

RURAL MUNICIPALITY OF VICTORIA  
REGULAR COUNCIL MEETING  
MONDAY, JUNE 13, 2022  
6:30 P.M. – OLD SCHOOL

Present: Mayor Keith Dewar  
Deputy Mayor Pat Smith  
Councillors Eric Gilbert, Richard LaGrange, Jean McCardle, Susan Oxley  
Finance and Admin Assistant Marsha Empson  
CAO Hilary Price

Absent: Marly Anderson

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

Approval of Agenda

Add section "Appointment of new Mayor"

***Motion moved that we accept the agenda as amended.***

***Motion moved by deputy mayor Pat Smith, councillor Jean McCardle seconded the motion***

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

Declaration of Conflict of Interest

Mayor Keith Dewar – appointment of new CAO

Deputy Mayor Pat Smith – appointment of new Mayor

Approval of Minutes (May 9, 2022)

No errors and omissions noted.

***Motion moved to approve the minutes of May 9, 2022.***

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

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

Public Presentation from South Shore Watershed Association

- SSWA requires more outside storage for summer months, requesting permission to place mobile storage unit on property where they currently rent an office. Current property already has outside storage, bylaw does not allow for second structure, even a mobile one. CAO Hilary Price recommended that council give them space for the summer at the Old School property location. This was agreed to by councillors and SSWA.

Business Arising From Minutes

- New Hire - Finance and Administrative Assistant – position filled by Marsha Empson, introduction made to all in attendance.
- Replacement of Development Officer – discussion surrounding retaining the services of Derek A. French Professional Services. CAO stated that she had investigated several options to contract a development officer. She had discussions with several municipalities, along with the Provincial Municipal Affairs department and they all agreed that there was a scarcity of trained development officers in the Province. The CAO noted she explored the possibility of shared

services with other municipalities but found that was not feasible. Also looked at hiring a Planning Officer who would give advice on permits but would have the municipality sign the permits – this alternative was too expensive. The CAO contacted Derek French, who used to be our development officer several years ago and he stated that he would be willing to take on the role of development officer for the municipality. Council reviewed the planning services and fee structure that Derek French had submitted. It was noted by Mayor Keith Dewar that the services provided should also include monthly reporting. The CAO will include that in the contract.

***Motion moved that the Rural Municipality of Victoria appoint Derek A. French Professional Services as the development officer for the municipality on a one-year contract and subject to extension of contract as agreed upon by both parties.***

***Motion moved by deputy Mayor Pat Smith, seconded by councillor Susan Oxley.***

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

***Resolution #2022-31***

- MSS Study – Update – presentation to council from MRSB to occur on Jun 15/22, presentation to public to be on Jun 22/22.
  - Action item – CAO to provide draft to councillors by Jun 14/22.
  - Action item – Notify residents of Jun 22 meeting to review MSS draft.
- In-Out correspondence re Canada Day concert/Women’s Institute letter
  - It was confirmed that Doug Gallant will hold a free concert in the municipality, at noon on Canada Day to raise funds for the South Shore Food share and the PEI ALS Society.
  - Women’s Institute letter – discussed next steps regarding correspondence received from Victoria Women’s Institute with regard to two properties, one within the municipality, and the other within the Fire Department’s outside fire district. Councillor Eric Gilbert noted that the one property that had already been partially burned was unsafe and needed to have a controlled burn to remove the rest of the building. Councillor Gilbert stated that prior to having a controlled burn there would need to be a site inspection and asphalt shingles and other hazardous material would have to be removed first. Regarding the other property mentioned in the WI letter, council does not have an Unsightly Premises bylaw and so would suggest the WI contact the Province with regard to this property. Councillor Jean McCardle noted appreciation for council being notified of the property issues.
    - Action item – send a letter to Women’s Institute directing them back to the province for direction and assistance.
    - Action item – send a letter to property owner making him aware of complaint.
- Emergency Measures Operations Plan – Fire Services Bylaw – Deferred

Mayor’s Report

Mayor Keith Dewar gave his report. His report noted that he will be resigning, effective June 19, 2022, to possibly take on CAO role, as per council approval. A reminder was given that there are 5 months left to focus on key priorities, before the next municipal election. Priorities are: Official plan, Complete MSS, Stabilize CAO position, Complete financial audit. 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 the lobster dinner fundraiser was held on May 21 and sold 300 lobster suppers grossing \$7500. Various training sessions were held in

the month of May, as well as a medical bag and defibrillator check. Also, 3 fruit trees were planted and municipal no parking signs were erected. He stated that MRSB has requested some more documentation from the Fire Department which he will provide as soon as possible Full report is attached and forms part of these minutes.

