

RURAL MUNICIPALITY OF VICTORIA
DEFERRED REGULAR COUNCIL MEETING
MONDAY, MARCH 13, 2023
6:30PM – OLD SCHOOL
730 VICTORIA RD., VICTORIA

AGENDA

1. Meeting called to order

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

2. Approval of agenda

3. Declaration of conflict of interest

4. Approval of Minutes (special meeting February 27, 2023)

5. Presentations and input

(No presentations requested this month.)

- a. Brief period for questions & answers from the public to Council (for matters not addressed elsewhere on the agenda)
- b. Presentation from Auditor Tara Wheeler (ABCE) (20 min)

6. Business arising from Minutes

(None)

7. CAO Report

- a. Motions and actions list
- b. Development permit report
- c. Financial update
- d. Activities (including budget preparation)

8. Deputy Mayor's report

9. Reallocation of CCBF (Gas Tax) funds to priority projects

10. Filling Council roles

- a. Deciding a byelection date to fill a vacancy resulting from a resignation.
- b. Appointing an interim mayor to cover for an upcoming absence.

11. Appointing new members to the W&S Commission.

12. Scheduling Council meetings

- a. Special Council meeting to approve the budget (Proposed for Tuesday Mar 28, storm date Mar 29)
- b. Rescheduling the April regular Council meeting to Wednesday 12th April

13. Fire Department report

(None received - Only 2 weeks since last meeting).

14. Water & Sewer Commission report

(None received - Only 2 weeks since last meeting).

- a. Water test summary provided

15. Planning Board report

(None received - Only 2 weeks since last meeting).

16. PUBLIC PRESENTATION OF THE FINANCIAL PACKAGE (Budget 2023-24)

a. Budget process timeline to Mar 31

b. Presentation of the budget

c. Public questions and comments

17. Introduction of New Business

(None)

18. Council Correspondence

a. Water system generator as priority

b. Local Choice PEI - advocacy group for municipal electoral reform

19. In-Camera session (if required)

20. Adjournment

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

Present

Deputy Mayor Shelley Trainor

Councillors Jamie-Lee Brown, Brian Clapson, Eric Gilbert

CAO Anna Keenan

Finance & Administrative Assistant (FAA) Marsha Empson

Present via Zoom – Councillor Tom Wright

17 members of the public attended, 6 via Zoom and 11 in person attendees

Meeting called to order by Deputy Mayor Trainor @ 6:37pm. Deputy Mayor Trainor indicated that she would appreciate patience while chairing her first meeting. Quick introductions were made by council and attendees, as many were meeting CAO Keenan for the first time.

Deputy Mayor Trainor acknowledged the irregularity of this month's meetings and that the deferring of the February 13 meeting did not follow proper policy. She indicated that the requirements of the Procedural Bylaw would be met going forward, in relation to deferring meetings.

Motion moved to note that Councillor Tom Wright will be attending this meeting through electronic means as per procedural bylaw #2019-02 Sections 10 & 11.

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

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

Approval of Agenda

Motion moved to amend the circulated agenda to include:

- ***Under item 8, add a Motion to grant an indefinite Leave of Absence to Mayor Ruben, given the serious health challenges his family is facing.***
- ***Under item 4, add a Motion to approve the minutes of January 19 and February 16 meetings.***
- ***Under item 13, add an item of correspondence received February 24 regarding water system generators.***
- ***Under item 7, add motions to appoint the auditors for the 2022/23 and 2023/24 fiscal years.***

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Motion moved to approve the agenda as amended.

***Motion seconded by Councillor Gilbert, seconded by Councillor Brown.
Motion carried unanimously (4 votes for, 0 against).***

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

- Procedural bylaw 17 allows residents to formally request a delegation or presentation of a petition to Council.
- In the recent past, not mandated by any bylaw, we have also allowed a period of open public input at the start of a Council meeting. However, comments during this period are often not able to be informed by the same amount of information that Councillors may have access to, which emerges through discussion of other agenda items during the meeting.
- However, waiting for public input until the very end of a meeting can be overly onerous on the public who want to input.
- Therefore, we propose trialling this method of public input that allows for us to hear the voices of residents throughout the meeting agenda.

Motion moved that after Councillors have discussed each item – that is, on this agenda, items 7, 8, 9, 10, 11 and 12 – that 3 minutes of time be made available for public comments about that agenda item, before any decision making motions are made.

Motion moved by Councillor Brown, seconded by Councillor Gilbert.

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

Declaration of Conflict of Interest

None declared.

Approval of Minutes

Motion moved to approve the minutes of January 9, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Motion moved to approve the minutes of January 19, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Motion moved to approve the minutes of February 16, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Public Presentations and Input

No presentations requested.

- A resident commented that their drinking water tastes chlorinated. They indicated that they had sent a letter to the CAO requesting that the operator be directed to investigate.

CAO Keenan reported that she had an orientation meeting with the water & sewer operator that day and toured the villages facilities. She confirmed that water testing is completed every two weeks and that reports are provided by the province. She also confirmed that chlorine levels are within allowable limits (0.3-0.5ppm) and are in keeping with the requirements of other municipalities. While there is no health concern, taste concerns can be brought up with the operator, with the potential for an extra test. The resident then indicated that this was the first time that they'd tasted chlorine in the water and wondered if the amounts used were increased. CAO Keenan indicated that recent tests show no major changes, but that she'd request more information and review historical data.

- o **Action item** – CAO to request more information from water & sewer operator regarding chlorine taste in water and to review historical data.
- The same resident indicated that they had spoken to other residents and agrees with them that generators for the water & sewer system are more important than the wharf project this is currently under RFP. CAO confirmed that the Water & Sewer Commission is considering the costs associated with the wharf project.
- A resident indicated that they have family who is impacted by the potential zoning changes that are a part of the Draft Official Plan and Subdivision Zoning Bylaw and asked if details were in the CAO report. CAO Keenan clarified that Planning Board provides their own report, but that she had replied to the email request sent by the resident's family member.

Business Arising from Minutes

Emergency Preparedness Plan/Fire Services Bylaw

- Deputy Mayor Trainor shared that herself, Councillor Clapson, Councillor Gilbert and Water & Sewer Commission member Sharlene MacEachern had attended a training session related to Emergency Preparedness that was put on by the province. During that session a template was requested for a sample EMO plan, and additional information in that regard had been received on the day of this meeting. Deputy Mayor Trainor indicated that the provincial rep is willing to work with the municipality to create a proper plan. Councillor Gilbert indicated that FAA Empson was able to locate notes created from prior working sessions. Next step is possibly to form an Emergency Operations Committee, which would be a mix of councillors, residents and the fire department.
 - o **Action item** – Schedule Committee of the Whole meeting and include emergency preparedness discussions.

CAO Report

CAO Keenan spoke briefly on each of the points contained in her written report. Full report is attached and forms part of these minutes.

Public input

- A resident asked where the attachments are that CAO Keenan was referring to. CAO Keenan indicated that they are posted on the municipal website.
- A resident indicated that he thought the auditors for 2022/23 may have been approved in March of 2022, and that the approval should not be given for 2023/24 until after the budget was approved. FAA Empson confirmed that the minutes were reviewed and motions could not be found for approving the auditors. She also provided her understanding that the approval is to be given before the year begins to allow the auditors to perform their job throughout the year.

Motions and actions list

- No questions.

Development permit report

- No questions.

Financial update

- No questions.

Motion moved that the CAO's report, including the finance report, be accepted.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Motion to participate in Municipal Administrative Support Program (MASP)

WHEREAS the Municipal Administrative Support Program will provide financial assistance 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 Rural Municipality of Victoria to execute the "Confirmation of Agreement to Participate in the Municipal Administrative Support Program"

Motion moved by Councillor Clapson, seconded by Councillor Brown.

***Motion carried unanimously (4 votes for, 0 against).
Resolution #2023-10***

Motions to appoint auditors.

***Motion moved to appoint ABCE as the auditing company for the Rural Municipality of Victoria and Victoria Water & Sewer Commission for the 2022/2023 fiscal year.
Motion moved by Councillor Clapson, seconded by Councillor Gilbert.
Motion carried unanimously (4 votes for, 0 against).
Resolution #2023-11***

***Motion moved to appoint ABCE as the auditing company for the Rural Municipality of Victoria and Victoria Water & Sewer Commission for the 2023/2024 fiscal year.
Motion moved by Councillor Clapson, seconded by Councillor Brown.
Motion carried unanimously (4 votes for, 0 against).
Resolution #2023-12***

Deputy Mayor's Report

Deputy Mayor Trainor indicated that Mayor Ruben's report was also attached and encouraged reading it. She briefly spoke about her own report as well. Both reports are attached and form part of these minutes.

