

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

Present

Deputy Mayor Shelley Trainor

Councillors Jamie-Lee Brown, Brian Clapson, Eric Gilbert

CAO Anna Keenan

Finance & Administrative Assistant (FAA) Marsha Empson

Present via Zoom – Councillor Tom Wright

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

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

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

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

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

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

Approval of Agenda

Motion moved to amend the circulated agenda to include:

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

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Motion moved to approve the agenda as amended.

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

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

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

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

Motion moved by Councillor Brown, seconded by Councillor Gilbert.

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

Declaration of Conflict of Interest

None declared.

Approval of Minutes

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

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

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

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

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

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Public Presentations and Input

No presentations requested.

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

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

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

Business Arising from Minutes

Emergency Preparedness Plan/Fire Services Bylaw

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

CAO Report

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

Public input

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

Motions and actions list

- No questions.

Development permit report

- No questions.

Financial update

- No questions.

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

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Motion to participate in Municipal Administrative Support Program (MASP)

WHEREAS the Municipal Administrative Support Program will provide financial assistance of \$15,000 to assist rural municipalities to comply with the legislative requirements, such as liability insurance and audits of financial statements, outlined in the Municipal Government Act (MGA);

AND WHEREAS the Municipal Administrative Support Program is a one-time program for the 2022-2023 fiscal year with no assurances that the program will be available in future years;

AND WHEREAS a signed Municipal Administrative Support Program funding agreement reflects the municipality's understanding of objectives and terms established by the Province of PEI;

AND WHEREAS the Municipal Administrative Support Program requires a formal resolution outlining participation in the program;

BE IT RESOLVED that Council authorizes the Rural Municipality of Victoria to execute the "Confirmation of Agreement to Participate in the Municipal Administrative Support Program"

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Motions to appoint auditors.

Motion moved to appoint ABCE as the auditing company for the Rural Municipality of Victoria and Victoria Water & Sewer Commission for the 2022/2023 fiscal year.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Resolution #2023-11

Motion moved to appoint ABCE as the auditing company for the Rural Municipality of Victoria and Victoria Water & Sewer Commission for the 2023/2024 fiscal year.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Resolution #2023-12

Deputy Mayor's Report

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

Public input

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

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

Motion moved to approve an indefinite leave of absence for Mayor Ruben.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Resolution #2023-13

Motion moved to accept the Deputy Mayor's report, and the mayor's report to February 13, 2023.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Fire Department Report

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

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

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

Public input

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

Water & Sewer Commission Report

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

Public input

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

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

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

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

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

Motion moved by Councillor Gilbert, seconded by Councillor Brown.

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

Planning Board Report

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

Public input

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

Motion moved that the Planning Board Report be accepted.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Introduction of New Business

Development of Amar property

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

Public input

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

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

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

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

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

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

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

Leasing of municipal assets

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

Public input

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

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

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Council Correspondence

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

Environmental Protection Order

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

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

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

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

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

Councillor Gilbert returned to the meeting at this point.

Letter expressing interest in purchasing municipal lands

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

Email received regarding water and sewer generators

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

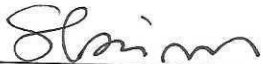
Councillor Clapson motioned to adjourn at 8:40pm.

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

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



Submitted by CAO Anna Keenan



Approved by Deputy Mayor Shelley Trainor

CAO report - Activities, for Feb 27

Report prepared by Anna Keenan, Feb 24.

I'm now at 1 week (=2.5 days) in to this role, and want to thank the Mayor and Deputy Mayor, all Councillors, staff and community members for the warm welcome I have received. I am rapidly learning, and still in the process of wrapping my head around the details of the current business of the town, and the responsibilities of the role.

I want to recognize the work of Marsha and Hilary, as the interim and former CAOs. It is clear that this is a high-responsibility role with many pressures, and they have both served honourably. They have been and will continue to be extremely valuable resources for me in finding my way in this role.

I want to make this role sustainable for myself, and for Marsha as well as Financial & Administrative Assistant. I am contracted to work 20 hours a week, and it is already clear that this could be a 60 hour per week job if I allowed it to be. The speed of progress we can make depends on our capacity, and our capacity is limited, so the speed of progress will also be limited. We will need to prioritize and plan well, and extend patience to each other, to make this work sustainable for all of us. I hope to be the turtle rather than the hare, making steady and sustainable progress.

Today's report will be brief, reflecting the short time I've been in the role. I hope that over time I will develop a format for reporting to Council that is efficient and effective. I also attach the report of Marsha Empson, accurate up until February 13, in her capacity as interim CAO at that time:

Activities:

In my first days, I have:

- Been given access to digital systems & been introduced to the office
- Met informally with the Water & Sewer operator, & many community members who use the schoolhouse space.
- Met with Deputy Mayor Trainor to discuss how to best Council can make progress given the unavailability of Mayor Ruben, and how we can best support him and his family.
- Met with Hilary and Brian to gain insight into Water & Sewer commission issues.
- Worked with Marsha to prepare the agenda and package for Council, for this Feb 27 meeting.

