Rural Municipality of Miltonvale Park Council
DRAFT MINUTES
Milton Community Hall (and via telephone) 7:30 p.m., Wednesday, May 20, 2020

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

1. **CALL TO ORDER** – Mayor Parker called the meeting to order at 7:31 p.m.

2. **DECLARATION OF CONFLICT OF INTEREST** – There were no conflict of interest items declared.

3. **APPROVAL OF AGENDA**

Motion 2020:35 - Moved by Councillor Spencer MacDonald, 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 2020:36 - Moved by Councillor Lindsey Rhynes, seconded by Councillor Tamsyn Cosh-MacKenzie that **the minutes of April 15, 2020 be approved.** Motion carried, 5-0.

6. **BUSINESS ARISING FROM THE MINUTES**

i. **Capital Investment Plan**. **$203,566 –** Council still needs to sign the contract that includes three projects which were approved on December 18, 2019: 54.2.1 **Miltonvale Park EV Charging Stations**, ($4,000*)* for which Maritime Electric has not yet received final approval*),* 54.2.3 **Miltonvale Community Park Revitalization** ($24,000) and 54.2.4 **Miltonvale Park Broadband Completion** ($168,566)**.** Council hopes to receive approval for the Charging stations soon, and may reassign the broadband completion funds, by resolution, when it is confirmed the Province is completing the internet project.

7. **READING OF CORRESPONDENCE**

i **Update on Deadlines for Municipal Reporting Requirements**

Municipal Affairs circulated new deadlines for financial reporting which have been adjusted due to the pandemic.

May 31 - Adopt Financial Plan -The Operation and Capital Budgets have been completed and submitted. Council needs to approve the five-year capital budget and review the Municipal Asset Plan. The CAO will circulate the Asset Management Plan

September 30 – The audit needs to be submitted to the CAO.

October 15 – The audit is to be submitted to Council and the Minister.

October 31 – The audit to is released to the public.

ii. A resident on **Crabbe Road** contacted Councillor MacDonald with concerns about heavy trucks on the road, and the condition of the road. He was also concerned with the safety of those who walk on the road. The CAO took photos of road, and sent another email to Transportation, which was copied to the Premier's assistant Kent Dollar. Mayor Parker also intends to speak with Mr. Dollar.

iii. **Gas Tax** – The Provincial Infrastructure Secretariat reminded municipalities that projects over $100,000 require signage. They also confirmed the amounts of funding received from Infrastructure office, which was forwarded to the accountants for the Annual Expenditure Return.

iv. **CODE RED** contacted the Municipal Office to gauge interest in their "High Speed Alerting on All Devices" program.

v. A request was received on April 17 for Council to proclaim a greeting on May 13, which is the Anniversary of **Falun Dafa Day**.

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 held their Annual Meeting using Zoom. Unfortunately, the meeting was disrupted by a Zoom bomber, and had to be finished the following evening. Highlights included a summary of the fieldwork from last year, including improving 11 kilometers of habitat for salmon in the Watts and Coles Creeks, tree planting, duck houses, brush matting, electrofishing, and raking riffle. There were four sedimentation events in the past year which required intervention, mostly attributed to the construction of the Cornwall Bypass. The film Solastalgia was screened. UPEI Professor Michael Van Den Heuvel, who has been monitoring Coles Brook, where pumping for the Charlottetown wellfield started in 2017 presented his findings to date. The wellfield was mostly online in 2019, and the stream was at 70% of median flow. If it drops below this level it becomes inhospitable to fish. His research deals with streams, and these levels are not related to wells. In 2019, the wells pumped over 7000 $m^{3/}$day on July 15, and once in August. Most days the water usage was in the low 6000 m^3/day. Charlottetown Water and Sewer is only drawing water from wells 2 and 5, which are close to the stream. There is evidence to suggest that when the temperature of the stream reaches 20ºC, it Is not good for fish health. The temperature of the headwaters is rising in the summer, and the water temperatures are colder lower on the stream. The headwaters are located in the open field and would benefit from having trees planted near them. There are brook and rainbow trout in the creek; however, it is no longer good habitat for salmon. Sea run salmon are able to make it upstream to reproduce, but the water temperature does not support their survival. The City should be encouraged to plant more trees in the area. It is hoped the

study can be extended to 2023, as the funding expires in 2021. It was believed the City may apply to use 120% of their allowable limit of water. It is expected that this increase would be allowed; however, there may be compensation awarded, if opposition is registered. This compensation could include funding for the watershed group or mandated improvements to marsh or wildlife habitat. Councillor Cosh-MacKenzie can share the link to the presentation that was made at the Annual Meeting.

