

**Rural Municipality of Miltonvale Park Council
MINUTES**

Milton Community Hall

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

Present: Mayor Hal Parker, Councillors Paul Poole, Rosemarie Ramsay, Jamie Taylor, Andrew Frizzell, Spencer MacDonald, and Leo Doucette, and CAO Shari MacDonald; Residents Goops Wooldridge and Brad (Gingher) Wooldridge

1. CALL TO ORDER

Mayor Parker called the meeting to order at 7:00 p.m. and councillors and residents were introduced.

2. DECLARATION OF CONFLICT OF INTEREST

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

3. APPROVAL OF AGENDA

Motion 2025:21 – Moved by Councillor Jamie Taylor, seconded by Councillor Rose Ramsay, that **the agenda be approved as circulated.** Motion carried, 6-0.

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

5. ADOPTION OF MINUTES

Motion 2025:22 – Moved by Councillor Jamie Taylor seconded by Councillor Rose Ramsay that **the minutes of the regular meeting of February, 19, 2025, be approved with the correction of a typo on page 7.** Motion carried, 6-0.

Motion 2025:23 – Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor that **the minutes of the Public Budget Meeting on February 26, 2025 be approved as circulated.** Motion carried, 6-0.

6. BUSINESS ARISING FROM THE MINUTES

Any business arising from February's meeting is included later in the meeting.

7. CORRESPONDENCE

- a. Immigration, Refugees and Citizenship Canada asked municipalities to recognize and celebrate **Welcoming Week** -September 12 to 21, 2025. There is a website ([welcoming places](#)) with further information.
- b. The **2025 Keys Wholesale Summer Booking Show** takes on Wednesday, April 2nd, 2025, at the Charlottetown Delta Conference Centre from 10– 4:30. The municipality and hall are signed up for 3-4 people to attend.
- c. **Stand for Canada** - Brampton Mayor, Patrick Brown, asked other Canadian Mayors for support for the [StandforCanada](#) campaign, with a Team Canada approach to trade and tariffs, to defend Canada's economic interests. Together, through collective action, local governments can remain a key pillar of strength for the future. All levels of government are asked to consider banning US-owned companies or their subsidiaries from bidding on new municipal contracts for goods and services, and to review existing contracts to

pivot to Made in Canada solutions. There is more information and a pledge at [Stand4Canada.ca](https://stand4canada.ca).

- d. An invitation was received to a panel discussion on Zoom at 1:30 on March 20 on how organizations can implement policies and strategies to combat pretendianism and descendians, where by **Identity fraud and theft** impacts the First Nations Peoples, Métis People and the Inuit. The registration fee is \$100.
- e. **Tim Duhamel**, President of Bloom Centre for Municipal Education, is available as a speaker for a Council workshop or orientation. Contact Tim.Duhamel@Bloomcme.com.
- f. **Grants for Those in Need** - A resident reached out multiple times for money to pay for a required medical exam. There is no mechanism for individual donations other than to attend out-of-province competitions. If the municipality wanted to add the ability to make grants for medical needs or emergencies, or for financial assistance it would need to amend the Grants Bylaw. Discussion at the meeting noted that it would be good to have a reserve and a mechanism to help residents in need; however, it might be difficult to evaluate someone's need. The CAO will check with other municipalities, and will check with the regulations. The current granting process and regulations require that names are publicized.
- g. **GoPEI!** shared several online training sites that are available for any community leaders who might want to improve their education regarding instruction, [Fitness New Brunswick](#), [CanFitPro](#), [FitChicks](#), and [Western University](#).
- h. **Fiscal Year 2023-2024 Municipal Capital Expenditure Grant (MCEG) Claims** - The deadline to submit claims for fiscal year 2023-24 is March 31, 2025.
- i. [EcoAction Stream 2: Freshwater Sustainability and Innovation across Canada - Canada.ca](https://ecoactionstream2.ca) is accepting applications for funding until April 10, 2025 for projects beginning in summer 2025 to achieve tangible environmental results, engage communities and organizations to improve freshwater management, and to enable sustainable outcomes and engagement following project completion.
- j. **Growers & Co.** from Quebec introduced their handcrafts, gardening, and horticultural tools [catalogue](#).
- k. The **Federation of Canadian Municipalities Newsletter** describes the benefits for rural municipalities to join, and gave information about Canoe Procurement, which has added Home Hardware Building Centers to their list of suppliers.
- l. **GEDI Program Funding Agreement 2023-2024** – The final payment of 20% (\$1,066) was received for Agreement # 4000-50-23 (0986) on February 19, 2025.
- m. The signed agreement for **GEDI 68-24** and the first funding installment for 2025 were received.
- n. The municipality received an invitation to the **UPEI Co-op Awards & Networking** event on Wednesday, March 26th at 3:00 to 4:30 pm at Don and Marion McDougall Hall, UPEI. The municipality nominated Hazel Truong for a student award, but the CAO cannot attend.
- o. MP Heath MacDonald reminded the municipality that the **Direct Delivery Stream** provides an opportunity for municipalities to apply directly to the Federal Government for **infrastructure funding**. Projects must support increased housing construction and community expansion, which could include drinking water capacity, wastewater, stormwater, sewer systems, etc. Applicants have until March 31st, 2025, to submit their applications for the [Housing, Infrastructure and Communities Canada - Canada Housing Infrastructure Fund](#) (CHIF). Planning projects are eligible if the planning is for a capital project that would otherwise be eligible under CHIF. Planning costs may include feasibility studies, housing needs assessments, risk assessments, climate assessments, engineering reports, environmental impact assessments, as well as other

planning work needed to advance a future capital project that would align with CHIF objectives.

