

Rural Municipality of Miltonvale Park Council

MINUTES

Milton Community Hall

7:00 p.m. December 19, 2022

Present: Mayor Hal Parker, Councillors Paul Poole, Andrew Frizzell, Spencer MacDonald, Rose Ramsey, Jamie Taylor, Leo Doucette and CAO Shari MacDonald

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:00 p.m.

2. DECLARATION OF CONFLICT OF INTEREST

Councillor MacDonald noted he may be in conflict if the EMO communications systems were being discussed.

3. APPROVAL OF AGENDA

Motion 2022:90– Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **the agenda be approved as circulated**. Motion carried, 5-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

There were no presentations scheduled.

5. ADOPTION OF MINUTES

Motion 2022:91 – Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell that **the minutes of the November 16, 2022 Council meeting be approved with the correction of a typo in the “Call to Order” section**. Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Hall Elevator and addition** – It is believed that the Province would contribute \$200,000, or possibly \$250,000, in total, over the current and next fiscal year. This would provide at least \$737,932 towards the cost; however, the recent tender was over \$1,000,000. There may be other funding programs, but the funding from ACOA will soon need to be spent, and that program has no additional funds available. Applications are now open for the [Green and Inclusive Community Building Fund](#) for retrofitting existing community buildings with the focus on saving energy. It was noted that with supply chain issues, an elevator may not be readily available. The funds received are for specific projects, which would impact scaling back the scope. It is not known if a different placement of the elevator could reduce the costs, or if the project could be completed in stages. The costs of the addition are substantial compared to the current value of the hall. A future application could include solar panels, in partnership with the hall. The construction plans for the hall are available [online](#).
- ii. **Speed Sentry** – The municipality is still waiting for the province to assist with the speed sentry sign installation, although Councillors MacDonald and Poole may be

able to install the sign on the Crabbe Road, if the province does not respond. Councillor Doucette noted that the ditch in front of his property is a hazard. The Province removed some of the trees from along the road, but not all.

- iii. **EV charger** - The CAO is still waiting for an estimate from the electrician for electric vehicle chargers, before an application can be made.
- iv. **Council Orientation** -The new Councillors and the mayor attended the Council orientation sessions.
- v. **Council iPads**- Two new iPads were purchased, and former Councillor Hooper returned his iPad. All new Councillors now have an iPad for council business.
- vi. **Celebrate Canada Funding** - An application was made to the Department of Canadian Heritage for Canada Day funding.
- vii. **Shared Office Space** – Warren Grove is interested in sharing office space with Miltonvale Park. A shared services bylaw would need to be passed. Their CAO works from his home, and anticipates it would mainly be a place their residents could pick up or drop off forms. They had suggested making a monthly contribution of \$300 to Miltonvale Park.

Motion 2022:92 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **Miltonvale Park agree to provide office space to the Rural Municipality of Warren Grove for a monthly sum of \$300, for a six-month term, with the possibility of an extension after the initial term if the arrangement is satisfactory to both municipalities.** Motion carried, 6-0.

A Shared Service Bylaw will be introduced at the next Council meeting.

- viii. **Hiddenview Drive** -The province was notified that there are trees that need clearing at Hiddenview Drive and they agreed to send someone with a chainsaw to improve the property in the spring.

7. READING OF CORRESPONDENCE

- i. **Seasons Greetings** were received from David Burton and staff at the Department of Canadian Heritage-Atlantic Region and MP Heath MacDonald.
- ii. **Congratulations** were received for the new Council from MP Heath MacDonald, who is available for assistance at heath.macdonald@parl.gc.ca or 1-800-442-4050 or 2-4 Meadowbank Road.
- iii. **PEI Population Strategy** - The Department of Economic Growth, Tourism and is leading the development of a Province-Wide Population Strategy. The CAO and Councillor Taylor attended a conference call on December 13, 2022. The province is hoping to increase the population by five thousand in the next two years. The group discussed the strengths, weaknesses, opportunities and threats regarding an increasing population. Some issues to be addressed include doctors and health care, infrastructure, housing, schools, and the electrical grid.
- iv. **2023 Canada Summer Jobs** -Funding applications are open until January 12, 2023 at 3:59 pm Atlantic Standard Time. In the past, this program has typically funded eight-week positions of 35 hours. It will contribute half of the minimum wage for municipal positions.

