

RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 14, 2022
6:30PM – OLD SCHOOL

Present:

- Acting Mayor Pat Smith

Councillors Eric Gilbert, Richard LaGrange, Jean McCardle, Susan Oxley
CAO Keith Dewar
FAA Marsha Empson

Absent: Councillor Marly Anderson

Meeting called to order by Acting Mayor Pat Smith at 6:30pm.

Approval of Agenda

Motion moved to accept the agenda.

Motion moved by Councillor Richard LaGrange, seconded by Councillor Jean McCardle.

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

Declaration of Conflict of Interest

None

Approval of Minutes (October 17, 2022)

A resident requested a correction to the timeline noted in the last item under the public input section, this was agreed to by council.

Motion moved to approve the amended minutes of October 17, 2022.

Motion moved by Councillor Richard LaGrange, seconded by Councillor Eric Gilbert.

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

Public Presentation

None

Business Arising from Minutes

- Motions and Action Items list – no questions
- MSS update – decisions deferred to new council
- Emergency Measures Operations Plan and Fire Services Bylaw – deferred
- Replacement of CAO – Mayor Pat Smith indicated that Hilary Price will be returning as temporary CAO, effective December 1, 2022, until February 24, 2023.

Motion moved to appoint Hilary Price as temporary CAO for a 3-month term, effective December 01, 2022 to February 24, 2023.

Motion moved by Councillor Jean McCardle, seconded by Councillor Susan Oxley.

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

Resolution #2022-51

Motion moved to accept the contract for hiring Hilary Price as temporary CAO, effective December 1, 2022. Motion moved by Councillor Richard LaGrange, seconded by Councillor Eric Gilbert. Motion carried unanimously (4 votes for, 0 against).

Resolution #2022-52

Motion moved to have Hilary Price replace Keith Dewar as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective December 1, 2022.

Motion moved by Councillor Susan Oxley, seconded by Councillor Jean McCardle.

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

Resolution #2022-53

- Follow up on potential project regarding the Dunrovin Estates Green Space with the Rotary Club of Charlottetown, led by Martin Ruben – Martin spoke and indicated that he is now in conflict, as he is the incoming mayor for RMV. He will put Eric in touch with someone from the Rotary Club to discuss ideas and the application.
- Allocation of the remaining MASP funding of up to \$15,000 - \$6000 allocated for the legal review; remainder to be determined; limits on use of funds – CAO recommended leaving decision for new council.
- Legal review of draft Official Plan and Development bylaw – CAO reported that Perlene Morrison requested approval to increase the invoicing for the legal review to \$7500 plus taxes and disbursements. CAO is recommending that council approve the increase, indicating that this amount would still not reflect the total amount of time spent on the review and that this is a discounted rate.

Motion to increase the budget for the legal review of the Official Plan and Development Bylaw to \$7500 plus tax and disbursements.

Motion moved by Councillor Richard LaGrange, seconded by Councillor Eric Gilbert.

*Motion carried by tie-breaker vote from Acting Mayor Pat Smith (2 votes for, 2 votes against). **Resolution #2022-54***

Acting Mayor's Report

Provided by Acting Mayor Pat Smith. Full report is attached and forms part of these minutes.

Fire Department Report

Department is meeting on November 15, full report to be provided to new council at November 28 briefing.

- Recommendations for use of the new funding announced by the province – Councillor Eric Gilbert provided details about the funding. Its purpose is to be used for life saving equipment; the funding could not be used for a new truck engine. It could be put towards the existing list of required gear or communication equipment. If using for communication equipment there is the possibility to apply for a fund matching grant.
- Acquisition of the portable generator offer – 15 new generators were provided by the province and have been received by the fire department. Each came with a jerry can and an extension cord. They are a smaller engine variety with limitations, discussion was had about selling them to obtain a bigger unit. Questions were asked about maintenance – this will be added to the fire department's maintenance schedule.
- Councillor Gilbert also spoke of a fire on Halloween night, on the causeway bridge. A vehicle was also seen to be on the wharf at that time, Richard VanBuskirk is to be contacted to see if the cameras

belonging to the harbour authority can identify anything helpful in determining who was participating in lighting the fire or the vehicle seen at the wharf.

- **Action item** – contact Richard VanBuskirk to see if he can provide camera footage from Halloween night.

Committee Reports

Water & Sewer Report

- Councillor Richard LaGrange gave background info on wharf project. Original scope of work reduced due to costs. Stantec to put out RFP's for the wharf project and causeway watermain repairs. Watermain repairs are not on current project list for CCBF funding.
- Minutes from October 27, 2022 meeting – for information only.
- Approval of Stantec contract - for information only.
- IRAC submission – for information only.
- Water & Sewer Financial Information – for information only.
- The proposed changes for the sewage infrastructure on the wharf will require approval for an amendment to the funding from the Canada Community Building Fund (CCBF) previously approved by the province and approval for funding from the direct allocation funds from the CCBF to upgrade the water system on the wharf.

