

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.

M. Empson
Submitted by Acting CAO Marsha Empson

Shelley
Approved by DEPUTY MAYOR SHELLEY TRAINOR

RURAL MUNICIPALITY OF
VICTORIA

Exploration of Recommendations
for Municipality-Owned Assets and Other Options
SUMMARY

September 2022

Overview

The following document provides a summary overview of the discussion held on September 15, 2022 to further review the July 2022 key findings and identify the next steps in the process to support future decision making.

MRSB Consulting Services was engaged to facilitate a session to explore and discuss the recommendations and other areas for consideration for the municipality-owned assets with the intent of **making a decision on the next steps and process** that will result in decision-making on behalf of the RMV.

The hope was also to have a high-level discussion about restructuring (potential and impact) and **the next steps** to inform and support what will be a long-term decision-making process. However, there was not sufficient time to hold this discussion during the meeting.

Municipality-Owned Assets (Shorter term decision-making)

1. Municipality-Owned Assets (Shorter term decision-making)

Work Completed in July

Analysis of assets based on RMV objectives

Completed, working with MRSB

Presentation of recommendations to support sustainability

Our Focus

Exploration of analysis and recommendations

Today's focus

What is the process to make a decision?

Today's focus

Next Steps in Support of Sustainability

Decision-making process

Next steps based on today's discussion

Implementation of direction based on decision-making

Municipal Government Act (Changes Made)

Clear Purpose and Broad Powers

Municipal councils will have more authority and flexibility to provide services. Under the new Act, **a council is responsible for providing services, facilities and other things that the council considers necessary or desirable for the municipality.** All municipalities will be required to provide three mandatory services: fire protection, land use planning services, and emergency measures planning.

Duties of Council

- Developing policies for services and programs
- Evaluating services and programs on a regular basis
- Appointing, directing and managing a chief administrative officer (CAO)
- Revoking or suspending the CAO's appointment if required
- Establishing a procedural bylaw
- Establishing a code of conduct that includes conflict of interest rules
- Ensuring the powers of the municipality and council are used appropriately and that their duties and functions are carried out
- Exercising the powers of council or the municipality by passing bylaws or resolutions

Municipal Government Act Guiding Principles

Purpose of a council to include providing good government, providing stewardship of public assets, developing and maintaining a safe and viable municipality, and encouraging and enabling the public to participate in matters affecting the municipality.

Potential Guiding Principles for RMV (For Discussion Purposes):

- Good government (accountability, transparency, accessible to residents/the public)
- Stewardship of public assets
- Develop and maintain a safe and viable municipality
- Encourage and enable the public to participate in matters affecting the municipality

During the session, other key discussion making factors were identified, but no consensus was determined:

- There needs to be consideration for the longer term implications of our decisions
- Relationships matter and it is important to maintain strong community relations
- We have to do what is right for residents/consideration of the benefit/impact on residents
- Consider the different decision-making environment that we are in today versus a few years ago
- There needs to be a strong balance of these comments in order to support the stewardship of public assets

Identifying principles that will guide the discussion would be very valuable to assist with discussions such as this.

Services and Municipal-Owned Assets

Mandatory Services (Based on Act)

- Fire protection services
- Land use planning services (this was not part of the review)
- Emergency measures planning (this was not part of the review)

Municipal-Owned Assets

- Old Schoolhouse
- Victoria Community Hall
- Leard's Lighthouse
- Welcome Centre, Washrooms and Heritage Park
- Victoria Park (causeway, Provincial)
- High-level water and sewer (this was not part of the MRSB review)

Recommendations were identified based on residents, usage and financial sustainability and revenue generating potential.

1. Old Schoolhouse Overview of Recommendations

Recommendations (July 2022):

(1) Retain asset to continue to use Old Schoolhouse for municipal offices

(2) Pursue revenue opportunities for public meeting space

- Advertise and create awareness of availability of space including through membership in Meetings & Conventions PEI
- Review rental rates; remove discounts and no charge rentals

Current Situation

- Accessible space for the public to access Municipal Office/services
- Property houses municipal wells
- Building showing very little wear – repairs and maintenance est. at \$750 annually
- Average deficit excluding amortization \$11,400
- Meeting space available for public

