

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:00 p.m. July 19, 2023

Present: Mayor Hal Parker, Councillors Rosemarie Ramsay, Jamie Taylor, Leo Doucette; CAO Shari MacDonald

Regrets – Councillors Paul Poole and Spencer MacDonald

Absent -Andrew Frizzell

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:00 p.m.

2. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3. APPROVAL OF AGENDA

Motion 2023:62 – Moved by Councillor Jamie Taylor, seconded by Councillor Rose Ramsay that **the agenda be approved**. Motion carried, 6-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

There were no public presentations scheduled.

5. ADOPTION OF MINUTES

Motion 2023:63 – Moved by Councillor Rose Ramsay, seconded by Councillor Leo Doucette that **the minutes of the Public Meeting on the Rezoning of PID 283325 and a portion of 658799 be approved as circulated**. Motion carried, 3-0.

Motion 2023:64 – Moved by Councillor Leo Doucette, seconded by Councillor Rose Ramsay that **the minutes of the Public Meeting on the Financial Plan Meeting of February 22, 2023 be approved as circulated**. Motion carried, 3-0.

Motion 2023:65 – Moved by Councillor Jamie Taylor, seconded by Councillor Rose Ramsay that **the minutes of the June 21, 2023 Regular Council meeting be approved as circulated**. Motion carried, 3-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. Hall Elevator and addition** –Architect Wil Lawrence expects to have the revised tender ready for distribution this week. The municipality has been approved for \$500,000 from the Community Revitalization Grant.
- ii. Crabbe/MacKenzie Roads-** The CAO submitted Council’s comments regarding tree trimming and repositioning the guard rail at the intersection to the Province, but has not had a response.

- iii. [EV charger](#) - The CAO is still waiting for the electrician's estimate for electric vehicle chargers. It was suggested that an alternate electrician be contacted.
- iv. **Leaky Toilet Brochure** – The brochures have arrived. The CAO may compile a short newsletter with upcoming events and have the students include and deliver the leaflets and news.
- v. **Bus Stop** –There is now a bus stop near Milton Community Hall for the Charlottetown to Cavendish route which runs 4-5 times each way daily. It needs to be booked at least one hour in advance.
- vi. **Speed Sentry signs** – Three new signs are at the hall. Two are for the Rustico Road. There was the suggestion of erecting one on the Colville Road. The Province switched the sign to the opposite side of the Crabbe Road. Jeff Sampson, with the Province would suggest some appropriate areas for the signs. It might be possible to put together five permanent frameworks, and rotate the locations of the signs.
- vii. [Immigration Matters](#) - **Welcoming Week** takes place from September 8 to 17, 2023. The CAO may try to coordinate an appropriate event.
- viii. **Civonus Policy-Making** -Robert Hughes, former CAO of Stratford has developed an application to be used for policy making and is interested in speaking to the CAO and Mayor about it.
- ix. **High Five Training (Recreation PEI)** -Ruth Awuja and Caroline Mader attended the training and found it very valuable.

5. READING OF CORRESPONDENCE

i. **Regular emails and/magazines/updates** were received from ParticipACTION, Water Canada, Turf & Rec, SAB Magazine, Municipal Info Network News, and FCM

ii. Federation of PEI Municipalities Newsletter

- a. The FPEIM Semi-Annual Meeting will take place in Summerside on Saturday, October 14.
- b. Lori Mayne, Communications and Member Services Officer, is arranging visits to municipalities.
- c. Copies of the Climate Change presentations are available under the [Climate Change & Environment](#) section of FPEIM's Resources page.
- d. PEI municipalities can get help to manage and enhance their forested land by joining the [Sustainable Forest Alliance](#). The alliance is a non-profit co-operative of PEI forest-owners. It works to plan and coordinate forest management, so it can support the needs of members and promote ecological sustainability, climate adaptation, and economic viability.
Municipalities that join the alliance gain access to forest management services and expertise, annual forest health reports, contractor selection advice, and revenue opportunities. Members may have the chance to take part in carbon offset projects and use the sale of forest carbon offsets to generate revenue. The alliance hopes to reduce municipal workload, encourage high-quality practices, ensure the health of PEI forests, and show the intrinsic value of forested land. The annual membership fee is \$1/acre of forested land (minimum of five acres and \$50, and maximum of \$450/1,000 acres).

