

Rural Municipality of Miltonvale Park Council

MINUTES

Milton Community Hall

7:30 p.m. July 20, 2022

Present: Mayor Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Phil Hooper, Paul Poole, Andrew Frizzell, Lindsey Rhynes (*via Zoom*) and CAO Shari MacDonald

Regrets – Councillor Spencer MacDonald

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:52 p.m. after the conclusion of the Planning Board meeting.

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. APPROVAL OF AGENDA

Motion 2022:54– Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole 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 2022:55 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **the minutes of the June 15, 2022, Council meeting be approved as circulated**. Motion carried, 5-0.

6. BUSINESS ARISING FROM THE MINUTES

- a. **Hall Elevator and addition** – The committee met on June 21 to review the latest design and suggested switching the ticket room (to just outside the auditorium door) and janitor's room (near the main door), and reconfiguring the new small upstairs washroom to keep the kitchenette in its current location. It was recommended to the architect that the board room remain the same shape, to allow for a larger storage room on the 2nd floor, and that the double window on the south elevation be the same style as the others. It was suggested that eliminating the door between the kitchen and pantry might make it easier to store the fire suppression system, and allow for easier traffic flow.
- b. **Speed Sentry** – Councillor MacDonald has assembled and checked the speed sentry sign. Councillor Poole has about 100 feet of post material and the mayor has a pounder and 18 lb maul. Potential locations were

discussed: Crabbe Road (near the Richards' driveway), the New Glasgow and Rustico Roads, the MacKenzie Road. There are blind driveways and free-roaming poultry on the Crabbe Road. The truck traffic on the Crabbe Road is breaking the edges of the road.

- c. Department of Environment, Energy and Climate Action is developing a **Provincial Climate Adaptation Plan**. The call on Tuesday, June 21 was rescheduled but the interview was not held.
- d. **EV charger** for park -The CAO needs to get estimates for the application for EV chargers for the park. Prices will be obtained for one and two chargers.
- e. **Election** –The Information Sharing Agreement for the November 7th election has been signed and returned to Elections PEI.

7. READING OF CORRESPONDENCE

- a. **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.
- b. **Statistics Canada** - The third release of findings from the 2021 Census is now available online at www.statcan.gc.ca/census and includes data insights on Canada's families, households and marital status; Canadian military experience; and income.
- c. **The Federation of PEI Municipalities Newsletter** includes information on the following topics:
 - 1. FPEIM hires a Community Climate Advisor
 - 2. Communications and Member Services Officer hired
 - 3. Municipal Campaign Schools
 - 4. Natural Infrastructure Fund has up to one million dollars in federal funding to restore and enhance natural infrastructure like urban forests, street trees, wetlands, living dykes, bioswales, and naturalized coastal restoration. Deadline: September 27, 2022.
 - 5. Grants and Programs:
 - i. Focusing Action for Positive Change Grant - The PEI Alliance for Mental Well-Being
 - ii. Zero Emission Vehicle Infrastructure Program
 - iii. Department of Canadian Heritage's Community Support, Multiculturalism, and Anti-Racism Initiatives Program (CSMARI)
 - iv. Jobs and Growth Fund (JGF) Municipality Fund for Biodiversity
 - 6. Upcoming Events
- d. The **Municipal Affairs Newsletter** (July 8, 2022) contained information on Campaign Schools in July and August, a Bylaw 101 Training Session, Election videos, a July 2022 "to do" list, 2022 General Municipal Elections (Candidate nominations and resources), the Canada Games

Torch Relay, Training for CAOs and Council, and Emergency Management Online Training.

