

**Rural Municipality of Miltonvale Park Council  
MINUTES**

**Milton Community Hall**

**7:00 p.m., September 17, 2025**

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

**1. CALL TO ORDER**

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

**2. DECLARATION OF CONFLICT OF INTEREST**

Councillor Taylor noted that he is married to Leone Curtis, the municipality's yoga instructor and was recently named to the board of EART – the Emergency Animal Response Team. Councillor Frizzell noted he has an application on file for subdivision and consolidation, and had applied for rezoning.

**3. APPROVAL OF AGENDA**

Motion 2025:99– Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor that **the agenda be approved as circulated**. Motion carried, 6-0.

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

**5. ADOPTION OF MINUTES - July 16 & 23, 2025**

Motion 2025:100– Moved by Councillor Spencer MacDonald, seconded by Councillor Rose Ramsay that **the minutes of the meeting on July 16, 2025, be approved as circulated**. Motion carried, 6-0.

Motion 2025:101– Moved by Councillor Leo Doucette, seconded by Councillor Andrew Frizzell that **the minutes of the Special Meeting on July 23, 2025, be approved as circulated**. Motion carried, 6-0.

**6. BUSINESS ARISING FROM THE MINUTES**

- a. It was noted that the speed limit on Sleepy Hollow Road, around the curve between Meadowvale Community and the Miltonvale Community Park is currently 40km/hr. Unfortunately, it appears that many people exceed this limit.

**7. CORRESPONDENCE**

**8.**

- a. The **Town of Borden-Carleton** is looking for volunteers throughout the week to support the **Terry Fox Run** over the Confederation Bridge on September 21. Contact Cora Lee Dunbar at [cao@borden-carleton.ca](mailto:cao@borden-carleton.ca).
- b. **FPEIM** seeks municipal input on **proposed changes to the rules and procedures for municipal elections**. The Campaign Contributions and Election Expenses Bylaw Regulations and Municipal Election Regulations fall

- under the Municipal Government Act (MGA), and the government [announced a consultation](#) on proposed amendments relating to privacy, accessibility, modernized voting, safety and fairness, and ballot-counting. The available [summary](#) and [full consultation draft](#) were online. FPEIM was seeking feedback by September 19.
- c. Women in government are invited to a [Fostering Resilience in Women Municipal Leaders](#) workshop on Saturday, September 27 in North Rustico. Topics include boundary-setting and building upstream projects. Participants can also attend an afternoon [Legal Education on Harassment](#). It will also be repeated in [Summerside](#) (Oct. 24) or [Georgetown](#) (Nov. 4). The Harassment sessions are open to everyone. The CAO is planning to attend both sessions on September 27.
  - d. PEI-based Vtanix supports municipalities with secure data protection, including automated, encrypted backups, recovery options for cyberattacks, hardware issues, or errors, compliance support for municipal and industry requirements and flexible on-premise or cloud-based or solutions. Contact [billy.ferrish@vtanix.com](mailto:billy.ferrish@vtanix.com)
  - e. **Publications** -WaterCanada, ReNew Canada (Public Sector Infrastructure)
  - f. Karen Turner forwarded the **UPEI Co-op Employer Handbook** for fall 2025 for Zach Addison's Co-op term.
  - g. The **Reception Centre Webinar** that was planned for September 18 at 6 p.m. has been rescheduled for October 1. Councillor Taylor may attend.
  - h. **2026 Census**- Statistics Canada is hiring for the census: [canada.ca/GCJobs](https://canada.ca/GCJobs).
  - i. [Adaptation in Action Funding](#) – Federation of Canadian Municipalities (FCM) provides up to \$1M for [implementation projects](#) and up to \$70k for [feasibility studies](#) to increase the implementation of equitable climate adaptation actions across Canadian municipalities. The deadline to submit a full application is October 9, 2025 for implementation projects and October 28<sup>th</sup> for feasibility studies. Council is interested in applying for a feasibility study for a possible solar field. There are concerns about the viability of Summerside's solar farm, as it was suggested the batteries and panels were failing and the manufacturer is no longer in business. Energy backup is also important, and it was suggested that hydrolyzing water and burning hydrogen be investigated.
  - j. **2025/2026 Anti-Racism Grants | Government of Prince Edward Island** – This program supports projects that advance anti-racism efforts and benefit racialized and Indigenous communities across Prince Edward Island. Projects must promote anti-racism education and awareness, foster community support and capacity-building, or improve organizational governance addressing racism. The deadline to apply is October 17, 2025. [antiracismtable@gov.pe.ca](mailto:antiracismtable@gov.pe.ca)
  - k. **2025 Labour and Employment Seminar**– Co-op student Zachary Addison attended this September 15, 2025, workshop that was hosted by Stewart McKelvey.
  - l. The Federation of PEI Municipalities (FPEIM) [Semi-Annual Meeting](#) takes place on Saturday, October 18, in Eastern Kings, and includes an optional tour of the [Eastern Kings Wind Farm](#). The registration fee is \$100 + HST. Mayor Parker, Councillor Ramsay, and the CAO are interested in attending.

Motion 2025:102– Moved by Councillor Spencer MacDonld, seconded by Councillor Jamie Talyor **that up to four representatives of Miltonvale Park be authorized to attend the FPEIM Semi-Annual Meeting.** Motion carried, 6-0.

- m. The PEI government has launched public engagement on land until October 17, regarding how it is used, protected, and developed across the Island. Islanders are invited to provide input on topics including housing, climate change, coastal protection, farmland preservation, and community infrastructure, through an online survey, pop-up events, sounding boards with QR codes, and in-person workshops, including one on September 23 at 6:30 in Charlottetown. For more details, visit PEILandUse.ca. It is believed this could have an impact on the Special Planning Area Regulations, and Councillors were encouraged to participate.
- n. **Provincial Funding Programs**
  - i. LIVE WELL PEI Wellness Grant Program – has a deadline of September 16, for a letter of intent. A resident suggested more gardens, raised beds, fruit trees, blueberries, and blackberries. Ryan Ritskes is planning to work on an application, likely on behalf of the Milton Community Hall.
  - ii. Gender, Equity, Diversity, Inclusion, & Community Enhancement Program has a deadline of September 24, 2025.
- o. **Federal Funding Programs**

The following federal funding programs have upcoming deadlines.

