

RURAL MUNICIPALITY OF VICTORIA
DEFERRED REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 27, 2023
(Deferred from Monday February 13)
6:30PM – OLD SCHOOL
730 VICTORIA RD., VICTORIA

AGENDA

1. Meeting called to order

- a. Acknowledgement of the irregularity of this month's meetings, the reasons for deferral from the planned date of February 13, and learnings regarding Procedural Bylaws
- b. Acknowledgement of any attendance via Zoom

2. Approval of agenda

- a. Motion to trial and test a new method of public input during Council meetings, for this meeting only.

3. Declaration of conflict of interest

4. Approval of Minutes (regular meeting January 9, 2023)

5. Public presentations and input

(None requested)

6. Business arising from Minutes

- a. Emergency Preparedness Plan/Fire Services Bylaw

7. CAO Report

- a. Motions and actions list
- b. Development permit report
- c. Financial update
- d. Motion to participate in MASP (Municipal Administrative Support Program)
- e. Activities
- f. Budget preparation timeline

8. Deputy Mayor's report

9. Fire Department report

10. Water & Sewer Commission report

11. Planning Board report

12. Introduction of New Business

- a. Development of AMAR property
- b. Leasing of municipal assets

13. Council Correspondence

- a. Environmental Protection Order
- b. Proposal from Victoria Business Association for the use of Welcome Centre and washrooms
- c. Proposal from Victoria Seaport Museum for the use of Laird's Lighthouse
- d. Letter expressing interest in purchasing municipal lands

14. Adjournment

RURAL MUNICIPALITY OF VICTORIA
SPECIAL COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 16, 2023
6:30PM – OLD SCHOOL
730 VICTORIA RD, VICTORIA
MINUTES

Present

Deputy Mayor Shelley Trainor (Chair)

Councillors Brian Clapson, Eric Gilbert

Acting CAO Marsha Empson

Present via Zoom – Councillors Marly Anderson, Jamie-Lee Brown, Tom Wright

Absent

Mayor Martin Ruben

Meeting called to order by Deputy Mayor Trainor @ 6:32pm.

It was noted that councillors would be attending through electronic means. No objections.

Motion moved to accept that members of council will be attending this meeting through electronic means as per procedural bylaw #2019-02 Sections 10 & 11.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

Motion carried unanimously (5 votes for, 0 against).

Approval of Agenda

Motion moved to approve the agenda.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

Motion carried unanimously (5 votes for/0 against).

Declaration of Conflict of Interest

None

Closed in-camera meeting as per MGA Section 119 (1) (d)

Motion moved that council move to in-camera portion of the meeting at 6:35pm.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

Motion carried unanimously (5 votes for, 0 against).

Motion moved for council to come out of in-camera portion of meeting at 6:54pm.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

Motion carried unanimously (5 votes for, 0 against).

Appointment of CAO

Motion moved to appoint Anna Keenan as CAO, effective February 21, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

Motion carried unanimously (5 votes for/0 against).

Resolution #2023-07

Motion moved to accept the contract for hiring Anna Keenan as CAO, effective February 21, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Wright.

Motion carried unanimously (5 votes for/0 against).

Resolution #2023-08

Motion moved that Anna Keenan replaces Marsha Empson as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria and Victoria Water & Sewer Commission, to be effective February 21, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Wright.

Motion carried unanimously (5 votes for/0 against).

Resolution #2023-09

Motion to adjourn made by Councillor Clapson at 6:57pm.

Submitted by Acting CAO Marsha Empson

Approved by Deputy Mayor Shelley Trainor

RURAL MUNICIPALITY OF VICTORIA
SPECIAL COUNCIL MEETING
THURSDAY, JANUARY 19, 2023
6:30PM - OLD SCHOOL
730 VICTORIA RD, VICTORIA

MINUTES

Present

Deputy Mayor Shelley Trainor

Councillors Marly Anderson, Jamie-Lee Brown, Eric Gilbert,

FAA Marsha Empson

Present via Zoom – Mayor Martin Ruben (Chair), CAO Hilary Price, Councillor Brian Clapson

Absent

Councillor Tom Wright

Meeting called to order by Mayor Ruben @ 6:35pm.

Motion moved to accept that members of council and CAO will be attending this meeting through electronic means as per procedural bylaw #2019-02 Sections 10 & 11.

Motion moved by Councillor Clapson, seconded by Deputy Mayor Trainor.

Motion carried unanimously (5 votes for/0 against).

Approval of Agenda

Motion moved to approve the agenda.

Motion moved by Deputy Mayor Trainor, seconded by Councillor Brown.

Motion carried unanimously (5 votes for/0 against).

Declaration of Conflict of Interest

None

Appointment of Interim CAO

Motion moved to appoint Marsha Empson as temporary CAO, effective January 21, 2023.

Motion moved by Councillor Clapson, seconded by Deputy Mayor Trainor.

Motion carried unanimously (5 votes for/0 against).

Resolution #2023-05

Councillor Gilbert questioned how long the assignment was intended to last. Mayor Ruben indicated that the hiring team was seeking a permanent solution.

A letter confirming the details of the temporary assignment of Acting CAO is to be provided to council and Marsha Empson for approval, by Mayor Ruben, and will be an addendum to Marsha Empson's current contract.

Motion moved that Marsha Empson replaces Hilary Price as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective January 21, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Anderson.

Motion carried unanimously (5 votes for/0 against).

Resolution #2023-06

Motion to adjourn made by Councillor Clapson at 6:51pm.

Submitted by Acting CAO Marsha Empson

Approved by Mayor Martin Ruben

RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING MINUTES
MONDAY, JANUARY 09, 2023
6:30PM – OLD SCHOOL

Present

Deputy Mayor Shelley Trainor

Councillors Marly Anderson, Jamie-Lee Brown, Brian Clapson, Eric Gilbert, Tom Wright
(arrived at 6:38pm)

FAA Marsha Empson

Present via Zoom – Mayor Martin Ruben (Chair), CAO Hilary Price

Meeting called to order by Mayor Ruben @ 6:32pm.

Mayor Ruben indicated that he and CAO would be attending via Zoom, and that the meeting would be recorded. No objections.

Motion moved to accept that a member of council and CAO will be attending this meeting through electronic means as per procedural bylaw #2019-02 Sections 10 & 11.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

Motion carried unanimously, (5 votes for, 0 against).

Approval of Agenda

Motion moved to approve the agenda.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

Motion carried unanimously, (5 votes for, 0 against).

Declaration of Conflict of Interest

None declared.

Approval of Minutes

Motion moved to approved the minutes of December 12, 2022.

Motion moved by Councillor Clapson, seconded by Deputy Mayor Trainor.

Motion carried unanimously, (6 votes for, 0 against).

Public Presentation

None

Public Input

- A resident requested a status update on the Official Plan and Development Bylaw. Mayor Ruben indicated that this would be discussed during the Planning Board section of the meeting.
- A resident requested follow up on the Municipal Sustainability Study and questioned when the Request for Proposal would be issued for the lighthouse and welcome centre. Mayor Ruben indicated that both items will be a part of operational planning exercises to be held by council. As well, a meeting is to be had with MRSB to discuss the recommendations of the MSS.
- A resident inquired about insurance for municipal committee members. Mayor Ruben indicated that this has been investigated previously and that committee members are covered under the municipal policy. The limit of coverage is \$1 million. Mayor Ruben confirmed that the reasonableness of the limit would be discussed with the FPEIM and the insurance agent for the municipality.
- A resident asked if there was any progress on the generators provided to the fire department by the province. Mayor Ruben confirmed that 15 generators have been received, and discussions are forthcoming by the CAO with the Fire Department regarding use and storage.

Business Arising from Minutes

Motions and Action Items list

- CAO indicated that a quote was received for the damage done to the posts at the boardwalk, but a letter has not yet been sent to the person responsible for the damage. A question was raised by Deputy Mayor Trainor as to why a claim was not put in under the municipality's insurance. At this point Mayor Ruben asked that this discussion be deferred, as there was not enough information available for discussion and decisions to be made.
 - **Action Item** – CAO to email advice from insurance agent to council and for the CAO to come back to council with any recommendations requiring council approval.
- CAO confirmed that the water and sewer rate increase request has been submitted to IRAC and that it was currently in the process of being reviewed.

Replacement of CAO

- Deputy Mayor Trainor provided updates on steps taken thus far, including a meeting with the CAO of another community and the hiring committee to get a feeling of tasks and time required. Shared services were discussed. Ad to be finalized and posted soon.
- Mayor Ruben indicated that he had spoken with CAO's of multiple municipalities as well as provincial contacts. Shared services between communities was being discussed among a number of communities as a viable means to achieve municipal capacity.

- CAO recommended that the hours per week listed in the ad be increased from 15 to 20, based on her time spent performing CAO duties. Mayor Ruben pointed out that this will increase the estimated salary and impact the budget. Deputy Mayor Trainor clarified that the rate of pay would be listed as a range, rather than as a fixed rate. Hiring committee agreed.

Motion moved to increase the number of hours indicated in the ad for hiring a CAO to 20, from 15, with a salary to be listed as “\$25.00/hour, to be negotiated”.

Motion moved by Councillor Anderson, seconded by Councillor Brown.

Motion carried unanimously, (6 votes for, 0 against).

Resolution #2023-01

Complete Establishment of Committees of Council

Motion moved that council approve the members of the established Water & Sewer Commission and Planning Board as follows:

Water & Sewer Commission –

- Chair Councillor Brian Clapson*
- Vice Chair Councillor Tom Wright*
- Councillor Jamie-Lee Brown*
- Community Member Ian Dennison*
- Community Member Sharlene MacEachern*
- Community Member – currently vacant*

Planning Board -

- Chair Councillor Marly Anderson*
- Vice Chair Councillor Eric Gilbert*
- Deputy Mayor Shelley Trainor*
- Community Member Janet Lauzon*
- Community Member Susan Oxley*
- Community Member Ben Smith*

Motion moved by Councillor Clapson, seconded by Councillor Anderson.

Motion carried unanimously, (6 votes for, 0 against).

Resolution #2023-02

Emergency Preparedness Plan/Fire Services Bylaw

- CAO stated that council would need to meet as Committee of the Whole Council to review these items, Mayor Ruben concurred and acknowledged the amount of work that would need to be put forth by the CAO.

Motion moved that council approves that the Emergency Preparedness Plan/Fire Services Bylaw be referred to a Committee of the Whole to work on these issues to complete an Emergency Preparedness Plan and Fire Services Bylaw.

Motion moved by Councillor Gilbert, seconded by Councillor Anderson.

Motion carried unanimously, (6 votes for, 0 against).

Resolution #2023-03

MASP (Municipal Administrative Support Program)

- CAO indicated that this funding for \$15,000.00 has been approved, the municipality is waiting on official documentation and payment.

Funding for Community Centres through Community Revitalization Program

- CAO indicated that the application was received and that it's been confirmed that the municipality is eligible to apply for funding for heat pumps at the Community Hall (Playhouse). An energy audit is required, as well as a quote for costs. Up to \$20,000.00 is available. Municipality not required to match provincial funding. Community Hall is currently heated with oil; is costly and requires a long amount of time to heat the space during winter when not used regularly. Heat pumps could increase the possibility to rent the space more often in colder months.

Motion moved that council approves CAO to submit an application for funding for heat pumps at the Community Hall (Playhouse) building.