Miltonvale Park usually applies for one watershed worker and one or two workers for the park.

Motion 2022:93 – Moved by Councillor Rose Ramsay, seconded by Councillor Spencer MacDonald that **Miltonvale Park apply for funding for three positions for summer students, one watershed and two park positions, through the Canada Summer Jobs Program.** Motion carried, 6-0.

- v. **Municipal Affairs** circulated a [survey](#) regarding **reception centers** as they prepare for the upcoming winter storm season and the next possible emergency. The CAO completed the survey.
- vi. **L'NUEY** shared a new information [campaign and contest](#) about the Island connections to Epekwitk.
- vii. Prince Edward Island's **2022 – 2023 tourism industry strategy**, *Charting the Course for Tourism in PEI for the Next Two Years*, launched on March 4, 2022 and is asking stakeholders to take a [survey](#) regarding the existing service delivery model.
- viii. **Recreation PEI** held a Special General Meeting online December 6 to approve a bylaw change to allow the annual meeting to be held within 180 days of year-end, rather than 90 days.
- ix. **Alliance 2030** – A [survey](#) is available until December 16 to learn how the alliance can better support the municipality in advancing the Sustainable Development Goals (SDG). alliance2030.ca
- x. **Statistics Canada** released the seventh set of [findings from the 2021 Census](#) including data insights on education; labour and language of work; commuting; and instruction in the official minority language in Canada.
- xi. FPEIM shared an information on a new program called **ACTivate** (Activate Community Tourism) from Gros Morne Institute for Sustainable Tourism (GMIST) in Winter 2023 in partnership with the Coady Institute at St. FX. <https://gmist.ca/course/activate/>
- xii. **Ridgeback Security Inc.** contacted the office to promote their Halifax business experienced in working with municipal offices in auditing, upgrading policies and procedures for security measures, emergency management, and other training. <https://www.ridgebacksecurity.com/>
- xiii. **Recreation PEI Newsletter - [Community Better Challenge Grants](#)** are accepting applications until February 1 for activities and programs in June 2023, which reduce barriers to physical activity and sport and build stronger and healthier communities. Grants of up to \$5,000 are available for staffing, training, promotion, programming, partnership and equipment, especially for disadvantaged groups. Joy MacIntyre attended an information webinar on December 15. In the past Miltonvale had “Move/Walk More Than the Mayor” contests, virtual walks to other Miltons, line dancing and bought pickle ball and disk golf equipment. Ideas will be solicited for the next meeting.
- xiv. **Federation of PEI Municipalities Newsletter** – The FPEIM **Semi-Annual Meeting** is Saturday, January 14, 2023, at the St. Peter's Complex, 1968 Cardigan Road. The registration fee is \$75 + HST and includes a business portion and sessions on municipal liability, emergency management, and climate change. The [registration](#) deadline is Friday, January 6, 2023.

Motion 2022:94 – Moved by Councillor Paul Poole, seconded by Councillor Rose Ramsay that **Miltonvale Park approve registration for up to four people to attend the FPEIM Semi Annual Meeting.** Motion carried, 6-0.

The newsletter also noted that the Council Office needs to be accessible and open 20 hours per week, with the hours posted, by the end of December 2022. The CAO intends to set the following **hours**: Monday 10-5, Tuesday 1-6:30, Wednesday 9-5, Fri 10 a.m.-12 p.m. with other hours by chance or appointment.

- xv. **Regular emails and/magazines/updates** were received from ParticipACTION, Water Canada, Turf & Rec, SAB Magazine, Municipal Info Network News, and FCM.
- xvi. The **Municipal Strategic Component (MSC)** application deadline is January 20th, 2023; however, funds are very limited.
- xvii. **Federation of Canadian Municipalities (FCM) - 2023 Sustainable Communities Conference (SCC)**, takes place February 7 – 10, 2023 in Ottawa and online. [Early-bird registration](#) is open until December 16, 2022. There is also one “at large” vacancy on the FCM Atlantic Caucus for a PEI representative until the AGM in May 2023

