Community of Miltonvale Park Regular Council Meeting Minutes

Community Office – Winsloe Lions Hall **Tuesday, January 22, 2008**

Present: Chair Don Aitken, Councillors Brian Andrew, Gail Ling, George Piercey, Betty Pryor, Sheila MacKinnon, Joe Murphy

Also present: Administrator Shari MacDonald

1. CALL TO ORDER

Chair Aitken called the meeting to order at 4:40 p.m.

2. APPROVAL OF AGENDA – DECLARATION OF CONFLICT OF INTEREST

Motion 08-01: Moved by Councillor Brian Andrew, seconded by Councillor George Piercey that **the agenda be approved.** Motion carried.

Councillor Mackinnon offered to excuse herself from the meeting for 6.e.i "Snow Clearing Contract"; however, this was not seen to be necessary.

3. APPROVAL OF MINUTES

Motion 08-02: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **the minutes of the November 27, 2007 Regular Council Meeting be approved**. Motion carried.

It was duly noted that public correspondence emanating from Council should be signed by an elected official, after review by the appropriate Councillors.

4. BUSINESS ARISING

a. **EMO Training** – Councillor Murphy circulated information gathered from the Basic Emergency Management Course he attended in December, 2007. Councillor Murphy noted that the municipality is responsible for having an Emergency Plan, which must be regularly updated. The principles of emergency planning are Mitigation, Preparedness, Response and Recovery. He noted that potential risks to the community are the tires at the former landfill, and the large volume of hazardous materials trucked through the community on Highway No. 2 during the overnight hours. In most instances, if there were an emergency declared, Council would have a decision-making and as well, a secondary assistance role, offering information and whatever help we could, to assist first responders or provincial EMO.

   It was suggested that a separate EMO file be established containing all discussions and information pertaining to EMO.

Municipal EMO Coordinator Gary Robbins will be contacted by the administrator to continue with the training and testing to have the Council certified.

b. **Community Pasture** – Robert Coles apparently did not receive the contract mailed in November, so another was sent in January. It, and the deposit are expected to be returned to the office by January 25th, 2008

c. **Website** – The new website is operational at www.miltonvalepark.com. The administrator is now able to upload documents and update the calendar. Training will occur in the near future regarding changing the more static pages, and corrections to formatting and information, and further "tweaking" will be made at that time. A new photograph of council will be taken at the February council meeting, and the present photo will be removed.

d. **Canada Post Mailboxes** – A summary of the phone call received from Tinna Bonner with Rural Delivery Safety-Atlantic was previously circulated. The promised written response has not yet been received. Winsloe South resident David Ling has approached Council to send a representative to a meeting on Jan. 24th, 2008 with other concerned residents on the Winsloe Rural Routes. Councillor Piercey will attend that meeting on behalf of council and is also circulating a petition that MP Wayne Easter will present to Parliament, calling for a review of the safety review. Councillor Ling has received a commitment from Canada Post that any resident who so wishes will have an opportunity in the Spring to have their mailbox reassessed for safety, which may allow for alternate placement of individual mailboxes.

5. CORRESPONDENCE

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

Motion 08-03 Moved by Councillor Betty Pryor, seconded by Councillor Joe Murphy that **Councillor Ling and Councillor Andrew be authorized to attend the FPEIM meeting to discuss municipal boundaries Thursday January 24, 2008, from 6:30 pm to 8:30 pm, at the Kensington Lions Club Den, and that the Council will reimburse mileage costs for one vehicle.** Motion carried. Councillor Ling abstained from the vote.

The administrator will reserve seats at the meeting.

6. COMMITTEE REPORTS

a. **Finance/Payment of Accounts**

i. **Remittance** – It was noted that the December 2007 remittance has been made to the Receiver General for Canada.

ii. **Audit Update –** Chair Aitken and Finance Chair Ling and the administrator met with the auditors, in preparation for the audit which will hopefully be completed by early March.

iii. **GIC –** There is a Community Pasture GIC at the TD Canada Trust which is coming due March 7, 2008, for the maturity value of $11,248.64. Council intends to deposit this into the pasture bank account, and then move it to the appropriate deposit receipt at the Stella Maris Credit Union.

iv. **Budget 2008 –** Draft #4 of the budget was circulated, and reflected the changes decided upon at the Jan 21, 2008 Committee of the Whole Budget Meeting. Minutes of this meeting were circulated. Notes which may clarify income or expenditures will be attached to the budget for circulation to residents prior to the annual meeting. The adoption of the budget was deferred to 7.a. as it may be impacted by new information from the Planning Board report.

v. **Financial Statement**

Motion 08-04: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew, that **the financial statements, including the November and December 2007 income statements, be accepted as circulated.** Motion carried.

b. **Personnel Committee**

Motion 08-05: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy that **the Office Storm Closure Policy be approved as circulated in draft form, with the addition that the closure of provincial government offices will also cause the Council office to close.** Motion carried.

