

RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING MINUTES
MONDAY, JANUARY 09, 2023
6:30PM – OLD SCHOOL
730 VICTORIA RD, VICTORIA

Present

Deputy Mayor Shelley Trainor

Councillors Marly Anderson, Jamie-Lee Brown, Brian Clapson, Eric Gilbert, Tom Wright
(arrived at 6:38pm)

FAA Marsha Empson

Present via Zoom – Mayor Martin Ruben (Chair), CAO Hilary Price

Meeting called to order by Mayor Ruben @ 6:32pm.

Mayor Ruben indicated that he and CAO would be attending via Zoom, and that the meeting would be recorded. No objections.

Motion moved to accept that a member of council and CAO will be attending this meeting through electronic means as per procedural bylaw #2019-02 Sections 10 & 11.

Motion moved by Councillor Clapson, seconded by Councillor Gilbert.

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

Approval of Agenda

Motion moved to approve the agenda.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

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

Declaration of Conflict of Interest

None declared.

Approval of Minutes

Motion moved to approve the minutes of December 12, 2022.

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

Motion carried unanimously (6 votes for, 0 against).

Public Presentation

None

Public Input

- A resident requested a status update on the Official Plan and Development Bylaw. Mayor Ruben indicated that this would be discussed during the Planning Board section of the meeting.
- A resident requested follow up on the Municipal Sustainability Study and questioned when the Request for Proposal would be issued for the lighthouse and welcome centre. Mayor Ruben indicated that both items will be a part of operational planning exercises to be held by council. As well, a meeting is to be had with MRSB to discuss the recommendations of the MSS.
- A resident inquired about insurance for municipal committee members. Mayor Ruben indicated that this has been investigated previously and that committee members are covered under the municipal policy. The limit of coverage is \$1 million. Mayor Ruben confirmed that the reasonableness of the limit would be discussed with the FPEIM and the insurance agent for the municipality.
- A resident asked if there was any progress on the generators provided to the fire department by the province. Mayor Ruben confirmed that 15 generators have been received, and discussions are forthcoming by the CAO with the Fire Department regarding use and storage.

Business Arising from Minutes

Motions and Action Items list

- CAO indicated that a quote was received for the damage done to the posts at the boardwalk, but a letter has not yet been sent to the person responsible for the damage. A question was raised by Deputy Mayor Trainor as to why a claim was not put in under the municipality's insurance. At this point Mayor Ruben asked that this discussion be deferred, as there was not enough information available for discussion and decisions to be made.
 - **Action Item** – CAO to email advice from insurance agent to council and for the CAO to come back to council with any recommendations requiring council approval.
- CAO confirmed that the water and sewer rate increase request has been submitted to IRAC and that it was currently in the process of being reviewed.

Replacement of CAO

- Deputy Mayor Trainor provided updates on steps taken thus far, including a meeting with the CAO of another community and the hiring committee to get a feeling of tasks and time required. Shared services were discussed. Ad to be finalized and posted soon.
- Mayor Ruben indicated that he had spoken with CAO's of multiple municipalities as well as provincial contacts. Shared services between communities was being discussed among a number of communities as a viable means to achieve municipal capacity.

- CAO recommended that the hours per week listed in the ad be increased from 15 to 20, based on her time spent performing CAO duties. Mayor Ruben pointed out that this will increase the estimated salary and impact the budget. Deputy Mayor Trainor clarified that the rate of pay would be listed as a range, rather than as a fixed rate. Hiring committee agreed.

Motion moved to increase the number of hours indicated in the ad for hiring a CAO to 20, from 15, with a salary to be listed as “\$25.00/hour, to be negotiated”.

Motion moved by Councillor Anderson, seconded by Councillor Brown.

Motion carried unanimously (6 votes for, 0 against).

Resolution #2023-01

Complete Establishment of Committees of Council

Motion moved that council approve the members of the established Water & Sewer Commission and Planning Board as follows:

Water & Sewer Commission –

- Chair Councillor Brian Clapson*
- Vice Chair Councillor Tom Wright*
- Councillor Jamie-Lee Brown*
- Community Member Ian Dennison*
- Community Member Sharlene MacEachern*
- Community Member – currently vacant*

Planning Board -

- Chair Councillor Marly Anderson*
- Vice Chair Councillor Eric Gilbert*
- Deputy Mayor Shelley Trainor*
- Community Member Janet Lauzon*
- Community Member Susan Oxley*
- Community Member Ben Smith*

Motion moved by Councillor Clapson, seconded by Councillor Anderson.