- e. **Housing Accelerator Fund Application Webinars**
An [application walk-through webinar](#) for the [Housing Accelerator Fund](#) will be held Tuesday, July 18, 2-3 pm. The fund supports local governments to increase housing supply and create affordable, inclusive, and climate-resilient communities. Applications will be accepted through the [online portal](#) until August 18. Virtual drop-in sessions for applicants have also been scheduled for August 10 and 24, at 1 pm.
- f. Applications for the second year of the provincial **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** will be accepted until July 31, 2023. The funding supports work that enhances a sense of belonging and community engagement for marginalized populations in PEI and includes a gender-based violence prevention funding stream to support projects that enhance awareness, education, and action towards prevention of gender-based violence. Councillor Ramsay volunteered to work on a project that would include a Drag Show. It was suggested that a round table discussion, and perhaps a Drag Brunch could also be included in a project application.
- g. **Local Government Levers for Housing Affordability Toolkit**
A new free [toolkit](#) provides an overview of how municipalities can promote housing affordability. *Local Government Levers for Housing Affordability* highlights key tools and examples of relevant policies and practices, addresses common challenges, and proposes practical solutions. It is provided by the [Community Social Planning Council](#), with funding from the [Canada Mortgage and Housing Corporation](#).
- h. **Centre for Rural Economic Development**
The federal [Centre for Rural Economic Development](#) has a redesigned [website](#) with information on specific topics, programs and services, and success stories. Subjects include connectivity, capacity building, housing, labour and skills development, and climate change mitigation and adaptation. Users can sort and filter programs/services by eligibility.
- i. **Peer Review Committee Volunteers**
The [PEI Alliance for Mental Well-Being](#) is seeking volunteers for its [peer review committee](#). The committee assesses grant program applications and provides recommendations to the board of directors regarding funding approval. Reviewers receive training on how to evaluate applications based on specific criteria and the action areas of the grant program.
- j. **Stay Cool, PEI Guide to Prepare for Heat Waves**
[Scout Environmental](#) offers an [interactive guide](#) to help Islanders recognize heat-related illnesses and stay cool. The goal is to ensure Islanders can protect their health, and communities can boost their resilience to climate change. The Stay Cool, PEI campaign is supported by the [PEI Climate Challenge Fund](#)
- k. **Rural Transit Solutions Fund**
The federal [Rural Transit Solutions Fund](#) supports capital projects that provide public transit solutions in rural Canada.

- i. **Famous 5 Exhibit Opening**
The [City of Summerside](#) and Lieutenant-Governor Antoinette Perry will host an official opening of the Famous 5 exhibit, which features a miniature of the Women are Persons! monuments designed by Barbara Paterson. The opening takes place Wednesday, July 19, 7 pm, at the Lefurgey Cultural Centre.
- m. **Unlocking the Path to Net Zero Webinar**
The [Green Municipal Fund](#) will offer a free [webinar](#) to help municipalities learn to implement net-zero emissions on July 27 at 2 pm. Experts will share the practical aspects of reaching net zero by 2050 and strategies they've used to move from planning to implementation.
- n. **Global Mental Well-Being and Substance (Mis)Use Conference**
New African Canadians and [International Cities of Peace](#) are organizing the [Global Mental Well-Being and Substance \(Mis\)Use Conference](#) from August 11-13 at UPEI. The theme is *Rest, Recovery, and Resilience During and Beyond Pandemics*. Delegates will showcase knowledge and research. Fees are \$215-427.
- o. **Atlantic Policy Forum on Infant, Child, and Youth Mental Health Promotion** - The [Atlantic Summer Institute](#) is hosting *Hope through Community Action*, an [Atlantic Policy Forum](#) August 21-23. at Holland College and virtually. The forum aims to create policy actions that encourage upstream investment to promote well-being, resilience, and connection. Registration is \$150-\$500.
- p. **PEI Federation of Agriculture Engagement Session on Climate Plan**
The [PEI Federation of Agriculture](#) will host an engagement session for external stakeholders on a climate change adaptation plan for PEI agriculture on August 30, at 8 a.m., at the Murchison Centre in Charlottetown.
- q. **AIM Network Atlantic Asset Management Conference** - The [AIM Network](#) Asset Management Conference takes place at the Crowne Plaza in Moncton, September 18-20. *Leading the Charge for Change* will enable Atlantic municipal officials and staff to share progress and challenges in strengthening asset management. Registration fees are \$199-814.
- r. **Climate Action Conference** -The [Town of Oromocto's](#) climate action committee will host a [Climate Action Conference](#) September 21-22 at the Hazen Centre, Oromocto, NB. The event will feature discussions and presentations on efforts of Maritime municipalities, businesses, NGOs, and individuals to reduce emissions; and exhibitions on clean energy, electric vehicles and machinery, and green technology.
- s. **Crisis Communications for Municipalities: Webinar Series** - [Intact Public Entities](#) and [Alchemy Communications](#) are hosting a free [series of webinars](#) to help municipalities handle communications during a crisis. Sept. 26, 12-1 pm: [Building the Bridge](#): How Your Municipality Can Earn the Trust of Its Citizens and on Dec. 5, 12-1 pm: [Worst Case Scenario](#): Creating an Effective Crisis Communication Plan for Your Municipality.

