

COMMUNITY OF MILTONVALE PARK COUNCIL MEETING
MINUTES - Tuesday, January 23, 2007, at 4:30 p.m.
Community Office, Winsloe Lions Hall

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

Administrator: Shari MacDonald

1. Call to order -- Chair Don Aitken called the regular meeting to order at 4:40 p.m.

2. Approval of Agenda - Motion 07 -04 -Moved by Councillor Brian Andrew, seconded by Councillor Joe Murphy, that the agenda be approved. Motion carried

3. Approval of Minutes – Motion 07-05 -Moved by Councillor Betty Pryor, seconded by Councillor Brian Andrew that the minutes of the November 28, 2006 Regular Council Meeting, and of the January 9, 2007 Special Meeting be approved as circulated. Motion carried. It was noted that discussions of a sensitive nature should be held inside a Committee of the Whole or Planning Board meeting; therefore decisions, not the discussion, would be included in the public Council minutes. It was requested that concerns received by Council from residents be submitted in written form.

4. Business Arising from Minutes

a) **MRIF Signage at Park - Motion 07-06** - Moved by Councillor Brian Andrew, seconded by Councillor Sheila MacKinnon, that Council approved the purchase of a 16" x 16" bronze plaque from Beacon Sign for a price of approximately \$820 plus taxes. Motion carried. It was noted funds were in the 2006 budget to cover at this cost, and two-thirds reimbursement will be available from the MRIF program.

b) **Hiddenview Drive Light** –Kevin Campbell, with the provincial Department of Transportation and Public Works notified Council that due to sight restrictions, the province will accept responsibility for the street light at the intersection of Hiddenview Drive and the Warren Grove Road. The residents, who have been paying for this light and originally brought the request to Council have been contacted, and the Maritime Electric account number has been forwarded to the Department.

c) **Capacity Building Fund Application** – Council expects to hear official confirmation, in the near future, for partial funding to prepare an official plan and strategic plan, through this infrastructure funding program.

d) **Community Pasture** - Council has just received \$2200 rent for the 2006 year. The administrator has contacted the Department of Agriculture for their policies on pastures. To be fair to the farmer, it was felt that he should be notified that we will be looking for requests from residents in November 2007. It was noted that the new auditors feel that the Miltonvale Park Community Pasture is not a valid legal entity, itself; therefore, it should be included in the audit and financial statements of the Community Council. There is presently \$29,436.38 identified in community pasture investments and accounts.

e) **Council Property** - The registered letter was picked up on January 19, 2007. Council feels it has taken every step, short of legal action to retrieve notes and property of

Council, and also agrees that ample opportunity was given for receipt of an invoice for past services, if applicable.

5. Correspondence of note

a). **John Chisholm** forwarded a copy of Miltonvale Park's incorporation documentation. He also tentatively identified February 17th as a date to reserve for Councillor training.

Motion 07-07 -Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling, that any councillor who wishes to attend the councillor training workshop be authorized do so. Motion carried.

b). **Community and Cultural Affairs** - December 18, 2006 - Drawing Council's attention to the legislative requirements, under section 21 and 22 of the Municipalities Act, which indicates a Committee may only make recommendations. Decisions, by contrast, are made by Council. These decisions must be made at a Council meeting, which shall be open to the public.

c). **Community and Cultural Affairs** - Jan 4, 07 - Notice of amendments to Municipalities Act (enabled to levy a tax on tourism accommodations, and enforce certain municipal bylaws through municipal offence tickets).
<<http://www.assembly.pe.ca/bills/index.php>> Bills 15 and 16.

6. Committee Reports

a) Finance

i) Payment of Accounts/ Auditor's Report

Councillor Ling noted that Council had paid the Receiver General the December remittance of \$43.62 on Dec 19, 2006.

Councillor Ling, Chair Aitken and the administrator met with Neil Handrahan, of Bradley Shea Handrahan to review the January to May 2006 audit. Draft copies were distributed to councillors, and Councillor Ling reviewed the report and recommendations. Recommendations have been implemented, although the previous auditors are still working on the GST rebate.

Auditors Recommendations

1. All expenditures should be brought forward to council for approval of payment, and should be indicated in minutes. Certain re-occurring transactions (eg phone, electricity) can have exceptions made to avoid late fees or interest charges.
2. All minutes should be documented at first opportunity, brought to Council for changes and approval, signed, and filed in permanent minute book.
3. GST rebate – Should be prepared and filed with CRA as soon as possible after the records are finalized each year.
4. Community Pasture – all operations of the community should be presented on financial statements.

