

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:00 p.m., April 16, 2025

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

1. CALL TO ORDER

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

2. DECLARATION OF CONFLICT OF INTEREST

Councillor Taylor noted that he is married to Leone Curtis, a yoga instructor for the municipality, and Councillor Frizzell noted that he has applied for re-zoning and lot revision for application #MP-1198 involving properties 283325 and 658799.

3. APPROVAL OF AGENDA

Motion 2025:34 – Moved by Councillor Jamie Taylor, seconded by Councillor Andrew Frizzell, that **the agenda be approved as circulated.** Motion carried, 6-0.

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

5. ADOPTION OF MINUTES

Motion 2025:35 – Moved by Councillor Paul Poole and seconded by Councillor Spencer MacDonald that **the minutes of the March 19, 2025 Regular Council meeting, be approved with the correction of a typo on Item 5 on page 1, and that the minutes for the Public Meeting on the development in the PURD Zone, on March 25, 2025 be approved.** Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

- a. **Grants to individuals in need** -The CAO has asked for feedback from other municipalities to see if any have a mechanism to assist residents in need. Council will wait for any responses and discuss at the next meeting.
- b. **Municipal Government Act (MGA) interviews** – Councillors reviewed the available times for the consultations on the Municipal Government Act. Wednesday, May 14 at 7 p.m. was booked, as the April 8 date suggested during the March meeting, had not been available.
- c. **Earth Day** – The CAO and new staff member, Ryan Ritskes, reviewed the activities in the *Chat GBT -Growing Better Together* project, but the timelines did not allow an event that could have worked for both projects. Earth Day will be promoted online.
- d. The **2025 FPEIM annual meeting** is in Summerside on Monday, April 28, 2025. The registration deadline is April 16, and registration is \$100 + tax per person. Mayor Parker, Councillor Ramsay and the CAO are interested in attending.

Motion 2025:36 – Moved by Councillor Paul Poole, seconded by Councillor Rosemarie Ramsay that **the municipality pay the costs for three representatives to attend the FPEIM meeting in Summerside on April 28, 2025, as well as purchase a door prize with a value of \$50.**
Motion carried, 6-0.

- e. **Federation of Canadian Municipalities (FCM) Annual Conference** takes place from May 29- June 1 in Ottawa. The early bird registration fee is \$1195. No one was interested in attending.

7. CORRESPONDENCE

- a. **Earth Day Campaign** –There was an [online link](#) circulated with information for the April 22 Campaign.
- b. **Thank you** - The resident who had reached out for assistance in paying for a medical exam expressed gratitude to those residents who assisted with the costs.
- c. **FCM -AC2025 Stronger Together [Annual Conference and Trade Show](#)** has rural communities programming.
- d. **FCM** – is hosting a free **Addressing municipal challenges through sustainability webinar** on April 24, 2025 to learn how environmental initiatives can create lasting socioeconomic benefits, which could strengthen a Green Municipal Fund funding application.
- e. **FPEIM** -The [Federation of PEI Municipalities annual meeting](#) will be held on Monday, April 28, 2025, at the Credit Union Place in Summerside. Information was circulated, including the 2025 Resolutions Committee Report ([resolution policy](#)), the 2025 Finance and Audit Committee Report, unapproved minutes from the October 19, 2024, semi-annual meeting, the agenda for the meeting, and information on [speakers](#).
- f. **FPEIM Registration Dues** -were received for April 1/25 - March 31/26. The cost is 2,261.64 + HST=2600.89, for a population of 1196 (2021 census) at \$1.891 per capita.
- g. **Live Well PEI Wellness Action Plan** – After the 2024 consultation and survey, a *What we Heard* Report shared results showing that residents value wellness and want to be empowered towards healthy living through a Provincial Wellness Action Plan. Interested people can join one of five Community Action Networks: Breathe Well (quitting tobacco use), • Choose Well (reducing harmful use of alcohol), • Eat Well (healthy eating), • Move Well (physical activity), • Feel Well (mental wellness). More information is available at livewellpei@gov.pe.ca. Councillor Ramsay may be interested.
- h. The [Island Community Food Security Program](#) is accepting applications for projects of up to \$10,000 until May 15, 2025. Councillors suggested an application which would include food boxes, a meal for those in need, a pancake breakfast and the productions of greens. The 2024-25 project funding of \$9,618.97 for the Miltonvale Park Community Garden project was received on March 26, 2025.
- i. **Age Friendly PEI** requested the municipality share information about their “Let’s Talk Elder Abuse” session at 10 a.m. on May 14 and their AGM with speaker Olive Bryanton, on Thursday, April 24 at 11 a.m. at the Milton Community Hall. RSVP to agefriendlypei@gmail.com.
- j. **FPEIM Newsletter** included information on the [FPEIM’s 2025 annual meeting](#), [FPEIM AGM speakers](#), increased funding for municipalities, new executive director Satya Sen, the [Forest and Natural Areas Conservation: A Guide for PEI Municipalities](#), FPEIM’s discussions on tariffs and Grants and Programs, including
 - i. **Federal Funding & Program Deadlines**
 - **Community Anniversaries** for non-recurring local events with or without a minor capital project (April 30)

