



**MILTONVALE PARK COMMUNITY COUNCIL
ANNUAL GENERAL MEETING
Milton Community Hall Tuesday, March 15, 2016 at 7:30 p.m.
Storm date - Wednesday, March 16, 2016**

AGENDA

- 1. Call to Order and Welcome**
- 2. Presentation of Agenda**
- 3. Minutes of March 30, 2015 Annual General Meeting**
- 4. Reports**
 - A. Chair's Report – Chair Hal Parker**
 - B. Committees and Associated Bodies**
 - i. Planning Board –Chair Hal Parker**
 - ii. Environment and Community Living – Councillor Tamsyn Cosh-MacKenzie**
 - iii. Emergency Measures –Councillor Sheila Curtis**
 - iv. Personnel – Councillor Phil Hooper**
 - v. Queens County Landfill –Chair Hal Parker**
 - vi. Communities 13, Inc.**
- 5. Auditor's Report and Presentation of Financial Statements – 2015 Councillor Phil Hooper**
- 6. Proposed Budget and Approval of Estimates 2016 –Councillor Phil Hooper**
- 7. Establishment of Tax Rate for 2016 –Councillor Phil Hooper**
- 8. New Business**
 - A. Issues or Concerns from Residents**
- 9. Adjournment of Annual General Meeting**

Procedural Notes: 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 the purpose of voting during a municipal election (Minimum age 18, lived in Miltonvale Park previous 6 months, Canadian citizen).

Miltonvale Park Community Council
Annual General Meeting Minutes
Monday, March 30, 2015

Council members present: Chair Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Helen Shaw and Philip Hooper

Administrator: Shari MacDonald

Residents and landowners present: George Piercey

Regrets: Councillors Sheila Curtis, Sheila MacKinnon, Denise MacDonald-Vail

1. CALL TO ORDER & WELCOME

Chair Hal Parker called the meeting to order at 7:30 p.m., and welcomed those in attendance.

2. APPROVAL OF AGENDA

Motion 2015-36: Moved by Councillor Tamsyn Cosh-MacKenzie and seconded by Councillor Philip Hooper that **the agenda be approved as circulated**. Motion carried.

3. MINUTES OF MARCH 24, 2014 ANNUAL GENERAL MEETING

Motion 2015-37: Moved by Councillor Tamsyn Cosh-MacKenzie, and seconded by Councillor Helen Shaw **that the minutes of the March 24, 2014 Annual General Meeting be approved as circulated**. Motion carried.

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 over the past year.

Motion 2015-38: Councillor Tamsyn Cosh-MacKenzie moved, and Councillor Philip Hooper seconded, **the adoption of the Chair's Report**. Motion carried.

4. COMMITTEE REPORTS

- i. **Planning Board** – Planning Board Chair Hal Parker referred to the report circulated in the meeting package. He thanked the members of the Planning Board and staff, including new planner, Janice Harper. The Official Plan will be under review in the upcoming year. There was one appeal against the community at the Island Regulatory and Approvals Commission (IRAC) in 2014, and Council is waiting to hear the results. There were more permits issued in 2014, however, they were for less value than in 2013, as there were no major construction projects.

Motion 2015-39: Moved by Councillor Philip Hooper and seconded by Councillor Helen Shaw **that the Planning Board Report be adopted**. Motion carried.

- ii. **Water and Sewer** – Chair Parker briefly highlighted the written report and noted that the committee has been disbanded as the original purpose, obtaining a solution to the Water and Sewer issues in the Sleepy Hollow area, had been fulfilled.

Motion 2015-40: Moved by Councillor Philip Hooper, 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 reviewed the highlights from 2014. The Community Park hosted the summer drop-in program and well-attended Canada Day celebration, and a small community garden was established. Swallow boxes and homemade mosquito traps will help to reduce bugs in the park. The Community participated in Family Violence Prevention Week, and held a Christmas decorating contest. The pasture lease has expired. The Cornwall and Area Watershed Group is working in the North River Watershed area. Many seniors' events were held this year. Communications increased with more frequent event flyers. PEI 2014 funding supported the 2014 Minutes of Story and Song series, and an enhanced Canada Day. Council was pleased to see an increased in the number of bursaries awarded in 2014.

