

**Rural Municipality of Miltonvale Park Council  
MINUTES**

**Milton Community Hall**

**7:00 p.m., May 21, 2025**

**Present:** Mayor Hal Parker, Councillors Paul Poole, Rosemarie Ramsay, Jamie Taylor, Spencer MacDonald, Leo Doucette, Andrew Frizzell (7:02 p.m.); CAO Shari MacDonald; Residents Goops Wooldridge, Brad Wooldridge and Andy Matheson

**1. CALL TO ORDER**

Mayor Parker called the meeting to order at 7:00 p.m. and noted that the meeting is a Council meeting, which is held in public, with the role of residents limited to being observers.

**2. DECLARATION OF CONFLICT OF INTEREST**

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

**3. APPROVAL OF AGENDA**

Motion 2025:49 – Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald, that **the agenda be approved as circulated.** Motion carried, 5-0.

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

**5. ADOPTION OF MINUTES**

*Councillor Frizzell arrived at 7:02 p.m.*

Councillor Frizzell disclosed that he has applied for re-zoning and a lot revision for application #MP-1198 involving properties 283325 and 658799.

The minutes of April 16 were circulated; however, a motion for their approval was not made.

**6. BUSINESS ARISING FROM THE MINUTES**

- a. **Grants to Individuals in Need** -Responses were received from several other municipalities, who address need in a variety of ways: providing a \$50 active living grant for youth, doing regular check-ins on seniors and taking them food after events, having a Community Fridge, having a mayor who personally helps out, providing a list of helpful agencies (Lions Club and a local food pantry), and a municipality maintains a private list of anonymous residents who lend a hand. If Miltonvale Park were to establish a policy, it could distribute gift cards, look to the community for support, or establish guidelines, such as for medical, transportation, or special circumstances. A community fridge can be difficult to manage. People have to self-identify. It could be useful for desperate situations. Councillors were asked to consider the issue further and pass along any thoughts to the CAO.
- b. **Radon** – The CAO attended a seminar on a 100 Radon Kit program from the Canadian Association of Radon Scientists and Technologists, where 100 very accurate radon kits

would be sent to the municipality in the fall for distribution. There is an online information session for participants, promotional material, and the organization provides return labels for them to be mailed back, after they have been placed on a lower living area of a home for 100 days – all at no cost.

Motion 2025:50 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **Miltonvale Park participate in the 100 Kit Radon Challenge**. Motion carried, 6-0.

- c. **Municipal Government Act (MGA) interviews** – Mayor Parker, Councillors Ramsay, Poole, Taylor and the CAO attended the focus group on May 14. Councillors did not have further thoughts on the MGA to forward to the consultants.
- d. **2025 FPEIM Annual Meeting** -Mayor Parker, Councillor Ramsy and the CAO attended the FPEIM AGM in Summerside on Monday, April 28. The motion asking for a municipal levy on non-incorporated communities for recreational infrastructure was approved. There were addresses by politicians, and sessions on AI, the Indigenous Perspective on Community Policing, and Cutting through Confusion and Building Support for Climate Action.

## 7. CORRESPONDENCE

- a. **PEI Rural Beautification Society (PEIRBS)**-The municipality received a copy of the competition booklet. The PEIRBS is again offering the Community Spirit Award, which costs \$20 to enter, and the deadline is July 31. It is chosen by voting. There is also a new category for community vegetable gardens. Its deadline is June 30 and the fee is \$20 for the first entry and \$10 for others.

Motion 2025:51 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **Miltonvale Park enter the Community Spirit Award and the Community Garden Competition in the Rural Beautification Society Competition**. Motion carried, 6-0.

- b. **Municipal Affairs Newsletter**
  - i. **Tourism Licencing** in a Municipality - Accommodation licenses can now be renewed online for 2025-2026 using Tourism PEI's [Operator Self-serve](#). Tourism PEI also offers an information page for anyone looking to establish a [tourism business](#).
  - ii. Municipal Affairs is hosting a Lunch and Learn, on Tuesday, May 27<sup>th</sup>, 2025, at 12 noon in preparation for the 2026 **General Municipal Elections**. The CAO is registered.
  - iii. FPEIM will host two **leadership workshops** on Thursday, June 5, at the Rodd Royalty, Charlottetown with governance expert Gordon McIntosh. The cost is \$50+HST for one workshop, or \$75+HST for both. From 1:30-4:30 p.m. the session is *What's in the Box? Aligning Service Expectations with Capacity* and from 6:00-8:30 p.m. *What's Black & White & Grey All Over? Developing Positive Council/Staff Relations*.

Motion 2025:52 – Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **the CAO attend the June 5<sup>th</sup> Leadership Workshops with Gordon McIntosh**. Motion carried, 6-0.

- iv. The Governments of Canada and PEI signed a **new \$86.2-million agreement to accelerate housing development**, increase density, and help meet the growing demand for affordable housing. The [Canada Housing Infrastructure Fund \(CHIF\)](#) will support capital or planning projects to build, expand or rehabilitate drinking water, wastewater, stormwater or solid waste infrastructure. Other housing supports include the [Municipal Infrastructure Fund](#) the [Subdivision Development Financing Program](#) and [Supports for Housing Developers](#)
- v. Holland College launched a new online [Board Member Training](#), which offers an eight-week 'complete at your own pace' option and includes a certificate of completion. The cost is \$249 + HST. Councillors Taylor and Poole completed a similar workshop, which included a lot of valuable information.