1. Old Schoolhouse Summary Discussion

- There is no clear financial reporting, including a clear understanding of solar power and cost offsets
- One of the most recently renovated assets. There are some areas that may require some further investment (e.g., retrofit to the kitchen, recommendations by the Fire Department) and long-term maintenance costs must be considered
- This building is valuable and can be maintained as the Municipal Office and the “community centre”
- The building is an important asset to the community in terms of culture, history and heritage
- Municipal infrastructure (e.g., well pumps) is located on the land, which must be considered
- There is interest in using the space as a community rental. There was a discussion about reviewing rental fees and with respect to this discussion, some spoke about ensuring fees are based on market value while other comments reflected ensuring the space was reasonably priced to support community events/activities
- Depending on the rental uses, there may be a need for future investment (e.g., retrofit of the Kitchen)
- This would require dedicated resources to support the promotion of community rentals and support during the use of the facilities
- People within the community may take on volunteer roles (e.g., lawn maintenance, event set up and clean-up)
- The comment was made to receive a real estate assessment on the building (where if sold, the Municipal Office would maintain office space within the facility); however, additional concerns were raised about selling the property when there is essential infrastructure located on the land

1. Old Schoolhouse Actions

Recommendation 1: Retain asset to continue to use Old Schoolhouse for municipal offices

Recommendation 2: Pursue revenue opportunities with public meeting space

Actions to Support Decision Making:

- Better understand the impacts of the previous investment in solar
- Improve financial reporting for the asset
- Gain a stronger understanding of any additional capital improvements (to support rentals) and budget for longer term maintenance requirements
- Prepare annual budget including estimated rental revenue generation

2. Community Hall Overview of Recommendations

Recommendations (July 2022):

(1) Divest of asset

(2) Sell the Community Hall to Victoria Playhouse Inc.

Current Situation

- Minimal utilization during Oct - May, sporadic and not marketed
- Theatre lighting limits use of auditorium outside of performances
- Limited rental income
- Difficult to heat sporadically in winter season (2 day warmup required)
- Approx. \$11,000 in immediate repairs required
- Over next 5 years approx. \$100,000 in repairs and maintenance required
- Annual deficit (excluding amortization) past four years approx. \$6,000 per year

2. Community Hall Summary Discussion

- Comments that the Municipal Office does not have the administrative resources to maintain this asset and that there should be a real estate assessment completed to determine the market value of the asset. Covenants could be placed on the development to help ensure it is maintained as a heritage building
- Other comments identified the potential to establish a lease arrangement, with the first point of contact to take place with the Victoria Playhouse
- The lease agreement would reflect what is required to operate and help maintain the asset
- There were some concerns about what would happen with the asset if it was sold
- This building is a designated heritage building. Comments were shared that the asset is very valuable to the heart of the community and for tourism. It was identified that there is a war monument on the property, but that this may be moved
- Comments were shared about how the Victoria Playhouse has made investments in the facility in the past and may be a good partner to continue to do so in the future
- Concerns were raised about making sure the asset does not carry a financial burden to the residents of the Rural Municipality
- There were comments about the need to “break even” with the asset. It is important to note that operational and capital investments need to be considered
- Comment that another organization (outside of the Municipality) may be able to take the organization to the next level
- Meet with the Victoria Playhouse to discuss their interests and the financial situation (the real estate assessment will help with these discussions)

2. Community Hall Actions

Recommendation 1: Divest of asset

Recommendation 2: Sell the Community Hall to Victoria Playhouse Inc.

Actions to Support Decision Making:

- Gather and review additional information on the asset including operational and capital costs as well as conduct a real estate assessment to determine market value
- Have a discussion with the Victoria Playhouse about the financial situation, potential solutions and potential options
- Look at potential infrastructure funding (recognizing that the Rural Municipality has limited resources to take on this work; potential to form committees to support some of the work was identified)

3. Leard's Lighthouse Overview of Recommendations

Recommendations (July 2022):

(1) Retain the Lighthouse

(2) Identify a third-party to operate as a museum

(3) Apply for grants to support maintenance and upkeep

- Provide a **fair and equitable opportunity** for all interested parties to operate the lighthouse as a museum within the municipality by issuing an RFP.
- Any agreement for the operation of the lighthouse should provide clarity on the collection and use of donations, financial responsibility for exhibit development and repairs and maintenance of the facility.
- Review and apply for grants to support the maintenance and upkeep.

