

**Community of Miltonvale Park  
COUNCIL MINUTES**

**Milton Community Hall**

**7:30 p.m., Wednesday, July 20, 2016**

**PRESENT:** Chair Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Philip Hooper, Sheila MacKinnon, Helen Shaw, Denise MacDonald-Vail and Sheila Curtis; Development Officer Sandy Foy, Administrator Shari MacDonald, Residents Shanna and Cody Farrell

- 1. CALL TO ORDER** – Chair Hal Parker called the meeting to order at 7:37 p.m. and noted that quorum was met.
  
- 2. PRESENTATION OF AGENDA** –The agenda had been circulated to Council previously.
  
- 3. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**  
No additional items were added to the agenda.
  
- 4. DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST**  
No conflict of interest items were identified.
  
- 5. APPROVAL OF MINUTES**

Motion 2016:69 – Moved by Councillor Sheila MacKinnon, seconded by Councillor Denise MacDonald-Vail that **the minutes of June 15, 2016 be approved as circulated.** Motion carried.

**6. PRESENTATIONS** – No presentations were scheduled.

**7. PLANNING BOARD**

**a. Permits Issued Since Last Planning Board Meeting**

- a. Permit No. 2016-09 was issued on 2016-06-24 to erect an above-ground swimming pool at 953 Rustico Road, PID 1016492.
- b. Permit No 2016-10 was issued on 2016-06-27 to erect an above-ground swimming pool at 888 Lower Malpeque Road, PID 0867630.

**b. Application #MP-0988-Cody & Shanna Farrell**

The Applicants have applied for a development permit and variances to permit an 1184 sq. ft. mini home to be placed on parcel 0784686, which is 10 acres, at 1158 Rustico Road as an “accessory apartment.” There are extenuating health-related circumstances which necessitate a dwelling larger than the 700 sq. ft. accessory apartment permitted in the bylaws. Provincial regulations do not permit the subdivision of the parcel. Planning board recommended that Council reject the application for 1184 sq. ft. accessory apartment, on the advice of the Planner; who noted that a three bedroom, two bath unit could accommodate a full-size family and should be serviced accordingly; and that there were a number of homes along the Rustico Road that were in that size range. Planning board

recommended to Council that an accessory apartment of up to 900 sq. ft. could be approved. The Development Officer and Chair reviewed the details of the application and comments from the Planner.

The applicants were present at the meeting and spoke to the need for a third bedroom (for Shanna or another caregiver) and their difficulty in finding a company which could build an accessible quality mini-home within that size limitation.

Motion 2016:69 – Moved by Councillor Philip Hooper and seconded by Councillor Sheila Curtis that **Council approve a variance to application #MP-0988 to permit a mini-home of up to 960 square feet to be placed on parcel 0784686, allowing three accessory buildings on the parcel to a total of 1901 square feet, and with a development agreement, authorized by Planning Board, to include a provision for an appropriate financial bond and the removal of the unit when it no longer houses the owners' parents, or the property is sold.** Motion carried.

The Farrells left the meeting at 7:55 p.m.

**c. Application #MP-0987—Trevor Pyke & Rhonda Gallant**

The Applicants have applied for a development permit to erect a 960 sq. ft. greenhouse at 835 Rustico Road on a 2.15 acre parcel. There is a single family dwelling and accessory building, approximately 336 sq. ft already on the parcel. The total area of accessory buildings permitted on a lot of this size (under 3 acres) is 1000 square feet, according to Clause 4.23(2)(c) of the 2013 Bylaw, which was in effect when the application was filed.

Motion 2016:70 -Moved by Councillor Sheila MacKinnon, and seconded by Councillor Helen Shaw that **if a response from the applicants is not received confirming a reduction in size to that which is permitted in the bylaw, as recommended by Planning Board, Council DENY application #MP-0987 as it contravenes Subclause 4.23(2)(c) of the Development Bylaw, and instruct staff to refer the matter to lawyer Jonathan Coady.** Motion carried.

**d. Application #MP-0993—Cory & Jill Gallant**

The applicants recently filed an application for a 4,000 square foot building for the permitted use of resource industrial at 1214 Loyalist Road, a parcel which is almost 60 acres in size. Additional information, including a drainage plan and confirmation of compliance with the Architects' Act, has been requested.