Councillor Oxley asked if the water and sewer operator had been asked about emptying tanks; he had not been contacted at the time of the meeting.

Motion moved for Water & Sewer Commission to proceed with application to secure funding under CCBF for required upgrades to the water line under the causeway.

Motion moved by Councillor Susan Oxley, seconded by Councillor Eric Gilbert.

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

Resolution #2022-55

Motion moved to submit Water & Sewer rate increase proposal to IRAC.

Motion moved by Councillor Jean McCardle, seconded by Councillor Susan Oxley.

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

Resolution #2022-56

Action item – apply for CCBF funding for water line upgrades.

Action item – submit IRAC rate increase proposal to IRAC.

Planning Board

- Notice of resignation – Councillor Jean McCardle read her resignation letter. That letter is attached and forms part of these minutes

Motion moved to terminate legal review of Official Plan and Zoning & Subdivision Control (Development) Bylaw.

Motion moved by Councillor Jean McCardle, seconded by Councillor Susan Oxley.

Motion not carried as a result of tiebreaker vote from Acting Mayor Pat Smith (2 votes for, 3 votes against).

Resolution #2022-57

CAO Report

- Development report – report is attached and forms part of these minutes.
- Financial update – report is attached and forms part of these minutes. Councillor Jean McCardle noted her concern for asset management.

Motion moved to accept the financial reports as received.

Motion moved by Councillor Richard LaGrange, seconded by Councillor Jean McCardle.

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

- Activities report – report is attached and forms part of these minutes.

Introduction of New Business

- Approval of letter of support for Merry Pop-Ins purchase of the former funeral home in Crapaud.

Motion moved to approve letter of support for Merry Pop-Ins purchase of the former funeral home in Crapaud.

Motion moved by Councillor Eric Gilbert, seconded by Councillor Jean McCardle.

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

Resolution #2022-58

- Submitting Canada Day funding proposal with Crapaud.

Motion moved to work with Crapaud to secure funding for Canada Day celebrations.

Motion moved by Councillor Eric Gilbert, seconded by Councillor Susan Oxley.

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

Resolution #2022-59

Action item – notify Roy Main that RMV would like to work with Crapaud to secure Canada Day funding.

- Participating in Earth Day celebrations – deferred to new council.
- Election Official Fees – costs are budgeted.

Motion moved that council approves the payments to election officials involved in November 7 election, as per fee structure outlined in the Election Act Tariff of Fees and Expenses Regulations.

Motion moved by Councillor Richard LaGrange, seconded by Councillor Eric Gilbert.

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

Resolution #2022-60

In/Out Correspondence

- Letters from C Magner – Letters from Mr. Magner were not presented to the public as requested by Mr. Magner, due to the nature of some comments contained within the letters. Mr. Magner expressed concern with the process followed to choose/self elect persons responsible for “Meet the Candidate”

event, and how it was managed. CAO clarified that council had no involvement with the committee responsible.

Public Input

- A resident asked if the legal review of the Official Plan would be made available to the public. CAO to look into it, with the thought that the review may be considered private and confidential and may not be made available to the public. It was commented that perhaps the legal review become a portion of the process for bringing in new plan and development bylaws going forward.
- A resident expressed thanks to council members for their service to the community.

No further public input.

Adjournment

No other business discussed.

Motion to adjourn. Motion moved by Councillor Eric Gilbert.

Meeting adjourned at 7:49pm.

Submitted by CAO Hilary Price

Approved by Deputy Mayor Shelley Trainor

Acting Mayor's Report November 2022

This will be my last report as Acting Mayor and I want to say thank you to all my fellow councilors for the time and effort they have devoted to the work of council as we navigated through challenging times. Financial and administrative stresses, Covid-19 and Hurricane Fiona have all contributed to the trials we encountered during our four year term.

I wish to congratulate the incoming council - Marly Anderson, Eric Gilbert, Brian Clapson, Shelley Trainor, Jamie Lee Brown, Tom Wright and mayor Martin Ruben. We have an impressive group of individuals to carry the administrative and financial responsibilities of the RMV forward and to continue to work toward finding solutions to the sustainability issues facing our community.

We live in a beautiful place, with good neighbours, and a community with untapped potential. Let's continue to support each other as we work toward an environmentally healthy, culturally diverse, sustainable community, where we can all contribute our talents to the betterment of the whole.

