

# Community of Miltonvale Park COUNCIL MINUTES

Milton Community Hall

7:30 p.m., Wednesday, April 20, 2016

**PRESENT:** Chair Hal Parker, Councillors Sheila Curtis, Philip Hooper, Denise MacDonald-Vail, Helen Shaw, and; Administrator Shari MacDonald

**REGRETS:** Councillors Tamsyn Cosh-MacKenzie and Sheila MacKinnon

1. **CALL TO ORDER** – Chair Hal Parker called the meeting to order at 7:30 p.m. and noted that quorum was met.

2. **APPROVAL OF AGENDA and INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

No additional items were added to the agenda.

Motion 2016:40 – Moved by Councillor Helen Shaw, seconded by Councillor Sheila Curtis that **the agenda be approved as circulated**. Motion carried.

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

Councillor Curtis noted she would excuse herself for the discussion and vote on donations.

4. **APPROVAL OF MINUTES**

Motion 2016:41 – Moved by Councillor Philip Hooper, seconded by Councillor Denise MacDonald-Vail that **the minutes of March 16, 2016 be approved as corrected** (typographical error on page 8). Motion carried.

Motion 2016:42 – Moved by Councillor Sheila Curtis, seconded by Councillor Helen Shaw that **the minutes of the Annual Meeting of March 15, 2016 be approved as corrected** (typographical error on page 2). Motion carried.

5. **PRESENTATIONS** – No one was present from the Sleepy Hollow Jailbirds ball team. The insurance company sent an explanation outlining the liability that could be faced by the community if an incident were to arise out of prohibited behaviors. It was also noted that summer staff had faced difficult working conditions in previous summers.

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

A. **Washroom at Community Park**

Brad Coles has ordered the door and necessary hardware to proceed to change the door in the men's washroom of the park shelter to the outside wall, and work should begin soon. It was suggested that the playground be re-inspected.

- B. Notional Gas Tax** – No updates have been received yet from Bell Aliant regarding internet upgrades.
- C. Community Business Mixer-** Invitations have been mailed out to all businesses on the commercial tax roll, and posters have been circulated on social media and the community's bulletin boards. Councillors are reminded to attend the Meet and Greet on Thursday May 5 from 5:30 –6:00, to be followed by supper and discussion, then a public Open House from 7:30-8:30 p.m.
- D. Community Engagement** – The theme could be a play on MVP (“Be an MVP – Do THREE for MVP”, and could be a project for the summer students. It is planned to be introduced in the June newsletter and announced again at Canada Day.
- E. Community Pasture**

Motion 2016:43 – Moved by Councillor Philip Hooper, seconded by Councillor Denise MacDonald-Vail that **the Community of Miltonvale Park accept the proposal from Earl Hambly to lease the community pasture for \$1500 (to be paid \$500 in the spring and \$1000 in the fall) annually for the next five years, with a crop rotation of grain in 2016 & 2017 and hay/grass for 2018-20.** Motion carried.

The Province requires the construction of a berm and two swales, and suggested they be constructed in August, after the crop is harvested. The Community may be eligible for partial funding through the Agriculture Stewardship Program (ASP) – Soil Management Fund for Erosion control, if an Environmental Farm Plan is prepared. The estimated total cost would be about \$1000, but there could be a 66% rebate. The province offered to prepare the survey and plan for the berm and swales, and the administrator is applying for the development permit now.

- F. Ballfield** -The Chair and Administrator have been contacted by several members of the Sleepy Hollow Jailbirds expressing disappointment over not being granted use of the ballfield on Wednesday nights.

Motion 2016:44 – Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park accept the proposal from the West Royalty Softball Association to use the softball field for evening games from Monday through Friday, weekly for the 2016 summer season.** Motion carried.

