

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

Milton Community Hall

7:00 p.m., June 17, 2026

Present – Mayor Hal Parker, Deputy Mayor Paul Poole, Councillors Jamie Taylor, and Leo Doucette; Staff - CAO Shari MacDonald; Resident - Ernie Coles

Regrets – Councillor Rose Ramsay and Spencer MacDonald **Absent** – Councillor Andrew Frizzell

1. CALL TO ORDER

Mayor Hal Parker called the meeting to order at 7:00 p.m. and thanked Councillors for attending.

2. DECLARATION OF CONFLICT OF INTEREST

Councillor Taylor noted that he is married to Leone Curtis, the municipality's yoga instructor and is on the board of EART – the Emergency Animal Response Team and CAWG, the Cornwall and Area Watershed Group, and is currently working for the Milton Community Hall on the Milton MVPs project and is also working for the census. Councillor Doucette noted he has an application for an addition to an accessory building on his property. Councillor Poole noted that his truck was recently repaired by Frizzell's Autobody.

3. APPROVAL OF AGENDA

Motion 2026:67– Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole that **the agenda be approved with the addition of the Remuneration Bylaw, Bylaw 2026-03 to Bylaws.** Motion carried, 3-0.

- 4. PUBLIC PRESENTATIONS/PETITIONS/DELEGATIONS** – A representative of the Miltonvale Pickleball Club had asked to address Council regarding the Pickleball Policy. He expressed appreciation for the work in the community and for the pickleball courts, and reviewed the history of the establishment of the courts. The Pickleball Club has annually donated \$1200 to the municipality, and purchased some windscreens, new nets and paddles which are available for others to use. They are also building financial reserves so they can contribute when new surfacing or lines are required. They also lead beginner classes and help support the municipality's ParticipACTION efforts, and set up and maintain the windscreens. Although there are more pickleball locations now, the participation at the Miltonvale Park courts has not been impacted. Frequently, 16 people are playing, with 16 others waiting to play. While the preliminary schedule provided to the municipality in the summer of 2025 was 17 hours, which is what the Council considered for the new policy, they actually use 32-35 hours weekly. The policy allows them 20 hours per week. They usually do schedule for the weather, and could eliminate some of the hours booked. If pickleball books 9-11 on a Saturday morning, and had a large number of people playing or waiting to play pickleball, they could be required to give up the courts at 11, so two people could play tennis. They would like to be able to reserve 28-30 hours weekly so that they can lengthen some time slots. They

are not sure if anyone plays tennis, and suggested Council remove the tennis net which requires maintenance. Several of the players are residents, and residents could be up to 10% of their members. They would like to reserve 9-12 on Saturday mornings, and hope to establish a Saturday afternoon beginners' group. The basketball court is lined for pickleball and has windscreens, and is used by them occasionally, and for the tournament. Many working people play pickleball on weekday evenings. They have not had anyone ask them to vacate the courts while the group members are playing. The resident noted that he would like to see a facility, similar to one in Kingston, Ontario, which had basketball and pickleball courts, and areas which could be curtained off, in a large gymnasium, with a walking track and offices. Mayor Parker thanked him for attending the meeting and sharing his concerns.

Ernie Coles left the meeting at 7:30

Councillors felt that the group could be allotted an additional hour daily for their evening programming, and suggested arranging a meeting with MP Heath MacDonald to discuss the feasibility of expanding to another court.

5. ADOPTION OF MINUTES

Motion 2026:68– Moved by Councillor Jamie Taylor, seconded by Councillor Leo Doucette that **the minutes of the May 20, 2026 Regular and Closed meetings agenda be approved, with the correction of a typo on page 5 of the regular meeting.** Motion carried, 3-0.

6. BUSINESS ARISING FROM THE MINUTES

- a. **Solar Field** – There has been no further progress with this potential project.
- b. **EV chargers at the park** –There has been no income deposited yet. The CAO will follow up again.
- c. **Privacy Complaints** – The municipal website has been updated with the revised meeting minutes.
- d. **Lights at Strathrae** –Updated information was received from the developer's surveyor, Redstone. There has been no legal involvement in the past month. Council's requirements should be conveyed to the developer in writing, including that Council requires that all the equipment to be turned over to the municipality be installed and working before the Council assumes ownership.
- e. **Election** -The CAO will mail the Information Sharing Agreement to Elections PEI.
- f. **Magician** -Kevin Smith, who was with tentatively booked for July 14 has cancelled his Atlantic tour.

Motion 2026:69– Moved by Councillor Paul Poole seconded by Councillor Jamie Taylor, that **the meeting be closed under authority of MGA 119. 1 (g) the conduct of an investigation under, or enforcement of, an Act or bylaw to discuss investigations under the Freedom of Information and Protection of Privacy Act and the Ombudsperson Act.** Motion carried, 3-0, at 7:42 p.m.

*Motion 2026:70C -Moved by Councillor Leo Doucette, seconded by Councillor Paul Poole **that the meeting return to an open meeting.** Motion carried, 3-0 at 7:56 p.m.*

Motion 2026:71 -Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette **that Council contact OmbudsPEI for further details of the complaints lodged against the municipality.** Motion carried, 3-0.