- e. **Pride PEI** (July 6) requested that the rainbow flag be flown during the 2022 PEI Pride Festival, July 16 – 24.
- f. **Request for Proclamation** – 2022 is the 230th anniversary of the Black Loyalist exodus from Halifax to Freetown, the single, largest return of African descendants to Africa. #1792Project requested a proclamation or and/or social media announcement by mayors and councils.
- g. **Newcomers-** (July 6) An invitation was received to join a virtual information session (July 13,14, or 15) for an update and discussion on current and emerging needs in PEI's newcomer community.
- h. **Canada Games** requested municipalities share information on the Torch Relay and shared a [PR Toolkit](#). The summer staff will promote the relay.
- i. **June Navigator News** - The monthly [newsletter](#) of the PEI Community Navigator program was received.
- j. **EMO Notification system** - [Voyent Alert!](#) sent information to the office on their resident notification system.
- k. The Department of Health and Wellness has launched the 2022-2023 [Community Catalyst Grant](#) for Island municipalities. The grant supports collaborative approaches to address the social determinants of health and prevent chronic diseases. Projects must address at least one of the following: physical activity, tobacco reduction, healthy eating, responsible alcohol use and mental wellness. Municipalities can apply for up to \$5,000 by Friday, September 2, 2022. There is a virtual grant workshop at noon on Wednesday, August 3. Suggestions from summer staff included healthy recipe presentations, a walking/ exercise challenge, presentations for parents with children approaching teenage years, (e.g. identify depressive behavior), Lunch and Learns on the five topics (e.g. MADD presentation), regular social media posting on tips or facts on the topics. [Wellteq Digital Health](#), provides digitally based behaviour change coaching focused on the health pillars of mental health, sleep, nutrition, and physical activity, and were interested in a partnership to pursue this funding. Councillors advised the CAO to submit a grant, if time permitted and an appropriate idea was developed.
- l. A resident forwarded information on June 29 about the David Suzuki Foundation which offered 10 [grants](#) of up to \$2,000 to help support the creation of **Healing Forests**, to honour residential school victims, survivors and their families, which also promote rewilding of communities and spending time outdoors. The deadline was July 1.
- m. **EMO** - Public Safety Officer Bradley MacIsaac has accepted an acting position as the Provincial Emergency Management Coordinator for at least the next six months. PEI EMO recently received a briefing on the 2022 hurricane season and shared a 2022 Hurricane Reference Card for PEI. PEI EMO is available to assist with any emergency plan steps that need completing, EMO@gov.pe.ca. There is a Duty Officer on-call 24/7 at EMO@gov.pe.ca or 902-892-9365.

- n. **FPEIM** -The use of **electric kick scooters** is increasing and the Highway Safety Division of the Department of Transportation and Infrastructure seeks comments on their draft of Electric Kick Scooter Regulations. Please contact GLMINER@gov.pe.ca and copy John Dewey from FPEIM with comments.
- o. **211 PEI** – Miltonvale Park was asked to verify its municipal services
- p. **Home Flood Protection Program** – Consulting firm AET has written a [research paper](#) about lot-level flooding and increasing resilience in Canada. They also can deliver the Home Flood Protection Program (HFPP), a basement flood risk reduction education program that provides free online self-help resources to homeowners and either an on-site or remote assessment for participating homeowners, known as the Home Flood Protection Assessment.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

i. Environment and Community Living

a. **Watershed Update** -Councillor Tamsyn Cosh-MacKenzie shared updates from the Cornwall and Area Watershed Group (CAWG). The trees were all given away at Canada Day, but there should have been a maximum of two trees for some types. The CAWG staff were disappointed in the behaviour of some who took trees. Council should consider planting trees in the lots at the entrance to the new subdivision on Royalty Road. The rain barrel fundraiser was completed with only two rebates submitted to office. There was a beaver removed from Coles Brook. It is not likely that there will be an August CAWG meeting.

b. Projects

- i. **2022-23 New Horizons for Seniors** – Hon. Kamal Khera, the Federal Minister of Seniors, will be in Miltonvale Park at 10 a.m. July 28th for a New Horizons for Seniors Program announcement with MP Health MacDonald at the Milton Community Hall
- ii. **2022-23 New Horizons for Seniors–Year of Canada** –
 1. **Ontario** (May)- The banking/financial safety video is now available on YouTube. The Drive Alive sessions were not scheduled yet.
 2. **Alberta** (June). The “Using Less Energy” presentation was Tuesday, June 21 at 2 p.m. for about 15 people. A Book club is scheduled for 7 p.m. Monday, August 1st for “Return of the Wild Goose, a poetry book by Jane Ledwell, who will attend.
 3. **British Columbia** (July) Jerry Coady from Parker Realty will present a session on downsizing/buying/selling homes, with the date to be confirmed. There will be a Chinese food cooking presentation on Thursday, July 28, at 1 p.m.
 4. **Newfoundland and Labrador** (August). Rock painting is still being organized. Rock climbing is booked in Stratford for Wednesday, August 3rd at 7 p.m., Joey’s Deep Sea Fishing

has been chartered for 20 people on Friday, August 12th at 1 p.m. A Newfoundland kitchen party is currently being planned with Michael Pendergast. There will be a cooking presentation on Codfish on Wednesday, August 10 at 1 p.m.

