

## Community of Miltonvale Park COUNCIL MINUTES

Milton Community Hall

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

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

**REGRETS:** Councillors Helen Shaw and Sheila MacKinnon

1. **CALL TO ORDER** – Chair Hal Parker called the meeting to order at 7:30 and noted that quorum was met.
2. **APPROVAL OF AGENDA and INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

Motion 2016:01 – Moved by Councillor Denise MacDonald-Vail, seconded by Councillor Sheila Curtis that the **agenda be adopted as circulated, with the addition of “Request for Guarantee for Milton Community Hall Loan” added to the Finance Report.** Motion carried.

3. **DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST** –Councillor Hooper noted that he would not participate in the vote regarding the Milton Community Hall loan guarantee.

4. **APPROVAL OF MINUTES –November 18, 2015**

Motion 2016:02 – Moved by Councillor Philip Hooper, seconded by Councillor Denise MacDonald -Vail that **the minutes of November 18, 2015 be approved, with the typo corrected** (drain”age” page 2. #5). Motion carried.

5. **PRESENTATIONS** – No presentations were scheduled.

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

- a. **Washroom at Community Park** – Maintenance man Brad Coles is pricing moving the interior door of the men’s washroom to the outside wall, making it accessible only from the outside. Both washrooms would then be unisex. An exterior light might also be required as well as some exterior grading.

Councillor Cosh-MacKenzie arrived at 7:36 p.m.

- b. **Notional Gas Tax** –After discussions with the Infrastructure Secretariat, the contract for the project to install internet boxes was signed. It can be amended if the fiber op project goes ahead. A meeting will be arranged with BellAliant.
- c. **Community Business Mixer-** Councillors were supportive of holding a Community Business Mixer, on an evening in early May, with invitations extended to local businesses and those who service local business, such as the Credit Union and PEI Mutual Insurance Company, as well as the Bluefield High Co-Op Program.

**7. CORRESPONDENCE** – A number of Christmas cards were received, along with a bursary application (Dickson), notification from the Infrastructure Secretariat about the audit requirements for AER, as well as confirmation of the amount of funding for Official Plan

## **8. REPORTS**

### **i. Environment and Community Living**

- a. **Watershed Update** – Cornwall and Area Watershed Group Coordinator Karalee McAskill went to the Climate Change Conference recently held in France. She is also planning to assist with the Winter Woodlot Tour, scheduled for Saturday, January 30 at Church Road in South Rustico.
- b. **Water Act Consultations** – The community submitted a written presentation.
- c. **Insect control** – According to Atlantic Bug Busters, the only areas being treated in the Community are the Crabbe Rd and the Loyalist Road (The Crabbe Rd is the only “group” Atlantic Bug Busters service that is not a municipality). ABB estimated that approximately \$400 of the cost of the Crabbe Road would be mosquito-related. In 2015, Crabbe Road’s total cost was 2116.29 (approximately \$1715 for black fly control). The cost to control black flies from the Loyalist Road site was \$2436. The budget will include \$4200 in 2016, for black fly control only.

### **d. Seniors Projects**

- i. **New Horizons for Seniors Program - Miltonvale Park Players** – The response to the play has been wildly successful for tickets, with a waiting list of 170. The Players are planning an extra show (approximately 120 people) on Saturday, January 23 at 6:30, if the weather cooperates. Alex Corbett Photography is videotaping the show, which would permit several “movie nights” to show the play for those who didn’t get tickets, as well as for the cast to enjoy. The video will also be distributed to local seniors’ homes. Proceeds from the play will be designated for future seniors programming, including possibly bringing entertainment/activities/theatre to nearby seniors.
- ii. **PEI Seniors Secretariat** –The Wednesday December 16, 2015 presentation by Margaret Prouse on healthy pot luck meals was an event enjoyed by about 24 people. It was followed by a lunch and Christmas social. Chair yoga was held for 8 weeks with 8-10 participants in attendance weekly. There was interest in continuing the program, so the Central Region Sport and Recreation Council was contacted regarding funding. There will be a second presentation by Margaret Prouse on Tuesday March 1 at 11 a.m. on reducing salt and sugar, to be followed by another seniors’ lunch.
- e. **Christmas** – There were only five entries received this year for the holiday decorating contest, along with two from outside the community (which were not judged). Council may want to re-think the contest. The overall winners were Grace (Dana and Heath) Coles, with other prizes going to Audrey Matheson, Miriam Hooper, Carolyn Jessome and Gina Beaton. It was suggested that we budget \$500 to do some sort of Christmas activity in 2016.

