

**Rural Municipality of Miltonvale Park Council  
MINUTES**

**Milton Community Hall**

**7:30 p.m., February 16, 2022**

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

**1. CALL TO ORDER**

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

**2. DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**3. APPROVAL OF AGENDA**

Motion 2021:01 – Moved by Councillor Spencer MacDonald, seconded by Councillor Tamsyn Cosh-MacKenzie that **the agenda be approved**. Motion carried, 5-0.

**4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS**

There were no presentations scheduled.

**5. ADOPTION OF MINUTES**

Motion 2022:02 – Moved by Councillor Lindsey Rhynes, seconded by Councillor Phil Hooper that **the minutes of the November 17, 2021, Council meeting be approved with the correction of a typo on page 4**. Motion carried, 5-0.

**6. BUSINESS ARISING FROM THE MINUTES**

- i. **Hall Elevator and addition** –Derek French & Associates surveyed the hall property in December and the survey plan has been received. The Milton Hall board authorised up to \$25,000 of architect/engineering preparation work from their New Horizons for Seniors grant.
- ii. **Road Safety** -The municipality did not order a sentry sign yet. Kent Dollar recently confirmed the province will install one on the New Glasgow in the area of the school district in Ebenezer. He had discussions with provincial official Stephen Yeo about a portable sign. A road sentry sign will be included in the 2022-23 capital budget.
- iii. **Active Transportation Fund** -An application was made for an Active Transportation study requesting \$10,000. Eligible costs were estimated at \$10,500, with the consultant estimating a total cost of \$11,000.
- iv. **Council Appreciation Night** – Appreciation Night was held with the Milton Community Hall Board on November 20, 2021 with chef Brian Stanton serving homemade Chinese food.
- v. **Christmas Family Bingo** – The bingo which was scheduled for December 20 was cancelled due to the Covid-19 Omicron situation.

**1. READING OF CORRESPONDENCE**

- i. **FPEIM December Newsletter** included the following information:
  1. [FPEIM partners with Canoe to launch group benefits program](#)
  2. [Active Transportation PEI releases the What We Heard Report](#)
  3. [PEI Alliance for Mental Well-Being](#)
  4. [Grants and programs](#)
  5. [On the move](#)
  6. [Upcoming Events](#)
- ii. **FPEIM January Newsletter** -January 17, 2022 included the following:
  1. Greetings from President Bruce MacDougall, and notice of the 2022 **FPEIM Annual Meeting** on Monday, April 25, 2022. Nominations are open for the Municipal Achievement Award and the Bruce H. Yeo Award. Information is [here](#).
  2. **Age-friendly PEI (AFPEI)**, is a newly formed non-profit organization to promote awareness and support communities and organizations to become age-friendly. They are seeking community champions and can provide help with age-friendly business projects, intergenerational programs, senior mentor programs, a community shed group, community education sessions, grant applications, budget plan for age-friendly specific activities and projects, connecting with communities with similar age-friendly interests, using the PEI Health and Wellness Action Plan, the Provincial Age-friendly Recognition Program, and how to get involvement from community leaders. Contact Marcy at 902-303-6444 or [agefriendlypei@gmail.com](mailto:agefriendlypei@gmail.com).
  3. The Atlantic Provinces chapter of the Regional Perspectives Report, **Canada in a Changing Climate: Advancing our Knowledge for Action** was recently released. There are [interactive](#) and [PDF](#) versions. [CLIMAtlantic](#) is another helpful resource.
- iii. **FPEIM February Newsletter**
  1. [2022-2023 budget submission to the Government of PEI](#)  
 Recommendations from FPEIM: PEI increase the Real Property Transfer Tax from 1% to 1.5% and remit revenue from increase to the municipality in which the property transfer occurred • Increase the annual operating grant for Capital Area municipal public transit system from \$180,000 to \$425,000 • Establish a program to provide financial support for the development of residential building lots in centrally serviced municipalities in rural areas • Substantially reduce provincial non-commercial property taxes within municipalities to create tax room for municipal governments and remove the tax incentive for sprawl outside municipal boundaries • Provide technical and financial resources to municipal governments to support and guide municipal planning and build municipal capacity; and • Build professional land use planning capacity within the division responsible for land use policy.
  2. [Building Black Brilliance, Building Inclusive Municipalities](#)

3. [FCM announces funding to FPEIM through the CanWILL Inclusive Community Initiatives Fund](#) One virtual and 5 in-person campaign schools will be organized in 3 rural and 2 urban municipalities to provide women with knowledge, skills and tools to successfully run for municipal leadership positions in the upcoming municipal election.
4. [Call for resolutions and award nominations](#)
5. [New intake under the Champions stream of the Low Carbon Economy Challenge announced](#)
6. [PEI Government releases new diversity and inclusion strategy](#)
7. [New mental health supports available for public safety partners](#)
8. [Atlantic Business Magazine 60+ Achievement Awards](#)
9. [Statistics Canada pilot study on everyday well-being](#)
  10. [Grants and programs](#)
  11. [On the move](#)
  12. [Upcoming Events](#)
- iv. **Recreation PEI Newsletter** was circulated electronically to Council when it was received.
- v. **Municipal Affairs Newsletter – December 2021**
  1. [Election Regulation Changes](#)
  2. [Provincial Licensing of Short-term Rentals](#)
  3. [Bike Friendly Communities survey](#)
  4. [City of Summerside first Age-Friendly Community](#)
  5. [Municipal Emergency Management Plan](#)
  6. [Upcoming - General Municipal Election 2022](#)
- vi. **Municipal Affairs Newsletter** (January 2022) Municipal Elections take place on Nov 7, 2022. Councils must appoint a Municipal Electoral Officer and Deputy Electoral Officer by May 9 and have revised election bylaws passed by August 10, 2022. Councils should consider mail in ballots, due to the pandemic.
- vii. December 2021 "[Navigator News](#)" - the monthly newsletter of the PEI Community Navigator program.
- viii. **Federation of Canadian Municipalities (FCM) –**
  1. A [Free Climate Change Course](#) is offered.
  2. The FCM Annual General Meeting will be held in Regina and online June 2-5, 2022.
  3. Invoice for FCM membership for 2022-23 was received (Base fee for population \$210, plus per capita dues 1,148 @\$0.2041 =\$234.31 for a total of \$444.31 + HST\$66.65 = \$510.96. This is included in the draft budget for 2022-23.
- ix. Infrastructure - **Municipal Capital Expenditure Grant (MCEG)** – The deadline for claim forms for fiscal year 2020-2021 is March 31, 2022. Claims can also be submitted now for April 1, 2021 - December 31, 2021,