What remains in my onboarding:

- Orientation to the Municipality's paper & digital filing systems, calendar systems & email systems, and reviewing all actions arising for the CAO, from the last 3 Council meetings, to ensure that the Actions checklist is up to date, so I can be accountable to Council.
- Reviewing all key processes & checklists already in place
- A full read of the town bylaws, planning reports and recommendations
- Meet the FPEIM team and intro myself, go through their CAO training package

- Meet all the other staff/contractors under my direction, as well as the planning board and the Fire Department.

Major priorities:

1. **W&S Governance:** It is already apparent to me that this is among the highest-priority items. There have been numerous challenges, and I want to support the Commission to get the information they need, to be able to make high-quality decisions. This includes clarification on the Wharf and Causeway projects, and getting an overall assessment of the state of maintenance of our W&S system.
2. **Completing the budget for 2023 - due by end-March.** I will work with Marsha, and our community volunteer Linda, to make progress on an annual budget draft in the next 2 weeks, before the March 13 Regular Council meeting.
 - The budget needs to be done on time, by the end of March, if we want the option of looking at changing municipal tax rates. If the budget is not done on time, rates will remain the same as the last year.
 - Given our constrained capacity and timeline to complete strategic planning for 2023 by the end of March, there will be some changes, but I expect that significant portions of the budget will be a continuation of the status quo.
 - However, as new information comes along in 2023, variances to the budget can be agreed by Council and their rationale reported on.
 - Already I see some areas for savings, and I know there are high demands for new expenditures. Marsha and I will do our best to reflect those changes in the 2023 budget, on time.
 - An opportunity for public consultation & input is also required.
3. **Developing a longer-term strategic plan.** There are many moving parts to this role, and we need to align our ambitions as a Municipality, to our resources & capacity.

Creating that alignment will require:

- being clear about our goals and vision for the community
- accurately assessing our capacity constraints, strengths and weaknesses
- efforts to grow our capacity (funding applications, recruiting volunteers, improving the functioning of our various teams), and then
- appropriately prioritizing and spacing out our desired change initiatives, to a sustainable pace.

I anticipate I will be able to take a 'step back' and begin to lead a Strategic Planning process after another few weeks of settling in to the job. This, of course, means that such a plan will come after the development of the 2023 annual budget, and therefore the 2023 budget will largely be shaped by our 2022 experience, and existing decisions. I hope that a longer-term strategic plan can have an arc of 4-8 years, and will therefore help to inform the annual budgeting from 2024 and onwards.

Thank you once again for the warm welcome to the Municipality. I welcome all questions and advice!

Marsha Empson's report up to Feb 13 follows.

RURAL MUNICIPALITY OF VICTORIA
ACTING CAO REPORT FOR FEBRUARY 13, 2023

Motions and actions list – review

Development permit report – no permits issued this month

Financial update (some projected expenses included)

Appointment of Auditors:

At the last council meeting, the Mayor asked if the council had appointed the 2022-23 auditors. After review, it appears they have not been appointed. The council will have to do this at this meeting as the audit has just begun.

For 2023-24, the auditor should be appointed prior to the fiscal year. The council should consider a motion to appoint the auditors for Rural Municipality of Victoria and Water & Sewer Commission.

Audit plan: The auditors prepared an audit plan for 2022-23. Council should review the plan and approve.

Activities Report (in addition to daily FAA activities)

- Filed 3rd quarter MCEG refund claim
- Prepared 2022 T4's and filed summary
- Submitted 2023 WCB renewal
- Met with Linda Gilbert (volunteer) to begin budget process
- Prepared and issued 2022/23 Water & Sewer account statements
- Began preparations for test audit occurring Feb 13-17
- Met with Hilary Price and Water & Sewer Chair Brian Clapson to discuss next steps for water & sewer projects
- Met with Hilary Price, Preston Silliker and other wharf project personnel to discuss next steps for wharf project
- Met with multiple CAO's and provincial reps to discuss shared services framework and possibilities
- Met with one company at Community Hall/Playhouse to obtain quote for heat pumps. Reached out to province to schedule energy audit for the hall. Scheduled meeting for a second quote for Feb. 13

Budget timeline: At the last council meeting, a proposed timeline was provided for the development of the 2023-24 budget. Due to changing circumstances and the hiring of a new CAO, I would like to recommend that the timeline be revisited by the new CAO and information provided to council members.

RURAL MUNICIPALITY OF VICTORIA
ACTING CAO REPORT FOR FEBRUARY 13, 2023

Motions and actions list – review

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Rural Municipality of Victoria
Deputy Mayor's Report to Council
February 27, 2023

Dear Council Team and residents,

First, I wish to acknowledge what our Mayor, Martin, and his wife Leslie Ann, are experiencing related to Leslie Ann's health, and ensure that we can all take a moment in our days ahead to send our prayers and/or warm thoughts their way.

In Martin's absence, I have agreed to assist in a leadership role for our Team, however, I am confident we all will do what is needed to move important agenda items forward with what is best for our Community.

I am excited to announce that we have welcomed a new CAO to our Team. A huge WELCOME to Anna Keenan. Anna comes to us with a wealth of knowledge related to government affairs. We feel very fortunate to have her on board and look forward to working with her as she jumps into this role.