Motion 2016:71 - Moved by Councillor Sheila MacKinnon and seconded by Councillor Helen Shaw that **Council authorize the approval of Application #MP-0993 to place a 4000 square foot building on PID 281303, after the requirements of the development bylaw have been met and the Development Officer has received authorization to do so from Planning Board.** Motion carried.

**e. Opinion regarding Dirt Bike Track**

Planner Hope Parnham was consulted after informal complaints were received about a dirt bike track. She noted, under the new bylaws, a permit would now be required only if fill was brought into the site, or if a dirt bike track were a change in

use to commercial. Generally, complaints concerning dirt bike tracks are considered a nuisance or noise violation and can be reported to the RCMP.

**f. Roman Catholic Episcopal Corporation – Parcel #283309**

The Roman Catholic Episcopal Corporation had expressed concern to the Minister of Communities, Land & Environment over part of Parcel #283309 being zoned O2 in the new Development Bylaw. Council staff provided clarification to the Minister and owner.

**g. Municipal Restructuring Meeting**

On June 27, 2016, Council Chair and the Administrator attended a meeting with representatives of other incorporated municipalities in the North River Fire District. The tone was cordial and the communities intend to meet once more together before inviting Cornwall to the discussion. There is a strong desire from the municipalities to remain rural. Most councils had not had the opportunity to discuss the meeting, or thoughts regarding the discussion before the group meeting. Communities were asked to discuss the issue with their Councils before meeting again on July 26, 2016.

**h. Possible Contraventions**

Staff is following up on a pool that may have been erected without a permit on Route 2 in Milton Station.

**i. Inquiries and Other**

Application #MP-0991 has been received for a horse barn at 813 Rustico Road.

Application #MP-0992 was received for an addition to a single detached dwelling on the Rustico Road.

A prospective purchaser inquired about the number of lots that may be subdivided from Parcel #280974, at the intersection of Route 2 and Tinney Road. Tinney Road is not built to Provincial standards, and that may be a limiting factor.

**j. Water Servicing**

Landowner Dan Doran requested a letter of support from Council as he approaches Charlottetown's Water and Sewer Utility to request that a connection for municipal servicing for his property come off Miles Boulter Drive near his driveway. When the servicing project was designed, the hook up for that property was left at the right of way next to 198 Sleepy Hollow Road. Subsequently, it was discovered that the right of way is in separate ownership. The proposed location of the residence would have it be, most likely, the closest home to the landfill site. It would be expected that the costs of development would be borne by the developer.

Motion 2016:72 - Moved by Councillor Sheila MacKinnon and seconded by Councillor Tamsyn Cosh-MacKenzie that **Council write a letter to the Charlottetown Water and Sewer Utility in support of Dan's Doran's request to have servicing provided from Miles Boulter Drive, recognizing that the costs would be the developer's.** Motion carried.

## 8. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- a. **Washroom at Community Park** – A door closer has been added to the outside washroom door, but works only if door is pulled partially closed. Signage reminds people to close the door. A spring might be helpful, but could impact safety. The septic holding tank was pumped for the second time on July 18, indicating increased usage.
- b. **Notional Gas Tax** – Wicked Eh are interested in moving ahead with internet servicing. Bell did not review the fiber op project, but are expected to do so on July 2, 2016. The administrator will contact the internet companies again to see what might be possible with the available funding, and what additional funding might be required to make significant improvements.
- c. **THREE for MVP** – The water bottles distributed at Canada Day were very popular. There has not been any application for project funding yet, although there has been some discussion about ballroom dancing classes.
- d. **Community Pasture** –The contract has not been signed yet with Earl Hambly. The plan from the province and prices are needed before application can be made for funding for the swale/berm. The administrator will arrange for soil testing.
- e. **Canada Day Review** – There were approximately 250 people in attendance. There was a good number of helpers, including hall students Matthew Halman and Heather Crane. Gluten free buns and veggie burgers were appreciated, as were the food warming units. Next year, some burgers should be prepared in advance, and more than 50 pounds of potatoes should be baked.
- f. **AMA-PEI** –The administrator attended the annual meeting of the Association of Municipal Administrators at the Milton Community Hall in late June, and was re-elected secretary of the association. Sessions included information on land use planning, an update from the Canadian Association of Municipal Administrators, the new proposed Municipal Act, Revenue Sharing Formula and the Georgetown Conference 2.0

