

**RURAL MUNICIPALITY OF VICTORIA**  
**DEFERRED REGULAR COUNCIL MEETING**  
**WEDNESDAY, APRIL 12, 2023**  
**6:30PM – OLD SCHOOL**  
**730 VICTORIA RD., VICTORIA**

**AGENDA**

**1. Meeting called to order**

- a. Acknowledgement of any attendance via Zoom
- b. Establish public participation method for this meeting

**2. Approval of agenda**

**3. Declaration of conflict of interest**

**4. Approval of Minutes**

- a. Special meeting March 28, 2023

**5. Presentations and public input & questions**

(No public presentations requested this month.)

- a. Victoria Day Announcement - Brenda Boudreau (2 mins)
- b. Brief period for questions & answers from the public to Council (for matters not addressed elsewhere on the agenda. 10 mins)
- c. Presentation from Kevin McCarville, Department of Communities, on the topic of Shared Services between rural municipalities (20 min)

**6. Business arising from Minutes**

- a. Appointment of a Municipal Electoral Officer (MEO) and Deputy, for the Council byelection to take place 29 May.

*(Relevant laws & regulations include the [RMV Elections bylaw](#), PEI's [Municipal Elections Regulations](#), and the MGA itself. [The province's summary page for municipal elections is here.](#))*

**7. CAO Report**

- a. Actions list
- b. Development permits report
- c. Financial update
- d. Activities report

**8. Deputy Mayor's report**

*(None received in writing - report to be delivered verbally)*

**9. Water & Sewer Commission report**

- a. Water Testing Summary - provided for transparency
- b. Water & Sewer Commission report from the Chair

**10. Planning Board report**

*(None received in writing - report to be delivered verbally)*

**11. Introduction of New Business**

- a. Planning Decision request - Lobster Barn Expansion
- b. AMAR property and Victoria Park: process that would be required for rezoning & development
- c. FPEIM Annual Meeting
- d. Fire Department Land Acquisition - Rovia Beach Lane

**12. Council Correspondence**

- a. Housing Accelerator Fund
- b. Nancy Quinn, Seaside Bookshop
- c. Donating a bench for the Boardwalk
- d. Motorcycle Poker Stop tour - June 4

**13. In-Camera discussions**

- a. Discussing contracts for staff, facility rentals, and service providers
- b. Discussing CAO performance review discussion (quarterly)
- c. Discussing legal advice and next actions required to follow up on a 2017 option to purchase.

**14. Report out & Actions Arising from In-Camera discussion**

**15. Adjournment**

RURAL MUNICIPALITY OF VICTORIA  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MARCH 28, 2023  
6:30PM – OLD SCHOOL  
730 VICTORIA RD, VICTORIA

Present

Councillors Marly Anderson (Chair), Jamie-Lee Brown  
CAO Anna Keenan  
FAA Marsha Empson  
Councillors Tom Wright, Eric Gilbert, via Zoom  
Members of the public, via Zoom

Quorum was achieved for this meeting.

Meeting called to order by Councillor Marly Anderson @ 6:31pm

Councillor Anderson thanked all for attending and for the work put into completing the draft budget.

Approval of Agenda

***Motion moved to approve the agenda as circulated.***

***Motion moved by Councillor Brown, seconded by Councillor Wright.***

***Motion carried unanimously (3 votes for, 0 against).***

Declaration of Conflict of Interest

None declared.

Approval of Minutes

***Motion moved to approve the minutes of March 13, 2023.***

***Motion moved by Councillor Brown, seconded by Councillor Wright.***

***Motion carried unanimously (3 votes for, 0 against).***

Councillor Anderson explained that after each budget sub-item there would be 3 minutes allowed for public questions and discussion.

Public Presentation of the Financial Package (Budget 2023/24)

CAO Keenan explained that she would present the most up-to-date information, pointing out where there are already amendments expected to be made to the draft budget that was published 2 days ago, in the meeting package.

CAO Keenan reviewed the budget development process:

- The first draft of the budget was developed during week 3 of CAO Keenan's employment with the municipality.
- After the first presentation of the budget, public comments were accepted.
- CAO Keenan indicated that she was appreciative of all the comments, and that some of them led to change within the budget. She particularly appreciated comments and advice provided by previous CAOs, Keith Dewar and Hilary Price.
- Between Draft 1 and draft 2, she and FAA Empson reviewed and edited the numbers being reported as actuals, to account for the final 3 weeks of the year.
- She explained that the budget must be balanced or in surplus to submit to the province; a planned deficit is not allowed.
- A request to increase taxes would have to be submitted by March 31, if Council wished to approve an increase.

CAO Keenan briefly reviewed and summarised public feedback and staff responses:

- Many water & Sewer specific items were not reviewed, as they had been discussed at the Water & Sewer meeting the week prior.
- \$50k in funding for a fire truck that had been included in the initial budget, with the understanding that there may be an eligible grant available to offset the costs. However, it is not currently known if there is such a grant available, therefore, the budget was amended to remove the line items associated with a fire truck purchase, both on the income and expenses sides. CAO Keenan will be happy to revisit if a grant can be found, and would also like to work with the fire department to pass a fire services bylaw.
- A comment suggested that shared services be factored into the budget. CAO Keenan explained that while the municipality has discussed with the province, and will continue to look at this option, the proposed model has not been put into action yet and therefore a dollar amount can't be assigned confidently. The province intends to present information on the shared services model at the April council meeting.
- The greatest number of comments were received regarding water and sewer generators. CAO Keenan indicated that capital budget funds would account for this. The municipality is prioritizing 4 major capital projects, and if one needs to be dropped for lack of funds, she recommends dropping the sewer generator. She provided rationale to support her recommendations, including that the current wharf equipment is at the end of its life and has been requested by the provincial engineers responsible for water & sewage facilities, and that the municipality's Water Treatment Facility can be manually pumped out if needed, in the event of an extended power outage.

Questions and comments

- Councillor Gilbert commented that he felt discussions were needed to clarify Fire Department spending and expenses. CAO Keenan explained that the \$70K showing in

Draft 1 of the budget included \$50k for a fire truck, which has since been removed from the budget until an applicable grant can be found to offset the expense.

- Staff confirmed that the line for Fire Dues is, in fact, Outside Fire Dues, for residents outside of the municipal bounds only. Residents & businesses within municipal bounds pay for fire service as part of their regular property taxes.

CAO Keenan Presented the Water & Sewer Budget, as approved by W&S Commission March 23, 2023

- CAO Keenan explained that the Commission had approved the W&S portion of the budget, but council needed to approve it as well.
- She indicated that the IRAC rate increase had impacted the income for W&S and had created a surplus.
- In the submitted budget, this surplus was marked as a transfer to the municipal reserve, however, former CAO Keith Dewar informed CAO Keenan (who confirmed with the auditor) that the funds are not allowed to be handled in that way. Because rates were paid specifically for Water & Sewer service, the surplus will need to be directed to a W&S reserve fund.

Questions and comments

- Councillor Brown indicated that the Commission reviewed that portion of the budget thoroughly at the W&S meeting and that she was comfortable with the final draft.

CAO Keenan presented the Operational Budget.

Income side of the budget:

- One of the changes between Draft 1 and Draft 2 included an increase to commercial taxes, which increased income by \$3271.
- Outside fire dues decreased ~\$400, resulting from a correction to calculations used to determine 2022/23 dues. Councillor Gilbert thought that perhaps it would be higher for 2023/24, but FAA Empson indicated that she had not been provided with the reporting for the upcoming year.
- A large increase in rental income was also included for the upcoming year. Staff will be responsible for promoting increased rental income from our municipal assets.
- A transfer from a municipal reserve fund was included in the submitted budget as income, but we now know that this is not allowed (as those funds came from Water & Sewer), so this line will need to be amended before the budget is passed.

Questions and comments were invited. There were none.

- CAO Keenan indicated that there were some large corrections made between draft 1 and draft 2 expenses, to present a balanced budget.

- The expenses for the Fire Department were reviewed first, showing an increase in overall expenses from the past year, however, building repairs and maintenance will need to be decreased to ensure budget balance. It is hoped that some building repairs may be covered by a grant for heritage funding. Overall, the Fire Department budget is approximately the same as the previous year.
- CAO Keenan explained that the grass cutting quotes for all properties came in significantly higher than last year's actuals. In order to find savings, CAO Keenan proposed amending the submitted budget for a 6% reduction in the overall budget for lawnmowing, to be expressed as a single reduction in costs for the Dunrovin Green Space grass cutting. The service levels will need to be negotiated with the contractors.
- CAO Keenan proposed an amendment to reduce the expenses for Official Plan Legal and Consulting, from \$10,000 to \$7000.
- A large reduction of \$50,000 to Legal/Consulting Fees was applied, the original amount incorrectly included expenses that were only applicable to 2022/23, for MRSB.

#### Questions and comments

- Councillor Anderson asked if there was a grant for seasonal wages. This was confirmed as accurate and the line item capturing the grant, from the Employment Development Agency, was clarified.

#### CAO Keenan presented the Capital Budget & 5 Year Capital Forecast

- CAO Keenan explained the corrections made to the line for the Wharf Project, due to spending that did not occur in 2022/23.
- An additional \$100K in projected actual capital funds, that was received late in the current year, was captured.
- \$50K was moved from 2024/25 to 2023/24, for a sewer generator.

#### Questions and comments:

- Councillor Gilbert expressed thanks for the tremendous amount of work done to prepare and present the budget.

CAO Keenan concluded by stating that the presented budget, and suggested amendments to it, were her recommendations to Council. The next agenda item was for council to discuss and make the necessary amendments and/or motions.

