

# Rural Municipality of Victoria

## Comparative Income Statement

	Budget Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2022 to May 31, 2022
<b>REVENUE</b>		
General Revenue		
Taxation Real Property	111,400	18,831
Gas Tax Revenue	60,500	29,621
MCEG Grant	5,500	-
Property Tax Grant	3,200	-
Outside Fire Dues	8,290	1,324
Lighthouse Rentals	500	-
Community Hall Rentals	6,500	1,245
Old School Rentals	3,500	590
Development Permits	3,500	-
Govt Grant - Wage Subsidies	7,300	6,047
Victoria Welcome Centre Rentals	500	-
Income - Other	100	-
Total General Revenue	<u>210,790</u>	<u>57,657</u>
<b>TOTAL REVENUE</b>	<b><u>210,790</u></b>	<b><u>57,657</u></b>
<b>EXPENSE</b>		
<b>General Government</b>		
Auditing Fees - General Govt	10,000	-
Advertising - General Govt	1,000	252
Bank Charges - General Govt	550	56
Dues - General Government	600	440
Honorarium - General Govt	5,500	-
Insurance - General Government	5,000	-
Office Supplies - General Govt	5,500	379
Bank Int on Loans - General Govt	1,300	302
Telephone - General Govt	2,100	340
Travel & Training - General Govt	100	-
CAO Salary - General Govt	16,970	5,122
Administrative Staff - General Govt	37,950	-
CPP Expenses - General Govt	5,275	69
EI Expenses - General Govt	-	152
Legal & Consulting Fees - Gen Govt	55,500	29,621
Accounting Fees - General Govt	3,750	1,750
Community Events - General Govt	250	-
ByElection/Election - General Govt	3,000	-
Misc Expenses - General Govt	250	-
Seasonal Wages - Gen Maintenance GG	8,060	-
Share allocated to Water & Sewer	- 32,618	-
<b>Total General Government</b>	<b><u>130,037</u></b>	<b><u>38,483</u></b>

	<b>Budget</b> <b>Apr 01, 2022 to</b> <b>Mar 31, 2023</b>	<b>Actual</b> <b>Apr 01, 2022 to</b> <b>May 31, 2022</b>
<b>Community Hall</b>		
Electricity - Community Hall	1,200	98
Heat - Community Centre	2,300	967
Fire Insurance - Community Hall	3,750	-
Property Taxes - Community Hall	1,420	1,370
Repairs & Maintenance - Comm Hall	1,500	385
Water & Sewer - Community Hall	920	-
Snow Removal - Community Hall	625	-
Depreciation - Community Hall	6,500	-
<b>Total Community Centre</b>	<b>18,215</b>	<b>2,820</b>
<b>Fire Dept</b>		
Electricity - Fire Dept	1,200	123
Heat - Fire Dept	3,300	469
Fire Insurance - Fire Dept	1,350	-
Truck Insurance - Fire Dept	1,800	-
Property Taxes - Fire Dept	720	699
Building Rep & Maint - Fire Dept	500	-
Messaging & Pagers - FD	3,500	559
Water & Sewer - Fire Dept	985	-
Fire Equipment - Fire Dept	500	-
Telephone & Internet - Fire Dept	1,600	250
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	-
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	-
<b>Total Fire Dept</b>	<b>24,455</b>	<b>2,144</b>
<b>Dunrovin Green Space</b>		
Lawn Mowing - Dunrovin GS	525	-
Water & Sewer - Dunrovin GS	490	-
Repairs & Maint - Dunrovin GS	100	-
<b>Dunrovin Total</b>	<b>1,115</b>	<b>-</b>