- iii. **PEI Senior Secretariat Funding** –There has been no update from the program regarding the \$432.14 which was not spent in 2021-22.
- iv. **PEI Seniors Secretariat Funding 2022-23** – Word has been received of a delay in the announcement of the new grants, due to the high volume of applications. Miltonvale applied for \$2407.50 for a bus tour to Glenaladale House, and the Cardigan Museum, an Art Party, and a lunch and learn.
- v. **Active Transportation Fund** –The contract has been signed for the \$11,000 funding to develop an Active Transportation Plan. The CAO will develop an RFP for the project.
- vi. **ParticipACTION Community Better Challenge** -Approximately 20 people participated in the Mayor’s challenge/virtual walk to Milton, Louisiana, USA (4242km), and they reached their destination! Miltonvale Park also finished in the top four in PEI for the Community Better Challenge and completed the finalist submission form for the chance to win the \$15,000 provincial prize. Dianne Garnham and Dana Coles moved more than the mayor, and were each awarded a \$25 prize, along with participants Craig Mackie and Donna Bernard who were chosen in a random draw. Two cycling events and four walks were scheduled, as well as Try Pickleball (5 people) and Try Disc Golf (10 people) events were held.
- vii. **Family Violence Prevention Week** – The 32 blankets were delivered to Anderson House.
- q. **Activities** –There have not been municipal exercise, yoga or line dancing classes over the summer.
- r. **Canada Day** – Canada Day was quite successful, with a good turnout, and people enjoyed the opportunity to celebrate together. Thanks were extended to those who helped. The Celebrate Canada report is due to the funders by end of July. Unfortunately, both park summer students were sick on Canada Day. It was suggested that cones or barricades near the driveway might reduce traffic parking in sightlines, which contributed to the accident this year.
- s. **Cricket & Ballfield**– Charlottetown Minor Ball has booked the softball field for Monday, Wednesday, and Thursday nights and Saturday mornings. They also want to use the field on Wednesday and Thursday afternoons. There has not been any progress on a contract for adult teams using the fields. A lawnmower and drag have not yet been obtained. Zack Bell called the office on July 19 to see if he would have permission to drag the field if his son’s team could get a drag.

g. Park –Summer staff wondered about having a dog show or a dog-related event. This was discouraged for liability reasons.

h. Community Pasture – A lease needs to be prepared for the renter to sign with municipality.

i. Community signs –The Springvale “Welcome” sign still needs to be fixed.

j. APM Centre – There has been no update from the APM Centre since the last meeting.

k. Rink – Arnold MacRae has a 30x70 foot artificial ice surface that he is willing to donate to the municipality. He will continue to store it. The rink is valued at about \$15,000.

l. Biciborne – The bicycle pump is broken on the bike repair station. After several people looked at it, it was taken to MacQueens, who think it is missing a part, that they don't think can be ordered.

ii Emergency Measures

- a. **Tabletop Exercise** – EMO's Bradley MacIsaac sent a summary report of June's planning exercise. The CAO contacted Kenmac regarding getting an additional propane tank at the hall, but they do not feel a second tank is necessary. They did repaint the current tank. The tank holds 3300 litres, and the hall uses about 4500 litres annually. Kenmac can deliver propane every 30 days in the winter, instead of the usual 60 days.
- b. Staff will look into the purchase of emergency vests, magnetic signs or cling signs for vehicles for ID and make a checklist for different levels of preparation (eg – check/order propane, notify public, check on supplies for warming centre...) and work on the RFP for communication radios. Canoe Procurement does offer radio systems.
- c. **Training Courses** – There will be advanced courses (EOC, Public Information, ICS 300) offered in the fall of 2022.

