

Rural Municipality of Miltonvale Park Council
MINUTES
Regular Meeting

Milton Community Hall

7:00 p.m., April 18, 2026

Present – Deputy Mayor Paul Poole, Councillors Rosemarie Ramsay, Jamie Taylor, Spencer MacDonald, Andrew Frizzell and Leo Doucette; Staff - CAO Shari MacDonald

Guests -Eva Mol, David Mol, Detry Carragher, Arnold MacRae

Regrets – Mayor Hal Parker

1. CALL TO ORDER

Deputy Mayor Paul Poole 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, 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 Doucette noted he has an application for an addition to an accessory building on his property. Councillor Frizzell noted he has an application on file for a lot revision.

3. APPROVAL OF AGENDA

Motion 2026:36– Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette that **the agenda be approved as circulated.** Motion carried, 5-0.

4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS -There were none scheduled.

5. ADOPTION OF MINUTES

Motion 2026:37– Moved by Councillor Jamie Taylor, seconded by Councillor Rosemarie Ramsay that **the minutes of the March 18, 2026, Regular Meeting be approved as circulated.** Motion carried, 5-0.

6. BUSINESS ARISING FROM THE MINUTES

- a. **Solar Field** – There has been no further progress with this potential project.
- b. **EV chargers at the park** –There has not been any income deposited yet from the EV chargers at the park. The CAO has followed up with the installer. The expected amount is over \$100.
- c. **Privacy Complaints** -The CAO received four formal privacy complaints on January 30, 2026 under [Bylaw 2020-12](#), and the adjudicator is working through the process.
- d. **Lights at Strathrae** --The municipality has received a legal bill of \$1210 for work done to date. The lawyer asked to get information from Maritime Electric regarding any requirements they may have, but an employee said they did not require anything. Councillors suggested that the company may rely on the

installing electricians to complete any requirements. The CAO will investigate further when time permits. It is expected that Maritime Electric will install the lights on the poles when lots are sold on the upper street.

- e. **Ombudsperson Inquiry**-The CAO responded to the questions posed by the Ombudsperson on March 24, but has not yet received a response.
- f. **Election**

Motion 2026:38– Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald that **the Rural Municipality of Miltonvale Park appoint CAO Shari MacDonald as the Municipal Electoral Officer (MEO), and Lindsey Rhynes as the Deputy Municipal Electoral Officer (DMEO).** Motion carried, 5-0.

i. Municipal Election Officials Fee Policy

Motion 2026:39– Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell that **for the Municipal Election Officials Fee Policy, the proposed wages for the Election Clerk be minimum wage + \$1/hour, and for the Poll Clerk be minimum wage +\$2/hour.** Motion carried, 5-0.

Motion 2026:40– Moved by Councillor Jamie Taylor, seconded by Councillor Andrew Frizzell that **the Municipal Election Officials Fee Policy be approved as revised.** Motion carried, 5-0. *See Appendix A.*

- g. **Magician** -Ontario magician Kevin Smith has been tentatively booked for Tuesday, July 1, 2026 at a cost of \$1500+HST, plus one night accommodation. Warren Grove will be contacted to see if they are interested in co-hosting. The Milton MVPs project could also be approached to see if they could co-sponsor. Donations could also be accepted at the event, or business sponsorships could be sought. A suggested admission price was \$10/person or \$25/ family, and an early evening show would be preferable.
- h. **Federation of PEI Municipalities (FPEIM)**– Their annual meeting takes place on Monday, April 27, at the Credit Union Place, in Summerside. Mayor Parker, Councillor Ramsay, and the CAO are registered to attend.
- i. **Capital Investment Plan Application**- The Infrastructure Secretariat requested additional details, as the motion at the last meeting was either for a sunshade or a new gazebo, and the description submitted was for either an extension to the roof (10'x 24' on the north side) or a stand-alone gazebo. Screw-piles could be used to anchor the gazebo.

Motion 2026:41– Moved by Councillor Spencer MacDonald, seconded by Councillor Leo Doucette that **Miltonvale Park install a gazebo at the Miltonvale Community Park through the Canada Community Building Fund.** Motion carried, 5-0.

7. CORRESPONDENCE

- a. The **Homes Not Bank Machines** has sent several emails to all levels of government requesting that they stop secret deals giving away public and private land to Indigenous groups.
- b. A **Canoe Procurement [webinar](#)** on April 14 regarding the national municipal buying program was recorded for later viewing.
- c. **Resident Request** – A resident emailed to ensure information from the recent CBC news [article](#), as well as the documents to Alex Campbell and the copy of

the earlier plan and additional information that was sent last year be included in planning records for future reference. It was noted that some of the CBC articles include inaccurate information. According to PEI's Land Use map, the resident believes that the area on Sleepy Hollow Road was protected land under the Forest, Fish and Wildlife Department, according to their office in April 2025, until shortly before the parcel was identified as a feasible option for dense development. The resident hopes that the land can be re-designated as protected and return to farmed land.