I want to thank Marsha Empson for taking on the Acting CAO duties for the past several weeks, in addition to her Financial Administrative duties. This was not have been an easy feat, but she did it and she did it very well. We are very grateful for your efforts Marsha. We are also very happy that you will remain with our Team as the Financial Administrative Assistant. Thank you Marsha!

I am proud of the efforts this Council Team has made thus far and wish to comment on some of the accomplishments achieved thus far, with only having less than three months under our belts.

- As mentioned, we have made our way through a staffing process, hiring CAO Keenan, which was done so effectively, with transparency, and integrity. We had approximately 70 applications to review, then an interview process to implement, resulting in our selection of Ms. Keenan. We are in good hands with her as our CAO!
- We have formed Committees related to Planning Board and Water and Sewer, which have begun work in these respective areas. Planning, research, meetings, communication, etc. are all happening behind the

scenes related to these committees. It has only been a short time, so it is important to note that ensuring committee members are aware of the needs of these areas, and planning for future needs, well, this takes time to get organized and ready to move forward with actual measurables that may seem more visible to the public. The good news is efforts are there, committees are formed and action is taking place. Stay tuned for more information.

- The budget planning process is underway, no small task, but is being formed with the help of many.
- I recently met with Fire Chief, Dale MacDonald, and Firefighter, Eric Gilbert, to help gain an understanding of the Departments needs, plans and activities. This also allowed for a good start of communication related to the relationship between our Municipal Council and the Fire Department, and furthermore, the requirements set out in the MGA. I believe the meeting was an important first step in this relationship and feel very encouraged about what was achieved. Next steps have been determined and it seems all are in agreement with how to move forward effectively for all.
- As we can see at our meetings, the technology equipment required to allow us to better suit the needs of all, including Council Team members but also members of the public who may be away, not well enough to participate in person, or live off-Island at times, can now be involved in our meetings, thanks to our technology gains. Thank you to Brian Clapson for his effort and time in making all of this happen, also continuing to support us with this equipment, set up, take down, etc. This has been a very helpful addition to meet our needs.
- Some of us from Council attended an Emergency Preparedness Training session offered by the Province, which was a very insightful first step in our goal and requirement to ensure our Emergency Preparedness plan is up to date with current potential emergencies our community could be impacted by. More to come on that ahead as we work with those Provincial contacts to ensure our plan is effective.

These are just some of the highlights of steps taken and achievements made within our community. There are many forms of correspondence/communication

happening related to many different agenda items for our community, on a daily basis. I think it is important to reiterate that this Council Team is committed to moving forward in the best interest of our Community.

Personally, I wish to thank the Community for welcoming my family so whole-heartedly into this amazing Village. We honestly feel extremely blessed, excited and honoured to call Victoria-by-the-Sea our home.

Rural Municipality of Victoria
Mayor's Report to Council
February 13, 2023

Dear fellow council members and residents of Victoria,

As many of you know, I spent the better part of my career in the public sector here in Canada and internationally. During that career, I served as a senior public auditor, a manager of administrative and public policy and a manager of large systems development projects. I learned early how important it was to manage for results and to provide value for money for public funds used for the delivery of programs and services. As a public auditor, I reported to parliament on how the federal government was wasting public funds on activities that did not provide value for money and, in some cases, had unintended adverse consequences. What I also learned during my lengthy career in the public service was that most of the issues I was finding for the failure of governments to deliver good results could almost always be traced back to poor governance as a root cause.

I continue to be a strong advocate for good governance for the delivery of programs and services at the provincial and municipal government levels. In addition to providing education / opinion articles for the Guardian newspaper, I spent 18 months as president of the Green Party of PEI promoting the modernization of our provincial government administration to make it more transparent and accountable for how it spends public funds and how it makes decisions that affect the daily lives of Islanders.

WHAT IS GOVERNANCE AND WHY YOU NEED TO UNDERSTAND WHAT IT IS

Governance is a word that is used often by elected and non-elected government officials, but quite often it is not used properly. I work with an organization called the [Canadian Audit and Accountability Foundation](#) and it defines good governance as the structures, systems, and practices an organization has in place to:

- assign decision-making authorities, define how decisions are to be made, and establish the organization's strategic direction;
- oversee the delivery of its services; the implementation of its policies, plans, programs, and projects; and the monitoring and mitigation of its key risks; and
- report on its performance in achieving intended results and use performance information to drive ongoing improvements and corrective actions.

In 2017, the PEI provincial government recognized the poor state of municipal governance across the province and wanted municipal governments to operate in a way more aligned with the principles of good governance. The government of the day passed the *Municipal Government Act*. While the intent of the legislation was good and well conceived, the provincial government failed in its responsibility to implement the legislation that created municipalities of the size necessary for residents to have good municipal government and good governance. The current provincial government refuses to take the necessary steps to implement the legislation because of its political implications. Because of the lack of political will, PEI remains the only province in Canada with dysfunctional municipal governance caused

by a higher level of government. This is unacceptable and can only be changed by the election of a government that has, as its priority, the creation of municipalities of the size and scope that can deliver good municipal government to its residents. Presently, only 30% of the land in PEI is subject to municipal government leading to poor planning and development along with many other impediments to the creation of a healthy and prosperous province.

