

**Rural Municipality of Miltonvale Park Council
MINUTES -Regular Meeting**

Milton Community Hall

7:00 p.m., January 21, 2026

Present - Mayor Hal Parker, Councillors Paul Poole, Rosemarie Ramsay Jamie Taylor, Andrew Frizzell, Spencer MacDonald, and Leo Doucette; Staff - CAO Shari MacDonald
Guests -Mark MacMillan, Jill MacMillan, Tracey Warren, Chris Warren, David Mol, Eva Mol, and Detry Carragher.

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:00 p.m. and noted that this is a meeting of Council that is held in the public, and that unless people have requested to be on the agenda, or are invited to speak, their roles are as observers.

2. DECLARATION OF CONFLICT OF INTEREST

Councillor Taylor noted that he is married to Leone Curtis, the municipality's yoga instructor and is on the board of EART – the Emergency Animal Response Team and CAWG, the Cornwall and Area Watershed Group. Councillor Frizzell noted he has application MP-1248 on file for subdivision and consolidation, and had applied for rezoning, and has complaints lodged against him. Councillor Doucette noted he has an application for an addition to an accessory building on his property.

3. APPROVAL OF AGENDA

Motion 2026:01– Moved by Councillor Jamie Taylor, seconded by Councillor Rosemarie Ramsay that **the agenda be approved as circulated.** Motion carried, 6-0.

- 4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS** – Resident Mark MacMillan had requested to address Council on his safety concerns regarding the streetlights not being turned on for the Strathrae subdivision. He noted there were five streetlights; however, none are turned on, and he wanted to know why, and what the procedure would be to have them turned on. His safety concerns involved snowplows operating on a hill and that they have two young daughters. He noted that it was a public road. Ms. Warren added that she has lived in the subdivision for a year, without streetlights. The Mayor said that the Council has been approached by the Developer regarding the streetlights in the past. The road belongs to the province. The Mayor reported that he had visited the subdivision and measured the lights, as best as he could over the snowbanks, and believes they are approximately 37-38 feet from the center of the road. This would mean they are not on the province's 66-foot public right-of-way (33 ft. from the centerline). Possibilities for electrifying the streetlights would be if the residents formed a Home Owners' Association. Council can create a special tax rate group, but this has to be a decision by December for the following tax year, and the Developer was not able to attend the November meeting. The Developer installed and still owns the streetlights. An easement would have to cover all the lights. It was clarified that there was no discussion of the municipality assuming responsibility for streetlighting before the Developer asked for the municipality's Maritime Electric account number so the municipality could take over the lighting. Streetlights were not included in the Development Agreement between the Developer and the Municipality. The Municipality approved the subdivision of the lots, but the plans did not show streetlighting. Ms.

MacMillan has also approached MLA Kent Dollar regarding the lights. It was estimated the cost of electricity would be approximately \$14 month per unit. In the eyes of Council, they do not own the streetlights, have no agreement to operate them, and do not have an easement for them. Eastlink was recently granted an easement for their equipment. Along with the electrical cost, the municipality would likely also be expected to assume the costs of maintenance and replacement. There are currently only a small percentage of the lots sold or occupied, and no other permits have been recently issued for development in the subdivision. Two phases of the subdivision have been approved, along both sides of Applecross Avenue.

Miltonvale Park is a rural municipality and does not provide streetlighting. Anyone else in the municipality who has a streetlight makes their own arrangements with Maritime Electric.

Residents asked what the plan was for the park. The municipality has invested over \$110,000 for the park in landscaping, trees, fencing and has a gazebo to install. It is expected to be a natural park area.

At this point, unless an agreement is reached with the Developer, a Home Owners' Association could assume the responsibility for lighting.

Matthew Fortier, Assistant Director of Highway Maintenance, had reached out to the Council Office to ask the municipality's plans regarding the lights, and noted that utilities running through the road are not turned over to the province. The CAO had responded to update Mr. Fortier on the current status.

The MacMillans and Warrens left the meeting at 7:24 p.m.

5. ADOPTION OF MINUTES –

Motion 2026:02– Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **the minutes of the November 19, 2025 Regular Meeting be approved as circulated.** Motion carried, 6-0.

Mayor asked for clarification on the auditors comment regarding CRA deductions. The CAO uses the CRA website to calculate employee deductions, and the auditors did not share with her, where they found discrepancies.

It was noted that it was only the first page of the electronic file that was circulated to Council was to be included in the closed meeting minutes.

Motion 2026:03– Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald that **the minutes of the November 19, 2025 Closed Meeting be approved as circulated.** Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

- a. **Solar Field** – On January 18, the CAO sent requests to engineering firms MCA, Stantec, Joost and CBCL to obtain an estimate for an approximate cost of a Phase 2 Environmental Study of the landfill site, as one would be required by the Green Municipal Funds before they would approve a feasibility study for

the solar field. MCA confirmed they do not perform that type of study, but no response has been received from the other firms. The CAO has not yet completed the submission to CRIS.

- b. **2025/2026 Anti-Racism Grants | Government of Prince Edward Island - Miltonvale Park - Eye on the World** - (\$10,226) The municipality applied for a Christmas wreath-making workshop for newcomers, two drum circles, welcome panel discussion, eight Acadian step dance classes, two lunch and learns, a Welcome potluck supper, three sessions in which newcomers would be invited to showcase foods of their countries, and a community garden workshop. Miltonvale Park did not receive this grant.
- c. **Website** – The updates by TechnoMedia are complete, although updated photos of Councillors could still be uploaded. The Development Officer needs to be trained on entering development permit approvals to the site.
- d. **Appreciation Night** - November's Appreciation Night, catered by Brian Stanton, was a successful event. The meal was delicious. Unfortunately, Councillor Taylor had family obligations which did not allow him to attend, so received remuneration to the same value. He has returned a duplicate payment, which was accidentally sent.
- e. **EV chargers at the park** –It does not appear that the income from the EV chargers at the park has yet been deposited to the municipality. The CAO will follow up with CEVCS.
- f. **Conflict of Interest Complaint** – A written formal Conflict of Interest complaint was received at the office on November 18, 2025. According to Bylaw 2018-10, the next steps are that the elector will be given the opportunity to speak, and then the Council member against whom the complaint is made must be given an opportunity to respond to the complaint, and the complaint must be recorded in the minutes of the meeting. The complainant was invited to speak at this meeting, or offered the opportunity to speak at the February meeting. The complainant declined and asked that a statement be read instead.

