

**Activities Report, August 2023**  
**Anna Keenan, CAO, Rural Municipality of Victoria**

**Overall:** This reporting period covers only 3 weeks since our last Council meeting.

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

- [1 - Supporting Council governance](#)
- [2 - Planning & Development](#)
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## 1 - Supporting Council governance

- Prepared agendas and materials for 1 Planning Board meeting, 1 Water & Sewer Commission meeting, and this Council meeting
- Beginning to plan for the Council byelection October 30, to fill our 1 vacancy.

## 2 - Planning & Development

- Supported the Planning Board in their ongoing review of legal advice on the 2022 Draft Official Plan & Development Bylaw
- Consulted with legal for advice on various permit applications, will relay to Development Officer. There are a few development applications in train that need a bit more discussion with the applicants, but I have been unable to prioritise these in the last 3 weeks.

## 3 - Fire department

- A representative from the Fire Department attended the Emergency Planning meeting on Tuesday 5th. I will be following up with Chief Boulter on Sunday 10th to talk about planning for emergency situations in ways that coordinates the VFD's First Responder services with the general services that the municipality would provide, particularly around communication and coordination.
- There has been no further progress, to my knowledge, on an asset inventory for the department. I will be speaking to Chief Boulter about this in the coming week. To adequately resource (ie, allocate the right amount of budget to) the Fire Department, I expect that Council would want to be able to relatively accurately forecast the costs, both operational and capital, for operating the department, and to receive information about what the expected equipment needs are for the coming years. This is the

purpose of the inventory. It will require engagement from the VFD Executive team to gather this information, complete the inventory, and therefore be able to set an capital budget forecast for the department.

- Marsha is continuing to work on arranging contractors for the installation of heatpumps at the Fire Hall. Unfortunately an upgrade to the electrical panel was done there without awareness of municipal staff beforehand, and the installation was done too early for the work to be covered under the grant (which we have not received the required contract paperwork for yet, from the province). Our understanding is that the VFDA was planning to pay for that work if the municipality/grant could not cover it. Staff have communicated to the Fire Department volunteers that they need to coordinate with staff on spending decisions like this in future.

#### 4 - Emergency Measures Plan

- The meeting on Tuesday September 5th went well, with 8 people attending. Thank you to Mayor Ruben and Councillor Brown for attending on behalf of Council.
- My highest priority in the coming week is to process the outcomes from this workshop into a plan, and recruit people (and backups) into the required positions of responsibility, and ensure they are trained in their respective areas of responsibility.
- A fully updated Emergency Management Plan for submission to EMO will follow, but the highest priority is training people. If this can be done quickly (which is not guaranteed given limited staff capacity), there is a chance that the timing may allow for us to take advantage of the reception centre grant. But I do not wish to raise expectations.
- I am keeping a close eye on Hurricane Lee. We may have a chance to test our plans in practice in the coming two weeks.

#### 5 - Overseeing approved Capital projects

- **Causeway project** - The CCDC contract with Island Coastal has been signed, and the work is expected to be complete by the end of October. I need to confirm that we have insurance coverage for the work on the project.
- **Generators** - See decision item on the agenda this Council meeting. I need to apply for the provincial dept of environment permit and have it approved, and bring the project under municipal insurance.
- **Wharf project** - last week, Stantec provided the engineering package to DFO, and DFO requested changes. They have negotiated those requested changes with the Department of Environment, and are working this week on finalizing a new package so that it can be approved for tendering. This, alongside Emergency Planning, are my highest priorities.
  - We are currently waiting on a redesign to ensure that DFO's requirements are met. That we are discovering the need for a change only at this time of year is extremely unfortunate, but ultimately a change is necessary as the work cannot proceed without DFO's approval. I am now increasingly sceptical that the work can be completed this fall, and I will communicate the same to the restaurants affected.

- Given that we are now significantly overdue on the timeline for delivery for this project (which was expected in the spring of this year), and that most of the delays from May until August (4 months) were the responsibility of Stantec, I would like support from a Councillor with experience in engineering/infrastructure contracting, to see what options the municipality has in recouping costs associated with the delay.
- **Community Hall heat pumps** - Marsha's top priority is proceeding with securing quotes for these heat pumps, as heat may be needed towards the end of September, and the oil furnace is leaking fumes. It is questionable whether we are living up to the municipality's responsibility to our tenants if their season is affected by the lack of heat.

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

- See correspondence item in the meeting package.

## 7 - Municipal Sustainability - policy

- [Same as last 3 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.
- Discussion item on municipal sustainability is in the agenda for the meeting. I look forward to hearing proposals from Councillors.
- Note: the CAO for Bredalbane has also resigned their post (they started at a similar time as I did, like the former CAO for Crapaud). Bredalbane has also had a few Councillor resignations, and have asked Victoria staff whether we can serve as Municipal Electoral Officers for them, if they schedule their byelection on the same day, October 30 (this will include proportionate cost sharing). I'm inclined to accept their request, just need to discuss the logistics with Marsha to ensure it is achievable.

## 8 - Municipal Sustainability - operations

- Monitored, tracked and reported on municipal income and expenses as required.
- Following September, we will have a better picture of the degree to which our summer operational expenses have exceeded their allocated budgets (we had unexpected repairs on plumbing systems, the Community Hall roof, etc) and we will be able to make adjustments for cost-savings over the remainder of the year.
- Anna will attend a Municipal Asset Management workshop in Moncton on Monday 18th of September.

## 9 - Community Building

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

## 10 - Maintenance & services

- Worked with maintenance staff as needed

- Damaris' contract is complete. Have thanked her for her work.
- Have defined work to be completed by Phil's last day, Sep 24.
- Have not been able to find someone to open and close the washrooms on Mondays and Tuesdays, so municipal staff and Paul Sheridan are checking in on it during our work days when we can. These are low-traffic days in the community so it hasn't posed a problem in the last 2 weeks.
- Worked with the W&S Operator, as needed, particularly on the Action Plan items following up on the wharf sewage leak. (See report summarising the Action Plan progress in the meeting package)
- Canada Post mailboxes have been installed at the schoolhouse. We have ordered an outdoor noticeboard to be installed at the side-door entrance. The Municipal office will liaise with Canada Post about selling stamps and offering larger-parcel pickup.

## 11 - Forward Capital Project Planning

- The Department of Transportation & Infrastructure has still not responded to our requests to meet to discuss parking and road design, and our relative authority for managing it within the village.
- I have scheduled a meeting with the Active Transportation Fund staff in late September, to learn the process of developing a grant application to their fund, and the criteria that they would be looking for us to meet. (RE pedestrianising the village and establishing separate parking). The federal Green Municipal Fund is also an option for cost-sharing for this project.