

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:00 p.m., February 21, 2024

Present: Mayor Hal Parker, Councillors Paul Poole, Rosemarie Ramsay, Jamie Taylor, Andrew Frizzell, Leo Doucette and Spencer MacDonald (at 7:16 p.m.), 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, although Councillor Frizzell will re-evaluate if any topic regarding his re-zoning is raised.

3. APPROVAL OF AGENDA

Motion 2024:09 – Moved by Councillor Jamie Taylor, seconded by Councillor Rose Ramsay that **the agenda be approved**. Motion carried, 5-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS

There were no public presentations scheduled.

5. ADOPTION OF MINUTES

Motion 2024:10 – Moved by Councillor Leo Doucette, seconded by Councillor Paul Poole that **the minutes of the January 17, 2024, Regular Meeting be approved, with the correction of the typo “than” in the middle of page 10**. Motion carried, 5-0.

The closed portion of the minutes of November 20, 2023, will be adopted at the next meeting.

6. BUSINESS ARISING FROM THE MINUTES

- i. **Hall Renovation** – The Enabling Accessibility Fund contract extension was signed and returned, with a new end date of September 28, 2024. There was some discussion for an alternate project, such as an elevator on the parking lot side of the building. An “invitation only” tender was discussed; however, procurement rules may require a public tender for construction projects. The latest end date of any project would be September 28, 2025.
- ii. **EV charger** – Three electricians were contacted for pricing for the installation of two EV charges at the Miltonvale Community Park. Richard Little from the Canadian Electric Vehicle Charging Solutions (CEVES) submitted a quote to install two single-port EV chargers at Miltonvale Park. CEVES would work with Cudmores to install two single-port EV chargers at Miltonvale Park, 80 Amp, WiFi chargers with cable management; Install on 8*8 post (avoids the need for a base and bollards); 5-year

worry-free (software & hardware) for a total price of \$21,850 (plus HST) minus rebate of \$15,000 = \$6,850 cost to Miltonvale Park.

Motion 2024:11 -Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor, **that Miltonvale Park contract Canadian Electric Vehicle Charging Solutions (CEVES) to supply and install two Level 2 Electric Vehicle Charging Stations at the Miltonvale Community Park at a cost of \$21,850 plus HST.** Motion carried, 5-0.

Councillor MacDonald arrived at 7:16 p.m.

7. CORRESPONDENCE

- i. **Women and Addiction Symposium** -A two-day symposium is being held in Moncton in April.
- ii. **Front Row**, the largest [event insurance](#) broker throughout Canada relaunched their [online events program](#) for quick low-cost solutions to obtaining insurance.
- iii. **APM Centre** -Financial statements had been circulated to Council showing the balance sheet as of January 31, 2024, and a projected year end statement for June 30, 2024, with notes about differences.
- iv. **Atlantic Infrastructure Management (AIM)** Network is hosting free sessions related to municipal climate action and municipal facility planning:
Feb. 21, 7-8:30 pm: **PEI Climate Adaptation Live Web Event**
Until Feb. 29: **Assessing Climate Vulnerability Web Series** (Online Video Series)
Feb. 29, 12-1 pm: **Long-Term Planning for Municipal Facilities**
- v. **FPEIM Annual General Meeting** - The [FPEIM](#) annual general meeting is Monday, April 29, in Charlottetown, and will include workshops, discussions, a short business portion, and the chance to network with municipal leaders. The deadline for [resolutions](#) is 4:00 pm on February 29, 2024. [Nominations for awards](#) will be accepted until 4:00 pm on April 1, 2024 – [Bruce H. Yeo Award nomination form](#) and [Municipal Achievement Award nomination form](#). The [registration](#) fee is \$90 + HST/delegate.
- vi. **Warren Grove** - Kyle Dudley is the new CAO in Warren Grove. It is time for them to renew the agreement section of the shared services bylaw with Warren Grove.
- vii. **Municipal Affairs Newsletter**
 - a. The Mandatory **Code of Conduct Training** for all council members must be completed by March 31, 2024. As of January 22, 2024, it was completed by Councillors Taylor, Doucette, Poole, and Ramsay, and Mayor Parker has since completed it.
 - b. March 31, 2024 is also the deadline for the Council Resolution adopting the **2024-25 Operating Budget, Capital Budgets and 5-year Capital Expenditure Plans** with Asset Management, which need to be submitted to the Municipal Affairs by April 15, 2024.
 - c. **Amendments to the *Municipal Government Act*** received Royal Assent on November 29th, 2023 and include a pause on the requirement to develop new