- d. Public Services and Procurement Canada's [GCDonate](#) program has [NIOSH-certified N95 Respirators](#) available which they suggest would be good for the upcoming wildfire season. It was suggested the municipality order a case of N95s.
- e. Municipalities were asked to raise awareness of the census. The [Census of Population](#) begins May 4, 2026 and provides data that is essential for planning programs and services. Households will receive a census invitation letter in the mail with a Secure Access Code and instructions.
- f. A **pickleball** organizer is looking for a location for two evening hours, twice weekly, beginning around May 11th. Miltonvale Pickleball generally books the courts Monday, Wednesday, and Friday evenings, as well as other mornings and afternoons. The policy approved in November 2025 notes that the Miltonvale Pickleball Club can reserve 20 hrs/week. Individuals can reserve no more than 3 days in advance and only for 2 hours. Bookings for recognized groups can be made three weeks in advance, and would not ordinarily be for more than four hours in length. The Basketball court can be reserved for pickleball in advance. The fees are according to the bylaw. Council was asked if this request should be dealt with under the policy, or if it warranted an exemption. No exemption was granted.
- g. **FPEIM** shared an update on member priorities, including information about revenue sharing, consultations on the Municipal Government Act (MGA) and Provincial Land Use, shared and member services, municipal elections preparedness, and municipal training.
- h. **Subscriptions** – The GeoLinc Plus and MATI subscriptions expired and were renewed. The McAfee LiveSafe Subscription renews on 27/5/2026 for \$169.99 plus tax.
- i. A graduate student at UPEI working on a Master's thesis on climate change, agriculture, and food security in PEI, asked if the municipality could share a short [online survey](#) to capture **community perspectives and experiences with food access**.
- j. May 1 is **National Physicians' Day**. The Medical Society of Prince Edward Island (MSPEI) asked if Miltonvale Park could show appreciation to PEI physicians.
- k. **Emergency Measures Organization (EMO)** circulated **weather packages** for April 1 and 3, 2026.
- l. **Job opportunity** -The municipality was asked to circulate information on this position: [GIC - Director, Canadian Museum of Immigration at Pier 21](#).
- m. **Federation of PEI Municipalities**- The March **e-Newsletter** was received with information about the FPEIM Annual General Meeting, the PEI Throne Speech, a memorial tribute to Jeremy Crosby, who was CAO of Stratford, and the [Provincial Release of MGA Report](#). The [Summary of Engagement: PEI Municipal Governance Review](#), after consultations in February-June 2025,

- found that while all municipalities are governed by the Municipal Government Act, their experiences vary significantly based on capacity.
- n. The Premier's Action Committee on **Family Violence Prevention** offers \$200 [mini-grants](#) to municipalities and organizations to raise awareness, encourage learning, and promote action to prevent family violence during [Family Violence Prevention Week](#), May 11-17, 2026. The theme is **Supporting Intergenerational Resilience in Our Communities**. The CAO submitted the usual blanket-making activity, which was approved for \$200, and will take place Wednesday, May 13 at 10:15.
 - o. **NAMSCanada** -Long-term financial planning helps communities prepare for future infrastructure costs, funding gaps and service expectations. Their federally-subsidized [Professional Certificate in Infrastructure Financial Management](#) takes place over seven weeks, for 30-40 hours, and includes six online modules, for \$210.
 - p. FPEIM shared hosting opportunities for the **RCMP Musical Ride** this summer.
 - q. **Radon** - Several inquiries were received regarding the Radon Test results; however, no results were received yet. LungNSPEI asked municipalities to increase awareness and encourage residents to test their homes for radon. Radon gas, an invisible radioactive gas enters homes and buildings undetected and can accumulate to high levels which can pose a health risk. Radon gas is the 2nd leading cause of lung cancer in Canada, and it is estimated that 1 in 5 homes in PEI have radon levels above Health Canada guidelines. They encourage PEI residents to test their homes to protect their lung health and included social media promotions which the office will share.
 - r. EART (Emergency Animal Response Team) will hold a **Chili Supper** on Saturday, April 18th at Milton Hall, with eat-in and take-out options.
 - s. **Hall-a-days' Christmas Variety Show**. The dates are tentatively set for Friday, November 13 (evening) and Saturday, November 14th (matinee). A planning session for this community variety show is April 29th at 7:30 pm at the Milton Hall.
 - t. The **Prince Edward Island Housing Needs Assessment** survey deadline was extended to March 29.
 - u. An invoice was received from **FPEIM** for \$2,647.65 for membership in 2026-27.
 - v. West River could provide **first aid training** in June for the CAO, whose certification expires in July, and the Development Officer at a cost of \$80 each. It may be necessary to train summer staff -so a course may be held locally.
 - w. Statistics Canada's **Annual Capital and Repair Expenditures Survey: Actual for 2025** questionnaire is due by April 22, 2026.
 - x. A **Conflict of Interest Complaint** was received March 25, 2026 alleging Councillor Frizzell was in Conflict of Interest for not declaring a conflict, and participating in a vote on Motion 2026:11 at the January 21, 2026 meeting. The motion stated 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. The complainant waived the right to appear before Council, and his letter was circulated and read to Councillors.
Councillor Frizzell was given an opportunity to speak, and noted that the Special Planning Area applies to the other properties in the municipality, would affect more than 250 other landowners, and does not have much to do with his current application.