Motion 2020:37 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Lindsey Rhynes that **the municipality of Miltonvale Park write to Premier of PEI, and copy Hon. Natalie Jameson, Minister of Environment, Water and Climate Change to note that the municipality is not in support of any increase in the water allotment to the City of Charlottetown from the approved levels, that the City be encouraged to plant more trees on the property and that the on-going studies regarding the water in Coles Creek be funded until at least 2023.** Motion carried, 5-0.

b. Projects

a. **New Horizons for Seniors 2019-20**– There are still funds that could be used for seniors projects. A barn dance was originally planned, at a cost of over $1000.

Motion 2020:38 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole that **Miltonvale Park budget $400 for the production of cloth masks for residents, with priority to seniors.** Motion carried, 5-0.

b. **NHS -2020-2021-** $7000 – The Year in France project, which includes, French classes, dance classes, movie Matinees, mime class, speaker on Acadian history, Tour de France, trip to Evangeline, art lesson, a cooking class on activities with local school to allow students and seniors to practice French, two community kitchens -concert, and armchair travel will plan to hold some events over the summer. There is the opportunity to extend the project over two years.

c. **PEI Senior Secretariat Funding** – Miltonvale Park applied for $2725 to hold to six painting classes, three preserving/cooking classes, and three Lunch & Learns for seniors, in a project called Miltonvale Park STARS (Seniors Teaching Altogether Reaching Seniors).

c. Park

i. **Cricket** – The request for quotes for the construction of a 10 ft. x 72 ft. cricket pitch was sent to several local businesses and a company that constructed the cricket pitch in Stratford. If the value of the work is under $5000, only two quotes are required. According to the Purchasing Policy, the CAO, Mayor and Finance Chair may approve budgeted purchases of $3,000 to $10,000 providing at least two competitive quotations are obtained, and the Council is informed of the details in advance of the purchase.

ii. **Community Garden**- Three residents are interested in using the garden this summer. The park staff will plant any unused space. Jeff MacKinnon has been asked to add compost and till the garden.

iii. **Ballfield** – Charlottetown Minor Ball wants to use field tentatively on Monday, Wednesday and Thursday nights and Sat mornings.

iv. **Parking Lot** - The Province put crushed asphalt on parking lot and Mathesons rolled the lot when they rolled the sports fields. One more load of asphalt could be used.

v. **Shelter** - Brad Coles has been asked to open the shelter, and Joanie MacKinnon will clean it once the water is on.

d. Summer Students – Two student positions, a Community Engagement Coordinator and an Office Assistant, have been approved through the Post Secondary Student Program, with a start date of June 15. Two positions were also approved through the provincial Jobs For Youth program (8 weeks each, with a maximum of 320 hrs). Their wages will be covered at 100%, $13.36 /hr, including vacation pay). The Canada Summer Jobs have not yet approved any positions. The Post Secondary jobs are now posted on the Work PEI website.

i. Community Engagement Coordinator is a new position and will work on EMO and updates, seniors projects, reaching out to people, and meeting their identified needs, social media, Canada Day and improving the "social connection" of residents.

ii. Office Assistant will be filing and organizing systems for records retention, as well as assisting with community events.

iii. Other positions – The other positions funded would hopefully include the usual two at the community park and one for the watershed.

Currently due to the pandemic, it is required that workers having any symptoms of COVID-19 not be present in the workplace. If this happens, positions may need to be adjusted, and where possible, workers will hopefully be able to accomplish some work from home. This may be handled on a case-by-case basis.

e. Little Free Library -Brad Coles has been asked to erect the small library at the Crabbe Road, once permission has been obtained from Transportation. Sanitizing wipes could be stored inside.

f. ParticipACTION– The 2020 Community Better Challenge has been cancelled by ParticipACTION. They have suggested Miltonvale Park use the $1000 grant Councillor Rhynes won at the FCM conference to encourage residents to be active. They would appreciate social media tags. Council will have a "Move More than the Mayor" competition over several weeks and have a random draw for prizes that encourage an active lifestyle (e.g. bike helmets, water bottles, pedometers, reflective vests and arm bands, fanny packs, running belts, dog leashes, badminton, boule, bocce, kites). It was suggested that other activities could include a bike rodeo or bark at the park.

g. Canada Day – The Department of Canadian Heritage has granted $650 to the municipality for the Canada Day Celebrations. The activity can be changed from the original application due to the pandemic but must take place on July 1.