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

i. **Committees**

- a. **Terms of Reference** – Mayor Parker named Paul Poole as Deputy Mayor. The draft revised Terms of Reference for Council committees were circulated (See Appendix A). Council may want to consider adding a resident to the Finance Committee.
- b. The draft **committee composition** was circulated.
 - i. **Planning Board** Chair Paul Poole, Mayor Hal Parker (Vice Chair), Councillors Jamie Taylor and Spencer MacDonald; CAO Shari MacDonald, Development Officer -Mirko Terrazas and at least two residents.
 - ii. **Environment and Community Living** -Chair Jamie Taylor, Vice Chair Rose Ramsay and Councillor Andrew Frizzell, Mayor Hal Parker, CAO Shari MacDonald
 - iii. **Finance** -Chair Rose Ramsay, Vice Chair Spencer MacDonald, Mayor Hal Parker, CAO Shari MacDonald
 - iv. **Personnel** -Chair Leo Doucette, Vice Chair Jamie Taylor and Councillor Andrew Frizzell, Mayor Hal Parker, CAO Shari MacDonald
 - v. **Emergency Measures** -Chair Paul Poole, Vice Chair Leo Doucette, Councillor Spencer MacDonald, Mayor Hal Parker, CAO Shari MacDonald

The Emergency Measures duties were updated as follows:

- a. **Emergency Measures Coordinator** (EOC Manager) - Paul Poole; Alternate -Hal Parker
- b. **Finance/Administration** -Rose Ramsay; Alternate - Andrew Frizzell

- c. **Operations** -Leo Doucette; Alternate - Spencer MacDonald
- d. **Planning**- Paul Poole – Alternate -Hal Parker
- e. **Logistics** - Shari MacDonald
- f. **Public Works** - Spencer MacDonald
- g. **Communications** - Shari MacDonald
- h. **Social Services** - Rose Ramsay
- i. **Public Information** - Jamie Taylor

ii. **Environment and Community Living**

a. **Watershed** – The Cornwall and Area Watershed Group generally meets on the 2nd Wednesday of the month. Councillor Taylor may attend those meetings.

b. **Small and Rural Communities Climate Action Guidebook**, is a resource developed by ICLEI Canada and the Federation of Canada Municipalities (FCM) for the Partners for Climate Protection (PCP) program and is tailored to small and rural communities.

c. **Projects**

- i. **New Horizons for Seniors (2023-24)**– An application was made for “PEI - Through the Years” and the municipality should hear if it will be funded in late February or March, 2023.
- ii. **2022-23 New Horizons for Seniors – Year of Canada.** The Nova Scotia food presentation featuring donairs, oatcakes and colcannon) was held December 1, 2022. Future food presentations include Saskatchewan (January 11), Foods from the North (February 9) and Quebec (March 8). The very successful Christmas wreath workshop had 20 participants on December 7. Approximately 30 people took the bus, arranged by resident Wilf Banks and donated by Coach Atlantic, to attend the Charlottetown Islanders and Halifax Moosehead Quebec Major Jr Hockey Game on December 17. The municipality purchased 20 tickets for local seniors. The tentative dates for the Drive Alive 55 course are 2 days between January 17-19 with a storm date of Jan 23. Activities still to be planned include a greenhouse gardening presentation, snow shoeing, NL kitchen party (Michael Pendergast is in the process of picking a date), tour of potato farm, three book club meetings, a presentation on farming pulses, and an art party.
- iii. **PEI Seniors Secretariat Funding 2022-23 –Senior ABC's: Art, Bus Trip & Cons-** The municipality still needs to host an art party (either painting or signs), and a lunch and learn on financial safety.
- iv. **Active Transportation Plan** –Nadine Lowes from the Dunne Group toured Miltonvale Park and attended a public meeting on Thursday, November 3, 2022. She plans to have a draft report for review for the January Council meeting. The CAO submitted a required update to the PEI Active Transportation Committee on December 16.
- v. **Milton Community Hall** has received funding through the Island Community Food Security Initiative to prepare six community meals and has applied for an additional \$5000 to distribute food boxes.

