

Community of Miltonvale Park Regular Council Meeting Minutes
Community Office – Winsloe Lions Hall **Tuesday, September 23, 2008**

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

1. CALL TO ORDER

Chair Aitken called the meeting to order at 4:30 p.m.

2. PRESENTATION OF AGENDA – DECLARATION OF CONFLICT OF INTEREST

The agenda was accepted with the additions that had been circulated. Councillor Murphy declared a possible conflict of interest regarding 7. f) Halloween Activity.

3. APPROVAL OF MINUTES

Motion 08-80: Moved by Councillor George Piercey, seconded by Councillor Gail Ling that **the minutes of the June 24, 2008, Regular Council Meeting be approved as circulated.** Motion carried.

4. BUSINESS ARISING

- a. **EMO Training** – Word was received that Municipal Emergency Measures Coordinator Gary Robbins is presently out of the community due to an illness in the family.

Motion 08-81: Moved by Councillor George Piercey, seconded by Councillor Betty Pryor that **unless Gary Robbins is able to arrange training earlier, that “EMO training” be tabled until the January 2009 meeting.** Motion carried.

- b. **Community Pasture** – Chair Aitken will continue to deal with Minister MacKinley to reach an agreement about renting the pasture from the province for a long term lease for a nominal fee. Councillor Pryor will obtain information about the building and well on the pasture property.
- c. **Streetlights** – Favourable response was received regarding the two streetlights placed at intersections on the Sleepy Hollow Road. It was noted there are already lights where the Lower Malpeque Rd meets both the Sleepy Hollow Drive and Miller Drive. A possible location for a third community light was on Rte 7 where it meets the Crabbe and MacKenzie Roads.

Motion 08-82: Moved by Councillor Gail Ling, seconded by Councillor George Piercey that **the Department of Transportation and Public Works be requested to install a streetlight at the intersection of Rte 7 and the Crabbe and MacKenzie Roads.** Motion carried.

- d. **Canada Day** – It was noted that Canada Day was very successful, with the

baked potatoes receiving many compliments. It was suggested that the set up for the barbeque and condiments could be rearranged to improve traffic flow.

Motion 08-83: Moved by Councillor Joe Murphy, seconded by Councillor George Piercey that **the food handlers at Canada Day follow appropriate food handling procedures (use of gloves, tongs) while preparing and distributing the food.** Motion carried.

It was noted that Councillors met at Canada Day regarding motions 08-78 and 08-78, passed at the June 24, 2008 meeting and decided to NOT drill a new well or amend the MRIF application, but to install a UV light instead. The UV light was installed in early July and the following water test recorded a zero coli form count.

5. CORRESPONDENCE

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

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 June, July and August 2008, that were circulated in the meeting packages.

Motion 08-84: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew, that **the financial statements for June, July and August 2008 be approved as circulated.** Motion carried.

Finance Chair Ling noted that \$10,000 had been moved from the chequing account into a deposit receipt. The payment of vacation pay for the administrator was clarified for Councillors.

Motion 08-85: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew, that **Council donate \$25 to the Encounters with Canada program towards the registration costs for Jennifer Dykerman.** Motion carried.

ii. Remittance – It was noted that the payment for the July and August remittances have been made to the Receiver General for Canada.

b. Personnel – Councillors Ling and MacKinnon plan to complete the 2 year performance appraisal with the administrator before the October Council meeting. Discussion ensued regarding the timing of a potential increase in wages.

c. Planning Board

i. Official Plan and By-laws Update

Planning Board Chair Pryor noted that although work on mapping occurred during the summer; the planning board has not met recently with the planners, who are waiting for information from the water and sewer study and the special planning area project. It is hoped that there will at least be a draft plan ready for the annual meeting in March 2009.

ii. Special Planning Area Update

P. Wood and Associates was chosen as the consultant for this project. The communities met several times, structured a management committee, and held a workshop on September 13, 2008 for Councils and planning boards in the 13 affected communities in the area. A second follow-up workshop will be held on September 24th for group discussions. As many council representatives as possible are requested to attend, and to assist with setting up, the workshop. A draft presentation is expected to be reviewed by the management committee on October 15th, followed by three public meetings according to Special Planning Areas, and then a final report will be presented to Government.

iii. Strategic Plan Update

There were no developments regarding the Strategic Plan; however, recent economic changes may affect the directions that were being considered in the plan.

iv. Development Permits

The following permits were issued, or are pending, this summer by the development officer:

Development Report– Summer 2008

Permit 2008-9	456632	replace existing home	954 Lower Malpeque Rd
Permit 2008-12	688812	deck addition	330 Rustico Road
Permit 2008-13	616037	deck addition	21 Miller Drive
Permit 2008-14	585398	deck	20 Hiddenview Drive
Permit 2008-15	946368	storage building	1009 Rustico Road
Permit 2008-16	283473	run-in shed 16x40	17208 Malpeque Rd.
Permit 2008-17	947721	storage shed	375 Glasgow Road
Permit 2008-18	281626	deck/pool	992 Rustico Rd.
Permit 2008-19	985408	storage building	222 New Glasgow Rd
Permit 2008-20	749036	deck	287 Rustico Road
Permit 2008-21	281238	dairy addition	1062 Loyalist Road
Permit 2008-22	577841	deck/pool	1209 Rustico Road PENDING