9. CLOSED MEETING

Motion 2026:42 -Moved by Councillor Spencer MacDonald, seconded by Councillor Rosemarie Ramsay that **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, 4-0, at 7:42 p.m.

Councillor Andrew Frizzell and the guests left the meeting at 7:42 p.m.

Motion 2026:43C -Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald Jamie Taylor, that **the meeting return to an open meeting.** Motion carried, 4-0 at 8:10 p.m.

10. RETURN TO OPEN MEETING

The guests re-entered the meeting at 8:11 p.m.

Deputy Mayor Paul Poole noted that the Council had reviewed the allegations of Conflict of Interest against Councillor Frizzell.

Motion 2026:44 -Moved by Councillor Jamie Taylor, seconded by Councillor Rosemarie Ramsay, **that in the matter of the Conflict of Interest Complaint regarding the meeting of January 21, 2026, that Councillor Andrew Frizzell NOT be found in Conflict of Interest.** Motion carried, 4-0.

The Deputy Mayor noted that Councillor Frizzell's current application is for a lot revision, which would not be impacted by the Special Planning Area regulations. The letter to be sent to the Minister requested that all municipalities with planning authority be removed from the Special Planning Areas. The Special Planning Areas have restricted the entire municipality, and many other municipalities. Miltonvale Park has seen our population decrease over the years it has been in place. The Municipal Government Act in section 4.96.h. notes a council member does not have a pecuniary interest by reason that the member may hold in common with the majority of voters of the municipality. Council believes that the Special Planning Areas have affected all the residents of Miltonvale Park.

At 8:14 Councillor MacDonald left to retrieve Councillor Frizzell and they both returned to the meeting at 8:16 p.m.

Arnold MacRae entered the meeting at 8:16 p.m.

Deputy Mayor Poole informed Councillor Frizzell that he had been found to not be conflict of interest regarding the January 21, 2026 meeting.

All the guests left the meeting at 8:17 p.m.

8. REPORTS FROM STANDING AND AD HOC COMMITTEES

1. Environment and Community Living

- a. **Cornwall and Area Watershed Group (CAWG)** – Councillor Taylor noted that the CAWG annual meeting would be held at the Milton Community Hall on Thursday, May 28. Veronica Jendrick, CAWG, coordinator presented on wildflower pollinating gardening at 6 p.m. on Monday, April 12. The grant that CAWG submitted for a wildflower garden at the Community Garden was not approved.
- b. **Canada Day** – The municipality was granted \$1,275 from the Celebrate Canada Fund.
- c. **Activities**
 - i. **Yoga** - Tuesday yoga with Leone continues at 8:30 a.m. for mat class and 10 a.m. for chair yoga.
 - ii. **Exercise** with Michele continues on Mondays and Wednesdays at 9 a.m. (\$6) and online on most Fridays until the end of April, when the exercise class will likely move to online videos. The Milton Community Hall applied for a ParticipACTION grant, which may impact June’s activities, if it is received.
 - iii. **Zumba Gold** –will usually be held on the first Friday of the month, and took place on April 10 at 9 a.m. The cost is \$5, and the next classes are expected to be May 1 and June 5.
- d. **New Horizons for Seniors Program** – The **Always Time for Something New** project (\$15,430) includes exercise equipment (yoga mats, lightweight weights, balls and exercise bands);three Tech Talks, six Supper Club events, seven food workshops and presentations, six Tai Chi classes, three Lunch and Learns, four Watercolour classes, a Seniors Fair, a Barn Quilt class, the development and presentation of a Black Light Show, a car rally, knitting and crocheting classes, a Christmas wreath workshop, and a gardening workshop. The CAO is just beginning to organize the project.
- e. **Seniors Community Meal Grant 2026-27**- The CAO applied for \$5000 for four free communal meals for 70 seniors each.
- f. **Seniors’ Secretariat Grant 2026-27** – The CAO applied for \$2965 for a bus tour, and emergency first aid for seniors. There may be the possibility of doing a general first aid class, that would be useful, but not certified.
- g. **Island Community Food Security Program** – The CAO submitted the final report for the project for the 2025-26 fiscal year, and the \$10,000 grant was received. The new funding program is open until April 30 at 4 p.m. but doesn’t appear to fund food hampers as a stand-alone event, although it will fund community meals. Last year, the grant funded two food hampers, a chili supper, pancake breakfast, four preserving workshops, and the purchase of seeds, tools, and small equipment for the garden. Suggestions for this year included sourdough workshops, workshops in conjunction with Vesey’s Seeds, and foraging with Kate MacQuarrie, as well as more meals and hampers.

