

**Rural Municipality of Miltonvale Park Council
Public Meeting on the Financial Plan
DRAFT MINUTES**

Milton Community Hall

7:30 p.m., March 1, 2022

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

Residents and landowners: Sheila Curtis, Pauline Smith, Rita Jackson, James Rodd, Gail Ling, Ernie Coles, and George Piercey

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:30 p.m.

2. HIGHLIGHTS of 2021-2022

Mayor Parker noted that highlights of the current year were circulated for people to review.

Highlights -Miltonvale Park -2021-22

Staff-Park staff Janelle Sinclair and Ananya Kaur returned to the park. Luke Doiron was hired to work from the Council Office. Shayla Steinhoff was hired for an 8-week position in the late summer -fall. These positions were funded through Jobs for Youth, Post Secondary Student Program and Canada Summer Jobs. Joy MacIntyre worked part-time in the spring of 2021 to assist CAO Shari MacDonald.

At the Park, the staff did regular videos, craft kits and some special days. The community garden had two families use it. Pickleball was very popular, taking place eight times weekly. Charlottetown Minor Ball and West Royalty Softball rented the ball field and there were several cricket games, although that field was out of commission most of the summer. No positions were funded for the usual watershed student who works with the Cornwall and Area Watershed Group, so \$1,000 was given to CAWG to assist with local projects. An election poll at the park added to rental income.

ParticipACTION's Community Better Challenge saw several events and a virtual Walk to Miltonvale Kansas, Pickleball, Line Dancing, disk golf... Miltonvale Park finished 3rd in PEI.

There were three New Horizons for Seniors Projects throughout 2021-22 -**Year of Summer** (strawberry picking, ice cream social, 50 National Park passes, birdfeeders and seed, grow lights and plant& gardening session, golf, mini golf, sewing hot water bottle covers, sea glass workshop, food presentations...), **Year of France** – Bus tour to Evangeline area, concert, food presentations and movies and a **Covid** project– meals and take-home meals were delivered and a John MacAllar concert was held. The **PEI Seniors Secretariat** grant funded six pairs of snowshoes, talent show (March 20, 2022), games sessions need to be planned. Many events were videotaped for social media.

Community celebrations continued in a modified fashion - Canada Day was celebrated with a burger and cake drive through, and Halloween saw Council pass out treat bags

and free books at a drive thru at the Milton Community Hall. Family Violence Prevention (FVP) Week was moved to May 2022, but volunteer Linda Sullivan is preparing blankets for the annual FVP activity. The NRFD brought Santa and the Grinch at Christmas -but the chocolate bar bingo had to be cancelled due to Covid. Masks were distributed and the food cupboard and little library at the park were used.

Fitness- Exercise, yoga, and line dancing continued to be offered. In the 2021 calendar year, the municipality held 232 fitness classes (Exercise -28, Line Dancing -76, yoga-120, tai chi -8).

EV Chargers – Two Level 2 EV chargers were installed at the hall with grants covering most costs.

Active Transportation – A bicycle repair station, bench and bike rack were installed by the Confederation Trail at the parking area on the North York River Road. Bike racks were installed at the park and the Milton Community Hall. Application made for funding to complete an Active Transportation Plan for the municipality.

Park Project – New signage, improvements to the cricket pitch, six solid new picnic tables, including a wheelchair accessible one, were installed at the park. Some apples grew on the fruit trees planted in 2020.

Planning and Development - Official Plan Review – A new Official Plan and corresponding Development Bylaw were approved by Council and are awaiting Ministerial approval. The first phase of a 55+ unit subdivision of the Royalty Road was approved. An agreement with Kingston and North Shore saw Miltonvale Park subcontract the services of Development Officer to them, in order that he could be employed full-time and be eligible for Permanent Resident status. Michael Olubiyi became a permanent resident of Canada, through the sponsorship of Miltonvale Park in mid-February, 2022.

Bylaws- A revised EMO bylaw was passed and the EMO Plan updated. Other Bylaws updated or passed in the year included those for Elections, Shared Services, Procedural, and Records Retention.

The Municipality remains a member of FCM, FPEIM, and Recreation PEI.

