

RURAL MUNICIPALITY OF VICTORIA
REGULAR COUNCIL MEETING
MONDAY, MAY 9, 2022
6:30 P.M. – OLD SCHOOL

Present: Mayor Keith Dewar
Deputy Mayor Pat Smith
Councillors Marly Anderson, Eric Gilbert, Richard LaGrange, Jean McCardle
Susan Oxley
CAO Hilary Price

Meeting called to order by Mayor Keith Dewar at 6:30 p.m.

Approval of Agenda

Add section “In/Out Correspondence”

Motion moved that we accept the agenda as amended. Motion moved by councillor Richard LaGrange, seconded by councillor Susan Oxley.

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-23

Declaration of Conflict of Interest

None declared.

Approval of Minutes (April 11, 2022)

No errors and omissions noted.

Motion moved to approve the minutes of April 11, 2022. Motion moved by councillor Pat Smith, seconded by councillor Eric Gilbert.

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-24

Public Presentation of 2022/23 budgets and feedback from residents

Operating Budget

Both Mayor and CAO reviewed the 2022/23 Operating budget. Summary of the review is as follows:

- Councillor Eric Gilbert noted that we had the wrong figure on Outside Fire Dues revenue for 2022/23. It should be \$8,292 versus \$7,900 noted in budget. CAO made that adjustment.
- Noted that there would be no change to the property tax rates which would remain at \$0.45/100 for non-commercial and \$0.80/100 for commercial. There was a slight adjustment upward of projected property taxes received which is based on the assumption of new homes being built.
- Increase in Community Hall rentals revenue – the Victoria Playhouse is renting the Community Hall for 5 months this year versus 4.5 months last year.
- Assessed wage subsidies (Special Project) at 12 weeks (just received approval)
- Water & Sewer expenses for each municipal property has increased by 15% based on proposed water & sewer rate increases.
- Total repairs and maintenance across all buildings adds up to \$6,250
- Increased seasonal wages-General Maintenance from \$15.00 to \$15.50 per hour.

- CAO and administrative staff salary figures have been adjusted based on new hiring timing and hourly wages projections (i.e. we are increasing admin staff hours and decreasing CAO hours and getting rid of additional bookkeeping position after several months).
- Interest on loans – reflects interest on our \$45,000 line of credit which is currently maxed out.
- Community Events – decreased amount to be spent on community events to \$250.

Residents feedback included discussion on property taxes, gas tax funding, legal fees. There was also a discussion as to whether the municipality could follow up on whether we can still claim for damage to the posts on the boardwalk and have these posts fixed. CAO will follow up with insurance company.

Motion moved that council approves the Rural Municipality of Victoria Operating budget as amended for 2022/23, and that the property tax rates for fiscal 2022/23 remain the same at \$0.45/100 for non-commercial, and \$0.80 for commercial. Motion moved by councillor Pat Smith, seconded by councillor Marly Anderson.

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-25

Water & Sewer Budget

The Water & Sewer budget was reviewed by CAO Hilary Price. Summary of the review is as follows:

- Propose a 15% increase in both Water & Sewer rates (full rates plus frontage rates). This rate increase is to be retroactive to April 1, 2022.
- An expense of \$1400 has been added to cover the cost of preparation and submission of rate increase to IRAC.
- Reduction in water test fees for 2022 vs. 2021. The 2021 expense was greater than normal due to extensive chemical testing which needs to be done every three years.
- Reduction in water repairs & maintenance fees for 2022 vs. 2021. The 2021 expense had seen an extraordinary expense of repairs on the water line on the bridge on the Causeway. The repairs and maintenance fees for 2022 would include repairs to curb stops.
- Noted sewer expense of \$3500 for liquid waste removal. There would only be specific properties have waste removal done this year – a schedule will be prepared and submitted to Water & Sewer Commission as to which properties will be done.

No questions raised by residents.

Motion moved that council approves the Water & Sewer Commission budget for 2022/23 with a proposed increase of 15% on water and sewer rates, to be retroactive to April 1, 2022.