and a final claim for January- March 31, 2022 for any remaining expenditures before March 31, 2023.

- x. The release of the Atlantic Provinces chapter of **Canada in a Changing Climate: Regional Perspectives Report** and a copy of their webinar are available.
- xi. The Department of Transportation and Infrastructure is seeking feedback for possible amendments to the **Highway Traffic Act** to allow “children” to use bicycles on sidewalks and were considering giving Municipalities the authority to determine the age of the bicycle rider, size of the bicycle and designated sidewalks.
- xii. **Public Services and Procurement Canada’s GCSurplus** program. In 2020, [GCSurplus](#) launched the [GCDonate](#) portal. Eligible organizations can register and request surplus assets that are being donated by Government of Canada departments and agencies. Donations can be made to charities, non-profits and other levels of government in Canada. Miltonvale Park is now registered.
- xiii. **Platinum Jubilee** -The Department of Canadian Heritage offered funding for community-based projects in honour of the 70-year reign of Her Majesty Queen Elizabeth II. The deadline to apply was in December and a motion was required for the application. Milton Community Hall applied for funding for three lunch and learn type events and a concert.
- xiv. Regular emails and/magazines/updates were received from ParticipACTION, Water Canada, Turf & Rec, SAB Magazine, Municipal Info Network News, and FCM.
- xv. Resident Andy Gallant offered to donate another ten frozen chickens if the municipality was doing Christmas food boxes.
- xvi. [info@allconnect.com](mailto:info@allconnect.com) asked if the municipality would include their **internet guide** on the municipal website. It includes infographics on the top internet service providers, the history and future of Internet in Canada and low-income internet resources.  
<https://www.allconnect.com/blog/canadian-internet-resource-guide>
- xvii. Anil Arora, Chief Statistician of Canada, thanked the municipality for supporting the **2021 Census**. The [overall collection response rate](#) was 98.0% and an online response rate of 84.1%. Watch for “Your census, your stories: Canada’s portrait”. Data release schedule is at [2021 Census dissemination planning](#) web page. For the latest 2021 Census information and developments, visit [Census of Population](#) and [Census Engagement](#) web page. On February 10, 2022, the census data was released. Miltonvale Park’s population increased 3.3%. to 1,196 (from 1,158 in 2016) living in 501 private homes (484 occupied by usual residents). The population density per square kilometre is 34.0, as Miltonvale Park covers 35.13 km<sup>2</sup>
- xviii. An email was received from Rita Jackson suggesting the municipality might be interested in grants for tree planting from **TreeCanada.ca**; however, there are no grants open currently.

- xix. The **Recreation PEI newsletter** included the following information: “Info on Framework for Recreation in Canada” Covid 19 update, Managing Spectators in Recreation Facilities webinar, “True Sport” movement, Delay of the Atlantic Recreation and Facilities Conference, Youth Employment Experience, Gender Equity workshops, federal [Active Transportation Fund](#) (deadline March 31), The Bench online community for recreation sector, ParticipACTION Community Better Challenge (deadline Feb 21)
- xx. The **PEI Infrastructure Secretariat** sent a reminder that the Annual Expenditure Return (AER) for the Canada Community Building Fund (CCBF/Gas Tax) is due on May 15. The Municipal Capital Expenditure Grant application for 2020-21 is due March 31
- xxi. **Hyndman Insurance Group** (*February 7*)- Tyler Sellar informed the municipality that the renewal quote beginning March 14, 2022 is \$9,286 compared to \$8,123 last year. This is due to both a 5% inflation factor to the buildings but also a generate rate increase due to recent claims in municipalities. Council will include this new amount in the operating budget.
- xxii. **Age-Friendly PEI** - The Age-Friendly Cities Committee of Summerside is hosting a free online workshop on March 3, 2022, entitled Building Inclusive Communities Using an Age-friendly Mentor kit. <https://conta.cc/3fSixLV>
- xxiii. Municipal Affairs noted that **Election Bylaws** would require review to ensure they comply with updated regulations from the Province. A revised Elections Bylaw will receive first reading and approval later in the meeting.
- xxiv. The **APM Centre** sent their annual request for capital funding (\$4154) and included an outline of their capital plans:
  - 2021/22 – upgrade Hvac, \$64,835 +\$136,087; Repairs to heating system -\$53,625; Chiller for the plant - \$110,000;
  - 2022/23 – Change gaskets in plate heat exchanger (\$25,000), new Zamboni (\$80,000 net), painting siding blue strip and front roof (\$10,000), rebuild compressor 1&2 (\$20,000);
  - 2023/24- roof repairs (\$80,000), water bottle refill station (\$5,000), security cameras (\$8,000);
  - 2024/25 – weight room air conditioning (\$10,000), replace compressor motors (\$12,000) gym flat roof (\$60,000);
  - 2027/28 -steel roof arena – (\$297,000)
  - Future – boards in arena spring loaded – (\$200,000)
- xxv. **[January Navigator News](#) was received.**
- xxvi. **Atlantic Bug Busters** provided their estimate for blackfly control on the Loyalist Road for \$3100 and the Crabbe Road (blackfly and mosquitoes control) for \$2,500
- xxvii. **PEI Emergency Measures Organization (EMO)** –EMO provided weather packages and updates for recent weather events.