Current Situation

- Lift station located on property – uncertainty around sale of property due to the location of this asset
- Approx. \$3,100 in immediate repairs required
- Over next 5 years approx. \$61,000 in repairs and maintenance required
- RMV has no control over donations collected and their use

3. Leard's Lighthouse Summary Discussion

- Concerns were raised about the financial situation with the lighthouse given the costs to maintain the asset in the longer term as well as about the use of donations
- It was shared that others in the community have identified an interest in operating the lighthouse
- Some concerns were raised about proposals/ideas not being shared with Council. There also needs to be a clear understanding of the role of Council and the role of CAO in terms of processes such as request for proposals and selection process
- Comments were shared about the importance of having discussions with the existing relationship
- Other comments were shared about the need for an equitable and fair process that will bring the greatest benefit to residents (criteria should be determined)
- The question was asked about which was most important: the lighthouse operations and/or the operation of the lighthouse as a museum. People agreed that the lighthouse was most important, but there was little comments shared that suggested an interested in exploring other opportunities for use of the asset (this may be a future consideration)
- The question was asked if the lighthouse has sufficient space to run the Welcome Centre
- This heritage property is important to the Rural Municipality
- It was identified that there may be funding programs to support the maintenance of this asset (although resources would be required to explore these opportunities)
- There is a need to gain a stronger understanding of the financial commitment operationally and in terms of longer term maintenance and what this may mean in terms of any go forward arrangement
- Options identified include going direct to existing holder of the agreement; a request for proposals open to the public for a lighthouse museum; or a request for proposals for the public for different uses of the lighthouse

3. Leard's Lighthouse Actions

Recommendation 1: Retain the Lighthouse

Actions to Support Decision Making:

- Confirm the objective of the Rural Municipality related to the maintenance of the lighthouse
- Review the financial situation
- Hold a discussion with the current party operating the lighthouse
- Make a decision on how to proceed in terms of direct discussion with a first right of refusal or a Request for Proposal process that would allow for additional ideas
- Look at potential infrastructure funding (recognizing that the Rural Municipality has limited resources to take on this work; potential to form committees to support some of the work was identified)

4. Welcome Centre, Washrooms and Heritage Park Overview of Recommendations

Recommendation (July 2022):

(1) Divest the Welcome Centre facility through a sale

Current Situation

- An information resource for visitors to Victoria; distribution of Points of Interest walking map (also distributed in other locations)
- Provides washroom access for visitors and locals supporting in-home businesses
- Approx. \$4,300 in immediate repairs required for the Welcome Centre and \$1,200 for the washrooms
- Over next 5 years approx. \$154,000 in repairs and maintenance required for the Welcome Centre and boardwalk area
- Cost to maintain washrooms over the next 5 years approx. \$11,400 in repairs
- Risk and liability if municipality unable to fund immediate and ongoing repairs and maintenance
- Annual deficit (excluding amortization) past four years approx. \$8,800 per year

4. Welcome Centre, Washrooms and Heritage Park Summary Discussion

- There was some discussion about what is included as part of this category
- There was also discussion as to whether or not the parcel of land where the Welcome Centre is located could be sold separately. There were concerns identified about the sale of the asset which is strategically located at the waterfront
- An infrastructure investment is required for the Boardwalk
- There was discussion about whether or not the Welcome Centre is needed in the community. Some did not believe so, while there was a comment that the Centre is important provided that it functions as a Tourism Centre
- There were questions about the operation of the Welcome Centre and the relationship/current arrangement with the Victoria Business Association (including supervision of the student staff). There may be a lack of clarity including of the arrangement with the VBA, and additional information to keep everyone informed is required including use of the facility/tourism service
- There was a comment in favour of issuing a Request for Proposal (RFP) that would be direct between the Rural Municipality and the operator and that would be made available to the current operator and the public to provide a response. The RFP would consider a reasonable financial arrangement
- A comment was made that the Rural Municipality needs to consider transparency, accountability and efficient management of resources
- The suggestion was to set up a longer term lease for the Welcome Centre
- It was shared that the Heritage Park is important for residents
- Further consider paid parking to help maintain the infrastructure was identified

4. Welcome Centre, Washrooms and Heritage Park Actions

Recommendation 1: Divest the Welcome Centre facility through a sale

Actions to Support Decision Making:

- Better understand the current relationship/situation and value to the Rural Municipality
- Review the financial situation
- Hold a discussion with the Victoria Business Association (VBA) to explore options (including to support the long-term financial situation)
- Determine next steps based on pros and cons (e.g., request for proposal)
- Look at potential infrastructure funding for the boardwalk (recognizing that the Rural Municipality has limited resources to take on this work; potential to form committees to support some of the work was identified)
- Explore the option for paid parking for Boardwalk

