

Minutes - Community of Miltonvale Park Regular Council Meeting

Tuesday, March 27, 2007 4:30 p.m.

Community Office, Winsloe Lion Hall

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

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 07- 47: Moved by Councillor Sheila MacKinnon, seconded by Councillor George Piercey that the agenda be approved as circulated. Motion carried.

3. APPROVAL OF MINUTES– February 27, 2007

Motion 07-48: Moved by Councillor Sheila MacKinnon, seconded by Councillor Brian Andrew, that the minutes of the February 27, 2007 meeting be approved as circulated. Motion carried.

4. BUSINESS ARISING FROM THE MINUTES:

a). **Emergency Measures** - No new information has been received from EMO coordinator Gary Robbins. The administrator will follow up with him regarding honoraria and training courses.

b). Community Pasture Committee

Motion 07-49: Moved by Councillor Betty Pryor, seconded by Councillor Sheila MacKinnon, that a special committee, chaired by George Piercey and consisting of one or two residents, be appointed to develop policy for the Community Pasture, and to prepare to tender the Community Pasture in the Fall of 2007. Motion carried.

c). Park Shelter

Motion 07-50: Moved by Councillor Sheila MacKinnon, seconded by Councillor Brian Andrew, that Council appoint Ford's Eavestrough to supply eavestrough for the Park Shelter at the quoted price of \$300 plus GST. Motion carried.

If the shelter is completely winterized in the Fall, with the pipes drained to the pitless adapter in the well casing, the heat could be turned off at the breakers to reduce the cost of electricity.

5. CORRESPONDENCE

A list of selected correspondence received since the February 27, 2007 meeting, was circulated.

a). An email was received from a resident suggesting council meetings be held later in the evening to better allow residents to attend. The administrator was directed to advise the resident that the request will be reviewed at the next meeting. One option proposed would be to have an

in-camera meeting at 4:30, before opening the meeting to residents at a later time. The administrator will ensure the agenda is publicized well before the meeting.

b). Taking Stock Workshop

Motion 07-51: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that if a representative from Council wishes to attend the community safety "Taking Stock" Workshop, on April 12, 2007, Council will cover all applicable costs. Motion carried.

6. COMMITTEE REPORTS

a). Finance Committee

i) **Financial Statements** and ii) **Administrator Wages** - Following the 2006 year end audit, Bradley Shea Handrahan recommended that overtime payment procedures be changed; that staff submit payroll sheets weekly; that remittances be deducted and T4 slips issued for honoraria over \$500; that the farmer presently renting the Community Pasture be told to contact the Department of Transportation and Public Works; and that application be made for the GST rebates from 2003-05, as soon as possible.

Motion 07-52: Moved by Councillor Sheila MacKinnon, seconded by Councillor Joe Murphy, that the administrator be paid 100 hours of accumulated overtime wages, as recommended by the auditors. Motion carried.

The financial statement with figures from January and February 2007 were circulated. Council has moved \$10,000 from investments at the Credit Union into the checking account, to minimize bank fees. The Receiver General has been paid for the February remittances. The administrator will obtain the necessary information for 2003-05 GST rebates from the former accountant in the upcoming week.

iii.) Payment of Accounts

Motion 07-53: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that Council approve payments listed on the circulated sheet, also including \$20 for the Milton Community Hall for sign rental, totaling \$13,953.18, plus the March payment to the Receiver General. Motion carried

iv.) PEI Wind Energy Bonds

Motion 07-54: Moved by Councillor Sheila MacKinnon, seconded by Councillor Gail Ling, that Council move \$20,000 of investments into PEI Wind Energy Bonds. Motion carried.

v.) Donation Policy

Motion 07-55: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that Section 1 of the Donation Policy, pertaining to Milton Community Hall, be approved, with the addition of "and supporting documentation satisfactory to Council", following "written request". Motion carried.

