

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:00 p.m., November 20, 2024

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

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:02 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, and Councillor Frizzell noted that he is the property owner who has applied for re-zoning and lot revision for application #MP-1198 involving properties 283325 and 658799.

3. APPROVAL OF AGENDA

Councillors had no additions to the circulated agenda.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS -There were no public presentations or delegations.

5. ADOPTION OF MINUTES – October 16, 2024

Motion 2024:103 – Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **the minutes of the regular meeting of October 16, 2024, be approved with the correction of several typos.** Motion carried, 6-0.

Councillor Frizzell left the meeting at 7:07 p.m.

Motion 2024:104 – Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **the minutes of the closed meeting of October 16, 2024, be approved.** Motion carried, 6-0.

Councillor Frizzell returned to the meeting at 7:08 p.m.

BUSINESS ARISING FROM THE MINUTES

- i. **Enabling Accessibility Fund-** The project for the Enabling Accessibility fund should have a cost of approximately \$122,500, as the funder's \$100,000 contribution should represent 80% of the cost. The funders require details of the revised project to replace the hall elevator, price estimates, and a rationale for the change of activities. An estimate for paving the trail and the path the washroom, including HST was about \$77,340. Council would also install three light poles and lights to improve the lighting and safety at the park, and consider their location in relation to the tennis court. Improved lighting will improve visibility for those who have difficulty seeing. A quote from an electrician was \$32,000 + HST for three lights, which costs about \$114,140. An additional light would be \$8000, plus HST. Council would be expected to pay the additional costs above the grant.

Motion 2024:105 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette that **Miltonvale Park pave the walking trail at the community park, including to Miltonvale Park**

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the exterior washroom, and install four lights to improve safety at the park, for the Enabling Accessibility Fund project. Motion carried, 6-0.

It was noted that crushed asphalt by the entrance to the park, and a widened shoulder would expand the areas available for parking, which would be especially useful on Canada Day.

- ii. **Complaints re CAO and COI-** The letter prepared for Mr. Vos was reviewed by the lawyer. The mayor needs to review and sign a letter for Mrs. Mol. A letter still needs to be prepared for Ms. MacDonald-Vail regarding her Code of Conduct Complaint against a Councillor.

Motion 2024:106 – Moved by Councillor Paul Poole, seconded by Councillor Rose Ramsay that **Miltonvale Park send the revised letter to Mr. Vos noting his complaints, if true, do not meet the threshold of abuse.** Motion carried, 6-0.

- iii. **Procedural Bylaw** – There were revisions suggested for the Procedural Bylaw that will be reviewed at the end of the meeting.
- iv. **Rural Beautification Community Spirit People’s Choice Award** -Miltonvale Park finished second, after Eastern Kings, and won a box of tulips. Mayor Parker, Councillors Poole and Ramsay, and the CAO attended the Award Ceremony.
- v. **GEDI (Gender, Equity, Diversity Inclusion and Community Enhancement Program)** - Fund recipients have not yet been announced. Miltonvale Park applied for \$6016.
- vi. **Canada Community Building Fund** – The Capital Investment Plan was submitted; however, no formal decisions have been made. Infrastructure staff confirmed that money can be spent before a project is approved, and felt that this project was likely to be approved. \$32,270.50 was designated for community park improvements, including a propane range, propane water heater, propane tank, solar panels, heat pump, and installation of a grill for air exchange to the exterior washroom. A concrete pad could be purchased to use in the installation of the generator, which would likely need to be ten feet from the building. The septic holding tank may not allow for placement of the generator on that side of the building. Some electrical companies can also bring the pad for the generator, which would be anchored to the pad. The propane lines should be installed before paving. Council could consider having an outside propane hookup for a barbeque. The shelter will be winterized and closed for the season.
- vii. **AMAPEI AGM** – The meeting of the Association of Municipal Administrators on October 25 in Linkletter was very valuable. There were sessions on security, (which suggested offices should have an alternate exit, a plan for escape routes, and staff should have de-escalation skills), completing reports and forms for Infrastructure projects, audits, and a panel on amalgamation.
- viii. **FPEIM SAGM** – No one attended the Semi-Annual Meeting of the Federation of PEI Municipalities from Miltonvale Park. The notes from the [Turning Conflict into Collaboration](#), presentation with Kirsten Lund, are available online.
- ix. **Council Appreciation** – The supper prepared by Chef Brian Stanton for Councillors, staff, committee members, and guests will be held on Saturday, November 23 at 6:30 at the Milton Community Hall. About 17 are expected in person, with others planning to pick up takeout meals.

- x. **Active Transportation Summit** -Councillor Poole attended the Summerside session on October 29, 2024. The summit focused on local projects. \$25 million is available over the next five years, with an application deadline in January.

