

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:00 p.m. October 18, 2023

Present: Mayor Hal Parker, Councillors Paul Poole, Rosemarie Ramsay, Spencer MacDonald, Jamie Taylor, Andrew Frizzell, Leo Doucette; and CAO Shari MacDonald

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 2023:90 – Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald 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 2023:91 – Moved by Councillor Leo Doucette, seconded by Councillor Rose Ramsay that **the minutes of the Special Meeting of September 18, 2023, be approved**. Motion carried, 6-0.

Motion 2023:92 – Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **the minutes of the Closed Portion of the Special Meeting on September 18, 2023, be approved**. Motion carried, 6-0.

Motion 2023:93 – Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald that **the minutes of the Regular Meeting on September 20, 2023, be approved**. Motion carried, 6-0.

Motion 2023:94 – Moved by Councillor Leo Doucette, seconded by Councillor Rose Ramsay that **the minutes of the closed section of the Regular Meeting on September 20, 2023 be approved**. Motion carried, 6-0.

Motion 2023:95 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette that **the minutes of the Special Meeting on October 5, 2023 be approved**. Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Hall Elevator and addition** – The Province and ACOA were officially notified that the hall renovation project will not be going ahead at this time. The Enabling Accessibility Fund project office will also need to be informed. They did offer to extend the funding, but the Project Officer, Petros Arfanis, is putting file on hold until Council had the opportunity to discuss timelines.

Motion 2023:96 – Moved by Councillor Andrew Frizzell, seconded by Councillor Spencer MacDonald that **municipality withdraw from the Enabling Accessibility Fund Contract 17376088**. Motion carried, 6-0.

- The total spent on engineering and architectural fees, a survey and building permits was \$49,562.95. The Hall's New Horizons for Seniors grant paid for approximately \$25,000. Council paid \$24,747.69. ACOA reimbursed 50% of total costs claimed (\$16,337 of \$32,674) to Council. Council is out-of-pocket \$8,410.69 (plus staff time and committee honoraria. The last two architect bills totalling \$11,759.89 and the building permit \$4050 were not allowed to be claimed through ACOA as the project is not going ahead. The permit could still be valid in the future, if there are no significant changes in the National Building Code.
- ii. **EV charger** - The CAO is still waiting for the electrician's estimate for electric vehicle chargers and hasn't had a chance to call anyone else. The Canoe Procurement Group does provide EV chargers.
 - iii. **Speed Sentry signs**– The Province installed the final new speed sentry sign on Rte. 2. Councillor Poole has spent significant time programming them. The manual says that mode 3 is 70 km, although it appears to be mode 4. When vehicles go past, the speed is green to 70, then orange. It flashes at 75, and at 80 km the flashing is red, and an amount of a fine flashes at 95 km/hr. The sign on the Crabbe Road should be moved to the original side of the road. The signs can remain installed over the winter unless there is a dangerous amount of snow.
 - iv. **FPEIM General Meeting** -Councillor Ramsay, Mayor Parker and the CAO attended the FPEIM meeting in Summerside on October 14. There were sessions on Finding Hope in Municipal Climate Action, where it was discussed that net zero is important – but other factors also need to be considered, such as people's housing, economic situations, and bio-diversity. There was also a [Housing panel](#). Rethinking Land Use on PEI will provide an update on the State of the Island Report, which will be used to inform a provincial land use plan and include alternative perspectives on PEI land use. Honourable Rob Lantz, Minister of Housing, Land and Communities spoke in favour of island-wide incorporation, and he wants to see action on housing. Municipal success stories were shared, including Random Acts of Kindness in Hunter River, Tignish's success in the ParticipACTION Community Challenge, Montague's Art Trail, and Cornwall's Citizens on Patrol.
 - v. **Capital Investment Plan** – The CAO is working on the digital submission for the Capital Investment Plan for the October 20th deadline.
 - vi. **Agreement with Warren Grove - Appendix A for Bylaw 2023-15** - Inter-Municipal Agreement Bylaw. At the beginning of the summer, Council agreed to extend the term of the agreement for three months, with the payment reduced to \$100/month plus a set fee of \$45/hour for inquiries. Now that the status of the office renovations has been decided, the term can be extended.