- g. **CIP Application**-Council has not received notice regarding the CIP application for the construction of a Gazebo at the Community Park. The screw piles should be installed June 17,2026.
- h. **Remuneration Commission**- The Committee met and made recommendations, and a revised Remuneration Bylaw, Bylaw 2026-03 will be read later in this meeting.

7. CORRESPONDENCE

- a. **PEI Rural Beautification Society**– The PEIRBS requested a sponsorship **donation**. All donors receive two tickets to their Awards ceremony. The municipality is eligible to enter both the **Community Spirit Award**, and **Community Vegetable Garden** categories.

Motion 2026:72 -Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor **that Miltonvale Park donate \$250 as a silver sponsor to the PEI Rural Beautification Society.** Motion carried, 3-0.

Motion 2026:73 -Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole **that Miltonvale Park enter the Community Spirit Award and the Community Vegetable Garden contests at the PEI Rural Beautification Society.** Motion carried, 3-0.

- b. **Stewart McKelvey** -wrote to inform the municipality of changes to the ***Employment Standards Act***, effective June 30, and provided a [detailed summary](#) of the key updates.
- c. The **Federation of PEI Municipalities** is seeking feedback on the Island Regulatory and Appeals Commission for the upcoming review, so that FPEIM can provide a municipal perspective for the review, which includes • Energy and utilities regulation, • Lands Protection Act administration, • Appeals processes, • IRAC governance and institutional design. Comments can be submitted to lmayne@fpeim.ca by June 19. The municipality has concerns with the interference by a provincial planner in a recent case on a rezoning that was appealed to IRAC. It appeared to be political interference, in what is supposed to be an independent process.
- d. **ParticipACTION** - Miltonvale Park is currently a potential finalist and may be asked to submit a form demonstrating how the community got active and why it should be named Canada's Most Active. Finalists will be notified by July 3, 2026. Submissions are due July 9 and winners will be announced on July 22, 2026.
- e. **ParticipACTION** issued the [Spotlight on Physical Activity for Children and Youth 2026 Progress Report](#).
- f. A **celebratory certificate** was requested from the Mayor for George and Alida Callaghan 60th wedding anniversary, and this will be provided.

- g. **Municipal Affairs Newsletter** – New information included that the province passed **amendments to the *Prince Edward Island Lands Protection Act*** to establish oversight for non-resident ownership of municipal property to help curb speculative housing practices and protect housing availability for Islanders. The amendments address non-residents purchasing multiple properties located in areas with an official plan that were previously exempt from the Act. All property in PEI falls under the protection of the Act. The amendments are expected to come into force before the end of August.
- h. Cox & Palmer hosted a free webinar: **Municipal Law in Practice: Planning, Development and Access to Information on Prince Edward Island**, which the CAO and Development officer attended.
- i. ClimATlantic – The **Decision Before the Flames** webinar was held on June 9. The session explored how wildfire outcomes are shaped long before a fire starts, through municipal decisions around land use, development, access, water supply, public education, emergency planning, and community risk reduction
- j. FPEIM requested **information** on:
 - i. Auditors that municipalities use and their level of satisfaction, particularly regarding the Annual Expenditure Return (AER).
 - ii. Municipal website needs, through a [survey](#), to explore whether a shared or supported website service would help municipalities maintain an up-to-date online presence.
 - iii. Municipal Enforcement Bylaws.
- k. A resident on the New Glasgow Road emailed to see if recent **roadside tree “trimming”** was municipal or provincial, so she could contact the correct authorities.
- l. **ACOA** -The federal government opened the new [Build Communities Strong Fund \(BCSF\) Local Impact stream](#). Nearly \$76 million is available through the Atlantic Canada Opportunities Agency (ACOA), to support projects that strengthen communities through small-scale public infrastructure projects, including new construction, expansions, renovations, retrofits, replacements, and climate adaptation initiatives. The goal is to build infrastructure to support growth, create opportunities, and prepare for a changing climate.
- m. [TechNTalk sessions](#) will be offered across PEI by the Province until October. Adults (55+ years) will receive a short presentation about technology, followed by one-on-one support from volunteers.
- n. **Tennis** – Miltonvale Park received two emails from non-residents wanting tennis times to be booked off at the park; as they felt scheduling revolves around pickleball.
- o. **Inclusifyy** is hosting a free online event to discuss peaceful thwarting methods: on, June 24, 2026.
- p. **FPEIM Newsletter** – New information included funding opportunities and deadlines:
 - i. Government of Canada, [Community Anniversaries – Building Communities through Arts and Heritage](#), **May 31**, for events the next calendar year
 - ii. Government of Canada, [Events Component — Multiculturalism and Anti-Racism Program](#), **June 10**, for events from Dec. 1, 2026, to March 31, 2027
 - iii. Green Municipal Fund, [Implementation Projects: Adaptation in Action](#), **June**

