RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING
MONDAY FEBRUARY 12, 2024
6:30PM – OLD SCHOOL
730 VICTORIA RD., VICTORIA

MINUTES

Attendance of Councillors: Mayor Martin Ruben, Deputy Mayor Jean McCardle, Councillors Ben Smith, Shelley Trainor, Linda Gilbert (via Zoom), Eric Gilbert (via Zoom)

Staff present: CAO Anna Keenan, FAA Marsha Empson

And 3 members of the public.

1. Call to Order

a. **Call to order** - Mayor Ruben called the meeting to order at 6:38pm
b. **Acknowledgement of attendance in person and electronically.** Quorum was noted as being established.
c. **Welcome from the Mayor**

Mayor Ruben acknowledged that this would be the last meeting with CAO Anna Keenan. He and Council shared their thanks and appreciation, wished her all the best in her future endeavours, and presented CAO Keenan with a gift, a collection of local crafts and photography. CAO Keenan offered her thanks, and noted that Victoria will always hold a special place in her heart, and that she will be back to visit.

d. **Establish public participation method for this meeting.**

Mayor Ruben noted the points on the agenda at which the public would be invited to share their comments.

2. Approval of agenda

Motion to approve the agenda as circulated made by Deputy Mayor McCardle, seconded by Councillor Ben Smith. Carried unanimously (5/0)

3. Declarations of conflict of interest

None

4. Adoption of Minutes

a. **January 9, 2024 meeting of Council**

Motion to approve the minutes as circulated made by Councillor Trainor, seconded by Councillor Eric Gilbert. Carried (5/0)

5. Public Presentations/Petitions/Delegations & public comments or questions

a. **Brenda Boudreau, Victoria Historical Association: Heritage Day event, Sunday 25 Feb, 1-4pm.**

For the past 10-12 years, the Victoria Historical Association has had an event on the final day of February's Heritage Week. The theme this week is "A Stroll Through Victoria's Past" - there will be walk through displays around the schoolhouse room, no formal presentations, starting around noon, with cider and shortcakes served for visitors. A Silent Auction will happen: donations of vintage items will be accepted for the silent auction… lamps, doilies, shoes, postcards, etc.

b. **Comments or questions from the public to Council**

Brenda would appreciate it if Zoom attendees could be announced going forward.

6. Business arising from Minutes

None this month.

7. Reading of Correspondence

None this month

8. Reports from Standing and ad hoc Committees

a. **Water & Sewer Corporation** - *No meetings since last Council meeting.*

It was clarified that operational issues are reported via the CAO at item 10 and 11 of Council meetings, and that reports from Committees are the time for reporting back on the governance issues that have already been discussed by Committees.

b. **Planning Board**

Planning Board Chair Eric Gilbert reported:

- Done a lot of really good work over the past month, with planning board hosting a public meeting, and having a decision-making meeting in recent weeks.
- There are 2 motions tonight for the plan and bylaw.
- Planning Board is pleased with progress made.
- Thanks given to staff and committee members for hard work done, also thanked residents for comments provided.

Mayor Ruben noted that Victoria would likely have the highest per-capita turn out in PEI for public planning meetings and engagement in the Official Plan, and we should be proud of that level of public engagement.

9. Monthly Report from CAO

a. Activities report
b. Actions list
c. Development permits report
d. Financial report
e. Water test results transparency
f. Fire Department Report

CAO Keenan commented on the written documents submitted as part of the meeting package:

- Continuing to work on accuracy of financials.
- Fire department report template included, contents not received in time - will be presented at March meeting. No Fire Department calls were reported in January.

The CAO verbally delivered the following report, as her activities report:

Activities Report & Annual Report, February 2023
Anna Keenan, CAO, Rural Municipality of Victoria

Dear Council,

Please indulge this report in a slightly different format for my report this month, and presented verbally rather than prepared as part of the meeting package.