Public input

- A resident asked if the technology donated to the municipality to hold hybrid meetings would be available when renting the Old School. It was confirmed that the equipment and training could be arranged for those renting the space.
- A resident thanked the CAO for providing a meeting package ahead of the meeting, it saves time when it can be read ahead of the meeting.

Councillor Brown asked if there was a cap on the amount of time that Mayor Ruben could be granted for a leave of absence. CAO Keenan clarified that a leave of absence can be indefinite. If Mayor Ruben is unable to return and resigns, Deputy Mayor Trainor would be assigned as mayor. With being assigned a leave of absence, Mayor Ruben is not obligated to attend to matters of council.

***Motion moved to approve an indefinite leave of absence for Mayor Ruben.
Motion moved by Councillor Clapson, seconded by Councillor Gilbert.
Motion carried unanimously (4 votes for, 0 against).
Resolution #2023-13***

***Motion moved to accept the Deputy Mayor's report, and the mayor's report to February 13, 2023.
Motion moved by Councillor Clapson, seconded by Councillor Brown.***

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

Fire Department Report

CAO Keenan confirmed that no report was received for this meeting. She indicated that she will arrange a meeting with the fire department to set up an agreed upon monthly reporting format.

Councillor Gilbert clarified that reports are prepared, but Fire Chief Dale McDonald requested that they be held back and not presented. He indicated that the fire department was happy with the meeting held with Deputy Mayor Trainor. He also stated that they are working on the budget. It was reported that a \$10,000 grant issued to the fire department for radios was increased to \$13,000. A license to operate the radios will be required, at an estimated \$40/radio. The fire department also assisted with a fire in the Borden area. As well, 2 more members of the fire department completed their hazardous materials course.

Action item – CAO Keenan to arrange a meeting with fire department.

Public input

- A resident commented that they liked the live report format provided by Councillor Gilbert.
- A resident asked how the radios came about. Councillor Gilbert indicated that they were received through a grant he had applied for. Initially the fire department was declined, but then the grant providers (Kenwood) notified Victoria Fire Department that they had extra funds and would provide the grant funds after all.
- A resident asked if Minister Jamie Fox had promised funds for radios. Councillor Gilbert confirmed that a promise to match funds had been made, but possibly never followed up on.

Water & Sewer Commission Report

Report provided by Councillor Clapson (Chair). Full report is attached and forms a part of these minutes.

Public input

- A resident asked about a comment made stating that a \$15,000 grant was going to be used for liability insurance. He wanted to know if that would also cover liability of volunteers who sit on the Water & Sewer Commission. FAA confirmed that the understanding is that there is coverage of \$1,000,000.00, but a concern is that the coverage amount is too small.
- A resident requested that written confirmation of coverage be provided to Commission & committee members.
- A resident asked if a replacement was found for the Water & Sewer Commission member who resigned. Councillor Clapson confirmed that Susan Oxley had stepped up to take the open seat. FAA Empson stated that a person can't sit on two boards, but this is to be confirmed by the CAO.

Action item – Determine if all members of all committees have liability coverage through the municipal policy, and what the coverage amount is.

Action item – Provide written confirmation of coverage and amount to Commission & committee members.

Action item – Confirm if committee members can sit on both the Planning Board and the Water & Sewer Commission.

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

Motion moved by Councillor Gilbert, seconded by Councillor Brown.

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

Planning Board Report

CAO Keenan read the report provided by Councillor Anderson (Chair). The full report is attached and forms a part of these minutes.

Public input

- A resident asked why the document of recommendations from the municipality's legal advisor, regarding her review of the Draft Official Plan and Bylaw, hasn't been shared with current planning board members. FAA Empson explained that while the previous members of the board had signed out copies of the document, that practice was not the correct method of handling the information. The documents should have been provided during closed meetings and then returned at the end of the meeting. FAA Empson confirmed that previous members who still had copies were requested to return them. She also indicated that current members could come and view the document at the Old School during public office hours.

Motion moved that the Planning Board Report be accepted.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Introduction of New Business

Development of Amar property

- Note provided by Mayor Ruben for deferred February 13 meeting was read aloud by CAO Keenan and is attached and forms part of these minutes.

Public input

- A resident commented that her understanding was that after discussing with RMV council, the prospect of rezoning the park land would have to be brought to a Native council as well. The perception of lack of interest may be caused by uncertainty and lack of information. CAO Keenan then asked for council or the public to provide more information to get her up to speed. A resident explained that as a former councillor she

had heard Amar's proposal and provided some input on events to date and her feelings on the subject.

- A resident mentioned that he was not at the Amar hosted meeting where they shared their proposal, but that he had heard they had committed to provide shoreline protection to the land in question. This was confirmed to have been a part of their presentation. Deputy Mayor Trainor pointed out that Amar is not the only party to express interest in the land.
- A resident expressed her opinion that this item was splitting the community and that she felt brainwashed at the Amar meeting. She felt this meeting was not the place to start discussing the pros and cons. Deputy Mayor Trainor stated that to make a good decision for the community, all relevant information needed to be provided.

Councillor Brown pointed out that rezoning the park land could bring about other options aside from the Amar proposal.

Councillor Clapson pointed out that council needs to consider if they are prepared to take on a 50-year lease for the park land and that a better job needs to be done to take care of it.

FAA Empson clarified that the municipality was still waiting for more information from the province regarding permissions and process requirements and this is likely the reasoning for discussions halting.

Councillor Gilbert expressed his concern with the idea of a 50-year lease and for the state of the park. He suggested another public meeting so that residents can provide input and be heard.

Leasing of municipal assets

- Recommendations and suggested motions provided by Mayor Ruben for deferred February 13 meeting was read aloud by CAO Keenan and is attached and forms part of these minutes.
- Councillor Gilbert declared a conflict of interest with 2 of 3 current lessees. He also stated that he was not on board with the way the proposed motion was written and requested a deferral. He questioned if this would become a bylaw, and CAO Keenan clarified that it could be considered a policy or standard operating practice. Councillor Gilbert indicated that he'd like time with CAO Keenan to review.
- Councillor Clapson pointed out that once a conflict of interest is declared the discussion should end and that it triggers a process. Councillor Gilbert clarified that his continuing discussion was in relation to bylaws only. Deputy Mayor suggested tabling the motion for now.

Public input

- A resident pointed out that the Victoria Business Association (VBA) and By the Sea Kayaking already have grant requests submitted and are actively seeking summer employees and would like to confirm they can use the Welcome Centre this summer. CAO confirmed that the proposed motions would be implemented for the 2023/24 year.
- A resident indicated that January is too late for the Playhouse board to confirm rental details of the Community Hall.

Motion moved to table proposed motions and discussion regarding the leasing of municipal assets.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Council Correspondence

CAO Keenan briefly reviewed correspondence items received by the municipality over the past 6 weeks. All items are attached and form part of these minutes.

Environmental Protection Order

Action item – CAO to forward information on environmental protection order to Planning Board.

Proposal from Victoria Business Association for the use of Welcome Centre and washrooms

- Councillor Gilbert declared a conflict of interest and left the room.
- Councillor Clapson asked if VBA carries liability insurance for summer students and if a member of the public was to be injured in the commercial area. He also questioned if they do any maintenance for the municipality and that it was important to look at any risks the municipality may be getting into. Michael Stanley with the VBA confirmed that they have WCB coverage.

Proposal from Victoria Seaport Museum (VSM) for the use of Laird's Lighthouse

- Councillor Clapson asked if VSM carries liability insurance and if they do any maintenance of the lighthouse.

Councillor Gilbert returned to the meeting at this point.

Letter expressing interest in purchasing municipal lands

- CAO Keenan clarified that the original content is not being shared for privacy reasons, however, the details of the request are provided.

Email received regarding water and sewer generators

- CAO Keenan indicated that she had spoken to the water and sewer operator earlier that day.
- FAA Empson stated that the information on the generators the fire department received was reported in the January minutes that had been posted to the municipal website earlier that day.
- Councillor Clapson pointed out that generators are listed on the capital projects list.