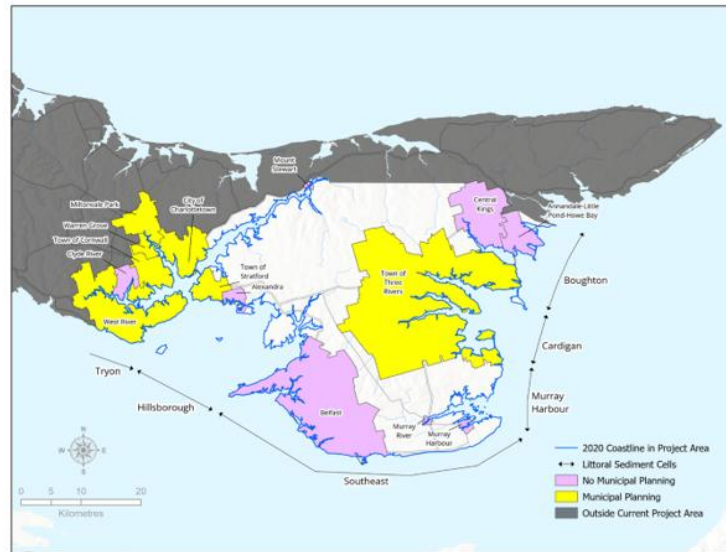
  - i. New Horizons for Seniors Program - September 17 - An application was made for a project called “Always Time for Something New.”
  - ii. Local Food Infrastructure Fund - September 19, 2025. This is for a minimum of \$25,000, and larger than the municipality needs at this time.
  - iii. Cyber Security Cooperation Program - September 25, 2025.
  - iv. Multiculturalism and Anti-Racism Program, Anti-Hate Call – October 22, 2025.
- p. **Green Municipal Fund Programs**
  - i. Climate-Ready Plans and Processes – September 16, 2025.
  - ii. Growing Canada's Community Canopies – September 18, 2025.
  - iii. Adaptation in Action: Implementation Projects – October 9, 2025
  - iv. Safe and Active School Routes - October 17, 2025.
  - v. Adaptation in Action: Feasibility Study – October 28, 2025. This would be applicable to the potential Solar Field project.
- q. **Admin Support Initiative** – The Community Sector Network invites FPEIM member municipalities to apply for its shared admin support initiative. Participants can request admin support for a specified number of hours per week at a subsidized rate of \$25. The network manages the entire hiring process and covers mandatory employment-related costs. The program aims to help expand capacity without the overhead of managing a new hire. Apply by September 30 by emailing Haley Ha at hha@csnpei.com.
- r. **PEI Wildlife Conservation Fund**

The PEI Wildlife Conservation Fund supports projects that benefit wildlife in PEI. Projects should focus on habitat restoration/enhancement, education, natural areas, research/monitoring, or other value for wildlife. Applications are due by September 30, 2025.

- s. **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. There is a [PEI launch webinar](#). It is administered by the [Canadian Urban Institute](#) and funded by the Government of Canada, and could assist with the Solar Field project.
- t. The **Municipal Infrastructure Fund (MIF)** helps promote housing in municipalities in rural areas by offsetting the cost of extending municipal central water/wastewater services, public roads, and sidewalks. Projects must be located in municipalities that 1) have existing municipal central water and/or wastewater services and 2) are not cities or capital-area towns. Recipients may also be eligible for the PEI [Subdivision Development Financing Program](#). Miltonvale Park is not eligible for the MIF.
- u. Fall/Winter 2025 [Atlantic Municipal Magazine](#) highlights the Rural Municipality of Victoria's strategic planning, the challenges of funding recreation facilities, the cooperative work of the Atlantic municipal associations, and other local municipal stories.
- v. The deadline for nominations for the **Municipal Achievement Award** is 4 p.m. on September 17, 2025, and recognizes a municipality that has demonstrated an outstanding commitment to improving the life of its residents, please send in a nomination. Miltonvale Park has been very active recently, and did submit a nomination.
- w. **"Understanding the Fire Code"** This 6-part webinar series is designed for municipal leaders, inspectors, and safety professionals who want straightforward, practical guidance on fire code compliance. Each session breaks down complex requirements into clear steps to help you safeguard your community. [Fire Protection Equipment](#), [Special Fire Protection Equipment and Commercial Kitchens](#), [Storage, Flammable Liquids, and Compressed Gas](#)
- x. The [PEI Coalition for Women's Leadership](#) is hosting a Fireside Chat on October 9<sup>th</sup> and Women's History Month events, including Protecting WAGE (Women and Gender Equality Canada); and Newcomer Civic Education Workshops.
- y. Municipalities were asked to publicize the **school board elections** on October 17. Residents can shape the future of the public education system by electing new or returning trustees to serve on the [Public Schools Branch](#) and [la Commission scolaire de langue française](#)'s respective boards to provide oversight in the delivery of public education across PEI. The nomination period ends September 26 at 2 p.m. Voters can register to vote online until October 17 at 11 a.m., and by mailin ballot until Sept. 28. Online voting is from October 3-17 at 12 p.m. More information is at [Elections PEI](#).
- z. GMF's [Climate-Ready Plans and Processes funding](#) allows communities to develop or update climate risk assessments or adaptation plans. With up to \$140,000 available per project, municipalities can kickstart critical planning work and build a solid foundation for future investments. Deadline September 16, 2025.
- aa. FCM's [Adaptation in Action: Feasibility Studies](#) fund supports studies up to \$70,000 that assess the viability of climate adaptation projects—helping communities refine scope, evaluate cost-effectiveness and reduce risk. The deadline is October 28, 2025.

- bb. Municipal Affairs Newsletter - [Lunch and Learn Municipal Elections Webinar](#)  
Election Bylaw Updating
  - i. Municipal Elections: **Resignations** - If a council member resigns after November 2, 2025, the municipality has the option to leave the position vacant until the next general municipal election November 2, 2026. *MGA s. 60(3)*.
  - ii. All **council vacancies** need to be reported to Municipal Affairs within 10 days. *Election Regulations 5(1.1)*
  - iii. Municipal Affairs has a specialized **Municipal Election Website** <http://peimunicipalelections.ca/>
  - iv. The **draft changes** to the regulations can be found [online](#), and comments can be submitted to [municipalaffairs@gov.pe.ca](mailto:municipalaffairs@gov.pe.ca) by September 22, 2025.

cc. **Shoreline Management Plans** - Shoreline Management Plans (SMPs) are being prepared for the southeast portion of PEI, extending from West River to Boughton, as well on Lennox Island. SMPs are focused areas that are located along the shoreline and include



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on

municipalities with shorelines in the study area. There are several ways to participate. The nearest **Public Open House Session** is Tuesday, September 23, 2025, 4-7 pm at the Cornwall Town Hall Meeting Room. There are other late afternoon sessions on September 24 at Plough the Waves Hall and September 25 at the Cavendish Wellness Centre, Montague. There is a **Stakeholder Session** for municipalities on Friday, October 3, 2025 from 1-4 p.m. at Cornwall Town Hall.