- **Local Festivals** for recurring festivals with local artists, artisans, heritage performers, and First Nations, Inuit, and Métis cultural carriers (April 30 for festivals starting from Jan. 1-June 30, 2026)
 - **Education and Awareness Project Funding – EV Charging and Clean Fuels** for improving knowledge of the charging of light-duty zero-emission vehicles or the opportunities provided by clean fuels (April 30)
 - **Canada Housing Infrastructure Fund** for building, rehabilitating, and extending infrastructure needed for housing (May 4 for PEI’s provincial stream)
 - **Canada's Volunteer Awards** for recognizing volunteers, not-for-profits, social enterprises, and businesses for their contributions to the community (May 8)
 - **Green Jobs Wage Subsidy Program**
Through funding from Parks Canada, the Canadian Parks and Recreation Association is offering a one-year Green Jobs Initiative for youth. (April 11)
- ii. **Building Community Adaptation Capacity in Atlantic Canada**
CLIMAtlantic’s free program to support building adaptation capacity in smaller communities, funded through the Local Leadership for Climate Adaptation partner grants from the Federation of Canadian Municipalities offers tailored support from the pre-planning stages of adaptation work to risk and vulnerability assessment. Those interested in participating can express their interest or contact info@climatlantic.ca.
- iii. **Municipal Infrastructure Fund**
The Municipal Infrastructure Fund (MIF) helps promote housing in municipalities in rural areas by offsetting the cost of extending municipal central water/wastewater services, public roads, and sidewalks. Projects must be located in municipalities that have existing municipal central water and/or wastewater services and are not cities or capital-area towns. Recipients may also be eligible for the PEI Subdivision Development Financing Program. MIF is funded by the PEI government and administered by FPEIM.
- iv. **Canoe Building Supplies Program**
Canoe Procurement Group of Canada launched a new building supplies program with Home Hardware. The program, which is free for FPEIM members, includes exclusive pricing at Canadian-owned suppliers and streamlines procurement. Contact PEI rep Andy Saxby at (902) 417-2575 or andy@canoeprocurement.ca
- k. **Canada Summer Jobs** – The municipality was approved for an 8-week position for 35 hours weekly at half the minimum wage.
- l. **Wellfield** - Resident Sheila Curtis inquired about a wellfield protection map for Charlottetown’s wells, which was recently discussed in the media. She would like information about any possible protection the City may want to put in place. Councillor Taylor noted that the City budget has about \$9.6 million for maintenance, upgrades and protection for the wellfield. Mayor Parker suggested lobbying the next Provincial government to get revenue from the wellfield, as the City takes 5.8 billion gallons of water annually and sells water back to our residents at a premium, which is apparently allowed due to a law passed in 1888. It was asked if the city provides free water for cruise ships. Many new ships can create their own fresh water.
- m. **HR 101 for Leadership in Municipal Government** April 9, at 9 am 1-hour webinar, that covers essential HR fundamentals tailored specifically for local government leaders,

including key strategies for building effective teams, navigating human resources challenges, and leading with confidence.

- n. **Chargepoint** -The monthly statement was received. Usage is low.
- o. **ParticipACTION** circulated information about advocating for physical activity during the election.
- p. **Quarterly water usage** data was received from the City of Charlottetown. For comparison,

2025 Extraction (m3)					
Month	Brackley	Union	Suffolk	Miltonvale	Total
Jan-25	63,776	199,232	77,523	193,528	534,059
Feb-25	70,916	204,615	79,832	175,455	530,818
Mar-25	58,527	200,677	83,355	176,206	518,765
Total Q1	193,219	604,524	240,710	545,189	1,583,642

the usage in Miltonvale in the first quarter of 2023 was 528,575 m³, and in Q1 2024 – 587,593 m³.

- q. **Recreation PEI** sent information about [Membership Renewal](#), which was completed for a PEI Municipality with no facilities, at a cost of \$85 + HST. Recreation PEI has launched the #UnitedWePlay #JouonsUnis initiative in arenas and curling clubs across PEI, [Green Jobs Funding](#), and Active Transportation Education, where Recreation PEI joined a coalition of organizations to partner on a variety of education initiatives to motivate Islanders to use active transportation. A new Active Transportation Coordinator will be hired. Communities may be able to host programs such as WalkSafe (Ottawa Safety Council) and Hop On (Cycling PEI/Cycling Canada). Recreation PEI is looking for Islanders to help deliver programs. There is a new online [Facilities Map](#). Any changes needed can be reported to the Sport, Recreation, and Physical Activity Division of the province. Recreation PEI is working on a schedule of training for summer day camp leaders and facilities staff, including East Coast Arena Training Level 2 and NCCP's Fundamental Movement Skills.
- r. **FPEIM – New Executive Director** - Satya Sen is the new executive director. He was FPEIM’s policy and special projects advisor. With degrees in law and Island studies, he also brings expertise in municipal governance, urban and rural economic development, land use policy, and climate action. He remains the secretary of the Municipal Infrastructure Fund, and can be contacted at ssen@fpeim.ca or (902) 566-1493.
- s. **ParticipACTION Community Challenge** is hosting a webinar for participating organizations April 24. The CAO is registered. Miltonvale Park received \$1000 for events during the challenge.
- t. **Federation of Canadian Municipalities (FCM)** thanked Miltonvale Park for renewing its membership, and shared the benefits of membership: Unified advocacy, empowering tools, support for innovation, and networking opportunities at world-class [events](#). [exclusive benefits](#). The [FCM Portal](#) has documents, account information, subscriptions and membership details. Councillors can remain informed about [FCM's focus areas](#), [capacity-building programs](#) and [funding opportunities](#) and attend [conference, webinars and training](#), and take advantage of discounted rates.
- u. The municipal office received many responses regarding the **subdivision application for PID 283226** in the PURD Zone. These were circulated by email to Councillors and members of Planning Board.
- v. **Child Bursary** applications were received from Joy Condon, Angela MacDonald, Stepanie Browne, Tamsyn Cosh-MacKenzie, Patrick Ledwell, Shealynn Callaghan, and Shawn McKenna
- w. **Radon Test Kits** – There is a 100 Radon Test Kit Challenge Information Session Tuesday, May 6, 2025 at 12 noon for community organizers. The CAO is registered.