November 18, 2025

Dear CAO and Members of Council,

I'm writing to file a formal complaint under the Municipality of Miltonvale Park's Conflict of Interest Bylaw (2018–10) and under the Conflict of Interest provisions of the Municipal Government Act (MGA) regarding Councillor Andrew Frizzell. This complaint relates to his participation in a council meeting where matters directly affecting his own properties were discussed.

1. Summary of the Concern

On September 17, 2025, Council considered a written complaint submitted by several property owners regarding noncompliance and enforcement issues related to PIDs 283325, 658799, 458190, 283317, and 283309. These properties are owned by Councillor Frizzell.

Although the complaint letter was circulated to all Council members except Councillor Frizzell – indicating that municipality itself, recognized a conflict – Councillor Frizzell remained in the meeting while the complaint was read and considered.

He did not leave the meeting until 8:57 p.m., which occurred after the complaint had already been introduced and discussed.

2. Why This Constitutes a Conflict of Interest

Because the complaint concerned the condition, compliance and enforcement actions related to Councillor Frizzell's own properties, he had a direct pecuniary and personal interest in the matter.

Under both the MGA and the Municipality's Conflict of interest Bylaw

- *A Councillor with a direct interest must declare the conflict,*
- *Must leave the meeting prior to the matter being introduced, and*
- *Must not participate in discussion, influenced the process, or be present for any portion of Council's consideration of the matter.*

Being present during the reading or discussion of the complaint – even without receiving a copy of the letter – constitutes participation and creates both a real and perceived conflict of interest. This undermines the integrity of the municipal decision-making process and erodes public confidence in fair and impartial governance.

3. Requested Actions

I respectfully request that the Municipality:

1. *Initiate a formal conflict of interest review under its bylaw and MGA requirements.*
2. *Document the incident in the Council minutes, and ensure the record correctly, reflects the timeline and circumstances. This should be separate from any other proceedings (e.g. appeals)*
3. *Provide a written response outlining:*
 - *Whether a conflict was found,*
 - *What steps the Municipality will take to correct the breach, and*
 - *What measures will be implemented to prevent reoccurrence.*

Thank you for your attention to this matter. I look forward to a written response within the timeline established by the Municipality's policies and the MGA.

Statement for the Record

January 20, 2026

The Council minutes record that Councillor Frizzell declared conflicts at the outset of the meeting regarding his subdivision and rezoning applications. However, no declaration was recorded regarding the written complaint concerning properties he owns – a separate matter requiring its own declaration. Under the Municipal Government Act and the Conflict-of Interest Bylaw, the duty to declare precedes the duty to withdraw this absence is material deficiency.

I acknowledge that under Section 7.3 of the Bylaw. Councillor Frizzell is entitled to respond to the complaint. However, the bylaw requires a specific sequence: declare the conflict, withdraw before the matter is introduced, return only to respond, then withdraw again for deliberation. The minutes show this sequence was not followed – Councillor Frizzell remained present during the introduction and discussion and withdrew only afterward.

The Municipality itself recognized the conflict by withholding the complaint letter from Councillor Frizzell. Having done so, Council had an obligation to ensure that he was not present for any portion of the matter's introduction or discussion.

I am requesting that this complaint be reviewed through an independent process. As the matter involves a sitting councillor it would be inappropriate for Council or the Mayor to determine whether a breach occurred.

Additional Matters for the Record

The minutes characterized the complaint as having been "demanded" and reference a separate matter. Minutes should provide a neutral, factual record. This language introduces characterization, and does not accurately reflect how the complaint was submitted. I raise this solely to ensure the integrity of the official record.

As the complainant I also wish to address public disclosure. The Conflict-of-Interest Bylaw requires that a complaint be made in writing and recorded in the minutes. It does not require that the complainant's name be disclosed publicly. I do not object to my identity being known to Council and Councillor Frizzell for the purposes of procedural fairness. However, I request that my name and personal information not be included in the public minutes or any other publicly accessible record. This request is consistent with the bylaw and with reasonable privacy expectations for residents who wish to bring matters of municipal accountability before council. Thank you for ensuring this statement, excluding my name, is entered into the record.

Councillor Frizzell was given the opportunity to speak and noted that he was not aware of the subject or substance of the complaint on the agenda. When he was made aware the substance of the complaint, he left the meeting before Council discussed the issue. If he had had known of the complaint, he would not have been present.

Motion 2026:04– Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor **that under the authority of section 119. 1.g of the Municipal Government Act, the meeting be closed to address the conduct of an investigation under, or enforcement of, an Act or bylaw.** Motion carried, 6-0, at 7:35 p.m.

Councillor Andrew Frizzell and the remaining guests left the meeting at 7:35 p.m.

Motion 2026:05C -Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor, **that the meeting return to an open meeting.** Motion carried at 7:48 p.m.

Councillor Doucette left the meeting to invite the guests to return and they re-entered the meeting at 7:48 p.m.

Motion 2026:06 -Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor, **that in the matter of the Conflict of Interest Complaint regarding the meeting of September 17, 2025, that Councillor Andrew Frizzell NOT be found in Conflict of Interest.** Motion carried, 5-0.

Councillor Frizzell returned to the meeting at 7:50 p.m.