- p. Clint Maramag sent the **Health Futures Grant** contract on February 24, and a revised contract on February 26.
- q. The contract for the **New Horizons for Seniors project** was signed through the Grants and Contributions Online Services (GCOS). It would be helpful if any of the municipality's signing authorities are set up to access this online account.
- r. **WCB PEI** -An invoice for \$819.11 due in March was paid. There will be another \$643.50 due in Aug 2025.
- s. **APM Center** – The January 2025 financials were received and circulated to Councillors.
- t. FPEIM notified the municipality that Canoe Procurement members have free access to the **Mastering Evaluation & Unique RFPs** webinar on March 4, 2025.
- u. The office received a request from a resident for a **tax clinic**, and the CAO forwarded list of available clinics to the resident.
- v. A new homeowner on the Colville Road asked how to obtain a **Civic Number**. The CAO referred them to the 911 Administration Office at Public Safety.
- w. **LIVE WELL PEI** wants to improve wellness in PEI and released a [Wellness Action Plan](#) in 2024. They shared a feedback report: [What we Heard Report](#) and on March 10th held their 3rd annual Alcohol Policy Forum.
- x. **Recreation PEI** shared [social media](#) posts from Recreation PEI for March 2025, highlighting Nutrition Month, Brain Health Awareness Month, as well as International Women's Day and the International Day of Happiness.
- y. An invoice was received and paid to **SJ Murphy Planning & Consulting** for \$301.88
- z. On February 28, Municipal Affairs shared information on the **Association of Municipal Administrators** and **Municipal Affairs networking session** on March 12, 2025, in Victoria. Other sessions were cancelled on March 3,5, and 6. The CAO attended the session and found it very interesting.
- aa. The Department of Social Development and Seniors' deadline for the [Seniors' Secretariat Grant](#) and the [Seniors Community Meal Grant](#) is Tuesday, March 25, 2025 at 4:00pm. The municipality will apply for activities for seniors, including a bus tour, as well as to provide four meals for 110 seniors.
- bb. **Municipal Government Act (MGA)** - Consultations are being held until May 15, 2025, and Consultant Christina MacLeod requested an interview with Council and the CAO, in person or via Zoom, to discuss the municipality's experience with the MGA—section by section—and share reflections since it was implemented in 2017. The interview will be guided by a structured framework that focuses on how specific provisions impact municipal operations. Questions will be tailored to each municipality, on these general topics:
 - i. **Capacity & Resources:** How well does your municipality meet the requirements of the MGA? What supports or changes are needed?
 - ii. **Municipal Services:** Are there any legislative barriers affecting service delivery?
 - iii. **Transparency & Accountability:** How effective are the current governance and reporting structures?
 - iv. **Rural Municipalities:** What unique challenges do rural municipalities face under the MGA?
 - v. **Elections & Engagement:** What changes, if any, could improve municipal elections and public participation?

Municipalities or municipal representatives can also provide written submissions until May 15, 2025, to MGAreview@gov.pe.ca. Councillors Poole and Taylor and the CAO attended the Charlottetown public consultation meeting, which was almost entirely municipal councillors and staff. There were roundtables with questions to determine what was working and what needs improvement. If the Planning Board or Council were to meet on April 7, or 8, the consultation could happen on the same evening.

- cc. On February 25, FPEIM shared that the PEI Department of Transportation and Infrastructure is proposing amendments to the **Off-Highway Vehicle Act** that would allow municipalities the option to create bylaws for ATV use. FPEIM is collecting feedback from municipalities to submit to the Department. Feedback was submitted earlier.
- dd. Liam Ellis, UPEI business student, who is taking an entrepreneurship class, and exploring the business idea of using **drones to help control biting fly populations** in rural municipalities, interviewed the CAO.
- ee. An invoice from **Spruce Grove Landscaping** for \$982.25 (which was discounted) was received and paid to replant trees at Strathrae Park which were removed for electrical work by the developer.
- ff. **Earth Day** - On February 20, **Mobilizing Municipalities** gathered for a [webinar](#) featuring Marvin Junkin, Mayor of Pelham, Ontario which shared environmental commitments and advice on organizing activities for the upcoming Earth Day, such as a bioblitz. This is a short-term survey of the plants and wildlife in a specific area, to identify and document all present species—plants, insects, fungi, birds, amphibians, mammals, and more. Through the iNaturalist Canada app, recorded species data is made available to researchers, scientists, and policy-makers to help them make decisions about wildlife management. The Canadian Wildlife Federation offers a **toolkit** to organize a Bioblitz, and more [activity ideas](#). Events can be added to their [events calendar](#).
- gg. **FPEIM** sent a call for resolutions and award nominations for the 2025 FPEIM annual meeting on Monday, April 28, 2025, at the CUP in Summerside. The deadline for resolutions was 4 p.m. on February 27th. The deadline for nominations for the Bruce H. Yeo Memorial Award and the Municipal Achievement Award is 4 p.m. on March 31.
- hh. **FCM Newsletter -AC2025**: Registration opens soon for the May 29-June 1 [Conference](#) in Ottawa. The deadline is extended to March 31 for the Green Municipal Fund's [Accelerating Community Energy Systems](#), which has up to \$200,000 in funding and a two-year peer learning opportunity to amplify a municipality's energy initiatives.
- ii. **ParticipACTION** has released a new [report](#): Advancing the United Nations' Sustainable Development Goals through Physical Activity.
- jj. Kethum Manufacturing, who provide signage, sent their most recent [catalogue](#).
- kk. **FPEIM** -The [on-line Moodle](#) courses have been moved to a new cloud-based platform. Login credentials were not changed; however, course completions and progress were not able to be transferred over to the new platform. All current council members who have an account for the *Code of Conduct* course automatically gained

