

RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING
Monday August 8, 2022 – 6:30 P.M.
730 VICTORIA ROAD, VICTORIA
AGENDA

1. Meeting called to order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of Minutes (regular meeting July 11, 2022)
5. Public Presentations
6. Business Arising From Minutes
 1. Motions and Action List from last Council meeting - any questions
 2. MSS Update - verbal
 3. Emergency Measures Operations Plan and Fire Services Bylaw - deferred
 4. Suggestions for preparing for possible rezoning and major development application - supporting documentation attached
 5. Reconsider the projects that are to be funded by CCBF - supporting documentation attached; please note that changes from the last update are noted in **bold**
7. Acting Mayor's Report
8. Fire Department Report (May/June)
9. Committee Reports
 1. Water & Sewer Commission
 1. Progress Report from Water & Sewer Commission on the request to ensure that all properties are being billed properly
 2. Water test results
 2. Planning Board
10. CAO Report
 1. Development report
 2. Financial Update
 3. Activities report
11. Introduction of New Business
 1. Election bylaw - supporting documentation attached; **Please note that we will require a special meeting of Council either Tuesday or Wednesday for the second reading so that we can forward the approved bylaw as required.**
 2. Conflict of interest decision - supporting documentation attached
 3. Replacement of CAO - supporting documentation attached
 4. Consider Request from Development Officer to access provincial building permit information
12. In/Out correspondence
13. Public Input
14. Closed portion of meeting
15. Adjournment

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	June 13/22
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	June 13/22
2022-33	Motion moved that council approves the audited Consolidated Financial Statements for 2021/22.	Richard LaGrange, Jean McCardle	6/0	Y	June 13/22
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	June 13/22
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	June 13/22
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	June 13/22
2022-37	Motion moved that councilor Marly Anderson be added to signing authority for general bank account.	Jean McCardle, Susan Oxley	5/0	Y	July 11/22

Item	Date Action Created	Complete	Date Action Completed	Notes
Action item – send quote with total for damages to driver responsible for wharf damage, with options for payment.	June 13/22			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.
Action item - FD payments not matching with what was reported, check with province if fire department numbers can be retrodated, with retro pay.	June 22/22			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.
Request 4 angle parking signs for along causeway.	June 22/22			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.
Send financial statements to minister	July 11/22			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.
Request "Park Closed - Use At Own Risk" signage for Victoria park, and also something similar for seawall	July 11/22			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.
Send letter to community regarding racoons and dogs off leash	July 11/22			Keith
send letter to Brenda Boudrea acknowledging receipt of letter re racoons	July 11/22			Keith
Action Item – CAO to provide draft of MSS to councillors by Jun 14/22.	June 13/22	Y	June 14/22	n/a
Action Item – Notify residents of Jun 22 meeting to review MSS draft.	June 13/22	Y	June 14/22	n/a
Action item – send a letter to Women's Institute directing them back to the province for direction and assistance.	June 13/22	Y	June 24/22	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 13/22	Y	June 21/22	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 13/22	Y*	June 22/22	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 13/22	Y	June 20 & 21/22	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 13/22	Y	June 22/22	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 13/22	Y	July 5/22	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 13/22	Y	June 27/22	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 13/22	Y	June 22/22	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 13/22	Y	?	Completed by Hilary
Email Brenda Wedge - ask if MRSB can facilitate workshop to assist with MSS decisions.	July 11/22	Y	July 17/22	CAO will give prior notice of request, to be requested at MRSB meeting.
Forward "Carry the Torch" email to community as an FYI	July 11/22	Y	July 14/22	Complete
Send email to Roberta McQueen offering community support for being included on bus route, clarifying there are no resources to assist.	July 11/22	Y	July 14/22	Complete
Add Marly Anderson to signing authority for general accounts, for emergency purposes	July 11/22	Y	July 14/22	July 14 - All signatures obtained, docs forwarded to Scotiabank

Rural Municipality of Victoria
Support for Council Discussion Item
Preparing Council for potential request for zoning changes or a major development
August 8, 2022

Situation

There are 2 large pieces of land within the Rural Municipality of Victoria (RMV) currently zoned agriculture that are for sale. It is anticipated that the sale could result in requests for rezoning or subdividing and/or major developments.

Background

- At the last Council meeting Councillors were asked to consider what education/orientation/preparation they would consider useful so they would be prepared if any of the above situations result from these sales.

Analysis

- The timing of the requests would be impacted by which Official Plan and Development Bylaw that the requests would need to be assessed.
- Our new Development Officer was asked for their advice on this matter. If available by the date of this meeting it will be passed on verbally.

Recommendation

Council provide direction to the CAO as to what education/orientation/preparation if any they would consider useful.

Request from a resident:

Dear Acting Mayor, COA and Council,

I would like to recommend that the stairs at Victoria Park be reinstated. I was very confused to see that the stairs had been taken up today when going for my daily beach walk. Many people use these stairs in the spring, summer and fall when they are put in place. Walking the Victoria Park beach is one of my greatest pleasures in life.

The stairs were installed earlier this season. I understand that the park is closed but somehow that did not deter the many people who visited the park today. Quite a few cars were parked along the road in front of the the chained off entrance. This seemed very unsafe as pets, children and adults including seniors made their way towards the cliff. In addition many people were using the fragile banks in order to access the beach which I am sure goes against the hard work and education the Village has done to restore natural barriers to the eroding banks.

I understand it costs the Village money to maintain this park but I also understand it costs the Village twice as much to subsidize the Victoria Playhouse which has less of a natural use by villagers and visitors alike. I recommend moving those monies to maintaining the park rather than the playhouse.

Thank you for your dedication to ensuring positive experiences for Villagers and visitors in Victoria by the Sea.

Rural Municipality of Victoria
Cover re Council Discussion Item
Amendments to Projects Funded under the Canada Community Building Fund (also called the
Gas Tax Funds)
August 8, 2022

Situation

For various reasons, the Rural Municipality of Victoria (RMV) has submitted projects that have resulted in excess funds being committed that are available during the approved funding period for the Canada Community Building Fund (CCBF). We have been directed by the Infrastructure Secretariat (IS) to reduce the committed funding to the total currently available per the agreement between the Government of Canada and the Province.

Background

- The IF reconciles our annual Annual Expenditure Report (AER) report to their records on CCBF direct allocation funding each year after we file our audited report. They do this for all municipalities. A copy of this reconciliation is attached.
- The AER records how much money we have budgeted and spent on our various projects we have had approved for funding through the CCBF - Direct Allocation Fund.
- The CCBF - Direct Allocation Fund is the amount we are allocated directly from the overall CCBF program.
- **Council was asked at the last meeting to review this information and come to the August meeting prepared to make the required changes.**

Analysis

- You will note in the reconciliation the RMV has committed (\$124,116.82) over the available funding. The RMV has to reduce the committed funds in balance with the available funds.
- There might be some minor adjustments based on revised estimates for current projects or completed projects; however these adjustments would not be sufficient to achieve the directive.
- The RMV has to either terminate projects that have not been started or significantly amend their budgets. A list of the projects that have been approved and not started is attached.
- Any changes made have to be approved by Council and these approvals have to be forwarded to the Secretariat.
- Our recently 5 Year Capital Investment Plan for 2022/23 to 2026/27 extends beyond the period of the current funding agreement which expires at the end of March 2024. This means that some projects that are in this Plan will not be formally approved to receive funding under the CCBF program. This is acceptable as we are required to prepare a 5 Year Plan and we can plan assuming the CCBF funds will be available for these projects. However the funding cannot be formally approved until the interprovincial agreement is renewed.
- **We are currently waiting for direction from the provincial government on the wharf project. Depending on their direction, the necessary funding could either substantively increase or decrease. However, while we expect to receive direction within the next 2 to 4 weeks, the time frame for a decision could be substantively longer. Council should assess the current projects based on what we currently know and, if required, we can amend in the future as necessary.**

Recommendation

Council to agree on adjustments to the approved projects to reduce the overall commitment for CCBF direct allocation funding by \$124,116.82.