- f. **Community Pasture** – A swale and a berm need to be constructed in the spring.
- g. **Family Violence Prevention Week** – The Community received a \$100 Mini-grant from the Premier’s Action Committee. The fabric has been purchased and Blanket Making will take place Friday, Feb. 19 at 10:30. The Purple Ribbon will be put up on the hall again for Family Violence Prevention Week.
- ii **Emergency Measures** – The Basic Emergency Management course is a one day session (8:30-5:00) for people involved in emergency management to gain a better understanding of their responsibilities. The course is free, but lunch is not provided. Courses will be held Saturday, February 6th and Wednesday, March 9<sup>th</sup> in Charlottetown (134 Kent Street) and on Saturday, March 5th in Miscouche. Councillors MacDonald-Vail and Curtis were interested and will check their availability.

Motion 2016:03 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Philip Hooper that **up to three representatives of the Community of Miltonvale Park be authorized to attend the Basic Emergency Management Course, with the Community covering the expenses.** Motion carried.

iii **Finance/Payment of Accounts**

- 1. **Request for Guarantee for Milton Community Hall Loan** – Several years ago, Council moved to guarantee a loan of \$100,000 at the (now) Provincial Credit Union. In the interim, the hall has paid the loan down until there is approximately \$32,000 left owing. The hall also owes a private lender \$25,000 and would like to consolidate these loans at the Credit Union, which requires a new motion from Council agreeing to this guarantee. Councillor Hooper, who is also Finance Chair for the Milton Community Hall, noted that there would be an extremely low, or no, risk to the Community, as the hall has been very successful financially.

Motion 2016:04 – Moved by Councillor Denise MacDonald -Vail, seconded by Councillor Tamsyn Cosh-MacKenzie that **the Community of Miltonvale Park guarantee an additional \$25,000 to the current balance of the Milton Community Hall, Inc. loan at the Provincial Credit Union.** Motion carried. Councillor Hooper abstained from the vote.

- 2. **Remittance** –The Receiver General was paid for November and December 2015.
- 3. **Reports and Payment of Accounts** –Draft financial statements for 2015 were circulated.

Motion 2016:05 – Moved by Councillor Philip Hooper, seconded by Councillor Sheila Curtis that **the draft financial statements for 2015 be accepted.** Motion carried

- 4. **Audit** – The audit is scheduled for February 8-9, 2016 with MRSB
- 5. **Budget** – Committees are requested to submit any requests for the budget to the Administrator in early February. A request for proposals will be issued for insurance services.

6. **Review of Donation and Gift Policy** – The following draft Donation and Gift Policy was submitted for review and discussion. Councillor Hooper abstained from any discussion and subsequent voting regarding the Milton Community Hall grant.

#### **DRAFT Donation and Gift Policy**

The Council of the Community of Miltonvale Park wishes to support worthwhile endeavors of its residents and non-profit groups. Council is cognizant of the fact that it is spending the residents' money and must do so in a responsible manner. All donations will be for the benefit of residents of Miltonvale Park.

#### **1. Milton Community Hall, Inc.**

The Milton Community Hall is located within the community. The Council recognizes that it is operated by a non-profit, volunteer board of directors, on behalf of the residents of Miltonvale Park. Upon written request and supporting documentation satisfactory to Council, supporting a specific project, a yearly donation not to exceed ~~\$1200~~ **\$1500** dollars, will be given to the Milton Community Hall, Inc.