- official plans and development bylaws and the expansion of absenteeism rules to committee meetings.
- d. Provincial Planning is the point of contact for any new Official Plans and Development/Zoning/Subdivision Bylaws, or amendments to them. Contact information is landsdivision@gov.pe.ca, or 31 Gordon Drive, PO Box 2000, Charlottetown, PE, C1A 7N8. Their office is currently updating the [handbook](#) and the [checklist](#) to help municipalities through the adoption and amendment process. Their contact is Megan Williams at mrwilliams@gov.pe.ca.
 - viii. **UPEI Study** – Islanders are asked to complete [a survey](#) on the impact of Fiona on Islanders’ mental health. “Measuring the Psychological Toll of Hurricane Fiona: A Case Study for Islanders on Prince Edward Island. For more information contact pkina@upei.ca or 902-388-2013.
 - ix. Jane Simmons, Environment Officer with the Department of Environment, Energy and Climate Action, is gathering information from municipalities across the Island regarding **excavation pits** in their Bylaws and Official Plans.
 - x. The Government of Canada announced the implementation of the new **Canadian Dental Care Plan**, as of December 18, 2023 and sent information to be circulated.
 - xi. Suzanne MacNeill, with the **Island Community Food Security Program**, reminded the municipality that the report for the "Community Meals & Meal Boxes" is due on March 15, 2024.
 - xii. Alan Buchanan asked for **letters of support** for his nomination of Dutch Thompson as an Honorary Degree recipient at UPEI’s 2024 Convocation.
 - xiii. The CAO completed a feedback survey on the **Canada Summer Jobs program**.
 - xiv. The CAO completed a **Survey on the Rural Growth Initiative (RGI)** in PEI.
 - xv. The funding agreement for the **Gender, Equity, Diversity and Inclusion Project** was received from Jessica Williams, Advanced Learning and Population.
 - xvi. **FPEIM** - The Department of Justice and Public Safety is consulting the public on changes to legislation, including replacing *Fire Prevention Act*, *Rural Community Fire Companies Act*, and the *Firefighters Long Service Medal Act* with a new **Fire Safety Act**. [Department of Justice and Public Safety Public Consultations](#).
 - xvii. Information about [grants](#) was circulated.
 - xviii. The **Workers Compensation Board of PEI** has approved, in principle, policy: [POL-01, Psychological and Psychiatric Conditions](#), which is available for comment until March 1, 2024.
 - xix. The CAO attended FPEIM’s webinar on **Group Benefits for Small Municipalities** on January 30, 2024.
 - xx. Infrastructure Secretariat - Miltonvale Park’s **2023-2024 Annual Expenditure Report (AER)** template is due by May 15th. If CCBF funds were spent in the 2023-24 fiscal year, the AER must be accompanied by an independent auditor’s report. Every municipality is required to submit an official bank statement showing the closing balance of their CCBF account as of March 31, 2024.
 - xxi. The [Clean Leadership Summer Intern](#) program has a virtual information session on February 5 at 1 p.m., and provides job opportunities for youth in the clean economy. Employer applications will be accepted from February 1-19.
 - xxii. **AMA-PEI** –President Bob Brooks has resigned. The Association of Municipal Administrators circulated a request from Carolyn Simpson who was contracted by the Department of Education and Early Years to review the current school age child care program on PEI and to offer recommendations on how this service could be improved for Island families. She is seeking municipalities who would be interested in having discussions with the Department about school-age child care options in their

community, and wanted to be contacted by February 9, 2024. It was noted that there are many people having issues with child care, and there was concern that the new model, with reimbursement to the center of fees by the Province, would lead to cash flow issues. Although the deadline was passed, the municipality could reach out to Ms. Simpson. The AMAPEI also included their membership form, a request for suggested topics for AGM and information on the CAO Employee Benefit Package through the FPEIM Canoe Procurement Group (CPG) and "Employee Census Form" for the Benefit package to return to Tyler Patterson at CPG.

