

RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 14, 2022
6:30PM – OLD SCHOOL

Present: Acting Mayor Pat Smith
Councillors Eric Gilbert, Richard LaGrange, Jean McCardle, Susan Oxley
CAO Keith Dewar
FAA Marsha Empson

Absent: Councillor Marly Anderson

Meeting called to order by Acting Mayor Pat Smith at 6:30pm.

Approval of Agenda

Motion moved to accept the agenda.

Motion moved by councillor Richard LaGrange, seconded by councillor Jean McCardle.

Motion carried unanimously (4 votes for, 0 against).

Declaration of Conflict of Interest

None

Approval of Minutes (October 17, 2022)

A resident requested a correction to the timeline noted in the last item under the public input section, this was agreed to by council.

Motion moved to approve the amended minutes of October 17, 2022.

Motion moved by councillor Richard LaGrange, seconded by councillor Eric Gilbert.

Motion carried unanimously (4 votes for, 0 against).

Public Presentation

None

Business Arising from Minutes

- Motions and Action Items list – no questions
- MSS update – decisions deferred to new council
- Emergency Measures Operations Plan and Fire Services Bylaw – deferred
- Replacement of CAO – Mayor Pat Smith indicated that Hilary Price will be returning as temporary CAO, effective December 1, 2022, until February 24, 2023.

Motion moved to appoint Hilary Price as temporary CAO for a 3-month term, effective December 01, 2022 to February 24, 2023.

Motion moved by councillor Jean McCardle, seconded by councillor Susan Oxley.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-51

Motion moved to accept the contract for hiring Hilary Price as temporary CAO, effective December 1, 2022.

Motion moved by councillor Richard LaGrange, seconded by councillor Eric Gilbert.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-52

Motion moved to have Hilary Price replace Keith Dewar as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective December 1, 2022.

Motion moved by councillor Susan Oxley, seconded by councillor Jean McCardle.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-53

- Follow up on potential project regarding the Dunrovin Estates Green Space with the Rotary Club of Charlottetown, led by Martin Ruben – Martin spoke and indicated that he is now in conflict, as he is the incoming mayor for RMV. He will put Eric in touch with someone from the Rotary Club to discuss ideas and the application.
- Allocation of the remaining MASP funding of up to \$15,000 - \$6000 allocated for the legal review; remainder to be determined; limits on use of funds – CAO recommended leaving decision for new council.
- Legal review of draft Official Plan and Development bylaw – CAO reported that Perlene Morrison requested approval to increase the invoicing for the legal review to \$7500 plus taxes and disbursements. CAO is recommending that council approve the increase, indicating that this amount would still not reflect the total amount of time spent on the review and that this is a discounted rate.

Motion to increase the budget for the legal review of the Official Plan and Development Bylaw to \$7500 plus tax and disbursements.

Motion moved by councillor Richard LaGrange, seconded by councillor Eric Gilbert.

Motion carried by tie-breaker vote from Acting Mayor Pat Smith (2 votes for, 2 votes against).

Resolution #2022-54

Acting Mayor's Report

Provided by Acting Mayor Pat Smith. Full report is attached and forms part of these minutes.

Fire Department Report

Department is meeting on November 15, full report to be provided to new council at November 28 briefing.

- Recommendations for use of the new funding announced by the province – Councillor Eric Gilbert provided details about the funding. Its purpose is to be used for life saving equipment; the funding could not be used for a new truck engine. It could be put towards the existing list of required gear or communication equipment. If using for communication equipment there is the possibility to apply for a fund matching grant.
- Acquisition of the portable generator offer – 15 new generators were provided by the province and have been received by the fire department. Each came with a jerry can and an extension cord. They are a smaller engine variety with limitations, discussion was had about selling them to obtain a bigger unit. Questions were asked about maintenance – this will be added to the fire department's maintenance schedule.
- Councillor Gilbert also spoke of a fire on Halloween night, on the causeway bridge. A vehicle was also seen to be on the wharf at that time, Richard VanBuskirk is to be contacted to see if the cameras belonging to the harbour authority can identify anything helpful in determining who was participating in lighting the fire or the vehicle seen at the wharf.

- **Action item** – contact Richard VanBuskirk to see if he can provide camera footage from Halloween night.

Committee Reports

Water & Sewer Report

- Councillor Richard LaGrange gave background info on wharf project. Original scope of work reduced due to costs. Stantec to put out RFP's for the wharf project and causeway watermain repairs. Watermain repairs are not on current project list for CCBF funding.
- Minutes from October 27, 2022 meeting – for information only.
- Approval of Stantec contract - for information only.
- IRAC submission – for information only.
- Water & Sewer Financial Information – for information only.
- The proposed changes for the sewage infrastructure on the wharf will require approval for an amendment to the funding from the Canada Community Building Fund (CCBF) previously approved by the province and approval for funding from the direct allocation funds from the CCBF to upgrade the water system on the wharf.

Councillor Oxley asked if the water and sewer operator had been asked about emptying tanks; he had not been contacted at the time of the meeting.

Motion moved for Water & Sewer Commission to proceed with application to secure funding under CCBF for required upgrades to the water line under the causeway.

Motion moved by councillor Susan Oxley, seconded by councillor Eric Gilbert.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-55

Motion moved to submit Water & Sewer rate increase proposal to IRAC.

Motion moved by councillor Jean McCardle, seconded by councillor Susan Oxley.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-56

Action item – apply for CCBF funding for water line upgrades.

Action item – submit IRAC rate increase proposal to IRAC.

Planning Board

- Notice of resignation – Councillor Jean McCardle read her resignation letter. That letter is attached and forms part of these minutes

Motion moved to terminate legal review of Official Plan and Zoning & Subdivision Control (Development) Bylaw.

Motion moved by councillor Jean McCardle, seconded by councillor Susan Oxley.

Motion not carried as a result of tiebreaker vote from Acting Mayor Pat Smith (2 votes for, 3 votes against).

Resolution #2022-57

CAO Report

- Development report – report is attached and forms part of these minutes.
- Financial update – report is attached and forms part of these minutes. Councillor Jean McCardle noted her concern for asset management.

Motion moved to accept the financial reports as received.

Motion moved by councillor Richard LaGrange, seconded by councillor Jean McCardle.

Motion carried unanimously (4 votes for, 0 against).

- Activities report – report is attached and forms part of these minutes.

Introduction of New Business

- Approval of letter of support for Merry Pop-Ins purchase of the former funeral home in Crapaud.

Motion moved to approve letter of support for Merry Pop-Ins purchase of the former funeral home in Crapaud.

Motion moved by councillor Eric Gilbert, seconded by councillor Jean McCardle.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-58

- Submitting Canada Day funding proposal with Crapaud.

Motion moved to work with Crapaud to secure funding for Canada Day celebrations.

Motion moved by councillor Eric Gilbert, seconded by councillor Susan Oxley.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-59

Action item – notify Roy Main that RMV would like to work with Crapaud to secure Canada Day funding.

- Participating in Earth Day celebrations – deferred to new council.
- Election Official Fees – costs are budgeted.

Motion moved that council approves the payments to election officials involved in November 7 election, as per fee structure outlined in the Election Act Tariff of Fees and Expenses Regulations.

Motion moved by councillor Richard LaGrange, seconded by councillor Eric Gilbert.

Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-60

In/Out Correspondence

- Letters from C Magner – Letters from Mr. Magner were not presented to the public as requested by Mr. Magner, due to the nature of some comments contained within the letters. Mr. Magner expressed concern with the process followed to choose/self elect persons responsible for “Meet the Candidate” event, and how it was managed. CAO clarified that council had no involvement with the committee responsible.