ENGAGING THE PROVINCIAL GOVERNMENT

Recognizing that our municipal council is operating without the resources necessary to provide “good government” as required by the Municipal Government Act, I wrote to the Deputy Minister of Fisheries and Communities asking to meet and to find ways to resolve the fundamental root cause for the handicap the RMV residents are faced with. To quote from my email, I stated:

“This situation is grossly unfair to the residents of our municipality and I would like to discuss how the provincial government can assist the Council to become viable and sustainable. I don't believe it is in the province's interest to have a municipal governance failure, especially when there are residents who have offered their time and energy and who have a sincere interest in providing good government to their municipality.”

I met with Michele Koughan, the Deputy Minister and Christine MacKinnon, the Director of Municipal Affairs on January 20th. At that meeting, I made it clear that our provincial government was responsible for setting the table for us to have good government and good governance. After making the case on behalf of our municipality, I was assured that officials in her department would make greater efforts to find ways to assist our municipality become sustainable and that the provincial government would communicate with our council on how it is progressing.

My efforts engaging the Deputy Minister and Director have resulted in the development of a proposal by Municipal Affairs for the creation of a shared services organization that would, if adopted, provide a significant amount of the necessary administrative support for our municipal government and others in the central area of PEI. While I could provide some insight into the concept, Mr. Danny Jenkins, the Manager of Municipal Affairs will be presenting the proposal at our regular February council meeting. I urge all residents to learn about the concept and provide comments to our council.

OUR INTERIM CAO RESIGNED

Due to health reasons, our interim CAO Hilary Price submitted her letter of resignation and as of January 21st, Marsha Empson was appointed by the Council as our acting CAO. I want to thank Marsha for accepting the acting position so that the municipal government could continue to operate. Marsha's substantive position of Financial Administrative Assistant is full time and by asking her to take on some additional responsibilities as the acting CAO, we are very aware that we are not fully capable of meeting our current administrative workload.

HIRING A CHIEF ADMINISTRATIVE OFFICER

At the last council meeting, the council agreed to proceed along two paths to fill the CAO position. One was to go the same route that was taken previously by conducting a traditional hiring process. The second was to investigate with the province and neighbouring municipalities the possibility of sharing services of a CAO and possibly other expertise.

Pursuing the sharing of services option resulted in the proposal being put forward by Municipal Affairs this evening. While I believe the proposal has merit, it could take several months to come to fruition.

A working group of Deputy Mayor Trainor, Councillor Anderson and I led the process over the last month in the search for a CAO to lead the administration of our municipal government. At our meeting, we will be recommending to our fellow council members the hiring for that position. While we acknowledge that this is a good interim solution, we also acknowledge how it might lead to a more sustainable future given the provincial government's proposal for a shared services solution.

More information about the recommended candidate and the conditions of employment will be available after the council meeting. I want to thank Marly and Shelley for their hard work on the working group.

COUNCIL FAILED TO COMPLETE A STRATEGIC / OPERATIONAL PLAN FOR 2023-24

Our previous interim CAO and I planned for and held a committee meeting on January 20th to start the process leading to the development of the 2023-24 budget. As I am engaged to lead the strategic planning for other government entities in Canada and internationally and because of the lack of municipal capacity and funds, I offered to facilitate the session and help our interim CAO produce a first draft of the strategic / operational plan for the Municipality. This had never been done previously, but as it is a prerequisite for the many challenging decisions required by our municipal council, the interim CAO and I believed it was necessary for the development of the 2023-24 municipal budget.

In order for the council to take on board the recommendations in the [Municipal Sustainability Study](#) (MSS) completed last year by the previous council, it is critical that a rigorous process be undertaken by this council. The development of a strategic/operational plan would have provided the means for the council to make those challenging decisions and successfully engage the public in that process.

The conduct of the meeting required the cooperation and participation of the entire council acting as a Committee of the Whole Council. Unfortunately, I could not get the cooperation of all the council members to hold the meeting / workshop in its entirety. The council is now left with making ad hoc decisions relating to the many recommendations in the MSS, using practices that are not aligned with the practices of good governance. This will likely lead to the continuation of risky decision making by your municipal government. Unfortunately, this will also likely lead to the continuation of wasteful spending of taxpayer dollars.

Over the next few months, the CAO and council will be working hard to produce a budget and engaging the public for ideas and feedback to meet statutory requirements as has been done in previous years. We will be looking at opportunities to raise our revenues and reducing our expenditures. We are very grateful for the offer by one of our residents, Linda Gilbert, to assist the CAO with this task.

MUNICIPAL SERVICES LACK VALUE FOR MONEY

As I stated in my last report to council and residents, our municipal government is operating with a tremendous level of risk that may be beyond the levels listed in our municipal insurance policy. This risk has been created by the lack of administrative practices that result from the small size of our municipality. For example, in S.14 of the Municipal Government Act, the municipality is required to deliver three services: 1. fire, 2. planning and 3. emergency services. At this time, we have significant

risks associated with the delivery of all three of these services as there are insufficient resources to fulfill the requirements. In addition, our municipality delivers water and sewerage services without the administrative and management practices necessary to ensure reliability and safe delivery.

