

**Rural Municipality of Miltonvale Park Council  
Public Meeting on the Financial Plan  
MINUTES**

**Milton Community Hall**

**7:30 p.m., February 29, 2024**

**Present:** Mayor Hal Parker, Councillors Paul Poole, Andrew Frizzell, Rosemarie Ramsay, Jamie Taylor; CAO Shari MacDonald; Residents and landowners Betty Pryor and Ryan Ritskes  
*Regrets* – Councillors Spencer MacDonald and Leo Doucette

**1. CALL TO ORDER**

Mayor Parker called the meeting to order at 7:30 p.m.

**2. HIGHLIGHTS of 2023-24**

Mayor Parker highlighted the written report summarizing activities from 2023-2204.

The 2023-24 New Horizons for Seniors Program, **PEI Through the Years** was very popular and included five Lunch and Learns to share PEI stories from the olden days (Dutch Thompson -in the fall and on March 7 and David Hooper, as well as Peggy Chen telling of moving to PEI and a representative from the Immigrant and Refugee Services Association on March 6). There were two bus tours – West to Lennox Island Mi'kmaq Cultural Centre & Green Park Shipbuilding Museum and East to Roma Historic Village & Basin Head Fisheries Museum. Home Economist Margaret Prouse presented eight popular food demonstrations featuring foods influenced by people as they moved to PEI. There was a basket weaving workshop, and Julie Pelissier Lush spoke about the seven sacred teachings. The Monks from GEBIS taught a mindfulness session and there were four square dancing classes which are now continuing. Culturally sensitive books were purchased for three book club meetings, a “how to play cricket” session and a walk on a heritage road were organized. A concert celebrating Black culture will take place on the afternoon of March 23.

The PEI Seniors' Secretariat funded \$2100 for **Miltonvale Park – Senior Matters** for two Lunch & Learns, two Cooking for Seniors presentations and a Seniors Health Fair, taking place on March 8, 2024.

At the Park, the staff hosted special days and events. Two families used the community garden. Pickleball remained very popular (about 11 times weekly). Charlottetown Minor Ball rented the ball field regularly and there were a couple of cricket games held this summer. Twice-weekly exercise (fall-spring) and yoga (year-round) are offered, as well as line dancing at the Milton Community Hall.

**ParticipACTION's** Community Better Challenge included a virtual Walk to Milton, England, another Move More than the Mayor contest, Pickleball, Line Dancing, and disk golf, and several walks. Miltonvale Park finished second in PEI to Tignish who were the national champions. A grant of \$5000 allowed Miltonvale Park to also distribute National Park seasonal passes and monthly bus passes

**Community Events** - Family Violence Prevention Week was marked in May 2023, with the annual blanket making morning. This year the municipality received two grants from Innovation PEI, to celebrate 150 years of Confederation. This added a circus feel to the usual Canada Day BBQ at the park, with the purchase of tents and the addition of a fire dancer and four tarot card/runes and palm readers. CAWG gave out trees at Canada Day. A very successful Fathers of Confederation Car Show was held at CMP in June, with the other Innovation PEI Grant. Donations were accepted there for the Food Bank and the Winsloe Lions Club raised money for Guide Dogs. Council passed out treat bags at a Halloween drive thru at the Milton Community Hall. The NFRD brought Santa and the Grinch at Christmas. Council also marked 2024, the start of the year that Miltonvale Park turns 50, with a successful pancake breakfast on New Year's Day.

The little library at the park continues to be used. The two Level 2 EV chargers at the hall received limited use. The pasture lease was extended to the same farmer, due to the uncertainty of its future. The municipality was charged property tax on the land for the first time.

**Active Transportation (AT)** –The Glenn Group submitted a draft Active Transportation Plan, which Council is now reviewing before it will be presented to the public. Three more speed sentry signs were purchased and installed in the municipality.