Public Input

- A resident asked if the legal review of the Official Plan would be made available to the public. CAO to look into it, with the thought that the review may be considered private and confidential and may not be made available to the public. It was commented that perhaps the legal review become a portion of the process for bringing in new plan and development bylaws going forward.
- A resident expressed thanks to council members for their service to the community.

No further public input.

Adjournment

No other business discussed.

Motion to adjourn. Motion moved by councillor Eric Gilbert.

Meeting adjourned at 7:49pm.

Item	Date Action Created	Complete	Date Action Completed	Notes
W & S - to confirm billing amounts are sufficient.	March 1, 2022			
W & S -conduct a study of the ongoing maintenance and capital replacement requirements costs to ensure that the revenue is sufficient to cover these costs over time	March 1, 2022			
Action item – send quote with total for damages to driver responsible for wharf damage, with options for payment.	June 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.
Action item - FD payments not matching with what was reported, check with province if fire department numbers can be retrodated, with retro pay. Resulting action item - Compare property tax numbers to properties being reported on fire dues reports for 2021 and 2022. Monies being paid to municipality are smaller than dues report, gov't. rep says it's because property numbers must not be correct on fire dues report, check tax rolls.	June 22, 2022			June 22 - left a message with Sally Ferguson requesting verification of submission, and explanation of payments received thus far. July 5 - left a second message for Sally Ferguson. July 15 - Sally left a message that she'd call back the following week, however, I was on vacation that week. No voice mail was left by Sally during that time. Aug 10 - left voice mail #4 for Sally. No alternative number or email listed not sure who else to contact. Aug 22 - As per Sally Ferguson, monies being sent are based on rates provided and # of properties as per tax rolls. Review of properties being reported is needed, as it doesn't match up with the number of properties in provincial records. New action item created. Aug 24 - tax roll categories match with what was reported to province. Left a message with Sally Ferguson stating there is still an issue, requested assistance in rectifying monies being received. August 31 - sent email to Sally Ferguson as follow up to voice mail, cc'd CAO and Mayor. Oct 14 - left a voice mail with Sally Ferguson and sent an email that included tax rolls and rate certificates. Requested a review of calculations and contact information for someone who will help fix issue. Oct 25 - contacted Suzanne Pater (Program and System Coordinator), she was to review problem with \$\$ amounts and follow up. Nov 16 - left a message with Suzanne Pater.
Draft ad for CAO position and place in newspapers asap.	August 8, 2022			Keith - discussion had at September 12 council meeting, October 17 meeting, and November 14 meeting. Ad to be placed by council if proceeding.
Council to provide list of improvement ideas for Dunrovin Shores at Oct 17 council meeting	September 12, 2022			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.
Council asked to bring ideas for allocation of potential MASP funds to the November council meeting	October 17, 2022			Deferred, funding not yet approved.
Apply for CCBF funding for water line upgrades	November 14, 2022			CAO to complete once estimated project costs received from engineers.
Submit IRAC rate increase proposal to IRAC	November 14, 2022	Y	December 8, 2022	Documents emailed
W&S - Review W&S Operator contract and discuss with Preston Silliker	October 27, 2022	Y	December 8, 2022	CAO met with Preston, CAO to inform water & sewer commission of meeting details at next W&S meeting
Request 4 angle parking signs for along causeway.	June 22, 2022	n/a		June 25 - left a message at transportation department. June 27 - left a message at transportation department. July 5 - Keisha at transp. Said she'd forward my request to correct person. July 13 - reception at transp. Depart. Said to call Allen Aitken, 902-368-5006. July 14 - Minister Fox said to call Trevor Paynter 888-8274. July 28 - Email sent to Trevor Paynter, he will look into. Aug 8 - Councillor Eric Gilbert obtained quote to have signs created for village. Aug 9 - Sent email to Trevor Paynter requesting update on whether province can supply. Aug 22 - asked for input on purchasing signs instead of waiting for province to respond. Approved to order new ones. Eric Gilbert agreed to manage ordering and hanging of signs.
Request "Park Closed - Use At Own Risk" signage for Victoria park, and also something similar for seawall	July 11, 2022	n/a		July 13 - requested info from transportation department, told to call Allen Aitken 902-368-5006. July 28 - email sent to Trevor Paynter, he will look into. Aug 8 - Councillor Eric Gilbert obtained quote to have signs created for village. Aug 9 - Sent email to Trevor Paynter requesting update on whether province can supply. Aug 22 - asked for input on purchasing signs instead of waiting for province to respond. Approved to order new ones. Eric Gilbert agreed to manage ordering and hanging of signs.
Email residents to request assistance with remaining Fiona clean up	October 17, 2022	Y		Clean up completed on October 21, 2022
email residents to request assistance with remaining Fiona clean up	October 17, 2022	Y	October 20, 2022	Keith
Send financial statements to minister	July 11, 2022	Y	October 11, 2022	July 14 - Requested info from Hilary, or as per Keith, ask Danny Jenkins who to send to. July 15 - emailed Susan Bulman to request info/confirmation on what to send. Aug 10 - email sent to CAO and bookkeeper requesting assistance with what to send. Aug 11 - as per Keith, no rush, MFIR form not completed by province. Sept. 7 - form received.
Draft letter to residents reminding of upcoming election.	August 8, 2022	Y	October 12, 2022	Sent by Mayor Pat Smith
Mayor Pat Smith to contact Municipal Affairs to clarify questions and concerns of council regarding requirements to have a CAO and impact to municipality if one can not be secured. She will also inquire about the conversation had with the CAO regarding other communities who are experiencing the same issues. And also to inquire about MASP.	September 12, 2022	Y	September 16, 2022	Mayor spoke with Danny Jenkins & discussed province's potential ability to arrange a meeting of communities with similar difficulties. Mr. Jenkins indicated also that a for cost program was in the works for this fall, offering communal financial administration services.
Obtain quote to have a legal review of 2022 Draft Zoning and Subdivision (Development) Bylaw	September 12, 2022	Y	September 14, 2022	Quote received and council updated.
Acting Mayor Pat Smith to follow up on process to obtain funds from Municipal Administrative Support Program.	September 12, 2022	Y	September 23, 2022	Application submitted over the phone.