- xxiii. Insurance** - Natalie Coffin from Westland Insurance Group Ltd. and Intact Public Entities forwarded the insurance renewal for 2024, which has a premium increase of 8.8%, totalling \$11,245 for the year. The increase for each policy was +6% Municipal Liability, +10% Errors & Omissions and +40% Property. A 7% inflation factor was applied to buildings, and flood deductibles have been increased to \$50,000. Other changes are outlined on pages 15-19 of the Insurance Renewal Report.
- xxiv. Leisa Smith, Meadowvale Community** - Capreit requested any records dating back for Meadowvale Community regarding the mapping of water and sewer lines; however, none were on file in the office.
- xxv. Procurement Services** - Julie St John, from the Provincial Office of the Comptroller requested information on the tender they posted for the Hall Renovations, and were informed that no tenders were awarded.
- xxvi. Taxation and Property Records** is now calculating the 2024 Assessments. Suzanne Pater asked if the Assessment Roll and Tax Certificate are wanted via pdf copy, hard copy or both. They will be mailed in mid-February with the pdf version available earlier. Mapco will also be updated with the 2024 Assessments. A new Assessment and Tax Information online system (MATI), will soon replace MAPCO. A training session for new MATI (Municipal Assessment and Taxation Information) users will be on Thursday, February 29, 2024, 1:00 p.m. St. Peter's Cathedral Hall, 7 All Souls Lane. The CAO plans to attend.
- xxvii. FCM Newsletter** - Explore Calgary: FCM's 2024 Annual Conference and Trade Show has 37 study tours, and will share new insights on municipal collaboration, e.g. asset management within your municipality or with neighbouring communities. FCM has a Community Efficiency Financing resource library
- xxviii. Atlantic Buggbusters'** contracts were received. Black fly control for the Loyalist Road area costs \$4900, with mosquito and black fly control in the Crabbe Road area costing \$4000. Local residents rebate the cost of mosquito control to the municipality.
- xxix.** In honour of **Black History Month**, the municipality was asked to recognize the achievements of Black Canadians and to support Black-led charities.
- xxx. L'nuey** contest is holding a WHEN YOU HEAR "HOME," WHAT COMES TO MIND? Contest.
- xxxi. 2026 Census of Population Dissemination** -Stats Canada sent information about the 2026 census.
- xxxii.** Inclusify is honoured to host **Black Women at Work**, and welcomes everyone to learn about the lived experiences of Black women in a free [webinar](#) at noon ET, February 28, 2024
- xxxiii.** PFEIM -A **Virtual FireSmart workshop** will be held on Thursday, Feb. 22, 1-2 p.m. Hosted by ClimateSense at UPEI, it will showcase the FireSmart Ambassador program for communities, and connect municipalities with the Island's FireSmart team. This Level 1 FireSmart Ambassador training is recommended for anyone looking to promote the program in their community or to learn more about [FireSmart Canada](#). The training would enhance people's ability to speak about the program and

direct community members to resources. The training will also provide an orientation before [Wildfire Community Preparedness Day](#) on May 4. This could help municipalities work towards a [FireSmart Neighbourhood](#). Register with Lmayne@fpeim.ca.

- xxxiv. WEBINARS -[Unlocking the Secrets to Lean Municipal Excellence!](#) Wednesday, March 6, 2024 at 1:00 EST. Discover practical tips, strategies for sustaining momentum, and engage with panelists during a Q&A session.
- xxxv. **Municipal Affairs Newsletter** included information on OmbudsPEI Best Practices: A Guide to Closed Council & Committee Meetings, the Housing Accelerator Fund, Black History Month, Emergency Preparedness, Reception Centre Resiliency Fund, and UPEI's Survey on the Mental Health Impacts of Post-Tropical Storm Fiona
- xxxvi. **Fiscal Year 2022-2023 Municipal Capital Expenditure Grant (MCEG) Claims** March 31st, 2024 is the last day to submit MCEG 2022-2023 claims. mjlane@gov.pe.ca.
- xxxvii. The **PEI Coalition for Women in Government** with FPEIM delivered a year-long "Fostering Resilience in Women Municipal Leaders" program to provide municipal women opportunities to build skills and connections. A short survey was shared with ALL members of Council to fill out before Thursday, February 29. <https://forms.gle/pVMmzbfKSoPE4uNY7>
- xxxviii. **EMO Weather packages** were distributed for February 3-5 and 13-15.

6. REPORTS FROM STANDING AND AD HOC COMMITTEES

i. Environment and Community Living

- a. **Watershed** -Councillor Taylor shared information from the February 7th Cornwall and Area Watershed Meeting where CAWG completed their Bylaw review, and discussed member pricing, structure and a benefit plan.
- b. **Community Living** – Councillor Taylor shared information that he had learned attending seminars on diversity and anti-racism, which he has posted on his shared Google drive. 80% of homeless people under age 30 identify as 2slgbtqia+. In England, 25-30 % of homeless people are from the Arts and Culture sector.
- c. **Environment-** Councillor Taylor also participated in a webinar discussing biogas and renewable natural gases.
- d. **Projects**
 - i. **ACOA Canada Community Revitalization Fund and Rural Growth Initiative – Community Garden, Miltonvale Community Park and Strathrae Park** – ACOA has agreed to contribute up to \$118,871 (\$102,537 for this project, plus the \$16,336 from the hall elevator project), with the Province contributing \$35,000 and the municipality using \$33,380 from the Community Capacity Building Fund and \$71,558 of municipal funds.
 - A. The community garden components purchased and/or completed include four metal low beds and four raised cedar beds (not included in the ACOA project), compost and soil amendments, initial tilling with tractor, driveway, greenhouse kit; utility shed, three benches and the signage is ordered. The province is also contributing towards the well-drilling and associated backhoeing and electrical and more garden beds. Posts need