Councillors Poole, Doucette and Taylor are also interested. It was noted that all new builds now have a radon pipe to let any gas escape. Radon may be associated with imported gravel.

- x. An **inquiry** was received from a landowner regarding the cost of farmland on a property they were planning to sell to neighbouring farmer. A local realtor shared that regular farmland goes for about \$4-\$5000 an acre, depending on the location, size of parcel, slope, if it has been fallow and needs work to bring it back to production, or if it has been in a good crop rotation. Potato land can go as high as \$10,000/acre; however, dairy farmers generally cannot afford to pay that much.
- y. **Island Waste Management Corporation (IWMC)** - Heather Myers sent the 2024 annual report (July 2024) and the groundwater monitoring report (October 2024) in electronic and hard copies. Tyson Bradley is IWMC's new CEO. The Queens County Regional Landfill site opened in July 1985, and was primarily a "Bulk" and non-burnable waste handling operation that used conventional trenching systems. It was operated with a private sector contract 8.5 hours a day under the supervision of IWMC, and closed for waste disposal in November, 2002. There is a landfill committee that can have three members of Council and two from IWMC (Karen MacDonald in 2024). The Mayor is the chair of the committee and there were no meetings called in 2024. Work started in 2011 to install a water supply system that served residents in the area adjacent to the landfill. To date, 32/53 eligible customers have been connected to the municipal water. The property continues to be used to store and move Waste Watch carts and roll-off containers.
- z. **L'Nuey** - For thousands of years, the Epekwitnewaq Mi'kmaq lived in harmony with this land. When the British arrived, colonizers labeled Epekwitk as a "wilderness, void of inhabitants" and erased Mi'kmaw language and presence from maps while turning these lands into prizes for settlers. As ancestral grounds were lost, the number of Epekwitnewaq Mi'kmaq dwindled and traditional ways of life began to fade. Existence became a grave struggle. In 1832, five brave elders reminded the colonizers: "Our fathers and your fathers had long talks, and they promised to leave us some of our land—but they did not—they drove us from place to place like wild beasts—that was not just." Generations of the Epekwitnewaq Mi'kmaq continue to bear injustices, enduring the loss of their lands and rights. L'Nuey reminds Islanders it is time to honour the [treaty rights](#).
- aa. **Capital Investment Plan (CIP)** The PEI Infrastructure Secretariat sent the updated CIP application forms for new projects for CCBF funding consideration. The deadline for applications is Wednesday, April 30th, at 4 p.m. At the March meeting, Council approved moving all the remaining funds into the hall elevator project. It was suggested that Council consider re-tendering the project, downsizing the project to installing an elevator along the side of the hall which would enter into the main rooms on each level.
- bb. March 25 –The **FPEIM Newsletter** was received at the Council Office, and by Councillors.
- cc. March 21 - Family Violence Prevention Week is May 12 – 18, 2025. The theme is **Preventing Family Violence in Older Adults**. The municipality received a \$200 grant to purchase fabric for blankets. Packets of purple flower seeds from Vesey's Seeds are available for seniors' groups. Contact Jennifer Cairns-Burke at jacairns@gov.pe.ca.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

a. Environment and Community Living

1. **Cornwall & Area Watershed Group (CAWG)** -Councillor Jamie Taylor reported that CAWG had met on April 15 and worked on their proposed budget, project plan and details for their AGM scheduled for May 28 at Cornwall Town Hall.
2. **Projects**

- a. **Community Foundation -Community Impact Fund in Support of Youth Wellness-** The municipality had been invited to submit a full application after the submission of a letter of intent. The **MVP Squad** application was submitted on March 28. Local youth would meet 18-24 times a year to get to know one another, share their opinions with the municipal council, participate in educational, physical, cultural and social activities, and be involved in community betterment projects. The request was for \$13,780.
- b. **Strathrae Estates-** The municipality does still not have the deed for the planned parkland, which was a condition of the subdivision of the development. The CAO contacted Spruce Grove Landscaping as several of the white pine trees may not have survived the winter. Councillors expressed concerns regarding the landscaping done by Council in the fall which was disturbed so the developer could install underground wiring. The large electrical boxes were also installed on the proposed municipal land.

