

**Rural Municipality of Miltonvale Park Council
DRAFT MINUTES**

Milton Community Hall (and via ZOOM) 7:30 p.m., Wednesday, April 15, 2020

Present: Mayor Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Lindsey Rhynes, and CAO Shari MacDonald; present by telephone/Zoom: Councillors Paul Poole, Phil Hooper, Spencer MacDonald, and Andrew Frizzell

1. **CALL TO ORDER** – Mayor Parker called the meeting to order at 7:33 p.m.
2. **DECLARATION OF CONFLICT OF INTEREST** – There were no conflict of interest items declared.

3. **APPROVAL OF AGENDA**

Motion 2020:28 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Phil Hooper that **the agenda be approved**. Motion carried, 5-0.

4. **PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS** -There were no presentations scheduled.

5. **ADOPTION OF MINUTES**

Motion 2020:29 - Moved by Councillor Phil Hooper, seconded by Councillor Lindsey Rhynes that **the minutes of February 19, 2020 be approved**. Motion carried, 5-0.

Councillor Frizzell joined the meeting by telephone at 7:36 p.m.

Motion 2020:30 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole that **the minutes of the Public Budget meeting on March 2, 2020 be approved, as corrected**. Motion carried, 6-0.

Motion 2020:31 - Moved by Councillor Phil Hooper, seconded by Councillor Lindsey Rhynes that **the minutes of March 18, 2020 be approved**. Motion Carried, 6-0.

6. **BUSINESS ARISING FROM THE MINUTES**

i **Capital Investment Plan.** – Portions of the \$203,566 contract will need to be signed once the EV Charging stations receive final approval and the Broadband Completion funds are reassigned. A signed sealed resolution will be needed to withdraw 54.2.4 - Miltonvale Park Broadband Completion and reallocate funds.

7. **READING OF CORRESPONDENCE**

i. **Federation of PEI Municipalities-** The 2020 FPEIM Annual Meeting is postponed.

- ii. **Park** – A lovely card was received from park user, J. Watson, who expressed great appreciation for the park, and suggested moving doggie bags to allow winter access and that more frequent garbage pick up be done.
- iii. **Cats** – Council received a concern from a resident on Royalty Road regarding roaming cats during the pandemic.
- iv. **Donation Requests** - Both the Atlantic Woodcarvers Competition and the International Envirothon, which residents were planning to attend, have since been cancelled.

8. **REPORTS FROM STANDING AND AD HOC COMMITTEES**

i. **Environment and Community Living**

a. **Watershed Update** – Councillor Cosh-MacKenzie reported that the Cornwall and Area Watershed Group (CAWG) had met the previous week, using Zoom. The Annual General Meeting has been postponed, and the fishing derby has been cancelled. CAWG had planned a social media campaign to encourage fishing; but the season has since been delayed. They have not yet approved this year's budget. Coordinator Karalee McAskill begins employment on May 4, 2020.

b. **Projects**

a. **New Horizons for Seniors 2019-20**– The report for the Passing Down Traditions project has been submitted. It is expected that when conditions allow, a sock hop will still be held.

b. **New Horizons for Seniors 2020-2021** -The funders have notified Miltonvale Park that there are several options with the \$7000 allocated to the "Year in France" program to accommodate the COVID-19 pandemic. The project can be extended for an additional year or could also be changed to include activities to prevent seniors' social isolation, or support seniors self-isolating at home, support for community organizations assisting seniors, providing information and /or technology to seniors. The municipality hopes to continue with the original application, with modifications where required. There have been no requests from seniors for assistance to date.

c. **PEI Senior Secretariat Funding** – Applications are due by April 30, 2020. It was suggested that a project that incorporated painting, preserving and cooking classes, and Lunch and Learns be submitted, with activities to be free for residents. Lessons or hints for using technology for staying in touch could also be shared.

Motion 2020:32 - Moved by Councillor Phil Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **Council approve a budget of up to \$400 to subscribe to Zoom for use for community activities.** Motion carried, 6-0.

- e. **Park** – The CAO is investigating information to prepare a Request for Proposals for creating a cricket pitch on the soccer field. Mayor Parker intends to contact Matheson Construction about rolling the softball and soccer fields and straightening the park welcome sign and flower bed.
- f. **Summer Students** – Applications for three summer students were submitted for the provincial Jobs for Youth program and for the Canada Summer Jobs. The deadline has been extended to April 30. It was suggested that application be made for two more students through provincial funding.
- g. **Little Free Library** – The library is expected to be installed near the mailboxes on the Old Crabbe Road.
- h. **Participaction** – The municipality has a \$1000 grant for the Community Better Challenge in June 2020. Active minutes will be tracked. Community feedback will be gathered to seek ideas for activities that will need to involve physical distancing.

