

**Rural Municipality of Miltonvale Park Council
DRAFT MINUTES**

Milton Community Hall

7:00 p.m., October 16, 2024

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

Regrets: Councillor Spencer MacDonald

1. CALL TO ORDER

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

2. DECLARATION OF CONFLICT OF INTEREST

Councillor Taylor noted that he is married to Leone Curtis, who is a yoga instructor for the municipality.

3. APPROVAL OF AGENDA

Motion 2024:91 – Moved by Councillor Rosemarie Ramsay, seconded by Councillor Paul Poole **that the agenda be approved as circulated.** Motion carried, 4-0.

Councillor Frizzell arrived at 7:03 p.m. and declared a conflict in relation to any issues concerning his properties, the rezoning and any concerns brought forward.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

There were no public presentations scheduled.

5. ADOPTION OF MINUTES

Motion 2024:92 – Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **the minutes of the September 18, 2024, Closed Meeting #1 be approved as circulated.** Motion carried, 5-0.

Motion 2024:93 – Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **the minutes of the September 18, 2024, Closed Meeting #2 be approved as circulated.** Motion carried, 5-0.

Motion 2024:94 – Moved by Councillor Leo Doucette, seconded by Councillor Rosemarie Ramsay that **the minutes of the September 18, 2024, Closed Meeting #3 be approved as circulated.** Motion carried, 5-0.

Motion 2024:95 – Moved by Councillor Leo Doucette, seconded by Councillor Rosemarie Ramsay that **the minutes of the September 18, 2024, Regular Meeting be approved with the correction of several typos.** Motion carried, 5-0.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Enabling Accessibility Fund**-The CAO contacted the Enabling Accessibility Fund regarding the extension of the deadline and change in the scope of the fund. The CAO was asked to send details and prices and a rationale for the change of activities. Several companies were asked for a price to pave the walking trail at the park. One company estimated \$58,750 plus HST to remove weeds and grass off trail, add class

A for fine grading as needed, and pave with 2.5" B mix asphalt, approximately 910' x 5' trail. To also pave straight into the parking lot and create a paved accessible parking area would be an additional \$17,840+HST, while paving the complete parking area would cost \$32,108 +HST.

Motion 2024:96 – Moved by Councillor Andrew Frizzell, seconded by Councillor Paul Poole that **the Municipality request the Enabling Accessibility Fund grant be used to pave the entire parking lot, trail, entrance to the exterior washroom, and improved lighting, with the additional costs as part of a Canada Community Building Fund project.**
Motion carried, 4-0.

Councillor Ramsay left due to illness at 7:17 p.m. before the vote.

- ii. **EV charger** – The \$15,000 rebate was received from the province.
- iii. **Complaints** – The letters regarding the complaints against the CAO and the Conflict of Interest allegation against a councillor considered at the September meeting have not yet been sent. The lawyer will review the letter regarding the CAO before it is sent.
- iv. **Procedural Bylaw** – The CAO intends to review and circulate revisions to the Procedural Bylaw before the November meeting.
- i. **Rural Beautification Community Spirit People's Choice Award** -Miltonvale Park is one of the three finalists for this award, and received four tickets to the Awards Reception on October 29 at the Florence Simmons Performance Hall. Mayor Parker, Deputy Mayor Poole and Councillor Ramsay are interested in attending.
- ii. **Gender, Equity, Diversity, Inclusion, and Community Enhancement Program** - An application was made for \$6016 to host a dreamcatchers workshop, two drum circles, a newcomer panel discussion, gender diverse trivia night, 12 diversity movie nights, dumpling making party, international cooking class, and a welcome supper
- iii. **Canada Community Building Fund** – The deadline for the Capital Investment Plan (CIP) was October 4, and a CIP application was submitted for \$32,270.50 for a propane range, propane water heater, propane tank, solar panels, heat pump, and installation of grill for air exchange to the exterior washroom. Emergency management items are not eligible. The program now requires the entire five-year infrastructure funds be committed at the start of the program, which has two intake periods annually.
- iv. **Financial Reports** – The audited budget and the Annual Municipal Information Return were submitted to the Province before the October 15, 2024, deadline.

7. CORRESPONDENCE

- a. **Water Data was received from the City of Charlottetown** – After a request from the municipality, the City forwarded water usage data from the past several years, which has been added to the following table. The permit received from the province is for 1050 imperial gallons per minute, which is equivalent to 6873.69 m³/day or 2,508,896.85 m³ annually. The daily average was exceeded in August 2023 and April 2024.