In the last month, my work has very much been focused on wrapping up work on key files, most especially the Official Plan, drafting the annual budget, and preparing to hand over to a new CAO, to give them the best possible start in the role.

Also, importantly, I also became aware today of an issue with the emergency generator at the lighthouse, that I will need to follow up on with our W&S operator; please be aware that the generator at the lighthouse has been disconnected as it seemed to be malfunctioning (it turned on, but did not turn off again when the power came back on, and after the power came back on, did not seem to be pumping out the tanks). In the event of a power outage, our W&S operator will need to have electricians on standby who will reconnect it, to prevent an overflow of the system's tanks. Staff will need to find the original engineer who designed the system, and engage engineering oversight to ensure that it is appropriately reconnected.

However, I wanted this month's report to be less of a monthly activities report, and more of **an annual review of my year in the CAO role.**

One Councillor told me that when I came into this role, there was a mountain of work, and indeed a backlog built up over many years, and as staff we've been given a teaspoon to start moving that mountain. Both in terms of the number of hours available to staff, and the budget we have to do the work with.

I'm proud of what Marsha and I have been able to achieve together over the past year, but I am very conscious that there is a huge amount of work not yet done. I'm confident that, as I leave the role, I've achieved what I set out to, which is leaving the institution of the Rural Municipality of Victoria in better shape than I found it. Indeed, I recall saying that to Marly and Shelley when I first interviewed for this role: that regardless of whether I'm here for 1 year, 5 years or 10 years, that I will leave the institution of the municipality in a better state than I found it.

I'd like to summarise the major achievements Marsha and I have made together over the last year, and then outline some of what remains to be done. I will be making more detailed notes for the next CAO.

Major achievements over the last year:

1. **Onboarding and training into the CAO role**, with very little handover or established practices and processes. I couldn't have done this without the very generous help of Hilary Price, and the support of staff at Municipal Affairs, staff at Dept of Environment (for Water & Sewer), and Marsha and Preston who taught me how things work.

2. **Stabilization of Council meeting practices**: adjusting the agenda to reflect procedural bylaws, and using prepared formats for motions/resolutions. We made some errors as we've worked out the kinks, but now the system is set up and it makes decision-making much clearer. Meetings more useful and shorter, focused on decision-making and accountability, rather than general sharing of opinions. There is also a lot less conflict and controversy than there used to be. I want to congratulate Council as a whole for this achievement.

3. **Establishing a digital filing and banking systems**, making project management and day-to-day administration much simpler. This is probably something that Council didn't see much of, but it's hard to explain how much of a difference it makes: it's easier for staff to find the history of decision-making on any issue now, and much faster to find the needle of information that you need amongst a haystack of files. Credit has to go to Nancy Dupuis, and Jean McCardle who together worked through the process of organizing the municipality's paper archives in the basement of the schoolhouse, durig the pandemic years, and Marsha who has done a lot of great work maintaining the digital and permanent paper archives.

4. Established the monthly **Community e-Newsletter** to keep local people well-informed and up-to-date on their local municipal government. This has the effect of reducing misinformation, and reducing conflict that is based on a rumour-mill.

5. **Completed 1 major capital project (Causeway)** and set 2 others into motion (Wharf and Generators). The Wharf and Causeway projects were long-overdue and needed to be completed. These capital projects have occupied a lot of staff and Council energy, and finances. There is limited number of simultaneous projects that staff can take on, and this year needed to be about cleaning up the backlog of unfinished work. I hope that with these projects in the rear-view mirror, that municipal capacity will open up for initiating and managing other new and exciting projects going forward.