**Planning and Development** – Council’s decision regarding the installation of solar panels on the Colville Road was upheld by IRAC, and another appeal to IRAC to not allow an automobile shop in the Agricultural (A1) zone was abandoned by the developers. A consent order was issued by the courts to a property on the Lower Malpeque Road regarding placing fill without a permit and the developers were ordered to pay \$1500 to the Municipality. Enforcement and appeals contribute significantly to legal fees. A public meeting was held to consider rezoning PID 283325 and a 1.8-acre portion of PID 658799 to Light Industrial. Another public meeting is scheduled for March 19 to address other changes in the Development Bylaw and the Official Plan, including the redesignation of these properties in the Future Land Use Map. These changes involved the planner, therefore, will add to planning costs. Delays in the final approval of the new subdivision in the Sleepy Hollow area have resulted in lower development fees than were expected for this past year; however, construction is likely to begin on new homes in the upcoming fiscal year.

**Bylaws** -Two new Bylaws were approved: #2023-09, a new Code of Conduct Bylaw and #2023 – 15, an Inter-Municipal Agreement Bylaw.

**Support for individuals and groups** – The Council continues to offer an annual \$75 child bursary, and a \$200 grant to the North Milton WI for a project. This year the municipality purchased an AED for the hall. It also offers rebates for HE washers, low-flow replacement toilets and showerheads. The municipality received \$10,000 to provide six meals (for 125 people each) and 100 food boxes to people to increase food security.

**Communication** – One paper newsletter, printed at the office, was distributed in 23-24, with almost weekly regular e-news updates, emailed and circulated online.

**Environment**- Toilet leakage strips were purchased to be distributed to residents. The municipality continues to be charged a fire hydrant fee by Charlottetown, and expects to recoup the cost for three of the eleven hydrants from the Provincial Correctional Centre.

**EMO** – Council continues to consider the purchase of emergency radios, and is gathering estimates to apply for a new larger generator. Ten sets of bunk beds were donated to the municipality from the Canada Winter Games for use in an emergency situation.

**Capital Projects** - In the summer of 2023, the Milton Hall renovation project was revised to lower costs by including a lift, rather than an elevator, which also allowed for a pantry to be constructed. The project was re-tendered, and although an additional \$500,000 was granted from the province, Council decided to not accept either of the tenders. The \$100,000 grant from Enabling Accessibility Fund can be extended. The \$500,000 grant was returned to the Province. ACOA suggested they would consider funding an alternate project and agreed to partially fund a community garden (utility shed, greenhouse, parking area, picnic tables and benches), on land that the Hooper Family is making available to the community, playground equipment and fencing around the basketball court to allow for pickleball at the Miltonvale Community Park and a gazebo, signage, picnic table, benches, fencing and trees at a new municipal park to be established in a new subdivision off Royalty Road. The province is also contributing approximately \$42,000 to this project.

The Municipality remains a member of FCM, FPEIM, and Recreation PEI, and is providing office space to Warren Grove.

**Staff** - Tanner MacKinnon (Post Secondary Student Program), and Carline Mader (Canada Summer Jobs) and Joshua Shobunki (Jobs for Youth) worked for the municipality for the summer of 2023. No funding was received to hire a student for the watershed, so the funding that would have been spent on that position was given to the Cornwall and Area Watershed Group. Resident Ruth Awuja was a faithful volunteer at the Community Park for the summer. Joy MacIntyre has worked for the municipality in the spring of 2023 and through the fall and winter of 2024, through a Skills PEI grant, as an assistant to CAO Shari MacDonald. Development Officer, Mirko Terrazas, is contracted through the Rural Municipality of North Shore.

**3. PLANS for 2024-25** include continuing with most of the same programs, including the car show and pancake breakfast, applying to a provincial fund to install two Level 2 EV charges at the Community Park, installing the playground, greenhouse, gazebo, picnic tables, benches and fence, and drilling a well for the garden, and coating the tennis court and basketball court with a coating and re-lining them. The community garden will be organized. It is hoped that a larger generator will be purchased. A seniors project -Miltonvale Park -Life in the Movies will begin in April. The municipality received an EDI grant to host events friendly to the 2SLGBTQQIA community -drag brunch and story time, OUTrageous bingo, and workshop. The CAO will receive 6% towards RSP and a cell phone allowance.