- G. FPEIM** –Chair Parker, Councillor Shaw and the administrator are planning to attend the Federation of PEI Municipalities Annual Meeting in St. Peter's on Monday April 25. Council discussed the motions to be considered at the meeting and directed voting delegates to vote against the motion requesting the Planning Act be amended to allow IRAC to either uphold a Council decision or turn it back to Council for further consideration. Support was received for the motions

advocating more Provincial government support to assist municipalities that wish to restructure to increase their capacity and viability and to petition the Federation of Canadian Municipalities and the Province to lobby the federal government to take action on derelict vessels.

## 7. CORRESPONDENCE

- a. **Municipal World** – There was no interest from Councillors in renewing the subscription to Municipal World, at an annual cost of \$204.05.
- b. **Infrastructure Secretariat** – The audited Annual Expenditure Returns are due back at the Infrastructure Secretariat on May 16, 2016.
- c. **Request for donation** –Councillor Curtis left the meeting at 7:52 p.m.

Motion 2016:45 – Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park donate \$100 to Sheila and Orville Curtis to assist with costs to compete in the Atlantic Canada Wood Carving competition, Cole Harbour May 13-15, 2016.** Motion carried.

Councillor Curtis returned to the meeting room at 7:55 p.m.

- d. **Advancing Equity and Inclusion:** The Town of Stratford is holding a Workshop for Municipalities on Wednesday, April 27, 2016 8:30am – 1pm at the Stratford Town Centre.
- e. **Provincial Infrastructure Fund** -FPEIM distributed a media release noting that the Province had slashed the \$1.8 million Provincial Infrastructure Fund which was intended to help compensate for rebates and exemptions for municipalities that were lost in the transition from PST to HST. "
- f. **Canadian Ramp Company** is touring the country this summer and would set up a pumptrack for a day long visit.

## 8. REPORTS

### A. Environment and Community Living

- a. **Watershed Update** – The Cornwall and Area Watershed Group held their annual meeting at the same time as this meeting, with Councillor Cosh-MacKenzie in attendance there.
- b. **Seniors Projects**
  - i. **2015 New Horizons for Seniors Program - Miltonvale Park Players** – The report was submitted to funders on April 13, 2016.

- ii. **2016 New Horizons for Seniors Program** – The participants will hold five weeks of chair yoga starting April 20, and will complete the series of chair yoga in the fall. The project will also include a summer road trip with 4-Hers, community kitchens, and healthy eating presentations. Discussions have been held with the exercise class about possible projects for next year; one suggestion is for a defense class.
- iii. **PEI Seniors Secretariat** – The report for this project needs to be completed soon.
- c. **Canada Day** - Two companies were contacted to try to book a bouncy castle again this year. Local politicians will be invited, and musicians John MacAllar and Bryson Guptill will also be booked. Plans will remain similar to previous years.
- d. **Community Park** – There is a booking for child’s birthday party on Saturday, May 14 (Tracey Barrett). The administrator will be arranging for the installation of the swing and slide with Brad Coles and Mathesons’ Construction and getting get suggestions on placement from the PEICOD. No word has been received yet regarding funding for student postions.

Motion 2016:46 – Moved by Councillor Denise MacDonald-Vail, seconded by Councillor Helen Shaw that **the Community of Miltonvale Park contract DNS GrassCutting to cut the community park, for the same price charged in 2015 (\$148.50 + \$25 for the dog run per cut)**. Motion carried.

**B. Emergency Measures** – Emergency Measures Week is during May; however Council may delay focusing on EMO until the June meeting.

**C. Finance/Payment of Accounts**

- 1. **Remittance** –The Receiver General report was paid for March 2016.
- 2. **Reports and Payment of Accounts** –The financial statements for March 2016 were circulated. It was noted there was a typo in the approved budget and that the donation to the Milton Community Hall was missing the final “0.” The Community will also move the Gas Tax funds (\$41,391) received earlier this year from the operating account into the infrastructure account at the Provincial Credit Union, along with approximately \$7000 from the community’s funds, to pay the final invoice from the planner for the Official Plan project.
- 3. **Audit** – The auditors recommended that journal entries be reviewed monthly (as they currently are), and also initialled. They suggested that tax codes be updated to reflect the 9% non-refundable portion; however, as Council is not an HST remitter, the 5% accounting may better meet Council’s needs. Council sub-ledgers need to be rebalanced to reflect changes in previous years that are not currently reflected in the sub-ledgers. The administrator and finance chair will review and address the recommendations.