6. **For more minor capital projects, there was the Installation of heat pumps** at the Fire Hall, and the installation of a central heatpump at the Community Hall is in the works.
7. **Wrapping up of the Official Plan and Development Bylaw**, a process that was started nearly 5 years ago, in late 2019. This is 90% done and I hope and expect that the final 10% will not be a heavy lift. I think it's been good quality work.
8. **Alignment on mutual expectations for Fire Department relationship with municipality**, and Council oversight, through the Fire Services Bylaw. At the start of my year with the municipality, there was very low trust between the Fire Department and Council or core administration. I hope that my work has been able to clarify the mutual responsibilities that we have towards each other, and help to increase accountability and mutual collaboration from both sides of that relationship.
9. **Writing two annual budgets,** and then managing the spending of last year's annual budget. This has revealed that while I can wrap my head around spreadsheets, I am not an accountant, and this is certainly my first experience working with public accounting. We believe we are going to finish the year with a modest surplus, but need to do some more verification.
10. **Successful grant applications** for a summer student, painting of the Community Hall (which will be done in the spring of 2024), and a partially-successful application for Active Transportation funding that still needs some followup by the new CAO: there is an offer to invest in some traffic planning and design work by an engineer
11. **Communicating with IRAC and appellants** to get all 3 IRAC appeals resolved (all three were withdrawn by the appellant), and doing so while cancelling our legal representation that was engaged last year (thus saving money).
12. **Ensuring that all outstanding and new development applications** were processed appropriately, so that we have no applications outstanding or awaiting response.
13. **Responding to development** that occurred outside of its permitted conditions.
14. **Putting in place an Interim Emergency Plan.** We didn't finalize a formal and written Emergency Plan, but we have one practically in place.
15. **Minor things on our facilities** - overseeing a new seasonal maintenance person, making modest improvements: to our washrooms, responding to the oil furnace breaking in the Community Hall, overseeing staff putting an emergency patch on the roof of the Community Hall, rebuilding the stairs at Victoria Park, rearranging our summer waste-management arrangements so there isn't garbage down at the wharf, and so on.
16. **Advanced a conversation around Municipal Sustainability**. We haven't made practical changes, but everyone is now aware of the pressures that are on staff, which result in this role being unsustainable, and everyone is aware of the pressures on the municipal budget. There are now 2.5 years left in the current term of Council, in which you can make changes that contribute towards municipal sustainability.

That said, there is so much left to do!

1. **Emergency plan** needs to be written formally, registered with the province, and regularly updated with current phone numbers.
2. **Wrapping up the annual budget** needs to happen urgently by the end of March.
3. There are big capital projects (aside from concluding the Wharf and Generator projects) that I would advise following up on:
    - **1 - Future of Victoria Park & erosion management**. See December Council meeting for my recommendations here. Get a Coastal Engineer engaged if the province won't. But ideally, get the province to pay for it, or find federal or provincial grants for climate adaptation.
    - **2 - W&S development that could be looked at** in the potential future General Residential zone, if Council wants to take that decision to enable it to be rezoned for development, as the new Official Plan allows.
    - **3 - AT Fund and pedestrianizing the Central Core,** to establish a parking zone outside of the Central Core, to create safer streets and to remove vehicle clutter from the historic village during the summer month. I would encourage the next CAO to work on a application to the Green Municipal Fund to advance this work, in addition to following up with
4. **Working with the SSWA** on Japanese Knotweed, the Rovis Beach living shorelines project, etc.
5. **W&S annual maintenance cycle.** Create a template (review annual emails and SMS from Preston and his contract), get new CAO to complete it by working with Preston.
6. **W&S Metering restaurants** (and a sample of residences) over this summer, and shifting to metered billing for restaurants, hotels, and industrial users in the fall. (Talk to IRAC first about how this would work, and examples if any other jurisdictions do a mix of flat fees and metering)
7. **Tourism Levy, STR Bylaw and licensing, and Parking metering during the summer,** for income for the municipality.
8. **Updating application forms and fees for Development & Subdivision Applications** once the new Development Bylaw is in place.

Notes for the future:

If the next CAO is able to get 4 or 5 of these 8 major priorities done, it will be a successful year for them.