6. CORRESPONDENCE

- a. [FPEIM November Newsletter](#)
 - i. The Province is hosting workshops on the [Anti-Racism Microgrant](#) on Nov. 26 (Charlottetown) and Nov. 28 (Summerside), at 5:30-7:30. The microgrants support community-led anti-racism projects that benefit racialized and Indigenous communities in PEI. [Grant](#) details are online, and applications are due December 6.
 - ii. **Canada Housing Infrastructure Fund** - [Housing, Infrastructure and Communities Canada](#) is accepting applications for the direct delivery stream of the [Canada Housing Infrastructure Fund](#). The fund supports the building, rehabilitation, and extension of infrastructure – including water, wastewater, stormwater, and solid waste systems – needed to promote housing. Eligible projects must directly enable new housing and range from \$1 million-\$100 million in total eligible costs. English webinars will be held Nov. 19 and 27, 1 pm EST. For fund details, see the [applicant guide](#) and [fund website](#). The deadline for applications is March 31, 3 pm EDT.
 - iii. **Heritage Awards** - The [PEI Museum and Heritage Foundation](#) is accepting nominations for its [Heritage Awards](#) until November 29. The awards recognize individuals and groups for their contributions to heritage on PEI. Nomination forms are on their [awards page](#).
 - iv. **Canada Summer Jobs Program** -The [Canada Summer Jobs](#) wage subsidy deadline is December 19, 11:59 pm PST. The program helps employers create quality summer work experiences for young people age 15 to 30 years. The CAO will make application for funding for summer positions.
- b. **Ridgeback Security**, who presented at the Association of Municipal Administrators, sent information on training sessions they offer: Active Threat/Shooter Training, Verbal De-escalation Training, Mental Resilience Training, Respectful Workplace Training.
- c. CLIMAtlantic is hosting a short bilingual online webinar—**Enhancing New Brunswick's Coastal Resilience Through Innovative Research**—on November 28 at 12 pm Atlantic. Dr. André Robichaud, a geography professor at Moncton University, who studies the geomorphology of Acadian coastlines and the paleoecology of woody vegetation in peat bogs will present on goals to improve short- and long-term adaptation efforts to enhance coastal resiliency. For more information, contact anna.jamieson@climatlantic.ca.
- d. **FPEIM** – A municipality is looking for information on **Staff policies**, including how their staff performance reviews are carried out and what other municipalities do for Christmas break.
- e. **Service Canada** – launched a new '[What to do when someone dies](#)' tool on Canada.ca, which tells the steps to take for those preparing for death, services relevant to navigating a death, survivor benefits, and how to notify the federal government of a death. They also launched a new [Employment Insurance \(EI\) Benefits Estimator tool](#) to support individuals who have had to stop working while facing key life transitions.

Service Canada can also provide more information about [Service Canada programs](#).

- f. FPEIM shared information on a free “**Mental Health is More than You Can Imagine — Building Capacity to Spread the Word**” workshop and working session, hosted by the Atlantic Summer Institute on Health and Safe Communities. It addresses “upstream” investment in mental health and how to collaborate on Wednesday, November 27, in Charlottetown.
- g. **Recreation Programmers Roundtable**— On Thursday, November 21 from 1-2:30, an online roundtable will discuss winter programming ideas, engaging 12-20 year olds, and Recreation PEI will give an update on the Anti-Racism Charter in Recreation.
- h. **FPEIM** - FPEIM has been invited to nominate 10 women or gender-diverse youth leaders (ages 15–30) to attend a one-hour virtual **Young Leaders in Action: A Conversation with President [Ellen Sirleaf](#) on Civic Engagement** on December 8th at 4:30 pm ET. This event, designed to inspire, inform, and activate civic participation among young Canadians, connects youth directly with President Ellen Johnson Sirleaf, Africa’s first democratically elected female head of state and a Nobel Peace Prize laureate celebrated for her transformative leadership and dedication to democracy, peace, and gender equity. She has an impactful Ted Talk called, [“How women will lead us to freedom, justice and peace.”](#) Municipalities can forward names of possible participants to FPEIM by November 26.
- i. **Reconciliation - [Inclusify](#)** presented an online talk by [Dr. Taiiaike Alfred](#), discussing reconciliation, recolonization, and the responsibility of settlers in the reconciliation process, on November 14.
- j. **Yoga** – Two letters were received from non-resident yoga attendees, concerned about the cancellation of the municipality’s Friday yoga classes. This issue will be discussed during the Environment and Community Living report.
- k. The Federation of Canadian Municipalities (FCM) presented a **Collective Webinar on Mental Health Support for Elected Officials** on November 19.
- l. FCM -The **Sustainable Communities Conference (SCC)** is February 10-13 in Fredericton, NB. It includes local tours including a new greenhouse, where seedlings are grown to support local urban forestry efforts, an affordable, micro-home community, and social enterprise center.
- m. A **Civonus Policy-Making Platform Webinar** was held on November 14, to demonstrate an online policy-making platform that empowers public sector leaders to make the best policy decisions within jurisdictions for local issues, and among jurisdictions for common issues. The platform was developed by Robert Hughes, former CAO of Stratford.
- n. **FPEIM** – A municipality is looking for samples of an **Abuse, Neglect and Harassment Policy**
- o. **Denise MacDonald-Vail** inquired about the status of her June 19th complaint regarding the Deputy Mayor and a planning board meeting.
- p. **Celebrate Canada** -The [Celebrate Canada](#) application deadline is November 21, 2024. The CAO has submitted an application.
- q. **Municipal Affairs Newsletter** included the following topics:
 - i. Information on **Remembrance Day** and the **retirement** of Darlene Rhodenizer, Manager of Infrastructure, who was replaced by Andrew Penny.
 - ii. **Council [Disclosure Statement](#) Reminder** to update the forms annually by November 30.