d. **Activities**

- i. **Yoga** on Tuesday – Class times have changed to 9:00 a.m. for mat and 10:30 a.m. for chair classes. The cost is \$6 - residents, and \$7- non-residents. The municipality offers the first class free for residents. No one has used this offer yet. Instructor Leone Curtis now plans to have classes on December 20.
- ii. Monday and Friday **exercise** classes are resuming after the holidays on January 9, 2023.
- iii. **Line Dancing** – Instructor Margo Postma plans to combine her Monday and Friday classes into two larger Monday afternoon classes beginning in January.
- iv. **Snow shoes** – Council has six pairs of adult snow shoes to loan. There was a request last year to borrow youth snow shoes. The office can ask if there is interest in smaller sizes in an upcoming survey about events.
- v. **Pickleball** – There was a resident request for Council to consider adding a gym/recreation space. The APM Center currently is available for pickleball. Day time rental at the APM Centre is \$11 per court per hour (including tax) or regular bookings are \$10/hour/court. Evening rentals are \$16/court or regularly, \$14/court/hour.

e. Park

- i. **Trail** – Brad Coles, who does maintenance for the park, did a lot of chainsaw work at the park. The Mayor and his nephew returned the new baby barn to its foundation, after Fiona.
- ii. **Playground inspection** – Additional pea gravel around the swings and correcting the screws on the swing sets will be done in the spring.
- iii. Recreation PEI is exploring hosting a **Canadian Playground Safety Institute** (CPSI) in-person course to train people to be certified inspectors, for a fee of \$1,200. Recreation PEI hopes to continue to have a playground inspector on staff to offer one annual inspection for their members.
- iv. **Winterizing** – The community park has been winterized.

f. Community Pasture – The CAO still needs to prepare a lease for Earl Hambly to sign regarding the pasture. The invoice for 2022 has been sent.

g. Community signs –A new Welcome sign still needs to be ordered for Rte. 2 in Springvale.

h. APM Centre – Information from the APM Centre annual meeting was circulated to Council members by email.

i. Biciborne –Joy MacIntyre was planning to take the bike pump to Floyd Newman.

j. North River Fire Department

i. **Santa Tour** – The NRRFD members along with Santa and the Grinch visited the Milton Community Hall on Saturday, December 10th at 3:30. The weather was windy and cold, so only about-25 people attended and enjoyed hot chocolate and cookies.

ii. The Fire Department is receiving about ten **generators** from the province. They may be 3500 kw, and may offer one to municipalities in their district to be used for emergencies.

iii. Emergency Measures

- a. **Fiona Response** – The municipality will book maintenance on the generator. High visibility hats and vests have been purchased for emergencies. Philip Jefferson, as part of a hall session on writing an e-book, is compiling an e-book about Miltonvale Park, Fiona and the response, and would like a foreword from the CAO and Mayor.
- b. **PEI Disaster Financial Assistance Program Guide for Municipalities** - The initial letter was submitted, with a cost estimate of \$15,253.19 (overtime, hall rent, food, park repairs for the trees, shed, and flower box). The application must include a letter from the insurance company, noting the expenses were not eligible for reimbursement through insurance. While Hyndman Insurance said they might reimburse for the cost of the flower box, it may not be worthwhile, considering the deductible. No other costs were eligible for reimbursement.
- c. **Radios** – Hi Tech Communications sent estimates for LTE radios, and another for the construction of a tower and radios, which do not require the cellular network. Estimates were circulated to Councillors, other than Councillor MacDonald. Hi Tech also submitted an estimate where equipment was leased. Councillor MacDonald also submitted a quote. It would be more cost effective if an existing tower could be used; however, the Eastlink tower at the Fire Training School, would require an engineering study (approximately \$10,000) and gives the municipality little control, as Eastlink certified contractors would be required. A municipal tower would ordinarily require very little maintenance, outside of an annual re-torquing of bolts. Councillor MacDonald offered to cost-share a tower, and install his own antenna. A 1500-watt generator would be adequate for back up power. Local companies, such as taxi companies and construction companies, were significantly affected after Fiona for approximately a week; therefore, an LTE radio system is likely not an appropriate option. The municipality will reach out to Eastlink again. The RFP was for twelve radios; however, this could be adjusted for seven councillors, a base radio at the office and one at the park. Several extra batteries should be purchased. Radios would be stored at the hall, with single unit chargers and a multi-unit charger.

iii Personnel Committee

Staff will be invited to the annual appreciation event when it is scheduled.

iv Finance/Payment of Accounts

- a. **Remittance** –Remittances were paid for November 2022.
- b. **Reports and Payment of Accounts** – The financial statements were circulated. Of note, the Development Officer has been subcontracted from North Shore since mid-September, however, no invoice has been received for his services. iPads were purchased for two new Councillors.