Motion 2015-41: Moved by Councillor Helen Shaw and seconded by Councillor Philip Hooper that the **Environment and Community Living Report be adopted**. Motion carried.

- iv. **Emergency Measures Organization** – Chair Parker reviewed the EMO Report, and noted that the national Sustaining Communities Conference in Charlottetown in February 2014, was very informative. A 15 week project to hire an Emergency Measures Coordinator has just been approved for the community.

Motion 2015-42: Moved by Councillor Tamsyn Cosh-MacKenzie and seconded by Councillor Helen Shaw **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 Philip Hooper.

Motion 2015-43: Moved by Councillor Philip Hooper and seconded by Councillor Tamsyn Cosh-MacKenzie **that the Personnel Report be adopted**. Motion carried

- 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. As a result of the on-site meeting with Island Waste Management Corporation (IWMC) CEO Gerry Moore, IWMC trucks will no longer access the landfill site via Royalty Road.

Motion 2015-44: Moved by Councillor Philip Hooper and seconded by Councillor Helen Shaw **that the Queens County Landfill Report be adopted**. Motion carried.

- v. **Communities 13 Inc.** – Chair Parker referred the meeting to the written report for Communities 13 Inc. He noted that he and the administrator attended the Communities 13 Annual Meeting, which is held each September. This past year, APM Centre received a donation of \$160,000 which allowed them to pay down their debt.

Motion 2015-45: Moved by Councillor Tamsyn Cosh-MacKenzie and seconded by Councillor Philip Hooper **that the Communities 13 Inc. Report be adopted.** Motion carried.

5. AUDITOR'S REPORT AND PRESENTATION OF FINANCIAL STATEMENTS -2014

Finance Chair Philip Hooper noted that the Community had received a clean audited report for 2014.

Motion 2015-46: Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the financial statements for the Community of Miltonvale Park for 2014, as audited by MRSB, be adopted as presented.** Motion carried.

6. PROPOSED BUDGET AND APPROVAL OF ESTIMATES - 2015

Finance Philip Hooper reviewed the proposed revenues for the 2015 year, as presented in the budget. Residents are able to vote to approve the expenditures. If the expenditures presented in the 2015 budget are accepted as printed, the tax rates would remain 14.6 cents/\$100 non-commercial and 80.6 cents/\$100 for commercial properties.

Councillor Hooper outlined the anticipated operating revenues of \$263,430 and proceeded to review expenditures before the vote on each specific category.

Motion 2015-47: Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie, **that "General Administrative" expenditures of \$57,540 be approved.** Motion carried.

Motion 2015-48: Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw, that **"Facilities and Public Property" expenditures of \$30,660 be approved.** Motion carried.

Motion 2015-49: Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie, that **"Fire Protection" expenditures totaling \$51,930 be approved.** Motion carried.

Motion 2015-50: Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw, that **"Planning and Zoning" expenditures of \$76,300 be approved.** Motion carried.

Motion 2015-51: Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **"Community Development" expenditures of \$18,650 be approved.** Motion carried.

Motion 2015-52: Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw, that **"Professional Services and Memberships" expenditures of \$9,850 be approved.** Motion carried.

Motion 2015-53: Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **"Recreation and Parks" expenditures of \$18,500 be approved.** Motion carried.

Motion 2015-54: Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the "Capital" expenditures of \$330,520 be approved.** Motion carried.

Motion 2015-55: Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the Community approve the 2015 budget as presented.** Motion carried.

7. PROJECTED TAX RATED FOR 2015

Motion 2015-56: Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the tax rate for the Community of Miltonvale Park for 2015 be 14.6 cents/\$100 for non-commercial and 80.6 cents/\$100 assessment for commercial properties.** Motion carried.

8. NEW BUSINESS

a. Capital Investment Plan

Motion 2015-57: Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the Community of Miltonvale Park approve the submission of the circulated Capital Investment Plan to the Provincial Infrastructure Secretariat.** Motion carried.

b. Issues or Concerns from Residents

No concerns were raised.