#### **2. Women's Institutes**

Organizations currently based in the Community of Miltonvale Park are three Women's Institutes: North Milton, South Milton and Springvale. Upon written request for specific projects, a yearly donation not to exceed ~~\$400~~ **\$200** dollars may be allotted to each Institute.

#### **3. Other Organizations**

If other recognized organizations are formed within the community, they may also be eligible, upon written application, to request a donation (not to exceed ~~\$400~~ **\$150**) from Council. The purpose of providing assistance in this category is to facilitate and encourage citizen involvement in community service groups and organizations that contribute to the general well-being of the citizens of the community. This category will also encompass local fundraising initiatives such as a fundraiser for a sick child (maximum ~~\$400~~ **\$150**).

#### **4. Child Bursary Program**

The Council currently operates a Child Bursary Program whereby parents/guardians of children who reside in the Community of Miltonvale Park shall receive up to **\$75** (***changed in practice from \$50 in 2014***) per child, per year, to reimburse costs incurred by the parent/guardian for the child(ren)'s extracurricular cultural or sporting activities, camps, or lessons. A receipt (or acceptable copy) must be included with the application form which is available from the office or [www.miltonvalepark.com](http://www.miltonvalepark.com). Deadline for receipt of applications is December 10 of each calendar year.

#### **5. Individuals**

Specific requests from individuals for donations will be considered on a case-by-case basis as funds permit. Residents representing the area or province in out-of-province competitions, workshops or events, or other worthwhile endeavors may submit a letter to Council requesting support at least 5 weeks prior to the event.

#### **6. Memorial Donations**

Memorial donations to honour current or former Council members upon their deaths, shall be made to a requested charity or cause, to a maximum amount of \$ ~~25-~~ **\$30-**

## 7. Donations to the Community of Miltonvale Park

As "Miltonvale Park Community" is a municipality, donations to the municipality of cash or other gifts allow the donor to claim a tax credit based on the eligible amount of the donation.

Approved – March 27, 2007

**DRAFT adjusted – January 2016**

Motion 2016:06 – Moved by Councillor Sheila Curtis, seconded by Councillor Tamsyn Cosh-MacKenzie that **the draft Gift and Donation Policy for the Community of Miltonvale Park be accepted.** Motion carried, with Councillor Hooper abstaining from the vote.

Discussion was held regarding illness with Councillors, and it was felt that instances would be dealt with on a case-by-case basis. The administrator will review the current insurance policy, to see instances when it might be applicable for Councillors' injuries.

### iv. Planning Board

- a. **IRAC Appeal** – Council has not yet heard that the developer will sign a development agreement. The file is now considered inactive.
- b. **Applications MPS-279 and 280** and associated rezoning. Mr. Frizzell filed applications to subdivide part of Parcel #658799 and append it to Parcel #283325; rezone it to Commercial; and consolidate Parcel #458190 with Parcel #283325. Staff, with the assistance of legal counsel, has notified the Applicant of the decision to not approve the application, and noted that the decision date would be the date of the notification letter – rather than the date of the meeting. A new application has since been filed for an agricultural building. The applicant has been advised to discuss the application with the Department of Transportation, with regard to regulations on Route 2, before the Development Officer will proceed with processing the application.
- c. **Coffee Compost** – To date, there has been no response from Province regarding cost recovery of legal fees pertaining to the coffee compost issue.
- d. **Development Applications and Permits**

### **Application #MP-0977 (Croken)**

Motion 2016:07 – Moved by Councillor Philip Hooper, seconded by Councillor Sheila Curtis that **Council 1. Approve a variance to allow for accessory buildings to total approximately 1,360 square feet on PID 0547570; 2. Approve the proposed demolition of the accessory building; and 3. Approve the application #MP-0977 to erect a 480-square foot accessory building to be used for a "private garage"; subject to the debris from the demolition being disposed of in accordance with the requirements of the Department of Communities, Land & Environment.** Motion carried.