5. Victoria Park (Causeway)

Overview of Recommendations

Recommendation (July 2022):

(1) Return asset to Province

Current Situation

- 10-year lease with Province (expiring Aug 2023) at a cost of \$1 annually for rent
- Day-use park open to the public and one of the main greenspaces in RMV
- Washrooms and playground equipment available
- Beach front access used by visitors and residents, main beachfront access for residents specifically
- Annual deficit past four years approx. \$8,900 per year
- Notable erosion of cliffs
- Use limited to day park so limited revenue opportunity

5. Victoria Park (Causeway) Summary Discussion

Recommendation 1: Return asset to Province

- There is a lot of erosion along the water and concerns were raised about where the financial investment would come from
- There are some concerns related to the maintenance of the Park
- There are some concerns related to long-term plans for any potential development (and as a suggestion, should align with the guiding principles of the Rural Municipality)
- Comments shared about previous development discussions and about AMAR Seafood PEI's proposal (including an interpretative centre, washrooms and park, as well as investment along the coast)
- Comments were also shared about the important sources of taxes this would bring to the community
- It was identified that other proposals have been provided in the past, but not presented to the Council
- One comment was made that the Rural Municipality should renew the lease; while others did not see the need for this/or it was too soon to identify this as the potential direction

5. Victoria Park (Causeway) Actions

Recommendation 1: Return asset to Province

Action to Support Decision Making:

- Set up a meeting with AMAR Seafood PEI to discuss the current status of their proposal for development and to discuss the potential for a presentation at a public meeting

Rural Municipality of Victoria - Council Meeting

12 December 2022

Mayor's Report

As it is the practice at this time, I would like to provide the residents of the community with an overview of the report I will be elaborating on at the meeting.

First, I would like to thank the many members of the community who took time to give me their well wishes on being elected to the position of Mayor. I am honoured to be serving the community for the next four years.

As many of you know, this is the first time I have held public office of any kind. While I have served my communities and country in other public service roles, I have never served as an elected official before. Therefore, I will be spending time getting the training I need to perform my duties to the best of my ability.

I would like to congratulate the six members of the RMV council on their election success and look forward to working with a great group of people who have also committed themselves to serving the community to their best ability.

I would also like to thank the outgoing council members who worked hard on our behalf and served the community for the last 4 years. They were pioneers of sorts, being the first to work with the Municipal Government Act and all the additional requirements and responsibilities that came with the new legislation. Their hard work has set the stage for this council and, in many ways, have provided the roadmap for our work over the next four years. I hope you take the time as I have to thank these fellow community members for their commitment.

Finally, I would like to thank Keith Dewar, our outgoing acting CAO, for his willingness to take on the duties that were required to be performed when our last CAO left her position several months back. Keith was very generous with his time and his knowledge in the last number of weeks to ensure an effective handover on November 30 to our new acting CAO, Hilary Price. The new council is grateful for having Hilary step in to the role on a part-time basis for the next three months and bring her many years of experience to the job at hand.

Hilary, I don't know where we would be as a community without your service over the years and in preparing the new council for its role ahead.

In preparation for taking on the roles we have committed to, four of the council members attended an orientation session in November sponsored by the provincial government and the Federation of PEI Municipalities. As well, the new council has been provided with information from members of the previous council on the work performed by the Municipality and have done some training to be as effective as possible carrying out our roles. With five of the seven members of the council being new to municipal government, it was important that we took the time in the last few weeks to do this work.

We learned that among the purposes of a council that are outlined in the law, we are to do the following:

- (a) providing good government in its municipality;
- (b) providing services, facilities or other things that the council considers necessary or desirable for all or part of its municipality;
- (c) providing for stewardship of the municipality's public assets;
- (d) developing and maintaining its municipality as a safe and viable community; and
- (e) encouraging and enabling public participation in matters affecting the municipality.

In serving the community, the municipal government needs to follow good practices. What I learned in my 40 years of experience in public sector was that the further away government is from following good practice, the higher the risk that the government will not meet the expectations of its stakeholders.

Because of its size and limited resources, the new council has already learned that the municipality does not have in many areas the capacity to operate effectively in order to meet the purposes set out in the law. For example, the previous council had to make the hard decision to operate without recommended standing committees such as finance, planning and audit to provide the oversight necessary and inform decision making by council. We learned that our Fire Department is woefully underfunded for the services it is currently expected to perform.

