Community of Miltonvale Park Regular Council Meeting Minutes

Community Office – Winsloe Lions Hall 4:30 p.m. Tuesday, November 25, 2008

Present: Chair Brian Andrew, Councillors Joe Murphy, Gail Ling, George Piercey, Sheila MacKinnon, Betty Pryor, Administrator Shari MacDonald

1. CALL TO ORDER

Acting Chair Andrew called the meeting to order at 4:50 p.m.

2. SWEARING IN CEREMONY

Acting Chair Brian Andrew submitted his resignation as a Councillor for the Community of Miltonvale Park, due to his election by acclamation as Chair on November 24, 2008 and took the oath of office for the Chair's position.

3. PRESENTATION OF AGENDA – DECLARATION OF CONFLICT OF INTEREST

The agenda was accepted and no conflicts of interest were declared.

4. APPROVAL OF MINUTES

Motion 08-106: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **the minutes of the October 28, 2008, Regular Council Meeting be approved as circulated.** Motion carried.

5. BUSINESS ARISING

a. **Community Pasture** – The lease for the pasture notes that "the annual cash rent shall be $30 per acre of tillable land, or a total annual rent of $2000.00, whichever is greater. The amount of rent shall be determined by the Chair of the Pasture committee in consultation with the Tenant, and confirmed by a motion of Council."

Motion 08-107: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy **that the rent for the community pasture be $2000 for the 2008 year**. Motion carried.

Councillor Piercey also noted that the Robert Coles, who is renting the pasture has had vehicles traveling over his seeded grain fields this fall to allow hunters access to the river. Mr. Coles was contemplating installing some type of barricade to block vehicles. Council has not yet finalized the outstanding issues with Transportation and Public Works regarding the use of the pasture; which remains a priority. It was felt that hunting might not be appropriate so close to the community park, and that Council would like to provide a measure of security to our tenant. The City of Charlottetown enacted a by-law to prohibit hunting in areas of West Royalty, and this may be an option.

b. **Streetlights** – The province has committed to installing a streetlight on Rte. 7 where it intersects the Crabbe and MacKenzie Roads; however, this may not occur until the spring.

c. **Yoga** – Fifteen people have registered, and seem to be enjoying the Monday Yoga classes, which will wrap up on December 8th.

d. **Election of Chair** – The special election meeting was held November 24. The new vacancy in the Councilor position could be filled at the Annual Meeting in March, or possibly prior to that, in conjunction with any public meeting.

Motion 08-108: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **Councillor Pryor be nominated as Vice Chair**.

With the agreement of Councillor Pryor, Chair Andrew appointed Councillor Betty Pryor as Vice Chair of Council.

e. **EMO** – Councillor Piercey is currently taking the Basic Emergency Management Course, and would recommend that all Councillors attend such a course. Councillor Murphy was placed on the waiting list for this course. The administrator will contact Municipal EMO Coordinator Gary Robbins to arrange EMO updating for council, and to ensure that leases have been signed for shelter and transportation in the event of emergency. Council requires updating to be certified as an EMO community. The recently announced Island Community Fund can fund 75% costs towards Community Safety & Security, Recreation; and Cultural infrastructure or gap areas, so could provide funding for EMO infrastructure. The importance of knowing the residents of the community and keeping lists of vulnerable residents and resources updated was discussed.

6. CORRESPONDENCE

Council reviewed the circulated list of correspondence received since the last meeting and acted on the following:

a. **Donation Request** – North Milton W.I.

Motion 08-109: Moved by Councillor Joe Murphy, seconded by Councillor Sheila MacKinnon that **the Community of Miltonvale Park donate $100 to the North Milton W.I. towards the purchase of chairs, in accordance with the Donation and Gift Policy.** Motion carried.

b. **Canada Post** – A letter was received from Canada Post Rural Delivery Review noting that the Provincial Department of Transportation is developing criteria and reviewing the community mailbox sites. Canada Post has requested that the sites on the Rustico Rd and the Crabbe Road be placed at the top of the priority list. The administrator

was directed to write to Kevin Campbell at the Department of Transportation and Public Works, enclosing Council's correspondence with Canada Post and ensuring they are aware of the safety concerns. It was noted that the Royalty Road mailbox may also be located an inadequate distance from the road and that there is currently a significant drop off from the road to the mailbox site.

