Community of Miltonvale Park Regular Council Meeting Minutes

Community Office – Winsloe Lions Hall **Tuesday, February 26, 2008**

Present: Councillors Brian Andrew, Gail Ling, George Piercey, Betty Pryor, Joe Murphy Chair Don Aitken (arrived 5:20), Administrator Shari MacDonald, Residents Keith MacKinnon and Carol Connick

Absent: Sheila MacKinnon (with apologies, called to work)

1. CALL TO ORDER

Vice Chair Andrew called the meeting to order at 4:42 p.m. and welcomed Springvale residents Carol Connick and Keith MacKinnon.

2. APPROVAL OF AGENDA – DECLARATION OF CONFLICT OF INTEREST

Motion 08-12: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **the agenda be approved.** Motion carried.

No potential conflict of interest issues were declared.

3. APPROVAL OF MINUTES

Motion 08-13: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy that **the minutes of the January 22, 2008 Regular Council Meeting be approved, with the date of the Community Mailbox meeting corrected to read *January* 24**. Motion carried.

4. BUSINESS ARISING

a. **EMO Training** – Municipal Emergency Measures Coordinator Gary Robbins has not yet confirmed a time for more EMO training for Councillors. The administrator will suggest a Tuesday 4:30 meeting in the month of April. The Department of Highways was contacted regarding information about the hazardous materials which travel through the community on Highway No. 2. They plan to forward a manual outlining their procedures, and are available to perform roadside checks if Council were to become aware of specific incidences of unregulated hazardous materials.

b. **Community Pasture** – Robert Coles has returned the signed contract and paid the deposit. The province has requested money be turned over to them. Chair Aitken was continuing to investigate the issue and will report when he arrives, later in the meeting.

c. **Website** – Nigel Cuthbertson, whose company designed the website, has volunteered to do maintenance on the more static pages, at no additional cost to the community. The administrator can upload documents, information, stories, and photos. It was suggested that Council develop a policy regarding information permitted to be posted for other organizations or individuals. Councillor Pryor will contact the City of Charlottetown regarding any policies they have, and the administrator will check with the Federation of PEI Municipalities (FPEIM).

d. **Canada Post Mailboxes** – Councillor Piercey attended the Jan. 24th, 2008 meeting, as a representative of Council, at the home of David Ling, with approximately eight residents from Winsloe RR 9 and RR10. MP Wayne Easter also attended and noted that one only complaint had been received by Canada Post regarding driver safety on PEI, and that the cost of this review is approximately $600 million dollars, or $720/mailbox. MP Easter and representatives from Canada Post have visited some of the community mailbox sites and do agree there are safety concerns. CUP-W is meeting with the Atlantic Liberal Caucus in late February. There is a petition, requesting the safety review be re-evaluated, which can be signed at the Council office. Residents can have their mailboxes re-assessed in the Spring, by calling 1-866-501-1669. Concerned residents are also encouraged to send emails and letters to the Honourable Lawrence Cannon, Minister of Transport, Infrastructure and Communities.

e. **Municipal Boundaries Meeting** – Councillors Ling and Andrew attended the January 24th meeting in Kensington hosted by FPEIM, and distributed a copy of that evening's presentation to Councillors. Topics of discussion included sustainability of small communities, incorporation, provision of services by incorporated areas to residents living in unincorporated areas, and development in unincorporated areas. The consensus of the meeting was that FPEIM should be involved in providing information and facilitating discussions, but that FPEIM should not take a position on amalgamation; communities have to see the benefits for themselves and should not be forced to merge.

5. CORRESPONDENCE

Council reviewed the circulated lists of correspondence received since the last meeting, and acted upon the following:

a. **Call for Resolutions and Awards for FPEIM Annual Meeting** – Discussion at the February 25th meeting of communities in the Special Planning Areas, highlighted the need for, and expense of, liability insurance. Council was unsure of the results when FPEIM investigated this issue several years ago.

Chair Aitken arrived at this point; however it was agreed that Vice Chair Andrew would continue to chair the meeting.