#### Amendment and Adoption of Financial Package and Associated Tax Rates

***Motion to amend the presented financial package, to achieve compliance with the MGA, as follows:***

- ***In Water & Sewer expenses, re-allocate the \$12,592 outgoing transfer to the Municipal reserve fund, to instead become a transfer to the Water & Sewer reserve fund.***
- ***In Operational Income, remove the \$9,579 incoming transfer from reserve funds***

- *In Operational Income, adding \$1004 by increasing school hall & playhouse rentals each by \$502*
- *In Operational Expenses, removing a total of \$8675 as follows:*
  - *\$3000 from Official Plan legal & consulting*
  - *\$3000 from Fire Hall Building repairs and maintenance*
  - *\$2000 from firefighter training budget*
  - *\$250 from end-of-year celebration expenses*
  - *\$425, from a 6% reduction in total lawn mowing expenses, recorded as a reduction of that amount from the Dunrovin Green space.*

*Motion moved by Councillor Gilbert, seconded by Councillor Brown.*

*Motion carried unanimously (3 votes for, 0 against).*

*Resolution #2023-20*

*Motion to set the municipal commercial tax rate as \$0.88 per \$100 of Commercial property value, effective as of April 1, 2023.*

*Motion moved by Councillor Brown, seconded by Councillor Gilbert.*

*Motion carried unanimously (3 votes for, 0 against).*

*Resolution #2023-21*

*Motion to approve the financial package as amended.*

*Motion moved by Councillor Brown, seconded by Councillor Gilbert.*

*Motion carried unanimously (3 votes for, 0 against).*

*Resolution #2023-22*

*Motion to adjourn made by Councillor Brown @ 7:51pm.*

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Submitted by CAO Anna Keenan

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Approved by Deputy Mayor Shelley Trainor

Item	Date Action Created	Complete	Date Action Completed	Notes
Submit request to create Causeway Pipe Repairs project, using CCBF funds, and transfer funds from existing projects to Causeway project.	Mar 13, 2023	Y	Mar 28, 2023	
CAO to request more information from water & sewer operator regarding chlorine taste in water and to review historical data.	Feb 27, 2023			Mar 28 - W&S Operator confirmed that he is able to complete his regular bi-monthly testing at requested individual residences, if they have a concern about their specific water taste issues. Residents, please contact CAO to have such testing scheduled.
Schedule Committee of the Whole meeting and include emergency preparedness discussions.	Feb 27, 2023			
Determine if all members of all committees have liability coverage through the municipal policy, and what the coverage amount is.	Feb 27, 2023			
Provide written confirmation of coverage and amount to Commission & committee members.	Feb 27, 2023			
CAO to forward information on environmental protection order to Planning Board.	Feb 27, 2023			
CAO Keenan to arrange a meeting with fire department.	Feb 27, 2023	Y	Apr 5, 2023	Discussed Fire Services Bylaw and good communication between FD and CAO.
Confirm if committee members can sit on both the Planning Board and the Water & Sewer Commission.	Feb 27, 2023	Y	Mar 1, 2023	Yes, there is no prohibition against this. Conventionally, Councillors have sat on only one committee but this is a not a requirement.
Boardwalk post damage - CAO to email recommendations from insurance agent to council.	Jan 09, 2023			
CAO to proceed with process of applying for funding for heat pumps at the Community Hall (Playhouse).	Jan 09, 2023	In progress		Jan 31 - contacted Efficiency PEI to schedule energy audit. Contacted 3 companies from provided list. Feb 1 - met with one company @ Community Hall for quote. February 8 - emailed Efficiency PEI to schedule energy audit. February 16 - one quote received. March 6 - second quote received. 10 April - CES program application for Energy Auditing is submitted. Once energy audit is complete, applications for Heat Pumps can be submitted.
Review minutes of previous meetings to determine if motion to appoint Auditor for 2022/2023 was made earlier in the year.	Jan 09, 2023	Y	Feb 2, 2023	Feb 2 - minutes reviewed, no specific motion to appoint Auditor found. Minutes refer to answering Auditor's questions.
Canvas community for volunteer to fill open seat on Water & Sewer Commission.	Jan 09, 2023	n/a		Volunteer stepped forward to fill seat.
CAO to recommend to the fire chief that the fire department refer the problem regarding fires caused by a possible arsonist to the RCMP.	Dec 12, 2022	n/a	n/a	No longer relevant
CAO to follow up with fire chief regarding appropriate process for reporting fire department recommendations for new funding applications, acquisition of equipment and any other matter that needs council approval.	Dec 12, 2022	Y	Apr 5, 2023	CAO and Fire Dept executive team met April 5th to discuss the template Fire Services Bylaw proposed by the province. All intend to begin operating as if this bylaw is in place, while working to finalize exact language and get the bylaw passed.
CAO to follow up on monitoring of water testing and bring details of who is responsible to ensure requirements are being met back to council.	Dec 12, 2022	Y	Mar 23, 2023	Discussed at Mar 23 meeting of W&S Commission. Appropriate and qualified oversight is provided by engineers at the Department of Environment, who also certify our operator.
CAO to meet with Councillor Clapson to discuss and determine needs to hold hybrid council and committee meetings.	Dec 12, 2022	Y	Jan 2, 2023	December 19 - Proposal noting equipment needs and estimated costs submitted to CAO, forwarded to Province for potential grant. CAO met with Brian Clapson on January 2. Equipment purchased same week, testing to commence.



Item	Date Action Created	Complete	Date Action Completed	Notes
Post 2023 meeting schedule on municipal website, and on notice boards at the village post office and the Old School House.	Dec 12, 2022	Y	Dec 20, 2022	Website updated, notices posted at Old School and Post Office
CAO to follow up on Community Revitalization Program to see about obtaining funding for heat pumps for the community hall.	Dec 12, 2022	Y	Dec 19, 2022	Dec 16 - call put in to Kelly Mulligan, waiting for call back. Dec 19 - CAO spoke to Kelly Mulligan, she will forward an application for funding.
Notice to be posted/emailed requesting resident participation in Water & Sewer Commission and Planning Board.	Dec 12, 2022	Y	Dec 15, 2022	Email sent on December 15, and posted at village post office.
CAO to follow up with Rotary Club on application for funding requirements and bring more details back to council.	Dec 12, 2022	Y	Jan 5, 2022	Dec. 12 - email sent to secondary contact. Dec 19 - application for funding received Jan 05 - confirmed with RCC that application received is correct application for council to use if moving forward
Apply for CCBF funding for water line upgrades	Nov 14, 2022	Y	Feb 1, 2023	CAO to complete once estimated project costs received from engineers. January 18 - CAO spoke to province, transfer of funds form to be provided.
Council to provide list of improvement ideas for Dunrovin Shores (at Oct 17 council meeting), for potential Rotary Grant funding.	Sep 12, 2022	n/a		Noted at November meeting that Martin Ruben is now in conflict, as new Mayor. He provided contact info for another individual with Rotary Club, forwarded to Eric Gilbert for he and Marly Anderson to follow up on. Noted at November meeting that Martin Ruben is now in conflict, as new Mayor. He provided contact info for another individual with Rotary Club, forwarded to Eric Gilbert for he and Marly Anderson to follow up on. 10 Apr - This item has timed out. CAO will include Rotary as a potential funder on the grant application/funding sources list to be created.
Action item – send quote with total for damages to driver responsible for wharf damage, with options for payment.	Jun 13, 2022			Start with getting a quote from a carpenter - Hilary to look at Coles reports to see if costs/builder is noted. June 30 - spoke to Gaudette's Transit Mix, they can provide quote, must email request. Sent July 4. July 15 - Gaudette's says they are working on quote. August 10 - sent email requesting update. Aug 22 - left a message for admin Connie to provide an update. Aug 24 - Connie requested a call back, no answer, not able to leave a message. Aug 25 - Connie provided update, they are still waiting on a 3rd party company for information before being able to complete quote. Sept. 7 - Quote received. CAO to provide cover letter to send to driver. Dec 9 - CAO to prepare letter and send by year end.

RURAL MUNICIPALITY OF VICTORIA - PLANNING DECISIONS  
CALENDAR JANUARY 1, 2023 - DECEMBER 31, 2023

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>	<u>DETAILS</u>	<u>PID #</u>	<u>DATE OF APPLICATION</u>	<u>APPROVAL/DENIAL</u>	<u>DATE OF APPROVAL/DENIAL</u>	<u>APPEAL EXPIRY</u>
V-22-02	Russ & Lee Bryden; Annabel Roberts	Lots 02-A & 02-B	Boundary adjustment	496331/1088327	03/10/2022	Approved	01/13/2023	02/04/2023
V-23-01	Jennie O'Connor	7 Lyman St	Subdivide existing parcel	941336	19/01/2023	In Progress		
V-23-02	Tracy MacVittie	PID 207241	Boundary adjustment	207241/207787	09/02/2023	Approved	02/17/2023	03/11/2023
V-23-03	Marly Anderson	19 Water St	Change of use, expansion of square footage	404467	07/03/2023	In Progress		
V-23-04	Linda Gilbert	20 Howard St	Repair or replace existing building	207688	03/27/2023	In Progress		
V-23-05	Linda Gilbert	11 Main St	Fence over 6' and storage building	207563	03/27/2023	In Progress		

For more information please contact the Rural Municipality of Victoria at 902-658-2541, or victoriamunicipalitypei@gmail.com

# Rural Municipality of Victoria

Balance Sheet As at Mar 31, 2023

## ASSET

### Current Assets

Petty Cash	250.00	
Government Transfer Received	0.00	
Gas Tax Bank NS	401,233.62	
General Chequing Account	6,678.92	
Cash and Cheques to Deposit	2,528.08	9,207.00 Total cash
VISA - DO NOT USE	0.00	
Fire Visa - DO NOT USE	0.00	
V W Heritage Program Funding Acc	0.00	
Term Deposits	0.00	
Accounts Receivable	86.23	
G S T Receivable	0.00	
MCEG Receivable	1,250.00	
Due from Water COM. Rev Fund	83,748.69	
Due from Water Com. Cap. Fund	0.00	
Loan Advance Sewer Commission	0.00	
Short Term Loan Victoria Water Comm	4,010.43	
Accrued interest Receivable	0.00	
Prepaid Taxes	0.00	
Projects in Progress	0.00	
Victoria Waterfront Heritage Site	0.00	
Due to New deals Account	0.00	
AR Gas Tax	0.00	
H S T Receivable	3,145.61	
Due from Water & Sewer Account	3,922.43	
Prepaid Expense & Deposits	1,542.95	
Total Current Assets	<u>508,396.96</u>	

### Reserve Funds

Municipal Reserve	<u>517.99</u>
Total Reserves	<u>517.99</u>

### Fixed Assets

Land	164,814.09
Land Improvements	177,723.93
seawall	550,470.80
Victoria Community Centre/Playhouse	73,060.00
Improvements To Centre	300,000.00
Olde School House	675,922.74
Fire Hall	51,700.00
Victoria Heritage Site Bldg &Struc	136,157.07
Old School -Equipment	16,465.35
Fire Hall Equipment	12,167.10
Welcome Centre	0.00

Furniture & Equipment	2,699.50
Fire Dept Equipment	0.00
Accumulated Depreciation	<u>-563,048.92</u>
Total fixed Assets	<u>1,598,131.66</u>

TOTAL ASSET 2,107,046.61

LIABILITY

Current Liabilities

Operating Loan - LOC	45,000.00
Visa Payable	740.62
Accounts Payable	14,297.39
G S T Payable	0.00
HST Payable	3,810.35
CPP Payable	0.00
El Payable	0.00
Federal/Provincial Tax Payable	<u>0.00</u>
Total Payroll Taxes Payable	0.00
Defered Revenue General	0.00
Deferred Rev GT	<u>401,232.87</u>
Receiver General Payable	401,232.87
Vacation Payable	<u>0.00</u>
Total Current Liabilities	<u>465,081.23</u>

Long Term Liabilities

Long Term Loans - Community	0.00
Loan term Loan Mac Aurhur PPTY	23,868.64
Long Term Loans Fire Dept	<u>0.00</u>
Total Long Term Debt	<u>23,868.64</u>

TOTAL LIABILITY 488,949.87

EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	<u>-41,962.29</u>
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	<u>0.00</u>
Total Earnings	<u>1,618,096.74</u>

