

COMMUNITY OF MILTONVALE PARK COUNCIL MEETING

MINUTES - Tuesday, February 27, 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

Residents: Gary Robbins, Lucy Robbins

1. **Call to order** -- Chair Don Aitken called the regular meeting to order at 4:34 p.m.
2. **Approval of Agenda - Motion 07 -15 -Moved by Councillor Brian Andrew, seconded by Councillor Gail Ling, that the agenda be approved. Motion carried**
3. **Approval of Minutes – Motion 07-16 -Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy that the minutes of the January 23, 2007 Regular Council Meeting, be approved as circulated. Motion carried.**

4. Business Arising from Minutes

a) **Emergency Measures Organization Training** – Gary Robbins, Municipal EMO Coordinator noted that training is necessary for Council, once the EMO plan has been updated. Contracts with Trius Tours, Matheson’s Construction and Bluefield school expire March 27, 2007. Council recommended he negotiate their renewal, and file copies with the Council. The next community newsletter will request residents contact the Council if they have equipment, which could be useful in an emergency.

In the near future, EMO will be asked to provide theoretical and practical training exercises for Council, necessary for certification as an Emergency Measures Council. Councillors Murphy, Ling, Pryor, and Piercey are interested in the basic EMO course which should be offered in Spring 2007.

Mr Robbins will review and update the present EMO binders, and will present a report at the Annual Meeting.

The Robbinses left the meeting at 4:46.

The administrator will obtain information regarding the honoraria for this position and report to Council.

b) Capacity Building Fund Application

Motion 07-17 – Moved by Councillor Brian Andrew, seconded by Councillor Sheila MacKinnon that the Community of Miltonvale Park ratify the contract with the Prince Edward Island Department of Community and Cultural Affairs and the Federation of Prince Edward Island Municipalities for New Deal Funding for the “Review of Community of Miltonvale Park Official Plan & Bylaws” project. Motion carried

c) **Community Pasture** – Norman Larter has been advised that the community pasture will be reopened for tenders to residents, as the present contract is deemed to expire at the end of this growing season. An agreement with the province signed Sept. 22, 1984, and a subsequent agreement June 7, 1988, gives the community the right “to arrange for the operation and management of the community pasture”. The pasture’s sensitive location near the park, and the waterway, in a densely populated area of the community requires good farming practices, sensitive to these environmental concerns. A special committee will be established to look after the community pasture.

d) **Council Property** –The administrator noted that an e-mail had been sent regarding the 2006 annual meeting notes, after the receipt of an email January 30, 2007; however, no further effort will be expended in this issue.

e) **Insurance**- Cowan Insurers advises that the full insurance plan is not available until the renewal date in March, without the cancellation of the present policy. Discussions during the February 17, 2007 Councillor training session highlighted the importance of directors’ insurance.

f) **Park Shelter** – Two telephone estimates were received for eavestrough for the park shelter. The administrator was directed to contact Ford's Eavestrough to request a written estimate.

Councillor Pryor declared a possible conflict of interest and left the meeting.

Motion 07 - 18 Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that Turner's Priority Services Limited supply and install a septic holding tank alarm at the Park shelter, at the estimated cost of \$750 +GST, and if research from Curtis and Curtis deems an additional radiator necessary, to approve its installation by Turner's Priority Services. Motion carried.

Councillor Pryor returned to the meeting.

Motion 07 - 19. Moved by Councillor Sheila MacKinnon, seconded by Councillor Gail Ling, that we re-approve (See Motion 07-06) the purchase of the acknowledgment sign for the park, with its increased cost estimates of \$1923.90.

Electricity costs for the shelter are still a concern. Maritime Electric suggested heaters be turned completely off, perhaps leaving one turned on slightly, as each draws substantial electricity when turned on low. The "No Trespassing" sign for the park is stored in Chair Aitken's garage.

g) **Council Training Workshop** – a written report was circulated.

Motion 07 - 20. Moved by Councillor Betty Pryor, seconded by Councillor George Piercey that Council purchase “Cuff’s Guide for Municipal Leaders” at a cost of \$29.95 plus taxes, shipping and handling. Motion carried

h) **North River Fire Department** -- Councillor Piercey hopes to attend the March 8, 2007 NRRFD general meeting and will get statistics to present at the annual general meeting.

5. Correspondence of note

Councillors reviewed the circulated list of correspondence, and discussed the following:

a) **FPEIM** - The Federation of Prince Edward Island Municipalities annual meeting will be held April 23 in Charlottetown. Council had no resolutions to put forth for consideration at this time, although consideration may be given in the future to resolutions surrounding the special planning area. Concern was noted about the meeting being held during a weekday. Councillors will consider FPEIM's request for feedback on the three and four year terms for different sized municipalities.

b) **Letter from "Save our Hospitals" Committee** - The council did not consider it had enough information to make an informed decision on the Western Hospital S. O. H issue.

c) **FCM - Moved by Councillor Gail Ling, seconded by Councillor Betty Pryor, that the administrator submit an intent to apply for funding for the Municipal Solid Waste Project for the Federation of Canadian Municipalities funding program by March 14, 2007. Motion carried.**

6. Committee Reports -

a) **Finance/Payment of Accounts:**

i) **Auditor's report** is not yet available.

ii) **Budget 2007**

Motion 07 - 21 Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that Council approve the budget for 2007, as circulated, with figures rounded to the nearest dollar. Motion carried.

iii) **Financial statement January 2007** - A financial statement was circulated, showing rental income in January of \$2200 and the following January expenses -general administrative of \$1194.93, facilities and public property of \$15184.21, and audit of \$3847.80, leaving a bank balance in of \$6213.95.