Motion moved by Councillor Anderson, seconded by Councillor Brown.

Motion carried unanimously, (6 votes for, 0 against).

Resolution #2023-04

- **Action Item** – CAO to proceed with process of applying for funding for heat pumps at the Community Hall (Playhouse).

Application for Potential Project for Rotary Club of Charlottetown Funding

- Application received, not yet submitted. There is no deadline to submit. CAO recommended that council defer working on this application due to the fact that there are too many other priorities that need to be handled at this time.

Mayor's Report

Provided by Mayor Ruben. Full report is attached and forms part of these minutes.

Mayor Ruben also presented a slideshow outlining the responsibilities and capacities of council. Full slideshow is attached and forms part of these minutes.

Motion moved to accept the mayor's report.

Motion moved by Councillor Clapson, seconded by Councillor Wright.

Motion carried unanimously, (6 votes for, 0 against).

Fire Department Report

Scheduled meeting with fire chief and CAO, to discuss how the fire department is to report to the CAO and the Council, was cancelled due to illness. The fire department has received a communication equipment grant, and fund matching was also to be discussed. Mayor Ruben indicated that regular fire department reporting may be an agenda item at expected Committee of Whole Council session.

Committee Reports

Water & Sewer Commission report + water test summary

- Provided by Councillor Clapson. Full report is attached and forms part of these minutes. Mayor Ruben provided a reminder to council that the Water & Sewer Commission is a separate entity and that Council's obligation is to provide oversight along with members of the public.

Motion moved that the Water & Sewer Commission Report be accepted.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

Motion carried unanimously, (6 votes for, 0 against).

Planning Board report

- Provided by Councillor Anderson. Full report is attached and forms part of these minutes. Mayor Ruben requested that Planning Board consider meeting more often in the coming months in order to facilitate moving ahead with the Official Plan and Development Bylaw.

Motion moved that the Planning Board report be accepted.

Motion moved by Councillor Anderson, seconded by Councillor Gilbert.

Motion carried unanimously, (6 votes for, 0 against).

CAO Report

Development Permit Report

- Provided by FAA Empson. No new permits. YTD report is attached and forms part of these minutes.

Financial Update plus Approval of Auditor for 2023/2024 fiscal year

- Income Statement and Balance Sheet to December 31, 2022 provided by FAA Empson. Reports are attached and form part of these minutes.
- CAO indicated that projected expenses were not supplied due to lack of time, and that they would be available for the budget process. She noted that she had a question regarding an expense showing in the Honorarium account, but she felt that this was likely

capturing a payment for CAO wages. She also mentioned that an overage in seasonal wages was offset by the Victoria Business Association having contributed to the payment of those wages. Mayor Ruben asked if there were any concerns, to which CAO replied that legal costs were the only concern. Mayor Ruben asked if CAO was comfortable with those extra costs to the budget, to which CAO replied that she was not totally comfortable. \$15,000 expected from the province could provide the necessary relief but there were new costs that would likely arise based on information she had received on that day. Mayor Ruben stated it would be helpful to have a forecast for the February meeting, for budget purposes.

Motion moved that the finance report be accepted as reviewed.

Motion moved by Councillor Clapson, seconded by Councillor Wright.

Motion carried unanimously, (6 votes for, 0 against).

- CAO requested motion to approve Auditor for the 2022/2023 fiscal year. Mayor Ruben requested that the minutes of previous council meetings be reviewed to determine if the previous council had approved this at the beginning of the fiscal year. Motion to be deferred until February. Mayor Ruben clarified that Auditor should be approved at the beginning of the year.
 - **Action item** – Review minutes of previous meetings to determine if motion to appoint Auditor for 2022/2023 was made earlier in the year.

Activities Report

- Provided by CAO Price. Full report is attached and forms part of these minutes.
- CAO announced that provincial funding in the amount of \$2000, obtained through the Rural Development Grant, has been approved for the purchase of equipment needed to host hybrid meetings. The \$2000 to be received is to be used to reimburse the donor who has prepaid for technology purchased to date. Any costs incurred over the amount of \$2000 will be covered by private donation. It's expected that with acquiring this equipment, the February council meeting will be available to residents via Zoom,.

Project Report

- Provided by CAO Price. Full report is attached and forms part of these minutes.
- CAO reviewed the estimated budget schedule. Mayor Ruben pointed out that CAO Price will only be involved for part of the budget process and will need to transfer the process to a new CAO at some point.
- Councillor Clapson expressed concerns about the risks of the water and sewer projects, in regard to: 1) the term of CAO Price ending and the potential for the projects to be dropped, 2) the lack of tender out for bid, uncertainty of timing to complete any work and communication with affected parties on the wharf, and 3) the potential to harm existing relationships during the transition. CAO Price confirmed that there are risks, but that she'd be willing to consult on these projects beyond February 24, 2023. She

recommended that the Water & Sewer Commission budget be prepared in a timely manner and that she would provide assistance. . She confirmed that the causeway project is an environmental risk and that due to an extension having already been provided it needs to be completed. Discussions with Infrastructure are to be had to rearrange gas tax funds to cover the costs of this project. The wharf project is a concern due to timing. Initially it was hoped to be completed by June 2023, with tenders being received in February, but this could be a problem due to supply issues. A second issue with the wharf is risk of fire at the pumps. Electrical upgrades are required for the operator to be willing to put them back in this spring. When asked his thoughts on the risks of the wharf project, Councillor Clapson stated that he needed to meet with the Commission, but reiterated that the risks were huge, in relation timing, ability to complete, and lack of expert resources to pull from. When asked by Mayor Ruben if council had questions or concerns, Deputy Mayor Trainor said that she would like to see verification from the Commission that spending money on a manager for these projects would help to expedite them along, vs not having a manager. Mayor Ruben acknowledged that one of the challenges for the Commission was that funding for this project falls under municipal responsibility due to the source being gas tax monies. Councillor Wright requested that the community be canvased again for a volunteer to fill the open seat on the Water & Sewer Commission so that it can get along with its business

- **Action item** – canvas community for volunteer to fill open seat on Water & Sewer Commission.

Motion moved that the CAO report be accepted as read.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

Motion carried unanimously, (6 votes for, 0 against).

Introduction of New Business

None

In/Out Correspondence

- Email from resident re concerns on Victoria assets
 - Contents of the email is attached and forms part of these minutes.
 - Mayor Ruben responded to the concerns by stating that the items referred to would be discussed during the operational planning session.

Closed in-camera meeting as per MGA Section 119 (1) (a) & (f)

Motion moved that council move to in-camera portion of the meeting at 8:32pm.

Motion moved by Councillor Wright, seconded by Deputy Mayor Trainor.

Motion carried unanimously, (6 votes for, 0 against).

Motion moved for council to come out of in-camera portion of meeting at 8:57pm.

Motion moved by Councillor Brown, seconded by Councillor Clapson.

Motion carried unanimously, (6 votes for, 0 against).

Motion to adjourn made by Councillor Clapson at 9:02pm.

Submitted by Acting CAO Marsha Empson

Approved by Mayor Martin Ruben

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 December 1, 2022.	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 and Expenses Regulations.	Richard LaGrange, Eric Gilbert	4/0	Y	14-Nov-22
2022-61	Motion moved that council create a two (2) person task force, consisting of Deputy Mayor Shelley Trainor and Councillor Marly Anderson, plus current CAO, for the purpose of creating a recommendation to council for procurement of a CAO.	???, Brian Clapson	5/0	Y	12-Dec-22
2022-62	Motion moved that Council directs Planning Board to meet with legal counsel and development officer to review legal advice received and implement agreed upon changes to the Official Plan & Development Bylaw.	Marly Anderson, Brian Clapson	5/0	Y	12-Dec-22
2022-63	Motion moved that the following standing committees of Council be established for the four-year term of council, effective immediately. Water & Sewer Commission - Council Members - Chair Brian Clapson, Vice Chair Tom Wright, Deputy Mayor Shelley Trainor	Brian Clapson, Shelley Trainor	5/0	Y	12-Dec-22
2022-64	Motion moved that the following standing committees of Council be established for the four-year term of council, effective immediately. Planning Board - Council Members - Chair Marly Anderson, Vice Chair Eric Gilbert, Councillor Jamie Lee Brown	Shelley Trainor, Tom Wright	5/0	Y	12-Dec-22
2022-65	Motion moved that Mayor Martin Ruben or alternate Deputy Mayor Shelley Trainor be given cheque signing authority on account #s 307830019313, 339930221317 and 339930514810, and Mayor Martin Ruben or alternate Councillor Brian Clapson be given cheque signing authority on the Water & Sewer account #307830015318 at Scotiabank. The CAO has cheque signing authority on all accounts. This authority is to take effect immediately.	Brian Clapson, Tom Wright	5/0	Y	12-Dec-22
2022-66	Motion moved that the next 12 months of regular council meetings will take place on the second Monday of the month, apart from April and October meetings which will be scheduled on the Tuesday following. All meetings will commence at 6:30pm.	Brian Clapson, Jamie Lee Brown	5/0	Y	12-Dec-22
2022-67	Motion moved that council requests CAO to investigate funding for community centres regarding purchase and installation of heat pumps and bring information back to council for review.	Brian Clapson, Shelley Trainor	5/0	Y	12-Dec-22
2022-68	Motion moved for CAO and Mayor Ruben to meet with the province to discuss potential uses for the park lease, including possible commercial use.	Tom Wright, Brian Clapson	5/0	Y	12-Dec-22
2023-01	Motion moved to increase the number of hours indicated in the ad for hiring a CAO to 20, from 10, with a salary to be listed as "\$25.00/hour, to be negotiated".	Marly Anderson, Jamie-Lee Brown	6/0	Y	09-Jan-23

2023-02	Motion moved that council approve the members of the established Water & Sewer Commission and Planning Board as follows: Water & Sewer Commission – Chair Councillor Brian Clapson, Vice Chair Councillor Tom Wright, Councillor Jamie-Lee Brown, Community Member Ian Dennison, Community Member Sharlene MacEachern, Community Member - vacant Planning Board - Chair Councillor Marly Anderson,	Brian Clapson, Marly Anderson	6/0	Y	09-Jan-23
2023-03	Motion moved that council approves that the Emergency Preparedness Plan/Fire Services Bylaw be referred to a Committee of the Whole to work on these issues to complete an Emergency Preparedness Plan and Fire Services Bylaw.	Eric Gilbert, Marly Anderson	6/0	Y	09-Jan-23
2023-04	Motion moved that council approves CAO to submit an application for funding for heat pumps at the Community Hall (Playhouse) building.	Marly Anderson, Jamie-Lee Brown	6/0	Y	09-Jan-23
2023-05	Motion moved to appoint Marsha Empson as temporary CAO, effective January 21, 2023.	Brian Clapson, Shelley Trainor	5/0	Y	19-Jan-23
2023-06	Motion moved that Marsha Empson replaces Hilary Price as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective January 21, 2023.	Brian Clapson, Marly Anderson	5/0	Y	19-Jan-23
2023-07	Motion moved to appoint Anna Keenan as CAO, effective February 21, 2023.	Brian Clapson, Eric Gilbert	5/0	Y	16-Feb-23
2023-08	Motion moved to accept the contract for hiring Anna Keenan as CAO, effective February 21, 2023.	Brian Clapson, Tom Wright	5/0	Y	16-Feb-23
2023-09	Motion moved that Anna Keenan replaces Marsha Empson as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria and Victoria Water & Sewer Commission, to be effective February 21, 2023.	Brian Clapson, Tom Wright	5/0	Y	16-Feb-23