The revenue in November was \$33,536, with expenses of \$27,608 for a monthly income of \$5,927. Income for the year-to-date is \$277,458, with expenses of

\$239,340 for a net income of \$38,118. Current assets, as of November 30, 2022 total \$665,690, and there are capital assets of \$48,870, and other assets (Official Plan) of \$20,325 for total assets of \$734,886. Current liabilities are \$295,070, but include about \$439,800 of deferred revenue. Equity as of November 30, 2022 is \$439,816, for a total of liabilities and equity of \$734,886.

Motion 2022:95 – Moved by Councillor Rose Ramsay, seconded by Councillor Paul Pool, that **the financial statements for November 2023 be approved as circulated.** Motion carried, 6-0.

c. **Signing Authorities** – With the election of the new Council, the municipal signing authorities need to be updated.

Motion 2022:96 – Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor that **any two of Mayor Hal Parker, CAO Shari MacDonald, Finance Chair Rose Ramsay, and Deputy Mayor Paul Poole be authorized as signing authorities for the Rural Municipality of Miltonvale Park for finances with the Provincial Credit Union accounts, and any contracts, and agreements.** Motion carried, 6-0.

d. **Insurance** – The insurance company has requested significant new information regarding policies and procedures by mid-January, to review before the new policy is issued in mid-March. The Mayor requested a copy of the current Errors and Omissions Policy be forwarded to him.

9. REPORT FROM CAO – CAO Shari MacDonald submitted an application for Canada Day funding, sent invoices for use of the baseball field and pasture. The office purchased a new video camera to replace the one that broke. She attended a webinar on FCM's Green Municipal Fund and their Community Building Retrofit initiative, investigated other possible hall renovation funding, and submitted the certified reconciliation sheet for the Canada's Community Building Fund. The website was updated following the election. Information regarding Canada Day was submitted to the PEI Visitors Guide. She assisted the mayor to judge the Warren Grove Christmas light competition. Activities to be completed include gathering information for, and submitting, the insurance questionnaire, completing the Canada Summer Job application, working on required policies: the Code of Conduct Policy for Employees (s 86-2-f) and Terms and Conditions of Employment (section 95); inviting Minister Fox to a meeting, continuing to work on purchasing EMO radios, the park EV project application, writing the lease for the pasture, holding seniors activities, and sending information to the lawyer about the fill on the Lower Malpeque Road.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

The Development Officer forwarded an update as the Planning Board had not met.

i. Permits Issued since last meeting

a. **Permit 2022-26** was issued on 16/11/2022 to PID 625210 at 17 Miller Drive to demolish a barn (Application MP-1185).

- b. **Permit 2022-27** was issued on 26/10/2022 to PID 281485 at 820 Crabbe Road. Rte 256 to install a ground mounted solar panel (Application MP-1186).
- c. **Permit MP-1187** -Preliminary approval was granted for a lot revision for PID #869669 (0.92 acres), to include a portion of PID 281451.

ii. **Appeals**

- a. There has been no word from IRAC since the information was submitted in mid- November, 2022 regarding **Application MP-1180** which was denied a permit to sell cars (operate an automobile shop) on property to PID 700443.
- b. No decision has been received from IRAC regarding the appeal of **Permit 2020-24** which was issued on July 15, 2020 to PIDs 658559 and 856922) at 999 Loyalist Road, Springvale, to erect a 1,084-square foot Private Utility Structure (Photovoltaic Solar Array).

iii. **Enforcement**

- a. A letter was sent to property owner PID **283085** located at Milton Station to remove the fill and other debris from the property by December 15, 2022. The CAO wished to be reasonable and give the developer another opportunity to remove the fill before it froze. As it has not been removed, information will be sent to the legal team for further action.
- b. Port-a-potties are now being stored in the rear yard of PID **700443**.

iv. **Applications in progress**

More information is required for the following files to be processed:

- i. Application#MP-1188 **PID 283630** to subdivide a residential lot.
- ii. Application #MP-1189- to construct a house, install a solar panel array and windmill at Springvale PID **281279**.
- iii. Application #MP-1187- to construct a house on the South Winsloe Road on the parcel **281634**.
- iv. Application #MP-1190- to construct a house at **Lot -1** from PID **528307**.
- v. Application #MP-1191- to construct 23 new single unit dwellings at PID **444232**. The city of Charlottetown has determined the costs to improve the lift station and have calculated the portions due from Mr. MacRae and Capreit.
- vi. Application #MP-1192- to construct a new single detached dwelling at PID **690974**.
- vii. PID **901769** – for a single unit dwelling and private garage.
- viii. PID **283739** -Final approval for the next two phases of subdivision
- ix. PID **700443** - Rezone from Agricultural (A1) to Commercial (C1)
- x. Application #MP-1180 -PID **281667** -Subdivide a lot

- xi. PID **283473**—Incomplete application received for small accessory buildings that may not require a permit.
- v. **Architect’s Act** – There were updates to the Act in 2021, which were never communicated to municipalities. A revised draft Miltonvale Park’s declaration sheet is currently being reviewed by the Architects’ Association.
- vi. The new Provincial [Planning Decision Website](#) is now in use.

11. INQUIRIES BY MEMBERS OF COUNCIL

12. OTHER

- a. **Council Appreciation Event** – It was suggested that Chef Brian Stanton could serve a meal at the Milton Hall.
- b. **New Council**
 - i. **Council Disclosure Forms** are due annually in November for new and returning Council members.
 - ii. **Election contributions and expense** forms are due to the Council Office by January 6, 2023.
 - iii. **Regular Council Meeting Night**

Motion 2022:97 – Moved by Councillor Paul Poole, seconded by Councillor Rose Ramsay **that the regular Council Meeting night be the 3rd Wednesday of the month at 7:00 p.m.** Motion carried, 6-0.

- iv. **Changes or issues to be addressed** – It was suggested that Council nametags or lanyards with photos be purchased.
- c. **Provincial Election** – The returning officer for District 15 contacted the Milton Community Hall to see if office space could be rented for 5-6 weeks before the next election, anytime from April to October. The Council board room was used last time. Councillors did not object to it being used again.

13. INTRODUCTION AND READING OF BYLAWS – There were no bylaws to be read or approved.

14. ADJOURNMENT

Motion 2022:98 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rose Ramsay **that the meeting be adjourned**, and Mayor Parker declared it so at 8:17 p.m.

 Mayor

January 18, 2023

 CAO

Date Approved

The next Regular Council Meeting is scheduled for 7:00 p.m. Wednesday, January 18, 2023.

APPENDIX A

Revised Terms of Reference – DRAFT – Dec 11, 2022

FINANCE COMMITTEE

Committee Structure:

1. The Chair and Vice Chair
2. The Council Mayor
3. One Resident, if desired (Do you want to make a change to quorum?)
4. CAO (non-voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member.

Staff Assignment: CAO

TERMS OF REFERENCE

- To coordinate fiscal matters for the Rural Municipality of Miltonvale Park
- To coordinate and oversee the development of the Municipality's annual budget (operating and capital) and recommend rates for taxation
- To monitor the expenditure of funds and make monthly reports to Council
- To make recommendations regarding the appointment of auditors, legal services and insurance agents
- To oversee and monitor the administration of the Municipal accounts – receivable and accounts payable
- To ensure that tenders for the Municipality are issued and awarded fairly and equitably
- To make recommendations regarding the establishment of related financial policies and perform an annual review of current policies e.g. Donation and Gift Policy
- To make recommendations regarding the purchase and maintenance of the Municipal office equipment and computer system
- To make recommendations regarding the acquisition, disposal and use of all Municipal owned land and facilities
- To make recommendations regarding Municipality's financial obligation to 13 Communities Inc

Responsible for the following bylaws and policies:

- Borrowing Bylaw
- Fees Bylaw
- Grants Bylaw
- Reserve Fund Bylaw
- Tax Rate Groups Bylaw
- Capitalization Policy
- Purchasing Policy
- Donation and Gift Policy

EMERGENCY MEASURES COMMITTEE

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Council Mayor (voting ex-officio)
4. CAO (non-voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member. The Mayor is not included in the quorum requirement.

