

Rural Municipality of Miltonvale Park Council

MINUTES

Milton Community Hall

7:00 p.m. April 19, 2023

Present: Mayor Hal Parker, Councillors Paul Poole, Spencer MacDonald, Rosemarie Ramsay, Jamie Taylor, Leo Doucette, CAO Shari MacDonald, Residents Therin Neill, Jean Neill and Steven Thomsen

Regrets – Councillor 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 conflict-of-interest issues reported.

3. APPROVAL OF AGENDA

Motion 2023:32 – Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald that **the agenda be approved with the addition of two planning items to “12. Other”, to be addressed in a closed portion of the meeting.** Motion carried, 5-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

Therin and Jean Neill and Steven Thomsen live at 380 and 360 Rustico Road near the Crabbe Road-MacKenzie Road intersection. They noted there have been three accidents in that area in the past two months, with the latest two occurring on April 12 and 14, 2023. They have been contacting the Department of Transportation, but have not had any response to date. They requested that the municipality assist in making the intersection safer and suggested increased signage, lowering the speed limit and trimming the trees on the Crabbe Road. They have noticed increased speed on the road, as well, traffic has increased on the Crabbe and MacKenzie Roads. An RCMP who attended the accidents on April 12 and 14 noted that he was there a lot, and that if a request was made via the municipality, they could increase patrols in the area. There is currently a flashing light on the stop sign on the Crabbe Road. Although speed was believed to be a factor in one of the accidents, it was felt that the poor visibility contributed to the other two. Other suggestions discussed at the meeting included a flashing yellow light on Rte 7, or a flashing overhead light over the intersection, additional speed sentry signs. If additional speed sentry signs are ordered, Councillor Poole believes he may have a post that could be used for installation.

The Neills also requested a “School Bus Turning” sign for 447 MacKenzie Road, where the bus backs into the driveway and turns after picking up their grandchildren.

The CAO will contact Department of Transportation and the Premier’s assistant, Kent Dollar, and will update Mr. and Mrs. Neill.

Jean and Therin Neill and Steven Thomsen left the meeting at 7:18 p.m.

Councillors discussed various suggestions to improve the situation. Councillor MacDonald will discuss the issue with some of his contacts in law enforcement. If lights were installed, a new “lights ahead” sign may also help drivers be more aware of the intersection.

5. ADOPTION OF MINUTES

Motion 2023:33– Moved by Councillor Jamie Taylor, seconded by Councillor Rosemarie Ramsay that **the minutes of the March 15, 2023 Council meeting be approved as circulated.** Motion carried, 5-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Hall Elevator and addition** – The CAO is working on the application for the [Community Revitalization Program](#). The project will be re-tendered.
- ii. **Speed Sentry** – The speed sentry sign on the Crabbe Road is now operational. Thanks were extended to Councillor Poole for his efforts in programming the unit.
- iii. **EV charger** - The CAO is still waiting for the electrician’s estimate for electric vehicle chargers.
- iv. **Shared Office Space** – The municipality has been receiving \$300 monthly from Warren Grove for the shared office space agreement.
- v. **Leaky Toilets**- Staff are confirming the information that Warren Grove would like on the brochure, and then will order 1000.
- vi. **Name Tags** – The Council name tags were ordered on April 17.
- vii. **Bus Stop** – The CAO will contact the bus company regarding a stop in the municipality. A Park ‘n Ride site would be very convenient. It was believed that T3 Transit may currently be hosting a survey on its website.
- viii. **Federation of PEI Municipalities (FPEIM) Annual Meeting** – Councillor Ramsay and Mayor Parker are registered for the AGM in Souris on April 24. Perlene Morrison of Stewart McKelvey offered the CAO a complimentary registration, so she will also attend

Motion 2023:34– Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **Council approve the cost of two registration fees, mileage and a door prize for the FPEIM Annual Meeting on April 24, 2023.** Motion carried, 5-0.

- ix. The **Federation of Canadian Municipalities (FCM) Annual Conference** – The early bird deadline for this conference in Toronto is April 21. Mayor Parker is no longer contemplating attending.
- x. **Strategic Planning** – Councillors Poole, MacDonald and Frizzell are no longer able to attend the strategic planning session scheduled for Saturday, April 22 9-noon. It will be rescheduled for Thursday, April 27 at 7 p.m.

7. READING OF CORRESPONDENCE

- i. **Canada Day** –Celebrate Canada Funding of \$840 was received from the Department of Canadian Heritage. The flag at the park was taken down over the winter.

- ii. **Donation Request** -Sheila Curtis is competing in the Nova Scotia Wood Carving Show May 5-7 in Dartmouth and also taking entries from Orville Curtis. Council's donation policy supports request of this type.

Motion 2023:35 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette that **the municipality donate \$100 to Sheila Curtis towards costs of competing in the Nova Scotia Wood Carving Show**. Motion carried, 5-0.