Councillor Clapson motioned to adjourn at 8:40pm.

A resident gave a brief history of council in Victoria, pointing out that this meeting marked 70 years of council meetings.

A resident acknowledged that three property owners will receive the Provincial Heritage award in March.

Submitted by CAO Anna Keenan

Approved by Deputy Mayor Shelley Trainor

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 dispersions.	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
2023-10	BE IT RESOLVED that Council authorizes the Rural Municipality of Victoria to execute the "Confirmation of Agreement to Participate in the Municipal Administrative Support Program"	Brian Clapson, Jamie Lee Brown	4/0	Y	27-Feb-23
2023-11	Motion moved to appoint ABCE as the auditing company for the Rural Municipality of Victoria and Victoria Water & Sewer Commission for the 2022/2023 fiscal year.	Brian Clapson, Eric Gilbert	4/0	Y	27-Feb-23
2023-12	Motion moved to appoint ABCE as the auditing company for the Rural Municipality of Victoria and Victoria Water & Sewer Commission for the 2023/2024 fiscal year.	Brian Clapson, Jamie Lee Brown	4/0	Y	27-Feb-23
2023-13	Motion moved to approve an indefinite leave of absence for Mayor Ruben.	Brian Clapson, Eric Gilbert	4/0	Y	27-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. February - Province still working out details for provision of funds. March 6 - completed funding agreement and claim form mailed to province as required.
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. March 6 - second quote received.
CAO to request more information from water & sewer operator regarding chlorine taste in water and to review historical data.	February 27, 2023			
Schedule Committee of the Whole meeting and include emergency preparedness discussions.	February 27, 2023			
CAO Keenan to arrange a meeting with fire department.	February 27, 2023			
Determine if all members of all committees have liability coverage through the municipal policy, and what the coverage amount is.	February 27, 2023			
Provide written confirmation of coverage and amount to Commission & committee members.	February 27, 2023			
Confirm if committee members can sit on both the Planning Board and the Water & Sewer Commission.	February 27, 2023			
CAO to forward information on environmental protection order to Planning Board.	February 27, 2023			

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

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

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 Feb 28, 2023

ASSET

Current Assets

Petty Cash	152.34
Government Transfer Received	0.00
Gas Tax Bank NS	267,605.84
General Chequing Account	12,895.03
Cash and Cheques to Deposit	2,440.06
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	143.73
G S T Receivable	0.00
MCEG Receivable	1,250.00
Due from Water COM. Rev Fund	83,748.69
Due from Water Com. Cap. Fund	0.00
Loan Advance Sewer Commission	0.00
Short Term Loan Victoria Water Comm	4,010.43
Accrued interest Receivable	0.00
Prepaid Taxes	0.00
Projects in Progress	0.00
Victoria Waterfront Heritage Site	0.00
Due to New deals Account	0.00
AR Gas Tax	0.00
H S T Receivable	2,948.28
Due from Water & Sewer Account	3,822.87
Prepaid Expense & Deposits	1,542.95
Total Current Assets	<u>380,560.22</u>

Reserve Funds

Municipal Reserve	<u>522.99</u>
Total Reserves	<u>522.99</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 1,979,214.87

LIABILITY

Current Liabilities

Operating Loan - LOC	45,000.00
Visa Payable	744.01
Accounts Payable	14,595.11
G S T Payable	0.00
HST Payable	3,683.60
CPP Payable	436.70
EI Payable	167.34
Federal/Provincial Tax Payable	<u>786.35</u>
Total Payroll Taxes Payable	1,390.39
Defered Revenue General	0.00
Deferred Rev GT	<u>267,605.09</u>
Receiver General Payable	267,605.09
Vacation Payable	<u>0.00</u>
Total Current Liabilities	<u>333,018.20</u>

Long Term Liabilities

Long Term Loans - Community	0.00
Loan term Loan Mac Aurhur PPTY	24,467.59
Long Term Loans Fire Dept	<u>0.00</u>
Total Long Term Debt	<u>24,467.59</u>

TOTAL LIABILITY 357,485.79

EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	-38,329.95
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	0.00
Total Earnings	<u>1,621,729.08</u>

TOTAL EQUITY 1,621,729.08

LIABILITIES AND EQUITY 1,979,214.87

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Rural Municipality of Victoria

Comparative Income Statement

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to Feb 28, 2023
REVENUE		
General Revenue		
Taxation Real Property	111,400.00	103,862.00
Gas Tax Revenue	60,500.00	57,480.12
MCEG Grant	5,500.00	7,289.89
Property Tax Grant	3,200.00	0.00
		Not yet received
Outside Fire Dues	8,290.00	7,282.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,500.00
Old School Rentals	3,500.00	4,391.74
Development Permits	3,500.00	1,000.00
Govt Grant - Wage Subsidies	7,300.00	8,819.58
		EDA (extended 2 weeks)
Victoria Welcome Centre Rentals	500.00	0.00
		Due from BTS Kayaking?
Government Contributions	0.00	2,000.00
		VBA, Visa rewards, WCB
Income - Other	100.00	1,836.76
Total General Revenue	<u>210,790.00</u>	<u>200,962.09</u>
TOTAL REVENUE	<u>210,790.00</u>	<u>200,962.09</u>
EXPENSE		
General Government		
Auditing Fees - General Govt	10,000.00	9,900.00
Advertising - General Govt	1,000.00	464.50
Bank Charges - General Govt	550.00	303.32
Dues - General Government	600.00	659.76
Honorarium - General Govt	5,500.00	5,096.55
Insurance - General Government	5,000.00	5,131.00
Office Supplies - General Govt	5,500.00	5,236.66
Office Equip, Computer - Gen Govt	0.00	2,000.00
		A/V Equipment
Bank Int on Loans - General Govt	1,300.00	2,694.18
Telephone - General Govt	2,100.00	1,954.05
Travel & Training - General Govt	100.00	0.00
CAO Salary - General Govt	16,970.00	16,344.00
Administrative Staff - General Govt	37,950.00	23,881.00
CPP Expenses - General Govt	5,275.00	1,544.09
EI Expenses - General Govt	0.00	1,302.44
WCB Expense - General Govt	0.00	1.19
Postage - General Govt	0.00	122.10
Maintenance - General Govt	0.00	626.81
Legal & Consulting Fees - Gen Govt	55,500.00	59,659.76
Accounting Fees - General Govt	3,750.00	3,010.00
Community Events - General Govt	250.00	64.93
ByElection/Election - General Govt	3,000.00	2,056.12
R & M - Mower gas , salt - General	0.00	29.64
Misc Expenses - General Govt	250.00	297.66
		Gifts, meeting food & drink, door prize
Seasonal Wages - Gen Maintenance GG	8,060.00	10,850.00
		Allan Marshall - work weeks extended from 2021 season, offset with EDA grant & VBA
Share allocated to Water & Sewer	<u>-32,618.00</u>	<u>0.00</u>
Total General Government	<u>130,037.00</u>	<u>153,229.76</u>
Community Hall		
Electricity - Community Hall	1,200.00	677.09
Heat - Community Centre	2,300.00	2,002.77
Fire Insurance - Community Hall	3,750.00	3,812.00
Property Taxes - Community Hall	1,420.00	1,370.00
Repairs & Maintenance - Comm Hall	1,500.00	4,500.69
		2 roof repairs in 2022
Water & Sewer - Community Hall	920.00	746.00
Snow Removal - Community Hall	625.00	605.00
Depreciation - Community Hall	6,500.00	0.00
Total Community Centre	<u>18,215.00</u>	<u>13,713.55</u>