Motion 2020:39 - Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Phil Hooper that **Miltonvale Park organize a Canada Day cupcake giveaway and budget $500 for prizes from local businesses for residents to show their Canada Day spirit, with photos of their families, yards or vehicles.** Motion carried, 5-0.

Some businesses to consider include Star & Stable, Spruce Grove, oil change at Fred Smith's, Top Notch Farms, Milton Convenience Store, or MacQuarries Meats.

ii Emergency Measures –

a. **Hurricane Dorian** – The application for funding is almost ready to submit. An outstanding cheque has delayed the process.

b. **Emergency Plan** – There has been no progress on the plan over the past month.

c. **COVID -19** – The municipal role is to support the vulnerable who may be missed by the other levels of government. The Council is now moving beyond essential services only. Provincial government employees are still being asked to work from home where possible. According to Dr, Morrison, Council meetings may be considered "work", which could have a different gathering limit from "gatherings"

d. **Operational Plan** – An operational plan has been completed for the Municipal office for current levels of staffing. It may be adjusted as more activities return and summer staff is hired.

e. **Park** – There is a sign at the park that the playground is closed. An operational plan will need to be developed for the park.

f. **Development** – Development Officer Michael Olubiyi began holding office hours on May 5. Public meetings for re-zonings are still not permitted.

g**. Recreation** -Go!PEI is streaming many exercise programs until May 23, 2020. Videos of past classes are on their Facebook page.

h**. Vulnerable Residents** – No calls have been made or received at the office.

i**. Information sharing** – The CAO has continued to share information about the pandemic and resources on social media, through 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 April 2020.

b. Reports and Payment of Accounts –Finance Chair Phil Hooper reviewed the draft year end financials from March 2020 and noted that the year was good financially. It is expected that the audit will also adjust the figures somewhat.

The draft annual statement for 2019-20 included an income of $350,340, including 65,860 in Gas Tax funding. Expenses totaled $275,947, leaving a net income of $74,393 (which included $65,860 in Gas Tax funds which will be allotted to specific

projects. The April 2020 financial report included total income of $25,405, including $7,000 in New Horizons for Seniors funding and expenses of $8,391.

Motion 2020:40 - Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **the financial statements for March and April 2020 be approved as circulated**. Motion carried, 5-0.

c. **Audit**- The accountants are not yet scheduling audits.
d. **Capital Expenses** – The EMO Communications system was included in the 2020-21 budget, and the CAO will work to get specifications and draft a request for proposals.
e. Capital Expenditure Plan (5 year) and **Asset Management Plans -**These plans need to be approved by May 31 and submitted by mid-June. As the official plan needs to be reviewed in 2021, $7,000 was added to the draft capital budget. Mayor Parker noted that he is gathering information on solar energy.

Gas Tax expected in the 2019-2024 period is $203,565.68 and approximately $20,000 was recently received from the Municipal Capital Expenditure Grant. Projects for 2020-21 include the EV Charger ($4,000), Park upgrades ($24,000*),* and from MCEG $12,000 for EMO communications and $2500 for Records Storage Room. Although the broadband project remains in the capital budget for now, it is expected the Province has included the municipality in their current project.

The CAO will circulate the finalized Capital Expenditure and Asset Management Plans.

Motion 2020:41 - Moved by Councillor Phil Hooper, seconded by Councillor Lindsey Rhynes that **the draft financial plans be approved**. Motion carried, 5-0.

Previously, the following projects had been discussed as potential capital projects: Streetlight/shelter/garbage can/bench -trail in North Yorke River Road, Seniors Housing, Sidewalks, Transit extension, Electric passenger van, Solar panels at hall, Wifi hotspot/internet café, Elevator/Shower at hall -EMO/Accessibility and a Trail system.

f. **Fire dues** -It was noted that the fire dues appear to have been increased from 2019-20. The CAO will write the North River Fire Department to request advance notice of rate increases, and to request a copy of their most recent audit.

g. **Remuneration** – Timelines and processes regarding Council remuneration were questioned at the April meeting. A committee must be established to review remuneration. This would likely next occur shortly before the next municipal election date.

