

Rural Municipality of Miltonvale Park Council

MINUTES

Milton Community Hall

7:30 p.m. October 19, 2022

Present: Mayor Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Phil Hooper, Paul Poole, Andrew Frizzell, Spencer MacDonald and CAO Shari MacDonald

Guests: Leo Doucette Mike Doucette, Trish Doucette, Rose Ramsey, Jamie Taylor, Michelle Walsh-Doucette

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:30 p.m. and Council, staff and guests introduced themselves.

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. APPROVAL OF AGENDA

Motion 2022:77– Moved by Councillor Phil Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie 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 2022:78 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole that **the minutes of the September 21, 2022, Council meeting be approved as circulated**. Motion carried, 5-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Hall Elevator and addition** – No tenders were received by the October 17, 2022 deadline. There were apparently several companies who asked if there would be an extension. Fiona may have impacted the ability of companies to respond.

Motion 2022:79 – Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **the tender for the renovations for the addition and elevator be re-opened until November 7, 2022**. Motion carried, 5-0.

- ii. **Speed Sentry** – The speed sentry will be installed on the Crabbe Road Jeff Sampson, with the Province, will coordinate its installation with the municipality.

- iii. [EV charger](#) for park -The application has not been made yet, as an estimate has not been received.
- iv. **Election** –Nominations close at 2 p.m. on Friday, October 21, 2022. Candidates must have their nomination forms signed by five residents of Miltonvale Park. Shari MacDonald is the Municipal Electoral Officer (MEO), with Joy MacIntyre acting as the Deputy MEO. Claire Matheson was appointed Returning Officer. Information about nominations is online, posted at hall and on community boards. These officials have attended an election training session on October 4, and there will be a second training session, if an election is held. Online training is also available. Important election dates are as follows:

| | |
|--------------------------------------------------|-----------|
| Deadline to correct voter information | 25-Oct-22 |
| Print Notice of Election information/List shared | 26-Oct-22 |
| Extended Nomination Day close | 28-Oct-22 |
| Advanced Poll | 5-Nov-22 |
| Election Day | 7-Nov-22 |
| Verification of Results | 9-Nov-22 |
| Deadline to request recount | 12-Nov-22 |
| MEO recount deadline | 14-Nov-22 |
| Deadline to request judicial review | 16-Nov-22 |
| Deadline Judicial review/Declaration Day | 21-Nov-22 |
- v. **PEI Municipal Climate Action Workshop** - CAO Shari MacDonald and Development Officer Mirko Terrazas attended this workshop. Hope Parnham shared valuable advice and considerations regarding planning and climate change. A [video](#) of the day and the [slides](#) are online. There was also a presentation about the Atlantic Canada Energy Model Initiative.

1. READING OF CORRESPONDENCE

- a. ParticipACTION, the [Canadian Parks and Recreation Association](#), [Canadian Women & Sport](#) and [Physical and Health Education Canada](#) are presenting a joint webinar about [Sport Canada's Community Sport for All Initiative](#) on October 25 to share granting opportunities to remove barriers and increase sport participation rates for underrepresented groups.
- b. Holland College is developing a new **training program** with FPEIM for current elected municipal officials, and for those considering running, to provide a better understanding of the requirements of the roles of municipal officials. Topics include: Roles and Responsibilities, Core Skills, Code of Conduct, Fiduciary and Financial Responsibility, Strategic Planning & Municipal Law. The two sessions will take place on Zoom Thursday October 20th at 7 p.m. (1 hour) and Wednesday November 9th at 7 p.m. (2 hour). It is free for a maximum of 15 participants.