Miltonvale Wellfield			Average		Average		Average			
Miltonvale	2020	DAILY m ³	2021	DAILY m ³	2022	DAILY	2023	DAILY	2024	DAILY
January	140,580	4,535	153,065	4938	166,742	5379	183,715	5926	211,059	6808
February	129,077	4,451	144,930	5176	136,539	4876	162,125	5790	166,699	5954
March	144,746	4,669	165,292	5332	170,763	5508	180,712	5829	207,811	6704
Total Q1	414,403		463,287		476,066		528,575		587,593	
2020	Miltonvale									
April	132,289	4410	159,486	5316	172,661	5755	161,160	5372	214,815	7161
May	146,911	4739	166,954	5386	162,761	5250	182,353	5882	201,329	6494
June	151,693	5056	171,026	5701	174,951	5832	185,931	6198	179,545	5985
Total Q2	430,893		497,466		510,373		529,444		595,689	
July	??		152,837	4930	144,366	4657	207,146	6682	208,699	6732
August	??		166,178	5361	189,150	6102	235,441	7595	180,281	5816
September	??		153,021	5101	154,109	5137	200,208	6674	189,015	6301
Total Q3	0		472,036		487,625		642,795		577,995	
October	??		153678	4957	148,402	4787	186,305	6010	-	-
November	??		147576	4919	147,635	4921	181,643	6055	-	-
December	??		154015	4968	178,421	5756	186,860	6028	-	-
Total Q4	0		455269		474,458		554,808		-	
ANNUAL TOTAL/ Daily average	845,296		1,888,058	5173	1,948,522	5338	2,255,622	6180	1,761,277	6434

.75 year

- b. **Municipal Affairs October Newsletter** –The newsletter included information on the Annual Municipal Information Return (AMIR), the Canada Community-Building Fund, the Association of Municipal Administrators of PEI Annual General Meeting, FPEIM's GST/HST for Municipalities Webinar Series, the FPEIM Semi Annual Meeting, Atlantic Planners Institute Annual Conference, 2024 Community Builder Award, Land Use Official Plan Update, Supports for Housing Developers, Changes to the Provincial Subdivision and Development Regulations, PEI Flood Guide: A Resource for Local Land Use Planning, Hurricane Preparedness, Firesmart Home, Home Flood Protection, Municipal Climate Resiliency Grants Program (maximum of \$200,000 to address extreme weather events. The deadline is January 31, 2025) and reminders about the updated Code of Conduct regulations which may require new bylaws, and that their municipal directory and information about reception centers should be kept up-to-date.
- c. Grant Match - Peter Kimpton will assist with the **Canada Greener Affordable Housing Program** grant, which helps affordable housing providers complete deep energy retrofits on existing multi-unit residential buildings. There are two funding streams, pre-retrofits (up to \$130,000 per project) and retrofits. Eligible projects include mixed income rental, community housing, affordable rental housing, Indigenous community housing, transitional housing and single room occupancy.