Motion 2025:37 – Moved by Councillor Spencer MacDonald and seconded by Councillor Jamie Taylor that **the municipality not issue further permits for parcels on Strathrae Estates until the municipality receives the deeds for the lots to be granted to the municipality as was condition of the subdivision approval, and the landscaping has been restored.** Motion carried, 6-0.

- c. **Community Garden** –Greenhouse construction is proceeding. Approximately 8-10 people have signed up for plots and garden beds. There is a class for community gardens in the Rural Beautification Society competition. Council agreed to enter.
- d. **New Horizons for Seniors Program (NHSP) Community 2024-25 Miltonvale Park – Life in the Movies** -March's Health Fair very successful and much enjoyed, with about two dozen people attending. There are videos from it to upload online. The final report is due by the end of May, 2025. There were several activities that were not completed yet: sessions on taking better photos, and stretching your food dollar, sewing/craft lessons, an evening of relaxation, and seniors – youth stories and making a book.
- e. **New Horizons for Seniors – 2025-26 Chat &GBT-Growing Better Together**
The contract was received and signed, for the project which was funded for \$11,793 and can start March 31. It includes the creation of a supper club to host eight meals and speakers, a garden club, nine healthy eating food presentations, the purchase of rhythmic gymnastic ribbons for exercise classes, and six sets of poles for pole walking and a pole walking group, Mi'kmaq basket weaving, an art class, and an improv series and show. Dates have been chosen for some activities:
 - i. **Garden Club-** April 12 – Staff person, and arbourist, Ryan Ritskes hosted a fruit tree pruning workshop at Ernie Coles' for 30 people.
 - ii. **Supper Club** – Seniors Supper Club will take place on Thurs., May 29, Tues., June 24, Fri., Sept. 12, Thurs., Oct. 23, Thurs., Nov. 27, Tues., Jan. 13 2026, Thurs., Feb. 12, and Thurs. March 12.
 - iii. **Food Presentations** – Margaret Prouse has been booked for the following sessions, at 1 p.m. each afternoon: Meatless meals, Friday, April 25; Cooking for One or Two -Tuesday, July 15; Zucchini -Tuesday, August 5; Potatoes – Tuesday, September 23; Apples – Tuesday, October 21; Instapots/Slow Cookers – Tuesday, November 18; Healthy

Snacks – Tuesday, December 2; Air Fryers – Tuesday, January 20, 2026; Quick Meals -Tuesday, February 17.

- f. **PEI Seniors Secretariat Funding - Miltonvale Park Seniors – Gardens, Gallivanting, and Gosh Darn Technology.** The report was submitted by the March 31 deadline. The final activity was Andy Gallant’s CANVA workshop/Tech Talk which attracted 12 people on March 26.
- g. **Active Transportation Funding** – There has been no response yet to the application for three bicycle repair stations, metal benches and bicycle racks and a washroom that would be installed along the Confederation Trail.
- h. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** The International cooking session is scheduled for Tuesday, May 27 at 1 p.m. Other activities to be organized include monthly Movie Nights, a dumpling making party, two Drum Circles, a gender diverse Trivia Night, a dream catcher workshop, a welcome supper, and newcomer panel. The final installment was received for the 2024 project.
- i. **Prince Edward Island Community Grant for the Retention of Health Care Professionals** The municipality was granted \$2500 for the 2024-25 activity. The report was submitted by the March 25th deadline. The project included a Community Supper, two Vision Board Art nights, and two cooking presentations.
- j. **ParticipACTION Grant** – The municipality was granted \$1000 for activities to be held during June, which could include dance classes, Learn to Play Pickleball, a group bicycle meet up, a pole walking class, free exercise and yoga classes, and participate in a Move More than the Mayor Contest and a Virtual Walk to another Mount Milton, BC. Line Dancing classes are scheduled for the first four Monday nights in June from 6:30-8 p.m. The municipality will participate in the Community Challenge again this year.
- k. **Earth Day** is April 22. There has not been time to plan any events and it was too early to organize projects involving planting for the garden.
- l. **Car Show** –Charlottetown Metal Products (CMP) has agreed to host the Car Show again on Saturday, June 14, with Sunday June 15 for a rain date. It will take place from 12-4 p.m. The CAO applied for sponsorship from Atlantic Lotto but it was not approved. Councillor Poole has a sponsor who sells motor oil for antique cars. Proceeds will be donated to the Food Bank again. The municipality will see if there are residents who are interested in running the canteen as a fundraiser for sports or a non-profit organization. The Winsloe Lions may also be able to host the canteen again this year. The North Rustico Food Market would provide groceries at cost. Admission in 2025 will remain \$2 person or \$5 family and will be \$20 for vehicles.
- m. **Family Violence Prevention Week** –The municipality was granted \$200 for blanket making from the Premier’s Action Committee on Family Violence Prevention and has planned the activity for Wednesday, May 14 at 1 p.m.
- n. **Canada Day** - \$1,060 (Reference #: 1373272) was awarded for Canada Day, under the Celebration and Commemoration Program, Celebrate Canada Component from Heritage Canada.

d. Activities

1. **Yoga** -Municipal yoga is continuing on Tuesdays at 8:45 a.m. (mat) and 10:15 a.m. for chair yoga.