	<b>Budget</b> <b>Apr 01, 2022 to</b> <b>Mar 31, 2023</b>	<b>Actual</b> <b>Apr 01, 2022 to</b> <b>May 31, 2022</b>
<b>Old School</b>		
Electricity - Old School	5,000	677
Fire Insurance - Old School	2,800	-
Property Taxes - Old School	3,050	2,903
Repairs & Maintenance - Old School	1,000	-
Water & Sewer - Old School	1,475	-
Cleaning - Old School	-	150
Waste - Old School	500	88
Supplies - Old School	350	-
Lawn Mowing - Old School	450	-
Snow Clearing - Old School	1,750	-
Share allocated to W&S - Old School	- 1,310	-
Depreciation - Old School	16,000	-
<b>Total Old school</b>	<b>31,065</b>	<b>3,818</b>
<b>Planning</b>		
Applic - Expenses - Planning	1,500	-
Applic - Legal & Consult - Planning	8,000	-
Total General Planning Expenses	9,500	-
Official Plan - Expenses	1,100	-
Official Plan - Legal & Consulting	4,400	1,634
Total OP & Bylaw Updates Expenses	5,500	1,634
<b>Total Planning</b>	<b>15,000</b>	<b>1,634</b>
<b>Street Lights</b>		
Street Lights - General	3,000	487
<b>Total Street Lights</b>	<b>3,000</b>	<b>487</b>
<b>Lighthouse</b>		
Property Taxes - Lighthouse	35	233
Repairs & Maint - Lighthouse	1,500	-
Lawn Mowing - Lighthouse	300	-
<b>Total Lighthouse</b>	<b>1,835</b>	<b>233</b>
<b>Welcome Centre &amp; Washrooms</b>		
Water and Sewer - Welcome Ctr	1,475	-
Garbage - Welcome Centre	650	-
Maintenance - Welcome Ctr	250	-
Supplies - Washrooms/Welcome Centre	1,000	-
Washroom Maintenance - Welcome Ctr	1,500	-
Property Tax - Welcome Ctr	490	497
Insurance - Washrooms	125	-
Depreciation - Welcome Centre	11,000	-
<b>Total Welcome Centre/Washrooms</b>	<b>16,490</b>	<b>497</b>

	<b>Budget</b> <b>Apr 01, 2022 to</b> <b>Mar 31, 2023</b>	<b>Actual</b> <b>Apr 01, 2022 to</b> <b>May 31, 2022</b>
<b>Victoria Park</b>		
Water & Sewer - Victoria Park	525	-
<b>Total Victoria Park</b>	<b>525</b>	<b>-</b>
<b>Waterfront Heritage Site</b>		
Sewer & Water - Waterfront	490	-
Repairs & Maintenance - Waterfront	100	-
Property Tax - Waterfront	580	661
Lawn Mowing - Waterfront	150	-
Depreciation - Seawall	25,000	-
Interest on Property Loan	750	113
<b>Total Waterfront Heritage Site</b>	<b>27,070</b>	<b>774</b>
<b>TOTAL EXPENSE</b>	<b>268,807</b>	<b>54,156</b>
<b>NET INCOME</b>	<b>- 58,017</b>	<b>3,502</b>

RURAL MUNICIPALITY OF VICTORIA  
REGULAR COUNCIL MEETING  
MONDAY, JUNE 13, 2022  
6:30 P.M – OLD SCHOOL  
AGENDA

Meeting called to order  
Approval of Agenda  
Declaration of Conflict of Interest

Approval of Minutes (regular meeting May 9, 2022)

Public Presentation – SSWA

Business Arising From Minutes

- New Hire – Finance and Administration Assistant
- Replacement of development officer
- MSS Study – Update
- In-Out correspondence re Canada Day concert/Women’s Institute letter
- Emergency Measures Operations Plan – Fire Services Bylaw - Deferred

Mayor’s Report

Fire Department Reports (May)

Committee Reports

Water & Sewer  
Planning Board

CAO Report

- Financials/Workplan/Development permit applications/Updates on municipal buildings/insurance claim

Introduction of New Business

- Auditor’s review of 2021/22 Consolidated Financial Statements
- Appointment of Interim CAO

In/out correspondence

Public Input

Closed portion of meeting – as per section 119 (1)(d & f) of the MGA

Adjournment of Closed Portion

Regular Meeting reconvened

- Signing Authority for CAO
- Contract for CAO

Adjournment

**Rural Municipality of Victoria, P.E.I.**  
**Chief Administrative Officer**  
**Employment Contract – Keith Dewar**

**THIS AGREEMENT** made this 13<sup>th</sup> day of June, 2022

**BETWEEN:**

The Rural Municipality of Victoria, in the County of Queens, and Province of Prince Edward Island (hereinafter the “Employer”),

AND

Keith Dewar, of Victoria, PE (hereinafter the “Employee”),

**WHEREAS** the Employer has appointed the Employee as the Chief Administrative Officer (CAO) with the Rural Municipality of Victoria, and the Employee has accepted the appointment.