Motion 07-56: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew, that Section 2, of the Donation Policy be approved. Motion carried

Motion 07-57: Moved by Councillor Gail Ling, seconded by Councillor George Piercey, that Section 3 of the Donation Policy be approved, with the addition of “upon written application” following the phrase “...may also be eligible”. Motion carried.

Motion 07-58: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that Section 4 of the Donation Policy, pertaining to the Child Bursary Program be approved as circulated. Motion carried.

Motion 07-59: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew, that Section 5 of the Donation Policy, pertaining to individuals be approved as circulated. Motion carried.

Motion 07-60: Moved by Councillor Sheila MacKinnon, seconded by Councillor Brian Andrew, that Section 6 of the Donation Policy pertaining to memorial donations be approved, with a maximum donation of \$25. Motion carried.

Motion 07-61: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that Section 7 of the Donation Policy, regarding exceptional circumstances be approved. Motion DEFEATED.

Motion 07-62: Moved by Councillor Gail Ling, seconded by Councillor George Piercey, that Section 8 of the Donations Policy, regarding donations to Council be approved. Motion carried.

Sections 9 and 10 of the Donations Policy were deleted from the draft policy.

b). **Personnel** –Summer Student Application

Motion 07-63: Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling, that the administrator complete federal and provincial applications for summer student funding for a recreation director for the community park during the summer holidays. The salary offered would be \$1 above minimum wage. Motion carried.

c). **Planning**

i.) **RFP**- A draft Request for Proposals (RFP) for the official plan/community sustainability/ strategic plan was circulated. Councillor Pryor will review comments, and revise as necessary to ensure that maximum funding and best outcomes will be obtained.

Motion 07-64: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that, upon Infrastructure Secretariat approval of the Request for Proposals, two advertisements be placed in the Guardian. Motion carried.

ii.) **Development Officer**

Motion 07-65. Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon, that Development Officer Alfie Wakelin return to regular office hours on Monday April 16, with the length of day to be determined by him. Motion carried.

d). **Water & Sewer** - The water and sewer committee met March 13th, 2007 and plans to call a meeting in late April or early May for residents in the Sleepy Hollow area to inform them of

options and possible costs associated with water and sewer, and to obtain feedback. The “provincial” ownership component of Charlottetown’s new sewage treatment plant for Charlottetown, as stressed on a recent CBC newscast, was noted. Tax revenue for the community will grow as the community grows, which could occur if Council establishes its own water service.

e). **Parks and Recreation** – In response to a query from a resident, Council believes that any money spent for park equipment has been allocated on an annual basis from Council, and that no special funds were set aside when the park was established.

Park Use Policy - Councillor Pryor circulated written comments on the proposed policy, which will be discussed further at the next meeting.

It will be noted on the web site that Council will be accepting applications for a summer recreation position. The Parks and Recreation committee will have prices for tables, chairs and a fridge for approval in April. It was also noted that the basketball nets will need to be replaced.

f). **Report from Staff** - A written report was circulated.

7. BUSINESS

a). **Web site** -- The committee plans to meet in approximately two weeks.

b). **Annual General Meeting** –The draft minutes were circulated to Councillors.

Motion 07-66: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that the 2007 tax rate for the Community of Miltonvale Park remain unchanged at \$.14/\$100 non-commercial assessment and \$.80/\$100 commercial assessment. Motion carried.

c). **Federation of Prince Edward Island Municipalities** – Their Annual Meeting will occur at the Charlottetown Hotel Monday, April 23.

Motion 07-67: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew that up to four Councillors or staff, and their guests, from Miltonvale Park be authorized to attend the Federation of PEI Municipalities Annual General Meeting. Motion carried.

Councillors were polled and found to be in support of the resolution proposing a move to a four-year term for all municipalities.

8. **NEXT MEETING DATE** - Tuesday, April 24 at 4:30 p.m.

9. **ADJOURNMENT**

Motion 07-68: Moved by Councillor Brian Andrew, seconded by Councillor Gail Ling that the meeting be adjourned at 6:45 p.m. Motion carried.

Don Aitken
Chair

Shari MacDonald
Administrator

April 24, 2007
Date approved