Staff Assignment: CAO

TERMS OF REFERENCE

- To develop aims and objectives
- To establish plans for the cooperation and mutual assistance between municipal governments in the event of a disaster or emergency
- To liaise with Provincial and Federal Emergency Measures Officials
- To cooperate with authorities of the municipality, neighbouring municipalities and provincial authorities who have been assigned comparable duties
- To perform an annual review and make recommendations for amendments to the Municipality's Emergency Plan
- To conduct activities related to the implementation of the Municipality's Emergency Plan (contracts, mutual aid agreements, training, liaison with community institutions and volunteers)
- To conduct a community self-help education program related to emergencies
- To review on an annual basis the role of a Municipal Emergency Management Coordinator
- To ensure councillors are trained in Emergency Preparedness and familiar with the Municipality's Emergency Plan.
- The Chair or designate shall represent the Municipality at the North River Fire Department's annual meeting and provide a report to Council.

Responsible for the following bylaws and policies:

- Municipal Emergency Management Plan Bylaw

PERSONNEL COMMITTEE

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor – (voting ex-officio)
4. CAO (non-voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member. The Mayor is not included in the quorum.

Staff Assignment: CAO

TERMS OF REFERENCE

- To recommend and provide advice to Council regarding staffing issues including hiring practices, payroll, staff development, training, studies on personnel matters and enhancement of the work environment.
- To perform employee evaluations on a minimum of a yearly basis.

Responsible for the following Bylaws or Policies:

- Shared Services Bylaw relating to Employment
- Sick Leave Policy
- Sexual Harassment Policy
- Working Alone Policy

ENVIRONMENT & COMMUNITY LIVING COMMITTEE

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (voting ex-officio)
4. CAO (non-voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member. The Mayor is not included in the quorum.

Staff Assignment: CAO

TERMS OF REFERENCE

- To work integrally, on behalf of the Municipality, to best use all municipal resources to achieve sustainable development and enhance quality of life through improved environmental decision making
- To monitor and influence policy, bylaws and regulations that affect the municipality's environment
- To make recommendations for policies and programs relating to environmental issues and community living activities
- To oversee and promote a green environment strategy for the Municipality e.g. Green Initiative Fund
- To recommend to Council special committees required to carry out specified duties
- To monitor the beautification projects e.g. flower beds, community signs
- To oversee the coordination of municipal events i.e. Canada Day, Halloween, Family Violence Prevention Week
- To communicate with other community agencies regarding the orderly planning and development of recreational services for the community
- To promote recreational activities within the community
- To oversee the maintenance and development of recreational facilities, sports fields, community pasture, trails and areas appropriate for other leisure activities
- To make recommendations regarding the tendering and purchasing of recreation equipment and services
- To annually review the Park and Recreation Policy and make recommendations e.g. the bursary program
- To attend the 13 Communities Inc. annual meeting and provide a report at the community's annual meeting.
- Liaise with the Cornwall and Area Watershed Group

Responsible for the following Bylaws and Policies:

- Tobacco Free Policy

PLANNING BOARD

Committee Structure:

1. The Chair and Vice Chair
2. At least One (1) Councillor
3. Minimum of Two (2) members from the Municipality
3. The Mayor (voting ex-officio)
4. CAO (non-voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members. The Mayor is not included in the quorum requirement.

Staff Assignment:

Development Officer
CAO

TERMS OF REFERENCE

- To investigate and survey the physical, social and economic conditions in relation to the development of the municipality.
- To perform annual reviews and a major review every five years of the Municipality's Official Plan and the Zoning and Development Bylaw.
- To prepare and recommend to Council proposed alterations and additions to the official plan, the Zoning and Development Bylaw and other applicable bylaws.
- To consult with the community and interest groups in matters relating to land use and planning.
- To monitor the value of building permits and make periodic reports to Council.
- When requested by Council so to do, to prepare estimates of the cost of any public work, improvement, or other project.
- To review applications that require Council approval in order to make recommendations to Council at a monthly meeting.
- To hold public meetings as required.
- To perform such other duties of a planning nature as may be requested by Council.

Responsible for the following Bylaws:

- Zoning and Development (Development) Bylaw
- Refund for Development Applications Policy