

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

7:00 p.m., February 19, 2025

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

1. CALL TO ORDER

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

2. DECLARATION OF CONFLICT OF INTEREST

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

3. APPROVAL OF AGENDA

Motion 2025:16 – Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole, 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 – January 15, 2025

Motion 2025:17 – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole that **the minutes of the regular meeting of January 15, 2025, be approved with the correction of several typos.** Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

- a. **Midterm Brainstorming** – Councillors did not have anything to add to the information discussed at the January meeting.
- b. **Complaints** – Council responses to the complaints regarding the CAO, and a Councillor have not received any response from either complainant.
- c. **Warren Grove**- Rent for the sharing of municipal office space was received from the Rural Municipality of Warren Grove to the end of 2024.
- d. **Winter Woodlot Tour** – The Woodlot Tour, held at 992 Rustico Road, on January 25 was a very successful event.

7. CORRESPONDENCE

- a. **Newsletter** -A WATERCanada newsletter was received.
- b. **EMO Weather packages** –Weather packages were received for January 20, February 13-14 and February 16-18.
- c. **Funding Programs** – The Federation of PEI Municipalities reminded municipalities of the following funding programs:
 1. **Active Transportation Fund - Capital Projects Stream** for new construction and improvements that encourage active transportation (Deadline- February 26, 2025)
 2. **Rural Transit Solutions Fund - Capital Stream** for supporting the purchase of assets, such as vehicles and related infrastructure, for public transit solutions (March 4)

3. **Canada Housing Infrastructure Fund - Direct Delivery Stream** for building, rehabilitating, and extending infrastructure needed for housing (March 31)
- d. **FPEIM** - Honourable Steven Myers, Minister of Housing, Land and Communities, announced the Municipal Government Act Engagement and Consultation. Councils are encouraged to participate in the [public consultations](#), which take place from 6-8 p.m. on February 20 in Souris, February 25 in Charlottetown, February 26 in O'Leary, February 27 in Montague and the Summerside session is being rescheduled. Councillor Poole plans to attend.
- e. **FCM** - Municipal leaders are speaking out against the impact that **25% U.S. import tariffs**—including those planned against Canadian steel and aluminium in March—would have on communities, the economy and the Canada-U.S. relationship. FCM is launching a Canada-wide Virtual Listening Tour. Regional meetings will let municipal leaders share insights on the local impact of tariffs and ensure FCM's advocacy reflects the local realities. The Atlantic meeting is Thursday, February 20, 2025.
- f. **Flag Day** -February 15 is the 60th anniversary of the National Flag of Canada. Canadian Heritage asked that municipalities use #CanadianFlag and tag @CdnHeritage to spread the celebration, and follow Canadian Heritage on [X](#), [LinkedIn](#), [Facebook](#), [Instagram](#) and [YouTube](#).
- g. **CFTA Reporting Table MASH sector** - Julie St. John requested the total number of contracts and their values for the following thresholds to report for 2023-2024 to CFTA for any contracts from April 1st, 2023 -March 31st, 2024.
 - GOODS:** April 1st, 2023 - December 31st, 2023, **\$121,200** / January 1st, 2024 - March 31st, 2024, **\$133,800**
 - SERVICES:** April 1st, 2023 - December 31st, 2023, **\$121,200** / January 1st, 2024 - March 31st, 2024, **\$133,800**
 - CONSTRUCTION:** April 1st, 2023 - December 31st, 2023, **\$302,900** / January 1st, 2024 - March 31st, 2024, **\$334,400**. No contracts were awarded that exceeded the thresholds.
- h. **Taxation and Property Records** -Suzanne Pater noted that the. 2025 Current Taxable Assessments are available on MATI [Municipal Assessment and Tax Information \(MATI\) | Government of Prince Edward Island](#). The 2025 annual taxes will not be available until the Annual Property Tax Bills are sent out the first week of May. The 2025 Assessment Rolls are in production for mail out by February 28. Email copies, if requested, can be sent by February 20.
- i. **Karen Turner**, from UPEI, thanked Miltonvale Park for employing UPEI co-op student insurance Truong in 2024. UPEI presents three "Co-op Student of the Year" awards and the "Co-op Employer of the Year" award. Nominations for the student awards are open until Friday, February 28 at 4 p.m. The municipality is invited to the Awards Ceremony, Wednesday, March 26th, from 3 to 4:30 pm in Schurman Square. The municipality will nominate Hazel Truong for an award.
- j. **FPEIM** – There are informational webinars about the [Canada Housing Infrastructure Fund](#). The CAO will attend the webinar on February 20.
- k. **FPEIM** – (February 12) - The Province has released the State of the Island Report, and will start community engagement on a province-wide land-use plan and the [Municipal Government Act Engagement and Consultation](#). The [State of the Island](#) Report is the first step to create a province-wide land-use plan. The [report](#) looks at the current social, environmental, cultural and economic

conditions and trends across the province and their potential impacts on land-use considerations.