I strongly believe it is the mandate of our municipal government to deliver results and services that represent good value for money for our residents. We pay similar or more property taxes to support municipal services such as those residents receive in places like Charlottetown, Summerside, Kensington and Three Rivers, however, we get much less for our money. Smaller municipalities throughout PEI who are trying to deliver good government without the resources to do the job are all receiving poor value from their municipal governments.

A session in January planned by the Federation of PEI Municipalities (FPEIM) and led by a couple of legal experts in municipal governance was cancelled due to bad weather and we are still waiting to get more information about how exposed our council members are. We will be following up with the FPEIM about when we can learn more about our exposure and whether it is reasonable to expect our council members to be operating in the current environment.

WHY THIS MATTERS TO YOU

As I noted in my email to Ms. Koughan, this is unfair to the residents of Victoria. We don't have enough funds or resources to meet the fundamental requirements that are set out in the MGA. As long as we continue to operate as we are, our residents will continue to be deprived of good municipal government and receive poor value for money for their taxpayer dollars. We should receive the same or similar level of services as larger communities. Even though we are paying some of the highest property tax rates in the province and the highest rates for our water and sewer services, we don't even have, for example, a backup generator capacity to provide water when the power is cut off.

I hope this report lays out clearly why I believe residents must first understand the seriousness of our current situation for why our council and municipal government must make some significant changes to ensure a sustainable future for our community. Without making those changes, we will not be able to provide municipal government services that are in the public interest.

On a personal note, my wife Leslie-Ann continues with her treatment in Ottawa. While it has been very challenging, we are very grateful for the professional level of health care she is receiving and look forward to the day she can return to the Island. We truly appreciate the support from residents of Victoria.

I welcome feedback from the public about our municipal government or anything I have included in my report.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'MR', written on a light-colored background.

Martin Ruben
Mayor, Rural Municipality of Victoria

Email: allenfarm17@gmail.com Phone: 902-388-7584

Water and Sewer Commission: Report to Council Feb 13th, 2023

The Water and Sewer Commission met on January 28th, 2023, with the full complement of 3 municipal councilors and 3 community members. The focus of the meeting was broad, bringing the commission up to speed on the challenges, the major projects before it, as well as having a discussion with respect to due diligence. Hilary Price was welcomed as a vital resource person to assist the commission with updating information around the two major projects: the wharf upgrade and causeway water line.

The assumption of the roles of oversight and governance by the chair and many of the commission members has been a very difficult task but received significant assistance with background knowledge from the 2 commissioners and some community members in the audience with prior experience with the water and sewer utility here in Victoria. Because our utility has no written policy and operating procedures manual, very limited municipal records, a paucity of usable reports from the operator and no current valid assessment of the state of the water and sewer system, it has been a most difficult puzzle to piece together. Hilary Price has been pivotal in putting together the current background documents for the most recent activities of the past commission, without which, would have made this commission's orientation impossible.

I would like to touch on three areas that are illustrative of our current unacceptable situation.

1. Post- hurricane Utility Response Analysis. A short summary of issues is given to illuminate the lack of expertise and knowledge to deal with this:
 - Generator Backup – Lighthouse Location - A community member requested the only generator supporting the sewer system to be turned off just prior to the hurricane, without informing the operator, the CAO, or the commission, leaving the municipality without backup electricity creating the danger of overflow, environmental spill, and risk of fines.
 - Lack of an emergency plan for the utility to provide advice on access and use of water (potable and non-potable) and the sewer system during the prolonged electrical failure.
 - Communication - a plan was not available for use by the Water and Sewer Commission, CAO, or the customers. To our knowledge, at no time did the

Commission / CAO / Operator meet to discuss the water and sewer system being down for a long duration, what assessments were needed and subsequently completed, and more importantly, any risks with startup that required amelioration.

- Water Quality - multiple concerns about water tasting very salty were brought forward by customers but investigation for possible line failure by the operator and follow-up actions by the CAO and Commission are not recorded.

2. Major Projects – The utility is currently struggling with two large infrastructure projects as listed below:

- Causeway Water line – This water line froze due to failure of the heating mechanism, causing the pipe to burst. Last year’s unsuccessful repair continues to leak, with both the type of repair and the ongoing breach in the line, resulting in non-potable water on the far side of the bridge for almost 2 years. An engineering firm is currently completing a structural plan. This project is behind the timeline mandated by provincial government.
- Wharf Upgrade – This project has been ongoing for several years, with several costly redesigns, and is not yet out to tender. The implementation of the upgrade is mandated by the provincial government and complicated by the high service use at the wharf during non-winter conditions, thus problematic for scheduling any completion.

3. Due Diligence discussion by the commission

Due diligence may be defined as the care a reasonable person exercises to avoid harm to other persons or their property. In the case of the commission, it means doing your homework, identifying that there are the resources, administrative structure and supports, to provide the oversight and governance of the utility as mandated by the corporate structure of the commission. There are several aspects to this process as listed below:

- a. Legal: The commission, individual members, CAO, and the municipality all bare significant responsibility for operating a safe and well managed water and sewer utility. Our liability extends not only to the customers (residents) but also the

operator and contractors working within the system, as well as the Province of PEI and Government of Canada through various acts of legislation. The provision of water and sewer services, through a commission carries key duties, that each member actively provide oversight on risks, due diligence with ongoing projects, the state of the system as well as support and direction to the CAO.