## 9. CORRESPONDENCE

- a. A workshop “**On the Road to Asset Management**” will be held at the Old Orchard Inn, Wolfville, NS on September 14-15, 2016.  
[www.aimnetwork.ca/events](http://www.aimnetwork.ca/events).
- b. The **Provincial Infrastructure Fund** is accepting applications until late July/early August. The administrator will investigate if it could be used as part of the funding for the tennis/pickleball project.

Motion 2016:73 - Moved by Councillor Sheila MacKinnon and seconded by Councillor Helen Shaw that **Council apply to the Provincial Infrastructure Fund to fund a portion of the tennis/pickleball project, and if this project is not eligible, for funding for solar lights to illuminate the community signs.** Motion carried.

- c. **Canada 150 Fund** – The community was invited to meeting with Cornwall regarding a possible joint project with the neighbouring communities. The administrator will attend.

## 10. REPORTS

### A. Environment and Community Living

- i. **Watershed Update** - The Cornwall and Area Watershed Group (CAWG) is hosting an UPEI camp for an educational, community-based, hands on watershed experience with 28 exchange students from China and the public on Friday afternoon, July 22, at the Community Gardens in Cornwall. Stations include a brushmat, tree planting and a streamside trail walk. Matthew Locke has been hired through Canada Summer Jobs for the Community to work with the watershed. Issues with payment for the watershed coordinator seem to have been corrected. A developer is constructing seniors housing in the Hyde Park area. CAWG received a grant of \$16,000 for Habitat Protection Species at Risk. They have been doing work in Coles Creek, and Dr. van den Heuvel from UPEI is monitoring the Creek.
- ii. **Seniors Projects**
  - 1. **New Horizons for Seniors Program** –A summer road trip is booked for August 24 to Belfast Mini Mills and Orwell Corner. Seniors will be charged \$10. Two residents are registered. The community kitchen and healthy eating presentations are not yet organized.
  - 2. An application was submitted for PEI **Senior Secretariat** funding to hold a photography class (for portraits and houses), an information night about writing a community history, and then information would be gathered through a combination of home visits and several events at the hall. A social event would be held at the conclusion (approx. March 2017) to share interesting findings. Budgeted purchases would be a portable scanner, memory, camera, and digital recorder, some honoraria, rent and food. The amount requested was \$2875, with \$1742 from Council and other sources (donations for meals) and \$1425 in-kind contributions.
  - 3. **2017-18 New Horizons for Seniors Program** –Projects must be led or inspired by seniors and up to \$25,000 is available for applications sent before July 29.

Motion 2016:74 - Moved by Councillor Tamsyn Cosh-MacKenzie and seconded by Councillor Sheila MacKinnon that **Council make application to the New Horizons for Seniors Program to do the second stage of information gathering for a community history, along with several storytelling events, and include an element involving photos.** Motion carried.

- iii. **Community Park** –Two of the cameras are working; one may be positioned for better coverage, if the third cannot be fixed. A subscription would allow recording of the cameras to be archived. Chair Parker will investigate the power supply. We have received very positive comments on the sound of the new swirl, and the swing is now installed. Canada Day was very well attended and much enjoyed by residents. There was low attendance for the Bark in the Park presentation by Courteous Canines, but there were 28 children at Superhero and Royalty Day on July 15<sup>th</sup>. Other special afternoons planned are July 25: Christmas in July; August 5: Olympics in the Park; August 15: Teddy Bear Picnic; and August 26: Mad Science Day. The drop –in program is getting lots of use. The picnic tables were painted; some garlic oil sprayed for mosquitoes, the garden is fully planted, and radishes are harvested.