Provide mayor's letter and agenda to council for upcoming facilitation session, hosted by MRSB.	September 12, 2022	Y	September 13, 2022	Complete
Action Item – CAO to provide draft of MSS to councillors by Jun 14/22.	June 13, 2022	Y	June 14, 2022	Complete
Action Item – Notify residents of Jun 22 meeting to review MSS draft.	June 13, 2022	Y	June 14, 2022	Complete
Action item – send a letter to Women's Institute directing them back to the province for direction and assistance.	June 13, 2022	Y	June 24, 2022	Approved by Keith Dewar and Eric Gilbert, Mailed via Canada post
Action item – send a letter to property owner making them aware of complaint.	June 13, 2022	Y	June 21, 2022	Approved by Keith Dewar, Mailed via Canada post
Action item – council recommends that the Water & Sewer Commission review that properties are being billed properly, based on residential/business status.	June 13, 2022	Y*	June 22, 2022	Working in minutes updated to move action to W&S Commission, however, *reviewed billing with Hilary, partial review occurs when property taxes come in (list comparison). Action item - discuss with province the Halibut PEI account - they don't fit in any one category, how to bill?
Action item - prepare for Planning board public meeting (June 27/22) & send out appropriate letters.	June 13, 2022	Y	June 21, 2022	Hilary sent letters. **Meeting rescheduled for July 6/22, ads placed in Guardian
Action item – make businesses aware that municipality will provide bathroom funding (provided by EDA grant), until August 26, 2022. Funding required @ 40hrs/week, @ \$15.50/hr, to keep washrooms open past noted date. Does business assoc. want to contribute?	June 13, 2022	Y	June 22, 2022	June 22 - Spoke to Michael Stanley, he confirmed they will likely want to pay to keep the washrooms opened and serviced. He will be in touch with the end date they would like to extend to (wants to be open for Savour Victoria).
Action item – contact Bell to find out if improvements to old phone booth are allowed.	June 13, 2022	Y	July 5, 2022	July 5 - Bell stated they would come remove the booth. Update sent to Trainor's. They responded that they want to do something with the booth, not remove it. Suggested they get permission from Bell directly as Bell owns the booth. June 22 - Called General Inquiries: 1 888 214-7896, directed to 1-888-248-2260, hung up after 30 minutes on hold
Action item - follow up with Allen Marshall on Lighthouse ramp repairs	June 13, 2022	Y	June 27, 2022	Ramp repairs complete and invoiced
Action item – ask Susan Bulman about discrepancy in fire dues entry amount. Resulting action item - check with province if numbers can be retrodated, with retro pay.	June 13, 2022	Y	June 22, 2022	It appears that updated amounts for dues were not submitted to province (?), resulting action item created to check for retro pay.
Action item – Mayor Keith Dewar requested that CAO send a copy of this year's AER report to council members	June 13, 2022	Y		Completed by Hilary
Send letter to community regarding racoons and dogs off leash	July 11, 2022	Y	August 4, 2022	Keith
send letter to Brenda Boudrea acknowledging receipt of letter re racoons	July 11, 2022	Y	August 4, 2022	Keith
Email Brenda Wedge - ask if MRSB can facilitate workshop to assist with MSS decisions.	July 11, 2022	Y	July 17, 2022	CAO will give prior notice of request, to be requested at MRSB meeting.
Forward "Carry the Torch" email to community as an FYI	July 11, 2022	Y	July 14, 2022	Complete
Send email to Roberta McQueen offering community support for being included on bus route, clarifying there are no resources to assist.	July 11, 2022	Y	July 14, 2022	Complete
Add Marly Anderson to signing authority for general accounts, for emergency purposes	July 11, 2022	Y	July 14, 2022	July 14 - All signatures obtained, docs forwarded to Scotiabank
Prepare and submit paperwork to remove identified projects from CCBF funding.	August 8, 2022	Y	September 8, 2022	Paperwork prepared August 31, 2022, MCEG files updated to remove projects. Confirmation received by Infrastructure Secretariat on September 8, 2022.
Send most recent MRSB report to residents	August 8, 2022	Y	September 1, 2022	Keith, with comments?
Request update from Susan Williams Bulman on process for increasing water and sewer rates.	August 8, 2022	Y	August 10, 2022	Aug 10 - email sent by Keith asking for update. August 31 - another email sent requesting update.
Provide list of office contact #'s to council	August 8, 2022	Y	August 10, 2022	Complete
Assign # to new bylaw prior to second reading	August 8, 2022	Y	August 9, 2022	Complete, #2202-01 assigned
W&S - Consider process for notifying residents of balance due.	October 27, 2022	Y	October 28, 2022	Statements will be sent 6 months after yearly bill issued, then again at 10 months.
Notify Roy Main that RMV would like to work with Crapaud to secure Canada Day funding.	November 14, 2022	Y	November 22, 2022	Email sent to Roy Main, however, November 21 deadline for application was missed.

Motion #	Description	Moved, Seconded	For/Against	Carried	Date of Meeting
2202-31	Motion moved that the Rural Municipality of Victoria appoint Derek French as the development officer for the municipality on a one year contract and subject to extension of contract as agreed upon by both parties.	Pat Smith, Susan Oxley	6/0	Y	13-Jun-22
2202-32	Motion moved to extend the number of hours to pay CAO Hilary Price through June, extending it by a further 70 hours to allow for training the new Finance and Administrative Assistant.	Jean McCardle, Pat Smith	6/0	Y	13-Jun-22
2022-33	Motion moved that council approves the audited Consolidated Financial Statements for 2021/22.	Richard LaGrange, Jean McCardle	6/0	Y	13-Jun-22
2022-34	Motion moved that Keith Dewar be appointed interim Chief Administrative Officer for the Rural Municipality of Victoria, to be effective June 20, 2022.	Eric Gilbert, Richard LaGrange	6/0	Y	13-Jun-22
2022-35	Motion moved that Keith Dewar replaces Hilary Price as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective June 20, 2022.	Richard LaGrange, Jean McCardle	6/0	Y	13-Jun-22
2022-36	Motion moved that council approve the employment contract for Keith Dewar for the term beginning Monday, June 20, 2022 and ending Wednesday, November 30, 2022.	Eric Gilbert, Susan Oxley	6/0	Y	13-Jun-22
2022-37	Motion moved that councillor Marly Anderson be added to signing authority for general bank account.	Jean McCardle, Susan Oxley	5/0	Y	11-Jul-22
2022-38	Motion moved to remove Community Hall Energy Retrofit and Visitor Parking Lot from CCBF projects.	Eric Gilbert, Susan Oxley	4/0	Y	08-Aug-22
2022-39	Motion moved to have a first reading of the new Election Bylaw.	Richard LaGrange, Marly Anderson	4/0	Y	08-Aug-22
2022-40	Motion moved to accept the new Election Bylaw as amended and move to 2nd reading.	Marly Anderson, Eric Gilbert	4/0	Y	08-Aug-22
2022-41	Motion moved to find councillor Marly Anderson not in conflict of interest in regards to Planning Board decisions surrounding potential rezoning.	Richard LaGrange, Susan Oxley	3/0	Y	08-Aug-22
2022-42	Motion moved to allow Development Officer Derek French to complete federal building surveys on behalf of the municipality	Susan Oxley, Marly Anderson	4/0	Y	08-Aug-22
2022-43	Motion moved to have a second reading of Election Bylaw #2022-01.	Eric Gilbert, Jean McCardle	4/0	Y	10-Aug-22
2022-44	Motion moved to approve Election Bylaw #2022-01.	Eric Gilbert, Susan Oxley	4/0	Y	10-Aug-22
2022-45	Motion moved to adopt Election Bylaw #2022-01.	Eric Gilbert, Jean McCardle	4/0	Y	10-Aug-22
2022-46	Motion moved that RMV agrees to associate with the Rotary Club of Charlottetown to upgrade the Dunrovin Shores green space.	Jean McCardle, Susan Oxley	4/0	Y	12-Sep-22
2022-47	Motion moved to delay next regular council meeting to October 17, 2022.	Eric Gilbert, Richard LaGrange	3/1	Y	12-Sep-22
2022-48	Motion moved to proclaim that RMV recognizes September 2022 as FASD Awareness Month.	Eric Gilbert, Jean McCardle	4/0	Y	12-Sep-22
2022-49	Motion to defer further discussion and action of Municipal Sustainability Study until next council is in office.	Eric Gilbert, Marly Anderson	3/0	Y	17-Oct-22
2022-50	Motion to reallocate funds from current budget, as freed up by MASP if approved, to legal review of Official Plan and Bylaw.	Richard LaGrange, Marly Anderson	3/0	Y	17-Oct-22
2022-51	Motion moved to appoint Hilary Price as temporary CAO for a 3-month term, effective December 01, 2022 to February 24, 2023.	Jean McCardle, Susan Oxley	4/0	Y	14-Nov-22
2022-52	Motion moved to accept the contract for hiring Hilary Price as temporary CAO, effective December 1, 2022.	Richard LaGrange, Eric Gilbert	4/0	Y	14-Nov-22
2022-53	Motion moved to have Hilary Price replace Keith Dewar as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective	Susan Oxley, Jean McCardle	4/0	Y	14-Nov-22
2022-54	Motion to increase the budget for the legal review of the Official Plan and Development Bylaw to \$7500 plus tax and disbursements.	Richard LaGrange, Eric Gilbert	3/2, Mayor tie	Y	14-Nov-22
2022-55	Motion moved for Water & Sewer Commission to proceed with application to secure funding under CCBF for required upgrades to the water line under the causeway.	Susan Oxley, Eric Gilbert	4/0	Y	14-Nov-22
2022-56	Motion moved to submit IRAC rate increase proposal to IRAC.	Jean McCardle, Susan Oxley	4/0	Y	14-Nov-22
2022-57	Motion moved to terminate legal review of Official Plan and Zoning & Subdivision Control (Development) Bylaw.	Jean McCardle, Susan Oxley	2/3, Mayor tie	N	14-Nov-22
2022-58	Motion moved to approve letter of support for Merry Pop-Ins purchase of the former funeral home in Crapaud.	Eric Gilbert, Jean McCardle	4/0	Y	14-Nov-22
2022-59	Motion moved to work with Crapaud to secure funding for Canada Day celebrations.	Eric Gilbert, Susan Oxley	4/0	Y	14-Nov-22
2022-60	Motion moved that council approves the payments to election officials involved in November 7 election, as per fee structure outlined in the Election Act Tariff of Fees ar	Richard LaGrange, Eric Gilbert	4/0	Y	14-Nov-22