7. COMMITTEE REPORTS

a. Finance/Payment of Accounts

i. Reports and Payment of Accounts – Finance Chair Ling referred Councillors to the financial statements, including income, expenses, balance sheet and journal entries from September 2008, that were circulated in the meeting packages.

Motion 08-110: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that **the financial statements for October 2008 be approved as circulated.** Motion carried.

It was noted that Bursary applications have been paid to the Ward, Compton and Richard families.

ii. Remittance – It was noted that the payment for the October remittance has been made to the Receiver General for Canada.

iii. Signing Authority

Motion 08-111: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **the three people given signing authority for the Community of Miltonvale Park be Chair Brian Andrew, Finance Chair Gail Ling, and Administrator Shari MacDonald.** Motion carried.

b. Personnel

i. **Development Officer**– Personnel Committee Chair Ling, the Administrator and the Development Officer met to discuss wages and benefits for the Development Officer. An agreement was reached for him to continue at the same wage; however, to also to be paid expenses for mileage at the provincial government rate effective immediately. Councillor Piercey will keep the office informed of the appropriate mileage rates.

ii. **Christmas Office Hours** – The Council Office will be closed the weeks of December 22 - January 2nd for the holidays; however the administrator will check phone messages and email.

iii. **Office Hours** – Councillor MacKinnon agreed to cover the regularly scheduled Office Hours on December 10, as the administrator will be out of province for a medical appointment.

c. Planning Board

i. Official Plan and By-laws Update

The Planner is available to meet with Council and Planning Board on Monday December 8, 2008. A time of 7:00 p.m. was set.

ii. Special Planning Area Update

The final report had been circulated to Councillors. The Management Committee for the Special Planning Area Regulations Project requests approval from the Council prior to the presentation of the report to the Minister of Communities, Cultural Affairs and Labour on December 4, 2008. Councillor Murphy noted there was an inconsistency in wording in the family subdivision section, and some ambiguity and potential loopholes surrounding the noted 1998 deadline for a possible phase out of the family subdivision clause. These concerns will be relayed to the consultant.

Motion 08-112: Moved by Councillor George Piercey, seconded by Councillor Joe Murphy that **the Community of Miltonvale Park confirm its support for the "Building Consensus" document to be presented to the Minister of Communities, Cultural Affairs and Labour**. Motion carried.

iii. Development Permits – Since the October meeting**,** Permit 2008-22 was issued for a deck/pool at 1209 Rustico Road, and Permit 2008-24 was issued for a storage building at 664 Crabbe Road. The Development Officer recommended that Council approve permit application 2008-25 for a wood shed at 92 Old Route 2, which required a variance from Council to exceed the allowable total maximum size of accessory buildings.

Motion 08-113: Moved by Councillor Sheila MacKinnon, seconded by Councillor George Piercey that **Council, upon recommendation from the Development Officer, approve Permit 2008-25 for an accessory building.** Motion carried

Subdivisions approved this fall include a residential lot from PID 281642, a commercial lot from PID 283440 and the appending of part of parcel no. 283440 to parcel no. 925867, and the appending of parcel 2 to parcel 1 for PID 283523. An application is pending for a property belonging to C. Aten. Development Officer Wakelin was contacted by telephone for clarification regarding the Gates' subdivision and lot revision.

iv. **Camper** – A Councillor has been approached by a property owner regarding a camper that has been occupied for approximately one year on the property owner's land, with the request that Council write a letter to the owner of the trailer asking him to remove it from the property. The development officer requested direction from Council before becoming involved. After

discussion, during which Councillors noted they had not received a written request from the property holder, it was determined the landowner may want to contact the RCMP and investigate the legal issues (trespassing) involved in his situation.

d. Water and Sewer

i. Waste Water and Water Sustainability Study Update

Councillor Piercey reported on the November 18th meeting with EngTech consultant Kelly Galloway and the Water and Sewer Committee. Feedback from several residents was incorporated into a revised community assessment. Areas of higher priority were assessed and evaluated according to agreed criteria. Ms. Galloway presented the committee with one copy of the TerrAtlantic water report which will also be incorporated into the final report. Desirable qualities for wastewater systems were identified and the best options will be evaluated and costed. The next committee meeting is December 9th at 4:45. No conversations have been held between the city and the Council regarding water. Ms. Galloway will be asked to ensure that maintenance of septic systems and best practices be addressed in the report to ensure long life for systems in the community. A possible rebate for low flow toilets was mentioned. It was noted that recent media reports have Cornwall and Stratford also looking to Charlottetown for sewage capacity and Cornwall may be seeking water. MLA Bush Dumville recently contacted Council to discuss water and sewer issues and to offer his assistance.