Table 1

Project #	Project Title	CCBF Commitment	Start Date	Projects per Approved Capital Plan	Start Date
25.5.6	Pumphouse back-up power	100,000	April 1, 2023	100000	2023/24
25.5.7	Community Hall Energy Retrofit	75,000	April 1, 2024	75000	2024/25
25.5.8	Public Bathroom Upgrade	45,000	April 1, 2025	45000	2025/26
25.5.10	Expansion of Drinking Water Services	0	N/A		
25.5.11	Visitor Parking Lot	60,000	April 1, 2026	60000	2026/27
25.5.12	Phase 2 Water Network Expansion	0	Oct 1, 2022		
25.5.13	Community Beautification	30,000	April 1, 2026	30000	2026/27
25.5.14	Gravel Road to Wastewater Facility	75,000	April 1, 2025	75000	2025/26
25.5.15	Wastewater Treatment Facility Backup Power	50,000	April 1, 2024	50000	2024/25
	Water & Wastewater Asset Review			50000	2022/23
		435,000		485000	

Project #	
25.5.6	
25.5.7	
25.5.8	
25.5.10	
25.5.11	
25.5.12	
25.5.13	
25.5.14	
25.5.15	

CCBF Reconciliation			
14/15 to 23/24	2014-15	2015-16	2016-17
2013-14 Carryover	715.00	-	-
Allocation Funding	100,000.00	100,000.00	100,000.00
Top-Up	-	-	-
Interest Earned	120.00	521.47	761.58
Grand Total	100,835.00	100,521.47	100,761.58

Project #	Project Title
25.3.1	Water capacity increase and upgrades to water system
25.4.1	Victoria Old School
25.4.2	Water Monitoring and Replacement of Curb Stops
25.4.3	Dunrovin Shores Greenspace Recreational
25.4.4	Victoria Old Schoolhouse Energy Retrofit
25.4.5	Victoria Seawall Replacement
25.5.1	Update Official Plan and Land Use Bylaw
25.5.2	Wharf Sewage Infrastructure
25.5.3	Community Sustainability Study
25.5.4	Tourism Management Study
25.5.5	Lighthouse Lift Station Back-up Power
25.5.6	Pumphouse Back-up Power
25.5.7	Community Hall Energy Retrofit
25.5.8	Public Bathroom Upgrade
25.5.9	Fire Hall Roof
25.5.10	Expansion of Drinking Water Services
25.5.11	Visitor Parking Lot
25.5.12	Phase 2 Water Network Expansion
25.5.13	Community Beautification
25.5.14	Gravel Road to Wastewater Treatment Plant
25.5.15	Wastewater Treatment Facility Back-up Power

Total			
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Total Funds Available			
\$1,207,050.34			

Project #	Project Title
25.3.1	Water capacity increase and upgrades to water system

25.4.2	Water Monitoring and Replacement of Curb Stops
25.4.3	Dunrovin Shores Greenspace Recreational
25.4.4	Victoria Old Schoolhouse Energy Retrofit
25.4.5	Victoria Seawall Replacement

Totals

Project #	Project Title
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25.5.5	Lighthouse Lift Station Back-up Power
25.5.6	Pumphouse Back-up Power
25.5.7	Community Hall Energy Retrofit
25.5.8	Public Bathroom Upgrade
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25.5.14	Gravel Road to Wastewater Treatment Plant
25.5.15	Wastewater Treatment Facility Back-up Power

Totals

Total Funds Available			
\$1,207,050.34			

This is to certify that I have fully reviewed and agree with the information at

Signature of CAO	Date
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Please apply seal over signature(s)

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The information contained on this sheet is gathered from past AER's, applications, and other : own records. If you have any reason to believe that some figures are wrong, please contact

Rural Municipality of Victoria				
SECTION 1: ALLOCATION AMOUNTS				
2017-18	2018-19	2019-20	2020-21	2021-22
-	-	-	-	-
100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
-	-	100,000.00	100,000.00	-
1,335.19	1,892.25	1,244.45	141.36	319.04
101,335.19	101,892.25	201,244.45	200,141.36	100,319.04
SECTION 2: COMMITMENTS				
CCBF Committed	Start Date		Comple	
715.00	November 1, 2011		March 3	
-	N/A		N/	
9,804.80	April 1, 2020		March 3	
27,120.00	August 1, 2017		August	
126,500.00	October 1, 2017		December	
339,527.36	March 1, 2017		August 3	
30,000.00			December	
	April 1, 2019			
252,000.00			March 3	
	April 1, 2019			
60,500.00	April 15, 2022		December	
-	N/A		N/	
50,000.00	March 31, 2020		March 3	
100,000.00			December	
	April 1, 2023			
75,000.00	April 1, 2024		December	
45,000.00	April 1, 2025		December	
-	N/A		N/	
-	October 1, 2021		March 3	
60,000.00			March 3	
	April 1, 2026			
-	October 1, 2022		March 3	
30,000.00	April 1, 2026		December	
75,000.00	April 1, 2025		December	
50,000.00	April 1, 2024		December	
1,331,167.16				
SUMMARY OF COMMITMENTS				
Total Commitments		Uncommitted Funds		
\$1,331,167.16		(\$124,116.82)		
SECTION 3: EXPENDITURES				
FY 2014/15 to FY 2018/19				
	2014-15	2015-16	2016-17	2017-18
	715.00	-	-	-

	-	-	-	4,395.00
	-	-	-	-
	-	-	-	2,801.00
	-	-	-	1,072.00
	715.00	-	-	8,268.00

FY 2019/20 to FY 2023/24

	2019-20	2020-21	2021-22	2022-23
	-	5,409.80	-	-
	109,985.36	-	-	-
	13,750.00	6,875.00	6,875.00	-
	-	27,675.12	10,180.50	-
	-	-	-	-
	33,036.84	7,499.25	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	156,772.20	47,459.17	17,055.50	-

SUMMARY OF EXPENDITURES

Total Expenditures		Balance
\$609,158.38		\$597,891.96

	This is to certify that I have fully reviewed
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Date	Signature of Chairperson
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Please apply seal

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sources. While we make every effort to ensure the accuracy of this data, it the responsibility of each municipality: our office to have the error rectified. Your signature indicates that you have checked the information against

31-Mar-22		
2022-23	2023-24	Total
-	-	715.00
100,000.00	100,000.00	1,000,000.00
-	-	200,000.00
-	-	6,335.34
100,000.00	100,000.00	1,207,050.34
ion Date	Status	
1, 2015	Complete	
/A	Withdrawn	
1, 2023	Complete	
1, 2018	Complete	
· 30, 2018	Complete	
31, 2019	Complete	
· 31, 2022	Active	
1, 2023	Active	
· 15, 2022	Active	
/A	Denied	
1, 2021	Complete	
· 31, 2023	Active	
· 31, 2024	Active	
r 1, 2025	Active	
/A	Denied	
1, 2022	Active	
1, 2027	Active	
1, 2023	Active	
· 31, 2026	Active	
· 31, 2025	Active	
· 31, 2024	Active	
Percent Committed		
110		
2018-19	Total	Balance
-	715.00	-

-	4,395.00	5,409.80
27,039.01	27,039.01	80.99
123,379.50	126,180.50	319.50
228,470.00	229,542.00	109,985.36
378,888.51	387,871.51	115,795.65

2023-24	Total	Balance
-	5,409.80	-
-	109,985.36	-
-	27,500.00	2,500.00
-	37,855.62	214,144.38
-	-	60,500.00
-	40,536.09	9,463.91
-	-	100,000.00
-	-	75,000.00
-	-	45,000.00
-	-	-
-	-	60,000.00
-	-	-
-	-	30,000.00
-	-	75,000.00
-	-	50,000.00
-	221,286.87	721,608.29

Percent Spent		
50		

I read and agree with the information above

Date

_____ over signature(s)

I hereby certify the validity to confirm that the information is correct according to their records, and that you agree with the figures above.