RURAL MUNICIPALITY OF
VICTORIA

Exploration of Recommendations
for Municipality-Owned Assets and Other Options
SUMMARY

September 2022

Overview

The following document provides a summary overview of the discussion held on September 15, 2022 to further review the July 2022 key findings and identify the next steps in the process to support future decision making.

MRSB Consulting Services was engaged to facilitate a session to explore and discuss the recommendations and other areas for consideration for the municipality-owned assets with the intent of **making a decision on the next steps and process** that will result in decision-making on behalf of the RMV.

The hope was also to have a high-level discussion about restructuring (potential and impact) and **the next steps** to inform and support what will be a long-term decision-making process. However, there was not sufficient time to hold this discussion during the meeting.

Municipality-Owned Assets (Shorter term decision-making)

1. Municipality-Owned Assets (Shorter term decision-making)

Work Completed in July

Analysis of assets based on RMV objectives

Completed, working with MRSB

Presentation of recommendations to support sustainability

Our Focus

Exploration of analysis and recommendations

Today's focus

What is the process to make a decision?

Today's focus

Next Steps in Support of Sustainability

Decision-making process

Next steps based on today's discussion

Implementation of direction based on decision-making

Municipal Government Act (Changes Made)

Clear Purpose and Broad Powers

Municipal councils will have more authority and flexibility to provide services. Under the new Act, **a council is responsible for providing services, facilities and other things that the council considers necessary or desirable for the municipality.** All municipalities will be required to provide three mandatory services: fire protection, land use planning services, and emergency measures planning.

Duties of Council

- Developing policies for services and programs
- Evaluating services and programs on a regular basis
- Appointing, directing and managing a chief administrative officer (CAO)
- Revoking or suspending the CAO's appointment if required
- Establishing a procedural bylaw
- Establishing a code of conduct that includes conflict of interest rules
- Ensuring the powers of the municipality and council are used appropriately and that their duties and functions are carried out
- Exercising the powers of council or the municipality by passing bylaws or resolutions

Municipal Government Act Guiding Principles

Purpose of a council to include providing good government, providing stewardship of public assets, developing and maintaining a safe and viable municipality, and encouraging and enabling the public to participate in matters affecting the municipality.

Potential Guiding Principles for RMV (For Discussion Purposes):

- Good government (accountability, transparency, accessible to residents/the public)
- Stewardship of public assets
- Develop and maintain a safe and viable municipality
- Encourage and enable the public to participate in matters affecting the municipality

During the session, other key discussion making factors were identified, but no consensus was determined:

- There needs to be consideration for the longer term implications of our decisions
- Relationships matter and it is important to maintain strong community relations
- We have to do what is right for residents/consideration of the benefit/impact on residents
- Consider the different decision-making environment that we are in today versus a few years ago
- There needs to be a strong balance of these comments in order to support the stewardship of public assets

Identifying principles that will guide the discussion would be very valuable to assist with discussions such as this.

Services and Municipal-Owned Assets

Mandatory Services (Based on Act)

- Fire protection services
- Land use planning services (this was not part of the review)
- Emergency measures planning (this was not part of the review)

Municipal-Owned Assets

- Old Schoolhouse
- Victoria Community Hall
- Leard's Lighthouse
- Welcome Centre, Washrooms and Heritage Park
- Victoria Park (causeway, Provincial)
- High-level water and sewer (this was not part of the MRSB review)

Recommendations were identified based on residents, usage and financial sustainability and revenue generating potential.

1. Old Schoolhouse Overview of Recommendations

Recommendations (July 2022):

(1) Retain asset to continue to use Old Schoolhouse for municipal offices

(2) Pursue revenue opportunities for public meeting space

- Advertise and create awareness of availability of space including through membership in Meetings & Conventions PEI
- Review rental rates; remove discounts and no charge rentals

Current Situation

- Accessible space for the public to access Municipal Office/services
- Property houses municipal wells
- Building showing very little wear – repairs and maintenance est. at \$750 annually
- Average deficit excluding amortization \$11,400
- Meeting space available for public

1. Old Schoolhouse Summary Discussion

- There is no clear financial reporting, including a clear understanding of solar power and cost offsets
- One of the most recently renovated assets. There are some areas that may require some further investment (e.g., retrofit to the kitchen, recommendations by the Fire Department) and long-term maintenance costs must be considered
- This building is valuable and can be maintained as the Municipal Office and the “community centre”
- The building is an important asset to the community in terms of culture, history and heritage
- Municipal infrastructure (e.g., well pumps) is located on the land, which must be considered
- There is interest in using the space as a community rental. There was a discussion about reviewing rental fees and with respect to this discussion, some spoke about ensuring fees are based on market value while other comments reflected ensuring the space was reasonably priced to support community events/activities
- Depending on the rental uses, there may be a need for future investment (e.g., retrofit of the Kitchen)
- This would require dedicated resources to support the promotion of community rentals and support during the use of the facilities
- People within the community may take on volunteer roles (e.g., lawn maintenance, event set up and clean-up)
- The comment was made to receive a real estate assessment on the building (where if sold, the Municipal Office would maintain office space within the facility); however, additional concerns were raised about selling the property when there is essential infrastructure located on the land

1. Old Schoolhouse Actions

Recommendation 1: Retain asset to continue to use Old Schoolhouse for municipal offices

Recommendation 2: Pursue revenue opportunities with public meeting space

Actions to Support Decision Making:

- Better understand the impacts of the previous investment in solar
- Improve financial reporting for the asset
- Gain a stronger understanding of any additional capital improvements (to support rentals) and budget for longer term maintenance requirements
- Prepare annual budget including estimated rental revenue generation

2. Community Hall Overview of Recommendations

Recommendations (July 2022):

(1) Divest of asset

(2) Sell the Community Hall to Victoria Playhouse Inc.