With this report, I wanted to summarize the projects that have been completed this year, and acknowledge that there is much more to be done. I love this role, this place, and the cast of characters that I've come to know here in Victoria, but I also wanted to acknowledge that

one of the hardest things about this role is knowing that there is so much more that needs to be done, than there is capacity to do, so you have to prioritize, focusing on the

My ask to Councillors, going forward, would be to please treat municipal staff with patience and kindness, giving them the space that they need to learn and grow into the role. Hold them accountable, but make sure that you accept the boundaries that staff need to have, so that they can be as healthy and sustainable in the role as possible.

Mayor Ruben expressed appreciation for all that was achieved in the last year.

10. Inquiries by members of Council

Is there any update with regards to the timing of arrival and installation of the Generators for water & sewer backup?

- Expectation is for them to arrive in February -
- Action - New CAO to follow up with Craig from Bayside generators on arrival time for both water & sewer generators.

Wharf project update?

- Engineer (Stantec) and Island Coastal have been communicating over drawings. Can see parts are being ordered for installation, but the timeline will be very tight to get it all operating for the end of April.
- Worth noting that the CAO is transitioning mid project, as is the Engineer responsible at Stantec. The new engineer at Stantec is already being copied on info and handover betwee the CAOs will be as thorough as possible.

Is there a 'plan B' on the wharf project?

- No. In order to get the engineering designs completed, the tank had to be opened, and it was revealted that there was a significant split in the tank, and it has likely been leaking for quite some time.
- The pumps can't be put back in unless tank is been replaced. And it would need to be reconstructed, but this wouldn't be approved by provincial Dept of Environment.
- Really, the only option is to complete the job.

Council should have an understanding that major risks are being mitigated. For example, a resident notified of last major issue with the overflowing tanks by the lighthouse. Are we appropriately mitigating risks, checking on all our equipment on s schedule?

- No, we are not properly mitigating risks. We are reactively responding to risks instead of proactively preparing for them. There is significant CAO time required to understand all aspects of the system required to properly manage and direct our W&S Operator.
- Our W&S operator does a great job and is a certified operator. He does what we direct him to do. However, the municipality has not provided appropriate supervision and direction to him for many years, and that is our responsibility to correct. We need to

establish standard operating procedures, maintenance checklists and clear expectations, to which we can hold our contractors accountable.
- Our operator is very open to having greater formality in the relationship.

Suggest W&S have a meeting or two to familiarise us with the billing and rates, and the practical understand issues:

- Agreed. Should be high priority for new CAO, and especially when onboarding new W&S board members. This has been on the priority list, but has not made it to the top.
- Distinction between governance and operations needs to be really clear.

What is municipal jurisdiction, relating to Amar (owners of what was Halibut PEI) and its desire to growing production. Situation with inner Westmoreland estuary being high in nitrogen. Concerns that increased chemicals/fish waste could exacerbate the problem, could lead to anaerobic conditions and green slime. Think we should be aware of what their plans are and checking on outflow, what's going to be in it and how much. Previous owners had very little outflow, operated a clean system, and we would like to know more details about the current owners. Is this something that Water & Sewer Board could be responsible for?

- It's not Water & Sewer Corporation Board as it isn't about municipal water supply or the sewer system.
- Municipality does have the right to observe and get reports on outflows
- Their outflow is on beach side, not estuary side. No odor currently, which would indicate a high nitrogen load. Expectation is that the majority of
- Council/planning board has a right to ask for information about outflows from province before deciding on approval of any development permit. Council can make environmental outflows from a facility a condition of approval.

Financial reports this month - anything we should be uncomfortable with as a council?

- No. Monthly report may have had an error - surplus showing has changed, needs further investigation.
- A challenge is how to square up audit (consolidated statements) with the way the budget is presented (Operational/W&S/Capital). Capital funds are in operational budget currently, in the last monthly statement - corrections are needed.
- W&S/Municipal back and forth charges are a continued item that needs more clarity, staff are making progress on this issue - much of the outstanding accounts receivable under W&S budget is actually the municipality owing payments to the W&S Corporation.