Motion 2026:45 -Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald, that **Miltonvale Park make an application to the Island Community Food Security Program**. Motion carried, 5-0.

- h. **Chat and GBT – (New Horizons for Seniors Program -NHSP 2025-26)** – The Quick Meals session in late March had 32 people attend. The [NHSP Final Report](#) is due by May 29, 2026.

- i. **2025-2026 Community Food Fund**– The municipality received \$4,000 funding for two sets of food hampers. The final report was submitted before March 31. The municipality will also send a thank you note to ADL, which donated 39 2L cartons of milk for the final hamper.
- j. **Gender Equity Diversion and Inclusion (GEDI) Grant** – After the final report was submitted, Miltonvale Park received \$176.23 for the remainder of costs from 2025-26 project.
- k. The [Green Spaces Program](#) application for 30 trees for the community park was approved. There have been no details received recently. The trees are to be planted by staff/volunteers.
- l. **ParticipACTION** – The Community Challenge \$15,000 prize money needs to be allocated by September 2026, and spent by September 2027. Suggestions included seniors exercise equipment, a three-wheeled bicycle, or walkers with large rubber 676wheels for all-terrain. There was concern about liability for some equipment which may be mitigated by waivers.
- m. **Parks**
 - i. The Charlottetown Minor Ball baseball field rent for the summer of 2025 is still outstanding.
 - ii. April 6 – A dog owner reported that her dog was attacked by an unleashed dog at the entrance to park between 11:05-11:20 a.m. The CAO reviewed the security cameras but did not find video of the attack. The owner requested a “No Dogs Off Leash” sign by the entrance, like the NO SMOKING sign. The main sign on the building notes that dogs must be on leash except in the dog park. Councillors suggested also putting a sign at the dog park noting that dogs should be on leash to exit, and off leash inside the park.
 - iii. Request to book pickleball courts -Council addressed the request to book the pickleball courts on two evenings weekly earlier in the meeting.
- n. **Canada Community Building Fund** – There has been no progress regarding purchasing and installing the propane items for the park.
- o. **Active Transportation** – The CAO reached out to North Shore Fabrication company, and to [Halt](#) in Montreal regarding their bicycle repair stations for prices. The municipality was granted \$25,000 for three of each -benches, bike stands and bike repair stations. It was noted that the bicycle repair station at CMP could be moved to another location (such as the hall or community park), and replaced with a new model.

Motion 2026:46 -Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald, **that the CAO be given authority to order the items for the Active Transportation project.** Motion carried, 5-0.

- p. **Solar Light Field** –There has been no progress in an application for funding for a feasibility study.
- q. **The APM Centre** was not in the top two rinks for Kraft Hockeyville’s national prize.
- r. **Atlantic Bugbusters** have been paid for insect control for the season. Residents in the Crabbe Road area will be asked to pay \$30 per household to cover the cost of mosquito control. This amount has not increased since the municipality took over the insect control.

- s. **Radon** – The results from the Take Action on Radon tests should soon be received, as they were expected to take 6-8 weeks, from the end of February.
- t. **Fruit Tree Organic Pest Management - Saturday, April 25 from 1-2:30 pm**
Lisa Stroh from [Wild Acres Farm and Bakery](#) will speak on managing common pests of fruit trees organically and how to provide good fertilization to promote healthy trees at 157 Kilkenny Rd., Harrington, inside their dome.
- u. **Car Show** – Charlottetown Metal Products (CMP) are agreeable to host another car show again this year, and it is scheduled for Saturday, June 20, with a rain date of Sunday, June 21. Registration would be at 11 am, with the show from 12-4. Admission will be \$5 person or \$10/family. Funds raised will be donated to the Upper Room Food Bank. There will be live music, and a BBQ. The new contact at CMP is Paul Gaddess. The Upper Room will be contacted regarding volunteers for the canteen. Councillor Doucette will check with the North Rustico Food Market regarding the food for the barbeque. It was noted that the Charlottetown Lions Club have a mobile kitchen. Councillor Poole will fund the commemorative magnets.
- v. **Earth Day – April 22** – The office will promote Earth Day on social media. The municipality is planning a swap meet/flea market on Saturday, May 23. The tables and admission will be free. Donations will be accepted and volunteers will be sought to help on Friday evening and/or Saturday.
- w. **Bursaries** –Child bursaries were provided to the Waye (2), VanBreugel (4), A. MacDonald (3); Callaghan (2), and McKenna (1) families recently.