### Committee Reports

Water & Sewer – Councillor Richard LaGrange reviewed May/June report water reports, no issues. There was a discussion regarding the tariff water & sewer rates charged to customers. A copy of the last Water & Sewer Commission meeting minutes is attached and form part of these minutes.

- Action item – council recommends that the Water & Sewer Commission review that properties are being billed properly, based on residential/business status.

Planning Board Report – Councillor Pat Smith noted that a public meeting will be held on Monday, June 27 at 6:30 p.m. at the Old School to review a proposed rezoning map to the draft 2022 Zoning & Subdivision Control Bylaw. Letters will be going out to residents whose properties will be rezoned as well as a general advertisement informing people of the meeting. This meeting will be chaired by the Planning Board. A copy of the last Planning Board meeting minutes is attached and forms part of these minutes.

Action item – prepare for meeting and send out appropriate letters

### CAO Report

- Review of income statement – led to discussion re public washrooms and Victoria park. Councillor Eric Gilbert suggested brainstorming ideas for park activities. Lease is up next year, unsure if renewing lease from province.
  - Action item – make businesses aware that municipality will provide bathroom funding (provided by EDA grant), until August 26, 2022. Funding required @ 40hrs/week, @ \$15.50/hr, to keep washrooms open past noted date. Does business assoc. want to contribute?
- Extension of contract – CAO indicated that an extension to her work hours is required to facilitate training the new admin person. Contract hours extended to add an additional 70 hours.

***Motion moved to extend the number of hours to pay CAO Hilary Price through June, extending it by a further 70 hours to allow for training the new Finance and Administrative Assistant.***

***Motion moved by councillor Jean McCardle, seconded by deputy mayor Pat Smith.***

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

### ***Resolution #2022-32***

- A resident brought up the idea of painting/using the old phone booth located in the parking lot area by the wharf, to get some use out of it and make it look nice. Council questioned whether or not permission would need to be given by Bell to make any improvements to the phone booth.
  - Action item – contact Bell to find out if improvements to old phone booth are allowed.
- Stand up desk – to be purchased for CAO office space, to be used by Finance and Admin Assistant – approximate cost around \$300. CAO noted there is money in the budget to cover these costs.
- Insurance – just received insurance renewal costs for this year. The breakdown is 5% on property insured value, 2% rate increase on property, 5% increase on liability insurance & 7% increase on Errors & Omissions. These figures are on average in line with the municipality's budget projections.

- Wharf damage – Insurance agent recommends providing a quote for the damages to the driver of the vehicle that damaged the boardwalk. Next steps could be based on the response.
  - Action item – send quote with total for damages to driver responsible for wharf damage, with options for payment, and/or directly contact the driver’s insurance company
- Update on municipal properties – Hired Trainers for grass cutting – 5 people showed interest and only two submitted quotes.
- Welcome Centre – signed copy of Memorandum of Agreement with VBA this year. Applied for funding and noted that the funding has been increased from \$550 to \$650. Also noted that municipality did not receive funding for last year and it was noted by the Provincial Government that it was their mistake and will be sending us a cheque for \$650 for last year.
- Lighthouse – Prepared the Memorandum of Agreement with Victoria Seaport Museum. The Lighthouse will be opening July 1<sup>st</sup> through September long weekend but the MOA commences on June 27. The Seaport Museum staff will be repainting the floor of the lighthouse and if council is agreeable propose putting a small fence around the two propane tanks – these tanks will be accessible. Council is in agreement with the VSM doing this work. CAO also noted that there is a part of the ramp that badly needs fixing – it was noted that Alan Marshall is going to get a quote for materials and would need to have someone help him with the job.  
Action item – follow up with Alan Marshall.