9. REPORT FROM CAO

Over the past month, the CAO prepared for the upcoming audit, applied for the Post-Secondary Student Program, and publicized the two positions granted. She attended three webinars about non-profits and municipalities and COVID-19, and

the FPEIM buying program, and an online municipal meeting with the Chief Public Health Officer. Considerable time was spent on the cricket pitch project, including a meeting with several cricket players. A Covid-19 operational plan was developed for municipal office and several cloth masks were made for the Development Officer and visitors to the office on Council business The CAO also pretested two modules on the FPEIM training site for CAOs on procedures and public engagement. Concerns from several residents were addressed (possible commercial use of building, regulations re tree planting, getting civic number). A reference was written for Bell regarding the internet project. EMO reports were regularly circulated to Councillors. An application for funding was prepared for the Seniors Secretariat Program. Two emails were redirected to the vet clinic. There was also administrative work done for the sustainable research project with the municipality that Michael Olubiyi is doing for a course at UPEI.

Work that needs to be done in the near future includes the capital improvements to the community park and the EMO communications project. The summer students need to be hired. Upcoming paperwork includes filing for the GST rebate, submitting the Dorian claim, and the StatsCan Annual Capital and Repair Expenditures Survey. A work alone policy is required.

It was suggested that at least two of each type of edible fruit trees be added to the park, and that cedar trees be considered for the wind break for the tennis court.

The approved municipal procedural bylaw enables councillors who are not able to attend meetings to call in or attend electronically but does not allow electronic meetings. With an electronic meeting the public needs to be able to see and hear the Council. The bylaw should be amended to include electronic meetings.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

i. Permits Issued Since Last Planning Board Meeting

Permit No. 2020-07 was issued 05-06-2020 at 17565 Rte. 2, Springvale, PID 478792 to replace a 256 square foot deck.

ii. New Building Permit Process

Miltonvale Park received wording from the Province to place on the development permits, and a form to convey information about each development permit to the Province, to ensure the project scope remains the same for both granting bodies.

Costs for the building permits are on the province's website. Some examples are a building permit for a new dwelling (includes attached garage and deck review)– up to 139 m^2 (1496 sq. ft) is $960. This increases incrementally to $2400, for a dwelling over 540 m^2. The building permit for a 3000 sq. ft. home would cost approximately $1440.

Building permits for a modular/manufactured home cost $480, and for a basement/secondary suite the cost is $320. Garage building permits vary,

depending on whether they are attached and insulated (Attached insulated garage $480; not insulated -$320; Detached insulated garage $320; not insulated -$160).

iii. **The Building Codes Act Regulations Amendment**

The current wording of the Building Codes Act Regulations states that a Building Permit is required for all new projects, including those that have a Development Permit, but have not commenced construction before the date of the Regulations (March 31, 2020). As construction was paused due to the COVID-19 pandemic, an amendment was approved.

This amendment exempts any project from requiring a Building Permit if an application for a Development Permit was made on or before Saturday, April 25, 2020. This includes projects that have received a Development Permit and those that are currently in the queue. The province had previously delayed 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. This information will be highlighted in the next municipal newsletter.

iv. **Application No. MP-1065 - Parcel No. 700443**

The Applicant applied for a Bylaw amendment that would permit him to operate outdoor storage (a holding lot for shipping vehicles to the U.S) in a residential property located in the A1 zone. Having submitted all the required information, the Council has approved the recommendation of the Planning Board to proceed to the public meeting.

The Bylaw review in consideration would be Section 4.7.1(v) which stated:

1. A *commercial use* may operate in a *dwelling* or in an *accessory building* to a *dwelling* on a *residential lot* provided:

...

v. No *outdoor storage* of materials or outdoor product *display* is used in conjunction with the *commercial use,* and where the commercial use involves services for vehicles, no more than three vehicles, in addition to those registered to the property owner may be parked or stored on the *lot* at any time, additional vehicles may be parked or stored on the *lot* within a wholly enclosed *building.*

Due to COVID-19, the Public Meeting has been delayed until the province removes the order restricting public meetings.

v. **Parcel No. 557108 – Placement of a Storage Container without a Permit -** The owner informed the Development Officer that he would apply for a development permit, and an application form was sent on March 13, 2020, and a reminder since then.