Current Situation

- Minimal utilization during Oct - May, sporadic and not marketed
- Theatre lighting limits use of auditorium outside of performances
- Limited rental income
- Difficult to heat sporadically in winter season (2 day warmup required)
- Approx. \$11,000 in immediate repairs required
- Over next 5 years approx. \$100,000 in repairs and maintenance required
- Annual deficit (excluding amortization) past four years approx. \$6,000 per year

2. Community Hall Summary Discussion

- Comments that the Municipal Office does not have the administrative resources to maintain this asset and that there should be a real estate assessment completed to determine the market value of the asset. Covenants could be placed on the development to help ensure it is maintained as a heritage building
- Other comments identified the potential to establish a lease arrangement, with the first point of contact to take place with the Victoria Playhouse
- The lease agreement would reflect what is required to operate and help maintain the asset
- There were some concerns about what would happen with the asset if it was sold
- This building is a designated heritage building. Comments were shared that the asset is very valuable to the heart of the community and for tourism. It was identified that there is a war monument on the property, but that this may be moved
- Comments were shared about how the Victoria Playhouse has made investments in the facility in the past and may be a good partner to continue to do so in the future
- Concerns were raised about making sure the asset does not carry a financial burden to the residents of the Rural Municipality
- There were comments about the need to “break even” with the asset. It is important to note that operational and capital investments need to be considered
- Comment that another organization (outside of the Municipality) may be able to take the organization to the next level
- Meet with the Victoria Playhouse to discuss their interests and the financial situation (the real estate assessment will help with these discussions)

2. Community Hall Actions

Recommendation 1: Divest of asset

Recommendation 2: Sell the Community Hall to Victoria Playhouse Inc.

Actions to Support Decision Making:

- Gather and review additional information on the asset including operational and capital costs as well as conduct a real estate assessment to determine market value
- Have a discussion with the Victoria Playhouse about the financial situation, potential solutions and potential options
- Look at potential infrastructure funding (recognizing that the Rural Municipality has limited resources to take on this work; potential to form committees to support some of the work was identified)

3. Leard's Lighthouse Overview of Recommendations

Recommendations (July 2022):

(1) Retain the Lighthouse

(2) Identify a third-party to operate as a museum

(3) Apply for grants to support maintenance and upkeep

- Provide a **fair and equitable opportunity** for all interested parties to operate the lighthouse as a museum within the municipality by issuing an RFP.
- Any agreement for the operation of the lighthouse should provide clarity on the collection and use of donations, financial responsibility for exhibit development and repairs and maintenance of the facility.
- Review and apply for grants to support the maintenance and upkeep.

Current Situation

- Lift station located on property – uncertainty around sale of property due to the location of this asset
- Approx. \$3,100 in immediate repairs required
- Over next 5 years approx. \$61,000 in repairs and maintenance required
- RMV has no control over donations collected and their use

3. Leard's Lighthouse Summary Discussion

- Concerns were raised about the financial situation with the lighthouse given the costs to maintain the asset in the longer term as well as about the use of donations
- It was shared that others in the community have identified an interest in operating the lighthouse
- Some concerns were raised about proposals/ideas not being shared with Council. There also needs to be a clear understanding of the role of Council and the role of CAO in terms of processes such as request for proposals and selection process
- Comments were shared about the importance of having discussions with the existing relationship
- Other comments were shared about the need for an equitable and fair process that will bring the greatest benefit to residents (criteria should be determined)
- The question was asked about which was most important: the lighthouse operations and/or the operation of the lighthouse as a museum. People agreed that the lighthouse was most important, but there was little comments shared that suggested an interested in exploring other opportunities for use of the asset (this may be a future consideration)
- The question was asked if the lighthouse has sufficient space to run the Welcome Centre
- This heritage property is important to the Rural Municipality
- It was identified that there may be funding programs to support the maintenance of this asset (although resources would be required to explore these opportunities)
- There is a need to gain a stronger understanding of the financial commitment operationally and in terms of longer term maintenance and what this may mean in terms of any go forward arrangement
- Options identified include going direct to existing holder of the agreement; a request for proposals open to the public for a lighthouse museum; or a request for proposals for the public for different uses of the lighthouse

3. Leard's Lighthouse Actions

Recommendation 1: Retain the Lighthouse

Actions to Support Decision Making:

- Confirm the objective of the Rural Municipality related to the maintenance of the lighthouse
- Review the financial situation
- Hold a discussion with the current party operating the lighthouse
- Make a decision on how to proceed in terms of direct discussion with a first right of refusal or a Request for Proposal process that would allow for additional ideas
- Look at potential infrastructure funding (recognizing that the Rural Municipality has limited resources to take on this work; potential to form committees to support some of the work was identified)

4. Welcome Centre, Washrooms and Heritage Park Overview of Recommendations

Recommendation (July 2022):

(1) Divest the Welcome Centre facility through a sale

Current Situation

- An information resource for visitors to Victoria; distribution of Points of Interest walking map (also distributed in other locations)
- Provides washroom access for visitors and locals supporting in-home businesses
- Approx. \$4,300 in immediate repairs required for the Welcome Centre and \$1,200 for the washrooms
- Over next 5 years approx. \$154,000 in repairs and maintenance required for the Welcome Centre and boardwalk area
- Cost to maintain washrooms over the next 5 years approx. \$11,400 in repairs
- Risk and liability if municipality unable to fund immediate and ongoing repairs and maintenance
- Annual deficit (excluding amortization) past four years approx. \$8,800 per year

4. Welcome Centre, Washrooms and Heritage Park Summary Discussion

- There was some discussion about what is included as part of this category
- There was also discussion as to whether or not the parcel of land where the Welcome Centre is located could be sold separately. There were concerns identified about the sale of the asset which is strategically located at the waterfront
- An infrastructure investment is required for the Boardwalk
- There was discussion about whether or not the Welcome Centre is needed in the community. Some did not believe so, while there was a comment that the Centre is important provided that it functions as a Tourism Centre
- There were questions about the operation of the Welcome Centre and the relationship/current arrangement with the Victoria Business Association (including supervision of the student staff). There may be a lack of clarity including of the arrangement with the VBA, and additional information to keep everyone informed is required including use of the facility/tourism service
- There was a comment in favour of issuing a Request for Proposal (RFP) that would be direct between the Rural Municipality and the operator and that would be made available to the current operator and the public to provide a response. The RFP would consider a reasonable financial arrangement
- A comment was made that the Rural Municipality needs to consider transparency, accountability and efficient management of resources
- The suggestion was to set up a longer term lease for the Welcome Centre
- It was shared that the Heritage Park is important for residents
- Further consider paid parking to help maintain the infrastructure was identified

4. Welcome Centre, Washrooms and Heritage Park Actions

Recommendation 1: Divest the Welcome Centre facility through a sale

Actions to Support Decision Making:

- Better understand the current relationship/situation and value to the Rural Municipality
- Review the financial situation
- Hold a discussion with the Victoria Business Association (VBA) to explore options (including to support the long-term financial situation)
- Determine next steps based on pros and cons (e.g., request for proposal)
- Look at potential infrastructure funding for the boardwalk (recognizing that the Rural Municipality has limited resources to take on this work; potential to form committees to support some of the work was identified)
- Explore the option for paid parking for Boardwalk

5. Victoria Park (Causeway)

Overview of Recommendations

Recommendation (July 2022):

(1) Return asset to Province

Current Situation

- 10-year lease with Province (expiring Aug 2023) at a cost of \$1 annually for rent
- Day-use park open to the public and one of the main greenspaces in RMV
- Washrooms and playground equipment available
- Beach front access used by visitors and residents, main beachfront access for residents specifically
- Annual deficit past four years approx. \$8,900 per year
- Notable erosion of cliffs
- Use limited to day park so limited revenue opportunity

5. Victoria Park (Causeway) Summary Discussion

Recommendation 1: Return asset to Province

- There is a lot of erosion along the water and concerns were raised about where the financial investment would come from
- There are some concerns related to the maintenance of the Park
- There are some concerns related to long-term plans for any potential development (and as a suggestion, should align with the guiding principles of the Rural Municipality)
- Comments shared about previous development discussions and about AMAR Seafood PEI's proposal (including an interpretative centre, washrooms and park, as well as investment along the coast)
- Comments were also shared about the important sources of taxes this would bring to the community
- It was identified that other proposals have been provided in the past, but not presented to the Council
- One comment was made that the Rural Municipality should renew the lease; while others did not see the need for this/or it was too soon to identify this as the potential direction

5. Victoria Park (Causeway) Actions

Recommendation 1: Return asset to Province

Action to Support Decision Making:

- Set up a meeting with AMAR Seafood PEI to discuss the current status of their proposal for development and to discuss the potential for a presentation at a public meeting

Rural Municipality of Victoria - Council Meeting

12 December 2022

Mayor's Report

As it is the practice at this time, I would like to provide the residents of the community with an overview of the report I will be elaborating on at the meeting.