TOTAL EQUITY 1,618,096.74

LIABILITIES AND EQUITY 2,107,046.61

# Victoria Water & Sewer Commission

## Balance Sheet As at Mar 31, 2023

### ASSET

#### Current Assets

Cheque/Cash to Deposit	19,305.00	
E-transfers	0.00	
Online Payments	0.00	
Bank of Nova Scotia - Chequing	<u>-9,322.98</u>	
<b>Total Cash</b>		<b>9,982.02</b>
Accounts Receivable/Water& Sewer	35,695.24	
Accounts Receivable/ General	0.00	
Canada / PEI Infrastructure	0.00	
Allowance for Doubtful Accounts	0.00	
G S T Receivable	4,813.63	
H S T Receivable	<u>-60.02</u>	
Total Receivable		40,448.85
Prepaid Expense & Deposits		536.97
Visa		<u>0.00</u>
<b>Total Current Assets</b>		<b>50,967.84</b>

#### Other Assets

Due from Capital Fund		<u>0.00</u>
<b>Due from Capital Fund</b>		<b>0.00</b>

#### Water System

Pumping Plant - Structures & Improv	309,942.41	
Land (Water System)	25,385.00	
Dep'n Reserve - PP Structure & Impr	<u>-56,974.41</u>	
Net - PP Structure & Improvements		278,353.00
Transmission & Distribution Mains	340,605.00	
Dep'n Reserve - Trans & Dist Mains	<u>-84,239.00</u>	
Net - Trans & Dist Mains		256,366.00
Services	27,165.23	
Dep'n Reserve - Services	<u>-17,681.23</u>	
Net - Services		9,484.00
New Wells	73,930.00	
Dep't Reserves - Wells	<u>-13,403.00</u>	
Net-Well		60,527.00
Water Equipment- Meters		25,535.00
Dept reserve Water Equipment		<u>-18,197.00</u>
Chlorination Unit		4,340.38
DEp expense Chlorination Unit		<u>-2,007.38</u>
Curb Stops		<u>5,409.80</u>

<b>Total Water System</b>	<u>619,810.80</u>
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**Sewer System**

Land (Sewer System)	68,000.00
Misc Sewer Equipment	18,023.00
Depn reserve misc sewer equipment	-12,839.00
Collection Plant Structure & Imp	597,863.01
Dep'n reserve-C P Structure & Imp	<u>-102,166.01</u>
Net - C P Structures & Imp	495,697.00
Sewer Pumping Plant	1,147,146.05
Dep't Reserve- S P P	<u>-186,607.05</u>
Net - Sewer pumping Plant	960,539.00
Treatment & Disposal Plant	854,013.70
Dep't- Reseve T & D Plant	<u>-144,181.60</u>
Net Treatment & Disposal Plant	709,832.10
Sewer Equipment	135,257.11
Depn Reserve sewer Equipment	-67,763.87
Wharf Sewer Infrastructure	83,047.40
<b>Total sewer System</b>	<u>2,389,792.74</u>

<b>TOTAL ASSET</b>	<u>3,060,571.38</u>
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**LIABILITY**

**Current Liabilities**

Due to Municipality	13,639.74
Due to Gas Tax Account	0.00
Accounts Payable	7,193.98
GST Collected	0.00
HS T collected	0.00
GST Paid	0.00
Short Term Demand Loan	0.00
Accrued Liabilities	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>20,833.72</u>

**Long Term Liabilities**

Long term loan # 1	0.00
Long term loan #2	0.00
Short term loan Comm of Victoria	4,010.41
Sewer Long Term Loan	16,565.79
Due to Revenue Fund (W)	0.00
Due to sewer Revenue Fund (S)	73,030.62
Contribution in Aid of Construct (W	148,940.00
(S) Cont in Aid of Construction	<u>2,445,906.90</u>
<b>Total Long Term Liabilities</b>	<u>2,688,453.72</u>

<b>TOTAL LIABILITY</b>	<u>2,709,287.44</u>
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**EQUITY**

**Surplus**

Retained Earnings	256,937.72
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Current Earnings	<u>94,346.22</u>
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<b>Total Retained Earnings</b>	<u>351,283.94</u>
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<b>TOTAL EQUITY</b>	<u>351,283.94</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>3,060,571.38</u></u>
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**Generated On: Apr 10, 2023**

# Rural Municipality of Victoria

Comparative Income Statement

Budget Apr 01, 2022 to Mar 31, 2023

Actual Apr 01, 2022 to Mar 31, 2023

## REVENUE

General Revenue		
Taxation Real Property	111,400.00	113,304.00
Gas Tax Revenue	60,500.00	57,480.12
MCEG Grant	5,500.00	7,289.89
Property Tax Grant	3,200.00	0.00
Outside Fire Dues	8,290.00	7,944.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,500.00
Old School Rentals	3,500.00	4,936.74
Development Permits	3,500.00	1,300.00
Govt Grant - Wage Subsidies	7,300.00	8,819.58
Victoria Welcome Centre Rentals	500.00	1,300.00
Government Contributions	0.00	2,000.00
Income - Other	100.00	1,836.76
Total General Revenue	<u>210,790.00</u>	<u>213,211.09</u>
TOTAL REVENUE	<u>210,790.00</u>	<u>213,211.09</u>

## EXPENSE

General Government		
Auditing Fees - General Govt	10,000.00	9,900.00
Advertising - General Govt	1,000.00	464.50
Bank Charges - General Govt	550.00	408.35
Dues - General Government	600.00	659.76
Honorarium - General Govt	5,500.00	5,096.55
Insurance - General Government	5,000.00	5,131.00
Office Supplies - General Govt	5,500.00	5,259.65
Office Equip, Computer - Gen Govt	0.00	2,000.00
Bank Int on Loans - General Govt	1,300.00	3,001.35
Telephone - General Govt	2,100.00	2,134.23
Travel & Training - General Govt	100.00	0.00
CAO Salary - General Govt	16,970.00	20,088.00
Administrative Staff - General Govt	37,950.00	28,502.76
CPP Expenses - General Govt	5,275.00	1,993.81
EI Expenses - General Govt	0.00	1,498.70
WCB Expense - General Govt	0.00	1.19
Postage - General Govt	0.00	240.46
Maintenance - General Govt	0.00	626.81
Legal & Consulting Fees - Gen Govt	55,500.00	60,318.00
Accounting Fees - General Govt	3,750.00	3,010.00
Community Events - General Govt	250.00	64.93
ByElection/Election - General Govt	3,000.00	2,056.12
R & M - Mower gas, salt - General	0.00	79.03
Misc Expenses - General Govt	250.00	297.66
Seasonal Wages - Gen Maintenance GG	8,060.00	10,850.00
Share allocated to Water & Sewer	-32,618.00	0.00
Total General Government	<u>130,037.00</u>	<u>163,682.86</u>

## Community Hall

Electricity - Community Hall	1,200.00	792.42
Heat - Community Centre	2,300.00	2,002.77
Fire Insurance - Community Hall	3,750.00	3,812.00
Property Taxes - Community Hall	1,420.00	1,370.00
Repairs & Maintenance - Comm Hall	1,500.00	4,500.69
Water & Sewer - Community Hall	920.00	939.50
Snow Removal - Community Hall	625.00	605.00
Depreciation - Community Hall	6,500.00	0.00
Total Community Centre	<u>18,215.00</u>	<u>14,022.38</u>

## Fire Dept

Electricity - Fire Dept	1,200.00	876.71
Heat - Fire Dept	3,300.00	2,290.49
Fire Insurance - Fire Dept	1,350.00	1,365.00
Truck Insurance - Fire Dept	1,800.00	1,751.00
Property Taxes - Fire Dept	720.00	699.00
Building Rep & Maint - Fire Dept	500.00	387.73
Messaging & Pagers - FD	3,500.00	3,352.80
Water & Sewer - Fire Dept	985.00	985.00
Fire Equipment - Fire Dept	500.00	0.00
Telephone & Internet - Fire Dept	1,600.00	1,567.36
Office Supplies - Fire Dept	200.00	0.00
Training - Fire Dept	4,000.00	921.95
Medical Supplies - Fire Dept	300.00	0.00
Truck Fuel - Fire Dept	600.00	180.09
Lawn Mowing - Fire Dept	375.00	480.00



Waste - Fire Dept	250.00	250.65
Truck/Equipment Repairs - Fire Dept	1,500.00	0.00
Membership Dues - Fire Dept	800.00	686.00
Snow Removal - Fire Dept	600.00	660.00
Visa Charges - General Govt	0.00	75.00
Depreciation - Fire Dept	375.00	0.00
Total Fire Dept	<u>24,455.00</u>	<u>16,528.78</u>
Dunrovin Green Space		
Lawn Mowing - Dunrovin GS	525.00	1,500.00
Water & Sewer - Dunrovin GS	490.00	493.00
Repairs & Maint - Dunrovin GS	100.00	0.00
Dunrovin Total	<u>1,115.00</u>	<u>1,993.00</u>
Old School		
Electricity - Old School	5,000.00	4,501.09
Fire Insurance - Old School	2,800.00	2,899.00
Property Taxes - Old School	3,050.00	2,902.80
Repairs & Maintenance - Old School	1,000.00	153.00
Water & Sewer - Old School	1,475.00	1,477.50
Cleaning - Old School	0.00	728.46
Waste - Old School	500.00	501.29
Supplies - Old School	350.00	202.08
Lawn Mowing - Old School	450.00	900.00
Snow Clearing - Old School	1,750.00	2,514.82
Share allocated to W&S - Old School	-1,310.00	0.00
Depreciation - Old School	16,000.00	0.00
Total Old school	<u>31,065.00</u>	<u>16,780.04</u>
Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	13,131.63
Total General Planning Expenses	9,500.00	13,131.63
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	11,447.47
Total OP & Bylaw Updates Expenses	5,500.00	15,395.37
Planning	<u>15,000.00</u>	<u>28,527.00</u>
Sewerage Committee		
Project Mgmt Fees - Sewer Committee	0.00	572.00
Total Sewerage	<u>0.00</u>	<u>572.00</u>
Street Lights		
Street Lights - General	3,000.00	2,919.60
Total Street Lights	<u>3,000.00</u>	<u>2,919.60</u>
Lighthouse		
Property Taxes - Lighthouse	35.00	233.00
Repairs & Maint - Lighthouse	1,500.00	1,362.91
Lawn Mowing - Lighthouse	300.00	420.00
Total Lighthouse	<u>1,835.00</u>	<u>2,015.91</u>
Welcome Centre & Washrooms		
Water and Sewer - Welcome Ctr	1,475.00	1,477.50
Garbage - Welcome Centre	650.00	764.81
Maintenance - Welcome Ctr	250.00	360.00
Supplies - Washrooms/Welcome Centre	1,000.00	1,779.00
Washroom Maintenance - Welcome Ctr	1,500.00	758.21
Property Tax - Welcome Ctr	490.00	497.00
Insurance - Washrooms	125.00	108.00
Depreciation - Welcome Centre	11,000.00	0.00
Visitor Centre Costs	<u>16,490.00</u>	<u>5,744.52</u>
Victoria Park		
Repairs & Maint - Victoria Park	0.00	20.00
Water & Sewer - Victoria Park	525.00	525.00
Total Victoria Park	<u>525.00</u>	<u>545.00</u>
Waterfront Heritage Site		
Sewer & Water - Waterfront	490.00	493.00
Repairs & Maintenance - Waterfront	100.00	0.00
Property Tax - Waterfront	580.00	661.00
Lawn Mowing - Waterfront	150.00	360.00
Depreciation - Seawall	25,000.00	0.00
Interest on Property Loan	750.00	328.29
Total Waterfront Heritage Site	<u>27,070.00</u>	<u>1,842.29</u>
TOTAL EXPENSE	<u>268,807.00</u>	<u>255,173.38</u>
NET INCOME	<u>-58,017.00</u>	<u>-41,962.29</u>