iii Personnel Committee –

- t. **Canada Summer Jobs, Jobs for Youth and Post Secondary Student Program** –There were no residents interested in the Canada Summer Job park position so it was declined. The contracts have been signed and returned for the other summer job funding. There is a 15-year-old resident who is volunteering at the park, but is not eligible for employment. The CAO suggest the municipality give her an honoraria at the end of the summer depending on her hours, and this will be reviewed in September.
- u. **Sick leave policy** – The current policy was developed before COVID and has no paid sick time for temporary employees. Currently

employees of non-profits and businesses, and those who are self-employed are eligible for the [Covid 19 Special Leave Fund](#) for up to two weeks for testing, isolation, illness, vaccination, or care-taking. Municipalities are not eligible for this funding. The funding programs for students do not allow for sick days, but will extend the end date to the end of the summer so that the students can hopefully work their full 8 or 12 weeks. The council usually extends the work term when needed to have the park staffed for the summer, and pays those wages. The park staff both tested positive for Covid in June, and have missed significant time due to illness.

Motion 2022:56 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **the Employee Sick Leave Policy be amended to allow employees to be eligible for sick leave pay for a maximum of one week at their regular salary.** Motion carried, 5-0.

iv Finance/Payment of Accounts

a. **Remittance** –Remittances were paid to the Canada Revenue Agency for June 2022.

b. **Reports and Payment of Accounts** – Finance Chair Hooper, reviewed the circulated statements. Although Council had previously approved transferring \$180,000 from the operating account to the shares account, upon closer review, the CAO transferred \$120,000 to avoid cash flow issues. Total current assets are \$598,000, with capital assets of \$47,500. There are \$314,800 in current liabilities, but \$275,000 is deferred revenue. Income for the month was \$92,345, with expenses of \$112,870, for a negative balance of \$20,500. Quarterly fire dues of \$20,000 were paid this month. Most of the student wages will be reimbursed to Council.

Motion 2022:57 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **the financial report be approved.** Motion carried, 5-0.

c. **Capital Expenses** – The CAO was working on a Request for Proposals for EMO communications, and learned that Canoe Procurement (the municipal buying program) has Zetron as an approved supplier. Their local distributor is Hi Tech Communication in Dartmouth <https://hitechcomm.ca/> and the CAO spoke to Paul MacLean. They do sell the radios the province uses, and supply many local Fire Departments. He asked for the latitude/longitude of the furthest points that we would want to communicate so he could review the area. He will be on PEI September 17-18. If the municipality uses Canoe Procurement, there is no need to do an RFP although there are local companies who might be interested in bidding.

e. **Audit** –MRSB were at the office on July 13 -14. There were 400+ overtime hours for the CAO, so the accountants intend to record 200 hours as a payable.

The CAO noted that it has also been a significant time since a performance review for her position.

Motion 2022:58 – Moved by Councillor Phil Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **the CAO hourly wage be increased by 3%, effective the first pay period in August.** Motion carried, 5-0.

v. Remuneration and Allowances Commission

Motion 2022:59 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Andrew Frizzell that **residents John Potter, Denise MacDonald-Vail and Ernie Coles be appointed to the Remuneration and Allowances Commission.** Motion carried, 5-0.

9. **REPORT FROM CAO** –CAO Shari MacDonald has been supervising students, preparing for the audit, and overseeing seniors projects. She submitted the first claim for ACOA for the elevator project, and continues to try to move the project along. She also drafted a letter for a planning issue, and continues to advise the Development Officer when appropriate. She hopes to invite Minister Fox to a meeting, purchase EMO supplies, get the lease signed for the pasture, obtain a drag and lawnmower, promote the November 7th elections and submit the Canada Day report to the funders.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

- i. **Permits- Approvals Issued Since Last Council Meeting**
- a. Permit **2022-14**, to construct a 24-foot round above ground pool (accessory structure), and 1,444 square foot deck (accessory structure) on Parcel No. 478461 at 39 Heather Drive. (17/06/2022)
 - b. Permit **2022-15**, to construct a new 2,820 square-foot warehouse on Parcel No. 283242 at 17063 Rte.2, with the condition that access from Rte 2 be removed. (13/07/2022)
 - c. Permit **2022-16** to have short-term tourist rentals (maximum 4 people) on PID 1035435 at 22 Tinney Road. (06/07/2022)
- ii. **Application #MP-1065- Exemption to clauses in Section 4.7.1 of the Development Bylaw, #MP-1143- Commercial Rezoning Application; #MP-1149- Application to operate Septic Business; #MP-1154- Application to add to an existing storage building.**

On August 19, 2020, permit 2020-28 was issued to parcel 700443 at 1030 Rustico Road (residential lot in A1 Zone) to operate a 1,560-square foot outdoor storage, an export car lot, as a commercial storage lot only, but not uses as described under the

definitions of Automobile Shop or Automobile Service Station. Planning Board, previously recommended to Council to enforce the requirement for screening for the export car lot.