Acting Mayor's Report - August 2022

Your present council has approximately three months left to serve before the provincial municipal elections to be held on November 7, 2022. The RMV will need a mayor and six councilors to form the new council which will serve for the next four years. It is time for all residents to consider participating in the future development of their community by serving on council. Having a strong and committed council will serve the municipality well regardless of the challenges that lie ahead.

MRSB presented the Draft Options and Recommendations Report (Sustainability Study) to council on July 28. We are in the final stages of the Sustainability Study. Council has requested that MRSB facilitate a discussion amongst council, not to make decisions which have to be done in a public forum, but to have an opportunity to better understand the analysis and implications of the various comments and observations that MRSB make in their report. Once this has occurred, Council will then have a public meeting to discuss the content and recommendations in the report, consider what further engagement and consultation is required with residents and agree on the preferred actions to be taken.

Planning Board has not met since the public meeting on July 6. A Conflict of Interest complaint was received and must be resolved before moving forward in the plan review process. This matter will be addressed at this Council meeting as per the process laid out in our Bylaw.

Finally our most pressing task is the replacement of our temporary CAO with a permanent CAO. It is important for all councilors to be actively involved in this discussion.

August is here, the late summer flowers are blooming in the fields and ditches, and the water has warmed enough to be pleasant for swimming. Enjoy the season ... it passes quickly.

June 2022 Fire Report

June 7

Members put in the rest of the no parking signs and moved picnic tables. Members geared up and went for a run. Firefighter Aaron is training for a Fire Fit Competition and will represent VFD in a competition in Amherst NS in July.

June 14

Gear Checks, SCBA unit tested and filled.

June 21

Pump Checks on the Mack truck and the GMC truck

June 22

Received an award from the Lt. Governor for service during COVID pandemic. Eric, Aaron and Mariah took the Mack truck to the Early Childhood Learning centre in Long Creek and did a demo and fire safety seminar for the kids.

June 28

Trucks out, pump test at the brook.

		MAR	APRIL	MAY	JUNE	JULY								
WELL #1	SAMPLE #	P220310041	P220406064	P220504059	P220601109	P220626109								
	TOTAL	0	0	0	0	0								
	E-COLI	0	0	0	0	0								
	BACKGROUND COLIFORM	0	0	0	0	0								
	NITRATE GROWTH	7.8	7.6	7	7.5	7.4								
WELL #2	SAMPLE #	P220310044	P220406066	P220504061	P220601108	P220629108								
	TOTAL	0	0	0	0	0								
	E-COLI	0	0	0	0	0								
	BACKGROUND COLIFORM	0	0	0	0	0								
	NITRATE GROWTH	6.0	3.8	6.6	5.4	5.6								
WELL #3	SAMPLE #	P220310042	P220406065	P220504062	P220601107	P220629107								
	TOTAL	0	0	0	0	0								
	E-COLI	0	0	0	0	0								
	BACKGROUND COLIFORM	0	0	0	0	0								
	NITRATE GROWTH	7.0	5.6	6.3	6.5	5.1								
LINE READINGS - 3 RUSSELL ST.	SAMPLE #	N/A	P220406062	N/A	P220601112	N/A								
	1ST READING	N/A	CL 0.32 (APR 06)	N/A	CL 0.33 (JUN 01)	N/A								
	SAMPLE #	N/A	N/A	N/A	N/A	N/A								
	2ND READING	N/A	N/A	N/A	N/A	N/A								
LINE READINGS - 4 JUDE ST.	SAMPLE #	P220323084	P220420084	N/A	P220629110	P220727092								
	1ST READING	CL 0.33 (MAR 23)	CL 0.31 (APR 21)	N/A	CL 0.34 (JUN 29)	CL 0.33 (JUL 27)								
	SAMPLE #	N/A	N/A	N/A	N/A	N/A								
	2ND READING	N/A	N/A	N/A	N/A	N/A								
LINE READINGS - 28 NELSON ST.	SAMPLE #	N/A	N/A	P220504060	N/A	P220713105								
	1ST READING	N/A	N/A	CL 0.32 (MAY 04)	N/A	CL 0.36 (JUL 13)								
	SAMPLE #	N/A	N/A	N/A	N/A	N/A								
	2ND READING	N/A	N/A	N/A	N/A	N/A								
LINE READINGS - OLD SCHOOL	SAMPLE #	P220323085	P220406063	P220504058	P220601111	P220713104								
	1ST READING	CL 0.41 (MAR 23)	CL 0.42 (APR 06)	CL 0.44 (MAY 04)	CL 0.44 (JUN 01)	CL 0.47 (JUL 13)								
	SAMPLE #	N/A	P220420085	N/A	P220629113	P220727095								
	2ND READING	N/A	CL 0.44 (APR 21)	N/A	CL 0.45 (JUN 29)	CL 0.45 (JUL 27)								
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #	N/A	N/A	N/A	N/A	P220615129	N/A							
COLD WATER TAP	1ST READING	N/A	N/A	N/A	CL 0.32 (JUN 15)	N/A								
	SAMPLE #	N/A	N/A	N/A	N/A	N/A								
	2ND READING	N/A	N/A	N/A	N/A	N/A								
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #	N/A	N/A	N/A	N/A	P220615130	N/A							
HALIBUT PEI COLD WATER TAP	1ST READING	N/A	N/A	N/A	CL 0.34 (JUN 15)	N/A								
	SAMPLE #	N/A	N/A	N/A	N/A	N/A								
	2ND READING	N/A	N/A	N/A	N/A	N/A								

Water Quality Interpretation & Information

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

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

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

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

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

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>	<u>DETAILS</u>	<u>PID #</u>	<u>DATE OF APPLICATION</u>	<u>APPROVAL/DENIAL</u>
V-20-04	David MacLeod	15 Rovis Beach Lane	Frame two storey dwelling unit	1063726	28/06/2022	Approved
V-21-13	G.&P. Ijsselstein	8 Main Street	Change of use on front portion of building 25'x13' (first storey) to be an artist and handicraft studio	207589	25/02/2022	Approved
V-22-01	Barbara Nymark	29 Main Street	Replace deck with a 10'x16' enclosed deck with a roof	207886	22/04/2022	Approved
V-22-02	*Unsure, need to find details regarding this application					
V-22-03	Tom & Pam Wright	4 Jude Street	Build a fence	1045988	08/07/2022	

Rural Municipality of Victoria

Comparative Income Statement

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to July 31, 2022
REVENUE		
General Revenue		
Taxation Real Property	111,400	37,768
Gas Tax Revenue	60,500	29,621
MCEG Grant	5,500	-
Property Tax Grant	3,200	-
Outside Fire Dues	8,290	2,648
Lighthouse Rentals	500	-
Community Hall Rentals	6,500	3,635
Old School Rentals	3,500	1,405
Development Permits	3,500	100
Govt Grant - Wage Subsidies	7,300	6,047
Victoria Welcome Centre Rentals	500	-
Income - Other	100	-
Total General Revenue	<u>210,790</u>	<u>81,223</u>
TOTAL REVENUE	<u>210,790</u>	<u>81,223</u>
EXPENSE		
General Government		
Auditing Fees - General Govt	10,000	-
Advertising - General Govt	1,000	464
Bank Charges - General Govt	550	106
Dues - General Government	600	440
Honorarium - General Govt	5,500	-
Insurance - General Government	5,000	5,131
Office Supplies - General Govt	5,500	2,204
Bank Int on Loans - General Govt	1,300	658
Telephone - General Govt	2,100	688
Travel & Training - General Govt	100	-
CAO Salary - General Govt	16,970	8,580
Administrative Staff - General Govt	37,950	4,267
CPP Expenses - General Govt	5,275	302
EI Expenses - General Govt	-	427
Legal & Consulting Fees - Gen Govt	55,500	29,621
Accounting Fees - General Govt	3,750	2,406
Community Events - General Govt	250	-
ByElection/Election - General Govt	3,000	150
Misc Expenses - General Govt	250	-
Seasonal Wages - Gen Maintenance GG	8,060	4,340
Share allocated to Water & Sewer	- 32,618	-
Total General Government	<u>130,037</u>	<u>59,784</u>