- iii. Dennis Jones, a new resident in Meadowvale Community, was interested in whether there is **co-ed softball** league at the park, and may be interested in starting a league, possibly on Sunday mornings. A part of the Community Challenge ParticipACTION project was to have weekly pick-up softball in June for all ages, so we may be able to work together.
- iv. **Family Violence Prevention Week - May 15-21**–The Premier's Action Committee for the Prevention of Family Violence is awarding twenty \$200 mini-grants on a first-come, first-served basis (20 available) from April 11-24. The CAO applied for the usual blanket making activity. The municipality can also order posters, purple ribbons, and tattoos.
- v. **Business Payroll Survey** -The CAO completed the most recent Statistics Canada survey.
- vi. **PEI 150** – The contracts with Innovation PEI for the car show and enhanced Canada Day were received, signed and returned. Efforts will be made to purchase items from PEI businesses.
- vii. **Regular emails and/magazines/updates** were received from ParticipACTION, Water Canada, Turf & Rec, SAB Magazine, Municipal Info Network News, and FCM
- viii. **Infrastructure – Canada Community Building Fund (CCBF)** - Miltonvale Park's 2022-23 audited Annual Expenditure Report (AER) is due by May 15th.
- ix. **Recreation PEI Newsletter** – The newsletter contained information on membership renewal, a playground inspector course, True Sport, CPRA News, "Support your Sport" Goldrush fundraiser, Indigenous Community Active for Life, Game time Playground Grant, Winter Cities Toolkit, and an arena logbook.
- x. An invitation to the **FPEIM Annual General Meeting** in Souris on April 24 and information for the meeting was circulated to Council members.
- xi. **Permit and Subdivision Records** - The municipality received a request from Hope Parnham preparing a State of the Coast Report (SCR) for the PEI Department of Environment, Energy and Climate Action (DEECA). It will be a comprehensive report on the data and information available on PEI's coastline, including natural features and processes; habitat and species at risk; coastal hazards associated with flooding and erosion; an inventory of coastal infrastructure; coastal municipalities; and, coastal development trends. As the PEI Planning Decisions data is no longer available, she was requesting the past five years of permit and subdivision records approved by the municipality. The CAO forwarded the information to Ms. Parnham.
- xii. **Discover the Earth Day 2023 Campaign!** The 2023 edition of the Earth Day campaign will be circulated on social media. It invites people to take

- action and support environmental organizations across the country on April 22.
- xiii. **Housing Accelerator Fund** –Lori Mayne, FPEIM, shared information about the fund which hopes to accelerate the growth of housing supply and encourage the development of communities that are complete, climate-resilient, affordable, inclusive, and diverse. Municipalities with delegated authority over land use planning are eligible to apply, (tentatively in June for 45 days). There was an [informational webinar](#) in early April, and municipalities are encouraged to start the required housing action plan (which includes supply growth targets and specific initiatives to grow supply) now. The webinars will include information on program details, expected outcomes, and application tips and resources. FPEIM also plans to host virtual Q&A sessions.
 - xiv. **Jobs Canada Fair** invited the municipality to have a free table at their [Prince Edward Island Career Fair](#) on Wednesday afternoon, April 5, 2023, at the Delta.
 - xv. The municipality received a reminder that **Tax Certificates** were due by March 31. They were submitted to Tax and Land by the CAO.
 - xvi. **Atlantic Bugbusters** noted that prices may not be as high as they had originally estimated. If so, they will refund the municipality a portion of the fee paid.
 - xvii. A **Weather Package** was forwarded for March 23-24 and 26 from EMO regarding inclement weather.
 - xviii. The Canadian Association of Municipal Administrators (CAMA) forwarded information on CAMA's position on **Strong Mayor Legislation** and the role of the CAO.
 - xix. **FPEIM March News** (March 22) -Topics included FPEIM priorities (municipal funding and land), FPEIM election priorities, Semi-Annual Meeting highlights, PEI municipalities sharing a national award, Housing Accelerator applications, grants and programs, "On the Move", upcoming events, "Election 2023: Did you know?" and information on FPEIM Award nominations.
 - xx. **CLIMAtlantic Coastal Adaptation Toolkit and new adaptation video.** Recording: [Launch of the CLIMAtlantic Coastal Adaptation Toolkit & new adaptation video.mp4](#). It is available from <https://climatlantic.ca>. The **Coastal Adaptation Toolkit** is online: <https://climatlantic.ca/coastal-adaptation>. Provincial Specialists are available to support the use of the toolkit at <https://climatlantic.ca/about/team>. There is an "Advancing Adaptation Action in Atlantic Canada" Conference on May 24 in Moncton. Complete the [google form](#) to show interest in attending or presenting.
 - xxi. The **National Seniors Council** has launched an [online consultation](#) to learn how to support those wishing to age in their homes and communities. Complete the [online survey](#) by April 14, 2023.
 - xxii. Resident April Taylor donated dark **chocolate** wafers which could be used for Council, Hall or 4-H activities.
 - xxiii. The **FPEIM Election Priority** document was circulated to Councillors. It advocates for tax room and a half-percent property transfer tax to increase municipal revenue and for interim measures to control development where land use planning does not exist, until a provincewide land use plan is implemented.

- xxiv. 2023 is an election year for the **FPEIM board**, and there are still vacancies in Queens County seats on the Board. Applications were accepted until March 29, 2023 for the four-year term. Information was circulated to Council by email before the deadline.

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

i. **Environment and Community Living**

- a. **Watershed** – Councillor Taylor reported on the April 12th Cornwall and Area Watershed Group (CAWG) meeting. Karalee MacAskill, CAWG Coordinator, has been hired as Provincial Watershed Coordinator and will be assisting all watershed groups on PEI and supporting the local coordinators beginning June 1st. CAWG is beginning the hiring process to find a new coordinator.

Ron Bourdon, CAWG board member, analyzed and compared the 2020 and 2021 drinking water and well reports. Councillor Taylor has copies of these reports. Two community wells were shut down due to sewage contamination and several wells show increased sea salt seepage (by 14-30%) over the two years. The 2022 report should be available in late May. CAWG hopes to present the findings at Cornwall's Utilities meeting in May.

CAWG's summer workplan includes the following:

Miltonvale Park Projects 2023

- North River electrofishing sites (17)
- North River assessing Fiona damages (stream crossings and work sites priority)
- Tree planting sites (26) Maintenance, care, assessment of success
- Sediment trap excavation (August)
- Angling trail clean-up (post-Fiona) North River and improving/enhancing angling sites for safety
- Data organizing, communications (website, social media accounts, emails) and events (office attendant)
- Evaluating sediment trap and rock deflector for changes in bedload, substrate, and species composition/density via geomorphic assessment (evaluating success of project)
- Canoe launch renovations

Cornwall Projects 2023

- Hyde Pond restoration- dredging, bypass channel/fish ladder
- Shoreline clean up and assessment post-Fiona
- Events (Water School, stream clean up, tree giveaway)
- Invasive species management
- Naturalization Gallery and naturalization areas - repairs to signage
- Sustainability Committee representation

Five of the eight summer student positions have been filled and the remaining applicants are in the process of being screened and interviewed.