2. **Emergency Measures**

- a. **Generator at park** –M.B. Eye Electrical was asked to move and install the generator at the community park.
- b. **Wildfire Community Preparedness Day Funding** –The municipality was granted \$500. The CAO reached out to the North River Fire Department to see if they would be available on Canada Day or for an event at the hall; however, there has not yet been a response. Emily Foster, FireSmart’s PEI liaison with the Department of Forests Fish and Wildlife requested information on the 2025 FireSmart Prep Day Event and will send a representative to the 2026 event to gain more insight into the fire prevention initiatives within the community
- c. **Emergency Preparedness Week** -There will be a free information session for residents on Monday May 4, at 11 a.m. at the Milton Community Hall.

3. **Personnel Committee**

- a. **Development Officer – Shared Services Agreement** –The Development Officer’s wage invoice for January has been corrected, and West River has been paid to mid-March, 2026.
- b. **CAO Contract** – The CAO still has not had a chance to revise the contract.
- c. **Summer Students** – The CAO is advertising for positions but will need to list them on WorkPEI. Three positions were funded at 50% of the minimum wage through Canada Summer Jobs: a recreation coordinator at the park (8 weeks/35 hrs at \$8.50 = \$2380, a landscape worker for the watershed (8 weeks/35hours at \$8.50 = \$2380) and a vegetable gardener (8 weeks/34 hours at \$8.50= \$2312) for a total contribution of \$7072. Youth must be between 15 and 30 years old, a Canadian citizen, permanent resident, or refugee, and hold a valid Social Insurance Number, be legally entitled to work in Canada. They cannot be international students or

temporary residents. There have been no decisions announced for the Post Secondary Student Program (PSSP) and Jobs for Youth (JFY).

- d. **CAO Helper** -Ryan Ritskes is going to start back part-time to assist in the office and oversee the garden.

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

- a. **Remittance** –The payment to Canada Revenue Agency was made on March 31 for January - March 2026. The next payment is due by July 15 for wages from April- June 30.
- b. **Reports and Payment of Accounts** – The financial statements were circulated, although depreciation was not calculated, and they were not reconciled to the bank. Income for March included \$155,525 in grants, as the Enabling Accessibility Grant was recognized, \$550 in development fees, for total income of \$156,075. Expenses in March totaled \$43,132, and included administration expenses of \$22,011, facilities and public properties expenses of \$3,0722, community development of \$7,722, memberships of \$575, recreation and parks of \$4,694, for a monthly income of \$112,944. For the year, income totaled \$678,760, and included \$643,382 in grants, \$5131 in permits and rent, and \$30,247 in expense recovery (Fiona expenses and Municipal Capital Expenditure Grant). Expenses totaled \$399,704, and included administration expenses of \$102,827; facilities and public property expenses of \$46,090, fire protection of \$86,459, although this represents only three of the four quarterly payments, planning and zoning expense of \$18,890, community development expenses of \$53,883, professional services and memberships of \$10,086, recreation and parks expenses of \$81,469, for an annual income of \$279,056. The balance sheet shows current assets of \$707,740, capital assets of \$598,284, and other assets of \$14,489, for total assets of approximately \$1,320,500. Current liabilities, which are primarily deferred revenue, total \$122,970. Total equity is approximately \$1,197,500. Liabilities and equity total \$1,320,500.

Motion 2026:47 -Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald, **that the Council move to approve the extension of the Council meeting past 9 p.m.** Motion carried, 5-0.

- d. **Insurance** – Staff needs to complete a simplified form to obtain a cyber coverage quote from Westland Insurance.
- e. **Remuneration Rates**

Motion 2026:48 -Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald, **that the Council appoint residents Claire Matheson, Tamsyn Cosh MacKenzie, and Philip Hooper, as Chair, to a Commission to review compensation, in accordance with the Remuneration Bylaw, Bylaw 2022-03.** Motion carried, 5-0.

- f. **Grants-in-Lieu of Property Taxes Program** - The CAO did not apply yet.
- g. The **2026-2027 Financial Plans** including municipal budgets, capital budgets for one to five years, and asset management plans are due for submission to Municipal Affairs by April 15, 2026. The CAO submitted the Tax Rate Certificate by the March 31 deadline. Council reviewed the 5-Year Capital Budget and suggested including gazebos and picnic tables at the intersections of the Confederation Trail and roads, where space permits.

Motion 2026:49 -Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell, **that the Council approve the 5-year capital plan as amended to include the addition or two gazebos, that could be funded through an Active Transportation Grant.** Motion carried, 5-0.

Motion 2026:50 -Moved by Councillor Andrew Frizzell, seconded by Councillor Rosemarie Ramsay, **that the Council approve the Miltonvale Park Asset Management Plan.** Motion carried, 5-0.