- l. FPEIM – [Fostering Resilience in Women Municipal Leaders](#) hosted a conflict resolution workshop on February 8 in Georgetown.
- m. Steven Langer (February 4) from **Well By Design**, is available to speak to Miltonvale Park staff regarding [workplace health](#).
- n. **Canada PEI Infrastructure – Canada Housing Infrastructure Fund (CHIF)** Provincial Stream Program, a new cost-sharing funding program, will make available \$86.2 million over the next 10 years for Island communities. CHIF aims to accelerate new construction, rehabilitation and expansion of housing-enabling drinking water, wastewater, stormwater, and solid waste infrastructure, directly enabling housing and increasing system capacity. The first intake is open until May 1st, 2025, at 4:00 p.m.
- o. **CLIMAtlantic** (February 5) is looking for feedback on their services, with a short [survey](#).
- p. **Enabling Accessibility Fund (EAF) – Mid-sized Component 2023**. Service Canada asked applicants who applied for funding between 2022 - 2024 to complete the Grants and Contributions Client Experience Research Survey.
- q. The Industrial Inquiry Commission is examining the structure of **Canada Post** and accepted submissions until February 14, 2025. The Commissioner will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability, and bargaining issues, including full-time employment, health and safety, and job security. The report is due by May 15, 2025. Information is available at [deliveringcommunitypower.ca](#)
- r. The **Construction Association of Nova Scotia** is hosting a course in competitive construction procurement, **An Owner's Guide to Procurement**, on February 26. Member pricing for this half-day course is \$400.
- s. [Atlantic Pickleball Club](#) - Atlantic Canada's premier pickleball club is building a state-of-the-art, nine-court indoor facility at the Stratford's Community Campus to open this fall.
- t. **Earth Day Canada** - Pelham, Ontario, is the representative city for the Mobilizing Municipalities campaign in 2025. A [webinar](#) will be held on February 20, 2025, to discuss biodiversity conservation, the theme for the upcoming Earth Day. Councillor Taylor had circulated ideas to celebrate Earth Day, April 22.
- u. Recreation PEI - **Atlantic Physical Literacy Day** was January 30, and a [webinar](#) was hosted.
- v. **APM Center – A Capital Contribution Request** of 0.005 cents per \$100 of property tax assessment from 2024 was received. The fund allows the APM Center to leverage other funding and has allowed replacement of the refrigeration chiller, replacement and upgrade of the dehumidification, improved energy efficiency by reclaiming heat from the compressor, new ice machines, and a resurfaced gym floor. It does not include any funds required for expansion. The APM Center estimated the contribution as \$4950, and also circulated their capital equipment and repair plan.
- w. **FPEIM** called for **resolutions** and **award nominations** for the 2025 FPEIM annual meeting on Monday, April 28, 2025, at the Credit Union Place in Summerside. The resolution deadline is 4 pm on February 27, while the deadline for nominations for the Bruce H. Yeo Memorial Award and the Municipal Achievement Award is 4 pm on March 31, 2025.

- x. **Diane Persad** diane.persad.humbercollege@gmail.com (January 28), requested a free lapel pin and business card from the Mayor and City councillors, and if there were any free logos or patches.
- y. **Charged for Change** -Aviva Canada's program, in partnership with Earth Day Canada, offers full funding—up to \$125,000 per underserved community—for the installation of at least two new electric vehicles (EV) charging stations for underserved municipalities. Deadline February 20, 2024, at 4 p.m. (ET)
- z. **FPEIM**- There was an **Open House** for John Dewey's retirement on January 31, 2025.
- aa. **FCM Newsletter** – The Federation of Canadian Municipalities included the winners of Sustainable Communities Awards, FCM Board member candidacy, a webinar about community rinks as community energy sources, an Active Transportation (AT) Fund portal walkthrough video, and FCM in the news.
- bb. The final installment (15%) of the **Two Billion Trees Grant**, \$5,811.49, was received.
- cc. **APM Centre** -Sheila Curtis forwarded the APM financial statements to the end of December, which were circulated to Council. It was suggested to the APM Center that they apply to Kraft Hockeyville, but this does not appear to have happened.
- dd. **Atlantic BugBusters** sent contracts and invoices for the 2025 season. Mosquito and black fly control on the Crabbe Road would cost \$4,575 and black fly control on the Loyalist Road was invoiced at \$5,750. The CAO has asked for a breakdown of the mosquito costs on the Crabbe Road, and intends to survey the residents in the Crabbe Road area to determine their level of commitment to paying fees.
- ee. **Community Garden** - Mark Hooper suggested that if a basketball/tennis court was installed beside the Community Garden, it could be used as a skating rink in winter. He also suggested a gazebo might be a good fit in the garden, possibly behind the shed. A Councillor suggested the Council could consider enclosing the existing tennis court at the park. The rink at Winsloe appears to be well-used.
- ff. **Island Community Food Security Program**- The final report and claim form are due on March 15, 2024 for the \$9665 granted to the "Miltonvale Park Community Garden 2024."
- gg. **Employment and Social Development Canada** – The monthly [Minister of Seniors' newsletter](#) provides subscribers with updates on important topics such as senior tax information webinars and fraud prevention, and more. People can subscribe at the [sign-up page](#) of the [January edition](#).
- hh. **Winter River Watershed** - The Winter River-Tracadie Bay Watershed Association and the PEI Invasive Species Council held an online talk on common invasive species identification and proper management techniques on January 28th at 7:00 p.m. They hosted a Winter Hike on the Winter River Trail on February 8 at 10 a.m.
- ii. **Charlottetown Amateur Radio Club** - William (Bill) McMaster, president, is looking to find a location to set up a permanent amateur radio station to be used by club members to support community service and radio events. They would require 150 square feet of office space, with 24/7/365 access, internet, be able to install at least one external antenna, and have fully accessible parking, entrances and washroom facilities. The Club would work with Miltonvale Park to help prepare for, and deliver, auxiliary communications, if needed. They would

provide the equipment and personnel to maintain and operate it, and would train people to obtain their amateur radio licences, if desired. They would also help improve the communications portion of the emergency preparedness plan. Unfortunately, the municipality does not have the facilities available.

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- jj. **FPEIM Request for information** - Municipalities are looking for information on vehicle policy, job descriptions/staff policies, database or workflow apps, hiring policy, and a policy for use of municipal facilities free of charge.
- kk. **FPEIM Newsletter** - Nominations for the [Order of PEI](#) are being accepted until March 19. This highest provincial honour celebrates Islanders who make the province a better place to live — through their achievements in areas like the arts, agriculture, business and industry, community leadership, occupations or professions, public service, research, and volunteering. It was noted that Gordon MacFarlane has resigned, effective in March, as CAO for Summerside, after his appointment as commissioner to the [Island Regulatory and Appeals Commission](#). JP Desrosiers will become acting CAO. The Federation of PEI Municipalities is hiring an [executive director](#), with the deadline for applications February 23.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

a. Environment and Community Living

1. **Cornwall & Area Watershed Group** – Councillor Jamie Taylor reported that staff are working on reports on last summer's projects, and funding applications. On the Loyalist Road, near the Confederation Trail, the culvert is about 12 inches higher than the water on Coles Creek, and CAWG intends to install a fish ramp. They have received \$64,000 from the PEI Watershed Alliance, and \$10,000 from the Atlantic Salmon Federation for this.
2. **Projects**
 - a. **Wildfire Community Preparedness Day Funding** –The CAO applied for the \$500 grant. The municipality would include a Fire Smart booth at our annual Canada Day BBQ and picnic at our community park on July 1, 2025. Posters would share information about making homes fire smart. Phone numbers will be collected for the municipality's Emergency Management Plan. FireSmart handouts and educational materials will be distributed. Information will also be provided about 72-hour emergency kit preparation. The municipality would also print magnets with emergency information on them to distribute to homeowners, in case of fire, or other, emergency. If the funding allows, a 72-hour kit and its contents will be on display, with residents having the opportunity to win the kit. Members of the local North River Fire Department will also be invited to the event. Information could also be gathered from residents at the event.
 - b. **Community Foundation - Community Impact Fund in Support of Youth Wellness**- There was a youth grant opportunity that was due on February 14, approximately 10 days after it was announced. The application was a Letter of Intent, with the opportunity to complete a full application, if requested. The **MVP Squad** project would create a group of youth in the area who would meet approximately 18-24 times a year to get to know one another, learn life skills by participating in cooking classes, and a variety of activities (pickleball, disk golf, line dance, square dance, hip hop, yoga, tai chi, crafts, meditation, art, public