On April 7, 2021, Council learned that the Applicant was operating a septic business from the property. He was asked to remove the 160-sq. ft. accessory building for which the temporary permit had expired, limit activities on the property to an export car lot only and apply to operate a septic business. On April 28, 2021, the Applicant submitted three applications:

1. **MP-1143** -To rezone PID # 700443 from Agricultural (A1) Zone to General Commercial (C1) Zone commercial use, which was denied by Council in June 2021 as the Official Plan did not permit new commercial developments.
2. **MP-1149** -To operate a septic business, which was denied by Council in September 2021. Council was informed he was later operating from 275 Buffalo Road, Wheatley River.
3. **MP-1154** - To add the temporary shed to the existing garage as a dog shelter. The Development Officer had requested more information for this application, which was never received.

The applicant had been advertising Neill's Porta Potty business on the Rustico Road on Facebook, but it is now (July 2022) advertised as being in Charlottetown on Facebook and Wheatley River on the website. <https://www.neillssepticservice.info/>

Acting on a recommendation from Planning Board (March 30, 2022), on April 20, 2022 Council approved that a legal letter be sent to the property owners of PID 700443 to bring the property into compliance within a maximum of 30 days, and cease operating the porta potty business from that location. The lawyer was contacted, but subsequently left the practice.

On June 3, 2022 the developers erected a display of two port-a-potties and banners on their front yard, which remained in place for several days and in early June posted a series of Facebook posts that the municipality was not supporting small business in the community. These were eventually removed (approx. early July). It was noted that these posts were not necessarily accurate.

Legal advice suggested sending a friendly letter from the municipality to correct some of their misconceptions. The shed no longer requires a permit, but needs to meet the required setbacks. The CAO had drafted a letter to the developers and circulated it for comments until Wednesday, July 27.

iii. Application No. MPS-297 – Parcel No. 283739 - Council approved the first phase of 20 of the proposed 56 lots (39 single-detached and 17 semi-detached dwellings) on June 15, 2021 and the permit was issued in July, 2021. Lot #56 and Parcels A and B will be deeded to the municipality for open space. The fee has been paid for 52 lots. No lots have been sold to date; although interest has been expressed for lots from all phases. On July 13, the developer requested that the municipality seed the parcels by the entrance. He also requested the final approval of Phase 2 (Lots 1-12

& 50-56) in July and Phase 3 (lots 24-40) in August. The bylaw requires that approval be in phases of no more than 20 lots. There may be outstanding issues with the City of Charlottetown regarding easements and costs for lift station improvements. The City has already granted approval for the subdivision to connect to its services.

Moved by Councillor Phil Hooper, seconded by Councillor Andrew Frizzell, **that as recommended by Planning Board, Phases 2 & 3 be approved, after any necessary agreements concerning easements or lift station improvements with the City of Charlottetown, the Developer and Miltonvale Park, if necessary, are in place.**

Motion carried, 5-0.

The Development Officer will contact Richard MacEwen with Charlottetown Sewer and Water Corporation, to determine the status of the developments with respect to the City; and if there are any appropriate development or easement agreements. Miltonvale Park should incur no expense in the process.

iv. Application No. MP-1099- Parcel No. 658559 and 856922- Private Utility/ Solar Panel Application - On July 15, 2020 approval was granted to erect a 1,084-square foot Private Utility Structure (Photovoltaic Solar Array) on Parcels No. 658559 and 856922 located at 999 Loyalist Road, Springvale. This decision was appealed to IRAC on August 5, 2020. IRAC received the final written submission on February 15, 2021 but has not yet reached a decision.