- iii. **The PEI Coalition for Women's Leadership** has been rebranded from the PEI Coalition for Women in Government.
 - iv. **Shaping Our Future: Insights from Public Sector Leaders Panel Discussion**, organized by the Institute of Public Administration Canada (IPAC) PEI Chapter, was a free panel discussion at the Florence Simmons Performance Hall, on November 20, 2024.
 - v. The **2024 IPAC PEI Lieutenant Governor's Award for Excellence in Public Administration** was presented to Geoff Baker, CAO, Kensington.
 - vi. The provincial **Land Division** circulated [resources](#).
 - vii. A **Land Use Official Plan Update** was shared.
 - viii. **Municipal Planning Authorities** were reminded to post their planning decisions online - either through municipal portals or the [provincial portal](#).
 - ix. [Supports for Housing Developers](#) were shared.
 - x. [CLIMAtlantic Bilingual Idea Exchange](#) -CLIMAtlantic is hosting an idea exchange for an upcoming call for proposals under the [Nature Smart Climate Solutions Fund](#) (Environment and Climate Change Canada), which is open to organizations including provincial governments, municipalities, NGOs, academic institutions, professional/ industry associations and Indigenous groups for projects that reduce the loss, restore, or improve the management of carbon-rich ecosystems. Projects also benefit habitats for migratory birds, species at risk and other species of cultural and/or socio-economic importance. The deadline was November 18.
 - xi. [The Coastal Zone Canada Association Conference 2025](#) in Charlottetown is looking for submissions.
 - xii. Firesmart Home shared information.
 - xiii. Home Flood Protection information was circulated.
 - xiv. The [Municipal Climate Resiliency Grants Program](#) deadline is January 31, 2015.
 - xv. Municipal Affairs resources are [online](#).
- r. **New Horizons for Seniors** – A program evaluation survey was conducted by Employment and Social Development Canada. The CAO circulated information to residents and followers, and completed the survey.
 - s. The **PEI Invasive Species Council** is seeking any available data on the presence of true ash trees, *Fraxinus spp.*, on PEI, including the locations of true trees and stands (as specific as possible, e.g. the address and ideally the exact coordinates, digital data preferred), and, as available: the sizes of true ash trees. (DBH), Percent true ash coverage in an area, economic valuation of true ash in an area, and any information on the data's source and collection. The contact is Clay Cutting at clay@peiinvasives.org.
 - t. An invitation was received to **Maritime Electric's Annual Sustainability Summit** to learn more about their sustainability initiatives and progress on November 14, in Charlottetown.
 - u. Helping Nature Heal Inc. (HNH) reported that their **Shore Up Program** webinar was a success, and included links for the recording. They distributed ShoreUp packages to help develop climate adaptation strategies for resilient shorelines and are hosting an online workshop "**Intro to Building Resilient Shorelines**" with Rosmarie Lohnes on November 27, 2024, 6 pm - 8 pm (AST). The session, which costs \$120, will explore practical techniques for shoreline resilience, focusing on sustainable, ecologically sound strategies to protect and enhance waterfront