Motion 2025:53 – Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette that **Miltonvale Park approve up to four Councillors to participate in Board Member Training from Holland College.** Motion carried, 6-0.

- vi. Municipal-owned **playground equipment** should be [inspected](#) annually. If municipalities have a membership with Recreation PEI, the first inspection is free, and others are \$85 plus tax.
- vii. The [Grants-in-Lieu of Property Taxes Program](#) can provide limited financial support for approved non-profit organizations, community groups, or municipalities that provide specified services in the community by forgiving (crediting) non-commercial provincial property taxes. The CAO will investigate the tax status of the Community Park.
- viii. CAOs were reminded that the **2024-2025 Audited Financial Statements** are due for submission to Municipal Affairs on October 15, 2025. They are also asked to ensure information is up to date for the municipal reception centre and the [Municipal Directory](#). There is a [webpage](#) for Municipal Government submissions, forms and guidebooks.
- c. The **Jobs For Youth** application was approved for one position, at eight weeks, for a maximum of 320 hours. The rate of pay will be fully covered at \$16.64/hour which includes 4% vacation pay. The MERCs are not covered.
- d. **Participaction** circulated a new report: [Moving towards a new normal: The social climate of physical activity](#), and are reviewing it in a [webinar](#) on June 4 at 12:30 ET.
- e. **Request from resident** -The Council received a request from a resident, in dire circumstances, asking for assistance in paying his property tax. A request was made on the private residents Facebook group, and a local family donated \$291.20 to pay the annual property tax bill.
- f. **FPEIM NEWS**
  - i. FPEIM shared information on the FPEIM Leadership Workshops with Gordon McIntosh and the Recreational levy supported at AGM. [FPEIM](#) is asking its member municipalities to submit input to [ssen@fpeim.ca](mailto:ssen@fpeim.ca) by May 31 as it prepares for a consultation on the Municipal Government Act. FPEIM also shared information on Grants and Programs, including the
    1. First Nation-Municipal [Community Economic Development Initiative](#) (CEDI) which supports First Nations and municipalities in

- developing long-term, joint planning for community economic development and land use. The deadline is May 30.
2. [Jumpstart Community Development Grants](#) support organizations that provide programming for children (ages 4-18) in financial need or youth (ages 4-25) with disabilities. There are Program Support and Operational Support streams. The deadline is June 6 for programs that start from Sept. 1-Dec. 31, 2025. Details and the application portal are [online](#).
  3. 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 1) have existing municipal central water and/or wastewater services and 2) are not cities or capital-area towns. Recipients may also be eligible for the PEI [Subdivision Development Financing Program](#). The MIF is funded by the PEI government and administered by FPEIM. Miltonvale Park does not appear to be eligible for this funding.
- ii. The newsletter also included **information** on Souris CAO, Shelley LaVie, receiving the Bruce H. Yeo Award, the Town of Kensington's fully electric patrol car, and an event for Fostering Resilience in Women Municipal Leaders, which Councillor Ramsay and the CAO plan to attend.
  - iii. **Upcoming Events** publicized by FPEIM also included the following:
    1. FCM's [Green Municipal Fund's Equitable Adaptation Workshop](#) on May 28, 9:30 a.m.-4:30 p.m., in Moncton, NB. Delivered by [CLIMAtlantic](#), municipal staff will have a hands-on opportunity to explore practical strategies to undertake climate adaptation actions and integrate equity. A virtual option is also available on May 29.
    2. **Climate Ready Infrastructure Service for PEI Municipalities – Launch** -. Join the [Canadian Urban Institute](#) and [FPEIM](#) on Wednesday, June 11, 12-1 pm, to learn more about the [Climate Ready Infrastructure Service](#) (CRIS) which helps smaller municipalities plan and build low-carbon, climate-resilient infrastructure by connecting them with Canada's leading climate experts. This session will cover how CRIS can provide free expert support and strategies for resilient infrastructure.
    3. **Canoe Benefits & Procurement Webinar for PEI Municipalities** Join [FPEIM](#) and [Canoe Procurement Group](#) on June 12, 1-2 pm, to learn how Canoe Benefits and Canoe Procurement can benefit municipalities. Mayor Parker may be interested in attending.
    4. **Association of Municipal Administrators (AMAPEI) Semi-Annual Meeting & HR Training** takes place on May 31, from 9 a.m.-3 p.m.in Victoria for discussion, sharing, and HR training led by Jennifer Doherty of [JSD HR Consulting](#). The cost is \$20/person plus AMAPEI membership.

Motion 2025:55 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **Miltonvale Park approve up to \$100 for CAO Shari MacDonald to attend the AMAPEI meeting in Victoria on May 31.** Motion carried, 6-0.

