

RURAL MUNICIPALITY OF VICTORIA  
REGULAR COUNCIL MEETING MINUTES  
MONDAY, DECEMBER 12, 2022  
6:30PM – OLD SCHOOL

Present

Mayor Martin Ruben

Deputy Mayor Shelley Trainor

Councillors Marly Anderson, Jamie Lee Brown, Brian Clapson, Tom Wright

CAO Hilary Price

FAA Marsha Empson

Absent

Councillor Eric Gilbert

Meeting called to order by Mayor Ruben at 6:30pm.

Approval of Agenda

***Motion moved to accept the agenda.***

***Motion moved by Councillor Clapson, seconded by Councillor Anderson.***

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

Declaration of Conflict of Interest

Mayor Ruben declared a conflict for item 6.4 (Dunrovin Shores Greenspace).

Mayor Ruben declared a conflict for a matter that will be discussed during in camera section of the agenda.

Approval of Minutes (November 14, 2022)

The website posting of the draft minutes from November did not include a letter from former councillor Jean McCardle. That letter is to be posted with the minutes. Letters and reports that make up parts of the minutes will be attached to the minutes when posted to the website going forward, starting with the November 2022 file. Currently those reports form part of the meeting package documents that are posted to the website.

***Motion moved to approve the minutes of November 14, 2022.***

***Motion moved by Councillor Anderson, seconded by Councillor Clapson.***

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

Public Presentation

None

## Public Input

- A resident suggested that the potential funding from Rotary Club of Charlottetown should focus on other locations as well as the Dunrovin Greenspace, so that others outside the community can benefit as well.
- A resident asked if the legal advice received regarding the Official Plan and Development Bylaw will be shared with the public. Mayor Ruben indicated that, as per standard practices, the documents and details associated with the legal advice can not be shared publicly.
- A resident recommended that a CAO should be in place before the new council establishes extra committees outside the two that are required for water & sewer and planning.
- A resident asked if the zoning issues associated with the Official Plan and Development Bylaw have been sorted out. Councillor Anderson indicated that the documents are still under review.

## Business Arising from Minutes

### Motions and Action Items list

- no questions

### MSS Briefing to Council

- Summary from facilitated session with council, held on September 15, 2022, is attached and forms part of these minutes.

### Replacement of CAO

- Hilary Price contract ends February 24, 2023. Mayor Ruben requested suggestions from council for how to best find a replacement. Is a task force required? Options to consider are to hire a part time CAO, share a CAO with another municipality or hire a CAO on a contract basis. Agreement that the search needed to start immediately. Current CAO will be available for support during the hiring process and will provide a job description to council.

***Motion moved that council create a two (2) person task force, consisting of Deputy Mayor Trainor and Councillor Anderson, plus current CAO, for the purpose of creating a recommendation to council for procurement of a CAO.***

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

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

***Resolution #2022-61***

Follow up on potential project regarding the Dunrovin Estates Green Space with the Rotary Club of Charlottetown

- CAO indicated that an email was sent to the secondary contact of the Rotary Club on December 12, 2022, and that the municipality was waiting for a response.

- **Action Item** – CAO to follow up with Rotary Club on application for funding requirements and bring more details back to council.

MASP (Municipal Administrative Support Program) funding

- Formal approval not yet received, deferred to January 2023 council meeting.

Fire department issues to follow up – recommendations for use of the new funding announced by the province; acquisition of portable generators; update on fire (possible arson)

- No report, deferred to January 2023 council meeting. In the meantime, discussion to be had with fire chief regarding reporting process.

- **Action Item** – 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.

- **Action Item** – CAO to recommend to the fire chief that the fire department refer the problem regarding fires caused by a possible arsonist to the RCMP.

### Mayor's Report

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

***Motion moved to accept the mayor's report.***

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

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

Appointment of Deputy Mayor

- As per section 91 of the MGA, Mayor Ruben announced that he has appointed Councillor Shelley Trainor as Deputy Mayor.

### Committee Reports

Water & Sewer Commission – water test summary

- YTD testing summary is attached and forms part of these minutes.
- CAO explained current testing process to council members. Questions asked about how the water & sewer operator does the testing and who monitors the testing requirements to ensure they are being followed.

- **Action Item** – CAO to follow up on monitoring of water testing and bring details of who is responsible to ensure requirements are being met.

Planning Board Report – update on Official Plan/Bylaw

- Report provided by Councillor Anderson. Full report is attached and forms part of these minutes.
- Council had discussion about planning board meeting with legal counsel and development officer to go over legal advice received. It was noted that a meeting will incur costs from both individuals.

***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 draft Official Plan & Development Bylaw.***

***Motion moved by Councillor Anderson, seconded by Councillor Clapson.***

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

***Resolution #2022-62***

#### CAO Report – Hilary Price

##### Development Report

- No new permits. YTD report is attached and forms part of these minutes.

##### Financial Update

- Mayor Ruben indicated that he'd like to see projected expenses for future monthly reports if it was possible.
- Income Statement and Balance Sheet to November 30, 2022, are attached and form part of these minutes.

##### Activities Report

- Provided by CAO. Full report is attached and forms part of these minutes.

##### Report on Municipal Election

- Provided by CAO. Full report is attached and forms part of these minutes.

CAO announced that Mayor Ruben would be living out of province for 5 months due to personal reasons, starting in January 2023. Mayor Ruben would like to chair meetings via Zoom, which will require specific equipment. In addition to needing equipment, there will be a need for someone outside of council and the current municipal administrative team to facilitate the Zoom portion of meetings. In a larger community this would be hired staff, however, the municipality currently doesn't have this staff or the means to hire someone. A donation for needed equipment may be forthcoming, and as such CAO and Councillor Clapson will meet to discuss and determine the exact needs to be able to hold hybrid meetings.

- **Action Item** – CAO to meet with Councillor Clapson to discuss and determine needs to hold hybrid council and committee meetings.

***Motion moved to accept the CAO's report as submitted.***

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

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

***Motion moved to accept the finance report as submitted.***

***Motion moved by Councillor Clapson, seconded by Councillor Anderson.***

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

Introduction of New Business

Establishment of Committees of Council

***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 - Councillor Clapson***

***Vice-Chair - Councillor Wright***

***Member - Deputy Mayor Trainor***

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

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

***Resolution #2022-63***

***Planning Board***

***Council Members – Chair - Councillor Anderson***

***Vice-Chair - Councillor Eric Gilbert***

***Member - Councillor Brown***

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

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

***Resolution #2022-64***

- **Action Item** – Notice to be posted/emailed requesting resident participation in Water & Sewer Commission and Planning Board.

