

**Community of Miltonvale Park
COUNCIL MINUTES**

Milton Community Hall

7:30 p.m., Wednesday, March 25, 2015

PRESENT: Chair Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Philip Hooper, Helen Shaw; Administrator Shari MacDonald

REGRETS: Councillors Sheila Curtis, Sheila MacKinnon, and Denise MacDonald-Vail,

1. **CALL TO ORDER** – Chair Parker called the meeting to order at 7:44 p.m., thanked those in attendance and noted that quorum was met.

2. **APPROVAL OF AGENDA**

Motion 2015:21 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the agenda be approved as circulated, with the addition of recently received correspondence within the agenda categories.** Motion carried.

3. **INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

Additional information was correspondence from Connor Jay with a request for a donation in support of his fundraising cycling trip across California, insurance and Enabling Accessibility Program information.

4. **DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST**

Councillor Hooper will excuse himself from discussions regarding the Milton Community Hall.

5. **APPROVAL OF MINUTES –March 4, 2015**

Motion 2015:22 – Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the minutes of March 4, 2015 be approved as circulated, with the correction of the typo on page 6 regarding the IRAC appeal.** Motion carried.

6. **BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

- a. **AUDIT** – The Finance committee met with Michelle Burge from MRSB on March 20, 2015 to review the audit. She made slight revisions to the wording in some areas, regarding the terms “net debt”, and “assets” to better reflect our financial position, but it is suggested that the “increase in net debt” on page 3 also be changed to “assets” to have the terms agree.

Motion 2015:23 – Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the audited financial statement for 2014 be accepted, with the noted change.** Motion carried.

The auditor’s letter was also received with several suggestions regarding internal control which the Finance committee will review at their next committee meeting.

b. INFRASTRUCTURE

a. **Capital Infrastructure Plan** - Council reviewed the capital infrastructure plan and prioritized it as follows:

YEAR(S)	Category	Project Title	Priority	Approx. Cost
NOW	CAPACITY BUILDING	Official Plan 2014-16	in progress	\$ 48,000
1	SPORTS/RECREATION	Park -B'ball fencing, dog run, acc. swing	1	\$ 11,000
1-2	TOURISM/CULTURE	Musical instruments for park /new playground structures		
1-3	BROADBAND	Miltonvale Park Pole Project	2	\$ 170,000
5	BROADBAND	Miltonvale Park Fiber Op		\$ 500,000
		OR		
1-3	BROADBAND	Miltonvale Park 5-10MB Internet	2	\$ 180,000
1-2	TOURISM/CULTURE	War Memorial	3	\$20,000
3-5 yrs	SEWER	Miltonvale Park - Septic Risers	4	up to \$150 ea
3-5+	DISASTER MITIGATION	EMO items -communications, cots..	5	depends on extent
(Total cost	SPORTS/RECREATION	Sidewalks - Both Sleepy Hollow Rd and Royalty		\$ 260,000)
2-4	SPORTS/RECREATION	SH Rd - Park to Lr Meadowvale –220 m	6	\$ 33,500
5-7	SPORTS/RECREATION	SH Rd - Lower Meadowvale Miles Boulter Drive –880 m		\$134,000
3-5	SPORTS/RECREATION	Royalty Rd -600 m		\$ 91,500
5-10	SPORTS/RECREATION	Minimal stand alone washroom	7	
2-3	SPORTS/RECREATION	Shade shelter for dog park	8	
5 yrs ++	SEWER	Sewer - possible problem areas - Hiddenview Drive. Rte 2&7		
5-10+	TOURISM/CULTURE	Improve streams - fish ladders		
10+	GREEN ENERGY	Windmill		
10+	PUBLIC TRANSIT	Van for seniors/teens transport		
10+	OTHER	Seniors Housing		
No power to do	ROADS/BRIDGES	Trenching/culverts where water runs on roads		

It was noted that the Cornwall and Area Watershed group is doing a 1-2 year reinvigoration of the Watershed Management Plan and may have infrastructure wants, as a result. Green Initiative grants could change in the future to reflect new priorities. If a stand-alone washroom was built at the park, it could incorporate more “green” concepts – such as solar power, a skylight, and waterless cleaner.

b. **Municipal Strategic Component –Gas Tax** – The first deadline for 2015 was March 20, 2015. Council had been considering applying for part of the \$2 million available for this year, but the storm delay for the Council meeting meant that no council motion could be made for this deadline. There will be a new intake of applications in the fall.

c. **FEEDBACK** – Nine municipalities responded for the request regarding feedback for the motion requested by Canada Post and for a mover to a resolution regarding Fracking to FPEIM from the group Save our Seas and Shore. None had passed the Canada Post motion. It was thought that Breadalbane might move the Save our Seas and Shores request; however, the deadline to submit a motion to the Federation of PEI Municipalities has now passed. It was decided to not deal with the Canada Post motion, given the limited resources of the community.

d. **ANNUAL MEETING** – It was discussed whether staff from the APM Centre should be invited; however, it was felt that Donna Butler gave much valuable information last year, and there had not been significant changes over the past year. Information from

the APM Annual meeting is in the meeting packages. They were distributed, and available on the website on the 24th. The administrator will circulate the motions for budget/tax rate to councillors in advance of meeting.