Motion carried unanimously (6 votes for, 0 against).

Resolution #2023-02

Emergency Preparedness Plan/Fire Services Bylaw

- CAO stated that council would need to meet as Committee of the Whole Council to review these items, Mayor Ruben concurred and acknowledged the amount of work that would need to be put forth by the CAO.

Motion moved that council approves that the Emergency Preparedness Plan/Fire Services Bylaw be referred to a Committee of the Whole to work on these issues to complete an Emergency Preparedness Plan and Fire Services Bylaw.

Motion moved by Councillor Gilbert, seconded by Councillor Anderson.

Motion carried unanimously (6 votes for, 0 against).

Resolution #2023-03

MASP (Municipal Administrative Support Program)

- CAO indicated that this funding for \$15,000.00 has been approved, the municipality is waiting on official documentation and payment.

Funding for Community Centres through Community Revitalization Program

- CAO indicated that the application was received and that it's been confirmed that the municipality is eligible to apply for funding for heat pumps at the Community Hall (Playhouse). An energy audit is required, as well as a quote for costs. Up to \$20,000.00 is available. Municipality not required to match provincial funding. Community Hall is currently heated with oil; is costly and requires a long amount of time to heat the space during winter when not used regularly. Heat pumps could increase the possibility to rent the space more often in colder months.

Motion moved that council approves CAO to submit an application for funding for heat pumps at the Community Hall (Playhouse) building.

Motion moved by Councillor Anderson, seconded by Councillor Brown.

Motion carried unanimously (6 votes for, 0 against).

Resolution #2023-04

- **Action Item** – CAO to proceed with process of applying for funding for heat pumps at the Community Hall (Playhouse).

Application for Potential Project for Rotary Club of Charlottetown Funding

- Application received, not yet submitted. There is no deadline to submit. CAO recommended that council defer working on this application due to the fact that there are too many other priorities that need to be handled at this time.

Mayor's Report

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

Mayor Ruben also presented a slideshow outlining the responsibilities and capacities of council. Full slideshow 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 (6 votes for, 0 against).

Fire Department Report

Scheduled meeting with fire chief and CAO, to discuss how the fire department is to report to the CAO and the Council, was cancelled due to illness. The fire department has received a communication equipment grant, and fund matching was also to be discussed. Mayor Ruben indicated that regular fire department reporting may be an agenda item at expected Committee of Whole Council session.

Committee Reports

Water & Sewer Commission report + water test summary

- Provided by Councillor Clapson. Full report is attached and forms part of these minutes. Mayor Ruben provided a reminder to council that the Water & Sewer Commission is a separate entity and that Council's obligation is to provide oversight along with members of the public.

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

Motion moved by Councillor Clapson, seconded by Councillor Brown.

Motion carried unanimously, (6 votes for, 0 against).

Planning Board report

- Provided by Councillor Anderson. Full report is attached and forms part of these minutes. Mayor Ruben requested that Planning Board consider meeting more often in the coming months in order to facilitate moving ahead with the Official Plan and Development Bylaw.

Motion moved that the Planning Board report be accepted.

Motion moved by Councillor Anderson, seconded by Councillor Gilbert.

Motion carried unanimously (6 votes for, 0 against).

CAO Report

Development Permit Report

- Provided by FAA Empson. No new permits. YTD report is attached and forms part of these minutes.

Financial Update plus Approval of Auditor for 2023/2024 fiscal year

- Income Statement and Balance Sheet to December 31, 2022 provided by FAA Empson. Reports are attached and form part of these minutes.
- CAO indicated that projected expenses were not supplied due to lack of time, and that they would be available for the budget process. She noted that she had a question regarding an expense showing in the Honorarium account, but she felt that this was likely

capturing a payment for CAO wages. She also mentioned that an overage in seasonal wages was offset by the Victoria Business Association having contributed to the payment of those wages. Mayor Ruben asked if there were any concerns, to which CAO replied that legal costs were the only concern. Mayor Ruben asked if CAO was comfortable with those extra costs to the budget, to which CAO replied that she was not totally comfortable. \$15,000 expected from the province could provide the necessary relief but there were new costs that would likely arise based on information she had received on that day. Mayor Ruben stated it would be helpful to have a forecast for the February meeting, for budget purposes.

