

Rural Municipality of Victoria  
Support for Water and Sewer Commission Discussion Item  
Wharf Sewage Infrastructure  
October 27, 2022

#### Situation

The Water and Sewer Commission (“WSC”) has been working on addressing concerns related to the sewage infrastructure on the wharf since 2019. The project scope needs to be reconsidered in light of the funding available versus the costs associated with the most recent project scope.

#### Background

- Previous documents have been distributed on the project, including the only response to the RFP, the results of onsite meetings with provincial representatives on alternative options for the work and the key points from a conversation in September of direction from the Province.
- A summary of the conversation in September follows:
  - I just got off a videoconference with Darlene Rhodenizer and Morley Foy from the Province and Darrell Fisher and Krista Flanagan from Stantec re options for the wharf project. In summary there is no more money under the Municipal Strategic Component (MSC) Funding component of the Canada Community Building Fund (CCBF). And we have already requested a modification to the original budget approved by Government and they generally will not allow a third change. What this means is we have to try and find a solution that addresses the key risks while staying within the current funding envelop.
  - The key risks in order are the holding tank, the poly pipe to the pump tank and the risk to losing power to the heat tape etc that keeps things from freezing and the other concern/risk was to address some level of adaption for the impact of climate change.
  - What we agreed to was that Krista and Darell would come up with some rough estimates of the shorter term solution that would address as many of these concerns while staying within our budget.

#### Analysis

- Krista will be joining us by phone to discuss options for completing this project.

#### Recommendation

The WSC provide direction to the CAO and Stantec on the preferred approach for proceeding with upgrading the sewage infrastructure on the wharf.

# Instructions

If you are not familiar with Excel and would like assistance, please call Jesse MacDougall at 902-620-3631

Click on the "Application" tab at the bottom to access the CIP form.

## Notes:

Every cell with blue shading requires input. Any cell that is not shaded either auto-calculates or does not require input. If one of the blue shaded cells does not apply, please type N/A. Some cells contain drop-down lists. The drop-down arrow will pop-up as soon as you click on the cell. Please refrain from typing in these cells, the drop-down lists will ensure consistent data entry.

## Project Title

Use a descriptive title for your project. The title should give us an indication as to what the project entails.

## 2. Eligible Project Categories

Select a project category from the drop down list. Only one category can be selected.

## 3. Project Information

The project location should include street address's, PIDs, intersections, civic address's, building names, and/or coordinates.

## 4. a) Estimated Eligible Costs & 4. b) Estimated Ineligible Costs

Do not include taxes in any of your cost estimates, the spreadsheet will auto-calculate. Also notice that it automatically calculates eligible and ineligible taxes based on the 5% Federal Tax Rebate that municipalities qualify for. If this calculation needs to be modified for a specific scenario please contact Jesse MacDougall.

## 8.3 Schedule H Indicators and Outcomes

These cells are linked to the project category selected on Page 2 of the application. Please select each outcome/indicator that applies to your project by clicking on the adjacent check box. Keep in mind that upon completion of the project each outcome/indicator chosen on your application will appear on an "Outcomes Survey" where you will be required to supply tangible measurements and results.

## 10. Project Review Requirements

In order for your application to be considered **ALL** of the requirements in this section must be agreed to.

## 11. Capital Investment Plans Returned to:

Applications must be submitted in two formats:

1. An excel document emailed to CPEI-Infrastructure@gov.pe.ca
2. A signed/sealed hard copy delivered in person or by mail



GAS TAX - CAPITAL INVESTMENT PLAN APPLICATION (GT-DA-CIP and GT-NA-CIP)

**Project Title:** VICTORIA - Wharf Sewage Infrastructure

**1. Contact Information**

**Rural Municipality/Town/City of:** Victoria  
**Street Address/P.O. Box:** P.O. Box 7, Victoria, PE  
**Postal Code:** C0A 2G0  
**Municipal Email:** victoriainfrastructure@gmail.com  
**Contact Name:** Jaclyn Casler  
**Official Title:** Chief Administrative Officer

**2. Eligible Project Categories**

**Project Category:** Wastewater

**3. Project Information**

**Brief Project Description (Short description of the issue and physical work required to resolve issue):**  
 Engineering, construction and project management associated with the removal of existing lift station and replacement of existing sewage outflow pipes on the Victoria Wharf servicing the restaurants and businesses located on the wharf. This new infrastructure would allow for more reliable operations of the busy restaurants and businesses on the wharf, increase the possible open season and also decrease the amount of time the operator for the Victoria Water and Sewage Commission is required to spend on the wharf tending to undersized and unreliable current infrastructure.