CAWG students are trained and certified through MacPhail Woods, and/or by Karalee. Councillor Taylor suggested that the municipality offer a chainsaw/maintenance safety

course for residents as the post-Fiona clean up continues. Leaning trees, “widow-maker” treetops, mossy and muddy damp ground, and the shift caused by winter winds and snow can contribute to unsafe situations. It was also suggested that generator maintenance and safety classes would be valuable, and that Dave’s Snowmobile Repair could be approached to do a presentation.

b. Projects

1. **New Horizons for Seniors (2023-24)**– The “PEI Through the Years” (Project 018836569) was approved for \$13,125. It includes five Lunch and Learns, two bus tours, and eight PEI food presentations as well as a basket weaving workshop, how to play cricket, mindfulness session, two speakers on Indigenous topics, four sessions of dance classes (square dance or Irish or English country dance), two walks on PEI heritage roads, a concert celebrating Black culture on PEI, and three book club meetings. The food presentations are scheduled for Friday, April 21; Thursday, June 15; Wednesday, August 23; Friday, September 15; Tuesday, October 17; Tuesday, November 21; Wednesday, December 6; and Tuesday, February 6, 2024. Staff has reached out to L’Nuey to begin to organize the Indigenous presentations.
2. **2022-23 New Horizons for Seniors – Year of Canada.** The final French classes were held, although attendance dropped off. Aletha Coady’s armchair travel presentation about her trip to Dubai, on March 16, was very interesting. Betty Pryor is doing a presentation about growing up in Newfoundland. The moonlight snow shoeing was cancelled due to Covid, and then weather. The Literary Lunch on March 22 saw six readers very much enjoy lunch and the opportunity to talk about books. They would like to continue in some form. The very interesting maple syrup presentation with David Hooper and pancake lunch on March 29th had 21 people attend. Staff are working on the report which is due April 30.
3. **PEI Seniors Secretariat Funding 2022-23 –Senior ABC’s: Art, Bus Trip & Cons-** A lunch and learn on financial safety was held on March 28 with 14 people. The final report was submitted. The deadline for the 2023-24 [Seniors’ Secretariat Grants application](#) is April 21. Successful projects should reduce social isolation, promote positive images of aging and address ageism or financial security and safety, support aging in place, and age-friendly initiatives. It was suggested that the municipal application include hired transportation to pick up seniors. A suggested topic was how to senior-proof a home. Councillor Ramsay and the CAO will submit an application for a project.
4. **Active Transportation Plan** – An amendment was signed to extend the Active Transportation Plan contract. Nadine Lowes from the Dunne Group reported that the plan is approximately 75% finished, but she needs information from Province in order to complete it.
5. **[PEI 150 Celebration Fund](#)** - Both applications were funded for \$2500 and the first installments of \$2000 each were received.
 - i. An **antique vehicle show** is planned for Saturday, June 17, 2023 at Charlottetown Metal Products (CMP) Collectors of antique cars, tractors and motorcycles will be invited to display their historic vehicles to the general public at a free show from 12- 4 p.m. on June 17th (rain date June

24). There will also be family entertainment provided, including bingo, live local music, balloon animals and face painting. Canteen service will be available. A "People' Choice" vehicle will be awarded, as well of certificates of attendance for the vehicle owners. Councillor Doucette may be able to donate food for the canteen and will reach out to Jason Lamont with the Winsloe Lions Club regarding having them run the canteen. A site visit will be arranged so logistics can be determined, and the proposed budget will be distributed to Councillors. There was discussion about having the car show be used as a fundraiser for a worthy cause.

Motion 2023:36 – Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald that **the municipality request donations for the Upper Room Food Bank at the Car Show**. Motion carried, 5-0.

Councillor Taylor will contact the Upper Room to see if they would have a presence at the Car Show, or would be able to pick up food. Some CMP staff will volunteer to help that day and can ensure that water and power are available.

- ii. **Canada Day** - Added to the usual Canada Day festivities will be clowns, stilt walkers, face painters, palm, card and tea leaf readers, and old fashioned games such as tug of war, bingo, and scavenger hunts. A \$840 Celebrate Canada Grant was approved. The Volunteer of the Year Award will be announced.
6. An application was made for an **anti racism grant** for \$3403 to purchase flags, hold two drumming circles, and an unconscious bias workshop. The results have not yet been announced.
7. **ParticipACTION** - [Community Challenge Grants](#) -The municipality was funded \$5000 to provide passes to the PEI National Park, 15 monthly bus passes for those without access to a vehicle and host six "Come Try" pickleball, disk golf, cricket, and line dancing events, six walking/cycling/wheeling get-togethers in June, a "Walk More than the Mayor" Contest, a virtual walk/swim to Milton, England, and weekly recreational all-ages softball games.

c. Activities

1. **Yoga** continues on Tuesdays –9:00 a.m. for mat and 10:30 a.m. for chair classes.
2. Monday and Friday 9 a.m. **exercise** classes will finish for the summer at the end of April.
3. **Line Dancing** on Monday afternoons will also stop in early May.

d. Park

1. DNS Grasscutting submitted a quote that was the same price as last year - \$224.25 including HST, per cut.

Motion 2023:37 – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole that **the municipality contract DNS Grasscutting to cut the grass at the Community Park for the 2023 season, at \$224.25 plus tax, per cut**. Motion carried, 5-0.