to be ordered for the sign. Agreements still need to be signed with the Hooper family and arrangements made for electricity.

- B. **Strathrae Estates** -The municipal land will be 0.59 acres near the cul-de-sac for community recreation space plus 0.3 acres at entrance. The developer and municipality are still discussing the proposed fence. The lot will need to be graded, and the funds for the ACOA portion of the project spent by March 15. ACOA agreed to include the cost of a landscape plan in the project. The municipality has received a community signboard for the entrance, the gazebo, two picnic tables, three benches. The gazebo needs to be installed and there may be funds available for a patio stone base. Posts should be installed fairly close together to increase the strength of the fence.
- C. **Miltonvale Community Park** -The playground equipment has arrived and the fence has been installed at the basketball court. The municipality and the province are responsible for the installation costs for the playground equipment.

Projects should be completed by March 15, 2024 for ACOA. The Province's contract for \$35,000 has been received, but they may be able to contribute up to 25% more. The end date for their component is June 30, 2024. Spruce Grove will make a plan for the landscape design for Strathrae, and suggested a 7 ft "public space" black galvanized metal fence with Northern Bayberry – which grows about 2m high in front of it, for the rear of the municipality's large lot. The most recent claim to ACOA saw a reimbursement of \$85,382.55

- ii. **New Horizons for Seniors (2023-24)**– "PEI Through the Years" Project. The square dancing group plan to continue into spring. The final PEI Foods session (Chinese) was held on February 6, with about 30 people. Approximately 45 people attended the Lunch & Learn with David Hooper on February 16. Dutch Thompson is speaking at a Lunch & Learn on March 7, with IRSA planning to speak at a Lunch and Learn on March 6. Basket weaving, with 10 participants, was held on January. Books have been purchased for three book club meetings. A concert celebrating Black culture is being planned for March 23. The remaining activities are another speaker on Indigenous Topics and a walk on a heritage road, as well as book club meetings.
- iii. **New Horizons for Seniors Program (NHSP) Community 2024-25 – The application for Miltonvale Park – Life in the Movies** was approved for \$9180, although the request was for \$17,270. Some of the activities were not deemed eligible for funding, and once more information is received, adjustments to the scope of the project can be made. The proposal was for 55 activities inspired by favourite movies, including 20 movies, 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... some 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** – (\$2100) “**Miltonvale Park – Senior Matters**”. Two food presentations were held, with the second having 48 people register, although the capacity was 35. The Credit Union presented about Seniors Finances at a Lunch and Learn on February 2 to about 10 people, but the presentation was also videotaped. A seniors health fair is tentatively planned for March 8. One other speaker should also be organized.
 - v. **PEI Seniors Secretariat Funding** - 2024-25 –The deadline to apply for projects, up to \$5000, is April 5. Projects should promote positive images of aging/address ageism, support healthy aging, improve personal safety/address abuse or neglect of seniors, improve financial security of seniors, address social isolation, support intergenerational connection and support aging in the right place for the individual senior. Councillor Ramsay had forwarded several ideas to the CAO, and further discussion can be held at the March meeting.
 - vi. **Community Meals & Meal Boxes**- Meals were held on Feb. 1, Feb. 15 and the final meal is March 13. Fifty meal boxes will be distributed on February 22. The final report for the project is due March 15.
 - vii. **Active Transportation Plan** –Consultant Nadine Lowes from the Glenn Group suggested Council review the draft Active Transportation Plan first before going to public for feed back. A final claim will need to be sent to ATPEI. Council will send the plan to the Planning Board for their comments, and councillors will review the plan before the March meeting.
 - viii. **PEI 150 Celebration Fund** - Reports have not been submitted yet for the **antique vehicle show** nor **Canada Day** but the CAO is working on them when time permits.
 - ix. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** -The municipality was approved for \$5330 for a Drag Brunch, Storytime, workshop/round table, and Outrageous bingo, The completion date is December 31, 2024. The contract has been received.
 - x. **ParticipACTION Community Challenge** The municipality applied for \$1250 for community wide activity challenge, which includes disk golf, painting, gardening, pickleball, walk, cycle, dog walk, Move more than Mayor, and a virtual walk.
 - xi. **Family Violence Prevention Week** takes place in early May. The municipality has already purchased some fleece on sale and Linda Sullivan has started to prepare it for blanket making.