The new council has learned about the work completed over the last year to better understand the impacts of delivering services in a municipality without the resources required to meet the objectives set out in the provincial law and in the municipality's bylaws. In 2022, the Municipality worked with the consulting firm MRSB to produce a report that that is now available to all community members. The report provides an analysis of the financial challenges we face, some options and recommendations for dealing with budgetary concerns in the short term. The report also presents some options for decisions that will be necessary for longer term sustainability. This report provides the council, and indeed the community, with some good direction for the decisions that need to be taken.

As I was acclaimed to the position, I did not have the opportunity to let the community know what my priorities were. Therefore, as we start our work as a new council, I am letting the community know that these are my priorities that I encourage the members of council to take on board and use as we consider the many decisions that will have to be made over the next number of months.

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)

We are a very small community and have a tremendous reputation for the hard work of our residents. I hope that everyone recognizes the challenges we face operating a municipal government in such a small community and will step forward when asked to contribute.

In closing, I would like to wish everyone a safe and enjoyable holiday season. Lets make a point to cherish what is truly important in our lives: cookies!

Respectfully submitted:

Martin Ruben
Mayor, Rural Municipality of Victoria

Mayor's remarks: 12 December 2022

Reception:

I would like to welcome everyone here this evening.

We are here to recognize the community service of some of our residents that was critical for our municipal government to operate effectively over the last four years. Without their efforts, we would not have been able to progress as a community that had to operate in compliance with the 2017 Municipal Government Act. And that was no small feat. Many other communities have had to dissolve or amalgamate during the last four years. That is not to say that we have not had our own challenges to meet the requirements of the provincial law, but the amount of extra work that was required by the folks we are celebrating this evening was remarkable.

We are very grateful for their contributions.

The work of the outgoing council was supported by a number of volunteers who served on the standing committees as well as those individuals who participated in projects, events and ongoing community work over the last four years. To all those volunteers, we say thank you and look forward to recognizing your efforts more formally in the coming months.

At this time, however, I would like to recognize the following individuals for their tireless work over the last four years in their service as members of the municipal council:

Marly Anderson – Served on council from 2019 to 2022 and was reelected to a second term. In addition to her role on council, Marly was also a member of the Planning Board and for a short time, a member of the Fire Services Committee. Marly was reelected as a council member and will continue to serve our community in that role.

Eric Gilbert – Served on council from 2019 to 2022 and was reelected in November to a second term in office. In addition to his role on council, Eric is a volunteer firefighter and assisted the fire department with its administrative responsibilities.

Pat Smith – Served on council from 2005? to 2022. Pat recently served as our Acting Mayor and was our Deputy Mayor from 2019 to 2022. She was most recently the Chair of the Planning Board.

Richard Lagrange – Served on Council from 2019 to 2022. Richard was the Chair of the Water and Sewer Commission and served as chair of the Fire Services Committee in 2019 and 2020.

Susan Oxley – Served on council from 2019 to 2022. Susan served on the Planning Board and previously, served as Chair of the Public Works and Recreation Committee.

Jean McCardle – Served on council from 2020 to 2022. Jean most recently served as the Deputy Mayor and served on the Planning Board.

Keith Dewar – Served as Deputy Mayor, Mayor and most recently acting CAO from 2019 to 2022. Keith also chaired the Finance and Audit Committee until it was dissolved in 2020.

Thank you all again for your tremendous contribution to our municipal government.

Council meeting

I am tabling my report as circulated with the agenda. My report outlines the gratitude I have for the work done by the previous council, the preparation work undertaken by our new council since we were elected to the position and my suggestions for how our council should address the many challenges ahead for our community, the biggest of which has been our inability to operate effectively as a municipal government.

I want to reiterate my gratitude for Hilary Price stepping forward to fill the role of CAO until the end of February 2023. We are indeed fortunate that someone with her qualifications and experience was prepared to step in to such big shoes at such a critical juncture for our municipality. I am also grateful for the hard work by Marsha Empson for keeping the engines of the municipal processes humming along smoothly.

I want to address some of the points I am making in my report to council.

It is critical for the role we have been elected to carry out, that we make decisions based on facts, evidence and good analysis. We have laws which we must comply with. We have roles and responsibilities that we must take seriously. And we must operate with good practice. As I said to my fellow council members in the preparation for taking on our new role, the further away we are from operating effectively as a council and municipal government, the more risks we will be taking and the more insurance it will cost for the community to cover for our governance and operational deficiencies. Therefore, it is incumbent on each of us to ensure we are acting responsibly in order to deliver effective government for our residents.