- t. **Intelligent Cities Summit** -The [Intelligent Cities Summit](#) takes place in Toronto, October 24-25 and gives public sector leaders the chance to explore all aspects of creating the public sector of tomorrow.
 - u. **FireSmart Course** - [FireSmart Canada](#) offers a [free online course](#) to introduce FireSmart principles and help people understand the need to protect homes and properties from wildfire. It was noted there is a FireSmart app; however, it was somewhat confusing.
 - v. **Municipal Oversight for Councillors Course** The [Canadian Audit and Accountability Foundation](#) is offering two free modules of an online [Municipal Oversight for Councillors](#) course. The self-paced course can help municipal councillors to build understanding of oversight and the role of audit. Each module takes about 30 minutes.
 - w. **Asset Management Training** - Municipal staff and officials who want to improve asset management decision-making can sign up for [courses](#) through the [Federation of Canadian Municipalities](#).
 - x. **Andy Saxby** is the new Canoe Procurement Atlantic representative andy@canoeprocurement.ca or (902) 417-2575.
- iii. **Recreation PEI** Newsletter
 - iv. **Municipal Affairs Newsletter** contained information on the Closed Meeting Resource, “Stay Cool, PEI” resources, Disaster Mitigation and Adaptation Fund, and a municipal To Do list.
 - v. **Request for info from FPEIM** – A municipality wanted to know what other municipalities have in place for security in their municipal office for staff, such as cameras, alarms, buttons, etc. and if so, how well it works.
 - vi. **Eva MacDonald**, a young student, sent a letter to the Community of Milton Station noting there is a lot of litter in the world and asking that the community pick up trash at least once a week, to help to save the earth. She noted that Canadians throw away over three million tons of plastic waste. She wants to do it to help out the community. The CAO will respond.
 - vii. The PEI Coalition for Women in Government and FPEIM’s project **Fostering Resilience in Women Municipal Leaders** is holding four sessions to provide municipal women opportunities to build skills and connections during the first year of their term. All Municipal Mayors and Councillors were asked to complete a short [survey](#).
 - viii. **New Horizons for Seniors Program (NHSP)** The 2023–2024 Call for Proposals to fund community-based projects is open from August 1 - September 14, 2023 at 3:00 p.m. (EST). The Program funds up to \$25,000 for cost-effective projects shorter than 52 weeks, that meet at least one [program objective](#) and involve seniors in a vital role in planning and/or delivery, and benefit seniors and communities. The objectives are to promoting volunteerism, engage seniors in mentoring, expand awareness of elder abuse, including financial abuse, support the social participation and inclusion of seniors; and provide capital assistance for new and existing community projects and/or programs for seniors. The program’s national priorities are to 1. support healthy aging (*social isolation, seniors’ digital literacy, addressing ageism; and mental health and dementia*). 2. Prevent senior abuse (*reduce crimes and elder abuse and developing educational material for seniors*). 3. Celebrate diversity and promote inclusion,

(intergenerational mentoring and engagement; advancing Reconciliation, collaborating with diverse communities and serving members of vulnerable groups) 4. Support financial security (help seniors navigate/access government services/file taxes and support financial empowerment).

- ix. **L’Nuey** circulated a new video – [What defines home for you?](#)
- x. The Community Conservation Research Network (CCRN), an international initiative based at Saint Mary’s University, has released “[Coastal Communities Face the Future](#)” an 11-minute film exploring how Canada’s coastal communities face the future, create solutions, and take action for a better future.
- xi. **Local Choice P.E.I.** - Barbara Dylla, Coordinator, asked again for Mayors and Councillors to endorse the [Local Choice PEI](#) campaign to amend the Elections Act within the P.E.I. MGA to create enabling legislation to allow municipalities a choice to adopt alternate voting systems, such as preferential ballots.
- xii. The Province of PEI is **waiving fees for development permits** and **building permits** for PEI residents repairing or replacing residential structures damaged by Hurricane Fiona. Fees will be waived until March 31, 2024.
- xiii. FCM reminded the municipality of the **Housing Accelerator Fund** (deadline Aug. 18) -which funds investments in Housing Accelerator Fund action plans, affordable housing, housing-related infrastructure and community-related infrastructure that supports housing.
- xiv. [Zero Limit](#) has **sports** and **leisure equipment** for people with disabilities, such as a floating chair facilitating access to the water, a sled (like ice skating in a wheelchair), running and hiking chairs and a module installed on a saddle which allows horse riding.
- xv. Julie Ouellette, coordinator of the **French Immigration Network of Prince Edward Island (RIF)** is a group providing concrete support to PEI’s Acadian and francophone community to increase its numbers through immigration, refrancisation, migration/repatriation and francophilia. They ensure the development of activities, services and resources and circulated a [survey](#) to complete by August 21.
- xvi. **AER Reconciliation Sheet** – The Infrastructure Secretariat asked municipalities to confirm an AER reconciliation spreadsheet by July 7.
- xvii. **Hyndman & Company** has joined Westland Insurance, effective Dec. 1, 2022 and can be reached at charlottetown@westlandinsurance.ca or 902 566-4244.
- xviii. Richard Hepp, of [eMission Software Inc.](#), has software solutions for municipalities with third-party funding for their clients that will pay for the entire project cost so there is no out-of-pocket cost for Miltonvale Park to access substantial funding for building energy consumption analysis, infrastructure retrofits, and capital projects, and sent a [link](#) to check eligibility.
- xix. **Terry Fox Run**–September 17th, 2023 is the 43rd annual Terry Fox Run. and is an excellent opportunity to bring the community together to make a meaningful impact. callie.pinnock@terryfox.org
- xx. Ramona E. Blinn, research assistant for the Canada Research Chair in Acadian and Transnational Studies at Université Sainte-Anne, is updating a research project about municipal twinnings between towns in the

- Maritime Provinces with other cities or towns, either in Canada or internationally, and wanted to confirm we had no twinning projects.
- xxi. Recreation PEI -CPRA's [Summer 2023 Green Jobs](#) funding is open until June 23, 2023.
 - xxii. [First Aid Course](#) -Recreation PEI is hosting an Emergency First Aid + CPR-C course at the Royalty Centre on August 29 at a cost of \$70+HST.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

i. **Environment and Community Living**

- a. **Watershed** –The Cornwall and Area Watershed Group's Canada Day tree Give-A-Way was very successful. Although, not the entire selection of trees originally listed for the Canada Day Tree were available from the Provincial Nursery, over 640 trees, shrubs and bushes of the substituted trees were given away with approximately 150 remaining, which can be used for late summer/early fall events. The monthly meeting took place Wednesday July 12th. Julie Pellissier Lush attended to discuss her potentially joining the board and providing a connection with L'Nuey and the Native Council of PEI. A presentation was made to Karalee MacAskill for her time spent as the CAWG coordinator.