- c. The **Federation of PEI Municipalities (FPEIM) October newsletter** included a President's Report about recovering from Fiona, the climate resilience workshop, new climate action resources from FCM, Provincial Storm Response and Supports, Municipal Campaign Schools, grants and programs, changes to municipal staff and councils, and upcoming events.
- d. **Celebrate Canada Funding** - The application deadline for 2023 is November 21, 2022, at 11:59 (Pacific time). The revised Program Guidelines are on the [Celebrate Canada website](#).
- e. **Regular emails and/magazines/updates** were received from ParticipACTION, Water Canada, Turf & Rec, SAB Magazine, Municipal Info Network News, and the Federation of Canadian Municipalities (FCM).
- f. The **Municipal Strategic Component (MSC)** application deadline is January 20th, 2023. Funds for the program are quite limited.
- g. **New Horizons for Seniors Program** – The deadline for applications is November 1, 2022.
- h. The next deadline for **Capital Investment Plan (CIP)** applications for the **Canada Community Building Fund (CCBF)** is **October 28th, 2022**.
- i. There was a **request from a resident** in Meadowvale Community who had damages to his home, and insurance was demanding payment of \$900 before performing repairs. He asked the CAO and the park for financial assistance. The CAO referred them to the Red Cross Program and the Province.
- j. **Keeping Workers Safe During Storm Clean Up** - The Workers Compensation Board (WCB) has resources available to keep workers safe during post-tropical storm Fiona clean-up. Topics include safety for workers and contractors new to a job, using ladders or cranes, using a chainsaw, avoiding working fatigued and using gas or propane fueled equipment, and can be found online. <http://wcb.pe.ca/fiona>
- k. **Truth and Reconciliation Day** – The Mayor was invited to the official ceremony of the National Day for Truth and Reconciliation on Friday, September 30, 2022; however, it was subsequently cancelled due to Fiona.
- l. The **September Recreation PEI Newsletter** contained information about the following:
 - a. Community Sport for All - \$8 million will support community-led projects to remove barriers and increase participation rates in recreational sport for underrepresented groups.
 - b. ParticipACTION: \$4.6 million in grants to 800 community-level organizations through the ParticipACTION Community Challenge.
 - c. Kidsport: \$4.4 million in funding for grants to directly cover registration fees for families.

- d. Canadian Tire Jumpstart: \$6.8 million in funding for community-based projects
- e. Canadian Women & Sport: \$2 million in funding to support organized sport at the community level
- f. [High Five PHCD Trainer Course](#) - Recreation PEI is hosting a 2-day “Become A High Five Trainer” course on November 10th (online) and 13th (Summerside). Applications are due by October 20.
- g. (Outdoor Council of Canada) [OCC Field Leader Instructors Course](#) - October 22-23 in Bonshaw. Field Leader- Hiking courses will be hosted by these newly trained instructors.
- h. PEI Pilot Program - [Gender, Equity, Diversity, Inclusion \(GEDI\) & Community Enhancement Program](#) provides up to 100% of eligible project costs to support projects to improve cultural inclusion, population retention, anti-racism initiatives, gender-based support and empowerment.
- i. [Grants Available - Healthy Eating in Recreation Facilities](#) -The Children's Nutrition Committee has created the [Handbook for Healthy Eating in Recreation Facilities](#)
- j. Martin Sampson is the new CEO at Canadian Parks and Recreation Association (CPRA).
- k. **Truth and Reconciliation Resources** - [L'nuey](#) focuses on the advancement, implementation, and protection of the constitutionally entrenched rights of the Epekwitnewaq Mi'kmaq (Mi'kmaq of PEI). There are a variety of resources on their website including [how to be a good ally](#). CPRA has partnered with NVision to offer an online Indigenous cultural awareness course called [The Path: Your Journey Through Indigenous Canada](#). The Alberta Recreation & Parks Association has also developed [The Indigenous Awareness & Engagement Toolkit](#).
- l. **Arena Safety** and other recreation [logbooks](#) are available for purchase from New Brunswick.
- m. [School Travel](#) website aims to make sustainable transportation the norm for trips to and from school
- n. [Inclusifyy](#), a Canadian organization, is offering a two-part workshop on **equity, diversity, and inclusion** (1EDI), and **anti-racism training** designed specifically for municipal leaders. Cohort 1: December 6 and December 8, 2022; 12:30-3:30 (Eastern) or Cohort 2: January 17 and 19, 2023; 12:30-3:30 (Eastern) Cost - \$250 per session.

- m. **Contract** -An extension and amending agreement was received to extend the **Municipal Capital Expenditures Grant** by one year to March 31, 2023. The contract will be signed by Mayor Parker and the CAO.