- d. **Federation of PEI Municipalities** – The **Semi-Annual Meeting** takes place on Saturday, October 19, hosted by the Rural Municipality of Abram-Village and will address conflict resolution, mental health during climate emergencies, and municipal updates. The registration fee is \$75 + HST. The office received the agenda for the meeting, audited financial statements for 2023-2024, and the unapproved minutes from the April 29, 2024, FPEIM annual meeting.
- e. **Civonus** - Robert Hughes, the former CAO at Stratford founded Civonus, Inc. to help governments to make better policy decisions. Civonus empowers public sector leaders to make the best decisions within jurisdictions for local issues, and among jurisdictions for common issues, via a ground-breaking digital policy-making platform, built on best practices. It can improve policy decisions and increase the support and trust of citizens. www.civonus.ca
- f. **Radon 100 Test kits** –The Take Action on Radon team sent an invitation to a virtual meeting on the results of the **100 Radon Test Kits Challenge** [in Mermaid](#) last year, the launch of the second radon testing campaign in Charlottetown, the impact of radon testing in our community, and to discuss future initiatives to mitigate radon exposure on October 28, 2024, at 5 p.m. Municipalities can apply for [the Take Action on Radon program](#) to have the testing campaign replicated in their own communities next year. Several websites were included in the information. [WHAT'S RADON?](#) and www.takeactiononradon.ca Radon test kits are available from libraries. It was suggested by a councillor that gravel from the mainland might impact radon.
- g. The **Participation Impact Report for 2023-24** is available [online](#)
- h. **Federation of Canadian Municipalities (FCM) News** – The [FCM Sustainable Communities Conference](#) is in Fredericton, NB, from February 10-13, 2025. Early bird registration costs \$815, and there are reduced rates for smaller municipalities. The CAO completed the FCM Members survey. FCM shared information on a webinar on maximizing the impact of tourism, fact sheets for reconciliation, equity in municipal governance, Circular Economy resources, a webinar on the business case for planting trees, Better Homes Loan Program, Net Zero sinks, and Tourism Corridors.
- i. **Local Food Infrastructure Fund – Small Scale Projects** Kellie Mulligan, local community development officer forward information on a federal [Local Food Infrastructure](#) funding program, which provides a minimum grant of \$25,000.
- j. **Coastal Project for Municipalities** - Bryan Martin, Senior Policy Advisor within the Climate Adaptation Section of PEI Department of Environment, Energy and Climate Action, provides guidance related to coastal hazards such as erosion and flooding, and to reduce risk to communities while working to protect the natural environment. Within the context of the current moratorium on shoreline armoring, the province has a pilot project to conduct shoreline management planning for PEI, to support decision making at the community level by identifying the most sustainable approach for managing risk associated with coastal erosion and flooding over the short, medium and long term. Shoreline Management Plans (SMPs) will provide communities with a useful summary of the local shoreline conditions and processes within their jurisdiction and will provide guidance in land use planning and the permitting of coastal development. SMPs are anticipated to provide participating communities with detailed analysis of shoreline conditions and processes; increase community and property resilience by reducing risk to people, infrastructure, and ecosystems; enable the lifting of the moratorium for shoreline armoring in jurisdictions with SMPs, and inform better decision making about the

suitability of shoreline structures, depending on the local shoreline conditions. The CAO contacted Mr. Martin noting that Miltonvale Park has minimal shoreline. He confirmed there is approximately 2.5 kms of shoreline— most of which is classified as wetland/saltmarsh. Given the shore type, it is very unlikely that there would be any impact on the community from the coastal project; however, they will include Miltonvale Park in future progress reports.

- k. Kinkora reached out to ask for information about our **dog park** for a possible infrastructure project.
- l. The **Celebrate Canada** application period is open until 11:59 pm (Pacific Time) November 21, 2024. The Celebrate Canada Guidelines are available on the Canadian Heritage website. Council intends to continue with the same activities as 2024, which included the addition of a face painter to the day.
- m. A **Conflict of interest** concern was hand delivered by a resident September 27, 2024 against Councillor Frizzell who voted to approve the minutes of the April 17, 2024 regular and closed meetings, as evidenced on Motion 2024:50 at the May 15, 2024 meeting. Municipal Affairs confirmed there is no restriction on a councillor voting on the approval of minutes since it is considered an administrative function, not voting or discussing the item that is in conflict.

Councillor Andrew Frizzell left the meeting at 7:39 p.m.

Motion 2024:96 – Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette that **the Municipality does not find Councillor Andrew Frizzell to be in conflict of interest for voting to approve the minutes of April 17, 2024 open and closed meetings.** Motion carried, 3-0.

Councillor Andrew Frizzell returned to the meeting at 7:40 p.m.

Councillor Frizzell was notified he was not found to be in conflict of interest.

- n. **Active Transportation Summit** -The municipality was invited to attend the Active Transportation Summit hosted by Recreation PEI, and the Provincial Active Transportation Working Group. Councillor Poole will attend the summit scheduled for Summerside on October 29th from 11-3 at Credit Union Place to learn about the importance of active transportation, planning for active transportation, local success stories, and five years of key achievements for the Provincial Active Transportation Fund.
- o. **L'Nuey -Reconciliation** – As L'Nuey moves from a period of reflection to celebrate Treaty Day on October 1, they encourage Islanders to honour the Mi'kmaq and acknowledge that we are all treaty people. Being a treaty person means recognizing Epekwitnewaq Mi'kmaq Treaty Rights so all can move towards reconciliation together. They encourage Islanders to learn more about the historic Peace and Friendship Treaties and how they recognize Indigenous Rights—both now and in the future. 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'kmaw territory. To be a good ally to Indigenous peoples, learn, listen, and take action. Learn about [Treaties](#) and about [Being an Ally](#) on their website.
- p. Recreation PEI forwarded graphics on physical literacy, mental health and invisible disabilities for municipalities to share for [October 2024](#).