Motion moved that the finance report be accepted as reviewed.

Motion moved by Councillor Clapson, seconded by Councillor Wright.

Motion carried unanimously (6 votes for, 0 against).

- CAO requested motion to approve Auditor for the 2022/2023 fiscal year. Mayor Ruben requested that the minutes of previous council meetings be reviewed to determine if the previous council had approved this at the beginning of the fiscal year. Motion to be deferred until February. Mayor Ruben clarified that Auditor should be approved at the beginning of the year.
 - **Action item** – Review minutes of previous meetings to determine if motion to appoint Auditor for 2022/2023 was made earlier in the year.

Activities Report

- Provided by CAO Price. Full report is attached and forms part of these minutes.
- CAO announced that provincial funding in the amount of \$2000, obtained through the Rural Development Grant, has been approved for the purchase of equipment needed to host hybrid meetings. The \$2000 to be received is to be used to reimburse the donor who has prepaid for technology purchased to date. Any costs incurred over the amount of \$2000 will be covered by private donation. It's expected that with acquiring this equipment, the February council meeting will be available to residents via Zoom,.

Project Report

- Provided by CAO Price. Full report is attached and forms part of these minutes.
- CAO reviewed the estimated budget schedule. Mayor Ruben pointed out that CAO Price will only be involved for part of the budget process and will need to transfer the process to a new CAO at some point.
- Councillor Clapson expressed concerns about the risks of the water and sewer projects, in regard to: 1) the term of CAO Price ending and the potential for the projects to be dropped, 2) the lack of tender out for bid, uncertainty of timing to complete any work and communication with affected parties on the wharf, and 3) the potential to harm existing relationships during the transition. CAO Price confirmed that there are risks, but that she'd be willing to consult on these projects beyond February 24, 2023. She

recommended that the Water & Sewer Commission budget be prepared in a timely manner and that she would provide assistance. . She confirmed that the causeway project is an environmental risk and that due to an extension having already been provided it needs to be completed. Discussions with Infrastructure are to be had to rearrange gas tax funds to cover the costs of this project. The wharf project is a concern due to timing. Initially it was hoped to be completed by June 2023, with tenders being received in February, but this could be a problem due to supply issues. A second issue with the wharf is risk of fire at the pumps. Electrical upgrades are required for the operator to be willing to put them back in this spring. When asked his thoughts on the risks of the wharf project, Councillor Clapson stated that he needed to meet with the Commission, but reiterated that the risks were huge, in relation timing, ability to complete, and lack of expert resources to pull from. When asked by Mayor Ruben if council had questions or concerns, Deputy Mayor Trainor said that she would like to see verification from the Commission that spending money on a manager for these projects would help to expedite them along, vs not having a manager. Mayor Ruben acknowledged that one of the challenges for the Commission was that funding for this project falls under municipal responsibility due to the source being gas tax monies. Councillor Wright requested that the community be canvased again for a volunteer to fill the open seat on the Water & Sewer Commission so that it can get along with its business

- **Action item** – canvas community for volunteer to fill open seat on Water & Sewer Commission.

Motion moved that the CAO report be accepted as read.

Motion moved by Councillor Clapson, seconded by Councillor Brown.

Motion carried unanimously (6 votes for, 0 against).

Introduction of New Business

None

In/Out Correspondence

- Email from resident re concerns on Victoria assets
 - Contents of the email is attached and forms part of these minutes.
 - Mayor Ruben responded to the concerns by stating that the items referred to would be discussed during the operational planning session.

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

Motion moved that council move to in-camera portion of the meeting at 8:32pm.

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

Motion carried unanimously (6 votes for, 0 against).

Motion moved for council to come out of in-camera portion of meeting at 8:57pm.