**4. Presentation of Draft Budget 2024-25**

Finance Chair Rose Ramsay presented the tax information, showing no increase in the non-commercial (16.6 cents/\$100) and commercial (82.6 cents/\$100) tax rates, and the draft operating and capital budgets for 2024-2025.

	TAXATION INFORMATION			RATE per \$100 assessment	
	Commercial	Non/Commer	TOTAL Assessm'	Commercial	Non-Com.
Non serviced assessment	\$ 5,704,500	\$70,378,900	\$ 76,083,400	82.6	16.6
Serviced assessment	\$ 9,275,500	\$19,764,200	\$ 29,039,700	cents	
Tax income (Non-serviced)	\$47,119	\$116,829	\$ 105,123,100		
Serv. Tax income (Sleepy Ho	\$76,616	\$32,809			
		\$273,372			

There is no increase proposed in the tax rates for the 2024-25 year.  
 There is also no difference in serviced and non-serviced tax rates, although servicing has a net cost of approximately \$9,000 annually.

<b>Miltonvale Park</b>					
<b>Income and Expenses</b>		2023-24	2023-24	2024-25	2024-25
		PROJECTED	PROJECTED	BUDGET	BUDGET
	Budget 23-24	Operating	CAPITAL	OPERATING	CAPITAL
<b>REVENUE</b>					
<b>Grants</b>					
Equalization Municipal Support Grant	27,500.00	\$27,235		\$28,000	
Infrastructure	1,900.00				\$65,000
Gas Tax	212,000.00		\$18,950		\$70,000
Canada Day & Special Days/wk Grant	5,850.00	\$5,800		\$1,000	
Seniors Project	15,125.00	\$17,125		\$11,180	
Other Grants	245,170.00	\$13,000		\$15,500	\$10,000
Job Funding	30,000.00	\$25,665		\$25,000	
Taxation and planning supplement	244,215.00	\$266,745		\$281,370	
Interest	3,000.00	\$13,000		\$10,000	
Misc. Income	0.00	\$4,650		\$2,000	
Recreation	5,000.00	\$5,200		\$1,250	
Seniors Income from Activities	12,500.00	\$13,250		\$10,000	
Gov't Transfers for Capital Assets	587,930.00		\$115,000		\$10,000
<b>Grants Total</b>	1,390,190.00	\$391,670	\$133,950	\$385,300	\$155,000
<b>Licences and Permits</b>					
Development Fees	12,000.00	\$4,500		\$12,000	
Land rent revenue	2,250.00	\$4,000		\$3,250	
<b>Licences and Permits Total</b>	14,250.00	\$8,500	\$0	\$15,250	\$0
<b>Expense Recovery</b>					
Surplus From Reserves	68,345.00		\$25,050	\$22,740	\$2,000
Recovering Expenses	2,650.00	\$3,530		\$3,550	
Misc Expense Recovery	0.00	\$1,500			
<b>Total Expense Recovery</b>	70,995.00	\$5,030	\$25,050	\$26,290	\$2,000
<b>TOTAL REVENUE</b>	1,475,435.00	\$405,200	\$159,000	\$426,840	\$157,000
<b>EXPENSE</b>					
<b>Admin Expenses</b>					
Depreciation - Community	3,000.00	\$3,000		\$3,000	
Amortization of Deferred Grants	2,000.00	\$2,000		\$2,000	
Council Remuneration	10,000.00	\$12,000		\$12,750	
Chair & Council Meeting Expenses	1,400.00	\$1,500		\$1,500	
Administration Wages	56,000.00	\$65,000		\$66,880	