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.
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. Jan 4 - Funding approved, cheque to be issued by end of January.
Apply for CCBF funding for water line upgrades	November 14, 2022			CAO to complete once estimated project costs received from engineers. January 18 - CAO spoke to province, transfer of funds form to be provided.
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.	December 12, 2022			December 13 - email sent requesting contact info for fire chief. Response from Councillor Gilbert stated that he would figure out best way to arrange a meeting between fire chief and municipality. Meeting between CAO and fire chief scheduled for January 9, 2023. Meeting postponed.
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.	December 12, 2022			
Boardwalk post damage - CAO to email recommendations from insurance agent to council.	January 9, 2023			
CAO to proceed with process of applying for funding for heat pumps at the Community Hall (Playhouse).	January 9, 2023			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.
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	Y	February 16, 2023	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. Dec. 21 - left a message with Suzanne Pater. Jan 30 - left a message with Suzanne Pater. Called Manager Boyce Costello - he directed to summary of properties for comparison of property types. Comparison complete, categories listed are not summarized correctly at the end of the document, need to discuss with Boyce Costello. February 16 - As per Suzanne Pater, we should be reviewing the full list of properties and determining the # in each category from that list, rather than using the index at the front of the tax rolls. The issue in the index is that there are two PID's that each have 2 different properties, with different street addresses, and each is listed in the index. Credit is only given for each PID though, not each property. Matter now resolved and for 2023 reporting the full list will be utilized to determine #'s.
CAO to recommend to the fire chief that the fire department refer the problem regarding fires caused by a possible arsonist to the RCMP.	December 12, 2022	n/a	n/a	No longer relevant
Review minutes of previous meetings to determine if motion to appoint Auditor for 2022/2023 was made earlier in the year.	January 9, 2023	Y	February 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.	January 9, 2023	n/a		Volunteer stepped forward to fill seat.
Draft ad for CAO position and place in newspapers asap.	August 8, 2022	Y	January 11, 2023	Keith - discussion had at September 12 council meeting, October 17 meeting, and November 14 meeting. Ad to be placed by council if proceeding.
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 - Coucillor 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 - Coucillor 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.
CAO to follow up with Rotary Club on application for funding requirements and bring more details back to council.	December 12, 2022	Y	January 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
CAO to meet with Councillor Clapson to discuss and determine needs to hold hybrid council and committee meetings.	December 12, 2022	Y	January 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.
Notice to be posted/emailed requesting resident participation in Water & Sewer Commission and Planning Board.	December 12, 2022	Y	December 15, 2022	Email sent on December 15, and posted at village post office.
Post 2023 meeting schedule on municipal website, and on notice boards at the village post office and the Old School House.	December 12, 2022	Y	December 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.	December 12, 2022	Y	December 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.

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

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

Rural Municipality of Victoria

Balance Sheet As at Jan 31, 2023

ASSET

Current Assets

Petty Cash	134.92
Government Transfer Received	0.00
Gas Tax Bank NS	271,046.88
General Chequing Account	19,220.54
Cash and Cheques to Deposit	397.50
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	28.75
G S T Receivable	0.00
MCEG Receivable	1,250.00
Due from Water COM. Rev Fund	85,973.38
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	3,791.20
Due from Water & Sewer Account	3,723.31
Prepaid Expense & Deposits	611.00
Total Current Assets	<u>390,187.91</u>

Reserve Funds

Municipal Reserve	<u>527.99</u>
Total Reserves	<u>527.99</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	<u><u>1,988,847.56</u></u>
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LIABILITY

Current Liabilities

Operating Loan - LOC	45,000.00
Visa Payable	1,316.62
Accounts Payable	16,747.91
G S T Payable	0.00
HST Payable	4,853.60
CPP Payable	0.00
EI 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>271,046.13</u>
Receiver General Payable	271,046.13
Vacation Payable	<u>0.00</u>
Total Current Liabilities	<u><u>338,964.26</u></u>

Long Term Liabilities

Long Term Loans - Community	0.00
Loan term Loan Mac Aurhur PPTY	25,066.54
Long Term Loans Fire Dept	<u>0.00</u>
Total Long Term Debt	<u>25,066.54</u>

TOTAL LIABILITY	<u><u>364,030.80</u></u>
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EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	-35,242.27
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	0.00
Total Earnings	<u>1,624,816.76</u>

TOTAL EQUITY 1,624,816.76

LIABILITIES AND EQUITY 1,988,847.56

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Victoria Water & Sewer Commission

Balance Sheet As at Jan 31, 2022

ASSET

Current Assets

Cheque/Cash to Deposit	114.00	
E-transfers	0.00	
Online Payments	0.00	
Bank of Nova Scotia - Chequing	<u>23,996.69</u>	
Total Cash		24,110.69
Accounts Receivable/Water& Sewer	32,324.05	
Accounts Receivable/ General	0.00	
Canada / PEI Infrastructure	0.00	
Allowance for Doubtful Accounts	0.00	
G S T Receivable	7,371.78	
H S T Receivable	<u>-60.02</u>	
Total Receivable		39,635.81
Prepaid Expense & Deposits		536.97
Visa		<u>0.00</u>
Total Current Assets		<u>64,283.47</u>

Other Assets

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

Water System

Pumping Plant - Structures & Improv	309,942.41	
Land (Water System)	25,385.00	
Dep'n Reserve - PP Structure & Impr	<u>-53,255.41</u>	
Net - PP Structure & Improvements		282,072.00
Transmission & Distribution Mains	340,605.00	
Dep'n Reserve - Trans & Dist Mains	<u>-80,087.00</u>	
Net - Trans & Dist Mains		260,518.00
Services	27,165.23	
Dep'n Reserve - Services	<u>-17,138.23</u>	
Net - Services		10,027.00
New Wells	73,930.00	
Dep't Reserves - Wells	<u>-12,516.00</u>	
Net-Well		61,414.00
Water Equipment- Meters		25,535.00
Dept reserve Water Equipment		<u>-16,920.00</u>
Chlorination Unit		4,340.38
DEp expense Chlorination Unit		<u>-1,790.38</u>
Curb Stops		<u>5,409.80</u>
Total Water System		<u>630,605.80</u>

Sewer System

Land (Sewer System)		68,000.00
Misc Sewer Equipment		18,023.00
Depn reserve misc sewer equipment		-11,938.00
Collection Plant Structure & Imp	597,863.01	
Dep'n reserve-C P Structure & Imp	<u>-94,992.01</u>	
Net - C P Structures & Imp		502,871.00
Sewer Pumping Plant	1,147,146.05	
Dep't Reserve- S P P	<u>-172,841.05</u>	
Net - Sewer pumping Plant		974,305.00
Treatment & Disposal Plant	854,013.70	
Dep't- Reseve T & D Plant	<u>-133,933.70</u>	
Net Treatment & Disposal Plant		720,080.00
Sewer Equipment		135,257.11
Depn Reserve sewer Equipment		-61,000.87
Wharf Sewer Infrastructure		<u>37,855.62</u>
Total sewer System		<u><u>2,383,452.86</u></u>

TOTAL ASSET3,078,342.13**LIABILITY****Current Liabilities**

Due to Municipality	27,346.15
Due to Gas Tax Account	0.00
Accounts Payable	7,030.03
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>
Total Current Liabilities	<u><u>34,376.18</u></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	22,186.09
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>
Total Long Term Liabilities	<u><u>2,694,074.02</u></u>

TOTAL LIABILITY2,728,450.20

EQUITY

Surplus

Retained Earnings	304,767.96
Current Earnings	<u>45,123.97</u>
Total Retained Earnings	<u>349,891.93</u>

TOTAL EQUITY 349,891.93

LIABILITIES AND EQUITY 3,078,342.13

Generated On: Feb 08, 2023

Rural Municipality of Victoria

Comparative Income Statement

† Apr 01, 2022 to Mar 31, 2023 Actual Apr 01, 2022 to Jan 31, 2023

REVENUE

General Revenue		
Taxation Real Property	111,400.00	94,420.00
Gas Tax Revenue	60,500.00	57,480.12
MCEG Grant	5,500.00	4,836.15
Property Tax Grant	3,200.00	0.00
Outside Fire Dues	8,290.00	6,620.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,350.00
Old School Rentals	3,500.00	3,984.24
Development Permits	3,500.00	900.00
Govt Grant - Wage Subsidies	7,300.00	8,819.58
Victoria Welcome Centre Rentals	500.00	0.00
Government Contributions	0.00	2,000.00
Income - Other	100.00	1,836.76
Total General Revenue	<u>210,790.00</u>	<u>187,746.85</u>
 TOTAL REVENUE	 <u>210,790.00</u>	 <u>187,746.85</u>

EXPENSE

Proj. Exp. - Feb-Mar 2023

General Government			
Auditing Fees - General Govt	10,000.00	9,900.00	0.00
Advertising - General Govt	1,000.00	1,025.50	0.00
Bank Charges - General Govt	550.00	278.24	56.00
Dues - General Government	600.00	440.00	160.00
Honorarium - General Govt	5,500.00	5,996.55	0.00
Insurance - General Government	5,000.00	5,131.00	0.00
Office Supplies - General Govt	5,500.00	5,635.68	500.00
Office Equip, Computer - Gen Govt	0.00	2,000.00	0.00
Bank Int on Loans - General Govt	1,300.00	2,406.72	500.00
Telephone - General Govt	2,100.00	1,767.74	332.26
Travel & Training - General Govt	100.00	0.00	100.00
CAO Salary - General Govt	16,970.00	11,505.00	4,000.00
Administrative Staff - General Govt	37,950.00	23,881.00	4,500.00
CPP Expenses - General Govt	5,275.00	1,325.74	300.00
EI Expenses - General Govt	0.00	1,204.82	250.00
Postage - General Govt	0.00	100.43	25.00
Maintenance - General Govt	0.00	344.04	0.00
Legal & Consulting Fees - Gen Govt	55,500.00	59,300.72	
Accounting Fees - General Govt	3,750.00	3,010.00	740.00
Community Events - General Govt	250.00	64.93	0.00
ByElection/Election - General Govt	3,000.00	2,056.12	0.00
R & M - Mower gas , salt - General	0.00	14.82	0.00
Misc Expenses - General Govt	250.00	196.90	53.10
Seasonal Wages - Gen Maintenance GG	8,060.00	10,850.00	0.00
Share allocated to Water & Sewer	<u>-32,618.00</u>	<u>0.00</u>	<u>0.00</u>
Total General Government	<u>130,037.00</u>	<u>148,435.95</u>	

Community Hall			
Electricity - Community Hall	1,200.00	538.93	250.00
Heat - Community Centre	2,300.00	1,489.47	1,200.00
Fire Insurance - Community Hall	3,750.00	3,812.00	0.00
Property Taxes - Community Hall	1,420.00	1,370.00	0.00
Repairs & Maintenance - Comm Hall	1,500.00	4,500.69	
Water & Sewer - Community Hall	920.00	746.00	174.00
Snow Removal - Community Hall	625.00	605.00	0.00
Depreciation - Community Hall	6,500.00	0.00	
Total Community Centre	<u>18,215.00</u>	<u>13,062.09</u>	