Councillor Frizzell was informed that Council had voted and found him to not be in conflict of interest. The letter and its subject were introduced at that section of the meeting, which is when he was first made aware of the letter and the concerns regarding his properties. He left the meeting before it was discussed to avoid any conflict of interest. Staff at Municipal Affairs confirmed that a Councillor is allowed to be in the meeting room while a topic is introduced; however, if there is a possibility of Conflict of Interest, they must leave before the discussion and decision.

Mayor Parker noted that the Municipality had received significant recognitions in 2025 – the ParticipACTION Community Challenge Award, The Rural Beautification Society's Community Spirit Award, and the Best Community Vegetable Garden, and the Federation of PEI Municipality's Municipal Achievement Award.

7. CORRESPONDENCE

- a. **Christmas cards and Greetings** were received from the Federation of PEI Municipalities (FPEIM), Hon, Jenn Redmond, Municipal Affairs, Premier Bloyce Thomson, Stewart McKelvey, CBCL, Syntrak and several residents.
- b. **Bursary applications** –were received from the Stephens, Newman, Carter, and Sentner families.
- c. **Weather Packages** were received from the Emergency Measures Organization (EMO) for seven weather events from December 2, 2025- January 19, 2026.
- d. **FPEIM Land Use Planning Service Survey** – The Development Officer will complete this survey for FPEIM who plan to offer professional land use planning services for PEI municipalities.
- e. The **MVP Community Garden, Workshops, Boxes and Meals 2025** (project 2595-27-M5) with the Island Community Food Security Program requires the final report and claim by March 15, 2026. The garden activities and workshops are completed, with \$5000 still budgeted for 100 food boxes and two community meals, a pancake breakfast and another meal (\$1250).
- f. **Carl Karamaoun, Powering businesses with Artificial Intelligence (AI)** would like to share information on how Canadian municipalities are using AI for housing development carl@aidapt.ca.
- g. A tax receipt was received for \$941.30 of **car show donations** to the Upper Room.
- h. Municipal Affairs -Staff forwarded information on "**Unreasonable behaviour**" policies established by municipalities to manage interactions with the public and protect staff and resources. There is no universal bylaw; rather, each jurisdiction or organization has its own specific policies and, in some cases, bylaws to address this issue. Unreasonable conduct is generally defined as any behaviour that, due to its nature or frequency, raises substantial health, safety, resource, or equity issues for an organization. The primary purpose of these policies is to ensure fairness for all service users, manage resource allocation efficiently, and protect staff from abusive or vexatious behaviour.
- i. The CAO attended Municipal Affairs' online **Budget Information Session** for rural municipalities on January 21.
- j. The **Enabling Accessibility Fund Report** for the Project 17376088, originally titled Going Up? the 2nd Storey of Milton Community Hall is due within 60 days of the project's end date of December 15, 2025, according to the amended contract. This was used to pave the parking lot and trail at the park, install the accessible drums, lighting, and purchase five raised garden beds and two accessible picnic tables.
- k. Melissa McDonald, MRSB requested a report for the **2024/2025 Canada Community Building Fund (CCBF)** on performance measures and outcomes for each completed

CCBF Recreational Infrastructure project: 54.2.3 -Miltonvale Community Park Revitalization -2020, 54.2.8 -Miltonvale Park Community Garden, and 54.2.9 Miltonvale Park Strathrae Park by January 22, 2026.

I. **Recreation PEI**

- a. Thursday, January 29, 2026- [Atlantic Physical Literacy Day Webinar: Physical Literacy: From Knowing to Doing](#) 10:00 a.m. [Inclusion & Accessibility Highlight](#)
- b. **Building Inclusive Recreation Programs -Municipal Guide**
- c. CPRA is hosting the **CAN Active Insights** webinar on Thursday, January 29 at 1 p.m. AT. This Canadian platform is designed to help leaders make better decisions.
- d. The [ParticipACTION Community Challenge](#) -takes place in June 2026. The deadline to apply for Community Challenge grants of up to \$1000 is February 10, 2026. The CAO attended its webinar this afternoon, and most municipalities are no longer eligible to apply for the grants. Some rural municipalities are still eligible, but the guidelines are unclear.
- m. **Infrastructure Secretariat** – The **Municipal Capital Expenditure Grant (MCEG)** claims for the fiscal year 2024-25 are due March 31, 2026. Signed MCEG Amending Agreements should have been returned already to the Infrastructure Secretariat.
- n. The FPEIM office has circulated requests from members **seeking information**:
 - a. A **performance review** form for the CAO.
 - b. Municipalities' experience with **Westland Insurance** and whether making the change was beneficial and how (financially, better coverage, more coverage, same price etc.).
 - c. A draft **ATV Bylaw**.
 - d. A draft **Bylaw Enforcement Bylaw**
- o. **Active Transportation Fund** recipients were asked for a status update and to confirm the current estimated completion date. Projects completed in this fiscal year must have all claims and documentation submitted by March 13th. Miltonvale Park's equipment has not been ordered yet, and installation would not be possible before this deadline.
- p. **Census - May 2026**. Statistics Canada is [hiring](#) approximately 32,000 census staff, and asked for municipalities to share information.
- q. **Periodicals** - Water Canada, FCM Communiques, Municipal World were received.
- r. **Chargepoint** forwarded the EV charger Report for Milton Hall, noting excellent reliability.
- s. **Municipal Affairs**
 - a. **Elections** -Municipal Affairs will have targeted [election](#) information sessions for voters, candidates, and election officials, before the general elections on November 2, 2026. Any resignations that occur now may be left vacant.
 - b. [Municipal Leaders Talk Program](#) – provides free counselling and can be reached at 902-894-8006.
 - d. The Federation of Canadian Municipalities has an **Anti-Racism, Equity, Inclusion and Reconciliation Resource Hub**.
 - e. CLIMAtlantic has a noontime winter webinar series on **Health and Climate Resilience**, including January 14 for Physical, mental, and community wellbeing and on February 11, Mapping our future: How spatial health data can enable climate resilience.
 - f. The **Asset Management Association** of Canada ([PEMAC](#)) has an overview of [Asset Management](#) and a case study video.
 - g. The **Canadian Centre for Cyber Security (CCCS)** has advised of active exploitation of the type of internet-connected ICS equipment commonly used in

water systems .Municipalities are encouraged to sign up to receive CCCS alerts directly to receive timely alerting.