## Victoria Water & Sewer Commission Comparative Income Statement

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to Mar 31, 2023
<b>REVENUE</b>		
<b>Revenue</b>		
Unmetered Water Revenue	34,778.00	40,593.08
Water-Frontage charge	6,156.00	8,046.39
Sewer Dues	42,921.00	50,466.27
Sewer- Frontage charge	7,513.00	10,486.52
Delayed Payment Charges	100.00	0.00
Gas Tax Funding	0.00	45,191.78
Curb Service Fee	400.00	300.00
<b>Total Revenue</b>	<u>91,868.00</u>	<u>155,084.04</u>
<b>TOTAL REVENUE</b>	<u>91,868.00</u>	<u>155,084.04</u>
<b>EXPENSE</b>		
<b>Water Operating Expenses</b>		
Materials & Supplies	500.00	0.00
Repairs & Maintenance	1,000.00	1,747.90
Back up Maintenance Operator	1,650.00	893.75
Power or Electricity (W)	5,425.00	3,499.14
Water Testing Fees	7,000.00	5,705.70
Chemicals	350.00	197.96
<b>Total Operating Expenses</b>	<u>15,925.00</u>	<u>12,044.45</u>
<b>General Expenses</b>		
Bank Service Charge	600.00	509.09
Water Operator	7,260.00	7,865.00
Insurance	3,100.00	1,465.00
Regulatory Commission Fees	1,103.00	0.00
<b>Total General Expenses</b>	<u>12,063.00</u>	<u>9,839.09</u>
<b>Non-Operating Income &amp; Expenses</b>		
Interest on Long-Term Debt	576.00	902.35
<b>Total Non-Operating Income &amp; Expenses</b>	<u>576.00</u>	<u>902.35</u>
<b>Sewer Expenses</b>		
Sewer Testing Fees	1,075.00	303.60
Contract Fees For sewer Operator	19,094.00	20,353.49
Repairs & Maintenance (S)	750.00	2,125.29
Property Taxes (S)	575.00	559.09
Electricity (S)	6,700.00	5,686.85
Telephone- Computer (S)	1,170.00	1,207.44
Sewer Snow Removal	1,650.00	1,980.00
Backup Operator Expense	0.00	893.72
Wanda L Electricity		398.17
Lighthouse P Electricity		1,388.18
Sewer Electricity	0.00	1,786.35
Propane	1,200.00	250.33
<b>Total General Sewer Expenses</b>	<u>32,214.00</u>	<u>35,146.16</u>
<b>Water Expenses</b>		
Causeway Electricity	0.00	2,145.77
Water Snow Removal	550.00	660.00
<b>Total Water Expenses</b>	<u>550.00</u>	<u>2,805.77</u>
<b>TOTAL EXPENSE</b>	<u>61,328.00</u>	<u>60,737.82</u>
<b>NET INCOME</b>	<u>30,540.00</u>	<u>94,346.22</u>

Generated On: Apr 10, 2023

## CAO Activities Report. Prepared by Anna Keenan, for meeting 12 April, 2022

### 1. Financial items:

- Budget finalization & submission complete
- Audit process is underway
- Will work with Marsha to develop easier-to-interpret monthly financial statements

### 2. W&S & Planning Board first meetings

- W&S March 23, for approval of W&S budget. Next meeting date TBD.
- Planning board April 6. Have established a monthly calendar of meetings and topics that will be addressed by the group, 3rd Monday of the month at 4pm, starting in May.

### 3. Generator, Causeway & Wharf projects

- Meeting with Morley Foy, as reported to Water & Sewer Commission.
- Meeting with Stantec to finalize scope for Causeway & Wharf projects
- Receipt of initial quotes for generators - more information required.

### 4. Notable meetings:

- Amar, PEI BioAlliance, regarding Amar's interest in the Victoria Park space.
- Victoria Business Association regarding Welcome Centre tenancy this summer.
- VPI regarding ongoing relationships
- Fire Department
- Residents interested in walking trails, and pedestrianised street trials in the Central Core
- To be scheduled: meeting with the Victoria Seaport Museum association.

### 5. Summer Contractors:

- 2 quotes received for lawnmowing services
- Wage subsidy applications submitted or underway for 3 positions, through 3 programs, for complete 9am-9pm coverage, 7 days/wk throughout the tourism season:
  - Jobs for Youth
  - Post-Secondary Student Jobs
  - Special Projects Program
- Discussions with potential summer staff underway. Expect to also post open job advertisements soon.

### 6. Administrative Systems & priorities:

- Shared digital filing systems gradually making day-to-day work and collaboration more efficient.
- Training with Dept of Communities staff, for Council & Committee members, to be scheduled this month.
- Priority: creating a calendar of grant applications
- Have begun planning for monthly Council meetings. Expected topics throughout the year include:
  - Emergency Measures Bylaw & Plan
  - Fire Services Bylaw
  - Policy for seasonal commercial rentals of municipal properties
  - Updated schedule of fees for day and hourly rentals of municipal spaces, and for development permits

### 7. Expected return date for Mayor Ruben

- Have discussed with Mayor Ruben and he is anticipating returning to Mayoral duties in June.

RMV WATER TEST RESULTS 2023

		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WELL #1	SAMPLE #	P230112031	P230209032	P230308067									
	TOTAL	0	0	0									
	E-COLI	0	0	0									
	BACKGROUND COLIFORM	0	0	0									
	NITRATE GROWTH	7.6	7.6	7.6									
WELL #2	SAMPLE #	P230112032	P230209033	P230308068									
	TOTAL	0	0	0									
	E-COLI	0	0	0									
	BACKGROUND COLIFORM	0	0	0									
	NITRATE GROWTH	5.9	5.6	5.6									
WELL #3	SAMPLE #	P230112033	P230209034	P230308069									
	TOTAL	0	0	0									
	E-COLI	0	0	0									
	BACKGROUND COLIFORM	0	0	0									
	NITRATE GROWTH	6.6	6.7	6.8									
LINE READINGS - OLD SCHOOL 730 VICTORIA RD.	SAMPLE #	P230125025	P230209030	P230308065									
	1ST READING	CL 0.44	CL 0.45	CL 0.45									
	SAMPLE #	P230112030	P230222028	P230323035									
	2ND READING	CL 0.45	CL 0.43	CL 0.44									
LINE READINGS - 3 RUSSELL ST.	SAMPLE #	P230112029	P230222029	P230323036									
	1ST READING	CL 0.34	CL 0.36	CL 0.36									
LINE READINGS - 4 JUDE ST.	SAMPLE #	P230125026	n/a	n/a									
	1ST READING	CL 0.36	n/a	n/a									
LINE READINGS - 28 NELSON ST.	SAMPLE #	n/a	P230209031	P230308066									
	1ST READING	n/a	CL 0.38	CL 0.35									
LINE READINGS - 36 CAUSEWAY RD. COLD WATER TAP	SAMPLE #	n/a	n/a	n/a									
	1ST READING	n/a	n/a	n/a									
LINE READINGS - 36 CAUSEWAY RD. HALIBUT PEI COLD WATER TAP	SAMPLE #	n/a	n/a	n/a									
	1ST READING	n/a	n/a	n/a									

Water Quality Interpretation & Information

**Total Coliforms** – the maximum acceptable concentration for total coliform is 10. If the coliform bacteria count is less than 10 then bacteria is present but not sufficient to regard water unfit for drink. The results indicate a possible problem with the well. The water should be resampled and the source inspected. If bacteria count is more than 10 water is not considered fit for human consumption. Drinking water should be boiled or an alternate source secured. The water should be resampled and appropriate remedial action taken.

**EColi** – The maximum acceptable concentration for E. Coli is 0. If any E.Coli is present, the water is considered not fit for human consumption. Drinking water should be boiled or an alternate source secured. The water should be resampled and appropriate remedial action taken.

**Background growth** – Anything below 200mg/l is safe.

**Chlorine Residuals (CL)** - Must be > 0.4 upon leaving the pumping station (730 Victoria Rd) for safety. According to the Canadian Drinking Water Standards: "Most Canadian drinking water supplies maintain free chlorine residuals in the 0.04- 2.0 mg/L range in the distribution system. At these concentrations, taste and odour related to chlorine or its by-products are generally within the range of acceptability for most consumers."

# Water and Sewer Report

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**April 12, 2023**

Exciting things are on the horizon! At our last meeting, the W&S Commission Appointed a new chair and vice-chair. With myself as chair and Shelley being vice-chair we are now a full complement.

Following is a list of items that we have updates on;

- We approved the Water and Sewer budget
- The causeway project-is to begin this spring (we do not have a date yet)
- The wharf project will be waiting until the fall but our operator is looking into a new electrical panel to install this spring, for safety.
- We are receiving quotes on the generator for the water supply and wastewater systems. With any luck, they will fall into our budgeted amounts and we will be able to get both this year.
- We have heard concerns from residents regarding their water supply. Our operator conducts residential water testing bi-weekly. If you would like to request your residential water being sampled please contact Anna and she will put you on a list for our operator.

While Anna and Marsha tirelessly completed the budget (Thank-You!) we were able to hear feedback from the residents. We are so pleased to have community feedback and want you to know we value all of your questions, comments, and advice.

As we move forward, in a new direction with great optimism for the future we want to gently remind residents that our operator is an employee of the municipality. We want to provide a positive workplace and put an emphasis on the well-being of all of our residents and employees. Going forward if there is a concern with our operator or our water and sewer systems we ask that you contact Anna; as she should be the only one in contact with our operator.