access to the other Moodle courses such as Meetings for Municipal Council, FOIPP for Council Members and Elections 101. For questions or concerns regarding Moodle, email municipalaffairs@gov.pe.ca.

- II. **Newsletters – Canoe Procurement** has a new building supply program with Home Hardware.

8. **REPORTS FROM STANDING AND AD HOC COMMITTEES**

a. **Environment and Community Living**

- 1. **Cornwall & Area Watershed Group (CAWG)** - Councillor Taylor reported that CAWG is working on a contract for their coordinator, Hannah MacLean, who actually started with CAWG as a student with Miltonvale Park. They received DFO approval for the fish ramp they are planning to construct. Their AGM is planned for March 28 at 7 p.m. at the Cornwall Town Hall.

2. **Projects**

- a. **Community foundation -Community Impact Fund in Support of Youth Wellness-** Miltonvale Park was invited to submit a full application for the funding program by midnight, March 28, after a letter of intent was submitted. The MVP Squad project would create a group of youth in the area who would meet approximately 18-24 times a year to get to know one another, learn life skills by participating in cooking classes, and a variety of activities (pickleball, disk golf, line dance, square dance, hip hop, yoga, Tai chi, crafts, meditation, art, public speaking, knitting classes, peanut butter ball workbee, tie dye T-shirts), share their opinions with the municipal council, participate in educational, physical, cultural and social activities, and be involved in community betterment projects, such as the community garden and Roadside Clean up. The letter of intent requested \$13,780.
- b. **StrathRae** – The municipality still does not have the deed to the new park from the developer.
- c. **Community Garden** – The CAO and several community volunteers attended the February 23, 2025, Pass the Salt Fundraising Dinner. Although the event was a sell-out with 60 tickets sold, under 20 attended. It is expected that Ryan Ritskes can be hired to organize the community garden and assist the CAO. Council was asked for directions regarding the garden. Discussion included the possibility of selling some portion of the produce, growing produce to preserve, such as mustard pickles or salsa, that could reward volunteers, or having a credit for volunteers. They would like to see a combination of people with plots, and a community area; perhaps having 1/3-1/2 of the garden for people in need. It was suggested that residents garden for free and the minimum donation for non-residents to have space would be \$25. They would like to have food available for the public, as well as for people in need. A separate pumpkin patch can be established. A survey was circulated to residents for the funding report, and had 43 responses, with many lovely comments. A top priority is to get the greenhouse operational. The CAO ordered a lot of plants/perennials just before the Food Security grant expired.
- d. **New Horizons for Seniors Program (NHSP) Community 2024-25 Miltonvale Park – Life in the Movies.** Recent events include a Wills, Estates, Power of Attorney and Health Care Decisions presentation for 30 people on Thursday, Feb. 20; a Healthy Snack Foods presentation for 24 on March 4, Financial Issues and Seniors Housing for 42 people on March 6 with Blair

Corkum, and the Seniors Navigator presentation for 30 people on March 7. All presentations were excellent, and very valuable. A Seniors Health Fair is planned for the afternoon of March 26. Other proposed events included a session on taking better photos, sewing/ craft lessons, a seniors evening of relaxation, a session on stretching your food dollar, and seniors & youth stories and making a book. The final report is due at the end of May.

- e. **New Horizons for Seniors – 2025-26** – The funding contract for \$11,793 was received and signed for the **Miltonvale Park Seniors Chat &GBT-Growing Better Together** which can start March 31. It includes the creation of a supper club to host eight meals and speakers, and a garden club. The municipality will also host nine healthy eating food presentations, purchase rhythmic gymnastic ribbons to augment its current exercise classes, and six sets of poles for pole walking to lend, and start a pole walking group. It will also host Mi'kmaq basket weaving, an art class, and an improv series and show.
- f. **PEI Seniors Secretariat Funding - Miltonvale Park Seniors – Gardens, Gallivanting, and Gosh Darn Technology** - The final report for this project, which received \$3000 is due March 31. It included August's bus trip, an Identity Theft and Fraud presentation & lunch in January, the Thursday, March 13 Garden Tea for 15 people. Andy Gallant will present a CANVA workshop Tech Talk on March 26.
- g. **Active Transportation - Funding** – There has not been a response yet for the application for the Provincial AT Fund for the request for \$45,687, with a municipal contribution of \$2077. The project involves the purchase and installation of three bicycle repair stations at the Milton Community Hall (PID 281485), at the Confederation Trail parking area at the Colville Rd. -Rte. 9 (PID 459990), and at the Miltonvale Community Park at 413 Sleepy Hollow Road (PID 694703). Sturdy metal benches and bicycle racks would also be installed along the Confederation Trail and a washroom would be installed at the Trail by the parking area at the North York River Road.
- h. **Gender | Equity | Diversity | Inclusion and Community Enhancement Program** The contract and first installment was received for the new project which included monthly movie nights, a dumpling making party, an international cooking class, two drum circles, a gender diverse trivia night, a dream catcher workshop, a welcome supper, and a newcomer panel. The final installment was received for the 2024 project.
- i. **Prince Edward Island Community Grant for the Retention of Health Care Professionals** -January's community supper for Health Care Professionals and residents of Miltonvale Park attracted 32 people. The Art for the Health of It project completed vision boards and an art piece on February 24 and 27 and was much enjoyed by participants. The final contract granting \$2,500 was received February 26 and the signed contract was returned on February 28. The draft report was submitted March 3. The final report is due on March 25, and needs to include the final financial report and a second testimonial and release form, which since have been obtained.
- j. **ParticipACTION Grant** – The municipality has not yet received a decision on their application for \$1500 for dance classes plus Learn to Play Pickleball, a group bicycle meet up, a pole walking class, free exercise and yoga classes, and the Move More than the Mayor Contest and a Virtual Walk to Mount Milton, BC.

