

**Rural Municipality of Miltonvale Park Council
Minutes**

Milton Community Hall

7:30 p.m. June 15, 2022

Present: Mayor Hal Parker, Councillors Tamsyn Cosh-MacKenzie, Phil Hooper, Paul Poole, Spencer MacDonald, Andrew Frizzell, Lindsey Rhynes (*via Zoom*) and 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 2022:41– Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Spencer MacDonald that **the agenda be approved as circulated**. Motion carried, 6-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

There were no presentations scheduled.

5. ADOPTION OF MINUTES

Motion 2022:42 – Moved by Councillor Phil Hooper, seconded by Councillor Andrew Frizzell that **the minutes of the May 18, 2022, Council meeting be approved as circulated**. Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Hall Elevator and addition** – Architect Wil Lawrence visited the hall on June 10, 2022 to review measurements and now feels it may not be possible to have the shower and accessible washroom in the basement due to height restrictions. Council reviewed the latest version of plans. There are currently water issues in the basement. Council would prefer the shower to be in the basement if it is possible, as opposed to constructing a separate addition.
- ii. **Speed Sentry** – The speed sentry sign arrived and Councillor MacDonald is assembling it. Jeff Sampson, with the Province, notified the municipality on May 19, 2022 that providing the placement does not encumber the travelling public or sight distance, transportation would have no issues with its installation. If it were to be placed on Rte.2; however, Transportation would need to be consulted. He also offered assistance in placement or installation, if required. Rustico or Sleepy Hollow Roads were suggested as possible locations. Councillor MacDonald will investigate cloud service for monitoring.
- iii. **Recreation PEI AGM** – Summer student Katie Gillis attended the Recreation PEI's Annual General Meeting and Lunch.
- iv. The Department of Environment, Energy and Climate Action is developing a **Provincial Climate Adaptation Plan** to be released in Fall 2022, and has circulated a [survey](#) for municipalities. Their consultant has arranged an interview with the CAO for 10 a.m. on June 21.

- v. **EV Charger** -There is provincial funding available for the installation of Electric Vehicle chargers. It was suggested if one were installed at the community park that a camera be positioned so it is in view.

Motion 2022:43 – Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **Miltonvale Park apply for one EV Charger for Miltonvale Community Park**. Motion carried, 6-0.

- vi. **iPad buyback** – Councillors were provided with Apple iPads purchased in June 2019 for Council meetings and duties. The total cost (including taxes and case) was \$600 each. Current prices online for similar iPads ranged from \$200-300.

Motion 2022:44 – Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald, that if a Councillor has completed 75% of the Council term, their Council iPad can be purchased for 25% of the purchase price, if desired. Motion carried, 6-0.

- vii. **Election** – Election PEI circulated an Information Sharing Agreement (ISA) for the municipality to obtain information from the Provincial Register for use as the Municipal List of Electors. The \$150 fee includes election ballot boxes, voting screens and the \$50 fee for Municipal Affairs' election advertising. The deadline to return the agreement is September 1, 2022.

Motion 2022:45 – Moved by Councillor Andrew Frizzell, seconded by Councillor Tamsyn Cosh-MacKenzie that **Miltonvale Park sign the Information Sharing Agreement with Elections PEI and forward the required \$150 fee**. Motion carried, 6-0.

There was discussion about holding a possible meet and greet during the election to allow residents to become informed about the candidates.

1. 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. There were two stakeholder workshops for the **Draft Active Transportation Network Plan** on either Tuesday, June 14 or Thursday, June 16.
- iii. In September 22-24, 2022, Portage Atlantic is hosting an International Council on Alcoholism and Addictions (ICAA) Institute entitled "**Women and Addiction: solutions through the lens of the social determinants of health**" in Saint John and invited the Mayor or an alternate to attend the symposium. Others can also attend virtually for free.
- iv. **Flags** - Landon Oxford, from Georgia USA and Pierre Gautier requested PEI flags; however, the municipality doesn't have any to donate.
- v. **Canada PEI Infrastructure Secretariat** sent the MCEG request form for capital expenses for the fiscal year 2022-2023. The deadline to apply is March 31, 2024.
- vi. The municipality received a request from **Environmental Health** to confirm the municipality would approve a food license at 171 New

Glasgow Road. The CAO confirmed agreement of a food license for no more than 25 people, with adequate off-road parking, and no nuisance, specifically noise, for neighbours.