<b>Miltonvale Park</b>					
<b>Income and Expenses</b>		2023-24	2023-24	2024-25	2024-25
		PROJECTED	PROJECTED	BUDGET	BUDGET
	Budget 23-24	Operating	CAPITAL	OPERATING	CAPITAL
Wage costs -MERCs	9,500.00	\$8,150		\$9,300	
Advertising	500.00	\$1,200		\$1,000	
Interest and bank charges	250.00	\$240		\$400	
Insurance	9,335.00	\$9,335		\$9,820	
Office and printing	4,700.00	\$4,050		\$4,700	
Telephone Internet	3,200.00	\$2,910		\$3,200	
Training	500.00	\$310		\$500	
Travel	400.00	\$600		\$500	
Meetings	750.00	\$695		\$1,500	
Grants to organizations/individuals	1,500.00	\$6,140		\$2,000	
Election	500.00			\$500	
Website	425.00	\$395		\$425	
<b>Admin Expenses Total</b>	103,960.00	\$117,525	\$0	\$119,975	\$0
<b>Facilities and Public Property</b>					
Insurance (Park Shelter)	1,000.00	\$1,000		\$1,425	
Electricity	3,500.00	\$2,900		\$4,000	
Community Park Maint	13,000.00	\$12,000		\$17,000	\$5,000
Sewer	550.00	\$995		\$1,000	
Community Park Taxes	870.00	\$930		\$950	
Community Hall	1,069,500.00	\$2,200		\$2,000	
13 Communities Incorporated	5,000.00	\$4,315		\$5,000	
Rent (Office)	6,000.00	\$6,000		\$6,600	
Community Signs	150.00		\$14,500		
Special Projects	0.00	\$24,500		\$15,500	
Community Pasture	400.00	\$1,265		\$1,500	
Depreciation -Shelter and ParkEquip	11,000.00	\$11,000		\$20,000	
<b>Facilities &amp; Public Property Total</b>	1,142,530.00	\$101,130	\$14,500	\$108,820	\$5,000
<b>Fire Protection</b>					
Fire Hydrant Fee	10,500.00	\$10,780		\$11,000	
Fire protection	85,715.00	\$85,715		\$93,830	
<b>Fire Protection Total</b>	96,215.00	\$96,495	\$0	\$104,830	\$0
<b>Planning and Zoning</b>					
Planning Board	700.00	\$700		\$700	
Supplies	200.00	\$50		\$200	
Planner	3,000.00	\$3,600		\$3,000	
Development Officer	15,000.00	\$15,500		\$17,000	
Development Officer Mileage	150.00	\$150		\$150	
Emergency Measures	15,000.00	\$400		\$500	\$65,000
Shared Services	500.00	\$0		\$500	

<b>Miltonvale Park</b>					
<b>Income and Expenses</b>		2023-24	2023-24	2024-25	2024-25
		PROJECTED	PROJECTED	BUDGET	BUDGET
	Budget 23-24	Operating	CAPITAL	OPERATING	CAPITAL
<b>Planning and Zoning Total</b>	34,550.00	\$20,400	\$0	\$22,050	\$65,000
<b>Community Development</b>					
Community Beautification	7,600.00	\$7,270	\$1,500	\$9,900	\$2,000
Active Transportation	10,000.00	\$6,600		\$1,000	
Community Days - Canada Day	10,500.00	\$11,500		\$10,000	
Seniors Project	15,000.00	\$14,000		\$15,000	
Community Promotion - Newsletter	1,800.00	\$400		\$1,500	
Economic Development	500.00	\$0		\$500	
Green Initiative	1,600.00	\$1,700		\$1,500	
<b>Community Development Total</b>	47,000.00	\$41,470	\$1,500	\$39,400	\$2,000
<b>Professional Services &amp; Memberships</b>					
Accounting Fees	5,200.00	\$4,975		\$5,500	
Federation of Can. Municipalities	510.00	\$520		\$555	
Federation of PEI Municipalities	2,450.00	\$2,450		\$2,550	
Legal Services	9,725.00	\$9,000		\$10,000	
Other-AMA, Rec,Bylaw	255.00	\$139		\$255	
<b>Total Professional Service &amp; M</b>	18,140.00	\$17,084	\$0	\$18,860	\$0
<b>Recreation and Parks</b>					
Community Park Student Wages	23,400.00	\$22,110		\$25,000	
Watershed	5,000.00	\$2,438		\$5,000	
Bursaries	3,500.00	\$3,500		\$3,500	
Recreation Programs	1,000.00	\$3,200		\$2,500	
Seniors Recreation	11,000.00	\$10,000		\$10,000	
Park Admin. & Shelter Supplies	700.00	\$675		\$750	
Park & Playground Dev't	20,000.00		\$143,000		\$85,000
Other	0.00				
<b>Recreation and Parks Total</b>	64,600.00	\$41,923	\$143,000	\$46,750	\$85,000
<b>TOTAL EXPENSE</b>	1,475,435.00	\$402,002	\$159,000	\$426,840	\$157,000
<b>NET INCOME</b>	0.00	\$3,198	\$0	\$0	\$0
<b>02/29/2024</b>	<b>23-24 Budget</b>	<b>23-24 Operating</b>	<b>23-24 Capital</b>	<b>24-25 Operating</b>	<b>24-25 Capital</b>