Alarmed by costs at provincial park. Community reps collected $3000 in donations. Also received funding - but still much indebted from operation of park last summer. What is recommended for how to handle this in the coming year?

- Recommend opening the park again. Fees for paying for re-opening the washrooms, rebuilding the stairs, repairing and re-painting the picnic tables,

will not be recurring. Plumbing likely will not recur either due to a structural repair that was done in the late summer last year.
- That being said, the building is in very poor repair. If plumbing keeps backing up, or if the building becomes unsafe, talk to the province about demolishing the building - this is part of contract with province.
- Note: there are old sewage pipes in cliffs, visible from beach. We occasionally receive concerned calls about this. Everyone should be aware that these are very old pipes, no longer in use, and they can be cut out.
- The beach grant may or may not be available again this year.
- The facility is well used when open, it should be open to the public. However, an even better option than the municipality operating it, would be to encourage the province to operate/maintain.

What is willingness, or have you tested interest of private businesses to take over operational costs of washrooms.

- Have not tested the wilingness of businesses to contribute.
- This is a municipally-owned facility. It should be managed by the municipality, and costs should be covered through taxation or tourism fees instead.

Thanks for new Fire Department monthly reporting format developed.

- Staff think this will be useful. And in addition, staff are working on updating the Fire Dept membership and training list.

There are rumours that the Victoria Playhouse has no executive director currently, and that they will not be opening in the coming season. Is this true?

- Have heard the same rumours, and it's known that the executive director from last year is no longer working there.
- With regard to the coming year, we have had no official communication yet, and feel that this is more appropriate for the Playhouse to communicate, rather than for municipal staff to speak on their behalf.
- They are committed to paying their rent in the coming year, as per agreements in place.
- Action: Mayor has requested the Chair of the Playhouse board to present to Council. Staff to follow up with playhouse, to request more information to share with Council.
- It is noted that it is a major economic draw from Victoria as a village.

Public questions and comments:

- It's a pleasure to come to a meeting and not have various members of council or the community yelling at each other or talking about selling properties. It's a very pleasant atmosphere in the room - thank you all.

11. Introduction and Reading of Bylaws

See Item 13a for a vote on the Zoning & Subdivision Control Bylaw (Development Bylaw).

12. Appointments to Committees
(None this month)

13. Introduction of New Business

a. **Motions 2024-02, 2024-03 and 2024-04 - Adoption of Official Plan and Development Bylaw as recommended by the Planning Board.**

Moved by Councillor Eric Gilbert, Chair of the Planning Board, seconded by Councillor Shelley Trainor:

WHEREAS Section 14 of the Planning Act allows municipalities to adopt an Official Plan by resolution.

WHEREAS Council has followed the processes established in sections 11-14 of the *Planning Act*

AND WHEREAS, to the best of our knowledge, Council has complied with *EC 640/97 - Planning Act Minimum Requirements for Municipal Official Plans;*

BE IT RESOLVED THAT the Rural Municipality of Victoria Official Plan, Vision 2036, attached as Schedule A, be hereby formally adopted.

Discussion: none.

Motion carried. (5/0)

Moved by Councillor Eric Gilbert, Chair of the Planning Board, seconded by Deputy Mayor McCardle:

WHEREAS Section 16 of the Planning Act allows municipalities to adopt bylaws to implement their Official Plan;

AND WHEREAS to the best of our knowledge, Council has complied with the processes established in section 18 of the *Planning Act* and with *EC 640/97 - Planning Act Minimum Requirements for Municipal Official Plans*

BE IT RESOLVED that the Zoning & Subdivision Control Bylaw, Bylaw #2024-01, attached as Schedule A, be hereby read a first time;

Discussion:

- This time last year, we were at an impasse on the whole process. It was recommended to have a legal review, this happened. A number of legal comments made back to municipality. In the last Planning Board meeting, the design guidelines have shifted from voluntary to required, int he Central Core, and while I don't disagree with it, I am concerned that this could open up municipality to legal action, by people who don't want to be told they have to follow these regulations. 2014 terminolog, but making in mandatory may open this up for legal issues.
    - CAO Keenan noted that legal advice on this item was considered, and should Council wish to move into a closed session, the content of this advice could be discussed.
    - Planning Board Chair Eric Gilbert noted that there were 21 pages of legal review, which the Board worked through methodically over many months. Theoretically legal challenges could be launched against any part of the Official Plan. The Planning Board is happy with the document as we have it.