**4. Signing Authority** – The Government of Canada needs confirmation of the Community's signing authorities before accepting paperwork for direct deposit.

Motion 2016:47 – Moved by Councillor Sheila Curtis, seconded by Councillor Helen Shaw **that the Community of Miltonvale Park confirm the appointment of any two of the following three: Chair Hal Parker, Administrator Shari MacDonald and Finance Chair Philip Hooper as signing officers for the Community of Miltonvale Park for all documents and agreements.** Motion carried.

**D. Planning Board** - There was no Planning Board Meeting held in April. The Development Officer circulated a report updating files, as summarized below:

1. Comments are still being accepted on the draft development application forms.
2. The Draft Provincial Land Use Policy was circulated to Council and Planning Board, and will be reviewed at the next planning board meeting.
3. Work still continues on the Frizzell agricultural building application.
4. No word has been received from the Premier's Office regarding the coffee compost request, and the application to place fill did not see the applicant agree to sign the development agreement, so the permit was not issued.
5. There has been no change in the status of the former MacQuaid subdivision.
6. There was one permit issued: Permit 2016-02 on 2016-04-12 at 1202 Loyalist Road (PID 0281295) to extend a deck and erect an above-ground swimming pool.
7. The Pyke/Gallant accessory building permit file was heard in Court on April 14, 2016. Justice Ben Taylor will issue a decision. The legal bill to March 30, 2016 for this file was \$2928.17, including HST.
8. The Campbell application to change the use of parcel 880641 remains incomplete.
9. There were several inquiries regarding properties either currently for sale or recently sold regarding possible additions, constructing a barn, adding a dwelling for parents, demolishing old barns and erecting a new one, and erecting a single family dwelling on a property that has an environmental reserve overlay.
10. The official plan and development bylaw adopted by Council is still with the Minister for approval.
11. Planner Hope Parnham wrote that the recently released draft Land Use Policies should not result in significant changes being needed to our Official Plan, other than minor mapping changes and updates to the permit application requirements for the National Building Code. She suggests waiting until the

province adopts the policies and establishes a process for municipalities before making updates.

**E. Personnel** – The timesheet for the administrator was circulated, and current overtime is 51.3 hours.

**F. Report from Staff** – Administrator submitted applications for the Post-Secondary Student position, completed the AGM minutes, and has been planning for, and promoting the Business Expo. The New Horizons for Seniors MVP Players final report was also submitted. The administrator the attended AMA-PEI meeting (Council staff relations and best practices) and promoted the RFP for the community pasture, and investigated its required berm and swale. The administrator was also asked to participate on an Advisory committee for the FPEIM project to create a Municipal Toolkit re: upcoming municipal and is attending a meeting on April 22, 2016. Remaining on the “To Do” list are filing for the GST rebate, completing the Jobs For Youth application (including Watershed student) and the Seniors Secretariat project report, the website revamp, and more filing. FPEIM is holding a procurement workshop on May 11, and a workshop with Doug Griffin on June 7. The Association of Municipal Administrators is holding their Annual Meeting on June 29 at the Milton Community Hall.

## **9. BUSINESS – May Meeting**

As the administrator is travelling out of province immediately after the May 18<sup>th</sup> Council meeting, councillors agreed to gather at 7:00 to review meeting documents prior to the 7:30 p.m. start time, to allow the meeting to move along.

## **10. NEXT MEETING DATES**

The next Regular Council meeting is scheduled for Wednesday, May 18, 2016 at 7:30 p.m.

## **11. ADJOURNMENT**

Motion 2016:48 - Moved by Councillor Sheila Curtis that the meeting be adjourned, and Chair Harold Parker declared it so at 8:30 p.m.

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Chair

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Administrator

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Date approved