Motion 2023:97 – Moved by Councillor Andrew Frizzell, seconded by Councillor Rose Ramsay that **municipality extend the current Intermunicipal Agreement with Warren Grove**. Motion carried, 6-0.

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. **Charged for Change** will enable the installation of at least two new EV charging stations in underserved communities across Canada, covering 100% of project costs. Application are being accepted from November 6, 2023- February 22, 2024. The program budget is about \$750,000/year.
- iii. A **Cyber Risk and Municipalities** webinar is being held on October 31.
- iv. **Service Canada**
 - a. **Retirement Hub** -Service Canada has launched [the Retirement Hub](#) – a new user-friendly online tool which will help Canadians planning their retirement with information on the Canada Pension Plan, Old Age Security and the Guaranteed Income Supplement. There is also a [Retirement Ready Quiz](#).
 - b. There is also a new version of the **Old Age Security Benefit Estimator** on [Canada.ca](#).
- v. The **mandatory Code of Conduct training** module for all council members should be completed by **March 31, 2024**. The *Municipal Government Act* Code of Conduct Regulations were adopted on April 1, 2023. and give municipal councils the framework to establish the expectations, rules and procedures to create and maintain a safe and respectful council environment for all members of council, municipal staff, and the public. Where municipal bylaws conflict with the Regulations, the provisions in the Code of Conduct Regulations will prevail. A new Code of Conduct Bylaw [template](#) has been uploaded to the provincial website.
- vi. **Generac & ROCK Networks (NS)** -- ROCK partnered with Generac, the backup power solution for ensuring uninterrupted power and data integrity during power outages. Generac offers a wide array of generator options designed to meet the needs of government departments. Capacity can be expanded as required. Mobile generators are available. ROCK Networks has a standing offer with many government departments.
- vii. **Hurricane Fiona Forestry Recovery Program | Government of Prince Edward Island** is now available for smaller properties and woodlots.
- viii. Leonardo Pongrac, from Italy, requested a **flag or souvenir** from Miltonvale Park.
- ix. Kirby Roberts, from Ontario, also requested a **lapel pin** from the Rural Municipality of Miltonvale Park.
- x. **Darren Randell** - MCIP, B.S.c., Professional Planner, Certified Member of the Canadian Institute of Planners, drandell.planner@gmail.com, is based in Newfoundland but is offering planning and development control services on an as-needed basis.
- xi. **Winter River Tracadie Bay Watershed Newsletter** – shared information about the **2 Billion Trees Program**, a 10-year federal program working with the Province to plant trees island-wide. [Register for this program](#) under one of the four available streams (Agriculture, Municipal, Watershed, Landowner- this includes Fiona damage) for tree planting in a future year. Watershed groups will help plant these trees.

