

**Community of Miltonvale Park Regular Council Meeting Minutes**  
**Community Office – Winsloe Lions Hall 7:00 p.m. Tuesday, November 24, 2009**

Present: Chair Betty Pryor, Councillors Walter Carver, Tamsyn Cosh-MacKenzie, Gail Ling, Sheila MacKinnon, Hal Parker, and George Piercey;  
Administrator Shari MacDonald

**1. CALL TO ORDER**

Chair Pryor called the meeting to order at 7:00 p.m. Introductions were made and George Piercey was introduced as the Vice Chair. It was noted the intent was to keep Council meetings under two hours in length.

**2. PRESENTATION OF AGENDA – DECLARATION OF CONFLICT OF INTEREST**

No conflict of interest issues, where a Councillor might derive profit or financial gain, were identified and the agenda was accepted.

**3. APPROVAL OF MINUTES**

Motion 09-98: Moved by Councillor Sheila MacKinnon, seconded by Councillor George Piercey that **the minutes of the October 26, 2009, Special Council Meeting be approved.** Motion carried.

Motion 09-99: Moved by Councillor Sheila MacKinnon, seconded by Councillor Gail Ling that **the minutes of the October 27, 2009, Regular Council Meeting be approved.** Motion carried.

George Piercey clarified that in Motion 09-96, that although he was in agreement with most of the letter; he was not comfortable with one specific paragraph, so had voted against the motion. He noted new councillors could obtain a copy, if interested, from the Administrator.

Motion 09-100: Moved by Councillor Gail Ling, seconded by Councillor Walter Carver that **the minutes of the November 2, 2009, Election Meeting be approved, with two typos corrected** (capitalize “Smith” in attendees and delete “s” from nominations forms”). Motion carried.

**4. BUSINESS ARISING**

- a. **Community Pasture** –Councillor Piercey received the crop rotation plan from the farmer which will be sent to the province. He hopes to soon receive the required proof of insurance. It was noted that the community

pasture was established as part of the landfill agreement, and it is owned by the province, and rented out by the community to Robert Coles.

b. **EMO** –Councillor Ling recently attended an Emergency Management Course and reiterated that the community needs to have a current EMO plan in place to mitigate liability, and this should be a very high priority for the new Council. An EMO committee will be named. The administrator will notify Council when the next course is scheduled. Councillor Carver is a first responder and has WHIMIS training.

## 5. CORRESPONDENCE

Councillors reviewed the circulated lists of correspondence and acted on the following:

### a. Donations

Motion 09-101: Moved by Councillor Gail Ling, seconded by Councillor Cosh-MacKenzie that , **in accordance with the donation policy, \$100 be donated to the South Milton W.I. for the maintenance of their flowerbed and \$100 granted to the North Milton W.I. for costs involved in a community pot luck supper and musical evening on December 14th .** Motion carried.

Motion 09-102: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that, **in accordance with the donation policy, \$1200 be granted to Milton Community Hall for upgrades to the septic system.** Motion carried. Councillor Piercey, a member of the Hall board of directors, abstained.

### b. Meetings

Motion 09-103: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **allowable expenses be paid to allow any Council Members and the administrator to attend the FPEIM Semi-annual Meeting in Summerside, January, 9, 2010.** Motion carried.

Council received notice that FPEIM will bring forward a motion at the meeting to temporarily cap annual registration fees at \$3 50,000. FPEIM sent out a draft Code of Conduct, which the administrator will distribute.

Motion 09-104: Moved by Councillor Hal Parker, seconded by Councillor Walter Carver that **the six available Councillors and the administrator have allowable expenses paid to attend the Municipal Orientation in Kinkora on Saturday, November 28, 2009.** Motion carried.

## 6. COMMITTEE REPORTS

### a. Finance/Payment of Accounts

Chair Pryor noted that Councillor Ling had agreed to remain as Finance Chair. Councillor Parker was also named to this committee, and Chair Pryor is an ex-officio member.

i. **Remittance** –The remittance has been paid for October 2009.

### ii. Reports and Payment of Accounts

Motion 09-105: Moved by Councillor Gail Ling, seconded by Councillor Hal Parker, **that the circulated financial statements for October 2009 be adopted as presented, and that bills identified in the financial report would be considered approved.**  
Motion carried.

It was noted that the Communities 13/APM Centre payment is taken directly from the taxation income by the Province and transferred to Communities 13. This payment is usually shown in the December statement.

### iii. Signing Authority Motion

Motion 09-106: Moved by Councillor Sheila MacKinnon, seconded by Councillor Walter Carver, that **the signing officers for the Community be any two of following three: Chair Betty Pryor, Financial Chair Gail Ling and Administrator Shari MacDonald.**  
Motion Carried.

It was noted that the Municipalities Act required the administrator to be one of the signing officers and this is the policy followed by council; the “any two of three” would only be used if absolutely necessary.

### iv. Budget for 2010

The finance committee and the administrator will meet to develop a budget for 2010. Committees are encouraged to submit their financial requests. It was noted that the installation of a new Council may be an apt time to review service providers and obtain comparison prices.

### b. Personnel

Chair Pryor named the following councillors to this standing committee: Councillor Carver (Chair), Councillors Ling, and Parker.

The Council reviewed a draft advertisement and job description for the Development Officer. A closing date of noon, December 16, 2009 was established. Advertising days of Wednesdays and Saturdays were suggested, along with using free web-postings.