- properties. Topics include Identifying Erosion Processes, Sediment Flow Dynamics, Storm Surge & Sea Level Rise, Mowing & Stability, Native Plants & Surfaces, Neighborhood Hardening Impacts. There is currently a 75% discount on a preliminary site visit (only \$500) for a personalized shoreline assessment, to get tailored HNH techniques for a property, if the site visit takes place in 2024.
- v. **UPEI** asked the municipality to publicize their Strategic Planning Community Consultations. The nearest one is Tuesday, November 26 at 6:30 p.m. at the Grafton Room, at the Rodd Charlottetown. This was shared on social media.
 - w. **Westland Insurance** – Intact Public Entities (IPE) is starting the renewal process now to have the Renewal Proposals ready 30 days prior to their expiry date of March 14, 2025. They require that Council review and return the Property Review and a Statement of Values (SOV) excel spreadsheet. IPE have applied 5% inflation to buildings and structures.
 - x. **FPEIM October Newsletter** – The newsletter was received and contained information about the October 29th FPEIM AGM, Canada Housing Infrastructure Fund Webinar and other events.
 - y. **Dunte Rolle**, the chef who prepared the community garden fundraising supper, was wondering if the municipality would have them back this coming winter. The fundraiser was delicious, but the pricing structure may need to be revisited, as it raised about \$300, but took significant time and energy.
 - z. **[Asset Based Community Development \(ABCD\) Workshop](#)** - Development Officer Mirko Terrazas, enjoyed the November 13 workshop in Emerald, which he attended on behalf of West River.
 - aa. The Department of Social Development and Seniors has a public engagement process to develop a new 5-Year Seniors Action Plan for PEI. [Shaping the Future for Seniors: A New Seniors Action Plan | Government of Prince Edward Island](#). In-person sessions are complete, but there is an online survey or people can contact 1-866-501-8207 or consultations@mqoresearch.com with their thoughts by December 2, 2024. The plan will replace the [Promoting Wellness, Preserving Health Action Plan](#).
 - bb. **[Maplerecord](#)** is a Canadian Public Private partnership for records management for municipalities, which is offered at no cost.
 - cc. FPEIM - **Black History Month 2025** - The Black Cultural Society of PEI is planning municipal flag-raising from February 3-5. A small team from the society will attend, and a short ceremony may be possible. The chosen Pan-African Flag represents all members of the African diaspora. To organize a flag-raising, contact Reequal Smith programs@bcspei.ca, by Nov. 30. They can also provide a flag (\$125). The municipality will acknowledge the month, but will not participate in a flag raising.
 - dd. FPEIM circulated the online edition of **[Atlantic Municipal Magazine](#)**, which contained a feature on young municipal leaders, including former Miltonvale Park Councillor Lindsay Rhynes.
 - ee. **Rural Housing** -Over the past year, Leading Impact Consulting Inc. has worked with the Rural Municipality of Breadalbane on a collaborative, community engagement project to explore alternative housing options and community perceptions of possible housing expansions for the area, funded by the Catherine Donnelly Foundation. A report outlining the results of this community engagement project is available on the Breadalbane's [website](#). The consultants have offered to present for about 20 minutes, to rural municipal councils about the project, what was learned, and the process of community engagement. They can also offer a more in-depth workshop for municipalities that may be interested in taking on a

similar project on a topic of significance to their community. www.leadingimpact.ca. Miltonvale Park will arrange a presentation at an upcoming Planning Board meeting.

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

a. **Environment and Community Living**

1. **Cornwall & Area Watershed Group (CAWG)** - Councillor Taylor noted that at CAWG's November meeting they discussed potential projects for 2025, the Cornwall Santa Claus Parade, and projects they are undertaking with farmer Blaine Diamond.
2. **Environment** –It was noted that several residents in the Milton Station area, and one in North Milton with a new well, have experienced dry or muddy wells lately. It has been a very dry fall. It is not known if the City's wellfield has impacted the wells.
3. **StrathRae** – Most trees and shrubs from the ACAO project and the 2 Billion Trees project were planted in the new park at Strathrae Estates. Several shrubs and trees were planted on the highway right-of-way and were recently removed when the developer was digging to install underground wiring. Spruce Grove Landscaping will move them back and replant. The parkland has not yet been deeded to the municipality.

4. **Projects**

- a. **Community Garden** – The greenhouse is still partly installed. The CAO, and volunteers planted the perennials, peach trees and a replacement gala apple tree. Mouse guards will be purchased for the trees, which may also be staked. The fence panels from the generator could be used to construct a three-section compost pile. The weed barrier should be removed before the winter. There are still some beets and some other hardy vegetables to harvest. A pipe came apart on the pump and there was a substantial leak in the garden shed, which was fixed at no cost by Moore's Well Drilling.
- b. **New Horizons for Seniors Program (NHSP) Community 2024-25 Miltonvale Park – Life in the Movies** - Sunday movies are being shown at the hall at 6:30 p.m. most weeks. There was low attendance for the Halloween dance, but the dancers had a great afternoon. Greek cooking on October 24 had 18 people attend. Car Care was presented on October 30 to 11 people. Meat and Stews on November 19 attracted 19 seniors. There is a Cookie Making session planned for November 26. The CAO shared a Google Drive link for council and hall activities that are to take place in the 2024-25 year.
- c. **New Horizons for Seniors – 2025-26** – The funding decision is expected in late February or March, 2025.
- d. **PEI Seniors Secretariat Funding - Miltonvale Park Seniors – Gardens, Gallivanting, and Gosh Darn Technology** (\$3000). A Garden Tea, Frauds and Scams presentation and several Tech Talks need to be organized before the end of March. The signed contract was returned from the province and the funds have been received.
- e. **Active Transportation Plan** – The CAO will organize public feedback sessions on a Wednesday evening and a Saturday morning. There has been no uptake on the offer to be sent a copy of the draft plan. Councillors are interested in exploring an option for the walking trails, with priority being parking at the hall, and walking a loop towards Rte 2 and the Crabbe Road, and connecting the Community Park with the Confederation Trail. A proposed small park at Old Rte. 2 was also highlighted.