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to May 31, 2022
Community Hall		
Electricity - Community Hall	1,200	98
Heat - Community Centre	2,300	967
Fire Insurance - Community Hall	3,750	3,812
Property Taxes - Community Hall	1,420	1,370
Repairs & Maintenance - Comm Hall	1,500	2,828
Water & Sewer - Community Hall	920	1,284
Snow Removal - Community Hall	625	-
Depreciation - Community Hall	6,500	-
Total Community Centre	18,215	10,359
Fire Dept		
Electricity - Fire Dept	1,200	231
Heat - Fire Dept	3,300	469
Fire Insurance - Fire Dept	1,350	1,365
Truck Insurance - Fire Dept	1,800	1,751
Property Taxes - Fire Dept	720	699
Building Rep & Maint - Fire Dept	500	-
Messaging & Pagers - FD	3,500	1,118
Water & Sewer - Fire Dept	985	856
Fire Equipment - Fire Dept	500	-
Telephone & Internet - Fire Dept	1,600	500
Office Supplies - Fire Dept	200	-
Training - Fire Dept	4,000	-
Medical Supplies - Fire Dept	300	-
Truck Fuel - Fire Dept	600	-
Lawn Mowing - Fire Dept	375	240
Waste - Fire Dept	250	44
Truck/Equipment Repairs - Fire Dept	1,500	-
Membership Dues - Fire Dept	800	-
Snow Removal - Fire Dept	600	-
Depreciation - Fire Dept	375	-
Total Fire Dept	24,455	7,272
Dunrovin Green Space		
Lawn Mowing - Dunrovin GS	525	750
Water & Sewer - Dunrovin GS	490	428
Repairs & Maint - Dunrovin GS	100	-
Dunrovin Total	1,115	1,178

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to May 31, 2022
Old School		
Electricity - Old School	5,000	1,009
Fire Insurance - Old School	2,800	2,899
Property Taxes - Old School	3,050	2,903
Repairs & Maintenance - Old School	1,000	25
Water & Sewer - Old School	1,475	1,284
Cleaning - Old School	-	225
Waste - Old School	500	88
Supplies - Old School	350	104
Lawn Mowing - Old School	450	450
Snow Clearing - Old School	1,750	-
Share allocated to W&S - Old School	- 1,310	-
Depreciation - Old School	16,000	-
Total Old school	31,065	8,987
Planning		
Applic - Expenses - Planning	1,500	-
Applic - Legal & Consult - Planning	8,000	-
Total General Planning Expenses	9,500	-
Official Plan - Expenses	1,100	653
Official Plan - Legal & Consulting	4,400	1,634
Total OP & Bylaw Updates Expenses	5,500	2,287
Total Planning	15,000	2,287
Street Lights		
Street Lights - General	3,000	973
Total Street Lights	3,000	973
Lighthouse		
Property Taxes - Lighthouse	35	233
Repairs & Maint - Lighthouse	1,500	1,363
Lawn Mowing - Lighthouse	300	210
Total Lighthouse	1,835	1,806
Welcome Centre & Washrooms		
Water and Sewer - Welcome Ctr	1,475	1,284
Garbage - Welcome Centre	650	
Maintenance - Welcome Ctr	250	180
Supplies - Washrooms/Welcome Centre	1,000	1,156
Washroom Maintenance - Welcome Ctr	1,500	624
Property Tax - Welcome Ctr	490	497
Insurance - Washrooms	125	108
Depreciation - Welcome Centre	11,000	-
Total Welcome Centre/Washrooms	16,490	3,849

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to May 31, 2022
Victoria Park		
Repairs & Maintenance	-	20
Water & Sewer - Victoria Park	525	456
Total Victoria Park	525	476
Waterfront Heritage Site		
Sewer & Water - Waterfront	490	428
Repairs & Maintenance - Waterfront	100	-
Property Tax - Waterfront	580	661
Lawn Mowing - Waterfront	150	180
Depreciation - Seawall	25,000	-
Interest on Property Loan	750	222
Total Waterfront Heritage Site	27,070	1,491
TOTAL EXPENSE	268,807	98,461
NET INCOME	- 58,017	- 17,238

CAO's Report to Council August 2022

Marsha and I are working into a routine as we both gain a better understanding of our respective roles and responsibilities. You will see many of the improvements Marsha is making in terms of how we administer our work.

Here are some of the more significant activities I have participated in since my last report:

- Attended and supported a meeting of the Water & Sewer Commission (WSC).
- Attended a meeting called by Minister Fox and various Council members concerning the future of Victoria Park.
- Various meetings with the Mayor, our Water & Sewer Operator (WSO), Municipal Elections Officer and our Finance and Administrative Assistant to discuss operational matters and improving how we do our work.
- Met with our Municipal Elections Officer in preparation for our upcoming election as well as to consider changes to our current Elections bylaw.
- Met with rep from Stantec, our WSO, representative from the Department of the Environment, the Chair and a member of the WSC to discuss options related to replacing the temporary repairs to the water line over the causeway.
- Met with rep from Stantec, our WSO and a member of the WSC to discuss how to proceed with the repairs and upgrades to the lift station on the wharf.
- Participated in a telephone call with the planner supporting the review of our current Official Plan and development Bylaw.
- Participated in a briefing with MRSB on their current draft of the Sustainability Study with most members of Council.
- Met with our new Development Officer, former CAO and our Finance and Administrative Assistant to discuss how we can effectively work together to support our current Official Plan and Development Bylaw.
- The RMV received a number of complaints over the last month, most related to concerns around the noise and smell from a restaurant operation and the remainder related to the maintenance of properties and roadways.

Decisions/Discussion items

- Most of the decision or discussion items are contained in other sections of the agenda.
- I would like Council to provide direction on enforcing bylaw infractions.

If you have any questions, suggestions or concerns please pass them on so they can be addressed by the CAO or considered by Council.

Respectfully submitted

Keith Dewar, Interim Chief Administrative Officer

Rural Municipality of Victoria
Support for Council Discussion Item
Required review and changes to our Election Bylaw

August 8, 2022

Situation

PEI government made changes to the Municipal Election Regulations under the Municipal Government Act that became effective on January 1, 2022. The changes require municipalities to review and update their election bylaw to be compliant with the new regulations.

Background

- The previous bylaw can be found on the website for your information.
- The current limits on fundraising can be found in Attachment 1.
- The draft was reviewed with Hilary Price, our Municipal Elections Officer and Tracey Allen of Municipal Affairs.
- The suggestions and direction from Municipal Affairs are in yellow. This and any instructional information will be removed for the second reading of the bylaw. It is being left in to facilitate the first discussion.