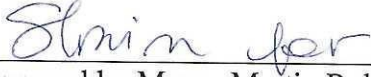
Motion moved by Councillor Brown, seconded by Councillor Clapson.

Motion carried unanimously (6 votes for, 0 against).

Motion to adjourn made by Councillor Clapson at 9:02pm.



Submitted by ~~Acting CAO Marsha Empson~~
CAO Anna Keenan



Approved by Mayor Martin Ruben

Deputy Mayor Shelley Trainor

Rural Municipality of Victoria

Mayor's Report to Council

January 9, 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency measures plan and program

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

Required contents

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Martin Ruben
Mayor, Rural Municipality of Victoria

Mayor's Remarks at Council Meeting

9 January 2022

Responsibilities of RMV Council / Capacity *(leading to “good government”)*

1. Planning

- Strategic (land use planning only)
- Operational
- Financial (operating budget / capital assets)

2. Making key administrative decisions

- Hiring the CAO
- Procurement over a prescribed limit
- Approval of key administrative reports
- Key administrative roles (e.g. development and implementation of Emergency Measures Operational Plan)

Legend:

Green – reasonable capacity

Amber – moderate lack of capacity

Red – little or no capacity

Note: this is an initial assessment only based on observations to date

Responsibilities of RMV Council / Capacity *(leading to “good government”)*

3. Making the rules

- Bylaws
- Policies (eg. HR/financial/procurement/conflict of interest/IT)

4. Providing oversight

- Ensuring compliance with laws / bylaws / policies
- Ensuring RMV is achieving /meeting plans/staying within budget
- Ensuring that CAO / departments are performing (including annual performance reviews)
- Ensuring RMV achieves good results for its residents

Important definitions for public official liability

- **Nonfeasance** - is the failure to act where action is required—willfully or in neglect. Nonfeasance is similar to omission.
- **Misfeasance** - is the willful inappropriate action or intentional incorrect action or advice.
- **Malfeasance** - is the willful and intentional action that injures a party.

Status Update to Council: Water and Sewer Commission

Pre-Amble

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

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

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

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

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

Status Report

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

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

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

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

The current structure of the Commission is as follows:

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

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

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

RMV WATER TEST RESULTS 2022

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

Water Quality Interpretation & Information

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

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

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

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

January 5, 2023

December Planning Board Report

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

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

That is all for now.

Marly Anderson

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

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

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

Rural Municipality of Victoria

Balance Sheet As at Dec 31, 2022

ASSET

Current Assets

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

Reserve Funds

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

Fixed Assets

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

TOTAL ASSET 1,984,486.79

LIABILITY

Current Liabilities

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

Long Term Liabilities

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

TOTAL LIABILITY 359,841.83

EQUITY

Earnings

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

TOTAL EQUITY 1,624,644.96

LIABILITIES AND EQUITY 1,984,486.79

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Rural Municipality of Victoria

Comparative Income Statement

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

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

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

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

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

Planning		
Applic - Expenses - Planning	1,500.00	0.00
Applic - Legal & Consult - Planning	8,000.00	12,002.46
Total General Planning Expenses	9,500.00	12,002.46
Official Plan - Expenses	1,100.00	3,947.90
Official Plan - Legal & Consulting	4,400.00	3,155.08
Total OP & Bylaw Updates Expenses	5,500.00	7,102.98
Planning	15,000.00	19,105.44
Street Lights		
Street Lights - General	3,000.00	2,189.70
Total Street Lights	3,000.00	2,189.70
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 - Waterfront	490.00	428.00
Repairs & Maintenance - Waterfront	100.00	0.00
Property Tax - Waterfront	580.00	661.00
Lawn Mowing - Waterfront	150.00	360.00
Depreciation - Seawall	25,000.00	0.00
Interest on Property Loan	750.00	275.79
Total Waterfront Heriage Site	27,070.00	1,724.79
TOTAL EXPENSE	268,807.00	210,465.18
NET INCOME	-58,017.00	-35,414.07

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RURAL MUNICIPALITY OF VICTORIA

CAO REPORT FOR JANUARY 9, 2023

Development Permit Report – No permits issued this month

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

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

Activities Report

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

Project Report

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

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

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

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

Concerns

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

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

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

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

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

ay :)