

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:30 p.m., April 20, 2022

Present: Mayor Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Phil Hooper, Lindsey Rhynes and Paul Poole; CAO Shari MacDonald

Regrets: Councillor Spencer MacDonald *Absent:* Andrew Frizzell

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:31 p.m.

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. APPROVAL OF AGENDA

Motion 2022:25– Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole that **the agenda be approved as circulated**. Motion carried, 4-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

There were no presentations scheduled.

5. ADOPTION OF MINUTES

Motion 2022:26 – Moved by Councillor Phil Hooper, seconded by Councillor Lindsey Rhynes that **the minutes of the March 16, 2022, Council meeting be approved as circulated**. Motion carried, 4-0

6. BUSINESS ARISING FROM THE MINUTES

Motion 2022:27 – Moved by Councillor Paul Poole, seconded by Councillor Lindsey Rhynes that **the meeting move to a closed meeting, under the Municipal Government Act to discuss 119.1. (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality’s ability to carry out its negotiations, regarding hall renovations and (f) the conduct of existing or anticipated legal proceedings, regarding a contravention of the Development Bylaw**. Motion carried, 4-0 at 7:33 p.m.

Motion 2022:28 – Moved by Councillor Lindsey Rhynes, seconded by Councillor Tamsyn Cosh-MacKenzie that **the meeting return to an open meeting**. Motion carried, 4-0, at 7:45 p.m.

- i. **Hall Elevator and Addition** – Hall board member Phil Jefferson was named to the committee coordinating the elevator renovation to replace former Hall representative Kevin Hooper. Council reviewed the April 20 architectural plans.
- ii. **Development Bylaw**

Motion 2022:29 – Moved by Councillor Paul Poole, seconded by Councillor Phil Hooper that **a legal letter be sent to the property owner of 700443 regarding use of the property that has not been approved by the Rural Municipality of Miltonvale Park.** Motion carried, 4-0.

iii. **Federation of PEI Municipalities Annual General Meeting** – The CAO has registered for the April 25, 2022 virtual annual meeting.

7. READING OF CORRESPONDENCE

- i. **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.
- ii. Central PEI Community Navigators extended an invitation for a guided walk they are hosting for **Earth Week**, Thursday evening, April 21 in Kensington. Registration is **not** required, but all those who pre-register are eligible for prizes.
- iii. **Earth Day** - This year's campaign invites Canadians to symbolically “Call in Sick for Earth Day” and “Remedy Together”, giving a voice to eco-anxious citizens and suggesting collective local or online action, to help alleviate the symptoms. Municipalities are invited to share this message on April 22. A toolkit and sample proclamation were received.
- iv. Paul Gregory of Nature Canada asked Council to pass a resolution on behalf of their ocean protection team for **World Ocean Day** on June 8.
- v. **Kays Summer Booking Show** is accepting orders until April 29, 2022. Their catalogue can be emailed to interested people.
- vi. Méliissa St-Onge, a federal Heritage Designations Programs Advisor is looking for candidates interested in serving as the PEI representative for the **Historic Sites and Monuments Board of Canada** (HSMBC) to provide advice to the Minister on the designation of places, persons and events of national historic significance. The deadline is April 30, 2022.
- vii. **The FPEIM April Newsletter** included information on the following topics:
 - 2022 FPEIM annual meeting in North Shore
 - Sediment and Erosion Control Workshop
 - Family Violence Prevention Week
 - 2023 Canada Winter Games
 - ParticipACTION Community Better Challenge
 - FCM Statement on the Federal Budget
 - Local Food Infrastructure Fund (LFIF)
 - Conference Board of Canada Engagement Indicators Playbook
 - State of Mind Virtual Conference
 - Grants and programs
 - On the move
 - Upcoming Events