**AND WHEREAS** the parties acknowledge that the Employee is accepting this appointment with the understanding that this is a temporary measure and is intended to provide time for the Employer to put in place a longer term solution to ensure the Employer has the support they need to meet the requirements of the Municipal Government Act and the needs of the residents.

**AND WHEREAS** the parties wish to enter this Agreement to establish the terms and conditions of employment.

**NOW, THEREFORE, IN CONSIDERATION** of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. Employment**

1. The Employer hereby agrees to employ the Employee as the CAO for the term beginning Monday, the 20<sup>th</sup> day of June, 2022 and ending Wednesday, the 30<sup>th</sup> day of November, 2022.

**2. Duties**

The Employee shall perform:

1. The duties of Employee acting as the Chief Administrative Officer (CAO) as specified in the *Job Description*, attached hereto, marked Appendix "A," forming a part of this agreement.
2. Such other duties and functions as may from time to time be assigned by the Council of the Rural Municipality of Victoria.
3. The Employee represents and warrants that they have accurately represented to the Employer their work history, qualifications, education, and experience, and they have no conditions or issues that would prevent them from commencing employment on the effective date, and carrying out the essential duties of the position.

**3. Termination**

This contract may be terminated at any time as follows:

1. By mutual agreement of the Employer and Employee.
2. The Employee may at any time resign from the position of CAO by providing two (2) weeks written notice to the Employer.
3. The Employer shall be deemed to have cause for termination if the Employee is convicted of a

**Rural Municipality of Victoria, P.E.I.**  
**Chief Administrative Officer**  
**Employment Contract – Keith Dewar**

criminal act involving dishonesty or moral turpitude or involving any personal gain to the Employee.

4. The Employer may terminate the Employee at any time for cause without the requirement of providing notice or pay in lieu of notice. In the event of termination with cause, the Employer shall pay the Employee any salary owing to the date of termination for cause.

**4. Salary and Benefits**

In regard to remuneration, the Employer agrees to pay the Employee a stipend of \$900 for the period of the contract, subject to applicable statutory deductions, within one month of commencement of employment.

**5. Hours of Work**

The Employer and Employee agree that hiring a permanent full-time position to provide administrative and bookkeeping support to the CAO allows for a reduction in the number of hours of work of the CAO and that these hours will be flexible and at the discretion of the Employee. It is anticipated that the Employee will be required to work between 10 and 15 hours a week and that some of these hours will be outside of the normal workday (that is, evenings and weekends).

**IN WITNESS WHEREOF** the parties hereto have executed this agreement and affixed a corporate seal on the date above written:

_____	_____
Employee	Witness
_____	_____
Date	Date
_____	_____
Employer (Mayor)	Witness
_____	_____
Date	Date

## **Appendix A: Job Description**

**JOB SUMMARY:** As the administrative head of the municipality, the Chief Administrative Officer (CAO) ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Municipal Government Act (PEI 2017) and other enactments, or those assigned by Council.

**RESPONSIBLE TO:** The CAO reports to Municipal Council of the Rural Municipality of Victoria through the office of the Mayor.

### **RESPONSIBILITIES:**

- Plan, organize, and manage the CAO's Office.
- Update budget, control expenditures, and maintain municipal accounting systems, pay invoices;
- Support the Committees of Council including Planning Board and other Ad Hoc Committees as may be required from time to time.
- The CAO will be the primary point of communication with the Fire and Emergency Services.
- The CAO will be the primary point of communication with the Water and Sewer Commission and its contractors.
- Prepare, on a timely basis, proposals in response to announcements for new funding programs from either the provincial or federal government ministries, or other organizations;
- Maintain an effective and collaborative working relationship with Council and the public;
- On an on-going basis, shall update the Mayor or his/her designate on the activities of the CAO's office
- The CAO will supervise contractors for Council.
- As required, shall liaise with Community Organizations and Provincial and Local Governments;
- Shall liaise with the Development Officer, as required;
- Undertake other general administrative duties as required.