speaking, knitting classes, a peanut butter ball work bee, tie dye T-shirts. Youth would share their opinions with the municipal council, participate in educational, physical, cultural and social activities, be involved in community betterment projects, such as the community garden and Roadside Clean up. The letter of intent requested \$13,780.

- c. **StrathRae** – The municipality has still not been deeded the parkland.
 - d. **Community Garden** – Pass the Salt PEI is hosting another fundraising supper for the Miltonvale Park Community Garden and Gifts from the Heart at 6 p.m. Sunday, Feb 23 at the PEI Brewing Company. Tickets are currently being sold 2 for 1.
 - e. **New Horizons for Seniors Program (NHSP) Community 2024-25 Miltonvale Park – Life in the Movies** – Council received a report on the progress of the project:
 - o Tuesday, Jan. 21. **Food Presentation - Vegetarian/Lebanese** (23 attended)
 - o Wednesday, January 22 – **Seniors Brunch with John MacAllar** – (40)
 - o Sunday, January 26 -**Movie Night – 6:30 - Man Up** – (4)
 - o Sat. March 1 - **Valentines Cards (paper quilling)**- (12)
 - o Tuesday, February 11 – **Food Presentation -Brunch Foods** – (32)
 - o Thursday Feb 13 at 1:30 - **Budgeting**. -postponed to Fri. Feb 20
 - o Thursday, Feb. 20 6:30-8:30 - **Wills, Estates, Power of Attorney and Health Care Decisions** with Community Legal Information. (29 registered)
 - o Monday, February 24, 3 p.m. – **Online Safety** –CANCELLED
 - o Tuesday, March 4 at 1 p.m. **Food Presentation – Healthy Snack Foods** with Margaret Prouse. (25 registered)
 - o Thursday, March 6 - 10:00 a.m. **Seniors – Financial Issues and Housing**
 - o **Events still to plan** - Session on taking better photos, Sewing/craft lessons, Seniors evening of relaxation, Health Fair (tentatively on Wednesday. March 26) and foot care, Session on stretching your food dollar, Seniors – Youth -Stories and Making a book,
3. **New Horizons for Seniors – 2025-26** – The application for **Miltonvale Park Seniors Chat & GBT-Growing Better Together** was funded for \$11,793. Unfortunately, the bus tour was not funded; however, the PEI Seniors Secretariat may fund one. The municipality will create a supper club to host eight meals and speakers, create a garden club, host nine healthy eating food presentations, purchase rhythmic gymnastic ribbons to augment its current exercise classes, and six sets of poles for pole walking to lend, and start a pole walking group. The project also includes a Mi'kmaq basket weaving class, an art class, and an improv series and show. The project's focus on healthy eating, and the social component of eating together with a supper club, will improve cooking skills, and reduce social isolation. Speakers will educate seniors on a variety of topics, including safety and financial security.
4. **PEI Seniors Secretariat Funding - Miltonvale Park Seniors – Gardens, Gallivanting, and Gosh Darn Technology.** (\$3000). An Identity Theft and Fraud presentation & Lunch was held on January 29 for approximately 32 participants and volunteers, thanks to Councillor Ramsay, Pat Cosh and Pauline Smith, who organized the event when the CAO was out sick. A Garden Tea is planned for Thursday, March 13 at 2:30 p.m. Andy Gallant will do a CANVA workshop Tech Talk, and the date will be announced as soon as possible. Ideally one other Tech

Talk would be held; however, the events can be scaled back as the full grant was not received.

5. **Active Transportation**

a. **Funding** –The municipality applied for \$45,687, through the PEI AT Fund, with Miltonvale Park contributing \$2077. The project entails the purchase and installation of three bicycle repair stations at the Milton Community Hall -PID 281485, at the Confederation Trail parking area at the Colville Rd (Rte. 9) PID 459990, and at the Miltonvale Community Park at 413 Sleepy Hollow Road (694703). Sturdy metal benches and bicycle racks would also be installed along the Confederation Trail at the Coville Road, the Loyalist Road, and at the Milton Community Hall. The municipality would also install an off-grid wheelchair accessible washroom facility and a bicycle pump at the trail parking area at the North York River Road, with an incinerating toilet, which would require a propane tank and a small 100-watt solar panel and battery. The municipality is still awaiting agreement from the Province for the installation of infrastructure by the Confederation Trail. Ruth Delong contacted the office as CAO had emailed her and the Province, for permission to install infrastructure by the Trail. Ms. Delong noted that Trails may be able to get some of the infrastructure if the project is not funded. It was noted that on the Loyalist Road, the project could be coordinated with CAWG's work on the fishway. Porta - potties were an option that could be housed in a more attractive sheltered structure.

b. The [Housing, Infrastructure and Communities Canada - Canada Public Transit Fund](#) supports sidewalks, bike lanes, multi-use paths, and similar projects. The deadline for applications is February 26, 2025.

6. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program**

Art of Drag -The report was submitted. The costs were not as high as the maximum grant. Trilby Jeeves was contracted to video-edit the workshop to extend the reach of the event.

7. [Prince Edward Island Community Grant for the Retention of Health Care Professionals](#)

A Community Supper for Health Care Professionals and residents of Miltonvale Park was held on Friday, January 31, with Patrick Ledwell as entertainment. CBC attended the event and spoke to many of the 32 people who attended, and aired an extensive story on Island Morning. There are currently 13 signed up for the Art for the Health of It – Visions Board project with Gloria Wooldridge. The first two nights were snowed out, so the activity will take place on Monday, Feb 24 (6 p.m.) and Thursday, February 27 (6 p.m.), Monday, March 3 at 6 p.m. & another date.