- k. **Earth Day** – The municipality will try to do something to celebrate Earth Day on April 22. There may be the opportunity to combine something garden-related from the New Horizons for Seniors project, such as planting patio gardens for seniors.

3. Activities

- a. **Yoga** -Municipal yoga is held on Tuesdays at 8:45 a.m. for mat classes, which have been attracting 5 or 6, and 10:15 a.m. chair classes, for which attendance varies from 7-14, usually has about 12 people.
- b. **Exercise** – KK Pinkowski is not able to return to teach exercise classes. She might consider summer classes. After March Break, Michele Gallant will add Friday 9 a.m. classes to her regular Wednesday classes.
- c. **Line Dancing** – Monday afternoon classes continue with Margot Postma.

4. Park

- a. **Enabling Accessibility Fund-** The municipality will need to develop a Request for Proposals (RFP) to complete the project by September 2025. \$100,000 was awarded for 80% of the costs to pave the walking trail and the path to access the washroom, and to install four light poles and lights to improve the lighting and safety at the park.
- b. **Canada Community Building Fund (CCBF)** – The Capital Investment Plan has been approved for \$32,270.50 for a propane range, propane water heater, propane tank, solar panels, heat pump, and the installation of a grill for air exchange to exterior washroom. The municipality is still waiting for the CCBF contract. The municipality will also investigate funding programs for heat pumps for the building. Currently the province’s solar funding programs are paused. The CAO and mayor attended the Home Show and made contacts to get estimates.
- c. **Ballfield** – The Charlottetown Minor Ball rent for the summer of 2024 is still outstanding.
- d. **Security Camera** – There were additional cameras included in the budget. The current cameras still need to be rebooted. The Mayor and Councillor Taylor volunteered to reset the cameras.
- e. **APM Centre** –The financial statements from January 2024 were received.
- f. **Mosquito control** – The mosquito control costs are estimated at \$500, and the municipality collected almost that amount in 2024. The CAO suggests the municipality continue the insect control program as usual, requesting residents in the Crabbe Road area contribute \$30 towards the mosquito control.
- g. **Speed Signs** – Councillor Taylor will reach out to Jeff Sampson with Transportation regarding having the speed sign moved to a better location on the Crabbe Road.

iii. Emergency Measures

- a. **Emergency Shelter kits**– There has been no further word from the PEIEMO regarding the emergency shelter kits.
- b. **Reception Centers** –The municipality still need to formalize an agreement with the Milton Community Hall.
- c. **Disaster Financial Assistance Program for Municipalities** -The CAO will submit a claim for Fiona expenses when time permits, before September 2025.
- d. **Radios** –The CAO has not yet obtained a second quote for radios. It is likely possible to apply for the Emergency Center Resiliency Fund in the new fiscal year. The office is still missing two two-way radios.

- e. **Generators** –The office will work to finalize the generator policy and details. The CAO has been checking the generator regularly for the green indicator light.
- f. **Wildfire Community Preparedness Day Funding** – The municipality received a \$500 grant for a Fire Smart booth at Canada Day. The grantors will also send information which can be used. The municipality will share information about making homes fire smart, and will collect phone numbers for their Emergency Management Plan. The municipality would also print magnets with emergency information. If the funding permits, the municipality will have a draw for a 72-hour kit, which is estimated to cost \$200. The North River Fire Department will be invited to attend Canada Day.

iii **Personnel Committee - Councillor Frizzell**

- a. The municipality needs to approve a **CAO contract**, and has set a deadline of May 4, 2025 for its completion.
- b. The municipality also needs to develop an employee **code of conduct**.
- c. **Development Officer – Shared Services Agreement** – West River, Kingston and Miltonvale Park have submitted a draft application for a Shared Services agreement for planning services. The municipalities need to adopt a Shared Services Bylaw.
- d. **Assistant** – The CAO will apply for Skills PEI Special Projects funding to hire Ryan Ritskes to focus on the community garden, and assist with other projects. Norm Birt, who had been hoping to return, is continuing to be employed by the Province.