- xxviii. **Maritime Electric** shared that for developments requiring servicing supply delivery lead times for padmount transformers for underground services are almost two years. There are limited transformers currently available.
- xxix. University of Calgary’s School of Public Policy is hosting a series of roundtables throughout 2022 on the Canadian Northern Corridor Concept (CNC). One for Central and Eastern Canada via Zoom on March 8, 2022, will discuss the feasibility, desirability, and acceptability of a connected series of **infrastructure corridors** throughout Canada. Relevant infrastructure-related issues such as **regional economic development, broadband access and post-Covid recovery** will be discussed to help inform the research program and future policy recommendations and share the CNC Research Program’s ongoing research and knowledge on corridor development and infrastructure planning.
- xxx. **Big Brother Big Sisters PEI** invited Miltonvale Park to participate in [The Big Little Scavenger Hunt](#).
- xxxi. The **Coalition for Women in Government** hosted a free webinar in February on municipal government.
- xxxii. FPEIM shared information on **Avian Influenza** and **COVID vaccines for children 5-11** to share with residents. COVID-19 resource products are available on the [COVID-19 Awareness resource pages](#).
- xxxiii. Peter Julian, MP, New Westminster – Burnaby seeks support for his re-tabled [Private Member’s Bill C-229, An Act to Amend the Criminal Code \(banning symbols of hate\)](#), by having the municipality contact the Federal Government and MPs
- xxxiv. **Blue Economy Webinar presents: Implementing Green Infrastructure** - Wednesday, March 23, 2022; 11AM – 12 Noon ET. This free webinar provides examples of initiatives, projects and municipalities that have successfully implemented green infrastructure: the key factors and best practices.
- xxxv. The Department of Environment, Energy and Climate Action is working with Natural Resources Canada (NRCAN) by contributing PEI’s new coastal flood hazard maps to a new **National Flood Hazard Data Layer (NFHDL)**. NRCAN asked if municipalities adopted policies and/or regulations to address coastal flood hazards and if they were interested in incorporating the Province's free Coastal Hazard Assessment into the review process for coastal subdivision and development applications, or in learning more. The contact person is Hope Parnham. [www.princeedwardisland.ca/coastalhazards](http://www.princeedwardisland.ca/coastalhazards)
- xxxvi. A **Black History Month Symposium** – “Celebrating Black Brilliance, Building Inclusive Municipalities” was hosted by FPEIM via Zoom on February 15, 2022.

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

i. **Environment and Community Living**

**a. Watershed Update** - Councillor Cosh MacKenzie attended the Cornwall and Area Watershed Group meetings on January 12, and February 9, 2022 via Zoom. CAWG is reviewing its bylaws. Kara MacAskill met with Verander Farms and Kentdale Farms regarding assessment and improvements of riparian zones on the Loyalist Road. UPEI Professor Dr. Van den Heuvel will update the community on his research at Coles Brook, most likely in a combination Zoom/live meeting at the Milton Community Hall in early May.

**b. Replacement – Milton Bridge** – The work was completed before Christmas. The office was not informed of any issues. A councillor noted that there may be more work to be done in the spring on the side closer to the Lower Malpeque Road, and that the road would also likely be re-surfaced.

**c. COVID** -The Vax Pass is still required for organized indoor and outdoor activities. Many events are restricted, but rules are expected to relax somewhat on February 17. Exercise activities and other organized events can currently be held at half capacity, with distancing as maximized as possible. Masks are required unless people are actively exercising, eating, or drinking. The PEI EMOs is providing the municipality with 24 packages of 60 Clorox wipes (valued at \$500), a [Turbo Pro Gun](#) (\$1000) for disinfecting, and a 2-month supply (8 x 4L jugs) of the chemistry disinfectant (\$240). The Milton Community Hall has Red Cross rapid tests for the “Stop the Spread and Stay Safe” Screening Program. The tests must be taken at the hall, and are for those without symptoms, and over age 18. The results must be reported to Red Cross. The municipality was also asked if it wanted to participate.

**d. Projects**

- i. **New Horizons for Seniors 2020-2021-** There are several “**Year in France**” events to organize, including dance classes, mime (Trilby Jeeves will do buffoonery class instead), armchair travel, and a school event, which won’t now be possible due to Covid.
- ii. **New Horizons for Seniors – 2021-22 – A Year of Summer** – “Painting Fun with Acrylic, Gesso and Ink” was much enjoyed. Twelve bird feeders and seed were distributed. Activities remaining in the project include a birding photography presentation, drawing and a “beach party”. A sewing class to make a hot water bottle cover is planned for Monday, February 28 at 1:30.
- iii. **New Horizons for Seniors 2022-23 Application – Year Across Canada** was submitted and requested \$12,700. Proposed activities include 11 food presentations, rock painting, rock climbing, Newfoundland Kitchen Party, deep sea fishing, a guest speaker on lobster fishing, Christmas wreath making workshop, Charlottetown Islanders Hockey game, Cavendish Farms tour, French classes, Maple syrup presentation/tour, two Drive Alive Presentations, Bingo, How to Care for Trees workshop, Tour of CMP, Snow

shoeing, Ukrainian craft -Easter egg decorating, Biscuit making class, Pulses presentations, Line Dancing, Energy Efficiency presentation on winterizing home/programs, Real Estate presentation (selling home/downsizing), Sourdough workshop, Greenhouse gardening presentation, Art party, Four online and in person book club meetings, and four lunch and learns - (Ontario - Banking -frauds and scams, Alberta - Energy savings/solar energy, and two armchair travel).