9. ADJOURNMENT

Motion 2015-58: Moved by Councillor Philip Hooper, and seconded by Councillor Helen Shaw that **the meeting be adjourned,** and Chair Parker declared it so, at 8:01.

Chair

Administrator

Date Approved

Chair's Report - Community of Miltonvale Park – 2015

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 2015, vote on the proposed expenditures for 2016 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 Miltonvale Park's Official Plan and Development By-Laws and 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.

A by-election was held in January 2015 to fill two Councillor positions, still vacant after the November 2014 municipal elections. Denise MacDonald-Vail and Helen Shaw were acclaimed and join Sheila MacKinnon, Tamsyn Cosh-MacKenzie, Sheila Curtis and Philip Hooper on the Council. I know that all of your Councillors 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 3rd Wednesday of the month, at 7:30 p.m. in the Council boardroom at the Milton Community Hall.

Planning Board has completed a busy 2015, with a focus on overhauling the Official Plan and Zoning and Subdivision (Development) Bylaw. Council appreciates the help of community members Steve Dickieson, George Piercey and Betty Pryor who serve on the Planning Board. Their opinions and insights are invaluable.

In 2015, there was a complete comprehensive legislatively required review of our Official Plan and Development By-Laws for which the Community has received the majority of funding from the Capacity Building Fund. Our original planner became employed with the Province, so Hope Parnham of Dv8 Consulting completed the review and revisions.

Miltonvale Park also been providing significant activities re Seniors' programs – with regular seniors exercise classes, an eight week session of chair yoga, healthy eating presentations, 55 Drive Alive Course, Seniors Health Fair, Stew and Stories and a Road Trip. A highlight of the seniors programming was the establishment of the Miltonvale Community Players, with their very successful "A Priest From Away" play which delighted four packed houses this January.

One of the goals this year was to provide increased family events – a bouncy castle delighted youngsters at Canada Day, and a Halloween Party was planned with many fun activities.

The Cornwall Area Watershed Group (CAWG) included our section of the North River watershed within their mandate in 2014. In 2015, the community applied for funding to provide a summer student for their organization, and Brandon Condon was hired. Councillor Tamsyn Cosh-MacKenzie acts as a liaison between the community and the Watershed Group. CAWG has been focusing this year on developing a strategic plan for the group.

We also focused on Emergency Management Planning this year and were fortunate to receive Employment Development Agency funding to hire experienced firefighter Kory MacAusland. Kory circulated an EMO survey, modified our EMO plan, and did some training within the community.

Infrastructure also received attention this year, with an inventory and description done of all our buildings, playground equipment, and sports fields in early 2015. We received Provincial Infrastructure Funding to assist with the costs of installing a dog run at the park, a fence around the basketball court and installed four community welcome message boards and several new “Welcome to Miltonvale Park” signs. A project to improve the broadband internet was approved for funding through the Gas Tax Program, and the community is working with a telecommunications company to ensure that the best project possible can be completed.

This year your elected officials and staff have kept abreast of municipal affairs provincially (through the Federation of PEI Municipalities) and nationally (through the Federation of Canadian Municipalities -FCM) by renewing our membership and attending conferences. Delegates went to the annual and semi-annual meetings of FPEIM in Linkletter and Tignish.

I would like to thank all of you who have shown your support for the community by attending Canada Day celebrations, 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 our park summer students Carolyn Crane and Ryan McIntosh 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 the past year.

I wish to thank, on behalf of myself and all of Council, our staff Administrator, Shari MacDonald, and our Development Officer, Sandy Foy, for all of their hard work during the year to keep us informed so we could make the best decisions possible on your behalf.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hal Parker", with a long horizontal flourish extending to the right.

Hal Parker
Chair

2015 Planning Board Report

Members of the Planning Board include Councillors Sheila Curtis (Vice Chair), Sheila MacKinnon, Denise MacDonald-Vail and community representatives on the Board are Steve Dickieson, George Piercey and Betty Pryor. As well, staff, Administrator Shari MacDonald and Development Officer Sandy Foy are non-voting members of Planning Board.