It was noted that the Community Park could use more trees. Mayor Parker will see if Kent, which currently has large trees on clearance could provide some at a good price. Councillor Doucette noted that he has an excavator, if needed.

On June 29th Councillor Taylor attended a seminar in the FCM Planning for Net Zero series and will share the video when it is available.

b. **Projects**

1. **New Horizons for Seniors (2023-24)**– The “PEI Through the Years” Project has a bus tour planned for July 26 to Roma, Basin Head and Elmira, at a cost of \$15 for residents and \$25 for non-residents. The next tour is being planned for August 24 to Lennox Island and Green Park. Other activities will include five Lunch and Learns, a basket weaving workshop, how to play cricket, mindfulness session, another speaker on an Indigenous topic, four dance classes, two walks on heritage roads of PEI, a concert celebrating Black culture, three book club meetings, and more food presentations: Aug. 23, Sept. 15, Oct. 17, Nov. 21, Dec. 6, and Feb 6, 2024.
2. **PEI Seniors Secretariat Funding 2023-24** – A proposal was submitted for \$3940 for a “**Miltonvale Park – Senior Matters**” project; however, project funding has not been announced yet.
3. **Active Transportation Plan** – Although a draft plan was expected by the end of June, it has not yet been received.
4. **PEI 150 Celebration Fund** - Two projects were funded and held.
 - i. An **antique vehicle show** was held on Saturday, June 17, 2023. A report for funders needs to be completed, and a trophy will be purchased for the People's Choice Award.

- ii. **Canada Day** – The report needs to be completed.
5. **Canada Day** – The Canada Day celebration was very successful with lots of great comments from attendees. The report is due to Canadian Heritage by the end of July. The amount of food purchased and prepared seemed good, although hot dogs and chocolate milk did run out. Special thanks should be extended to Pat Cosh for all her help as she volunteered for most of the day in very hot conditions.

Motion 2013:66 – Moved by Councillor Jamie Taylor, seconded by Councillor Rose Ramsay **that Pat Cosh be given \$100 and have her fees waived for both seniors bus tours this summer in recognition of her ongoing and much appreciated volunteer assistance at Canada Day.** Motion carried, 3-0.

6. **ParticipACTION** - [Community Challenge Grants](#) - **Come Try Pickleball** was not well attended on Saturday, June 24. **Come Try Karate – Tuesday, June 27** had six participants. There was no interest in Sunday morning soft ball. The "Walk More than the Mayor" Contest saw six people walk more than Mayor Hal Parker: Dana Coles, Ernie Coles, Florence Coles, Darryl Walker, Dianne Garnham and Leone Curtis. The virtual walk/swim to Milton, England was completed, and residents accrued enough steps to also get half way back to PEI. Miltonvale Park finished in 2nd place in PEI. Summer student Tanner MacKinnon submitted the required report for those who finished in the top five in each province. Tignish was in the top five in Canada, so has a very good chance of winning for PEI. The announcement of winners is expected by July 27, 2023.

d. **Activities**

1. **Yoga** continues on Tuesday mornings at 8:30 a.m. for mat and 10:00 a.m. for chair classes.
2. **Pickleball** – There are free youth Learn to Play Pickleball classes on Monday and Wednesday mornings at the park from July 17- August 9. These are sponsored by the municipality, but run by the pickleball players.
3. **Cricket** – The cricket players did ask to use the field July 3-4. Tanner is organizing a come try/intro cricket event for seniors.
4. **Baseball** – Charlottetown Minor Ball has booked the field Monday-Thursday evenings and Saturday mornings, and added Wednesday and Thursday afternoons from 2-3:30 for Baseball PEI Clinics.

e. **Park**

1. The summer staff are trying to kill the weeds on the trail with salt and are reviewing the safety inspection for needed updates.
2. Park rentals include Andy Matheson on September 16 for a gathering, Rev. Ralph Moore for a grandchild's birthday on July 22 and Barb Arsenault has booked the shelter on September 2 for a family gathering.
3. The septic tank needs to be pumped again.
4. There appears to be an apple scab fungus on some of the trees. The following people were suggested as possible resources: Kevin at the Grove or Mike Beamish from Warren Grove, or Jeff Boyle.

f. **Community Pasture** – The CAO still needs to prepare a lease for Earl Hambly to sign regarding the pasture.

g. **Community signs** – A new Welcome sign was installed on Rte. 2 in Springvale. The CAO will order a new sign for the intersection of Rte 7 & 2 and a new one for the entrance to North Milton from Oyster Bed Bridge.