CBCL Engineering and the We6 Planning Group will share information on shoreline management planning and this project. SMPs are used to help residents and public officials make informed decisions about development along shorelines or coasts, showing where different types of adaptation work best. It is an approach that looks at the system as a whole and then applies it to the local scale. Shoreline management plans help to support local municipal and community resilience using approaches that can evolve over time, as conditions change.

- dd. **Climate Adaptation** CLIMAtlantic is offering its free, tailored services to communities seeking to adapt to climate change, and can help municipalities get started, understand risks, vulnerabilities, and the options available to address them, learn how adapting to climate change connect to community services, and connect to others working on adaptation

- locally. Contact their [help desk](#), or [website](#) and how learn about adaptation ([video](#)).
- ee. [Canadian Centre for Safer Communities](#) [Canadian Centre for Safer Communities](#) (CCFSC) is organizing an annual conference, [Stronger Together: Connect and Collaborate for Safer Communities](#), November 4-6, 2025, in Halifax. They invite Canadians to engage in a critical conversation about the challenges posed by social polarization. Contact [vicky@ccfsc-cccs.ca](mailto:vicky@ccfsc-cccs.ca).
  - ff. [Government of Canada launches Cyber Security Cooperation Program 2025 - Canada.ca](#) - Municipalities are eligible to apply for funding relating to cyber security projects.
  - gg. [Ship and Rail Compensation Canada](#)
  - hh. [Social Purpose Real Estate \(SPRE\) National Accelerator](#)
  - ii. [Cleantech Survey](#) - Cleantech is any process, product, or service that reduces negative environmental impacts through significant energy efficiency improvements, the sustainable use of resources, or environmental protection activities. The survey aims to gather information about cleantech companies, businesses that have expanded their products or services into cleantech, the industries involved, and the size of the workforce in this sector. To participate in the survey, visit [Cleantech Profile Survey](#).
  - jj. [Canada's Climate Toolkit](#) - Housing, Infrastructure and Communities Canada (HICC) is committed to helping municipalities build climate-resilient, low-carbon homes and infrastructure. The Toolkit offers free, open-access tools and services. Twelve PEI municipalities are early adopters of the Climate Toolkit service. Contact the [Climate Help Desk](#) to get direct support for your questions. Dedicated professionals will provide advice, best practices, specialized tools, and resources tailored to your needs and the climate requirements of HICC funding programs. Explore [ClimateInsight.ca](#) to find tailored housing and infrastructure options, and access tools and maps to implement climate-informed projects. Reach out to the [Roster of Climate and Infrastructure experts](#) to be matched with specialists who will provide technical support tailored to your region, helping strengthen your project's resilience and reduce its carbon footprint. Visit the [Climate Toolkit for Housing and Infrastructure website](#).
  - kk. [Canadian Housing Infrastructure Fund \(CHIF\)](#)
  - ll. [Holland College | Board Member Training](#) has re-launched with courses on Board Composition, Boardroom Etiquette, Fiduciary Responsibility & Financial, Human Resource Fundamentals and Succession Planning, Leadership Fundamentals, Communications, Conflict Resolution, Funding Procurement and Grant Writing, and Community Engagement. The cost is \$249 + HST and can be completed at your own pace, within eight weeks of viewing.
  - mm. [Supports for Housing Development](#) are available through the [Municipal Infrastructure Fund](#) and a [Subdivision Development Financing Program](#). For more information visit: [Supports for Housing Developers](#)
  - nn. [Update - Association of Municipal Administrators PEI](#) is hosting their Semi-Annual Meeting and workshop on Friday, October 24, 2025 at Murray Harbour Community Centre from 9-2:30. Contact [amapeiinc@gmail.com](mailto:amapeiinc@gmail.com). CAO Shari MacDonald has been asked to be the MC for the meeting.
  - oo. The [Grants-in-Lieu of Property Taxes Program](#) can provide limited financial support for approved non-profit organizations, community groups, or

- municipalities that are providing specified services in the community by forgiving (crediting) non-commercial provincial property taxes.
- pp. **PEI's Most Active Community** - In their September newsletter, FPEIM congratulated the [Rural Municipality of Miltonvale Park](#), on being named PEI's Most Active Community in the 2025 [ParticipACTION Community Challenge!](#)
  - rr. GoPEI held a **Field Leaders Hiking course** on September 13 & 14th in Strathgartney.
  - ss. The CCBF **Municipal Strategic Component (MSC)** stream is accepting applications until October 3<sup>rd</sup>, 2025. First priority projects are Water, Wastewater, and projects that demonstrate that they will help alleviate housing related infrastructure pressures. Second priority projects are all other CCBF category projects.
  - tt. **Notional Gas Tax** – The deadline for regular Direct and Notional Allocation applications is Friday, October 10, 2025. The next Project Review Committee Meeting for project approvals is in December. Council had decided to allocate the remainder of the Notional Gas tax, approximately \$150,000 to the Hall Elevator Project, but could prepare a Capital Investment Plan (CIP) for a new project, if desired.
  - uu. **Municipal Capital Expenditure Grant** has been extended until March 31, 2027 and requires an amendment to the agreement to be signed. It was suggested funds could be used to remove tree stumps from the park.
  - vv. **Designing the 2025 (and Beyond) Employee Experience** - MC Advisory hosted a free webinar on September 17 at 9 a.m. to help municipalities understand your Employee Value Proposition (EVP) in a municipal context, align your EVP with evolving public-sector employee expectations — including flexibility, inclusion, civic pride, and well-being, and take practical steps to action and elevate your EVP for future workforce needs
  - ww. Municipal Affairs returned the signed copy of the **Municipal Funding Agreement**, which includes the payment of \$15,000 for the Rural Municipal Grant and the Planning Tax Credit Grant of \$1,700, totaling \$16,700.
  - xx. Immigration, Refugees and Citizenship Canada shared a [Welcoming Toolkit](#), to support local efforts that celebrate and strengthen welcoming activities in communities across the country. Their [economic profiles page](#), provides insights into the [impact of immigration on local economies](#) across Canada. They encouraged events be held during [Welcoming Week](#), September 12 to 21, and be registered on the [Welcoming Week event map](#).
  - yy. The University of Toronto's Infrastructure Institute, in partnership with the *Community Housing Transformation Centre* and *United Way Greater Toronto*, launched the [Social Purpose Real Estate \(SPRE\) National Accelerator](#). This initiative is an expansion of University of Toronto's current program [Groundwork: SPRE Accelerator](#).
  - zz. **Asset Management Course** - September 15<sup>th</sup> is the start of the second cohort of the subsidized [Professional Certification in Asset Management Planning course](#). The cost is \$245/person + GST, which has been subsidized by FCM's Green Municipal Fund.
  - aaa. Free **Zero-Emission Vehicle (ZEV) Awareness Training** is now available through SkillsPass. It helps trucking industry professionals gain foundational knowledge about ZEVs and their growing role in commercial transportation. <https://zevaware.com/>