## 5. Capital Budget

### Planned/Necessary Capital Expenditures

Asset	Project Name	Description of Project	Anticipated Year	Estimated Cost	Include	Sources of Funding
Walking Trail	Remediation and Additional Gr	additional gravel on walking trail -2-3 inches, shale?	2024	5,000	Yes	Canada Community Building Fund (CCBF)
EMO Communication	EMO Communications	Communication system	2024	12000	Yes	MCEG -Municipal Capital Expenditure Grant
Land for Future Development	Land Purchase	Add to municipal land base for future development	2027	200,000	Yes	Reserves
Elevator and Office Expansion -	Milton Community Hall	Add an elevator and development Office to Milton Hall	2028	1,500,000	No	CCBF, NHS, Enabling Accessibility ACOA, fundraising
Subdivision Lot -Strathrae	Strath-Rae lot	landscape, park	2024	4,000	Yes	municipal reserves
Playground - younger	Park Upgrades	Installation of new playground equipment	2024	24,000	Yes	Canada Community Building Fund and some RGI
Playground -older	Park Upgrades	Installation of new playground equipment	2024	23,000	Yes	Canada Community Building Fund
Greenhouse and Strathrae signs	Community Garden and Strathrae	Installation	2024	500	Yes	Canada Community Building Fund
Picnic tables and benches	Strathrae Park & Community Ga	Installation	2024	200	Yes	Canada Community Building Fund
Greenhouse	Community Garden	Installation, construction of base	2024	1,000	Yes	Canada Community Building Fund
Gazebo	Strathrae Park	Installation of gazebo, construction of base	2024	2,000	Yes	Canada Community Building Fund
Generator	Purchase, installation	Purchase of a larger generator at Milton Community Hall	2024	60,000	Yes	Reception Centre Resiliency (PEI) \$50,000; reserves
Well	Community Garden	drill well	2024	12,000	Yes	Rural Growth Initiative
2 EV chargers -Park	EV Chargers for the Park	Install two Level 2 EV Chargers	2024	21,850	Yes	EVCF -\$15000, MCEG
Coating for courts and relining	Park upgrades	surface coating and relining for tennis/pickleball and basketb	2024	22,000	Yes	Canada Community Building Fund
				-	Yes	
<b>POSSIBLE FUTURE</b>				-	Yes	
Development -Pasture				-	Yes	
Land				-	Yes	
Active Transportation Development				-	Yes	
				-	Yes	
<b>BALANCE as of mid February, 2024</b>				-	Yes	
Current Assets	\$	626,665.34			Yes	
Capital Assets	\$	187,547.26			Yes	
Other Assets	\$	19,319.12			Yes	
	\$	<b>833,531.72</b>			Yes	
					Yes	
Current Liabilities	\$	313,431.38	\$	274,805.09	deferred revenue	Yes
Equity	\$	520,100.34				Yes
Total	\$	<b>833,531.72</b>				Yes

## 6. Questions

Questions and comments included the following:

Admin wages include the CAO and Joy MacIntyre, whose wages are partially paid through a Skills PEI grant. It was noted that the picnic tables at the Farmers Bank were good for seniors as they were easy to sit into. The assessment of the Provincial Correctional Facility increased about \$5,000,000 with the recent renovations. It was asked how long the agreement was for the community garden; however, it had not been signed yet, as the legal ownership is in the process of changing. It is expected to be at least five years.

## 7. Adjournment

There being no further questions, Mayor Parker adjourned the meeting at 8:00 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

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March 20, 2024

Date approved