- iv. Government of Canada, [Canada's Volunteer Awards](#), **June 17**
- v. Green Municipal Fund, [Climate-Ready Plans & Processes](#), **June 25**
- vi. Federation of Canadian Municipalities, [Sustainable Communities Awards](#), **June 28**
- vii. Green Municipal Fund, [Tree Planting](#), **June 30**, 2026, for Spring 2027
- viii. CLIMATlantic, [Climate Adaptation & Resilience Training \(CART\) Program](#), **June 30**, for fall cohorts
- q. **Climate Insight** – shared information on how to use the platform to access the data and [information](#) needed to build low-carbon, resilient housing and infrastructure. and nature based [fact sheets](#).
- r. **Community Foundation of PEI** - Organizations could apply to [The Jake 2026](#) by June 12. This fund, in memory of Jacob Simmons, brings people together to stay active while raising funds and awareness for a selected PEI Charity
- s. **Proclamation Request** – The **National Dental Care Day Foundation** requested that the Municipality proclaim October 10, 2026 as “National Dental Care Day.” It is a Canadian public-awareness initiative dedicated to promoting oral health education, preventive dental care, and equitable access to oral healthcare services. Council will proclaim this in September.
- t. Presentation notes from **Living your life in the Spotlight** from the Coalition for Women’s Leadership regarding Media/Difficult conversations was emailed to Council.
- u. Lunch and Learn Webinar – **Funding Available for Municipalities** took place on May 28 and was hosted by Rural and Regional Development and the Infrastructure Secretariat.

REPORTS FROM STANDING AND AD HOC COMMITTEES

1. **Environment and Community Living** -Councillor Taylor

- a. **Cornwall and Area Watershed Group** – CAWG held their AGM in Milton, Thursday, May 28, with speaker Gwen Vessey from the Agro-Watershed Alliance. David Morgan is the new Chair, and Bill Hogg and James Rodd were added to the board. The CAWG Striped Bass Fishing Derby is planned for July 18 at 8 p.m.
- b. **Canada Day** – Miltonvale Park was granted \$1,275 from the Celebrate Canada Fund application. Bryson Guptill and John MacAllar will sing. An inflatable is booked. The North River Fire Department will help share the FireSmart Information, and there will a draw, with prizes provided by Miltonvale Park. The food is being ordered. The Final Activity Report is due by October 1, 2026 to the [Canadian Heritage Funding Portal](#). Mayor Parker has been organizing the gazebo construction. Staff will organize volunteers, games for children, a face painter and door prizes.
- c. **Activities**
 - i. **Yoga** continues on Tuesdays at 7:45 a.m. from the mat and 9 a.m. using a chair in June, but may move to Monday, June 29, instead of June 30.
 - ii. **Exercise** – Online videos are being held on Mondays and Fridays at 9 a.m., with the class size ranging from 8-15. Michele Gallant is teaching Wednesdays in June for the ParticipACTION Community Challenge.
 - iii. **Zumba Gold** is being held on Thursdays at 10:30 in June.

d. **ParticipACTION**

- i. **Milton Community Hall** received a \$1000 grant and is helping with the Community Challenge. There are many activities happening, and significant reporting involved.

- Daily - 6:30 a.m. walks with Leone; Virtual walk and Walk More than the Mayor contests
- Monday 9.am.-Video exercise; 1:30 – Line Dancing, 5 p.m. Pilates, 6:30 – Belly Dance
- Tuesdays– Yoga – mat -7:45 & chair at 9, Pilates with Props 7:15 p.m.
- Wed. – Exercise with Michele; Happy Dance – 4 p.m.; Zumba -5:30; Yin yoga (10 & 24)
- Thursdays – Tai chi – 9 a.m.; Zumba Gold 10:30, WI walks 6:15
- Fridays – June 5 – Line dancers dance, June 12 – Square Dance (~30 people each)
- Sunday -Bike Rides -7 p.m. with Ryan
- Kids Soccer – June 15, 17, 22 & 24 – 4:30 with Tallen
- Pickleball – Daily + learn to Play June 14
- Soft ball teams -approximately 5 times weekly
- Kites at the Park - June 19 at 4 pm

The office looked into renting the CARI pool, but it was not available on weekends in June, only Tuesdays, Wednesdays and Thursday after 8 p.m. which was too late for the majority of people who responded.

e. **New Horizons for Seniors Program**

- i. **Always Time for Something New** – The New Horizons for Seniors Program grant is providing \$15,430 to purchase exercise equipment; provide three Tech Talks, Supper Club events, food workshops and presentations, Tai Chi classes, Lunch & Learns, Watercolour classes, a Seniors Fair, a Barn Quilt class, Black Light Show, a car rally, knitting and crocheting classes, a Christmas wreath workshop, and a gardening workshop. Food presentations with Margaret Prouse have been scheduled for Sourdough (17 attended)- June 16, Strawberries- July 7; Ferments -August 4; Preserving -September 15; Instapot/slow cooker - November 17; Leftovers -January 12; and Air fryers- February 9
- ii. **2027-2028 [New Horizons for Seniors Program \(NHSP\)](#) Applications** are due July 14, 2026. The grant has been increased to \$50,000, except it is \$25,000 for capital items. Councillor suggestions for activities included tai chi, making bat houses, water colour classes, a tour of the Bog, cornhole, washer toss (possibly including building them), and crokinole, flower arranging, tech talks, senior housing options, winter driving tips/ presentation with appropriate door prizes, and a preserving workshop
- f. The [Seniors Community Meal Grant](#) 2026-27. The municipality applied for \$5000 for four free communal meals for 70 seniors each, but no decision has been announced yet.
- g. The [Seniors' Secretariat Grant](#) 2026-27 applied for \$2965 for a bus tour, and emergency first aid for seniors; however, has not received a decision yet.
- h. [Island Community Food Security Program](#) – Miltonvale Park was granted \$10,000 for two food hampers, one supper, a pancake breakfast, four preserving workshops, four mini garden workshops, seeds/trees, the

construction of a wash station and a produce stand for the garden. The garden is well underway.