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

i. **Environment and Community Living**

a. **Watershed Update** -Cornwall and Area Watershed Group (CAWG)- Councillor Cosh-MacKenzie reported that the Watershed met by Zoom the previous week. They are holding their Annual Meeting in November at the Cornwall Town Hall, and will highlight programs that are available for agricultural initiatives.

b. **Projects**

- i. **23-24 New Horizons for Seniors - PEI Through the Years –**
The CAO could not attend the online seminar regarding the application process due to Fiona. Applications will be received until November 1. Tentative project plans include focussing on Indigenous people, settlers, immigration, and newcomers. Possible activities include bus trips to Lennox Island, and Green Park. North Cape and Cabot Park could also be locations to visit. Another bus trip could visit Belfast Mini Mills and Roma. Activities might include basket making, learning how the life of a nun has changed (from the UPEI chaplain) and related food sessions.
- ii. **22-23 New Horizons for Seniors – Year of Canada -** Activities that are planned include a lobster fishing presentation on Nov 2; cooking presentations- Acadian food (October 18); sourdough (Nov. 3), Nova Scotia food, (Dec. 1), Saskatchewan (Jan. 11), Foods from the North (Feb. 9) and Quebec (March 8), and a presentation from the Seniors Navigator on September 27. A real estate presentation was recently cancelled due to low registration.

Activities still to be arranged include a greenhouse gardening presentation, snow shoeing, Drive Alive 55 Classes, a Newfoundland kitchen party, a tour of a potato farm, three book club meetings, a Quebec Major Jr Hockey Game, a Christmas wreath workshop, a presentation on farming pulses, and an art party.

- iii. **PEI Seniors Secretariat Funding 2022-23 –“Senior ABC's: Art, Bus Trip & Cons”-** Activities still to be planned include an Art Party, and a lunch and learn on Financial Safety. The bus trip was held in September. The contract was recently received and will be signed and returned.
- iv. **Active Transportation Fund –**The Glenn Group was contacted but Fiona has delayed the start of the project. Nadine Lowes will be

the contact for the project, and proposed on October 18 that an Active Transportation public meeting be held at 2 p.m. on October 26. Council would prefer an evening or weekend meeting, with more notice to allow more people to participate.

c. Activities

i. **Yoga** resumed on Tuesday mornings on September 13, with mat class at 8:30 a.m. and yoga from a chair at 10 a.m. The price is currently \$6 for residents, and \$7 non-residents. The offer of a free class was not included in the newsletter, but can be promoted online and through posters.

ii. Monday and Friday **exercise** started October 7.

iii. Two 10-week Monday afternoon **line dancing** sessions started September 12 and a 4-week Friday beginner class will be offered again mid-November. Milton Hall is planning a Halloween line dancing/sock hop on Friday afternoon, October 28.

d. Park

i. **Vandalism** – There was further vandalism noticed on the morning of October 1, as the picnic table in dog run was set on fire. The RCMP were notified. No suspects have been identified in the video yet, but the CAO plans to review the files again.

ii. **Trail** – The trail needs several trees to be sawed and removed after Fiona.

iii. **Playground inspection** – No progress has been made on adding a wider protective surfacing area around the two rocking toys, swing set #2 and swing set #3. The bolt needs to be tightened on swing set #1 and the bolts along the top bar of Swing sets #2 & #3 need to be reversed.

iv. **Cricket, Ballfield and Tennis courts** –The “cricket” plywood was finally removed from the grass by the dog park this past weekend.

e. Community Pasture –The CAO still needs to prepare a lease for Earl Hambly to sign with the municipality.

f. Community signs –The Springvale Welcome sign still needs to be fixed. The CAO will check with Brad Coles.

g. APM Centre – The Communities 13 Inc. Annual Meeting will be held on Wednesday, Nov. 2 at 7 p.m. at the APM Centre.

h. Rink – Arnold MacRae has not yet been contacted regarding the rink he is willing to donate.

i. Biciborne –Fred Smith would like to obtain a schematic drawing for the Biciborne bicycle pump.

j. Japanese Knotweed – The information about the invasive plant was not included in the newsletter. The CAO will try to share information online.

k. Halloween – The municipality will celebrate Halloween with drive thru treat bags at the Milton Community Hall on Saturday, Oct 29 from 2-4 p.m. Pre-registration is requested. Councillor Cosh-MacKenzie and her mother are planning to assist, along with Joy MacIntyre and the CAO.

ii **Emergency Measures**

- a. **Fiona Response** – The municipality opened the warming center for several weeks.