SUBDIVISION APPLICATIONS since the June 2008 meeting

PID 281121	3 residential lots/revision	Loyalist Rd. cancelled
PID 281121	1 residential lot	Route 2 cancelled
PID 280990	1 residential lot	Tinney Road PENDING
PID 281642	1 residential lot	Rustico Rd. PENDING
PID 283440	1 commercial lot	Route 2 PENDING
PID 283440	1 appending of lot	Route 2 PENDING

d. Water and Sewer

i. Waste Water and Water Sustainability Study Update

The water and sewer committee met with Kelly Galloway from Engineering Technologies Canada in September. She has prepared a draft map noting where problem areas may be encountered with respect to sewer. The consultants received approximately 140 of the 635 resident surveys, with about 100 of those being from developed properties.

ii. Public Meeting

There will be a community meeting October 6, 2008 at 7:30 at the Winsloe Lions Hall to get feedback from residents regarding the information gathered to date. The consultant regarding the water issues will also be present. It was noted that no one was aware of water quality or sewer issues, except for one possible incident on the Rustico Road with the heavy rains experienced recently.

d. Parks and Recreation

i. Summer Report

A report from the summer student, Jessica MacKinnon was circulated. She noted that an average of 3.2 children attended the park each day, and listed preferred activities, which she and Nick MacDonald supervised this summer. The UV light which resulted in drinkable water was a very welcome addition to the park.

ii. Trees

It was noted that if trees were to be moved within the park, the spring would be a better time to do so. Councillor Pryor has met with Ernie Morello, who designed the original landscape plan for the park. He has agreed to review the original plan and continue to work with Councillor Pryor regarding future development of the park. Mr. Morello suggested several of the trees need attention (lawn mower driving too close, several need to be guide wired or T-barred in place, or have plastic wrapped around them, and some need trimming) and it was also suggested at the meeting that trees under 3" in diameter should be wrapped, and those over 3" should be mulched. The administrator was directed to ask the park maintenance man to attend to the trees. If any trees over two-three feet in height are marked to be moved in the spring, they could be root pruned now.

Motion 08-86: It was moved by Councillor Gail Ling and seconded by Councillor Sheila MacKinnon that **Councillor Pryor continue to obtain landscaping information regarding the community park and a plan for its development for the October or November meeting.** Motion carried.

iii. Floor

The concrete floor at the park shelter was originally finished and

sealed without being cleaned, and cannot be made to look clean. Options range from removing and reinstalling sealer (estimated cost almost \$4000) to cushion floor, vinyl tiles (approximate cost \$1000 + tax), or a non stick ceramic tile. Councillor Andrew will approach resident Seymour Hurry for his opinion about the best option.

iv. Softball Field

It was noted that there have been several incidents with the men's ball team leaving litter or not closing the gate after they use the ballfield. The administrator was directed to write a letter to the team outlining the park policy.

v. Park Guidelines Sign

A draft sign was circulated for comments, and it was suggest that an aluminum sign (\$180 estimate) be purchased and erected on the sliding door at the shelter.

Motion 08-87: It was moved by Councillor Gail Ling and seconded by councillor Sheila MacKinnon that the **Council purchase a "Park Guidelines" sign for the park.** Motion carried.

vi. Election

Elections Canada will rent the shelter at the park for the federal election on October 14. This was seen to be an opportunity for residents to become familiar with the shelter.

e. Report from Staff

i. Administrator

The administrator circulated a list of items she was planning to include in the upcoming newsletter and asked for submissions. Other activities from over the summer included organizing and reporting on Canada Day, editing and distributing the summer newsletter, summer student supervision, payroll, costing signage for park (not ordered yet), and installing a sign at the pasture. One community sign was installed and Bob Turner is making plans to install the other. Fire extinguishers and new backboards were purchased for the park. Considerable time was spent doing accounting and on the Special Planning Area (SPA) project. Council was switched to new bank plan to reduce service charges and it is recommend we change telephone internet providers to Eastlink to save approx \$400 annually (if they can serve the shelter). The administrator attended an infrastructure press conference, a workshop on septic systems (including a tour of Victoria's new system) and another on PSAB accounting requirements. A successful submission was made for funding for yoga/exercise classes. Upcoming activities include a fall newsletter, completing paperwork for the Jobs for Youth Program, a community tour with the official planners, and continuing with the SPA project.

ii. Development Officer

A list of applications and approvals was circulated. Appreciation was expressed for the work that Alfie Wakelin does for the Council.