- i. **Family Violence Prevention Week** – The report was submitted for the blanket making mini-grant.
- j. **Green Spaces Program** Thirty trees were allotted for the community park; however, no further details were received. The trees are to be planted by staff/volunteers.
- k. **Parks**
 - i. **Pickleball** – Two courts were rented from 9:00 a.m. to 11:00 a.m. on July 6, 8 and 10th for the Ontario Veterinary College class of 1981 reunion.
 - ii. **Charlottetown Minor Ball** -has reserved the ballfield on Saturdays from 9-3, Monday, Wednesday and Thursday evenings from 6 p.m. starting as early as June 1. Andy Worth is the new contact. They have dragged the field for try outs earlier and intend to continue dragging twice a week. They would also like to have some sort of covering over the **players benches**, and they would assist in paying. The City uses a chain link structure with a roof. They were not sure of the cost or timing. There is a Canadian company that makes sun shades. Privacy slats on a chain link construction could work.
 - iii. The office is ordering a new “Park Closed at Dusk, No Smoking, Dogs Must be Leashed, Except in Dog Park” **sign** to replace the “No smoking” sign currently at gate, at a cost of \$183.51, plus HST.
 - iv. The **tennis** net and the gears on the tennis posts should be replaced. A new UV lamp should also be installed.
 - v. A **playground inspection** should be scheduled with Recreation PEI. Mayor Parker would like to be available to attend.
 - vi. The Kerala PEI Cultural Association is looking for a suitable venue for a kids' community event and inquired about booking the park July 4 from 2-6 p.m. for 50 to 80 children; however, there are also softball and pickleball scheduled for part of the afternoon.
- l. **Canada Community Building Fund** – There has been no progress regarding purchasing and installing propane equipment at the park.
- m. **Active Transportation** –The bike repair stations from **Halt** are arriving very soon. The benches and bike racks were ordered, and will also arrive in the next week. The municipality needs to arrange installation and permission to place them near the Confederation Trail. The racks and benches will have a metal loop welded to them to allow them to be anchored.
- n. **Solar Light Field** –There has been no progress in the application for funding for a feasibility study
- o. **APM Centre** - The new Bylaws, with slight revisions in the wording regarding “municipalities”/“communities” were passed at the Special Meeting, May 27, 2026. At the recent board meeting, ice times and gym rental costs increased by \$5-\$10, and signage fees were increased \$50-100 depending on their size. Manager Donna Butler intends to retire in two years. They are hiring a maintenance person this year and plan to hire an assistant to Donna next year, for succession planning. The second ice surface committee received cost estimates for about \$27 million, with shops, and courts, or about \$24 million without the shops, courts, etc. It is expected the federal and provincial governments could contribute \$5 million each. There is no word yet regarding

any commitments expected from the communities yet. The APM Centre is also planning to install Live Barn, a streaming platform, at no cost, after a request from PEI Minor Hockey. The APM Centre received a substantial donation of food from Kraft Hockeyville and asked which municipalities had a community fridge or food bank. The food was distributed to the food bank in Cornwall, but they will share with others in the catchment zone.

- p. **Radon** –The municipality hasn't received the municipal report yet.
- q. **Car Show** –The annual car show in aid of the Upper Room Food Bank is planned for the parking lot at Charlottetown Metal Products (CMP) on Saturday, June 20, rain date Sunday June 21. Registration will start about 10:30, with the show occurring from 12-4. Admission is \$5 person or \$10/family. Live music includes John MacAllar from 12-2 and Crow Black Chicken from 2-4. Councillor Doucette will deliver the food from the North Rustico Food Market between 10-10:30. Volunteers from the Food Bank will run the canteen. CMP will provide one barbeque, and Miltonvale Park will bring one from the park. Staff will make signage, certificates, pick up magnets and plaques, prepare ballots/ballot boxes, and organize registration. Direct Nutraceuticals will again allow visitor parking on their lot. All attendees from last year were emailed. Mathesons Construction is paying for the trophies. Frizzell's Autobody is donating \$100 each for the Best in Show and People's Choice prizes. There are toy cars to give out to children. Todd Ramsay has agreed to assist with transportation. The Shiners have asked to have a table at the car show, which was acceptable to the municipality.
- r. **Earth Day – April 22** – Miltonvale Park held a Swap Meet/Yard Sale on Saturday, May 23; however, the attendance was very low. There had been a yard sale the previous week, so the timing or the branding as a swap meet, may have impacted attendance.
- s. **Garden**
 - i. Mondays from 1-3 p.m. and Thursdays from 10 a.m. -12 are work times at the community garden, and we have had about seven regular volunteers, usually two-four per day.
 - ii. There are nine individuals/families with plots.
 - iii. Staff are building a wash stand, and will also build a market stand
 - iv. The vegetable garden will be entered in the PEI Rural Beautification contest.
- t. **Volunteer Awards**
 - i. **Resident**
 - ii. **Good Neighbour**

Motion 2026:74 -Moved by Councillor Paul Poole, seconded by Councillor Leo Doucette **that Miltonvale Park award the Volunteer of the Year Award to Donna Bernard and the Good Neighbour Award to Nancy Hooper.** Motion carried, 3-0.