COVID winter lockdowns slowed the progress of some events, and delayed newsletters, as only one has been printed this year, although more frequent activity notes are on social media and printed at the hall. The Council received wipes, hand sanitizer and an area sanitizer from EMO. Residents had the option to attend meetings via Zoom.

3. PRESENTATION OF DRAFT BUDGETS 2021-2

Finance Chair Phil Hooper reviewed the draft operating and capital budgets for 2022-23, which were presented along with the budgeted figures for 2020-21, and the actuals for April-January 2022. Council is not projecting an increase in the tax rates for 2022-23.

Miltonvale Park
MARCH 1, 2022 (DRAFT 5)

Assessment -March 1 2022	Commercial	Non Commercial	Total	<i>Tax groups are divided to allow for cost recovery for the additional costs of services to the serviced area. This additional charge has not been levied in recent years; therefore, the entire municipality has borne the costs.</i> No change currently proposed to tax rate
Serviced (Sleepy Hollow)	\$ 5,346,500	\$ 20,029,400	\$ 25,375,900	
Unserviced	\$ 5,487,500	\$ 61,970,900	\$ 67,458,400	
TOTAL	\$ 10,834,000	\$ 82,000,300		
	TOTAL ASSESSMENT	\$ 92,834,300		
Taxes -\$0.826/\$100(com) and \$0.166/\$100 (non-com)		\$ 225,609.34		

		CAPITAL BUDGET 2022-23	OPERATING BUDGET 2022-23	Year to date 10 months Actual April21-Jan22	
				2021-22 Budget	
REVENUE				OPERATING	CAPITAL
Grants					
Equalization Municipal Support Grnt		\$28,335	\$28,335	Estimate 23,613.30	
Infrastructure			\$18,565	EAF \$100,000 from 21-22:, ACOA/RGI \$150,000	
Gas Tax/CCBF	\$203,355		\$107,400	GT/CCBF committed to hall elevator; \$2000 park	39,982.00
Canada Day & Special Days/Wk Grant		\$750	\$750	650 Canada Day, \$100 FVP	
Seniors Project		\$14,700	\$9,000	12700 NHS, \$2000 Sr Sec	
Other grants	\$10,500		\$169,000	ATF in '22-23	
Job Funding		\$20,000	\$14,000	JFY, PSSP, CSJ	
Taxation and planning supplement		\$234,610	\$220,035	Mar 1/22 assessment & tax rate +\$9000 planning	
Interest		\$250	\$300		
Misc. Income		\$1,500	\$2,000		
Recreation		\$1,000	\$2,475	Participation, CRSRC	
Seniors Income from Activities		\$12,500	\$6,500		
Gov't Transfers for Capital Assets	\$250,000		\$0		100,000.00
Grants Total	\$463,855	\$313,645	\$578,360	253,277.82	139,982.00

Licences and Permits						
Development Fees		\$5,000	\$4,000	could increase if pasture project & MacRae Subd)	2,730.00	
Land rent revenue		\$1,000	\$1,500	ballfield, pasture (unsure)	2,690.00	
Licences and Permits Total	\$0	\$6,000	\$5,500		5,420.00	0.00
Expense Recovery						
Surplus From Reserves		\$16,080	\$29,000	EQUAL TO DEPRECIATION	0.00	
Recovering Expenses		\$28,620	\$2,900	25650 Subcontracted fees from Kingston and North Shore/Dev't, hydrants from PCC 2420; mosquitoes 550	10,618.80	
Total Expense Recovery	\$0	\$44,700	\$31,900		10,618.80	0.00
TOTAL REVENUE	\$463,855	\$364,345	\$615,760		269,316.62	139,982.00
EXPENSE						
Admin Expenses	Capital '22-23	Operating '22-23	BUDGET '21-22		Operating Ap-Jan '22	Capital Apr-Jan'22
Depreciation - Community		\$2,520	\$4,000			1,891.44
Amortization of Deferred Grants			\$0		0.00	
Council Remuneration		\$8,250	\$8,250		4,324.47	
Chair & Council Meeting Expenses		\$1,400	\$850		1,100.00	
Administration Wages		\$45,000	\$50,000	24 hrs@\$27 + MERCS +250 hours OT (or hire PT)	40,450.14	
MERCs		\$11,000	\$7,500		2,077.71	
Advertising		\$500	\$500		0.00	
Interest and bank charges		\$200	\$100		28.97	
Insurance		\$8,280	\$7,315		0.00	
Office and printing	\$3,500	\$6,200	\$6,200	tablets for new council	3,572.32	
Telephone Internet		\$3,200	\$3,290		2,642.78	
Training		\$500	\$500		99.00	
Travel		\$400	\$400		290.18	
Election		\$3,000	\$700		0.00	
Meetings		\$500	\$500		591.45	

