

Community of Miltonvale Park Regular Council Meeting Minutes

Community Office – Winsloe Lions Hall

Tuesday, June 24, 2008

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

1. CALL TO ORDER

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

2. PRESENTATION OF AGENDA – DECLARATION OF CONFLICT OF INTEREST

The agenda was accepted with the additions that had been circulated. Councillor Pryor noted she would remove herself from any discussions which may arise involving Turner's Pryority Ltd.

3. APPROVAL OF MINUTES

Motion 08-66: Moved by Councillor George Piercey, seconded by Councillor Sheila MacKinnon that **the minutes of the May 27, 2008, Regular Council Meeting be approved as circulated.** Motion carried.

4. BUSINESS ARISING

- a. **EMO Training** – It is hoped that Municipal Emergency Measures Coordinator Gary Robbins will provide further EMO training for Councillors in the fall.
- b. **Community Pasture** – Chair Aitken thanked Councillors Andrew and Piercey for their assistance. Minister MacKinley is considering the available options regarding the pasture. Robert Coles has been experiencing difficulty with visitors to the correctional facility blocking access to the adjacent field, so a "Do Not Block Driveway." sign will be purchased.
- c. **Streetlights** – The Department of Transportation and Public Works are not responsible for street lighting at the Sleepy Hollow Road intersections. A pole will have to be installed by Heather Drive. It is hoped that residents in the area will be pleased with the installation of two street lights at intersections on the Sleepy Hollow Rd. Council will consider a third location, but at this time agreed that it was Canada Post's responsibility to ensure safe lighting at community mailbox locations
- d. **Canada Day** – Farmer Gordon Aten and Fisher Pauline Smith will be asked to plant the ceremonial tree, which Councillor Andrew will purchase for Council. It was decided to not purchase a commemorative plaque. Councillor Andrew will also ensure the flagpole is in position. Plans are being finalized. Peter Lamont will provide musical entertainment and Joyce Coles is baking the Canada Day cake. The summer students will organize games and races for the children, and Councillor Ling and the administrator will organize the barbeque.

- e. **Community Signs** – The two welcome signs will be installed at entrances to the community on the Lower Malpeque Rd and Hwy 2 at the entrances from Charlottetown.

5. CORRESPONDENCE

Council reviewed the circulated lists of correspondence received since the last meeting, and briefly discussed the Terms of Reference for the Commissioner on Land and Local Governance.

6. 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 to May 30, 2008, that were circulated in the meeting packages.

Motion 08-67: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that **the financial statements for May 2008 be approved as circulated.** Motion carried.

It was noted that had been no motion approving the purchase of a baby barn for the park. The Chair and Parks and Recreation Chair apologized for any errors that may have been made in the purchase of the baby barn, and it was noted that capital purchases do require a motion of council. Concern was also expressed regarding the placement of the barn, and how it would fit with the overall plan that was to be made for the park, especially regarding the establishment of more shaded areas.

Motion 08-68: Moved by Councillor Sheila MacKinnon, seconded by Councillor Brian Andrew, that **Council purchase an 8'x12' baby barn at a cost of \$1100, including taxes, delivery and set up.** Motion carried.

- ii. **Remittance** – It was noted that the June 2008 remittance has been made to the Receiver General for Canada.
- iii. **Purchasing Policy** – Councillor Ling reviewed the proposed purchasing policy which had been circulated to Councillors. Discussion ensued, and it was noted that common sense would also be a part of the policy, and that where it refers to “advertised publicly”, this could mean through the newsletter, website or posters.

Motion 08-69: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy that **Council adopt the purchasing policy with the addition of the following sentence to the section on services: “Local service providers will be given priority.”** Motion carried.

- b. **Personnel** – The office will be closed on Tuesday July 22, for the Strawberry Social. The administrator has not yet decided on summer vacation dates.

c. Planning Board

- i. **Updates** - Planning Board Chair Pryor noted that there were no developments regarding the Strategic Plan, or the Official Plan. Letters are ready to be sent out to planners to obtain quotes for the Special Planning Area Project.
- ii. **Development Permits** – Permits issued this month by the Development Officer included Permit 2008-07 to PID 843292 for a house addition/accessory building at 171 Glasgow Rd. on 16-Jun-08 and Permit 2008-08 to the Miltonvale Park Community Council at PID 94703 for an accessory building at 413 Sleepy Hollow Rd. on 16-Jun-08.

Planning Board Chair Pryor reviewed applications which required Council approval, and noted that the Planning board had recommended that Council approve the Frizzell application for an addition and the McInnis application to move a single family dwelling onto their property.

Motion 08-69: Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling that **Council accept the recommendation of Planning Board and approve the Frizzell and McInnis development applications”** Motion carried.