No other committees were created at this meeting. CAO discussed the option of a Committee of the Whole, where council meets to discuss all items before them, outside of regular council meetings. Any decisions made at a Committee of the Whole are then brought forward to regular council meetings for consideration. Expected meeting time could be 5-6 hours/month, but regular council meetings would be shorter because of pre-meeting decision making.

Council Members Cheque Signing Authority

***Motion moved that Mayor Ruben or alternate Deputy Mayor Trainor be given cheque signing authority on account #s 307830019313, 339930221317 and 339930514810, and Mayor Ruben or alternate Councillor 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.***

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

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

***Resolution #2022-65***

## Schedule Regular Council Meeting Dates for Next 12 Months

***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.***

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

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

### ***Resolution #2022-66***

- **Action Item** – Post 2023 meeting schedule on municipal website, and on notice boards at the village post office and the Old School House.

### In/Out Correspondence

Email from Province re finding for Community Centres through Community Revitalization Program

- This program could potentially provide funding for heat pumps at the Community Hall, which currently has an oil fueled heat source.

***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.***

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

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

### ***Resolution #2022-67***

- **Action item** – CAO to follow up on Community Revitalization Program to see about obtaining funding for heat pumps for the community hall.

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

***Motion moved that council move to in-camera portion of the meeting at 7:58pm.***

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

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

Mayor Ruben left the room for the first item and was brought back in for remaining items.

***Motion moved for council to come out of in-camera portion of meeting at 8:58pm.***

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

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

***Motion moved for CAO and Mayor Ruben to meet with the province to discuss potential uses for the park lease, including possible commercial use.***

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

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

### ***Resolution #2022-68***

*Motion to adjourn made by Councillor Clapson at 9:01pm.*

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Submitted by CAO Hilary Price

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Approved by Deputy Mayor Shelley Trainor

Item	Date Action Created	Complete	Date Action Completed	Notes
W & S - to confirm billing amounts are sufficient.	March 1, 2022			
W & S -conduct a study of the ongoing maintenance and capital replacement requirements costs to ensure that the revenue is sufficient to cover these costs over time	March 1, 2022			
Action item – send quote with total for damages to driver responsible for wharf damage, with options for payment.	June 13, 2022			Start with getting a quote from a carpenter - Hilary to look at Coles reports to see if costs/builder is noted. June 30 - spoke to Gaudette's Transit Mix, they can provide quote, must email request. Sent July 4. July 15 - Gaudette's says they are working on quote. August 10 - sent email requesting update. Aug 22 - left a message for admin Connie to provide an update. Aug 24 - Connie requested a call back, no answer, not able to leave a message. Aug 25 - Connie provided update, they are still waiting on a 3rd party company for information before being able to complete quote. Sept. 7 - Quote received. CAO to provide cover letter to send to driver. Dec 9 - CAO to prepare letter and send by year end.
Action item - FD payments not matching with what was reported, check with province if fire department numbers can be retrodated, with retro pay. <b>Resulting action item</b> - Compare property tax numbers to properties being reported on fire dues reports for 2021 and 2022. Monies being paid to municipality are smaller than dues report, gov't. rep says it's because property numbers must not be correct on fire dues report, check tax rolls.	June 22, 2022			June 22 - left a message with Sally Ferguson requesting verification of submission, and explanation of payments received thus far. July 5 - left a second message for Sally Ferguson. July 15 - Sally left a message that she'd call back the following week, however, I was on vacation that week. No voice mail was left by Sally during that time. Aug 10 - left voice mail #4 for Sally. No alternative number or email listed not sure who else to contact. Aug 22 - As per Sally Ferguson, monies being sent are based on rates provided and # of properties as per tax rolls. Review of properties being reported is needed, as it doesn't match up with the number of properties in provincial records. New action item created. Aug 24 - tax roll categories match with what was reported to province. Left a message with Sally Ferguson stating there is still an issue, requested assistance in rectifying monies being received. August 31 - sent email to Sally Ferguson as follow up to voice mail, cc'd CAO and Mayor. Oct 14 - left a voice mail with Sally Ferguson and sent an email that included tax rolls and rate certificates. Requested a review of calculations and contact information for someone who will help fix issue. Oct 25 - contacted Suzanne Pater (Program and System Coordinator), she was to review problem with \$\$ amounts and follow up. Nov 16 - left a message with Suzanne Pater. Dec. 21 - left a message with Suzanne Pater.
Draft ad for CAO position and place in newspapers asap.	August 8, 2022			Keith - discussion had at September 12 council meeting, October 17 meeting, and November 14 meeting. Ad to be placed by council if proceeding.
Council to provide list of improvement ideas for Dunrovin Shores at Oct 17 council meeting	September 12, 2022			Noted at November meeting that Martin Ruben is now in conflict, as new Mayor. He provided contact info for another individual with Rotary Club, forwarded to Eric Gilbert for he and Marly Anderson to follow up on. Noted at November meeting that Martin Ruben is now in conflict, as new Mayor. He provided contact info for another individual with Rotary Club, forwarded to Eric Gilbert for he and Marly Anderson to follow up on.
Council asked to bring ideas for allocation of potential MASP funds to the November council meeting	October 17, 2022			Deferred, funding not yet approved. Jan 4 - Funding approved, cheque to be issued by end of January.
Apply for CCBF funding for water line upgrades	November 14, 2022			CAO to complete once estimated project costs received from engineers.
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.
CAO to recommend to the fire chief that the fire department refer the problem regarding fires caused by a possible arsonist to the RCMP.	December 12, 2022			
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			
Submit IRAC rate increase proposal to IRAC	November 14, 2022	Y	December 8, 2022	Documents emailed
W&S - Review W&S Operator contract and discuss with Preston Silliker	October 27, 2022	Y	December 8, 2022	CAO met with Preston, CAO to inform water & sewer commission of meeting details at next W&S meeting
Request 4 angle parking signs for along causeway.	June 22, 2022	n/a		June 25 - left a message at transportation department. June 27 - left a message at transportation department. July 5 - Keisha at transp. Said she'd forward my request to correct person. July 13 - reception at transp. Depart. Said to call Allen Aitken, 902-368-5006. July 14 - Minister Fox said to call Trevor Paynter 888-8274. July 28 - Email sent to Trevor Paynter, he will look into. Aug 8 - Councillor Eric Gilbert obtained quote to have signs created for village. Aug 9 - Sent email to Trevor Paynter requesting update on whether province can supply. Aug 22 - asked for input on purchasing signs instead of waiting for province to respond. Approved to order new ones. Eric Gilbert agreed to manage ordering and hanging of signs.
Request "Park Closed - Use At Own Risk" signage for Victoria park, and also something similar for seawall	July 11, 2022	n/a		July 13 - requested info from transportation department, told to call Allen Aitken 902-368-5006. July 28 - email sent to Trevor Paynter, he will look into. Aug 8 - Councillor Eric Gilbert obtained quote to have signs created for village. Aug 9 - Sent email to Trevor Paynter requesting update on whether province can supply. Aug 22 - asked for input on purchasing signs instead of waiting for province to respond. Approved to order new ones. Eric Gilbert agreed to manage ordering and hanging of signs.
Email residents to request assistance with remaining Fiona clean up	October 17, 2022	Y		Clean up completed on October 21, 2022
email residents to request assistance with remaining Fiona clean up	October 17, 2022	Y	October 20, 2022	Keith
Send financial statements to minister	July 11, 2022	Y	October 11, 2022	July 14 - Requested info from Hilary, or as per Keith, ask Danny Jenkins who to send to. July 15 - emailed Susan Bulman to request info/confirmation on what to send. Aug 10 - email sent to CAO and bookkeeper requesting assistance with what to send. Aug 11 - as per Keith, no rush, MFIR form not completed by province. Sept. 7 - form received.
Draft letter to residents reminding of upcoming election.	August 8, 2022	Y	October 12, 2022	Sent by Mayor Pat Smith