d. Activities

1. **Yoga** on Tuesday –Leone Curtis offers 9 a.m. mat yoga and 10:30 a.m. chair classes. The municipality is also trying classes on Fridays upstairs, hopefully with sponsorship from the Central Region Sport and Recreation Council.
 2. **Exercise** continues with Michele Gallant on Mondays and Fridays at 9 a.m.
- e. **Park** – There is a lot of snow still at the park.
 - f. **Community Pasture** – The CAO still needs to prepare a lease for Earl Hambly to sign regarding the pasture.
 - g. **Community signs** – There is one “Welcome to Miltonvale Park” sign in reserve to replace the next sign that requires it.
 - h. **APM Centre** –The Communities 13 Inc. Expansion Committee reached out to the municipality noting the remarkable growth in the area, with a 47% increase in population since the development of the APM Centre. Cornwall has the second-largest minor hockey

association in the region. The committee requested a meeting with the municipality, and Miltonvale Park let them know the Council would be available to meet on March 14, 18, or 27.

- i. **2 Billion trees** is accepting applications until mid-March, and the CAO intends to apply.
- j. **Community Garden** – Resident Ryan Ritskes, who is an arborist, reviewed a website from N.B. that sells local edible trees and noted they were sold out of most trees or plant stock that that he would recommend for a community garden. He offered to draft a proposal for perennials plants and trees at the garden. There are several residents who have expressed interest. Jamie MacKay, who oversees the community garden in Kensington offered to provide advice. Mathesons may be able to provide some wooden greenhouse tables.

Motion 2024:11 – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole that **up to \$2500 be set aside for a plan for the community garden.** Motion carried, 6-0.

iii. **Emergency Measures**

- a. **PEI Disaster Financial Assistance Program for Municipalities** – The application is due by fall 2026.
- b. **Radios** –The EMO committee hasn't met recently.
- c. **Generators** – There has not been progress with compiling paperwork (simple instructions, loan agreement, liability waiver) to accompany the six 4000-watt generators, cords and four gas cans for the municipality to loan to residents.
- d. **Red Cross** -The municipality needs to formalize a contract with the Milton Community Hall regarding its use as an emergency warming center.
- e. The **Council generator** still needs to be levelled and secured. The generator was bought in 2013. The Province currently has a [program](#) to outfit/upgrade designated warming centers, and can contribute a maximum of 80% of project costs, up to \$250,000., or 80% of generator costs, up to \$50,000. Applicants must contribute at least 10% of the costs. It was recommended that the municipality continue to try to source a propane generator.
- f. The province's **Reception Centre Application** (database) that holds all reception centre information for all Emergency Coordinators is online. The CAO is the current contact to update local reception centre information. Municipal Affairs will host an online training session for all delegates in March 2024.

iii **Personnel Committee**

- a. Councillor Ramsay has drafted a CAO contract for review.
- b. The municipality still needs to create an employee **code of conduct**.

iv **Finance/Payment of Accounts**

- a. **Remittance** – The municipality is a quarterly remitter and has paid to the end of December 2023.
- b. **Reports and Payment of Accounts** – Councillor Ramsay reviewed the circulated financial statements. Current assets total \$629,180. Capital assets are \$187,545, with other assets valued at \$19,320. Liabilities total \$313,055, and include \$274,800 of deferred revenue. Income until January 31, 2024, includes Grants of \$352,400 (\$232,075 of taxation), Licences and Permits of \$6250, and Expense Recovery of \$730, for total revenues of \$359,375. Expenses for the year-to -date include Administration expenses of \$85,120, \$49,695 for Facilities and Public

Property, \$74,640 for Fire Protection, \$15,645 for Planning and Zoning, \$30,905 for Community Development, \$15,900 for Professional Services and Memberships and \$39,410 for Recreation and Parks. Expenses total \$311,320, for a net income to date of \$48,055.

Motion 2024:12 – Moved by Councillor Rose Ramsay, seconded by Councillor Spencer MacDonald that **the financial report be approved**. Motion carried, 6-0.

c. **Budget** – The Public Meeting to present the budget is scheduled for Thursday, February 29 at 7:30 p.m. at the Milton Community Hall. No tax increases are anticipated. The CAO will review the tax rolls to find the change to the Provincial Correctional Facility, which has undergone renovations. The Council reviewed Draft 1 of the 2024-25 Operating Budget, which will be updated if any new figures are obtained before the public meeting. *See Appendix A.*

Motion 2024:13 – Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor that **the pasture contract with Earl Hambly be extended for another year at the same price**. Motion carried, 6-0.