Grants to organizations/individuals		\$1,500	\$1,500		175.00	
Website		\$425	\$425		363.01	
Admin Expenses Total	\$3,500	\$92,875	\$92,030		55,715.03	1,891.44
Facilities and Public Property	Capital '22-23	Operating '22-23	BUDGET '21-22		Apr- Jan '22	Apr -Jan'22
Insurance (Park Shelter)		\$1,000	\$810	total insurance \$9286 increase- EV chargers roll fields, add'l maintenance MacRae Subd? Elevator addition and Dev't Office 4154+ mtg honoraria	0.00	
Electricity		\$3,200	\$2,750		2,315.30	
Community Park Maint		\$12,500	\$8,300		7,892.11	
Sewer		\$500	\$450		467.52	
Community Park Taxes		\$850	\$825		829.03	
Community Hall	\$450,000	\$1,500	\$233,500		772.84	
13 Communities Incorporated		\$4,400	\$4,250		4,334.00	
Rent (Office)		\$6,000	\$6,000		5,000.00	
Community Signs			\$0		400.41	
Other			\$0		117.18	
Special Projects			\$4,000		0.00	
Community Pasture		\$410	\$400		0.00	
Depreciation -Shelter and Park Equipment		\$13,560	\$25,000			10,154.25
Facilities & Public Property Total	\$450,000	\$43,920	\$286,285		22,128.39	10,154.25
Fire Protection						
Fire Hydrant Fee		\$9,900	\$9,950	\$ - 0.16 commercial 0.0775 non-com	9,768.66	
Fire protection		\$80,885	\$66,755		55,110.00	
Fire Protection Total	\$0	\$90,785	\$76,705		64,878.66	0.00
Planning and Zoning						
Planning Board		\$1,000	\$1,000	for consultations FT -contracted out (\$19350 net)	970.00	
Supplies		\$450	\$450		407.53	
Planner		\$3,000	\$3,000		0.00	
Official Plan			\$10,300		14,588.17	
Development Officer		\$45,000	\$18,000		27,946.15	

Development Officer Mileage		\$300	\$300		57.11	
Emergency Measures	\$12,500	\$500	\$12,500		0.00	
Shared Services		\$500	\$500		0.00	
Planning and Zoning Total	\$12,500	\$50,750	\$46,050		43,968.96	0.00
Capital '22-23		Operating '22-23	BUDGET '21-22		Apr-Jan'22 Operating	Apr-Jan'22 Capital
Community Development						
Community Beautification		\$6,000	\$5,800	5600 black fly	100.00	
Community Days - Canada Day, Halloween, FVP, Christmas		\$3,500	\$3,000		2,176.88	
Seniors Projects		\$17,000	\$15,000		11,608.06	
Community Promotion - Newsletter		\$2,000	\$2,200		596.68	
Economic Development		\$500	\$500		0.00	
Green Initiative		\$400	\$400	rebates -HE wash, LF toilet/showerhead	50.00	
Active Transportation	\$15,750			AT Study, Speed Sentry		
Community Development Total	\$0	\$29,400	\$26,900		14,531.62	0.00
		..				
Professional Services & Memberships						
Accounting Fees		\$5,000	\$4,750		4,581.65	
Federation of Can. Municipalities		\$510	\$500		501.85	
Federation of PEI Municipalities		\$2,450	\$2,450		2,352.67	
Legal Sevices		\$6,000	\$6,070		7,321.84	
Other-AMA, Rec,Bylaw		\$255	\$255		93.50	
Total Professional Service & Mem'shp	\$0	\$14,215	\$14,025		14,851.51	0.00
Recreation and Parks						
Community Park Student Wages		\$21,800	\$18,000	2 park, 1 office (21 weeks at \$14.70; 14 @\$15.20)	27,037.66	
Watershed		\$4,000	\$4,750	watershed student - 8 weeks,	1,000.00	
Bursaries		\$3,250	\$3,250		2,175.00	
Recreation Programs		\$750	\$675		724.80	
Seniors Recreation		\$12,000	\$8,000		10,294.50	
Park Admin. & Shelter Supplies		\$600	\$700		462.78	
Park & Playground Dev't	\$3,355		\$38,390	parking area/trail		9,646.50
Recreation and Parks Total	\$3,355	\$42,400	\$73,765		41,694.74	9,646.50