Mayor Pat Smith to contact Municipal Affairs to clarify questions and concerns of council regarding requirements to have a CAO and impact to municipality if one can not be secured. She will also inquire about the conversation had with the CAO regarding other communities who are experiencing the same issues. And also to inquire about MASP.	September 12, 2022	Y	September 16, 2022	Mayor spoke with Danny Jenkins & discussed province's potential ability to arrange a meeting of communities with similar difficulties. Mr. Jenkins indicated also that a for cost program was in the works for this fall, offering communal financial administration services.
Obtain quote to have a legal review of 2022 Draft Zoning and Subdivision (Development) Bylaw	September 12, 2022	Y	September 14, 2022	Quote received and council updated.
Acting Mayor Pat Smith to follow up on process to obtain funds from Municipal Administrative Support Program.	September 12, 2022	Y	September 23, 2022	Application submitted over the phone.
Provide mayor's letter and agenda to council for upcoming facilitation session, hosted by MRSB.	September 12, 2022	Y	September 13, 2022	Complete
Action item – CAO to provide draft of MSS to councillors by Jun 14/22.	June 13, 2022	Y	June 14, 2022	Complete
Action Item – Notify residents of Jun 22 meeting to review MSS draft.	June 13, 2022	Y	June 14, 2022	Complete
Action item – send a letter to Women's Institute directing them back to the province for direction and assistance.	June 13, 2022	Y	June 24, 2022	Approved by Keith Dewar and Eric Gilbert, Mailed via Canada post
Action item – send a letter to property owner making them aware of complaint.	June 13, 2022	Y	June 21, 2022	Approved by Keith Dewar, Mailed via Canada post
Action item – council recommends that the Water & Sewer Commission review that properties are being billed properly, based on residential/business status.	June 13, 2022	Y*	June 22, 2022	Working in minutes updated to move action to W&S Commission, however, *reviewed billing with Hilary, partial review occurs when property taxes come in (list comparison). Action item - discuss with province the Halibut PEI account - they don't fit in any one category, how to bill?
Action item - prepare for Planning board public meeting (June 27/22) & send out appropriate letters.	June 13, 2022	Y	June 21, 2022	Hilary sent letters. **Meeting rescheduled for July 6/22, ads placed in Guardian
Action item – make businesses aware that municipality will provide bathroom funding (provided by EDA grant), until August 26, 2022. Funding required @ 40hrs/week, @ \$15.50/hr, to keep washrooms open past noted date. Does business assoc. want to contribute?	June 13, 2022	Y	June 22, 2022	June 22 - Spoke to Michael Stanley, he confirmed they will likely want to pay to keep the washrooms opened and serviced. He will be in touch with the end date they would like to extend to (wants to be open for Savour Victoria).
Action item – contact Bell to find out if improvements to old phone booth are allowed.	June 13, 2022	Y	July 5, 2022	July 5 - Bell stated they would come remove the booth. Update sent to Trainor's. They responded that they want to do something with the booth, not remove it. Suggested they get permission from Bell directly as Bell owns the booth. June 22 - Called General Inquiries: 1 888 214-7896, directed to 1-888-248-2260, hung up after 30 minutes on hold
Action item - follow up with Allen Marshall on Lighthouse ramp repairs	June 13, 2022	Y	June 27, 2022	Ramp repairs complete and invoiced
Action item – ask Susan Bulman about discrepancy in fire dues entry amount. Resulting action item - check with province if numbers can be retrodated, with retro pay.	June 13, 2022	Y	June 22, 2022	It appears that updated amounts for dues were not submitted to province (?), resulting action item created to check for retro pay.
Action item – Mayor Keith Dewar requested that CAO send a copy of this year's AER report to council members	June 13, 2022	Y		Completed by Hilary
Send letter to community regarding racoons and dogs off leash	July 11, 2022	Y	August 4, 2022	Keith
send letter to Brenda Boudrea acknowledging receipt of letter re racoons	July 11, 2022	Y	August 4, 2022	Keith
Email Brenda Wedge - ask if MRSB can facilitate workshop to assist with MSS decisions.	July 11, 2022	Y	July 17, 2022	CAO will give prior notice of request, to be requested at MRSB meeting.
Forward "Carry the Torch" email to community as an FYI	July 11, 2022	Y	July 14, 2022	Complete
Send email to Roberta McQueen offering community support for being included on bus route, clarifying there are no resources to assist.	July 11, 2022	Y	July 14, 2022	Complete
Add Marly Anderson to signing authority for general accounts, for emergency purposes	July 11, 2022	Y	July 14, 2022	July 14 - All signatures obtained, docs forwarded to Scotiabank
Prepare and submit paperwork to remove identified projects from CCBF funding.	August 8, 2022	Y	September 8, 2022	Paperwork prepared August 31, 2022, MCEG files updated to remove projects. Confirmation received by Infrastructure Secretariat on September 8, 2022.
Send most recent MRSB report to residents	August 8, 2022	Y	September 1, 2022	Keith, with comments?
Request update from Susan Williams Bulman on process for increasing water and sewer rates.	August 8, 2022	Y	August 10, 2022	Aug 10 - email sent by Keith asking for update. August 31 - another email sent requesting update.
Provide list of office contact #'s to council	August 8, 2022	Y	August 10, 2022	Complete
Assign # to new bylaw prior to second reading	August 8, 2022	Y	August 9, 2022	Complete, #2202-01 assigned
W&S - Consider process for notifying residents of balance due.	October 27, 2022	Y	October 28, 2022	Statements will be sent 6 months after yearly bill issued, then again at 10 months.
Notify Roy Main that RMV would like to work with Crapaud to secure Canada Day funding.	November 14, 2022	Y	November 22, 2022	Email sent to Roy Main, however, November 21 deadline for application was missed.
CAO to follow up with Rotary Club on application for funding requirements and bring more details back to council.	December 12, 2022	Y	January 5, 2022	Dec. 12 - email sent to secondary contact. Dec 19 - application for funding received Jan 05 - confirmed with RCC that application received is correct application for council to use if moving forward
CAO to meet with Councillor Clapson to discuss and determine needs to hold hybrid council and committee meetings.	December 12, 2022	Y	January 2, 2023	December 19 - Proposal noting equipment needs and estimated costs submitted to CAO, forwarded to Province for potential grant. CAO met with Brian Clapson on January 2. Equipment purchased same week, testing to commence.
Notice to be posted/emailed requesting resident participation in Water & Sewer Commission and Planning Board.	December 12, 2022	Y	December 15, 2022	Email sent on December 15, and posted at village post office.
Post 2023 meeting schedule on municipal website, and on notice boards at the village post office and the Old School House.	December 12, 2022	Y	December 20, 2022	Website updated, notices posted at Old School and Post Office
CAO to follow up on Community Revitalization Program to see about obtaining funding for heat pumps for the community hall.	December 12, 2022	Y	December 19, 2022	Dec 16 - call put in to Kelly Mulligan, waiting for call back. Dec 19 - CAO spoke to Kelly Mulligan, she will forward an application for funding.