5. CLIMAtlantic is hosting a **bilingual online webinar - CLIMAtlantic Open House: Come chat with us!** on May 21 at noon to introduce

the organization and take questions about their services, tools, and climate adaptation work in Atlantic Canada. The recording will be on the [website](#).

- i. The CAO attended the **Design, Permits & Tenders Webinar** and shared resources: Zoom Recording: [video1714983378.mp4](#) Presentations: [Sam Sanderson Presentation.pptx](#) [Scott MacNeill Presentation.pptx](#) [Jon MacDonald Presentation.pptx](#)
  - ii. **Canadian Corridors Project** – The School of Public Policy has done extensive work on the potential for new infrastructure corridors in Canada, as a result of the concern over security of supply of critical goods and supply chains for domestic and global markets. This [Issue Backgrounder](#) about the Canadian Corridors Project builds on more than a decade of research on the opportunities and challenges of developing infrastructure corridors in Canada's North and near north. [Northern Corridor Phase 2 Final Report. policyschool.ca](#)
- g. **Situational Awareness and De-escalation Training** - Chris O'Brien will provide a 2.5-hour virtual situational awareness and de-escalation training for summer staff on May 22 at 9:30 a.m., June 9 at 1 p.m. and June 26 at 9:30 a.m. for a cost of \$60 per participant.

Motion 2025:56 – Moved by Councillor Rose Ramsay, seconded by Councillor Jamie Taylor that **Miltonvale Park approve up to \$300 for de-escalation training for summer staff.** Motion carried, 6-0.

It was noted that there is also Commit to Kids training which is valuable for those working with children. Recreation PEI will likely also provide recreation-related training. First aid training will be provided for those employees who do not have current first aid training

- h. May 5 -The Province asked municipalities for their thoughts on procurement exceptions for PEI located within the **Canadian Free Trade Agreement** and if there would be any implications, if any exemptions were to be removed. They requested feedback by Wednesday May 7, 2025, to Melanie Barlow, Procurement Officer.
- i. **Trees** - The owner of 17 Miller Drive asked if the municipality would remove fallen trees from the hurricane at the back of their lot beside the Confederation Trail, as they do not think it is on their lot. The municipality suggested if it was on the trail, the Province might address their concern.
- j. **PEI Lands Protection Act** -May 8 – The municipality received a copy of a letter from FPEIM to Premier Rob Lantz regarding the proposed amendment to the **PEI Lands Protection Act**. FPEIM shared concerns about the proposal that Executive Council would approve the sale of property of less than one acre in areas where there is an official plan. Concerns included the lack of consultation, new hurdles to routine land transactions, red tape, possible impacts on immigration and interprovincial migration, barriers to labour mobility, the disincentive to buy land in municipalities, an increase in sprawl, and the fragmentation of rural lands.
- k. **Recreation PEI** newsletter - As part of Recreation PEI's **Anti-Racism** action plan, there is a [#UnitedWePlay](#) awareness campaign to make recreation facilities and programs safe and welcoming for everyone. The goal is to encourage public discussion on the issue of racism and be a visible reminder in the facility that

recreation/sport should unite rather than divide. The municipality ordered two free signs for outdoor facilities. Municipalities can become a signatory of [the Anti-Racism in Recreation Charter](#). [Anti-Racism Resource Highlight - Show Up To Speak Up](#) is an Anti-Racism initiative from Nova Scotia Sport and Recreation. The website features first account videos, resources, and training opportunities.

**[Essential Playbook Training](#)** - This spring Recreation PEI will be piloting a new in-person training built specifically for frontline leaders who play a vital role in shaping positive experiences for children and youth, such as: camp counselors, youth workers, and early childhood educators.

**[Playground Inspections](#)** - Recreation PEI offers all members one annual playground inspection completed by their staff certified playground inspector.

**[Activate Your Neighbourhood](#)** - is a tactical guide to help people reimagine, rethink and repurpose the spaces in their neighbourhood to support and encourage physical activity and social connections. There is also a [webinar](#).

- l. A reminder was received from PEI EMO for submissions/updates for the municipal **Hurricane Fiona DFAA/PDFAP** claims to be received by September 2025 to [disasterassistance@gov.pe.ca](mailto:disasterassistance@gov.pe.ca).
- m. Community Foundation of PEI in 2025 - **[The Aspire Fund - Arts & Culture Community Grant](#)** is open to organizations and individuals in PEI until May 23, to provide support to the entire Arts and Culture sector of PEI.
- n. A **Planning survey** regarding people re-entering the community after being in jails or prisons, as well as local planning to support diversion from incarceration was received.
- o. **[ACT BIG \(Advocating Canada Toward Basic Income Guarantee\)](#)** is a national conference hosted by Women's Network PEI, on **June 5–6, 2025** at Holland College. ACT BIG is a platform for dialogue about how a **Basic Income Guarantee** can directly improve the lives of constituents and foster resilient, thriving communities. BIG has the potential to reduce poverty and economic precarity, improve public health, reduce strain on local services, empower residents to contribute more fully to the local economy, support small businesses and rural economic development and provide dignity and stability for all.
- p. **Municipal Capital Expenditure Grant** - Payment was released May 1, 2025, for MCEG FY 2023-2024, 1<sup>st</sup> - 4<sup>th</sup> Quarters Claim Payment for \$18,394.38.
- q. **[Brian Porter](#)**, a PEI-based visual artist and muralist, whose bold, colourful murals have transformed public walls, museums, corporate spaces, and festivals across Canada, is seeking to collaborate with local towns and municipalities across PEI to bring vibrant, community-focused artwork to life. Mike Roberts, Fat Cat Marketing [705-606-1718](tel:705-606-1718).
- r. April 30 – Kerry Campbell – CBC PEI legislative reporter, requested information about the proposed **tiny home development** discussed in question period.
- s. The PEI Department of Agriculture hosted an online webinar for the updated **Prince Edward Island Manure Management Guidelines**. This online webinar held from April 30-May 2 discussed updated livestock facilities, manure storage standards, minimum separation distances for permits/planning, and the latest best management practices in agriculture.
- t. **FPEIM** –circulated information for their AGM, including the FPEIM Finance and Audit Committee Report, the FPEIM Resolutions Committee Report and minutes from the October 19, 2024, FPEIM semi-annual meeting. They also circulated requests for