| | | OPEN | STATED CLOSE | PEOPLE |
|-------|--------|-----------|--------------|--------------|
| Sat | 24-Sep | 4:00 | 9:00 PM | 50 |
| Sun | 25-Sep | 8:00 AM | 9:00 PM | 210 |
| Mon | 26-Sep | 8:00 AM | 9:00 PM | 231 |
| Tues | 27-Sep | 8:00 AM | 9:00 PM | 234 |
| Wed | 28-Sep | 8:00 AM | 9:00 PM | 135 |
| Thurs | 29-Sep | 9:00 AM | 7:00 PM | 80 |
| Fri | 30-Sep | 9:00 AM | 7:00 PM | 84 |
| Sat | 1-Oct | 9:00 AM | 7:00 PM | 77 |
| Sun | 2-Oct | 11:00 AM | 7:00 PM | 63 |
| Mon | 3-Oct | 9:00 AM | 7:00 PM | 60 |
| Tues | 4-Oct | 9:00 AM | 7:00 PM | 60 |
| Wed | 5-Oct | 9:00 AM | 6:00 PM | 25 |
| Thurs | 6-Oct | 9:00 AM | 6:00 PM | 21 |
| Fri | 7-Oct | 9:00 AM | 6:00 PM | 15 |
| Sat | 8-Oct | 10:00 AM | 1:00 PM | 10 |
| Sun | 9-Oct | 2:00 PM | 6:00 PM | 5 |
| Mon | 10-Oct | 10:00 AM | 5:00 PM | 67 -81 meals |
| Tues | 11-Oct | 12:00 PM | 6:00 PM | 3 |
| Wed | 12-Oct | as needed | | 3 |
| Thurs | 13-Oct | as needed | | 3 |
| Fri | 14-Oct | as needed | | 3 |
| Sat | 15-Oct | as needed | | 3 |
| Sun | 16-Oct | as needed | | 2 |
| | | | | <u>1444*</u> |

* There may have been some people who did not sign in.

There were many excellent volunteers – Paul Poole (77.5 hours), Hal and Della Parker, Joyce Blackett, Rose Ramsay, Courtney Horrocks, Joan MacFarlane, Claire Matheson, Joy MacIntyre and many others who offered to help with groceries/cleaning, such as Phil Jefferson, Dorothy Hughes, Ernie Coles, Pauline Smith, and Gail Ling. People dropped off food which was inspected and used in meal preparation. The municipality can issue tax receipts for food donations. Council reimbursed or purchased approximately \$1650 in groceries and supplies. The Milton Community Hall will provide an invoice for exclusive use for the first 7-10 days of the warming center, considering the additional propane/electrical costs and hall food and supplies used.

Daily situation reports were received from PEI EMO and circulated to Councillors. Faithworks Center offered shower facilities. The Province provided 81 hot meals on Thanksgiving for those still without power.

The generator had some issues during the first few days, and should be serviced, levelled, put on a maintenance program and it should be set to do a weekly test run. A better protective structure should be constructed. The manual has been printed to have as reference. Screw piles could be used to anchor the metal to the ground. Suggestions for the next weather event would include posters at the message boards regarding the warming center, a sign in sheet for people donating supplies for tracking/receipts, and for volunteers.

- b. **PEI Disaster Financial Assistance Program Guide for Municipalities** - Municipalities which intend to submit a claim must send a letter of intent, including a dollar estimate of damages by 5:00 p.m. October 31st, 2022. There are four years to make a final claim. The CAO worked significant overtime during the three weeks after Fiona, but most of the cost should be recoverable.
- c. **Propane** – Kenmac filled the tank to about 75% capacity just before Fiona. This completely ran the hall for five days, and then was used for propane heating, the stove, and dishwasher. The tank was still just above 50% capacity on October 16.
- d. Staff is still looking at **emergency vests**, magnetic or cling signs for vehicles and making a check list for different levels of preparation (e.g. check/order propane, notify public, check on supplies for warming centre)
- e. **Training Courses** – There is a Basic Emergency Management (BEM) course on November 9, 2022 from 8:30 - 16:30 in Charlottetown.
- f. **Vulnerable resident** - The resident who contacted the office for assistance before the hurricane did well during Fiona. He was out of power about six days, had a generator given to him, and got additional portable oxygen tanks
- g. **Radios** – Hi Tech Communications sent a PATH study for an 80 ft C3 Antenna tower that could be constructed at NRFD.
- h. **Park** – The new storage building at the park came off the blocks and there are several trees down. The welcome sign/flower box was destroyed at the park. The accessible swings were taken down before Fiona and are stored in the shelter.

iii Personnel Committee

- a. **Bylaw** – The Appendix for the Shared Services Bylaw 2021-14 can be updated by Resolution to reflect the changes to have the Rural

Municipality of North Shore hire Mirko Terrazas as Development Officer. Miltonvale Park would subcontract him from North Shore, and they would sponsor him for permanent residency.