Because we are so small, we need to have a common vision for what it is we want to achieve. In our more senior levels of government, there is a governing party that sets the agenda and guides the work. The provincial and federal governments are held accountable every four years for how well they deliver on their platform. At the municipal level, we are seven council members who can't afford to be rowing in different directions. It is for that reason; it is critical that we have a common understanding of what kind of community we want to create. That common understanding needs to be documented for our residents so that we can be held accountable for the work we are performing.

We can all bring our ideas to this council once we understand the concerns and ideas from the residents, but once we have a direction, we need to stay on course. We need to spend our time wisely. The work we do in council, in committees, in our engagement with the community and in these municipal offices needs to be laser focused on the matters that are important to the community. That means ensuring we communicate effectively with the community and for the community to be able to effectively communicate with us. We can't afford to have a community that doesn't fully understand what we are all trying to do here.

We are all blessed to be living in this beautiful municipality and as I have heard from my fellow councillors and residents who have taken the time to communicate with me, there is a lot of confidence that we have the right team to lead this municipality into the future. I couldn't agree more.

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	P220727096	P220824071/P220921106	P221019114	N/A	
	TOTAL	0	0	0	0	0	0	0	0	0/0	0	N/A	
	E-COLI	0	0	0	0	0	0	0	0	0/0	0	N/A	
	BACKGROUND COLIFORM	0	0	0	0	0	0	0	0	0/0	0	N/A	
	NITRATE GROWTH	7.3	7.7	7.8	7.6	7	7.5	7.4	7.1	7/7.2	7.2	N/A	
WELL #2	SAMPLE #	N/A	P220209023	P220310044	P220406066	P220504061	P220601108	P220629108	P220727097	P220824072/P220921107	P221019115	N/A	
	TOTAL	N/A	0	0	0	0	0	0	0	0/0	0	N/A	
	E-COLI	N/A	0	0	0	0	0	0	0	0/0	0	N/A	
	BACKGROUND COLIFORM	N/A	0	0	0	0	0	0	0	0/0	0	N/A	
	NITRATE GROWTH	N/A	6.4	6.0	3.8	6.6	5.4	5.6	4.3	5.2/5.9	6.1	N/A	
WELL #3	SAMPLE #	P220111031	P220209026	P220310042	P220406065	P220504062	P220601107	P220629107	P220727098	P220824073/P220921108	P221019116	P220111031	
	TOTAL	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	
	BACKGROUND COLIFORM	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	4.3	
LINE READINGS - 3 RUSSELL ST.	SAMPLE #	N/A	P220223065	N/A	P220406062	N/A	P220601112	N/A	P220810086	N/A	P221005085	P221130065	
	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)	
	SAMPLE #	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	
LINE READINGS - 4 JUDE ST.	SAMPLE #	P220111027	N/A	P220323084	P220420084	N/A	P220629110	P220727092	N/A	P220907083	P221019113	P221116057	
	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)	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P220928002	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	
LINE READINGS - 28 NELSON ST.	SAMPLE #	N/A	N/A	P220310040	N/A	P220504060	N/A	P220713105	N/A	P220921105	N/A	P221102087	
	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)	
	SAMPLE #	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	
LINE READINGS - OLD SCHOOL	SAMPLE #	P220111028	P220223066	P220310039	P220406063	P220504058	P220601111	P220713104	P220810085	P220907082	P221005084	P221102086	
	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)	
	SAMPLE #	N/A	N/A	P220323085	P220420085	N/A	P220629113	P220727095	N/A	P220928001	P221019112	P221116056	
	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)	
	3RD READING	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P221130064	
LINE READINGS - 36 CAUSEWAY RD.	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)	
	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	
	SAMPLE #	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	
COLD WATER TAP	SAMPLE #	N/A	N/A	N/A	N/A	N/A	P220615130	N/A	P220824074	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	
	SAMPLE #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
HALIBUT PEI COLD WATER TAP	1ST READING	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	

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."

December 10, 2022

November Planning Board Report

Planning Board met on November 30 at the Old School. The only item on the agenda was to review the response from our lawyer for our new official plan. We went into an in-camara to discuss. We came out of the in-camara and formed a motion to bring to council at our December council meeting.

That is all we have to report at this time.