The CAO occupies a key interface between the system, the operator, the contractors, the customers, and the commission. With this position unreliably filled in the past years, the small amount of time previously devoted to the water and sewer utility at 4 hours per week, lack of specific experience and training to manage such, has further compounded the commission and the utilities' operational difficulties.

At this point the insurance coverage provided for the members of the commission, the CAO, and the utility itself has not been assessed for either being adequate or even fit for purpose.

b. Financial (receiving good value for each dollar spent). As the utility is currently in debt and is paying for the current projects out of the Canada Community Building Fund, it is not self-funding. Further, with the many changes to the current projects, a significant amount of money has been spent on design changes with yet no work being completed.

The utility also operates without a contingency fund, relying on forward spending of the Gas Tax Fund (Canada's Community Building Fund) to cover off large capital expenses. This is really in the form of a loan that is forgiven each year. The current projects will be utilizing this important resource to the absolute maximum for many years, thus compromising any other needs within the utility and the municipality as a whole. We do not currently have the resources or expertise in place to provide management of our complex projects and we cannot ensure good value for our utility through each consultant's contracts.

c. Commercial (service to our customers). The commission lacks any standardized reporting from the operator nor feedback from residents as to their experience, to have any measures of service quality. The ability to quickly communicate with the customer base is not available, as was shown during and after the most recent weather event (Hurricane Fiona). There is currently no data held within the records to provide an update on the general state of the utility to provide the service, overall maintenance, and future system planning needs. This means we are operating within a vacuum, devoid of key processes, measurements, and information.

Summary:

It is clear, that we do not know how to run a utility. Why it has taken so long for this to be brought forward publicly further fits into the way we communicate with the customer base as well as on council and through them to government. Thus, not surprisingly, we the current commissioners, find ourselves in the same situation as the past commission.

The Victoria Water and Sewer Commission is a poorly designed administrative and oversight structure for the most important, highest dollar value and greatest risk asset within the municipality. Without the resources, particularly the administrative and management personnel with the knowledge, skills, and training to interface with the various contractors (most importantly the operator) and navigate the legislative environment on the municipality's behalf, necessitates adopting a new way of doing business.

Key areas requiring further attention and outside advice are listed below:

- Assessment of corporate and personal liability, and subsequent insurance deficiencies and needs.
- Professional Overview of our water and sewer utility, infrastructure, state of maintenance and deficiencies, as well as the logic, integration, and ability to manage the current projects.
- Professional opinion on the performance of the operator, relationship with the municipality / past commission and recommendations with respect to the current commission / council / CAO structural abilities to manage this key relationship.
- Development of a new structure of management for delivery of water and sewer services, which is cost-effective and suitable to our municipality.
- Development of a communication and educational package for the community so they are not left in the dark, being notified on these very significant challenges and issues.

To achieve the above, pertinent levels of government need to be immediately notified and engaged by council, as we are obviously unable to manage this system from both past performances but also with our current situation and abilities. The Municipal Governance Legislation has raised the bar but did not supply the requisite support for smaller populations to achieve success. Compounding this of course is the limited

resources within our community and the establishment of a commission rather than a department within the municipality, isolating the commission while increasing the members risk and responsibility. To be clear, this is a very high-risk environment, that the current commission is unable to operate within to fulfill its mandate.

Respectfully,

Brian Clapson
Chair

Planning Board Report
February 2023

Planning Board has not had their first meeting. The Draft Plan & Bylaw has been distributed for review to members with all supporting documentation. We will be setting up a meeting in March with Legal & DO to meet with PB on the legal review. This task has already been approved by council with a motion at our December council meeting.

Marly Anderson

Development of AMAR Property

In speaking to Michele Koughan, Deputy Minister of Fisheries and Oceans, about the current status of the expression of interest by Amar in the development of the parkland next to their current property, she asked if the council could discuss the concept at this early stage and determine where the members of the council are with regard to their position on proceeding with the review of a request for rezoning from Amar should the Municipality take on board a long term (50 year) lease of the property.



Fisheries and
Communities

Pêches et
Communautés



Municipal Affairs Division
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Division des affaires municipales
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

January 16, 2023

Hilary Price, CAO
Rural Municipality of Victoria
730 Victoria Rd.,
Victoria, PE C0A2G0

Dear Hilary,

This letter has been sent to all Municipalities with Planning Authority to provide information regarding the new Environmental Protection Order and clarifying the moratorium on new developments in buffer zones.

Please find enclosed, a copy of an environmental protection order issued by the Hon. Steven Myers, Minister of Environment, Energy and Climate Action which provides additional guidance to the moratorium announced by the Minister on December 1, 2022.

This order relates to the *Environmental Protection Act*, R.S.P.E.I 1988, Cap E-9, Sections 3, 7, and 7.1 and applies to: all persons, corporations, or governments owning coastal or riparian zone properties in Prince Edward Island and proposing to carry out new development in the watercourse and/or wetland boundary and its legislated buffer zone.