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

- a. **Remittance** – Councillor Ramsay noted that remittance for the previous quarter has been paid. The next payment is due by April 15, 2025.
- b. **Reports and Payment of Accounts** –The financial statements were circulated, but due to time constraints, have not been reconciled to the bank statements. Income totaled for February (and YTD) \$31,437, (\$488,598) including Grants Revenue of \$31,437 Licenses and Permits of \$0 (\$5715), and Expense Recovery of \$0 (\$450). Total expenses for February (and YTD) were \$12,252 (\$349,669), and include the following subtotals: Administration - \$5,687 (\$79,472); Facilities and Public Property - \$1525 (\$24,042); Fire Protection of \$0 (\$81,463); Planning and Zoning - \$1248 (\$20,128); Community Development -\$1,883 (\$38,334); Professional Services and Memberships - \$0 (\$14,818), and Recreation and Parks - \$1910 (\$91,413) for an income of \$19,185 (\$138,929).

Current assets at February 28, 2025 were \$689,874, Capital assets of \$456,282, and other assets of \$16,904, for total assets of \$1,163,061. Equity is \$859,083, and liabilities of \$303,978, including \$274,240 of deferred revenue.

- c. **Capital Investment Plan (CIP) for the Canada Community Building Fund (CBBF)** - There is still \$154,359.79 left to allocate for the next four years, which Infrastructure would like to have designated as soon as possible. It was suggested the municipality investigate the cost to install an elevator along the parking lot side of the hall at a dormer, using a shaft on the outside of the building. It was thought that there would likely be more infrastructure money available to stimulate the economy.

Discussion included the Special Planning Area, and the loss of farmland, and the different rules allowing development when water and sewer servicing is available. The community pasture had been leased in the past to farmers. It was asked why the municipality is fast tracking the application. It was hoped the Special Planning Area

would be eliminated. It was suggested that windmills or solar panels could be installed on the landfill property. Goops Wooldridge noted that there was a Carson family cemetery near the Sleepy Hollow Road, approximately by lot 33 in the current subdivision plan. He also expressed concern with the upkeep of social housing developments and the safety of park users. He did not have concern with seniors housing, but felt if it was subsidized housing, there would be very little control. Other capital project suggested by Councillors included a roof over the pickleball court, or Active Transportation Plan projects.

Motion 2025:24– Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette, that **the remainder of the Canada Community Building Fund funding of approximately \$154,359.79 be allocated to the Milton Community Hall Elevator Project.** Motion carried, 6-0.

- d. **Insurance** –The CAO had previously circulated the new insurance policy, and asked if councillors wanted to include volunteers in the coverage, with an estimated cost of \$150. There were no responses before the broker needed a decision, so the CAO included coverage for volunteers. Prior to that addition, the cost was \$11,900 (up from \$11,245), including the following premiums: General liability -\$6,606. Errors & Omissions - \$1651, Non-owned auto - \$110, Crime- \$211, Board member accident - \$479, Conflict of Interest -\$331, Legal -\$856. Property- \$1656. Councillors would like to have more information on the Errors & Omissions insurance.

e. **Budget**

Motion 2025:25 -Moved by Councillor Rosemarie Ramsay seconded by Councillor Jamie Taylor, that **the Rural Municipality of Miltonvale Park approve the Operating Budget with income totaling \$471,755 including Grants Revenue of \$433,795 Licenses and Permits of \$12,000, and Expense Recovery of \$13,960. Total expenses are budgeted at \$471,755, and include the following subtotals: Administration - \$110,190; Facilities and Public Property - \$74,290; Fire Protection of \$111,900; Planning and Zoning - \$21,830; Community Development -\$63,325; Professional Services and Memberships -\$17,020, and Recreation and Parks - \$73,200, for a balanced budget.** Motion carried, 6-0.

Motion 2025:26 – Moved by Councillor Rosemarie Ramsay, seconded by Councillor Spencer MacDonald that **the Rural Municipality of Miltonvale Park approve the Capital Budget for 2025-26, with income of \$248,270 from Grants Revenue and \$20,230 from surplus from reserves, for total revenue of \$268,500. Total expenses of \$268,500, from Office Expenses of \$2,500, Planning and Zoning (EMO) \$60,000, Community Development - \$43,000, and Recreation and Parks - \$163,000.** Motion carried, 6-0

Motion 2025:27 - Moved by Councillor Rosemarie Ramsay, seconded by Councillor Andrew Frizzell, that **the Rural Municipality of Miltonvale Park approve the 5-Year Capital Budget for 2025-26.** Motion carried, 6-0

The asset management plan, will be deferred to the next meeting, tentatively planned for April 8, 2025.

Motion 2025:28- Moved by Councillor Rosemarie Ramsay, seconded by Councillor Jamie Taylor that **the Rural Municipality of Miltonvale Park tax rates for 2025-26 be 16.6 cents per \$100 assessment for non-commercial properties in both the serviced and un-serviced areas,**

and 82.6 cents per \$100 for commercial properties in both the serviced and un-serviced areas. Motion carried, 6-0

- 9. REPORT FROM CAO** – The CAO has been very busy organizing many events (NHS, Seniors Secretariat, Health Care, and Health Fair). She completed the T-4s and charitable donation receipts, attended the Home Show and is starting to get estimates for the park solar and heat pump. One contractor visited the park and suggested keeping an electric radiator in the exterior washroom, with a wall thermostat, in the storage room or mechanical closet, with a sensor to the washroom. It was also suggested that an automatic door closer be used in the exterior washroom. It was also suggested that a plastic radiator may be better than a metal one. It was also suggested by Councillors that an accessible door be installed.