Kind regards,

Jamie-Lee Brown

## Planning Board Report

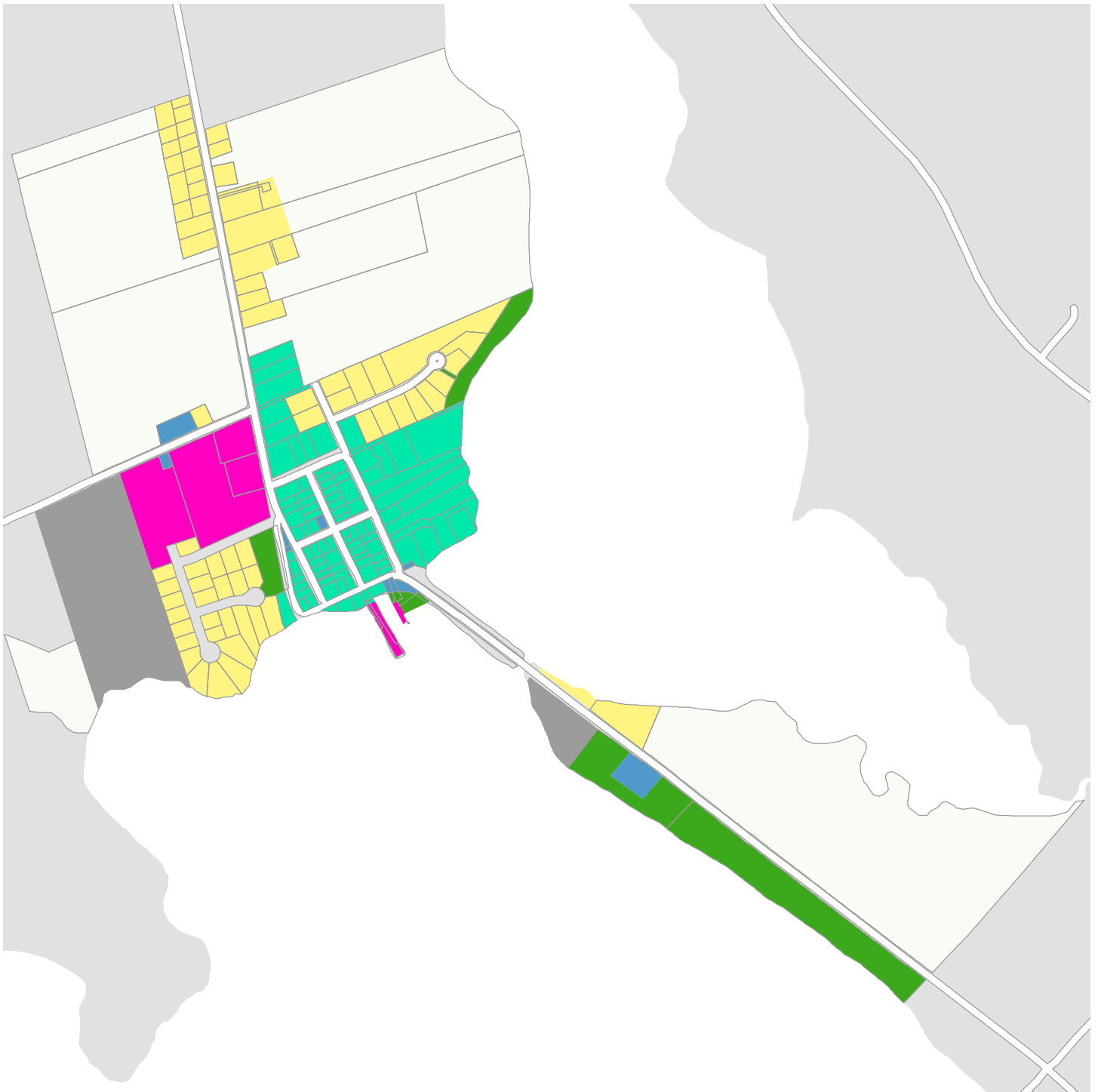
April 6th, 2023

Zoom: Janet Lauzon, Eric Gilbert (vice chair)








In person : Shelley Trainor, Ben Smith, Susan Oxley & Marly Anderson (chair)

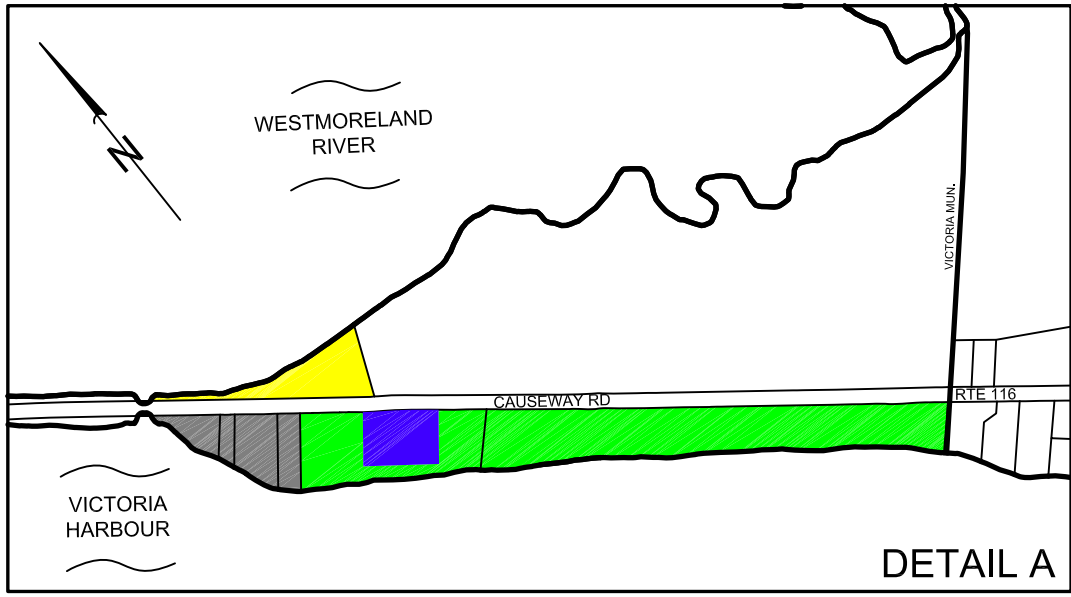
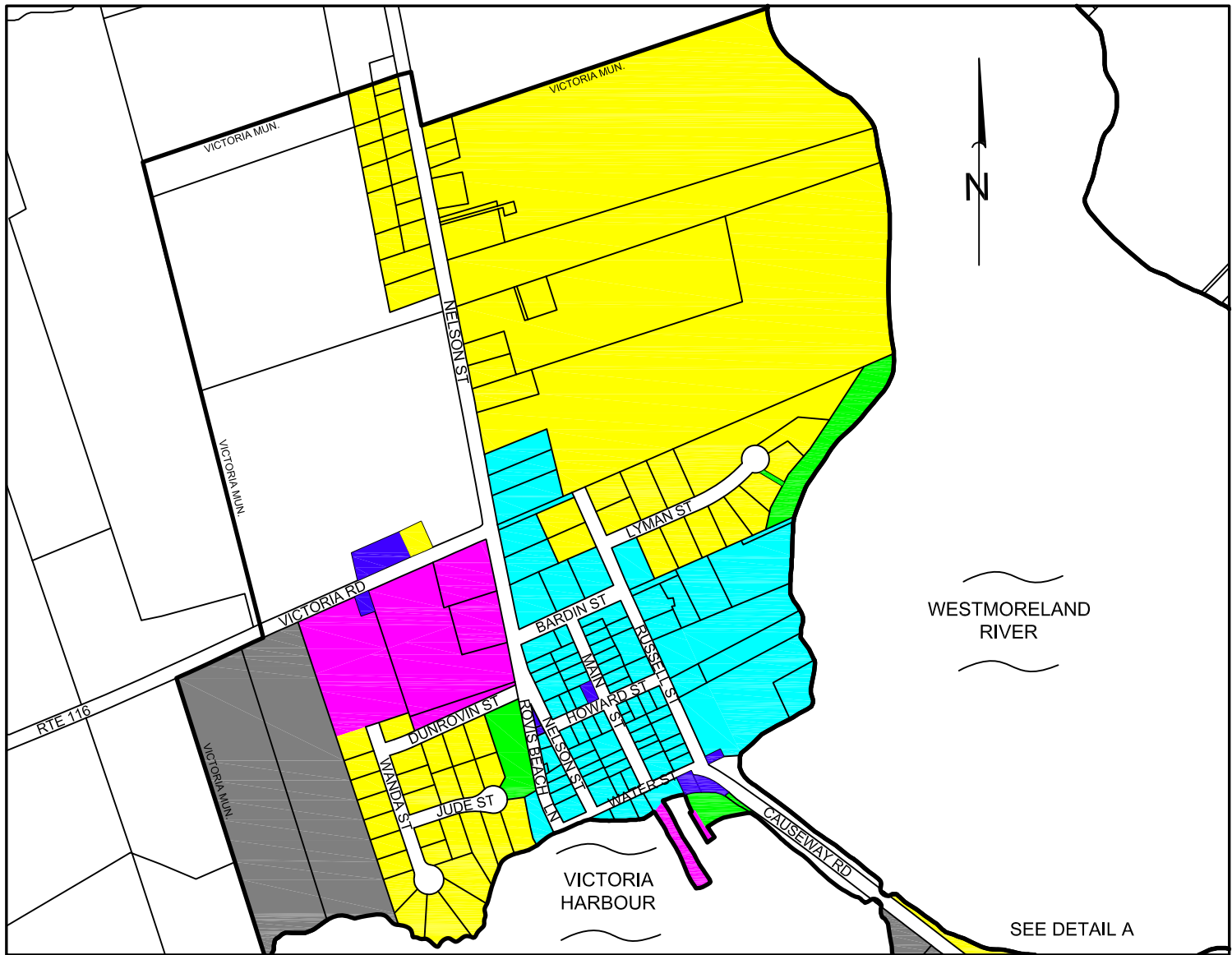
This was our first meeting as the new board. It was an introduction for the new members to understand our role as Planning Board. We reviewed RMV planning bylaw and PEI planning act. We also went over next steps in the official plan & bylaw review and made a plan for the next 6 months to go through it section by section and discuss and make recommendations for changes where we see fit.

Planning Board will meet on the third Monday of each month at 4pm and as needed to get through the content of the plan & bylaw review.



Zoning

Agriculture	A	
Commercial	C	
Central Core	CC	
Light Industrial	M	
Recreation and Public Open Space	O	
Public Services and Institutional	PSI	
Single Family Residential	R1	



**LEGEND:**

	A - AGRICULTURE
	C - COMMERCIAL
	CC - CENTRAL CORE
	M - LIGHT INDUSTRIAL
	O - RECREATION AND PUBLIC OPEN SPACE
	PSI - PUBLIC SERVICES AND INSTITUTIONAL
	R1 - SINGLE FAMILY RESIDENTIAL

Derek A. French Professional Services Inc.  
 379 Trans-Canada Highway  
 Cornwall, PE  
 C0A 1H0  
 t: 902-394-2945  
 f: 902-569-2944  
 dfrench@pel.sympatco.ca

CONSULTING ENGINEERING • PLANNING • SURVEYING

Project Title  
**Community of VICTORIA**

Title  
**General Land Use Plan**

Date Printed:  
**03-09-14**

Drawn by:  
**DAF**

Job No.  
**1405**

Plan No.  
**GLUP**

Scale:  
 nts



**Full information about the FPEIM Annual Meeting is available online here:**

<https://fpeim.ca/annual-general-meeting/>

The 2023 FPEIM Annual Meeting will be hosted by the Town of Souris on Monday, April 24, 2023, from 9:00 am – 4:00 pm in the Acorn Room of the Eastern Kings Sportsplex, 203 Veteran’s Memorial Hwy.