Motion moved by councillor Eric Gilbert, seconded by councillor Jean McCardle

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-26

5 Year Capital Investment Plan

CAO Hilary Price reviewed the proposed 5 year capital investment budget. Key points reviewed were:

- Principally looked at the next two year of the investment plan. The current gas tax funding agreement concluded in 2024.
- The current fiscal year 2022/23 includes the following projects – remainder of Official Plan/Bylaw review expenses (\$5,500); the Municipal Growth Sustainability Study (\$60,500) and a Water & Wastewater Asset Review study which has yet to be submitted to the Province for approval (\$50,000).
- The proposed 2023/2024 expenditure would be for a generator located at the well house building (\$100,000).
- All other projects are spread out over the final three years of the five year projection.

There were no questions submitted by residents.

***Motion moved that council approves the 5 year capital investment plan for 2022-2027.
Motion moved by councillor Richard LaGrange, seconded by councillor Susan Oxley.
Motion carried unanimously (6 votes for, 0 against)
Resolution #2022-27***

Business Arising From Minutes

MSS Study Update – CAO Hilary Price noted that there was a good turn out at the initial public meeting on the Municipal Sustainability Study held on April 28th and there has been a lot of positive feedback with regard to the presentation. Brenda Wedge, principal lead with MRSB hopes to have a follow up information meeting with the steering committee of council to review the feedback from the April 28th meeting as well as comments she has subsequently received from stakeholders/residents within the municipality. It was proposed to have this information meeting with council on May 16. Following that meeting, MRSB has scheduled to have another public information meeting on May 25th. CAO also noted that there is a need to increase the budget for MRSB as council has asked MRSB to provide information on projected ongoing repairs and maintenance costs for community assets. There was an assumption made by MRSB that the municipality would already have an asset management plan in place for these buildings (as required by MGA and Infrastructure Secretariat) but that is not the case. MRSB is proposing to hire Coles Associates as a sub-contractor to do this work.

Motion moved that council approves an additional \$4,000 HST to MRSB contract which will enable MRSB to sub-contract Coles Associates to do an asset management plan for community buildings. This will bring the total contract amount to \$52,856 plus HST.

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

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-28

Replacement of Development Officer – CAO Hilary Price noted that she will be working on this file within the next month and hopes to have something to report to council at next council meeting. It was noted that current Development Officer Rob Griffiths hopes to retire from this position by the end of June.

Mayor's Report

Mayor Keith Dewar gave his report. His report noted that priorities that remain for council to handle in the next 6 months left of this council's term in office. The priorities listed were: Official Plan and bylaw – adoption of 2022 Plan and bylaw; completion of Municipal Sustainability Study; stabilize the CAO position; complete financial audit for 2021/22. He also noted that he wanted to give a big thank you to Brenda Boudreau, a resident of Victoria, who is stepping down from the role of President of the Victoria Historical Association. He stated that council should formally recognize her contribution and stated that a letter of acknowledgement of her outstanding commitment to her community should be recognized. Council agreed to send a letter. His full report is attached and forms part of these minutes.

Fire Department Report

Councillor Eric Gilbert reviewed the fire department report. He noted that there were 2 calls this month and firefighters are taking all courses as required. Fire Department to meet with MRSB re the Municipal Sustainability Study and will get all required documentation to MRSB as quickly as possible. There was a discussion regarding moving of benches which councillor Gilbert said he would arrange. Also council brought up that looking for volunteers to help with the clean up and maintenance of the flower beds for

next Saturday, May 14. A letter will be sent out from the Municipal Office requesting volunteers to help out with this project.

Committee Reports

Water & Sewer – Councillor Richard LaGrange reviewed the water test results for April/May and noted that everything looked fine. There has not been a Water & Sewer Commission meeting this month.

Planning Board Report – Councillor Pat Smith gave a report. She stated that Planning Board has not held a meeting since March 28. She also noted that at the last council meeting council had agreed to obtain legal counsel regarding zoning issues which have been raised during the plan review. She stated that the legal advice received will be reviewed by council at an in-camera meeting today and a decision will be made on how to move forward with the process.