5. Systems of control should be implemented to ensure employees' time is monitored and verified. Source deductions should be withheld and remitted, on a timely basis.

6. General Record Keeping – all invoices for disbursements should be retained, cross-referenced and filed logically, either by month or vendor. Mileage claims on km basis include 6% GST. Meals and entertainment GST can be claimed back at 3%. Signing authorities should be updated to reflect the new council elected in Nov 2006.

The auditors project a total cost of approximately \$5,500 for the five-month and final year-end audits.

ii) **Financial Statement**

Councillor Ling reviewed the financial statements, outlining the 2006 expenses and income, and the general ledger since the November 2006 meeting.

Motion 07-08 - Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that the bills, as presented in the November 24 -- December 31, 2006 ledger, totaling \$19,723.17, be paid. Motion carried.

The additional security features for the doors at the community shelter may be eligible for reimbursement under the MRIF program. It was noted that the child bursaries will be paid monthly, as applications are approved.

Motion 07-09 - Moved by Councillor Sheila MacKinnon, seconded by Councillor George Piercey, that the normal reoccurring monthly bills (such as rent, electricity, telephone/internet) be paid monthly as they occur. Motion carried.

iii) **Preliminary Suggestions for Budget 2007**

Councillor Ling requested that Councillors and committees submit suggestions for activities and expenses to the finance committee within the next two weeks, to facilitate the budgeting process.

b) **Planning Board**

Motion 07 -10 - Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling, that Councillor Joe Murphy, Councillor Sheila MacKinnon, resident Charles MacKenzie, and Development Officer Alfie Wakelin (ex officio) be appointed to the Planning Board, chaired by Councillor Pryor. Motion carried. The purpose of the planning board is to review bylaws, the official plan, and permits.

Motion 07 -11 - Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that Council accept the advice of Development Officer Wakelin and approve a permit for the accessory building for parcel 849513, owned by Barry MacWilliams, upon receipt of the applicable permit fee. Motion carried.

c) **Personnel Committee**

Councillor Ling reported that the administrator and the committee will be producing a form for evaluation to be used for a six-month performance review and subsequent yearly reviews of the administrator's position. The administrator is also compiling information on a code of conduct, conflict of interest information, and an organizational chart, showing lines of authority for Council.

d) Water & Sewer Committee

Chair Aitken and Councillor Pryor met on January 10, 2007 to review information prior to the January 11, 2007 meeting with Charlottetown Mayor Clifford Lee and Mike O'Brien. Charlottetown City Council still supports their original motion approving the extension of the water service into Miltonvale Park for the provision of water service to existing and/or new residential properties fronting along the Royalty Road and Lower Malpeque Road. The city is not prepared to grant any extension of water services to a Miltonvale Park landowner wishing to develop. Charlottetown is presently looking for an additional water source. The province will not allow new outfalls. Council may need to update costs and options from the figures obtained in early 2006. The Water and Sewer committee intends to meet in the near future.

e) **Report from Staff** – see attached.

7. Business

a) **Insurance** – Councillors reviewed the proposal from Hyndman & Co. Insurance.

Motion 07-12 - Moved by Councillor Betty Pryor, seconded by Councillor Sheila MacKinnon, that Council advise the insurer of provisional approval of the policy, pending final approval by the residents in the annual meeting in March. Motion carried.

Motion 07-13 - Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew that, in the interim, Council purchase the errors and omissions portion of the policy immediately. Motion carried. It was noted that funding for this item was still available in the 2006 budget.

b) **Website** – A committee of Councillor Pryor, Councillor Ling and the administrator was established to meet with the current website provider, to ensure the community's needs are being met. Concerns have been received from residents unable to download bursary applications, and of the cost of the service.

c) **Park Shelter** – **Motion 07-14** -Moved by Councillor George Piercey, seconded by Councillor Sheila MacKinnon that local contractors be engaged to install a baseboard heater, septic overflow alarm, and eaves trough to complete the park shelter. Motion carried.

8. Next Meeting Date

The next regular meeting date will be Tuesday, February 27, 2007 at 4:30.

The Annual General Meeting will be held Monday March 19th, 2007 (Storm date - Monday March 26th). Information packages will be available March 8th.

9. Adjournment

There being no further business, the meeting was adjourned at 7:05 p.m.

Chair, Don Aitken

Administrator, Shari MacDonald

February 27, 2007

Date Approved