- viii. **Bike Friendly Communities**, a community non-profit advocating for safe and accessible cycling for Islanders invited CAO and council to a virtual meeting to identify barriers and opportunities to active transportation and hope to get more people cycling in the capital region. In partnership with the PEI Active Transportation Fund, they are launching the Bike Friendly Outreach and Advocacy Campaign and are collecting feedback, at meetings Thursday, April 21 at 10:00 am or 2:00 pm. Councillors suggested that bike shelters should be available, road shoulders should be widened, and existing trails should be made more bike-friendly.
- ix. **PEI Community Navigator** for rural, central PEI, hosted a presentation on 'Building Welcoming Workplaces & Communities' Monday, April 11th at 8 a.m. at The Willow Bakery & Cafe in Kensington.
- x. Michelle Burge, from MRSB noted that the **gas tax audit** is due to be filed by May 15, 2020 and asked for the AER spreadsheet, gas tax bank accounts from April 2021 to March 2022 and invoices for any expenses in the fiscal year to be emailed.
- xi. **PEI Community Navigators** – sent their latest newsletter and included information on the expanded routes for the **T3 Rural Transit system** beginning on April 19, between Tignish and Charlottetown, through south shore communities will be added to the Summerside -Charlottetown route. Fares are \$2 per person each way, and bicycles can be taken on the bus. They also shared information on the Patient Medical Homes including Kensington Health Centre & Cornwall/Crapaud Health Centres and the Seniors Navigator.
- xii. **Operation Smile Canada** asked Miltonvale Park to proclaim June 19th, 2022 as the Longest Day of SMILES® in your community.
- xiii. The Honourable Pablo Rodriguez, P.C., M.P **Minister of Canadian Heritage** urged Council to review, identify and suspend all activities involving Russia and Belarus as part of the Government's ongoing response to the Russian invasion of Ukraine to continue to be eligible for Canadian Heritage funding.
- xiv. Sam Wareing, from Sierra Club Canada, circulated a survey on the use of **biomass heating** sources in municipal buildings in Atlantic Canada. The CAO responded to the questionnaire
- xv. **FPEIM March Newsletter** included information on the following topics:
- 2022 FPEIM annual meeting to be hosted by the Rural Municipality of North Shore
 - Call for award nominations
 - Provincial Student Summer Employment Programs
 - New Rediscover Main Streets Initiative
 - Provincial Harm Reduction Coordinator
 - Immigration, Refugees and Citizenship Canada toolkit
 - FCM Board nominations are open
 - Grants and programs
 - On the move

- Upcoming Events
- xvi. The Spring submission deadline for new **Capital Investment Plans (CIP)** under the CCBF (Canada Community Building Fund) program is April 29, 2022. Uncommitted funding can be allocated to a project if a signed and sealed copy and council resolution is received by jwmacdougall@gov.pe.ca by 5:00 p.m. Friday, April 29, 2022. Council has \$1644.45 in uncommitted funds.

Motion 2022:30 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Lindsey Rhynes that **a submission for a Capital Investment Plan be made for a speed sentry sign for the uncommitted funds for the Municipality of Miltonvale Park** Motion carried, 4-0.

It was suggested the speed sentry sign should be mobile.

- xvii. The **CCBF Municipal Strategic Component (MSC)** application deadline is April 29, 2022. Wastewater, Drinking Water, and Capacity Building projects receive first priority, with other categories unlikely to receive approval. A council resolution is required to be submitted with your application, and project should be ready to start within a year.
- xviii. **FPEIM** - A member municipality is looking for a template of a form that any staff or member could complete and file with the municipality for any **harassment** issue.

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

i. **Environment and Community Living**

a. Watershed Update - Councillor Cosh-MacKenzie reported that the Cornwall and Area Watershed Group met using Zoom on April 13, 2022. They are hiring summer students and have funding for six staff, with six staff members confirmed. They hope to have a complement of ten summer workers. They are planning a Fishing Derby at Hyde Pond on May 21. The Rain Barrel Fundraiser (<https://rainbarrel.ca/cawgpei> order deadline May 23) and tree giveaway takes place on Sunday June 5th, 2022 (World Environment Day.) There have been two rebates for rain barrels submitted to the municipality to date.