- q. **Intact Webinars - Cellular Exposure: The Next Gateway for Hackers and AI - Securing your cellphone.** Topics will include app management, safe browsing habits, privacy settings and how to equip yourself with the latest knowledge to stay secure in this digital age. Tuesday, October 1st, 1:00 p.m.; **Legal Liability for Cyber Incidents and Privacy Breaches** addresses the ever-evolving world of cyber threats, how public entities need to be aware of both external threats and legislated compliance, data security “best practices,” Ontario Bill 194, case law developments and Information and Privacy Commissioner investigations. Wednesday, October 23rd 1:00 p.m.; **Strategic Communications Preparedness for Cyber Attacks: Building an Effective Response Plan** Thursday, November 7th, 12:00p.m. There are other sessions on their [website](#).
- r. **Portage Atlantic** invited the municipality to their Annual Recognition Day celebration on October 6.
- s. **Canadian Postcards Mural Project- Rize Arts** - Marc Leblanc, a mural artist who creates public art that reflects the stories and spirit of local communities is looking for cities to participate in the *Canadian Postcards Mural Project*.

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

a. **Environment and Community Living**

1. **Cornwall & Area Watershed Group (CAWG)**– Councillor Taylor reported CAWG met on October 9 and is holding an Open House for joining and forming committees on Saturday, October 26, from 11 a.m.-1 p.m. at the Cornwall Town Hall.
2. **Projects**
 - a. **StrathRae** – The fence is now completely installed at the new park at StrathRae. Mathesons Construction removed the soil that contained Japanese knotweed and shaped the lot and trucked in new soil and topsoil. Spruce Grove has trees and shrubs to plant in mid-October. The park land was subdivided in August; however, the municipality still does not have the deed. The gazebo will be erected next summer. There has been no word of a site visit from ACOA. There is likely no legal recourse for the knotweed; however, it may be possible to negotiate with the owner.
 - i. **Community Garden** – The greenhouse is still partly installed. Mayor Parker delivered the picnic tables and benches, which were put together by Bob Garneau, to the community garden and community park. The CAO is purchasing garden items using the [Island Community Food Security Fund](#) such as seeds, weeder, plants for the garden, trees, tent, shelving, bulletin board, bottles for preserves, signage, electric rototiller, bags. The CAO intends to get peach trees and plant the asparagus, rhubarb, haskap, blackberry and grapes, and possibly other trees. Hopefully a large compost pile enclosure can be constructed, perhaps using the fence from the generator enclosure. There were two preserving workshops – tomatoes (15 attended) and zucchini (7) with Linda Weeks in September, plus a “Putting the Garden to Bed” (5) workshop, with Heidi Riley, on September 27.
 - ii. **New Horizons for Seniors Program (NHSP) Community 2024-25 “Miltonvale Park – Life in the Movies”** Sunday movies are being shown at 6:30 most weeks. There were two classes held each Friday night in a six-week line dancing session. The project hosted a car rally on September 21, which was followed by a corn boil. There were 6 or 7 teams, who had lots of fun, thanks to Councillor Rose Ramsay and Pat Cosh and their work on the event. Margaret Prouse presented Easy Lunches on October 11. Upcoming events include an afternoon seniors dance on

October 31, a session on Greek cooking on October 24, and Meat and Stews on November 19. There is a Cookie Making Work Bee planned for November 26. The Council office has a master list of events to be coordinated and planned from the hall and the municipality.