- f. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** (\$5330). Approximately two dozen people attended the Drag Brunch on October 19, where Councillor Ramsay and Pat Cosh were valuable volunteers. Several performers cancelled last minute, so Tanner MacKinnon (Lady Fefe Fierce) performed six songs with six costume changes. The Storytime was cancelled as no one registered, and will be rescheduled. The CAO will plan the workshop/round table before Dec 31, 2024.
- g. **Canada Day** – The deadline for the 2025 Celebrate Canada application is November 21.
- h. **Halloween** – The treat bag drive through on Saturday afternoon, October 26 was very successful, with about 50 children attending. Councillor Ramsay and Pat Cosh again volunteered to make it a success.
- i. **Prince Edward Island Community Grant for the Retention of Health Care Professionals** -A cooking class on traditional PEI Foods, with Margaret Prouse, was held on November 4, with twelve participants. A session on International Foods is planned for Monday, November 25. A community supper and art project still need to be scheduled.
- j. **Urban Tree Workshop** – There is a workshop at the Farm Center on the afternoon of November 27. Councillor Taylor may be interested.

5. Activities

Due to a conflict of interest, Councillor Taylor left the meeting at 8:08 p.m.

- a. **Yoga** – Friday mat and chair yoga classes were introduced in the spring of 2024, when Central Region of go!PEI agreed to cover any financial shortfall in the program, and asked to be invoiced quarterly. The July-September invoice was for \$1004; however, Central Region was only able to pay \$500, and said they could contribute \$10/ class going forward. In the five following weeks, the direct financial loss to the municipality (not counting overhead) was \$635 or \$127/week. The Tuesday classes lost \$42.15 weekly, while the average loss Fridays was \$85. The CAO cancelled the Friday classes. The number of residents who attend yoga is very low, and the total number for mat yoga, is also low, at usually 4-5 per class. The instructor, Leone Curtis is planning to change the format and rent the hall and continue to offer Friday yoga as a block with online component herself. Times for both Tuesday and Friday yoga classes are changing to 8:45 (mat) and 10:15 (chair). The CAO has received and responded to two letters from disappointed non-resident yoga students who offered suggestions. One appeared to believe it is a hall-sponsored program.

Motion 2024:107 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette **that Miltonvale Park increase the price of Tuesday yoga to \$10 for Miltonvale Park residents and \$12 for others.** Motion carried, 5-0.

Councillor Taylor returned to the meeting at 8:24 p.m.

- b. **Exercise** – KK Pinkowski leads Active Aging classes Mondays and Fridays at 9. Michele Gallant leads Wednesday classes at 9 a.m. Classes will be cancelled for several weeks over the Christmas holidays.

7. Park

- a. **Heat Pump** - A new heat pump will be installed in the spring, after approval of the Infrastructure funding.
 - b. **Ballfield** -Charlottetown Minor Ball still needs to be invoiced for the summer use.
 - c. **Close for Winter**- Brad Coles will soon be asked to winterize the community park. The bathroom has been locked since November 19, as when Joanie MacKinnon checked for garbage, she found needles, condoms, feces, and pyjamas in the washroom.
 - d. **Little Library** -A grasscutter bumped into the little free library, which came off the column where it was fastened.
 - e. **Security Camera** - It was suggested that the budget for 2025-26 include funds to upgrade the security cameras at the park, and the motion-activated recording be considered. The original Logitech cameras no longer work.
8. **APM Centre** – The CAO and Mayor Parker attended the annual meeting for the Communities 13, Inc. Their board has applied for funding to go forward with the additional ice surface. The board discussed establishing a committee with municipal CAOs and councillors to move ahead with the project; however, it was suggested this may not be feasible for CAOs. Financially, the APM Centre had a pretty good year last year, but more equipment is breaking down, as the building ages. There were also some staffing issues over the past year.
 9. **2 Billion Trees** -The municipality was approved for over \$38,000 to plant 22 white spruce trees, three white pine trees, four oak, and fourteen maple trees. The spruce trees for the entrance to the subdivision were not able to be planted, as it had been too dry to dig them, when it was optimal planting time. The funders have said the municipality can prepay for the trees, if they are comfortable doing so, and complete the planting in the spring.
 10. **Mosquito control** -There is still some money trickling in from the residents in the Crabbe Road who benefited from the mosquito control; however, it may only cover about half the cost. The CAO will develop a letter for residents to get feedback for the 2025-26 budget process.
 11. **Speed Signs** – The Province was asked if they would move the Crabbe Road speed sentry sign closer to Rte. 2.

iii. Emergency Measures

- a. **Emergency Shelter Kits**– There has been no further information from PEI EMO about the possibility of getting an emergency shelter kit.
- b. **Tabletop Exercise** – A representative from EMO is meeting with Councillors on Wednesday, Nov 27 at 6:30 to review a forest fire scenario.
- c. **Reception Centers** –All the items on the Rural Growth Initiative (RGI) project (signage, generator, stove, commercial fridge and freezer) have been received and installed. The office needs to obtain signs to install in the sign holders and complete the paperwork for the grant.
- d. **Disaster Financial Assistance (DFA) Program for Municipalities** -The CAO will submit the DFA claim for Fiona when time permits, and before the September 2025 deadline.
- e. **Emergency Center Resiliency Fund** –The CAO fixed the new freezer which was icing up, as a hose was connected to wrong place. The municipality is still waiting for a bill from Coles Construction to close out the RGI claim.