- bbb. The **Recreation PEI AGM** was held on Tuesday August 26, 2025, in Summerside.
- ccc. **PEI Federation of Labour** asked for signatures on a letter regarding seasonal workers not getting enough hours for unemployment insurance.
- ddd. **FPEIM** requested information on the following:
  - i. Renting space in Municipal Buildings
  - ii. Pool Bylaws
  - iii. Security Systems in Municipal Buildings
  - iv. Gift Amounts and Policies
  - v. CAO Vacation and Leave Procedures and Plans
  - vi. Teleconferencing Capacity
- eee. NBCC -The online [Fundamentals of Records and Information Management program](#) is open for registrations
- fff. **UPSTREAM project: Upskilling Prevention by Strengthening Readiness, Engagement and Multisectorality** - Public Safety Canada's Community Resilience Fund was looking for ten pilot sites across Canada, enhancing social cohesion, safety, and inclusion. The deadline was Aug 4.
- ggg. The Province of Prince Edward Island has recently updated the [princeedwardisland.ca](http://princeedwardisland.ca) website.

## 8. REPORTS FROM STANDING AND AD HOC COMMITTEES

### 1. Environment and Community Living

- a. **Cornwall and Area Watershed Group (CAWG)** – The watershed group was busy in the Miltonvale Park area in the last six weeks. They installed natural deflectors by the Milton Bridge to improve fish habitat by creating a deeper channel and faster water flow. They worked near the Confederation Trail on the Loyalist Road as the culvert was 18-23 inches higher than the water. They built some channels to backfill the culvert so fish could pass. CAWG did a fish count and found some salmon in the North River. Smelt and trout counts have increased. There are photos on their website - <https://cawgpei.com/>. CAWG is collecting native wildflower seeds and may plant a native wildflower seed bed and seed collection garden, and hold workshops. This is completely funded by an organization.

Motion 2025:103– Moved by Councillor Spencer MacDonld, seconded by Councillor Andrew Frizzell **Miltonvale Park support moving forward with a potential Cornwall and Area Watershed Group's Flower Bed Project.** Motion carried, 6-0.

- b. **Canada Day** -The final report was submitted to the funders on September 14, before the October 1, 2025, deadline
- c. **Activities**
  - i. Yoga is being held on Tuesdays at 7:55 a.m. on the mat and at 9:10 for chair yoga.
  - ii. Exercise with Michele Gallant takes place on Mondays and Wednesdays at 9 a.m. for \$6, and classes with online videos are followed on Fridays at 9 a.m. for \$1.
- d. The **Garden** is distributing produce
  - 1. Two preserving workshops were held with two more scheduled, through the Community Food Security Grant.

2. The Garden Club met on September 9, and did Garden Journaling with Gloria Wooldridge. August's Garden Club was cancelled due to the provincial by-election.
3. Jeff Taylor brought a beehive to the garden for most of the summer, and removed it on September 13, 2025. He plans to give the honey back to the municipality to distribute, and is happy to place a hive at the garden next summer, if possible.
4. Councillor Taylor moved the large compost piles at the front to the rear of the garden.

Motion 2025:104– Moved by Councillor Spencer MacDonald, seconded by Councillor Rose Ramsay that **Jeff Taylor and partner receive a \$100 gas card in recognition of their contribution of the beehive and associated trips to the Community Garden this summer.**  
Motion carried, 6-0.

- e. **PEI Seniors Secretariat Funding** - The 2025-26 grant was approved for \$2750 “Art, Heart, and Depart...on a Bus Tour”. About 50 seniors attended the bus tour on August 11 to the Butterfly House and Gardens of Hope, Green Gables, Avonlea Village for Lunch, Kier Memorial Museum, Indian River Church and Schurman Farms Greenhouse. It was much enjoyed.
- f. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** Movies are continuing on most Sundays. A Dumpling Making Party was held on July 23, and a Drum Circle with Elder Thirley Levi and her group was on Wednesday, September 3, and was very much enjoyed by participants, and had great energy. There will be a second drum circle, tentatively on Wednesday, October 8. A Welcome Supper is planned for Tuesday, October 7, for newer residents to meet established ones.
- g. **Chat and GBT – (NHS 2025-26)** – A Supper Club, in which 75 seniors were fed was held on September 12, with excellent entertainment provided by musician Tony Quinn. Margaret Prouse presented a zucchini cooking session on August 5, with presentations for Potatoes planned for September 23 and Apples on October 21. The next Supper Club is planned for October 23.
- h. **Halloween** – Since 2019, Council has held a Drive Thru Treat event on the Saturday before Halloween, which would be October 25. Council could host another Drive Thru, or consider bingo, Halloween movie or other event. There are possibly 30-40 pumpkins in garden. The Hall may hold a scarecrow making event, and the Chat and GBT project is supposed to plan a pumpkin carving event. Council wished to continue with the Drive Thru treat event.
- i. **ParticipACTION Grant** -Miltonvale Park was announced as the winner of the \$15,000 provincial prize for the Most Active Community and held a Party at the Park on August 26 to celebrate. There were about 35 in attendance for the corn boil, inflatable obstacle course, and line dancing. ParticipACTION asked the municipality to write letters to Federal politicians to support their funding in the next budget. Responses were received from the Prime Minister's Office and from the Honourable François-Philippe Champagne, P.C., M.P., Minister of Finance and National Revenue.
- j. **Park**
  - i. **Park Shelter Use** – There have been eight bookings for the park. In September, The Open Bible Baptist Church used it on the 6<sup>th</sup>, resident Melissa Howard had a birthday party on September 20, and on

September 27, Manoj Thomas rented it for a church youth group event. In August, there were bookings by residents Kevin and Karen Fraser, the Church of Jesus Christ of Latter-Day Saints, Sudhin Kal, the MacRae family for Pickleball, and a Pickleball tournament on August 17. There are staff costs involved in rentals, especially after the summer students have finished, and it may be time to review the fees.