Dear CAO,

This note is for inclusion in November 14, Council Meeting - following the report from Planning Committee. (*Please read to the meeting*)

With this email, I wish to submit my resignation from the Planning Board, effective immediately.

The current drafts of "*Rural Municipality of Victoria (Vision 2036) Official Plan*" and "*Rural Municipality of Victoria (Vision 2036) Zoning & Subdivision Control Bylaw*", are now almost four years in the drafting, rendering them out of date. Considering the speed with which our municipality is changing, it will be in the best interests of the new Council, and the municipality to re-start the entire planning process from the beginning.

Jean McCardle

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

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

Rural Municipality of Victoria

Comparative Income Statement

	Budget Apr 01, 2022 to Mar 31, 2024	Actual Apr 01, 2022 to Oct 31, 2023
REVENUE		
General Revenue		
Taxation Real Property	111,400.00	66,094.00
Gas Tax Revenue	60,500.00	29,620.80
MCEG Grant	5,500.00	0.00
Property Tax Grant	3,200.00	0.00
Outside Fire Dues	8,290.00	4,634.00
Lighthouse Rentals	500.00	500.00
Community Hall Rentals	6,500.00	6,150.00
Old School Rentals	3,500.00	2,552.50
Development Permits	3,500.00	600.00
Govt Grant - Wage Subsidies	7,300.00	8,819.58
Victoria Welcome Centre Rentals	500.00	0.00
Income - Other	100.00	1,390.03
Total General Revenue	<u>210,790.00</u>	<u>120,360.91</u>
TOTAL REVENUE	<u>210,790.00</u>	<u>120,360.91</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	195.68
Dues - General Government	600.00	440.00
Honorarium - General Govt	5,500.00	900.00
Insurance - General Government	5,000.00	5,131.00
Office Supplies - General Govt	5,500.00	3,501.80
Bank Int on Loans - General Govt	1,300.00	1,447.75
Telephone - General Govt	2,100.00	1,216.81
Travel & Training - General Govt	100.00	0.00
CAO Salary - General Govt	16,970.00	8,580.00
Administrative Staff - General Govt	37,950.00	14,751.88
CPP Expenses - General Govt	5,275.00	845.47
EI Expenses - General Govt	0.00	822.44
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	150.00
Misc Expenses - General Govt	250.00	0.00
Seasonal Wages - Gen Maintenance GG	8,060.00	10,850.00
Share allocated to Water & Sewer	-32,618.00	0.00
Total General Government	<u>130,037.00</u>	<u>121,901.09</u>

Community Hall		
Electricity - Community Hall	1,200.00	172.79
Heat - Community Centre	2,300.00	966.99
Fire Insurance - Community Hall	3,750.00	3,812.00
Property Taxes - Community Hall	1,420.00	1,370.00
Repairs & Maintenance - Comm Hall	1,500.00	4,500.69
Water & Sewer - Community Hall	920.00	746.00
Snow Removal - Community Hall	625.00	0.00
Depreciation - Community Hall	6,500.00	0.00
Total Community Centre	<u>18,215.00</u>	<u>11,568.47</u>

Fire Dept		
Electricity - Fire Dept	1,200.00	385.93
Heat - Fire Dept	3,300.00	527.13
Fire Insurance - Fire Dept	1,350.00	1,365.00
Truck Insurance - Fire Dept	1,800.00	1,751.00
Property Taxes - Fire Dept	720.00	699.00
Building Rep & Maint - Fire Dept	500.00	105.45
Messaging & Pagers - FD	3,500.00	1,705.55
Water & Sewer - Fire Dept	985.00	856.00
Fire Equipment - Fire Dept	500.00	0.00
Telephone & Internet - Fire Dept	1,600.00	886.74
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	154.00
Truck/Equipment Repairs - Fire Dept	1,500.00	0.00
Membership Dues - Fire Dept	800.00	0.00
Snow Removal - Fire Dept	600.00	0.00
Depreciation - Fire Dept	375.00	0.00
Total Fire Dept	<u>24,455.00</u>	<u>8,915.80</u>

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

Old School		
Electricity - Old School	5,000.00	1,510.53
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	338.53
Waste - Old School	500.00	308.00
Supplies - Old School	350.00	104.46
Lawn Mowing - Old School	450.00	900.00
Snow Clearing - Old School	1,750.00	0.00
Share allocated to W&S - Old School	-1,310.00	0.00
Depreciation - Old School	16,000.00	0.00
Total Old school	<u>31,065.00</u>	<u>10,400.32</u>