### **SPECIFIC POWERS, DUTIES AND FUNCTIONS**

- Shall attend all committee meetings of Council or nominate a designate to do so and ensure all resolutions, decisions and proceedings are recorded.
- Shall archive the minutes, documents and financial records of the Municipality and maintain a registry containing the originals of all bylaws adopted by the Council.
- Shall be the custodian of the Corporate Seal of the Municipality.
- Shall notify all members of Council, committees and residents of meetings of Council and committees, at least 24 hours in advance.
- Shall collect and receive all money of the Municipality.



- Oversee all accounts and loans in the name of the Municipality/Water and Sewage Commission at a Chartered Bank or other financial institutions approved by Council and deposit in these accounts all monies received on account of the Municipality/Commission.
- Shall co-sign all cheques and other financial instruments of the Municipality, with the Mayor or their designate.
- Support the preparation of the year-end financial statements, ensure the accounts are properly maintained and assist the auditors in completing the annual Municipal audit.
- Shall assist Council in preparing the capital and operating budgets for the fiscal year.
- Shall recommend to Council any proposed expenditure in excess of one thousand (\$1,000.00) dollars. The Council shall not be bound to adopt such recommendations.
- Shall perform such other duties as Council may assign.

## CAO Report

### Financials – review

Workplan – Will be spending next two weeks with Marsha and Keith (when he takes over as CAO). I plan to be in for 35 hours for the next two weeks(70 hours in total) to facilitate training and my final day will be Friday, June 24<sup>th</sup> but Keith will take over from me as CAO next Monday so mine will just be a training role the last week that I am here. At the last council meeting I had requested an extra 50 hours extending my contract into June hoping that I was able to hire someone to begin in late May or early June and begin training earlier. However, that did not happen so that extra 50 hours went towards my normal hours worked during the first two weeks of June.

Development Permit Applications – Robert Griffith has two outstanding permits – one for David MacLeod – a new home being built down by the waterfront – council had already approved the variance for the build last year but Rob was waiting for the site plan to approve the permit. The second permit was for consolidation of a lot – he is still awaiting for six copies of final survey – it is a small piece of land at the back of Annabel Roberts house that is to be consolidated to the next lot.

Updates of municipal properties – Hired Trainors for grass cutting – 5 people showed interest and only two submitted quotes,.

Welcome Centre – Signed copy of Memorandum of Agreement with VBA for this year. Applied for funding this year – our funding is being increased from \$550 to \$650. Also noted that we did not receive funding for last year and it was noted by Provincial Government that it was their mistake and will be sending us a cheque for \$650 for last year.

Lighthouse – Have prepared the Memorandum of Agreement with Victoria Seaport Museum for signature. They will be opening July 1<sup>st</sup> through to September long week but the contract runs through from June 27 onward. They are painting the floor on the main floor of the lighthouse and propose, if council are in agreement, of putting a small fence around the propane tanks to hide them from view – both of these things would be done at their expense.

Alan Marshall and I have noted that there is a part of the ramp that badly needs fixing – he is going to get a quote to me asap. He would need someone to help him with the job.

Phone booth at the Welcome Centre parking lot – resident asked if it possible to paint it? Do something to preserve it?

Insurance – discuss based on attached sheet

**DEREK A. FRENCH PROFESSIONAL SERVICES INC.**

588 Main Street, PO Box 580, Cornwall, PEI, C0A 1H0  
tel: 902-394-2945 email: [dfrenchservices@gmail.com](mailto:dfrenchservices@gmail.com)

Community of Victoria  
P.O. Box 7, Victoria, PEI  
tel: 658-2541  
email: [victoriamunicipalitypei@gmail.com](mailto:victoriamunicipalitypei@gmail.com)

June 6, 2022

Attention: Hilary Price

Dear Hilary:

**Re: Development Officer Services**

As discussed, I am willing to provide development officer and planning services through my office.

This includes but is not limited to:

- reviewing applications;
- consulting with applicants;
- site visits;
- consulting with regulatory officials;
- consulting with administrator, council and planning board.

I have five other engineers on staff. Two (Josh Beaton, P.Eng. and Riley Callaghan, EIT, SIT) are presently associate members of the Municipal Development Officers Association of Nova Scotia and presently assist me with providing development officer services to other municipalities.