Motion 2022:80 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **Appendix A for Bylaw #2021-14 be updated, as attached.** Motion carried, 5-0. See Appendix A.

iv Finance/Payment of Accounts

a. **Remittance** –Remittances were paid for September 2022.

b. **Reports and Payment of Accounts** – Finance Chair Councillor Phil Hooper reviewed the circulated financial statements. The current assets are approximately \$651,000. Total capital assets are \$51,000, with other assets at \$21,000, for total assets of \$723,000. Liabilities total \$293,400, with \$254,000 of that being deferred revenue. Equity totals \$429,000.

Total revenue is \$217,000, with expenses of 190,000, so net income to date is \$27,500. Fiona will result in extra administration wages and rent for the warming center at the Milton Community Hall, which should all be recoverable.

Motion 2022:81 – Moved by Councillor Phil Hooper, seconded by Councillor Spencer MacDonald that **the financial statement for October 2022 be approved.** Motion carried, 5-0.

9. REPORT FROM CAO – Considerable time was devoted to the warming center over the past month. The CAO also completed the CCBF outcomes survey, publicized the tender (and included one addendum for) the Elevator project, completed the Annual Municipal Information Return and submitted the audit to province and posted it online. She attended one afternoon election training session, composed the newsletter, met with Ernie Tracy from Township Chevrolet, regarding sustainable energy. He would like to meet with the new Council after the election and hold a “come drive EV cars” event in the spring. The September honoraria cheques were distributed. The election was promoted. The CAO applied for Skills PEI funding to hire an assistant, and updated the AT project funders. Activities still to be completed include inviting Minister Fox to a meeting, purchasing EMO equipment and supplied, and finding out about a communications tower, finalizing the lease for the pasture, continuing to promote and prepare for municipal elections, preparing the New Horizons for Seniors application and organizing seniors activities, park playground safety improvements, invoicing the baseball league, completing the EV project application, beginning the Active Transportation project and contacting the lawyer regarding the planning issue on the Lower Malpeque Road.

Motion 2022:82 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole, **that the wage for the CAO assistant be \$17/hour, and increase by \$1.00 on January 1, when the minimum wage increases.** Motion carried, 5-0.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

As there was not a Planning Board meeting in October, the Development Officer submitted a report.

1. Permits

- i. Permit application MP-1180 for **PID 700443** to sell cars (i.e. operate an automobile shop) was denied and the fee over and above the application fee for a change of use was refunded.
- ii. Permit application MP-1181 for **PID 700443** to operate a Porta potty and Septic Business as a home occupation was denied and the fee over and above that for a change of use application was refunded.

2. Applications in progress

In most instances more information is required for the following applications before they can be finalized:

- i. Application **PID 283630** - to subdivide a residential lot
- ii. Application #MP-1181- Lot revision to increase PID **869669**, with lands from the surrounding property, PID 281951
- iii. Application #MP-1182- to construct a house, install a solar panel array and windmill at Springvale PID **281279**.
- iv. Application #MP-1183- to construct a house on the South Winsloe Road on the parcel **281634**.
- v. Application #MP-1184- to construct a house at **Lot -1** from PID **528307**.
- vi. Application #MP-1185- to construct 23 new single unit dwellings at PID **444232**. CAO and Development Officer met virtually with the applicants and City of Charlottetown recently.
- vii. Application #MP-1186- to construct a new single detached dwelling at PID **690974**.
- viii. PID **281485** –All information has been received for the application for an addition to the Milton Community Hall.
- ix. PID **901769** – for a single unit dwelling and private garage.
- x. PID **283739** -Final approval for the next two phases of subdivision

- xi. Application #MP -1182 -PID **700443** - Rezone from Agricultural (A1) to Commercial (C1).
- xii. Application #MP-1180 -PID **281667** -Subdivide a lot.
- xiii. PID **283473**—Incomplete application received for small accessory buildings that may not require a permit.