# Rural Municipality of Victoria

## Mayor's Report to Council

January 9, 2023

I would be lying if I said the first month of my term as Mayor was easy. My days have been filled with briefings from the CAO, phone calls and meetings with provincial government officials, the Federation of PEI Municipalities, other municipalities and fellow council members. And...a lot of reading. I am very grateful for all the support from my fellow council members and from our acting CAO, Hilary Price and our Finance and Administrative Assistant, Marsha Empson.

Fellow council members and the CAO have been working hard to move ahead with the priorities that I set out when we took office. To remind you of those priorities, they are:

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

The council will be revisiting these priorities in the coming weeks so that we can have a good path forward and focus our attention on those initiatives that will lead to the best outcomes.

To remind everyone, the Municipality is responsible for the following services:

1. Water and Sewer
2. Fire
3. Municipal hall
4. Planning
5. Bylaw enforcement
6. Emergency management
7. Infrastructure
8. Parks

For each of these areas of service, we should have bylaws and operational procedures in place that require the council and CAO to operate in a way that would provide the best possible services to the residents. The MGA says we are supposed to provide "good government", but there is work to do and it will be up for this council to define what that really means for our residents.

On the other hand, if the services are not delivered as required by the provincial laws and municipal bylaws, there is legal exposure for the council members and, to some degree, the community at large. Unfortunately, council members and staff have very limited protection under the provincial law. To

ensure council members and staff can function effectively, the Municipality has been purchasing Errors and Omission (E&O) Insurance. While not an expert, I understand that E&O insurance covers any misstatement or misleading statement or act or omission or neglect or breach of duty including misfeasance, malfeasance and nonfeasance by a municipal official when they act (or don't act) in their capacity. Our policy covers each council member and the municipal staff up to \$1,000,000 for any incident. At this time, we are unsure if our policy is sufficient for our current operational circumstances. Some of our council members will be attending an information session delivered by the Federation of PEI Municipalities on January 14<sup>th</sup> which will discuss the nature and extent of this type of insurance. We hope to better understand our current situation, the extent of our exposure and what, if any, additional insurance coverage may be required.

Our most pressing priority is finding a permanent solution for our Chief Administrative Officer position. At the last council meeting, a decision was made to create a working group comprising of Deputy Mayor Trainor, Councillor Anderson and me. We have met a couple of times and developed a two-pronged approach:

- Advertise for an individual to apply for a position that we currently have on our organization chart
- Develop a shared services arrangement with another municipality whereby a CAO who might be located in another municipality would serve our community

The members of the working group are each tasked with work to do. We will determine the option to be taken depending on how each option progresses

Ideally, we would need the CAO requirement fulfilled by the end of this month so that there can be some continuity with the operational planning and budgeting processes that have been recently started by our current acting CAO. The chances of having this in place are not very good which will leave us at risk for not completing the annual budget exercise by the March 31, 2023 deadline. We will be working hard to avoid this situation.

Currently, the municipality does not have bylaws in place for all of its services as required by the *Municipal Government Act* (MGA) and one of the areas for this council to consider at this meeting and for future meetings is how we will come into compliance with the laws that govern how this municipality must operate. We are not provided the option to not comply with the governing laws.

This is a serious matter for this council to deal with and, at this time, one that we feel we are up to the task for.

For example, the Municipal Government Act requires the following of our municipality:

### **Emergency measures plan and program**

(1) Despite that section 8 of the *Emergency Measures Act* does not require it, a council shall, by bylaw, establish an emergency management program for the municipality that, in the opinion of the provincial Emergency Measures Organization, is adequate and properly integrated with the provincial emergency measures plan.

### **Required contents**

(2) The municipal emergency management program shall contain, at a minimum, a copy of the bylaw referred to in subsection (1), the municipal emergency measures plan, any required delegation of authority, plans for training and exercises and any other component required by the provincial Emergency Measures Organization.

At the present time, we do not have an emergency measures plan that is fit for purpose, tested and fully operational and our bylaw is 7 years old and likely in need of being updated. Lessons learned from our preparations and response to Hurricane Fiona still need to be captured for future learning. Over the coming months, the council will need to address this gap. Without this plan and operational capacity in place, the Municipality cannot meet one of its fundamental purposes stated in the MGA: *developing and maintaining its municipality as a safe and viable community*. Because we are not acting within the laws that govern our operations, council members need to be mindful of the additional risks for personal liabilities we are all subjected to at this time.

Another example is operating our fire department without a bylaw that is fit for purpose. This is another situation where our council members are exposed to personal liability should there be an unforeseen incident. The development of the bylaw and formalization of our operational requirements for our fire service to be fully resourced and operationally effective will be an initiative of this council to *"stabilize the administration"*.