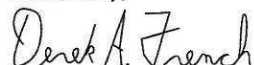
Rates: Derek French, \$100/hr, Josh Beaton, \$85/hr, Riley Callaghan, \$75/hr.

Mileage charge for a site visit will be a fee of \$50/visit. All fees are subject to HST.

An invoice and detailed service list breakdown will be provided quarterly.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Derek A. French, RPP, P.Eng., PEILS

## Victoria Fire Dept May 2022

May 3: Monthly meeting. Finalised lobster supper numbers and made sure all members are aware of the dates for preparation.

May 10: FF Brian Trainor taught a community risk reduction mini course upstairs at the fire hall.

May 17: FF Mariah Getson taught ground ladder training outside. Went over techniques such as hoisting a ladder, carrying an alive vs. carrying a dead or passed out victim. Also discussed heeling ladders and the work behind cleaning and inspecting ladders properly

May 21: Lobster takeout dinner fundraising event took place at the Palmer room..

May 24: FF Aaron Jones taught a firefit course outside of the fire hall.

May 31: Medical bag check and defibrillator check. Planted 3 fruit trees in the green space. Set up the municipal no parking signs.

## Mayor's Report to Council June 2022

This will be my last report as Mayor. I will be resigning, effective Sunday June 19, at this Council meeting. I will be assuming the responsibilities of the CAO effective Monday June 20. Following is a brief summary of how we got here. Council and our CAO have had various discussion on options for replacing our current CAO, Hilary Price, over the last few months. She had agreed to help Council by assuming the duties of the CAO for a limited time (which she has extended once already). Council needed to make sure we could meet our commitment to Hilary to allow her to retire at her agreed date. A number of options were considered. In the end, a couple of members of Council, including me, determined that the only way to proceed in the short term was to resign from Council and take on the role of the CAO on an interim basis. This option was supported by Council. This would only be feasible if Hilary was able to secure permanent, full time administrative and bookkeeping support which she was able to do. Hilary will update Council and our residents at this meeting on the person who was successful in this competition. Given the significant support from this new position, the hours that have to be committed by the interim CAO can be substantially reduced. My filling this roles is not a long term solution. Council, supported by the interim CAO, will need to find a more permanent solution for the CAO position by the end of November at the latest.

Your current Council and Mayor have approximately 5 months left before the required municipal elections and a new Council is sworn in starting December. We continue to focus on our key priorities and accountabilities as per the Municipal Government Act ("MGA"). Following is a short update on each.

1. Official plan
  1. The Chair of Planning Board will update Council and our residents at this meeting as to their progress on this matter.
2. Complete the Municipal Sustainability Study ("MSS")
  1. The MSS is well underway. There has been a delay while our consultants seek key information from outside parties, the timing of which was beyond her our our control. Our CAO will provide a more fulsome update at the meeting. It is important that residents understand that the information being gathered and the options that Council will consider are substantive. Our objective is to ensure that the Rural Municipality of Victoria ("RMV") is financially sustainable and able to provide the services that residents expect as well as effectively support the sustainable and appropriate development of our community. Without making substantive changes, the RMV will run out of money.
3. Stabilize our CAO position
  1. Council approved hiring a full time administrative assistant/bookkeeper which our CAO has been successful in doing. This individual will provide substantive support to the CAO, Council and our residents. Hilary has agreed to orientate her to the position. Council has also extended the contract for our current bookkeeper to September to further ensure that there is sufficient orientation and time for our new staff person to get climatized to her new role and ensure her success going forward.
4. Complete our financial audit for the 2021/22 fiscal year
  1. The Auditor will be presenting the drat audited financial statements to Council for approval at this meeting.

### **Decisions/Discussion items**

The CAO has included the above matters in the draft agenda for this meeting. There are no additional decision or discussion items that I will ask to be raised at the meeting.

If you have any suggestions or concerns please pass them on so they can be considered by Council.

Respectfully submitted

Keith Dewar, Mayor

RURAL MUNICIPALITY OF VICTORIA  
PLANNING BOARD MEETING  
FRIDAY, MAY 20, 2022  
10:00 A.M. – OLD SCHOOL

Present: Chairperson Pat Smith  
Planning Board Members: Marly Anderson, Bruce Gough, Jean McCardle  
CAO: Hilary Price

Chairperson Pat Smith called the meeting to order at 10:00 a.m.