3. Enforcement:

- i. **Lower Malpeque Road** – A legal opinion still to be sought.

11. INQUIRIES BY MEMBERS OF COUNCIL

There were no inquiries from Councillors.

12. OTHER

Fiona - Councillor Cosh-MacKenzie expressed appreciation to CAO Shari MacDonald for working above and beyond during post-tropical storm Fiona response to operate the warming center. There were substantial donations received from patrons, and Council can consider how to best use them: EMO equipment, appreciation event for volunteers, refill the pantry for anyone in need, or other options.

13. INTRODUCTION AND READING OF BYLAWS

Motion 2022:83- Moved by Councillor Philip Hooper, seconded by Councillor Andrew Frizzell

Whereas Section 82 of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the Council, a member of a Council committee or another person.

And whereas the Remuneration and Allowances Commission recommended changes to the Bylaw 2017:03, the Remuneration Bylaw,

And whereas Bylaw 2022-03 was read and formally approved for a first time at the Council meeting held on September 21, 2022

*Be it resolved that that **Bylaw 2022-03, the Elections Bylaw, be read a second time.***
Motion carried, 5-0.

See. [draft Remuneration Bylaw 2022-03](#) (Appendix B)

Motion 2022:84 - Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole

Whereas Bylaw 2022-03, the Remunerations Bylaw was read a second time at this Council meeting;

Be it resolved that Bylaw 2022-03, the Remunerations Bylaw, be hereby approved.
Motion carried, 5-0.

Motion 2022:85 Moved by Councillor Andrew Frizzell, seconded by Councillor Philip Hooper

Whereas Section 82 of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the Council, a member of a Council committee or another person.

And whereas Rural Municipality of Miltonvale Park Bylaw 2022-03, the Remunerations Bylaw was read and approved at two separate meetings of Council held on different days;

Be it resolved that Rural Municipality of Miltonvale Park Bylaw 2022-03, the Remunerations Bylaw, be hereby formally adopted. Motion carried, 5-0.

13. ADJOURNMENT

Motion 2022:85- Moved by Councillor Philip Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the meeting be adjourned**, and Mayor Parker declared it so at 8:17 p.m.

Mayor Hal Parker

CAO Shari MacDonald

November 16, 2022
Date Approved

The next Regular Council Meeting is scheduled for 7:30 p.m. Wednesday, November 16, 2022.

Appendix A - Bylaw # 2021 – 14
Revised by resolution -October 19, 2022

Note: This Appendix forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Fundamentals of the agreement:

The Parties and their Contact information:

Rural Municipality of Miltonvale Park

7 B New Glasgow Road-Rte 224
North Milton PE C1E 0S7
(902)368-3090
admin@miltonvalepark.com

Rural Municipality of Kingston

PO Box 648, Cornwall Post Office, Cornwall, PE, COA 1H0
(902) 675-3670
Alancurtismiller@gmail.com

Rural Municipality of North Shore

2120 Covehead Road, Rte. #25, York, PEI COA 1P0
(902) 672-2600
administrator@northshorepei.ca

Objectives

The three municipalities listed above agree to share the services of Mirko Terrazas for a period of at least one year.

Division of Responsibilities:

The Rural Municipality of North Shore will be Mr. Terrazas's employer, and will calculate and pay wages biweekly, and calculate and submit mandatory employer related costs (CPP, EI, Income Tax and WCB) as required.

The Rural Municipality of Kingston and the Rural Municipality of Miltonvale Park shall contract the services of Mr. Terrazas from his employer, the Rural Municipality of North Shore.

Job supervision

The CAO of each municipality is responsible for providing a job description, training and supervision, and performance feedback, for Mr. Terrazas as he performs work for their municipality.

Mr. Terrazas will provide biweekly, on every second Monday, a timesheet to each municipal CAO, for the hours worked in their municipality and these timesheets will also be provided to the CAO for North Shore, for payroll records.

Cost

The Rural Municipality of North Shore will pay Mr. Terrazas biweekly, and will invoice the other municipalities at the end of each four-week period, for the hourly cost of Mr. Terrazas's wages allocated to their municipalities, plus vacation pay, Workers' Compensation Board of PEI costs of \$0.68/ \$100, and an amount equivalent to the EI and CPP employer remittance portions (calculated proportionately according to the percentage of hours worked in each pay period).