- f. **Radios** – There has been only one estimate obtained to date. Radios might be eligible under the Emergency Center Resiliency Fund in 2025. The two-way radios distributed have very limited use.
- g. **Generators** –The CAO will work on finalizing the generator instructions and details as soon as possible. Chandler Motor Repair was contacted about generator, and whether it was possible to be remotely monitored. That would require a special piece of equipment to be connected to the machine and the modem, which they thought would be over \$2500.They can prepare a quote if desired. They did suggest that since someone is at hall regularly, if the door on the generator was opened regularly to ensure the green light is lit, that would be adequate.
- h. **Warming Center** -There is still not a formal contract with the Milton Community Hall regarding the warming center. The CAO does generally do the bookings for the hall, in her role as hall secretary.

iii Personnel Committee - Councillor Frizzell

- a. **CAO Contract** -The contract needs to be finalized.
- b. **Employee Code of Conduct** - The code of conduct needs to be finalized.
- c. **Development Officer – Shared Services Agreement** – The CAO from West River was taking the lead on this project. There has not been any recent updates. There is a draft Shared Services Bylaw from the Province that could be used if the municipalities want to share a Development Officer.
- d. **Christmas Holidays** - The Office will be closed from Saturday, December 21- Sunday, January 5, inclusive. The CAO will be on vacation. The Development Officer will work from home, as required.

Motion 2024:108 – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole **that Miltonvale Park pay regular Development Officer ten hours per week over the Christmas office closure.** Motion carried, 6-0.

- e. **Office Closure** - The office will be closed on Monday, December 9, as the CAO is out of province for a medical appointment.
- f. **Office Help** – The CAO is considering obtaining a Skills PEI grant, or if none is available, hiring part-time office help.

iv Finance/Payment of Accounts -Councillor Ramsay

- a. **Remittance** – The next quarterly remittance period ends on December 31.
- b. **Reports and Payment of Accounts** –The Councillors reviewed the circulated financial statements. It was noted that the statements had not been reconciled, so they are not final. October’s revenue was \$49,900, with \$48,930 in grants and taxation. Administrative expenses were \$7450, Facilities and Public Properties - \$6980, Planning - \$2100, Community Development - \$2920, Professional Fees - \$6700, and Recreation and Parks - \$6720, for a net income in October of \$17,040. The year-to-date income of \$321,700 is \$316,290 from grants and taxation; \$4970 of licenses and permits, and \$450 of expense recovery. The year-to-date expenses are: Administration - \$54,650, Facilities and Public Properties - \$18,710, Planning - \$13,250, Community Development - \$27,790, Professional Fees - \$14,000, and Recreation and Parks - \$80,500, for a net income to October 31, 2024 of \$54,780.

Current Assets total \$679,670, with capital assets of \$393,320, and other assets of \$16,900, for total assets of \$1,089,900. Current liabilities are \$314,960 and include \$264,250 of deferred revenue. The municipality's equity totals \$774,940.

c. **Capital Investment Plan (CIP) for the Canada Community Building Fund (CCBF)** - There is still \$154,359.79 to allocate for the next four and a half years.

The next intake for the CIP will be the spring of 2025. The Infrastructure Secretariat would like the CIP to allocate the entire balance. This will be considered further during the 2025- 2026 budget discussions.

d. **Insurance** – The Insurance company requested that Council review and adjust the value of items covered under the policy (as listed), if required. They have applied a 5% increase due to inflation. It was suggested that an estimate should be sought to verify the cost of replacement fencing, and that the new generator be added to the policy.

PARK SHELTER	\$168,525	TENNIS COURT FENCING (60X120)	\$ 15,540
PLAYGROUND EQUIPMENT	\$ 119,910	DOG RUN PARK (FENCING)	\$ 8,715
BALL FIELD FENCING	\$ 23,835	BASKETBALL COURT (FENCING)	\$ 5,355
ALUMINIUM BLEACHERS	\$ 32,025	CONTENTS	\$ 5,000
COMMUNITY GARDEN SHED	\$ 11,025	OFFICE CONTENTS	\$ 15,600
GAZEBO	\$ 6,930	ELECTRONIC COMPUTER SYSTEMS - MEDIA	\$ 2,000
GREENHOUSE	\$ 6,615	COMPUTER SYSTEMS - EQUIPMENT INCL LAPTOPS	\$ 5,000
MINI BARN	\$ 3,150	RENTAL INCOME - ALL PROPERTIES	\$ 50,000
BABY BARN #2	\$ 5,040		

8. REPORT FROM CAO – The CAO attended the Association of Municipal Administrators -PEI annual meeting in October 25 in Linkletter, the Rural Beautification Awards, and organized many events. She notified the province about burnt out streetlights at Rte. 7 & 224 and the Crabbe Rd. & Rte 2, and loose poultry on the Crabbe Road. She sent regular email activity updates to residents and subscribers and submitted the GST Rebate documentation to the Canada Revenue Agency. Upcoming tasks include organizing Diversity, Equity and Inclusion activities, seniors projects, Health Care Project activities, and loan information for the generator. Developing the Code of Conduct Policy for Employees (s 86-2-f) and finalizing the Terms and Conditions of Employment (section 95), as well as getting the garden ready for winter, and complete the purchasing for that grant. It may also be necessary to purchase a new office printer.