- j. Housing, Infrastructure and Communities Canada (HICC) has a **Climate Toolkit Service**: [Climate Help Desk](#) [ClimateInsight.ca](#) and a [Roster of Climate and Infrastructure experts](#) and [Climate Toolkit for Housing and Infrastructure website](#).
- l. The **PEI Coalition for Women's Leadership (CWL)** is offering a **Municipal Training Series** to develop capacity in municipal politics. These six workshops are for people considering running, and their campaign supporters. CWL has a **Digital Self-Defence Toolkit** on their [website](#) to explain the impact of tech-facilitated violence and provides strategies to deal with it.
- m. The **Architects Association of PEI** summarized the [requirements](#) for when an architect needs to be involved in the design and build of a new structure, extensions and revisions of existing structures, or renovations to older properties while preserving their heritage.
- t. A **donation** of \$10,000 was received from Agnes Rhynes to be directed to Milton Community Hall.
- u. **Tony Quinn** would like to do another concert between May and October, 2026.
- v. Glenda MacKinnon-Peters, Director of Land Division, informed the Council office on December 19, 2025, that she had received direction to release the **Minister's decision letter** to the residents of Miltonvale Park regarding the Province's decision on the Future Land Use Map and the Official Plan amendment that Council had approved in April 2024.
- w. **Coalition Quarterly** newsletter was received from the Coalition for Women in Leadership December 18, and forwarded to Councillor Ramsay.
- x. **ParticipACTION**- The [Make Room to Move Challenge](#) began in mid-January.
- y. **December FPEIM Newsletter** – included the following new information:
 - 1. The PEI Government recently [launched the province's first Policing Standards](#).
 - 2. **Grants and Programs**
 - a. **Build Canada Homes** -The federal government is accepting housing proposals through the [Build Canada Homes](#) online portal. Affordability, speed, innovation, modern construction methods, and large-scale impact will be considered in evaluating proposals. The agency will initially invest in "shovel-ready" projects that can start within a year.
 - b. **Housing Design Catalogue** -Developed by local architects and engineers to comply with regional building codes, the Atlantic designs include accessory dwelling units, fourplexes, sixplexes, and stacked townhouses.
 - c. **Climate Ready Infrastructure Service - PEI Municipalities**- Free expertise is available to make your infrastructure more sustainable and cost-effective. The [Climate Ready Infrastructure Service](#) helps smaller municipalities plan and build low-carbon, climate-resilient infrastructure by connecting them with climate experts.
 - d. **Building Community Adaptation Capacity** -[CLIMAtlantic](#) has a free program to help communities become more resilient to climate change risks such as drought, wildfires, flooding, and erosion. CLIMAtlantic will help participants access resources and funding, identify effective ways to address community needs and risks, and build capacity to respond and adapt to climate change. Submit an [expression of interest](#) or email info@climatlantic.ca.

- e. **Medical First Responder Program** -The provincial government announced support for firefighters serving as medical first responders, with a full-time coordinator position and medical oversight.
- f. **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.
- g. **Other Funding & Program Deadlines**
 - i. [Green Municipal Fund, Community Buildings Retrofit Initiative](#) - Dec. 19
 - ii. [Co-operators Resilience Acceleration Lab Funding](#) - Jan. 30
 - iii. [FireSmart Canada, Neighbourhood Recognition Program Incentive](#) - Jan. 31
 - iv. [FireSmart Canada, Wildfire Community Preparedness Day Funding](#) - Jan. 31
 - v. [Government of Canada, Local Festivals — Building Communities Through Arts and Heritage](#) - Jan. 31, for festivals starting between Sept. 1-Dec. 1
- h. **Provincial Budget Consultations**
The PEI government extended its deadline for [pre-budget consultations](#) for the 2026/27 operating budget until January 7.
- i. **Responsible Use of AI in Government Operations: Webinar**
[Canoe Procurement](#) hosted [Oh AI, Eh? Introduction to Responsible Use of AI in Government Operations](#) on Jan. 19 for its members. Topics included identifying AI use cases in public procurement; applying prompt-writing techniques for RFPs and policy drafting; recognizing privacy, transparency, and accountability considerations; and evaluating AI outputs to ensure accuracy, fairness, and compliance.
- j. **Public Service Motivation Study** - Municipal councils and staff are invited to complete a 15-20-minute anonymous survey on workplace experiences, motivation, and well-being during times of change, to help inform policies for supportive workplaces.
- k. **Municipal Infrastructure Adaptation: Success Stories Wanted**
Municipalities can showcase their municipal infrastructure climate adaptation projects through [CERIU](#) (Centre d'expertise et de recherche en infrastructures urbaines), a non-profit that works to develop knowledge in the field of municipal infrastructure at actionclimatique@ceriu.qc.ca.
- l. **Also included FPEIM –“In the News” articles and On the Move** – regarding changes in councils and staff.
- m. **FPEIM** shared new **strategic priorities** for **25/26**.
- z. **Confirmation for applying to Canada Summer Jobs (CSJ) 2026** - Service Canada updated the project title to “Miltonvale Park Community” from Miltonvale Park Environment and Community Living 2026, and requested it not be changed in the Grants and Contributions Online Services (GCOS) system.
- bb. **Jenny Kwan, MP** for Vancouver East asked for support for Bill C-233 — the No More Loopholes Act — a Private Member's Bill she introduced in the House of Commons to close a loophole that allows Canadian-made arms, components, and military technologies to be exported to the United States without permits, risk assessments, or transparency.
- cc. [EcoAction Stream 2: Freshwater Sustainability and Innovation across Canada - Canada.ca](#) is accepting applications for funding until January 20, 2026, for projects beginning in the summer of 2026.
- dd. **FCM membership renewal** is due March 31, 2026 and costs \$575.12 for 2026-27.
- ee. Municipal Affairs held a **Lunch and Learn Municipal Bylaws 101** on December 17.