- **Registration fee for FPEIM member delegate in-person – \$90 + HST**
- Registration fee for non-member delegates in-person – \$135 + HST

**The deadline for registration is Friday, April 14, 2023.**

The agenda for the meeting is still being finalized, but the following topics have been confirmed:

- Housing panel
- Code of Conduct for municipal council members
- Equity, diversity and inclusion panel
- Green Municipal Fund
- Green energy opportunities.

## **Green Municipal Fund: Helping create a sustainable and resilient PEI**

Learn how FCM’s Green Municipal Fund can further support Prince Edward Island communities in creating a sustainable, resilient and prosperous future through its varied resources and funding offers. Get inspired by PEI funded projects and understand the application process. Lastly, ask your questions and share your current municipal projects and challenges.

**Patrick Costigan, Manager, Programs Outreach, FCM’s Green Municipal Fund** With 20 years of experience working with elected municipal, provincial, and federal government representatives across Canada, Patrick joined FCM 7 years ago to work with the level of government closest to citizens: municipalities. Wanting to make an environmental difference for future generations, Patrick as an outreach manager enables his team to support municipalities of all size in submitting the best possible funding application. He excels in connecting municipalities and partners who are undertaking similar projects and facing shared challenges.

**Nathalie Lapointe, Advisor, Programs Outreach, FCM’s Green Municipal Fund** Working at FCM for the past 17 years, the majority of which as a project officer, Nathalie knows the funding offers like the back of her hand. As an outreach advisor with extensive municipal and sustainable projects experience, she can easily share past funded projects examples and lessons learned to help applicants strengthen the technical viability of their project proposal.



Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>

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## Rovis Beach Lane, Victoria-by-the-Sea

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**Sharon Slauenwhite** <SNSLAUENWHITE@gov.pe.ca>  
To: Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>

Fri, Mar 17, 2023 at 5:52 PM

Hello Anna,

We have some history on Rovis Beach Lane that I can share with you.

There is drainage infrastructure buried on the section of Rovis Beach Lane lying adjacent to the fire hall property (PID 404434). In 2016 Government closed and conveyed the western portion of this road bed to the municipality for green space and retained the remaining road bed for necessary drainage and pedestrian/public access. Attached is the 2016 survey plan approved by the municipality that delineates the road corridor.

In late 2021, the local MLA contacted our Department to advise that the Fire Dept was interested in acquiring land to potentially expand the fire hall. A cursory site inspection identified that the fire hall building appeared to be encroaching on the Government road corridor. When it was determined that the municipality and not the Fire Dept owned the land the hall sits on, the Department contacted Hilary Price, the former CAO of Victoria -by-the-Sea regarding this matter to seek details on what exactly the municipality was seeking to acquire. She advised that Victoria-by-the-Sea had not been consulted by the MLA or the Fire Dept, and the municipality had no interest in acquiring any land adjacent to the property (PID 404434) so the file was closed.

We can re-open this request on behalf of the municipality. If you could provide any survey plans or plot plans the municipality might have on record for the fire hall PID 404434, that would be appreciated.

Sharon S.

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**From:** Dawn MacDougall <DTMACDOUGALL@gov.pe.ca>  
**Sent:** Thursday, March 16, 2023 9:12 AM  
**To:** Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>  
**Cc:** Sharon Slauenwhite <SNSLAUENWHITE@gov.pe.ca>  
**Subject:** RE: Rovis Beach Lane, Victoria-by-the-Sea

Hi Anna,

I have cc'd Sharon Slauenwhite, Manager of Provincial Lands on this email. She will review your request and someone will be in touch in due course.

Thanks,

Dawn

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**From:** Victoria Municipality PEI <[victoriamunicipalitypei@gmail.com](mailto:victoriamunicipalitypei@gmail.com)>  
**Sent:** Monday, March 13, 2023 4:41 PM  
**To:** Dawn MacDougall <[DTMACDOUGALL@gov.pe.ca](mailto:DTMACDOUGALL@gov.pe.ca)>  
**Subject:** Rovis Beach Lane, Victoria-by-the-Sea

You don't often get email from [victoriamunicipalitypei@gmail.com](mailto:victoriamunicipalitypei@gmail.com). [Learn why this is important](#)

Dear Dawn,

I am the new CAO for Victoria by the Sea, and I wanted to reach out to you about Rovis Beach Lane in Victoria. Please let me know if you are the right person for me to be directing this inquiry to!

We understand that only a short portion of the land designated as that lane is actually used as a road, and the rest of the road is considered 'abandoned'. The municipality would very much like to acquire that abandoned portion of the roadbed, so that we can extend our Fire Hall into that space.

With thanks,

Anna K

--

Anna Keenan (she/her or they/them)

Chief Administrative Officer (CAO)


Rural Municipality of Victoria 🌻

(902) 658 2541

Public Office Hours: Mon-Thur - 9:30am-12pm & 1-3:30pm

Victoria historic schoolhouse, [730 Victoria Rd, Victoria-by-the-Sea](#)

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 **39281-3.pdf**  
475K

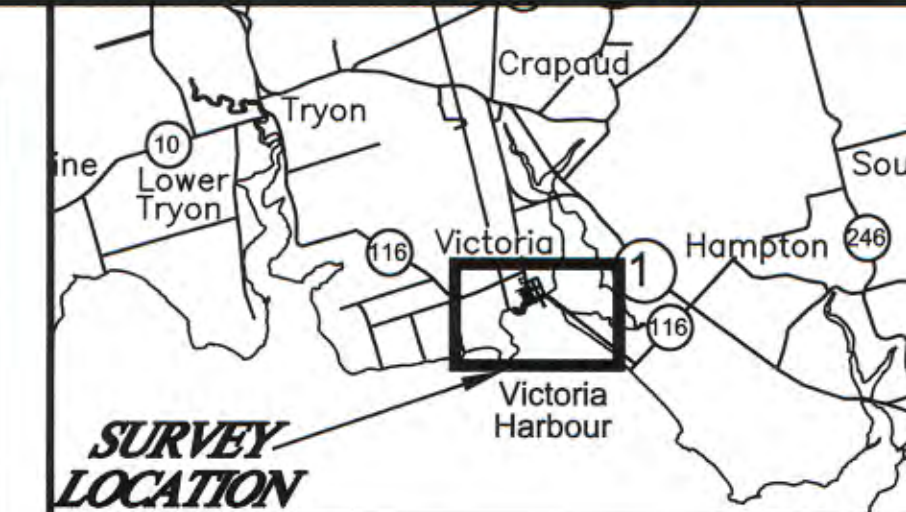


**INTENT OF SURVEY**

- PARCEL "A" IS AN EASEMENT TO BE GRANTED TO THE GOVERNMENT OF PRINCE EDWARD ISLAND FROM THE OWNERS OF PARCEL No. 208009 FOR DRAINAGE AND RIGHT OF WAY PURPOSES.
- PARCEL "B" TO BE ACQUIRED FROM OWNERS OF PARCEL No. 207779 FOR ROAD WIDENING.
- PARCEL "C" PORTION OF RIGHT OF WAY TO BE CLOSED AND CONVEYED TO THE COMMUNITY OF VICTORIA, APPENDED TO PARCEL No. 1043355, RESERVING A DRAINAGE EASEMENT OVER IT IN FAVOUR OF THE GOVERNMENT OF PRINCE EDWARD ISLAND.
- PARCEL "D" PORTION OF RIGHT OF WAY TO BE CLOSED AS A PUBLIC ROAD BUT RETAINED BY THE GOVERNMENT OF PRINCE EDWARD ISLAND.
- PARCEL "E" PORTION OF RIGHT OF WAY TO BE CLOSED AS A PUBLIC ROAD BUT RETAINED BY THE GOVERNMENT OF PRINCE EDWARD ISLAND.
- PARCEL "F" PORTION OF RIGHT OF WAY TO BE CLOSED AS A PUBLIC ROAD BUT RETAINED BY THE GOVERNMENT OF PRINCE EDWARD ISLAND.
- PARCEL "G" PORTION OF RIGHT OF WAY TO BE CLOSED AS A PUBLIC ROAD BUT RETAINED BY THE GOVERNMENT OF PRINCE EDWARD ISLAND.
- PARCEL "H" LAND NOT INCLUDED IN DEED, OR ON SURVEY PLAN FOR PARCEL 208009, CONSIDERED PART OF ROVIS BEACH LANE.
- PARCEL "I" LAND NOT INCLUDED IN DEED TO PARCEL 208009 CONSIDERED PART OF ROVIS BEACH LANE.

NAD83 (C.S.R.S.) COORDINATES  
P.E.I. DOUBLE STEREOGRAPHIC PROJECTION  
EXPRESSED IN METRES

STATION	NORTHING(m)	EASTING(m)	STATION	NORTHING(m)	EASTING(m)
40	684922.137	362024.904	272	684946.341	362028.404
41	684862.585	362037.074	277	685054.858	361999.221
52	684871.216	362053.837	278	684993.277	362011.138
63	684896.065	362042.215	279	684975.594	362014.559
71	684977.762	362022.324	280	684943.773	362020.717
72	684996.615	362018.675	285	685050.460	361989.522
258	684911.290	362035.187	288	684874.160	362052.480
260	684894.314	362038.472	1768	684806.947	364430.804
263	685030.937	361993.402	4049	684866.543	362043.846
265	684894.699	362039.295	4052	685058.270	362006.744
266	684902.997	362036.792	8	684916.729	362015.504
267	684893.554	362042.627			
268	684875.016	362061.962			
269	684887.697	362056.031			
271	684926.718	362032.201			



**KEY PLAN** NOT TO SCALE

**LEGEND**

SURVEY AREA BOUNDED	.....	PL.S.M.
APPROXIMATE PROPERTY BOUNDARY	.....	FD.S.M.
STANDARD SURVEY MARKER PLACED	.....	IB
STANDARD SURVEY MARKER FOUND	.....	IP
IRON BAR FOUND	.....	CP
IRON PIPE FOUND	.....	O.H.W.M.
CALCULATED POINT	.....	R=
UTILITY POLE	.....	A=
FENCE LINE	.....	
ORDINARY HIGH WATER MARK	.....	
RADIUS OF CURVE	.....	
ARC LENGTH OF CURVE	.....	