**Project Location(s) (Street Address and/or PID):**  
 19 Wharf Street

**Municipality:** Victoria  
**Signed & Sealed Council Resolution Mailed?** no  
**Date of Resolution:**

**Gas Tax Capital Investment Plan Application GT-DA-CIP GT-NA-CIP**

Please Prepare a Separate Capital Investment Plan (CIP) Application for Each Project

**4. Estimated Eligible Costs (do not include taxes, they will calculate automatically)**

| Cost Breakdown              | Amount       |
|-----------------------------|--------------|
| 1. Design/Engineering       | \$30,000.00  |
| 2. Construction/Demolition  | \$290,000.00 |
| 3. Contingency              | \$43,000.00  |
| 4a. Other (Please Specify): |              |
| 4b. Other (Please Specify): |              |
| 4c. Other (Please Specify): |              |
| 5. Subtotal                 | \$363,000.00 |
| 6. Total HST                | \$54,450.00  |
| 7. Minus HST Rebate         | \$18,150.00  |
| 8. Total Eligible Costs     | \$399,300.00 |

**5. Proposed Project Financing**

| Year          | Estimated Eligible Project Costs* | MSC Funding Requested | DA/NA Gas Tax Funding | Applicant's Funding | Other         |
|---------------|-----------------------------------|-----------------------|-----------------------|---------------------|---------------|
| 2019/20       | \$200,000.00                      | \$199,650.00          | \$70,000.00           | \$20,000.00         |               |
| 2020/21       | \$200,000.00                      |                       | \$89,650.00           | \$20,000.00         |               |
| 2021/22       |                                   |                       |                       |                     |               |
| 2022/23       |                                   |                       |                       |                     |               |
| 2023/24       |                                   |                       |                       |                     |               |
| <b>TOTALS</b> | <b>\$400,000.00</b>               | <b>\$199,650.00</b>   | <b>\$159,650.00</b>   | <b>\$40,000.00</b>  | <b>\$0.00</b> |

**6. Proposed Sources of Funding**

| Project Funding Sources                             |
|---|
| Gas Tax Direct/Notional Allocation                  |
| Applicant's Share                                   |
| Other Provincial Source (Specify the Program Below) |
| Other Federal Source (Specify the Program Below)    |
| Other (Specify the Program Below)                   |

Projects involving funding from other sources require confirmation under consideration. Provide at the time of submission of CIP.

**7. Project Timelines**

| Activity                                    |      |
|---|------|
| Tender or Request for Quotation Date        | Sept |
| Tender or Request Award Date                | Nov  |
| Design/Engineering Date                     | Jan  |
| Other (Specify Below)                       |      |
| Expected Project Start and Completion Dates | Mar  |

**8. Outcomes & Planning**

8.1 Indicate your municipality's progress with improving local infrastructure:

- Provincial inventory forms completed
- Using asset management tool developed by the Province
- Using other asset management software
- Involved in the AIMnet Cohort Program
- Implemented an asset management policy
- Completed the IPWEA asset management course
- Critical assets identified
- Council members supporting asset management initiative
- Developed a 5, 10, 15, or 20 year expenditure projection
- Other: Provincial inventory forms are near completion (all building assets)