Dr. Michael van den Heuvel will make a presentation on the Coles Creek to residents of Miltonvale Park on Wednesday, May 11, 2022 at 6:30 p.m. via Zoom and at the Milton Community Hall.

b. COVID - There are no longer gathering limits. Some Council events will still have attendance caps for the comfort of participants and staff. Masks are still required (unless exercising/eating/drinking). It was suggested that messaging confirm the hall is a “Safe space for masks” once masking becomes recommended, rather than mandatory.

c. **Projects**

- i. **NHS -2020-2021-** The “Year in France” report has been submitted.
- ii. **New Horizons for Seniors – 2021-22 –NHSP –** A “Year of Summer” report will be submitted April 18. There is the possibility that yoga classes could be included in the program for the report.

- iii. **2022-23 NHS Application** – The Year Across Canada project was granted \$12,700. Easter egg decorating was held on April 9 with 12 participants. All the monthly food presentations have been scheduled, beginning with perogies on April 21, with ten people registered, and fruit from Ontario on May 5. Other activities that are being organized for May include – a Drive Alive refresher driving course, banking/financial safety, bingo, caring for trees, and a tour of CMP. The municipality received a toolkit from the New Horizons for Seniors Program to ensure the Government of Canada and the program receive proper acknowledgement.
- iv. **PEI Senior Secretariat Funding –Miltonvale Park Snowshoe, Soft Shoe (Talent Show) and the Wedding Shoe (and Other Games-** Unfortunately, portions of the project were not completed. Six pairs of snowshoes were purchased. The CAO contacted the Seniors Secretariat regarding an extension of the project or the return of the balance of funds, but did not receive a response. There was a successful sock hop on April 18, which could possibly be included.
- v. **PEI Seniors Secretariat Funding 2022-23 – Applications** for grants of up to \$5000 will be accepted until May 11, 2022. Priority areas for funding include projects which reduce social, promote positive images of aging, home first/age in place projects, financial security and safety, and projects that support age-friendly initiatives. It was suggested that lunch and learns be included.
- vi. **Active Transportation Fund** –The certificate of completion for the bicycle infrastructure project was submitted.
- vii. **Community Better Challenge** -The grant was approved, but the amount is not yet known. The CAO will attend a required webinar on May 5. The application included disk golf equipment and Mayor’s challenge/virtual walk to Milton, Louisiana, USA (4242km) and some “Try...” pickle ball/line dance/park walks and cycling events.
- viii. **EV Charger Update** – The charger was used on April 12. It was suggested that a photo be uploaded on the EV charging website.
- ix. **Family Violence Prevention Week** – Family Violence Prevention Week is May 8-14. The municipality applied for a micro grant of \$200 for the blanket making activity on the morning of Monday, May 9, 2022.

d. Activities –Council is hosting \$5 mat (9 a.m.) and chair yoga (10:30 a.m.) on Tuesdays while Leone Curtis will rent the upstairs community room and host mat and chair yoga for \$10 or 4/\$32. Line dancing continues three times weekly, for the present. Exercise takes place twice-weekly except over the Easter holiday.

e. Canada Day – Canadian Heritage approved the funding application for \$740. PEI Inflatables was contacted to book the bouncy castle.

f. Cricket & Ballfield – The fields will need to be rolled and seeded. The ballfield may also need work. It was suggested they be sprayed with herbicide, tilled lightly, and have new gravel on the infield. New zero-fine should be added to the trail.

g. Park – The park and park building will soon be opened for spring. Brad Coles will be contacted in the next week.