Motion Carried unanimously (5/0)

Moved by Councillor Eric Gilbert, Chair of the Planning Board, seconded by Councillor Ben Smith:

WHEREAS Section 16 of the Planning Act allows municipalities to adopt bylaws to implement their Official Plan;

WHEREAS to the best of our knowledge, Council has complied with the processes established in section 18 of the *Planning Act* and with *EC 640/97 - Planning Act Minimum Requirements for Municipal Official Plans*

AND WHEREAS the Zoning & Subdivision Control Bylaw, Bylaw #2024-01, was read a first time at this Council meeting;

BE IT RESOLVED that the Zoning & Subdivision Control Bylaw, Bylaw #2024-01, be hereby approved at first reading;

Discussion: none.

Motion Carried Unanimously (5/0).

b. First Presentation of 2024-25 municipal budget & 5 year plan.

The Operational Budget, Water & Sewer Corporation budget, and Capital budget and 5-year plan drafts, as included in the meeting package were presented by the CAO:

- Discussion regarding fire department budget:

- Besides setting outside rates, what does Fire District committee do? The VFD is a Department of the municipality, but it serves an fire district larger than the municipal bounds. The Fire District Committee is not a committee of the municipality, it is a committee consisting of people who live within the fire district, but not within municipal boundaries, largely firefighters at the moment.
  They are required to have an open meeting advertised every year, usually poorly attended. Note: provincial webpage for Fire District Committees has not been updated since 2017.

- VFD rates, outside dues, have not been raised in over 10 years. However, it has been discussed with the Chair of the Fire District Committee that it would be fair to raise fire dues at this time; the outside dues at their current rate, plus an equitable municipal contribution (as if the properties within the municipality were charged the same rates) are currently enough for operations, but not enough to renew and maintain the capital equipment for the department, and given that it is matter of public safety, we do need to ensure that the capital budget allocation is sufficient.

- The rollover of budget in the past years has not been accounted for. There is a case that could be made that the budget should be rolled over as well, but this budget includes a rollover of only the current year.
  - It has been included as a recommended amendment to the current draft, to be considered at the next meeting.

Action points arising from discussion:

- Action - new CAO to provide graphs for the current year revenue/spending, same as those shown for future year's revenue/spending, as well as similar graphs for the Water & Sewer budget.
- Action - W&S meeting needs to be scheduled before end of yearto determine W&S budget.
- Action - CAO to follow up with Playhouse on renewing office contract or keeping it in an overhold position, for 2024. If they do not intend to continue their rental of the office space, it should be put to an RFP.
- Action - check with municipal affairs if there is a chance to move to a compilation report instead of a full on audit, though this seems unlikely to be accurate and may not result in significant financial savings.
- Action - include cost of living increases in staff contracts for Finance & Administrative Assistant, and that of the CAO.

CAO Keenan noted that public comment and scrutiny of the budget will be invited in the February newsletter, as it was last year.

c. #2024-05 - Motion to amend past minutes to reflect intentions.