Analysis

- The primary changes are required in the following areas. I have made suggestions merely to get the discussion started. Council needs to decide on the appropriate wording and amounts.
 - The simplified draft bylaw was used as it does not include mail in ballots. If Council would like to include mail in ballots as a means of voting then we would need to use the regular draft bylaw template.
 - Election expenses - we are strongly discouraged from limiting this to the current balance of \$1.00. As you will see in the attached appendix, the RMV is definitely an outlier. The proposed amounts are similar to the majority of smaller communities.
 - Campaign contributions - allowed by all options; amounts for mayor and councillor were set at a low amount to prevent any perception of undue influence by any contributor; listing of all contributors who contributed more than \$5.
 - Propose we leave in the agreement with Elections PEI as this has been our standard process.
 - Advance polls - propose only 1 advance poll which is the minimum.
 - Nominations - left the number at 5 as it currently is
- Please note that there will be a special meeting of Council on either Tuesday August 9th or Wednesday August 10 for a second reading of this bylaw as it has to be passed by August.

Recommendation

Council review the draft bylaw, agree on a final draft and then approve as noted in the first reading section of the draft bylaw as follows:

This Elections Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the _____ day of _____, 20XX.

This Elections Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

From: Municipality Victoria <victoriamunicipalitey@gmail.com>
 Subject: Fwd: Spending Limits
 Date: July 19, 2022 at 3:39:53 PM ADT
 To: Keith Dewar <kadewar@eastlink.ca>

Got it, thanks!
 Marsha Empson (she/her)
 Finance and Administrative Assistant
 Rural Municipality of Victoria
 (902) 658 2541

On Tue, Jul 19, 2022 at 3:34 PM Tracey Allen <tallen@gov.pe.ca> wrote:

MUNICIPALITY	Spending Limit	
	Mayor (\$)	Councillors (\$)
<u>Cities</u>		
Charlottetown	50,000	10,000
Summerside	50,000	10,000
<u>Towns</u>		
Alberton	50,000	10,000
Borden-Carleton	50,000	10,000
Cornwall	25,000	10,000
Kensington	5,000	2,500
North Rustico	5,000	2,500
O'Leary	50,000	10,000
Souris	50,000	10,000
Stratford	25,000	5,000
Three Rivers	50,000	10,000
Tignish	3,000	1,000
<u>Rural Municipalities</u>		
Abram-Village	50,000	10,000
Alexandra	2,000	1,000
Annandale-L.Pond	5,000	1,000
Bedeque & Area	2,500	1,500
Belfast	5,000	2,000

Brackley	15,000	5,000
Breadalbane	1,000	500
Central Kings	5,000	2,000
Central Prince	1,000	750
Clyde River	500	200
Crapaud	50,000	10,000
Darlington	5,000	1,000
Eastern Kings	5,000	1,000
Greenmount-Montrose	1,000	1,000
Hampshire	500	100
Hazelbrook	1,000	500
Hunter River	500	100
Kingston	50,000	10,000
Kinkora	0	0
Linkletter	1,000	500
Lot 11 and Area		
Malpeque Bay	1,000	500
Miltonvale Park	10,000	3,000
Miminegash		
Miscouche	50,000	10,000
Morell	5,000	2,000
Mount Stewart	5,000	2,000
Murray Harbour	5,000	2,000
Murray River	1,000	1,000
North Shore	10,000	5,000
North Wiltshire	500	100
Northport	2,000	1,000
Resort Municipality	500	250
Sherbrooke	100	100
Souris West	3,500	2,500
St. Felix	50,000	10,000
St. Louis	10,000	1,500
St. Nicholas	2,000	1,000

St. Peters Bay	2,000	1,000
Tignish Shore	2,000	1,000
Tyne Valley	10,000	2,000
Cheers, Tracey		
Union Road	1,000	500
Victoria	1	1
Warren Grove	5,000	1,000
Wellington	1,000	1,000
West River	15,000	5,000
York	10,000	5,000

Tracey Allen BBA (she/her)

Municipal Affairs

Email: tallen@gov.pe.ca

Cell: 902-218-4179

Department of Fisheries and Communities

Government of Prince Edward Island

2nd Floor Aubin Arsenault Building

3 Brighton Road, Charlottetown, PE

PO Box 2000

Charlottetown, PE C1A 7N8

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Rural Municipality of Victoria, PEI
A Bylaw for Municipal Elections Proceedings
Bylaw # 20XX-XX

This sample template is intended to be used by municipalities to address the required bylaw provisions regarding municipal elections. Municipalities may opt instead to adopt separate bylaws for the various matters outlined in Part 3 of the *Municipal Government Act* and the municipal election regulations, as well as other regulations. The content may be modified and formatted to suit the needs of the municipality but must remain consistent with the *Municipal Government Act*; the Municipal Election Regulations; and the Campaign Contributions and Election Expenses Bylaw Regulations.

When modifications and deletions are completed, check and update all section numbers and references to reflect changes.

BE IT ENACTED by the Council of the **Rural Municipality** of Victoria as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the “Elections Bylaw.”

2. Purpose

2.1. The purpose of this bylaw is to establish the rules and procedures for municipal elections.

3. Authority

3.1. This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.

4. Application

4.1. This bylaw applies to the Mayor and all members of Council, municipal employees, and the public. It operates together with, and as a supplement to, the Municipal Government Act and applicable regulations.

5. Definitions

5.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations has the same meaning as in that Act or regulations.

5.2. “Act” means the *Municipal Government Act*.

This document has been created by Municipal Affairs staff; it is general information only and not to be construed as legal advice for any specific factual situation. If you are unsure whether this information applies to your municipality you should consult a lawyer. In case of any inconsistency between the information presented here and any Act or Regulation, the Act or Regulation prevails.

- 5.3. “Campaign Financing Regulations” – means the Campaign Contributions and Election Expenses Bylaw Regulations.
- 5.4. “Campaign Contribution” – means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.
- 5.5. “Campaign Contribution Period” – means the same period of time as the election’s expenses period for a particular candidate or person who has declared an intention to become a candidate.
- 5.6. “Candidate” - means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.
- 5.7. “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by council under clause 86(2)(c) of the Act.
- 5.8. “Council” means the mayor and other members of the council of the municipality.
- 5.9. “Councillor” means a member of council other than the mayor.
- 5.10. “Election Expense” - means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate’s election campaign, but does not include audit fees or volunteer labour or services.
- 5.11. “Election Expenses Period” – means the period in an election year beginning when a person publicly declares the person’s intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.
- 5.12. “Election Regulations” – means the Municipal Election Regulations.
- 5.13. “Employee” means, except as provided elsewhere in the Act, a person who performs work for a municipality for pay, and includes a person on leave from employment with a municipality, a person being trained by a municipality to perform work for the municipality, a person retained under an employment contract to perform work for the municipality, and (iv) any other person or class of person designated as an employee by the Minister, but does not include an independent officer, as defined in the Act. In Part 3 of the Act respecting candidacy for election, employee also means any employee of a controlled corporation, but does not include a volunteer firefighter who is not otherwise employed by the municipality.

5.14. “List of Electors” means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires;

5.15. “Municipal Electoral Officer” means the person appointed under section 40 of the Act to be responsible for the administration of the election.

5.16. “Municipality” means the Rural Municipality of Victoria.

6. Interpretation

6.1. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations, and the definitions set out in them.

General Note: There are several areas where councils are not required to specify rules or establish election procedures, but where if they wish to do so, they must do so by bylaw. Those areas are included in this model but can be removed if not wanted or needed.

Part II –Employee Election Activities

7. General

7.1. All employee election activities and interaction with employees relating to elections shall be undertaken in accordance with subsections 35(1) and (2) of the Act.

Part III – Campaign Contributions and Election Expense Disclosure

Note: This part is required pursuant to section 36 of the Act and must be consistent with the Campaign Contributions and Election Expenses Bylaw Regulations.

8. Election Expenses

8.1. Pursuant to clause 2(1)(a) of the Campaign Financing Regulations, in the case of an election, the election expenses period is the period in an election year beginning when a person publicly declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected, whichever is earlier.