While some of the matters in my report may sound a bit alarming, I believe it is important to be fully transparent with the public so that residents may understand some of the significant challenges we are facing. In doing so, I hope our fellow residents may see opportunities to assist our council and the CAO to meet the tremendous demands of operating a municipality that is tasked with delivering so many services with very limited resources. In looking at the operations of other municipalities, the number of services being provided by Victoria far exceeds the services being provided elsewhere. With only a very small tax base, this is challenging.

Because of the limited tax base and the large number of services being provided, Victoria has one of the highest rates of property tax in the province. The Municipal Sustainability Study commissioned by the previous council provides us information about the current financial deficiencies. It also provides the start of a roadmap for how we can continue to thrive and grow as a municipality, rather than be mired down with work that is beyond the capacity of where we are today. Before any significant decisions are made by this council on recommendations included in the report, there will be ample opportunity for public input including public consultation for next year's budget in the coming weeks.

As I mentioned in my December newsletter, I will be away for an extended period of time to deal with my wife's health issues. We don't know for how long, but it could be for four to five months. Fortunately, the council is facilitating my participation through electronic means as well as the participation of council members who will be away from the community from time to time. This will be

the first time that the council will be able to fully comply with the requirements of the MGA and our own procedural bylaw when council members are not present for meetings or if the public wants to participate in the proceedings from another location.

I can assure everyone in the community that I will continue to fulfill my responsibilities as the mayor of our community and whereas I can't meet in person, I can meet through virtual tools such as Zoom or WhatsApp. I fully understand that it would be preferable to meet in person, but in recent times and with the pandemic, we have all learned to communicate in a virtual world. Please let me know through email ([allenfarm17@gmail.com](mailto:allenfarm17@gmail.com)) if you need to talk to me and I can make the arrangements.

I am very grateful to my fellow council members for their support and for the support I have received from many members of the community who have sent me emails, left gifts and food, and come over just to chat. In going through these personal challenges, I have come to realize how much Leslie-Ann and I value living in Victoria and the kind and generous people who live here.

I would like to wish residents including my fellow council members a Happy New Year and all the best in 2023. As I look back on 2022 and what we have to look forward to in 2023, I remind myself how truly blessed we all are to be living in such a beautiful corner of this province and for our wonderful community. And, as your Mayor, I am honoured to be serving the community during these challenging times.

Respectfully submitted,

Martin Ruben  
Mayor, Rural Municipality of Victoria

# **Status Update to Council: Water and Sewer Commission**

## *Pre-Amble*

*The events of the hurricane in September 2022 showed the fragility of public services within the municipality, including water, some elements of sewage, and power during an extreme weather event. The loss of electricity meant that both water and sewage systems were non-functional as there was not effective or available generator backup for the pumps / water treatment and sewage lift systems, until Maritime Electric was able to restore power many days later.*

*During this period there was no communication from the Water and Sewer Commission on the state of service, the steps being taken toward restoration, and any measures in place for backup service support of potable and non-potable water. Also, importantly, there was no emergency response plan to look to for guidance and implementation.*

*This was a very high-risk environment in that many households had no effective way to keep their food cold, a compromised ability to cook and boil water, with basic hygienic easy use of water for washing becoming limited or non-existent. We must remember that although most of the municipality had power restored within 4 days, many households exceeded this, relying on generators and community support.*

*When the electricity was restored to our infra-structure, there was no documented communication between the municipality and the operator concerning the restart protocol of a system that had been down for many days, thus the public just assumed the safety of the water and began to use the utilities services as per normal.*

*The Municipality was extremely fortunate that during the hurricane and aftermath, there were no injuries or untoward outcomes such as health concerns from food spoiling, communicable disease outbreak due to loss of water and sewer services and importantly, on restarting the system, any water born illnesses. I had the opportunity to discuss my experience during the aftermath with some personal professional contacts which include public health, civil engineering, and legal counsel. Each of them pointed out the significant liability issues surrounding the running of a utility, particularly during a prolonged outage. This highlights that our abilities to provide these services through what is our most valuable municipal asset in dollar terms are fragile yet our responsibility and hence liability is very significant.*

## Status Report

*In preparation to form and chair the commission, I completed an initial review of information sources as listed below:*

- *Documents and information from the municipal office - meeting agendas and minutes / service manual / pertinent bylaws, legislation, and any guidelines available.*
- *Interviews with the acting CAO*
- *Interview with the recent chair of the W/S Commission*
- *Interview with the past CAO / mayor*
- *Interview with the operator*

*The members of the commission will need to develop both an understanding of our water and sewer system here in the municipality, the pertinent bylaws, acts and guidelines, as well as clarity on the role of oversight. More detailed discussions will be completed with the members of the commission for feedback and development of the next stage of the commission's work as we move forward. Some of the initial challenges are listed below:*

- *Liability issues specific to members of the commission, council and of the municipality as a whole*
- *Operator / Municipality / Commission - communication - including reports / record keeping and planning*
- *Clarity on the current and upcoming projects which include:*
  1. *Causeway water pipe repair*
  2. *Wharf water and sewer upgrade*
  3. *Wharf Electrical Panel upgrade*
  4. *Generator backup for the wells and water treatment*
- *Funding to support the commission - in particular a senior administrator to keep the above projects on track*
- *Process planning for the required system review and contingency / system resilience building*
- *Development of an emergency plan including communication to the customers of the utility*

*The current structure of the Commission is as follows:*

*Chair – Councilor Brian Clapson  
Vice-Chair - Councilor Tom Wright  
Councilor Jamie-Lee Brown*

*Community Member - Ian Dennison*  
*Community Member – Sharlene MacEachern*  
*Community Member – currently vacant*

*We require one additional community member currently. Once complete, the commission will hold its first meeting later in January.*



