Community of Miltonvale Park Regular Council Meeting Minutes

Milton Community Hall **7:30 p.m., Thursday, February 28, 2013**

Present: Chair Hal Parker, Councillors George Piercey, Gail Ling, Tamsyn Cosh-MacKenzie, Connor Jay, Administrator Shari MacDonald

Regrets: Councillors Sheila MacKinnon and Walter Carver

1. CALL TO ORDER

Chair Parker called the meeting to order at 7:41 p.m.

2. PRESENTATION OF AGENDA – DECLARATION OF CONFLICT OF INTEREST

The agenda was presented, and Chair Parker indicated he would absent himself from the discussion about the Diamond Jubilee medal.

3. APPROVAL OF MINUTES

Motion 2013:12: Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Gail Ling that the **minutes of the January 24, 2013 Regular Meeting be approved as circulated.** Motion carried.

4. BUSINESS ARISING

a. **Diamond Jubilee Medal** – This agenda item was delayed until Councillor Piercey arrived.

b. **2014 Fund** –Applications were made for a storytelling festival series. The 2014 Minutes of Story and Song application requested $5346, with council contributing $2924 and the creation of a library stocked with PEI authors with a Council contribution of $3067 and PEI 2014 Fund contributing $9383. An application is being planned to enhance Canada Day activities in the smaller “under $2014” grants with a March 15 deadline. Special keepsakes, such as Frisbees, a dedication plaque for the gazebo and food were suggested for the grant, with additional suggestions requested to be forwarded to the office by email.

Councillor Piercey arrived at 7:45 p.m. Chair Parker turned the meeting over to Vice Chair Piercey and left the meeting room at 7:50 p.m.

a. **Diamond Jubilee Medal** – The administrator was asked to seek clarification from the Federation of Canadian Municipalities.

Chair Parker returned at 8:08 and resuming chairing the meeting.

d. **Goals for New Council –**

i. **Land Use Review** - Chair Parker plans to attend the Land Use Legislation Reviews at the North Rustico Lion's Club Monday, March 25, 2013 at 7:00 p.m.

ii. **EMO** - Councillor Ling intends to move ahead with the EMO survey. The installation of the generator and fence must be completed by the end of March, 2013. Councillors Carver and Jay completed the Basic Emergency Management course.

iii. **Community Park Improvements** – The administrator is gathering prices for a possible Community Infrastructure Improvement Fund application for a fence between the playground and ballfield, additional pea gravel for the playground base, and gravel for the parking area, a dog waste disposal system, and signage. The windows on the shelter could be exchanged for those which do not open out into the line of traffic. New D-links are required for the swing sets. There are several siding boards which need to be replaced.

iv. **Newsletter** –Council felt that grayscale copying of the newsletter would be adequate, and suggested the header match the website header.

e. **Annual General Meeting** – Committee reports are due to the office on March 12, and two advertisements will be placed in The Guardian.

5. **CORRESPONDENCE**

Councillors reviewed the circulated lists of correspondence, including the request from Communities 13, Inc to continue funding the capital campaign for the APM Centre, at a requested annual level of $4154. Residents will be given the opportunity to vote on this at the Annual Meeting, and the letter and information will be included in the meeting package.

6**. COMMITTEE REPORTS**

a. Environment and Community Living

i. **Pasture –**Letters requesting proposals for renting the community pasture will be sent to owners of agricultural land, with a deadline of March 25th. A registered letter will be sent to the previous renter.

ii.

ii. Go! pei –Go 101 course– Ten people were present for the first night of the course, which is being led by Trent Whitty. It is not too late for people to attend the course on Wednesdays at 6:30 p.m. at the Milton Community Hall.