|  |                        | 8.2 Please select all applicable outcomes below. You do not need to provide the actual data until the project is completed. |  |  | <b>9. Base Amount</b>   |                          |         |         |   | <b>10. Program Requirements</b>  |     |     |
|--|------------------------|---|--|--|---|--------------------------|---------|---------|---|--|-----|-----|
| Confirmed?   | Amount                 | <b>Schedule H Indicators and Outcomes</b>   |  |  | Please provide your municipal expenditures for the categories listed below. For projects which were cost-shared through funding programs, only include the municipal share of the project costs. If you already completed this section on another application please leave blank. |                          |         |         |   | The following are requirements of the program:   |     |     |
|  | \$159,650.00           | # and value of components (e.g. 1 software program @ \$10,000).   |  |  | <b>GAS TAX - BASE AMOUNT</b>  |                          |         |         |   | Application includes signed & sealed Council Resolution supporting the application   |     | Yes |
|  | \$40,000.00            |   |  |  | Categories  | Capital Expended Amounts |         |         |   | Application includes approval from Council if any municipal funds are to be spent  |     | Yes |
|  | \$199,650.00           | # manholes replaced.  |  |  | 2015/16   | 2016/17                  | 2017/18 | 2018/19 | Applicant accepts responsibility for the project's ongoing operations and maintenance costs |  | Yes |     |
|  |                        | # of EDU connections made available by new facility.  |  |  | <b>Drinking Water</b>   |                          |         |         |   | Applicant agrees to purchase and install signage when required through communications  |     | Yes |
|  |                        | # of EDU's that can be serviced or remain in service.   |  |  | Ex. Logan Road Water Ext. \$0 \$0 \$550,000 \$400,000   |                          |         |         |   | Applicant agrees to participate in Province-wide Asset Management Program  |     | Yes |
|  |                        | # of meters of pipes installed, repaired or replaced.   |  |  | Water Monitoring & Curb Stops \$4,395 0   |                          |         |         |   | Applicant confirms that an auditor has been hired or arrangements have been made to hire an auditor  |     | Yes |
| <b>Total</b>   | <b>\$399,300.00</b>    | # of meters of supply pipes repaired or replaced servicing # of EDU's (m3 per time frame and/or %).                         |  |  | <b>Local Roads, Bridges and Highways</b>  |                          |         |         |   | Applicant confirms that the proper budgetary process has been followed for this project  |     | Yes |
| ion that the funding has been approved, or is          |                        | Additional volume of wastewater treated (m3 per time frame).  |  |  | <b>Sport Infrastructure</b>   |                          |         |         |   | Applicant confirms that the project has not been awarded or started  |     | Yes |
| <b>Start Date</b>                                      | <b>Completion Date</b> | Data collected (e.g. flow rates).   |  |  | <b>Public Transit</b>   |                          |         |         |   |  |     |     |
| September 25, 2019                                     | November 15, 2019      | increase in capacity to treat water to higher standard (m3 per time frame and/or %).  |  |  | <b>Community Energy Systems</b>   |                          |         |         |   |  |     |     |
| September 29, 2019                                     | December 13, 2019      | KWH saved using new more efficient pumps.   |  |  | Old School house energy retrofit \$2,801 \$123,699  |                          |         |         |   |  |     |     |
| January 1, 2020  | March 1, 2020          | Reduction in # of days infrastructure is flooded.   |  |  | <b>Cultural Infrastructure</b>  |                          |         |         |   | <b>11. Capital Investment Plans returned to:</b>   |     |     |
| March 1, 2020  | November 1, 2020       | Reduction in chemical use, or solid waste (weight and type per annum).  |  |  | <b>Recreational Infrastructure</b>  |                          |         |         |   | After filling out the application in Excel, save it and email it to the following email address:<br><a href="mailto:CAPEI-Infrastructure@gov.pe.ca">CAPEI-Infrastructure@gov.pe.ca</a> |     |     |
| Capital planning and asset management:                 |                        | Reduction in untreated wastewater (m3 per time frame).  |  |  | Dunrobin Shores Green space \$27,120  |                          |         |         |   | <b>Please also send a signed and sealed copy in the mail to the following address (or hand deliver):</b><br>Infrastructure Secretariat<br>P.O. Box 2000, Charlottetown, PE C1A 7N8     |     |     |
| Wince  |                        |   |  |  | <b>Tourism Infrastructure</b>   |                          |         |         |   | The Council of the City/Town/Rural Municipality of: _____ Victoria _____   |     |     |
|  |                        |   |  |  | <b>Short-Sea Shipping</b>   |                          |         |         |   | does hereby submit this application to the Direct Allocation/National Allocation Capital Investment Plan Fund, which has been approved at a Council meeting dated _____                |     |     |
|  |                        |   |  |  | <b>Short-Line Rail</b>  |                          |         |         |   | <b>In providing this submission, the Council declares that the above is, to the best of its knowledge and belief, true in substance and in fact.</b>                                   |     |     |
| Initiatives  |                        |   |  |  | <b>Regional and Local Airports</b>  |                          |         |         |   | MAYOR/CHAIR (Sealed signature) _____ Date _____  |     |     |
| ation  |                        |   |  |  | <b>Broadband Connectivity</b>   |                          |         |         |   | CHIEF ADMINISTRATIVE OFFICER (Sealed Signature) _____ Date _____   |     |     |
| ets inventory completed). The municipality of Victoria |                        |   |  |  | <b>Solid Waste</b>  |                          |         |         |   |  |     |     |
|  |                        |   |  |  | <b>Brownfield Redevelopment</b>   |                          |         |         |   |  |     |     |
|  |                        |   |  |  | <b>Disaster Mitigation</b>  |                          |         |         |   |  |     |     |
|  |                        |   |  |  | Seawall Replacement \$1,072 \$8,668   |                          |         |         |   |  |     |     |
|  |                        |   |  |  | <b>Capacity Building</b>  |                          |         |         |   |  |     |     |
|  |                        |   |  |  |   |                          |         |         |   |  |     |     |