RMV WATER TEST RESULTS 2022

		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WELL #1	SAMPLE #	P220111029	P220209024	P220310041	P220406064	P220504059	P220601109	P220626109	PP220727096	P220824071/P220921106	P221019114	P221116058	P221215031
	TOTAL	0	0	0	0	0	0	0	0	0/0	0	0	0
	E-COLI	0	0	0	0	0	0	0	0	0/0	0	0	0
	BACKGROUND COLIFORM	0	0	0	0	0	0	0	0	0/0	0	0	0
	NITRATE GROWTH	7.3	7.7	7.8	7.6	7	7.5	7.4	7.1	7/7.2	7.2	7.3	7.2
WELL #2	SAMPLE #	N/A	P220209023	P220310044	P220406066	P220504061	P220601108	P220629108	P220727097	P220824072/P220921107	P221019115	P221116059	P221215032
	TOTAL	N/A	0	0	0	0	0	0	0	0/0	0	0	0
	E-COLI	N/A	0	0	0	0	0	0	0	0/0	0	0	0
	BACKGROUND COLIFORM	N/A	0	0	0	0	0	0	0	0/0	0	0	0
	NITRATE GROWTH	N/A	6.4	6.0	3.8	6.6	5.4	5.6	4.3	5.2/5.9	6.1	6	6
WELL #3	SAMPLE #	P220111031	P220209026	P220310042	P220406065	P220504062	P220601107	P220629107	P220727098	P220824073/P220921108	P221019116	P221116060	P221215033
	TOTAL	0	0	0	0	0	0	0	0	0/0	0	0	0
	E-COLI	0	0	0	0	0	0	0	0	0/0	0	0	0
	BACKGROUND COLIFORM	0	0	0	0	0	0	0	0	0/0	0	0	0
	NITRATE GROWTH	4.3	6.4	7.0	5.6	6.3	6.5	5.1	3.8	4/4.1	4.8	4.7	6.3
LINE READINGS - 3 RUSSELL ST.	SAMPLE #	N/A	P220223065	N/A	P220406062	N/A	P220601112	N/A	P220810086	N/A	P221005085	P221130065	N/A
	1ST READING	N/A	CL 0.31 (FEB 23)	N/A	CL 0.32 (APR 06)	N/A	CL 0.33 (JUN 01)	N/A	CL 0.36 (AUG 10)	N/A	CL 0.36 (OCT 5)	CL 0.35 (NOV 30)	N/A
LINE READINGS - 4 JUDE ST.	SAMPLE #	P220111027	N/A	P220323084	P220420084	N/A	P220629110	P220727092	N/A	P220907083	P221019113	P221116057	P221215029
	1ST READING	CL 0.33 (JAN 11)	N/A	CL 0.33 (MAR 23)	CL 0.31 (APR 21)	N/A	CL 0.34 (JUN 29)	CL 0.33 (JUL 27)	N/A	CL 0.36 (SEPT 07)	CL 0.36 (OCT 19)	CL 0.36 (NOV 16)	CL 0.35 (DEC 15)
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P220928002	N/A	N/A	N/A
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	CL 0.37 (SEPT 29)	N/A	N/A	N/A
	SAMPLE #	N/A	N/A	P220310040	N/A	P220504060	N/A	P220713105	N/A	P220921105	N/A	P22102087	P221228021
LINE READINGS - 28 NELSON ST.	1ST READING	N/A	N/A	CL 0.33 (10 MAR)	N/A	CL 0.32 (MAY 04)	N/A	CL 0.36 (JUL 13)	N/A	CL 0.34 (SEPT 21)	N/A	CL 0.33 (NOV 2)	CL 0.39 (DEC 28)
	SAMPLE #	N/A	N/A	P220310039	P220406063	P220504058	P220601111	P220713104	P220810085	P220907082	P221005084	P221102086	P221215028
730 VICTORIA RD.	1ST READING	CL 0.42 (JAN 11)	CL 0.42 (FEB 23)	CL 0.43 (MAR 10)	CL 0.42 (APR 06)	CL 0.44 (MAY 04)	CL 0.44 (JUN 01)	CL 0.47 (JUL 13)	CL 0.46 (AUG 10)	CL 0.46 (SEPT 07)	CL 0.44 (OCT 5)	CL 0.45 (NOV 2)	CL 0.46 (DEC 15)
	SAMPLE #	N/A	N/A	P220323085	P220420085	N/A	P220629113	P220727095	N/A	P220928001	P221019112	P221116056	P221228020
	2ND READING	N/A	N/A	CL 0.41 (MAR 23)	CL 0.44 (APR 21)	N/A	CL 0.45 (JUN 29)	CL 0.45 (JUL 27)	N/A	CL 0.46 (SEPT 29)	CL 0.44 (OCT 19)	CL 0.44 (NOV 16)	CL 0.44 (DEC 28)
	3RD READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P221130064	N/A
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	CL 0.44 (NOV 30)	N/A
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #	N/A	N/A	N/A	N/A	N/A	P220615129	N/A	N/A	N/A	N/A	N/A	N/A
	1ST READING	N/A	N/A	N/A	N/A	N/A	CL 0.32 (JUN 15)	N/A	N/A	N/A	N/A	N/A	N/A
COLD WATER TAP	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LINE READINGS - 36 CAUSEWAY RD.	SAMPLE #	N/A	N/A	N/A	N/A	N/A	P220615130	N/A	P220824074	N/A	N/A	N/A	N/A
	1ST READING	N/A	N/A	N/A	N/A	N/A	CL 0.34 (JUN 15)	N/A	CL 0.36 (AUG 30)	N/A	N/A	N/A	N/A
HALIBUT PEI COLD WATER TAP	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2ND READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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.

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

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

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

January 5, 2023

#### December Planning Board Report

Planning Board did not meet in December as we are waiting to officially form the Board at the January council meeting. Planning will have their first meeting in January where we will meet with the CAO and review the legal document for the Official Plan & Bylaw so when we meet with legal & DO we will have specific questions for them and our meeting will be more productive. Also the review of the legal document will bring the new members up to speed.

New members include : Janet Lazon, Susan Oxley, Ben Smith  
Council members: Eric Gilbert (Vice Chair), Shelley Trainor, Marly Anderson (Chair)

That is all for now.

Marly Anderson

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

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>	<u>DETAILS</u>	<u>PID #</u>	<u>DATE OF APPLICATION</u>	<u>APPROVAL/DENIAL</u>	<u>DATE OF APPROVAL/DENIAL</u>	<u>APPEAL EXPIRY</u>
V-21-13	G.&P. Ijsselstein	8 Main Street	Change of use on front portion of building 25'x13' (first storey) to be an artist and handicraft studio	207589	02/25/2022	Approved		
V-22-01	Barbara Nymark	29 Main Street	Replace deck with a 10'x16' enclosed deck with a roof	207886	04/22/2022	Approved		
V-20-04	David MacLeod	15 Rovis Beach Lane	Frame two storey dwelling unit	1063726	06/28/2022	Approved		
V-22-02	Russ & Lee Bryden; Annabel Roberts	Lots 02-A & 02-B	Boundary adjustment	496331/1088327	03/10/2022	In Progress		
V-22-03	Tom & Pam Wright	4 Jude Street	Build a fence	1045988	08/07/2022	Approved		
V-22-04	J. B. Clapson	18 Wanda St.	Replace front steps with wheelchair accessible ramp	1048206	09/22/2022	Approved		
V-22-05	Sharlene MacEachern	30 Rovis Beach Ln	Add solar panels	624569	10/06/2022	Approved		
V-22-06	Ralph & Faye MacDonald	14 Wanda St.	New home build	1057959	10/25/2022	Approved	10/31/2022	11/21/2022