7. BUSINESS

a. **Municipal Portion of Milton Community Hall Taxes**

Motion 08-88: Moved by Councillor Gail Ling, seconded by Councillor Brian Andrew that **the Community of Miltonvale Park forgive the municipal portion of the property tax to the Milton Community Hall.** Motion carried.

It was noted that this would amount to \$94.08 this year. The province waives the provincial taxes for the hall, and the churches do not pay any property tax. The administrator was directed to make arrangements to allow for either a rebate, or a forgiveness of the tax with the province.

b. **Appreciation Night** – Councillors Ling and Pryor agreed to make arrangements for a Council Appreciation Night for Councillors, Staff, Committee and Planning Board members, the EMO coordinator and one guest per person, tentatively on October 8th.

c. **Exercise Project** –An application was submitted to the provincial Community Recreation Support Program (Physical Activity Program) for \$500 assistance to run EMP-HOUR (Exercise in Miltonvale Park Hour) exercise/yoga classes at the Milton Community Hall. The community received \$400. Yoga instructor Brenda Bradford of Hampshire is interested in teaching classes - a 75 min Yoga Basic (gentle stretching class) followed by a Beyond Basics (90 min) if interest is there, or possibly a multilevel class. She is available Monday and Thursday nights or during the daytime. A notice checking for interest will be included in the newsletter, and classes will be arranged based on the feedback received.

d. **Price Quotes** –Councillor Pryor cautioned Council about the necessity of getting complete price quotes, and noted that preparation was the key to ensure that prices can be compared more easily, if quotes received include similar items.

e. **Community History** –Councillor Pryor was approached by historian Catherine Hennessy who is interested in completing a history of Miltonvale Park. Costs to council would be small, most likely limited to photocopying and out of pocket costs. Council felt that a community history would be an asset to the community, and agreed to fund limited costs. It was noted that Laura Curtis may be a contact person for Ms. Hennessy.

f. **Hallowe'en Activity** – Discussion about a community activity for Halloween was held, and it was noted that the Giant

Pumpkin Association is holding their Pumpkin Weigh-off at Silver Bells Christmas Tree Farm on October 11. It was decided to once again contribute towards prizes for a pumpkin people contest at the Farm Market.

Motion 08-89: Moved by Councillor Brian Andrew and seconded by Councillor Sheila MacKinnon that **Council donate \$50 in prize money towards a Pumpkin People contest at the Gates' Farm Market.** Motion carried.

- g. **Card Parties** - Council provided lunch, at an approximate cost of \$90, with Chair Aitken, Councillor Ling and the administrator serving at the September 18th card party at the Milton Community Hall. The hall holds fundraising card parties from June-September.

Motion 08-90: Moved by Councillor Sheila MacKinnon, seconded by Councillor Gail Ling that **Council volunteer to provide and serve lunch at one card party each month during the 2009 summer, at a cost not to exceed \$70/ night for the four nights.** Motion carried.

- h. **Chair** – Chair Don Aitken announced his intention to resign as Chair of Council and as Chair of the Water and Sewer Committee, effective September 23, 2008. He will deliver a letter to this effect to the administrator as soon as possible. Discussion about next steps was held. Vice Chair Brian Andrew agreed to chair the next meeting. According to the Municipalities Act, the administrator is to, within sixty days, set a date for a special election meeting or an election poll for the purpose of electing a person to fill the vacancy; or determine that the vacancy be filled at the next annual meeting. If a present Councillor is interested in running for the Chair's position, he or she must resign before the election for chair, and then the Councillor position could also be filled by election. It was requested that the administrator delay making a decision until after discussion at the next Council meeting.

Motion 08-91: Moved by Councillor Betty Pryor, seconded by Councillor Gail Ling that **since Don Aitken intends to resign as Chair that he be removed as a signing authority for Council, and that Finance Chair Gail Ling and Administrator Shari MacDonald be the authorized signing officers until a new Chair of the Community Council is in place.** Motion carried.

It was noted that Chair Aitken is also the community's representative to the Board of Directors of Communities 13, Inc., and he is willing to continue to serve in that capacity. Their annual meeting is September 25, 2008.

Motion 08-92: Moved by Councillor Gail Ling, seconded by Councillor Sheila MacKinnon that **Don Aitken be appointed the representative from Miltonvale Park on the Board of Directors of Communities 13, Inc.** Motion carried.

Councillors expressed appreciation for the tremendous contribution that Chair Aitken has made to the Community of Miltonvale Park, and that he would consider returning to Council at some point in the future.

8. NEXT MEETING DATE

The next regular council meeting date is Tuesday, October 28, 2008 at 4:30 p.m.

9. ADJOURNMENT

Motion 08-93: Moved by Councillor George Piercey and seconded by Councillor Sheila MacKinnon **that the meeting be adjourned at 6:45 p.m.** Motion carried, and Council marked Chair Aitken's retirement with cake.

Brian Andrews
Chair

Shari MacDonald
Administrator

October 28, 2008
Date approved