9. PLANNING

a. **Permits Issued** – Planning Board Chair Councillor Poole noted that the following permits were issued:

- i. **MP-20-24** - Development Permit for PID 1165760 located at 1263 Winsloe Road Rte. 223, North Milton, to construct a Garage and Shed.
- ii. **MP-21-24** - Development Permit for PID 901769 located at Loyalist Road- Rte. 256, Milton Station, to construct a new single unit dwelling.

b. **Appeals** –[LA 24011](#) -There had been no response from the Planning section of the Province lately, although Provincial Planner Megan Williams apologized to the CAO for how the appeal was handled by provincial staff. Additional information has been uploaded to IRAC's website. The Municipality can respond to the appellants' letter of October 24, 2024 letter, in which they erroneously believe the municipality has been notified of the decision of the

Minister regarding the rezoning. The municipality may want to ask for the specific grounds for the appeal, as the original appeal included an expectation that the appellants would add to their grounds for appeal.

- c. **Enforcement – Former Landfill Site** – It was noticed on October 10 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. The Development Officer is still gathering information from Adam Clark, who is the Director of Public Works and Planning.
- d. **Applications in Progress** - In most instances, more information is required to finish processing the following applications:
 - i. Single unit dwelling - **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 **283739** -Final approval for the next two phases of the subdivision.
 - vi. Application #MP-1198-PID **283325 & 658799** -lot revision
 - vii. Application #MP1207 PID **241059** for change of use.
 - viii. Application #MP 1208 PID **922740** for a single unit dwelling.
 - ix. Application #MP 1209 PID **280792** for a 1-Lot off subdivision.
 - x. Application #MP 157 PID **280800** for a 1-Lot off subdivision
- e. **Applications Requiring Input/Updates** – Arnold MacRae requested the municipality reconsider his request to pay for the cost of streetlights in the StrathRae Estates. Council could assign a new tax rate group, based on additional services provided. There is a separate rate group in the serviced area in Sleepy Hollow to allow for fire hydrant fees. New rate groups must be established by December 31.

The municipality does not own the roads, and it is likely they may be expected to pay for the upkeep and maintenance of these expensive lights into the future. There are about six lights currently installed, but more are planned. Another option would be for the developer to form a homeowner’s association; however, the developers would prefer if the municipality would assume the costs, as they feel this would be an easier option than asking residents to collect and remit fees. Harrison MacRae estimated the cost would be \$40/month for the five lights. A new service has a base cost of approximately \$30/month, and a Councillor noted that he thought Maritime Electric is paid about \$15 per light. Assuming the costs for street lighting could create a precedent for other people requesting street lighting. Others in municipality, who have lighting at the road, pay for it themselves. There is no mention of lighting in the subdivision agreement signed with the developer. There are underground services. Solar lighting would have also had a lower ongoing cost. Planning Board recommended that Council not assume the costs and responsibility for street lighting along public roads.

Motion 2024:109 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette, that as recommended by Planning Board, **Miltonvale Park not assume the cost of streetlights in Strathrae Estates**. Motion carried, 6-0.

- f. **Recommendation regarding storage of cottages and motel** - Planning Board recommended to Council that a letter be sent to the Province regarding the storage of cottages and a motel unit on the former pasture land (PID 283226), with a deadline of May 31, 2025 to receive an application for the proposed housing development, and that, as noted in the Development Bylaw, fees be doubled. The current Bylaw does not have a mechanism to currently approve the storage of these units. The PURD zone requires a public meeting be held before developments can be approved.

Motion 2024:110 – Moved by Councillor Andrew Frizzell, seconded by Councillor Rose Ramsay, that as recommended by Planning Board, **Miltonvale Park send the Province a letter requiring an application for the proposed development on the former Community Pasture land by May 31, 2025.** Motion carried, 5-1.

- g. **StrathRae Estates** - There are three panhandle lots in the subdivision which has received preliminary approval. Staff consulted with the Planner regarding the number of panhandle lots permitted on Applecross Avenue, as section 15.9.2 of the Development Bylaw states that not more than one panhandle lot shall be subdivided from an Existing Parcel. The planner responded that the principle is that reduced frontage is acceptable on a cul-de-sac because the road isn't straight (such as in lots 2 and 3) and that panhandle lots (like lots 56 and 1) are more common in other scenarios where someone is trying to get a lot where the parent parcel may not be wide enough. The proposed subdivision combines the two. Typically, panhandle lots are limited due to their impact on streetscape, future development of larger parcels and the potential impact on adjoining parcels due to irregular lot configurations. Policy P-10 in the Official Plan focuses on using the Bylaw to regulate them. Permitting the proposed lots could be acceptable in principle, given, to rely on policy language from another jurisdiction, that there is no other subdivision possibility in the area, there is no possibility of a road being created to eliminate any need of a panhandle subdivision, and the lot(s) being created will not affect the established amenity of the area by blocking views from adjoining parcels.