Motion 2026:75 -Moved by Councillor Jamie Taylor, seconded by Councillor Paul Poole **the meeting be extended for up to 30 minutes.** Motion carried, 3-0 at 8:58 p.m.

- u. **Newsletter**

- i. This is the CAO's next priority and will include information on the following: CAWG Striped Bass Fishing Derby, Canada Day, ParticipACTION, Development Update, Introduction to students, EMO survey, contacts, hours, rebates, Election information, park information, Pickleball info, FireSmart, Crabbe Road mosquito payment, Community Spirit Award, the community garden, and upcoming events.
- 2. **Emergency Measures**
 - a. **Generator at park** – The generator has not been moved from the hall to the park yet.
 - b. **Wildfire Community Preparedness Day Funding** –The municipality was granted \$500 by FireSmart. The North River Fire Department will come to Canada Day, where the municipality will distribute information, posters, and magnets. The municipality will also increase online promotion of the FireSmart information.
- 3. **Personnel Committee**
 - a. **CAO Contract** – The CAO still hasn't had a chance to revise the contract following suggestions received from a Human Resources workshop.
 - b. **Summer Students** –The contract has been signed for the Post Secondary Student Program for Ruth Awuja, who will work at the Park. She is currently working part-time and will start full-time hours on June 22. Jax Bolger as been hired through the provincial **Jobs For Youth** (JFY) program, which was funded for eight 40-hour weeks at the park. The Canada Summer Jobs funding has provided eight weeks of funding for Molly Slaven (Park -35 hours); Christian Covey (Garden/office -34 hours) and a watershed worker for 35 hours. The municipality may also receive a second JFY student for eight weeks at the office.
 - c. **Training** - Go!PEI is planning to host an Essential Playbook training session for parks and recreation staff.
 - d. **CAO Helper** -Ryan Ritskes is working at the garden, and if time permits -at the office, for about 20 hours/week.
 - e. **First Aid training** for staff will take place in West River on June 25.
 - f. **Updated Harassment Policy** -The CAO updated the Harassment Policy, based on the new template provided by the Workers' Compensation Board of PEI.

Motion 2026:76 -Moved by Councillor Paul Poole, seconded by Councillor Jamie Taylor **the updated Workplace Harassment Policy (attached as SCHEDULE A) be approved.**

Motion carried, 3-0.

- 4. **Finance/Payment of Accounts**
 - a. **Remittance** –The next payment for employer remittances is due by July 15 for April – June 30.
 - b. **Reports and Payment of Accounts** –The unreconciled financial statements for April and May were circulated. Income included \$66,629 in grants, \$1,588 in permits, and \$30 in expense recovery, for total income of \$68,247. Expenses totaled \$78,196 and included admin expenses of \$14,196, facilities and public properties of \$4,191, fire protection of \$26,417, planning and zoning of \$2,387, community development of \$13,983, professional services and membership - \$12,079, and recreation and parks of \$4,943, or a net lost of \$9,948. Current assets total \$722,222, capital assets total \$598,284, and other assets are \$14,489, for total assets of \$1,334,996. Total liability consists of current liabilities totaling

\$135,118, which includes \$98,765 of deferred revenue. The municipality has equity of \$1,199,878.

- c. **Insurance** – The office still needs to complete the simplified information form for a cyber coverage quote
- e. The [Grants-in-Lieu of Property Taxes Program](#) -The CAO did not apply yet regarding the community park, as they are partially needs-based.
- h. Council should plan to review the **reserve funds** allocations.
 - 1. Capital Reserve
 - 2. IRAC and Legal Hearings
 - 3. Community Priority and Contingency Reserve.

8. **REPORT FROM CAO**

Reports/Applications –The CAO submitted the StatsCanada Business Payroll survey, which is required monthly for a year, and submitted feedback to FPEIM for a planning and development service. She also completed paperwork for the FOIPP consults, and the report for the New Horizons for Seniors 2025-26 project and for the Family Violence Prevention Week.

Attended – The CAO attended the AMAPEI AGM & Professional Development Day on May 22, and a legal webinar on Freedom of Information and municipal planning.

Accomplished – The CAO hired several students, held the Earth Day swap meet, reviewed student applications, is getting caught up on accounting, and is organizing and promoting the ParticipACTION Community Challenge and other events and activities, and is onboarding students.