There is the possibility to host an “Eating on the Go” three session course.

iii. Summer Student Applications –An application for two students was submitted to the Canada Summer Jobs program.

vi. Family Violence Prevention Week – The hall was wrapped with a purple fabric ribbon for Family Violence Prevention Week. Positive comments were received from a number of people.

vii. Age-Friendly Community Grant – An application was submitted for four sessions- traditional crafts (rug hooking), games night, theatre/drama, and another craft night, possibly fascinators.

vii. Defibrillator – The Council has its name on the waiting list at the Heart and Stroke Foundation. Total cost of a defibrillator and training is estimated at $2500.

viii. Recreation PEI Conference – Councillor Cosh-MacKenzie attended the recent Recreation PEI conference. The Workers Compensation Board suggested that we ensure contractors (such as grass cutters) follow good practices for workplace safety. The EMO session indicated that the community is fairly well prepared. There are funds available from the Community Infrastructure Improvement Fund. The community was asked to consider joining the Tobacco Free Park Initiative. It would be put upon the users of the park to regulate themselves. This will be discussed at the next Council meeting.

b. EMO

i. **Course -** Councillors Jay and Carver attended the Basic Emergency Management Course in January, 2013.

Motion 2013:13: Moved by Councillor Gail Ling, seconded by Councillor Tamsyn Cosh-MacKenzie that Council **approve the registration and expenses of any council member or staff who registers for the Emergency Public Information course in March 2013**. Motion carried.

ii. **Generator** - The generator needs to be wired, the fence installed and a battery obtained, before the end of March.

The survey of residents is still planned.

c. Finance/Payment of Accounts

i. **Remittance** - The remittance was paid for January 2013.
ii. **Reports and Payment of Accounts** –The financial statements for January 2013 were circulated**.**
iii. **Budget 2013** – There will be a finance committee meeting on Tuesday, March 5 at 5:00 p.m. to finalize the budget, and possibly a Committee of the Whole meeting to review the budget.
iv. **Audit** – The audit was carried out on February 19 – 20, 2013.

d. Planning Board

i. **Development Applications and Permits**
Chair Parker reviewed the status of planning applications and issues.

Motion 2013:14- Moved by Councillor Gail Ling, seconded by Councillor George Piercey, **that Council grant preliminary approval for the application from NAS Holdings to consolidate parcels 838268, 700112 and 700104, subject to the approval of Planning Board and the Development Officer.** Motion carried.

Motion 2013:15- Moved by Councillor Gail Ling, seconded by Councillor Connor Jay, **that Council grant approval for the application from Direct Nutrisciences to construct a loading dock, subject to the approval of Planning Board and the Development Officer.** Motion carried**.**

ii. **Bylaw changes**
Planner Phil Wood has informed the Community that he no longer has time to act as our planner. Staff will investigate other options for planning services. It was also suggested that a register of development agreements be maintained and reviewed regularly.

e. Personnel – The annual performance reviews were carried out. The development officer will be supplied with office supplies for when he works from his home. His travel costs will be monitored and reviewed in six months.

Motion 2013:16- Moved by Councillor Gail Ling, seconded by Councillor George Piercey, **that the administrator receive a $1/hour pay increase effective January 1, 2013 and an additional $1/hour increase on June 1, 2013.** Motion carried.

f**. Water and Sewer** – The water and sewer project in Sleepy Hollow was completed under budget. A recent problem with the lift station was corrected under warranty. Discussion was held

regarding the community's Green Initiative Program. A final decision will be made after the annual meeting; however Council would like to expand the rebates to $50 each for low-flow showerheads, high efficiency washers, and replacement low-flow toilets, until the $3000 budgeted figure is used, if the expense is passed by the residents.

g. **Report from Staff –** The Development Officer is away but is available through phone or email. Upcoming administrator staff time will be spent on preparing for the annual meeting and drafting the March newsletter. The administrator attended an HST session, and will need to update the accounting system. The hall has had a request from a farmer interested in having a farm gate wagon to sell produce at the hall.

7. NEW BUSINESS

Policy for Committee of the Whole Meetings –Council reviewed a draft policy for Committee of the Whole meetings, and will discuss further at the next regular meeting.

8. NEXT MEETING DATE

The Annual General Meeting will be held on Wednesday, March 27 (storm date -Thursday March 28) at the Milton Community Hall at 7:30 p.m. The next regular meeting is scheduled for 7:30 p.m., Thursday, March 28, 2013.

9. ADJOURNMENT

Motion 2013:17- Moved by Councillor George Piercey, seconded by Councillor Tamsyn Cosh-MacKenzie **that the meeting be adjourned** and Chair Parker did so at 9:52 p.m.

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Chair Administrator

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Date Approved