Fire Dept			
Electricity - Fire Dept	1,200.00	706.58	300.00
Heat - Fire Dept	3,300.00	1,606.99	1,693.01
Fire Insurance - Fire Dept	1,350.00	1,365.00	0.00
Truck Insurance - Fire Dept	1,800.00	1,751.00	0.00
Property Taxes - Fire Dept	720.00	699.00	0.00
Building Rep & Maint - Fire Dept	500.00	314.44	185.56
Messaging & Pagers - FD	3,500.00	2,543.75	530.00
Water & Sewer - Fire Dept	985.00	856.00	129.00
Fire Equipment - Fire Dept	500.00	0.00	500.00
Telephone & Internet - Fire Dept	1,600.00	1,295.10	200.00
Office Supplies - Fire Dept	200.00	0.00	200.00
Training - Fire Dept	4,000.00	0.00	4,000.00
Medical Supplies - Fire Dept	300.00	0.00	300.00
Truck Fuel - Fire Dept	600.00	67.00	533.00
Lawn Mowing - Fire Dept	375.00	480.00	0.00
Waste - Fire Dept	250.00	224.48	50.00
Truck/Equipment Repairs - Fire Dept	1,500.00	0.00	1,500.00
Membership Dues - Fire Dept	800.00	0.00	800.00
Snow Removal - Fire Dept	600.00	660.00	0.00
Visa Charges - General Govt	0.00	75.00	
Depreciation - Fire Dept	375.00	0.00	
Total Fire Dept	<u>24,455.00</u>	<u>12,644.34</u>	

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

Old School			
Electricity - Old School	5,000.00	3,333.69	1,350.00
Fire Insurance - Old School	2,800.00	2,899.00	0.00
Property Taxes - Old School	3,050.00	2,902.80	0.00
Repairs & Maintenance - Old School	1,000.00	153.00	847.00
Water & Sewer - Old School	1,475.00	1,284.00	191.00
Cleaning - Old School	0.00	578.46	150.00
Waste - Old School	500.00	448.95	100.00
Supplies - Old School	350.00	202.08	147.92
Lawn Mowing - Old School	450.00	900.00	0.00
Snow Clearing - Old School	1,750.00	2,200.00	0.00
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>14,901.98</u>	

Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	12,713.06
Total General Planning Expenses	9,500.00	12,713.06
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	3,155.08
Total OP & Bylaw Updates Expenses	5,500.00	7,102.98
Planning	15,000.00	19,816.04
Street Lights		
Street Lights - General	3,000.00	2,433.00
Total Street Lights	3,000.00	2,433.00
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 Heritage Site	27,070.00	1,724.79
TOTAL EXPENSE	268,807.00	222,989.12
NET INCOME	-58,017.00	-35,242.27

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Victoria Water & Sewer Commission

Comparative Income Statement

	<u>Budget Apr 01, 2022 to Mar 31, 2023</u>	<u>Actual Apr 01, 2022 to Jan 31, 2023</u>
REVENUE		
Revenue		
Unmetered Water Revenue	34,778.00	35,217.82
Water-Frontage charge	6,156.00	6,843.72
Sewer Dues	42,921.00	43,796.94
Sewer- Frontage charge	7,513.00	8,837.16
Delayed Payment Charges	100.00	0.00
Gas Tax Funding	0.00	23,576.78
Curb Service Fee	400.00	300.00
Total Revenue	<u>91,868.00</u>	<u>118,572.42</u>
TOTAL REVENUE	<u>91,868.00</u>	<u>118,572.42</u>
EXPENSE		
Water Operating Expenses		
Materials & Supplies	500.00	0.00
Repairs & Maintenance	1,000.00	1,747.90
Back up Maintenance Operator	1,650.00	687.50
Power or Electricity (W)	5,425.00	2,526.31
Water Testing Fees	7,000.00	4,185.50
Chemicals	350.00	153.97
Total Operating Expenses	<u>15,925.00</u>	<u>9,301.18</u>
General Expenses		
Bank Service Charge	600.00	405.09
Water Operator	7,260.00	6,050.00
Insurance	3,100.00	1,465.00
Regulatory Commission Fees	1,103.00	0.00
Total General Expenses	<u>12,063.00</u>	<u>7,920.09</u>
Non-Operating Income & Expenses		
Interest on Long-Term Debt	576.00	723.44
Total Non-Operating Income & Expenses	<u>576.00</u>	<u>723.44</u>
Sewer Expenses		
Sewer Testing Fees	1,075.00	227.70
Contract Fees For sewer Operator	19,094.00	15,656.54
Repairs & Maintenance (S)	750.00	2,125.29
Property Taxes (S)	575.00	559.09
Electricity (S)	6,700.00	4,636.88
Telephone- Computer (S)	1,170.00	1,003.80
Sewer Snow Removal	1,650.00	1,980.00
Backup Operator Expense	0.00	687.47
Wanda L Electricity	0.00	330.74
Lighthouse P Electricity	0.00	1,145.19
Sewer Electricity	0.00	1,475.93
Propane	1,200.00	250.33
Total General Sewer Expenses	<u>32,214.00</u>	<u>28,603.03</u>

Water Expenses

Causeway Electricity	0.00	1,763.04
Water Snow Removal	<u>550.00</u>	<u>660.00</u>
Total Water Expenses	<u>550.00</u>	<u>2,423.04</u>

TOTAL EXPENSE	<u>61,328.00</u>	<u>48,970.78</u>
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NET INCOME	<u>30,540.00</u>	<u>69,601.64</u>
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MUNICIPAL ADMINISTRATIVE SUPPORT PROGRAM FUNDING AGREEMENT

This Agreement made this ____ day of _____, 20____

Between: Government of Prince Edward Island, as represented by the Minister of Fisheries and Communities
(hereinafter referred to as 'Government')

And: The Rural Municipality of Victoria
in Queens County, Province of Prince Edward Island
(hereinafter referred to as the 'Recipient')

WHEREAS Government wishes to enter into an Agreement with the Recipient to work toward reaching compliance with the municipal administrative requirements under the *Municipal Government Act* (MGA) described in the Agreement herein;

AND WHEREAS the Recipient has agreed to use the funding as described in the Agreement herein;

AND WHEREAS the Recipient has agreed that this is a *funding agreement* and not a *contract for service* agreement;

NOW THEREFORE the parties agree that the terms and conditions of their relationship are as follows:

1. The Recipient shall assume all responsibilities and diligently work toward compliance with the administrative requirements under the MGA in a manner satisfactory to Government.
2. The term of this Agreement shall commence on the ____ day of _____, 202_ and end on the 31st day of March, 2023.
3. Subject to the termination clause of this Agreement and notwithstanding the date of signing of this Agreement, it is acknowledged by both parties that the Recipient commenced the Program as set out in this Agreement on the ____ day of _____, 202_. It is further agreed that the sum of \$15,000, is the maximum funding available for the term of this Agreement. Government shall make payment to the Recipient per Schedule A of this Agreement.
4. The Recipient shall complete the required Annual Municipal Information Return (AMIR) and provide information about insurance, financial audits and the municipal office per Schedule B of this Agreement.
5. The Recipient shall keep proper accounts and records of all expenditures made by the Recipient under this Agreement including the related invoices, receipts and vouchers. Such accounts, invoices, receipts and vouchers shall, at all times, be open to audit, copying, extracting information and inspection by the authorized representatives of Government. The Recipient shall afford all facilities for the audits, inspections, copying and extractions and shall furnish Government and its

authorized representatives with all information that is requested from the accounts, records, invoices, receipts and vouchers.

6. Subject to statutory limitations, the Recipient shall not, without the consent of Government, dispose of the accounts, records, invoices, receipts and vouchers related to this Agreement, but shall preserve and keep the same available for audit, copying, extracting information and inspections at any time.
7. The parties agree that the Recipient shall act independently and is entitled to no other benefits or payments whatsoever than those specified in Section 3.
8. The Recipient agrees to accept sole responsibility to submit any applications, reports, payments or contributions for Sales Taxes, Goods and Services Tax, Harmonized Sales Tax or any other similar matter, which the Recipient may be required by law to make in connection with the Project to be performed under this Agreement.
9. The Recipient agrees to accept sole responsibility to comply with all federal, provincial and municipal legislation that may have application to the project. The Recipient agrees to follow the Public Service Commission Human Resource Policies 9.05 Violence in the Workplace Policy; 9.08 Drug, Alcohol, and Medication Policy; and 11.01 Policy for the Prevention and Resolution of Harassment in the Workplace while working on Government sites, in Government vehicles or alongside Government staff. The Recipient agrees to accept the full cost of doing those things required under this section and will not charge or seek reimbursement from Government in any way, such costs having been taken into consideration and included in the rate of payment stipulated in Section 3 of this Agreement.
10. The Recipient shall provide proof of payment and complete the report-back documents at the completion of the Program for review by Government not later than the 15th day of March, 2023.
11. Government shall provide such support, direction, discussion and information as it deems necessary or appropriate under this Agreement.
12. Notwithstanding other provisions of this Agreement, Government may terminate this Agreement in its entirety, or any part thereof, at any time by a notice in writing, signed by or on behalf of Government and either delivered to the Recipient by hand delivery, or mailed to the Recipient's last-known place of business, facsimile transmission, or electronic communication. This Agreement shall be determined to have ended upon the date of delivery, sending by electronic communication or mailing of such notice in which event the Recipient shall have no further claim against Government, except that the Recipient will be paid pursuant to and in accordance with the provisions of Section 3 of this Agreement for the administrative expenses paid up to the date of termination by written notice. Such payment shall include all firm commitments made by the Recipient prior to the receipt of the notice and for which the Recipient is liable for payment, less any sums paid by Government to the Recipient on account.

13. Notice in this Agreement is deemed to have been effected on the day of delivery in person, facsimile, electronic communication, or upon mailing of the notice.
14. The Recipient warrants that as at the date of this Agreement, no conflict of interest, or any circumstance that might interfere with independent and objective exercise of judgment, exists or is likely to arise in relation to execution of this Agreement or its subject matter. The Recipient shall immediately notify Government, in writing, if any such actual or potential conflict of interest should arise at any time during the Term. In the event Government discovers or is notified by the Recipient of an actual or potential conflict of interest, Government, in its sole discretion, may either:
 - a. Allow the Recipient to resolve the actual or potential conflict to the satisfaction of Government; or
 - b. Terminate the Agreement in accordance with the Termination section of this Agreement.
15. The Recipient acknowledges that this Agreement, and information provided in respect of this Agreement may be subject to release under the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01. The Recipient may be consulted prior to release of any information.
16. The Recipient acknowledges and agrees that in the event that the Program involves collection or use of personal information, it is subject to the *Freedom of Information and Protection of Privacy Act* and that personal information may not be released to any third party or unauthorized individual.
17. The Recipient agrees to participate in an evaluation and/or audit of the Municipal Administrative Support Program.
18. The Recipient shall indemnify and hold harmless Government, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the participation in the Municipal Administrative Support Program (herein called the "Claim"), provided that any such Claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence, of the Recipient or anyone directly or indirectly employed by the Recipient or anyone for whom the Recipient may be liable.
19. This Agreement shall enure to the benefit of and be binding upon the parties hereto and, subject to the above assignment and subcontracting clause, their executors, administrators, successors and assigns.
20. This Agreement shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.
21. This Agreement, together with attachments, documents or schedules specifically referenced in the agreement, constitutes the entire agreement between Government and the Recipient with respect to the matter contained herein and supersedes all prior oral or written representations and agreements.
22. The provisions of this Agreement which, by their terms, are intended to survive or which must survive in order to give effect to continuing obligations of the Parties, shall survive the termination or expiry of this Agreement.