8.2. Pursuant to clause 2(1)(b) of the Campaign Financing Regulations, in the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on the earlier of election day and the declaration that the candidate is elected.

8.3. Pursuant to subsection 2(2) of the Campaign Financing Regulations, election expenses shall only be incurred by or on behalf of a candidate during the election expenses period.

Note: An exemption can be made to section 8.3 allowing candidates to order signs and materials before they declare their candidacy. If making this exemption, then note “Except as provided in section 8.4 of this bylaw” to the start of section 8.3 and add section 8.4 to the bylaw.

If making this exemption, the bylaw **must** require those expenses to be recorded and disclosed as noted in the sample text below.

- 8.4. Pursuant to subsection 2(3) of the Campaign Financing Regulations, expenses related to the preparation of advertising materials and signs may be incurred prior to the election expenses period. These expenses shall be recorded and disclosed as election expenses in accordance with the provisions of this bylaw.
- 8.5. Pursuant to subsection 3(1) of the Campaign Financing, the maximum allowable election expenses of a candidate for mayor is \$500. [Bylaw may set a lower amount, but the amount cannot exceed \$50,000].
- 8.6. Pursuant to subsection 3(2) of the Campaign Financing, the maximum allowable election expenses of a candidate for councillor is \$100 [Bylaw may set a lower amount, but the amount cannot exceed \$10,000].
- 8.7. Pursuant to section 10 of the Campaign Financing Regulations, election expenses incurred by a candidate in an election shall not be carried forward to be considered as an allowable election expenses in a subsequent election.

9. Campaign Contributions

- 9.1. Campaign contributions shall only be received by a candidate during the campaign contribution period as defined in the Campaign Financing Regulations.
- 9.2. Pursuant to subsection 4(1) of the Campaign Financing Regulations and effective January 1, 2019, the following may contribute to a candidate's campaign in an election or by-election: [Choose any or all of the following]
- (a) an individual;
 - (b) an organization;
 - (c) a union;
 - (d) a corporation;

Note: The bylaw can set a lower maximum contribution amount than the amounts specified below for each of the **different types of contributors** listed in 9.2 of this bylaw. If this is desired, state the maximum allowable contribution (which cannot be more than \$1,575) for each type of contributor.

- 9.3. Pursuant to subsection 4(2) of the Campaign Financing Regulations, a contributor shall not make a contribution exceeding \$20 [Bylaw may set a lower amount, but the amount cannot be more than \$1,575] to any one candidate for Mayor in an election.
- 9.4. Pursuant to subsection 4(3) of the Campaign Financing, a contributor shall not make a contribution exceeding \$10 [Bylaw may set a lower amount, but the amount cannot be more than \$1,575] to any one candidate for Councillor in an election.

Note (9.5): Amount must be set for the maximum contributions by a candidate and their spouse. The amount can be a) a different amount than other contributors, b) the same as other contributors, or c) the difference between the maximum expenditure amount and the total contributions from other contributors.

9.5. Pursuant to subsection 4(4) of the Campaign Financing Regulations, neither a candidate nor that candidate's spouse shall make a contribution to that candidate's own election campaign exceeding the difference between the maximum expenditure amount and the total contributions from other contributors [must identify the maximum allowable contribution].

9.6. Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions.

9.7. Pursuant to subsection 8(2) of the Campaign Financing Regulations, where a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution is not used or spent, but is donated to a registered charity of the candidate's choice within 30 days of receipt of the contribution.

10. Candidate Records

10.1. Pursuant to subsection 5(1) of the Campaign Financing Regulations, a candidate shall keep complete and proper accounting records of all campaign contributions and election expenses.

10.2. Pursuant to subsection 5(2) of the Campaign Financing Regulations, a candidate must ensure that:

- (a) proper records are kept of receipts and expenses;
- (b) a record is kept of the value of every campaign contribution, whether the contribution is in the form of money, goods or services, and the name and address of the contributor;
- (c) receipts are provided to the contributor for every campaign contribution referred to in section 10.2(b) of this bylaw; and
- (d) all records kept in accordance of this section remain in the possession and under control of the candidate or the candidate's agent at all times.

11. Candidate Disclosure: Filing and Records Retention

Note: The Campaign Contribution and Election Expenses Bylaw Regulations set the minimum standards for disclosure of campaign contributions and election expenses. Municipalities can add more detail to this section if desired, but the minimum standards must be met.

11.1. Pursuant to subsection 6(2) of the Campaign Financing Regulations, a candidate shall file a disclosure statement of the candidate's campaign contributions and election expenses, listing all campaign contributions and all elections expenses.

- 11.2. The disclosure statement shall be in writing in the form approved by the Minister and shall be filed with the Municipal Electoral Officer within two months following the date of a municipal election.
- 11.3. If the MEO is no longer appointed, the candidate shall file the disclosure statement with the CAO.
- 11.4. Pursuant to subsection 6(3) of the Campaign Financing Regulations, a candidate's disclosure statement shall include:
- (a) a statutory declaration that states the total campaign contributions and the total election expenses of the candidate for that election campaign, and whether there is any surplus;
 - (b) the following information in relation to campaign contributions:
 - i. the name and address of each contributor whose cumulative campaign contribution exceeded \$5 [municipality can specify a lower amount if desired - was \$250];
 - ii. the cumulative amount that each of the named contributors has given to the candidate;
 - iii. the cumulative total of all contributions under \$5 [or the amount specified in section 11.4(b)(i) of this bylaw];
 - iv. If no contributor's cumulative campaign contribution exceeded \$5 [or the amount specified in section 11.4(b)(i) of this bylaw - amount was \$250], a notation to that effect;
 - (c) a list of all election expenses and campaign contributions;
 - (d) a full accounting of all election expenses and campaign contributions relating to fundraising events;
 - (e) a description and estimated value of each donation in kind; and
 - (f) a description and estimated value of each loan received for the purposes of the election campaign.
- 11.5. Pursuant to section 7 of the Campaign Financing regulations, no candidate shall file a false, misleading or incomplete disclosure statement.
- 11.6. Pursuant to subsection 9(1) of the Campaign Financing Regulations, where a candidate's disclosure statement filed in accordance with 11.1 of the bylaw discloses a surplus of campaign contributions in the form of money, a named contributor's monetary campaign contribution shall be returned to the contributor, on a pro-rated basis, where
- (a) the candidate withdraws from the election prior to election day; and
 - (b) the contributor requests in writing to the candidate, within 14 days of the candidate's withdrawal, the return of the campaign contribution.

- 11.7. Subject to a refund of a named contributor's campaign contribution pursuant to subsection 11.6 of this bylaw, where a candidate's disclosure statement filed in accordance with 11.1 of the bylaw discloses a surplus of campaign contributions in the form of money, the candidate shall turn over the remaining surplus to the CAO to be used for municipal purposes.
- 11.8. Pursuant to subsection 11 (1) of the Campaign Financing Regulations, all documents filed with the municipal electoral officer shall be delivered by the municipal electoral officer to the chief administrative officer of the municipality within two weeks after the time specified in section 11(2) of the bylaw for filing the documents.
- 11.9. Pursuant to subsection 11(2) of the Campaign Financing Regulations, the CAO shall retain the documents referred to in 11.8 of this bylaw in accordance with the records retention and disposal schedule of the municipality that is established pursuant to section 117 of the Act.
- 11.10. Pursuant to subsection 11(3) of the Campaign Financing Regulations, all documents filed with the MEO and retained by the CAO under section 11.9 of this bylaw are public documents and may, upon request, be available for inspection on request to the CAO during regular officer hours.
- 11.11. Pursuant to subsection 12(1) of the Campaign Financing Regulations, a candidate, whether elected or not, shall retain all records required pursuant to the regulations for no less than seven years.
- 11.12. Pursuant to subsection 12(2) of the Campaign Financing Regulations, the MEO, or the CAO if the MEO is no longer appointed, may require a candidate (whether elected or not) to provide additional information and supporting documentation in respect of the candidate's disclosure statement at any time within the seven-year period referred to in section 11.11 of this bylaw.