- vii. Resident Renee Arsenault suggested that the municipality apply for [the Greening Spaces program](#) to provide trees and shrubs for residents' yards and to honour the queen. She was informed of the Cornwall and Area Watershed Group (CAWG) Canada Day tree giveaway.
- viii. The "Concerned Citizens of Saskatchewan" circulated information regarding **climate engineering**.
- ix. The Community Navigator sent the May issue of "[Navigator News](#)" and information on the new [public transit](#) routes for the North Shore.
- x. The **Central Development Corporation** sent an invitation to the Annual General Meeting on Wednesday June 15 at 5:30.
- xi. **Recreation PEI Newsletter** -shared information on the [High Five Principles of Healthy Child Development](#) training on Friday, June 24 at the Royalty Centre. The Miltonvale Community Park is signed up for a complimentary **playground inspection**.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

i. Environment and Community Living

a. Watershed Update -The Cornwall and Area Watershed Group (CAWG) completed their Rain Barrel Fundraiser. Council has had two rebates for rain barrels. CAWG staff will bring a selection of 1-gallon 3-year-old native shrubs, and trees and small seedlings of oak, spruce and pine native to PEI to the Canada Day Tree Giveaway. The limit is five trees per household. Native trees include yellow birch, hemlock, white ash, white spruce, white birch, red maple, and shrubs (butterfly bush, purple chokeberry, and red osier dogwood). The watershed has eight staff now with 4-5 more coming soon. They have planted 1100 trees at 13 sites, including in the riparian zone headwaters of Coles Brook. They are working on an angling trail off the North York River Road above the bridge, and are working on the invasive species Japanese knotweed and glossy buckthorn.

b. Projects

- i. **2022-23 New Horizons for Seniors – Year of Canada.** In May, Miltonvale Park celebrated Ontario, with a successful fun bingo on May 26, a tour of CMP on May 20, and a session on how to care for fruit trees on May 30. A session on banking and financial safety will take place on Friday, June 17 at 2 p.m. The Drive Alive courses have not been scheduled yet. Alberta is being celebrated in June, with a presentation on beef on June 1. About 15 people are registered for four Monday night line dancing sessions. efficiencyPEI is presenting on reducing energy in the home on Tuesday, June 21 at 2. Staff still need to organize a book club event. In July (British Columbia), the municipality is organizing a real estate presentation (downsizing/buying/selling) and a cooking presentation on Chinese food on Thursday, July 28 at 1 p.m. In August, Newfoundland and Labrador activities will include rock painting, rock climbing in Stratford), deep sea fishing, a Newfoundland kitchen party, and a cooking presentation on codfish on Wednesday, August 10 at 1 p.m.

- ii. **PEI Senior Secretariat Funding** –There has been no request to return the \$432.14 which was unspent.
 - iii. **PEI Seniors Secretariat Funding 2022-23** – There has been no word yet regarding the application (\$2407.50) for a tour to Glenaladale House and the Cardigan Museum, an Art Party, and a lunch and learn.
 - iv. **Active Transportation Fund** -Telephone approval was received on June 13 for \$11,000 funding to create an Active Transportation Plan. The project can be started right away. The CAO will work on a Request for Proposals.
 - v. **ParticipACTION Community Better Challenge** -The disc golf set arrived in early June. A "Try Disc Golf" afternoon was held on June 11 with ten people attending. The course can be set up quickly if tee boxes are spray painted on the grass, or people can take out a basket or two when the park is staffed to practice. Eleven people have signed up for the Mayor's challenge/virtual walk to Milton, Louisiana, USA (4242km), and summer student Luke Doiron made contact with Seth Mitchell, President of the Milton Community Civic Organization in Louisiana. Luke has also planned two bicycle rides, four walks and a Try Pickleball event.
 - vi. **Family Violence Prevention Week** - The 32 blankets that were made have all been returned and will be dropped off to Anderson House in the next week.
- c. Activities** –There is still \$5 mat (9 a.m.) and Chair yoga (10:30 a.m.) on Tuesdays Leone hosts mat and chair yoga on Thursdays for \$10 or 4/\$32. Line dancing is finished for the summer, except for special events. Due to the low attendance, it is suggested that the Tuesday yoga be stopped for the summer unless attendance improves dramatically by the end of June.
- d. Canada Day** – The funding application was approved for \$740. The bouncy castle will need a dedicated supervisor. John MacAllar and Lisle Clarke are booked for entertainment, and may bring Bonnie LeClaire. Staff are starting to prepare for the BBQ. Disc golf can also be highlighted at the celebration.
- e. Volunteer Awards-** The nomination deadline was extended to allow the information to be circulated in the newsletter.

Motion 2022:46 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Andrew Frizzell that **Pauline Smith be awarded the Volunteer of the Year Award at the 2022 Canada Day Celebrations.** Motion carried, 6-0.

- f. **Cricket & Ballfield**– Mayor Parker rototilled the ballfield four times to reduce weeds. Mathesons added three tractor trailer loads of new gravel and then rolled the infield. The outfields and other fields were also rolled. Luke Doiron seeded the old cricket pitch. Charlottetown Minor Ball has booked the ballfield for Monday, Wednesday, and Thursday nights and Saturday mornings. The CAO will develop a contract for adult teams using the fields. CMP may be able to create a drag for the field. A ride on lawnmower without a deck, could be purchased to maintain the ballfield.