Motion 2016:75 - Moved by Councillor Tamsyn Cosh-MacKenzie and seconded by Councillor Denise MacDonald-Vail that **Council subscribe to the Logitech Video Security System**. Motion carried.

- iv. **Pickleball/Tennis/Fence** - Capital projects are eligible under the Canada 150 Infrastructure Program through ACOA, which provides half of the funding. The best option would be to shorten the soccer field to make it regulation U -12 size (as it is too narrow for adult soccer) and construct a tennis/3-4 pickleball court) at the end near the shelter. Prices are being gathered, and without an optional flex court topping, which would be approximately \$40,000, the costs to construct and fence the courts would be about \$40,000. The West Royalty Softball Association asked us to consider installing a fence along the 3rd baseline (in front of the players' bench) to improve the safety of players and to keep the balls out of the bushes. They will contribute towards the costs to install the fence.

Motion 2016:76 -Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Sheila MacKinnon that **the Community of Miltonvale Park make application to the Provincial Infrastructure Fund to apply for fencing for the ballfield and tennis/pickleball courts at the Miltonvale Community Park, as well as to the Canada 150 Community Infrastructure Program for costs to establish tennis/pickleball courts, and to contribute towards a portion of the fencing costs**. Motion carried.

B. **Emergency Measures** – No report.

C. **Finance/Payment of Accounts**

- i. **Remittance** –The Receiver General was paid for June 2016.
- ii. **Reports and Payment of Accounts** – The financial statement for the month and year to date were circulated, reporting revenues for June of \$17,078.66, and for the year of \$164,797.50 and expenses of \$33,049.84 for June and \$129,548.48 for a year-to-date balance of \$35,249.02.

iii. **Purchasing Policy** – A draft purchasing policy was circulated prior to the meeting, and Council reviewed and suggested several changes to be incorporated.

Motion 2016:77 - Moved by Councillor Philip Hooper and seconded by Councillor Denise MacDonald-Vail that **Council approve the Purchasing Policy as amended.** Motion carried.

iv. **Insurance** –The Finance committee plans to draft an RFP for insurance services, to have quotes before the policy renews in March. The Association for Municipal Administrators, and Cooke Insurance are both planning workshops on insurance in the fall. It was noted that Councillors who sit on outside boards as part of their Council duties, may not be covered under Council's insurance if they take an active role in the other organization.

Motion 2016:78 - Moved by Councillor Philip Hooper and seconded by Councillor Helen Shaw that **Council approve the financial statements and reports.** Motion carried.

D. **Personnel** – The timesheet for the administrator was circulated, and shows 56 hours of overtime.

E. **Report from Staff** –Upcoming items to be completed include the Enabling Accessibility Report, Canada Day report, applications for the Provincial Infrastructure Fund and New Horizons for Seniors Programs and for funding for the berm/swale. Proposals will be developed for the website and insurance.

## 11. BUSINESS

- A. **New Horizons for Seniors Grant** – The application will involve a history book.
- B. **Website** –The summer student investigated municipal websites and developed a draft pdf file showing how it could be organized. Councillors gave positive feedback, and suggested that links be made slightly more obvious. The administrator will continue working to have a new website developed.
- C. **Cooperation/Amalgamation** –A list of community assets and programs was compiled to review what the Community offers. Councillors discussed the recent meeting of rural communities within the fire district. There was concern that amalgamation would have to be approached and organized carefully to ensure that the current sense of community and local connection to it are not lost if amalgamation were to take place. It was suggested sub-committees (somewhat like hall committees) could be used to keep local connections to communities.

Motion 2016:79 - Moved by Councillor Sheila MacKinnon and seconded by Councillor Denise MacDonald-Vail that **Council participate in a Municipal Growth Management Study, if one is initiated.** Motion carried.

## 12. NEXT MEETING DATES

The next regular Council meeting is tentatively scheduled for August 17, 2016 at 7:30 p.m.; however it will only be held if necessary.

## 13. ADJOURNMENT

Motion 2016:80 - Moved by Councillor Sheila MacKinnon, seconded by Councillor Denise MacDonald-Vail that the **meeting be adjourned**, and Chair Harold Parker declared it so at 9:21 p.m.

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Chair

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Administrator

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Date approved