- iii. **New Horizons for Seniors – 2025-26** – The municipality applied for eight supper club meals and speakers, a garden club (that would also grow pumpkins for the community and plant flower/herbs for seniors), food presentations, gymnastic ribbons, walking poles, a bus trip to Port LaJoie, Bonshaw, four art classes, basket making, improv class. The CAO was asked to clarify exactly what activities the New Horizons for Seniors funds would be used for, and submitted a more detailed budget.
 - iv. **PEI Seniors Secretariat Funding** - Miltonvale Park was approved for \$3000 for **Miltonvale Park Seniors – Gardens, Gallivanting, and Gosh Darn Technology**. Linda Weeks held a “Preserving Apple” workshop on Sept 30 (17 attended). The Garden Tea planned for September 24 was postponed due to low registration. The other events to be planned include a presentation on Frauds and Scams and three Tech talks). The contract was signed and returned.
 - v. **Active Transportation Plan** —It was suggested the municipality consider a gazebo-like structure for the trail where it crossed the North York River Road. The office can circulate a copy of the draft plan to anyone who is interested in seeing it. It was suggested that a Wednesday evening and a Saturday morning would be good times for public sessions. The plan is ambitious. It would be nice to have the loop paved at the Community Park. The Province seemed receptive to connecting the community park to the Confederation Trail. It might also be wise to investigate if there could be a parking area across from the community park.
 - vi. **Gender, Equity, Diversity, Inclusion and Community Enhancement Program**
A Drag Brunch is scheduled for Saturday, October 19, at 11 a.m., with a Drag Storytime planned for 1 p.m. Tanner MacKinnon is helping to organize the performers. The office still needs to plan a workshop/round table regarding drag costumes and performers before Dec 31, 2024. The Outrageous bingo was held in the summer.
 - vii. **Canada Day** – The deadline for the 2025 Celebrate Canada application is November 21.
 - viii. **Halloween** – The municipality is planning a Halloween Treat Bag Drive-Thru on Saturday, October 26 from 2-3:30. The office will promote the event, and Councillor Ramsay is buying treats!
 - ix. **Prince Edward Island Community Grant for the Retention of Health Care Professionals** Margaret Prouse is hosting two cooking classes on Mondays at 6 p.m. on November 4 and November 25, to demonstrate PEI and International Foods. There still needs to be a community supper and an art project planned.
 - x. **Urban Tree Workshop** – There is a free workshop at the Farm Center in the afternoon of November 27.
- d. **Activities**
- 1. **Yoga** is being held on Tuesday and Friday mornings with Leone – at 8 a.m. for mat and 9:15 a.m. for chair classes. The Central Region of go!PEI is currently subsidizing Friday classes; however if they stop the subsidy, the classes aren’t sustainable, as they are currently not coming close to breaking even. They are also not attracting many Miltonvale Park residents.
 - 2. **Exercise** – KK Pinkowski leads Active Aging classes Mondays and Fridays at 9 a.m. Michele Gallant teaches Wednesday classes at 9 a.m.

e. **Park**

1. **Heat Pump** –The purchase and installation of a heat pump was included in the Capital Investment Plan. The municipality should move and hook up the generator at the park. Councillor Doucette can move it, although it may be safer at the hall for now.
2. **Ruth Awuja**– The municipality purchased an iPad, case and pencil for Ruth for and gave her \$800 cash for her schooling as a thank you for her consistent volunteering at the park this summer.
3. Gloria Wooldridge would like to install a **telephone** for pets that have crossed rainbow bridge. Trevor Matheson agreed to find an appropriate tree stump, likely in the spring.
4. **Ballfield** -The municipality still needs to invoice Charlottetown Minor Ball for the summer rentals.
5. **Pickleball** – Pickleball has finished now for the season.
6. **Winter Closure** – The water can be drained from the park shelter, and it can be winterized, or Council can move forward with installing a heat pump and consider keeping the shelter open year-round to facilitate snow showing or other winter activities. Discussion was held over whether two heads for a heat pump be installed, or have a grate installed between the main shelter and the exterior washroom. It was suggested that a temperature sensor be installed, and that the shelter be drained and winterized.

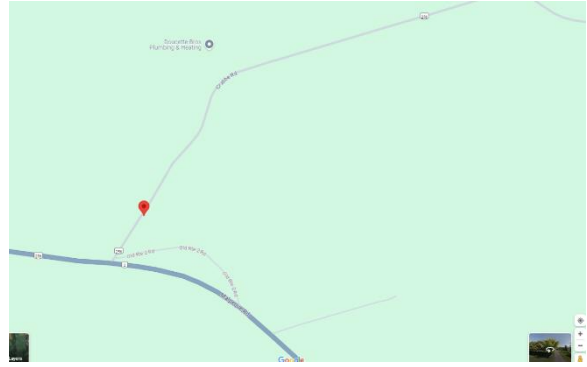
f. **APM Centre** – Sheila Curtis is willing to remain as the Miltonvale Park representative, although she is not able to attend the AGM on Wednesday, October 23, 2024, at 7:00 pm in the Sports Office.