- xii. ParticipACTION's [Impact Report](#) is available.
- xiii. **FPEIM Newsletter** - included information on the PEI land use session planned for the Semi-Annual meeting, the new executive of the AMAPEI, Code of conduct updates, Municipal visits, Bruce H. Yeo Memorial Award Nominations, grants and program, Municipal Inspiration, Fostering Resilience in Women Municipal Leaders, and upcoming events, including a Canoe 101 Webinar
- xiv. **FCM Voice**
 - a. The **Partners for Climate Protection program**: Supporting a climate-resilient future & 2022-2023 Annual Insights Report.
 - b. In celebration of **World Mental Health Day**, FCM is launching the Roadmap for Municipal Mental Health Initiatives, a guide for municipalities interested in co-creating a sustainable mental health and well-being strategy tailored to their community's needs.
 - c. **Webinar: Inclusive municipal service delivery** - To create thriving communities where every individual, has access to essential services and opportunities, this webinar on October 17, 2023 from 8:30-10:30 a.m. ET shares best practices of inclusive and gender-sensitive municipal service delivery.
 - d. **Video series on climate resilience and asset management.**
 - e. **Grant applications now open for community greening projects.**
- xv. WCB -Policy Updates Policy Updates has approved, in principle, the [POL-NEW, Personal Information and Protection of Privacy](#) available until October 29, 2023.
- xvi. Minister Seamus O'Regan, the federal Minister for Seniors invited a municipal representative to a funding announcement for the **New Horizons for Seniors Program** on Tuesday, Oct. 10, 2023 at 12:30 p.m. at the Crapaud Community Curling Club.
- xvii. Andy Saxby, is the new **Canoe Procurement** representative in PEI Andy@canoeprocurement.ca. He circulated a Notice of Intent to post for two weeks, where tenders are posted. He asked that the municipality indicate which supplier(s) they would like adjusted under the Canoe program, and shared the [Full Canoe Supplier Directory](#) and [Programs](#).
- xviii. **Celebrate Canada** -The [Celebrate Canada](#) application period is open until 11:59 pm (PT) November 21, 2023. The revised [Celebrate Canada Guidelines](#) available on the [Celebrate Canada](#) website. Applications are accepted on [My Canadian Heritage Account](#), or to canada5k@pch.gc.ca. The municipality will apply for its usual Canada Day activities.
- xix. **EMO Weather packages** related to Philippe were received October 7-8, 2023.
- xx. **Tree Canada Grants** –The deadline for the **Tremendous Communities** grant is December 3, 2023. Eligible projects receive funding up to \$10,000 to cover the cost of purchasing and planting trees and shrubs, site preparation, tree maintenance, planting materials and developing education materials. Project proposals such as heat island mitigation projects, biodiversity corridors, stormwater retention, invasive species control, riparian planting, park and street tree plantings, and more. **Edible Trees** - Eligible projects receive up to \$10,000 in funding to cover the cost of purchasing and planting edible trees and shrubs, site preparation, tree maintenance, planting materials and developing education materials. Council will consider whether to make an application for fruit trees

- between the tail and the farmland by the river at the Community Park. Tree maintenance would be helpful
- xxi. Stewart McKelvey - **Legal Fees** related to enforcement of the fill placed without a permit totalled \$2,108.68 from Sept 13-22, 2023. One of the piles of fill has been removed.
 - xxii. Department of Health and Wellness has launched the 2023-2024 [LIVE WELL PEI Wellness Grant Program](#) which is designed to support collaboration at the local level to reduce barriers, increase supports, and enhance resources that positively influence health outcomes and make healthy choices easier for all Island residents. The focus of the LIVE WELL PEI Grant Program is on upstream wellness initiatives and chronic disease prevention, and based on 5 pillars (health behaviours) of chronic disease prevention and the social, economic and structural conditions that impact health: Healthy Eating, Physical Activity, Living Tobacco-Free, Consuming Alcohol Responsibly, Mental Wellness, Determinants of Health (e.g., childhood experiences). The deadline for the **Community Catalyst Grant** (up to \$2,500, \$5,000, and \$7,500) which is available to community groups, organizations and municipalities is 9 a.m. November 6, 2023. Linda Weeks, who has a culinary arts diploma, reached out to see if there was interest in working with her to develop a proposal for a series of workshops geared towards healthy eating, physical activity and mental wellness.

Motion 2023:98 – Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole that **municipality work with Linda Weeks to submit an application for a LIVE WELL PEI Grant.** Motion carried, 6-0.

- xxiii. Stewart McKelvey's free **2023 Labour and Employment Seminar** on current and emerging topics in workplace law will be held on Monday, October 30th, 2023 8:30 a.m.– 1 p.m. at the Delta.
- xxiv. **Iranian Academics Society**, an organization committed to advocating for the Iranian people's right to establish a democratic republic founded on the will of the people, is committed to promoting the values of democracy, human rights, and equality for all Iranians. They requested the municipality endorse a new Statement of Support for the Resistance of Iranian Women, which can be confirmed with an email to davidafrash.academicssociety@gmail.com.
- xxv. **Milton Community Hall** – The hall requested that the municipality purchase a defibrillator that is currently on sale for 40% off, in place of the annual \$1500 donation to the hall. The current AED expires in Jan, 2024.