- iv. **PEI Senior Secretariat Funding** –\$2200 was approved for **Miltonvale Park Snowshoe, Soft Shoe (Talent Show) and the Wedding Shoe (and Other Games)**. The snowshoes have been promoted and lent out. Games nights need to be organized. A Seniors Talent Show is planned for Sunday afternoon on March 20.
- v. **Active Transportation Fund** –The certificate of completion needs to be submitted.
- vi. **Community Better Challenge** -ParticipACTION’s annual challenge takes place during June 2022. The deadline to apply for a micro-grant (\$500 -\$1,500) for qualified instructors, equipment, rental cost, marketing and promotion is February 21. The municipality will apply for disk golf baskets and equipment and will plan to host a Mayor’s Challenge and virtual walk to another municipality of Milton.
- vii. **EV Charger Update** – The two Level Two chargers have been installed and activated but have not received any use yet. The Hall’s winter snow removal does not usually plow them, but if there was demand, Council could have that area plowed

**e. Park**

- i. **Park** – The shelter was winterized in December. The CAO filled the holes in the dog run before the snow began.
- ii. **Ballfield** -Charlottetown Minor Ball has booked the ballfield for Monday, Wednesday, and Thursday evenings and Saturday mornings for the summer of 2022.

**f. Activities** –Two chair yoga and one mat yoga class have resumed weekly; however, the attendance is low. The Thursday class may need to be eliminated until attendance warrants two classes. Yoga is offered online and in-person. Line dancing resumed with four classes weekly and online options. Monday and Friday exercise started in person February 14; although online classes had been offered twice weekly by donation to Michele Gallant and subsidized by the Central Region Sport and Recreation Council.



**g. Canada Day** – A funding application was submitted for Canada Day 2022 for a celebration with music and a barbeque, bouncy castle and Canada Cake at the Community Park.

**h. Community Pasture Update** – There has been no word from the province about renewing the pasture lease, which expired Dec 2021. The rent from the farmer has been received for 2020 and 2021. Kent Dollar, assistant to the MLA Premier King, feels that the province still hopes to move ahead on proposed project for the area.

**i. APM Centre** –The municipality received financial statements for November and December 2021 and information about their Canada Games project and repairs needed to the heating system. Currently, the APM Centre is projecting a loss of \$38,000 by the end of their fiscal year. They also forwarded a request for their annual capital grant for 2022-23 which is unchanged at \$4154. This has been included in draft budget.

**j. Flags and Grass cutting** - A \$100 gas card was sent to Dean Dollar in appreciation of his work in maintaining the community sign area in Springvale.

**k. Christmas** – The Christmas bingo scheduled for December 20 was cancelled due to the increased number of COVID-19 cases at that time.

ii **Emergency Measures**

- a. **Emergency Plan** –The draft municipal emergency measures plan was circulated to Council on January 13, and several updates have been made since.

Motion 2022:03 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **the minutes of the Miltonvale Park Emergency Measures Plan, February 2022 be approved.** MOTION CARRIED, 6-0.

- b. There is a requirement for annual table-top and paper **exercises**. One will be planned for spring.
- c. The municipality won a Recreation PEI contest to reimburse the cost of **AED replacement pads**. The North Milton WI had recently purchased replacement pads for the defibrillator at the Milton Hall, so they were reimbursed.

iii **Personnel Committee**

- a. **Skills PEI** – The Skills PEI programs have changed, and do not appear to offer the program that was used recently to employ staff during the winter. The municipality might be eligible for the Graduate Mentorship Program which helps employers create long term employment opportunities for unemployed recent post-secondary graduates in their field of study, and subsidizes up to 50% of the wages for 52 weeks.

- b. **Permanent Residency** -Development Officer Michael Olubiyi was approved for Permanent Residency, as sponsored by the municipality on February 10, 2022.
- c. The **Office** was closed for Christmas from December 24-January 4, 2022.
- d. The Development Officer Michael returned from Nigeria on January 18, 2022. Regular office hours have not yet resumed for the spring. There may be some instances when the Development Officer uses the office to meet with residents from Kingston.
- e. **Health Benefits** -The CAO has contacted Canoe Procurement regarding health benefits and is waiting for a price estimate.
- f. **Canada Summer Job**- The CAO applied for two park staff and one watershed worker for the spring and summer.
- g. **T4s** -The T4s were submitted to employees and Canada Revenue Agency.

iv **Finance/Payment of Accounts**

a. **Remittance** –Remittances were paid for November, December and January.

b. **Reports and Payment of Accounts** – Finance Chair Councillor Phil Hooper reviewed the circulated financial statements. The balance sheet shows total current assets of \$560,305, capital assets of \$33,745 and other assets of \$5130. The liabilities of \$131,835 include approximately \$120,000 of deferred revenue. Total equity is \$467,345. Income for the year to date includes grants, including tax revenue of \$393,260, rent and development fees of \$5420, and \$10,620 of expense recovery, for total revenue of \$409,300. Total expenses were \$283,145 and included administration expenses of \$61,290, facilities and public property costs of \$32,285, fire protection of \$64,880, planning and zoning costs of \$43,970, community development expense of \$14,530, professional fees and memberships of \$14,850, and recreations and parks costs of \$51,340. The net income of \$126,155 includes a \$100,000 capital grant that is considered deferred revenue. The finances are in good shape.

c. **Capital Expenses** – There has not been further progress on an EMO communications system. A new desktop computer was purchased for the Council office, as the office computer stopped working and was not worthwhile to repair.

d. **Budget** – The public budget meeting for the 2022-23 budget will be held on Wednesday, February 23 at 7:30 p.m., with a storm date of Tuesday, March 1. The assessments were assumed to have increased 3% for budgeting purposes. The accurate assessment figures may not be available for the public meeting but should be available before Council has to approve the budget. There is still the possibility of increasing the tax

rate in the service area to cover the costs for maintenance on the hydrants. It was suggested that if a rink were to be constructed, Council could purchase “skate helpers”. It was suggested that \$2000 be allotted for parking lot improvements at the park, and the gate and flowerbed and sign be fixed. Transit is still a possibility in the area if further development occurs. Council is not planning any increase to the tax rate. The draft budget reviewed at this meeting may be further adjusted as cost estimates are finalized.