- g. **Credit Card points** – The CAO ordered ten \$50 and four \$25 gas cards.
- h. **Reserve Funds** – The allocations for the municipal reserved funds should be reviewed at some point. The municipality has a Capital Reserve, an IRAC and Legal Hearings Reserve, and a Community Priority and Contingency Reserve Fund.
- i. **Maturing Term Deposits** -The municipality has several non-redeemable term deposits that are maturing on April 21. Two have a current value of \$103,900, with another at \$51,950, not including the final interest payment.

Motion 2026:51 -Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor **that the Council reinvest the maturing term deposits, in non-redeemable term deposits: four of \$50,000, and two of \$25,000, with another deposit purchased with the interest and remaining funds, all for an 18 Months term at the special rate of 3.25%** Motion carried, 5-0.

9. REPORT FROM CAO

Reports/Applications – The CAO completed the Island Community Food Security, Community Food Fund and Municipal Capital Expenditure Grant reports, and submitted the Jobs for Youth and Post Secondary Student applications, Capital Investment Plan (CIP) for the park gazebo and applications for the GST rebate. She prepared for the response for the Privacy complaints and to OmbudsPEI, and submitted the tax rate to the Province.

Accomplished – The CAO continued to organize events and activities, including the fitness classes, food hampers, movies, the Quick Meals presentation, and the privacy issues and complaints. A link to the Milton Community Hall calendar was inserted on the municipal website calendar. The letter was sent to the Minister of Land and Environment, regarding the Special Planning Areas. There was a request received for a copy of that letter. The CAO also prepared for fiscal year-end.

To do– The CAO needs to complete the Annual Expenditure Return, and submit the audited AER to the Province by May 15, and reconcile the Infrastructure account. There are Provincial and Federal Feasibility Studies and the application to CRIS for the solar field to complete, as well as an application for the Rural Growth Initiative (RGI) for emergency radios. The municipality is required to complete Statistic Canada's *Annual Capital and Repair Expenditures Survey: Actual for 2025* by April 22. The CAO plans to attend the Association of Municipal Administrators -PEI meeting and training on May 22 in Hunter River and the FPEIM meeting on April 27. She is also attending food safety training on April 21. A response and estimate of costs will be prepared for a recent access to information request. Financial reports will be submitted to the province by April 15. The CAO also will work on student hiring, prepare for the audit, purchase a

new computer, develop the agreement for the community garden, file, order equipment for the Active Transportation Grant, and the propane equipment for the park, revise the CAO Contract, and develop an Unreasonable Behaviour Policy, and Minutes Policy.

10. PLANNING -

a. Permits Issued

- i. **MP-26-02** PID 1313374 at Rustico Road-Rte. 7, North Milton, Addition to existing Barn, was approved on April 14, 2026. The planner was consulted, as this was a non-conforming building.
- ii. **MP-26-01** PID 912261 at 180070 Route 2, Springvale MP-26-01 on 2026-03-24 for Resource Use (Bunker Storage Silo), was approved on March 24, 2026.
- iii. Preliminary Approval for the subdivision of 2 Lots off PID 1033968 **MPS-0311**, located at Colville Road Rte.9.
- iv. Preliminary Approval for Lot Revision of PID 281790 and 1185149 for **MPS-0310**, located at Applecross Avenue, Milton Station.

b. Applications in progress

- i. **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 of an individual accessory building permitted. The applicant intends to amend the application for a stand-alone structure
 - ii. **Application #MP-1198-**PIDs 283325 and 658799 for a lot revision. Planning Board decided to hold the application until the next Planning Board Meeting.
- c. **Special Planning Area (SPA)** – The CAO sent a letter to the Minister of Lands, Hon. Darlene Compton, requesting municipalities in the SPAs with authority for planning be removed from the SPAs.

Councillor MacDonald left the meeting at 9:20 p.m.

d. Complaints/Concerns/Enforcement

- i. The owner of 283259 had inquired about an accessory building that was placed over the property line by the adjacent landowner, and does not meet setbacks. The Development officer sent a letter to the owners of the accessory building, but has had no response to date. He followed up again on April 14, 2026.
- ii. **Drainage issue** - North York River Road. The Department of Agriculture said they have no authority but suggested it is a civil issue if it is not breaking any municipal bylaws. A review found no municipal permits have been granted for drainage-related work on the neighbours' properties. (PID 281949 and 887653). The Development Officer had consulted:
 1. Department of Environment, Energy and Climate Action which confirmed the situation falls outside their regulatory jurisdiction.
 2. Department of Agriculture which determined the issue is a private dispute between residential property owners and a civil matter.
 3. Provincial Land Department which confirmed they do not issue development permits for digging trenches or redirecting downspouts.