The definition of panhandle lot is "a Lot that does not have the minimum Frontage on a Road required by these regulations, but has an Entrance Way providing access to a Highway" and the planner believed that the way the provisions are drafted, subsection (2) (only one panhandle lot per subdivision) would likely override subsection (1).

The Planner suggested several options to address this issue during the next bylaw review: Revising the definition of panhandle lot so that it is clear that it doesn't apply to any lot with a reduced frontage, , or revising Section 2. 15.9(1) to add 'Notwithstanding subsection (2)...' or adding clarifying language to the Official Plan or in subsection (1) to help with similar situations in the future, especially with regards to cul-de-sacs, as some of the criteria noted above might yield a different answer regarding the suitability in other development scenarios.

Planning Board members were agreeable to approving the lots as presented once the City of Charlottetown's requirements are satisfied, and then reviewing the issue of panhandle lots and cul-de-sacs in the next Development Bylaw review.

h. **Queries and Other**

- i. **Board of Governors of Saint Dunstan's University** - Shawn Murphy requested a meeting with the planning department to discuss future options for the eighty-acre parcel at the intersection of the Lower Malpeque Road and the Sleepy Hollow Road. The meeting will take place on Thursday, November 28, at 6:30.
- ii. **Conference** – Development Officer Mirko Terrazas attended the Atlantic Planners Institute Conference in Saint John on October 16-18. A focus from the conference was increasing the density of future developments. In rural areas, agglomerates could be created close to cities and include a variety of housing types. A challenge is to provide the appropriate services, as well as transportation, for future residents. He also learned about the Saint John Commission, which is a team of employees which services many municipalities for planning and economic growth, with costs shared between the province and municipalities. This was of special interest to Mr. Terrazas, as he has previous experience with business development in Bolivia.

10. INQUIRIES BY MEMBERS OF COUNCIL -Councillors had no inquiries.

Deputy Mayor Paul Poole assumed the chair at 9:20 p.m. for the remainder of the meeting.

11. OTHER

- a. **Mid-term Review** – Council is approximately halfway through the four-year term, and will allot a short time at the beginning of the next Council meeting to review their goals and plans for the remainder of the term.
- b. **50th Anniversary** – A possible New Year's Day Levee was mentioned to complete the anniversary year, but no decision was made. The CAO will be on vacation at that time.
- c. **Abuse Policy**

Motion 2024:111 – Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald, that **the revised [Abuse Policy](#), as circulated, be approved, and replace the Abuse Policy approved in 2023, effective immediately.** Motion carried, 6-0.

12. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS

- a. **Procedural Bylaw** - The Procedural Bylaw required updating to address the revised regulations, and address deficiencies noted by Council.

Motion 2024:112 – Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell, that

Whereas the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipal councils to establish a procedural bylaw to regulate its proceedings in accordance with the Act,

And whereas updates were required to Bylaw 2021-08, Procedural Bylaw,

Be it resolved that Bylaw 2024-08, the [Procedural Bylaw](#), be read a first time. Motion carried, 6-0.

Motion 2024:113 – Moved by Councillor Andrew Frizzell, seconded by Councillor Spencer MacDonald, that

Whereas Bylaw 2024-08, the Procedural Bylaw was read a first time at this Council meeting;

Be it resolved that Bylaw 2024-08, the [Procedural Bylaw](#) be hereby approved. Motion carried, 6-0.

- b. The **Shared Services Bylaw, Bylaw 2021-14**, is no longer in effect, as the Development Office is no longer shared with the Rural Municipality of North Shore, and is currently employed in part-time positions with Kingston, West River, and Miltonvale Park.

Motion 2024:114 – Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette, that

Whereas the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., and related regulations allow municipal councils to repeal bylaws which are no longer in use accordance with the Act,

*And whereas the Development Officer Position is no longer a shared position with the Rural Municipalities of North Shore and Kingston, as established in the **Shared Services Bylaw, Bylaw 2021-14**,*

Be it resolved that [Bylaw # 2024-16, a Bylaw to Repeal the Shared Services Bylaw, Bylaw 2021-14](#) be read a first time. Motion carried, 6-0.

Motion 2024:115 – Moved by Councillor Andrew Frizzell, seconded by Councillor Spencer MacDonald, that

*Whereas **Bylaw # 2024-16, a Bylaw to Repeal the Shared Services Bylaw, Bylaw 2021-14** was read a first time at this Council meeting;*

Be it resolved that **Bylaw # 2024-16, [a Bylaw to Repeal the Shared Services Bylaw, Bylaw 2021-14](#) be hereby approved.** Motion carried, 6-0.

13. ADJOURNMENT

There being no further business, Deputy Mayor Paul Poole declared the **meeting adjourned at 9:33 p.m.**

Mayor

CAO

January 15, 2025

Date approved

Next Meetings:

Regular Council Meeting- - Wednesday, Dec 18 (ONLY IF REQUIRED) at 7 p.m. otherwise, the next meeting will be Wednesday, January 15, at 7 p.m.

Committee Meetings – Planning Board – Thurs. Dec 5 at 7 p.m. if required
EMO Tabletop Exercise – Wed. Nov. 27 at 6:30