12. Reporting

Note: Section 12.1 references sections 8.5 and 8.6 of this bylaw. If not including section 8.4, these section references must be revised to refer to sections 8.4 and 8.5.

- 12.1. Pursuant to subsection 11(4) of the Campaign Financing Regulations, the CAO shall forward to Council a report summarizing the disclosure statement of each candidate, noting any candidate who has exceeded the limit on election expenses pursuant to sections 8.5 and 8.6 of this bylaw and the name of any candidate who failed to file the required disclosure statement.
- 12.2. Pursuant to subsection 11(5) of the Campaign Financing Regulations, the CAO shall ensure that the summary referred to in section 12.1 of this bylaw is posted at the [choose one or both of the following] **Municipal Office** [in a conspicuous place in the municipality] and **on the website of the municipality** for a period of at least 6 months [must be at least 6 months, can be longer if desired].

12.3. Pursuant to subsection 11(6) of the Campaign Financing Regulations, the CAO shall ensure that the filed disclosure statement of each candidate who sought election in the immediately preceding election (whether elected or not) is posted on the website of the municipality for a period of at least 6 months [must be at least 6 months, can be longer if desired].

13. Complaints & Compliance

13.1. Pursuant to subsection 12(3) of the Campaign Financing Regulations, where:

- (a) a candidate fails or refuses to provide the additional information and supporting documentation referred to in section 11.12 of the bylaw; or
- (b) the MEO or CAO, as the case may be, is not satisfied with the additional information and supporting documentation provided by the candidate;

The MEO or CAO, as the case may be, refer the matter to Council.

13.2. Pursuant to subsection 12(4) of the Campaign Financing Regulations, Council may:

- (a) determine that no further action is required;
- (b) order the candidate to provide the additional information and supporting documentation required under section 11.12 of the bylaw; or
- (c) take any further action the Council considers appropriate.

13.3. Pursuant to subsection 12(5) of the Campaign Financing Regulations, an elector of the municipality may in writing make a complaint that relates to information contained in a candidate's disclosure statement and deliver the complaint to the MEO, or the CAO if the MEO is no longer appointed.

13.4. Pursuant to subsection 12(6) of the Campaign Financing Regulations, the MEO or the CAO, as the case may be, who receives a complaint from an elector under section 13.3 of this bylaw may:

- (a) determine that no further action is required;
- (b) require the candidate who is the subject of the complaint to provide additional information under section 11.12 of the bylaw, or
- (c) refer the matter to Council to be dealt with under section 13.2 of this bylaw.

14. Offences and Penalties

14.1. Pursuant to subsection 13(1) of the Campaign Financing Regulations, a person who contravenes a provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of \$2,000 [cannot exceed \$2,000].

14.2. Pursuant to clause 13(2)(a) of the Campaign Financing Regulations, a conviction for an offence referred to in section 14.1 of this bylaw does not relieve the person convicted, including a candidate referred to in section 13.2(b) of this bylaw, from the requirement to comply with this bylaw.

14.3. Pursuant to clause 13(2)(b) of the Campaign Financing Regulations, the convicting judge may, in addition to any fine imposed, order the person to do any act or work, within the time specified by the judge in the order, to comply with the provisions of this bylaw.

14.4. Pursuant to subsection 14(1) of the Campaign Financing Regulations, where a candidate who is elected has contravened any provision of this bylaw and is convicted of an offence in respect of that contravention, the candidate is disqualified from office and shall resign immediately.

14.5. Pursuant to subsection 14.(2) of the Campaign Financing Regulations and despite 14.4 of this bylaw, a candidate may not be required to resign where a judge of the Supreme Court decides that the contravention of the candidate arose through inadvertence or by reason of an honest mistake. [optional]

PART IV – List of Electors

Note: This bylaw template assumes that the Agreement with Elections PEI is the process chosen by Council for establishing a list of electors.

Procedure for Establishing a List of Electors: Pursuant to section 41 of the Act, the bylaw will set out the process for establishing a list of electors. Choose the process that applies to your municipality and delete the others:

- > System of Enumeration; or
- > System of registration; or
- > Agreement with Elections PEI to obtain the data to create a list (this option does not need to be in the bylaw, but it is recommended that the bylaw specify that this will be the means of developing the list in the bylaw).

15. Agreement with Elections PEI [this is optional to include if entering into an agreement with Elections PEI to establish a list of electors, but it is recommended for transparency and guidance on the process to be used]

15.1. Pursuant to subsection 41(2) of the Act, the Council of the Rural Municipality of Victoria shall enter into an agreement with the Chief Electoral Officer of Prince Edward Island to obtain data to be used in preparation of a list of electors.

15.2. The Municipal Electoral Officer may supplement the information obtained from the agreement with the Chief Electoral Officer of Prince Edward Island with information from any source that, in the opinion of the Chief Electoral Officer, is relevant to ensuring the list of electors is accurate.

16. Protection of Privacy

16.1. Personal information in respect of an elector that is collected or obtained for the purpose of an election

- (a) shall be used only for the purpose for which it was collected or obtained; and

- (b) shall be disclosed only to the Chief Electoral Officer for a purpose for which the Chief Electoral Officer has responsibility under this or any other enactment.

17. Voters Not on List

Note: This section is not required as it is in the Act and the Election Regulations, but it may be helpful to include.

- 17.1. Pursuant to subsection 45(2) of the Election Regulations, electors not appearing on the official list of voters may register at the time of attendance at a voting opportunity if the person is eligible to vote under the Act.

Part V – Advance Polls

Note: Pursuant to section 45 of the Act and section 43 of the Municipal Election Regulations, minimum requirements are set out for at least one advance poll, to be held no later than the Saturday prior to the municipal election, for at least three hours. This section is NOT required if the minimum is being observed, although it is recommended to specify the date and time of the advance poll in the bylaw for clarity. If additional advance polls are being held, they must be specified in the bylaw.

18. Advance polls

BUT THIS INTO NOTE BOX (Recommended but not required for the minimum advance polls – the Act and regulations will apply regardless. If holding more than the minimum single advance poll, the days and times must be specified in the bylaw.) **(If there is more than one advance poll, do not include specific days/dates. i.e. Thursday, November 4; rather use i.e. use Thursday, 1:00pm-7:00pm)**

- 18.1. An advance poll will be held in accordance with section 45 of the Act and section 43 of the Election Regulations

Part VI – Administering the Election

Note: Additional content may be included in a bylaw.

19. Location of office (Identification of an election office is optional content. However, it is recommended to include it to increase transparency.)

- 19.1. Pursuant to sections 10 and 11 of the Election Regulations, the election office shall be opened from the fourth Wednesday before the election at the **730 Victoria Road, Victoria, PE [address]**, and shall be open with hours to be determined by the Municipal Electoral Officer between 9 am and 9pm, and must be open while advance polling station and election day polls are open.

20. Candidates

20.1.Pursuant to subsection 12(2.1) of the Election Regulations, a candidate in an election is not eligible to be appointed, and shall not serve, as an election official in the election.

21. Person closely connected

21.1.Pursuant to subsection 18(3) of the Election regulations, a person closely connected, as defined in the Act, to a candidate shall not serve as an election official in the election.