To do– This list includes finishing organizing the car show and Canada Day, formal notification regarding the most recent conflict of interest complaint, further responses regarding FOIPP and to OmbudsPEI, NHS activities, Provincial and Federal Feasibility Studies, & CRIS, application to the Rural Growth Initiatives for radios, completing student hiring/onboarding, compiling and distributing the newsletter, collecting mosquito costs from residents, audit preparation, purchasing a new computer, finalizing the agreement for the garden, filing, installing the Active Transportation grant items, propane equipment for park, and finalizing the CAO Contract, Unreasonable Behaviour Policy, and a Minutes Policy.

9. **PLANNING – Councillor Paul Poole**

a. **Permits Issued**

- i. **MP-26-002SD** was issued on 2026-06-02 to PID 281865 to subdivide 1 lot off, and remaining land of PID 281865 to be consolidated with PID 281899, and this lot is only for cultivation of natural resources, located at Route 2, Milton Station.
- ii. **Permit 26-07**-PID 1178656, located at Lot 14 Applecross Avenue, Milton Station for a Single Unit Dwelling (4268 sq. ft.) on June 16, 2026.
- iii. **Revision to Permit 26-02** - to increase the size of the addition to the barn by 200 sq. ft. at PID 1013374, Rustico Rd.

b. **Applications in progress**

- i. **Application #MP 1248-** PID 1101070, for an addition to an existing Accessory Structure. The size of the accessory building currently exceeds the maximum gross floor area of an individual accessory building permitted. The applicant intends to amend the application for a stand-alone structure.
- ii. **Application #MP-1269** at PID 1165760, for an accessory apartment to an existing dwelling.

c. Queries/Issues

- i. A resident wanted to erect a small roadside stand to sell baking and eggs on the North York River Rd. It had been suggested the municipality check with Transportation.
- ii. A resident wanted to install a 6x8 ft. electronic sign by the intersection of Rtes. 7 & 2.
- iii. An anonymous complaint was made against a welding business on MacKenzie Road
- iv. An ongoing issue is an accessory building/chicken coop placed on the property line at a parcel on Rte. 2. This could also be considered a civil matter.
- v. A landowner inquired about subdividing a lot from PID 283218, located at 950 Lower Malpeque Rd-Rte. 236. The property is a panhandle lot, but also has frontage on Rte. 2, which is an arterial highway.
- vi. The owner of PID 596593 inquired about constructing an Accessory Apartment, in the lower level of the existing dwelling, and replacing the deck with a smaller deck.

c. Other

- i. **Tourism PEI** noted no active or unresolved unlicensed accommodation cases for the month of May.
- ii. Information for the **Shared Services Report** is due to West River at the end of June, so it can be compiled and submitted to Municipal Affairs
- iii. **Regulatory affairs for Tourism PEI Update** -Jody Curley-Howard
 - i. Tourism PEI can meet to discuss tourism accommodations in your community, if desired.
 - ii. Tourism PEI sends a standard email at the beginning of each month, which details the amount and type of tourism accommodations in each municipality. Accommodation ownership information is [online](#) and is easily searched by community, or contact Tourism PEI to get more information on ownership or information related to the accommodation. Tourism PEI has signed consent for exchanging information with planning authorities regarding licensed operators. The easiest way to search online is by community only.
 - iii. Tourism PEI licenses all tourism accommodations on PEI. Municipalities with planning authority have the option to provide written approval/decline for new applicants. If a new applicant is declined, the development bylaws must support that decision. Municipal permission is provided once. Tourism PEI does not validate renewals of any other licenses or registry. Tourism PEI will renew the license each year regardless of the state of any municipal registration renewal. Licenses are not transferable- all new applicants must receive new approval, regardless if the previous owner had

one. New bylaws that restrict tourism accommodations are enforced the date they are enacted, for new accommodations only. Tourism PEI will not remove the license of existing operations if they now conflict with the new by-law changes. Tourism PEI views short term rental as any tourism accommodation that is rented for less than 1 month.

- iv. **Enforcement** -Tourism PEI staff review illegal license data every month. Software provides all illegal listings, which are investigated, and Tourism PEI intervenes with the unlicensed accommodations. They aim to get the operator into compliance immediately. If they are not permitted (refused municipal permission or they are not the owner etc.), Tourism PEI delists them off the platform operators (e.g. Airbnb). This request usually takes about a week to finalize and usually cancels all existing bookings. This has successfully reduced the number of illegal operators. The compliance team has intervened with over 900 cases in the past 2.5 years and has increased Tourism PEI license numbers by 38%. There are now just under 2400 licensed tourism accommodation in the province. They strongly encourage officials consult with Tourism PEI before implementing bylaw changes to tourism accommodations to ensure they align with the provincial legislation and enforcement practices.

9. INQUIRIES BY MEMBERS OF COUNCIL -There were no inquiries.

10. INTRODUCTION AND READING OF BYLAWS - Remuneration Bylaw 2026-03

First Reading

Motion 2026-77: Moved by Councillor Leo Doucette, seconded by Councillor Paul Poole that

Whereas Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

Whereas Council appointed a Remuneration and Allowances Commission to review the payments to be made to members of Council and committees, who recommended changes to the types, rates and conditions of payments,

Be it resolved that the “Remuneration Bylaw (Bylaw 2026-03) be hereby read a first time. Schedule B is attached. Motion carried, 3-0.