Payment from the municipalities to North Shore is expected within 21 days. Any additional insurance costs incurred by the Rural Municipality of North Shore related to work performed under this contract shall be billed to the other two municipalities on a proportional basis (based on hours worked).

Training costs

The Municipalities will share the costs of the membership to the Atlantic Bylaw Officer Association (\$100 annually) and training opportunities, (up to \$400 in total, annually) applicable to Development Officers offered locally or virtually, in the following cost sharing ratio. Kingston -15%; Miltonvale Park -40% and North Shore – 45%. If other training opportunities arise, the CAOs and Municipal Mayors would negotiate an agreement for cost-sharing that is acceptable to all municipalities. If Mr. Terrazas requires First Aid training to comply with WCB requirements, the costs of this training would also be shared in the above ratio.

The three municipalities agree to share the full-time hiring of Development Officer Mirko Terrazas for a period of at least one year, if his job performance is satisfactory.

Wages and working conditions

The Municipalities shall notify the Council Office for the Rural Municipality of North Shore of their wage rates.

Expenses

The municipalities shall reimburse expenses, such as mileage, postage, paper and office supplies directly to Mr. Terrazas as they are invoiced by him, in such amounts as they have agreed.

Scheduling

Mr. Terrazas is responsible for prioritizing his time between the municipalities, taking into account the priorities and needs of each municipality. It is expected that he would work approximately 13 hours for the Rural Municipality of Miltonvale Park, 21 hours for North Shore and 5 hours for Kingston weekly, although these numbers may be flexible, depending on the activity in each municipality during each period.

Working Conditions

Each Municipality will provide a workplace which meets the regulations of the Occupational Health and Safety Act, and Employment Standards Act, and the Municipal Government Act, including a code of conduct for employees, a workplace free of harassment, including a Workplace Harassment Policy, a Work Alone Policy, and taken any necessary steps to prevent workplace violence.

Notice of Termination

The first six months of employment is considered a probationary period. During this period, the employer may terminate an employee without any requirement for notice or compensation. The employee, likewise, can terminate their employment without any requirement for notice or penalty. Between six months- five years employment, the municipality must give Mr. Terrazas two weeks' notice or pay in lieu of notice. If there is just cause for dismissal, notice requirements are waived. After six months, Mr. Terrazas must provide one week's written notice to terminate his employment.

At the end of the one-year contract that is required by Immigration, the Municipalities can decide whether to continue sharing the services of the Development Officer through this agreement, or the agreement can be dissolved and the Municipalities can choose to retain Mr. Terrazas as an employee, or not, on their own terms.

Dispute Resolution

In the event of any disputes, the CAOs and/or Mayors will meet to discuss any disputes. FPEIM or staff at Municipal Affairs will be asked to mediate if it is deemed necessary, as agreed to by the designated representative from each Municipality.

APPENDIX B
Rural Municipality of Miltonvale Park
Bylaw to Regulate Remuneration of Council and Appointees
DRAFT Bylaw # 2022-03

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the “Remuneration Bylaw.”

2. Authority

- 2.1. Section 82 of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the Council, a member of a Council committee or another person.

3. Application

- 3.1. This bylaw applies to all members of Council. For greater certainty, this includes the Mayor and any Deputy Mayor.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act*.
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.3. “Compensation” means a form of monetary payment for the performance of some work or service.
- 4.4. “Council” means the Mayor and other members of the Council of the Municipality.
- 4.5. “Councillor” means a member of Council other than the Mayor.
- 4.6. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.7. “Resolution” means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.
- 4.8. “Remuneration” means both monetary payment for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

5. Establishing a Remuneration Bylaw

- 5.1. Council may, by bylaw, establish the level of remuneration and reimbursement that ensures:
 - (a) residents who have been elected to the position of Mayor, Deputy Mayor, or member of Council are provided reasonable remuneration for their service to the Municipality;
 - (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Municipality; and
 - (c) the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and committee members.

6. Remuneration of Council Members

- 6.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$75.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings-to a maximum of \$150.00 per day.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$65.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of \$130.00 per day.
- 6.3. The Finance Chair shall be paid remuneration for discharge of the duties of office in the amount of \$65.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of \$130.00 per day.
- 6.4. The Planning Board Chair shall be paid remuneration for discharge of the duties of office in the amount of \$65.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of \$130.00 per day.
- 6.5. Each other Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$60.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of \$120.00 per day.
- 6.6. Each year, remuneration shall be paid on or about March 31, June 30, September 30 and December 31, less any deductions required by law.