2. **Vandalism** – Two youth vandalized the Little Free Library at the park shelter in late March and are on video. The RCMP were contacted and have identified one

of the youth, and believe they know the identity of the other. Options would be to have the youth charged or to have a trespass order issued.

Motion 2023:38 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rosemarie Ramsay that **the meeting move to a closed meeting under Section 119, 1(f) of the Municipal Government Act, to discuss the conduct of existing or anticipated legal proceedings.** Motion carried, 5-0 at 8:15 p.m.

Motion 2023:39 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette that **the meeting return to an open meeting** Motion carried, 5-0 at 8:26 p.m.

RCMP Officer Brent Beatty will be asked if the youth can perform 25 hours of community service, and if that is not possible the municipality will request that a No Trespass order be issued.

3. **Maintenance** - The park needs to have the fields rolled, the trail treated with a salt brine in an effort to eradicate weeds, have new gravel added to the trail and the community garden tilled and compost added. The shelter also needs to be re-opened once the weather improves.

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 still needs to be ordered for Rte. 2 in Springvale. Spruce Grove Landscaping has moved to Winsloe. The CAO will contact them to see if they intend to continue to volunteer to care for the municipal flowerbeds.

h. **APM Centre** – Staff responded to a request for updated assessment information. APM's Expansion Report was circulated to Council.

i. **Transit** – It is believed that the expanded new Sleepy Hollow Route will start fairly soon.

j. **Community Garden** –There is the possibility that the Hooper field across from the hall could be used for a community garden. It could potentially be a project in partnership with the Milton Hall's Mental Well-Being grant. It was suggested that access to water, parking and raised beds would be ideal. Some raised beds could be built using pallets, which are readily available at the Industrial Park. Council could plan this for next year. Seeds could be started at the hall with the grow lamps; for the garden and the hall window boxes. A green house lean-to could be contemplated for the park shelter.

k. **International Cities of Peace/Cities of Peace and Inclusion** – Councillor Taylor shared information on this positive, non-political, non-divisive platform that inspires leaders to create bridges to all parts of the community. Nearly 400 municipalities in over 70 countries on all continents are localizing a culture of peace to prevent, resolve, manage, and transform the ravages of violence. Their vision is to ensure everyone's right to safety, prosperity, and quality of life, and the consensus values of global peace. They are working to certify municipalities as Cities of Peace in order to put in motion a tipping force for global peace. Selvi Roy is a local contact person and more information can be found at <https://www.internationalcitiesofpeace.org/> This group could be a resource for a diversity, inclusion, anti-racism, anti-bullying workshop or presentation.

iii. Emergency Measures

- a. **PEI Disaster Financial Assistance Program for Municipalities** -The municipal application is due by fall 2026.
- b. **Radios** –The purchase of emergency radios was referred back to the EMO committee which hasn't met.
- c. **Cots** –Ten sets of bunk beds donated from the Canada Games are now stored in the hall basement.
- d. **Generators** – Anson Grant, North River Fire Department Chief, is on vacation this week and will respond to the Council office on his return regarding the potential donation of two generators. If two are received, Councillors Taylor and MacDonald may be able to store and regularly maintain them.
- e. The **Council generator** was serviced. It was recommended that it be levelled and secured. Councillor Poole installed a battery tender on it, and suggested that a more permanent structure cover the generator.

iii Personnel Committee

- a. A **CAO contract** still needs to be developed and approved.
- b. An employee **code of conduct** also needs to be developed.
- c. **Summer Student Hiring** – One application has been received to date, and another student visited to find out about the position. No grants have been received yet, but the CAO will begin recruiting and hiring
- d. **Abuse Policy** – The insurance company requires an abuse policy.

Motion 2023:40 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rosemarie Ramsay that **the Rural Municipality of Miltonvale Park adopt the [Abuse Policy](#)**. See Appendix A. Motion carried, 5-0.

- e. **Joy MacIntyre** is still working for the municipality sporadically until a summer student starts working.

iv Finance/Payment of Accounts

- a. **Remittance** –Remittances were paid for March 2023.
- b. **Reports and Payment of Accounts** – The financial statements were circulated and reviewed by Finance Chair Rosemarie Ramsay. Total current assets are \$706,872. Capital assets are \$45,249, with current and total liabilities of \$326,504, and equity of \$445,137. Total revenue for March was \$44,985 (grants of \$41,536, rent and fees of \$650, and expense recovery of \$2800). Total expenses were \$43,535 for a net monthly income of \$1450. Expenses included the following categories: Administrative - \$17,249, Facilities and Public Property - \$3,566, Planning and Zoning - \$5,629. Community Development -\$19,445. Professional Services and Memberships - \$1,243, Recreation and Parks \$5,404. The unaudited totals for 2022-23 are Revenue - \$402,232 (Grants - \$384,459; Licenses, permits and rents - \$12,277; and expense recovery of \$5,496) and Expenses of \$358,793 (Administrative - \$94,432, Facilities and Public Property –

#46,303, Fire Protection - \$90,307, Planning and Zoning - \$26,321, Community Development - \$35,207, Professional Services and Memberships - \$16,756 and Recreation and Parks - \$49,467.

c. Investments

Motion 2023:41 – Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald that **the Rural Municipality of Miltonvale Park transfer \$350,000 from the shares account, \$100,000 from the infrastructure account, and \$50,000 from the Business Chequing account into Redeemable Term Deposits: four of \$100,000 and two of \$50,000.** Motion carried, 5-0.

d. Asset Management Plan

Motion 2023:42 – Moved by Councillor Rosemarie Ramsay, seconded by Councillor Paul Poole that **the Rural Municipality of Miltonvale Park adopt the 2023 Asset Management Plan.** See [Appendix B](#). Motion carried, 5-0.

