednesdays from 9:00 -11:00 a.m., with the rest of the weekly hours being flexible. Appointments can be made or take your chances and drop in to the office at Milton Community Hall.

The annual evaluations of permanent staff were held early in 2013 and will be completed again once the Development Officer returns from his winter vacation.

Council also hired students Helen Shaw and Rebecca Spencer, with financial assistance from the provincial Employment Development Agency funding and the federal Canada Summer Jobs program to work in the summer of 2013. Rebecca was based at the park, and Helen was based mainly out of the Council office. They received training on the High Five program and Active-Sport and Multi-Sport. Students who may be interested in working at the Park in the summer of 2014 are encouraged to contact the Council office.

Respectfully submitted,

Walter Carver
Chair - Personnel Committee

Communities 13 Inc. - Annual Meeting Minutes - September 26, 2013

There were 16 people in attendance.

CALL TO ORDER: 6:30 P.M.

INTRODUCTION: Ron Keefe welcomed everyone to the meeting and gave a brief history of Communities 13 Inc..

MINUTES: Moved by Greg Dawson seconded by Donnie Aitken that minutes of the previous annual meeting September 25, 2012 be approved as circulated. Carried.

GENERAL MANAGER'S REPORT: (Copy Attached)

Donna advised the meeting that we accomplished our goal of breaking even operationally over the past year. She thanked all the users of the facility for their continued support and efforts to increase the use of the facility. Donna thanked all the staff for their hard work and dedication to the facility. Donna reviewed her goals over the past year, being ways to improve communications with users and communities, maintain operational expenses, increase donations and sponsorships, and maximize usage, and health and safety procedures. Donna advised that we have secured a three year contract for curling school, and funding for the Rink Sense cold water flood.

Donna reviewed the proposed budget for 2013-2014. (Copy Attached)

FINANCIAL STATEMENTS: (Copy Attached)

Reviewed Financial Statements as prepared by MRSB

Also reviewed Capital Fund and proposed Capital Expenditures for the coming year.

Moved by Greg Dawson seconded by Donnie Aitken that Financial Statements prepared by MRSB be approved as circulated Carried.

PRESIDENT'S UPDATE:

Ron thanked Donna for her hard working in managing the facility and advised that he was pleased with her efforts in keeping the condition of this facility in such great shape. Ron thanked the Communities for coming together to commit to the Capital Fund to maintain this facility.

ELECTION OF DIRECTORS:

Ron reviewed the list of Directors that are appointed by their Community or have agreed to sit at large on the Board. He advised that some Communities have not yet appointed someone to the Board.

Moved by Donnie Aitken seconded by Hal Parker that the following Director's be approved. Carried
Mike Hammill – Afton, Steven Stead- Clyde River, Gregg Dawson, Kingston, Colin MacPhail – Meadowbank, Don Aitken – Miltonvale Park, Wendy McQuaid –New Haven-Riverdale, Darryl Hughes – Warren Grove, Leanne Hughes – Winsloe South, Leeanne Cantwell – Cornwall and Area Skating Club, Ron Keefe, Joe Clow, Donalda Docherty, Maureen MacNevin, Darlene MacDonald, and Jane Edmonds.

ADJOURNMENT:

Moved by Donnie Aitken seconded by Wendy McQuaid that meeting adjourn.

Communities 13 Inc. General Manager's Report Annual Meeting September 26, 2013

In the 2012-2013 year, we have accomplished our goal of break-even operational. The APM Centre/Communities 13 Inc operates the facility on a user pay basis which is different from many other community centres. The only government funding for the operations of the facility is the arena grant received from the province currently \$9,000 per year. Maximizing the use of the facility helps keep facility user fees as low as possible. I would like to thank all the users of the building for their support to the building. A special thanks to North River Minor Hockey, Cornwall Thunder, Cornwall and Area Skating Club, Minor Junior and Matrix for their continued support and their continuing efforts increase the use of ice time in the building. Also a special thanks to the walking, fitness and aerobic members and all our gymnasium users for their continued support. I would especially like to thank the APM Centre's excellent staff for all their hard work and dedication to the facility; they really are what makes it all work.

Goals over the Past Year:

1. Continue to work to improve ways we communicate with our users and the 13 communities.

- We continue to produce 6,500 program summaries and distribute them to all homes and businesses in the 13 communities.
- We are still maintaining our What's Happening TV in the lobby with upcoming events and building sponsors.
- We are continuing to work to keep our web site up to date www.apmcentre.com
- We feed information through face book updating information several times per week. So if you are not already connected, join us by choosing to like us on face book.