**NOTES**

- 1) THIS SURVEY WAS EXECUTED DURING THE PERIOD MARCH 9-11, 2010 AND AUGUST 12, 2011.
- 2) AZIMUTHS AND COORDINATES SHOWN ON THIS PLAN ARE BASED ON THE PEI DOUBLE STEREOGRAPHIC PROJECTION WITH NAD83 (CSRS) REFERENCE SYSTEM. AZIMUTHS WERE DERIVED FROM DIFFERENTIAL GPS OBSERVATIONS ON P.E.I. GRID MONUMENT NUMBER 1768 HAVING A COORDINATED POSITION BASED ON NAD27 GRID SHIFT VALUES (2000).
- 3) FOR COMPUTATION OF COORDINATES, MEASURED GROUND DISTANCES HAVE BEEN REDUCED TO THE MAPPING PLAN BY MULTIPLYING THEM BY AN AVERAGE COMBINED SCALE FACTOR OF 1.00000.
- 4) MEASUREMENTS SHOWN ARE IN METRES AND DECIMALS THEREOF. IMPERIAL MEASUREMENTS ARE DESIGNATED AS (XXX.X').
- 5) MEASUREMENTS SHOWN ARE IN METRES AND DECIMALS THEREOF. TO CONVERT METRES TO FEET, DIVIDE BY 0.3048 (EXACTLY).

This is not a certified copy. For certified copies, please refer to the Registry Act.

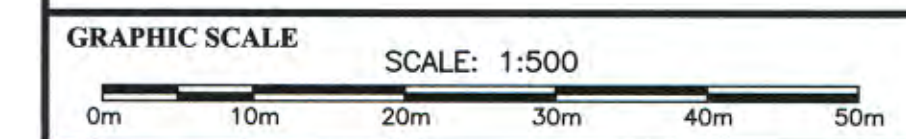
FILE NO. 39281  
DATE RECEIVED 14 July 2016  
OFFICE Reg. of Deeds  
COUNTY Queens

REV. No.	REVISION	DATE
	NOTES FOR INTENT OF SURVEY REVISED	10/01/2012
	PARCEL "A" REVISED AND PARCELS "H" AND "I" ADDED	06/08/2012

**PLAN OF SURVEY SHOWING ACQUISITION AND DISPOSAL OF LANDS FOR ROVIS BEACH LANE**

(as Represented by the Minister of Transportation and Infrastructure Renewal)  
AT  
**VICTORIA**  
TOWNSHIP No. 29 QUEENS COUNTY  
PRINCE EDWARD ISLAND

CONSULTANT



Prince Edward Island Department of Transportation and Infrastructure Renewal  
P.O. BOX 2090 CHARLOTTETOWN PRINCE EDWARD ISLAND CANADA C1A 7N8  
TEL: 902.368.5100 FAX: 902.368.5395 http://www.gov.pe.ca

THE OFFICE OF THE PROVINCIAL CHIEF SURVEYOR

I, DAVID R.J. MORRIS, PRINCE EDWARD ISLAND LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION, AND THAT THIS PLAN IS A CORRECT REPRESENTATION OF SAID SURVEY.

DATE DRAWN: 06-08-12  
FILE No. P-208009  
DATE THIS 8TH DAY OF JUNE 2012

Council approves the appendage of parcel "C" as shown on this survey (file #P-208009) to PID #1043355, property belong to the Community of Victoria; said property to be zoned Recreation & Public Open Space. Approval is conditional upon:  
Reserving to the grantor (Govt. of PEI), its heirs, successors and assigns an easement over Parcel "C" for drainage purposes, and further reserving to the grantor, its heirs and assigns a turning area easement for vehicles over the portion of Parcel "C" directly adjacent to the western boundary of Parcel "D" as delineated on this survey which easement may be required in the future.  
Approved by: B. Smith (chairperson), Hilary Price (Administrator)  
Date Approved: July 13, 2016

APPROVAL STAMPING



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## Housing Accelerator Fund - Update and Webinars

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**Lori Mayne** <lmayne@fpeim.ca>  
To: Lori Mayne <lmayne@fpeim.ca>  
Cc: Satyajit Sen <ssen@fpeim.ca>

Thu, Mar 30, 2023 at 5:01 PM

Good afternoon,

I am writing to provide an update on the federal Housing Accelerator Fund and assistance for municipalities interested in applying.

The goals of the fund include accelerating the growth of housing supply and encouraging development of communities that are complete, climate-resilient, affordable, inclusive, and diverse. Municipalities with delegated authority over land use planning are eligible. I have attached a highlight sheet with more detail.

According to the Canada Mortgage and Housing Corp. (CMHC), the application window is likely to open in June for about 45 days. Considering the short window, CMHC is urging interested municipalities to start planning now.

CMHC encourages interested municipalities to attend an [informational webinar](#) (April 6 or 13), start the required housing action plan (which includes supply growth targets and specific initiatives to grow supply), and brief your council.

The webinars will include information on program details, expected outcomes, and application tips and resources. You can sign up for a webinar by clicking [here](#).

The Federation of PEI Municipalities also plans to cooperate on virtual Q&A sessions in the weeks leading up to the fund application window.

If I can be of any help in finding or clarifying information, please do not hesitate to contact me.

Best,

Lori

Lori Mayne

Communications and Member Services Officer

Federation of PEI Municipalities



# Housing Accelerator Fund — Highlight Sheet

The **Housing Accelerator Fund (HAF)** will provide incentive funding (contributions) to local governments to encourage local initiatives that remove barriers to housing supply, accelerate the growth of supply and support the development of complete, low-carbon and climate-resilient communities which are affordable, inclusive, equitable and diverse.

The HAF is expected to result in permits being issued for 100,000 more housing units across Canada.

## ELIGIBILITY

Local governments within Canada, including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals are eligible to apply to the HAF. In the absence of a municipal-level authority, a regional district or province or territory that has authority for land use planning and development approvals may also apply to the HAF.

## FUNDING

There are two application streams:

- **Large/Urban:** A jurisdiction located anywhere in Canada with a population<sup>1</sup> equal to or greater than 10,000, excluding those within a territory or an Indigenous community.
- **Small/Rural/North/Indigenous:** A jurisdiction located anywhere in Canada with a population<sup>1</sup> less than 10,000 or within one of the territories or an Indigenous community.

<sup>1</sup> Population based on 2021 census data.

The HAF is about driving transformational change and creating the conditions for more housing supply over the short and longer term. The HAF is intended to incent applicants to commit to change, show progress and be provided with funding in return. If approved to participate in the HAF program, proponents can use HAF funding towards permitted uses of funds. There are prescribed uses, which fall under the following four categories:

- Investments in Housing Accelerator Fund Action Plans
- Investments in Affordable Housing
- Investments in Housing-related Infrastructure
- Investments in Community-related Infrastructure that supports housing.

There will be mandatory reporting on the use of HAF funding.

## MINIMUM REQUIREMENTS

To be eligible for incentive funding, the applicant must:

- Develop an action plan as part of their HAF application. The purpose of the action plan is to outline supply growth targets and specific initiatives to grow housing supply and speed up housing approvals.
- Commit to a housing supply growth target within the action plan that increases the average annual rate of growth by at least 10%. The growth rate must also exceed 1.1%.
- Complete or update a housing needs assessment report. This requirement may be waived if the applicant recently completed or updated a housing needs assessment.

The applicant must also agree to adhere to the reporting requirements of the program.

## Action Plans

The action plan will include: (1) a housing supply growth target, which reflects the total number of permitted housing units projected with the support afforded by the HAF (2) additional targets related to the type of housing projected, as well as affordable housing and (3) proposed initiatives such as measures to increase density, revise parking requirements, enhance processes or systems, etc. that will help the applicant achieve their committed targets

and support the objectives of the program. The minimum number of initiatives that must be included in the action plan depends on the stream.

- **Large/Urban:** A minimum of seven initiatives.
- **Small/Rural/North/Indigenous:** A minimum of five initiatives.

Applicants are encouraged to select from a list of initiatives that will be provided by CMHC. There is flexibility for CMHC to consider alternative initiatives proposed by applicants. Actions that do not support the objectives of the program will not be considered.

## EVALUATION CRITERIA

CMHC will review all applications to determine if they meet program requirements of the HAF. The following criteria will be used to evaluate an application:

- The commitment to increase housing supply (exceeding minimum growth expectations)
- The relevance of proposed initiatives to the objectives of the HAF
- The effectiveness of proposed initiatives on increasing the supply of housing
- The presence of a current housing needs assessment report is considered an asset.

## FUNDING METHODOLOGY

A framework (see funding example) will be used to determine the amount of incentive funding per successful applicant. There are three components of the framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. For the base funding, the per unit amount will be higher for applications pertaining to the territories or Indigenous communities. Committed targets would be included in the action plan and reflected in the contribution agreement.

1. **Base funding** is designed to incent all types of supply across the housing spectrum. The per unit amount will be multiplied by the number of HAF incented units.

- 2. **Top up funding** is designed to incent certain types of housing supply. Top up funding will depend on the type of housing and the associated projected increase in the number of permitted units. There is no top up funding available for single detached homes. The value ascribed to each category will be multiplied by the associated projected increase in the number of permitted units.
- 3. **Affordable housing bonus** is designed to reward an applicant that can increase its share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF. The percentage growth will be multiplied by the ascribed value and then by the total projected permitted units with the support afforded by the HAF.

## FUNDING EXAMPLE

**Table 1: Base Funding**

	Total projected permitted units without HAF	Total projected permitted units with HAF	HAF incented units	Per unit amount	Base funding amount
Base funding	5,500	6,000	500	\$20,000*	\$10,000,000

A total of 500 HAF incented units \* \$20K per unit = \$10M.

\* All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

**Table 2: Top-up Funding**

	Total projected permitted units without HAF by type of housing	Total projected permitted units with HAF by type of housing	Increase in housing type (#)	Per unit amount	Top-up funding amount
Single detached homes	2,000	2,100	100	\$0	\$0
Multi-unit housing (in close proximity to rapid transit)	400	450	50	\$15,000*	\$750,000
Multi-unit housing (missing middle)	1,000	1,250	250	\$12,000*	\$3,000,000
Multi-unit housing (other)	2,100	2,200	100	\$7,000*	\$700,000
Total units	5,500	6,000	500		
Top up funding					\$4,450,000

For example, an increase of 250 missing middle housing units \* \$12K per unit = \$3M.

\* All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.



**Table 3: Affordable Housing Bonus**

	Total projected affordable units permitted without HAF (%)	Total projected affordable units permitted with HAF (%)	Increase in the share of affordable housing units (%)	Per unit amount	Affordable housing bonus amount
Affordable housing bonus	2.00%	3.50%	1.50%	\$19,000*	\$1,710,000

An increase in the share of affordable housing units of 1.50% \* 6000 total projected permitted units with HAF

\* \$19K per unit = \$1.71M.

\* All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

**Total Incentive Funding:**  
**\$16,160,000**  
 Base funding (\$10M) + top up funding (\$4.45M) + affordable housing bonus (\$1.71M) = \$16.16M

**The average amount for each HAF incented unit is: \$32,320**  
 Total incentive funding of \$16.16M / the number of HAF incented units of 500 = \$32,320

## MINIMUM DOCUMENTATION REQUIREMENTS

Minimum documentation to support an application under the HAF:

- Completed application form, including action plan
- Signed integrity declaration
- Most recent audited financial statements (if not available publicly)
- Current housing needs assessment report (if available at time of application)
- Attestation letter signed by the applicant’s Chief Financial Officer (or equivalent) using the prescribed form on viability of the action plan.