22. Nominations

Note: 5 nominators is the default standard for the number of nominators under section 26(1) of the Municipal Election Regulations. If the municipality does not wish to specify a higher number, delete this section. . [maximum number is 10 qualified electors, default number under 26(1) of the Election Regulations is 5 qualified electors. Nominators must be qualified electors and where there are wards, must be resident of the ward]

22.1.Pursuant to subsection 26(4)(a) of the Municipal Election Regulations, the minimum number of nominators required for each nomination shall be 5

22.2.Notwithstanding 19.1 the deadline for submitting a nomination is 2:00pm on Nomination Day

23. Records

23.1.Records pertaining to the election will be destroyed or retained, as the case may be, in accordance with section 87 of the Election Regulations and the records retention bylaw, and where such a bylaw has not yet been enacted the records will be retained for at least 7 years.

Part VII – By-Elections

Note: A by-election counts as an election. The following is for clarity purposes only.

24. By-elections

24.1.All by-elections will be undertaken in accordance with sections 60-62 of the Act and section 5 of the Election Regulations.

Part VIII – Approval and Adoption

25. Repeal of Existing Bylaw

25.1.On adoption, this bylaw replaces Bylaw #2018-06. [Optional, use if there is an existing election bylaw]

26. Effective Date

26.1.This Elections Bylaw, Bylaw# 2022-XX, shall be effective on the date of approval and adoption below.

First Reading:

This Elections Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the _____ day of _____, 20XX.

This Elections Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Second Reading:

This Elections Bylaw, Bylaw# 20XX-XX, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This _____ Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Elections Bylaw, Bylaw# 20XX-XX, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

27. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Elections Bylaw adopted by the Council of the Rural Municipality of Victoria on _____ (date) _____ is certified to be a true copy.

Chief Administrative Officer Signature

Date

Rural Municipality of Victoria
Support for Council Discussion Item Conflict of Interest
August 8, 2022

Situation

The Rural Municipality has received a complaint from an elector, Oliver Sauve, that a councillor, Marly Anderson, is in conflict of interest relating to a pending decision of Planning Board.

Background

- As per 7.1 (b) of our Conflict of Interest bylaw if such a complaint is received the Council has to make a decision on the complaint prior to the Councillor participating in the discussion on the issue for which the complaint was made.

Analysis

- The procedure to be followed by Council is laid out in Section 7.
- The analysis and discussion of the complaint needs to be conducted by Council and the CAO has no say in the matter and has not been asked to provide any supporting information.

Recommendation

Council must declare whether they believe there is a conflict of interest or not as per section 7.10.

Request from a resident:

Dear Acting Mayor, COA and Council,

I would like to recommend that the stairs at Victoria Park be reinstated. I was very confused to see that the stairs had been taken up today when going for my daily beach walk. Many people use these stairs in the spring, summer and fall when they are put in place. Walking the Victoria Park beach is one of my greatest pleasures in life.

The stairs were installed earlier this season. I understand that the park is closed but somehow that did not deter the many people who visited the park today. Quite a few cars were parked along the road in front of the the chained off entrance. This seemed very unsafe as pets, children and adults including seniors made their way towards the cliff. In addition many people were using the fragile banks in order to access the beach which I am sure goes against the hard work and education the Village has done to restore natural barriers to the eroding banks.

I understand it costs the Village money to maintain this park but I also understand it costs the Village twice as much to subsidize the Victoria Playhouse which has less of a natural use by villagers and visitors alike. I recommend moving those monies to maintaining the park rather than the playhouse.

Thank you for your dedication to ensuring positive experiences for Villagers and visitors in Victoria by the Sea.

From: Municipality Victoria <victoriamunicipalitypei@gmail.com>
Subject: Fwd: Conflict of interest
Date: July 12, 2022 at 12:20:34 PM ADT
To: Keith Dewar <kadewar@eastlink.ca>

FYI, Olivier has emailed twice in a 5 minute period, asking for a response to his email from yesterday. I let him know that once a response was generated it would be forwarded at that time.

Thanks,
Marsha Empson (she/her)
Finance and Administrative Assistant
Rural Municipality of Victoria
(902) 658 2541

----- Forwarded message -----

From: **Olivier Sauve** <outerspaceanddinosaurs@gmail.com>
Date: Tue, Jul 12, 2022 at 11:58 AM
Subject: Re: Conflict of interest
To: Municipality Victoria <victoriamunicipalitypei@gmail.com>

There is interest In My land and our lawyers want to know what's up ASAP!

On Tuesday, July 12, 2022, Olivier Sauve
<outerspaceanddinosaurs@gmail.com> wrote:
Any updates?

On Monday, July 11, 2022, Olivier Sauve
<outerspaceanddinosaurs@gmail.com> wrote:
Great.

Thank You

On Monday, July 11, 2022, Municipality Victoria
<victoriamunicipalitypei@gmail.com> wrote:
Thank you, your email will be forwarded to the CAO for review.

Marsha Empson (she/her)
Finance and Administrative Assistant
Rural Municipality of Victoria
(902) 658 2541

On Mon, Jul 11, 2022 at 11:47 AM Olivier Sauve
<outerspaceanddinosaurs@gmail.com> wrote:

Dear Victoria Council and Planning Board.

I am writing to inform you that there is a conflict of interest with Marly Anderson and "Change 1" in the proposed zoning changes (attached in email) from the July 6, 2022 Planning Board meeting.

The conflict of interest arises from the following reasons;

1. When we sold Marly the Landmark Café, a large sum of money was held back and is being paid with interest over 5 years. The final Payment has not come due yet and the deal is not over.
2. After spending 30 years in the restaurant industry, I plan on continuing in this industry in the future and building some sort of restaurant, café or bar in Victoria. By rezoning my land that would squash these plans and eliminate competition to the Landmark Oyster House, which is Marly's business.
3. Sabine has already tried to build a bakery/café. By also rezoning Her lot, again Marly would be in conflict of interest and attempting to destroy any competition to her business.

Thank You

Oliver

Rural Municipality of Victoria
Support for Council Discussion Item
Replacement of temporary CAO
August 8, 2022

Situation

The current CAO agreed to assist Council in supporting the work of the Rural Municipality of Victoria (RMV) to provide time for Council to consider longer term options.

Background

- The RMV is currently conducting a Municipal Sustainability Study which is anticipated to provide direction to Council in how to ensure there is a long term and stable solution for the CAO position and responsibilities.
- The previous CAO hired a full time finance and administrative assistant (FAA) person who is providing significant support to the CAO position and is quickly gaining a working knowledge of the daily requirements for their role.

Analysis

- Previous analysis suggested that with a full time support position the RMV would require between 15 and 20 hours of a CAO position weekly.
- There are opportunities to share this role with municipalities around the RMV.
- The current CAO committed to supporting this role to the end of November at the latest. They will be away for 3 weeks in late September/early October. To be fair to the FAA, there should be someone in this role over this period and should therefore be in their role before the CAO is away to allow for an effective transition.

Recommendation

Council consider options and have a solution in place for the CAO role by September 15.

Request from a resident:

Dear Acting Mayor, COA and Council,

I would like to recommend that the stairs at Victoria Park be reinstalled. I was very confused to see that the stairs had been taken up today when going for my daily beach walk. Many people use these stairs in the spring, summer and fall when they are put in place. Walking the Victoria Park beach is one of my greatest pleasures in life.

The stairs were installed earlier this season. I understand that the park is closed but somehow that did not deter the many people who visited the park today. Quite a few cars were parked along the road in front of the the chained off entrance. This seemed very unsafe as pets, children and adults including seniors made their way towards the cliff. In addition many people were using the fragile banks in order to access the beach which I am sure goes against the hard work and education the Village has done to restore natural barriers to the eroding banks.

I understand it costs the Village money to maintain this park but I also understand it costs the Village twice as much to subsidize the Victoria Playhouse which has less of a natural use by villagers and visitors alike. I recommend moving those monies to maintaining the park rather than the playhouse.

Thank you for your dedication to ensuring positive experiences for Villagers and visitors in Victoria by the Sea.