Motion 2023:99 – Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald that **municipality purchase an AED for the hall, as its annual donation, at a maximum cost of \$1500.** Motion carried, 6-0.

- xxvi. **L’Nuey** -After Treaty Day on October 1, L’Nuey encouraged all Islanders to honour the Mi’kmaq People and acknowledge we are all treaty people. Being a treaty person means recognizing Epekwitnewaq Mi’kmaq Treaty Rights so we can move towards reconciliation together. L’Nuey encourages Islanders to learn more about the historic Peace and Friendship Treaties and how they recognize Indigenous Rights. They note it is important to remember that while these treaties were entered into, the Mi’kmaq were never conquered and never surrendered,

gave up, or ceded their land. Mi'kma'ki is still Mi'kmaq territory. Islanders can learn, listen, and take action to be a good ally to Indigenous peoples. L'Nuey has many resources that can help amplify, uplift, and support the Epekwitnewaq Mi'kmaq and all Indigenous peoples. [LEARN MORE ABOUT TREATIES](#)
[LEARN HOW TO BE AN ALLY](#)

- xxvii. **Bell Aliant** is upgrading its online billing platform, and the office was asked to switch by October 27.
- xxviii. **Municipal Affairs Newsletter** -contained information on Municipal Audits and AMIR - Annual Municipal Information Return; Code of Conduct bylaw template; Smart Climate Resilience for Atlantic Canada, Climate Challenge Fund; Are you prepared? Hurricane Season and To Dos.
- xxix. **Mashup Lab** – provides an opportunity for local women entrepreneurs. Their free six-week [Start Now Incubator](#) is designed to support women at various stages of their entrepreneurial journey, equipping them with essential skills, knowledge and networks to help them succeed. The next cohort starts October 31, 2023.
- xxx. **ACOA** -Government of Canada will help climate comfort centres in communities impacted by Hurricane Fiona prepare for future disasters [Hurricane Fiona Recovery Fund](#). Priority consideration will be given to applications received by November 17, 2023, 23:59 ADT. The fund can help make improvements, repairs or upgrades to facilities or equipment to improve readiness to respond to future climate-induced weather events, help replenish emergency supplies and acquire specialized equipment or provide training to mitigate the risk of future climate-related emergencies and develop materials for knowledge transfer and readiness. It was suggested Council investigate upgrading the generator, or get a cover for it, investigate linens, satellite radios and communications systems. Councillor Taylor had emailed ACOA for direction, but has not yet received a reply.

Motion 2023:100 – Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole that **Miltonvale Park make application to the Hurricane Fiona Recovery Fund to make improvements to the Emergency Warming Center.** Motion carried, 6-0.

- xxxi. Councillor Taylor forwarded a digital copy of the current **Dog Act** as well as a summary of changes and a copy of the new draft Dog Owners Act.

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

i. **Environment and Community Living**

a. **Cornwall and Area Watershed -Councillor Taylor**

- i. **CAWG Board Meeting Sept. 13, 2023** – CAWG board members are participating in the Holland College board member training course. In January, CAWG will hold a special meeting to review and revise the bylaws. Cornwall has contracted CAWG to plant 330 trees. The company contracted to remove the dam at Hyde Pond can no longer do the dredging. Julie Pellissier Lush will be offered a position on the board, and invited to be a guest speaker for the AGM. Laurie Turner, Mayor of Warren Grove, is also being invited to the board. Veronica (staff) will choose planting sites for the remaining tree stock and contact the landowners.