Planning		
Applic - Expenses - Planning		
Applic - Legal & Consult - Planning		
Total General Planning Expenses	9,500.00	2,413.74
Official Plan - Expenses		
Official Plan - Legal & Consulting		
Total OP & Bylaw Updates Expenses	5,500.00	6,234.80
Planning	15,000.00	8,648.54
Street Lights		
Street Lights - General	3,000.00	1,703.10
Total Street Lights	3,000.00	1,703.10
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	693.31
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	5,479.52
Victoria Park		
Repairs & Maint - Victoria Park	0.00	20.00
Water & Sewer - Victoria Park	525.00	456.00
Total Victoria Park	525.00	476.00
Waterfront Heritage Site		
Sewer & Water - Waterfont	490.00	428.00
Repairs & Maintenance - Waterfont	100.00	0.00
Property Tax - Waterfont	580.00	661.00
Lawn Mowing - Waterfont	150.00	360.00
Depreciation - Seawall	25,000.00	0.00
Interest on Property Loan	750.00	275.79
Total Waterfront Heriage Site	27,070.00	1,724.79
TOTAL EXPENSE	283,807.00	183,410.08
NET INCOME	-73,017.00	-63,049.17

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Combined Maintenance Total	Budget	Actual to date
	4,950.00	6,846.09

Rural Municipality of Victoria

Balance Sheet As at Oct 31, 2022

ASSET

Current Assets

Petty Cash	250.00
Government Transfer Received	0.00
Gas Tax Bank NS	296,920.48
General Chequing Account	18,307.06
Cash and Cheques to Deposit	500.00
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	95,973.38
Due from Water Com. Cap. Fund	0.00
Loan Advance Sewer Commission	0.00
Short Term Loan Victoria Water Comm	4,010.43
Accrued interest Receivable	0.00
Prepaid Taxes	0.00
Projects in Progress	0.00
Victoria Waterfront Heritage Site	0.00
Due to New deals Account	0.00
AR Gas Tax	0.00
H S T Receivable	2,721.13
Due from Water & Sewer Account	3,423.63
Prepaid Expense & Deposits	611.00
Total Current Assets	<u>423,995.86</u>

Reserve Funds

Municipal Reserve	<u>542.99</u>
Total Reserves	<u>542.99</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	<u>-563,048.92</u>
Total fixed Assets	<u>1,598,131.66</u>

TOTAL ASSET	<u><u>2,022,670.51</u></u>
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LIABILITY

Current Liabilities

Operating Loan - LOC 45,000.00

Visa Payable		1,110.33
Accounts Payable		42,524.82
G S T Payable		0.00
HST Payable		4,593.84
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>296,919.73</u>	
Receiver General Payable		296,919.73
Vacation Payable		<u>0.00</u>
Total Current Liabilities		<u>390,148.72</u>

Long Term Liabilities

Long Term Loans - Community		0.00
Loan term Loan Mac Aurhur PPTY		26,863.39
Long Term Loans Fire Dept		<u>0.00</u>
Total Long Term Debt		<u>26,863.39</u>

TOTAL LIABILITY 417,012.11

EQUITY

Earnings

Retained out of Grants & Revenues	1,551,292.14
Retained Earnings	108,766.89
Current Earnings	-54,400.63
Appropriated Reserve	0.00
Reserved for Com. Hall Improvements	0.00
V W Heritage Project Funding Reserv	<u>0.00</u>
Total Earnings	<u>1,605,658.40</u>

TOTAL EQUITY 1,605,658.40

LIABILITIES AND EQUITY 2,022,670.51

Generated On: Nov 09, 2022

CAO's Report to Council November 2022

This will be my past report to Council and the residents of the Rural Municipality of Victoria (RMV). The transition of the financial accounting responsibilities over to our Finance and Administrative Assistant (FAA) has been completed. Council will be asked to approve Hilary Price as an interim CAO at this meeting. The combination of Marsha's growing knowledge and her accounting and administrative skills and Hilary's significant experience as the RMV's CAO should ensure that the new Council is well supported in starting their term. I wish the new Council, CAO and FAA all the best and much success. If either Council, the CAO or the FAA have any questions or if I can be of any support just ask.

Here are some of the more significant activities I have participated in since my last report.

- Various meetings with the Mayor, Municipal Elections Officer and our Finance and Administrative Assistant to discuss operational matters and improving how we do our work.
- Various communications with residents asking questions related to possible development applications.
- Supporting and attending a meeting of the Water & Sewer Commission.
- Follow up of noise and odour complaint.

Decisions items

- The decision items are contained in other sections of the agenda.

If you have any questions, suggestions or concerns please pass them on so they can be addressed by the CAO or considered by Council.

Respectfully submitted

Keith Dewar, Chief Administrative Officer