8. **ParticipACTION Grant** – The municipality applied for a project that includes different kinds of dance classes (hip hop, line dance, square dance, ballroom dance, and at least one type of international dance, for example), and a group dance activity will be planned near the end of the month. Participants can also attend a 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 Mount Milton, BC.

9. **Cultural Funding Programs** – The [Community Celebration Fund](#) provides up to \$2,500 for costs to present a festival or event that that attracts residents and visitors to experience PEI culture, including festivals, celebrations organized around dates of important, cultural and/or historical significance, programming with a strong arts and culture component, and heritage activities. The [Community Cultural](#)

[Partnership Program](#) provides funding support for up to \$2,500 for activities that promote the arts, culture and heritage of PEI. Priority will be given to new initiatives fostering community partnerships: Community histories, exhibitions, promotion and marketing initiatives, product development and multimedia projects. The deadlines are March 3, 2025. It was suggested that perhaps an antique car show could fit within the Community Cultural Partnership grant.

d. Activities

1. **Yoga** -The municipality is offering yoga on Tuesdays, at 8:45 for mat and 10:15 for chair classes.
2. **Exercise** – Fitness instructor KK Pinkowski has cancelled the Monday and Friday Active Aging classes since January 27. Michele Gallant leads Wednesday classes at 9 a.m.
2. **Line Dancing** continues on Monday afternoons with Margot Postma.

e. Park

- i. **Enabling Accessibility Fund**- The project which includes paving the walking trail and the path to access the washroom, and installing four light poles and lights to improve the lighting and safety at the park must be completed by the end of September 2025. The \$100,000 grant will cover 80% of the costs. The municipality will need to advertise a Request for Proposals (RFP). It was suggested that a battery pack be investigated, which might provide seven days of electricity.
 - ii. **Canada Community Building Fund** – Infrastructure has approved the municipality's Capital Investment Plan, and will forward a contract. The project includes \$32,270.50 for a propane range, propane water heater, propane tank, solar panels, heat pump, and the installation of a grill for air exchange to exterior washroom. The CAO will also investigate funding programs for heat pumps for the park building.
 - iii. **Ballfield** – The Charlottetown Minor Ball still needs to pay for the summer rental,
 - iv. **Security Camera** – There are four cameras at the park, although they do need to be rebooted. Council can consider whether additional cameras should be included in the budget.
- e. **APM Centre** – The financials from December, 2024, were received.
- f. **2 Billion Trees** -The remainder of the grant was received.
- g. **Mosquito control** – The CAO will circulate a letter for residents in the Crabbe Road area to get feedback before the budget is passed.
- h. **Speed Signs** – Although Transportation was requested to move the speed sign to a better location along the Crabbe Road, it has not been done. It is at the original location, at the top of a hill.

iii. Emergency Measures

- a. **Emergency Shelter kits**– There has been no further word from PEI EMO about the Emergency Shelter kits that they hoped to distribute.
- 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 the municipal claim for Fiona when time permits, before the September 2025 deadline.
- d. **Radios** –The CAO has not obtained a second price quote for emergency radios. They may be funded through the Emergency Center Resiliency Fund.

The municipality is still missing two of the two-way radios that Councillors took to check their range.

- e. **Generators** –The portable generators are still at Councillor Doucette’s. The CAO will work on generator instructions and details. The CAO has been checking the new generator at the hall regularly to ensure the green light is on.

iii Personnel Committee - Councillor Frizzell

- a. A deadline was set for May 4th to complete the **CAO contract**, although the CAO will try to have it for the March meeting.
- b. An employee **code of conduct** is still required.
- c. **Development Officer – Shared Services Agreement** – The CAO met with Keith Boire (CAO Kingston) and Susan Morse (CAO Kingston) recently to work on the budget for the Shared Services project regarding the Development Officer position.
- d. **Assistant** –The CAO is still thinking about hiring someone part-time to help with municipal duties, but hasn’t had time to arrange anything. There is currently no funding at Skills PEI.

Motion 2025:18 – Moved by Councillor Spencer MacDonald, seconded by Councillor Rose Ramsay that **an assistant be hired for 25 hours weekly for \$21.50 an hour plus MERCs, to a maximum of \$25/hour**. Motion carried, 6-0.

iv Finance/Payment of Accounts -Councillor Ramsay

- a. **Remittance** – The next quarterly remittance is due after March 31, 2025.
- b. **Reports and Payment of Accounts** – Councillor Ramsay reviewed the financial statements, and noted that they had not been reconciled. Income for January (and YTD) included grants and taxation of \$32,185 (\$450,995), fees and rent of \$600 (\$5715 and expense recover of \$0 (\$450) for total income of \$32,785 (\$450,995). Expenses for January were administration \$3285 (\$75,750), facilities of \$780 (\$22,185), no fire services (\$81,465), planning of \$1725 (\$18,880), community development of \$705 (\$34,760), no professional services expenses (\$14,815), recreation/park of \$1065 (\$89,500), for total expenses of \$7569 (\$335,340) for a net income of \$25,225 (\$121,820).

Current assets total \$673,180, capital assets total \$456,280, while other assets are valued at \$16,905. Total assets are \$1,146,365, which is equal to currently liabilities of \$304,390 and equity of \$841,975.

- c. **Capital Investment Plan (CIP) for the Canada Community Building Fund (CCBF)** - There is still \$154,359.79 left to allocate for the next four years. Infrastructure would like to have it allocated as soon as possible. It was suggested that an Active Transportation Trail be constructed from the park to the new subdivision.
- d. **Insurance** – The CAO sent the requested figures to the insurance broker. The policy expires on March 14, 2025.
- e. **Budget** – Councillors reviewed the draft budget (See Appendix A). The municipal budget meeting is scheduled for March 26 at 7 p.m. It was suggested that Council consider applying for a Skills PEI position for someone to do lawn, garden and park maintenance; however, this would also require additional

equipment and training, and increase liability. The rent for the community pasture has not been paid. The correctional facility has paid for the last two years of fire hydrant fees.