An e-mail was sent to the applicant on March 17, explaining the consultations with departments and the threshold to obtain a development permit. Minor, temporary, or hand-dug alterations (including hand-dug trenches and redirecting downspouts) are not regulated as development and do not require a permit under the current bylaw. The complainant responded that she does believe the municipality has jurisdiction.

Councillor MacDonald returned to the meeting at 9:22 p.m.

Councillors felt that some landscaping or shaping of the ground between the properties would help to improve the drainage.

c. Inquiries

- i. A lawyer asked that Council approve a survey plan of **PID 471847**. After investigation, a previous lot revision involving it and the adjacent parcel from approximately five years ago had not been registered with the province. That oversight was corrected, and the parcel's survey plans were stamped and registered.
- ii. If a **permit is required** to build a deck at 48 Dawn Drive.
- iii. A request for approval for **short-term rental** was received for a unit that does not appear to be a primary residence.

d. Other

- i. **Development Officer Hours** -The Development Office hours are going to remain on Tuesdays, officially from 10-2; however, the office is usually staffed from 9-4.
- ii. **Monthly Tourism Accommodation Status Report**. – Tourism PEI reported that in March there were neither Active Unlicensed Cases nor Resolved Unlicensed Cases in Miltonvale Park.
- iii. **PID 280768 at 18157 Rte. 2 Springvale** – The municipality is still waiting for official word from the Province, regarding the approval of the survey plan showing a relocated driveway, that Transportation no longer requires to be relocated.
- iv. **Shared Services** – The agreement for planning services with Wet River and Kingston is now in effect. The CAOs are planning to meet soon to review logistics. West River spoke to Stephanie Arnold from CLIMAtlantic, who were funded by the FCM to do planning training with Hope Parnhum. West River would like to plan a group session for the three planning boards, councils and staff. The session can be tailored to suit the community's needs and priorities. The session covers what planning is and what good planning looks like. The funding is focused on understanding climate risk, so examples show how planning addresses different types of issues, including climate risks. There will also be time for questions. West River is considering a date in June; however, Councillors felt that after the fall election would be a more appropriate time.
- v. **Development Bylaw** – The planner suggested the wording of 4.11.1(2)(a) be expanded to include and 'other setback', in the next review, as a result of the question about non-conforming buildings.

e. Inquiries

11. INQUIRIES BY MEMBERS OF COUNCIL

Councillor Doucette noted that septic installers have been encountering hurdles in the rural areas, possibly as a result of contractors' lack of communication with

septic installers. Surveyors who are preparing drainage plans need to coordinate with installers and take the site assessments under consideration.

12. INTRODUCTION AND READING OF BYLAWS – There were no bylaws to review.

13. ADJOURNMENT

Motion 2026:52 -Moved by Councillor Spencer MacDonald that **the meeting be adjourned** and Deputy Mayor Paul Poole declared it so at 9:31 p.m.

Mayor Hal Parker

CAO Shari MacDonald

May 20, 2026

Date approved

Next Meetings:

Regular Council Meeting- Wed. May 20 at 7 p.m.

Committee Meetings – Planning Board – Thurs., May 7 at 7 p.m., if required

Appendix A Municipal Election Officials Fee Policy

Title	Election Officials Fee Policy	
Policy #:	E1-2026	
Approved by Council:	<i>Date: April 15, 2026</i>	<i>Resolution #: 2026:40</i>
Implementation Date:	Effective April 15, 2026	

Background:

The municipality needs to hire additional short-term staff for by-elections and during the general municipal election. This policy outlines the payment and process and fees of election officials, including the MEO and DMEO.

Purpose:

The purpose of the policy is to outline Miltonvale Park's rate of pay for election officials.

Policy Statement:

The Rural Municipality of Miltonvale Park acknowledges the need for temporary staff during elections and outlines the elections fee schedule in appendix A.

Definitions:

"the Act": Means the *Municipal Government Act*.

"the Regulations": Means the *Municipal Election Regulations*.

"Election Officials": Means any persons appointed to assist in the administering of a municipal election; includes but is not limited to the municipal electoral officer, deputy-municipal electoral officer, returning officers, deputy returning officers, poll clerks and election clerks.

"Municipal Electoral Officer": A municipal electoral officer shall exercise general direction and supervision of the administration and conduct of the election. The municipal electoral officer shall ensure fairness, impartiality and compliance by election officials with the Act, and perform their duties in accordance with the regulations and any election bylaw; and issue to election officials the instructions that are necessary to ensure the effective execution of Part 3 of the Act, the Regulations and any election bylaw.

"Deputy Municipal Electoral Officer": A deputy electoral officer may perform all the duties of an election clerk or a poll clerk as described in the Regulations, and if there is no election clerk or poll clerk appointed, the deputy municipal electoral officer shall perform those duties.

"Returning Officer": Shall be delegated the responsibility for administering the electoral process in the municipality as well as conducting the ballot count, and shall be responsible for election materials and

supplies received, and shall prevent any unauthorized person from having access to them; amongst other duties described in the Regulations.