Moved by Deputy Mayor Jean McCardle, seconded by Counsillor Ben Smith:

WHEREAS according to the Municipal Government Act, for municipal bylaws to be accepted by the provincial government requires that Council pass each bylaw with 5 very specifically-worded motions be recorded in meeting minutes, as follows:

- **First Reading** - *two motions on the same meeting date.*
    - Motion 1: "The <name> Bylaw, Bylaw #2023-XX, be **read a first time**."
    - Motion 2: "The <name> Bylaw, Bylaw #2023-XX, be **approved** at first reading."
- **Second Reading -** *two motions at the same meeting, where that meeting occurs on a separate date but within 2 years of the first reading.*
    - Motion 3: "The <name> Bylaw, Bylaw #2023-XX, be **read a second time**."
    - Motion 4: "The <name> Bylaw, Bylaw #2023-XX, be **approved** at second reading."
- **Approval and Adoption by Council** - *after approval at second reading, this motion may occur at the same or subsequent meeting.*
    - Motion 5: "The <name> Bylaw, Bylaw #2023-XX, be **adopted**."

WHEREAS Council is in agreement that the intention of votes taken at the following Council meetings were clear, and as follows:

- That at the Council meeting of May 15, the intent of Council was to conduct first reading of the draft Fire Services Bylaw (Bylaw #2023-01), and to approve the draft Bylaw at first reading.

- That at the Council meeting of November 13, the intent of a majority of Council was to conduct First Reading of the draft Dangerous and Unsightly Property Bylaw (Bylaw #2023-02), and to approve the draft Bylaw at first reading.

- That at the Council meeting of November 13, the intent of Council was to conduct First Reading of the draft Code of Conduct Bylaw (Bylaw #2023-03), and to approve the draft Bylaw at first reading.

- That at the Council meeting of January 09, 2024, the intent of Council was to conduct Second Reading of the draft Code of Conduct Bylaw (Bylaw #2023-03), and to approve the draft Bylaw at second reading, and finally to adopt the Bylaw.

BE IT RESOLVED that the minutes of those meetings be amended as follows:

1. **In the minutes of the May 15, 2023 meeting, replace the following text:**
   "*Motion moved to **accept first reading of the Fire Services Bylaw.** Motion moved by Councillor McCardle, seconded by Councillor Wright. Motion moved unanimously (4 votes for, 0 against). Resolution #2023-33"*

   with this updated text, containing two motions with identical movers, seconders and votes:

"*Motion moved by Councillor McCardle: that the Fire Services Bylaw, Bylaw #2023-01, be* ***read a first time****. Seconded by Councillor Wright. Motion accepted unanimously (4 votes for, 0 against). Resolution #2023-33a*

Motion moved by Councillor McCardle: that the Fire Services Bylaw, Bylaw #2023-01, be ***approved at first reading.*** *Seconded by Councillor Wright. Motion accepted unanimously (4 votes for, 0 against). Resolution #2023-33b."*

2. **<u>In the minutes of the November 13, 2023 meeting, replace the following text:</u>**
   "Motion moved by Councillor Trainor that ***the Dangerous and Unsightly Property Bylaw receives first reading and be approved.*** *Motion seconded by Deputy Mayor McCardle."*
   and
   "Motion carried (4/3), with Mayor Ruben casting the deciding vote. Votes For: Wright, Trainor, McCardle, Mayor Ruben. Votes Against: Smith, E. Gilbert, L. Gilbert."

   with this updated text, containing two motions with identical movers, seconders and votes:
   "Motion moved by Councillor Trainor: that the Dangerous and Unsightly Property Bylaw, Bylaw #2023-02, ***be read a first time****. Motion seconded by Deputy Mayor McCardle. Motion carried (4/3), with Mayor Ruben casting the deciding vote. Votes For: Wright, Trainor, McCardle, Mayor Ruben. Votes Against: Smith, E. Gilbert, L. Gilbert."*
   and
   ""Motion moved by Councillor Trainor: that the Dangerous and Unsightly Property Bylaw, Bylaw #2023-02, be ***approved at first reading****. Motion seconded by Deputy Mayor McCardle. Motion carried (4/3), with Mayor Ruben casting the deciding vote. Votes For: Wright, Trainor, McCardle, Mayor Ruben. Votes Against: Smith, E. Gilbert, L. Gilbert.""*