The CAO sent regular email updates with events to subscribers, submitted recently approved bylaws to Municipal Affairs, attended the MGA consultation and a CHIF Webinar. She completed the Community Food Security grant for the community garden, and finished purchasing grant items. The CAO applied for the funding from Atlantic Lottery for the annual Car Show. There are many upcoming deadlines for applications: Community Foundation -Youth Mental Wellness (March 28); Post Secondary Student Program and Jobs For Youth (April 4), Skills PEI Special Projects, Seniors Meal Grant and Seniors Secretariat grant. Reports to complete include Health Futures – (March 25) Senior Secretariat (March 31), Municipal Capital Expenditure Grant for 2023-24 (March 31) and the Fiona Grant (September). Other activities included working on the budget and organizing the budget meeting and minutes, organizing and promoting the public PURD Meeting, and reviewing its presentations and reports. Items to be completed include organizing and promoting events (2025 GEDI, 2025 New Horizons for Seniors, possibly more for the Miltonvale in the Movies project), Code of Conduct Policy for Employees (s 86-2-f) and the Terms and Conditions of Employment (section 95), the lease with the Hooper family for the community garden, the agreement for the Hall's EMO warming Center, generator agreements, and the shared services project for planning.

10. PLANNING

- a. **No Planning Board meeting held in March** – Planning Board is waiting to meet until after the public meeting for the PURD subdivision. They may wish to meet early, or could keep the regular meeting date of April 3. As there was not a meeting, most of the following points are for information only.
- b. **Permits Issued**
 1. March 14, 2025 – **Permit 25-02** was issued to remove an existing Mini-home and construct a 2336 sq. ft. Single Unit Dwelling with attached garage of 2112 sq. ft. on Parcel No. 1168814 at 667 Crabbe Road.
 2. March 18, 2025 – **Permit 25-03** was issued to move and install a 320 sq. ft Accessory Building for private storage on Parcel No. 281006 located at 17774 Rte. 2, Springvale.
- c. **Official Plan and Bylaw Amendment** -The municipality has still not yet been notified whether the Minister is approving the map amendments to allow for the rezoning in the Zoning Map and redesignation in the Future Land Use Map of PID 283325 and part of 658799 from Agricultural (A1) and Commercial (C1) to Light Industrial. The CAO, Development Officer, Planner and lawyer met with

Glenda MacKinnon-Peters, Manager in the Lands Department, who suggested if the land to be rezoned was reduced that approval might be easier. She planned to bring the file to the attention of Minister Myers before the week of March 17.

- d. **Appeals** – [Appeal LA 24011](#)– An appeal was filed with IRAC on Council’s decision to “amend the Official Plan, Zoning Bylaw, Future Land Use Map, and approval to rezone PID 283325 and part of 658799 from A1 & C1 to Light Industrial”. IRAC reached out to the municipality in early February, 2025, to see if the Minister had made a decision yet regarding his approval of the map amendments. The municipality’s lawyer responded to IRAC on March 19, and confirmed the municipality had not heard from the Minister, but clarified that the IRAC process is separate from the Minister’s process. He also asked that the appellants clarify their grounds for the appeal.

e. Enforcement

- i. The CAO asked the Development Officer to review **tourist establishments** when time permits. There are only three properties in Miltonvale Park which appear to be approved on the Province’s website, and these have all received approval from the municipality: **Glengyle Lane Rental Property** (License 4012411) Meadowview Sun Development Inc (License 2202859) and **26 Tinney Road** (License 2203348). There are several establishments in Sleepy Hollow that are advertised on AirBnb’s website. Charlottetown requires short-term rentals [reapply](#) annually, which could be something to consider in a Development Bylaw review.
 - ii. **Former Spruce Grove Landscaping** – There has been concern noted regarding possible business, and illegal activity on the property
 - iii. There was a **verbal complaint** received regarding two properties on the Royalty Road regarding development conditions and the number of dwelling units in a building.
- f. **Applications in Progress**-In most instances, more information is required to finish processing the following applications:
- i. New application was received on March 17 for a home in StrathRae Estates.
 - ii. Single unit dwelling on Heather Drive
 - iii. Application #MP-1195 to construct 23 new single unit dwellings at PID 444232. Capreit has been sold to Compass Communities. There is no mechanism in the Development Bylaw to transfer the application to another applicant. There may have also been a delay that would invoke the clause to cancel an application, if the Development Officer was waiting more than six months for information.

Motion 2025:29 - Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette that **upon confirmation from the Development Officer that there was outstanding information regarding Application #MP-1195, according to the Development Bylaw, (section 3.2.4) the application be declared null and void.** Motion carried, 6-0

- iv. PID 283739 -Final approval for the next two phases of the subdivision. City staff are checking to see if conditions have been satisfied so that the second

phase could be approved. The CAO spoke with Joshua McInnis, Manager of the Water & Sewer Utility on Feb. 4, 2025 and checked back Feb 7, 18, and March 16. The City is concerned regarding any liability if there are issues with the servicing and they cannot access pipes in Meadowvale Community.