- 9. REPORT FROM CAO** – The CAO has been organizing many events (NHS, Seniors Secretariat, Health Care) and missed six days in the office due to illness in late January, as well as two days for weather reasons. She sent regular email updates with municipal information, and completed reports for the GEDI project, and for the insurance broker. Applications were submitted for funding for the ParticipACTION Community Challenge, the PEI Active Transportation Fund, Community Foundation -Youth Mental Wellness and the Wildfire Community Preparedness Day Funding. Upcoming reports to complete include the Fiona Grant, Municipal Capital Expenditure Grant for 2023-24, Community Garden Food Security Report, as well as the Seniors projects. The budget needs to be finalized and the public financial meeting organized. There are events to be organized for the new GEDI project, as well as T4s and tax receipts for donations to distribute. Other items to complete include the Code of Conduct Policy for Employees (s 86-2-f) and Terms and Conditions of Employment (section 95), the lease with the Hoopers for the garden, the agreement for the Hall for an EMO warming Center, portable generator agreements, and the shared services project for Planning.

10. PLANNING

- a. Presentation -**Breadalbane Housing Project** -Trish Altass and Lynne Lund of Leading Impact, consultants for the [Alternative Housing Project for Breadalbane](#) shared their findings, and their community engagement process. Leading Impact add capacity to non-profits and rural municipalities. Breadalbane has many seniors who want to age in place. Leading Impact identified a grant opportunity, through Grant Connect with the Catherine Donnelly Foundation, which provides 100% of the funding for community engagement.

They scanned alternative housing solutions, engaged the community and documented the process. They met with the public and formed a steering committee of Councillors and residents, which met monthly, and were the point of contact for residents. They developed a survey which asked: Who is the housing to be for? (Seniors? Mixed?) What will it look like? (Number of units? New? Redevelop existing?); Who should own it? How to get it built? Where should it be located? Are there other infrastructure needs?

Leading Impact reviewed ownership models and provided plain language information. They used a variety of methods – print, QR code/online, Facebook, mailouts to all home and landowners, community open houses, informal focus group, County Line Courier, door knocking, e-voice account for phone responses. They also engaged people in neighbouring areas who could be interested in moving to Breadalbane, and engaged in continual follow up. They provided several \$50 gift cards to reward respondents. Councils benefit from engaging the community and learning what they will support.

They spoke with local experts on co-op housing, and identified Legacy Homes, who were interested in becoming involved in small privately owned projects.

The project took 10-11 months and their key findings were to have a community-led steering committee, provide multiple ways to engage, have staff support, and gather information on community views and perspective. Breadalbane are moving forward and have submitted another grant application. They do not have water and sewer and their “downtown” area is crowded for further unserviced development. Councillors noted if Miltonvale Park obtained land, grants could possibly cover consultants.

- b. **Permits Issued** – No permits were issued.
- c. **Official Plan and Bylaw Amendment** - The municipality has still not been notified whether the Minister is approving the map amendments to allow for rezoning in the Zoning Map and redesignation in the Future Land Use Map of PID 283325 and part of 658799 from A1 and C1 to Light Industrial.
- d. **Appeals** – [Appeal LA 24011](#)– Gezinus Vos, David and Eva Mol, and Dean and Anne MacQuarrie filed an appeal 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. The CAO emailed Megan Williams, Provincial Planner, on February 5 and 15, when it was learned that Ms. Williams is no longer employed with the province. Glenda MacKinnon-Peters, Director at Housing, Land and Communities, is the temporary contact. The CAO has reached out to Ms. MacKinnon-Peters.

- e. **Enforcement - Cottages on former pasture land** – An application for subdivision was received for 33 lots. The developer was invoiced for double the application fee for the subdivision, as per the Bylaw regarding the commencement of work before a permit is received. (\$2120, rather than \$1060, for 33 lots). Staff from the province reached out to clarify the invoice, as they believed the extra charge would be approximately \$200. Council suggested that the fee structure for subdivisions should be amended.

It was noted that there may be 1375 units being build in Winsloe off Highway 2. There is concern regarding the supply of water and the electrical grid.

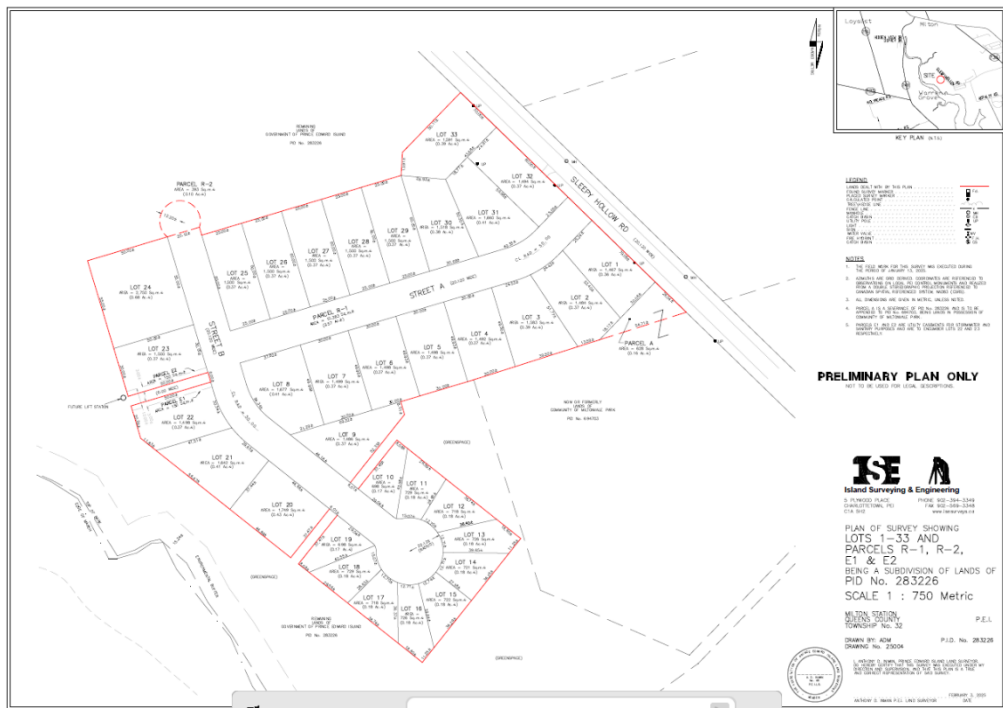
- f. **Applications in Progress**-In most instances, more information is required to finish processing the following applications:
 - i. Single unit dwelling on **Heather Drive**
 - ii. **Application #MP-1195** to construct 23 new single unit dwellings at PID 444232. The Capreit property has been sold. The CAO contacted Capreit to confirm withdrawal and received an email noting that Compass Communities would be the primary contact for the file. There is no mechanism in the files to address what happens when a property is sold. There is a mechanism to withdraw a file, and the bylaw states an application will expire if all the required information is not received within six months.
 - iii. **PID 283739** -Final approval for the next two phases of the subdivision. Charlottetown staff are verifying if conditions regarding easements have been satisfied so that the second phase could be approved. The CAO

spoke with Joshua McInnis, Manager of the Water & Sewer Utility, on Feb. 4, 2025 and emailed on Feb 7 and 18, but has not received a response. The developer has decided he will not allow duplexes along the back street, as was originally intended. Further approvals will be withheld until the parkland is deeded to the municipality