Councillor Ling referred Councillors to the circulated record of the administrator's hours worked. The hours, position, and method of payment (salary/wage) will be re-evaluated in six months. Councillor Pryor noted that many Island administrators are paid salary, as opposed to an hourly wage.

c. **Planning Board**

i. **Official Plan Review** - Planning Board Chair Pryor reviewed the January 8, 2008 meeting with Phil Wood, Derek French, and most Councillors. The official plan funding will continue to be accessible after March 31, 2008. Uncertainty about the future of the Special

Planning Areas and the potential findings of the waste water and water sustainability study, may delay the completion of the plan review, although preliminary work has begun. It is hoped that additional property owners will be appointed to the Planning Board, to reach a complement of 5-7 members. The anticipated time commitment would be approximately 12 meetings, sporadically over an approximate six month period. Council is awaiting the response of one resident who is considering the appointment. New Planning Board members will be ratified at the February Council Meeting. Councillors and invited guests may attend planning board meetings; however; Councillors not on the Planning Board may want to take an "arms' length" approach to the review. Planning Chair Pryor anticipates that a public meeting regarding the official plan will be held in February.

ii. **Special Planning Area -** Councillor Pryor reported that Community Planner Phil Wood had suggested that the communities who are affected by the Special Planning Areas may collectively approach the province to work towards its elimination. There may be costs involved to Council, such as the preparation of any reports or meeting costs. The community planner and planning technician (Derek French) will facilitate the first meeting, and the administrator will take notes, if she is available. If it is necessary to adjust the 2008 budget to allow for significant costs, this could be done by motion at the Annual Meeting.

Motion 08-06: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew **that Council pay the room rental and other meeting costs incurred in a preliminary meeting regarding the Special Planning Areas.** Motion carried.

iii. **Strategic Plan Update** – Kim McDermott Jay hopes to have the strategic plan ready to share with Council in approximately three weeks, and has agreed to volunteer as a consultant to the Official Plan Review Committee.

iv. **Building Permits -** One building permit (2007-19) was issued in December, to Wheeler Enterprises for the construction of a mini-home at 36 Amber Ave. on PID 444232. It was noted that residents of Meadowvale Park are required to obtain necessary building permits, and this was also conveyed by email to Harrison MacRae in June, 2007.

d. Water and Sewer

The application to the Capacity Building Fund (CBF) of Infrastructure (New Deal) was submitted, for $24000 in funding for the proposed Waste Water and Water Feasibility Study, which has also been submitted to the Green Municipal Funds

(GMF) Program. A decision is expected in February 2008 for CBF and March 2008 for the GMF.

e. Parks and Recreation

Motion 08-07: Moved by Councillor Gail Ling, seconded by Councillor Betty Pryor that the **Community of Miltonvale Park contract Jeff MacKinnon to perform snow clearing at the community park for the 2007-2008 winter season at a cost of $600**. Motion carried. Councillor MacKinnon abstained from the vote.

Motion 08-08: Moved by Councillor Betty Pryor, seconded by Councillor George Piercey that **the community make application for funding to the Canada Summer Jobs Program and 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**. Motion carried.

Motion 08-09: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **Council pay expenses incurred by the administrator to attend a Service Canada workshop regarding the Canada Summer Jobs program.** Motion carried.

Motion 08-10: Moved by Councillor George Piercey, seconded by Councillor Joe Murphy that **Administrator Shari MacDonald be authorized to submit a financial request to the Department of Canadian Heritage in relation to the "Celebrate Canada" Program for organizing activities to celebrate Canada Day.** Motion carried.

f. Report from Staff

The administrator's report was circulated. The development officer had no report, and very limited work this month.

g. Other

Councillor Ling noted that she had attended the Milton Community Hall annual meeting the previous evening, and wanted to inform Councillors that during the discussion about the future of the hall she had been asked if she thought Council would be interested in taking over the hall, if the Hall committee decided they could no longer assume responsibility. Councillor Ling assured Council that she had responded that evening as an individual, not as a Councillor, since the issue had never been considered by Council, and she had made that distinction to the residents at the Hall meeting.

7. BUSINESS

a. 2008 Budget

Motion 08-11: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **Council accept the Budget 2008 Draft #4 as circulated, for presentation to residents for their approval of expenditures at the Annual Meeting in March.** Motion carried.

b. Annual General Meeting

It was decided to hold the Annual General Meeting on Tuesday March 25, 2008 at 7:30 p.m. with a storm date of Wednesday, March 26th.

8. NEXT MEETING DATE

The next regular Council meeting will be Tuesday February 26th, 2008 at 4:30 p.m. A decision about the timing of the regular March meeting will be made at a later date.

9. ADJOURNMENT

Chair Aitken declared the meeting adjourned at 6:35 p.m.

Brian Andrew — Vice Chair

Shari MacDonald — Administrator

February 26, 2008
Date approved (as amended)