7. Allowance for Legitimate Expenses

- 7.1. The Mayor, Deputy Mayor, and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule "A" that is attached to, and forms part of, this bylaw.

8. Remuneration of Appointees

- 8.1. For the purpose of this section, "council committee" means a committee or other body established by the Municipality that has no members other than those members appointed by the Council.

- 8.2. Subject to 6.4, persons, other than members of Council, appointed by Council as members of the following council committees shall receive remuneration in the amount of \$60.00 per meeting:
 - (a) Planning Board
 - (b) Special Council Committees.
- 8.3. Any such appointee who attends less than 50% of all regular and special meetings of a Council committee during a calendar year, without a resolution of Council, shall be deemed to have resigned, notwithstanding that his or her term may not have expired.
- 8.4. Any appointees to a Council committee, who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment on a Council committee, shall not be eligible to receive remuneration from the Municipality.
- 8.5. Remuneration shall be paid on or about March 31, June 30, September 30 and December 31 each year, subject to the CAO receiving a report from the secretary of the Council committee detailing the attendance of each appointee.

9. Revisions to this Bylaw

- 9.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Commission.
- 9.2. The Commission shall be made up of three members, who shall not be members of Council or staff of the Municipality, but shall reside or work within the Municipality.
- 9.3. The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts set out for appointees to committees under Section 6.
- 9.4. The Commission shall review and to make recommendations to council respecting the compensation, reimbursement or payments that should be made to members of council, giving consideration to:
 - (a) compensation, reimbursement and payment rates of comparably-sized municipalities;
 - (b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
 - (c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and
 - (d) the time requirements associated with participation on council and council committees.

9.5. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

10. Repeal of Existing Bylaw

10.1. Upon adoption, this bylaw replaces Bylaw No 2017-03.

11. Effective Date

11.1. This Remuneration Bylaw, Bylaw# 2022-03, shall be effective on the date of approval and adoption below.

First Reading:

This Remuneration Bylaw, Bylaw# 2022-03, was read a first time at the Council meeting held on the 21st day of September, 2022.

This Remuneration Bylaw, Bylaw# 2022-03, was approved by a majority of Council members present at the Council meeting held on the 21st day of September, 2022

Second Reading:

This Remuneration Bylaw, Bylaw# 2022-03, was read a second time at the Council meeting held on the 19th day of October, 2022.

This Remuneration Bylaw, Bylaw# 2022-03, was approved by a majority of Council members present at the Council meeting held on the 19th day of October, 2022

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2022-03, was adopted by a majority of Council members present at the Council meeting held on the 19th day of October, 2022

12. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Remuneration Bylaw adopted by the Council of the Rural Municipality of Miltonvale Park on _ is certified to be a true copy.

Chief Administrative Officer Signature

Date

Schedule "A"

Mileage Reimbursement Rates

Mileage rates used to reimburse per kilometer travelled will be equal to the Government of Canada's Vehicle Rates used to calculate travel expenses for Prince Edward Island, as posted annually by the Canada Revenue Agency.

Meal Reimbursement Rates

Rates used to reimburse meals will be equal to the Government of Canada Meal Rates used to calculate travel expenses for Prince Edward Island, as posted annually by the Canada Revenue Agency.

Meal reimbursements shall be supported by receipts.

- a. No mileage will be paid for attendance at Council meetings, Council committee meetings, or for meetings held within the Municipality; Mileage allowance for meetings within the Municipality or at the Council office will be expensed against the per diem (i.e. will be used to reduce the taxable portion of the per diem), but will not add to the amount received by the Mayor or any Councillor or Committee member.
- b. Mileage allowances for meetings outside the Municipality, or Council office, will be paid in addition to the meeting per diem.
- c. No meal allowances will be paid for attendance at Council meetings, Council committee meetings, or for meetings held within the Municipality; however, meal allowance for meetings within the Municipality or at the Council office will be expensed against the per diem (i.e. will be used to reduce the taxable portion of the per diem), but will not add to the amount received by the Mayor or Councillor.

The Mayor and members of Council may be reimbursed for other expenses, incidental and necessary for the performance of their municipal duties, as approved by the Council and supported by receipts.