- ii. **#UnitedWePlay** signs were delivered over the summer, but still need to be installed.
- iii. Several special **events** were held at park over the summer by the students. The tie-dyed t-shirts were the most popular.
- iv. **Garden** – The garden at the park, under the care of the summer students, was not very successful.
- v. Someone was using the park to **teach pickleball**. Charlottetown has a policy in place for their tennis courts that also applies to their pickleball courts. Instructors or coaches are expected to pay a fee of \$5 per hour to book the courts and must have a Memorandum of Understanding (MOU) with the City in order to offer lessons. It can be challenging to enforce, as individuals often claim they aren't charging for lessons, and without staff consistently on-site, it can be difficult to monitor. When staff are present, if there's no visible exchange of money, it can also be challenging to address. Charlottetown shared their MOU from 2021.

*MEMORANDUM OF UNDERSTANDING BETWEEN:*

*CITY OF CHARLOTTETOWN, a municipal corporation (hereinafter called "The City")*

*AND*

*TENNIS COACH, conducting private lessons for free or a fee (hereinafter called "The Coach")*

*WITHOUT PREDUDICE*

*THE PARTIES agree as follows:*

*Effective the date of this agreement, the parties agree that all coaching deemed to be of personal / private nature will be governed by the following:*

- *This agreement is for personal / private coaching only.*
- *Agreement dates are July 29, 2021 – December 31, 2021.*
- *The parties shall adhere to the following rules:*
  - *All coaches must be registered with the City of Charlottetown Parks and Recreation Department. (VIA BookKing and signed MOU)*
  - *All coaches must provide proof of personal liability insurance (minimum of one million dollar liability) before conducting any further lessons on the Victoria Park Tennis Courts*
  - *Coaching lessons (when possible) should only take place between the hours of 12:00 – 4:00pm.*
  - *Private lessons must be registered under the name of the coach and not the individual player.*
  - *Coaches are not permitted to conduct back-to-back lessons if others are waiting.*
  - *All courts bookings will be approved by City staff.*
  - *All court bookings must be recorded on the City's BookKing software. A username and the ability to create a unique password will be provided upon registration.*

- *When a court supervisor is present coaches should check in with that person to ensure their time is booked on the courts. (Times can be subject to change)*
- Monday to Friday: 8:30am – 12:30pm and 4:30 – 9pm*  
*Saturday to Sunday: 8:30am – 12:00pm and 4:30 – 9pm*
- *All private lessons are subject to a court fee of \$5/hr per court plus HST.*
  - *Invoicing for court usage will be emailed to the individual coaches at the end of each month.*
  - *The exchange of funds (if applicable) is not permitted to take place within Victoria Park.*
  - *If a coach is deemed to have not followed any of the above rules, they will forfeit their right to conduct personal / private lessons on the courts at Victoria Park.*

*DATE AT CHARLOTTETOWN, PRINCE EDWARD ISLAND, this \_\_\_\_\_ day of July, 202\_.*  
*SIGNED, SEALED AND DELIVERED City of Charlottetown*  
*In the presence of Witness*  
*SIGNED, SEALED AND DELIVERED Tennis Coach*  
*In the presence of Witness*

Council discussed the MOU and suggested it could be adapted for use in Miltonvale Park.

- vi. **Playground inspection** – The municipality put more gravel under big slide. The students were supposed to work on the deficiencies over the summer; however, not much progress was made. There are some bolts which still need to be sheared, and weeds removed to extend the exclusion zone around equipment. There needs to be an exclusion zone created around the smallest plastic slide, and gaps fixed by the slide on the new playground structure. There are some S hooks that need tightening. It is believed the D bolts were replaced. The bouncy frog either needs a handle or to be removed. The Mayor thought the frog’s handle was in the shelter, although the students were unable to find it throughout the summer.
- vii. **Generator** – The generator has not yet been moved to, or installed at the park.
- viii. **Miltonvale Community Park Pickleball Court Policy -DRAFT**

**Purpose**

*The purpose of this policy is to provide fair and organized access to the pickleball courts located at Milton Community Park, ensuring that courts are available for both casual users and organized play.*

**Court Access**

- **Open Hours:** *Courts are open daily from dusk till dawn.*
- **General Use:** *Courts are available on a first-come, first-served basis unless a valid reservation has been made.*
- **Time Limit:** *court use is limited to 1 hour per group if others are waiting.*  
**Group Size:** *Courts are intended for groups of 2 to 4 players per court. Larger organized play must reserve courts in advance.*

- The **Basketball court** may be used as a pickleball court if no basketball players are on the court at the time of arrival. Basketball players do not fall into the time limit rule for other pickleball players. The Basketball court can be reserved for pickleball in advance.
- The Miltonvale Pickleball Club has the ability to reserve time slots for group play, and to require that those who play at that time pay a fee to the Club, and belong to Pickleball Canada.

### Reservations

- **Who May Reserve:** Residents, community groups, and local organizations may reserve courts through Miltonvale Park for large group play and special events.  
**How to Reserve:** Contact Miltonvale Park through [admin@miltonvalepark.com](mailto:admin@miltonvalepark.com) or at 902 368-3090  
**Advance Booking:** Courts may be reserved up to 7 days in advance.

### Code of Conduct

- Respect all players, staff, and court rules.
- Use appropriate footwear and equipment.
- No food, glass containers, or alcohol on the courts.
- Music and amplified sound must be kept at a reasonable level.
- **No coaching or private lessons without prior approval.**
- Clean up after use—leave no trash or equipment behind.