Within the environmental protection order there are several exceptions that should be reviewed by your planning staff and/or planning board.

If you have any questions, please contact: Department of Environment, Energy and Climate Action by telephone 902-368-5044 or email DeptEECA@gov.pe.ca.

Sincerely,

Danny Jenkins
Manager

Encl.

CANADA
PROVINCE OF PRINCE EDWARD ISLAND

IN THE MATTER OF the
Environmental Protection Act,
R.S.P.E.I 1988, Cap E-9, Sections
3, 7, and 7.1 (herein "the Act")

ENVIRONMENTAL PROTECTION ORDER

TO: All persons, corporations, or governments owning coastal or riparian zone properties in Prince Edward Island and proposing to carry out new development in the Watercourse and/or Wetland boundary and its legislated buffer zone

WHEREAS in the last decade the Province of Prince Edward Island has seen a significant increase in coastal and riparian zone development into areas which are increasingly at risk from the impacts of climate change;

WHEREAS the rates of coastal and riparian zone erosion are expected to rise as climate change pushes up sea levels, expands average wave heights, and increases storm frequencies and intensities;

WHEREAS the installation and subsequent protection of coastal and riparian zone infrastructure may have negative impacts on the natural environment;

WHEREAS the placement of any residential, commercial, institutional, or municipal infrastructure, including shoreline protection measures in the watercourse and/or wetland boundary and legislated buffer zone is regulated under the *Environmental Protection Act* Watercourse and Wetland Protection Regulations;

AND WHEREAS I believe on reasonable and probable grounds that an act or omission of a person or corporation may be a threat to the environment and that it is necessary and advisable for the protection of the environment;

I THEREFORE ORDER, pursuant to sections 7 and 7.1 of the *Act*, the prohibition of any new residential, commercial, institutional, or municipal development and its associated erosion control activities in the watercourse and/or wetland boundary and legislated buffer zone by natural persons, corporations or municipalities owning coastal or riparian zone properties in Prince Edward Island.

This Order shall not apply to any Watercourse and Wetland and Buffer Zone Activity permits, or Watercourse, Wetland and Buffer Zone Activity Contractor Licensing Registrations, that were

issued prior to December 1, 2022 from the Minister of the Department of Environment, Energy and Climate Action.

This Order shall not apply to residential, commercial, institutional, or municipal landowners who have existing critical infrastructure (e.g. dwelling, business, water/wastewater systems, septic system, etc.) and need to protect it from coastal or riparian zone erosion.

This Order shall not apply to residential, commercial, institutional, or municipal landowners who have had their existing erosion control structures damaged as a result of Hurricane Fiona and need them repaired.

This Order shall not apply to any Provincial Government Department on PEI which must install or maintain erosion control structures for the protection of public infrastructure, or must carry out work associated with the repair, replacement or maintenance of wharfs, harbours, bridges, culverts and roads in the coastal and/or riparian zone.

This Order shall not apply to any Federal Government Department on PEI which must install or maintain erosion control structures for the protection of public infrastructure, or must carry out work associated with the repair, replacement or maintenance of wharfs, harbours, bridges, culverts and roads in the coastal and/or riparian zone.

This Order shall cease to have effect on the date that a new coastal zone policy is adopted, unless sooner revoked by the Minister.

Dated at Charlottetown, in Queens County, Province of Prince Edward Island, this 11th day of January, 2023.



Steven Myers
Minister
Department of Environment, Energy and Climate Action

Operations – Victoria Welcome Centre

As a result of the 2022 Sustainability Study, the Victoria Business Association (VBA) has been asked by the Rural Municipality of Victoria (RMV) to provide an operational plan for the Welcome Centre with a goal of negotiating our agreement as continued tenant of the Welcome Centre building.

About the Victoria Business Association:

VBA is a registered non-profit (1980) with a mandate to promote business interests in Victoria, undertake marketing and promotion of Victoria business community, plan and implement campaigns and events that are appropriate to the historic and artistic nature of the community. There are 20 members of the association. The vast majority are owned and operated by residents of Victoria.

Each member pays a base membership fee and any additional costs related to marketing, promotion and/or event coordination. The association also applies for a summer student on an annual basis that serves as a resource for visitors to Victoria and is based in the Welcome Centre.

History of the Welcome Centre:

The Welcome Centre was originally built and operated by Tourism PEI during the 1980s. Two decades ago, Tourism PEI divested the building and its operations to RMV. A \$500 annual grant was provided to offset operational expenses. This is paid directly to RMV.

Victoria Business Association has operated the centre since that time. RMV asked the VBA to operate the building on behalf of the municipality and as such, there was no rental agreement.

In 2003 By-the-Sea-Kayaking became a sub-tenant of the building. BSK provides operational support to the Welcome Centre and in return, rent for the space was waived.

Calculating Fair Rental Rate:

VBA undertook a scan of operations similar to the Welcome Centre in seasonal tourism municipalities in PEI. Communities that responded include Souris, St. Peter's, Cavendish, and Rustico. Results indicate that on average \$10 per square foot for the season is the industry standard for a building like our Welcome Centre, i.e. "bare bones" with no amenities.