Chairperson Smith noted that the agenda calls for an in-camera meeting to precede other agenda items.

***Motion moved to enter in to an in-camera meeting. Motion moved by Jean McCardle, seconded by Marly Anderson. Motion carried.***

Reason for in-camera is as outlined in Municipal Government Act Section 119 (1) (f)  
Went in to in-camera closed meeting at 10:05 a.m.

***Motion moved that we come out of in-camera meeting. Motion moved by Bruce Gough, seconded by Jean McCardle. Motion carried.***

Came out of in-camera meeting at 10:45 a.m.

Commenced regular meeting.

Approval of Agenda

***Motion moved to approve the agenda. Motion carried by Bruce Gough, seconded by Jean McCardle. Motion carried.***

Disclosure of Conflict of Interest

None declared.

Approval of Minutes of March 28, 2022

No errors and omissions noted.

***Motion moved to approve the minutes of March 28, 2022. Motion moved by Marly Anderson, seconded by Bruce Gough. Motion carried.***

The topic of discussion for this meeting was consideration of rezoning Dunrovin Estates subdivision. When reviewing the legal registered surveys of Dunrovin Estates subdivision (surveys dated 2002, 2003 and 2013) the uses approved by the municipality and registered with the surveys at the time the surveys were done are not consistent with the current approved uses on zoning map of that subdivision. Planning Board feels that it needs to have consistency and put appropriate properties back to original use.

***Motion moved that Planning Board recommends rezoning the properties within the Dunrovin Estates subdivision and rezone all properties within the subdivision to SR (Single Residential) zoning apart from PID #913780 (Victoria Glass Studio) which would revert to Commercial zoning from current Central Core Zoning. Motion moved by Marly Anderson, seconded by Jean McCardle. Motion carried.***

It was noted that the affected properties within the subdivision which would go from CC to SR zoning are as follows: PID #1020890, PID #991448, PID #1067388, PID #1067032, PID #939843 and PID #930560.

Planning Board also agreed that it should take the two properties just north of the Dunrovin Estates subdivision back from Central Core zoning to their original use which would be General Residential zoning. The reason for this is to take the Central Core Zoning back to its original four blocks. The two properties affected would be PID #207555 and PID #207449.

***Motion moved that Planning Board recommend rezoning PID #207555 and PID #207449 from Central Core to General Residential zoning. Motion moved by Marly Anderson, seconded by Bruce Gough. Motion carried.***

CAO Hilary Price reviewed the process moving forward. She noted that she would send all proposed changes to Uplands so that they can update the maps. Once that has been done, a public meeting will be held, chaired by the Planning Board, to review the proposed rezoning. Letters will be sent out to residents/property owners that will be affected by this rezoning asking for comments and appropriate advertisements will be placed advertising the public meeting. Once public meeting has been held and all comments received then Planning Board will meet to review comments and make a final decision. Next steps after Planning Board meeting will be recommendation to council for approval of final documents of Official Plan and Bylaw.

No other topics were reviewed at this meeting.

***Motion to adjourn the meeting. Moved by Bruce Gough.***  
Meeting adjourned at 10:56 a.m.

Meeting notes prepared by CAO Hilary Price

Keith Dewar  
68 Nelson Street  
Victoria, PE  
C0A2G0

June 9, 2022

Rural Municipality of Victoria Council  
730 Victoria Road  
Victoria, PE

Dear Councilors

I hereby provide notice of my resignation as Mayor of the Rural Municipality of Victoria effective midnight Sunday, June 19, 2022.

Sincerely  
Keith Dewar

A handwritten signature in blue ink, appearing to be "Keith Dewar", with a long horizontal line extending to the right.