### Enforcement & Violations

- Repeated violations of court rules or abusive behavior may result in temporary or permanent suspension of court access.
- Emergencies or maintenance may cause courts to close without notice.

Contact Information: For reservations, maintenance issues, or general questions, contact:

**Miltonvale Park CAO** Phone: 902 368-3090

Email: [admin@miltonvalepark.com](mailto:admin@miltonvalepark.com) Website: [www.miltonvalepark.com](http://www.miltonvalepark.com)

Council reviewed the draft policy and the MOU and suggested that times could be booked no more than three days in advance, and for no more than two hours at a time. The municipality would need to see proof of insurance. Times could not be booked during the regular pickleball times, and the cost to an instructor would be \$10/hour.

- ix. **First Aid** – The CAO had asked the park students to check the first aid kit, and report what items were required to be purchased. There were some deficiencies, so the CAO purchased a new larger kit, which is currently at the hall. She intends to purchase a few items that should be included, such as slings and ice packs, and additional band aids and ensure that there are adequate kits at the park and the office. It was suggested that Council budget to install an AED (Defibrillator) at the park next year.
- x. **Park** -The park students reported two incidents of a lady driving through the park to take her dogs to the dog park. The CAO made a Facebook post to discourage this behavior and was interviewed by CBC Radio. The students spoke to the woman the first time and her rationale was

that there were other dogs on leashes in the parking lot and her dogs were “going crazy” so she didn’t want to let them out in the parking lot. The park heat pump should be left on at a low temperature for the winter, although the water should still be drained over the winter. Joanie MacKinnon suggested Council consider a rule to keep dogs off the ballfield, to keep the field cleaner.

xi. **Garbage**

Motion 2025:105– Moved by Councillor Spencer MacDonald, seconded by Councillor Rose Ramsay that **Joanie MacKinnon be paid \$500 for garbage collection at the park throughout the season.** Motion carried, 6-0.

- k. **Strathrae Park** – The municipality needs to move some of the soil from property adjacent to the new park to allow for the installation of the fence, and has permission from Arnold MacRae to do so. Spruce Grove will install the fence. The CAO is waiting for a price from DNS Grasscutting to move the soil. Council discussed remediation of the area along the road that was dug up by the developer after it was seeded and the decided to leave it until spring. Mr. MacRae has also said Council can take as much topsoil as is required from the large pile at the top of the subdivision. Council will also delay installing the gazebo until next year. Spruce Grove are going to plant the remaining Norway Spruce at the new park land, as they have planted some near the entrance to the new subdivision.
- l. **Enabling Accessibility Fund-**
  - i. The amended agreement was approved and signed, and now includes two accessible picnic tables, paving of the parking lot, trail and a path to the washroom, lighting, tree removal, five raised beds and a drum set. The deadline to have the project completed is December 15, 2025 and the final report is due 15 days later.
    - a. Lights - R Cudmore Electric has installed the wiring and bases, and are waiting for the lights to arrive.
    - b. The tree trimming was completed, and the path and parking lot were prepped for paving on September 11 and 12.
    - c. The picnic tables need to be ordered.
    - d. The CAO is getting the drums re-priced, as 30 days had passed before the contract was finalized, and will be ordered as soon as possible. Kevin MacLeod would complete the install for under \$2000.
- m. **Canada Community Building Fund** – The heat pump was installed in early July, and the application was submitted for a refund through EfficiencyPEI. The propane items need to be purchased and installed.
- n. **Speed Signs** – Three ATS Speed Sentry Signs have arrived and are at the hall, waiting for the Province to install them on the Sleepy Hollow, Colville and Rustico Roads. Councillor Taylor has been in communication with Jeff Sampson with Transportation.
- o. **Active Transportation** – The contract has been received for the grant of \$25,000. The application had asked for approximately \$47,000 for a propane incinerator toilet, benches, bike stands and bike repair stations; however, the contract does not include the washroom. The CAO spoke to Ruth Delong with a trail organization. She thought some type of washroom would be a great

addition. Compostable toilets cost about \$60,000. Trails have put accessible portapotties, with wooden screening, at some places along the Confederation Trail, but they require regular pumping (weekly during the season, and monthly in the off-season). The municipality could ask Trails/Province if they would cover the cost for pumping, if they were planning to install a washroom. Ms. Delong is planning to have mulch placed around the trees that were planted at the rest stop to protect them from the whipper snipper. The family of the late John Gillespie of the Crabbe Road put a memorial wooden bench with a plaque in the park area at the North York River Road.

- p. **New Horizons for Seniors** – The CAO submitted an application this afternoon for *Always Time for Something New*, requesting \$15,505. The project includes the purchase of exercise equipment (yoga mats, lightweight weights, balls and exercise bands), three Tech Talks, six Supper Club, seven food workshops and presentations, six Tai Chi classes, three Lunch & 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.
- q. **Solar Light Field** – The CAO has had discussions with the province regarding this potential project and will apply for funding for a feasibility study through the Province and FCM, as well as for assistance through the CRIS program, which requires the project be owned or managed by the municipality. Barry O'Brien, with the PEI Energy Corporation suggested any feasibility study be broadened to consider alternate types of energy production (solar, wind, biomass) and other potential sites in the municipality, as well as the impacts of a potentially contaminated site. A study might cost \$30,000-60,000.

Motion 2025:106– Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald that **Miltonvale Park move forward with a feasibility study to be the owner operator of a solar or other energy producing project.** Motion carried, 6-0.

- r. **100 Radon Test Kit Challenge** – The municipality will have 100 radon test kits available in late October. There will be a hybrid information session on Zoom, with an in-person meeting at the Milton Hall on Thursday, October 30 at 7 p.m. All participants in the program are invited to attend. There will be a Regional Radiation Specialist from Health Canada, a representative from Take Action on Radon, and someone from Miltonvale Park to answer any specific local questions. Distribution of the radon test kits can start after the Information Session, until Friday Nov. 7. The collection week will be February 16 - February 20, 2026.
- s. Miltonvale Park is entered in the **Rural Beautification Society Community Spirit Award**, and promoted the online voting until the September 15<sup>th</sup> deadline.
- t. **FPEIM 'PACE in a Box'** - FPEIM is working to develop a turnkey service that will enable FPEIM members to offer a Property Assessed Clean Energy (PACE) program to their residents. PACE programs allow homeowners to access financing for energy upgrades — such as heat pumps, insulation, and solar panels, with no upfront costs. Financing repayments are tied to property taxes, making the loan transferable if the property is sold. This model reduces financial barriers for homeowners and encourages long-term investments in energy efficiency. Council submitted a letter of support for their proposal.