- iv. **Application #MP1198**-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 #MP1208** PID 922740 for a single unit dwelling.
- vii. **Application #MP1209** PID 280792 for a 1-Lot off subdivision.
- viii. **Application #MP157** PID 280800 for a 1-Lot off subdivision
- ix. **Application #MP 306** PID 281865 for a 1-Lot off subdivision

g. Applications Requiring Input/Updates

- i. **PURD Zone** -A subdivision application for 33 lots in the former Community Pasture PID 283226, at 371 Sleepy Hollow Road, was circulated by email on February 5 to Planning Board members. This is the first portion of a larger plan for the area. Planning Board suggested that there be senior housing included in the project, and hoped it would be possible for the municipality to fund 4, 8 or 12 units of senior housing - e.g. fourplexes around a courtyard. The municipality would need to consider if they wanted to be landlords (ideally for residents who are interested in downsizing), or sell the properties. It is believed that the Province is planning that the units be affordable, and Planning Board hopes this is the case. It is also hoped that there would be a mix of housing.



It was noted that sounds of the pickleball play, which occurs frequently during the summer, does travel, and is quite noticeable in Meadowvale Park.

With subdivisions, the Development Bylaw allows the municipality to have up to 10% of the area of the Lots being subdivided from the parent Parcel conveyed to the municipality for recreation and public Open Space purposes. The location is at the discretion of Council, and the lot shall be free of all encumbrances. Council may apply the dedication and conveyance of up to 10% of the Lot Area to active transportation routes and/or trail systems where such can be provided within or between Subdivisions, or to ensure that valued natural assets such as forest cover can be protected. In lieu of a parkland conveyance, where land is deemed to be inappropriate by Council, Council shall require a payment of ten percent (10%) of the assessed value of the lots to be subdivided.

The parcel appears to have been surveyed for sewer, and there appears to be a main through the Community Park. There is a main by Don MacKinnon's property and one by the soccer field. The plan considers the Hertz burial site.

The municipality will cooperate with the Province to continue to move the project forward in a timely manner. A surface drainage/storm water management plan is generally required for subdivision applications of this size. The servicing issue is still outstanding; however, the developers have recently made a request for servicing from the Charlottetown's Water and Sewer Utility, and believe it will be on the agenda for the Charlottetown's meeting on March 11, 2025.

Planning Board had reviewed dates for a public meeting, and suggested March 11, 12, or 18, preferring the 12th or 18th, as servicing may be decided by then. The meeting was scheduled for March 12, with a storm date of March 18 at 7:30 p.m. at the Milton Community Hall.

Planning Board believes the province is acting as the developer, with Holland College students building some of the tiny homes. It appears the former Royalty Maples Cottages will be situated around the cul-de-sac below the softball field. It was suggested the municipality acquire as much land as possible bordering the park, or that it consider a combination of cash and land, and use the cash to purchase land by the hall. The triangle between the cul-de -sac and the park might be desirable. Land by the water could also be considered for a future AT trail, or the undeveloped land from the park to the water could expand the park. Mayor Parker will investigate the possibility of an interest-free loan from the Province that could be used to purchase land.

- ii. **Inquiry re PID 585489 & 585497** -The owner of 871 Rustico Rd. contacted the office regarding a proposed right of way to that property. The driveway on PID 585489 to the farm home is not on the same parcel as the home on PID 585497. Planner Samantha Murphy confirmed that registering right-of-way easements or other easements outside of either approving a development or approving a lot, is not subject to municipal approval under the Development Bylaw. The municipality should request a copy of the legal document granting access to all three properties.

h. Queries

1. A resident with a duplex inquired about a garage with a studio apartment; however, currently accessory apartments are only allowed with Single Unit Dwellings. This could be reviewed during the next Official Plan and Bylaw review, in 2026.

11. Other

- a. **Building Permit Update** – The Province is now sending municipalities a monthly update of building permits issued in the municipality. None were issued for Miltonvale Park in January 2025. Council would like to know if they will be notified if any building permits are denied.
- b. **Miltonvale Park, West River, and Kingston Shared Services Agreement**
The CAOs met to work on the proposal for funding.
- c. **Budget 2025-26** – Planning Board was asked if they anticipate unusual expenses or have requests, such as training, workshops, or supplies to be considered. The proposed collaborative project with West River and Kingston may impact the planning budget. It is expected that development income will increase with new homes in the Strathrae subdivision and the new development in the former community pasture.
- d. **Active Transportation (AT) Plan**

Motion 2025:19 – Moved by Councillor Jamie Taylor, seconded by Councillor Andrew Frizzell that, **as recommended by Planning Board, Council investigate sharing a flashing light at the crossing by the Confederation Trail at the Lower Malpeque Road with the City of Charlottetown.** Motion carried, 6-0.

e. Land use planning in Prince Edward Island

Curtis Doyle, from Stewart McKelvy shared a summary of decisions made by the Island Regulatory and Appeals Commission (IRAC). Thousands of planning-related decisions are made each year in PEI. Only a tiny fraction of those decisions are subject to review by the Commission, which exercises an oversight function that searches for legal errors and procedural defects.

i. Commission reviews application of bylaws

In [LA24-02](#), the appellant appealed from a decision by the Rural Municipality of Linkletter to issue a development permit to “repair and install” a pre-existing fence. The appellant’s primary ground of appeal was that the fence was constructed too close to her property line and would therefore create a tree-damaging wind tunnel. While the appellant’s frustrations were understandable, the Commission’s role on appeal is to consider whether the Municipality followed the proper procedure and “reasonably” applied its bylaws. In this case, the Commission felt the decision to issue the permit conformed to the applicable bylaw provisions, and dismissed the appeal.

ii. Conditional permit ensures subdivision conditions will be satisfied

In [LA24-03](#), the appellant appealed a decision by the Minister to grant a conditional development permit to construct a dwelling in a subdivision that had been approved, subject to certain conditions, in 2004. The appellants argued that the conditional development permit should not have been

granted because the conditions of subdivision approval remained partly unsatisfied. IRAC explained the conditions attached to the permit were preconditions to development that mirrored the unsatisfied conditions of subdivision approval, so will effectively serve to ensure that no development takes place until the unsatisfied subdivision conditions are fulfilled. The Commission dismissed the appeal.