- h. **APM Centre** – The APM Center needs to overhaul both 454xl compressors, and have chosen Black & McDonald to do so for \$20,970.00 + taxes.
- i. **Transit** – Transit to the Sleepy Hollow area started June 1 with Rte. 11. The bus leaves Royalty Crossing Mall at 6:45 a.m., 7:15, 11:30, 3:15, and 4:45 and leaves the intersection of Royalty Road and Sleepy Hollow Road at 6:56, 7:29, 11:50, 3:27 and 4:57.
- k. **Trees** -The CAO didn't apply for any funding programs for trees. The 2 Billion Trees fund may reopen in the fall.

iii. **Emergency Measures**

- a. **PEI Disaster Financial Assistance Program for Municipalities** -the application for funding to recover costs for Fiona is due by fall 2026.
- b. **Radios** –The topic of radios was referred back to the EMO committee which hasn't met recently.
- c. **Generators** – The office has not heard back from Anson Grant of the North River Fire Department about a possible donation of portable generators.
- d. **Emergency Preparedness Presentation** – The Milton Community Hall organized a presentation on July 17 about emergency preparedness. EMO staff left a box of emergency preparedness guides for distribution.
- e. **Council's generator** still needs to be levelled and secured. It was suggested that a cover could be installed over the generator, or a lean-to added to the building, that has breathable sides, or a screen to protect it from the snow. The CAO will check with the hall's board of directors.
- f. **Possible Emergency Preparedness Workshop Opportunities**
 - a. **Chainsaw maintenance, operation and safety** – A course on chainsaws may fit in with Milton Hall's MVP project.
 - b. **PEI EMO Emergency Preparedness** – One was recently held.
 - c. **Generator Maintenance, Operation and Use** – Generators would also be an important topic for a public presentation.

iii **Personnel Committee**

- a. Council still needs to approve a **contract** for the CAO when it is prepared.
- b. An employee code of conduct also needs to be developed and approved.
- c. **Summer Students** – It appears that Ruth Awuja is not eligible to work until her parent receives permanent residency. She will volunteer at the park for the summer. The municipality may still be able to hire another student through the **Jobs for Youth** (#399D15NP) position which had been funded for eight weeks at \$15.08 hour. Caroline Mader was hired through Canada Summer jobs and is working out really well. The CAO, Ruth and Council's usual winter employee, Joy MacIntyre, completed an emergency first aid course on July 13.

Motion 2013:67 – Moved by Councillor Leo Doucette, seconded by Councillor Rose Ramsay **that Ruth Awuja be awarded an honorarium of \$400/weekly for volunteering at the park.**
 Motion carried, 3-0.

iv **Finance/Payment of Accounts**

- a. **Remittance** –The remittances were paid for May and June.
- b. **Reports and Payment of Accounts** – The unreconciled financial statements were reviewed. The income to June 30 totaled \$94,885 and included grants of

\$92,730 and fees and rent of \$2,125 and expense recovery of \$30. Expenses totaled \$104,335, and included administration of \$23,910, facilities \$8,000, fire protection of \$42,570, planning of \$3215, community development of \$3755, and recreation and parks of \$16,635, for a loss of \$9,445. Total current assets are \$687,210, with capital assets of \$57,295 and other assets of \$19,520. Current liabilities total \$329,555, but include \$284,060 of deferred revenue. Equity totals \$434,470. The accrued interest on investments this year is \$3600.

c. The MRSB **auditors** were onsite on July 5-6 to perform the annual audit.

d. **Agreement with Warren Grove** – The shared service agreement for the office space was to be reviewed after 6 months. The office has been receiving \$300/month rent but has had no inquiries or visits.

Motion 2013:68 – Moved by Councillor Leo Doucette, seconded by Councillor Rose Ramsay **that Warren Grove be charged \$100/month** if no inquiries, plus \$40/hour for inquiries/visits billed in 15-minute increments for a three-month trial period. Motion carried, 3-0.

e. **Municipal Capital Expenditure Grant -MCEG** -An amending agreement was signed to extend the MCEG for another year. This grant returns 10% of the pre-tax cost of capital purchases to the municipality.

9. REPORT FROM CAO – Since the last meeting, the CAO sent regular email updates with events, coordinated Canada Day, prepared for the audit; oversaw the ParticipACTION entry, and prepared a newsletter. Activities to be completed Reports to funders: Innovation PEI (Canada Day and Car Show), Canadian Heritage (Canada Day), a Code of Conduct Policy for Employees (s 86-2-f) and Terms and Conditions of Employment (section 95); EMO radios, the park EV project application, lease for the pasture, organize seniors activities, and apply for the GST rebate, along with supervising summer students.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

1. Permits Issued since last meeting

a. Permit 2023-11 was issued on 06/28/2023 to PID 444240 at 203 Sleepy Hollow Road to construct a deck, study room, and sunroom (Application MP-1202).

2. **Appeals** – The municipality has not received an update on the IRAC appeal for application MP-1180 in which PID 700443 was denied an application to sell cars from the property. The applicants cancelled their appearance at the mandatory Alternative Dispute Resolution session at IRAC the morning of the session.

3. **Enforcement** – Legal action is proceeding against the property owner(s) of PID 283085, who placed fill without a permit and have not completed Application #MP 1199. Legal fees are approximately \$6000.