First, I would like to thank the many members of the community who took time to give me their well wishes on being elected to the position of Mayor. I am honoured to be serving the community for the next four years.

As many of you know, this is the first time I have held public office of any kind. While I have served my communities and country in other public service roles, I have never served as an elected official before. Therefore, I will be spending time getting the training I need to perform my duties to the best of my ability.

I would like to congratulate the six members of the RMV council on their election success and look forward to working with a great group of people who have also committed themselves to serving the community to their best ability.

I would also like to thank the outgoing council members who worked hard on our behalf and served the community for the last 4 years. They were pioneers of sorts, being the first to work with the Municipal Government Act and all the additional requirements and responsibilities that came with the new legislation. Their hard work has set the stage for this council and, in many ways, have provided the roadmap for our work over the next four years. I hope you take the time as I have to thank these fellow community members for their commitment.

Finally, I would like to thank Keith Dewar, our outgoing acting CAO, for his willingness to take on the duties that were required to be performed when our last CAO left her position several months back. Keith was very generous with his time and his knowledge in the last number of weeks to ensure an effective handover on November 30 to our new acting CAO, Hilary Price. The new council is grateful for having Hilary step in to the role on a part-time basis for the next three months and bring her many years of experience to the job at hand.

Hilary, I don't know where we would be as a community without your service over the years and in preparing the new council for its role ahead.

In preparation for taking on the roles we have committed to, four of the council members attended an orientation session in November sponsored by the provincial government and the Federation of PEI Municipalities. As well, the new council has been provided with information from members of the previous council on the work performed by the Municipality and have done some training to be as effective as possible carrying out our roles. With five of the seven members of the council being new to municipal government, it was important that we took the time in the last few weeks to do this work.

We learned that among the purposes of a council that are outlined in the law, we are to do the following:

- (a) providing good government in its municipality;
- (b) providing services, facilities or other things that the council considers necessary or desirable for all or part of its municipality;
- (c) providing for stewardship of the municipality's public assets;
- (d) developing and maintaining its municipality as a safe and viable community; and
- (e) encouraging and enabling public participation in matters affecting the municipality.

In serving the community, the municipal government needs to follow good practices. What I learned in my 40 years of experience in public sector was that the further away government is from following good practice, the higher the risk that the government will not meet the expectations of its stakeholders.

Because of its size and limited resources, the new council has already learned that the municipality does not have in many areas the capacity to operate effectively in order to meet the purposes set out in the law. For example, the previous council had to make the hard decision to operate without recommended standing committees such as finance, planning and audit to provide the oversight necessary and inform decision making by council. We learned that our Fire Department is woefully underfunded for the services it is currently expected to perform.

The new council has learned about the work completed over the last year to better understand the impacts of delivering services in a municipality without the resources required to meet the objectives set out in the provincial law and in the municipality's bylaws. In 2022, the Municipality worked with the consulting firm MRSB to produce a report that that is now available to all community members. The report provides an analysis of the financial challenges we face, some options and recommendations for dealing with budgetary concerns in the short term. The report also presents some options for decisions that will be necessary for longer term sustainability. This report provides the council, and indeed the community, with some good direction for the decisions that need to be taken.

As I was acclaimed to the position, I did not have the opportunity to let the community know what my priorities were. Therefore, as we start our work as a new council, I am letting the community know that these are my priorities that I encourage the members of council to take on board and use as we consider the many decisions that will have to be made over the next number of months.

1. Stabilize administration of the municipality
2. Provide path for sustainable future
3. Provide residents with more information about their municipal government and opportunities to participate in the decision-making process (better stakeholder engagement)
4. Improve governance and accountability by:
 - a) developing agreed vision and value statements (the what)
 - b) developing clear objectives and goals (clarifying the what)
 - c) developing 5-year and 1-year plans for RMV and the W&S Commission (the how)
 - d) publishing an annual report (the accountability)

We are a very small community and have a tremendous reputation for the hard work of our residents. I hope that everyone recognizes the challenges we face operating a municipal government in such a small community and will step forward when asked to contribute.

In closing, I would like to wish everyone a safe and enjoyable holiday season. Lets make a point to cherish what is truly important in our lives: cookies!

Respectfully submitted:

Martin Ruben
Mayor, Rural Municipality of Victoria

RMV WATER TEST RESULTS 2022

		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WELL #1	SAMPLE #	P220111029	P220209024	P220310041	P220406064	P220504059	P220601109	P220626109	P220727096	P220824071/P220921106	P221019114	N/A	
	TOTAL	0	0	0	0	0	0	0	0	0/0	0	N/A	
	E-COLI	0	0	0	0	0	0	0	0	0/0	0	N/A	
	BACKGROUND COLIFORM	0	0	0	0	0	0	0	0	0/0	0	N/A	
	NITRATE GROWTH	7.3	7.7	7.8	7.6	7	7.5	7.4	7.1	7/7.2	7.2	N/A	
WELL #2	SAMPLE #	N/A	P220209023	P220310044	P220406066	P220504061	P220601108	P220629108	P220727097	P220824072/P220921107	P221019115	N/A	
	TOTAL	N/A	0	0	0	0	0	0	0	0/0	0	N/A	
	E-COLI	N/A	0	0	0	0	0	0	0	0/0	0	N/A	
	BACKGROUND COLIFORM	N/A	0	0	0	0	0	0	0	0/0	0	N/A	
	NITRATE GROWTH	N/A	6.4	6.0	3.8	6.6	5.4	5.6	4.3	5.2/5.9	6.1	N/A	
WELL #3	SAMPLE #	P220111031	P220209026	P220310042	P220406065	P220504062	P220601107	P220629107	P220727098	P220824073/P220921108	P221019116	P220111031	
	TOTAL	0	0	0	0	0	0	0	0	0/0	0	0	
	E-COLI	0	0	0	0	0	0	0	0	0/0	0	0	
	BACKGROUND COLIFORM	0	0	0	0	0	0	0	0	0/0	0	0	
	NITRATE GROWTH	4.3	6.4	7.0	5.6	6.3	6.5	5.1	3.8	4/4.1	4.8	4.3	
LINE READINGS - 3 RUSSELL ST.	SAMPLE #	N/A	P220223065	N/A	P220406062	N/A	P220601112	N/A	P220810086	N/A	P221005085	P221130065	
	1ST READING	N/A	CL 0.31 (FEB 23)	N/A	CL 0.32 (APR 06)	N/A	CL 0.33 (JUN 01)	N/A	CL 0.36 (AUG 10)	N/A	CL 0.36 (OCT 5)	CL 0.35 (NOV 30)	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
LINE READINGS - 4 JUDE ST.	SAMPLE #	P220111027	N/A	P220323084	P220420084	N/A	P220629110	P220727092	N/A	P220907083	P221019113	P221116057	
	1ST READING	CL 0.33 (JAN 11)	N/A	CL 0.33 (MAR 23)	CL 0.31 (APR 21)	N/A	CL 0.34 (JUN 29)	CL 0.33 (JUL 27)	N/A	CL 0.36 (SEPT 07)	CL 0.36 (OCT 19)	CL 0.36 (NOV 16)	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P220928002	N/A	N/A	
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	CL 0.37 (SEPT 29)	N/A	N/A	
LINE READINGS - 28 NELSON ST.	SAMPLE #	N/A	N/A	P220310040	N/A	P220504060	N/A	P220713105	N/A	P220921105	N/A	P221102087	
	1ST READING	N/A	N/A	CL 0.33 (10 MAR)	N/A	CL 0.32 (MAY 04)	N/A	CL 0.36 (JUL 13)	N/A	CL 0.34 (SEPT 21)	N/A	CL 0.33 (NOV 2)	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
LINE READINGS - OLD SCHOOL	SAMPLE #	P220111028	P220223066	P220310039	P220406063	P220504058	P220601111	P220713104	P220810085	P220907082	P221005084	P221102086	
	1ST READING	CL 0.42 (JAN 11)	CL 0.42 (FEB 23)	CL 0.43 (MAR 10)	CL 0.42 (APR 06)	CL 0.44 (MAY 04)	CL 0.44 (JUN 01)	CL 0.47 (JUL 13)	CL 0.46 (AUG 10)	CL 0.46 (SEPT 07)	CL 0.44 (OCT 5)	CL 0.45 (NOV 2)	
	SAMPLE #	N/A	N/A	P220323085	P220420085	N/A	P220629113	P220727095	N/A	P220928001	P221019112	P221116056	
	2ND READING	N/A	N/A	CL 0.41 (MAR 23)	CL 0.44 (APR 21)	N/A	CL 0.45 (JUN 29)	CL 0.45 (JUL 27)	N/A	CL 0.46 (SEPT 29)	CL 0.44 (OCT 19)	CL 0.44 (NOV 16)	
	3RD READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P221130064	
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	CL 0.44 (NOV 30)	
	1ST READING	N/A	N/A	N/A	N/A	N/A	P220615129	N/A	N/A	N/A	N/A	N/A	
	COLD WATER TAP	N/A	N/A	N/A	N/A	N/A	CL 0.32 (JUN 15)	N/A	N/A	N/A	N/A	N/A	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #	N/A	N/A	N/A	N/A	N/A	P220615130	N/A	P220824074	N/A	N/A	N/A	
	HALIBUT PEI COLD WATER TAP	N/A	N/A	N/A	N/A	N/A	CL 0.34 (JUN 15)	N/A	CL 0.36 (AUG 30)	N/A	N/A	N/A	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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.