- ff. Municipal Affairs - To help with **financial planning for 2026-2027**, the Department of Finance, Taxation and Property Records held a virtual demonstration session on the new Municipal Tax Certificate, Municipal Assessment and Tax Information Online (“MATI”) and a review of Municipal Payments and Municipal Tax Credit calculation on Monday, December 15.
- gg. [Fundamentals of Crisis Communications](#) -is hosting a five-week cohort-based course that began on January 12
- hh. A **request** for notification of when the October 15, 2025, minutes would be available from the website was received on November 27, as well as a request for information regarding the Minister’s decision on the proposed amendments for the Future Land Use Map was received.
- ii. **December Municipal Affairs Newsletter** - New information included the following:
- a. [Climate Challenge Fund](#) - The Climate Challenge Fund (CCF) is now accepting 2026–27 applications for innovative climate action projects that support PEI’s Net Zero Framework and the Building Resilience: Climate Adaptation Plan. The fund offers up to \$100,000 per project to initiatives that reduce greenhouse gas emissions, promote climate education, or implement nature-based solutions.
 - b. [Community Recovery Planning Cohort Opportunity](#)
 - c. [Fairness by Design: An Administrative Fairness Assessment Guide](#)
 - d. **Municipal Alcohol Policies** - Webinar 1: [Introduction to Municipal Alcohol Policy](#), Webinar 2: [A Legal Framework for Developing a Municipal Alcohol Policy](#), Webinar 3: [Municipal measures to reduce impaired driving](#), Webinar 4: The fourth webinar of the series will be *Alcohol-related issues in Quebec’s municipal environment: findings of consultation*.
 - e. **Other Funding & Program Deadlines** -[Co-operators Resilience Acceleration Lab Funding](#) - January 30, 2026.
 - f. The [Rural Municipality of Miltonvale Park](#) was announced as the winner of FPEIM’s 2025 [Municipal Achievement Award](#)
 - g. **Charlottetown** was named [Grand Champions](#) at the 2025 [Communities in Bloom](#) National & International Awards Ceremony.
 - h. FPEIM presented on [land use planning](#) at [PEI Federation of Agriculture](#) county meetings, and highlighted the need for both a provincial land use plan and local land use planning to build communities and help protect agricultural land.
 - i. **Montreal Massacre Memorial Services** -Montreal Massacre memorial services and candle lightings were held for victims of violence on December 5.
 - j. **Urban Forestry Plan/Study Funding Workshop** -The [Green Municipal Fund](#) held a virtual workshop to help potential applicants of [Growing Canada’s Community Canopies](#) on December 9, 2025.
 - k. **Holiday Blend: Free Virtual HR Session** - [MC Advisory](#) invited municipal leaders to a free, informative HR virtual session on December 10
 - l. **Provincial Consultations** -[Proposed Combative Sport Commissioner Act](#) had a deadline of December 5 and [Pre-Budget Consultations 2026-2027](#) were extended to January 7, 2026.
- jj. **Earth Day Canada** encouraged individuals and groups to simplified lifestyles to move toward more mindful, lower-impact consumption, and reduce waste and greenhouse gas production. [Earth Day](#) is April 22.
- kk. **UPEI’s 2025 Employer Roundtable** event was held on December 5 to bring together employers who offer Work-Integrated Learning (WIL) opportunities for UPEI students.
- ll. Tracey Allen with Municipal Affairs offered to meet with CAOs for an hour to create, start or review [asset management plans](#).

- mm. **Heat Alert Response System (HARS)** distributed a copy of the slides presented from their October workshop.
- nn. **GST/HST for Municipalities** webinar – The CAO attended a November 26, 2025, webinar on [Self-Assessments of GST/HST Obligations](#).
- oo. The **Central PEI Community Navigator Winter Wellness Information Session** held on November 28 in Borden-Carleton session provided tips to stay safe, healthy, and well-prepared during the winter months.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

1. Environment and Community Living

- a. **Cornwall and Area Watershed Group (CAWG)**– Councillor Taylor noted that CAWG’s December meeting reviewed the 2025 projects, finalized details of the entry in the Cornwall Christmas Parade, and committed to reviewing their bylaws in the first quarter of 2026. They are not planning a January meeting.
- b. **Canada Day** –The CAO submitted an application to the Celebrate Canada Fund.
- c. **Activities**
 - i. **Yoga** continues on Tuesdays, with an 8:30 a.m. mat and a 10 a.m. chair class.
 - ii. **Exercise** with Michele Gallant occurs on Mondays and Wednesdays at 9 a.m. (\$6) and online videos are shown on Fridays (\$1). Michelle’s classes took a four-week break over the holidays.
 - iii. The North River Fire Department **Santa Tour** visited Miltonvale Park on December 13. The municipality provided cookies and hot chocolate.
- d. **PEI Seniors Secretariat Funding** - Art, Heart, and Depart...on a Bus Tour” The 2025-26 grant was approved for \$2750 of the \$4774 requested for a bus tour, which was held in August, and art classes, so an additional class will be added to the New Horizons for Seniors classes. The CAO is still investigating first aid classes. This project needs to be completed by March 1.
- e. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** - Movies are continuing on many Sundays, with low attendance. The dreamcatcher workshop in December had six participants. The diversity Trivia Night needs to be completed and the project final report submitted by February 28.
- f. **Chat and GBT – (NHS 2025-26)** – Margaret Prouse held a presentation on Healthy Snacks, with 16 in attendance on December 16. She will present a session on air fryers on a rescheduled date of January 27. Seniors Supper Club was held on November 27 with Captain Greg Gallant of the Armoury Regiment Museum PEI, and served beans and war cake to about 80 people. This included about 40 deliveries. The January 13, 2026, Supper Club delivered 47 meals of chili and hot fudge pudding cake, while 36 seniors ate at the hall and watched the Song Portraits video. Art classes began on January 22 for five Thursday mornings with Gloria Wooldridge, with 12 participants. Dates are being finalized for the improv series and show with Trilby Jeeves, and the Mi'kmaq basket weaving. The project is to be completed by late March.
- g. **2025-2026 Community Food Fund** - The municipality was funded \$4,000 to hold two food box giveaways before the end of March 2026 -approximately 50 large hampers at \$80 each, and 15 smaller hampers at \$50 each, for a total of 130 hampers using local products. The end date is March 31. The municipality