information on planning contracts and information on how municipalities set up their filing system.

- u. The **Municipal Affairs Newsletter** from April 17 shared information on a- [CAO Networking Event](#), [Tourism Licensing in a Municipality](#), [Municipal Government Act Review](#), [CLIMAtlantic Upcoming Event](#), [Forest and Natural Areas Conservation: A Guide for PEI Municipalities](#), and [Housing Design Catalogue Unveiled](#) As part of Canada's Housing Plan, final renderings, floor plan layouts, and key building details of the [Housing Design Catalogue](#) were unveiled. The catalogue offers low-rise housing designs tailored to the different regions across the country. These designs can help reduce construction costs and timelines as well as barriers to entry in the homebuilding sector. They emphasize gentle density, providing more housing options, such as row-housing, fourplexes, six-plexes, and accessory dwelling units, for existing neighbourhoods. The full downloadable architectural packages will be available this spring.
- v. Resident Gloria Wooldridge asked Council to consider establishing a \$500 or \$750 award at **Holland College** for a student of Miltonvale Park attending a program. Usually, the commitment to establish an award is a five-year term. The community would be added to the donor page, and it is a good opportunity to help a young person in the community get their education. Council will review this request during the budget process, and if it decides to process, will need to amend the Grants Bylaw.

## 8. REPORTS FROM STANDING AND AD HOC COMMITTEES

### i. Environment and Community Living

- a. **Cornwall & Area Watershed Group (CAWG)** - The Cornwall and Area Watershed Group is hosting their **AGM**, Wednesday, May 28 at 6:30 pm at the Cornwall Town Hall. The PEI Invasive Species Council will share tips on identifying and managing invasive species on your property. Light refreshments will be served. CAWG is taking part in Cornwall's Dandelion Festival on May 24 and will be giving out free flower seeds.
- b. **Projects**
  - i. **Community Foundation -Community Impact Fund in Support of Youth Wellness-** The **MVP Squad** project application was not funded.
  - ii. **StrathRae** –The municipality still does not have the deed to the new municipal parkland. The developer was informed verbally and in writing that Council had voted to not maintain the land or issue permits for the development until the deed is obtained. The CAO will follow up again with Spruce Grove regarding the trees at the park.
  - iii. **Community Garden** –The greenhouse blew down on Easter weekend, as the high winds got inside of the partially finished structure. Planta would sell a new greenhouse at half price or parts for 25% off. The municipality ordered a new 10x20 greenhouse, which arrived on May 13. About 14 people attended the first garden club meeting. Ryan Ritskes and the community garden club are hosting workbees on Tuesday mornings. There are approximately ten people signed up for plots and garden beds. The municipality will enter the Rural Beautification Society contest for Community vegetable gardens.