Victoria Water and Sewer Commission

Meeting Minutes

Thursday, June 9, 2022

2:00 PM Old School

Present:

Commissioners - Richard LaGrange (Chair), Cecil MacDonald, Susan Oxley, Murray McAvinn

Guests - Hilary Price (CAO), Keith Dewar (Mayor), Preston Silliker (Operator) by phone

1. Meeting called to order at 2:05
2. Approval of Agenda - Moved by Susan, Seconded - Murray; motion carried
3. Conflict of Interest
  1. None declared
4. Business
  1. A letter from Department of Environment (DOE) raising concerns on bridge repairs that were conducted back in January as well as other related information was shared with the Commission. The Commission discussed the information and invited Preston Silliker to join the meeting via telephone to confirm his understanding of the repairs. Preston confirmed that the size of the pipe was reduced due to issues faced by the company conducting the repairs. Discussion noted that the urgency of the repairs did not provide time to obtain a permit, that there were 2 attempts to fix the repairs (the first attempt was not successful and the second attempt was meant to be temporary) and that the repairs were being conducted in January which made the work very difficult. Commission then connected with Preston Silliker to confirm what repairs were actually done. The Commission also recognized that there could be rationale to expanding the size of the pipe to 4" to accommodate the anticipated expansion of the Halibut PEI facility and the impact of the sale of the land on the opposite side of the road. It was also acknowledged that the final project would require the input and approval of an engineer. The Commission also discussed the issue raised in the letter around whether the water was still potable. The Operator is in the process of collecting water samples at Halibut PEI and the cottage on the same side of the causeway (these are the only 2 facilities that currently are open) and plans to collect these over a period of time to confirm that the water is still safe to drink.
    1. Actions summary:
      1. The CAO is to follow up with Steve Shaw, who oversaw the work and Toombs Plumbing & Heating to better understand why they did not use a 2" line but put used a 1" line which meant that the repair temporary in nature and, given that it was a modification, was not made in compliance with the required regulations. They should also gain an understanding as to why the first repair was not successful.
      2. The CAO is to write the DOE and respond to the concerns raised. The response should note this was a temporary fix, that it was done in an emergency situation under less than ideal conditions, the Commission is in process of considering options for long term repairs with the intent of completing the repairs prior to the coming winter, they were testing the water to ensure that it was safe to drink over a period of time and they are looking at upgrading to a 4" to allow for expansion in the future.

3. The CAO should follow up with the Department of Transportation and Infrastructure to determine if replacing the line with a 4" line to allow for increased usage would allow it to be funded by Gas Tax revenue
2. Update on Wharf Project
  1. The tender information and direction from Stantec was circulated to the Commission for their information. It is anticipated that the tender responses will be received and ready for consideration of the Commission later in June. Once they agree on a preferred vendor their recommendation will have to be submitted and approved by Council given that it is using Gas Tax funds.
  2. Actions:
    1. CAO to follow up on who currently pays for the electricity for the current pump and ensure that this practice continues in the future.
    2. CAO to arrange for another meeting of the Commission to consider the tender responses prior to the next Council meeting.
3. Update on water and sewer rate increase
  1. Susan Williams Bulman is working with the CAO in preparing the IRAC submission. The CAO has been communicating with IRAC to keep them abreast of the progress of the submission. IRAC has confirmed that as long as the submission is received in the next few months the proposed increases, if approved, can be applied retroactively to April 1/2022. The package should be ready by the next Commission meeting.
4. Staffing update
  1. Noted that Marsha Empson will start her permanent full-time position to provide full time administrative and bookkeeping support to the CAO
5. Adjournment
  1. Motion to adjourn made by Murray McAvinn at 3:25.

## WATER TEST SUMMARY FOR MAY/JUNE 2022

<u>Date</u>	<u>Sample #</u>	<u>Total</u>	<u>E-Coli</u>	<u>Background Coliform</u>	<u>Nitrate Growth</u>	<u>Line Reading</u>
<u>Well #1</u>						
May 24	P220504059	0	0	0	7.0	
<u>Well #2</u>						
May 24	P220504061	0	0	0	6.6	
<u>Well #3</u>						
May 24	P220504062	0	0	0	6.3	
<u>Water Lines</u>						
May 4	P220504058	0	0	0	Old School(CLO.44)	
May 4	P220504060	0	0	0	28 Nelson St.(CLO.32)	
June 1	P220601112	0	0	0	3 Russell St.(CLO.33)	
June 1	P220601111	0	0	0	Old School (CLO.44)	

### 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.”