9. REPORT FROM CAO –The CAO began a Lead the Shift course on equity, diversity and inclusion. Applications were made for summer positions under the Canada Summer Jobs and Post Secondary Student Programs. The report was submitted for the 2022-23 Senior Secretariat Grant, and the New Horizons for Seniors grant is due at the end of April. The Municipal Capital Expenditure Grant documentation was submitted. The CAO developed the abuse policy, sent and posted regular electronic updates with events, and uploaded the election expenses on the website. Items to be accomplished include applying for the provincial grant for the hall elevator project, developing a Code of Conduct Policy for Employees (s 86-2-f) and Terms and Conditions of Employment (section 95); meeting with the Emergency Management Committee about radios, getting the information for the park EV project application, updating the lease for the pasture, holding seniors activities, applying for the GST rebate, completing and having the Infrastructure Annual Expenditure Return (AER) audited, and hiring students.

10. RECOMMENDATIONS FROM THE PLANNING BOARD

i. Permits Issued Since the Council Meeting

- a) **Preliminary approval of Permit 2023-06** was issued on 05/04/2023 to PID 281667 at 1096 Rustico Road, for a subdivision of one lot from the existing parcel.
- b) **Final approval for Permit 2023-06** was issued on 12/04/2023 to PID 281667 at 1096 Rustico Road, for Subdivision of one lot from the existing parcel.

ii. Appeals

- a. There is no decision yet on application **MP-1180**, in which Council denied the application from PID 700443 to sell cars on the property. IRAC has requested the municipality participate in mediation and followed up with the Appellant. IRAC notified the municipality that the

Appellants have retained legal counsel and intend to continue the appeal, although at that time IRAC had not yet spoken with the Appellants' lawyer.

b. IRAC ruled and **denied the appeal** for **Permit 2020-24** which was issued on July 15, 2020 to PIDs 658559 and 856922 at 999 Loyalist Road, Springvale, to erect a 1,084-square foot Private Utility Structure (Photovoltaic Solar Array). The appellants have 20 days to appeal IRAC's ruling which can be found [online](#).

iii. Enforcement

- a. The deadline (April 10) the municipality set to receive the site drainage plan for PID 283085 has passed without receiving the required documentation. A letter was received from their legal counsel and Coles Associates noting they did not feel the site drainage plan was necessary as they intend to submit an application for a commercial development.
- b. A house on the New Glasgow Road was demolished without a permit. A letter was sent to the owners.

iv. Applications in progress

More information required in most instances for the following:

- a. Application #MP-1196- **PID 281634** - to construct a house on the South Winsloe Road on the parcel.
 - 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 subdivision. The City notified the municipality that StrathRae Estates is ready to have services activated, and checked to see if municipality had any objections.
 - e. Application #MP-1182- PID **700443** - Rezone from Agricultural (A1) to Commercial (C1)
 - f. Application #MP-1198-PID **2833325**- Lot Revision
 - g. Application #MP 1199 PID **283085** - Milton Station -Application to place fill
- v. **Query** –The Province asked if there would be support for a tiny home community on the pasture land. No objections were noted.
- vi. **Architects Act Declaration Form** – The municipality has still not heard back from PEI Architects Association regarding the revised declaration form for the municipal permits. The CAO would advise using the newly drafted form in the interim.
- vii. **Conflict with meeting dates** – Planning Board now has two members who are interested in attending CAWG board meetings which are held on the second Wednesday of the month. It was suggested that the first Thursday of the month might be a suitable meeting date for Planning Board. The CAO will check with the resident members of the Board and the Development Officer.

11. INQUIRIES BY MEMBERS OF COUNCIL

It was noted that 2024 is the 50th anniversary of the incorporation of Miltonvale Park, and suggested that activities be planned throughout the year, kicking off with a levee.

12. OTHER

Motion 2023:43 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rosemarie Ramsay that **the meeting move to a closed meeting under Section 119, 1(f) of the Municipal Government Act, to discuss the conduct of existing or anticipated legal proceedings.** Motion carried, 5-0 at 9:00 p.m.

Motion 2023:44 – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole that **the meeting return to an open meeting** Motion carried, 5-0 at 9:30 p.m.

Motion 2023:45 – Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald, that **the municipality obtain legal advice regarding the issue discussed.** Motion carried, 5-0.

The municipality will proceed with enforcement regarding application MP- 1199.

13. INTRODUCTION AND READING OF BYLAWS -There were no Bylaws to approve.

14. ADJOURNMENT

Motion 2023:46 – Moved by Councillor Jamie Taylor that **the meeting be adjourned** and Mayor Parker declared it so at 9:36 p.m.

Mayor Hal Parker

CAO Shari MacDonald

May 17, 2023

Date Approved

Next Meetings:

Regular Council Meeting - Wednesday May 17 at 7 p.m.

Council Strategic Planning - April 27 at 7 p.m.

Committee Meetings – Planning Board– May 4 at 7 p.m. (tentative)

Miltonvale Park Abuse Policy *Approved – April 19, 2023*

1. Policy Statement:

1.1 Miltonvale Park will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment. All Council members, employees and all those representing the Municipality must take appropriate action to protect against harassment and abuse in the workplace and in Municipal spaces.

1.2 The objective of this policy is to prevent harassment and abuse, and to provide procedures for the making and resolving of complaints.

2. Governing Legislation

2.1 This policy operates together with, and as a supplement to, the applicable common law and the following statutes, any regulations or other delegated legislation made pursuant to them:

2.1.1 The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.,

2.1.2 Criminal Code of Canada, RSC 1985, c C-46

2.1.3 *Human Rights Act*, RSPEI 1988, c H-12

2.1.4 P.E.I. Occupational Health and Safety Act (OSA) and Workplace Harassment Regulations

3. Scope

3.1 “Any person who has reasonable grounds for believing that a person has contravened this Policy may make a complaint to the Municipality” **OR** “*All Municipal employees, Council and Committee members, municipal volunteers and users of municipal services and facilities have the right to make complaints*” under this policy. Any employee also has the right to consult and/or file a complaint with the Prince Edward Island Human Rights Commission. Incidents that are considered to be of a criminal nature will be referred to the RCMP, or appropriate authorities, for investigation purposes. The municipal harassment policy is not intended to discourage, prevent or preclude a complainant from exercising other legal rights under any other law.