- h. Community Pasture** – The municipality has not yet received the one-year lease. The municipality did contact the farmer to confirm he could use it again.
- i. Coyotes** – As requested, the Province installed a sign by the Confederation Trail at the North York River Road to let users know about the possible presence of coyotes, and how to react.
- j. APM Centre** – The APM Centre purchased a new chiller unit, at an approximate cost of \$90,000.

ii Emergency Measures

- a. **Emergency Plan** – PEI EMO confirmed that they had approved the municipal EMO plan, and Council should now adopt the slightly revised version.
- b. **Tabletop Exercise** -There is a requirement for annual table-top and paper exercises. PEI EMO's Bradley MacIsaac has created an exercise that is based around a hurricane scenario and can come to the hall or train at the provincial EOC. The three-hour process starts with a short presentation then the tabletop exercise. The goals are scenario and discussion of events revolving around activation of the EOC and notification of its members, the requirement to maintain situational awareness of the significant event and events revolving around establishment of reception centers for residents. EMO will be contacted to see if they are available Saturday morning, June 4th.
- c. **Training Courses** – EMO is holding in-person training (Basic Emergency Management -May 19, ICS 100 -May 3 and ICS 200 June 9-10), with more advanced courses (EOC, Public Information, ICS 300) in the fall of 2022.

iii Personnel Committee

- a. Mirko Terrazas was hired as **Development Officer** and held his first office hours (10-2 p.m.) on Wednesday, April 13.
- b. **Jobs for Youth and Post Secondary Student Program** – Application was made for park and office students before the April 15th deadline. The office has been advertising generally for students.

iv Finance/Payment of Accounts

- a. **Remittance** –Remittances were paid for March 2022.
- b. **Reports and Payment of Accounts** – Finance Chair Phil Hooper reviewed the financial statements for March. Total assets are almost \$652,000. Total current assets are \$611,000 with capital assets of \$35,600. Current liabilities are \$295,000, and include \$276,000 of deferred revenue. Pre-audit the surplus is \$15,332, although this will change somewhat. The expenses for the year look reasonable, and 2021-22 appears to have been a solid year. The revenues for March are skewed, as \$161,000 of funds receive in prior months was deferred in March.
- c. **Capital Expenses** – There has been no further progress on EMO communications system.
- d. **Budget** – The 2022-23 operating and capital budgets, and the five-year capital budget and the asset management plan were submitted to the Province. The capital budget was corrected before submission as the \$15,750 for Active Transportation plan and the speed sentry sign were not captured in the total expenditures, although they were listed in the budget

of Community Development. The motion adopting the budget referenced using capital reserves to balance the expenditures.

e. **Audit** – It was recommended that MRSB continue to perform the audits for the municipality.

- 9. REPORT FROM CAO** – The CAO prepared reports for the New Horizons for Seniors, and applied for the Jobs For Youth and Post Secondary Student Program, and continued organizing seniors projects. Council and Planning Board minutes were completed and financial documents, including the MCEG request, were submitted. New Development Officer Mirko Terrazas was hired. The letter regarding the liquor license for 171 New Glasgow Road was sent. Upcoming activities include inviting Minister Fox to a meeting, composing and circulating a newsletter, preparing for the financial year end, and finding municipal electoral staff. The CAO is planning to attend FPEIM meeting on April 25 virtually. The CAO was out of the office on April 4-5.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

1. Permits- Approvals Issued Since Meeting-

- i. **Permit 2022-03** was issued on 25/03/2022 to PID 280768 at 18157 Route 2, Springvale to install a new Ground Mounted Photovoltaic Solar Array.
- ii. **Permit 2022-04** was issued on 30/03/2022 to PID 281444 at N/A Crabbe Road, North Milton to construct a new 2,865 square-foot single-family dwelling with an attached garage, 150 square-foot accessory building, and a pool.
- iii. **Permit 2022-05** was issued on 31/03/2022 to 306 Royalty Road, PID 773655 to construct a new 484 square-foot garage as an addition to an existing building.
- iv. **Permit 2022-06** was issued on 04/04/2022 to 37 Amber Avenue, Milton Station on PID 444232 to replace an 80 square-foot storage shed.