It was noted that the North River Fire Department is very well-equipped. They used to host an annual meeting; however, this has not been done recently. The CAO will reach out to them to ask if there is financial information they could circulate or if there will be an annual meeting this year.

It was also noted that the Development Officer had not claimed any mileage for the year, and he will be reminded to submit any claims before year end.

Motion 2024:14 - Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor that **Development Officer's wage be increased to \$30/hour, effective April 1**. Motion carried, 6-0.

The car show could see a \$20 registration fee and it was expected that the number of cars would increase. Profits could be donated to a worthy cause, such as the food bank.

- 9. REPORT FROM CAO** – CAO Shari MacDonald sent regular email updates with events, completed reporting for Business Payrolls Survey, spent time on the ACOA project, wrote minutes, organized the community meal and food box giveaway, worked on PEI150 reports, ACOA Claim, budgeting and accounting, completed and distributed T4s, registered for Municipal Assessment and Tax Information Account (replaces MAPCO). The CAO met virtually with Robert Hughes, former CAO of Stratford who has started Civonus – a company which measure citizen engagement and opinion. Activities that remain on the “To Do” list include the EMO Warming Center application, another claim for ACOA, generator estimates, a newsletter before public meetings for finances and Bylaw/OP, 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, a lease for the pasture, organize seniors activities, and apply for the GST rebate,

10. RECOMMENDATIONS FROM THE PLANNING BOARD

a. Permits Issued

- i. **Permit 2024-01** (Application MP-1222) was issued on 2024-02-081 to PID 843292 at 171 New Glasgow Rd. for ground mounted solar panels.
- ii. **Permit 2024-02** was issued. This was a re-issuance of Permit **2022-15**, to construct a new 2,820 square-foot warehouse on Parcel No. 283242 at 17063 Rte.2, with the condition that access from Rte 2 be removed. (13/07/2022). The civic address has since been changed to Lower Malpeque Road.

b. Appeals– There are no appeals currently at IRAC.

c. Enforcement

The CAO has not yet followed up with the lawyer regarding a letter from Council regarding PID 283085.

d. Applications in Progress - In most instances, more information is required to finish processing the following applications:

- i. PID **444232** -Application #MP-1195 to construct 23 new single unit dwellings.
- ii. PID **901769** – for a single unit dwelling and private garage. The Development Officer will reach out to the applicant.
- iii. PID **283739** -Final approval for the next two phases of the subdivision. A newer version of the survey plan was submitted and approved, subdividing Applecross Avenue and the lots for the municipality. The municipality gave preliminary approval for stages 2 and 3, in 2021 and will grant final approval when the City of Charlottetown’s outstanding issues (lift station and easement) have been satisfied.
- iv. PID **283325 & 658799** - Application #MP-1198- Rezone from Commercial (C1) and Agricultural (A1) to Light Industrial (M1) and lot revision.
- v. PID **241059** - Application #MP1207 for change of use to permit short -term rentals.
- vi. PID **922740** - Application #MP 1208 for a single unit dwelling.
- vii. PID **280792** - Application #MP 1209 for a 1 Lot off subdivision.
- viii. PID **281790** - Application #MP 1210 for a 1 Lot off subdivision
- ix. PID **280800** - Application #MPS 157 for a 1 Lot off subdivision
- x. PID **841296** – Application #MP-1221 Garage and Sea can storage
- xi. PID **585489** – Application MPS-158 for a 1 Lot Off Subdivision
- xii. An application was received on February 21 for the redevelopment of a subdivision approved decades ago. Planning Board has not yet seen the application and the City will need to agree to service the development. The property is zoned RS1 but is not yet serviced. It may need to be consolidated, then re-subdivided. The municipality could approach the City to see if there would be any interest in servicing the development at this time.
- xiii. The municipality has also been approached regarding a possible cemetery, which would require a subdivision and rezoning.

e. Applications requiring input

Rezoning - PID 283325 and 658799 – A public meeting is scheduled for the change to the Future Land Use Map in the Official Plan February 28, 2024, and Council will await recommendations from the Planning Board for further action.

f. Proposed Development Bylaw and Official Plan Changes

Planning Board members reviewed the [draft changes](#) to the Bylaw and Official Plan as compiled by Planner Samantha Murphy. There were two minor revisions from the previous version. In the table with information about accessory structures, the size of the Maximum gross Floor Area of an individual Accessory Building (at a Farm or Resource Property, Commercial Zone, Industrial Zone) – shall be “No ~~standard~~ restriction”. In the Industrial Zone policy in the Official Plan, in 8.2.5 the word “be” was added after “shall”.