23. If any provision of this Agreement is, for any reason, invalid, that provision shall be considered separate and severable from this Agreement, and the other provisions of this Agreement shall remain in force and continue to be binding upon the Parties as though the invalid provision had never been included in this Agreement.

IN WITNESS WHEREOF the Parties thereto have duly executed this Agreement as of the date first above written.

SIGNED, SEALED & DELIVERED)
in the presence of:)
)
)
_____)

Government of Prince Edward Island,
as represented by the Minister of
Fisheries and Communities

SIGNED, SEALED & DELIVERED)
in the presence of:)
)
)
_____)

Rural Municipality of Victoria
as represented by the Chief Administrative Officer

Authorized Signing Officer

SIGNED, SEALED & DELIVERED)
in the presence of:)
)
)
_____)

Rural Municipality of Victoria
as represented by the Mayor

Authorized Signing Officer

SCHEDULE "A"

TO AGREEMENT BETWEEN
GOVERNMENT OF PRINCE EDWARD ISLAND
AND
THE RECIPIENT

DATED THE _____ DAY OF _____, 202__

Allocation of Funds:

ITEM	ESTIMATED COST
Insurance	\$15,000.00
Total Expenditures	\$15,000.00

It is expected that these estimates are a reasonable spending projection in each area and any variance of more than 25% must be approved in advance by the Government.

Final Report:

When requested, the Recipient shall complete report-back documents acceptable to government providing information necessary for gathering indicators on the success of the program.

Claim Procedure:

The first payment will advance 50% of the total funding amount. The first claim will consist of invoices and cancelled cheques/receipts equal to or greater than the amount advanced (50%). If the first claim is satisfactory, the Government will release the second advance payment (40%).

Upon completion of the Program, a final cost summary and proof of payment must be completed in order for the final payment (10%) to be released. The final claim will include invoices and cancelled cheques/receipts for the full amount provided through this agreement.

If the funds advanced to municipalities are not fully utilized on the items listed above, municipalities are to return any excess funds to the Government of Prince Edward Island.

Government agrees that Program costs that are incurred prior to the date the Program began but within the 2022-23 fiscal year may be considered as eligible costs.

Initials: _____

Date: _____

SCHEDULE "B"

TO AGREEMENT BETWEEN
GOVERNMENT OF PRINCE EDWARD ISLAND
AND
THE RECIPIENT

DATED THE _____ DAY OF _____, 202__

Annual Municipal Information Return (AMIR)

Has the AMIR been submitted to Municipal Affairs? *(Due October 15th, 2022)*

- Yes No

****The AMIR must be submitted before Municipal Administrative Support Program funds can be released.****

Insurance

What insurance policies does the Municipality of _____ have in place?

- Liability Insurance Director's Liability
 Other _____

****Please attach copies of all insurance policies.****

Financial Audit

Have your audited financial statements been submitted for 2021-22? *(Due October 15th, 2022)*

- Yes No

If financial statements have not been submitted, what is the plan to do so?

Office Requirements

Do you have an accessible Municipal Office open a minimum of 20 hours a week?
(Required as of December 31st, 2022)

- Yes, office address is: _____
 Yes, we share an office with _____
Office address is: _____
 Not yet, but our plan is: _____

Initials: _____

Date: _____

Letterhead of Municipality/[Name of Municipality]

Resolution # -

Confirmation of Agreement to Participate in the Municipal Administrative Support Program

Resolution # _____

Moved by Councillor: _____

Seconded by Councillor: _____

___ Votes for ___ Votes Against

___ Carried ___ Did not carry

WHEREAS the Municipal Administrative Support Program will provide financial assistance of a maximum of \$15,000 to assist rural municipalities to comply with the legislative requirements, such as liability insurance and audits of financial statements, outlined in the *Municipal Government Act (MGA)*;

AND WHEREAS the Municipal Administrative Support Program is a one-time program for the 2022-2023 fiscal year with no assurances that the program will be available in future years;

AND WHEREAS a signed Municipal Administrative Support Program funding agreement reflects the municipality's understanding of objectives and terms established by the Province of PEI;

AND WHEREAS the Municipal Administrative Support Program requires a formal resolution outlining participation in the program;

BE IT RESOLVED that Council authorizes the **[Municipal Name]** to execute the "Confirmation of Agreement to Participate in the Municipal Administrative Support Program"

This ___ (# of resolution) ___ carried by the Council of the Rural Municipality of ___ (municipal Name) ___ on ___ (date) ___ is certified to be a true copy.

Mayor signature _____ CAO Signature _____

CAO report - Activities, for Feb 27

Report prepared by Anna Keenan, Feb 24.

I'm now at 1 week (=2.5 days) in to this role, and want to thank the Mayor and Deputy Mayor, all Councillors, staff and community members for the warm welcome I have received. I am rapidly learning, and still in the process of wrapping my head around the details of the current business of the town, and the responsibilities of the role.

I want to recognize the work of Marsha and Hilary, as the interim and former CAOs. It is clear that this is a high-responsibility role with many pressures, and they have both served honourably. They have been and will continue to be extremely valuable resources for me in finding my way in this role.

I want to make this role sustainable for myself, and for Marsha as well as Financial & Administrative Assistant. I am contracted to work 20 hours a week, and it is already clear that this could be a 60 hour per week job if I allowed it to be. The speed of progress we can make depends on our capacity, and our capacity is limited, so the speed of progress will also be limited. We will need to prioritize and plan well, and extend patience to each other, to make this work sustainable for all of us. I hope to be the turtle rather than the hare, making steady and sustainable progress.

Today's report will be brief, reflecting the short time I've been in the role. I hope that over time I will develop a format for reporting to Council that is efficient and effective. I also attach the report of Marsha Empson, accurate up until February 13, in her capacity as interim CAO at that time:

Activities:

In my first days, I have:

- Been given access to digital systems & been introduced to the office
- Met informally with the Water & Sewer operator, & many community members who use the schoolhouse space.
- Met with Deputy Mayor Trainor to discuss how to best Council can make progress given the unavailability of Mayor Ruben, and how we can best support him and his family.
- Met with Hilary and Brian to gain insight into Water & Sewer commission issues.
- Worked with Marsha to prepare the agenda and package for Council, for this Feb 27 meeting.

What remains in my onboarding:

- Orientation to the Municipality's paper & digital filing systems, calendar systems & email systems, and reviewing all actions arising for the CAO, from the last 3 Council meetings, to ensure that the Actions checklist is up to date, so I can be accountable to Council.
- Reviewing all key processes & checklists already in place
- A full read of the town bylaws, planning reports and recommendations
- Meet the FPEIM team and intro myself, go through their CAO training package

- Meet all the other staff/contractors under my direction, as well as the planning board and the Fire Department.

Major priorities:

1. **W&S Governance:** It is already apparent to me that this is among the highest-priority items. There have been numerous challenges, and I want to support the Commission to get the information they need, to be able to make high-quality decisions. This includes clarification on the Wharf and Causeway projects, and getting an overall assessment of the state of maintenance of our W&S system.
2. **Completing the budget for 2023 - due by end-March.** I will work with Marsha, and our community volunteer Linda, to make progress on an annual budget draft in the next 2 weeks, before the March 13 Regular Council meeting.
 - The budget needs to be done on time, by the end of March, if we want the option of looking at changing municipal tax rates. If the budget is not done on time, rates will remain the same as the last year.
 - Given our constrained capacity and timeline to complete strategic planning for 2023 by the end of March, there will be some changes, but I expect that significant portions of the budget will be a continuation of the status quo.
 - However, as new information comes along in 2023, variances to the budget can be agreed by Council and their rationale reported on.
 - Already I see some areas for savings, and I know there are high demands for new expenditures. Marsha and I will do our best to reflect those changes in the 2023 budget, on time.
 - An opportunity for public consultation & input is also required.
3. **Developing a longer-term strategic plan.** There are many moving parts to this role, and we need to align our ambitions as a Municipality, to our resources & capacity.

Creating that alignment will require:

- being clear about our goals and vision for the community
- accurately assessing our capacity constraints, strengths and weaknesses
- efforts to grow our capacity (funding applications, recruiting volunteers, improving the functioning of our various teams), and then
- appropriately prioritizing and spacing out our desired change initiatives, to a sustainable pace.

I anticipate I will be able to take a 'step back' and begin to lead a Strategic Planning process after another few weeks of settling in to the job. This, of course, means that such a plan will come after the development of the 2023 annual budget, and therefore the 2023 budget will largely be shaped by our 2022 experience, and existing decisions. I hope that a longer-term strategic plan can have an arc of 4-8 years, and will therefore help to inform the annual budgeting from 2024 and onwards.

Thank you once again for the warm welcome to the Municipality. I welcome all questions and advice!

Marsha Empson's report up to Feb 13 follows.

RURAL MUNICIPALITY OF VICTORIA
ACTING CAO REPORT FOR FEBRUARY 13, 2023

Motions and actions list – review

Development permit report – no permits issued this month

Financial update (some projected expenses included)

Appointment of Auditors:

At the last council meeting, the Mayor asked if the council had appointed the 2022-23 auditors. After review, it appears they have not been appointed. The council will have to do this at this meeting as the audit has just begun.

For 2023-24, the auditor should be appointed prior to the fiscal year. The council should consider a motion to appoint the auditors for Rural Municipality of Victoria and Water & Sewer Commission.

Audit plan: The auditors prepared an audit plan for 2022-23. Council should review the plan and approve.

Activities Report (in addition to daily FAA activities)

- Filed 3rd quarter MCEG refund claim
- Prepared 2022 T4's and filed summary
- Submitted 2023 WCB renewal
- Met with Linda Gilbert (volunteer) to begin budget process
- Prepared and issued 2022/23 Water & Sewer account statements
- Began preparations for test audit occurring Feb 13-17
- Met with Hilary Price and Water & Sewer Chair Brian Clapson to discuss next steps for water & sewer projects
- Met with Hilary Price, Preston Silliker and other wharf project personnel to discuss next steps for wharf project
- Met with multiple CAO's and provincial reps to discuss shared services framework and possibilities
- Met with one company at Community Hall/Playhouse to obtain quote for heat pumps. Reached out to province to schedule energy audit for the hall. Scheduled meeting for a second quote for Feb. 13

Budget timeline: At the last council meeting, a proposed timeline was provided for the development of the 2023-24 budget. Due to changing circumstances and the hiring of a new CAO, I would like to recommend that the timeline be revisited by the new CAO and information provided to council members.

Rural Municipality of Victoria
Deputy Mayor's Report to Council
February 27, 2023

Dear Council Team and residents,

First, I wish to acknowledge what our Mayor, Martin, and his wife Leslie Ann, are experiencing related to Leslie Ann's health, and ensure that we can all take a moment in our days ahead to send our prayers and/or warm thoughts their way.

In Martin's absence, I have agreed to assist in a leadership role for our Team, however, I am confident we all will do what is needed to move important agenda items forward with what is best for our Community.

I am excited to announce that we have welcomed a new CAO to our Team. A huge WELCOME to Anna Keenan. Anna comes to us with a wealth of knowledge related to government affairs. We feel very fortunate to have her on board and look forward to working with her as she jumps into this role.