It was noted that coyotes have been spotted near CMP and it may be wise to have signage indicating what to do in the event of a coyote sighting, similar to signage at Fort Amherst.

- 9. REPORT FROM CAO** – The CAO applied for the New Horizons for Seniors Grant for the Year of Canada, and for an Active Transportation Study. Several events had to be changed or cancelled due to the Covid situation. The CAO completed Statistics Canada Job Vacancy and Wage and Enabling Accessibility surveys. She updated the Emergency Measures Plan and Elections Bylaw. Recently passed bylaws were submitted to the province. The draft budget was prepared. Minister Fox still needs to be invited to a meeting, and a newsletter is overdue. It was difficult to plan a newsletter with the everchanging Covid situation. Regular email updates were sent to resident subscribers.

## **10. RECOMMENDATIONS FROM THE PLANNING BOARD**

### **1. Permits- Approvals Issued Since Meeting**

- a. Permit 2021-42 was issued on 10/12/2021 to erect a shed at 5 Dawn Drive, Milton Station, PID 444232.
- b. Permit 2022-01 was issued on 05/01/2022 to 697 Rustico Road, North Milton, PID 281576 to replace a foundation and alter an existing building.

### **2. Applications**

- a. **Applications #MP-1065-** Exemption to clauses in Section 4.7.1 of the Development Bylaw and **#MP-1154-** Application to add to an existing storage building. There is no change in status of these applications.
- b. **Application No. MP-1099- Parcel No. 658559-** Private Utility/ Solar Panel Application - IRAC has not yet issued a decision on the appeal.
- c. **Other Queries and Applications** There has been no significant change in other files. A landowner was interested in subdividing a lot off Miles Boulter Drive, but it is a private road; therefore, subdivision is not permitted. A residence on New Glasgow Rd wanted confirmation of commercial use of home for salt business,

and their liquor license issue has not yet been resolved, as they have not yet received a change of use permit to allow a tourist establishment. A resident on Royalty Road contacted the office to let the municipality know that construction trucks had turned in his driveway and did damage which they plan to repair in the spring. The Development Officer was asked to check on the large piles of soil (once snow is gone) remaining on the staging area after the bridge replacement on Rte. 2 by the Lower Malpeque Road.

3. **2021 Official Plan and Bylaw Review** – The new Official Plan and Bylaw has not yet received Ministerial approval.

**12. INQUIRIES BY MEMBERS OF COUNCIL** – There were no inquiries.

**13. OTHER**

**14. INTRODUCTION AND READING OF BYLAWS**

**a. Procedural Bylaw Final Reading and Adoption**

Motion 2022:04 - Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole

*Whereas the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipal councils to establish a procedural bylaw to regulate its proceedings in accordance with the Act,*

*And whereas updates were required to Bylaw 2018-08, Procedural Bylaw,*

*And whereas the Rural Municipality of Miltonvale Park Bylaw 2021-08 Procedural Bylaw was read and formally approved a first time at the Council meeting held on November 17, 2021;*

**Be it resolved that Bylaw 2021-08, the *Procedural Bylaw*, be hereby read a second time.**

**Be it further resolved that Bylaw 2021-08, the *Procedural Bylaw*, be hereby approved. See [Schedule A](#) MOTION CARRIED, 6-0.**

Motion 2022:05 - Moved by Councillor Phil Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie

*Whereas the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipal councils to establish a procedural bylaw to regulate its proceedings in accordance with the Act,*

*And whereas Rural Municipality of Miltonvale Park Bylaw 2021-08 the Procedural 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 2021-08 the Procedural Bylaw, be hereby formally adopted. MOTION CARRIED, 6-0.**

**b. Election Bylaw**

Motion 2022:06 - Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald

*Whereas the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipalities to establish rules and procedures for municipal elections,*

*And whereas updates were required to Bylaw 2021-07, the Elections Bylaw,*

**Be it resolved that Bylaw 2022-07, the Elections Bylaw, be read a first time.**

See Schedule B. MOTION CARRIED, 6-0.

Motion 2022:07 - Moved by Councillor Paul Poole, seconded by Councillor Philip Hooper

*Whereas Bylaw 2022-07, the Elections Bylaw was read a first time at this Council meeting;*

**Be it resolved that Bylaw 2022-07, the Elections Bylaw, be hereby approved.**

MOTION CARRIED, 6-0.

**15. ADJOURNMENT**

Motion 2022:07 - Moved by Councillor Tamsyn Cosh-MacKenzie **that the meeting be adjourned** and Mayor Hal Parker declared it so at 8:35 p.m.

\_\_\_\_\_  
Mayor Hal Parker

\_\_\_\_\_  
CAO Shari MacDonald

March 16, 2022

Date Approved

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

**Schedule B -Bylaw 2022-07**  
**Rural Municipality of Miltonvale Park**  
**Bylaw for Municipal Elections Proceedings**  
**Bylaw # 2022– 07**

**BE IT ENACTED** by the Council of the Rural Municipality of Miltonvale Park

as follows:

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

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

**2. Purpose**

2.1. The purpose of this bylaw is to establish the rules and procedures for municipal elections.

**3. Authority**

3.1. This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.

**4. Application**

4.1. This bylaw applies to the Mayor and all members of Council, municipal employees, and the public. It operates together with, and as a supplement to, the *Municipal Government Act* and applicable regulations.