Motion 09-107: Moved by Councillor Gail Ling, seconded by Councillor Tamsyn Cosh MacKenzie that **the position of Development Officer be advertised twice each in the Journal-Pioneer, Guardian, and the Graphics.** Motion carried.

### c. Planning Board

i. **Official Plan and Bylaws** – The documents were submitted to Municipal Affairs on November 2, 2009 for the Minister’s approval.

#### ii. **Development Applications and Permits**

The following applications and permits have been dealt with since the October 2009 meeting.

Permit	Property	Activity	Approved	Category
2009-12	283200	fire hall- <b>revised</b> from 88'x50' to 146'x50'	Pending	new
2009 -31	518753	mini home (replacement)	Nov 23, 2009	new R-S

The revision of the fire training school application requires another letter in support from the community for the Island Community Fund.

Motion 09-108: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **the Community write a letter in support of the maintenance building and classroom for the Firefighter Training School to the Island Community Fund, and waive the development application fees for this project.** Motion carried.

Motion 09-109: Moved by Councillor George Piercey, seconded by Councillor Sheila MacKinnon that **the meeting move to a Committee of the Whole to address development issues.** Motion carried at 8:02 p.m.

Councillor Carver left the meeting at 8:25 p.m. The meeting returned to a Regular Council Meeting at 8:32

Council agreed to refund the re-zoning application fee for PID 283085, and inform the applicant by letter that his application did not meet the guidelines.

**d. Water & Sewer**

i. **Waste Water and Water Sustainability Study** –The final report was received from EngTech on November 18<sup>th</sup>, and circulated to Council and Committee members. Council is interested in meeting with the consultant early in 2010.

ii. **Servicing** – An application was made on November 18<sup>th</sup> to the Capacity Building Fund to provide a rate study and engineering design and hold a public meeting to seek resident's approval for servicing. Construction at the correctional facility is well underway.

iii. **Green Initiative** – A press release was circulated and Councillor Piercey was interviewed by CBC radio. One application for a low-flow toilet rebate has been received to date.

e. **Parks and Recreation Park Plan Update** – It was noted that the light under the canopy seems to be on all the time.

f. **Report from Staff** –A report from the administrator was circulated, summarizing activities over the past month (accounting, toilet rebate press, interim reports for the ongoing Infrastructure projects, work pertaining to the Official Plan and Water and Sewer projects, election, capital expenditure survey for StatsCan). It was noted that two of the community mailboxes were re-located, and if complaints are received at the office, the situation will be discussed at the next meeting.

The development officer is now working on an “as needed” basis.

**7. BUSINESS**

a. **Council Orientation Session** – Previously discussed.

b. **Committees** – Chair Pryor noted that Standing Committees of the Council are appointed by the Chair, and will include the following:

**Finance** – Councillors Ling (Chair), and Parker.

**Personnel** – Councillors Carver (Chair), Parker, Ling  
**Emergency Measures** – Councillors Ling (Chair),  
MacKinnon, and Carver  
**Parks and Recreation** – appointments to follow, with  
Councillor MacKinnon acting as the committee until then.

Special Committees are established for a specified mandate and can include residents, although the Chair must come from Council. Members are appointed by Council.

Motion 09-110: Moved by Councillor Gail Ling, seconded by Councillor Hal Parker **that the Water and Sewer Committee continue with their original mandate and consist of Councillor Piercey (Chair), Councillor Cosh-MacKenzie, resident Don Aitken, and Chair Pryor (ex-officio).** Motion carried.

Motion 09-111: Moved by Councillor George Piercey, seconded by Councillor Gail Ling that **the Planning Board consist of Councillor Hal Parker (Chair), Councillor MacKinnon, and if agreeable to them, residents Charles MacKenzie and Steve Dickieson. Their mandate will include review of building and development permits and an annual review of the Official Plan and bylaws.** Motion carried.

Chair Pryor noted that other Special Committees, namely Environment with Councillor Cosh-MacKenzie as Chair, and History will be established at the next Council Meeting. Terms, descriptions and policies will also be adopted.

It was noted Council may wish to consider costing saving measures regarding the printing of council packages.

#### c. **Year-end Appreciation Gestures**

Motion 09-112: Moved by Councillor George Piercey, seconded by Councillor Sheila MacKinnon that **a gift card to the value of \$50 be given to Dean Dollar for appreciation of his work to maintain the area around the community sign at the Springvale entrance to the community.** Motion carried.

#### d. **Brainstorming Session**

This will occur at a future meeting.

#### e. **Other**

Motion 09-113: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **Council pay the second last instalment of the Official Plan contract, equal to paying 85% of the total contract, as required, until such time as Ministerial**

**approval is given and all required files and documents received from the planner.**  
Motion carried.

**8. NEXT MEETING DATE AND ESTABLISHMENT OF REGULAR MEETING TIME**

Motion 09-114: Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Gail Ling that **the Council's Regular Meetings take place the 4<sup>th</sup> Tuesday of each month at 5:00 p.m.** Motion carried.

There will be no December Regular Council meeting.

**9. ADJOURNMENT**

Motion 09-115: Moved by Councillor Gail Ling, seconded by Councillor Tamsyn Cosh-MacKenzie that **the meeting be adjourned.** Motion carried at 9:03 p.m.

Betty Pryor  
Chair

Shari MacDonald  
Administrator

January 26, 2010  
Date Approved