#### Introduction of New Business

- Auditor’s report – Auditor Tara Wheeler of ABCE reviewed a draft copy of municipality’s Consolidated financial statement for 2021/2022. Key points raised in this review:
  - Consolidated statement of financial position – total financial assets increased by approximately \$111,000 this year versus previous year mainly due to increased unspent cash in infrastructure funding . The net debt was similar to previous year.
  - Consolidated statement of Operations – slight increase in property tax revenue versus previous year. Most expenses in line with previous year, exception was Water & Sewer which increased by around \$13,000 versus last year, mainly due to increase in repairs and maintenance costs. Total deficit increased by around \$22,000.
  - Notes on Consolidated Financial Statements – It was noted that most of the municipality’s equity is tied up in tangible capital assets. Showing an operating surplus of just \$1,752 – noted that the municipality is essentially just managing its cash commitments but is not going to be sustainable moving forward.
  - Consolidated Schedule of Capital Assets – It was noted that the wharf sewage project has not yet been capitalized
  - Councillor Eric Gilbert noted that fire dues amount is wrong in reporting, based on numbers provided to bookkeeper. Report to be approved as is, with action item to follow up. Noted by auditor that this was best audit to date, very little corrections to entries required. Mayor Keith Dewar requested an updated copy of report be supplied by auditor, to council.
    - Action item – ask Susan Bulman about discrepancy in fire dues entry amount.
    - Action item – Mayor Keith Dewar requested that CAO send a copy of this year’s AER report to council members

***Motion moved that council approves the audited Consolidated Financial Statements for 2021/22.***

***Motion moved by councillor Richard LaGrange, seconded by councillor Jean McCardle.***

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

### ***Resolution #2022-33***

- Appointment of Acting Mayor – Pat Smith automatically appointed to Acting Mayor due to the resignation of Keith Dewar. No motion or vote required. Council will not be holding a by-election for a new mayor due to timing of next municipal election, upcoming in November

#### In/Out Correspondence

There was no correspondence discussed at this meeting.

#### Public Input

- Resident thanked municipality for support during Pride month. She noted that the Pride Parade would take place on July 16 with a flag raising ceremony at the Community Centre and a possibility of a barbecue if a permit can be obtained from the Dept. of Health. This resident also commented that she was not happy with the lighthouse garden. As well, resident objected to a councillor labelling her home/business as an AirBNB – she feels her water usage is no more than a family, even with rentals. The resident then contested the ramp built at 8 Water St., stating it was not up to code, and was not following the commitment made by the owner of the property to be accessible. Resident requested that clarity be given surrounding the meaning of the word “accessible” in development permits.
- Resident from 8 Water St. spoke in defense of his ramp and discussed the fact that there was no building permit requirement that needed to be followed.

No further public input.

Council moved to go into in-camera meeting, as per section 119 (1)(d & f) of the MGA.

***Motion moved that we go into closed part of the meeting.***

***Motion moved by councillor Pat Smith, seconded by councillor Eric Gilbert.***

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

Went into in-camera meeting at 9:10 p.m.

***Motion moved to come out of closed part of meeting.***

***Motion moved by councillor Jean McCardle, seconded by deputy Mayor Pat Smith.***

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

It was noted that Mayor Keith Dewar left the room during a part of the in-camera meeting due to human resources discussions concerning his appointment as CAO.

Resumed regular meeting at 9:24p.m.

#### Appointment of CAO

***Motion moved that Keith Dewar be appointed interim Chief Administrative Officer for the Rural Municipality of Victoria, to be effective June 20, 2022.***

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

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

***Resolution #2022-34***

#### Signing Authority

***Motion moved that Keith Dewar replaces Hilary Price as CAO re signing authority for all Scotiabank bank accounts for the Rural Municipality of Victoria, to be effective June 20, 2022.***

***Motion moved by councillor Richard LaGrange, seconded by councillor Jean McCardle.***

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

***Resolution #2022-35***

Contract for CAO

*Motion moved that council approve the employment contract for Keith Dewar for the term beginning Monday, June 20, 2022 and ending Wednesday, November 30, 2022.*

*Motion moved by councillor Eric Gilbert, seconded by councillor Susan Oxley.*

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

*Resolution #2022-36*

No other business discussed.

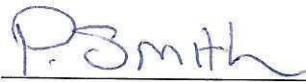
*Motion to adjourn. Motion moved by councillor Richard LaGrange*

Meeting adjourned at 9:30 p.m.



Submitted by CAO Hilary Price

Keith Dewar for



Approved by Mayor Keith Dewar

P. Smith for