vi. **Application No. MPS-296 – Parcels No. 283739 & 699919** - The Applicant wishes to subdivide two parcels into 52 lots (35 single-detached and 17 semi-detached dwellings). The Applicant has allocated approximately 15% of the land for open space. The Department of Environment, Water & Climate Change would identify the environment buffer, and the 15% open space requirement would not be included within the buffer zone. The Department of the Environment requires a bore-hole analysis in Lot #1 before the application can be processed. The Development Officer has followed up on the Applicant several times and is waiting for information necessary to continue to process the application.

vii. **MPB-01 – Parcel No. 283242 Rezoning** - The owners of Parcel No. 283242 applied to rezone the parcel from Agricultural (A1) to General Commercial (C1). The Council approved the Planning Board recommendation to proceed on a public meeting for rezoning. Due to COVID-19, the Public Meeting has been put on hold until the province removes the order restricting public meetings.

viii. **Application No. MP-1083 – Parcels No. 68900 -** In March 2020, the Applicant applied to construct a new single detached dwelling in Milton Station. The application has been processed, and comments from the provincial department contacted were positive. The Development Permit will be issued once the Applicant submits the necessary information.

ix. **Application No. MP – 1085 - Parcels No. 504647** –An application was received to rebuild a 4800-square foot fire-damaged barn in Milton Station. The application is being processed, and a permit will be issued once all required information is received.

x. **Application No. MP – 1086. Parcels No. 897926** – The application is being processed for a new 100 square foot storage shed on the Crabbe Road, Springvale.

xi. **Other Applications, Inquiries, etc.**

- **Parcel No. 281659** – No change in this file. The owners have not been in contact recently about the lots that were subdivided without approval in the 1980s.
- **Parcel No. 281626** – The owner no longer intends to proceed with subdividing the parcel to improve the situation with respect to the number of dwelling units.
- **Parcel No. 281089** - The Development Officer was made aware that a dwelling was moved onto the parcel. The owner applied for a temporary placement permit, and to rebuild the fire-damaged dwelling. He has not yet submitted all the information needed to process the application. On March 9, 2020, Council was notified that the owner is building a triplex. The Development Officer sent emails and called the Applicant several times, but he has not responded; therefore, a registered letter will be sent by Monday, May 18, 2020.
- **Parcel No. 843292** – In December 2019, the Development Officer was made aware of a development activity (a new garage) occurring without a permit on the New Glasgow Road – Rte 224, North Milton. The owner submitted an incomplete application. The Development Officer will continue to follow up.
- **Parcel No. 1097781**- The owners operate a commercial business of detailing and polishing of aluminum, stainless, cars and trucks on the parcel without a permit. The parcel was subdivided in 2018, for "single detached dwelling/agriculture." A registered mail was received by the owners on January 3, 2020. The owner was contacted following this and was advised that a permit is required to change the use. The owner has stated he will only apply if a Planning Board member who

operates a business within Miltonvale Park without a development permit also complies with the Bylaw. When this situation is corrected, the Development Officer will ensure the owner of PID 1097781 applies for the Permit. The Mayor intends to speak to planning board members individually.

- **Parcel No. 448910**- The owner on October 7, 2019, applied to erect a 1500-square foot single detached dwelling on Parcel No. 448910 located on Heather Drive, Milton Station. The City of Charlottetown, Water and Sewer Utility confirmed that the parcel is serviced, and that the owner needs to make an application to their office and would also need to request a meter after the completion of the plumbing work. The Development Officer has communicated to the Applicant and would issue the Permit as soon as the Applicant submits the connection approval.
- There have been **complaints** about the appearance of two properties on Heather Drive. Staff is monitoring the situation.
- An application for a new deck on a property on the New Glasgow Road was received May 18, 2020.

11. INQUIRIES BY MEMBERS OF COUNCIL

It was suggested that the Province be contacted to request a double solid “no passing” line from the entrance of Rte 224 past the first curve, which is a blind corner.

12. ADJOURNMENT

Motion 2020:42 - Moved by Councillor Lindsey Rhynes that **the meeting be adjourned,** and Mayor Parker declared it so at 9:01 p.m.

The next Regular Council Meeting is scheduled for June 17, 2020 at 7:30 p.m.

_____ _____

Mayor CAO

June 17, 2020

_____

Date approved