- ii. **CAWG Board Meeting, Oct. 11, 2023** - The AGM is being moved back to the spring. To review the fiscal year that ended in May 2023, the meeting in November will be a “technical” AGM (annual report, fiscal report, voting members to executive positions) and be open to the public. Julie Pellissier Lush will be added to the board. Information was presented on other watershed memberships, and a draft CAWG membership package was circulated. Currently CAWG has eleven members and four board members. Dr. Shetty, the landowner next to Hyde Pond, gave his support for the Hyde Pond project. Hannah (staff) is preparing a detailed presentation for the board on the project that can also be presented to Cornwall before January, when they vote on their level of financial support. CAWG is taking part in the Youth on Board program. The Town of Cornwall has invited CAWG to place a float in the Cornwall Christmas parade on Saturday, Dec. 9.
- b. **Projects**
 - i. **ACOA Canada Community Revitalization Fund** – ACOA may fund approved projects to 50%. On October 13, the municipality submitted a number of items involved in constructing a community garden, playground equipment, community park improvements to the park on the Sleepy Hollow Rd and the new park being established at Strathrae Estates (benches, garbage cans, coating on courts, fencing, gazebo, picnic tables, playground equipment, landscaping, trees and plants). Projects must be completed by the end of Dec for ACOA. Province will likely contribute \$35,000. The request to ACOA was circulated to Council on Oct 13. Capreit intends to put a playground at the lower end of the proposed new lots in the mini-home park. The office is waiting for official approval. It is too late to apply coating to pickleball courts this year, but it is hoped that ACOA may be able to pay half the cost of materials. The case will need to be made for some of the projects under the Recreation Infrastructure for the CCBF (Canada Community Building Fund). Remediation of the walking trail was also added to the project. The CAO is meeting virtually with Heather Connolly from ACOA on October 19 at 1:30, to discuss the project.
 - ii. **New Horizons for Seniors (2023-24)**– “PEI Through the Years” Project
There were 25 people at Peggy Chen’s Lunch & Learn about moving from China on September 21. Margaret Prouse held a presentation on Lebanese food on October 17. The GEBIS Monks will present a free Saturday morning meditation course on November 4 from 9:30-11, and may continue monthly sessions. Remaining activities include three Lunch & Learns, basket weaving workshop, another speaker on Indigenous topics, four dance classes, two walks on heritage roads of PEI, a concert celebrating Black culture, and three book club meetings. Three food presentations are scheduled for November 21, December 6, and February 6, 2024.
 - iii. **New Horizons for Seniors Program (NHSP) Community 2024-25** – Application was made for \$17,270 for **Miltonvale Park – Life in the Movies** - for at least 55 activities inspired by favourite movies, and Miltonvale Park will show at least 20 movies throughout the year. The project will also organize two bus trips, 11 cooking presentations, outings to a hockey game, deep sea fishing, a local farm, 13 educational presentations (health/financial awareness, coping with depression and loss, wills and estates...) including several with lunch, four free exercise classes, line dancing, an art party, an armchair travel session, a car rally, a health fair, a seniors brunch, a Christmas baking activity,

a display of wedding dresses and mementos, as well as three activities with youth and seniors together: illustrated journaling, crafts and bingo.

- iv. **PEI Seniors Secretariat Funding 2023-24 - “Miltonvale Park – Senior Matters”** was approved for \$2100 for two Lunch & Learns (Scams and Financial Wellness for Seniors), three presentations: (Community Care/Long Term Care, Planning Ahead (funerals, wills, estates) and Making your Home Senior Friendly-**or** cooking presentations) and a Seniors Health Fair, including a presentation from Home Care, a pharmacist, a dietitian, and a physiotherapist/occupational therapist.
- v. **Community Meals & Meal Boxes** – The contract was received, signed and returned for the \$10,000 grant under the Island Community Food Security Program. Tentative dates for the meals are Thurs. Nov. 9, Thurs. Nov. 30, Dec. 14, Jan. 18, Feb. 1, and Feb. 15. The meal box giveaway will be Feb 22 and another date, to be determined.
- vi. **Active Transportation Plan** – Consultant Nadine Lowes has not yet sent the draft AT plan. The CAO reached out numerous times since mid-September and was eventually told the plan would be here by October 13, but it has not been received.
- vii. **PEI 150 Celebration Fund** -The final reports have not yet been submitted for the **Fathers of Confederation Car Show** nor **Canada Day**.
- viii. **Halloween** – The **Treat Bag** drive thru is now being promoted for Saturday, October 28 from 2-4.
- ix. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** No word has been received yet from the application for a Drag Brunch, Storytime, workshop/round table, and Outrageous bingo.