| Row | Capacity Building  |  | Row | Recreational Infrastructure                                  |  |
|-----|--|--|-----|--|--|
| 1   | # of Integrated Community Sustainability or Capital Investment Plans resulting from Capacity Building investments. |  | 1   | # of km of recreational paths built or extended or improved. |  |
| 2   | # of Capacity Building projects investing in asset management and/or long term municipal planning.                 |  | 2   | Increase in the # of users as a result of investment.        |  |
|     |  |  | 3   | % of residents who will benefit from the investment.         |  |
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| Row | Cultural Infrastructure  | Row | Broadband Connectivity  |
|-----|--|-----|---|
| 1   | # of residents served by new or upgraded cultural facilities.                  | 1   | # of premises with internet access as a result of project.            |
| 2   | % increase in visitors to the community as a result of the investment.         | 2   | # of premises with enhanced broadband service as a result of project. |
| 3   | % or # in increase of cultural events held per year as a result of investment. | 3   | Change in quality broadband service achieved.                         |
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| Row | Solid Waste                          | Row | Brownfield Redevelopment  |
|-----|--------------------------------------|-----|---|
| 1   | Metric tons of solid waste recycled. | 1   | Area (m2) of remediated site.   |
| 2   | # and value of projects (+rational). | 2   | Increase in local property tax base as a result of project.                     |
|     |                                      | 3   | Average % increase in local property values as a result of project.             |
|     |                                      | 4   | # of new residential units, businesses and/or institutions on redeveloped site. |
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| Row | Public Transit  | Row | Wastewater  |
|-----|---|-----|---|
| 1   | # additional riders using public transit per \$1,000-annum investment.                  | 1   | # and value of components (e.g. 1 software program @ \$10,000).                                     |
| 2   | Liters of fuel saved due to more efficient of assets.                                   | 2   | # manholes replaced.  |
| 3   | Reduction in transit travel time due to a more efficient system (e.g. hours per annum). | 3   | # of EDU connections made available by new facility.  |
| 4   | # additional riders receiving passenger and traffic information.                        | 4   | # of EDU's that can be serviced or remain in service.   |
| 5   | % and /or liters of fuel saved.   | 5   | # of meters of pipes installed, repaired or replaced.   |
| 6   | # assets and \$ (e.g. 1 bus @ \$100,000).   | 6   | # of meters of supply pipes repaired or replaced servicing # of EDU's (m3 per time frame and/or %). |
| 7   | # assets and \$ (e.g. 1-100 sq.ft. building @ \$100,000).                               | 7   | Additional volume of wastewater treated (m3 per time frame).  |
| 8   | # additional riders using public transit per \$1,000-annum.                             | 8   | Data collected (e.g. flow rates).   |
| 9   | # assets and \$ (e.g. 1-wheelchair lift @ \$10,000).                                    | 9   | Increase in capacity to treat water to higher standard (m3 per time frame and/or %).                |
|     |   | 10  | KWH saved using new more efficient pumps.   |
|     |   | 11  | Reduction in # of days infrastructure is flooded.   |
|     |   | 12  | Reduction in chemical use, or solid waste (weight and type per annum).                              |
|     |   | 13  | Reduction in untreated wastewater (m3 per time frame).  |
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| Row | Disaster Mitigation  |  |
|-----|--|--|
| 1   | % of properties projected to be less at-risk due to the new mitigation infrastructure.   |  |
| 2   | % of services projected to be protected due to the new mitigation infrastructure.  |  |
| 3   | # or % of population projected to be less at-risk due to the new mitigation infrastructure.  |  |
| 4   | \$ of Disaster Financial Assistance Arrangement funding and/or emergency response costs estimated to be reduced due to the new mitigation infrastructure, based on a previous or comparable event. |  |
| 5   | % of at-risk infrastructure that is better protected as a result of the new mitigation infrastructure.   |  |
| 6   | % of mitigation plan that is implemented.  |  |
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| Row | Regional and Local Airports  |  |
|-----|--|--|
| 1   | Change in the # of aircraft take-offs or landings at an airport over a determined period of time (one arrival and one departure are counted as two movements).                   |  |
| 2   | Change in the # metric tonnes of freight or mail loaded or unloaded at the airport over a determined period of time.   |  |
| 3   | Increase in the # of passengers over a determined period of time.  |  |
| 4   | Decrease in the # of occurrences (incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft). |  |
| 5   | Change in the # of reported public injuries per month.   |  |
| 6   | Change in # of occupational injuries reported per month.   |  |
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| Row | Community Energy Systems   | Row | Local Roads and Bridges and Highways  |
|-----|--|-----|---|
| 1   | Decrease in KWH consumed.  | 1   | # control signals or other devices.   |
| 2   | Volume of furnace oil conserved (litres per time frame).               | 2   | # of claims due to potholes over a set period of time.                                |
| 3   | # of systems and type of technology (e.g. 3 wood boiler and 1 window). | 3   | # of EDU's benefiting from reduced noise.   |
| 4   | Increase in KWH generated per \$1,000 investment.                      | 4   | # of lane-kilometers of road surface repaired.  |
| 5   | Decreased volume of fuel consumption per \$1,000 investment.           | 5   | # road structures and \$ (e.g. 1 culvert @ \$2,000).                                  |
| 6   | # of systems and type of technology (e.g. 3 wood boiler).              | 6   | Average daily traffic of freights and/or passenger traffic on new section of highway. |
| 7   | Decrease in KWH consumed due to more efficient lighting.               | 7   | Change in average travel speed.   |
| 8   | # units of lights.   | 8   | Change in International Roughness Index (IRI).  |
|     |  | 9   | Change in road availability in Km/106 persons or road density in Km/1,000sq.km.       |
|     |  | 10  | Change in road capacity.  |
|     |  | 11  | Change in the rate of accidents/fatalities or injuries.                               |
|     |  | 12  | Change in the rate of deterioration of an existing asset due to improvements.         |
|     |  | 13  | Change in volume of freight (tone-km/yr).   |
|     |  | 14  | Change in volume of traffic (veh-km/yr).  |
|     |  | 15  | Length (km) and # residents commuter bikeway is available to.                         |
|     |  | 16  | Length (km) of shortest alternative route w/o bridge.                                 |
|     |  | 17  | Length (km)and # residents sidewalk is available to.                                  |
|     |  | 18  | Length (m) and # spans of bridge.   |
|     |  | 19  | Meters of storm drainage installed.   |
|     |  | 20  | Reduction in noise levels (db or other measure) measured.                             |
|     |  | 21  | Travel time saved as a result of new highway.   |