Approval of First Reading

Motion 2026-78: Moved by Councillor Leo Doucette, seconded by Councillor Jamie Taylor that

Whereas the Renumeration Bylaw required updating, and was reviewed and updated by the Remuneration and Allowances Commission, and

Whereas the “Remuneration Bylaw (Bylaw 2026-03) was read a first time at this Council meeting;

Be it resolved that the Remuneration Bylaw (Bylaw 2026-03), be hereby approved.
Motion carried, 3-0.

11. ADJOURNMENT

Motion 2026-79: Moved by Councillor Leo Doucette that the **meeting be adjourned**. Mayor Parker declared it so at 9:28 p.m.

Mayor

CAO

September 16, 2026

Date approved

Next Meetings:

Regular Council Meeting- Wed. July 15 at 7 p.m. ONLY if required

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

SCHEDULE A

Workplace Harassment Policy

Approved June 17, 2026

1. Purpose

The purpose of this policy is to prevent and investigate harassment in the workplace. The policy applies to the employer and all employees of the Rural Municipality of Miltonvale Park.

2. Definition of Harassment

Harassment is any single or repeated occurrence of inappropriate conduct, comment, display, action or gesture or incidents of bullying that the person knows or ought reasonably to know could have a harmful effect on the employee's psychological or physical health and safety.

Harassment includes conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, gender identity, pregnancy, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Harassment also includes any inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome, such as, but not limited to sexual solicitation or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Reasonable action taken by an employer or supervisor related to the management and direction of employees, such as performance reviews, work evaluation, and disciplinary measures taken for any valid reason, is not harassment.

Rights and Responsibilities

The Rural Municipality of Miltonvale Park recognizes that everyone has the right to work free of harassment.

No employee will be subjected to reprimand, reprisal or discrimination for reporting a harassment complaint in good faith.

This policy is not intended to discourage, prevent, or preclude a complainant from exercising their legal rights under any other law or filing a complaint under the PEI Human Rights Act.

Everyone at the Rural Municipality of Miltonvale Park- including the employer, supervisors and employees – are responsible to:

- Maintain a respectful and harassment-free workplace.
- Report all incidents of workplace harassment and keep a record of the details of the incident to assist with the investigation.
- Cooperate in the investigation of a workplace harassment complaint as required.
- Understand and follow with the workplace harassment prevention policy.

In addition to the rights and responsibilities of all employees, employers and supervisors have additional responsibilities.

As the employer, the Rural Municipality of Miltonvale Park, is responsible to:

- Take all reasonable measures to ensure that no employee is subjected to harassment in the workplace.
- In consultation with the Joint Occupational Health and Safety Committee or Safety Representative, develop and implement a written harassment prevention policy.
- Ensure the policy is readily available to all employees.
- Train supervisors on how to recognize and address workplace harassment.
- Have a process for reporting and investigating workplace harassment.
- Ensure the source of harassment is identified and the harassment is stopped.
- Take corrective action against any employee who subjects another to workplace harassment.
- Take all reasonable steps to remedy the effects of harassment and prevent or minimize future incidents.

All the Rural Municipality of Miltonvale Park supervisors are responsible to:

- Ensure all employees are trained on the workplace harassment prevention policy.
- Treat all reports of workplace harassment seriously and respond promptly.
- Address any behaviors that may lead to a workplace harassment complaint.

Complaints of Workplace Harassment

Informal resolution

If an employee feels they have been subject to workplace harassment, there may be informal ways to resolve the issue, such as asking the person to stop the behavior or getting assistance from a supervisor. The supervisor may speak to the harasser and may also arrange for mediation, to help the people involved reach an acceptable resolution.

Formal complaint process

If an employee is unable to resolve the matter by dealing directly with the person or is uncomfortable approaching the person, the employee must notify their supervisor or another member of management immediately to file a formal complaint. If the employer or supervisor is the source of harassment then the employee can contact the Mayor or Deputy Mayor to report the complaint.

A complaint form is available from the CAO and must be completed to initiate the formal process.

Investigation into Workplace Harassment

The Company will investigate all reports of workplace harassment.

- Once a complaint is received, the company will immediately start an investigation.
- The complaint will be investigated thoroughly and promptly by an impartial party (either internal or external) trained to investigate such matters.
- The investigator will review any related documentation and interview the complainant, the alleged harasser, and witnesses, if applicable.
- When the investigation is complete, the investigator will provide a written report for management.
- If it is determined that workplace harassment occurred, the harasser will be subject to corrective action.
- The company will communicate the findings, including any corrective action taken, to the complainant and the accused harasser in writing following the completion of the investigation report.

Confidentiality

All complaints must be kept confidential. Information about the people involved and the circumstances of the complaint can only be disclosed to the extent required to report the harassment, conduct the investigation, take corrective action, or when permitted by law.

Policy Review

This policy will be reviewed in consultation with the Joint Occupational Health and Safety Committee or Safety Representative every three years, or as required to ensure it is up to date.

Appendix A Complaint Form

Complainant Information

Complainant Name _____ Complainant Phone # _____

Job Title _____ Date Form Submitted _____

Supervisor Name _____ Supervisor Phone # _____

Information about the alleged harassment

Name of Alleged Harasser _____ Job Title _____

Date of Incident _____

Is the harassment a repeat occurrence? If yes, please provide date of incidents.