Nitrates – Nitrate at high concentrations can be of concern to health, particularly if the water is used to prepare infant formula for young, bottle fed infants. Guidelines for Canadian Drinking Water quality has set the maximum acceptable concentration of nitrate in drinking water at 10mg/L. This guideline is based on the relationship established between nitrates and the possible occurrence of cyanosis or "blue baby disease."

December 10, 2022

November Planning Board Report

Planning Board met on November 30 at the Old School. The only item on the agenda was to review the response from our lawyer for our new official plan. We went into an in-camara to discuss. We came out of the in-camara and formed a motion to bring to council at our December council meeting.

That is all we have to report at this time.

Marly Anderson

RURAL MUNICIPALITY OF VICTORIA - PLANNING DECISIONS
CALENDAR JANUARY 1, 2022 - DECEMBER 31, 2022

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>	<u>DETAILS</u>	<u>PID #</u>	<u>DATE OF APPLICATION</u>	<u>APPROVAL/DENIAL</u>
V-21-13	G.&P. Ijsselstein	8 Main Street	Change of use on front portion of building 25'x13' (first storey) to be an artist and handicraft studio	207589	02/25/2022	Approved
V-22-01	Barbara Nymark	29 Main Street	Replace deck with a 10'x16' enclosed deck with a roof	207886	04/22/2022	Approved
V-20-04	David MacLeod	15 Rovis Beach Lane	Frame two storey dwelling unit	1063726	06/28/2022	Approved
V-22-02	Russ & Lee Bryden; Annabel Roberts	Lots 02-A & 02-B	Boundary adjustment	496331/1088327	03/10/2022	In Progress
V-22-03	Tom & Pam Wright	4 Jude Street	Build a fence	1045988	08/07/2022	Approved
V-22-04	J. B. Clapson	18 Wanda St.	Replace front steps with wheelchair accessible ramp	1048206	09/22/2022	Approved
V-22-05	Sharlene MacEachern	30 Rovis Beach Ln	Add solar panels	624569	10/06/2022	Approved
V-22-06	Ralph & Faye MacDonald	14 Wanda St.	New home build	1057959	10/25/2022	Approved

Rural Municipality of Victoria

Balance Sheet As at Nov 30, 2022

ASSET

Current Assets

Petty Cash	-73.22
Government Transfer Received	0.00
Gas Tax Bank NS	270,531.35
General Chequing Account	10,634.92
Cash and Cheques to Deposit	172.50
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	316.25
G S T Receivable	0.00
MCEG Receivable	1,250.00
Due from Water COM. Rev Fund	95,973.38
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	3,376.66
Due from Water & Sewer Account	3,524.19
Prepaid Expense & Deposits	611.00
Total Current Assets	<u>390,327.46</u>

Reserve Funds

Municipal Reserve	<u>537.99</u>
Total Reserves	<u>537.99</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	-563,048.92
Total fixed Assets	<u>1,598,131.66</u>

TOTAL ASSET	<u><u>1,988,997.11</u></u>
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LIABILITY

Current Liabilities

Operating Loan - LOC		45,000.00
Visa Payable		670.30
Accounts Payable		14,043.70
G S T Payable		0.00
HST Payable		4,716.84
CPP Payable	0.00	
EI Payable	0.00	
Federal/Provincial Tax Payable	0.00	
Total Payroll Taxes Payable		0.00
Deferred Revenue General	0.00	
Deferred Rev GT	270,530.60	
Receiver General Payable		270,530.60
Vacation Payable		0.00
Total Current Liabilities		<u>334,961.44</u>

Long Term Liabilities

Long Term Loans - Community		0.00
Loan term Loan Mac Aurhur PPTY		26,264.44
Long Term Loans Fire Dept		0.00
Total Long Term Debt		<u>26,264.44</u>

TOTAL LIABILITY 361,225.88

EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	-32,287.80
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	0.00
Total Earnings	<u>1,627,771.23</u>

TOTAL EQUITY 1,627,771.23

LIABILITIES AND EQUITY 1,988,997.11

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Rural Municipality of Victoria