4. **Applications in progress** - In most instances, more information is required to finish processing the following applications:

a. Application #MP-1196- **PID 281634** - to construct a house on the South Winsloe Road.

b. Application #MP-1195 to construct 23 new single unit dwellings at PID **444232**.

c. PID **901769** – for a single unit dwelling and private garage.

- d. PID **283739** -Final approval for the next two phases of the subdivision. A newer version of the survey plan was submitted. The developer has paid the City for half the cost of the lift station improvement. The City is also looking for an agreement for an easement. The municipality has given preliminary approval for stages 2 and 3, and will grant final approval when the City of Charlottetown's outstanding issues have been satisfied. The City wants the full payment plus a letter of understanding that the easements will be obtained,
- e. Application #MP-1182- PID **700443** - Rezone from Agricultural (A1) to Commercial (C1).
- f. Application #MP-1198-PID **283325 & 658799** - Rezone from Commercial (C1) and Agricultural (A1) to Light Industrial (M1) and lot revision.
- g. Application #MP1205 PID **281030** for a single unit dwelling
- h. Application #MP1207 PID **241059** for change of use.
- i. Application #MP 1208 PID **922740** for a single unit dwelling.
- j. Application #MP 1209 PID **280792** for a 1 lot off subdivision.
- k. Application #MP 1210 PID **281790** for a 1 Lot off subdivision
- l. Application #MP 1211 PID **1093806** Old Rte 2 Rd. for ground mounted solar panels

5. Applications requiring input:

- i. **#MP-1200 SD** -Development Review and Recommendations from the Development Officer. The applicant proposes to subdivide Parcel #281030 (Agricultural Use) onto three lots. The property is located at Crabbe Road, Springvale. The Applicant formally applied to receive a variance of 43% on its frontage in lot #2, to allow reduced frontage of 100 ft, rather than the minimum requirement of 175 feet. There is also a panhandle lot permitted from the parcel. The site suitability of the lot is a Category II

Subclause 3.14.4. of the *Miltonvale Park Development Bylaw* notes that Council may grant a variance in excess of 10% but not exceeding 50% of the minimum frontage , and clause 3.14 5(b) states, “before Council considers a variance in excess of 10% the Development Officer shall provide written notice by ordinary mail or hand delivery, explaining the details of the proposed application, to all Owners within 152.40 m (500 ft) of the boundaries of the subject lot and give them the opportunity to comment on the application within 14 days of the date of the notice”.

Subclause 6 indicates that Planning Board shall consider the application, having regard for subsection 1, the input received from the public, and the policies and objectives of the Official Plan and shall make a recommendation to Council.

Where Council decides a variance application could have a Significant effect on adjacent Parcels or Parcels in the general vicinity of the Lot, or when Council decides insufficient input has been received, Council may require that a public meeting be held pursuant to the provisions of Section 3.16 of this bylaw. (Subclause 7)

The variance doesn't exceed 50% of the minimum frontage standard; 25 letters were distributed to neighbours, and three phone calls were received at the office; however, no one submitted written comments. The Development Officer recommended that the variance be approved.

Planning Board Recommendations:

1. **As letters were sent to all neighbours within 500 ft, and as the application would not have a significant effect on nearby parcels, that a public meeting not be required.**
2. **Following the advice of the Development Officer, and noting that the parcel is partially treed, and the site of a former shale pit, recommend that Council approve the 43% variance to the road frontage of lot 2 proposed for PID 281030.**

Motion 2013:69 – Moved by Councillor Leo Doucette, seconded by Councillor Jamie Taylor **that Council accept the Planning Board recommendations regarding PID 281030 to approve a 43% variance to allow reduced frontage for Lot 2.** Motion carried, 3-0.

- ii. **Rezoning - PID 283325 and 658799** – A public meeting was held on May 30 regarding rezoning PID 283325 and a 1.8-acre portion of 658799 to Light Industrial (M1) for an autobody shop. The operation is currently non-conforming; therefore, no increase in lot area or intensity is presently allowed. After the June 1st Planning Board meeting, a letter was delivered to the owner of PID 283325 asking him to present a plan of action to address all the concerns of neighbours regarding his application to rezone from Commercial (C1) and Agricultural (A1) to Light Industrial (M1).

Planner Samantha Murphy's report reviewed the application with respect to the Bylaws and public comments and noted that "The proposed severance and consolidation that would be enabled through this change in designation and zoning appears to be in compliance with the bylaw. Development-related considerations, including operational expansion and access would be considered at the development stage."