Fire Dept		
Electricity - Fire Dept	1,200.00	794.94
Heat - Fire Dept	3,300.00	1,606.99
Fire Insurance - Fire Dept	1,350.00	1,365.00
Truck Insurance - Fire Dept	1,800.00	1,751.00
Property Taxes - Fire Dept	720.00	699.00
Building Rep & Maint - Fire Dept	500.00	314.44 Door lock
Messaging & Pagers - FD	3,500.00	3,073.40
Water & Sewer - Fire Dept	985.00	856.00
Fire Equipment - Fire Dept	500.00	0.00
Telephone & Internet - Fire Dept	1,600.00	1,431.23
Office Supplies - Fire Dept	200.00	0.00
Training - Fire Dept	4,000.00	0.00
Medical Supplies - Fire Dept	300.00	0.00
Truck Fuel - Fire Dept	600.00	141.63
Lawn Mowing - Fire Dept	375.00	480.00
Waste - Fire Dept	250.00	250.65
Truck/Equipment Repairs - Fire Dept	1,500.00	0.00
Membership Dues - Fire Dept	800.00	0.00
Snow Removal - Fire Dept	600.00	660.00
Visa Charges - General Govt	0.00	75.00
Depreciation - Fire Dept	375.00	0.00
Total Fire Dept	24,455.00	13,499.28
Dunrovin Green Space		
Lawn Mowing - Dunrovin GS	525.00	1,500.00
Water & Sewer - Dunrovin GS	490.00	428.00
Repairs & Maint - Dunrovin GS	100.00	0.00
Dunrovin Total	1,115.00	1,928.00
Old School		
Electricity - Old School	5,000.00	4,002.06
Fire Insurance - Old School	2,800.00	2,899.00
Property Taxes - Old School	3,050.00	2,902.80
Repairs & Maintenance - Old School	1,000.00	153.00
Water & Sewer - Old School	1,475.00	1,284.00
Cleaning - Old School	0.00	728.46 Cleaning person plus supplies
Waste - Old School	500.00	501.29
Supplies - Old School	350.00	202.08
Lawn Mowing - Old School	450.00	900.00
Snow Clearing - Old School	1,750.00	2,364.82
Share allocated to W&S - Old School	-1,310.00	0.00
Depreciation - Old School	16,000.00	0.00
Total Old school	31,065.00	15,937.51
Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	12,754.05
Total General Planning Expenses	9,500.00	12,754.05
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	11,447.47
Total OP & Bylaw Updates Expenses	5,500.00	15,395.37
Planning	30,000.00	56,298.84
Sewerage Committee		
Project Mgmt Fees - Sewer Committee	0.00	338.00 Hilary Price wages for w&s consult.
Total Sewerage	0.00	338.00
Street Lights		
Street Lights - General	3,000.00	2,676.30
Total Street Lights	3,000.00	2,676.30
Lighthouse		
Property Taxes - Lighthouse	35.00	233.00
Repairs & Maint - Lighthouse	1,500.00	1,362.91 Walkway ramp replaced
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	<u>11,000.00</u>	<u>0.00</u>	
Visitor Centre Costs	<u>16,490.00</u>	<u>5,551.02</u>	
Victoria Park			
Repairs & Maint - Victoria Park	0.00	20.00	take down stairs
Water & Sewer - Victoria Park	<u>525.00</u>	<u>456.00</u>	
Total Victoria Park	<u>525.00</u>	<u>476.00</u>	
Waterfront Heritage Site			
Sewer & Water - Waterfront	490.00	428.00	
Repairs & Maintenance - Waterfront	100.00	0.00	
Property Tax - Waterfront	580.00	661.00	
Lawn Mowing - Waterfront	150.00	360.00	
Depreciation - Seawall	25,000.00	0.00	
Interest on Property Loan	<u>750.00</u>	<u>328.29</u>	a portion of these costs coded incorrectly to wrong interest account
Total Waterfront Heritage Site	<u>27,070.00</u>	<u>1,777.29</u>	
TOTAL EXPENSE	<u>283,807.00</u>	<u>267,441.46</u>	
NET INCOME	<u><u>-73,017.00</u></u>	<u><u>-66,479.37</u></u>	

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Victoria Water & Sewer Commission

Balance Sheet As at Feb 28, 2022

ASSET

Current Assets

Cheque/Cash to Deposit	114.00	
E-transfers	0.00	
Online Payments	0.00	
Bank of Nova Scotia - Chequing	13,626.26	
Total Cash		13,740.26
Accounts Receivable/Water& Sewer	32,040.59	
Accounts Receivable/ General	0.00	
Canada / PEI Infrastructure	0.00	
Allowance for Doubtful Accounts	0.00	
G S T Receivable	8,053.05	
H S T Receivable	-60.02	
Total Receivable		40,033.62
Prepaid Expense & Deposits		536.97
Visa		0.00
Total Current Assets		54,310.85

Other Assets

Due from Capital Fund		0.00
Due from Capital Fund		0.00

Water System

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

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 ASSET3,068,369.51**LIABILITY****Current Liabilities**

Due to Municipality	27,346.15
Due to Gas Tax Account	0.00
Accounts Payable	11,452.60
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>38,798.75</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	21,784.64
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>2,693,672.57</u></u>

TOTAL LIABILITY2,732,471.32

EQUITY

Surplus

Retained Earnings	304,767.96
Current Earnings	<u>31,130.23</u>
Total Retained Earnings	<u>335,898.19</u>

TOTAL EQUITY	<u>335,898.19</u>
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LIABILITIES AND EQUITY	<u>3,068,369.51</u>
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Victoria Water & Sewer Commission

Comparative Income Statement

01, 2022 to Mar 31, 2023

Actual Apr 01, 2022 to Feb 28, 2022

REVENUE

Revenue

Unmetered Water Revenue	34,778.00	35,217.82
Water-Frontage charge	6,156.00	6,913.72
Sewer Dues	42,921.00	43,796.94
Sewer- Frontage charge	7,513.00	8,964.16
Delayed Payment Charges	100.00	0.00
Gas Tax Funding	0.00	27,701.78
Curb Service Fee	400.00	300.00
Total Revenue	<u>91,868.00</u>	<u>122,894.42</u>

TOTAL REVENUE

91,868.00

122,894.42

EXPENSE

Water Operating Expenses

Materials & Supplies	500.00	0.00
Repairs & Maintenance	1,000.00	1,747.90 water hook ups, whar
Back up Maintenance Operator	1,650.00	756.25
Power or Electricity (W)	5,425.00	3,083.28
Water Testing Fees	7,000.00	5,348.20
Chemicals	350.00	197.96
Total Operating Expenses	<u>15,925.00</u>	<u>11,133.59</u>

General Expenses

Bank Service Charge	600.00	450.21
Water Operator	7,260.00	6,655.00
Insurance	3,100.00	1,465.00
Regulatory Commission Fees	1,103.00	0.00 annual report not yet
Total General Expenses	<u>12,063.00</u>	<u>8,570.21</u>

Non-Operating Income & Expenses

Interest on Long-Term Debt	<u>576.00</u>	<u>818.25</u>
Total Non-Operating Income & Expens	<u>576.00</u>	<u>818.25</u>

Sewer Expenses

Sewer Testing Fees	1,075.00	227.70 some fees captured in
Contract Fees For sewer Operator	19,094.00	17,222.19
Repairs & Maintenance (S)	750.00	2,125.29 station maintenance
Property Taxes (S)	575.00	559.09
Electricity (S)	6,700.00	5,197.16

Telephone- Computer (S)	1,170.00	1,107.88
Sewer Snow Removal	1,650.00	1,980.00
Backup Operator Expense	0.00	756.22
Wanda L Electricity	0.00	364.76
Lighthouse P Electricity	0.00	1,270.80
Sewer Electricity	0.00	1,635.56
Propane	1,200.00	250.33
Total General Sewer Expenses	<u>32,214.00</u>	<u>32,696.98</u>

Water Expenses

Causeway Electricity	0.00	1,959.44
Water Snow Removal	550.00	660.00
Total Water Expenses	<u>550.00</u>	<u>2,619.44</u>

Why no budget?

TOTAL EXPENSE	<u>61,328.00</u>	<u>55,838.47</u>
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NET INCOME	<u>30,540.00</u>	<u>67,055.95</u>
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Generated On: Mar 09, 2023

Chief Administrative Officer report
Anna Keenan, 10 Mar 2023

I've now completed 3 weeks in the role (so that's just 9 days in the office in total), and I appreciate the support that so many people are providing me, to help me get up to speed with the many goings-on of the community.

The serious issues that our municipality has to deal with, and the complexity of this job, have very quickly become apparent to me. It is a challenge, and I am enjoying it.