- iv. **New Horizons for Seniors Program (NHSP) Community 2024-25 Miltonvale Park – Life in the Movies** -The final report is due by the end of May, 2025.
- v. **New Horizons for Seniors – 2025-26** (\$11,793) The Miltonvale Park Seniors Chat &GBT-Growing Better Together project is underway. The project includes eight supper club meals and speakers, a garden club, nine healthy eating food presentations, the purchase of rhythmic gymnastic ribbons, and six sets of walking poles and a pole walking group, Mi'kmaq basket weaving, an art class, and an improv series and show.
  - 1. **Garden Club**- The first garden club meeting was May 13 with 14 in attendance. They planted patio pots of tomatoes or lettuce, including some for seniors. The club will meet the 2<sup>nd</sup> Tuesday of the month for the season.
  - 2. **Supper Club** – The first supper club is scheduled for Thursday, May 29, 2025. The remaining dates are June 24, September 12, October 23, November 27, January 13, 2026, February 12, and March 12.
  - 3. **Food Presentations** – Fifteen people attended the Meatless meals on April 25. The other sessions are - Cooking for One or Two - July 15; Zucchini - August 5; Potatoes - September 23; Apples - October 21; Instapots/Slow Cookers - November 18; Healthy Snacks - December 2 and in 2026 - Air Fryers - January 20 and Quick Meals - February 17.
- vi. **PEI Seniors Secretariat Funding** -The municipality is waiting to hear results for the 2025-26 application.
- vii. **Active Transportation -Funding** – There has been no response for the application for bicycle repair stations, benches, bicycle racks and a washroom.
- viii. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** -The International cooking is scheduled for May 27 with 17 registered to date. For the monthly Movie Nights, Crazy Rich Asians is scheduled for Sunday, May 25. Other activities include a dumpling making party, two drum circles, gender diverse trivia night, a dream catcher workshop, a welcome supper, and a newcomer panel. The final installment was received for 2024 project.
- ix. **ParticipACTION Grant** – The municipality received \$1000 for activities for June, and will be planning dance classes, Learn to Play Pickleball, a group bicycle meet-up, a pole walking class, free exercise and yoga classes, a Move More than the Mayor Contest and a Virtual Walk to Mount Milton, BC. The line dancing is being held the first four Monday nights in June from 6:30-8. The new summer staff person, Zach Addison, is organizing these events.
- x. **Car Show** – The 3rd annual Car Show will take place at Charlottetown Metal Products (CMP) on Saturday, June 14, with a Sunday, June 15 rain date, from 12-4 p.m. All the proceeds will be donated to the Upper Room Food Bank. Councillor Taylor will contact the Upper Room. The municipality is still looking for someone to run the canteen, and will reach out to the Winsloe Lions. Councillor Taylor reached out to EART,

CAWG, Cornwall Timberwolves and a ball team from Charlottetown. Councillor Doucette noted that the groceries for the canteen would be about \$800-\$850, and he would need to know the order in advance. The office is working on getting sponsors for plaques and prizes. The admission fee will remain \$2/person or \$5/family. Vehicle registration will be \$15 in advance or \$20 on the day of the show. John McAllar has been booked for music and the municipality is hoping to confirm Crow Chicken Black.

- xi. **Family Violence Prevention Week** – On May 14, about a dozen participants completed 23 blankets. The CAO will complete and submit the final report.
- xii. **Canada Day** – The municipality received a grant from Heritage Canada for \$1,060. The bouncy castle and face painter have been booked. The musicians will be confirmed. Mayor Parker does not expect to be here for Canada Day. Councillor Doucette will help BBQ. Councillors Taylor and Poole will also be available. It was suggested the BBQ be started about 9:30. More burgers should be ordered than last year.
- xiii. **Island Community Food Security Grant** – The municipality submitted a proposal for four preserving workshops, a community meal box giveaway and two community meals (including a pancake breakfast) and enhancements for the garden. The application for \$10,000 was submitted by May 15.

c. **Activities**

- i. **Yoga** -Municipal yoga is held on Tuesdays at 8:45 a.m. on the mat and at 10:15 using a chair. Classes may soon move earlier for the summer, as the Friday classes have moved to 7:55 and 9:10 a.m.
- ii. **Exercise** – Michele Gallant’s 9 a.m. Wednesday and Friday classes finish on May 30, 2025. KK Pinkowski had said in the late winter that she might consider leading a class over the summer; however, she is not available.
- iii. **Line Dancing** –Margot Postma finished line dancing classes on May 19 for the spring season. She is leading four Monday night classes in June for ParticipACTION.

d. **Park**

- i. **Enabling Accessibility Fund**- The RFP needs to be developed for the lighting and paving the path to improve the safety at the park. The CAO intends to complete it in the next week.
- ii. **Canada Community Building Fund (CCBF)** – The CAO gathered [estimates for heat pumps](#) and several estimates for solar panels The CCBF approved \$32,270.50 for a propane range, propane water heater, propane tank, solar panels, heat pump, and the installation of grill for air exchange to exterior washroom. Councillors Taylor, Doucette and Poole agreed to meet after the Council meeting to review the prices.
- iii. **Ballfield** – The Charlottetown Minor Ball has booked the ballfield for Monday-Thursday evenings and Saturday mornings. The Coach may also book Friday evenings. The municipality will need to get the ballfield field ready for early June.
- iv. **Security Camera** -There is funding for additional cameras in the budget.

