

Activities Report, November 2023
Anna Keenan, CAO, Rural Municipality of Victoria

Reporting on progress made by Marsha and myself, against the 11 work areas, in this report, over the last month:

- [1 - Supporting Council governance](#)
- [2 - Planning & Development](#)
- [3 - Fire department](#)
- [4 - Emergency Measures Plan](#)
- [5 - Overseeing approved Capital projects](#)
- [6 - The Future of Victoria Park \(& the Amar proposal\)](#)
- [7 - Municipal Sustainability - policy](#)
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- [11 - Forward Capital Project Planning](#)

1 - Supporting Council governance

- Prepared 1 Planning Board meeting, 1 Water & Sewer Board meeting, and this Council meeting.

2 - Planning & Development

- Worked 2 full days with Samantha Murphy (RPP, LPP), to process the decisions of the Planning Board into an updated draft for consideration at a public PB meeting in December.
- Communicated outcomes of Development Permit decisions at last Council meeting to DO and applicants.
- Responses to development/zoning inquiries for specific properties, from owners/potential developers.

3 - Fire department

- Discussed the Firehall-expansion issue with Samantha Murphy, to explore possible alternatives to the acquisition of the Rovic Beach Lane parcel through planning/zoning amendments for the Public Services & Institutional Zone. To be brought forward to Planning Board in December.
- Marsha's work has resulted in the electrical panel upgrades occurring at the Fire Hall. We are waiting to receive grant paperwork from the province, then heatpump installation can occur.

4 - Emergency Measures Plan

- Created a template for the EM Plan, which I will work on completing in the coming weeks.

- Reached out to provincial government staff about the likelihood of being able to access the \$50k Reception Centres grant, even though the work on the generators has been commenced - waiting on one further phone call to confirm whether this is possible.

5 - Overseeing approved Capital projects

- **Causeway project** - Island Coastal has had delivery of the specialized materials from Ontario confirmed. We are expecting them to schedule the installation during this month.
- **Generators** - Excavation, installation of electrical wires and switches, and propane lines has occurred for this project (you can see some of the work by the schoolhouse parking lot, behind the pumphouse, while you're picking up your mail), and we expect concrete pouring will happen in the coming weeks, before the ground freezes. The generators themselves, and propane tanks, should arrive and be connected by February.
- **Wharf project** - Arranged a clean-out and inspection of the tank. A tender was issued, and a bid received. See motion for decision in Council meeting package.
- **Community Hall heat pumps** - Same as last month: Marsha has been chasing two different suppliers for electrical panel upgrades, and is waiting for responses.

6 - The Future of Victoria Park (& the Amar proposal)

- No movement on this file this month.

7 - Municipal Sustainability - policy

- [Same as last 4 months, was unable to complete yet:] Intending to propose increases to the Schedule of Fees, to bring to a future Council meeting, but have not yet been able to prioritise this task.
- Provided information to Council about rate structures for other municipalities.
- Worked with Mayor Ruben to attempt to recruit past Mayors/Deputy Mayors for a Working Group on Sustainability. This was unsuccessful. There were no expressions of interest in response to the invitation in the municipal newsletter.

8 - Municipal Sustainability - operations

- Monitored, tracked and reported on municipal income and expenses as required.
- Improved the new format for monthly financial reports for Council, see item 9d. This should extend to Water & Sewer monthly reports in future. The new format helps me to make easier decisions about spending and reallocation of budget between budget lines, given over/underspends.

9 - Community Building

- Composed and sent a November edition of the Victoria Municipal News e-newsletter.

10 - Maintenance & services

- Picnic tables have been largely packed away for the season, with thanks to Michael Stanley and Paul Sheridan.
- Acted on concerns raised by the designers of the WasteWater Treatment Facility, who had a site visit . Further action will be needed in January, including writing an Operator-CAO Annual Accountability Checklist to support supervision of this role, and ensure that key tasks are not missed.
 - Our Water & Sewer operator requests additional budget be allocated next year to support clearing/mowing at the site each summer, to prevent root intrusion. Past Councils have declined this request. I intend to consult with the designers to verify the cost/benefit of this work, and may recommend a decision to Council as part of the budget process next year.
- Bins have also been packed away from the waterfront area, and are stored in the schoolhouse basement until next season.
- After discussing with Canada Post, staff determined that it won't be feasible to sell stamps and offer larger-parcel pickup from the municipal office, as we wouldn't be able to meet their criteria for a fuller range of services (which includes receiving delivery of parcels).

11 - Forward Capital Project Planning

- No further action in the past month - I am intending to write a grant application tot he provincial Active Transportation Fund by December 1.