“Poll Clerk”: Shall amongst other duties described in the Regulations, be delegated the responsibility of administering the official list of electors.

“Election Clerk”: May assist the returning officer in the performance of their duties as described in the Regulations.

Scope:

This policy applies to paid election officials only, it does not include regular municipal staff or volunteers – unless otherwise noted.

Responsibilities:

The Chief Administrative Officer and the Municipal Electoral Officer is responsible for upholding this policy.

Guidelines and Procedures:

Council shall appoint both the municipal electoral officer, and the deputy municipal electoral officer by resolution, on or before the second Monday in May of each election year; or as required in the case of a byelection.

The municipal electoral officer shall appoint the returning officer in writing, as required, before the election.

The returning officer shall appoint any other election officials such as poll or election clerks, required to run the election in writing; these officials must be appointed by the 14th day before the election.

The returning officer, and all other officials appointed by the returning officer, shall sign a declaration that they shall faithfully and impartially perform their duties in the administration of the election, upon their appointment.

Prior to the appointment of any election official, they will be made aware of the fee schedule and the rate of pay they are eligible for by the appointer.

Policy Review:

The policy is subject to change and should be reviewed at least every four years, prior to the general municipal election.

Municipal Election Officials Fee Policy
Appendix A: Fee Schedule for Municipal Election Officials

Officials' Fee Schedule

Municipal Electoral Officer Minimum wage + \$7 an hour
Deputy Municipal Electoral Officer Minimum wage + \$4 an hour
Returning Officer Minimum wage + \$3 an hour
Poll Clerk Minimum wage + \$2 an hour
Election Clerk Minimum wage + \$1 an hour

Training -will be paid at an hourly rate, with a minimum of three hours pay per session.

Travel Rates The Chief Administrative Officer will authorize and reimburse all travel for election officials at the current municipal rate per kilometre, for travel for training or to otherwise perform duties required for the municipal elections.

Travel will not be paid to election officials to work at the polls.

Meal Rates The Chief Administrative Officer will authorize all reimbursement for the meals of election officials at the municipal rates for training sessions or working at the polls, for sessions over five hours in length, if meals are not provided.

APPENDIX B

15-Apr-26 2026-2027

Miltonvale Park -5 Year Capital Plan

Approved April 15, 2026

Asset	Project Name	Description of Project	Anticipated Year	Estimated Cost	Sources of Funding
EMO Communication	EMO Communication	Communication system	2026	\$ 27,500	RGI -Emergency Center
Community Park	Gazebo	Sunshade	2026	\$ 14,960	CIP -CBBF
3D Printer		3D Printer	2026	\$ 1,500	Reserves
Community Park	Park Energy Systems	Solar panels, propane tank, stove, water heater	2026	\$ 35,000	CCBF -\$32620.50
Park lot -Strathrae	Strath-Rae lot	landscape, construct gazebo, sign, iron fence, install benches	2026	\$ 7,000	CCBF (need new project)
Computer	New Office Computer	Replace current computer	2026	\$ 2,500	reserves
AT -Confederation Trail -benches, bike repair		bike repair stations , benches, bike racks -3 each	2026	\$25,000	PEI AT Fund -45687 \$25k
ParticipACTION - Equipment		TBD-outdoor exercise? Accessible walkers for Community Park	2026	\$ 15,000	ParticipACTION Prize
Park Shelter -	Re-shingle roof	Steel roof, 24x24 shelter	2026	\$ 8,000	Reserves
Revise Official Plan/Bylaws		Annual 5 year review	2027	\$ 25,000	CCBF -MSC
Gazebos at Confed. Trail		Gazebo -North York River Road and Colville Rd.	2027	\$ 20,000	AT Fund
AT Trail		Hall- Crabbe Rd - Rte 2	2027	\$500,000	PEI AT, Federal AT, CCBF if reallocate Elevator?
Land for Future Development	Land Purchase	Add to municipal land base for future development	2027	\$200,000	Reserves
Security Cameras at Park	Security-Park		2027	\$ 5,000	CCBF (new project)
Solar field	Solar field		2028	??	FCM, Province, Partners
Elevator and Office - Milton Community Hall		Add an elevator & Development Office to Hall	2028	\$1,500,000	??

			SUBTOTAL	\$ 886,460	Elevator & Solar field not included
POSSIBLE FUTURE IDEAS				\$ -	
Community Truck				\$ -	
EV van for transportation				\$ -	
Studies?				\$ -	
APM 2nd ice surface					

APPENDIX C

Link to Approved 2026-2027 Asset Management Plan

<https://wdf.princeedwardisland.ca/download/dms?objectId=b3d71048-829f-451c-ab40-8135a1732082&fileName=2027%20Miltonvale%20Park%20Asset%20Mgmt.pdf>