d. Activities

1. **Yoga** on Tuesday is now taking place at 9 a.m. for mat and 10:30 a.m. for chair classes.
 2. **Exercise** - with Michele Gallant has been averaging 15-17 people on Mondays and Fridays at 9 a.m.
- e. **Park** – Spruce Grove Landscaping was engaged to remove the tree that fell and do some tidying at the park. The heat has been turned off in the shelter for now, and the park will be winterized soon. The exterior washroom will be locked over Halloween.

Motion 2023:101 – Moved by Councillor Jamie Taylor, seconded by Councillor Rosemarie Ramsay that **Miltonvale Park pay Joanie MacKinnon \$400 for garbage collection for the 2023 season at the Community Park.** Motion carried, 6-0.

- f. **Community Pasture** – The CAO still needs to prepare a lease for Earl Hambly to sign regarding the pasture.
- g. **Community Signs** – No more new Community signs have been installed yet.
- h. **APM Centre** – The APM Center AGM is Wednesday, October 18 at 7 p.m., the same time as the Council meeting. Sheila Curtis will continue as the Miltonvale Park’s representative on the board, but can’t attend the meeting. The CAO was not able to find someone else to attend. Cornwall has passed a motion to reach out to the APM Center to see if they are interested in having Cornwall take ownership,

after the APM Center approached them for a \$5,000,000 contribution towards the 2nd ice surface.

The APM Center is planning to order a new Zamboni 450 Electric, which costs about \$191,000 and takes a year to receive. It would have a lower long-term cost than a propane Zamboni.

They are also considering installing [LiveBarn](#), an automated streaming service which has no costs to the rink, and allows the APM Center to earn a 30% revenue share. It is a very popular service in the US and is entering Canada, although is not yet in Atlantic Canada.

ii. **Emergency Measures**

- a. **PEI Disaster Financial Assistance Program for Municipalities** -This application due by fall 2026.
- b. **Radios** –have been referred back to the EMO committee which hasn't met.
- c. **Generators** –Six 4000w generators, six cords and four gas cans were received from the North River Fire Department (NRFD) and are being stored by Councillor Doucette. The NRFD emphasized that they no longer take any responsibility for the generators. They may, or may not, still have warranty remaining on them through Canadian Tire. The municipality will need to let residents know they are available, and that the municipality is not liable for their use. The municipality should prepare a waiver and simple instructions, and maintain a list of people who may require a generator at the office. If possible, residents could be required to pick them up.
- d. **Red Cross** -The CAO signed off on the Red Cross report for the EMO warming center at the hall. If there isn't an existing agreement between the hall and municipality, one should be formalized.
- e. The **Council generator** still needs to be levelled and secured. The CAO did not check at the hall meeting to ask about a cover. The generator was bought in 2013. The Province currently has a [program](#) to outfit/upgrade designated warming centers, and will contribute a maximum of 80% of project costs up to \$250,000, with a maximum contribution of \$50,000 for a generator. Applicants must contribute at least 10%. Eligible costs include equipment required for a designated reception centre, equipment to enhance the safety and security of the reception (e.g. communication equipment, first aid supplies, etc.), equipment to provide enhanced reception centre features (e.g. *barrier free showers, laundry, separate location near or within for lodging, children's space for temporary child care, including staffing and activities, transportation plan, security staff, companion animal shelter plan*), signage for advertising reception centre services, professional services required to install eligible equipment, Site preparation work and repairs to existing infrastructure required for being a designated reception centre. Additional infrastructure costs may be eligible for funding under the Community Revitalization Program. Pillows, linens, and a digital sign were suggested as possible items for an application. An EMO meeting should be arranged to discuss a possible application.
- f. **Possible Emergency Preparedness Workshop Opportunities**
 - a. **Chainsaw Maintenance, Operation and Safety** – This topic may fit in with Milton Hall's MVP project.
 - b. **Generator Maintenance, Operation and Use** -This is also a possible topic for session, that might be arranged through the hall.