The Welcome Centre building is 26' x 14' = 364 square feet. The building has no plumbing/water, no internet, no heat or insulation. There are electric outlets and a light fixture. There is also a jack for a landline.

At \$10/sq ft, the seasonal rental rate would be \$3640.

By-the-Sea-Kayaking Operations in Welcome Centre:

By-the-Sea-Kayaking (BSK) has been operating in the building for 20 years. BSK also uses 3 parking spaces. The current arrangement between VBA and BSK is as follows:

- BSK manages the Visitor Centre operations in the shoulder seasons, coordinates training for the summer student (provided by Tourism PEI), and supervises the summer student.
- BSK also ensures that 10,000 walking maps of Victoria Village and other promotional material is distributed. There are 20 businesses operated within RMV that contribute to the map production and distribution.

VBA is satisfied with the arrangement with BSK and wishes to continue same going forward.

As a side note, BSK's presence on the waterfront also provides a degree of beach supervision although not in any formal sense or with any expectation on the part of VBA or RMV.

Public Washrooms on the waterfront:

The public washrooms have never been formally included in any arrangement between VBA and RMV – or VBA and BSK. In conversations with MRSB, VBA had advised the consultant that the Welcome Centre has been and should be separate from the Public Washrooms for the purpose of reporting/projecting revenue and expenditures.

Other than sharing a parking lot, and an eclectic bill with the washroom/gas pump/fishing boat winch on the wharf, they are separate entities. Unfortunately they were submitted together in the MRSB report, which distorts the costs of the Welcome Centre to RMV.

VBA Recommendations:

- VBA proposes to provide RMV \$3640 in seasonal rent for the Welcome Centre (mid May to mid September). If accepted, a new Memorandum of Agreement can be updated and signed by both parties. A multi-year agreement would be ideal.
- If RMV wishes to enter into discussion for the operations of the public washrooms, VBA is agreeable to having a conversation.

Welcome Centre Operational Budget for VBA

Revenue:

\$1820 BSK

\$3000 Summer student (Prov of PEI)

\$1820 VBA membership fee

total: \$6640

VBA Expenses:

\$3640 Rental payment to RMV

\$3000 Summer Student wages

total: \$6640

Expenditure consideration for RMV as related to the Welcome Centre

- Operating expenses = shared electric bill with the washrooms, the diesel pump and the winch on the wharf, and possibly also the lighthouse and way station. (Hard to be accurate in this assessment as all the electric lines are buried and there are no meters at these spots. We have calculated approx. \$110 month = \$1320 annual for everything listed above.)
- Amortization = not applicable to a building given to RMV by the province for free.
- Contracted services = none, all services, volunteer and payroll is through the VBA.

Annual surplus/(deficit) = \$0

Respectfully submitted by Michael Stanley, chair of the Victoria Business Association.

To the Municipality of Victoria

You have requested the following information from the Victoria SeaPort Museum to help with budgeting for 2023-2024:

I am requesting that the Victoria Seaport Museum Association, as the tenant who has operated the museum within the lighthouse for quite a few years, submit an operating plan proposal to the municipality for the summer season of 2023. The recent sustainability study undertaken by the municipality has recommended that council review our building assets and make decisions on how to move forward on them. The lighthouse is one of those assets and is being looked at with a view on how we can generate more revenue from this asset or what the next step should be.

The Victoria Seaport Museum has operated for over 15 years from the lighthouse. It has always been free (donations accepted). Operations and exhibits are financed through donations, volunteers, and a summer jobs subsidy for (usually) 1 student for 8 weeks and 35 hours per week.

Our current exhibit, “Keepers of the Light”, focuses on the fishers who sail from Victoria Harbour. One of the highlights last summer was that the summer student was the grandson of one of the fishermen featured in the exhibit. His interactions with visitors were very positive—visitors were excited to speak to a person connected with the focus of the exhibit, and the student was appreciative of the visitors interest and curiosity about his family and community.

Benefits

1. Provides job to local resident that teaches customer service, experience dealing with the public, increases their knowledge of the history of their community, and instills pride.
2. Building maintained in a safe and clean manner. Minor repairs (last summer to the ramp) are done at no cost to the community.
3. Someone is on site at least 35 hours per week.
4. Exhibits are produced 100% locally.
5. Museum supports other activities in the community: hosts an annual fire department appreciation day and fundraiser and in the past has been a venue for literary festival readings.
6. Pays rent

Comments on rent:

In the past we have paid \$500 rent to the village. In addition to the rent, we have paid for repairs. In addition to being used as a museum, the lighthouse is also an integral part of the sewer infrastructure and still functions as a warning light.

We are open to discussing a change in the rent, but need sufficient time to also implement fundraising to cover increased costs.

Final comment of the cost of the lighthouse to the community

Based on the MSRB study, the cost of the lighthouse to the community is unclear. Also, there are references to repairs, but no detailed list or breakdown of the historical costs associated with the lighthouse.

The municipality received an email from an individual expressing interest in purchasing the land on Route 116, past Visser's warehouses, between the road and the municipality's waste treatment plant.