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

# Rural Municipality of Victoria

Balance Sheet As at Dec 31, 2022

## ASSET

### Current Assets

Petty Cash	250.00
Government Transfer Received	0.00
Gas Tax Bank NS	270,293.48
General Chequing Account	16,218.76
Cash and Cheques to Deposit	0.00
VISA - DO NOT USE	0.00
Fire Visa - DO NOT USE	0.00
V W Heritage Program Funding Acc	0.00
Term Deposits	0.00
Accounts Receivable	28.75
G S T Receivable	0.00
MCEG Receivable	1,250.00
Due from Water COM. Rev Fund	85,973.38
Due from Water Com. Cap. Fund	0.00
Loan Advance Sewer Commission	0.00
Short Term Loan Victoria Water Comm	4,010.43
Accrued interest Receivable	0.00
Prepaid Taxes	0.00
Projects in Progress	0.00
Victoria Waterfront Heritage Site	0.00
Due to New deals Account	0.00
AR Gas Tax	0.00
H S T Receivable	3,562.59
Due from Water & Sewer Account	3,623.75
Prepaid Expense & Deposits	611.00
Total Current Assets	<u>385,822.14</u>

### Reserve Funds

Municipal Reserve	532.99
Total Reserves	<u>532.99</u>

### Fixed Assets

Land	164,814.09
Land Improvements	177,723.93
seawall	550,470.80
Victoria Community Centre/Playhouse	73,060.00
Improvements To Centre	300,000.00
Olde School House	675,922.74
Fire Hall	51,700.00
Victoria Heritage Site Bldg &Struc	136,157.07
Old School -Equipment	16,465.35
Fire Hall Equipment	12,167.10
Welcome Centre	0.00
Furniture & Equipment	2,699.50
Fire Dept Equipment	0.00
Accumulated Depreciation	-563,048.92
Total fixed Assets	<u>1,598,131.66</u>

TOTAL ASSET 1,984,486.79

LIABILITY

Current Liabilities

Operating Loan - LOC		45,000.00
Visa Payable		881.60
Accounts Payable		13,207.17
G S T Payable		0.00
HST Payable		4,794.84
CPP Payable	0.00	
EI Payable	0.00	
Federal/Provincial Tax Payable	<u>0.00</u>	
Total Payroll Taxes Payable		0.00
Deferred Revenue General	0.00	
Deferred Rev GT	<u>270,292.73</u>	
Receiver General Payable		270,292.73
Vacation Payable		<u>0.00</u>
Total Current Liabilities		<u>334,176.34</u>

Long Term Liabilities

Long Term Loans - Community		0.00
Loan term Loan Mac Aurhur PPTY		25,665.49
Long Term Loans Fire Dept		<u>0.00</u>
Total Long Term Debt		<u>25,665.49</u>

TOTAL LIABILITY 359,841.83

EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	-35,414.07
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	<u>0.00</u>
Total Earnings	<u>1,624,644.96</u>

TOTAL EQUITY 1,624,644.96

LIABILITIES AND EQUITY 1,984,486.79

Generated On: Jan 05, 2023

# Rural Municipality of Victoria

## Comparative Income Statement

	<u>Budget Apr 01, 2022 to Mar 31, 2023</u>	<u>Actual Apr 01, 2022 to Dec 31, 2022</u>
<b>REVENUE</b>		
General Revenue		
Taxation Real Property	111,400.00	84,978.00
Gas Tax Revenue	60,500.00	57,480.12
MCEG Grant	5,500.00	4,836.15
Property Tax Grant	3,200.00	0.00
Outside Fire Dues	8,290.00	5,958.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,350.00
Old School Rentals	3,500.00	3,692.50
Development Permits	3,500.00	600.00
Govt Grant - Wage Subsidies	7,300.00	8,819.58
Victoria Welcome Centre Rentals	500.00	0.00
Income - Other	100.00	1,836.76
Total General Revenue	<u>210,790.00</u>	<u>175,051.11</u>
<b>TOTAL REVENUE</b>	<u>210,790.00</u>	<u>175,051.11</u>
<b>EXPENSE</b>		
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	253.24
Dues - General Government	600.00	440.00
Honorarium - General Govt	5,500.00	5,996.55
Insurance - General Government	5,000.00	5,131.00
Office Supplies - General Govt	5,500.00	3,838.23
Bank Int on Loans - General Govt	1,300.00	2,073.82
Telephone - General Govt	2,100.00	1,583.63
Travel & Training - General Govt	100.00	0.00
CAO Salary - General Govt	16,970.00	9,854.00
Administrative Staff - General Govt	37,950.00	21,238.36
CPP Expenses - General Govt	5,275.00	1,184.52
EI Expenses - General Govt	0.00	1,106.84
Postage - General Govt	0.00	100.43
Maintenance - General Govt	0.00	344.04
Legal & Consulting Fees - Gen Govt	55,500.00	59,300.72
Accounting Fees - General Govt	3,750.00	3,010.00
Community Events - General Govt	250.00	49.00
ByElection/Election - General Govt	3,000.00	2,056.12
R & M - Mower gas , salt - General	0.00	14.82
Misc Expenses - General Govt	250.00	173.80
Seasonal Wages - Gen Maintenance GG	8,060.00	10,850.00
Share allocated to Water & Sewer	<u>-32,618.00</u>	<u>0.00</u>
Total General Government	<u>130,037.00</u>	<u>138,963.62</u>

Community Hall		
Electricity - Community Hall	1,200.00	436.57
Heat - Community Centre	2,300.00	1,489.47
Fire Insurance - Community Hall	3,750.00	3,812.00
Property Taxes - Community Hall	1,420.00	1,370.00
Repairs & Maintenance - Comm Hall	1,500.00	4,500.69
Water & Sewer - Community Hall	920.00	746.00
Snow Removal - Community Hall	625.00	605.00
Depreciation - Community Hall	<u>6,500.00</u>	<u>0.00</u>
Total Community Centre	<u>18,215.00</u>	<u>12,959.73</u>