Official Plan Review

Planning Board worked diligently throughout the year on the review of the Official Plan and Development Bylaw. Council circulated community surveys, and held three public meetings in 2015 and early 2016 to gather and share information regarding planning, zoning and subdivision regulations. Planner Janice Harper, who had originally submitted the successful proposal for the project, was later hired by the Province, and Hope Parnham, with Dv8 Consulting, completed the project. The Official Plan has been approved by Council, and it is expected the Development Bylaw will receive final Council approval on March 16, 2016. Both documents will come into effect once they receive Ministerial approval. The documents do not vary greatly in direction from the previous plan and bylaws, but are re-organized and are much more user friendly. Significant changes include a simplified application structure, the requirement for drainage plans, greater flexibility for accessory apartments, an environmental buffer, and buffers between land use edges, revised manufactured housing park zone and definitions, environmental reserve (overlay) zone, and revised subdivision regulations. More details on these changes can be found at <http://miltonvalepark.com/files/345.pdf>

Activity in 2015

In total, 20 development permits were issued in 2015. The stated value of the permits was \$519,600.00. This amount is \$950,050.00 less than in 2014.

The value of residential permits was \$324,800 which consisted of one new single family dwelling, a new mini-home and 12 permits for private accessory buildings, decks, fences and a sauna. This is \$217,150.00 more than in 2014.

Two permits for work involving \$180,000.00 were issued for agricultural parcels.

Three permits valued at \$12,800.00 were issue for institutional parcels.

One permit valued at \$2,000.00 was issued for a private storage building on a vacant lot.

Council granted preliminary approval for one lot consolidation.

Appeals

During 2014 Planning Board and Council were faced with two matters brought by a property owner (involving the same property and the same type of application). The hearing for these appeals to the Island Regulatory and Appeals Commission was held in January of 2015. The Commission quashed Council's decisions and ordered Council to issue the permit to place fill, subject to certain conditions. To date, the Applicant has not agreed to the conditions and the permit has not been issued.

Contraventions

During the year, five written notices of alleged contraventions were sent to land owners. Three involved erecting swimming pools without a permit; one involved erecting an accessory building

without a permit and one involved erecting a deck without a permit. One matter remains outstanding.

In Summary

As anticipated, 2015 was 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. Councillors were also involved in additional planning meetings due to the Official Plan Review. Their efforts are much appreciated.

Sincere appreciation is also extended to Sandy Foy (Development Officer) and Shari MacDonald (Administrator) whose hard work and timely insights help make my tasks and those of Planning Board much easier.

Lastly, thanks must go also to Janice Harper and Hope Parnham, for all of their guidance during the Official Plan and Bylaw Review.

Respectfully submitted,



Hal Parker
Chair, Planning Board

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

Seniors' activities have been a focus again this year. Residents and neighbours have increased their balance and flexibility as they continue to enjoy the Monday and Friday morning exercise classes. Coffee and treats follow these classes, and bring others into the hall for some socializing. Funding was received through the provincial Age Friendly Communities Fund and a federal New Horizons for Seniors (NHS) Program for activities throughout the year. The year began with a "Protect Yourself Financially as You Age" presentation, quilting classes, blanket making for family violence prevention week, 55 Drive Alive course, and a Health Fair with information about Diabetes, Healthy Cooking for One or Two, and useful advice from a pharmacist. In May, there was a much enjoyed Stew and Stories event, co-hosted with the Milton Community Hall, which has been very supportive of Council's outreach to our residents. Ten resident and friends of the community enjoyed a super day trip in October to visit Orwell Corner, Belfast Mini Mills and Rossignol Vineyards. An eight-week chair yoga session was popular in the fall. Another presentation from Margaret Prouse in December on Healthy Pot Luck Meals, led into lunch and a

Christmas Social. Perhaps the highlight of the Seniors programming was the establishment of the Miltonvale Community Players. About 25 residents and friends devoted much time to writing, and practicing for the highly anticipated “Some Neighbours: Episode 3 – A Priest from Away” which hit the stage in January 2016 to four sold-out shows. The actors and crew developed many new friendships throughout the project – and it appears the community play will now be an annual event. Much appreciation is extended to David Hooper and Ken Williams who wrote and directed the show, and to the rest of those involved in the production, including Premier Wade MacLauchlan, who made a special surprise guest appearance. We could not have imagined the success (and the laughs!) when this project was submitted for funding in 2014. A grant application was submitted to NHS for more seniors’ activities, and another road trip, including a partnership with the members of the Wheatley River 4-H Club, and the community should soon hear the results of that application.