I want to thank Marsha Empson for taking on the Acting CAO duties for the past several weeks, in addition to her Financial Administrative duties. This was not have been an easy feat, but she did it and she did it very well. We are very grateful for your efforts Marsha. We are also very happy that you will remain with our Team as the Financial Administrative Assistant. Thank you Marsha!

I am proud of the efforts this Council Team has made thus far and wish to comment on some of the accomplishments achieved thus far, with only having less than three months under our belts.

- As mentioned, we have made our way through a staffing process, hiring CAO Keenan, which was done so effectively, with transparency, and integrity. We had approximately 70 applications to review, then an interview process to implement, resulting in our selection of Ms. Keenan. We are in good hands with her as our CAO!
- We have formed Committees related to Planning Board and Water and Sewer, which have begun work in these respective areas. Planning, research, meetings, communication, etc. are all happening behind the

scenes related to these committees. It has only been a short time, so it is important to note that ensuring committee members are aware of the needs of these areas, and planning for future needs, well, this takes time to get organized and ready to move forward with actual measurables that may seem more visible to the public. The good news is efforts are there, committees are formed and action is taking place. Stay tuned for more information.

- The budget planning process is underway, no small task, but is being formed with the help of many.
- I recently met with Fire Chief, Dale MacDonald, and Firefighter, Eric Gilbert, to help gain an understanding of the Departments needs, plans and activities. This also allowed for a good start of communication related to the relationship between our Municipal Council and the Fire Department, and furthermore, the requirements set out in the MGA. I believe the meeting was an important first step in this relationship and feel very encouraged about what was achieved. Next steps have been determined and it seems all are in agreement with how to move forward effectively for all.
- As we can see at our meetings, the technology equipment required to allow us to better suit the needs of all, including Council Team members but also members of the public who may be away, not well enough to participate in person, or live off-Island at times, can now be involved in our meetings, thanks to our technology gains. Thank you to Brian Clapson for his effort and time in making all of this happen, also continuing to support us with this equipment, set up, take down, etc. This has been a very helpful addition to meet our needs.
- Some of us from Council attended an Emergency Preparedness Training session offered by the Province, which was a very insightful first step in our goal and requirement to ensure our Emergency Preparedness plan is up to date with current potential emergencies our community could be impacted by. More to come on that ahead as we work with those Provincial contacts to ensure our plan is effective.

These are just some of the highlights of steps taken and achievements made within our community. There are many forms of correspondence/communication

happening related to many different agenda items for our community, on a daily basis. I think it is important to reiterate that this Council Team is committed to moving forward in the best interest of our Community.

Personally, I wish to thank the Community for welcoming my family so whole-heartedly into this amazing Village. We honestly feel extremely blessed, excited and honoured to call Victoria-by-the-Sea our home.

Rural Municipality of Victoria
Mayor's Report to Council
February 13, 2023

Dear fellow council members and residents of Victoria,

As many of you know, I spent the better part of my career in the public sector here in Canada and internationally. During that career, I served as a senior public auditor, a manager of administrative and public policy and a manager of large systems development projects. I learned early how important it was to manage for results and to provide value for money for public funds used for the delivery of programs and services. As a public auditor, I reported to parliament on how the federal government was wasting public funds on activities that did not provide value for money and, in some cases, had unintended adverse consequences. What I also learned during my lengthy career in the public service was that most of the issues I was finding for the failure of governments to deliver good results could almost always be traced back to poor governance as a root cause.

I continue to be a strong advocate for good governance for the delivery of programs and services at the provincial and municipal government levels. In addition to providing education / opinion articles for the Guardian newspaper, I spent 18 months as president of the Green Party of PEI promoting the modernization of our provincial government administration to make it more transparent and accountable for how it spends public funds and how it makes decisions that affect the daily lives of Islanders.

WHAT IS GOVERNANCE AND WHY YOU NEED TO UNDERSTAND WHAT IT IS

Governance is a word that is used often by elected and non-elected government officials, but quite often it is not used properly. I work with an organization called the [Canadian Audit and Accountability Foundation](#) and it defines good governance as the structures, systems, and practices an organization has in place to:

- assign decision-making authorities, define how decisions are to be made, and establish the organization's strategic direction;
- oversee the delivery of its services; the implementation of its policies, plans, programs, and projects; and the monitoring and mitigation of its key risks; and
- report on its performance in achieving intended results and use performance information to drive ongoing improvements and corrective actions.

In 2017, the PEI provincial government recognized the poor state of municipal governance across the province and wanted municipal governments to operate in a way more aligned with the principles of good governance. The government of the day passed the *Municipal Government Act*. While the intent of the legislation was good and well conceived, the provincial government failed in its responsibility to implement the legislation that created municipalities of the size necessary for residents to have good municipal government and good governance. The current provincial government refuses to take the necessary steps to implement the legislation because of its political implications. Because of the lack of political will, PEI remains the only province in Canada with dysfunctional municipal governance caused

by a higher level of government. This is unacceptable and can only be changed by the election of a government that has, as its priority, the creation of municipalities of the size and scope that can deliver good municipal government to its residents. Presently, only 30% of the land in PEI is subject to municipal government leading to poor planning and development along with many other impediments to the creation of a healthy and prosperous province.

ENGAGING THE PROVINCIAL GOVERNMENT

Recognizing that our municipal council is operating without the resources necessary to provide “good government” as required by the Municipal Government Act, I wrote to the Deputy Minister of Fisheries and Communities asking to meet and to find ways to resolve the fundamental root cause for the handicap the RMV residents are faced with. To quote from my email, I stated:

“This situation is grossly unfair to the residents of our municipality and I would like to discuss how the provincial government can assist the Council to become viable and sustainable. I don't believe it is in the province's interest to have a municipal governance failure, especially when there are residents who have offered their time and energy and who have a sincere interest in providing good government to their municipality.”

I met with Michele Koughan, the Deputy Minister and Christine MacKinnon, the Director of Municipal Affairs on January 20th. At that meeting, I made it clear that our provincial government was responsible for setting the table for us to have good government and good governance. After making the case on behalf of our municipality, I was assured that officials in her department would make greater efforts to find ways to assist our municipality become sustainable and that the provincial government would communicate with our council on how it is progressing.

My efforts engaging the Deputy Minister and Director have resulted in the development of a proposal by Municipal Affairs for the creation of a shared services organization that would, if adopted, provide a significant amount of the necessary administrative support for our municipal government and others in the central area of PEI. While I could provide some insight into the concept, Mr. Danny Jenkins, the Manager of Municipal Affairs will be presenting the proposal at our regular February council meeting. I urge all residents to learn about the concept and provide comments to our council.

OUR INTERIM CAO RESIGNED

Due to health reasons, our interim CAO Hilary Price submitted her letter of resignation and as of January 21st, Marsha Empson was appointed by the Council as our acting CAO. I want to thank Marsha for accepting the acting position so that the municipal government could continue to operate. Marsha's substantive position of Financial Administrative Assistant is full time and by asking her to take on some additional responsibilities as the acting CAO, we are very aware that we are not fully capable of meeting our current administrative workload.

HIRING A CHIEF ADMINISTRATIVE OFFICER

At the last council meeting, the council agreed to proceed along two paths to fill the CAO position. One was to go the same route that was taken previously by conducting a traditional hiring process. The second was to investigate with the province and neighbouring municipalities the possibility of sharing services of a CAO and possibly other expertise.

Pursuing the sharing of services option resulted in the proposal being put forward by Municipal Affairs this evening. While I believe the proposal has merit, it could take several months to come to fruition.

A working group of Deputy Mayor Trainor, Councillor Anderson and I led the process over the last month in the search for a CAO to lead the administration of our municipal government. At our meeting, we will be recommending to our fellow council members the hiring for that position. While we acknowledge that this is a good interim solution, we also acknowledge how it might lead to a more sustainable future given the provincial government's proposal for a shared services solution.

More information about the recommended candidate and the conditions of employment will be available after the council meeting. I want to thank Marly and Shelley for their hard work on the working group.

COUNCIL FAILED TO COMPLETE A STRATEGIC / OPERATIONAL PLAN FOR 2023-24

Our previous interim CAO and I planned for and held a committee meeting on January 20th to start the process leading to the development of the 2023-24 budget. As I am engaged to lead the strategic planning for other government entities in Canada and internationally and because of the lack of municipal capacity and funds, I offered to facilitate the session and help our interim CAO produce a first draft of the strategic / operational plan for the Municipality. This had never been done previously, but as it is a prerequisite for the many challenging decisions required by our municipal council, the interim CAO and I believed it was necessary for the development of the 2023-24 municipal budget.

In order for the council to take on board the recommendations in the [Municipal Sustainability Study \(MSS\)](#) completed last year by the previous council, it is critical that a rigorous process be undertaken by this council. The development of a strategic/operational plan would have provided the means for the council to make those challenging decisions and successfully engage the public in that process.

The conduct of the meeting required the cooperation and participation of the entire council acting as a Committee of the Whole Council. Unfortunately, I could not get the cooperation of all the council members to hold the meeting / workshop in its entirety. The council is now left with making ad hoc decisions relating to the many recommendations in the MSS, using practices that are not aligned with the practices of good governance. This will likely lead to the continuation of risky decision making by your municipal government. Unfortunately, this will also likely lead to the continuation of wasteful spending of taxpayer dollars.

Over the next few months, the CAO and council will be working hard to produce a budget and engaging the public for ideas and feedback to meet statutory requirements as has been done in previous years. We will be looking at opportunities to raise our revenues and reducing our expenditures. We are very grateful for the offer by one of our residents, Linda Gilbert, to assist the CAO with this task.

MUNICIPAL SERVICES LACK VALUE FOR MONEY

As I stated in my last report to council and residents, our municipal government is operating with a tremendous level of risk that may be beyond the levels listed in our municipal insurance policy. This risk has been created by the lack of administrative practices that result from the small size of our municipality. For example, in S.14 of the Municipal Government Act, the municipality is required to deliver three services: 1. fire, 2. planning and 3. emergency services. At this time, we have significant

risks associated with the delivery of all three of these services as there are insufficient resources to fulfill the requirements. In addition, our municipality delivers water and sewerage services without the administrative and management practices necessary to ensure reliability and safe delivery.

I strongly believe it is the mandate of our municipal government to deliver results and services that represent good value for money for our residents. We pay similar or more property taxes to support municipal services such as those residents receive in places like Charlottetown, Summerside, Kensington and Three Rivers, however, we get much less for our money. Smaller municipalities throughout PEI who are trying to deliver good government without the resources to do the job are all receiving poor value from their municipal governments.

A session in January planned by the Federation of PEI Municipalities (FPEIM) and led by a couple of legal experts in municipal governance was cancelled due to bad weather and we are still waiting to get more information about how exposed our council members are. We will be following up with the FPEIM about when we can learn more about our exposure and whether it is reasonable to expect our council members to be operating in the current environment.

WHY THIS MATTERS TO YOU

As I noted in my email to Ms. Koughan, this is unfair to the residents of Victoria. We don't have enough funds or resources to meet the fundamental requirements that are set out in the MGA. As long as we continue to operate as we are, our residents will continue to be deprived of good municipal government and receive poor value for money for their taxpayer dollars. We should receive the same or similar level of services as larger communities. Even though we are paying some of the highest property tax rates in the province and the highest rates for our water and sewer services, we don't even have, for example, a backup generator capacity to provide water when the power is cut off.