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>
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

Rural Municipality of Victoria

Balance Sheet As at Nov 30, 2022

ASSET

Current Assets

Petty Cash	-73.22
Government Transfer Received	0.00
Gas Tax Bank NS	270,531.35
General Chequing Account	10,634.92
Cash and Cheques to Deposit	172.50
VISA - DO NOT USE	0.00
Fire Visa - DO NOT USE	0.00
V W Heritage Program Funding Acc	0.00
Term Deposits	0.00
Accounts Receivable	316.25
G S T Receivable	0.00
MCEG Receivable	1,250.00
Due from Water COM. Rev Fund	95,973.38
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	3,376.66
Due from Water & Sewer Account	3,524.19
Prepaid Expense & Deposits	611.00
Total Current Assets	<u>390,327.46</u>

Reserve Funds

Municipal Reserve	<u>537.99</u>
Total Reserves	<u>537.99</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	<u><u>1,988,997.11</u></u>
-------------	----------------------------

LIABILITY

Current Liabilities

Operating Loan - LOC		45,000.00
Visa Payable		670.30
Accounts Payable		14,043.70
G S T Payable		0.00
HST Payable		4,716.84
CPP Payable	0.00	
EI Payable	0.00	
Federal/Provincial Tax Payable	0.00	
Total Payroll Taxes Payable		0.00
Deferred Revenue General	0.00	
Deferred Rev GT	270,530.60	
Receiver General Payable		270,530.60
Vacation Payable		0.00
Total Current Liabilities		<u>334,961.44</u>

Long Term Liabilities

Long Term Loans - Community		0.00
Loan term Loan Mac Aurhur PPTY		26,264.44
Long Term Loans Fire Dept		0.00
Total Long Term Debt		<u>26,264.44</u>

TOTAL LIABILITY 361,225.88

EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	-32,287.80
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	0.00
Total Earnings	<u>1,627,771.23</u>

TOTAL EQUITY 1,627,771.23

LIABILITIES AND EQUITY 1,988,997.11

Generated On: Dec 09, 2022

Rural Municipality of Victoria

Comparative Income Statement

	<u>Budget Apr 01, 2022 to Mar 31, 2024</u>	<u>Actual Apr 01, 2022 to Nov 30, 2023</u>
REVENUE		
General Revenue		
Taxation Real Property	111,400.00	75,536.00
Gas Tax Revenue	60,500.00	56,611.94
MCEG Grant	5,500.00	4,836.15
Property Tax Grant	3,200.00	0.00
Outside Fire Dues	8,290.00	5,296.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,150.00
Old School Rentals	3,500.00	3,372.50
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	1,390.03
Total General Revenue	<u>210,790.00</u>	<u>163,112.20</u>
TOTAL REVENUE	<u>210,790.00</u>	<u>163,112.20</u>
EXPENSE		
General Government		
Auditing Fees - General Govt	10,000.00	9,900.00
Advertising - General Govt	1,000.00	464.50
Bank Charges - General Govt	550.00	226.93
Dues - General Government	600.00	440.00
Honorarium - General Govt	5,500.00	900.00
Insurance - General Government	5,000.00	5,131.00
Office Supplies - General Govt	5,500.00	3,458.78
Bank Int on Loans - General Govt	1,300.00	1,760.56
Telephone - General Govt	2,100.00	1,401.12
Travel & Training - General Govt	100.00	0.00
CAO Salary - General Govt	16,970.00	8,580.00
Administrative Staff - General Govt	37,950.00	17,943.64
CPP Expenses - General Govt	5,275.00	1,012.06
EI Expenses - General Govt	0.00	893.04
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	99.95
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>127,936.71</u>

Community Hall		
Electricity - Community Hall	1,200.00	249.84
Heat - Community Centre	2,300.00	966.99
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	6,500.00	0.00
Total Community Centre	<u>18,215.00</u>	<u>12,250.52</u>

Fire Dept		
Electricity - Fire Dept	1,200.00	452.89
Heat - Fire Dept	3,300.00	527.13
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	2,235.20
Water & Sewer - Fire Dept	985.00	856.00
Fire Equipment - Fire Dept	500.00	0.00
Telephone & Internet - Fire Dept	1,600.00	1,022.86
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	176.00
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
Depreciation - Fire Dept	375.00	0.00
Total Fire Dept	<u>24,455.00</u>	<u>10,330.53</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	100.00	0.00
Dunrovin Total	<u>1,115.00</u>	<u>1,928.00</u>

Old School		
Electricity - Old School	5,000.00	1,975.43
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	352.00
Supplies - Old School	350.00	175.82
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	16,000.00	0.00
Total Old school	<u>31,065.00</u>	<u>13,345.51</u>

Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	11,659.81
Total General Planning Expenses	9,500.00	11,659.81
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	2,286.90
Total OP & Bylaw Updates Expenses	5,500.00	6,234.80
Planning	30,000.00	35,789.22
Street Lights		
Street Lights - General	3,000.00	1,946.40
Total Street Lights	3,000.00	1,946.40
Lighthouse		
Property Taxes - Lighthouse	35.00	233.00
Repairs & Maint - Lighthouse	1,500.00	1,362.91
Lawn Mowing - Lighthouse	300.00	420.00
Total Lighthouse	1,835.00	2,015.91
Welcome Centre & Washrooms		
Water and Sewer - Welcome Ctr	1,475.00	1,284.00
Garbage - Welcome Centre	650.00	764.81
Maintenance - Welcome Ctr	250.00	360.00
Supplies - Washrooms/Welcome Centre	1,000.00	1,779.00
Washroom Maintenance - Welcome Ctr	1,500.00	758.21
Property Tax - Welcome Ctr	490.00	497.00
Insurance - Washrooms	125.00	108.00
Depreciation - Welcome Centre	11,000.00	0.00
Visitor Centre Costs	16,490.00	5,551.02
Victoria Park		
Repairs & Maint - Victoria Park	0.00	20.00
Water & Sewer - Victoria Park	525.00	456.00
Total Victoria Park	525.00	476.00
Waterfront Heritage Site		
Sewer & Water - Waterfont	490.00	428.00
Repairs & Maintenance - Waterfont	100.00	0.00
Property Tax - Waterfont	580.00	661.00
Lawn Mowing - Waterfont	150.00	360.00
Depreciation - Seawall	25,000.00	0.00
Interest on Property Loan	750.00	275.79
Total Waterfront Heriage Site	27,070.00	1,724.79
TOTAL EXPENSE	313,807.00	249,083.83
NET INCOME	-103,017.00	-85,971.63

Generated On: Dec 09, 2022

CAO REPORT

Development Permit Report - There were no new development permits issued this month.
Development permit report for calendar 2022 provided
Financial Statement - provided

Activities Report

- Had an information meeting with council members evening of December 5. Photographs of council were taken for webpage, oath of office was given, campaign contribution forms and disclosure information forms were given out. General information was given out regarding roles and expectation of councillors.
- Worked on administrative processes with Finance & Administrative Assistant, Mayor & Municipal Affairs
- Met with Preston Silliker (Water & Sewer Operator) to review contract & salary information and he gave feedback on wharf project. Information received will be reviewed at next Water & Sewer Commission meeting.
- Conversations with Stantec Engineering regarding sewer project on wharf and water project on the Causeway. Stantec to get back with more updated financial information prior to forwarding a Capital Investment Plan application for the water project and an adjustment to the financing on the wharf project.
- Conversation with Infrastructure Secretariat regarding capital investment funding - to get back to them when I have financials.
- Submitted the IRAC Water & Sewer Rate increase
- Discussion with lawyers re legal matter regarding mediation

Election Report

As CAO and your Municipal Electoral Officer for the last Municipal Elections held in November, here is a summary of election review and results

- Nomination process took place according to Elections bylaw. There were seven nominated candidates for councillor positions and nomination had to be extended for mayor's position because no one initially came forward. After extension of nomination, one candidate put forward his name - Martin Ruben. Martin Ruben was acclaimed as mayor. The seven councillors nominated were Marly Anderson, Jamie Lee Brown, Brian Clapson, Eric Gilbert, Ben Smith, Shelley Trainor, Thomas Wright. There was an election held to elect six councillors.
- Election was held on Monday, November 7th from 9:00 a.m. to 7:00 p.m. and an advance poll was open on Saturday, November 5th from 9:00 a.m. to noon.
- There were 30 residents who voted at the advanced poll and 40 residents who voted on election day.
- Results of vote count were as follows: Marly Anderson 54, Jamie Lee Brown 53, Brian Clapson 41, Eric Gilbert 57, Ben Smith 30, Shelley Trainor 50, Thomas Wright 56.
- 61% of eligible electors listed came out to vote.
- The election went very well with no glitches.
- Several residents previous to the election had made enquiries about the possibility of having more than one advance poll and also the possibility of possible mail in voting. It was

noted that the opportunity to have one more advance poll or mail in voting was not mentioned in the municipality's bylaw so this was not possible.