Has the complainant advised the alleged harasser that they do not like the behaviour and wants it to stop? If no, please explain why. If yes, what was the response?

Were there any witness(es) to the alleged harassment? If yes, please list their names (and contact information if it is available to you).

In your own words, please describe the comments, conduct or display you found unacceptable. Please give details of the date and location of the incident(s) that is/are the basis of your complaint.

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser(s) for the purpose of investigating this complaint.

Signature: _____ Date _____

I acknowledge receipt of this complaint.

Supervisor's

Signature: _____ Date _____

June 2026

Schedule B
Rural Municipality of Miltonvale Park
Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2026 – 03

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 “Remuneration Bylaw.”

Authority

Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

Application

This bylaw applies to all Council members. For greater certainty, this includes the Mayor and Deputy Mayor.

Definitions

“Act” means the Municipal Government Act.

“Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.

“Compensation” means a form of monetary payment for the performance of some work or service.

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

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

“Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.

“Remuneration” means, both monetary payment for the for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

Establishing a Remuneration Bylaw

Council may, by bylaw, establish the level of remuneration and reimbursement available to elected officials to ensure that:

residents who have been elected to the position of Mayor, Deputy Mayor, or Council member are provided reasonable remuneration for their service to the Rural Municipality;

individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Rural Municipality;

ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and committee members;

Remuneration of Council Members

The Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 4,000 per year as a base, plus \$50/meeting (council/committee/etc.).

The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 3,000 per year, as a base, plus \$50/meeting (council/committee/etc.).

Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$1500 per year as a base, plus \$50 meeting (council/committee/etc.)

Any meeting that is over three hours in length shall be considered two meetings. The daily maximum meeting remuneration that a Council member can receive is \$100.

The Finance Chair shall be paid additional remuneration for discharge of the duties of office in the amount of \$ 1,000 per year.

The Planning Board Chair shall be paid additional remuneration for discharge of the duties of office in the amount of \$ 1,000 per year.

Any Councillor who is the chair of another Council Committee shall be paid additional remuneration for discharge of the duties of office in the amount of \$ 500 per year.

Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term in a position, the base remuneration shall be prorated on a monthly basis for time served or part month thereof and those monies shall stay in the general fund of the municipality.

Remuneration shall be paid on or about the end of March, June, September, and December each year, less any deductions required by law.

Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on or about the 1st day of January each year by a rate equivalent to the increase in the Consumer Price Index, for the calendar year most recently ended, and rounded up to the nearest dollar.

Allowance for Expenses

The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule A that is attached to, and forms part of, this bylaw.

Remuneration of Appointees

For the purpose of this section, "council committee" means a committee or other body established by the municipality that has no members other than those members appointed by the Council.

Subject to 6.3 to 6.6, persons, other than members of Council, appointed by Council as members of council committees shall receive remuneration as follows:

- a. Any resident who is appointed to Planning Board, shall be paid remuneration for discharge of the duties of office in the amount of \$500 per year as a base, plus \$50/meeting.

- b. Any resident who is appointed to any another Council Committee, shall be paid remuneration for discharge of the duties of office in the amount of \$100 per year as a base, plus \$50/meeting.
- c. Any meeting that is over three hours in length shall be considered two meetings. The daily maximum meeting remuneration that a resident can receive is \$100

Where an appointee does not serve a full 12-month term in a position, the base remuneration shall be prorated on a monthly basis for time served or part month thereof and those monies shall stay in the general fund of the municipality.

Any such appointee who attends less than 50% of all regular and special meetings of a council committee without a resolution of Council shall be deemed to have resigned, notwithstanding that his or her term may not have expired.

Any appointees who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment on a council committee shall not be eligible to receive remuneration.

Remuneration shall be paid on or about the end of March, June, September, and December each year, less any deductions required by law.

Remuneration for residents serving on committees shall be adjusted on or about the 1st day of January each year by a rate equivalent to the increase in the Consumer Price Index, for the calendar year most recently ended, and rounded up to the nearest dollar.

Revisions to this Bylaw

Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.

The Commission shall be made up of 2-3 members, who shall not be member of council or municipal staff.

The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts set out for appointees to committees under Section 8.

The Commission shall review and make recommendations to council respecting the compensation, reimbursement or payments that should be made to members of council, giving consideration to:

compensation, reimbursement and payment rates of comparably-sized municipalities;

the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;

the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and

the time requirements associated with participation on council and council committees.

The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

Repeal of Existing Bylaw

On adoption, this bylaw replaces Bylaw #2022-03, the Remuneration Bylaw.

Effective Date

This Remuneration Bylaw, Bylaw# 2026-03, shall be effective January 1, 2027.

1. First Reading:

This Remuneration Bylaw, Bylaw # 2026-03, was read a first time at the Council meeting held on the _____ day of _____, 20XX.

This Remuneration Bylaw, Bylaw # 2026-03, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

2. Second Reading:

This Remuneration Bylaw, Bylaw # 2026-03, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This Remuneration Bylaw, Bylaw # 2026-03, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

3. Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw # 2026-03, 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 Remuneration Bylaw 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