- v. **Pickleball** started Saturday, May 17. The schedule for open play is Sundays -1-3 p.m.; Mondays- 6-8 p.m.; Tuesday -9a.m. -12 noon; Wednesdays- 6-8 p.m.; Thursdays -9 a.m.-12 noon; Fridays - 6-8 p.m. and Saturdays - 9 a.m.-12 noon. They will circulate information on a beginners' program. The courts can be used by members at other times if not in use by others. The group thanked the municipality for resurfacing the courts last year. The fifth court will be shared it with basketball players. Staff has said that during scheduled times, pickleball has priority. Regarding the tennis court at all other times, the policy has been "first come, first served" and people are asked to be respectful of those who are waiting. Council will develop and post a policy to avoid conflicts. Councillors felt that basketball use has priority on the basketball court. The municipality would put an hour time limit if people are waiting. Residents have priority. The courts are sometimes booked for a special group event, but the municipality hasn't been reserving them for users. The pickleballers have concerns about people who do not know how to put up nets properly so will ensure the students are shown how they are to be used. They also may mark the net in the worst condition for "rec play" – so children and families can use it. The group may then buy a new net for competitive play. The fee is \$30 for the season, or \$3 drop-in fee, paid to the pickleball club. The club usually makes an annual \$1200 donation. Players must be paid 2025 members of Pickleball Canada.
- vi. **Clean up** – The park should be tidied up before Canada Day. Charlie Larter will fix some of the picnic tables and could repair benches. The Welcome to the Park sign needs to be fixed. It was suggested that Postech, Hambly's or Matt Eye could install screw piles. Eastern Fence should be called to adjust some of the gates. The tree and alders discussed at the April meeting still need to be removed. It was suggested that the summer employees may be able to cut the trees.
- vii. **DNS Grasscutting** – provided a quote for grasscutting for Miltonvale Community Park at \$195.00+HST/cut which is the same cost as 2024. The quote for the land at Strathrae Park was \$65 per cut + HST. Grass cutting has started at the park; however, the municipality will not cut the grass at Strathrae until a deed for the property is received. Brad Wooldridge cut the grass at the entrance last summer, but the municipality has not reached out to him yet.
- f. **APM Centre** – The federal Government has approved \$5,000,000 in funding for the expansion of the facility. In order to proceed, they need to develop more information including a space review, preliminary design, and proposed financing mechanics. In order to move this initiative forward, the Board of Directors feels there needs to be significant municipal support as joint funding from federal, provincial, and municipal sources will be needed. The estimate to develop appropriate plans and concepts to further the project, and gain support at least \$50,000. The Board want to meet with all the municipalities to gauge and develop support for the project prior to making a major expenditure. The condenser needs to be replaced (approximately \$200,000). Other upcoming expenses include the replacement of PCL, new equipment for the weight room, new gaskets for the heat exchanger and the replacement of arena mats. The Cornwall Health Center

encouraged the Board to make the walking track available for free, but the APM Center is operated on a cost recovery/user fee basis and need to continue to do so. The walking track membership is fairly low. Some municipalities subsidize residents. The CAO was asked to find out the cost to subsidize memberships, if Miltonvale Park wished to do that. FPEIM approved a motion to request the provincial government implement a tax on unincorporated areas to be used for recreation facilities in municipalities.

g. **Mosquito control** – The final installment was paid to Bugbusters. The office will begin to promote the \$30 repayment for residents in the Crabbe Road area to cover the cost of mosquito control.

h. **Speed Signs** – The CAO will order the signs in next few days. It was suggested that screw piles could be used. Councillor Taylor will contact Jeff Sampson, from Transportation who will arrange for stands for the new signs. He will also move the sign on the Crabbe Road. Mr. Sampson will need to know how many, and where they are to be placed. The motion was for up to four signs, initially for the Sleepy Hollow and Colville Roads.

i. **Commit to Kids** – Councillor Taylor noted this was valuable course he had taken, and suggested that park staff and Councillors consider taking it. The Milton MVPs project could consider these courses.

## ii. Emergency Measures

- a. **Emergency Shelter kits**– There has been no further word from PEI Emergency Measures Organization regarding the shelter kits.
- b. **Reception Centers** –The municipality still needs to formalize an agreement with the Milton Community Hall.
- c. **Disaster Financial Assistance Program for Municipalities** – The CAO will submit a claim for Fiona costs when time permits, before the September 2025 deadline.
- d. **Radios** –Updated prices have not yet been gathered. The municipality could apply for Emergency Center Resiliency Funding.
- e. **Generators** –The office will work on logistics for the portable generators. The CAO has been checking the generator for the green “working” light. There is still gas purchased in February that Councillors can swap for fresh gas.
- f. **Wildfire Community Preparedness Day Funding** – Miltonvale Park received a \$500 grant for a Fire Smart booth at Canada Day. An invitation was extended to the North River Fire Department to attend Canada Day, but there has been no response. A carton of handouts and wildfire-related items arrived.

## iii. Personnel Committee - Councillor Frizzell

- a. **CAO contract** -Councillor Poole noted that this item would be moved to the end of the meeting.
- b. The municipality continues to work on an employee **code of conduct**.
- c. **Development Officer – Shared Services Agreement** – The CAO of West River submitted a draft application for funding to Municipal Affairs for a shared service agreement regarding development services. She is currently revising it for the final submission. It includes one day/month sick day and vacation of 1.25 days/month

prorated to three weeks/year. It was asked if Miltonvale Park would consider adding a 6% pension contribution before the proposal is approved by Municipal Affairs. It would be approximately \$25.60 biweekly. The CAO also receives a 6% pension contribution.

Motion 2025:57 – Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell that **Miltonvale Park a contribution of 6% towards a pension fund for Development Officer, Mirko Terrazas**. Motion carried, 6-0.