Activities in the 2 weeks since my last report:

- **Budget preparation** - Marsha, Linda, Hilary and I have all put in a lot of work on this piece, wrapping our heads around it and wrestling it into shape. It will be delivered and discussed in a separate agenda item, as well as in a final special meeting before the end of the month.
- **Connecting with Committees/Commissions: W&S and the Planning Board.**
Have had a number of 1-1 meetings with Councillors, concerned residents, current and former municipal employees or contractors, and have gotten to know the issues. We now have next meetings scheduled for both those groups.
 - **Planning Board - April 6 at 6:30pm.** The main purpose of the meeting will be to re-orient the new members of the planning board, and agree on a sequence of work for the Board over the next 6 months that can help us find resolution to the major issues with the 2019 Draft plan, and bring an Official Plan for Victoria to completion and approval. I imagine that we will also have an in-camera session covering legal issues. A precise agenda will be sent out closer to the date.
 - **Water & Sewer** - if all goes well recruiting sufficient new members to meet quorum: **Thursday March 23rd at 5:30pm.** The main purpose of that meeting will be to review and approve the Water & Sewer budget - including the capital budget - for the coming fiscal year.
- **Water & Sewer capital projects** - On this topic, I want to note that we have progress being made on the 3 key projects that we have remaining in our capital plan. Hilary has been hugely helpful bringing me up to speed on these. We already have money reserved to - depending on costs/quotes received - see all 3 of these projects completed in the coming fiscal year:
 - **Causeway repairs:** designs submitted to province by April 15 for approval. To tender shortly.
 - **Wharf lift-station upgrades:** also in the final stages of design, and going to tender shortly.
 - **2 back-up Generators** - one for the water system, and one for the sewer system wastewater treatment facility. I am now working with our Operator Preston Silliker to gather competitive quotes, and as soon as we have these, I will present these quotes to the W&S Commission for decision. It is clear that of the two generators, the water system generator is the priority, so the second generator for the wastewater treatment plant may be deferred until the following fiscal year, unless quotes come in under budget, which would be ideal.

- **Connecting with Fire Dept** - I was helpfully informed of the existence of a Fire Department bylaw template for municipalities, the draft of which looks very good and would bring some valuable regularity and appropriate oversight to the relationship between the Municipality and the Victoria Fire Department. I understand this is a relationship that the VFD also wants to regularize.
 - Over the next few months I would like to work with the VFD and with Council to finalize the details that effectively 'localize' the bylaw to Victoria's situation, and we can finally approve it.
 - One of the aspects in the draft offered is the idea that the VFD report to and are overseen by the CAO, rather than direct to Council.
 - From next meeting, I would like to start modelling that reporting relationship as if the bylaw is in place. So, I will ask the Fire Chief to submit a written report to me, monthly, and I will include it as part of my CAO report to Council.
- **I have reached out to the Province for support with governance training:**
 - I would like to schedule an in-person training session in April for our Councillors, any residents serving on committees, and even other highly-engaged citizens, to address the topics of:
 - "Confidentiality vs Transparency"
 - Conflict of Interest, and
 - Lines of Communication
 - Tracey Allen from Municipal Affairs has offered her services, and she has offered similar trainings for other municipal Councils before.
- **Have begun to create a list of bylaws that council will need to pass or amend this year.** In no particular order:
 - Procurement policy
 - Fire Department
 - Official Plan
 - Emergency Measures
 - Amend our bylaw setting commercial rental rates for municipal facilities

My priorities going forward:

- **March, urgent:** Budget, for submission to the province by March 31st
- **April, urgent:** hiring for summer staff/contractors and signing rental agreements with tenants of our facilities.
- **Ongoing top priority: Water & Sewer capital projects:** keeping the ball rolling, removing any barriers in their way.
- **A longer-term workplan for myself, Council and Committees,** to organize the mountain of work we have into an achievable plan over the next year, and further, to set ambitions for the next 4 years.

Deputy Mayor's Report

2023-03-13 Council Meeting

Spring is around the corner and with that brings longer days, more sunlight, melting snow and ice, warmer temperatures and a sense of exciting times ahead. Spring always feels special for me, with the thought of growth and change. Here in our beautiful village, I feel optimistic and excited about what spring brings us, with businesses preparing to open, our landscape changing and eventually seeing us welcome many guests to our community.

It has only been two weeks since we last met as Council, however, we continue to have many agenda items being investigated and discussed. The Annual Budget, Water and Sewer, Planning Board, municipal asset use, Fire Department discussions, grant request writing, to name a few of the items that continue to be moved forward.

I will be taking a vacation March 21 to April 6 and our Municipality will require Mayoral coverage, which is something to be discussed and planned for at this meeting. I believe the MGA allows Council to name a Councillor to provide this coverage in my absence. I know there will be a team effort in ensuring smooth operations as we move into April and beyond.

I wish to thank Brian Clapson for his time and effort while on Council. Given Brian's recent decision to resign from Council we will be looking to fill this vacancy in the coming months. We have many experienced, knowledgeable and valued members in our community. I welcome anyone interested to consider this opportunity and look forward to working with all of Council going forward. Additionally, a big thank you to Brian for his personal donation of the technology equipment the Municipality has recently been using regularly, including for zoom meetings such as these council meetings. We are very fortunate to have had this donation as well as his time in ordering, setting up, running and teaching us to use this equipment. Thank you Brian.

I also wish to take this time to let Martin and Leslie Ann know of our continued support, thoughts and prayers sent their way.

Thank you.

Shelley Trainor

RMV WATER TEST RESULTS 2023

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

Water Quality Interpretation & Information

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

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

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

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
INCOME				
Surplus carried forward from previous years	-	-	- 12,535	
Taxation - Real Property	111,400	103,862	118,520	If no rate increase
Gas Tax Funding	60,500	57,480	-	Need to better understand how Gas Tax allocation flows through operational account - usually is reserved for capital projects. Correcting this item may bring the operational budget to balance.
MCEG (Municipal Capital Expenditure Grant)	5,500	7,290	-	May not be in effect for 2023/24 year - municipal staff need to verify with the province & re-apply if the program is continuing. (10% gas tax spending credit - based on projected spending.)
Grant-in-Lieu of Property Taxes	3,200		3,300	
Canada Day Grant	-		-	
Outside Fire Dues	7,900	7,282	7,900	Fire dues from people outside the municipal bounds served by VFD.
Interest Revenue	-		-	
Lighthouse Rentals	500	500	550	Staff to negotiate a new contract and MoU with tenants of lighthouse.
Community Hall Rentals	6,500	6,500	6,500	Lease with current summer tenant is signed until 2025. Growth includes an aim to promote the venue and rent it out more frequently in the off-season.
Old School Rentals	3,500	4,787	6,000	Assuming a significant increase based on increased marketing for the facilities/rooms available. Will likely raise commercial rental rates (requires a bylaw adjustment).
Welcome Centre Rentals	500		3,640	We have received a rental offer for this amount. Staff will pursue.
Development Permits	3,500	1,300	3,000	Expecting to increase development permit application costs. Current rate does not cover the expense of assessing & approving permits.
Gov't Transfers - Wage Subsidies	7,300	8,820	9,000	
Victoria Park Rentals	-		-	
Business Licenses	-		-	
Other funding sought/secured	-	-	86,000	Specific Grants: - \$15k MASP (Municipal Admin Support Program) - 2yrs x \$500/yr owed by the province for Welcome Centre - \$20k new grant for Playhouse heatpumps - \$50k new grant for VFD firetruck.
Donations			-	Can the municipality issue tax receipts for donations? (Question for auditor)
Other Income	100	1,837	1,300	VISA rewards credit, WCB credit & other misc.
TOTAL INCOME	210,400	199,657	233,175	

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
EXPENSES				
Community Hall (Playhouse)				
Electricity	1,200	677	825	Based on est for 2023 of 750--this is net of Theatre payment for 5 months. Could decrease if the heat pumps come in - we are waiting for quotes, and a decision about an energy audit.
Heat	2,300	2,003	2,300	Assumed no change
Fire Insurance	3,750	3,812	3,850	Based on 2022-23
Property Taxes	1,420	1,370	1,370	Assumed no change
Repairs & Maintenance	1,500	4,501	21,500	Actuals included \$3000 roof repair. For the coming year, assumed \$1500--no major repairs (can seek additional grant not yet included in budget if larger roof repairs are needed). Plus \$20k for heat pump upgrades. (Grant application for \$20k is in process and included in assumed income for this budget.)
Water & Sewer	920	746	858	Assumed 15% increase
Waste	-	-	-	
Lawn mowing	-	-	-	
Snow Removal	625	605	625	Assumed same as 2023 budget
Real Expenses for Hall	11,715	13,714	31,328	Overall comment: Roughly the same as last year, except for heat pump capital upgrades, which we anticipate will be covered by a grant
Depreciation	6,500	6,500	6,500	Need to verify depreciation assumptions with auditor - assumed same as last year.
Expenses w/ deprcn: Hall	18,215	20,214	37,828	
Fire Dept				
Electricity	1,200	795	1,200	no change
Heat	3,300	1,607	3,300	no change
Fire Insurance	1,350	1,365	1,450	assumed increase
Fire Insurance - Truck	1,800	1,751	1,800	no change
Property Taxes	720	699	720	no change
Bldg Repairs & Maintenance	500	381	500	no change