- e. **WORLD WAR COMMEMORATIONS COMMUNITY FUND** – There is a funding program to celebrate the First and Second World Wars, with an April 2, 2015 deadline. At the March 4th meeting, interest was expressed in a monument. It was suggested it also include the contribution of women and the war effort at home, not only the soldiers.

Motion 2015:24 – Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the Community authorize Administrator Shari MacDonald to apply to the World War Commemorations Community Fund to erect a war memorial monument on the grounds of the Milton Community Hall, and for funding for a dedication ceremony.** Motion carried.

7. CORRESPONDENCE

- a. Councillors reviewed the following pieces of correspondence
 - a. **APM Centre** – The annual request for a \$4514 capital campaign donation was received. This year the priority is the replacement of the wooden floor in the gymnasium. The APM Centre was awarded a grant, which will reduce the net cost to \$17,285.
 - b. **Atlantic Bug Busters** –An invoice for \$2558.16 was received this year, which represented an increase in costs of 2% for insect spraying in the Loyalist Road area.
 - c. **Communities in Bloom** – The municipality received an invitation to participate in this program "to foster civic pride, environmental responsibility, and beautification through community participation". The responsibilities would be to involve the community, prepare for evaluation, provide lodging and transportation for two volunteer judges, as well as are registration fee of either \$400 or \$150 as a non-competitive "Friend". The Council felt they would rather put the communities resources into encourage local beautification.
 - d. **Request for Funding** – Former Councillor Connor Jay is cycling across California in May to raise funds for Restore Leadership Academy in Uganda.

Motion 2015:25 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park donate \$75 in support of Connor's Jay's cycling trip for Restore International.** Motion carried.

- e. **Insurance** – Two proposals were received for insurance. It was decided to continue with the current insurer, but to begin sooner next year, and review our requirements to allow more time to thoroughly consider the options.

- f. **Enabling Accessibility Funding** – The deadline to apply for this funding program is April 27, 2015. There may be the opportunity to acquire funding to improve the community park (entrance of the shelter (although Brad Coles may be able to fix this easily), ramp for gazebo, playground equipment or outdoor musical equipment). This will be discussed further at April’s meeting.

8. PRESENTATIONS OR DELEGATIONS TO COUNCIL

There were no presentations scheduled.

9. REPORTS

i. Environment and Community Living

- a. **Watershed Group** –The Cornwall and Area Watershed Group (CAWG) held their annual meeting on Wednesday, March 25 and Councillor Cosh-MacKenzie and Chair Parker were able to attend most of it, before coming to the Council meeting. Attendance was very good, with a great representation of youth.

Motion 2015:26 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park donate two \$20 gift certificates to the CAWG Annual Meeting for their guest speakers.** Motion carried, with Councillor Hooper abstaining.

Motion 2015:27 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park apply for to Jobs For Youth for a position for a summer student to be supervised by and work with the Cornwall and Area Watershed Group.** Motion carried

b. **Seniors Projects**

- i. The **New Horizons for Seniors Program** approved \$9310 for “Miltonvale Park Players” to pay for exercise classes and have six theatrical-type workshops before mounting a play. The program must be completed by March 16, 2016. Councillor Hooper will check with a family contact, regarding possible workshop facilitators.
 - ii. **The PEI Seniors' Secretariat's Age Friendly Community Grant** for fitness classes and twice monthly activities will be finished at the end of March. The March date, and the storm date, for the Seniors Heath Expo were both stormed out again; and it will be re-scheduled for late March or, more likely, early April. The Stew and Stories event was postponed until May 22.
 - iii. **Fitness Classes** are continuing on Mondays and Friday, with a reduced cost of \$2.
- c. **Park and Pasture** – The RFP for the pasture was announced in newsletter. There has been no new word from the Province regarding the renewal of the lease.

Motion 2015:28 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park apply for to Jobs For Youth and the Post-Secondary Student Program for two positions for summer students for the Community Park and other assigned tasks.** Motion carried.