FPEIM shared presentation slides with municipalities, as well as the Switch Programs Impact Report 2024, which included Stratford and Charlottetown.

## 2. Emergency Measures

- a. **Emergency Shelter kits**– The new kits are stored in the hall’s basement.
- b. **Generator at park** – The generator is still located at the hall. The CAO will work on having it moved to the park.
- c. **Reception Center Webinar** – The CAO was signed up for webinar on September 18; however, is not available for the rescheduled October 1 date.
- d. **Wildfire Community Preparedness Day Funding** –The magnets have arrived and are being distributed at Council and community events.
- e. **Fire Index Daily updates**- PEI EMO are moving to weekly, rather than daily updates, as of September 15.
- f. **CRIS Reception Centre Program for PEI**. A municipality can partner with a non-profit for the reception centre program, but must show that reception centre upgrades are part of a council plan. If a municipality is planning to upgrade or build a reception centre, they can take advantage of free expert support regarding making it climate resilient and energy efficient. This could include a site visit and analysis, and report, as well as guidance on aligning the project with funding opportunities. The deadline to register is September 30. Shower facilities and an elevator could be a potential project.

### i. Personnel Committee

- a. **Development Officer – Shared Services Agreement** --The application to province for funding for a shared Development Officer with training and supports was submitted in mid-August. The Shared Service Agreement with West River and Kingston was signed, but doesn’t come into effect until either the funding is received from Municipal Affairs or the CAOs agree to move forward.
- b. **Summer Students** – Zach Addison, Sadie Rollins and Jason Blaisdell were the summer students, with Sadie and Jason at the park. The park students were not as efficient as it was hoped they would be.
- c. **Co-op Term** – Zach Addison is assisting the CAO until mid-December as part of a UPEI Co-op work term. He is planning to work on the “to do” list and complete an audit of municipal activities as a special project.
- d. **CAO Contract** – The assistant was working on putting the details from the CAO contract into the template from the AMAPEI Human Resources workshop; however, it still needs revision by the CAO.
- e. **Skills PEI** -Ryan Ritskes’ hours are basically complete. The CAO would like to keep him on a casual part-time basis if he is willing, either until garden is done, or longer, as he has a varied and useful skill set. This could be a great opportunity to get caught up on the to do list.

Motion 2025:107– Moved by Councillor Spencer MacDonald, seconded by Councillor Andrew Frizzell that **Miltonvale Park continue to employ Ryan Ritskes on a casual part-time basis as agreed to by the CAO and Mr. Ritskes**. Motion carried, 6-0.

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

- a. **Remittance** –The next quarterly remittance is due by October 15.

- b. **Reports and Payment of Accounts** –An unreconciled financial statement was circulated. Income year-to-date includes \$133,306 of grants, \$3279 of fees and rents, and MCEG of \$16,484 for a total of \$155,070. Expenses include admin expenses of \$37,942, facilities and public property of \$12,440, fire protection of \$36,385, planning and zoning of \$6,952, community development of \$27,025, professional services and memberships of \$4752, recreation and parks of \$46,603, for total expenses of \$172,099, for a loss of \$17,029. The CAO will circulate a reconciled version electronically to Council as soon as possible.
- c. **Audit** –MRSB are finishing up the audit, which is due to the province on October 15. MRSB also want a copy of the financial information to the end of August.
- d. **Website** – Roberta MacLean from Technomedia contacted the Municipal Office after a website glitch in late August, and met with the CAO. Technomedia took over the website hosting in 2019 and it hasn't been upgraded since. Major changes are not required, although permit notification could be included on the website. To update the theme and photo galleries, include a new calendar plug-in, update the top-level main menu, modernize the layout, improve it for mobile devices and add a “permits issued” table would cost \$950, plus tax.

Motion 2025:108– Moved by Councillor Jamie Taylor, seconded by Councillor Spencer MacDonald that **Miltonvale Park contract Technomedia to update the website for a cost of \$950, plus HST.** Motion carried, 6-0.

- e. The [Fee Bylaw](#) needs updating to include a fee for the tennis and basketball court, revise the fee for park rental, and delete the pasture rental fee. Council suggested a fee of \$25 for residents for park rentals, and \$100 for non-residents, and discussed a fee for groups. A youth group with ties to the community could be \$25, which could also be the fee for any group based in the community. The CAO and Mayor could have discretion with fees.
- f. **Investment** – Investment 4310142499 has a current balance of \$104,895.32 and matures on October 21. The principal and interest will renew automatically. Current listed rates vary from 2.75% for 1 year to 3% to 18 months, and a high of 3.20% for 42 months, although rates are likely to decrease in the next month.

Motion 2025:109– Moved by Councillor Spencer MacDonald, seconded by Councillor Jamie Taylor that **Miltonvale Park renew investment for 18 months.** Motion carried, 6-0.

- 9. **REPORT FROM CAO** – The audit was held in the summer. Students were supervised, and quite a few events were held. The municipality signed up to participate in the Youth on Board program. The following reports were completed: Post-Secondary Student Program (Zachary Addison), Canada Summer Jobs (Jason Blaisdell), Jobs For Youth (Sadie Rollins), Skills PEI (Ryan Ritskes) and Canada Day. Other paperwork completed included the contract for the PEI Senior Secretariat project, the Canada’s Core Public Infrastructure Survey, 2024, the Co-op student evaluation (Zach Addison) and the New Horizons for Seniors application. The CAO attended the Women in Leadership Summer Social with Councillor Ramsay in Borden on August 28, the Green Municipal Fund: Investing in Your Community’s Future webinar, and a webinar on data mapping for communities. It was noted that the controversial concert that had its permit cancelled by Charlottetown moved to Faithworks Centre on July 24. Councillor Ramsay and the CAO put up Pride flags on her door step on Rte. 2. The office had one call checking to see

what actions protesters would be allowed to do. The EMO Disaster Recovery Application from Fiona is due by September 21. The CAO is registered for the Resilience in Women Leaders and Harassment workshops in North Rustico on September 28 and the Association of Municipal Administrators meeting on October 24.