Motion 7 - 22, Moved by Councillor Sheila MacKinnon, seconded by Councillor Brian Andrew that the following bills for February 2006 be approved: rent, wages, telephone, workshop registration, office supplies, website and Parks & Recreation meeting honoraria totalling \$1600.96. Motion carried.

iv) **Investments - Motion 7 - 23 Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that Council move the Miltonvale Park Community Pasture investments, which mature on March 7, 2007 into the pasture checking account. Motion carried.**

Finance Chair Ling requested that Councillors consider investing \$10,000 in PEI Wind Energy Bonds for a decision at a future meeting.

v) **Donation and Gift Policy** - The policy was discussed with the following figures included Community Hall- \$1200, the Women's Institute's -\$100 each, other organizations - \$100, Gifts in memory - \$20 per fiscal year. It was noted that a regular annual donation to the hall for a specific project, with no receipts required, will permit the hall to plan for this, in their budgeting process. A sympathy card will be sent to the Hooper family to recognize the recent passing of former Councillor Garth Hooper and \$20 will be donated in his memory to the St. John Anglican Church. The administrator will review procedures for tax-deductible donations to Council with the auditor.

vi) **Meetings - Motion 7 - 24, Moved by Councillor Gail Lang, seconded by Councillor Sheila MacKinnon, that Councillor remuneration for Council meetings be paid to a maximum of \$35 per Councillor and \$45 for the Chair, comprised firstly of a federal meal allowance of \$34.75, if applicable, then mileage allowance, from an established home base, then honoraria as required, to reach the maximum remuneration. Motion carried.** New councillor remuneration forms will be developed.

Motion 7 - 25, Moved by Councillor Gail Ling, and seconded by Councillor Sheila MacKinnon, that remuneration categories for the year 2006 be expensed in the following order, if applicable 1. Meal allowance, 2. Mileage, and 3. Honoraria. Motion carried.

Remittances to Receiver General have been paid for the month of February. Child bursaries will be reimbursed after the Annual General meeting, if community approves that expenditure. Finance Chair Ling plans to move approximately \$20,000 from the investment account into the checking account, as required, to provide bridge financing until taxation revenues are received.

b) **Personnel** – The committee continues to develop an evaluation form for the administrator's upcoming 6 month performance review.

c) **Planning Board.** The development permit for the MacWilliams' accessory building, approved at the January 23, 2007 meeting was issued in February. Councillor Pryor is presently preparing a Request for Proposals (RFP) for the Official Plan and Bylaw project. Councillor Pryor will also clarify contract and insurance questions related to the position of development officer.

d) **Water and Sewer** -- It was clarified that Miltonvale Park still has approval from the City of Charlottetown (July 2005 resolution) for water service to a portion of Sleepy Hollow. The committee will meet soon to prepare next steps.

e) **Parks and Recreation** - The "Park and Shelter Use" policy will be addressed at the next regular meeting. Councillor Pryor will circulate her comments for consideration.

Motion 7 - 26, Moved by Councillor Gail Ling, seconded by Councillor Betty Pryor 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** - See written report. Councillor Ling volunteered to work office hours on March 21. The office will be closed on March 22, 2007.

7. Business

a) **Bonding** - The new insurance policy will cover bonding up to \$10,000. It was noted that Council is now following recommendations from auditors, and has systems in place to lessen risk of financial losses.

b) **Web site** - The committee has not met yet, although the following items were identified to be included on the web site: photos/short bios of Councillors/staff, contact information – office hrs, notices of meetings, development permits granted, information on park program, EMO plan. Documents to download – bursary applications, development applications, official plan and bylaws, minutes, annual budget, newsletters, policies (park use, donations) –form to use/rent park shelter/field (photo). Links – schools, PEI government, water testing, APM. Selected photos. Utilize new logo. Interest has been expressed from at least two residents, regarding design.

c) **Annual Meeting** - The proposed agenda was circulated for the March 19, 2007 annual meeting. Seventy-five packages will be ready on March 8 and distributed from the Council Office, Milton Convenience Store, Green Valley Farm Market and the web site. Two advertisements will be placed in the Guardian, and the sign at the Milton Community Hall will be rented.

8. Next Meeting - Annual Meeting - March 19, 2007, 8: 00 p.m. Regular March Meeting - March 27, 2007 at 4:30 p.m.

9. Adjournment - Motion 07 – 27- Moved by Councillor Gail Ling, seconded by Councillor Joe Murphy that the meeting be adjourned. Motion carried at 7 p.m.

Chair

Administrator

March 27, 2007

Date approved