- iii. **Fee Revision** - Planning Board, after consultation with the Development Officer, is recommending the following changes to fees – Lot Consolidation to **\$100** from \$250 and Subdivision Fee to **\$150 per lot up to 5 lots, with additional lots costing \$100 each** from *Up to 5 lots \$250 with each additional lot incurring additional \$20 fee*. These fees will more accurately reflect time and effort involved in processing.

Motion 08-70: Moved by Councillor Betty Pryor, seconded by Councillor Sheila MacKinnon that **Council accept the recommendation of Planning Board that the Lot Consolidation fee be set at \$100 and that the Subdivision Fee be \$150 per lot up to 5 lots, with additional lots costing \$100 each.** Motion carried.

- iv. **Policy for Refunds for Development Applications** - Planning board recommends Council adopt the following policy:

A processing fee will be retained for permits where Staff, Planning Board or Council have carried out work on the file with a minimum processing fee of \$25 and with a maximum refund to be 25% of the fee paid where Planning Board or Council have acted on a file and the applicant either withdraws the permit or wants to cancel the process.

It is expected that staff will consider the hours expended and calculate the refund.

Motion 08-71: Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling that **Council accept the recommendation of Planning Board and adopt the circulated policy regarding refunds for development applications.** Motion carried.

d. Water and Sewer – An update was received from Engineering Technologies Canada Ltd. noting that 635 resident surveys were mailed June 17/08, and results of the 121 surveys received to date are being entered in a database. (Response rate -19%). Survey data will be merged with the GIS data, which has been received from government, and then the on-site viability assessment of individual building lots will be determined.

Engtech is currently working on the wastewater and effluent characterization and expect to have this completed by the first week of July.

Groundwater reports for the Sleepy Hollow Landfill have been provided to the subconsultant, TerrAtlantic. A site reconnaissance to examine conditions in the community is being planned by the groundwater subconsultant for early to mid July.

A meeting should be held with the steering committee in mid to late July.

Motion 08-72: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **Council extend the deadline for the draw for the return of water and sewer surveys to July 1st and publicize the extension in the newsletter.** Motion carried.

e. Parks and Recreation

- i. **Summer Staffing** – No word has yet been received from the provincial funding program.

Motion 08-73: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **Council re-hire Jessica MacKinnon to be summer recreation director at the park.** Motion carried.

Motion 08-74: Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy that **Council accept the recommendation of the special hiring committee of Chair Aitken and Councillor Piercey in hiring a second summer worker.** Motion carried.

- ii. **Trees** – Estimates for trees for the park were received from Milligan's and Doiron's, and Eddie Riordan has visited the park. It was suggested that fall would be a more successful time for planting. Councillors Ling and Andrew will continue to investigate options.
- iii. **Baby Barn** - The barn was discussed earlier.
- iv. **Range** – After discussion, the following motion was passed:

Motion 08-75: Moved by Councillor Betty Pryor, seconded by Councillor Sheila MacKinnon that **Council NOT purchase a stove for the shelter this year.** Motion carried.

f. Report from Staff

- i. **Administrator** - The administrator noted that she is currently working on the newsletter which will be distributed June 25, 2008. A brief activity report, including a summary of the Association of Municipal Administrator's meeting was circulated.

- ii. **Development Officer** –A report highlighting applications was circulated.

Motion 08-76: Moved by Councillor Sheila MacKinnon, seconded by Councillor George Piercey that **Council donate \$25 to the Heart and Stroke Foundation, in memory of Etta Wakelin, the mother of our Development Officer.** Motion carried.

7. BUSINESS

a. Card Party Lunch

Motion 08-77: Moved by Councillor Gail Ling, seconded by Councillor Betty Pryor that **Council purchase food supplies and serve lunch at the community card party on September 18, 2008.** Motion carried.

- b. **Park Water** – The recent water sample from the park was cloudy and had a coli form count of 28. Councillor MacKinnon will obtain estimates from Moore's and MacDonald's Well Drilling. It was noted that a UV light would eliminate the coli form, but would be a higher maintenance option. A new well may or may not result in safe water. The current pump is too powerful for the well.

Motion 08-78: Moved by Councillor Betty Pryor, seconded by Joe Murphy, that **Council replace the well at the park, and have the old well decommissioned, with the contractor to be chosen in accordance with the purchasing policy, at a cost not to exceed \$7000.** Motion carried.

Motion 08-79: Moved by Councillor Gail Ling, seconded by Councillor George Piercey, that **Council approve an amendment to the original MRIF (SIMSI 13327) application for the park shelter to include the drilling of a new well to alleviate water quality problems.**

8. NEXT MEETING DATE

The next regular meeting will be 4:30 September 23, 2008.

9. ADJOURNMENT

Chair Aitken declared the meeting adjourned at 6:50 p.m.

Don Aitken
Chair

Shari MacDonald
Administrator

September 23, 2008
Date approved