2. Continue to maintain our operational expenses.

- Over the past year, our operating expenses decreased by 7% or \$29,585
- We operated the arena 240 days in 2011/12 and 229 in 2012/13, eleven less days this past year. Listed below are factors that affected operational expenses.
 - Electricity expense was down by \$2,234 over the past year. Upgrade to arena lights, less operating days, changes to the parking lot lights and the energy accord contributed to this decrease. We use on average 42,000 kw hrs. per month in peak season. We do need to continue to monitor rates as these rates have a large impact on our costs.
 - Furnace oil expense decreased by \$19,089 as we saw most of these savings from our new heat reclaim system. Also in February of 2013 we switched over to a new cold water flood system for the zamboni water. We have reduced our oil consumption on our main heating system by 23,500 litres with the new heat reclaim system compared to the 2011 with no heat reclaim system.
 - Ice making expense increased by \$1,234 as we completed the replacement of several pressure valves in the arena plant that were due to be changed.
 - Our cost of sales was 52.2% vs 54.5% in the prior year.

3. Increase charitable donations and advertising sales.

- Arena sign advertising sales have increased by \$1,820 over the past year.
- The goal is to continue to look for opportunities to increase revenues from sponsorship.
- We would also like to increase people's awareness that we are a charitable organization in which they can contribute to and receive a charitable receipt. We have had the same people making donations over the past few years.

4. Continue to maximize usage

Rentals

- Ice Rental Sales decreased by \$21,293 over prior year and 10,600 less than budget.
 - decrease eleven ice rental days
 - We did not have the Matrix Conditioning or Tryout rentals compared to the prior September.

- April was also a very small month for rentals compared to the prior year. We lost a small rec tournament in April of 2013.
- We lost a significant amount of ice time due to weather over the past year. This time normally gets made up at other venues as we have no open time for make up ice times. With February being our worst month for storms, we averaged 8.7 hours per day compared to 10.4 in the prior year.
- NRMHA hosted one tournament at Christmas, one less than prior year. We only hosted one provincial compared to two in the prior year. NRMHA again ran minor hockey make up days into March Break and held their year end light show which all contribute to the sales numbers.
- APM Centre again this year ran the Men`s Rec Tournament in April.
- Gym rentals decreased by \$5,900 over prior year and \$1,500 over budget. We had projected most of the loss due to changes in clients. The town of Cornwall also reduced the hours they rented in the gym.
- Meeting Room Rental increased by \$1,000.

• **Membership Sales**

- Gymnasium Memberships - were down by \$253 over last year. This is mostly money collected from guest passes to the gym.
- Walking Memberships - were down by \$1,076 over last year. Weather plays a big part and last winter had lots of poor weather.
- Fitness Memberships - decreased by \$470 over last year.
- Aerobic Memberships - decreased by \$2,636 over last year. We had one instructor out for some of the year and this affected our numbers. Also weather would affect the drop in fees collected.

5. **Health and safety procedures.**

- We are continuing to work in this area. We have been continually monitoring our current procedures but with the changes in the Health and Safety regulations there is always work to be completed in this area.

6. **Life cycle plan for building.**

- With the new capital fund we have been able to install more efficient arena lights. Install a new cold water flood system which will provide long term saving to the building.
- We are continuing to complete repair to ensure the building is safe for all users.

7. **Secure a new contract for summer ice rental.**

- We have secured a three year contract for the Whitecap curling school through Curl Atlantic.
- We will be continuing to work to secure other contracts that would increase the usage of the building.

8. **Funding for Rink Sense Cold water System:**

- We have secured funding through rural development fund to purchase this system for the arena. We see at between \$5,000 and \$7,000 saving in furnace oil per year with this new system depending on price of oil and days of ice rental.

9. Events in the past years

Event & Banquets	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Weddings/Anniversary	2	4	5	8	8
Church Suppers/Events	4	5	2	6	5
Fundraisers	4	9	8	4	7
Hockey/Ringette Tournament	9	11	8	16	12
Other	26	29	24	22	17
Total Events	<u>45</u>	<u>58</u>	<u>47</u>	<u>56</u>	<u>49</u>

Respectfully Submitted
Donna Butler
General Manager
Communities 13 Inc.