Motion 2022:47 – Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell that **the municipality budget \$1000 for a lawnmower and drag.** Motion carried, 6-0.

g. Park

i. Baby barn – A 10x10 baby barn was purchased for \$4800 plus \$126.50 for delivery. It was delivered June 8. A board was broken off the door that night, but the door later locked with summer staff inside, so it may have been two young teen girls who were seen on camera racing around that evening, who may also have been locked in. Hooks should be installed to enable the doors to be kept open. Thanks were extended to Councillor MacDonald, the Mayor and Luke Doiron for their work to situate the baby barn. The right door on the old barn also needs repairs.

ii. Trail –Summer student Katie Gillis had been trimming some of the trail with small loppers. The CAO will write a thank you note to Deveau family, who picked up many of the branches that were on the trail after the winter.

iii. Pickleball The windscreen has arrived and is installed.

iv. Community Garden – The garden has been planted by three families, plus a section for the park.

h. Community Pasture – The Municipality signed a six-year lease with the province. It has a quit clause with 90 days notice. The municipality needs to prepare a lease for farmer Earl Hambly.

i. Community signs –The Springvale Welcome sign still needs to be fixed. The CAO will remind Brad Coles.

j. APM Centre – The APM Centre board met June 8, 2022. They were projecting an operating lost of about \$2000 for the year.

k. Rink – Arnold MacRae has a modular artificial ice surface that is 30' x 70' that he is willing to donate to the municipality.

ii Emergency Measures

a. **Emergency Plan** –The CAO will make updates to the appendix of resources as noted at the EMO training session.

b. **An Emergency Planning Tabletop Exercise** was held on June 4. Bradley MacIsaac, from EMO, is expected to send the office a report from the event. Suggestions from the morning included purchasing emergency vests, magnetic signs or cling signs for vehicles for ID, making a check list for different levels of preparation (e.g. check/order propane, notify public, check on supplies for warming centre...) asking the hall to get another propane tank, and purchasing radios. It was noted that windy.com is a very useful weather app.

c. **Training Courses** – There are advanced courses (Emergency Operations Center, Public Information, Incident Command System 300) planned for fall 2022.

iii Personnel Committee

b. **Canada Summer Jobs, Jobs for Youth and Post Secondary Student Program** –The municipality was approved for two **Canada Summer Job (CSJ)** positions – one for the watershed, for which resident Brody McDonald, was hired and will be supervised by CAWG, and one for the park. There are already two other positions funded and filled at the park, so the second CSJ position may not be required. These are funded for eight weeks, for 35 hours, at half of minimum wage, which is \$1918 for each position. CAWG asked if Council would also fund an additional 2.5 hours weekly, as that normal work week is 37.5 hours. Miltonvale Park was approved for two positions from the

Post Secondary Student Program (**PSSP**) for 12 weeks at \$15/hr plus vacation pay for 12 40-hour weeks. Resident Luke Doiron has been rehired at the office, as the Assistant to the CAO, and Kate Gillis has been hired at the park. The municipality was also approved for one Jobs For Youth (**JFY**) student and will be reimbursed for 8 weeks at minimum wage (\$13.70 plus vacation pay) for 40 hours a week. Eilidh MacDonald was hired and is now expected to start the week of June 20, as she was ill week of June 13. The person who was hired last month has since found a more suitable position, and declined the position at the park. The CAO will advertise for one more week for the CSJ position for the park, but would only hire a resident if one applies. This would allow for more overlapping of staff, and have fewer hours that staff have to work alone.

Motion 2022:48 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **the municipality approve hiring Brody McDonald for 37.5 hours per week.** Motion carried, 6-0.

- c. **Raise for Development Officer** – Mirko Terrazas is performing very well in his new position, since being hired in early April.

Motion 2022:49 – Moved by Councillor Phil Hooper, seconded by Councillor Tamsyn Cosh-MacKenzie that **after a successful probationary period, the Development Officer wage be increased to \$27/hour, effective for the first pay period in July, 2022.** Motion carried, 6-0.

iv **Finance/Payment of Accounts**

- a. **Remittance** –The remittances were paid to Canada Revenue Agency for May 2022.
- b. **Reports and Payment of Accounts** – Finance Chair Phil Hooper reviewed the financial statements for May and the year-to-date. Current assets total \$611,875, with liabilities of \$294,875, mostly in deferred revenue, although there is also vacation payable of \$4350. Total assets are \$651,330, and equity totals \$356,500. Revenue year-to-date is \$64,658 with expenses of \$64,724, so the municipality is currently operating close to break-even. There is a significant amount of cash in the operating account.