The planner analyzed it as follows:

- a) conformity with all requirements of this Bylaw; **Consistent**
- b) conformity with the Official Plan; **Generally consistent** – potential loss of resource lands
 Future Development Concept and Goals - **Generally consistent**
 - 8.1.3 **Agricultural Protection -Weighing required** (protect agriculture land, require buffers)
 - 8.2.1 **Non-Resource Commercial and Industrial -Weighing required** (supports existing business and reasonable growth, mitigating loss of agricultural land)
 - 8.2.5 Industrial Zone **Generally consistent** (Plan Action C17 -non resource Industrial uses re-zoned)
 - 9.2.1 Surrounding Land Uses Policy -**Generally consistent**
 - 10.2.5 Wellfield Protection Policy - **Consistent**
- c) suitability of the site for the proposed Development - **Generally consistent** The property is already industrial, but currently non-conforming (There may be a concern about potential impacts of other uses if rezoned, which would be limited by Transportation, buffers and any bylaw requirements).
- d) **compatibility of the proposed Development with surrounding land Uses, including both existing and other permitted Uses; Weighing required**
- e) **any comments from residents or other interested Persons; Weighing required**
- f) adequacy of existing or proposed water supply system, Sewerage Disposal System, road access, storm water management, electrical services, Parkland for

accommodating the Development, and any projected infrastructure requirement;

Consistent (further expansion requires Highway's approval)

g) impacts from the Development on pedestrian/vehicular access and safety, including public safety generally; **generally consistent**

h) compatibility of the Development with agricultural, environmental, scenic and heritage resources; **generally consistent (could have subdivision agreement – parking lot, configuration, setbacks, buffers, financial guarantees)**

i) impact on municipal finances and budgets; **not applicable**

j) **other matters as considered relevant by Planning Board or Council. -weighing required**

It was noted that the Residential use becomes non-conforming, if the property is rezoned to Industrial. The loss of resource lands could be mitigated by returning the front portion and other portions of adjacent properties to agriculture use. The proposed changes should significantly improve the appearance of the operation. It was also noted that regarding the potential future use of the property that currently resource industrial uses are permitted as-of-right in the A1 zone, and these uses could also be similar in impact to a non-resource industrial use.

The public commentary was mixed, both at the meeting and in the letters received.

Someone at the public meeting suggested Council find alternate ways to permit the proposed expansion and moving the location of parked vehicles (through the boundary line adjustment) without applying for a re-zoning that would open the door to other industrial uses over time. There was also a suggestion to move automobile shops from the light industrial zone to the commercial zone

There was support for consolidating the parking behind the building and removing existing parking from in front of the building and on PID 458910, provided this does not expand the total number of vehicles parked on site;

There was also support for bringing the zoning in line with a use that has been permitted on the property for 30 years and the expansion of a successful thriving business;

And there was support for the application as a local business;

There were no concerns about the expansion from the Charlottetown Water and Sewer Utility and they supported the removal of vehicles currently parked near the wellfield.

Concerns raised included:

- dust and air quality, noise, hours and days of operation and changes in use over time from the original autobody shop to what was described now as a junkyard;
- the aesthetic impact of the existing operation on the rural character, and the right of residents to enjoy their property;
- questions about impact on soil quality, stormwater drainage, and groundwater;
- compliance with the objectives of the special planning area, in particular the loss of agricultural lands, and compliance with the Official Plan relating to the distance of

subject property from the other existing industrial areas, the lack of discussion of industrial zoning in the vision statement in Section 5.1 of the Official Plan, the conversion of primary resource lands into non-resource uses, and the difference in policy and plan action language between the commercial and industrial sections of the Official Plan regarding amendments to commercial or industrial uses. No permit was issued previously to allow parking on the agricultural land which was proposed for mitigation.

- history of non-compliance
- resumption of sandblasting, and there was request that a building to be used for this activity.
- residents didn't want the operation to become a salvage yard.
- and there were concerns about the impact on property values in the area.

The planner suggested four options:

1. Approve change in zoning to the front parcel only which would not permit the parking to be expanded; and would not address other concerns, such as noise, dust, and hours of operation.

2. Approve change in zoning for both parcels. If this option is chosen, the municipality should ensure that severance and consolidation take place so PID 658799 is not a separate industrial parcel. This would legitimize parking. A development agreement could include clauses to address issues: number and placement of vehicles, fence to stop encroachment, stipulation that blasting occur indoors. The future Land Use Map would need to be changed.

3. Deny – In this case, the municipality should begin enforcement action regarding the location of parking and encroachment.

4. Consider Bylaw amendments – Council could permit auto shops in C1 and rezone all requested areas to C1 OR add site specific amendment options for automobile shops in C1 zone; however, the plan and bylaws were developed to limit areas of discretion, AND/OR clarify that salvage yards are prohibited in all Zones

Development Agreement:

If approved, a development agreement would be signed. According to the Development Bylaw, buffers are required (clause 4.17) Between adjacent land Uses, **a minimum 4.5 m (14.76 ft) wide Landscape Buffer** shall be maintained, **or** in the absence of a Landscape Buffer, **a Fence of a type that forms a visual barrier** shall be Erected, on the **Side Lot Line and/or Rear Lot Line of a Lot**, to be developed where: A resource or non-resource commercial or Industrial Use abuts a **residential**, tourism establishment, or public service and Institutional Use along the Side Lot Line or Rear Lot Line;.... Where a resource or non-resource commercial or Industrial Use abuts a Residential Use the:

- a) **Exterior lighting or illuminated Signage** shall be arranged so as to **deflect light** away from the adjacent Residential Use; and
- b) **Outdoor Storage shall be prohibited unless it is screened** from view by means of a Landscape Buffer of adequate size or architectural screening such as a wall, Fence or other appropriate Structure

4.23.4 Where Parking is provided in the Front Yard of a non-residential Building, **a minimum 3 m (9.8 ft) wide area of Landscaping shall be provided between the Parking and the Highway boundary** but shall not prevent the provision of an access driveway across the strip of land.