2. **Exercise** – Michele Gallant leads senior fitness classes at 9 a.m. on Wednesdays and Fridays.
2. **Line Dancing** – Monday afternoon line dancing with Margot Postma finishes for spring on May 19 with a fundraiser for QEH. As there won't be classes on Easter Monday and on the election date of April 28, there will be an alternate class on Wednesday, April 23.

e. **Park**

- a. **Enabling Accessibility Fund-** The CAO needs to develop an RFP for the project, and obtain prices so it can be completed by the end of September 2025. The grant for \$100,000 is for 80% of the costs to paving the walking trail and the path to access the washroom, and install four light poles and lights to improve the lighting and safety at the park.
- b. **Canada Community Building Fund (CCBF)**– The Capital Investment Plan for the energy project at the Community Park was approved and the contract needs to be signed and returned. The project cost of \$32,270.50 includes the purchase and installation of a propane range, propane water heater, propane tank, solar panels, heat pump, installation of grill for air exchange to exterior washroom. The CAO is investigating additional funding programs for heat pumps for the building. Currently, the provincial solar programs are paused. If building were used year-round, it might be eligible for a Rural Growth Initiative (RGI) Grant, if the Council wanted to consider delaying solar for a year. Estimates were circulated for the heat pumps.

Motion 2025:38 – Moved by Councillor Paul Poole and seconded by Councillor Leo Doucette that **the Council authorize Councillors Taylor, Poole, and Doucette to review the proposals for heat pumps and choose the contractor and model.** Motion carried, 6-0.

- c. **Ballfield** - Charlottetown Minor Ball has paid their invoice for 2024.
 - d. **Security Camera** – Funding for additional cameras was included in the budget. Councillor Taylor and Mayor Parker checked the security cameras at the shelter and found they had been unplugged, so they are online again.
 - e. **BBQ** – Vesey's Seeds borrowed the charcoal BBQ for an event they were hosting, in exchange for a donation to the community garden.
 - f. **Trees** – An estimate was obtained to remove several fallen trees in a corner of the park. Councillor Doucette has equipment that could be used to remove them. There is a big maple tree that is about 24" around that could be cut off at about four feet and used for the wind phone. Councillor Doucette can also do that if he is reminded. Council was not interested in approving the estimate at this time.
 - g. **Sign** – The park sign needs to be fixed. It was suggested that screw piles and a mounting plate be used to mount the sign.
- e. **APM Centre** – There were no recent updates from the APM Centre.
- f. **Insect control** – The contracts were signed and returned and the first two installments were paid for each location. Mosquito treatment takes place near the Crabbe Road, with reimbursement from residents, whereas black fly control is for both the Crabbe Road and the Loyalist Road.
 - g. **Speed Signs** – Jeff Sampson, with provincial Transportation, will move the speed sentry signs, if he is reminded. Council would prefer they be moved nearer the Rte. 2 end of the Crabbe Road. It was suggested that speeding was also a concern on the Colville Road and the Sleepy Hollow Road.

Motion 2025:39 – Moved by Councillor Jamie Taylor and seconded by Councillor Spencer MacDonald that **the Council allot up to \$10,000 to purchase two speed sentry signs on the Colville Road and the Sleepy Hollow Road.** Motion carried, 6-0.

There were suggestions that they be able to be mounted in several different locations, or be double sided. On the Sleepy Hollow Road, it was suggested one be placed after Royalty Road near the curve after the Meadowvale Park. A proposed location on the Colville Road was before the crest of the hill by the Confederation Trail.

iii. Emergency Measures

- a. **Emergency Shelter kits**– There has been no further word from PEI EMO regarding these kits.
- b. **Reception Centers** –The CAO still needs to formalize the agreement with the Milton Community Hall.
- c. **Disaster Financial Assistance Program for Municipalities** -The CAO will submit the municipal claim for Fiona when time permits, before the September 2025 deadline.
- d. **Radios** –The CAO has not obtained new quotes yet for radios. The municipality could apply for funding through the Emergency Center Resiliency Fund. Councillor Doucette has one of the two-way radios from the office.
- e. **Generators** –The office will work to relocate the generators to different locations in the municipality, and will print generator instructions and the loan agreement for the portable ones, which are still unopened. There are generator cords packed with them, and there were also four gas cans. The CAO has been checking the generator at the hall for the green “Ready” light. Council purchased six cans of gas in early February. Councillors can use and replace this gas. Gas stabilizer should be purchased.
- f. **Wildfire Community Preparedness Day** – The municipality received a \$500 grant for a Fire Smart booth at Canada Day, and will receive information to distribute. An invitation was extended to the North River Fire Department to attend Canada Day and share safety information.

iii Personnel Committee - Councillor Frizzell

Councillor Paul Poole shared the following information:

- a. The CAO plans to have the **CAO contract** for approval for the May Council meeting.
- b. The CAO will also work on the employee **code of conduct**.
- c. **Development Officer – Shared Services Agreement** – A draft of the Shared Services proposal for Planning was submitted to Municipal Affairs. The municipality plans to complete the second reading, approval and adoption of the Shared Services Bylaw at this meeting.
- d. **Assistant** –Ryan Ritskes has been offered work as an assistant to the CAO. He is an arbourist who worked at the Legacy Garden in 2024, so he will focus on the garden. It is expected he will be funded through Skills PEI Special Projects funding. The CAO received verbal approval for an April 7 start date, but is waiting to receive the contract.
- e. **Canada Summer Jobs** – The municipality was awarded an 8-week position for 35 hours per week, and will receive funding for half of the minimum wage. No word

has been received yet for the Post Secondary Student Program or the Jobs For Youth Program.

iv Finance/Payment of Accounts -Councillor Ramsay

a. **Remittance** – The Canada Revenue remittance for March 31 was sent electronically. The Credit Union was able to do a one-time increase in the municipality's limit for paying bills electronically; however, two signing authorities will need to complete paperwork to allow for an increase in this limit. As a quarterly remitter, the municipality's next payment is due by July 15, 2025.

b. **Reports and Payment of Accounts** –Councillor Ramsay circulated the draft financial statement for March. It was noted that due to time constraints it had not been reconciled. Depreciation has also not been calculated. The CAO intends to complete the outstanding monthly reconciliations, and circulate the updated financial statements before the next Council meeting. The approximate income for March is Grants \$35,810, Fees and Land Rent Revenue, \$3855, for a total of \$39,665. Expenses include administration expenses of \$21,225, facilities and public property of \$2680, fire protection of \$25,035, Planning of \$2450, Community Development of \$5005, Professional fees of \$1170, Recreation of \$3090 for total expenses of \$60,660 and a net loss of \$20,005 for March. The year-to-date income is \$528,263, with expenses of \$411,270, for a net income of \$116,990.

c. **Capital Investment Plan (CIP)**– The CAO will request the remainder of the Canada Community Building Fund be allotted to the Milton Hall Elevator Project as approved at the March Council meeting.

d. **Insurance** –One of the Councillors had requested further information about the Errors and Omissions Liability Insurance. The CAO emailed the policy to Councillors on April 14, and referred them to pages 74-83.

e. **New Funding Agreement** – The Province circulated highlights of the new agreement with municipalities, including the following:

- No municipality will receive less funding from tax credits or equalization than in 2024-25.
- The Base Tax Credit will increase in years 1 and 2 for cities and towns.
- To support municipalities offering development control or land use planning, the Planning Tax Credit will be doubled, with minimum funding of \$25,000.
- An annual grant of \$15,000 will be introduced for all rural municipalities
- The Equalization formula will remain the same for 2 years, with an increase starting April 1, 2025 of 7.59%.
- Hospital Grants will now be distributed under the new funding agreement.

An estimate was provided for Miltonvale Park, as of March 20, 2025, based on a taxable non-commercial assessment estimate for 2025 of \$96,902,000. The Services Tax Credit Rate for Planning was 0.012 in 2024-25, but is increasing to 0.024 for 2025-26 and 2026-27. The total funding estimate for 2025-26 is \$74,800, including the Rural Municipality Grant of \$15,000, Service Tax Credits of \$23,300, Equalization of \$34,800, and a Land Use Planning Grant of \$1,700 (to enable the Services Tax Credit to reach the \$25,000 minimum Planning Tax Credit). The municipality is not eligible for grants for streets, policing or hospitals. The total

Services Tax Credit Rate/\$100 x Taxable Non-Commercial Assessment Base calculates the Service Tax Credits.

e. **Budget** – The capital and operating budgets were submitted to the Province by April 15. The Asset Management Plan was not approved at the March meeting, but was circulated to Council on April 15 for review. The Province would not approve street lighting over the Confederation Trail where it crossed the Lower Malpeque Road.

Motion 2025:40 – Moved by Councillor Leo Doucette, seconded by Councillor Rose Ramsay, that **if it is not possible to get double-sided speed sentry signs, then the Municipality should purchase four speed sentry signs at a cost of up to \$14,000.** Motion carried, 6-0.

Motion 2025:41 – Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole, that **the Municipality of Miltonvale Park submit a Capital Investment Plan for the Canada Community Building Fund for speed sentry signs.** Motion carried, 6-0.

Motion 2025:42 – Moved by Councillor Rosemarie Ramsay, seconded by Councillor Paul Poole, that **the Rural Municipality of Miltonvale Park amend the asset management plan, as presented, to include the purchase of speed sentry signs.** Motion carried, 6-0.