4. Definitions

4.1 **Emotional Abuse** is defined as but not limited to a chronic attack on an individual’s self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

4.2 **Verbal Abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

4.3 **Psychological Abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

4.4 **Neglect** is defined as but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.

4.5 **Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, discrimination, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome or could have a harmful effect on a person's psychological or physical health or safety.

4.6 **Complainant** – Person who has lodged a complaint against a perceived harasser or abuser.

4.7 **Respondent** – The person who is the subject of the complaint.

5. **Responsibility and Accountability**

5.1 The Chief Administrative Officer (CAO) and Council are responsible for the operation of the policy and procedure.

5.2 The Mayor, members of Council and the CAO are responsible for fostering a work environment that is free of harassment, responding to complaints immediately, ensuring the investigation is carried out promptly, and disciplining those found to be engaged in harassment.

5.3 The CAO is ordinarily responsible for arranging the investigation of complaints, participating in the decision on a formal complaint, and advising on the action to be taken.

5.4 In the case of a complaint against a member of Council, the Municipality would also refer to the Code of Conduct applicable to Council.

5.5 The Personnel Committee will normally advise Council on a complaint. If a member or members of the Personnel Committee were to be involved in the complaint, an appropriate third party will be temporarily appointed to the Committee by the Mayor or Deputy Mayor to make a recommendation on the complaint.

5.6 The CAO is responsible to assist with the formal and informal complaints.

6. **Abuse Reporting Procedures**

6.1 A complaint made pursuant to this policy shall be made within six months (??) after the alleged contravention of the Policy occurred.

6.2 Confidentiality is essential at all levels of the process, including the investigative and resolution stages. The Municipality will not disclose any identifying information about any person involved or the circumstances relating to the complaint to any person unless it's necessary for the purposes of investigating the complaint, taking corrective action with respect to the complaint, or permitted by law.

6.3 The Mayor or his designated "media representative" will respond to all enquiries from any media (TV, radio, newspapers, etc.) and all staff and Council Members should, if approached by the media, refer all such enquiries to the "media representative".

6.4 Retaliation of any sort or in any form against a person who makes a complaint or against a person who investigates a complaint is prohibited and will be subject to disciplinary action.

6.5 Complaints may be reported and resolved on an Informal or Formal basis.

6.5.1 **Informal Complaints**

6.5.1.1 The complaint is not written and resolved through mediation or a facilitated conversation between the parties.

- 6.5.1.2 People who believe they have been harassed may approach any staff or Council member to discuss potential means of resolving a complaint and to request assistance in resolving the matter. This method of resolve should consider the wishes of the complainant. Discussion at this stage is considered informal. The CAO or Mayor or Deputy Mayor should be consulted to provide guidance. If the matter is dealt with satisfactorily to the Complainant, the matter is considered resolved.
- 6.5.1.3 Informal resolution can include mediation, if the complainant wishes to utilize that process.
- 6.5.1.4 The CAO will arrange a mediator if mediation is selected as a method of reaching a resolution.

6.5.2 **Formal Complaints**

- 6.5.2.1 The written complaint is resolved following investigation, referral to the appropriate decision-maker, and corrective action and/or discipline to remedy the situation.
 - 6.5.2.1.1 If the situation is not remedied immediately and/or if the person wishes to file a Formal Complaint for an actual or perceived condition of harassment, he/she may do so by completing the Harassment Complaint Form, attached as Appendix A. This form is to be forwarded to the CAO, Mayor or Deputy Mayor.
 - 6.5.2.1.2 Upon receipt of a formal complaint, the CAO, Mayor or Deputy Mayor will arrange for an investigation of the incident.
 - 6.5.2.1.3 The respondent shall be informed of the complaint, presented with a written statement of the allegations and afforded an opportunity to respond.
 - 6.5.2.1.4 Unless otherwise directed, the investigator shall gather and analyze the information, ensuring the parties are given an opportunity to be heard by the arbiter, explore if the alleged contravention can be resolved by the parties, summarize the findings, and report the findings to the CAO and Mayor within 60 days of their appointment. Any employees and Council members are obligated to cooperate in the investigation of a municipal harassment complaint.
 - 6.5.2.1.5 Failing resolution between the parties, the third-party investigator will provide an investigation update within ninety (90) days of their appointment to the CAO, Mayor or Deputy Mayor, as applicable, and to the complainant and the respondent.
 - 6.5.2.1.6 The third-party investigator will provide a written, confidential report of the findings of the investigation, including findings as to whether there has been a breach of this Policy, to the Mayor, Deputy Mayor, or Personnel Committee, as applicable, and to the complainant and the respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Abuse Policy.
 - 6.5.2.1.7 Based on the findings in the report of the third-party investigator, the Personnel Committee will recommend, and Council will determine

whether the respondent has committed an act or acts of harassment and the most appropriate action to resolve the matter.

6.6 Disciplinary Action

- 6.6.1 If considered an act of harassment, discipline will be applied. These could include any of the following:
- 6.6.1.1 Dismiss the complaint;
 - 6.6.1.2 Require an apology to the complainant;
 - 6.6.1.3 Require a Member of Council to remove themselves from a meeting or Committee if conduct is deemed to be inappropriate;
 - 6.6.1.4 Reprimand a Member of Council or employee for a breach of the Abuse Policy
 - 6.6.1.5 Require Training or Counselling to be completed
 - 6.6.1.6 Restorative Justice
 - 6.6.1.7 Adjustment/Reassignment of Duties
 - 6.6.1.8 Suspend the remuneration paid to a Council member in respect of their services as a member of Council for a period of up to 90 days;
 - 6.6.1.9 Impose a fine of not more than \$500 if the respondent is a member of Council;
 - 6.6.1.10 Termination of Employment
 - 6.6.1.11 Impose any other sanction that is deemed appropriate in the professional judgment of the third-party investigator, where so enabled in the law.