- v. Application #MP-1198-PID 283325 & 658799 for a lot revision. The municipality is awaiting approval of the rezoning.
- vi. Application #MP1207 PID 241059 for change of use.
- vii. Application #MP 1208 PID 922740 for a single unit dwelling.
- viii. Application #MP 1209 PID 280792 for a 1-Lot off subdivision.
- ix. Application #MP 157 PID 280800 for a 1-Lot off subdivision
- x. Application #MP 306 PID 281865 for a 1 Lot off subdivision

g. Applications Requiring Input/Updates

- i. **PURD Zone** -A subdivision application for 33 lots in the former Community Pasture PID 283226, at 371 Sleepy Hollow Road, was received on February 3, and revised on March 17 to 39 lots. This is the first phase of a larger plan for the area. It was suggested by Planning Board that there be senior housing included in the project. Council can ask to be considered regarding seniors housing and would need to consider if they wanted to be landlords (ideally for residents who are interested in downsizing), or sell the properties to residents if their request for lots was approved.

The Province intends to deed approximately 37% of the total development to the municipality for parkland and open space. The City of Charlottetown approved the Province's request for servicing. The Public meeting was rescheduled for March 18, as the newspaper deadline could not be met for March 12, when the ad was submitted on February 27. The forecast indicates that it may need to be rescheduled due to the weather. Council can consider if wants to schedule a separate meeting to address the application, rather than waiting until the regular April 16 meeting. It could be addressed along with the MGA consultation. The current version of the Development Officer's report on the application, which has been reviewed by Planner Samantha Murphy, was circulated to Councillors. The comments from the public have not yet been gathered. The Development Officer is also waiting for the survey plans for the revised application to confirm the new lots are adequately sized.

There has been concern noted from residents, especially after media reports that several Council members from Charlottetown have suggested the area be annexed. CBC's Tony Davis may attend the public meeting. There was concern that the presence of media might impact what residents would say, and it was suggested legal advice be sought regarding media accessibility to events. Councillor Taylor had reviewed the video of Charlottetown's March Water and Sewer committee meeting, and learned that the City has \$1,000,000 set aside for purchasing land around the wellfields to protect their water sources. They would likely focus on the three wellfields that are closest together.

Staff at Municipal Affairs suggested that Council could address the annexation speculation by passing a resolution regarding the statements made.

Several members of Council from the City of Charlottetown have been reported in the media (The Guardian, March 17, 2025) as expressing interest in annexing a segment of the Rural Municipality of Miltonvale Park at a Council meeting on March 11, 2025, in a discussion regarding extending water and sewer services to area outside the City. The possible annexation could involve a significant portion of land crucial to the rural community, impacting local residents, businesses, and the municipality's integrity.

Motion 2025-30: Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette that **the Rural Municipality of Miltonvale Park is dedicated to protecting the interests of its community and preserving its rural heritage. The council stands united in its opposition to the proposed annexation.**

1. **Opposition to Annexation:** The Rural Municipality of Miltonvale Park formally opposes any attempts by the City of Charlottetown to annex portions of its territory.
2. **Community Impact:** The council recognizes the potential negative impacts of annexation, including disruption to local agriculture, displacement of residents, and alteration of community dynamics.
3. **Economic Considerations:** The municipality emphasizes the importance of preserving its economic base, including local businesses and agrarian activities, which could be adversely affected by annexation.
4. **Environmental Concerns:** The council expresses concern over the potential environmental impact, including changes to land use, wildlife habitats, and natural resources.
5. **Engagement with Residents:** The council commits to actively engaging with residents and stakeholders to ensure their voices are heard and their concerns are addressed.

By adopting this resolution, the Rural Municipality of Miltonvale Park reaffirms its commitment to protecting its community and maintaining its autonomy. Motion carried, 6-0.

Council suggested meeting on Tuesday evening, April 8, to participate in the Municipal Government Act review, and address the PURD subdivision application.

- ii. **Transfer of an application** – Council addressed this application for 23 new homes from Capreit received in the fall of 2022, earlier in the meeting. There is a policy for withdrawals and there is a clause in the bylaw where an application is declared null, if within six months of the application, information requested or payment is still outstanding. The planner and lawyer had no experience with this issue. Compass Communities is the new owner for the mini-home park.

h. **Queries**

- i. The owners of a double lot at 17 Miller Drive wanted to confirm any development possibilities for the property, which is now for sale.
- ii. A real estate agent also wanted to confirm the status of 84 Old Rte. 2 (PID 0281055) regarding its being a duplex, and if commercial activities would be allowed. It is approved for an at-home sewing business.

- iii. The Red Sands Group asked about the zoning along Rte. 256 and for a history of the zoning of property 241059 at 296 New Glasgow Road, which was zoned Rural Residential (RR) before being rezoned to Agricultural (A1), when all properties were changed from RR to A1. They had been told it was zoned commercial at one point, and wanted to confirm.
- iv. The owners of PID 827907, farmland on Rustico Road, were interested if there was any possibility for development.