2. Applications-

- i. **Application #MP-1065- Exemption to clauses in Section 4.7.1 of the Development Bylaw, #MP-1154- Application to add to an existing storage building.**

The applicant is currently advertising Neill's Port-a-Potty business on the Rustico Road on Facebook, with a North Milton postal code, and a "pin" to the location of Neill's Auto Exports; however, only has municipal approval to operate an export car lot on the property. There may be environmental concerns with a Port-a-Potty operation, and it appears to require outdoor storage. Although the property owner has been asked to remove the existing small building since 2020; now that the new Development Bylaw is approved, it would be permitted to remain on the property; therefore, it is likely not a wise use of resources to actively pursue its removal. The applicant is welcome to meet with the Development Officer who can explain the Development Bylaw and what it allows. There is very limited Commercial zoning in the municipality.

Planning Board had recommended to Council that a legal letter be sent to the property owner(s) 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, and Motion 2022:29 was passed earlier in this meeting, approving this recommendation.

- ii. **Application No. MP-1099- Parcel No. 658559 - Private Utility/ Solar Panel Application** - IRAC has not yet reached a decision on this case.
- iii. There has been no significant change in other files which are under consideration.
- iv. **Parcel No. 404632** – A resident inquired if there are any development permits issued. The parcel was part of Miltonvale Park until 1995, but then was transferred to within Charlottetown's boundaries. There was no information on permits in the database.

3. 2021 Official Plan and Bylaw Review –The new Official Plan and Bylaw was approved on April 7, 2022. Copies and new maps are being printed, but are available on the planning section of www.miltonvalepark.com.

4. Provincial Zoning and Subdivision Planning Area changes – Information from recent provincial changes, effective April 9, 2022 was previously circulated to Councillors and Planning Board. Changes were made in the general regulations for home-based businesses, and clarifications to requirements for subdivision roads. Of note, in the Special Planning Area regulations, 9. (1) Subsection 63(4) of the regulations is revoked and the following substituted:

(4) An existing parcel of land may, on approval, be subdivided into not more than one lot for one of the following purposes:

- (a) recreational use;*
- (b) resource-commercial or resource-industrial use, where the lot is intended for agricultural, forestry or fisheries purposes;*
- (c) institutional use, where the lot has an area no greater than three acres;*
- (d) use as a cemetery;*
- (e) rural tourism use, where the area of the lot does not exceed three acres;*
- (f) public utility use.*

(4.01) An existing parcel of land may, on approval, be subdivided into not more than five lots for residential use, which may include

- (a) single-unit dwelling use;*
- (b) duplex dwelling use; or*
- (c) multiple unit dwelling use or a mobile home park where*
 - (i) central sewerage service provided by a municipal sewerage utility or central water service provided by a municipal water utility, or both, are available, and*
 - (ii) an irrevocable agreement has been signed between the*

developer and the municipal sewerage or water utility to provide central sewerage service or central water service, or both, if available, to the lot or mobile home park.

(4.02) For greater certainty, the same parcel of land may be subdivided for the purposes of either subsection (4) or (4.01), but not both.

The section also amends clause 63(4.1)(a) to extend the date from July 9, 1994, to October 12, 2019, to allow businesses operating before that date in Special Planning Areas to expand.

Miltonvale Park's new Development bylaw allows a maximum of four lots to be subdivided (five parcels in total) from an existing Agricultural parcel as defined under the Special Planning Area (July 9, 1994), and a maximum of five lots for the Residential zone, two lots in the Commercial zone and one lot in the Light Industrial Zone. The planner noted that these provincial changes did not require any change to the current municipal bylaw.

12. INQUIRIES BY MEMBERS OF COUNCIL

Councillor Rhynes noted that a resident had made a Facebook post about the condition of the flag at the Community Park. The park has not yet been opened for the summer. The flag will be removed and replaced.

13. OTHER

There was no business introduced at this time.

14. INTRODUCTION AND READING OF BYLAWS

There were no bylaws to read.

15. ADJOURNMENT

Motion 2022:31 - Councillor Phil Hooper moved that the meeting be adjourned and Mayor Parker declared it so at 8:44 p.m.

Mayor

May 18, 2022

Date approved

CAO

The next Regular Council Meeting is scheduled for 7:30 p.m. Wednesday, May 18, 2022.