ii. Appointment of Committee Member

Motion 08-114: Moved by Councillor George Piercey, seconded by Councillor Sheila MacKinnon that **resident Don Aitken be appointed to the Water and Sewer Committee.** Motion carried.

d. Parks and Recreation

i. Floor

Loyalist Tile provided an estimate of $1850 + GST to install ceramic tile and base for the washrooms of the shelter and seal and wax vinyl tile for the main area of the shelter and storage closet.

Motion 08-115: Moved by Councillor Sheila MacKinnon, seconded by Councillor George Piercey **that Council purchase the flooring from Loyalist Tile as per the quote of November 25, 2008, and have it installed in spring 2009**. Motion carried.

ii. Winterizing shelter

The maintenance man will be asked to winterize the shelter immediately.

iii. Halloween security

It was noted there was no damage at the park during the Halloween weekend, although it was reported that there was significant traffic in the area.

Motion 08-116: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy **that Council pay the bill from Jeff MacKinnon related to the provision of security for the Halloween weekend.** Motion carried.

iv. Alarm Honoraria

Discussion was held regarding providing an honoraria to the people on the call list for the park alarm, in the event they were called to the park. Park maintenance man Robert Turner is the first name on the list, and it was expected that his hourly rate would apply. The situation will be monitored and honoraria for the park and recreation committee members called in for an alarm will be addressed if it occurs.

v. Snow Clearing

Motion 08-117: Moved by Councillor Joe Murphy, seconded by Councillor Gail Ling **that Council contract Jeff MacKinnon to provide snow clearing services to the Community Park for the fee of $600 for the winter of 2008-09.** Motion carried.

vi. Park Plan Update

Councillor Pryor noted that Council must consider who it is trying attract to the park. Do we want to attract people to the area or make something that our residents will use?

Although the original plan for the park included a soccer field, it does not meet regulation size. To make it regulation size would require major upgrades and moving the ball field. It could be full-tilled, fine-tilled and leveled to provide a recreation field for the under-10 age group. There is currently a need for practice fields. It could also be used for recreational rugby. Goal nets would be installed to meet CSA safety standards.

Perimeter fencing, although not a high priority, would enhance the ballfield. Improved outdoor recreation facilities could increase the outdoor component of the summer program. The picnic area could be enhanced, along with additional good quality playground equipment, and increased shade.

The composition of the Parks and Recreation committee was discussed, and Councillor Murphy was appointed to the committee, to join Councillor Sheila MacKinnon (Chair), Resident Joanie MacKinnon and Chair Andrew (Ex-officio). Councillor Pryor agreed to assist Councillor MacKinnon with the budget for 2009.

Motion 08-118: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon **that Council develop a short term and long term plan for the park, with a focus on recreational uses.** Motion carried.

e. Report from Staff

i. Administrator

The administrator circulated a report highlighting her recent activities.

ii. Development Officer

Alfie Wakelin will work on an as-needed basis during the winter.

8. BUSINESS

a. FPEIM MEETING

Motion 08-119: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **registration and expenses be paid for the FPEIM Semi-Annual Meeting for those Councillors and staff who are available to attend the November 29 meeting**. Motion carried.

Councillors Pryor, Murphy, Ling and the Administrator are planning to attend and Councillor Piercey will attend if he is in the province that day. Councillors had received the constitutional amendments and abbreviated financial statement for review.

Motion 08-120: Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling George Piercey that **a door prize be purchased for the FPEIM Semi-Annual Meeting at a cost of up to $25.** Motion carried.

9. NEXT MEETING DATE

The Planning Board and Council will meet with consultant Phil Wood at 7:00 p.m. Monday December 8th. There will **not** be a regular December council meeting on the 4th Tuesday of the month.

10. ADJOURNMENT

Chair Andrew adjourned the meeting at 7:00 p.m.

__Brian Andrew_____ _Shari MacDonald_____
Chair Administrator

__January 27, 2009____
Date approved