i. Other

- i. **Canada Housing Infrastructure Fund (CHIF) Webinar** – The CAO attended this webinar which focused on the Canada Housing Infrastructure Fund (CHIF), which allocates \$86.2 million in federal funding for infrastructure projects in PEI over the next decade. Matthew Lane emphasized that costs incurred prior to approval are generally ineligible, except under specific conditions. Lane also provided information on contribution rates for various applicant categories. Requirements include the use of low-carbon materials for larger projects and the inclusion of climate resiliency in applications. He explained the integration of environmental assessments into the application process and clarified the distinctions between competitive and non-competitive contracts, noting the thresholds that trigger different approval processes. The application assessment criteria were also discussed, with an emphasis on the need for comprehensive project descriptions, risk management plans, and detailed budgets to improve scoring. Lane encouraged applicants to provide housing projections, even if they appear unrealistic, as the federal government is interested in potential growth, and mentioned the possibility of future funding intakes based on current applications.
- j. **Building Permit Update** – The Province is now sending municipalities a monthly update of building permits issued in the municipality. No report has been received since the last meeting.
- k. **Miltonvale Park, West River, and Kingston Shared Services agreement** – The draft proposal was given to Municipal Affairs. The municipality would need to adopt a new Shared Services Bylaw.
- l. **Active Transportation (AT) Plan** - Council had suggested a flashing light be installed at the crossing by the Confederation Trail at the Lower Malpeque Road with the City of Charlottetown. The CAO intends to contact Paul Johnston, Director of Infrastructure with Charlottetown, and the Department of Transportation. Councillor Poole had seen lights that were solar, and will investigate those further.

11. INQUIRIES BY MEMBERS OF COUNCIL

- a. **Car Show** - If details of the car show are finalized, there is a car show in Souris on the Victoria Day weekend that will help promote Miltonvale Park's if they

had information by the second week of May. The CAO made application to Atlantic Lottery for sponsorship of the Car Show.

- b. **Burning Garbage** – The municipality does not have regulations regarding burning garbage, but there are provincial regulations through the Department of the Environment which could be called if there are complaints.

12. OTHER

13. INTRODUCTION AND READING OF OFFICIAL PLAN AMENDMENTS and BYLAWS -Shared Services Bylaw

Rural Municipality of Miltonvale Park, PEI Bylaw to provide for entering into an Agreement regarding Shared Services Bylaw # 2025 – 14

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

Title

This bylaw shall be known and cited as the “Shared Services Bylaw.”

Authority

Subsection 138.(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to enter into an agreement, if authorized by bylaw, with another Council for the provision of any service which each has the power to provide within its own boundaries.

Pursuant to subsection 138(2) of the Act, the agreement referred to in 2.1 shall be in writing and shall set out the terms and conditions that apply to the agreement.

Application

This bylaw applies to Council. It enables Council to enter into an agreement with another Council for the sharing of services.

Definitions

“Act” means the Municipal Government Act.

“Chief Administrative Officer” or “CAO” means the administrative head of the Municipality.

“Council” means the mayor and other members of the council of the Municipality.

“Councillor” means a member of council other than the mayor.

“Municipality” means the Rural Municipality of Miltonvale Park.

General

The Council may enter into an agreement with the municipalities listed in Schedule ‘A’ for the purpose of sharing the services noted.

This bylaw shall come into force and take effect immediately upon approval.

Effective Date

This Shared Services Bylaw, Bylaw# 2025-14, shall be effective on the date of approval and adoption below.

First Reading:

This Shared Services Bylaw, Bylaw# 2025-14, was read a first time at the Council meeting held on the 19th day of March, 2025.

This Shared Services Bylaw, Bylaw# 2025-14, was approved by a majority of Council members present at the Council meeting held on the 19th day of March, 2025.

Second Reading:

This Shared Services Bylaw, Bylaw# 2025-14, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This Shared Services Bylaw, Bylaw# 2025-14, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Shared Services Bylaw, Bylaw# 2025-14, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Shared Services Bylaw, Bylaw# 2025-14 adopted by the Council of the Rural Municipality of Miltonvale Park on (date) is certified to be a true copy.

Chief Administrative Officer Signature

Date

Schedule 'A'

(a) **Note:** this Appendix forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Partnering Municipality	Shared Service
Rural Municipality of Kingston	Planning and Development Services Bylaw Enforcement Clerical Services Legal Services
Rural Municipality of West River	Planning and Development Services Bylaw Enforcement Clerical Services Legal Services

First Reading:

Motion 2025:31 - Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor, Whereas Municipalities who wish to share services are required to have a shared services bylaw, and
Whereas several Municipalities intend to share the services of one Development Officer,

Be it resolved that Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw be hereby read a first time. Motion carried, 6-0.

Approval of First Reading:

Motion 2025:32 -Moved by Councillor Leo Doucette, seconded by Councillor Spencer MacDonald Whereas Municipalities who wish to share services are required to have a shared services bylaw, and
Whereas Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw, was read a first time at the Council Meeting held on March 19, 2025,

Be it resolved that Bylaw 2025-14, the Miltonvale Park Shared Services Bylaw, be hereby approved. Motion carried, 6-0.

The second reading, approval, and adoption are scheduled to take place at the April 16, 2025 Council meeting.

Goops Wooldridge noted that DEI now includes "B" for Belonging.

Goops Wooldridge and Brad Wooldridge left the meeting at 9:21 p.m.

14. ADJOURNMENT

Motion 2025:33 – Moved by Paul Poole that **the meeting be adjourned** and Mayor Parker declared it so, at 9:21 p.m.

Mayor

CAO

April 16, 2025
Date approved

Next Meetings:

Regular Council Meeting- April 16 at 7 p.m.

Public Meeting -PURD – March 18 (*storm date – March 25*) at 7:30

Committee Meetings

Planning Board – Wednesday, March 19 at 6, if the Public Meeting is held on the 18th or if the public meeting is March 25, the Planning Board meeting would likely be April 3.