v. 2021 Official Plan - The Minister gave final approval to the Official Plan (approved by Council on September 15, 2021) and Zoning and Subdivision (Development) Bylaw (approved by Council on October 20, 2021) on April 7, 2022. There are a limited number of paper copies available. There may need to be a change in the future to the PURD lands on the Zoning Map as the map may not accurately reflect the intent of Council. The documents are online on the planning section of www.miltonvalepark.com. [Zoning Map](#) [Development Bylaw](#) [Official Plan](#) [Future Land Use Map](#)

vi. Applications in progress

- a. **PID No. 281485** – An application had been received from municipality for an addition to the Milton Community Hall. The application will be processed when it is complete, as the plans are still being finalized.
- b. There was an application for a **subdivision** at 1096 **Rustico Road** with a right-of way onto Rte 7. The Development Officer is consulting with Jeff Sampson with the Province to determine if a new right-of-way can be created. The Highway Access Regulations require a parcel to have been in existence before 1979. The property has the existing parcel number.
- c. **Lot revision** – An application was received to increase the size of PID 869669, with lands from the surrounding property, PID 281951, at 68 New Glasgow Road. A survey will be required.

- d. **Subdivision** – An application has been received to sever one lot from PID 528307 – (Meadow Hill Farms – Rustico Road).
- e. **Development** – Information is still required for the application on PID 901769 on Loyalist Road, Springvale, for a 1322 sq. foot single unit dwelling and detached two car garage.
- f. **Development** – An application was received from Capreit to erect a 400 sq. ft. deck at 14 Amber Avenue.
- g. **Meadowvale Park – Capreit Apartments INC,**
The proposed development aims to allow the addition of 23 pre-manufactured single-wide mini-homes (approximately 1,060 square feet) on the lands of the existing Meadowvale Community. A similar development application was submitted by the previous owner (KC Properties (GP) Ltd.) in 2015, however; it could not be approved as Charlottetown denied connection to the City’s sewage system.

The proposed expansion plans to access the new area from the existing infrastructure access road further connecting to Dawn Drive and Sleepy Hollow Road. The lot sizes in the expansion range from 406 m² to 1343 m² and are accessed by 6.1 m wide internal surface roads.

The City has an easement for the lift station and access road from Sleepy Hollow Road, and may require further easements in the area. The application proposes that the access road at the lift station be formalized and upgraded as a site entrance for the expansion area. Capreit proposes to upgrade the access road to the standard of the internal roads in the Meadowvale Community.

An increase to the water extraction permit is not required.

There is currently an agreement between the Miltonvale Park and the City for the sanitary sewer treatment. Through Capreit’s discussions with the City from October 2021-January 2022, it was identified that the lift station requires upgrades to process the additional flows from the proposed Meadowvale expansion and the approved MacRae subdivision. The Developer provided a memo as part of the application package, and will require approval of sewer connection from the City of Charlottetown. A Coastal Hazard Erosion and Flood Risk Assessment are also required.

The Development Officer will require more specific information for each house. Miltonvale Park would want to ensure there was no additional costs to the municipality as a result of additional servicing. In developments with private roads, the municipality generally signs an agreement with the Developer, stating the Developer will maintain and service the roads and other infrastructure.

vii. Inquiries

- a. **Tents for weddings/family celebrations** – The municipality received an inquiry as to if a permit was required to have a large tent (40x70) for a

wedding. The Development Bylaws say “Erecting a tent under 20 m² (215.28 ft²) for temporary, personal Use does not require a permit”. Council has not required a permit for a tent for the last several inquiries for weddings. Council can make a policy to formalize this and could consider re wording the clause in a bylaw review.

Planning Board recommended Council approve the temporary tents for a family event for up to three days.

Council was in agreement that “No permit would be required for a temporary tent from a commercial supplier for a family party (e.g. wedding, reunion, anniversary) that is erected on a residential or agricultural property within the municipality for a non-commercial event when the tent is erected for a maximum of four days. Residents wishing to erect a tent are recommended to contact all neighbours within 500 ft. to advise of any potential disruption and to take steps to minimize these.”

