

# **Community of Miltonvale Park Regular Council Meeting Minutes**

**Community Office – Winsloe Lions Hall                      4:30 p.m. Tuesday, October 28, 2008**

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

## **1. CALL TO ORDER**

Acting Chair Andrew called the meeting to order at 4:37 p.m.

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

The agenda was accepted and no possible conflicts of interest were identified.

## **3. APPROVAL OF MINUTES**

Motion 08-94: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **the minutes of the September 23, 2008, Regular Council Meeting be approved as circulated.** Motion carried.

## **4. BUSINESS ARISING**

- a. Community Pasture** – Don Aitken will continue to follow up with Minister MacKinley regarding a long term rental agreement for the pasture with the province. Councillor Pryor was unable to enter the pump house building, but will obtain various keys from the office and continue to try. There is no meter at the electric pole, and everything is disconnected. There is a hole in the side of the building, and the pump appears to have been removed. The outside well has been capped.
- b. Streetlights** – The province is still considering installing a streetlight on Rte. 7 where it intersects the Crabbe and MacKenzie Roads.
- c. Yoga** – Approximately 13 people have expressed interest, and classes will start at 4:30 on Monday, November 3, for 6 weeks. Cost will be \$40/person. The course is subsidized by the Community Recreation Support Program.
- d. Pumpkin People Contest** – There were about 10 entries in the contest, held on October 18 at the Farm Market. The top prize went to the MacGregor Affleck family with Joanne Craig and the children of Stockman Drive taking second and third place. The creations are still on display at the market and photos will be put on the website.
- e. History Project** – Catherine Hennessy and Councillor Pryor will ensure council is informed as necessary.
- f. Resignation** – The administrator received a written resignation from Don

Aitken as Chair of the Miltonvale Park Community Council and of the community's Water and Sewer Committee, dated September 23, 2008. Council declared the Chair's position vacant. Acting Chair Andrew agreed to continue in this role until a new Chair is chosen. Council discussed the potential timing of the Special Election Meeting, and felt that a late November date would be acceptable.

Motion 08-95: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **John Berry be appointed Returning Officer for the Special Election Meeting to be held in November, 2008, and receive a fee of \$100.** Motion Carried.

Acting Chair Andrew appointed Councillor Piercey as the Acting Chair of the Water and Sewer Committee.

Motion 08-96: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **the Water and Sewer Committee become a Standing Committee of Council charged with oversight of the Waste Water and Water Sustainability Study. The committee is to consist of Councillor George Piercey, as Acting Chair, Councillor Betty Pryor, and one resident, to be determined.** Motion carried.

## 5. CORRESPONDENCE

Council reviewed the circulated list of correspondence received since the last meeting.

Motion 08-97: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **the Community of Miltonvale Park pay the registration and expenses for two representatives from Council to attend the Emergency Management Course to be held November 25-27, 2008.** Motion carried.

Councillors Piercey and Murphy expressed an interest in attending the EMO course.

## 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 from September 2008, that were circulated in the meeting packages.

Motion 08-98: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew, that **the financial statements for September 2008 be approved as circulated.** Motion carried.

Finance Chair Ling noted that the fire dues for 2008 have been paid in full. It was noted that receiving the taxation revenue from the

province in monthly installments has alleviated cash flow problems experienced in previous years. The Green Initiative Fund, which was created in the budget, has not been established yet, due to delays in the Water and Wastewater Feasibility Study and the Official Plan.

**ii. Remittance** – It was noted that the payment for the September remittance has been made to the Receiver General for Canada.

**b. Personnel** – The report of the Personnel Committee was deferred until the last section of the meeting.

**c. Planning Board**

**i. Official Plan and By-laws Update**

Planning Board Chair Pryor noted the Official Plan was still on hold due to the emphasis on the Special Planning Area project. The Planning Board is striving to have at least a draft plan by April 2009.

**ii. Special Planning Area Update**

Public meetings will be held October 28-30, 2008 in each of the three Special Planning Areas to allow residents to provide feedback on the draft submission for the Minister of Communities, Cultural Affairs and Labour.

**iii. Strategic Plan Update**

Due to the recent economic changes, the plan as it was drafted may no longer be valid, and therefore; may not be completed.

**iv. Development Permits**

Permit 2008-23 was issued in October to Harvey Butler for a baby barn at 46 Amber Drive. The development officer recommended Council approve a variance of 10% to allow a 26' x 40' non-commercial accessory building at 664 Crabbe Road, on a rural lot which is well screened by trees, provided Mr. MacLean obtains the written consent of the adjacent neighbours.

Motion 08-99: Moved by Councillor Sheila MacKinnon, seconded by Councillor Gail Ling, that **Council issue a variance of 10% for the construction of a 26'x40' non-commercial accessory building at 664 Crabbe Road, after receiving written consent of the neighbours.** Motion carried.

Permit 2008-22 remains pending for a deck/pool at Meadowview Cottages.