**5. Definitions**

5.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations has the same meaning as in that Act or regulations.

5.2. “Act” means the *Municipal Government Act*.

5.3. “Campaign Financing Regulations” – means the Campaign Contributions and Election Expenses Bylaw Regulations.

5.4. “Campaign Contribution” – means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.

- 5.5. "Campaign Contribution Period" – means the same period of time as the election expenses period for a particular candidate or person who has declared an intention to become a candidate.
- 5.6. "Candidate" - means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.
- 5.7. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by council under clause 86(2)(c) of the Act.
- 5.8. "Council" means the mayor and other members of the council of the municipality.
- 5.9. "Councillor" means a member of council other than the mayor.
- 5.10. "Election Expense" - means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate's election campaign, but does not include audit fees or volunteer labour or services.
- 5.11. "Election Expenses Period" – means the period in an election year beginning when a person publicly declares the person's intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.
- 5.12. "Election Regulations" – means the Municipal Election Regulations.
- 5.13. "Employee" means, except as provided elsewhere in the Act, a person who performs work for a municipality for pay, and includes a person on leave from employment with a municipality, a person being trained by a municipality to perform work for the municipality, a person retained under an employment contract to perform work for the municipality, and (iv) any other person or class of person designated as an employee by the Minister, but does not include an independent officer, as defined in the Act. In Part 3 of the Act respecting candidacy for election, employee also means any employee of a controlled corporation, but does not include a volunteer firefighter who is not otherwise employed by the municipality.
- 5.14. "List of Electors" means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires;

- 5.15. "Municipal Electoral Officer" or "MEO" means the person appointed under section 40 of the Act to be responsible for the administration of the election.
- 5.16. "Municipality" means the Rural Municipality of Miltonvale Park.

## 6. Interpretation

- 6.1. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations, and the definitions set out in them.

## Part II –Employee Election Activities

### 7. General

- 7.1. All employee election activities and interaction with employees relating to elections shall be undertaken in accordance with subsections 35(1) and (2) of the Act.

## Part III – Campaign Contributions and Election Expense Disclosure

### 8. Election Expenses

- 8.1. Pursuant to clause 2(1)(a) of the Campaign Financing Regulations ~~and effective January 1, 2019~~, in the case of an election, the election expenses period is the period in an election year beginning when a person publically declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected, whichever is earlier.
- 8.2. Pursuant to clause 2(1)(b) of the Campaign Financing Regulations ~~and effective January 1, 2019~~, in the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on the earlier of election day and the declaration that the candidate is elected.
- 8.3. Pursuant to subsection 2(2) of the Campaign Financing Regulations ~~and effective January 1, 2019~~, election expenses shall only be incurred by or on behalf of a candidate during the election expenses period.
- 8.4. Pursuant to subsection 2(3) of the Campaign Financing Regulations, expenses related to the preparation of advertising materials and signs may be incurred prior to the election expenses period. These expenses shall be recorded and disclosed as election expenses in accordance with the provisions of this bylaw.
- 8.5. Pursuant to subsection 3(1) of the Campaign Financing Regulations and effective January 1, 2019, the maximum allowable election expenses of a candidate for mayor is \$10,000.
- 8.6. Pursuant to subsection 3(2) of the Campaign Financing Regulations ~~and effective January 1, 2019~~, the maximum allowable election expenses of a candidate for councillor is \$3,000



- 8.7. Pursuant to section 10 of the Campaign Financing Regulations, election expenses incurred by a candidate in an election shall not be carried forward to be considered as ~~an~~ allowable election expenses in a subsequent election.

## 9. Campaign Contributions

- 9.1. ~~Effective January 1, 2019,~~ Campaign contributions shall only be received by a candidate during the campaign contribution period as defined in the Campaign Financing Regulations.
- 9.2. Pursuant to subsection 4(1) of the Campaign Financing Regulations and effective January 1, 2019, the following may contribute to a candidate's campaign in an election or by-election:
- (a) an individual;
- 9.3. Pursuant to subsection 4(2) of the Campaign Financing Regulations ~~and effective January 1, 2019,~~ a contributor shall not make a contribution exceeding \$500 to any one candidate for Mayor in an election.
- 9.4. Pursuant to subsection 4(3) of the Campaign Financing Regulations and effective January 1, 2019, a contributor shall not make a contribution exceeding \$300 to any one candidate for Councillor in an election.
- 9.5. Pursuant to subsection 4(4) of the Campaign Financing Regulations ~~and effective January 1, 2019,~~ neither a candidate nor that candidate's spouse shall make a contribution to that candidate's own election campaign exceeding the difference between the maximum expenditure amount, which is \$10,000 for a candidate for mayor and \$3,000 for a candidate for councillor and the total contributions from other contributors.
- 9.6. Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions.
- 9.7. Pursuant to subsection 8(2) of the Campaign Financing Regulations, where a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution is not used or spent, but is donated to a registered charity of the candidate's choice within 30 days of receipt of the contribution.

## 10. Candidate Records

- 10.1. Pursuant to subsection 5(1) of the Campaign Financing Regulations, a candidate shall keep complete and proper accounting records of all campaign contributions and election expenses.
- 10.2. Pursuant to subsection 5(2) of the Campaign Financing Regulations, a candidate must ensure that:
- (a) proper records are kept of receipts and expenses;

- (b) a record is kept of the value of every campaign contribution, whether the contribution is in the form of money, goods or services, and the name and address of the contributor;
- (c) receipts are provided to the contributor for every campaign contribution referred to in section 10.2(b) of this bylaw; and
- (d) all records kept in accordance of this section remain in the possession and under control of the candidate or the candidate's agent at all times.