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
Messaging, Paging	3,500	3,073	3,900	Added \$405 = \$45x9 for radio frequency licences for new Kenwood radios. Assumed same as 2023: Bell Aliant (Messaging) and Medicom messaging; though VFD wants to investigate alternatives for future years due to risks caused by delays in current system.
Water & Sewer	985	856	1,133	Assumed 15% increase
Small Fire Equipment	500		-	Last actual expense under this code was 2020, hence zero budget.
Telephone & Internet	1,600	1,431	1,600	no change
Office Supplies	200		-	
Training	4,000	546	4,000	Hazardous materials training for 2. Actuals in 2021 & 2022 were between 3 and 4k.
Medical Supplies	300	-	300	For an epipen for the community, annually.
Truck Fuel	600	142	600	YTD does not include all bills - still waiting on some receipts to come in.
Lawn Mowing	375	480	480	12 cuts @ \$40. Waiting on new quote before end-March to confirm rate.
Waste	250	251	300	Assumed 20% increase based on most recent bill
Truck & Equipment Repairs	1,500		51,500	\$50,000 for a long-desired truck to replace oldest of 3 current trucks. \$1,500 (same as last year) for general maintenance. Appropriately-sized truck will likely be available from Rustico FD). Expenditure on truck will be dependent on securing a grant (already included in income for this budget). A business case should be produced by the FD, to be shared with the public, before budget is approved.
Membership Dues	800		800	For PEI Firefighters Association membership
Snow Removal	600	660	660	Assumed 10% increase
VISA Charges		75	75	Yearly fee for Fire Dept's visa card
Real expenses Fire Dept	24,080	14,112	74,318	Overall comment: So far looks like VFD had a very thrifty year compared to budget, though we do expect additional receipts to come in in the final weeks of the FY. Congrats and thanks for thriftiness. Significant increase comes from capital expenditure on new truck, to be covered by a grant.
Depreciation	375	375	375	Need to verify depreciation assumptions with auditor - assumed same as last year.
Expenses w/ deprcn: Fire Dept	24,455	13,737	73,943	
Old School				
Electricity	5,000	4,002	5,000	no change

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
Fire Insurance	2,800	2,899	2,900	used 2023 actual
Property Taxes	3,050	2,903	3,050	no change
Repair & Maintenance	1,000	153	400	Estimate incl. yard work, fire ext maint
Cleaning		728	900	Actual includes 10 cleans @ \$75, plus cleaning supplies \$150. Anticipate more frequent cleans may be needed.
Water & Sewer	1,475	1,284	1,696	Assumed 15% increase
Waste	500	501	600	Assumed up 20% based on current billing
Supplies	350	202	350	no change
Lawn Mowing	450	900	900	12x \$75. Waiting on quote to confirm.
Snow Clearing	1,750	2,515	2,500	Actual includes plow and shoveling at old school
Real expenses Old School (Mun + W&S)	16,375	16,088	18,296	
Share of Old School expenses allotted to Water & Sewer	1,310	1,287	1,464	Each year, W&S pays 8% of Old School expenses. (= 20% of the building being for the municipal staff/office, and W&S pays 40% of staff/office)
Municipal share of real expenses of Old School	15,065	14,801	16,833	Overall comment: moderate increase of expenses on previous year for Old School. Hope is to offset these increases (and more) by promoting increased rental of the space.
Depreciation	16,000	16,000	16,000	Need to verify depreciation assumptions with auditor - assumed same as last year.
Mun Expenses w/ deprcn: old school	31,065	30,801	32,833	
Planning				
Applications - Costs	1,500	-	500	
Applications - Legal & Consulting	8,000	16,511	8,000	Current year included unexpected legal advice for dev applications, \$9000. A repeat is not anticipated. Includes Dev Officer fees.
Total Applications	9,500	16,511	8,500	
Official Plan Updates Expenses	1,100	653	1,100	Same as last year - advertising in Newspapers for official plan expenses.
Official Plan Legal & Consulting	4,400	11,447	10,000	Plan has been in draft since 2019. Last plan was 2014 and they are due every 5 years. Let's get it done. (Hopefully we won't need to use the full \$10k, but it is there to support/accelerate the process.)
Total Official Plan	5,500	12,101	11,100	
Real Planning Expenses	15,000	28,611	19,600	Overall comment: significant overspend last year due to an unexpected need for legal advice on dev applications, and on the official plan. The issues identified by last year's legal advice provide guidance to the PB on what issues need resolution to finalize the Official Plan in the coming 6 months.

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
General Government				
Audit Fees	10,000	9,900	10,000	Price as per Feb 10/23 engagement letter, plus tax
Advertising	1,000	465	200	
Bank Charges	550	303	360	\$30 per month
Contributions to 3rd Parties/Donations	-			
Dues	600	660	660	based on current year actual (Memberships in PEIFM and FCM)
Honorarium	5,500	5,097	5,000	6 councillors @ \$750 + \$1000 mayor. Reduced due to a temporary vacancy due to a resignation, and a leave of absence.
Insurance	5,000	5,131	5,650	10% increase
Office Supplies	5,500	5,237	5,500	no change
Office Equip-computer		2,000	-	No investment this year. Current year's \$2k expense (on the 'owl') was offset by a new grant. Expect a new investment in computers will be needed in the next budget year.
Interest Loans	1,300	2,451	2,500	Includes interest on seawall, Sept-Feb. Related to account 5945
Interest HST	-		-	
Telephone & Internet	2,100	1,954	2,100	no change
Travel & Training	100			
CAO Salary	16,970	17,592	31,200	CAO (Chief Administrative Officer @ 20hrs/wk) Actuals from the last 3 years: 2021 actual = \$37 k 2022 actual = \$52 k 2023 actual = \$17.5 k (CAO was only employed full-time up to June, then vacancy in the role, with various interims)
Administrative Staff	37,950	25,528	41,600	FAA (Finance & Administrative Assistant @ 32hrs/wk) 2023 actual = \$25.5 k (roughly 9 months only, rather than a full 12 months) (No FAA position before that)
Wage Expense CPP	5,275	1,700	4,000	Employee portion - deduction
Wage Expense EI		1,369	2,200	Employee portion - deduction
Wage Expense WCB		1	950	WCB (Workers' Compensation Board payments) Coded for prepaid deposits, assets = 1275. Will need to be adjusted by the accountants.
Postage		122	200	
Maintenance-General Govt		627	500	Streetlighting replacement, fire extinguisher inspections, etc.
Legal/Consulting Fees	55,500	59,198	60,000	Based on previous year actuals. To investigate and see if there is opportunity to minimise costs in this category.

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
Accounting/Bookkeeping	3,750	3,010	220	\$220 for IRAC report to file.
Community Events	250	65	250	no change
Election Costs	3,000	2,056	2,000	Byelection required by Aug 2023, due to a resignation.
R&M - mower, gas, salt		79	-	\$0 because we will file expenses for Repairs and Maintenance under the code for the Community Hall of General Government. (5105)
Seasonal Wages - General Maintenance	8,060	10,850	10,540	Washroom cleaning/maintenance & garbage contract - wages @\$15.50 for 17 weeks work. Current yr includes \$1240 which was reimbursed by VBA, when 2 weeks additional work was required beyond what the government subsidy program provided for.
Miscellaneous	250	298	250	Miscellaneous includes things like: Cash over or short, appreciation gifts for outgoing councillors/staff, food for meet the Councillor night, door prizes...
Real expenses General Gov't (Mun + W&S)	162,655	155,692	185,880	
Share of GG allocated to Water & Sewer	32,618	29,161	41,956	40% of staff time & administrative expenses (many but not all items under 'general government') covered by W&S.
Municipal share of real expenses General Gov't	130,037	126,531	143,924	Overall comment: Modest overspends across many categories were offset by a significant saving in staff costs last year (due to under-staffing). Actuals will be about on-target for last year's budget by end of March. Next year: moderate increase of expenses on previous year for Old School. Hope is to offset these increases (and more) by promoting increased rental of the space.
Street Lights				
Street Lights	3,000	2,433	3,000	Used LY budget amt: 13 @12.49, 2@12.93 and 5@6.59 Paid to Maritime electric, who maintains those poles. (Does not include Dunrovin shores street lights, which are covered by the municipality under general maintenance.)
WHS - Welcome Centre & Washrooms				
Water & Sewer	1,475	1,284	1,696	assumed 15% increase
Garbage	650	765	841	assumed 10% increase. Will investigate alternative suppliers to see if savings are possible.
Welcome Centre Maintenance	250	360	5,360	lawn mowing: assumed same : 12 cuts @\$30 (New quote incoming, might be adjusted). \$5000 for boardwalk repairs.
Washroom Maintenance	1,500	758	200	assumed hook up/shut off only: 2023 includes about \$120 which s/b Washroom supplies (5855), \$200 turn on/shut off & 624 toilet replacement