- b. **Charlottetown Metal Products (CMP)** - On July 19, CMP asked for information to begin the process to apply for a 6240-sq ft industrial tent (156’L X 40’W X 27’H) to be permanently installed on the property for additional warehousing for equipment and materials. The Development Officer can approve commercial applications of up to 6458.35 sq. ft. Maximum lot coverage may be a consideration in this instance.

viii. Enforcement

- a. **PID 704213 -Sleepy Hollow Road** - A neighbour has raised concern numerous times about dumping on Sleepy Hollow Road on PID 704213. A letter was sent to the owner on May 11th. Environment was contacted to see if there were environmental concerns and the site was visited on June 17. Fill, broken concrete, tree limbs and bags of leaves and yard materials were observed, but did not fall under the provincial definition of “unsightly”, although, it appears to have become a dumping site for that type of material. The Development Officer spoke to the owner on June 29 and sent him a development application form. Drone footage could be obtained for the September meeting, if required.
- b. **Lower Malpeque Road** – When the Province replaced the Milton Bridge in the fall of 2021, PID 283085 was used as a staging ground. The former Development Officer visited the site and requested that an application be filed to place fill; however, none was ever received. In May, the Development Officer sent a letter to the owners requesting the fill be removed. The owner responded by phone that he intends to apply for development but no application has been received. Neighbours believed there was contaminated soil involved in the bridge replacement. Hannah Jenkins, the Pollution Prevention and Compliance Supervisor with the Department of Environment, Energy, and Climate Change visited the site with an Environment Officer on June 22, 2022. They also contacted the

Department of Transportation and Infrastructure (DTI). DTI informed them that there was an agreement made between the property owner and the contractor to accept this fill material from the bridge project. They completed testing on the material placed on the site and the geotechnical results confirm that it did not contain any contaminants. The Province confirmed that there is no concern of contaminants or material being placed within the buffer zone, and that there was no enforcement required from the Department of Environment, Energy, and Climate Change. It is believed that the grade is already above the road, which was a condition of the previous fill permit. The fill should be moved or a permit obtained.

Motion 2022:60 – Moved by Councillor Paul Poole, seconded by Councillor Philip Hooper **that a legal opinion be obtained regarding PID 283085, and a possible injunction, and that no applications for the property be addressed until the property is in compliance.** Motion carried, 5-0.

It was also suggested that the Municipal office send a letter to Island Coastal and other major contractors to inform them that a permit is required to place fill in Miltonvale Park.

- c. **Pinwheel Farm - PID 283473.** Council was made aware on July 11 and 12 that there appeared to be commercial activity on the property, with a gift shop, driveway expansion, a small accessory building in the front yard (registration/ice cream shop) and a “lighthouse” type structure in the front pasture. The new owners had met with the former Development Officer in March of 2021, and noted they hoped to have an agricultural tourist business. The Department of Transportation was contacted, as they have authority over access on the arterial highway. The Development Officer visited the farm on July 13. The owners intend to submit an application form, but to date have told the municipality that the main business areas of the farm are animal breeding and farming of agricultural products and the sale of their derivatives and that they planned to open the farm during the blooming season for animal interaction and lavender picking, and will provide 5-10 seasonal job opportunities. A change of use application would need to be approved to allow commercial use, and the intensification of use would need to be approved by the Department of Transportation.
- d. A complaint was received about a **fence** on Rte. 2 in the spring. Staff determined it to be landscaping feature (windbreak by patio table) which does not require a permit.
- e. **Crabbe Road** – There were verbal complaints passed along to Councillor Rhynes regarding a property on the Crabbe Road. Residents were advised to submit their concerns in writing on the appropriate form. None have been received to date.

ix. Provincial Legislation - The Province has amended the Special Planning Area Regulations to allow parcels which are not existing parcels to be subdivided. Miltonvale Park's new bylaws do not reflect this change.

11. INQUIRIES BY MEMBERS OF COUNCIL -There were no inquiries.

12. OTHER -There was no other business.

13. INTRODUCTION AND READING OF BYLAWS -There were no bylaws to be dealt with at this meeting.

14. ADJOURNMENT

Motion 2022:61 – Moved by Councillor Paul Poole, seconded by Councillor Tamsyn Cosh-MacKenzie **that the meeting be adjourned.** Motion carried at 9:12 p.m., 5-0.

Mayor Hal Parker

CAO Shari MacDonald

September 21, 2022

Date Approved

The next Regular Council Meeting is scheduled for 7:30 p.m. Wednesday, August 17, 2022, only if required. The September meeting is scheduled for Wednesday, September 21 at 7:30 p.m.