Motion 2022:50 – Moved by Councillor Phil Hooper, seconded by Councillor Paul Poole that **\$180,000 be moved from the operating account to the shares account until required.** Motion carried, 6-0.

- c. **Capital Expenses** –There has been no further progress on the EMO communications system, but the CAO intends to issue the RFP in the upcoming month.
- d. **Audit** –MRSB Accounting is performing the audit at the office on July 13-14.
- e. **Council Remuneration** is set by [bylaw](#), and is currently \$45 each meeting for Councillors and committee members and \$55 for the Mayor. Remuneration is to be reviewed regularly, by a Commission of three members, who are not on Council or staff, but who live or work within the Miltonvale Park (and are appointed by resolution). If a review was held now, it may be completed before the November election, allowing potential candidates to know the remuneration amount. Names of several potential commissioners were put forward, and the

CAO will approach them to ascertain their interest, so appointments could be approved at the next Council meeting.

Motion 2022:51 – Moved by Councillor Phil Hooper, seconded by Councillor Spencer MacDonald that **the financial report be adopted as presented**. Motion carried, 6-0.

- 9. REPORT FROM CAO** – CAO Shari MacDonald has interviewed, hired, and been orienting students and is still assisting the Development Officer as he settles into the position. She is working on seniors projects, and composed the June Newsletter. Several traffic concerns from residents were forwarded to the Province (trees obstructing views on the Crabbe Road, and a missing No Exit sign on Miller Drive). Preparations for Canada Day and the audit will now begin.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

1. Permit approvals issued since last meeting

- a. Permit **2022-10** was issued on 01/06/2022 to PID 283622 at 20 Rustico Road to replace a deck.
- b. Permit **2022-11** was issued on 08/06/2022 to PID 478479 at 31 Heather Dr., Milton Station to renovate an existing single-family dwelling and connect to municipal servicing.
- c. Permit **2022-12** was issued on 08/06/2022 to PID 624395 at Milton Station (on Rte 2 near the intersection with Rte 7) to construct a new single-family dwelling with attached garage, and an accessory building.
- d. Permit **2022-13** was issued on 15/06/2022 to PID 853895 at 720 Rustico Road to construct an accessory building (private garage) on a concrete slab.

2. Applications

- a. Application **PID 281279** (panhandle lot near the Confederation Trail, Loyalist Rd. to constructing a windmill and solar panel array. The Development Officer is waiting for the characteristics of the windmill and size of the solar panel array.
- b. Application **PID 281634** (on Winsloe Road)- to construct a single-family dwelling. The drainage plan and driveway permit from the province are outstanding.

3. Enforcement

- a. A letter was sent to property owner **PID 704213** on Sleepy Hollow Road, regarding dumping. Environment will visit the property, as no respond has been received.
- b. A letter sent to property owner **PID 283085**, located at Milton Station due to placing fill without a permit. The owner responded that he intends to make an application for a multi-residential unit on the property. There were concerns noted that there may be asphalt in the back pile, and residents have shared concerns of contamination.

- c. Property **700443** on Rustico Road – Several emails have been sent to the lawyer regarding issues with the property. The property owners engaged in a social media campaign June 3-9 about the perceived unfairness of the municipality.
- d. A complaint was received about a **fence** on Rte. 2. The windbreak beside a patio table was determined to be a landscaping feature which doesn't require a permit.
- e. Councillor Rhynes has been approached by concerned residents about a parcel on the **Crabbe Road**. They were asked to submit their concerns in writing on the appropriate form so they can be dealt with. There have been concerns about the property also being used for commercial purposes.

4. Appeals

- a. The appeal of **permit 2020-24** issued at parcel 658559 for a private utility/solar panels still has not been decided by IRAC.

11. INQUIRIES BY MEMBERS OF COUNCIL

Councillor Hooper noted that at the most recent board meeting of the Milton Community Hall, the board moved to request their annual donation from the municipality to be used towards the purchase of a baby barn.

Motion 2022:52 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Paul Poole, that as allowed in the Grants Bylaw **the annual \$1500 donation from the municipality to Milton Community Hall be granted for the purchase of a baby barn.** Motion carried, 5-0.

Councillor Hooper excused himself from the discussion and vote, as he is the treasurer for the Milton Community Hall.

13. OTHER -There was no other business.

14. INTRODUCTION AND READING OF BYLAWS – There were no bylaws to review.

15. ADJOURNMENT

Motion 2022:53 – Moved by Councillor Spencer MacDonald that the **meeting be adjourned**, and there being no further business, it was declared so by Mayor Parker at 9:21 p.m.

Mayor Hal Parker

CAO Shari MacDonald

July 20, 2022
Date Approved

The next regular Council meeting is scheduled for **7:30 p.m. Wednesday, July 20 2022**, if required.