- iii. **Town not obligated to address fire safety concerns at development permit stage** - In [LA24-04](#), the appellants appealed a decision by Three Rivers to issue a development permit for an apartment building with a major variance allowing for an additional 4.8 feet of building height. The appellants argued that the height variance was inconsistent with the Official Plan and Zoning Bylaw because the local fire department did not have the equipment necessary to reach the highest point of the proposed development. IRAC decided the Town was not obligated to address concerns relating to fire safety at the development permit stage, rather the Minister would decide whether to issue a building permit. The appeal was dismissed.
- iv. **The Commission will only sparingly exercise its discretion to review its own orders** - In [LA24-09](#) and [LA24-10](#), the applicants requested that the Commission review planning orders that IRAC had previously issued. The Commission denied both requests, as although it does have the authority to review its own orders, it will do so only “sparingly”. The applicant for a review bears the onus of demonstrating that a review is needed to correct a material error of the Commission or “to meet changed circumstances.” The Commission dismissed both requests for review because the applicants failed to discharge this onus.

IRAC’s land use planning appeals page is [online](#).

- f. The **PEI Institute of Professional Planners** (PEIIPP) wants to foster professional development and strengthen planning communities, and invited collaboration in hosting Continuous Professional Learning (CPL) workshops. The PEIIPP is embarking on a province-wide effort to engage and support planners and planning stakeholders through targeted workshops designed to enhance knowledge-sharing, professional growth, and community-focused innovation. By partnering with Planning Directors and Managers throughout PEI, they can tailor workshops for communities. Municipal insights can help shape the content and delivery of these workshops. They want to connect with planning teams to discuss their professional needs and explore how these workshops could provide value to their work, and would be happy to meet and discuss potential topics and logistics. Michael Ruus, RPP, MCIP, CNU-A, Vice-President, PEI Institute of Professional Planners
- g. **Climate Action Plan** – Development Officer Mirko Terrazas has enrolled in a Climate Adaptation and Resilience Training ([CART](#)), and is considering preparing a Climate Action Plan (CAP) for the municipality, as part of the course requirement. This would investigate how the municipality could reduce greenhouse gasses. A plan could be developed for 15-25 years, and could consider the community garden, solar panels and the Active Transportation Plan. A CAP may increase the availability of grants. There might be some costs involved, such as additional wages, or access to experts. The Development Officer is currently in the fourth week of the 12-week course. Planning Board recommended Council

provide the required support to the Development Officer to develop a Climate Action Plan.

- h. **Other** -The Planning Board Chair requested that Planning Board agendas be made available at least a day before the meetings, to allow for adequate time to review. The CAO has set up a meeting agenda on the Development Officer's google drive with the request it be updated weekly.
- i. **ATV Legislation** – Councillor Taylor had reviewed the proposed legislative changes, and suggested regarding clause #3, that if access is allowed, it should be at marked crossings, which have signage, and only to registered and plated vehicles. It was noted that ATVs do not have to be insured until April, although most are. It was also noted that a side-by-side goes up and down the Crabbe Road every day. It was suggested that a roundabout would improve the Rte. 7 and Crabbe Road intersection. These suggestions were passed along to FPEIM who were collecting feedback on the legislation.

12. INQUIRIES BY MEMBERS OF COUNCIL

- a. There was concern expressed about activity at the former Spruce Grove Landscaping property.

13. OTHER

14. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS

There were no Bylaws or amendments to be read or approved.

15. ADJOURNMENT

Motion 2025:20 – Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald that **the meeting be adjourned**. Mayor Parker declared it so at 8:55 p.m.

Mayor

CAO

March 19, 2025
Date approved

Next Meetings:

- Public Budget Meeting – February 26 at 7:30 p.m.
- Committee Meetings – Planning Board – Thurs. March 6 at 7 p.m. if required, although it may be moved to after the Public Meeting on the PURD Zone.
- Public Meeting on the PURD zone – March 12 (storm date March 18) at 7:30
- Regular Council Meeting - March 19 at 7 p.m.

	OPERATING	CAPITAL	Budget 2024-25
REVENUE			
Grants			
Equalization Municipal Support Grnt	\$ 32,000		27,500.00
Infrastructure			1,900.00
Gas Tax		\$ 34,270	212,000.00
Canada Day & Special Days/wk Grant	\$ 1,050		5,850.00
Seniors Project	\$ 14,000		15,125.00
Other grants	\$ 29,516		245,170.00
Special years			0.00
Job Funding	\$ 25,000		30,000.00
Taxation and planning supplement	\$ 296,730		244,215.00
Interest	\$ 10,000		3,000.00
Misc. Income	\$ 2,000		0.00
Recreation	\$ 1,500		5,000.00
Seniors Income from Activities	\$ 15,000		12,500.00
Income from events (not senior)	\$ 1,000		0.00
Gov't Transfers for Capital Assets		\$ 188,000	587,930.00
Grants Total	\$ 427,796	\$ 222,270	1,390,190.00
Licences and Permits			
Development Fees	\$ 10,000		12,000.00
Land rent revenue	\$ 1,000		2,250.00
Licences and Permits Total	\$ 11,000	\$ -	14,250.00
Expense Recovery			
Surplus From Reserves			68,345.00
Recovering Expenses	\$ 2,650		2,650.00
Misc Expense Recovery			0.00
Total Expense Recovery	\$ 2,650	\$ -	70,995.00
TOTAL REVENUE	\$ 452,446	\$ 222,270	1,475,435.00