I hope this report lays out clearly why I believe residents must first understand the seriousness of our current situation for why our council and municipal government must make some significant changes to ensure a sustainable future for our community. Without making those changes, we will not be able to provide municipal government services that are in the public interest.

On a personal note, my wife Leslie-Ann continues with her treatment in Ottawa. While it has been very challenging, we are very grateful for the professional level of health care she is receiving and look forward to the day she can return to the Island. We truly appreciate the support from residents of Victoria.

I welcome feedback from the public about our municipal government or anything I have included in my report.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'M. Ruben', written on a light-colored background.

Martin Ruben
Mayor, Rural Municipality of Victoria

Email: allenfarm17@gmail.com Phone: 902-388-7584

Water and Sewer Commission: Report to Council Feb 13th, 2023

The Water and Sewer Commission met on January 28th, 2023, with the full complement of 3 municipal councilors and 3 community members. The focus of the meeting was broad, bringing the commission up to speed on the challenges, the major projects before it, as well as having a discussion with respect to due diligence. Hilary Price was welcomed as a vital resource person to assist the commission with updating information around the two major projects: the wharf upgrade and causeway water line.

The assumption of the roles of oversight and governance by the chair and many of the commission members has been a very difficult task but received significant assistance with background knowledge from the 2 commissioners and some community members in the audience with prior experience with the water and sewer utility here in Victoria. Because our utility has no written policy and operating procedures manual, very limited municipal records, a paucity of usable reports from the operator and no current valid assessment of the state of the water and sewer system, it has been a most difficult puzzle to piece together. Hilary Price has been pivotal in putting together the current background documents for the most recent activities of the past commission, without which, would have made this commission's orientation impossible.

I would like to touch on three areas that are illustrative of our current unacceptable situation.

1. Post- hurricane Utility Response Analysis. A short summary of issues is given to illuminate the lack of expertise and knowledge to deal with this:
 - Generator Backup – Lighthouse Location - A community member requested the only generator supporting the sewer system to be turned off just prior to the hurricane, without informing the operator, the CAO, or the commission, leaving the municipality without backup electricity creating the danger of overflow, environmental spill, and risk of fines.
 - Lack of an emergency plan for the utility to provide advice on access and use of water (potable and non-potable) and the sewer system during the prolonged electrical failure.
 - Communication - a plan was not available for use by the Water and Sewer Commission, CAO, or the customers. To our knowledge, at no time did the

Commission / CAO / Operator meet to discuss the water and sewer system being down for a long duration, what assessments were needed and subsequently completed, and more importantly, any risks with startup that required amelioration.

- Water Quality - multiple concerns about water tasting very salty were brought forward by customers but investigation for possible line failure by the operator and follow-up actions by the CAO and Commission are not recorded.

2. Major Projects – The utility is currently struggling with two large infrastructure projects as listed below:

- Causeway Water line – This water line froze due to failure of the heating mechanism, causing the pipe to burst. Last year's unsuccessful repair continues to leak, with both the type of repair and the ongoing breach in the line, resulting in non-potable water on the far side of the bridge for almost 2 years. An engineering firm is currently completing a structural plan. This project is behind the timeline mandated by provincial government.
- Wharf Upgrade – This project has been ongoing for several years, with several costly redesigns, and is not yet out to tender. The implementation of the upgrade is mandated by the provincial government and complicated by the high service use at the wharf during non-winter conditions, thus problematic for scheduling any completion.

3. Due Diligence discussion by the commission

Due diligence may be defined as the care a reasonable person exercises to avoid harm to other persons or their property. In the case of the commission, it means doing your homework, identifying that there are the resources, administrative structure and supports, to provide the oversight and governance of the utility as mandated by the corporate structure of the commission. There are several aspects to this process as listed below:

- a. Legal: The commission, individual members, CAO, and the municipality all bare significant responsibility for operating a safe and well managed water and sewer utility. Our liability extends not only to the customers (residents) but also the

operator and contractors working within the system, as well as the Province of PEI and Government of Canada through various acts of legislation. The provision of water and sewer services, through a commission carries key duties, that each member actively provide oversight on risks, due diligence with ongoing projects, the state of the system as well as support and direction to the CAO.

The CAO occupies a key interface between the system, the operator, the contractors, the customers, and the commission. With this position unreliably filled in the past years, the small amount of time previously devoted to the water and sewer utility at 4 hours per week, lack of specific experience and training to manage such, has further compounded the commission and the utilities' operational difficulties.

At this point the insurance coverage provided for the members of the commission, the CAO, and the utility itself has not been assessed for either being adequate or even fit for purpose.

b. Financial (receiving good value for each dollar spent). As the utility is currently in debt and is paying for the current projects out of the Canada Community Building Fund, it is not self-funding. Further, with the many changes to the current projects, a significant amount of money has been spent on design changes with yet no work being completed.

The utility also operates without a contingency fund, relying on forward spending of the Gas Tax Fund (Canada's Community Building Fund) to cover off large capital expenses. This is really in the form of a loan that is forgiven each year. The current projects will be utilizing this important resource to the absolute maximum for many years, thus compromising any other needs within the utility and the municipality as a whole. We do not currently have the resources or expertise in place to provide management of our complex projects and we cannot ensure good value for our utility through each consultant's contracts.

c. Commercial (service to our customers). The commission lacks any standardized reporting from the operator nor feedback from residents as to their experience, to have any measures of service quality. The ability to quickly communicate with the customer base is not available, as was shown during and after the most recent weather event (Hurricane Fiona). There is currently no data held within the records to provide an update on the general state of the utility to provide the service, overall maintenance, and future system planning needs. This means we are operating within a vacuum, devoid of key processes, measurements, and information.

Summary:

It is clear, that we do not know how to run a utility. Why it has taken so long for this to be brought forward publicly further fits into the way we communicate with the customer base as well as on council and through them to government. Thus, not surprisingly, we the current commissioners, find ourselves in the same situation as the past commission.

The Victoria Water and Sewer Commission is a poorly designed administrative and oversight structure for the most important, highest dollar value and greatest risk asset within the municipality. Without the resources, particularly the administrative and management personnel with the knowledge, skills, and training to interface with the various contractors (most importantly the operator) and navigate the legislative environment on the municipality's behalf, necessitates adopting a new way of doing business.

Key areas requiring further attention and outside advice are listed below:

- Assessment of corporate and personal liability, and subsequent insurance deficiencies and needs.
- Professional Overview of our water and sewer utility, infrastructure, state of maintenance and deficiencies, as well as the logic, integration, and ability to manage the current projects.
- Professional opinion on the performance of the operator, relationship with the municipality / past commission and recommendations with respect to the current commission / council / CAO structural abilities to manage this key relationship.
- Development of a new structure of management for delivery of water and sewer services, which is cost-effective and suitable to our municipality.
- Development of a communication and educational package for the community so they are not left in the dark, being notified on these very significant challenges and issues.

To achieve the above, pertinent levels of government need to be immediately notified and engaged by council, as we are obviously unable to manage this system from both past performances but also with our current situation and abilities. The Municipal Governance Legislation has raised the bar but did not supply the requisite support for smaller populations to achieve success. Compounding this of course is the limited

resources within our community and the establishment of a commission rather than a department within the municipality, isolating the commission while increasing the members risk and responsibility. To be clear, this is a very high-risk environment, that the current commission is unable to operate within to fulfill its mandate.

Respectfully,

Brian Clapson
Chair

RMV WATER TEST RESULTS 2023

		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WELL #1	SAMPLE #	P230112031											
	TOTAL	0											
	E-COLI	0											
	BACKGROUND COLIFORM	0											
	NITRATE GROWTH	7.6											
WELL #2	SAMPLE #	P230112032											
	TOTAL	0											
	E-COLI	0											
	BACKGROUND COLIFORM	0											
	NITRATE GROWTH	5.9											
WELL #3	SAMPLE #	P230112033											
	TOTAL	0											
	E-COLI	0											
	BACKGROUND COLIFORM	0											
	NITRATE GROWTH	6.6											
LINE READINGS - OLD SCHOOL	SAMPLE #	P230125025											
730 VICTORIA RD.	1ST READING	CL 0.44											
	SAMPLE #	P230112030											
	2ND READING	CL 0.45											
LINE READINGS - 3 RUSSELL ST.	SAMPLE #	P230112029											
	1ST READING	CL 0.34											
LINE READINGS - 4 JUDE ST.	SAMPLE #	P230125026											
	1ST READING	CL 0.36											
LINE READINGS - 28 NELSON ST.	SAMPLE #												
	1ST READING												
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #												
COLD WATER TAP	1ST READING												
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #												
HALIBUT PEI COLD WATER TAP	1ST READING												

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.

E.Coli – 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."

Planning Board Report
February 2023

Planning Board has not had their first meeting. The Draft Plan & Bylaw has been distributed for review to members with all supporting documentation. We will be setting up a meeting in March with Legal & DO to meet with PB on the legal review. This task has already been approved by council with a motion at our December council meeting.

Marly Anderson

Development of AMAR Property

In speaking to Michele Koughan, Deputy Minister of Fisheries and Oceans, about the current status of the expression of interest by Amar in the development of the parkland next to their current property, she asked if the council could discuss the concept at this early stage and determine where the members of the council are with regard to their position on proceeding with the review of a request for rezoning from Amar should the Municipality take on board a long term (50 year) lease of the property.

The municipality currently owns the following properties:

- The lighthouse is leased to xx for \$XX per year. The lease is an annual lease, however, there is no formal lease arrangement in place.
- The Welcome Centre is leased to xx for \$XX per year. The lease is an annual lease, however, there is no formal lease agreement in place.
- The Community Centre is leased to xx for \$XX per year. The lease is an annual lease and there is a formal lease arrangement in place.

The RMV does not have a policy in place for leasing Municipal properties. With a policy in place, the CAO can establish operating procedures that would ensure the maximization of revenues from Municipal properties and provide Council with assurance that the process is managed according to set rules in place.

I recommend to Council that the following policy be adopted:

For the following properties, the CAO shall, on an annual basis, issue an expression of interest no later than January 31st. The expression of interest shall be posted on the Municipal website and in at least 2 province wide publications. Current lessees will be notified of the expression of interest.

When the expressions of interest are received in the format determined by the CAO, the CAO will provide an analysis and make a recommendation to the Council for the leasing arrangements of municipal properties.

This policy is effective 1 March 2023.

Below is an example from the province posted in this weekend's Guardian.

Expression of Interest Submissions will be received in clearly marked, sealed envelopes at the Security Desk at the main entrance of the Jones Building, 11 Kent Street, Charlottetown, PEI C1A 7N8 **between 8:30 AM and 2:00 PM, Local Time, on Tuesday, February 21, 2023.** Submissions close at 2:00:00 PM, Local Time.

Selection of a Cafeteria Operator

Sullivan Building

16/20 Fitzroy Street, Charlottetown, Queens County

EOI# [3800-22081](#)

Contact: Holly Hinds: Tel [902-368-4854](tel:902-368-4854); Fax [902-569-0590](tel:902-569-0590); Email: hahinds@gov.pe.ca



Fisheries and
Communities

Pêches et
Communautés



Municipal Affairs Division
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Division des affaires municipales
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

January 16, 2023

Hilary Price, CAO
Rural Municipality of Victoria
730 Victoria Rd.,
Victoria, PE C0A2G0

Dear Hilary,

This letter has been sent to all Municipalities with Planning Authority to provide information regarding the new Environmental Protection Order and clarifying the moratorium on new developments in buffer zones.