- d. **Assistant** –The Skills PEI Special Projects contract was received for Ryan Ritskes. His focus is on the garden.
- e. **Summer Jobs** –The municipality was awarded funding for eight weeks at 35 hours for half of minimum wage through the Canada Summer Jobs (CSJ) Program, 12 weeks of funding of minimum wage plus vacation pay through the Post-Secondary Student Program (**PSSP -#93037**). Zachary Addison, who has ties to North Milton, was hired for this position and started on May 12. Miltonvale Park also received eight weeks of funding through the Jobs for Youth (JFY). Resident Jason Blaisdell will be rehired and it is expected that Sadie Rollins, also a resident, will be hired too. There will likely be a June 23 start date for the CSJ and JFY positions.

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

- a. **Remittance** –Miltonvale Park is a quarterly remitter, with the next remittance due by July 15. Councillor Ramsay intends to visit the Provincial Credit Union to authorize an increase in the electronic bill payment threshold.
- b. **Reports and Payment of Accounts** –A revised and reconciled March 31 statement was circulated, as well as financial statements for April 2025. Depreciation has not been included.
- c. **Capital Investment Plan** (CIP) for Canada Community Building Fund (CCBF) – The CAO has not yet requested the allotment be allocated to hall elevator project or prepared a CIP for speed sentry signs
- d. The **Annual Expenditure Return** (AER) was prepared, audited and submitted by the May 15, 2025, deadline. A hard copy needs to be submitted to Infrastructure Secretariat.
- e. **Budget** – The Asset Management Plan was revised as discussed at the April Council meeting and submitted to province on April 17.
- f. **Credit Union** -The Provincial Credit Union updated its banking systems May 10-12, and there are new log-ins for the signing authorities, which were circulated to the appropriate people.
- g. **Maturing Deposits** -Three term deposits (two of \$103,900 and one of \$51,950) matured on April 20 and were reinvested for one-year terms at 2.7%.
- h. The provincial **property taxes** were received. The bill for the Community Park was \$1068.06.
- i. **Audit** – The CAO will book MRSB for the 2024-25 audit.

9. **REPORT FROM CAO** – The CAO organized several events, and is organizing the new projects and hiring students. The CAO contract was revised, and time was spent filing. She attended the FPEIM Meeting, and webinars on Tendering/ Procurement and the ParticipACTION Community Challenge. The AER report and

the Asset Management Budget were completed and submitted. The Community Food Security application was submitted. Outstanding reports include the Fiona Grant, due in September, and the New Horizons for Seniors report for Miltonvale Park in the Movies which is due the end of May. There are many events to organize including the GEDI and NHS projects, ParticipACTION events, the car show, and Canada Day. Other work includes preparing the Code of Conduct Policy for Employees (s 86-2-f), the lease with Hoopers for garden, the agreement for Hall EMO warming Center; generator agreements, and the shared services project for Planning. The CAO is registered for the Women in Leadership Workshop on May 24 in Crapaud, with Councillor Ramsay and the Association of Municipal Administrators Annual Meeting in Victoria on May 31. She would also like to attend the leadership workshops on June 5 with Gordon McIntosh.

## 10. PLANNING

### a. Permits Issued

- i. **Permit No. MP-25-04** was issued on 04/15/25 for Lot 15, Applecross Ave, PID 1173491 for a Single Unit Dwelling with attached garage.
- ii. **Permit No. MP-25-05** was issued on 05/07/25 at 251 New Glasgow Road - Rte. 224, North Milton, PID 281394, for ground mounted solar panels.
- iii. **Permit No. MP-25-06** was issued on 05/07/25 at 17213 Rte. 2, Milton Station, PID 449207, for ground mounted solar panels.
- iv. **Permit No. MP-25-07** MP-1250 was issued on 05/13/25 for 252 Colville Rd, Springvale, at PID 280776 for a Tourism Establishment.
- v. **Permit No. MP-25-08** was issued on 05/20/25 for 985 Loyalist Road, Springvale at PID 658542 for an Accessory building (detached garage).

b. **Official Plan and Bylaw Amendment** -Minister Myers asked the Department of Lands to again review the map amendments for the rezoning in the Zoning Map and redesignation in the Future Land Use Map of PID 283325 and part of 658799 from A1 & C1 to Light Industrial.

c. **Appeals** – An appeal was filed with IRAC 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 reached out to the Municipality in early February, 2025, to see if the Minister had made a decision yet regarding his approval of the map amendments and was notified on March 19 that we did not have a decision from Minister. The Commission is scheduling a call between the appellants, municipality, and developer to discuss the appeal on Wednesday, May 28, 2025, at 10:00 am. The CAO and lawyer will discuss at 1 p.m. on Monday, May 26<sup>th</sup>. The CAO reached out to the Director of Lands, Glenda MacKinnon-Peters, for an update on May 19, but has not had a response. There was no further discussion of the file.

### d. Enforcement

- i. Tourism PEI confirmed that the two tourist establishments on the Sleepy Hollow Road that the municipality had made inquiries about were licensed by the province since before they had to notify municipalities. The Development Officer will check the files, and will reach out to the owners, if they are not approved by the municipality.
- ii. There not a development agreement, nor conditions on the permit on Royalty Rd, for a permit issued in 2005, for which a verbal complaint was received.