Events:

Family Violence Prevention Week 2015 was recognized again by the purple ribbon tied around the hall and many volunteers who joined us for a Blanket Making Bee. The fleece blankets made possible through a min-grant from the Premier’s Action Committee on Family Violence Prevention, were donated in support of local women’s shelters.

A community survey was circulated in spring and summer to gather information for the Official Plan review. Results indicated that residents were concerned about traffic safety, especially the speed. Lawn signs were purchased and some were distributed to various areas of the community. More are available to be used in 2016.

This year also saw the Council host a Halloween Party. Although the attendance was low, the atmosphere, activities and treats were much appreciated by those who dropped in. The Holiday Decorating Contest was held again this past Christmas. It was wonderful to see everyone put up their festive best, and cash prizes were awarded to the winning participants – Grace Coles, Audrey Matheson, Miriam Hooper, Carolyn Jessome and Gina Beaton.

The community is improving communication of news and events– with regular updates to Facebook, the website and upcoming events flyers between newsletters. We plan to revamp the website this year, making it more user friendly. Currently Facebook sees us with 381 friends for “Miltonvale Park” and 57 “Likes” for “Community of Miltonvale Park”. Four new community message boards were installed in high traffic areas of the community, and are serving to be a focal point for community news.

In 2015, Council recognized Gail Ling with a Volunteer Recognition Award during the Canada Day Celebrations. Gail is a former Councillor who is also very active with the North Milton W.I. and the Milton Community Hall. Nominations will be accepted annually until early June, if you would like to recognize a community volunteer.

Summer Recreation and Park Programs

Improvements to the park included the installation of a dog run and fencing around the basketball net. A presentation was held in the fall by the owner of Courteous Canines to share information on how to best use the dog park. 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. The park is available to be booked for private gatherings by contacting the council office. The community garden was enlarged in 2015, and space will be available again this year for residents interested in growing vegetables or flowers.

We had excellent programming offered at the park with help from the Central Region Sport and Recreation Council, who trained the students to offer Active Sport and MultiSport classes. As well, summer students Carolyn Crane and Ryan McIntosh had a number of special days highlighting such interests as science, Christmas and teddy bears. Keep an eye on the website for updates on park programming again this year. Youth in the community who might be interested in working at the park this summer are encouraged to contact the council office.

The community pasture lease with the province was renewed for six years in 2015. Council may be looking for someone interested in leasing the pasture again this year, and must also install a berm and a swale to meet requirements of the Province.

Insect control

We will be trying some non-chemical ways to control mosquitoes at the Community Park, and highlighted ways to reduce mosquitoes around homes in the June 2015 newsletter. Insect control targeting black flies in the Loyalist Road/Confederation Trail area was continued again in 2015, and as well Council contributed towards the costs of black fly control in the Crabbe Road area. It is anticipated that Council will cover the costs to control the black flies in both areas in 2016.

Bursary

An important part of our mandate is our Children's Bursary Program, which is \$75.00 per child, annually. Families are encouraged to apply for this benefit, which is aimed to encourage extracurricular activities and sports. In 2015 there was \$2775 of bursaries awarded to support 37 children in extra-curricular activities. Support was also given by request to other community groups and sports teams.

Environment

The Green Initiative being offered by council sees grants awarded for the installation of replacement low flow toilets and shower heads and high efficiency washers to help conserve water. This year there were \$325 in grants awarded (four toilets, two HE washers and one showerhead), almost double the \$170 given out in 2014.

The Cornwall and Areas Watershed Group (CAWG) has expanded to include our section of the North River Watershed. Council applied for funding and hired a student to work with the watershed group this year. Their field crew did some stream restoration work in the area, and assessed several tributaries. Councillor Cosh-MacKenzie is acting liaison between CAWG and Council. In 2015 a steering committee worked to create an integrated watershed management plan.