Motion 2024:97 – Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole that **the Rural Municipality of Miltonvale Park reappoint Sheila Curtis as our representative on the board of Communities 13, Inc.** Motion carried, 4-0.

The problem noted at the last meeting was fixed by September 22 and the new piping was installed.. No ice time was lost and the plant is up and running again. The new black pipe will be replaced during the summer shutdown.

- g. **2 Billion Trees** -The municipality was approved for over \$38,000, and it is hoped that planting will happen within the week. Trees will be planted according to Spruce Grove's landscaping plan for Strathrae Park. Spruce trees will also be planted along the upper lots by the entrance (20 white spruce trees, three white pine trees, four oak, and fourteen maple trees with the items required to plant them).
- h. **Mosquito control** – Rachel Senter is helping to collect reimbursement money from residents along the Crabbe Road. The cost has remained at \$30/household for mosquitoes. The numbers and cost may need to be reviewed before next spring. \$690 was collected in 2023, with \$420 received to date in 2024. The total cost of insect control for Crabbe Rd was \$4000, which included black fly and mosquito control. The cost of mosquito control is usually about one-third of the total cost. The total cost for the Crabbe Road in 2023 was \$3500. There was also a newer resident on the Crabbe Road who expressed concerns about being forced to pay. It was also suggested the municipality obtain another estimate for 2025. Letters could be sent to residents in the Crabbe Road area with information, prices and asking if they are still interested in paying the additional fee to include the mosquito control.

- i. **Speed Signs** – A resident on the Crabbe Road asked to have the solar sign moved to a better place on the road, where it is more likely that people would speed, rather than on an uphill grade. She suggested midway from Rte. 2 to the first curve. The CAO will ask if the Province would move the speed sign. Councillor Poole will monitor and adjust the speed sign on Rte. 7 near the hall. There is still a concern with the ducks and chickens at large and on the road, as they could cause a traffic accident.



iii. **Emergency Measures**

- a. **Emergency Shelter kits**– PEI EMO has not contacted the municipality again regarding the possible emergency shelter kits.
- b. **Tabletop Exercise** – PEI EMO will present a tabletop exercise, with a forest fire scenario on the evening of Wednesday, November 27.
- c. **Reception Centers** –Everything that was ordered for the Reception Center has arrived. The municipality needs to get signage for the new sign holders to outline operating hours and location of the warming center.
- d. **Disaster Financial Assistance Program for Municipalities** -The CAO will submit the claim for Fiona when time permits, before September 2025.
- e. **Emergency Center Resiliency Fund** – The generator, stove, fridge, freezer, and air purifier are all installed and working. The municipality is still waiting for a bill from Coles Construction to close out the claim. The generator base needed to be enlarged so the generator could be moved further from building. The CAO will check to see if there is an app for the generator.
- f. **Radios** –There was not another price obtained. Radios may be eligible next year for the Emergency Center Resiliency Fund. The office did get four free [two-way radios](#) with purchases from ULine, and councillors can test their range.
- g. **Generators** –Councillor Taylor forwarded instructions for generators and a draft equipment loan form, for staff to finalize. They were reviewed at the EMO committee meeting.
- h. **Warming Center** -The municipality should still develop a contract with the Milton Community Hall regarding warming center use.
- i. **Warren Grove** – There is a new CAO in Warren Grove. Their Council was understanding about Miltonvale Park's plan to retain ownership of the old generator.

iii **Personnel Committee - Councillor Frizzell**

- a. **CAO contract** -The contract still needs to be finalized.
- b. The employee **code of conduct** still needs to be developed.
- c. **Development Officer – Shared Services Agreement** -Kingston, Miltonvale Park and West River are interesting in investigating a Shared Services agreement regarding the Development Officer position. The CAOs for the three municipalities met with Erin Kielly and Kevin MacCarville from Municipal Affairs on October 15, about the possibility. Municipal Affairs has funding that could be used for a possible multi-year project for shared service agreements. This could be a pilot project, possibly with a sliding scale of Provincial contribution. Municipalities were encouraged to consider what would add to the current level

of service and build capacity (e.g. health benefits package, competitive wage, computer, planning support (e.g. able to call on a team of planners, possibly on retainer for advice), arrangements for an alternate service provider for scheduled time off, memberships/ training/conferences, bylaw enforcement support, clerical support (filing/data entry/communication with clients), IT support –specialized computer program, and a Geolinc subscription. The municipalities and the Development Officer could review current procedures to streamline/automate and become more efficient. The CAOs will consider ideas to improve Development Officer retention, as it can be a stressful position. The entire project be envisioned as a functional supported development system. Council would need to create another Shared Service Bylaw, and should repeal the Bylaw with North Shore. Details specific to the agreement can be included in the schedules, which can be changed by resolution.