Fire Dept		
Electricity - Fire Dept	1,200.00	587.97
Heat - Fire Dept	3,300.00	999.30
Fire Insurance - Fire Dept	1,350.00	1,365.00
Truck Insurance - Fire Dept	1,800.00	1,751.00
Property Taxes - Fire Dept	720.00	699.00
Building Rep & Maint - Fire Dept	500.00	105.45
Messaging & Pagers - FD	3,500.00	2,514.60
Water & Sewer - Fire Dept	985.00	856.00
Fire Equipment - Fire Dept	500.00	0.00
Telephone & Internet - Fire Dept	1,600.00	1,158.98
Office Supplies - Fire Dept	200.00	0.00
Training - Fire Dept	4,000.00	0.00
Medical Supplies - Fire Dept	300.00	0.00
Truck Fuel - Fire Dept	600.00	0.00
Lawn Mowing - Fire Dept	375.00	480.00
Waste - Fire Dept	250.00	198.00
Truck/Equipment Repairs - Fire Dept	1,500.00	0.00
Membership Dues - Fire Dept	800.00	0.00
Snow Removal - Fire Dept	600.00	660.00
Visa Charges - General Govt	0.00	75.00
Depreciation - Fire Dept	<u>375.00</u>	<u>0.00</u>
Total Fire Dept	<u>24,455.00</u>	<u>11,450.30</u>

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

Old School		
Electricity - Old School	5,000.00	2,660.33
Fire Insurance - Old School	2,800.00	2,899.00
Property Taxes - Old School	3,050.00	2,902.80
Repairs & Maintenance - Old School	1,000.00	153.00
Water & Sewer - Old School	1,475.00	1,284.00
Cleaning - Old School	0.00	503.46
Waste - Old School	500.00	396.00
Supplies - Old School	350.00	202.08
Lawn Mowing - Old School	450.00	900.00
Snow Clearing - Old School	1,750.00	2,200.00
Share allocated to W&S - Old School	-1,310.00	0.00
Depreciation - Old School	<u>16,000.00</u>	<u>0.00</u>
Total Old school	<u>31,065.00</u>	<u>14,100.67</u>

Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	12,002.46
Total General Planning Expenses	<u>9,500.00</u>	<u>12,002.46</u>
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	3,155.08
Total OP & Bylaw Updates Expenses	<u>5,500.00</u>	<u>7,102.98</u>
Planning	<u>15,000.00</u>	<u>19,105.44</u>
Street Lights		
Street Lights - General	<u>3,000.00</u>	<u>2,189.70</u>
Total Street Lights	<u>3,000.00</u>	<u>2,189.70</u>
Lighthouse		
Property Taxes - Lighthouse	35.00	233.00
Repairs & Maint - Lighthouse	1,500.00	1,362.91
Lawn Mowing - Lighthouse	<u>300.00</u>	<u>420.00</u>
Total Lighthouse	<u>1,835.00</u>	<u>2,015.91</u>
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
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>275.79</u>
Total Waterfront Heritage Site	<u>27,070.00</u>	<u>1,724.79</u>
TOTAL EXPENSE	<u>268,807.00</u>	<u>210,465.18</u>
NET INCOME	<u><u>-58,017.00</u></u>	<u><u>-35,414.07</u></u>

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## RURAL MUNICIPALITY OF VICTORIA

### CAO REPORT FOR JANUARY 9, 2023

Development Permit Report – No permits issued this month

Financial report – Review. Not had time to put in a column with projected figures through to end of fiscal year. This will be done in time for next month's meeting.

Appointment of auditor to prepare fiscal year 2022/2023 financial statements for Rural Municipality of Victoria and Water & Sewer Commission. The audit proposal letter in November 2019 committed to a fee structure for three years based on fee structure increasing each year no more than the rate of inflation as determined by the Consumer Price Index.

#### Activities Report

- Even though Mayor Ruben has been physically absent from the municipality, CAO and he have been able to have quite a few conference calls, emails and am quite happy and satisfied that both parties have been able to continue to work productively and manage the affairs of the municipality
- Reviewed legal issues with lawyer
- Following up with IRAC on rate increase – current status. IRAC staff preparing summary of report to submit to IRAC commissioners and hope to have it on public website sometime this week for public to review and comment. No definitive answer yet as to whether the rate increases will be approved retroactive to April 1, 2022. Once it becomes available on IRAC's public website, plan to send out note to W&S customers informing them of the details of proposed rate increase.
- Organizing and working with the Water & Sewer Commission and Planning Committee Chairs to set up their committees and gave the Water & Sewer Commission background information for their review.
- Conference call set up between MRSB Brenda Wedge, myself and Mayor Ruben for Wednesday, January 11 at 2:30 p.m. to review the status of the contract that we have with MRSB and the next steps that are required regarding implementation requirements and help with reviewing the summary of recommendations that MRSB has provided and possible budget impacts of proposed recommendations.
- Meeting with Fire Chief Monday, January 9 at 3:00 p.m. to review communications (fire department reports), budgetary issue, financial reporting and required reporting to Municipality (i.e. requirements outlined through Fire Services Bylaw).

#### Project Report

There are three major projects that I am working on during my remaining tenure as Interim CAO

- Water & Sewer projects – There are two capital expenditure projects that are in the works – the Victoria Wharf project upgrade and the Causeway Bridge upgrade. I have been working with Infrastructure Secretariat and the engineer responsible for these projects and we hope to get final designs approved within the next 6 to 8 weeks and put out to tender following approval from environmental body – February/March.
- Planning – Official Plan/Bylaw. The proposed Official Plan and bylaw has been reviewed by our legal counsel. Next step is to review legal review with new Planning Board and then move forward with another meeting with Legal Counsel and Development Officer for final review.

Once this has taken place, then move forward to recommend to Council for approval and adoption of this plan – initial meeting late January/early February. Approval by March/April

- Budgets – Starting the budget process for 2023/24 fiscal year. The following are the steps that need to be taken in the process:
  - (1) CAO to seek information from stakeholders – first 3 weeks of January
  - (2) Prepare and submit initial budget package to council and Water & Sewer Commission for review and feedback – last week of January/first week of February
  - (3) Depending on changes to budget, make changes and review with council & Water & Sewer Commission by 3<sup>rd</sup> week in February
  - (4) Schedule a public meeting for residents to have input on proposed budgets – end of February/beginning of March
  - (5) Make any necessary further changes to the budget
  - (6) Submit to council for approval of budgets for Rural Municipality and Water & Sewer Commission – third week in March. Budgets need to be approved by March 31, 2023

## Concerns

As one of the previous councillors of Victoria and Chair of Public Works for 3 years I would like voice a few concerns.

1. The Playhouse lease is due in March, this rent includes hydro and internet.
2. Lairds lighthouse, Public Works has tried to put this lease out to tender. This lease is also coming up.
3. Welcome Center. Again Public Works has looked into putting this out for tender also.

These are Victorias Assets that could bring in more needed funds to take the burden of our residents.

I have more details if needed, there were many recommendations and motions made to council regarding the above, but were always voted down.

Susan Oxley  
30 Main Street  
Victoria By The  
[902-626-8954](tel:902-626-8954)

ay :)