9. REPORT FROM CAO –There were several events held. The CAO is starting to organize events for the newly funded projects. New staff member, Ryan Ritskes is being oriented to the position. Final reports were submitted for the Health Futures Project (March 25), the Seniors' Secretariat Project (March 31), and the claim for \$18,394 for the Municipal Capital Expenditure Grant (MCEG) for 2023-24 (March 31). Applications were submitted for the Community Foundation -Youth Mental Wellness Grant (March 28); Post Secondary Student Program and Jobs For Youth (April 4), Skills PEI, the 2025-26 PEI Senior Secretariat Grant and a Senior Meals project. The disaster recovery grant from Fiona needs to be completed before the September 2025 deadline. The CAO coordinated the public planning meeting for the PURD Zone and completed the minutes. Things that are still to be done, or are in progress, include organizing events (GEDI, New Horizons for Seniors), the Code of Conduct Policy for Employees (s 86-2-f) and Terms and Conditions of Employment (section 95) for the CAO, the lease with the Hooper family for the community garden, the agreement for Hall EMO warming Center; and generator agreements, and the shared services project for planning with West River and Kingston. The CAO will start to advertise and hire summer staff.

10. PLANNING

- a. **Permits Issued** – No permits were issued since the March Council meeting.
- b. **Official Plan and Bylaw Amendment** -The Minister had asked Departmental staff to review the submission again for the map amendments to rezone and redesignate in the Future Land Use Map of PID 283325 and part of 658799 from Agricultural (A1) and Commercial (C1) to Light Industrial.
- c. **Appeals** – [Appeal LA 24011](#)– There have been no updates regarding the appeal on Council's decision to "amend the Official Plan, Zoning Bylaw, Future Land Use Map, and approval to rezone PID 283325 and part of 658799 from A1 & C1 to Light Industrial". IRAC was notified on March 19, 2025, that the Minister has not yet made a decision on the amendments but that the IRAC process is

separate from the Minister's process. The municipality also asked for clarity on the appellants' grounds for appeal.

d. **Enforcement**

In the closed meeting of Planning Board on April 9, 2025, recommendations were approved to deal with a variety of infractions including unlicensed tourist establishments, if a possible breach of a development agreement on Royalty Rd, and unsafe transportation issues at a home occupation. Development applications are expected for several issues, and other concerns will be monitored.

Motion 2025:43 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **the Rural Municipality of Miltonvale Park follow the recommendations of Planning Board regarding the enforcement of issues discussed in the Closed Planning Board Meeting of April 9, 2025.** Motion carried, 6-0.

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

- i. Single unit dwelling on Heather Drive
- ii. Application #MP-1195 to construct 23 new single unit dwellings at PID 444232. Council voted at the March meeting to declare this application null and void, as per the Development Bylaw, if the office had been waiting for required information for six months. The Development Officer confirmed that he had been waiting for an easement for over a year.

Motion 2025:44 – Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **the Rural Municipality of Miltonvale Park confirm Application #MP-1195, be declared null and void, according to the Development Bylaw, (section 3.2.4).** Motion carried, 6-0.

- iii. PID 283739 -The Developer is waiting for final approval for the next two phases of the subdivision. City staff are checking to see if conditions have been satisfied so that the second phase could be approved.
- iv. Application #MP-1198-PID 283325 & 658799 for a lot revision. The municipality is awaiting approval of the rezoning.
- v. Application #MP1207 PID 241059 for change of use.
- vi. Application #MP 1208 PID 922740 for a single unit dwelling.
- vii. Application #MP 1209 PID 280792 for a 1-Lot off subdivision.
- viii. Application #MP 157 PID 280800 for a 1-Lot off subdivision
- ix. Application #MP 306 PID 281865 for a 1 Lot off subdivision
- x. Application #MP 1246 PID 1173491 for a Single Unit Dwelling
- xi. Application #MPS 158 PID 280768 for 1 Lot off subdivision
- xii. Application PID 782516 for change of Use (Tourist Establishment)

f. **Applications Requiring Input/Updates**

- i. **PURD Zone** -A subdivision application for 39 lots in the former Community Pasture PID 283226, at 371 Sleepy Hollow Road, was reviewed at the public meeting. The Developer has asked that the application be paused temporarily.

The application does appear to meet the requirements of the Development Bylaw.

- ii. **Amalgamation** – Council passed a motion at the March 19, 2025, meeting noting the Municipality is not in favour of revising its boundaries with the City of Charlottetown. Council will not make any special efforts to publicize the motion at this time, other than including it in the minutes.
- iii. **An Act to Amend the Prince Edward Island Lands Protection Act** - Planning Board did not forward a recommendation to Council regarding the Department of Housing, Land and Communities' request for feedback by April 18, 2025. The amendment proposed that a non-resident would be required to obtain Executive Council approval in order to acquire an interest in a "municipal property", which is defined as any property of an acre or less that is located in a municipality with an official plan. This amendment was proposed to bring oversight to transactions of this nature where previously there was none. There is more information on the [Government of PEI Public Consultations](#) page. Comments can be sent to depthlc@gov.pe.ca Currently non-residents need approval for 5+acres. There were concern about the motives of the Province, and the additional hurdles for potential health care workers.

g. **Queries**

- i. The Development Officer was asked about a condo style, mutli-unit development on Rte. 2 near Rte. 7. The largest unit permitted in the A1 zone is a duplex.
- ii. The Development Officer was asked about the possibility of a lot revision of a lot approved before 1982, and whether it would be possible to create another lot on a parcel along Rte. 224.
- iii. The Province contacted the Development Officer regarding on-premise signage, as well as Tourism Directional Signage, for "PEI Coffee Merchant" located on PID 800771.