Motion 2024:98 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **the Rural Municipality of Miltonvale Park repeal Bylaw # 2021 – 14, the Shared Services Bylaw with the Rural Municipalities of North Shore and Kingston.** Motion carried, 4-0.

- d. **Summer students-** The final reports were submitted for all the student positions as well as the Skills PEI position for Norm Birt. Jenna Rhynes stopped working the planned casual hours in mid-September. Norm Birt has offered to continue to volunteer some hours, and the CAO would provide gas cards in exchange to ensure he is not out-of-pocket for his contributions.

iv **Finance/Payment of Accounts -Councillor Ramsay**

- a. **Remittance** – Councillor Ramsay reported that Canada Revenue Agency has been paid for the quarter ending on September 30, 2024.
- b. **Reports and Payment of Accounts** –The draft financial report was circulated. Current assets total \$655,075. Capital assets are \$385,900, with other assets worth \$16,900 for total assets of \$1,057,900. Liabilities total \$300,000, with \$274,000 of deferred revenues and equity of \$757,900. Revenues for the year-to-date total \$271,800, which includes \$267,360 of grants and taxation income, licenses and permit income of \$4080 and expense recovery of \$360. Expenses for the year-to-date total\$234,060, and include the following expense categories: Administration -\$47,200, Planning -\$11,150, Community Development - \$24,875, Professional Fees and Memberships -\$7,300, and Parks and Recreation -\$73,790, for a net income of \$37,740. The first half of the generator funds were received from the Rural Growth Initiative grant, but there is an outstanding invoice before the final claim can be made to receive the rest of the grant. The first installment of the Two Billion Trees grant was received, but no expenses have been paid out. Due to time constraints the financial statements were not reconciled.
- c. **Audit** -The audit was submitted to the Province, along with the Annual Municipal Information Return. The signed audit and engagement letters were submitted to MRSB.

- 7. **REPORT FROM CAO** – The CAO entered accounting data from summer. She attended the EMO workshop which was held at the hall. The municipality applied to be reinstated for Community Service Bursary Program. The CAO sent regular email updates to residents and email subscribers promoting events and programs, and supervised the garden, and worked on the Food Security grant, IRAC appeal efforts, met with

coordinator Hailey Blaquiére and representatives from Spruce Grove regarding the Two Billion Trees project, applied for the GEDI grant, submitted the reports for student funding, and the CIP application. Items which still need attention are the Code of Conduct Policy for Employees (s 86-2-f) and Terms and Conditions of Employment (section 95), organizing activities, the GST rebate, the garden grant. The CAO is attending the annual meeting for the Association of Municipal Administrators -PEI on October 25 in Linkletter. There may be a need to purchase a new office printer. There may also be a need to hire additional help.

9. PLANNING

a. Permits Issued

MP-19-24 (MP-1241) was issued on 8-Oct-24 at 31 Dawn Drive, Milton Station PID 444232 for a Single Unit Dwelling to replace 1516459

Motion 2024:99 – Moved by Councillor Leo Doucette, seconded by Councillor Jamie Taylor that **the meeting move to a closed meeting in accordance with MGA 119.1. Closed meetings** to discuss confidential information regarding: (g) the conduct of an investigation under, or enforcement of, an Act or bylaw. Motion carried, 3-0, at 8:36 p.m.

Councillor Frizzell left the meeting at 8:36 p.m.

- a. **Appeals** – [Appeal LA 24011](#) – Council’s decision to “amend the Official Plan, Zoning Bylaw, Future Land Use Map, and approval to rezone PID 283325 and part of 658799 from A1 & C1 to Light Industrial” was appealed.

The meeting returned to an open meeting (Motion 2024:100C) and Councillor Frizzell returned at 8:46 p.m.