- e. **Fees** – Councillors discussed the email from Planner Hope Parnham regarding fee adjustments for development applications, to be included in the Bylaws. She suggested that fees for residential and accessory categories increase from \$0.10 to \$0.15/ sq.ft. Fees for decks and pools would be increased to \$25 (from \$20). New fees would be introduced for Temporary Permits -\$50; Subdividing attached building \$100, Permit after the fact –fees would be doubled; Legal zoning inquiries -\$50; and Official Plan amendment - \$300 +costs. Councillors

suggested revising the subdivision fees to allow for a small incremental increase in the fees in the event a large subdivision was planned. For example, \$250 per lot up to three or four lots, then \$20 per additional lot.

- f. **Official Plan and Bylaws** – Councillors were asked to make the office aware of any comments or concerns. The draft documents are now available online, and the Public Meeting will be held 7:30 p.m. on Tuesday, January 26, 2016 at the Milton Community Hall. Planning Board needs to make a formal recommend to Council to move the adoption of the Official Plan and Bylaws, and so will meet either at the end of the Public Meeting, or immediately prior to the February 17 Council meeting.

Motion 2016:08 – Moved by Councillor Sheila Curtis, seconded by Councillor Denise MacDonald-Vail that **Council accept the Planning Board Report.** Motion carried.

- v. **Personnel** – The timesheet for the administrator was circulated. At the end of 2105, vacation pay was paid out, as well as 120 (of 184) overtime hours accumulated. The administrator forgave the balance of the hours as many of them were accumulated during play rehearsals, so could easily be considered volunteer hours. The administrator's regular work week has been changed to 24 hours/week effective in January. The Development Officer will be working remotely for several months as he will be out of the country, but still available through the phone and internet. Summer student funding applications are approaching, with the Canada Summer Jobs deadline being February 26, 2016.

It was suggested that a Skills PEI worker or Post Secondary Student Program may be helpful for the administrator in the summer.

Motion 2016:09 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Denise MacDonald-Vail that **Administrator Shari MacDonald be authorized to apply for three summer students through the Canada Summer Jobs Program for 2016 – two workers for the park and one for the watershed.** Motion carried.

- vi. **Report from Staff** –The administrator completed the paperwork for the Provincial Infrastructure Fund, and spent considerable time on the community play, especially the reservations. Upcoming tasks include preparing the T4s, charitable receipts, and for year end and the audit. The administrator still intends to work on revamping the website, file the HST rebate and prepare the Infrastructure application to the Small Communities Fund for the Pole Project to facilitate fiber op. Follow up is required with the pasture lessor. The office laser printer has broken, and may be replaced, or the new wireless printer in the boardroom which was donated to the Community by Chair Parker, may be used as a replacement.

## 9. BUSINESS

- a. **Community Engagement** –Several years ago, Mayor Nenshi of Calgary launched the "3 Things for Calgary" campaign. The premise of this movement was for residents to pick three things they could do to make Calgary a better place, share these things with three friends, and encourage them to do their own three things - and complete the three. ([www.3ThingsForCalgary.ca](http://www.3ThingsForCalgary.ca)). This may be

an interesting idea to promote at Canada Day, or to use as promotion with community businesses. T-shirts, pledge sheets and large whiteboard or chalkboard signs allowing people to document their progress and plans. A slogan would need to be developed. Brainstorming elicited “Pay it Forward” and “Working as One”.

- b. **Annual Meeting Date** – Tuesday March 15 was chosen as the date for the annual meeting with, Wednesday March 16 as the storm date, if The Open Bible Baptist Church is agreeable to moving their service upstairs. The Annual Meeting will begin at 7:30 p.m.

## 10. NEXT MEETING DATES

- a. Tuesday, January 26, 2016 – 7:30 p.m. Official Plan and Bylaw Public Meeting
- b. Regular Council Meeting - February 17, 2016 at 7:30 p.m.

## 11. ADJOURNMENT

As there was no further business, Chair Harold Parker declared the meeting adjourned at 8:53 p.m.

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Chair

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Administrator

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Date approved