Motion 08-14: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **if warranted, after consultation with the FPEIM office, a resolution be prepared from the Miltonvale Park Community Council to the FPEIM Annual Meeting regarding the provision of liability insurance.** Motion carried.

The administrator will contact John Dewey for information regarding this issue.

Councillors Ling, Pryor, and Andrew volunteered to work on an application from Miltonvale Park to the Municipal Achievement Award to be submitted by March 28, 2008.

b. **Provincial Heritage Consultations** – The province has contracted The Iris Group to obtain comments from Islanders and organizations about the strengths and weaknesses of the Island's Heritage resources, institutions, organizations and programs. Councillors discussed the value of having an inventory or history of buildings; however decided to encourage individuals to respond if they were interested, through the website.

c. **Other** – No other correspondence items were brought forward for action.

6. COMMITTEE REPORTS

a. Finance/Payment of Accounts

i. **Remittance** – It was noted that the January and February 2008 remittances have been made to the Receiver General for Canada.

ii. **Audit Update –** The auditor spent February 25 and 26 at the office. It is hoped the audit will be completed before March 9th, and Council will meet with the auditor to discuss their report, tentatively on Tuesday, March 11 at 4:30 p.m.

iii. **Reports and Payment of Accounts –** An abbreviated statement of income ($42.00) and expenses ($2720.90) for January, along with a list of bills to be paid in February totaling $2425.92, was circulated.

Motion 08-15: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy, that **the financial statements be accepted as circulated, and that bills be paid.** Motion carried.

Chair Aitken noted he will visit the Credit Union this week to sign the required documentation for the chequing account for infrastructure projects.

iv. **Budget 2008 –** The planned 2008 budget will be re-evaluated after the meeting with the auditors.

b. Personnel Committee – No report.

c. Planning Board

i. **Official Plan Review and By-laws Update** - Planning Board Chair Pryor noted that the planner is focusing on the special planning area regulations and its influence on the development of the official plan, and would prefer to delay the proposed community meeting. Information about the plan will be included in the upcoming newsletter.

ii. **Appointment to the Planning Board**

Motion 08-16: Moved by Councillor Betty Pryor, seconded by Councillor George Piercey that **resident Steve Dickieson be appointed to the Planning Board**. Motion carried.

Kim McDermott Jay will continue to act as an invited consultant to the planning process.

iii. **Special Planning Communities Meeting -** Councillor Pryor reported that five employees of the Department of Community Cultural Affairs and Labour attended the February 25, 2008 meeting along with representatives of nine communities within the Special Planning Areas. Draft notes from this meeting were circulated to Council, for information purposes. The communities felt that, as a group under one lead community, an application should be made to the Capacity Building Funds for funding to fully explore the issues and concerns of the affected municipalities, and prepare a report for government. The communities fall into three general groups – those committed to their Official plans, including Miltonvale Park, New Haven Riverdale and Hazelbrook, who are in the early process of reviewing plans; Union Road which adopted a new plan in January 2008, and Warren Grove which are in the final stages of plan review; and communities without official plans: Clyde River, Meadowbank, Hampshire, Winsloe South, York, and Alexandra. There is the option to continue the process on our own, facilitate it on a volunteer basis within the group, or apply for funding to engage a professional. As the communities do not provide water and sewer, an application to the Capacity Building Funds of the Gas Tax, would allow for 100% of eligible costs to be funded. It was suggested that if possible, funds be included within the budget to

allow honoraria or travel expenses for committee members, to reduce the financial burden on communities.