- b. **Enforcement - Landfill** - It was reported to the office on the morning of October 10, 2024, that trucks were delivering something to the former landfill site and a dozer was working onsite. IWMC was contacted and Adam Clark, Director of Public Works and Planning with the Province, responded that surplus excavated material from one of the Province’s affordable housing projects was being hauled into the site and spread on top of one of the existing cells. Landscaping does not require a permit; however, placing fill does. Council would like the Development Officer to request a permit application.
- c. **Applications in Progress** - In most instances, more information is required to finish processing the following applications:
- i. Single unit dwelling – PID **453662**
 - ii. Single unit dwelling on Heather Drive
 - iii. Two accessory buildings on PID **1165760** at 1263 Winsloe Rd.
 - iv. Application #MP-1195 to construct 23 new single unit dwellings at PID **444232**
 - v. PID **901769** – for a single unit dwelling
 - vi. PID **283739** -Final approval for the next two phases of the subdivision.
 - vii. Application #MP-1198-PID **283325 & 658799** -lot revision
 - viii. Application #MP1207 PID **241059** for change of use.
 - ix. Application #MP 1208 PID **922740** for a single unit dwelling.
 - x. Application #MP 1209 PID **280792** for a 1-Lot off subdivision.
 - xi. Application #MP 157 PID **280800** for a 1-Lot off subdivision

- d. **Applications Requiring Input/Updates** – Arnold MacRae again requested the municipality pay for the cost of streetlights in the StrathRae Estates. Council could assign a new tax rate group, based on services. Council referred the issue to Planning Board for its next meeting. The City is still working on the agreement for an easement with Capreit.

e. **Queries**

- xii. A resident was interested in knowing if she would be able to subdivide a lot from PID 281428, which currently has a home, a separate accessory apartment and several outbuildings.
- xiii. A resident inquired about property (PID 622571) in Springvale to see if four lots could be subdivided; however, there is limited road frontage on Rte. 2, and a public road would be required.
- xiv. Zach Stephens, the Mayor, CAO and Development Officer met with provincial officials Alex Dalziel, Director of Housing Development, Brad Gordon, Transportation and Infrastructure - Capital Projects, and Kent Dollar on October 8 about the proposed development for the former pasture lands. The cottages and motel from Royalty Maples are being temporarily stored in one of the fields. The Province has a tentative subdivision plan and will be making application when details are finalized. They plan approximately 100 lots with 140 units. There is no current mechanism in the bylaws that would allow a permit to be granted for the storage of all the units. The province intends to have regular security checks, and employ rodent control. They have to discuss the servicing with the city. They would also consider a multipurpose building, and using land adjacent to the soccer field to allow the field to be enlarged, as part of the parkland requirement. The planner suggested a letter be sent requiring they apply for/obtain a permit by a specific deadline, with notification that the fees will be doubled, as per the bylaw and including the applicable sections for the PURD zone and subdivisions from the Bylaws. There was a concern raised regarding who might be the intended residents of this development.
- xv. A potential purchaser of lots at Spruce Grove requested information about rezoning to PSI for a possible temple.
- f. **Conference** – Mirko Terrazas is attending the [Atlantic Planners Institute Conference](#) in Saint John on October 16-18. West River is paying his registration.

Motion 2024:101 – Moved by Councillor Jamie Taylor seconded by Councillor Paul Poole that **Miltonvale Park reimburse Development Officer Mirko Terrazas for his costs for travel and accommodations to attend the Atlantic Planners Institute Conference in Saint John, NB.** Motion carried, 4-0

10. INQUIRIES BY MEMBERS OF COUNCIL

11. OTHER

- a. **Council Appreciation Night** – Saturday, November 23 was chosen for a meal at the Milton Community Hall to be catered by Brian Stanton.

- b. **Wells** – It was noted that two residents on Rte. 2, near the intersection with the Lower Malpeque Road have recently had problems with their wells running dry.

**12.INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and
BYLAWS – None**

13.ADJOURNMENT

Motion 2024:102 – Moved by Councillor Leo Doucette that the meeting be adjourned, and Mayor Parker declared it so at 9:05 p.m.

Mayor

CAO

Date approved

Next Meetings:

Committee Meetings – Planning Board – November 7 at 7 p.m. if required

Regular Council Meeting- - Wednesday, November. 20 at 7 p.m.

Council Appreciation –Saturday, November 23 at 6:30 p.m.

EMO Tabletop Exercise –Wednesday, November 27 at 6:30 p.m.