- iii. Transportation was contacted regarding vehicles being loaded/offloaded on the side of the Rustico Road, and responded that the approval of the business was based on vehicles being loaded and unloaded elsewhere. John Flood from Highway Safety, should be notified of any further infractions ([jblood@gov.pe.ca](mailto:jblood@gov.pe.ca)).
- e. **Applications in Progress**-In most instances, more information is required to finish processing the following applications:
- i. The application from **PID 800771** for on-premise signage, approval for Tourism Directional Signage, and the construction of a deck was withdrawn. The new business sign was removed, but the sign that remains is oversized.
  - ii. Addition to **accessory building** (agriculture use) -The Development Officer is confirming the use, as accessory buildings not in agricultural use are limited to approx. 2000 sq. ft.
  - iii. Single unit dwelling on **Heather Drive**,
  - iv. **PID 283739** -Final approval for the next two phases of the subdivision. The municipality is waiting for the City to give approval that their requirements for servicing are met. The CAO will reach out again for a progress update.
  - v. Application #MP-1198-**PID 283325 & 658799** for a lot revision. The municipality is awaiting approval of the rezoning.
  - vi. Application #MP1207 **PID 241059** for change of use.
  - vii. Application #MP 1208 **PID 922740** for a single unit dwelling.
  - viii. Application #MP 1209 **PID 280792** for a 1-Lot off subdivision.
  - ix. Application #MP 157 **PID 280800** for a 1-Lot off subdivision
  - x. Application #MP 306 **PID 281865** for a 1 Lot off subdivision
  - xi. Application #MP 1246 **PID 1173491** for a Single Unit Dwelling
  - xii. Application #MPS 158 **PID 280768** for 1 Lot off subdivision
  - xiii. Application from **PID 782516** for a change of Use to a Tourist Establishment. The home appears to be triplex; however, a Tourist establishment is only allowed in Single Unit dwelling.
  - xiv. A potential applicant is having Transportation review the safe sight distance and regulations regarding Highway access on Rte. 2 and the Colville Road for a subdivision of **PID 280768**.

f. **Applications Requiring Input/Updates**

- i. **PID 283226** - On April 15, the Province asked that consideration of their subdivision application for 39 lots at 371 Sleepy Hollow Road be paused. It was reviewed at a public meeting on March 25 and addressed at a Planning board meeting on April 9, 2025, when it was recommended for approval, with a Development Agreement to address the concerns of Council and residents.

g. **Queries**

- i. **Adolescent Group Home** - Alan Maynard with the Province's Social Housing Department looked at a house for sale in the Agricultural Zone with 1.9 acres, and asked if it could be used as a group home for adolescents. There would be approximately five residents, and three or four staff. It would be staffed

24/7. Mr. Maynard noted that some municipalities have a “special use residential.” Planner Samantha Murphy does not think it could be approved with the current Development Bylaw. She now adds a ‘shared housing’ use with a ‘shared housing with special care’ as a subcategory that would cover most group homes, assistive living, etc. either as a permitted use or special permit use in any zone where single detached dwellings are permitted. There can be a cap on number of bedrooms per building if there is a scale concern. It would be a textual amendment rather than a rezoning and it would allow conversion back to standard residential use over time. There may need to be an additional policy added to the Official Plan to support the new use. Alternately, Council could look at other terminology, either special residential or even more specific uses, such as group homes. If Council were willing to bring forward this amendment, it would likely not be approved before September or October. It would require a public meeting and Planning Board’s recommendation. Although Councillors had empathy for the youth, they felt this could be discussed during the next Official Plan review, and noted an amendment could allow for a seniors care home.

*Resident Andrew Matheson left the meeting at 8:38 p.m.*

- ii. **Md Zahurul Islam**, a natural farmer from Bangladesh is preparing to relocate to PEI and is seeking to lease approximately 15 acres of farmland in the Winsloe–Miltonvale area to build a long-term, chemical-free food production farm using natural and regenerative practices. He plans to visit PEI in June 2025 and wanted information on landowners, available parcels, or local agricultural initiatives that might align with this vision.

#### **i. Other**

**Building Permit Update** –No report of building permits issued has been received from the Province since January, 2025.

### **11. INQUIRIES BY MEMBERS OF COUNCIL**

A councillor noted he had heard concerns over the large amount of fill being placed during landscaping of a new home on the Crabbe Road. Rain and the truckloads had made the Crabbe Road muddy.

### **12. OTHER**

#### **Employment Contract**

Motion 2025:57 – Moved by Councillor Leo Doucette, seconded by Councillor Paul Poole, **that under the authority of section 119. 1.d of the Municipal Government Act, the meeting be closed to address human resource matters.** Motion carried, 6-0, at 8:45 p.m.

*Goops Wooldridge and Brad Wooldridge left the meeting at 8:45 p.m.*

The meeting returned to an open meeting at 8:51 p.m.

**13. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS**

There were no amendments or Bylaws to address.

**14. ADJOURNMENT**

Motion 2025:60 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rose Ramsay **the meeting be adjourned**, and Mayor Parker declared it so at 8:51 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

June 18, 2025  
Date Approved

Next Meetings:

Regular Council Meeting- June 18 at 7 p.m.

Committee Meetings – Planning Board – Thurs June 5, 7 p.m. if required