3. **<u>In the minutes of the November 13, 2023 meeting, replace the following text:</u>**
   "Motion moved by Councillor E. Gilbert that ***the Code of Conduct Bylaw receives first reading and be approved.*** *Motion seconded by Deputy Mayor McCardle."* and *"Motion carried unanimously (6/0)."*

   with this updated text, containing two motions with identical movers, seconders and votes:
   "Motion moved by Councillor E. Gilbert: that the Code of Conduct Bylaw, Bylaw #2023-03, be ***read a first time.*** *Motion seconded by Deputy Mayor McCardle. Motion carried unanimously (6/0)."*
   and
   "Motion moved by Councillor E. Gilbert: that the Code of Conduct Bylaw, Bylaw #2023-03, be ***approved at first reading.*** *Motion seconded by Deputy Mayor McCardle. Motion carried unanimously (6/0)."*

4. **<u>In the minutes of the December, 2023 meeting, replace the following text:</u>**
   "Motion moved by Councillor Trainor that ***the Code of Conduct Bylaw receive***

***second reading and be approved**."* and *"Carried unanimously (6/0)"*

with this updated text, containing three motions with identical movers, seconders and votes:
*"Motion moved by Councillor Trainor: that the Code of Conduct Bylaw be **read a second time.** Seconded by Councillor Smith. Carried unanimously (6/0)"*
and
*"Motion moved by Councillor Trainor: that the Code of Conduct Bylaw be **approved at second reading.** Seconded by Councillor Smith. Carried unanimously (6/0)"*
And
"*Motion moved by Councillor Trainor: that the Code of Conduct Bylaw be **adopted.** Seconded by Councillor Smith. Carried unanimously (6/0)"*

BE IT FURTHER RESOLVED that Council instructs the CAO and Mayor to sign updated signature sheets for the resolutions mentioned above, to be kept on file, and to submit the updated signature sheets for the adopted Code of Conduct Bylaw to Municipal Affairs for their final approval.

Discussion: none.
Motion carried unanimously: (5/0)

d. #2024-06 - Motion to update directors with CRA.

Moved by Councillor Shelley Trainor, seconded by Deputy Mayor Jean McCardle:

WHEREAS Canada Revenue Agency (CRA) has mandated electronic filing for entities reporting five (5) or more T4 slips per tax season going forward, and

WHEREAS the municipality exceeds the amount of five (5) T4 slips to issue for the 2023 reporting period and as such is required to file electronically, and

WHEREAS the ability to file electronically must be given to the current representative, Finance and Administrative Assistant (FAA) Marsha Empson, through the online My Business Account portal by two (2) directors for the municipality, and

WHEREAS the current directors representing the municipality, Mr. Ben Smith and Mr. Erskine Smith, no longer hold the authority required for such activities,

BE IT RESOLVED that Council directs FAA Marsha Empson to update the directors for the municipality to be the current CAO and Mayor, and to include this task as a part of the administrative onboard/offboard process for future CAOs and Mayors.

Motion carried unanimously (5/0)

Action - FAA to update CRA directors and onboarding/offboarding checklist as per the motion.

14. Items to be considered in a closed session:

Councillor Shelley Trainor moved to close the meeting at 9:06pm. Seconded by Deputy Mayor Jean McCardle. Motion carried unanimously (5/0)

a. **Minutes for closed portion of 9 January 2024 meeting of Council.**
b. **CAO search committee report & recommendation to Council.**

Deputy Mayor Jean McCardle moved to re-open the meeting at 9:14pm. Seconded by Councillor Shelley Trainor. Motion carried unanimously (5/0).

15. Business arising from closed session:

a. **Motion to appoint a new CAO.**

Deputy Mayor Jean McCardle moved that the municipality hire Kyle Dudley as Chief Administrative Officer, effective March 4, 2024, and to grant him signing authority on all relevant accounts. Seconded by Councillor Ben Smith. Motion carried unanimously (5/0).

16. Adjournment

With no further business, the meeting was adjourned at 9:17pm.

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Submitted by CAO Anna Keenan Approved by Mayor Ruben