Comparative Income Statement

	<u>Budget Apr 01, 2022 to Mar 31, 2024</u>	<u>Actual Apr 01, 2022 to Nov 30, 2023</u>
REVENUE		
General Revenue		
Taxation Real Property	111,400.00	75,536.00
Gas Tax Revenue	60,500.00	56,611.94
MCEG Grant	5,500.00	4,836.15
Property Tax Grant	3,200.00	0.00
Outside Fire Dues	8,290.00	5,296.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,150.00
Old School Rentals	3,500.00	3,372.50
Development Permits	3,500.00	600.00
Govt Grant - Wage Subsidies	7,300.00	8,819.58
Victoria Welcome Centre Rentals	500.00	0.00
Income - Other	100.00	1,390.03
Total General Revenue	<u>210,790.00</u>	<u>163,112.20</u>
TOTAL REVENUE	<u>210,790.00</u>	<u>163,112.20</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	226.93
Dues - General Government	600.00	440.00
Honorarium - General Govt	5,500.00	900.00
Insurance - General Government	5,000.00	5,131.00
Office Supplies - General Govt	5,500.00	3,458.78
Bank Int on Loans - General Govt	1,300.00	1,760.56
Telephone - General Govt	2,100.00	1,401.12
Travel & Training - General Govt	100.00	0.00
CAO Salary - General Govt	16,970.00	8,580.00
Administrative Staff - General Govt	37,950.00	17,943.64
CPP Expenses - General Govt	5,275.00	1,012.06
EI Expenses - General Govt	0.00	893.04
Postage - General Govt	0.00	100.43
Maintenance - General Govt	0.00	344.04
Legal & Consulting Fees - Gen Govt	55,500.00	59,300.72
Accounting Fees - General Govt	3,750.00	3,010.00
Community Events - General Govt	250.00	49.00
ByElection/Election - General Govt	3,000.00	2,056.12
R & M - Mower gas , salt - General	0.00	14.82
Misc Expenses - General Govt	250.00	99.95
Seasonal Wages - Gen Maintenance GG	8,060.00	10,850.00
Share allocated to Water & Sewer	<u>-32,618.00</u>	<u>0.00</u>
Total General Government	<u>130,037.00</u>	<u>127,936.71</u>

Community Hall		
Electricity - Community Hall	1,200.00	249.84
Heat - Community Centre	2,300.00	966.99
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	746.00
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>12,250.52</u>

Fire Dept		
Electricity - Fire Dept	1,200.00	452.89
Heat - Fire Dept	3,300.00	527.13
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	105.45
Messaging & Pagers - FD	3,500.00	2,235.20
Water & Sewer - Fire Dept	985.00	856.00
Fire Equipment - Fire Dept	500.00	0.00
Telephone & Internet - Fire Dept	1,600.00	1,022.86
Office Supplies - Fire Dept	200.00	0.00
Training - Fire Dept	4,000.00	0.00
Medical Supplies - Fire Dept	300.00	0.00
Truck Fuel - Fire Dept	600.00	0.00
Lawn Mowing - Fire Dept	375.00	480.00
Waste - Fire Dept	250.00	176.00
Truck/Equipment Repairs - Fire Dept	1,500.00	0.00
Membership Dues - Fire Dept	800.00	0.00
Snow Removal - Fire Dept	600.00	660.00
Depreciation - Fire Dept	375.00	0.00
Total Fire Dept	<u>24,455.00</u>	<u>10,330.53</u>

Dunrovin Green Space		
Lawn Mowing - Dunrovin GS	525.00	1,500.00
Water & Sewer - Dunrovin GS	490.00	428.00
Repairs & Maint - Dunrovin GS	100.00	0.00
Dunrovin Total	<u>1,115.00</u>	<u>1,928.00</u>

Old School		
Electricity - Old School	5,000.00	1,975.43
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	1,284.00
Cleaning - Old School	0.00	503.46
Waste - Old School	500.00	352.00
Supplies - Old School	350.00	175.82
Lawn Mowing - Old School	450.00	900.00
Snow Clearing - Old School	1,750.00	2,200.00
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>13,345.51</u>

Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	11,659.81
Total General Planning Expenses	9,500.00	11,659.81
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	2,286.90
Total OP & Bylaw Updates Expenses	5,500.00	6,234.80
Planning	30,000.00	35,789.22
Street Lights		
Street Lights - General	3,000.00	1,946.40
Total Street Lights	3,000.00	1,946.40
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	1,835.00	2,015.91
Welcome Centre & Washrooms		
Water and Sewer - Welcome Ctr	1,475.00	1,284.00
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	16,490.00	5,551.02
Victoria Park		
Repairs & Maint - Victoria Park	0.00	20.00
Water & Sewer - Victoria Park	525.00	456.00
Total Victoria Park	525.00	476.00
Waterfront Heritage Site		
Sewer & Water - Waterfont	490.00	428.00
Repairs & Maintenance - Waterfont	100.00	0.00
Property Tax - Waterfont	580.00	661.00
Lawn Mowing - Waterfont	150.00	360.00
Depreciation - Seawall	25,000.00	0.00
Interest on Property Loan	750.00	275.79
Total Waterfront Heriage Site	27,070.00	1,724.79
TOTAL EXPENSE	313,807.00	249,083.83
NET INCOME	-103,017.00	-85,971.63

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CAO REPORT

Development Permit Report - There were no new development permits issued this month.
Development permit report for calendar 2022 provided
Financial Statement - provided

Activities Report

- Had an information meeting with council members evening of December 5. Photographs of council were taken for webpage, oath of office was given, campaign contribution forms and disclosure information forms were given out. General information was given out regarding roles and expectation of councillors.
- Worked on administrative processes with Finance & Administrative Assistant, Mayor & Municipal Affairs
- Met with Preston Silliker (Water & Sewer Operator) to review contract & salary information and he gave feedback on wharf project. Information received will be reviewed at next Water & Sewer Commission meeting.
- Conversations with Stantec Engineering regarding sewer project on wharf and water project on the Causeway. Stantec to get back with more updated financial information prior to forwarding a Capital Investment Plan application for the water project and an adjustment to the financing on the wharf project.
- Conversation with Infrastructure Secretariat regarding capital investment funding - to get back to them when I have financials.
- Submitted the IRAC Water & Sewer Rate increase
- Discussion with lawyers re legal matter regarding mediation

Election Report

As CAO and your Municipal Electoral Officer for the last Municipal Elections held in November, here is a summary of election review and results

- Nomination process took place according to Elections bylaw. There were seven nominated candidates for councillor positions and nomination had to be extended for mayor's position because no one initially came forward. After extension of nomination, one candidate put forward his name - Martin Ruben. Martin Ruben was acclaimed as mayor. The seven councillors nominated were Marly Anderson, Jamie Lee Brown, Brian Clapson, Eric Gilbert, Ben Smith, Shelley Trainor, Thomas Wright. There was an election held to elect six councillors.
- Election was held on Monday, November 7th from 9:00 a.m. to 7:00 p.m. and an advance poll was open on Saturday, November 5th from 9:00 a.m. to noon.
- There were 30 residents who voted at the advanced poll and 40 residents who voted on election day.
- Results of vote count were as follows: Marly Anderson 54, Jamie Lee Brown 53, Brian Clapson 41, Eric Gilbert 57, Ben Smith 30, Shelley Trainor 50, Thomas Wright 56.
- 61% of eligible electors listed came out to vote.
- The election went very well with no glitches.
- Several residents previous to the election had made enquiries about the possibility of having more than one advance poll and also the possibility of possible mail in voting. It was

noted that the opportunity to have one more advance poll or mail in voting was not mentioned in the municipality's bylaw so this was not possible.

Province helps community centres reach net zero goals

Island community centres can now access additional funding to upgrade their facilities with heat pumps.

Through the Department of Environment, Energy and Climate Action's Heat Pumps for Community Spaces project and the [Community Revitalization Program](#) of the Department of Fisheries and Communities, these gathering places across the Island will be able to access up to \$20,000 towards the purchase and installation of heat pumps.

“Community halls are at the heart of our communities. It's where Islanders of all ages come together to socialize and celebrate one another. Combining our two departments' programs to offer this funding to electrify these important spaces makes good sense.”

- Fisheries and Communities Minister Jamie Fox

“Government is working to make it easy for Islanders to invest in the energy efficiency of their communities and contribute to the province's net zero goals. With rising fuel costs and the continuing impact of carbon emissions, helping Island communities move away from fossil fuels is the right thing to do,” added Environment, Energy and Climate Action Minister Steven Myers.

Together, both departments are investing \$800,000 to support Island community centres reach the provincial goal of [net zero](#) by 2040.

To access this funding through the [Community Revitalization Program](#), please contact your local community development officer.

Media contact:

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