distributed 44 food hampers on January 17. The municipality also has funding through the Island Community Food Security Program for food hampers.

- h. **Green Spaces Program** Ryan Ritskes submitted an application for 30 trees for the community park, which staff or volunteers would plant. There would also need to be compost, mulch, tree guards and possibly additional hose for watering. The application also requested funds for a small tree-planting event with snacks.
- i. **ParticipACTION** -The \$15,000 prize money for June's Community Challenge was received, and the municipality has until fall 2026 to decide how it will be spent. The CAO will seek ideas for activities to be included in the Challenge grant application if the municipality is eligible. The Milton Hall would be eligible to apply.
- j. **Parks**
 - i. **Cricket** – There was a request from a non-resident to book the cricket field at the park from 9-12 noon on Sunday mornings from May until the end of October for adult play. The cricket field is undersized; however, they use a hard rubber ball. There were concerns about the effects of cricket balls on the dogs at the dog park and children in the new playground. The players offered to erect a net by the dog park. It was felt the field might be better suited for youth play.

Motion 2026:07 -Moved by Councillor Leo Doucette, seconded by Councillor Andrew Frizzell, **the cricket field not be rented out for regular adult cricket play.** Motion carried, 6-0.

- ii. **Closure** – The park building was winterized. The heat pump has been set at 61°F, which is its lowest setting, since November 11.
 - iii. **Generator** – The generator is still at the hall, where it is probably safer than it would be at the park. It could possibly be installed on screw piles in the spring.
- k. **Strathrae Park** – An invoice of \$3122.25 was received from Spruce Grove Landscaping for work in the summer and fall to replace a sugar maple that was removed and clean up shale that was disturbed when underground wiring was installed, and to move shale to make room to install a fence.
- l. **Enabling Accessibility Fund-**
 - i. The drum set was installed, which completes the project. The final report is due by February 15, 2026.
- m. **Canada Community Building Fund** – The propane items for the park need to be purchased and installed.
- n. **Active Transportation** – The office needs to order benches, bike stands and bike repair stations for this project. The report is due March 15. The municipality will need an extension for this project, which was approved in late September.
- o. **Solar Light Field** –The CAO is still working on applications to fund a feasibility study.
- p. **APM Centre** –Sheila Curtis circulated the November meeting minutes to the office, which forwarded them to Councillors. The APM Center is planning changes to the constitution. Operational funds were transferred to the capital budget, and discussion was held regarding fundraising and a wish list for an addition. The invoice was received from the APM Centre for the Capital Fund

contribution for 2025-2026 for \$5,255, which is 0.005 cents per hundred, based on the 2024 assessment of \$105,101,400.

- n. **Summer Students - Canada Summer Jobs 2026** - Applications were made for several summer student positions before the December 11, 2025 deadline.
- o. **Atlantic BugBusters** require the signed contract by March 1, with the first payment by April 4. The costs for mosquitoes and black fly control in the Crabbe Road area are \$4675.65, and for black fly control near the Loyalist Road is \$5876.50. Councillor Doucette will also check with another company who provides this service.

2. Emergency Measures

- a. **Generator at park** – The generator is still at the hall.
- b. **Gas** – Two of the gas cans for the portable generators have had their gas replaced and stabilized, Councillor Poole has two gas cans to fill. Councillor Doucette noted there are also empty gas cans with the generators.
- c. **Wildfire Community Preparedness Day Funding** – The municipality will request a grant before the January 31, 2026, deadline to have the North River Fire Department speak about grass fires, and distribute fire extinguishers/hoses. Wildfire Community Preparedness Day is the first Saturday in May (May 2, 2026), but events can take place from May to October.
- d. **Fiona Disaster Relief** - \$11,432.96 was received for the administrative and response costs for Hurricane Fiona

3. Personnel Committee – Councillor Ramsay gave the following report:

- a. **Development Officer** – The **Shared Services Agreement**, with Kingston and West River, appears to be moving ahead, with Executive Council approval expected shortly. Development Officer Mirko Terrazas is now being paid by West River and subcontracted to Miltonvale Park, and his wages have been standardized to \$34.13/hr. When the agreement is signed, he will also receive 5% towards his retirement savings. This is an increase of almost 14% in the hourly wage; however, he had been receiving 6% for his retirement.
- b. **Co-op Term** – Zach Addison completed his co-op term in mid-December.
- c. **Ryan Ritskes** completed his hours in December, and hopes to be able to assist with community garden again this year.
- d. **CAO Contract** – The CAO still has not had time to revise the CAO contract.