TOTAL EXPENSE	\$469,355	\$364,345	\$615,760	257,768.91	21,692.19
NET INCOME	(\$5,500)	\$0	\$0	11,547.71	118,289.81

CAPITAL 2022-23	INCOME	Expense
Tablets for new Council members		\$ 3,500
Active Transportation Plan	\$ 10,500	\$ 11,500
Speed Sentry Sign		\$ 4,250
Milton Hall Elevator -EAF	\$ 100,000	\$ 450,000
Gas Tax	\$ 200,000	
ACOA/RGI -estimate	\$ 150,000	
EMO Communications System		\$ 12,500
Improvements to lot at MacRae Subdivision		
improve trail at park	\$ 2,000	\$ 2,000
TOTAL	\$ 462,500	\$ 483,750

5 Year Capital Budget - DRAFT 22-23 Miltonvale Park

\$ 1,975 \$ 21,350 not confirmed

TOTAL

TOTAL COST	2021-22	NGT/CCBF	ATF	MCEG AF/RGI/ICIP	CHCI	OTHER	MVP	21-22
Cost in year								
\$ 18,822	\$ 9,900	Official Plan	\$ 9,900				\$ 9,900	COMPLETED
\$ 4,950	\$ 4,950	Bicycle Fix It and bench	\$ 2,500	\$ 1,975	\$ 475		\$ 4,950	COMPLETED
\$ 320,000	\$ 230,000	Hall Renovation/Elevator	\$ 80,000		\$ 150,000		\$ 230,000	Awaiting \$
\$ 26,400	\$ 14,440	Community Park Upgrades	\$ 11,000	\$ 3,440			\$ 14,440	spent\$9647
\$ 4,000	\$ 4,000	(NET)Electric Charging Stations (2)	\$ 4,000				\$ 4,000	COMPLETED
\$ 12,000	\$ 12,000	EMO Radios		\$ 12,000			\$ 12,000	no progress
	\$ 1,000	Office Equipment		\$ 1,000			\$ 1,000	COMPETED
\$19,000	\$ 19,000	CHCI-Widen shoulders-Meadowvale to Com. Park			\$ 19,000		\$ 19,000	Not funded
\$ 295,290		\$ 26,047	\$ 1,975	\$ 4,915	\$ -	\$ -	\$ -	\$ 32,937

\$ 16,435

2022-23

\$ 31,000

\$ 12,500	\$ 12,500	EMO Radios		\$ 12,500			\$ 12,500
		Community Park Upgrades	\$ 1,353				
\$ 450,000	\$ 450,000	Hall Renovation/Elevator	\$ 200,000	\$ 250,000			\$ 450,000
\$ 4,250	\$ 4,250	Speed Sentry Sign				\$ 4,250	\$ 4,250
\$ 3,500	\$ 3,500	Tablets				\$ 3,500	
\$ 11,500	\$ 11,500	Active Transportation Plan	\$ 10,500			\$ 1,000	
\$ 2,000	\$ 2,000	Trail Maintenance		\$ 2,000			\$ 2,000
\$ 483,750		\$ 201,353	\$ 10,500	\$ 14,500	\$ 250,000	\$ -	\$ 485,103