Please find enclosed, a copy of an environmental protection order issued by the Hon. Steven Myers, Minister of Environment, Energy and Climate Action which provides additional guidance to the moratorium announced by the Minister on December 1, 2022.

This order relates to the *Environmental Protection Act*, R.S.P.E.I 1988, Cap E-9, Sections 3, 7, and 7.1 and applies to: all persons, corporations, or governments owning coastal or riparian zone properties in Prince Edward Island and proposing to carry out new development in the watercourse and/or wetland boundary and its legislated buffer zone.

Within the environmental protection order there are several exceptions that should be reviewed by your planning staff and/or planning board.

If you have any questions, please contact: Department of Environment, Energy and Climate Action by telephone 902-368-5044 or email DeptEECA@gov.pe.ca.

Sincerely,

Danny Jenkins
Manager

Encl.

CANADA
PROVINCE OF PRINCE EDWARD ISLAND

IN THE MATTER OF the
Environmental Protection Act,
R.S.P.E.I 1988, Cap E-9, Sections
3, 7, and 7.1 (herein "the Act")

ENVIRONMENTAL PROTECTION ORDER

TO: All persons, corporations, or governments owning coastal or riparian zone properties in Prince Edward Island and proposing to carry out new development in the Watercourse and/or Wetland boundary and its legislated buffer zone

WHEREAS in the last decade the Province of Prince Edward Island has seen a significant increase in coastal and riparian zone development into areas which are increasingly at risk from the impacts of climate change;

WHEREAS the rates of coastal and riparian zone erosion are expected to rise as climate change pushes up sea levels, expands average wave heights, and increases storm frequencies and intensities;

WHEREAS the installation and subsequent protection of coastal and riparian zone infrastructure may have negative impacts on the natural environment;

WHEREAS the placement of any residential, commercial, institutional, or municipal infrastructure, including shoreline protection measures in the watercourse and/or wetland boundary and legislated buffer zone is regulated under the *Environmental Protection Act* Watercourse and Wetland Protection Regulations;

AND WHEREAS I believe on reasonable and probable grounds that an act or omission of a person or corporation may be a threat to the environment and that it is necessary and advisable for the protection of the environment;

I THEREFORE ORDER, pursuant to sections 7 and 7.1 of the *Act*, the prohibition of any new residential, commercial, institutional, or municipal development and its associated erosion control activities in the watercourse and/or wetland boundary and legislated buffer zone by natural persons, corporations or municipalities owning coastal or riparian zone properties in Prince Edward Island.

This Order shall not apply to any Watercourse and Wetland and Buffer Zone Activity permits, or Watercourse, Wetland and Buffer Zone Activity Contractor Licensing Registrations, that were

issued prior to December 1, 2022 from the Minister of the Department of Environment, Energy and Climate Action.

This Order shall not apply to residential, commercial, institutional, or municipal landowners who have existing critical infrastructure (e.g. dwelling, business, water/wastewater systems, septic system, etc.) and need to protect it from coastal or riparian zone erosion.

This Order shall not apply to residential, commercial, institutional, or municipal landowners who have had their existing erosion control structures damaged as a result of Hurricane Fiona and need them repaired.

This Order shall not apply to any Provincial Government Department on PEI which must install or maintain erosion control structures for the protection of public infrastructure, or must carry out work associated with the repair, replacement or maintenance of wharfs, harbours, bridges, culverts and roads in the coastal and/or riparian zone.

This Order shall not apply to any Federal Government Department on PEI which must install or maintain erosion control structures for the protection of public infrastructure, or must carry out work associated with the repair, replacement or maintenance of wharfs, harbours, bridges, culverts and roads in the coastal and/or riparian zone.

This Order shall cease to have effect on the date that a new coastal zone policy is adopted, unless sooner revoked by the Minister.

Dated at Charlottetown, in Queens County, Province of Prince Edward Island, this 11th day of January, 2023.



Steven Myers
Minister
Department of Environment, Energy and Climate Action

Operations – Victoria Welcome Centre

As a result of the 2022 Sustainability Study, the Victoria Business Association (VBA) has been asked by the Rural Municipality of Victoria (RMV) to provide an operational plan for the Welcome Centre with a goal of negotiating our agreement as continued tenant of the Welcome Centre building.

About the Victoria Business Association:

VBA is a registered non-profit (1980) with a mandate to promote business interests in Victoria, undertake marketing and promotion of Victoria business community, plan and implement campaigns and events that are appropriate to the historic and artistic nature of the community. There are 20 members of the association. The vast majority are owned and operated by residents of Victoria.

Each member pays a base membership fee and any additional costs related to marketing, promotion and/or event coordination. The association also applies for a summer student on an annual basis that serves as a resource for visitors to Victoria and is based in the Welcome Centre.

History of the Welcome Centre:

The Welcome Centre was originally built and operated by Tourism PEI during the 1980s. Two decades ago, Tourism PEI divested the building and its operations to RMV. A \$500 annual grant was provided to offset operational expenses. This is paid directly to RMV.

Victoria Business Association has operated the centre since that time. RMV asked the VBA to operate the building on behalf of the municipality and as such, there was no rental agreement.

In 2003 By-the-Sea-Kayaking became a sub-tenant of the building. BSK provides operational support to the Welcome Centre and in return, rent for the space was waived.

Calculating Fair Rental Rate:

VBA undertook a scan of operations similar to the Welcome Centre in seasonal tourism municipalities in PEI. Communities that responded include Souris, St. Peter's, Cavendish, and Rustico. Results indicate that on average \$10 per square foot for the season is the industry standard for a building like our Welcome Centre, i.e. "bare bones" with no amenities.

The Welcome Centre building is 26' x 14' = 364 square feet. The building has no plumbing/water, no internet, no heat or insulation. There are electric outlets and a light fixture. There is also a jack for a landline.

At \$10/sq ft, the seasonal rental rate would be \$3640.

By-the-Sea-Kayaking Operations in Welcome Centre:

By-the-Sea-Kayaking (BSK) has been operating in the building for 20 years. BSK also uses 3 parking spaces. The current arrangement between VBA and BSK is as follows:

- BSK manages the Visitor Centre operations in the shoulder seasons, coordinates training for the summer student (provided by Tourism PEI), and supervises the summer student.
- BSK also ensures that 10,000 walking maps of Victoria Village and other promotional material is distributed. There are 20 businesses operated within RMV that contribute to the map production and distribution.

VBA is satisfied with the arrangement with BSK and wishes to continue same going forward.

As a side note, BSK's presence on the waterfront also provides a degree of beach supervision although not in any formal sense or with any expectation on the part of VBA or RMV.

Public Washrooms on the waterfront:

The public washrooms have never been formally included in any arrangement between VBA and RMV – or VBA and BSK. In conversations with MRSB, VBA had advised the consultant that the Welcome Centre has been and should be separate from the Public Washrooms for the purpose of reporting/projecting revenue and expenditures.

Other than sharing a parking lot, and an eclectic bill with the washroom/gas pump/fishing boat winch on the wharf, they are separate entities. Unfortunately they were submitted together in the MRSB report, which distorts the costs of the Welcome Centre to RMV.

VBA Recommendations:

- VBA proposes to provide RMV \$3640 in seasonal rent for the Welcome Centre (mid May to mid September). If accepted, a new Memorandum of Agreement can be updated and signed by both parties. A multi-year agreement would be ideal.
- If RMV wishes to enter into discussion for the operations of the public washrooms, VBA is agreeable to having a conversation.

Welcome Centre Operational Budget for VBA

Revenue:

\$1820 BSK

\$3000 Summer student (Prov of PEI)

\$1820 VBA membership fee

total: \$6640

VBA Expenses:

\$3640 Rental payment to RMV

\$3000 Summer Student wages

total: \$6640

Expenditure consideration for RMV as related to the Welcome Centre

- Operating expenses = shared electric bill with the washrooms, the diesel pump and the winch on the wharf, and possibly also the lighthouse and way station. (Hard to be accurate in this assessment as all the electric lines are buried and there are no meters at these spots. We have calculated approx. \$110 month = \$1320 annual for everything listed above.)
- Amortization = not applicable to a building given to RMV by the province for free.
- Contracted services = none, all services, volunteer and payroll is through the VBA.

Annual surplus/(deficit) = \$0

Respectfully submitted by Michael Stanley, chair of the Victoria Business Association.

To the Municipality of Victoria

You have requested the following information from the Victoria SeaPort Museum to help with budgeting for 2023-2024:

I am requesting that the Victoria Seaport Museum Association, as the tenant who has operated the museum within the lighthouse for quite a few years, submit an operating plan proposal to the municipality for the summer season of 2023. The recent sustainability study undertaken by the municipality has recommended that council review our building assets and make decisions on how to move forward on them. The lighthouse is one of those assets and is being looked at with a view on how we can generate more revenue from this asset or what the next step should be.

The Victoria Seaport Museum has operated for over 15 years from the lighthouse. It has always been free (donations accepted). Operations and exhibits are financed through donations, volunteers, and a summer jobs subsidy for (usually) 1 student for 8 weeks and 35 hours per week.

Our current exhibit, “Keepers of the Light”, focuses on the fishers who sail from Victoria Harbour. One of the highlights last summer was that the summer student was the grandson of one of the fishermen featured in the exhibit. His interactions with visitors were very positive—visitors were excited to speak to a person connected with the focus of the exhibit, and the student was appreciative of the visitors interest and curiosity about his family and community.

Benefits

1. Provides job to local resident that teaches customer service, experience dealing with the public, increases their knowledge of the history of their community, and instills pride.
2. Building maintained in a safe and clean manner. Minor repairs (last summer to the ramp) are done at no cost to the community.
3. Someone is on site at least 35 hours per week.
4. Exhibits are produced 100% locally.
5. Museum supports other activities in the community: hosts an annual fire department appreciation day and fundraiser and in the past has been a venue for literary festival readings.
6. Pays rent

Comments on rent:

In the past we have paid \$500 rent to the village. In addition to the rent, we have paid for repairs. In addition to being used as a museum, the lighthouse is also an integral part of the sewer infrastructure and still functions as a warning light.

We are open to discussing a change in the rent, but need sufficient time to also implement fundraising to cover increased costs.

Final comment of the cost of the lighthouse to the community

Based on the MSRB study, the cost of the lighthouse to the community is unclear. Also, there are references to repairs, but no detailed list or breakdown of the historical costs associated with the lighthouse.

The municipality received an email from an individual expressing interest in purchasing the land on Route 116, past Visser's warehouses, between the road and the municipality's waste treatment plant.

Emails received February 24, from residents Susan Oxley and Jean McCardle, regarding Water system Generators:

Good Morning, Welcome Anna.

I would like this letter to go into the council meetings package.

Victoria needs generators for our water system, this is a priority to our residents.

During Fiona we were without water for days, and when water was available it was undrinkable for days also. There will be more water & sewer shutdowns in our near future.

As our water and sewer rate is going up we as residents deserve drinking water at all times. Thank you for listening to your residents.

Susan Oxley

...

Have a happy day :)

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Good Morning Anna,

With this email, I wish to support Susan Oxley's email regarding the generator for our water system.

This has been discussed many times over the past years, and it is disappointing that we still do not have the generators for our water system in place.

As an extension to this issue - I am wondering what has happened to the 14 generators that were given to the community, following hurricane Fiona?

Thank you

Jean McCardle