4. Finance/Payment of Accounts -Councillor Ramsay

- a. **Remittance** –The remittance for the fourth quarter for 2025 was paid to CRA in early January.
- b. **Honoraria** for Councillors and committee members was distributed in late December, 2025.
- c. **Reports and Payment of Accounts** –The financial statements were circulated for review.
- e. **Investment** – \$50,000 was invested for 18 months at 2.8% on January 19, 2026. There is a \$12,500 Active Transportation fund payment for future capital expenses in the operating account.
- f. **Insurance** - Westland Insurance sent the renewal terms for March 2026-2027, for the Rural Municipality of Miltonvale Park, which they were circulated to Councillors by email on January 14. Changes are noted on page 14 of the policy, with optional

coverages shown on page 15. The renewal premium is \$12,347, about \$300 higher than last year. The agent suggested the municipality consider Cyber Protection coverage as there is none currently in place and municipalities may be exposed to potential threats. Cyber Insurance can protect against social engineering, ransomware, privacy breach, and thread actors. The CAO will obtain a quote.

- g. **Remuneration Rates** – Municipal Affairs suggested that Councils should consider reviewing remuneration before the fall election. The Remuneration Bylaw outlines procedures, including the establishment of a committee of three. They could consider including honoraria for attending or volunteering at municipal events. Council will name a committee by May 2026.
- h. The [Grants-in-Lieu of Property Taxes Program](#) can provide limited financial support for approved municipalities that are providing specified services in the community by forgiving non-commercial provincial property taxes. The municipality is financially secure, so may not be eligible to have the park taxes forgiven.
- i. The **2026-2027 Financial Plans** including municipal budgets, capital budgets for 1-5 years, and asset management plans are due for submission to Municipal Affairs on April 15, 2026. If Council is considering a tax rate change, the Provincial Tax Commissioner must receive the Tax Rate Certificate by March 31. Municipal Affairs hosted a Budget Information on January 21, 2026 that the CAO attended. The public budget meeting will be held at 7 p.m. on Wednesday, February 25, with a storm date of Monday, March 2.
- j. **Credit Card points** – The municipality has credit card points and could get approximately \$900 worth of gas cards, which could be used for volunteers, or residents in need. Other available items could be used for prizes for a bingo or gifts for speakers. Councillors suggested \$25-\$50 gas cards be obtained with the credit card points, at the discretion of the CAO.

9. REPORT FROM CAO

CAO Shari MacDonald reported attending a Shared Services Meeting with CAOs from West River and Kingston, and a Webinar on HST/GST and municipal budgeting. She plans to attend the Association of Municipal Administrators virtual board meeting on January 26. She applied for the Canada Summer Jobs and Celebrate Canada funds, while Ryan Ritskes applied for the Greening Spaces and Food Fund grants. Applications to be completed are provincial and federal Feasibility Studies & CRIS for the solar field, and for FireSmart funding by January 31. The EAF Report is due by February 15, the GEDI report is due on February 28, with PEI Senior Secretariat reports due by the end of March 30.

Activities that were organized and publicized included food hampers, two supper clubs, the NFRD Santa tour, the Newcomer Christmas Traditions Tea, Healthy Snacks Presentation, Art Classes, Movie Nights, along with exercise, yoga and line dancing.

The agreement for garden rental has been drafted, but still needs revisions, and a recommendation was sent for a former summer student for who is applying to do a Masters of Planning at Dalhousie.

Items to complete include drafting the budgets, obtaining more memory for the desktop computer, completing the agreement for the garden, filing the EAF report, ordering

equipment for the Active Transportation grant, finishing activities for current grants (first aid), finalizing the CAO contract, submitting the Record of Employment for the Development Officer, issuing T4s and Tax receipts, updating the new website calendar, and linking events in the 2025-26 grants to the google drive.

The CAO did take vacation while the office was closed for two weeks over Christmas.

Motion 2026:09 -Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald, **that \$2500 be allotted for a new desktop computer for the Municipal office.** Motion carried, 6-0.

Back up software or a back up drive should also be used.

It was suggested that Islander Day be considered for the community **Pancake Breakfast**; however, Councillors preferred Sunday, February 8, from 9-11 a.m. Mayor Parker volunteered to provide maple syrup. Councillors Ramsay, Poole, Doucette and Taylor also intend to help.

10. **PLANNING** - Councillor Paul Poole updated the Council on the following:
- a. **Permits Issued** – There were no permits issues since the last meeting.
 - b. **Applications in progress**
 - i. **Application #MP 1236** -Single unit dwelling on Heather Drive
 - ii. **Application #MPS 301** - PID 280792 for a 1-Lot off subdivision.
 - iii. **Application #MPS 303**- PID 280800 for a 1-Lot off subdivision
 - iv. **Application #MP 1248**- PID 1101070, for an addition to an existing accessory structure. The size of the accessory building currently exceeds the maximum gross floor area permitted and the applicant now intends to amend the application for a stand-alone structure.
 - v. **Application #MP 1256**-PID 478792 for addition to existing single unit dwelling, is an incomplete application, as no fee has been paid. The application requires engineered septic plans due to the size of the lot. The Development Officer has not heard from the applicant for several months.
 - vi. Application - **Lot revisions -PID 281865** along Route 2.

The Development Officer still has not received a response to the letters sent on October 14, 2025, regarding three outstanding files notifying applicants, the files can be declared void if outstanding items are not submitted.

Motion 2026:10 -Moved by Councillor Paul Poole, seconded by Councillor Spencer MacDonald, **that the three files that were the subject of letters on October 14, 2025 be considered closed.** Motion carried, 6-0.