**d. Water and Sewer**

**i. Waste Water and Water Sustainability Study Update**

There was a well-attended community meeting October 6, 2008 at

the Winsloe Lions Hall to get feedback from residents regarding the information gathered to date. Concern was raised about the possibility that city wells might be established in the community. Residents can be assured that Council has not been approached by the City, other than for permission to drill test wells in the fall of 2007. Proper procedures will be followed, including holding public meetings, if the issue develops further. It was noted that much of the information presented provided food for thought, although there may be differences in what the regulating Department of the Environment would allow, as opposed to what the consultants considered would be best for the environment. There was good information provided on wellfields. The information gathered for this study will be key for the community to develop its plan for the future. The administrator was directed to follow up with Engtech to ensure the project stays as close to schedule as possible.

#### **d. Parks and Recreation**

##### **i. Honoraria**

Motion 08-100: Moved by Councillor George Piercey, seconded by Councillor Joe Murphy, that **Council award an honoraria of \$400 to Joanie MacKinnon in recognition of her work as caretaker at the Community Park for the past season.** Motion carried.

The administrator was asked to also include a note of appreciation to Ms. MacKinnon.

##### **ii. Alarm System**

The alarm system at the park has been checked by the installers and it is now set. The first contact person for the alarm company will be Joanie MacKinnon. Maintenance man, Robert Turner will be asked to be the second contact person, with Councillor Sheila MacKinnon listed as the third contact. The maintenance man has had a conversation with Ian Stewart, who has an alarm company, who would be available if problems persist with the alarm to fix any problems and provide monthly monitoring at a competitive price. Council was in agreement with continuing with the current company for the present time.

##### **iii. Floor**

At suggestion of Seymour Hurry, Loyalist Tile was contacted regarding the floor. They will visit the shelter and provide suggestions and an estimate in early November.

##### **iv. Winterizing shelter**

The maintenance man will be asked to winterize the shelter after the floor issue is settled.

**v. Halloween security**

Motion 08-101: Moved by Councillor Gail Ling, seconded by Councillor George Piercey, that **Council contract Jeff MacKinnon to provide security at the community park for 13 hours over the Halloween period at \$12/hour.** Motion carried.

**vi. Park Plan**

Councillor Pryor displayed the original plan (Ernie Morello -1985) for the park when it was first established. It was noted that there was a regulation size soccer field to the right of the entrance, which could be capitalized upon. John Gallant will be approached for more information regarding the establishment of a soccer field. Some of the trees originally proposed are now established. The new accessory building blocks the viewing vista, and should be re-located. If the accessory building bylaw were amended for recreational properties in the ongoing official plan review, this could be achieved. Trees could be gradually limbed to provide a better view of the water. Councillor Pryor will continue to work with Mr. Morello on a comprehensive plan for the park, which will allow Council to ensure the trees planned at Canada Days fall within an overall plan, and to have a plan for action in the early spring (transplant linden trees, plan new trees in the picnic area, approve a new location for the building, soccer field, improved parking, landscaping, possible shade shelters for picnic tables).

The park maintenance man has reported that he has staked and wrapped the requested trees.

**e. Report from Staff**

**i. Administrator**

The administrator circulated a report highlighting the Communities 13, Inc. annual meeting and providing follow up information from the activities since the September council meeting. A letter has been written on behalf of the Council to Canada Post regarding the safety concerns at the community mailboxes. Considerable time was again spent on the Special Planning Area (SPA) project.

**ii. Development Officer**

A list of applications and approvals was circulated. Regular office hours for the Development Officer will cease in mid November. Alfie Wakelin will continue to work on an as-needed basis during the winter. Councillor Ling, as chair of the Personnel Committee, will meet with the Development Officer in the near future and ensure that he continues to remain pleased with his contracted hours and wage.

Motion 08-102: Moved by Councillor Gail Ling, seconded by Councillor Betty Pryor at 6:10 p.m. that **Council move to a “Committee of the Whole” Meeting to discuss personnel issues.** Motion carried.

The administrator left the meeting and returned for the resumption of the regular Council meeting at 6:28 p.m.

**5. b. Personnel Committee**

Motion 08-103: Moved by Councillor George Piercey, seconded by Councillor Joe Murphy, that **as of the start of the next pay period, the hourly wage of the administrator be increased by \$1, with an additional \$1 increase to come into effect as of April 1, 2009.** Motion carried.

Council expressed appreciation to the administrator for her high quality of work and for her work, along with that of Alfie Wakelin, to improve the image and reputation of Council. Council noted they look forward to continuing to work with the administrator. Shari thanked the council for the kind words and the increase in wage.

Motion 04-104: It was moved by Councillor Gail Ling, and seconded by Councillor Sheila MacKinnon that **Council purchase a scanner/colour copier and a shelf for storage for the office.** Motion carried.

**7. BUSINESS**

There was no additional business to discuss.

**8. NEXT MEETING DATE**

The next regular council meeting date is Tuesday, November 25, 2008 at 4:30 p.m.

**9. ADJOURNMENT**

Motion 08-105: Moved by Councillor Gail Ling and seconded by Councillor Betty Pryor at 6:38 **that the meeting be adjourned.** Motion carried.

*Brian Andrew*

*Shari MacDonald*

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Chair

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Administrator

November 25, 2008

Date approved