Other requirements could include:

1. Outdoor storage of automotive parts not related with the main activity shall be prohibited.
2. A minimum number of Parking Spaces shall be provided for the proposed use: 1 per 300 ft² or as required by Council.
3. Restriction of work hours of operation of the business to ensure noise does not cause harm to adjoining properties. For example, the activities shall be limited to hours between 7 am and 7 pm Monday to Saturday.
4. A building or structure shall be constructed to reduce, and control the emission of sand/soda blasting at the business.
5. Dust control measures that mitigate adverse effects on neighboring properties. For instance, paving the entrance and front parking or regularly using a water truck.
6. Compensate for the lost of Agricultural land by returning other lands to agricultural use.
7. The provision of a storm water management plan to ensure there is no run-off of water to adjacent properties, and information describing the proposed flow of storm water from the lot.
8. Preservation and enhancement of water drainage systems.
9. Environmental requirements. The owner agrees to comply with applicable laws regulations, conditions, licenses, permits, approvals or other requirements related to the development, including but not limited to requirements of the Department of Environment, Energy and Climate Action, the Department of Transportation and Infrastructure, and any other federal or provincial department or agency.
10. Posting of a financial guarantee fund or bond of 10% of the associated cost to comply with all the requirements should be provided in order to enforce the agreement in case of non-compliance. If all requirements are met after a period of time, the amount of money would be returned to the owner with interest. Another option could be that the financial guarantee fund could be released in milestones when each requirement or improvement is complete.
11. In the future, if other Light industrial uses are proposed to be implemented, they would need to have the approval of the Department of Transportation and Infrastructure of the Province.

Planning Board had discussed possible conditions, such as hours of work but some of their members felt it was best to keep restrictions as simple as possible. It was noted that nearby residents live along Rte 2, which comes with the expectation of some noise. The developer had previously tried to erect a building for soda or sand blasting but because the property is non-conforming, expansion is not allowed. The members of Planning Board could not see a compelling reason to deny the application, especially if the cars could be screened from view, and concerns of nearby residents addressed; however, they did not make a recommendation at their last meeting. Council is waiting for a response from the developer.

6. Proposed Bylaw, Official Plan Changes

If the Future Land Use Map is updated, as required, to allow rezoning to Industrial, Planning Board and Council should consider if there are other amendments that should also be made, such as amendments to help address the housing crisis.

- i. The planner suggested the Bylaw should be amended where the Agricultural (A1) zone's permitted uses are discussed, by deleting a section on p.43. 9.2.1. **PERMITTED USES 1. No Building or part thereof and no Lot with a Lot Area of 42,140.57 m² (3 acre) or less shall be used for purposes other than ...**
- ii. It appears that renumbering may be required at Pg 12, section 3.14.
- iii. **Cottages** – An inquiry was made recently to erect approximately four cottages on a property. Currently, a **Tourist Establishment** *means an establishment that provides temporary accommodation for a guest for a continuous period of less than one month, and includes a Building, Structure or place in which accommodation or lodging, with or without food, is furnished for a price to travellers. A tourist establishment would be allowed in the Serviced Residential, Residential, PURD, and Agricultural Zones, but appears to be limited to one building or structure. The bylaw does not appear to define or allow “cottages.”* The Development Officer, Mirko Terrazas had noted that the Rural Municipality of North Shore, which is more tourist-focused, allows cottages with the number scaled to the size of the property. Cavendish allows two cottages to be hooked to one septic system.

Planning Board had recommended to Council that Miltonvale Park investigate establishing cottages as a permitted use; however, as there were several Councillors not in attendance, and this would be a significant change to the agricultural community, Council deferred the discussion.

7. Other

- i. **Waiving of fees** for Fiona -related Development and Building permits. The Province of PEI is waiving fees for development permits and building permits for PEI residents repairing or replacing residential structures damaged by Hurricane Fiona until March 31, 2024 through the [Fiona Property Support Initiative](#). The Department of Housing, Land and Communities will reimburse municipal planning authorities for permit fees associated with implementing the Fiona Property Support Initiative for municipal residents. Refunds are available for fees already paid on eligible projects, since Sept. 24, 2022) by applying with receipts to the provincial or municipal planning authority. All applicable building codes, subdivision and/or development regulations will still apply.
- ii. there was an inquired as to whether a portion of a property could be gifted to a child or children. This would only be possible if the lot were eligible to be subdivided.

11. INQUIRIES BY MEMBERS OF COUNCIL

Councillor Ramsay suggested that Council consider hosting a Meet the Council event at the hall in September or October, such as a pancake breakfast.

It was confirmed that the hall could be used as a cooling center when hot weather is experienced, if it is not previously booked.

12. OTHER

13. INTRODUCTION AND READING OF BYLAWS -There were no new bylaws.

14. ADJOURNMENT

Motion 2023:70 – Moved by Councillor Leo Doucette **that the meeting be adjourned**, and Mayor Parker declared it so at 8:24 p.m.

Mayor

CAO

September 20, 2023

Date approved

Next Meetings, if required in August, are the Wednesday August 16th 7 p.m. Council Meeting, and Planning Board on August 3 at 7 p.m., or Sept. 20 for Council and Sept. 7 for Planning.