## **11. Candidate Disclosure: Filing and Records Retention**

- 11.1. Pursuant to subsection 6(2) of the Campaign Financing Regulations, a candidate shall file a disclosure statement of the candidate's campaign contributions and election expenses, listing all campaign contributions and all elections expenses.
- 11.2. The disclosure statement shall be in writing in the form approved by the Minister, and shall be filed with the Municipal Electoral Officer within two months following the date of a municipal election.
- 11.3. If the MEO is no longer appointed, the candidate shall file the disclosure statement with the CAO.
- 11.4. Pursuant to subsection 6(3) of the Campaign Financing Regulations, a candidate's disclosure statement shall include:
  - (a) a statutory declaration that states the total campaign contributions and the total election expenses of the candidate for that election campaign, and whether there is any surplus;
  - (b) the following information in relation to campaign contributions:
    - i. the name and address of each contributor whose cumulative campaign contribution exceeded \$250;
    - ii. the cumulative amount that each of the named contributors has given to the candidate;
    - iii. the cumulative total of all contributions under \$250;
    - iv. If no contributor's cumulative campaign contribution exceeded \$250, a notation to that effect;
  - (c) a list of all election expenses and campaign contributions;
  - (d) a full accounting of all election expenses and campaign contributions relating to fundraising events;
  - (e) a description and estimated value of each donation in kind; and
  - (f) a description and estimated value of each loan received for the purposes of the election campaign.
- 11.5. Pursuant to section 7 of the Campaign Financing regulations, no candidate shall file a false, misleading or incomplete disclosure statement.

- 11.6. Pursuant to subsection 9(1) of the Campaign Financing Regulations, where a candidate's disclosure statement filed in accordance with 11.1 of the bylaw discloses a surplus of campaign contributions in the form of money, a named contributor's monetary campaign contribution shall be returned to the contributor, on a pro-rated basis, where
- (a) the candidate withdraws from the election prior to election day; and
  - (b) the contributor requests in writing to the candidate, within 14 days of the candidate's withdrawal, the return of the campaign contribution.
- 11.7. Subject to a refund of a named contributor's campaign contribution pursuant to subsection 11.6 of this bylaw, where a candidate's disclosure statement filed in accordance with 11.1 of the bylaw discloses a surplus of campaign contributions in the form of money, the candidate shall turn over the remaining surplus to the CAO to be used for municipal purposes.
- 11.8. Pursuant to subsection 11 (1) of the Campaign Financing Regulations, all documents filed with the municipal electoral officer shall be delivered by the municipal electoral officer to the chief administrative officer of the municipality within two weeks after the time specified in section 11(2) of the bylaw for filing the documents.
- 11.9. Pursuant to subsection 11(2) of the Campaign Financing Regulations, the CAO shall retain the documents referred to in 11.8 of this bylaw in accordance with the records retention and disposal schedule of the municipality that is established pursuant to section 117 of the Act.
- 11.10. Pursuant to subsection 11(3) of the Campaign Financing Regulations, all documents filed with the MEO and retained by the CAO under section 11.9 of this bylaw are public documents and may, upon request, be available for inspection on request to the CAO during regular officer hours.
- 11.11. Pursuant to subsection 12(1) of the Campaign Financing Regulations, a candidate, whether elected or not, shall retain all records required pursuant to the regulations for no less than seven years.
- 11.12. Pursuant to subsection 12(2) of the Campaign Financing Regulations, the MEO, or the CAO if the MEO is no longer appointed, may require a candidate (whether elected or not) to provide additional information and supporting documentation in respect of the candidate's disclosure statement at any time within the seven-year period referred to in section 11.11 of this bylaw.

## **12. Reporting**

- 12.1. Pursuant to subsection 11(4) of the Campaign Financing Regulations, the CAO shall forward to Council a report summarizing the disclosure statement of each candidate, noting any candidate who has exceeded the limit on election expenses

pursuant to sections 8.5 and 8.6 of this bylaw and the name of any candidate who failed to file the required disclosure statement.

- 12.2. Pursuant to subsection 11(5) of the Campaign Financing Regulations, the CAO shall ensure that the summary referred to in section 12.1 of this bylaw is posted in a conspicuous place in the municipality and on the website of the municipality for a period of at least 6 months.
- 12.3. Pursuant to subsection 11(6) of the Campaign Financing Regulations, the CAO shall ensure that the filed disclosure statement of each candidate who sought election in the immediately preceding election (whether elected or not) is posted on the website of the municipality for a period of at least 6 months.

### **13. Complaints & Compliance**

- 13.1. Pursuant to subsection 12(3) of the Campaign Financing Regulations, where:
  - (a) a candidate fails or refuses to provide the additional information and supporting documentation referred to in section 11.12 of the bylaw; or
  - (b) the MEO or CAO, as the case may be, is not satisfied with the additional information and supporting documentation provided by the candidate;The MEO or CAO, as the case may be, refer the matter to Council.
- 13.2. Pursuant to subsection 12(4) of the Campaign Financing Regulations, Council may:
  - (a) determine that no further action is required;
  - (b) order the candidate to provide the additional information and supporting documentation required under section 11.12 of the bylaw; or
  - (c) take any further action the Council considers appropriate.
- 13.3. Pursuant to subsection 12(5) of the Campaign Financing Regulations, an elector of the municipality may in writing make a complaint that relates to information contained in a candidate's disclosure statement and deliver the complaint to the MEO, or the CAO if the MEO is no longer appointed.
- 13.4. Pursuant to subsection 12(6) of the Campaign Financing Regulations, the MEO or the CAO, as the case may be, who receives a complaint from an elector under section 13.3 of this bylaw may:
  - (a) determine that no further action is required;
  - (b) require the candidate who is the subject of the complaint to provide additional information under section 11.12 of the bylaw, or
  - (c) refer the matter to Council to be dealt with under section 13.2 of this bylaw.