h. **Other**

- i. **Building Permit Update** –No report has been received since January, 2025.
- ii. **Miltonvale Park, West River, and Kingston Shared Services agreement** – The draft submission was shared with to Municipal Affairs. The municipality will approve a Shared Services Bylaw.
- iii. **Active Transportation (AT) Plan** – Council was interested in cooperating with the City of Charlottetown or the Province to have a flashing light installed at the crossing of the Confederation Trail at Lower Malpeque Road. Councillor Poole was investigating a specific brand The CAO emailed to Paul Johnston, with Charlottetown, and Jeff Sampson, Traffic Operations Manager with the Province on April 13. Mr. Sampson responded that there are stop signs present at the trail head due to the trail's being used for snowmobiles. There are also trail warning signs in advance and at the trail for motorists. The province did not install a crosswalk and does not use trail crossings as a crosswalk. The trail warning signs are intended to let vehicle traffic know that there may be users present, but does not give the users priority. The province does not wish to install lights giving the trail users priority over the motorists. Councillors believe the speed limit is 70 km/hour as motorists near the crossing.

11. INQUIRIES BY MEMBERS OF COUNCIL

Councillor MacDonald inquired if anyone had heard of a land purchase on the south side of Rte. 2 between Rte. 7 and the Lower Malpeque Road, but no one was aware of any such purchase.

12. OTHER

13. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS -Shared Services Bylaw

**Rural Municipality of Miltonvale Park, PEI
Bylaw to provide for entering into an Agreement regarding Shared Services
Bylaw # 2025 – 14**

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

Title

This bylaw shall be known and cited as the “Shared Services Bylaw.”

Authority

Subsection 138.(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to enter into an agreement, if authorized by bylaw, with another Council for the provision of any service which each has the power to provide within its own boundaries.

Pursuant to subsection 138(2) of the Act, the agreement referred to in 2.1 shall be in writing and shall set out the terms and conditions that apply to the agreement.

Application

This bylaw applies to Council. It enables Council to enter into an agreement with another Council for the sharing of services.

Definitions

“Act” means the Municipal Government Act.

“Chief Administrative Officer” or “CAO” means the administrative head of the Municipality.

“Council” means the mayor and other members of the council of the Municipality.

“Councillor” means a member of council other than the mayor.

“Municipality” means the Rural Municipality of Miltonvale Park.

General

The Council may enter into an agreement with the municipalities listed in Schedule ‘A’ for the purpose of sharing the services noted.

This bylaw shall come into force and take effect immediately upon approval.

Effective Date

This Shared Services Bylaw, Bylaw# 2025-14, shall be effective on the date of approval and adoption below.

First Reading:

This Shared Services Bylaw, Bylaw# 2025-14, was read a first time at the Council meeting held on the 19th day of March, 2025.

This Shared Services Bylaw, Bylaw# 2025-14, was approved by a majority of Council members present at the Council meeting held on the 19th day of March, 2025.

Second Reading:

This Shared Services Bylaw, Bylaw# 2025-14, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This Shared Services Bylaw, Bylaw# 2025-14, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Shared Services Bylaw, Bylaw# 2025-14, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Shared Services Bylaw adopted by the Council of the Rural Municipality of Miltonvale Park on April 16, 2025 is certified to be a true copy.

Chief Administrative Officer Signature

Date

Schedule 'A'

Partnering Municipality	Shared Service
Rural Municipality of Kingston	Planning and Development Services Bylaw Enforcement Clerical Services Legal Services
Rural Municipality of West River	Planning and Development Services Bylaw Enforcement Clerical Services

Motion 2025:45 - Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole that

Whereas Municipalities who wish to share services are required to have a shared services bylaw, and

Whereas several Municipalities intend to share the services of one Development Officer,

And whereas Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw was read and formally approved a first time a Council meeting on March 19, 2025,

Be it resolved that Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw, be hereby read a second time. Motion carried, 6-0.

Motion 2025:46 - Moved by Councillor Leo Doucette, seconded by Councillor Jamie Taylor

Whereas Municipalities who wish to share services are required to have a shared services bylaw, and

Whereas several Municipalities intend to share the services of one Development Officer, and

Whereas Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw was read and formally approved for at the Council Meeting held on March 19, 2025, and read a second time at the Council Meeting on April 16, 2025

Be it resolved that Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw, be hereby approved. Motion carried, 6-0.

Motion 2025:47- Moved by Councillor Jamie Taylor seconded by Councillor Leo Doucette

Whereas the Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw was read and approved at two separate meetings of Council held on different days;

Be it resolved that Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw, be hereby formally adopted. Motion carried, 6-0.

14. ADJOURNMENT

Motion 2025:48- Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald that **the meeting be adjourned.** Mayor Parker declared it so at 8:48 p.m.,

Mayor

CAO

June 18, 2025
Date Approved

Next Meetings:

Regular Council Meeting- Wednesday, May 21 at 7 p.m.

Committee Meetings – Planning Board – Thursday, May 1, if required

MGA review – Wednesday, May 14 at 7 p.m.