7. Complaints Made in Bad Faith:

- 7.1 To falsely accuse someone of harassment is a serious offense. When the allegation is determined to be malicious, disciplinary action deemed appropriate will be taken against the individual making the malicious allegations.

8. Complaints Made in Good Faith:

- 8.1 No disciplinary action will be taken against an employee, Council member or other person for making a complaint of harassment in good faith, whether or not the claim is substantiated.

9. Appeal Process

- 9.1 Any person who has lodged a complaint and/or the respondent has the right to appeal the outcome of the investigation or disciplinary action to the Council, within 21 days of the decision.

10. Awareness

- 10.1 All individuals bound by the policy must be given the opportunity to read the policy and ask any questions.
- 10.2 The policy will be posted on the municipal website, at the municipal office and Miltonvale Community Park.
- 10.3 Municipal Employees and Council Members will required to acknowledge that the policy has been read and understood.

Rural Municipality of Miltonvale Park Abuse Policy

Signature Page

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Name _____ Date _____

Signature _____

Rural Municipality of Miltonvale Park -HARASSMENT COMPLAINT FORM

Complainant's Name: _____

Date: _____ Telephone: _____

Email Address: _____

Please write a description in your own words, of the events that have led you to file this complaint; be as specific as possible about dates and places. If there are any witnesses, please indicate that fact. You may attach additional paper if required.

Information about the Offender:

Name of Offender: _____

Offender's Gender: _____

Department: Position of Offender:

Type of Harassment: (Please indicate all which apply):

Verbal: _____ Psychological: _____

Physical: _____ Sexual: _____

Neglect: _____

Other (Please Describe):

Duration of Harassment (Please indicate days):

Single Incident: Yes _____ No _____

Repeated over several days: Yes _____ No _____ Over several weeks: Yes _____ No _____

Repeated over several months: Yes _____ No _____ Over several years: Yes _____ No _____

Where did the Incident(s) occur? _____

Describe the incident (s): _____

Witnesses to the incident(s): _____

Contact information for witnesses, if known: _____

What action(s) did you take? _____

Signature of Complainant: _____ Date: _____

Date received by Miltonvale Park: _____

Desired/Non-Essential Capital Expenditures

Asset	Project Name	Description of Project	Anticipated Year	Estimated Cost	Include	Sources of Funding
Land	Land for Future Development	Development - Pasture	2024	200,000	No	undetermined
Seniors Housing	Miltonvale Park Seniors Housing	Land	2025	200,000	Yes	Reserves
				-	Yes	
				-	Yes	
				-	Yes	

O&M for Desired, Non-Essential EXP.

TOTAL ANNUAL O&M EXPENDITURES -

Project	Description of Op/Maint. Expenditure	Year of Installation	Cost	Frequency (select option)	Equivalent Annual Cost
Land				Annually	-
Seniors Housing				Annually	-
			-	Select Option	-
			-	Select Option	-
			-	Select Option	-

Average Annual Municipal Budget

This spreadsheet displays future capital and operating/maintenance expenditures in easy-to-interpret charts.

One of the key takeaways from these charts is how the municipality's projected capital/O&M costs compare with what's historically been budgeted.

In order for the charts to display an accurate budget number, municipalities are requested to go back over the last few years to determine an average **Operating Budget**, as well as an average **Capital Budget**.

****** These numbers do not need to be 100% accurate. It's only meant to roughly depict how your anticipated expenditures compare with what the municipality has typically been budgeting.**

These numbers will be factored into the "8. AnnualExpTable" tab as well as the Charts.

Insert annual averages into the colored boxes below to determine the total annual budget

Annual Average Operating	300,000
Annual Average Capital Budget	20,000
Annual Average Operating + Capital Budget	320,000