iii **Personnel Committee**

- a. There still needs to be a contract signed with the CAO. Councillor Ramsay is reviewing draft contracts from other municipalities.
- b. The CAO will also work on an employee **Code of Conduct**.
- c. **Summer Students** – Caroline Mader worked part-time until September 28.
- d. **Special Projects Funding** – An application for Special Projects Funding was approved at \$15.60/hr for 40 hours week for Joy MacIntyre for 15 weeks between October 15 – January 27, 2024.

iv **Finance/Payment of Accounts**

- a. **Remittance** –Remittances were paid from July -September 2023. The municipality is a quarterly remitter, and the CAO can now pay directly from the bank account, except the amount was too large to transfer after the summer payroll.
- b. **Reports and Payment of Accounts** – The financial statements were circulated. Income year-to-date totals \$459,542 including Grants Revenue of \$455,006, Licenses and Permits of \$3,806, and Expense Recovery of \$730. Total expenses since April are \$214,673, and include the following subtotals: Administration - \$49,131; Facilities and Public Property - \$29,907; Fire Protection of \$63,858; Planning and Zoning - \$7,889; Community Development -\$19,475; Professional Services and Memberships -\$9,005, and Recreation and Parks - \$34,406, for a net income of \$244,868. This includes a \$250,000 grant for the elevator project which has since been returned. There is also \$100,000 to be returned to the Enabling Accessibility Fund. Assets total \$1,059,680, with liabilities of \$339,864 and equity of \$719,816.
- c. **Audit** -The 2022-23 audit and the Annual Municipal Information Return were submitted to the Province.

Motion 2023:102 – Moved by Councillor Rosemarie Ramsay, seconded by Councillor Leo Doucette **that the financial statement be approved**. Motion carried, 6-0.

9. **REPORT FROM CAO** – CAO Shari MacDonald sent regular email updates with events, completed reporting for the Jobs for Youth and the Business Payrolls Survey. She applied for the New Horizons for Seniors Program, invoiced ball team, and spent considerable time on the potential ACOA project and the cancellation of the hall renovation project. She attended the FPEIM semi-annual meeting, processed remuneration cheques, organized the dates for community meals, checked the park sporadically, and wrote minutes for the meetings that were held. Still to be completed are the Reports to Innovation PEI (Canada Day and Car Show), 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, organizing more seniors activities, and applying for the GST rebate.

10. **RECOMMENDATIONS FROM THE PLANNING BOARD**

Planning Board has not met recently.

1. Permits Issued Since Last Meeting

Permit 2023-20 for application MPS-154 was issued to Roger Matheson, Springvale, PID 281030 on 20-Sept-23 for final approval to subdivide two lots off.

The most recent Subdivision plan for the MacRae subdivision saw the entire Applecross Ave., plus the open space to be deeded to the municipality approved for subdivision as a revised Phase 1. It is likely that Canada Post will want to use a portion of the lot for community mailboxes.

2. Appeals

a. The municipality has not received any 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 in July, and had until September 15 to contact IRAC, otherwise IRAC may dismiss the appeal.

b. Request for Reimbursement

Motion 2023:103 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rosemarie Ramsay that **the meeting moved to a closed meeting under the authority of MGA 119.1.f (f)** to discuss the conduct of existing or anticipated legal proceedings. Motion carried, 6-0, at 8:04 p.m.