## ADVANCING SCHEDULE

There will be a total of four advances to successful applicants, with one advance planned for each year of the program. An upfront advance will be provided in the first year to assist proponents with implementing action plans. Subsequent payments will be subject to conditions, including satisfactory progress reviews.

## REPORTING REQUIREMENTS

There are three main reporting obligations under the HAF that relate to progress on the initiatives and commitments outlined in the action plan, supporting data on housing units permitted during the reporting period and reporting that confirms that HAF funding was used for a permitted purpose.

# APPLICATION PROCESS

The following provides a high-level overview of the application process for HAF:

## 1. HAF program details announced

- CMHC publishes program parameters and pre-application reference material, including an action plan template on its [website](#)<sup>2</sup>

## 2. Potential applicants consider the HAF

- Applicants assess their own local context, including housing challenges and opportunities

## 3. Applicants develop action plans

- Applicants develop an action plan unique to their needs in support of HAF, aligned with the prescribed template
- Applicants obtain necessary approvals<sup>3</sup>

## 4. CMHC is ready to accept applications

- CMHC invites applicants to apply<sup>4</sup>
- CMHC's intake portal opens for application submissions
- Applicants submit application, including the action plan<sup>5</sup>

## 5. Evaluation and selection

- CMHC will evaluate and prioritize applications and obtain final approvals<sup>6</sup>
- Once approvals and final funding decisions are made, CMHC will advise applicants of the outcome

## 6. Contribution agreement

- If approved, CMHC will confirm the total amount of funding
- The proponent signs the contribution agreement<sup>7</sup>
- First advance processed following signing of the agreement

This material is provided for informational purposes and provides program highlights only. This information is subject to change at any time. CMHC does not guarantee or warrant that the program highlights are complete, adequate, or up-to-date. Additional information on the program can be found within the pre-application reference material made available on CMHC's [website](#)<sup>2</sup>. The contribution agreement shall include the terms and conditions of the program and govern the obligations of the recipient and CMHC.

<sup>2</sup> <https://www.cmhc-schl.gc.ca/en/professionals/project-funding-and-mortgage-financing/funding-programs/all-funding-programs/housing-accelerator-fund>

<sup>3</sup> All action plans must be approved by elected Council (or equivalent, including delegated authority) and include an attestation of the applicant's Chief Financial Officer (or equivalent) on the viability of the plan. The attestation must be obtained by the applicant before applying to the HAF. The approval may be obtained by the applicant before applying to the HAF and is required before the contribution agreement is signed.

<sup>4</sup> CMHC will encourage several anticipated growth leaders within the large/urban stream to apply to the HAF in advance of the intake portal opening. These are cities that are expected to contribute significantly towards the 100K unit target for the HAF. Considering these cities earlier in the process will assist CMHC in managing the overall funding envelope.

<sup>5</sup> There is only one planned intake window. All applicants interested in applying to the HAF must meet the submission deadline.

<sup>6</sup> CMHC will consider take-up across jurisdictions and may adjust application rankings to support a national distribution. CMHC will make formal recommendations to the Minister of Housing and Diversity and Inclusion.

<sup>7</sup> If not already obtained, Council approval (or equivalent) of the action plan is required before the proponent enters into the contribution agreement.



Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>

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**Attn: Anna Keenan**

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**Nancy Quinn** <64nance@gmail.com>

Wed, Mar 15, 2023 at 1:53 PM

To: "victoriamunicipalitypei@gmail.com" <victoriamunicipalitypei@gmail.com>

As you may have heard on [Twitter](#) (over 40,000 views), yesterday Seaside Bookshop Summerside was given an eviction notice from 240 Water and so I am seeking a new location.

My bookshop has been a part of Summerside downtown for over 30 years and I have successfully steered it through a pandemic, a recession and a personal nightmare since September 2018.

During this time I was voted as one of the best bookshops in Canada which was crowd voted in Chatelaine magazine (a national publication), have been selected two years running by the Writers' Trust of Canada to be part of their fiction prize support, was interviewed nationally on CBC's As It Happens and have continued to be a strong supporter of my community.

I have also had a story on Maritime Noon and they have since been calling on me as one of their 'book experts'.

[Welcoming Newcomers](#)

[Giving Back](#)

[Supporting the Community](#)

Each and every time I have used this earned media to support Downtown Summerside and Explore Summerside, of which I am a member.

I am financially secure and have double digits in my savings account, no police record and as you may know, have also been a business consultant in three provinces. I have an extensive background in tourism, winning many awards at the C level in Niagara Falls.

Somebody told me that you might have some opportunities in Victoria. I know it's early days, but I wonder if you would be interested in chatting about that

Thank you for this consideration and I look forward to hearing from you.

Nancy

--

**@SeasideBookshop**

*Nancy Quinn Business*

*C:902.432.2330*

Growth. Community. Success.

@SeasideBookshop

**From: Heather MacKenzie**

I am interested in placing a memorial bench in Victoria this summer. My preference would be to place it on the right side of the wharf, close to the boardwalk/waterfront, where people could sit and just enjoy!

The plan is to have seating on each end with a cup holder between the seats. I would like to have it anchored so it could be used seasonally. The rough length would be six feet and made with pressure treated lumber. I do have patio stones that it could possibly sit in.

If there are any specifications and/or thoughts please let me know as soon as possible. I appreciate this being brought up at council meeting.

Victoria is near and dear to me 😊 Thanks!



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## Request for stop location on charity bike run

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**Atlantic Riders** <atlanticridersforkidspei@gmail.com>  
To: Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>

Wed, Apr 5, 2023 at 10:44 PM

Hello Anna,

Thank you for the quick and detailed reply, and for being so accommodating.  
I will attempt to answer all your questions:

*1 - Is this an annual event, and have you come through the village before/will local residents recognize your event?*

I believe this is our 4th or 5th year, and we have chosen different routes over the years. As we have also participated on other rides that have stopped in Victoria we thought of your location. I'm sure your residents would be familiar with motorcycle ride events stopping there, I do not think they would recognise us specifically from different years.

*2 - Would you like me to include your event in a village newsletter, so that people know what to expect and when?*

That is a great idea, I can send you a flyer with details when the event is closer. Feel free to follow us on facebook as well. We appreciate all the promotion we can get. <https://www.facebook.com/ARKPEI>

*3 - How many bikes are you expecting to participate? And do riders stop here for a while, or just 'touch base' and then drive on through to the next stop on the run?*

We are expecting between 50-80 bikes in total, but they will be arriving at overlapping times. Some may stop for a few minutes but most will move on fairly quickly to the next card stop.

*4 - Are you setting up any sort of structure/pop-up gazebo/table as part of your stop?*

We will set up a table for riders to stop and pick the next hand in their "hand". 5 stops all together and the best hand wins a prize.

If you had a table or a suggested location that would be helpful. Otherwise we would probably just be in an easy to access location without disrupting other people enjoying your village. We can provide our own table.

*5 - Do you need any on-the-day assistance you need from anyone in the village, that you don't already have lined up?*

We should not need any assistance, except for a table and a couple chairs if available.

*6 - Would you like us to open our public washrooms for the day?*

That is also a great idea and I am sure would be greatly appreciated.

Thank you again for being so accommodating and welcoming us. We will probably just be using the wharf parking and beside the road where appropriate. We have found all riders very respectful of others and their surroundings. I have attached some information so you can see what we are planning. Please let me know if you have any other questions.

Thank you,

James "Riker" Hood  
ARK Secretary  
902-940-0043

On Wed, Apr 5, 2023 at 6:35 PM Victoria Municipality PEI <victoriamunicipalitypei@gmail.com> wrote:  
| Hi there James,

Appreciate you reaching out.

I recall that you had called last month and I'm sorry I let it slip - I just started in this role recently and the first few weeks were pretty full up learning the ropes!

Sounds like a fun event and for a good cause. There is no fee nor a reservation protocol for our boardwalk area, so it shouldn't be a problem, so long as others are able to easily pass by your setup.

As I'm new here, I just want to ask a few questions:

- 1 - Is this an annual event, and have you come through the village before/will local residents recognize your event?
- 2 - Would you like me to include your event in a village newsletter, so that people know what to expect and when?
- 3 - How many bikes are you expecting to participate? And do riders stop here for a while, or just 'touch base' and then drive on through to the next stop on the run?
- 4 - Are you setting up any sort of structure/pop-up gazebo/table as part of your stop?
- 5 - Do you need any on-the-day assistance you need from anyone in the village, that you don't already have lined up?
- 6 - Would you like us to open our public washrooms for the day?

I think that's all I can think of for now!

I imagine your riders will be parking on the asphalt parking lot on the wharf or thereabouts, and walking onto the boardwalk between the wharf and Rovis Beach lane. Correct? Let me know if your idea is something different.

With thanks,  
Anna K

--

Anna Keenan (she/her or they/them)  
Chief Administrative Officer (CAO)  
Rural Municipality of Victoria 🌻  
(902) 658 2541  
Public Office Hours: Mon-Thur - 9:30am-12pm & 1-3:30pm  
Victoria historic schoolhouse, [730 Victoria Rd, Victoria-by-the-Sea](#)

On Wed, Apr 5, 2023 at 2:21 PM Atlantic Riders <[atlanticridersforkidspei@gmail.com](mailto:atlanticridersforkidspei@gmail.com)> wrote:

Hello Anna,

I was given your contact info by Michael Stanley.

We would like to request access to your boardwalk for a stop on our annual charity bike run this June 4th, 2023 at around 12:00 to 1:00.

Our group is called Atlantic Riders for Kids (ARK) and we are a charity bike organisation on PEI that raises money and awareness for children in need.

We would like to have your location as a stop on this year's poker run and look forward to hearing back from you.

If you have any questions please contact us at this email or call me directly at 902-940-0043.

Thank you,

James (Riker) Hood

ARK Secretary

<https://www.facebook.com/ARKPEI?mibextid=LQQJ4d>

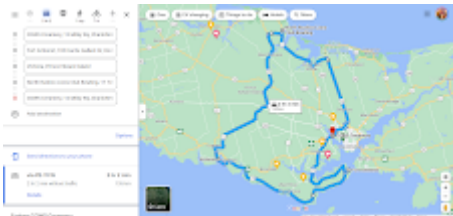
### 3 attachments



2023 events.jpg  
74K



poker run poster.jpg  
87K



screencapture-google-maps-dir-COWS-Creamery-12-Milky-Wy-Charlottetown-PE-C1E-2E2-Fort-Amherst-Hache-Gallant-Drive-Rocky-Point-PE-Victoria-PE-North-Rustico-Lions-Club-Bowling-Timber-Lane-North-Rustico-PE-COWS-Creamery.png  
373K