## **9. PLANNING**

### **a. Permits Issued**

- i. **MP-25-12** was issued on 07/22/25 at 17953 Rte. 2 Springvale on PID 622571 for an Accessory Building (Storage Building).
- ii. **MP-25-13** was issued on 07/29/25 at 785 Lower Malpeque Rd. Rte. 236, Milton Station on PID 283135 to place fill on the Parcel.
- iii. **MPSD-25-002** was issued on 08/12/25 at 18157 Route 2, Springvale on PID 280768 for a Subdivision of 1 Lot.
- iv. **MP-25-14** was issued on 08/19/25 for Lot 25-1, 18157 Route 2 Springvale on PID 280768 for a Single Unit Dwelling with attached Garage
- v. **MP-25-15** was issued on 09/02/25 at Rustico Road, Rte.7, Milton Station on PID 1186758 for a Single Unit Dwelling with an attached Garage.
- vi. The preliminary approval that was issued for a lot consolidation on 17 Miller Drive PID 625210 issued on July 15, 2025 and the preliminary approval of the Province's subdivision off the Sleepy Hollow Road had not been posted on the Province's Planning Decisions website, however, have been registered, as of September 16.

### **b. Building Permits issued by Province -**

The municipality was notified that a Building Permit was issued for a house at PID 1063999, on the Rustico Road on 01-Aug-2025.

### **c. 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 #MPS 306 PID 281865 for a 1-Lot off subdivision
- v. 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 for lots other than Farm or Resource Use property, Commercial Zone, Industrial Zone. In order to consider approving the proposed increase in the size of the accessory building, the applicant has to explain the use of the remaining space in the building and the proposed addition, and how these uses are related to a Farm or Resource Property. Floor plans and photos were requested.
- vi. Application #MP 1256-PID 47872 for addition to existing single unit dwelling
- vii. Application #MP 1262-PID 597757 for moving a single unit dwelling (mini home).

### **c. Inquiry**

Daniel Waite, 17 Miller Drive, requested permission to make necessary upgrades to the electrical service on the property to bury the main electrical line to avoid its being routed through the tree, and to upgrade to 200 amps. No permission is required from the municipality.

d. **Official Plan and Bylaw Amendment**

The Province has not responded regarding whether they would approve the submitted amendment to the Future Land Use Map.

- e. **Appeals** – In light of Council’s repeal of the companion rezoning bylaw, the Appellants withdrew [Appeal LA24011](#), on Sept 12, 2025, and IRAC closed the file on the appeal.

The appellants had previously requested (October 16, 2024) that Miltonvale Park upload the full video recordings of the relevant public consultation sessions to the official IRAC appeal record. The videos are available on the municipal website, and the appellants submitted them to IRAC and had intended to provide textual content of select content.

A letter was hand delivered on September 11, by one of the appellants, who also emailed a copy, regarding the noncompliance complaint concerning re PIDs 283325, 658799, 458190, 283317, and 283309 that was received in the spring of 2024. No handwritten signatures were on the letter, which was sent on behalf of owners of three properties. The letter was circulated to Council members, except Councillor Frizzell, and stated that the municipality has a duty under the Municipal Government Act (MGA) to enforce bylaws and Development Agreements. Planning issues; however, are governed under the Planning Act, not the MGA, and the [Planning Act](#) is clear that enforcement is at the discretion of the Council. ***Enforcement (1) Any bylaw or regulation made pursuant to the powers conferred by this Act or a bylaw made under the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1, relating to planning matters may be enforced and the breach thereof may be restrained by application at the instance of the appropriate authority to the Supreme Court.*** They demanded that the Municipality take immediate action to bring the property into compliance with the original Development Agreement and current Bylaws and that they receive a written response with specific enforcement steps within 21 days of the letter or they would pursue remedies through IRAC, the Minister or through legal proceedings against the municipality.

*Councillor Frizzell left the meeting to avoid a potential conflict of interest at 8:57 p.m.*

Motion 2025:110 – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole that **as the two-hour mark of the meeting is approaching, the Council of Miltonvale Park extend the length of the Council Meeting to complete the business on the agenda.** Motion carried, 5-0.

Motion 2025:111– Moved by Councillor Paul Poole, seconded by Councillor Rose Ramsay **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, 5-0, at 8:59 p.m.

Motion 2025: 112C – Moved by Councillor Spencer MacDonald, seconded by Councillor Paul Poole **that the meeting return to an open meeting**. Motion carried, 5-0, at 9:09 p.m.

- f. **Enforcement** – The Development Officer sent a letter to the Air BnB Duplex operating in Sleepy Hollow. Star & Stable closed their store and removed the oversized sign.
- g. **Shared Services** –West River, Kingston, and Miltonvale Park are working towards a Shared Services Planning project. Kingston may be interested in a Summary Offense Bylaw, which could provide a mechanism to enforce bylaws, particularly in a situation where the contravention of the bylaw is intentional and serious. This could be developed within the project.
- h. **Webinar - Land Development Essentials: Understanding Land, Legislation & Decision-Making in Municipal Government**. The slides from the [presentation](#) are available. For more information, visit [www.bloomcme.com](http://www.bloomcme.com).

### 10. INQUIRIES BY MEMBERS OF COUNCIL

Councillor MacDonald noted that the City of Charlottetown issued an [RFP](#) to hire an experienced and qualified proponent to complete a review of the Miltonvale Wellfield Development Phase 3B Communications System Project. It was noted their Sewer and Water Utility Workers are still on strike. Miltonvale Park would like to see the date for the wellfield and water use be available online.

### 11. OTHER

**Appreciation Night** – Council booked Brian Stanton to cater an Appreciation Supper on Saturday, November 29 with chicken and beef options.

### 12. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS – There were no Bylaws to be considered.

### 13. ADJOURNMENT

Motion 2025: 113 – Moved by Councillor Spencer MacDonald that **the meeting be adjourned**, and Mayor Parker declared it so at 9:20 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
October 15, 2025  
Date approved

Next Meetings:

Regular Council Meeting- October 15 at 7 p.m. and Planning Board, if required, Oct. 2 at 7 p.m.

Committee Meetings – Planning Board – Thurs Oct 2, 7 p.m. if required