- c. **Amendments - Official Plan and Bylaw Amendment** – The municipality received a letter from Hon. Cory Deagle, Minister of Housing, Lands and Communities in late November, 2025, denying the [Official Plan Amendment OPA -2024-02](#), which proposed the redesignation of PID 283325 and a 1.8-acre portion of PID 658799 to Light Industrial in the Future Land Use Map, which Council had approved in April, 2024. The Province felt it was not in compliance with subsections 63.(3)(b) and (c) and s.3.(a) of the *Subdivision and Development Regulations*, which pertain to the Charlottetown Special Planning Area Regulations. The municipal planner, who is a

well-respected planner, believed that the amendment could be approved. The Province noted that the use was not approved as industrial prior to 2019; however, the municipality had approved the parcel's use as for autobody work in the 1980s and it had been operated as such since then. It was noted there have been three Ministers in this department over the past year.

Motion 2026:11 -Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette, **that the Rural Municipality of Miltonvale Park send a letter to the Minister of Lands, requesting that the Special Planning Areas be reviewed, and that municipalities who have planning authority be removed from these areas.** Motion carried, 6-0.

Mayor Parker proposed, and Councillors agreed, to move agenda item 10.d.1. to the end of the regular meeting as a closed meeting is required.

Motion 2026:12 -Moved by Councillor Jamie Taylor, seconded by Councillor Rose Ramsay, **that the meeting be extended by fifteen minutes to 9:15 p.m.** Motion carried, 6-0 at 9 p.m.

d. Complaints/Concerns/Enforcement

- i. **Residents' concerns with PIDs 283325, 658799, 458190, 283317, and 283309.** This discussion will be moved to a closed meeting.
- ii. The owner of 283259 had inquired about an **accessory building** that was placed over the property line by the adjacent landowner, and would not be meeting setbacks. The Development Officer sent a letter to the owners of accessory building; but has not yet received a response.
- iii. **Drainage concern** -The Development Officer sent a letter to a resident on the North York River Road recommending good water practices. The resident spoke to the CAO by telephone and noted that most of the water impacting a neighbouring property comes from runoff from fields, and that putting a small (3-4") drainage trough across the driveway allows the water to reach the ditch without removing the gravel from the driveway. The Development Officer sent an email to the complainant sharing this suggestion.
- iv. **Vehicle Sales** - The Development Officer sent a reminder letter to the owner of PID 700443 that the development permit for the property expressly prohibits vehicle sales from the property.

- e. Shared Services** – When the project is approved, all three municipalities which are involved will sign the contract, but West River will administer the funding.

Motion 2026:13 -Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole, **that the Miltonvale Park approve signing the Shared Services Contract upon approval from the Province.** Motion carried, 6-0.

f. Updates:

- a. The owner of **PID 280768** on Rte. 2 in Springvale visited the office to report that the Province had told him they would not move his driveway, and no longer required it be moved, which had been a condition the Province had made when the subdivision approval was sent for review. That condition was subsequently placed on this municipal subdivision approval. The Development Officer has reached out to the Province twice for clarification, but has not heard back. The permit may need to be updated if the condition is no longer valid.

- b. The Development Officer attended Tourism PEI's webinar on the **Short-Term Rental (STR) Process** for municipalities on January 20, 2026. The Province increased its enforcement and can remove unlicensed short-term rentals from VBRO and AirBnB platforms. STRs that were approved by the province prior to municipal approval being necessary (2019) can continue as legal non-conforming STRs. The Municipality has to issue a letter recognizing that a single unit dwelling would be approved as an STR for new applications. The permit from Tourism is valid for one year and has to be renewed annually. The Province's website can confirm the registered STR properties. With the increased enforcement, it is believed that approximately 400 unlicensed STRs have been reduced to 40.

g. Inquiries

- a. Someone inquired if they would be permitted to move a mobile home to the back part of a friend's property on the Old Rte. 2 Road with access via an existing driveway off the Crabbe Road.
- b. There was a request from a resident on Loyalist Road for a list of permits issued from June -November 2025.
- c. Landowners on the Old Rte. 2 Road of a landlocked parcel and neighbouring properties are contemplating revisions to lot lines, and the subdivision of one or two new lots, if possible.

11. INQUIRIES BY MEMBERS OF COUNCIL

- a. **Earth Hour and Earth Day** - Councillor Taylor noted that he hopes Miltonvale Park can celebrate Earth Hour in March and/or Earth Day in April.
- b. **Rte. 248** – Councillor Poole suggested the municipality reach out to Transportation as Rte. 248, the North York River Road is salted from North River/Cornwall to Rte. 225, but the portion of the road through Miltonvale Park to Rte. 2 is only sanded, and its condition is significantly worse. There is significant tractor trailer traffic on this section of the road, traffic generated by CMP, and the tricky placement of Hiddenview Drive near a curve.

12. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS -There were no Bylaws to be introduced.

10. d.1. Residents' concerns with PIDs 283325, 658799, 458190, 283317, and 283309

Councillor Andrew Frizzell left the meeting at 9:09 p.m.

Motion 2026:13 -Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette that **the meeting move to a closed meeting under the authority of section 119.1.g of the Municipal Government Act to address the conduct of an investigation under, or enforcement of, an Act or bylaw**. Motion carried at 9:10 p.m.

The remaining guests left the meeting at 9:11 after requesting copies of the minutes of November 19, 2025, which Councillor Poole offered to have sent to them by email.

Motion 2026:14C -Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette **that the meeting be extended a further ten minutes**. Motion carried, 5-0 at 9:12.

*Motion 2026:15C -Moved by Councillor Leo Taylor that **the closed meeting be adjourned**, and Hal Parker declared it so at 9:22 p.m.*

13. ADJOURNMENT

Mayor Parker declared the meeting adjourned at 9:23 p.m.

Mayor Hal Parker

CAO Shari MacDonald

February 19, 2026

Date approved

Next Meetings:

Regular Council Meeting- Wednesday, February 18 at 7 p.m.

Public Budget Meeting – Wednesday, February 25 at 7:30 p.m.

Committee Meetings – Planning Board – Thursday, February 5 at 7 p.m., if required

Community Pancake Breakfast – Sunday, February 8 from 9-11 a.m.