The Public Meeting Date is Wednesday, February 28 at 7:30 p.m., with a storm date of Thursday, March 7 at 7:30 p.m.

g. Other

a. Active Transportation Plan -Planning Board will be asked to review the Active Transportation Plan.

b. PEI Planning Decisions Online – Some of the Miltonvale Park development permits issued over the past 18 months appear under other municipalities in the PEI Planning Decisions online. The Development Officer is working with the Province to correct the errors. Apparently Miltonvale Park’s numbering system is the same as another municipality, which caused some to appear elsewhere, while others appear in the other municipalities where the Development Officer works. There appear to be errors in all but three of the permits issued in 2023. The time period for appeals would be impacted when they are re-posted.

11. INQUIRIES BY MEMBERS OF COUNCIL -There were no inquiries.

12. OTHER – Councillors Frizzell and MacDonald were reminded of the March 31, 2024 deadline to complete the mandatory Code of Conduct Training

13. INTRODUCTION AND READING OF BYLAWS –There were no Bylaws to review.

14. ADJOURNMENT

Motion 2024:14 – Moved by Councillor Spencer MacDonald, that **the meeting be adjourned**, and Mayor Parker declared it so at 8:52 p.m.

Mayor Hal Parker

CAO Shari MacDonald

March 20, 2024
Date approved

Next Meetings:

The next Regular Council Meeting- - Wednesday, March 20 at 7 p.m.

Public Meeting for OP and Development Bylaw Changes – Wednesday, February 28, 7:30 p.m.

Public Meeting for the Budget – Thursday, Feb 29, 2024

Committee Meetings – Planning Board – Thursday, March 7 at 7 p.m., if required. (7:30 March 7 is also the storm date for the Public Planning Meeting)

EMO Committee – No meeting date at this time.

APPENDIX 1 – Draft 1 – Operating and Capital Budget 2024-2025

TAXATION INFORMATION

	Commercial	Non/Commercial	TOTAL	2023 RATE per \$100 assessment	
Non serviced asses	\$ 5,704,500	\$ 70,378,900	\$ 76,083,400	82.6	16.6
(SI Hollow Serviced assessme	\$ 9,275,500	\$ 19,764,200	\$ 29,039,700		
Tax income	\$ 47,119.17	\$ 116,828.97	\$ 105,123,100		
Tax income	\$ 76,615.63	\$ 32,808.57			
		\$ 273,372.35			

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REVENUE	PROJECTED	PROJECTED	24-25 Budget	
	Operating 2023	CAPITAL 2023 #	OPERATING	CAPITAL
Grants				
Equalization Municipal Support Grnt	\$ 29,713		\$ 28,000	
Infrastructure				
Gas Tax		\$ 18,950		\$ 70,000
Canada Day & Special Days/Wk Gr	\$ 5,800		\$ 1,000	
Seniors Project	\$ 17,125		\$ 11,180	
Other grants	\$ 10,000		\$ 15,500	\$ 65,000
Job Funding	\$ 25,665		\$ 25,000	
Taxation and planning supplement	\$ 266,744		\$ 281,372	
Interest	## \$ 13,000		\$ 10,000	
Misc. Income	\$ 6,150		\$ 2,000	
Recreation	\$ 5,200		\$ 1,250	
Seniors Income from Activities	\$ 13,250		\$ 10,000	
Gov't Transfers for Capital Assets		\$ 144,537		
Grants Total	\$ 392,647	\$ 163,487	\$ 385,302	\$ 135,000
Licences and Permits				
Development Fees	# \$ 4,500		\$ 12,000	
Land rent revenue	\$ 4,000		\$ 3,250	
Licences and Permits Total	\$ 8,500	\$ -	\$ 15,250	\$ -
Expense Recovery				
Surplus From Reserves				
Recovering Expenses	\$ 3,530		\$ 3,550	
Misc Expense Recovery				
Total Expense Recovery	\$ 3,530	\$ -	\$ 3,550	\$ -
TOTAL REVENUE	\$ 404,677	\$ 163,487	\$ 404,102	\$ 135,000