ii. **Emergency Measures** –

- a. **Hurricane Dorian** – The application for funding reimbursement has not yet been submitted.
- b. **Emergency Plan** – The plan is still being updated.
- c. **COVID -19** – The municipal role at this time is to support vulnerable residents who may be missed by other levels of government, while providing essential services only.
 - i. **Wi-fi** – The public wi-fi network is now operational at the Milton Community Hall, and its usage can be monitored remotely. Andy Gallant, who installed the network also suggested a mesh wi-fi network could easily be established at the park, if the internet was upgraded to fiber op.
 - ii. **Park** - There is currently a small sign at the park and on the community notice boards noting that the playground is closed. The shelter is usually opened in May to have the washroom available; however, that may not be appropriate with Islanders being encouraged to stay home. There may be value in putting soap near the exterior tap, once the water has been turned on. The CAO will make larger signs for the park regarding the playground and physical distancing. The driveway and parking lot may need attention, as they are quite rutted.
 - iii. **Development** – The planned public meeting for the re-zoning and bylaw amendment will be rescheduled when restrictions permit. Sub-divisions applications can still be approved.
 - iv. **Recreation** -go!pei is streaming many exercise programs, including line dancing.
 - v. **Vulnerable** – No other specific projects were identified to assist vulnerable residents.
 - vi. **Information sharing** – The CAO has been sharing information regarding COVID-19 and related issues on Facebook, occasional resident emails and signage on community boards

iii. **Personnel Committee** – There was no report.

iv. **Finance/Payment of Accounts**

- a. **Remittance** –The remittance has been paid for March 2020.
- b. **Reports and Payment of Accounts** –March's financial statements will be approved at a following meeting.

Motion 2020:33 - Moved by Councillor Phil Hooper, seconded by Councillor Lindsey Rhynes that **Council approve the February 2020 financial statements.** Motion carried, 6-0.

- c. **Audit** - MRSB is not yet booking audits for the 2019-2020 fiscal year.
- d. **Capital Expenses** – The CAO will prepare to do an RFP for the EMO Communications system which was approved in the 2020-21 budget.

e. The **Capital Expenditure Plan** (5 year) and **Asset Management Plans** will need to be submitted; however, the deadline has been extended to some point in the future. The municipality could discuss the possibility of solar panels on the roof or an extension with a shower and an elevator with the hall board.

9. **REPORT FROM CAO**

The CAO took two weeks of vacation, which was owed from previous years. The student funding applications were completed, as was the New Horizons for Seniors report. The RFP for park upgrades, the Special Planning Area (with CADC) and the community quilt sections need to be addressed.

Michael's Olubiyi is planning to do a university course project in May and June. He intends to do literature review on the circle economy and promotion of sustainable practices and relate them to Miltonvale Park, drawing from lessons around the world. He is still interested in working on an more interactive project involving different community groups during the fall.

10. **RECOMMENDATIONS FROM THE PLANNING BOARD**

i. **Suspension of Development Permits** - As advised by the Chief Public Health Officer (CPHO) on COVID-19, the Development Officer has stopped issuing all development permits. He is currently processing applications, following up, and responding to applicants' inquiries, until the order of the CPHO is lifted.

ii. **Update on the Building Permit Process** - The Prince Edward Island Building Codes Act and Regulations came into effect on March 31, 2020. Two different permits (Development and Building Permits) are required before construction or demolition of a building can take place. The province has decided to delay the application of the Act and Regulations for single and two-unit dwellings, along

with structures that are accessory to those buildings (e.g. decks, detached garages, etc.) until March 31, 2021.

Municipalities with official plans and bylaws for land use and zoning would continue to issue the first permit, known as the Development Permit. This permit ensures that the applicant complies with the municipal bylaws. The second permit, known as a Building Permit, is to ensure that the proposed work is both designed and constructed in accordance with the National Building Code of Canada, and where applicable, the National Energy Code of Canada for Buildings. The provincial government will issue the Building Permit within all jurisdictions that have signed back the responsibility of enforcement and administration to the Minister of Agriculture and Land via the Municipal Agreement.

The Municipality of Miltonvale Park has signed back the responsibility of enforcement to the province; therefore, the municipality would issue the development permit, while the province would issue the building permit.

11. INQUIRIES BY MEMBERS OF COUNCIL

The Finance Chair asked if the CAO had significant overtime hours to date, but she did not.

12. ADJOURNMENT

Motion 2020:34 - Moved by Councillor Phil Hooper that **the meeting be adjourned**, and Mayor Parker declared it so at 8:10 p.m.

The next Regular Council Meeting is scheduled for May 20, 2020 at 7:30 p.m.

Mayor

CAO

May 20, 2020
Date approved