	2022-23 BUDGET	Actual to Mar 9 (<i>missing 3 weeks</i>)	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
Supplies	1,000	1,779	1,800	Based on 2022, assuming no major usage change. Kays-bathroom supplies. (Re-codes supplies from Washroom maintenance to here, which is correct.)
Property tax	490	497	497	no change
Insurance	125	108	108	no change
Real expenses for Washrooms	5,490	5,551	10,503	Overall comment: Approximately the same for regular costs, plus \$5000 for boardwalk repairs (capital)
Depreciation	11,000	11,000	11,000	
Expenses w/ deprcn: Washrooms	16,490	16,551	21,503	
Lighthouse				
Property Taxes	35	233	250	In 2022 the province discounted property taxes, giving us a \$219 credit on this account. We hope to get this again, but haven't assumed it.
Repair & Maintenance	1,500	1,363	-	assumed 0: last year was replacing ramp
Lawn mowing	300	420	420	assumed same: 12 cuts @ \$35. New quote is incoming.
Real expenses Lighthouse	1,835	2,016	670	Overall comment: Operating costs only, assumed no repairs this year.
Victoria Park				
Repairs & Maintenance	-	20	-	Assumed washrooms not opened. (\$20 was to remove stairs)
Water & Sewer	525	456	524	Assumed 15% increase, not sure how this is calculated. To confirm.
Garbage	-			
Wages	-			
Real expenses Vic Park	525	476	524	Overall comment: Operating costs only
Seawall Boardwalk Park				
Lawn mowing	150	360	360	\$30 per cut, 12 times: same as last year. Quote incoming.
Property Taxes	580	661	661	no change
t	100		-	removing budget category for coming year
Water & Sewer	490	428	564	15% increase, frontage fee only
Interest on Loan	750	571	600	Assumes principal continues to decline. Related to account 5010.
Real expenses Seawall	2,070	2,020	2,185	Overall comment: Operating costs only
Depreciation - Seawall	25,000	25,000	25,000	

	2022-23 BUDGET	Actual to Mar 9 <i>(missing 3 weeks)</i>	BUDGET 2023-24 DRAFT	Comments/Assumptions/Rationale
Expenses w/ deprcn: Seawall	27,070	27,020	27,185	
Dunrovin Green Space				
Lawn mowing	525	1,500	1,500	Assumed no change, quote incoming
Water & Sewer	490	428	564	15% increase, frontage fee only
Maintenance	100		-	
Real expenses Dunrovin Green Space	1,115	1,928	2,064	Overall comment: Operating costs only
Total Municipal Real Expenses (w/o depreciation) (Does not include share of costs covered by W&S)	209,932	212,192	304,947	
Depreciation of assets	58,875	58,875	58,875	Assumed same. To confirm with auditor.
Total Municipal Costs (w/ Depreciation)	268,807	271,067		
BALANCES				
NET MUNICIPAL INCOME (w/o depreciation) (Must = \$0 in a budget submitted to the province)	468	- 12,535	- 71,772	OVERALL COMMENT: Projected ~7% overspend on Actuals Vs 2022-23 budget. Some lines significantly overspent (e.g. legal advice in planning) but moderate underspends across many other categories made the deficit manageable. We project carrying \$15,000 of deficit into FY23/24. Budgeted deficit must be \$0 before submission.
Net Income (w/ depreciation)	- 58,407	- 71,410	-130,647	

	APPROVED	Actuals	DRAFT	
	BUDGET	to 9 Mar 2023	BUDGET	
	2022-23	3 weeks of FY yet to come	2023-24	Notes/comments
REVENUE:				
Unmetered Water Revenue	39,758	35,218	40,985	Future years: IRAC has approved a rate increase and we have projected the rates based on the expected increased in the number of properties for 2023-24.
Water - Frontage charge	7,167	6,914	7,175	
Sewer Dues	48,983	43,797	50,387	
Sewer - Frontage charge	8,887	8,964	9,893	
Delayed Payment Charges	100	0	100	
Curb Service Fee	400	300	400	
TOTAL REVENUE	105,295	95,193	108,940	
EXPENSES:				<i>All lines increase 1.5% unless otherwise noted.</i>
Water Operating Expenses				
Materials & Supplies	500	0	508	
Repairs & Maintenance	7,500	1,748	7,613	For: water hook ups, wharf repairs, snake public washrooms, causeway line work, curb stop repair
Water Operator	7,260	6,655	8,458	Final bills yet to come in. Increased for inflation (has not been increased since 2020), incorporated subcontractor expense (previously a separate budget line).
Back up Maintenance Operator	825	756	966	Final bills yet to come in. Increased for inflation (contract has not increased since 2020). This role will be sub-contracted via the Operator.
Power or Electricity (W)	4,500	3,083	4,568	
Water Testing Fees	5,500	5,348	7,000	Final bill yet to come in, but water testing can be increased & would reassure community. Additionally, increased budget because under the water act, additional simple chemical testing on the lines will be required annually. 2024-25 will require a significant increase because off Island chemical testing is due (every 3 years)
Chemicals	350	198	355	Final bill yet to come in.
Snow Removal	650	660	675	
Total Water Expenses	27,085	18,449	30,142	Overall comment: Operating expenses seem lower than expected, but still 3 weeks of expenses to go in the FY. Projecting a modest increase to costs for the coming year.
Plus share of GG Operating expenses	16,308	14,581	20,978	
Plus share of Old School expenses	655	644	732	
Total Water before Depreciation	44,048	33,673	51,852	
Plus Depreciation	9,000	9,000	23,000	To verify depreciation numbers with auditor
Total Water Expenses (w/ Depreciation)	53,048	42,673	74,852	
General Expenses				
General Legal Fees	-	-	2,000	For legal advice RE alternative W&S governance arrangements. (e.g. shifting from a Commission/Corporation to a department, or consulting on Shared Services models.)
Interest	500	818	818	Increasing next year's budget to match this year's actuals.
Bank Service Charge	600	450	609	
Insurance	1,500	1,465	1,523	To consider increasing further to expand coverage. Talk to Cooke insurance.
IRAC Rate Increase Submission	1,400	-	-	One-time expense in 2023.
Regulatory Commission Fees	1,200	-	1,218	For filing annual report with IRAC. Yet to be done for 2023.
Miscellaneous Expense	150	-	152	