### **14. Offences and Penalties**

- 14.1. Pursuant to subsection 13(1) of the Campaign Financing Regulations, a person who contravenes a provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of \$2,000.
- 14.2. Pursuant to clause 13(2)(a) of the Campaign Financing Regulations, a conviction for an offence referred to in section 14.1 of this bylaw does not relieve the person convicted, including a candidate referred to in section 13.2(b) of this bylaw, from the requirement to comply with this bylaw.
- 14.3. Pursuant to clause 13(2)(b) of the Campaign Financing Regulations, the convicting judge may, in addition to any fine imposed, order the person to do any act or work, within the time specified by the judge in the order, to comply with the provisions of this bylaw.
- 14.4. Pursuant to subsection 14(1) of the Campaign Financing Regulations, where a candidate who is elected has contravened any provision of this bylaw and is convicted of an offence in respect of that contravention, the candidate is disqualified from office and shall resign immediately.
- 14.5. Pursuant to subsection 14.(2) of the Campaign Financing Regulations and despite 14.4 of this bylaw, a candidate may not be required to resign where a judge of the Supreme Court decides that the contravention of the candidate arose through inadvertence or by reason of an honest mistake.

#### **PART IV – List of Electors**

##### **15. Agreement with Elections PEI**

- 15.1. Pursuant to subsection 41(2) of the Act, the Council of the Rural Municipality of Miltonvale Park shall enter into an agreement with the Chief Electoral Officer of Prince Edward Island to obtain data to be used in preparation of a list of electors.
- 15.2. The Municipal Electoral Officer may supplement the information obtained from the agreement with the Chief Electoral Officer of Prince Edward Island with information from any source that, in the opinion of the Chief Electoral Officer, is relevant to ensuring the list of electors is accurate.

##### **16. Protection of Privacy**

- 16.1. Personal information in respect of an elector that is collected or obtained for the purpose of an election
  - (a) shall be used only for the purpose for which it was collected or obtained; and
  - (b) shall be disclosed only to the Chief Electoral Officer for a purpose for which the Chief Electoral Officer has responsibility under this or any other enactment.

##### **17. Voters Not on List**

- 17.1. Pursuant to subsection 45(2) of the Election Regulations, electors not appearing on the official list of voters may register at the time of attendance at a voting opportunity if the person is eligible to vote under the Act.

## **Part V – Advance Polls**

### **18. Advance polls**

- 18.1. An advance poll will be held in accordance with section 45 of the Act and section 43 of the Election Regulations

## **Part VI – Administering the Election**

### **19. Location of office**

- 19.1. Pursuant to sections 10 and 11 of the Election Regulations, the election office shall be opened from the fourth **Wednesday** before the election at the municipal office, located at the Milton Community Hall, 7 New Glasgow Road, Rte 224, North Milton, and shall be open with hours to be determined by the **Municipal Elections Officer** between 9 a.m. and 9 p.m., and must be open while advance polling station and election day polls are open.

### **20. Candidates**

- 20.1. Pursuant to subsection 12(2.1) of the Election Regulations, a candidate in an election is not eligible to be appointed, and shall not serve, as an election official in the election.

### **21. Person closely connected**

- 21.1. Pursuant to subsection 18(3) of the Election regulations, a person closely connected, as defined in the Act, to a candidate shall not serve as an election official in the election.

### **22. Nominations**

- 22.1. Pursuant to subsection 26(4)(a) of the Municipal Election Regulations, the minimum number of nominators required for each nomination shall be 5. Nominators must be qualified electors.
- 22.2. Notwithstanding 19.1 the deadline for submitting a nomination is 2:00pm on **Nomination Day**

### **23. Records**

- 23.1. Records pertaining to the election will be destroyed or retained, as the case may be, in accordance with section 87 of the Election Regulations and the records retention bylaw, and where such a bylaw has not yet been enacted the records will be retained for at least 7 years.

**Part VII – By-Elections**

**24. By-elections**

24.1. All by-elections will be undertaken in accordance with sections 60-62 of the Act and section 5 of the Election Regulations.

**Part VIII – Approval and Adoption**

**25. Repeal of Existing Bylaw**

25.1. On adoption, this bylaw replaces Bylaw #2021-07.

**26. Effective Date**

26.1. This Elections Bylaw, Bylaw# 2022-07, shall be effective on the date of approval and adoption below.

**First Reading:**

This Elections Bylaw, Bylaw# 2022-07, was read a first time at the Council meeting held on the \_\_\_ day of \_\_\_\_\_, 2022.

This Elections Bylaw, Bylaw# 2022-07, was approved by a majority of Council members present at the Council meeting held on the \_\_\_ day of \_\_\_\_\_, 2022.

**Second Reading:**

This Elections Bylaw, Bylaw# 2022-07, was read a second time at the Council meeting held on the \_\_\_ day of \_\_\_\_\_, 2022.

This Elections Bylaw, Bylaw# 2022-07, was approved by a majority of Council members present at the Council meeting held on the \_\_\_ day of \_\_\_\_\_, 2022.

**Approval and Adoption by Council:**

This Elections Bylaw, Bylaw# 2022-07, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_ day of \_\_\_\_\_, 2022.

**27. Signatures**

\_\_\_\_\_

**Mayor** (signature sealed)

\_\_\_\_\_

**Chief Administrative Officer** (signature sealed)

This Elections 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**