Motion 2015:29 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park rent a bouncy castle for Canada Day.** Motion carried.

Motion 2015:30 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Philip Hooper that **the Community of Miltonvale Park set a wage range to pay the summer students \$11.50-\$12.50/ hour dependent on qualifications and experience.** Motion carried.

ii. **Emergency Measures**

Councillor Cosh-MacKenzie attended a Flood Hazard Workshop in Truro earlier this month. She noted many municipalities are not that pro-active, although there are more municipalities now purchasing houses in flood zones. Special projects funding was approved for 15 weeks (one from March 23-27, then 14 more weeks beginning in April) to hire Kory MacAusland to coordinate the Community's EMO Plan. He is a firefighter, who has been deployed out of province several times with Red Cross and does training at the Fire Training School. He will be visiting residents, gathering information for Emergency Measures. This would also be an ideal time to collect other information that might help the community, for instance in its preparation of the official plan, internet infrastructure applications, or interest in raised covers for septic tanks.

Motion 2015:31 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park contract with the Employment Development Agency, to hire an EMO coordinator for 15 weeks.** Motion carried.

Motion 2015:32 - Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the Community of Miltonvale Park supplement the salary of EMO coordinator to \$14.50/hour.** Motion carried.

iii. **Finance/Payment of Accounts**

- a. **Remittance** –The Receiver General was paid for February, 2015 and T4 slips were distributed and filed.
- b. **Reports and Payment of Accounts** –Financial statements for January and February were circulated. In the future, journal entries will be circulated electronically for review, but will not be printed for the Councillor packages. The 2014 bill for the flowers at the Rte 2 & 7 intersection was received after the audit was completed, and will be moved into the 2015 budget.
- c. **Budget for 2015** – The proposed budget was reviewed, and will be presented to the residents at the Annual Meeting for their approval on March 30, 2015. The tax rates are expected to remain unchanged at 14.6 cents/\$100 for non-

commercial and 80.6 cents/\$100 assessment for commercial properties, if the projected expenses are approved.

Motion 2015:33 – Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the financial report be accepted.** Motion carried.

iv. Planning Board

- a. **IRAC Appeal** – No ruling has been received yet regarding the O'Halloran appeal.
- b. **Development Applications and Permits** – No permits were issued since the last meeting. Nothing further was received regarding the Meadowvale Community expansion. The development officer had a request from Alan Aitken at DTIR for a preliminary opinion regarding the Horton/Dickieson matter, which he forwarded to Planner Janice Harper.
- c. **Official Plan** – Janice Harper/Gordon Smith from CBCL expect to meet with Planning Board once the Development Officer has returned to the Province. He is resuming office hours on April 13. Issues to address are future servicing, boundaries or sharing of services.

v. Personnel

The Committee met and recommended adding money to the wage budget for 120 extra hours for the administrator to account for possible overtime. The committee suggests that the hours, or at least part of them, be paid out at regular intervals, such as quarterly.

vi. Report from Staff

The administrator reviewed the audit, worked on annual meeting preparations, promoted, then cancelled, the health fair and is working to rescheduling it again. The PEI2014 final reports were submitted. She applied for special projects funding, and subsequently, met with EMO person Kory MacAusland. She did the 2015 accounting to date and is working on the newsletter. Upcoming activities and deadlines include the Jobs for Youth applications, (2 park, 1 watershed) and the Post-Secondary Student Program (March 28 deadline), the Municipal Financial Information Return -MFIR (April 1 deadline), AER (May), the website revamp, Provincial Infrastructure Fund paperwork for 2014, and its application for 2015, as well as the March 31 Councillor remuneration.

10. BUSINESS

- a. **Annual General Meeting** – The annual meeting will be held on Monday, March 30, at 7:30 p.m. at the Milton Community Hall (storm date March 31). Meeting packages have been printed, and distributed to several locations in the community, and are available on the website.

b. Volunteer Recognition Award

Motion 2015:34 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park adopt the Miltonvale Park Volunteer Recognition Award nomination procedures and application form, as circulated.** Motion carried.

The form and policies will be reviewed after the first year, if necessary, for instance if there is the desire to encourage more youth nominations.

11. NEXT MEETING DATE – The annual meeting is March 30, 2015 at 7:30 p.m.

The next regular meeting is Wednesday, April 15, 2015 at 7:30 p.m.

12. ADJOURNMENT

Motion 2015:35 – Moved by Councillor Philip Hooper that **the meeting be adjourned** and Chair Parker declared it so at 9:11 p.m.

Chair

Administrator

Date Approved