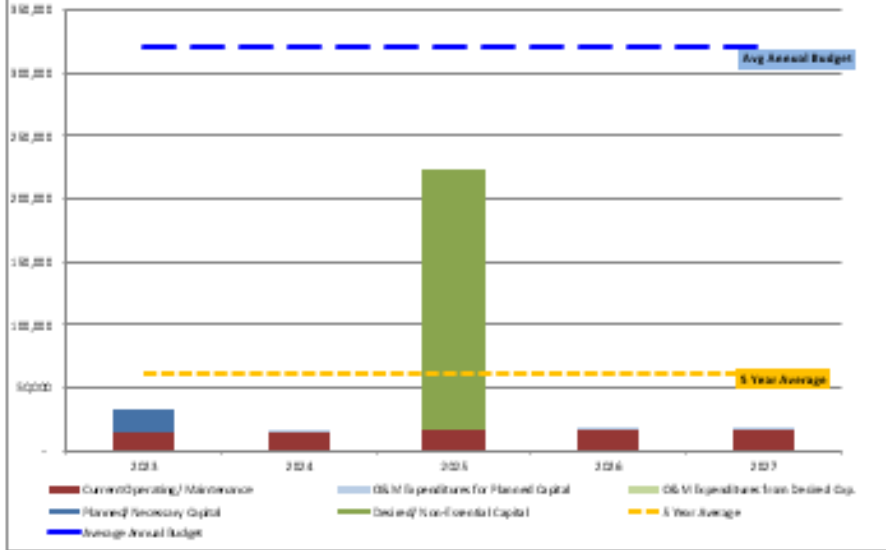
Total Projected Annual Expenditures

Planned/Essential Costs

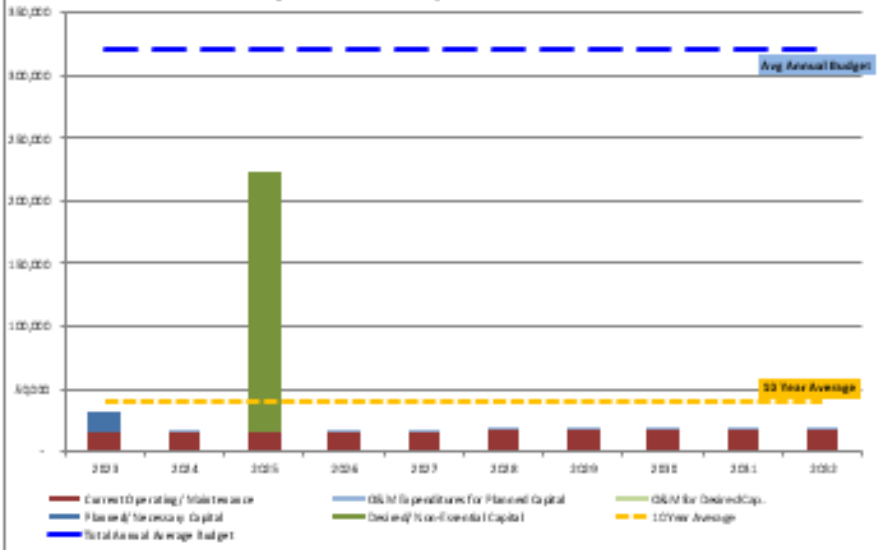
Year	Current Operating/Maintenance	Planned/Necessary Capital	O&M Expenditures for Planned Capital	Desired/ Non-Essential Capital	O&M Expenditures from Desired Cap. Expenditures	Total	5 Year Average	10 Year Average	25 Year Average	Annual Average Operating Budget	Annual Average Capital Budget	Total Annual Average Budget	Planned/Essential Costs			
													TOTAL Planned Cap/OP/Maint Costs	5 Year Average	10 Year Average	25 Year Average
2023	15,234	17,000	100	-	-	32,334	\$ 60,976	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 32,334	\$ 19,360	\$ 18,491	\$ 20,326
2024	15,539	-	102	-	-	15,641	\$ 60,976	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 15,641	\$ 19,360	\$ 18,491	\$ 20,326
2025	15,850	-	104	208,080	-	224,034	\$ 60,976	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 15,954	\$ 19,360	\$ 18,491	\$ 20,326
2026	16,167	-	106	-	-	16,273	\$ 60,976	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 16,273	\$ 19,360	\$ 18,491	\$ 20,326
2027	16,490	-	108	-	-	16,598	\$ 60,976	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 16,598	\$ 19,360	\$ 18,491	\$ 20,326
2028	16,820	-	110	-	-	16,930	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 16,930	\$ 18,491	\$ 18,491	\$ 20,326	
2029	17,156	-	113	-	-	17,269	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 17,269	\$ 18,491	\$ 18,491	\$ 20,326	
2030	17,499	-	115	-	-	17,614	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 17,614	\$ 18,491	\$ 18,491	\$ 20,326	
2031	17,849	-	117	-	-	17,966	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 17,966	\$ 18,491	\$ 18,491	\$ 20,326	
2032	18,206	-	120	-	-	18,326	\$ 39,299	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 18,326	\$ 18,491	\$ 18,491	\$ 20,326	
2033	18,570	-	122	-	-	18,692	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 18,692	\$ 18,491	\$ 18,491	\$ 20,326		
2034	18,942	-	124	-	-	19,066	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 19,066	\$ 18,491	\$ 18,491	\$ 20,326		
2035	19,321	-	127	-	-	19,447	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 19,447	\$ 18,491	\$ 18,491	\$ 20,326		
2036	19,707	-	129	-	-	19,836	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 19,836	\$ 18,491	\$ 18,491	\$ 20,326		
2037	20,101	-	132	-	-	20,233	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 20,233	\$ 18,491	\$ 18,491	\$ 20,326		
2038	20,503	-	135	-	-	20,638	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 20,638	\$ 18,491	\$ 18,491	\$ 20,326		
2039	20,913	-	137	-	-	21,051	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 21,051	\$ 18,491	\$ 18,491	\$ 20,326		
2040	21,332	-	140	-	-	21,472	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 21,472	\$ 18,491	\$ 18,491	\$ 20,326		
2041	21,758	-	143	-	-	21,901	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 21,901	\$ 18,491	\$ 18,491	\$ 20,326		
2042	22,193	-	146	-	-	22,339	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 22,339	\$ 18,491	\$ 18,491	\$ 20,326		
2043	22,637	-	149	-	-	22,786	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 22,786	\$ 18,491	\$ 18,491	\$ 20,326		
2044	23,090	-	152	-	-	23,242	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 23,242	\$ 18,491	\$ 18,491	\$ 20,326		
2045	23,552	-	155	-	-	23,706	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 23,706	\$ 18,491	\$ 18,491	\$ 20,326		
2046	24,023	-	158	-	-	24,180	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 24,180	\$ 18,491	\$ 18,491	\$ 20,326		
2047	24,503	-	161	-	-	24,664	\$ 28,650	\$ 300,000	\$ 20,000	\$ 320,000	\$ 24,664	\$ 18,491	\$ 18,491	\$ 20,326		

***NOTE: Inflation has been included for all future expenditures. To change the estimated inflation rate please see the INSTRUCTIONS tab.

Total Projected Annual Expenditures - 5 Year Outlook



Total Projected Annual Expenditures - 10 Year Outlook



Total Projected Annual Expenditures - 25 Year Outlook