Motion 2023:104C – Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald that **the meeting return to an open meeting.** Motion carried, 6-0, at 8:15 p.m.

The CAO was instructed to respond to the request explaining Council's rationale for refusing the request.

3. **Enforcement** – A consent order was filed on September 27, for the property owner(s) of PID 283085, who placed fill without a permit. This fill needs to be moved by November 15, 2023, or the municipality can remove it at the cost of the owner. The property owner was also ordered to pay \$1500 to the municipality within 30 days of the order.

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

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

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

iii. PID 283739 -Final approval for the next two phases of the subdivision. A newer version of the survey plan was submitted.

The municipality has given preliminary approval for stages 2 and 3, and will grant final approval when the City of Charlottetown's outstanding issues regarding payment for a lift station and an agreement for an easement have been resolved.

iv. Application #MP-1182- PID 700443 - Rezone from Agricultural (A1) to Commercial (C1)

- v. Application #MP-1198-PID 283325 & 658799 - Rezone from Commercial (C1) and Agricultural (A1) to Light Industrial (M1) and lot revision. The Development Officer met with the Developer on Oct 11.
- vi. Application #MP1207 PID 241059 for change of use.
- vii. Application #MP 1208 PID 922740 for a single unit dwelling.
- viii. Application #MP 1209 PID 280792 for a 1 lot off subdivision.
- ix. Application #MP 1210 PID 281790 for a 1 Lot off subdivision
- x. Application #MP-1200 SD 281030 for a 3 Lot off subdivision (preliminary approval)
- xi. Application MP-1217 PID 912261 to install a Mini home on the lot, which has already a mini-home that is going to be removed.

5. **Proposed Bylaw, Official Plan Changes** -Councillors were asked to continue to consider any possible changes to the Development Bylaw or Official Plan, to be considered if the Future Land Use Map needs to be updated if Council approves the rezoning of PIDs 283325 and 658799. A list was circulated at the September Council meeting.

11. INQUIRIES BY MEMBERS OF COUNCIL – Councillor Taylor noted that there would be a memorial event for social activist and UPEI employee Leo Cheverie at the Charlottetown Fire Hall on October 20.

12. OTHER

- a. **Council Appreciation Night** – Councillors had no specific requests for an appreciation supper, but were hoping for an enjoyable meal out.
- b. There was a suggestion in the early summer that Council host a **Pancake Meet the Council Breakfast** in the fall. This is still an event under consideration.
- c. **New Year’s Levee** – As Miltonvale Park turns 50 in 2024, Mayor Parker requested that a Levee be planned. It was suggested to be a late morning event.

13. INTRODUCTION AND READING OF BYLAWS – First reading and approval for the [Code of Conduct Bylaw](#), Bylaw 2023-09

Motion 2023:105: Moved by Councillor Rosemarie Ramsay, seconded by Councillor Paul Poole

Whereas Section 107 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., requires that a Council must establish a Code of Conduct bylaw to govern the conduct of members of Council.

Be it resolved that Bylaw # 2023–09, the Code of Conduct Bylaw be read a first time.
Motion carried, 6-0.

Motion 2023:106 - Moved by Councillor Spencer MacDonald, seconded by Councillor Rosemarie Ramsay

Whereas Bylaw # 2023 – 09, the Code of Conduct Bylaw was read a first time at this Council meeting;

Be it resolved that Bylaw # 2023–09, the Code of Conduct Bylaw be hereby approved.
Motion carried, 6-0.

Second reading and approval are scheduled for the November 15, 2023 Council meeting.

14. ADJOURNMENT

Motion 2023:107 - Moved by Councillor Spencer MacDonald that **the meeting be adjourned** and Mayor Parker declared it so at 8:30 p.m.

Mayor

CAO

Date approved

Next Meetings:

Regular Council Meeting- Wednesday, Nov. 15 at 7 p.m.

Committee Meetings – Planning Board – Thursday, Nov. 2 at 7 p.m. if required; however, this may need to be rescheduled due to the community play at the hall that evening.