	APPROVED	Actuals	DRAFT	
	BUDGET	to 9 Mar 2023	BUDGET	
	2022-23	3 weeks of FY yet to come	2023-24	Notes/comments
Total General Expenses	5,350	2,733	6,320	Overall comment: projected that general expenses will be about right, some costs yet to come in for March. Higher than inflationary increase in budget comes from a new one-time legal expense for 2024, and more accurate numbers for interest payments on debt.
Sewer Expenses				
Sewer Testing Fees	1,500	228	1,523	This year: some fees were captured incorrectly under water testing fees. Actuals should be higher when corrected.
Contract Fees For sewer Operator	18,800	17,222	21,873	Increased for inflation (hasn't been increased since 2020). Includes HST
Back up Maintenance Operator	825	756	1,380	Increased for inflation (hasn't increased since 2020). Will be subcontracted via the Operator.
Repairs & Maintenance (S)	750	2,125	761	Overspent for: pump repairs and maintenance, lift station maintenance
Property Taxes (S)	600	559	609	
Electricity (S)	8,000	8,793	9,000	Actual bills were higher than anticipated. Adjusting budget for 2023-24 accordingly.
Telephone/Alarms (S)	1,350	1,108	1,370	
Sewer Snow Removal	1,900	1,980	1,950	
Liquid waste removal (S)	3,500	-	3,553	Suspect that 0 actual is an error - to investigate.
Propane/Generator Maintenance	1,200	250	1,218	Any final bills yet to come in?
Total Sewer Expenses	38,425	33,021	43,237	Final bills yet to come in.
Plus share of GG Operating expenses	16,308	14,581	20,978	Greater than normal increase because we didn't have a full year of municipal staffing last year.
Plus share of Old School expenses	655	644	732	
Total Sewer before depreciation	55,388	48,245	64,947	Similar operating expenses as last year, but with increase in Operator pay to account for inflation (first time in 3 years, new contract to be signed).
Depreciation	39,000	39,000	38,000	To verify depreciation numbers with auditor
Total Sewer Expenses (w/ depreciation)	94,388	87,245	102,947	
TOTAL W&S EXPENSES before depreciation	104,786	84,651	123,118	
Depreciation total	48,000	48,000	61,000	
TOTAL W&S EXPENSE (w depreciation)	152,786	132,651	184,118	
BALANCE:				
NET W&S INCOME before depreciation	509	10,541	- 14,178	Overall: Must be \$0 at submission. Need to find \$14k in savings, or extra income, before submitting to the province.
NET W&S INCOME (includes depreciation)	- 47,491	- 37,459	- 75,178	

	Current yr BUDGET	Projected Actual	DRAFT BUDGET	Comments/notes on current & next year	DRAFT FORECAST	DRAFT FORECAST	DRAFT FORECAST	DRAFT FORECAST	Coments/notes on forecast years
	2022-23	2022-23	2023-24	<i>Last of the 5yr CCBF allocation.</i>	2024-25	2025-26	2027-28	2027-28	<i>New 5yr CCBF allocation</i>
REVENUES									
CCBF (former Gas Tax) - Direct Allocation	100,000	100,000	100,000		100,000	100,000	100,000	100,000	
CCBF (former Gas Tax) - MSC			198,000						
MCEG	55,045	40,000	40,000	<i>Actual to be verified & amended before final.</i>	40,000	40,000	40,000	40000	<i>Based on prior forecasts</i>
ACOA									
Interest	125	125	125		25	25	25	25	
Other Funding									
Total Revenue for the year	155,170	140,125	338,125		140,025	140,025	140,025	140,025	
Carryover from Previous Year	298,870	298,870	354,934	<i>Victoria has significant unspent capital funds due to multi-year delays in decision-making.</i>	- 12,541	2,384	- 7,691	2,234	
Total Capital Revenues	454,040	438,995	693,059	<i>Significant amount! This is the year to make clear decisions & get the work done.</i>	127,484	142,409	132,334	142,259	
EXPENDITURES									
Tourism Economic Development Project				<i>Project finished</i>					
Capacity Building Projects:									
- Official Plan/Bylaw review			5,500					40,000	<i>Official Plan needs reviewing every 5 years, will be due in 2028.</i>
- Municipal Growth Mgmt Study (Sustainability Plan)	55,000	55,000							
- Water & Wastewater Asset Review					75,000				<i>Review W&S inventory & lifetime. Plan long-term.</i>
Wastewater Projects:									

	Current yr BUDGET	Projected Actual	DRAFT BUDGET	Comments/notes on current & next year	DRAFT FORECAST	DRAFT FORECAST	DRAFT FORECAST	DRAFT FORECAST	Coments/notes on forecast years
	2022-23	2022-23	2023-24		2024-25	2025-26	2027-28	2027-28	
- Replace Lift Station on Wharf	0	28,961	450,000	Last of the 5yr CCBF allocation. Actual this yr = engineering + tender. Next year, build it (\$450k = \$252k CCBF Direct + \$198k MSC)					New 5yr CCBF allocation
- Gravel road to sewage plant						75,000			Written in to the last 5yr plan, but reallocated to urgent projects.
Water & Wastewater Projects:									
- Generators			100,000	Water system generator as an urgent priority, in 2023-24.	50,000				Sewage plant generator spring 2024, unless quotes come in low & we have remaining budget in 2023.
- Causeway			150,000	Upgrading the broken pipe to last/not break again. (To check CCBF record - is \$100k reserved, or \$150k?)					
- Water Monitoring/replacement of curb stops									
- Engineering Expansion study							20,000		Plan the project
- Expansion of Water & Sewer Services							50,000	140000	Implement the project. (Needs more info. To investigate.)
Cultural Infrastructure Projects:									
- Community Signage & Beautification						30,000			Written in to the last 5yr plan, but reallocated to urgent projects.
Other Infrastructure Projects									
- Welcome Centre Bathrooms						45,000			

	Current yr BUDGET	Projected Actual	DRAFT BUDGET	Comments/notes on current & next year	DRAFT FORECAST	DRAFT FORECAST	DRAFT FORECAST	DRAFT FORECAST	Coments/notes on forecast years
	2022-23	2022-23	2023-24		2024-25	2025-26	2027-28	2027-28	
- Community Hall Energy Retrofit				<i>Last of the 5yr CCBF allocation.</i>		75,000			
- Dedicated parking lot							60,000		
Other Expenses (Bank Fees)	100	100	100		100	100	100		
Total Capital Expenditures	55,100	84,061	705,600		125,100	150,100	130,100	140,000	
Capital Surplus/(deficit)	398,940	354,934	- 12,541	<i>Nearly balanced. Needs to be \$0 at final.</i>	2,384	- 7,691	2,234	2,259	

Generator for water. - Victoria's residents
Janet Lauzon Fri, Feb 24, 2023 at 5:12 PM
To: Municipality Victoria, Council & other residents.

Hello everyone,

Please include this e-mail in the council meetings package.

I agree completely with the sentiments expressed by Susan Oxley below [in her correspondence with Council recorded at the Feb 27 meeting].

Also from Murray McAvinn - Fiona was a bad storm, but a good test for our system and I'm afraid that our system failed miserably. From the reports that I had received, salt water had infiltrated into our water system when the lines were depressurized because of the outage. We were also fortunate that Maritime Electric had changed it's protocol in the way it prioritized repairing their lines. We could have been out for weeks but were fortunate to be out for only a few days. We had never seen anything like Fiona before, but I feel that we could see much worse in the future. I believe the water tests were completed 2-3 days after the water lines were pressurized again. The tests showed that there was no bacteria in the system, but there were no tests to show if any trace of salt was in our water. Salt water can actually kill the bacteria in the system and many residents let the water run for a period of time to flush the salty taste out of the water. If salt water can get into our system, other things may be able to as well, total coliform or e-coli bacteria. We could have another Walkerton on our hands. This is the worst-case scenario and I pray that it doesn't happen here in Victoria. It's not a matter of convenience anymore, it's a matter of necessity. Thank you for your time.

Clean water is an absolute necessity for hygiene and public health.

Best regards,

Janet Lauzon



Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>

Local Choice P.E.I. : A municipal electoral reform initiative

New Charlottetown Project <newcharlottetownproject@eastlink.ca>
Reply-To: newcharlottetownproject@eastlink.ca
To: newcharlottetownproject <newcharlottetownproject@eastlink.ca>

Fri, Mar 10, 2023 at 11:33 AM

Hello!

You may have already received, or will soon be receiving, an 8½" x 11" envelope addressed to Municipal Council. In it are envelopes addressed to the mayor and each councillor.

Local Choice is a nation-wide grassroots campaign for proportional representation at the municipal level.

We are calling on the next P.E.I. provincial government to give municipalities a choice in the voting method they want to use for their municipal elections. Currently, the Municipal Government Act allows only for a first-past-the-post electoral system. You can start the conversation within your council about proposing a motion to amend the MGA to create enabling legislation, that would, among other things, allow municipalities to adopt alternate voting systems (such as preferential ballots).

To read how one Canadian city switched from first past the post to ranked ballot elections, click this link:
<https://www.unlockdemocracy.ca/londonleads>

Please feel free to forward this to all council members. I would be happy to answer any questions you or they may have.

Thank you and have a good day.

--

Barbara Dylla, Coordinator
902-367-2428
LOCAL CHOICE P.E.I.
<https://newcharlottetownproject.ca/local-choice-pei>