Council also submitted a brief to the Province during its consultations on the Water Act.

Other

Council applied for funding in 2015 to erect a memorial to those who fought in the two World Wars, and is waiting to hear if the application was successful.

Be sure to watch for more information in our newsletters and online – there are lots of exciting things happening in our community, and we are always eager to hear what other programming or activities could be organized.

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

Emergency Measures – Chair Sheila Curtis

The Committee consisted of Councillors Sheila Curtis, Denise MacDonald-Vail, Philip Hooper Chair Hal Parker, and the Administrator (non-voting).

The Milton Community Hall is the Emergency Warming Centre for the Community, as well as an Emergency Operations Centre, with a propane generator to allow it to be usable in the event of a power outage.

In 2015, funding was acquired through the Employment Development Agency to hire Kory MacAusland for 15 weeks to review and update the Community's Emergency Measures Plan. Kory distributed an EMO survey to all the homes in the Community. He tabulated results from the approximately 40 homes who returned information, prepared a new Emergency Measures Plan for Miltonvale Park. Kory held a volunteer night for those who wanted to learn more, and he attended several Council meetings to share information with Councillors.

Emergency information for the community is featured in the newsletter and on the community website. Residents are encouraged to 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.

Personnel Committee Report for 2015

The committee consists of Chair Philip Hooper, Vice-Chair Tamsyn Cosh-MacKenzie, Helen Shaw, Council Chair Hal Parker and the Administrator.

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 worked at the administrator position 20 hours/week, with regular office hours held on Tuesdays from 4:30-6:30 p.m. and Wednesdays from 9:00 -11:00 a.m. The remainder of her weekly hours are flexible; by appointment or by chance at the office at the Milton Community Hall. In recognition of the number of overtime hours worked throughout the year for the past several years, the committee recommended that the administrator position be changed to 24/hours weekly and Council approved this to begin in January 2016. Council also approved an increase in the administrator's wages of \$1/hour to take effect in June 2016.

The annual evaluation of permanent staff was held in October 2015, and Council continues to be very pleased with their performance.

Council also hired students Carolyn Crane and Ryan McIntosh, with financial assistance from the federal Canada Summer Jobs program and the provincial Post-Secondary Student Program funding to work at the park. They received High Five and First Aid training. Brandon Condon was hired through the Jobs for Youth program to work with the Cornwall and Area Watershed Group, and Kory MacAusland was funded through the Employment Development Agency to prepare the Emergency Management Plan. Students who may be interested in working for the community in the summer of 2016 are encouraged to contact the Council office.

Respectfully submitted,

Councillor Philip Hooper
Chair, Personnel Committee

QUEENS COUNTY REGIONAL LANDFILL **ANNUAL REPORT 2015**

A. BACKGROUND

The Queens County Regional Landfill (QCRL) was opened in July 1985 and replaced the East Royalty Landfill. The site, located in Miltonvale Park, was primarily a "bulk" and "non-burnable" waste handling operation utilizing conventional trenching systems.

This landfill was operated with a private sector contract on an 8.5 hour per day basis under the supervision of Island Waste Management Corporation (IWMC) as outlined in the July, 2001 operating agreement between the Government of Prince Edward Island, as represented by IWMC, and the Miltonvale Park Community Council (The Council).

The site closed for waste disposal in November, 2002.

B. LANDFILL COMMITTEE

The agreement of 1984 which governed the operation of the site until the agreement of July 2001, outlined a five member landfill committee consisting of up to 3 members appointed by council and two members appointed by Island Waste Management Corporation.

The 2015 Committee was Mr. Hal Parker, (Chair) Miltonvale Park and Mr. Gerry Moore, Island Waste Management Corporation. The Committee meets at the call of the Chair and in 2015 there were no meetings scheduled:

Work was started in 2011 to install a water supply system to serve residents in the areas adjacent to the landfill, and at present approximately 65% of the area residents are connected to the new system.

The final phase of site finishing work has been completed and all areas are now grassed.