2023-24

\$ 42,635

Development MacRae subdivision \$10,000

\$ 200,000	\$ 200,000	Development				\$ 150,000	\$ 50,000	\$ 150,000
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2024-2025

\$ 20,000	\$ 200,000	Land Purchase for Future Development		\$ 42,635		\$ 157,365	\$ 200,000
\$ 2,000	\$ 2,000	Trail Maintenance				\$ 2,000	\$ 2,000
\$ 202,000				\$ 42,635			\$ 202,000

2025-26 NO PROJECTS PLANNED

\$ 20,000

2026-27 NO PROJECTS PLANNED

\$ 20,000

2026-27 NO PROJECTS PLANNED

\$ 20,000

Questions and discussion included:

The effect of the new Level 2 chargers on the electricity bill - A new electrical service was installed at the Milton Community Hall for the electric vehicle chargers. The municipality is responsible for the basic charge for a service, which is just under \$30/month. The usage rate to charge a vehicle will be \$2.50/hour, which is set up through the ChargePoint service. As the use increases, the demand charge should be able to be paid from the fees earned from the usage. At the beginning stages, over the winter, use has been low, and the municipality is paying for the additional electrical cost.

Capital Expenses – It is expected that tablets will be purchased for new Councillors after the November election.

Elevator and Renovation Project – The Council has committed to funding a renovation at the hall to install an elevator, office space on the 2nd floor, an additional accessible washroom and shower (for EMO purposes) where the side deck is now located. The architect is designing plans and a land survey has been completed, with funds from the Hall's New Horizons for Seniors Grant. Draft plans were available to view. Several rough estimates were obtained last spring and summer to complete funding applications and it is expected to be \$450,000. Council has \$300,000 set aside in grants and Gas Tax funds to date and are hoping to hear results soon from two other funds.

Water -Rita Jackson said that Charlottetown plans to take 4000 L of water per minute from the Miltonvale Wellfield and asked if the municipality was going to make them pay anything to do so. Mayor Parker explained that water is a provincial resource and the municipality is not allowed to charge Charlottetown for its extraction. Charlottetown is allowed to draw water from surrounding areas. James Rodd asked if the municipality get results from the UPEI project in which they monitor Coles stream. Councillor Cosh-MacKenzie is the municipality's representative on the Cornwall and Area Watershed Group, and noted that Dr. Michael van den Heuvel has presented to the watershed group. He will also be making a presentation to residents of Miltonvale Park on Wednesday, May 11, 2022 at 6:30 p.m. via Zoom and at the Milton Community Hall. The Province mandated the recent increase (approximately double) to the pumping limit in the contract that was negotiated with the City in 2012. There are concerns regarding the increased drawdown in Coles Creek; however, the Province and Dr. van den Heuvel feel it is necessary to do the research required for the UPEI Study. There are still salmon in the river, but the increased water draw has impacted them. Ms. Jackson said that according to the City's website they use 44,000L/ minute. Mayor Parker noted that the agreed upon limit, before the Province mandated the temporary increase, is 1050 L/minute from the wellfield in Miltonvale Park. There have been very few days that the wells took that much water. Residents were interested in knowing if the Winter River had improved significantly since the new wellfield began production; however, Council did not have that information, although Councillor Cosh-MacKenzie believes there are still issues in the Winter River watershed. James Rodd asked if the municipality was going to request a copy of the study used to request a higher limit from the City; however, as the City did not request the increase in the drawdown limits, they were not required to do a study or provide one to Miltonvale Park for the temporary increase. It is believed that the City hopes to use Miltonvale Park for the next two wellfields as well. It was suggested by a resident that the contract with the City be printed in the next municipal newsletter or posted on the website. James Rodd asked if the City was taxed differently for the wellfield. They are not.

The Council will vote on the budget at their regular Council meeting scheduled for Wednesday, March 16 at 7:30 p.m. Residents were invited to contact the Council office in the next two weeks if they have further questions, comments or concerns.

There being no further questions, Mayor Hal Parker adjourned the meeting at 8:10 p.m.

Mayor

CAO

Date Approved