Rural Municipality of Miltonvale Park

Comparative Income Statement

	OPERATING	CAPITAL	Budget 2024-25	YTD
REVENUE				
Grants				
Equalization Municipal Support Grnt	\$ 32,000		27,500.00	
Infrastructure			1,900.00	
Gas Tax		\$ 34,270	212,000.00	
Canada Day & Special Days/Wk Grant	\$ 1,050		5,850.00	
Seniors Project	\$ 14,000		15,125.00	
Other grants	\$ 29,516		245,170.00	
Special years			0.00	
Job Funding	\$ 25,000		30,000.00	
Taxation and planning supplement	\$ 296,730		244,215.00	
Interest	\$ 10,000		3,000.00	
Misc. Income	\$ 2,000		0.00	
Recreation	\$ 1,500		5,000.00	
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Licences and Permits Total	\$ 11,000	\$ -	14,250.00	
Expense Recovery				
Surplus From Reserves			68,345.00	
Recovering Expenses	\$ 2,650		2,650.00	
Misc Expense Recovery			0.00	
Total Expense Recovery	\$ 2,650	\$ -	70,995.00	

	OPERATING	CAPITAL	Budget 2024-25	YTC
EXPENSE				
Admin Expenses				
Depreciation - Community	\$ 8,000		3,000.00	
Amortization of Deferred Grants	\$ 2,000		2,000.00	
Councillor/Chair Meals Remuneration	\$ 4,400		4,250.00	
Council/Chair Mileage Remuneration	\$ 2,800		785.00	
Councillor Chair Honorarium	\$ 2,800		4,965.00	
Council Remuneration	\$ 10,000	\$ -	10,000.00	
Chair & Council Meeting Expenses	\$ 2,000		1,400.00	
Administration Wages	\$ 53,815		56,000.00	
EI Deduction	\$ 2,750		2,615.00	
CPP Expense	\$ 5,500		5,500.00	
WCB	\$ 1,300		1,385.00	
Advertising	\$ 500		500.00	
Interest and bank charges	\$ 250		250.00	
Insurance	\$ 10,000		9,335.00	
Misc Office Expenses			0.00	
Office	\$ 5,000		4,500.00	
Printing	\$ 200		200.00	
Telephone Internet	\$ 3,400		3,200.00	
Training	\$ 1,000		500.00	
Travel	\$ 400		400.00	
Meetings	\$ 750		750.00	
Grants to organizations/individuals	\$ 2,000		1,500.00	
Election	\$ 500		500.00	
Website	\$ 425		425.00	
Admin Expenses Total	\$ 109,790	\$ -	103,960.00	
Facilities and Public Property				
Insurance (Park Shelter)	\$ 1,100		1,000.00	
Electricity	\$ 3,500		3,500.00	
Community Park Maint			13,000.00	
Sewer	\$ 600		550.00	
Community Park Taxes	\$ 900		870.00	
Community Hall			1,069,500.00	
13 Communities Incorporated	\$ 5,436		5,000.00	
Rent (Office)	\$ 6,600		6,000.00	
Community Signs	\$ 100		150.00	

	OPERATING	CAPITAL	Budget 2024-25	YT
Special Projects	\$ 30,000			0.00
Community Pasture	\$ -			400.00
Depreciation -Shelter and ParkEquip	\$ 11,000			11,000.00
Facilities & Public Property Total	\$ 59,236	\$ -		1,110,970.00
Fire Protection				
Fire Hydrant Fee	\$ 11,750			10,500.00
Fire protection	\$ 100,149			85,715.00
Fire Protection Total	\$ 111,899	\$ -		96,215.00
Planning and Zoning				
Planning Board	\$ 700			700.00
Supplies	\$ 200			200.00
Planner	\$ 3,000			3,000.00
Meetings - OP				0.00
Bylaw- Project				0.00
Development Officer	\$ 17,280			15,000.00
Development Officer Mileage	\$ 150			150.00
Emergency Measures		\$ 60,000		15,000.00
Shared Services				500.00
Planning and Zoning Total	\$ 21,330	\$ 60,000		34,550.00
Community Development				
Community Beautification	\$ 10,325			7,600.00
Community Garden	\$ 12,000			0.00
Active Transportation		\$ 43,000		10,000.00
Special Projects	\$ 20,000			0.00
Community Days - Canada Day	\$ 12,000			10,500.00
Canada150,THREE for MVP, PEI 2014				0.00
Seniors Project	\$ 15,000			15,000.00
Community Promotion - Newsletter	\$ 1,000			1,800.00
Economic Deveopment	\$ 500			500.00
Green Initiative	\$ 500			1,600.00
Community Development Total	\$ 71,325	\$ 43,000		47,000.00
Professional Services & Memberships				
Accounting Fees	\$ 5,600			5,200.00
Federation of Can. Municipalities	\$ 565			510.00
Federation of PEI Municipalities	\$ 2,600			2,450.00
Legal Sevices	\$ 8,000			9,725.00

	OPERATING	CAPITAL	Budget 2024-25	Y
Accounting Fees	\$ 5,600		5,200.00	
Federation of Can. Municipalities	\$ 565		510.00	
Federation of PEI Municipalities	\$ 2,600		2,450.00	
Legal Services	\$ 8,000		9,725.00	
Other-AMA, Rec,Bglaw	\$ 255		255.00	
Total Professional Service & Mem's	\$ 17,020	\$ -	18,140.00	
Recreation and Parks				
Community Park Student Wages	\$ 26,000		23,400.00	
Watershed	\$ 2,500		5,000.00	
Bursaries	\$ 3,500		3,500.00	
Recreation Programs	\$ 1,000		1,000.00	
Wellness Program	\$ 500		0.00	
Seniors Recreation	\$ 15,000		11,000.00	
Park Admin. & Shelter Supplies	\$ 700		700.00	
Park & Playground Dev't		\$ 163,000	20,000.00	
Recreation and Parks Total	\$ 49,200	\$ 163,000	64,600.00	
TOTAL EXPENSE	\$ 439,800	\$ 266,000	1,475,435.00	
NET INCOME	\$ 12,646	-\$ 43,730	0.00	
ASSESSMENTS				
	Taxable Commerica	Taxable Non-Comrn	TOTAL	
Serviced	9,307,700	21,596,600	31,081,800	
Unserviced	6,049,600	75,922,200	81,971,800	
TOTAL	15,357,300	97,518,800	112,876,100	
TAXATION	0.826	0.166		
TAXATION TOTAL	\$ 126,851.30	\$ 161,881.21	\$ 288,732.51	
Serviced (Sleepy Hollow)	\$ 76,881.60	\$ 35,850.36	\$ 112,731.96	
Unserviced	\$ 49,969.70	\$ 126,030.85	\$ 176,000.55	