EXPENSE				
Admin Expenses				
Depreciation - Community				
Amortization of Deferred Grants				
Councillor/Chair Meals Remuneration			\$ 4,250	
Council/Chair Mileage Remuneration			\$ 1,000	
Councillor Chair Honorarium			\$ 7,500	
Council Remuneration	\$ 12,000	\$ -	\$ 12,750	\$ -
Chair & Council Meeting Expenses	\$ 1,500		\$ 1,500	
Administration Wages	\$ 65,000		\$ 66,880	
EI Deduction	\$ 2,150		\$ 2,800	
CPP Expense	\$ 4,800		\$ 5,500	
WCB	\$ 1,200		\$ 1,000	
Advertising	\$ 1,200		\$ 1,000	
Interest and bank charges	\$ 240		\$ 400	
Insurance	\$ 9,335		\$ 9,821	
Office	\$ 3,850		\$ 4,500	
Printing	\$ 200		\$ 200	
Telephone Internet	\$ 2,910		\$ 3,200	
Training	\$ 310		\$ 500	
Travel	\$ 600		\$ 500	
Meetings	\$ 695		\$ 1,500	
Grants to organizations/individuals	\$ 6,140		\$ 2,000	
Election			\$ 500	
Website	\$ 396		\$ 425	
Admin Expenses Total	\$ 112,526	\$ -	\$ 114,976	\$ -

Facilities and Public Property				
Insurance (Park Shelter)	\$ 1,000		\$ 1,424	
Electricity	\$ 2,900		\$ 4,000	
Community Park Maint	\$ 12,000		\$ 17,000	
Sewer	\$ 995		\$ 1,000	
Community Park Taxes	\$ 930		\$ 950	
Community Hall	\$ 2,200		\$ 2,000	
13 Communities Incorporated	\$ 4,314		\$ 5,000	
Rent (Office)	\$ 6,000		\$ 6,600	
Community Signs		\$ 12,500		
Special Projects	\$ 24,500		\$ 15,500	
Community Pasture	\$ 1,265		\$ 1,500	
Depreciation -Shelter and ParkEquip				
Facilities & Public Property Total	\$ 56,104	\$ 12,500	\$ 54,974	\$ -
Fire Protection				
Fire Hydrant Fee	\$ 10,780		\$ 11,000	
Fire protection	\$ 85,715		\$ 93,829	
Fire Protection Total	\$ 96,495	\$ -	\$ 104,829	\$ -
Planning and Zoning				
Planning Board	\$ 700		\$ 700	
Supplies	\$ 50		\$ 200	
Planner	\$ 3,600		\$ 3,000	
Development Officer	\$ 15,500		\$ 16,000	
Development Officer Mileage	\$ 150		\$ 150	
Emergency Measures	\$ 400		\$ 500	\$ 65,000
Shared Services	\$ -		\$ 500	
Planning and Zoning Total	\$ 20,400	\$ -	\$ 21,050	\$ 65,000

Community Development				
Community Beautification	\$ 7,270	\$ 1,500	\$ 8,900	
Active Transportation	\$ 6,600			
Community Days - Canada Day	\$ 11,500		\$ 10,000	
Seniors Project	\$ 14,000		\$ 15,000	
Community Promotion - Newsletter	\$ 400		\$ 1,500	
Economic Development	\$ -		\$ 500	
Green Initiative	\$ 1,700		\$ 1,500	
Community Development Total	\$ 41,470	\$ 1,500	\$ 37,400	\$ -
Professional Services & Memberships				
Accounting Fees	\$ 4,975		\$ 5,500	
Federation of Can. Municipalities	\$ 520		\$ 554	
Federation of PEI Municipalities	\$ 2,450		\$ 2,550	
Legal Services	\$ 9,000		\$ 10,000	
Other-AMA, Rec,Bylaw	\$ 139		\$ 255	
Total Professional Service & Mem	\$ 17,084	\$ -	\$ 18,859	\$ -
Recreation and Parks				
Community Park Student Wages	\$ 22,110		\$ 25,000	
Watershed	\$ 2,438		\$ 5,000	
Bursaries	\$ 3,500		\$ 3,500	
Recreation Programs	\$ 2,605		\$ 2,500	
Wellness Program	\$ 600			
Seniors Recreation	\$ 10,000		\$ 10,000	
Park Admin. & Shelter Supplies	\$ 675		\$ 750	
Park & Playground Dev't		\$ 143,000		\$ 22,000
Other				
Recreation and Parks Total	\$ 41,928	\$ 143,000	\$ 46,750	\$ 22,000
TOTAL EXPENSE	\$ 386,007	\$ 157,000	\$ 398,838	\$ 87,000
NET INCOME	\$ 18,670	\$ 6,487	\$ 5,265	\$ 48,000