Groundwater monitoring has been completed in July 2015 and the results from this sampling are presented in the attached report. *(available at the Council office).*

C. SITE ACTIVITY 2015:

The property continues to be used by IWMC to store and move Waste Watch carts and roll-off containers. This concludes the report on activity at the site in the year 2015.

Respectfully submitted



Gerry Moore, CEO
Island Waste Management Corporation

Communities 13 Inc.

Summary - Communities 13 Inc. Annual Meeting Minutes - September 28, 2015

There were 17 people in attendance when the meeting was called to order at 6:00 p.m.

INTRODUCTION: Ron Keefe welcomed everyone to the meeting and advised that there were Directors from each of the 13 Communities, plus minor hockey and figure skating, plus Directors at large. He advised that there was room for more directors and there would be nominations later in the meeting.

MINUTES: The minutes of the previous annual meeting on September 24, 2014 were approved as circulated.

FINANCIAL STATEMENTS: Ron reviewed the Financial Statements prepared by MRSB Chartered Accountants. Ron advised that our current assets of approximately \$100,000 are made up of mostly cash of which \$64,371 is a restricted Capital Account. Our Liabilities consist of a loan from the Provincial Credit Union of \$50,400 which is renewable on April 30, 2016. The Accountants listed it on the statements as a "Callable Loan which generated a question as to whether the bank could call the loan. Ron advised that while it is callable, we are satisfied that it would not happen as the terms are being met and the bank is charging a good interest rate. Sales of approximately \$480,000 are up slightly over last year. The excess revenue over expenditures of \$10,141 is about the same as last year and is about the amount needed to make our loan payments for the year.

The adoption of the Financial Statements as prepared by MRSB Chartered Accountants for Year Ended June 30, 2015 was approved, and MRSB were reappointed the auditors for 2016.

GENERAL MANAGER'S REPORT AND BUDGET FOR 2016:

Donna circulated a copy of her report. Donna thanked all the users of the facility and thanked the staff for their hard work keeping the facility in great shape. She thanked the Communities for contributing to the Capital Fund.

Donna advised that we accomplished our goal of break-even operations and noted this facility operates on a user pay basis which is different from a lot of other facilities. Donna reviewed her goals over the past year and listed her stats for events and memberships for the very successful year. Donna reviewed the budget for 2015-2016.

PRESIDENT'S UPDATE:

Ron thanked Donna and the staff for doing a great job over the past year. He acknowledged that there are many challenges operating a non-profit organization. Ron thanked the Communities for their commitment to the capital fund and advised that this funding is necessary as the building is now 13 years old and equipment and the building is wearing and needs to be kept up to date. Ron advised that all users of the facility pay a fair share and this is necessary so that all rates are affordable. Ron thanked everyone for attending the meeting.

ELECTION OF DIRECTORS:

Ron reviewed the list of Directors that are appointed by their Communities or have agreed to sit at large on the Board. The floor was open for further nominations to the board. It was moved by Ron Keefe that the following people be appointed as directors. Motion Carried.

Mike Hammill – Afton, Steven Stead- Clyde River, Gregg Dawson, Kingston, Colin MacPhail – Meadowbank, Don Aitken – Miltonvale Park, Wendy McQuaid –New Haven-Riverdale, Lorna MacGregor-Hampshire, Jill MacIsaac- Cornwall, Leanne Hughes – Winsloe South, Mark MacDonald – North River Minor Hockey, Leeanne Cantwell – Cornwall and Area Skating Club, Ron Keefe, Joe Clow, Donalda Docherty, Maureen MacNevin, Darlene MacDonald, and Jane Edmonds members at large.

OPEN FORUM & OTHER BUSINESS:

There was no other business and the meeting adjourned at 6:48 p.m.

COMMUNITIES 13, INC. CAPITAL FUND UPDATE

Twelve of the thirteen communities have agreed to participate during this budget year. (Darlington's youth are streamed for minor hockey to North Rustico). For the 2014-15 year, the gym floor was refurbished with some government assistance.

For 2015-16 year, no projects had been approved by December. Communities 13 Inc. remains committed to continuing to operate the facility on a break even basis. The capital funds will help us complete projects that keep the building in excellent repair and ensure that it is available to our residents for years to come.