Motion 08-17: Moved by Councillor Gail Ling, seconded by Councillor Betty Pryor **that Miltonvale Park apply to the Capacity Building Fund under the Gas Tax Fund as the lead community for an application to consult communities within Special Planning Areas regarding planning policies, with the support of affected communities, and with the intent to develop policy to present to the Department of Community, Cultural Affairs and Labour.** Motion carried.

iv. **Strategic Plan Update** – Kim McDermott Jay continues to work on the strategic plan, she volunteered to draft for the community.

v. **Building Permits -** No permits were issued in January, or to date, in February.

d. Water and Sewer

The Council is awaiting official confirmation regarding the application to the Capacity Building Fund (CBF) of Infrastructure (New Deal) for the proposed Waste Water and Water Feasibility Study.

e. Parks and Recreation

The administrator submitted an application to the Canada Summer Jobs Program and will also apply, in March, to the provincial student job program to hire two students for 70 hours weekly (40 hours and 30 hours) to perform recreation and supervision duties at the Community Park for the summer of 2008.

A request was received by Cornwall Recreation for the use of the ball field again this summer, and was forwarded to Councillor MacKinnon. The administrator will follow through with Councillor MacKinnon. It was felt that Cornwall was good to work with last summer, but it was noted that our own community members should have first priority.

f. Report from Staff

The administrator's report was circulated, and included the following activities: attended the Canada Summer Job (CSJ) workshop, worked on the RFP for water/wastewater survey, attended and transcribed notes for two Special Planning Area meetings, prepared information and records for audit, website updates, applying for Canada Day funding and applied for two CSJ positions, investigated information about community gardens, dangerous goods on highways, responded to requests: from resident regarding property taxes, to realtor regarding a property sale (along with the development officer), and from a resident concerned about dogs who roam onto her property. The administrator also prepared and sent the T4s and T4 summary, filed the WCB report, and the building reports for January, and began work on an EMO file.

It was suggested that meeting packages be circulated one week prior to the annual meeting, and a community newsletter also be distributed before the meeting. Councillor Andrew noted that he had received a request for nominations for Canada Day Youth Awards, for youth aged 18 and younger. Council agreed to publicize this award in the newsletter and on the website and receive nominations, including a biography, from residents before the annual meeting.

It was noted that Development Officer had responded to one request from realtor regarding clarification of the zoning of the Stoneware Pottery Property. One subdivision application was received in January regarding the estate of Helen McLaine.

7. BUSINESS

a. Annual General Meeting -The Annual General Meeting for the community will be Tuesday, March 25, 2008 at 7:30 p.m. with a storm date of March 26th. Committee chairs are requested to submit reports to the office by March 3, for inclusion in the meeting packages. These packages will be available in the community and at the council office at least one week before the meeting

b. Community Gardens – An invitation for a meeting of residents interested in forming a community gardens on a portion of the community pasture land, will be circulated in the newsletter.

Motion 08-18: Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling that **if there is interest shown by residents in establishing a community garden, Council would establish a standing committee to oversee a community garden.** Motion carried.

c. Other

i. Community Pasture Update – Chair Aitken reported he had met with MLA Bush Dumville on February 25 regarding the community pasture, and it was suggested that he meet with the Minister of Transportation and Public Works regarding the pasture. Chair Aitken hopes to meet with Minister MacKinley within the week. Councillor Andrew will contact the Department regarding the driveways into the pasture, and he will also investigate the small building on the property.

ii. Fire Hydrants –It was noted that the hydrants along Lower Malpeque Road are now in service and the use of them for fire protection may be available through the City of Charlottetown at an

annual cost. Discussion followed regarding the possibility of pay per use.

8. NEXT MEETING DATE

The next meeting, will be a Committee of the Whole Meeting (closed), tentatively scheduled for 4:30 p.m., on Tuesday March 11, to review the audit. This will be immediately followed by a Special Council Meeting (open to the public), to adopt any motions which may be required to amend the budget. The Annual General Meeting will be held at the Winsloe Lions Hall on March 25 at 7:30 p.m. (Storm date - March 26).

9. ADJOURNMENT

Motion 08-19: Moved by Councillor Joe Murphy, seconded by Councillor George Piercey **that the meeting be adjourned**. Vice Chair Andrew declared the meeting adjourned at 6:35 p.m.

Don Aitken _____
Chair

Shari MacDonald _____
Administrator

April 22, 2008
_____
Date approved