CAO Report

- Workplan update – hiring of staff – CAO Hilary Price is looking at scheduling interviews for the Finance and Administrative Assistant position within the next few days and hopes to get someone in place as soon as possible so that she can spend some time training the new Assistant.
- Community Hall – It was noted that had to get animal control company into the Community Hall as it was discovered that there were baby racoons nesting in the wall of the bathroom down in the Palmer Room. Discovered the hole which allowed racoon to get in to the building was just underneath the outside oil tank. This hole is being fixed.
- Extension of contract – CAO indicated that she is willing to extend the contract into June to enable time to train the new Finance & Administrative once that person is hired.

Motion moved that the contract for CAO Hilary Price be extended into June and that she will work up to a maximum of 50 hours during the extended time period. Motion moved by councillor Pat Smith, seconded by councillor Eric Gilbert.

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-29

- Appointment of Municipal Electoral Officer/Deputy Municipal Electoral Officer – CAO Hilary Price noted that there is a deadline by today for council to appoint a Municipal Electoral Officer/Deputy Municipal Electoral Officer for the next municipal elections which are to be held in November. CAO noted that she would be willing to be the deputy municipal electoral officer and have council appoint the next CAO to Municipal Electoral Officer. Council asked if current CAO Hilary Price could take on the main role of MEO. She stated that she would.

Motion moved that council appoint Hilary Price as the Municipal Electoral Officer and the new CAO as the Deputy Municipal Electoral Officer (name to be determined).

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

Motion carried unanimously (6 votes for, 0 against)

Resolution #2022-30

- Development Permit Update – CAO Hilary Price gave an update on development permits issued.

Introduction of New Business

No new business discussed at this meeting

In/Out Correspondence

Two pieces of correspondence were discussed.

- Canada Day Celebrations – An email from Doug Gallant who would like to propose putting on a free outdoor show on the wharf on Canada Day (weather permitting) to raise money for the South Shore Food share. He noted that his band Just Cuz has raised money in the past for Special Causes. Councillor Susan Oxley noted that she would reply to Mr. Gallant’s request. Council agreed that it would be great to have this group play in Victoria. Council noted that the request from Mr. Gallant was to play on the wharf which does not fall under our jurisdiction but suggests that Mr. Gallant’s group might want to use the Welcome Centre/Heritage Park location for their show.
- Letter from Victoria Women’s Institute – VWI had two concerns regarding properties – one which is within the boundary of the municipality and the other which is just outside the boundary but within the Victoria Fire Department fire district. There was a request for a controlled burn on the property located within the Victoria FD fire district and the other request was for a clean up of a property on Nelson Street. Councillor Eric Gilbert stated that he would handle these issues and co-ordinate with the Victoria WI directly.

Public Input

- Resident noted that she was impressed by public presentation given by MRSB. She stated that the VHA only asked for money from council once – most of the money for projects has been paid by grants from South Shore Arts Council. She wanted to thank Island Chocolates for making chocolates for the fundraiser. She also noted that the VHA hopes to have an event at the Old School on May 23. It will not involve a pot luck this year but will just be a meet and greet with Heritage displays and tunes on the piano.
- Resident noted that she still plans to have a Pride Parade this year but it will just be limited to the parade with no further activities. Council agreed to send a letter of support for resident to move forward with the Pride Parade.

No further public input.

Council moved to go into in-camera meeting to discuss legal and human resource issues.

Motion moved that we go into closed part of the meeting. Motion moved by councillor Richard LaGrange, seconded by councillor Eric Gilbert.

Motion carried unanimously (6 votes for, 0 against)

Went into in-camera meeting at 8.43 p.m.

Motion moved to come out of closed part of meeting. Motion moved by councillor Susan Oxley, seconded by councillor Eric Gilbert.

Motion carried unanimously (6 votes for, 0 against)

Resumed regular meeting at 10:05 p.m.

No other business discussed.

Motion to adjourn. Moved by councillor Richard LaGrange

Submitted by CAO Hilary Price

Approved by Mayor Keith Dewar