| Eligible Project Categories          |     |                              |  |
|--------------------------------------|-----|------------------------------|--|
| Public Transit                       | N/A | Chief Administrative Officer |  |
| Local Roads and Bridges and Highways | Yes | Chair/Mayor                  |  |
| Short Sea Shipping                   | No  | Council Member               |  |
| Regional and Local Airports          |     | Acting CAO                   |  |
| Public Transit                       |     |                              |  |
| Solid Waste                          |     |                              |  |
| Drinking Water                       |     |                              |  |
| Broadband Connectivity               |     |                              |  |
| Cultural Infrastructure              |     |                              |  |
| Community Energy Systems             |     |                              |  |
| Brownfield Redevelopment             |     |                              |  |
| Recreational Infrastructure          |     |                              |  |
| Disaster Mitigation                  |     |                              |  |
| Sport Infrastructure                 |     |                              |  |
| Tourism Infrastructure               |     |                              |  |
| Wastewater                           |     |                              |  |
| Capacity Building                    |     |                              |  |

| ORDER NUMBER | PROG | MUN CODE | PROJ NUMBER | APPLICANT | Gov't | County | Project Title                          | Project Description   |
|--------------|------|----------|-------------|-----------|-------|--------|--|---|
|              |      |          |             | Victoria  |       |        | VICTORIA - Wharf Sewage Infrastructure | Engineering, construction and project management associated with the removal of existing lift station |

| Date Received     | Project Category | Nature of Investment | Outcomes | Date Approved by PRC | Start Date         | End Date         | Construction/Project Complete? Y/N | Current Status | Total Cost of Project | MUN FUNDS | Other Fed Funds | Prov Funds | Federal Tax Rebate | Other Funds |
|-------------------|------------------|----------------------|----------|----------------------|--------------------|------------------|------------------------------------|----------------|-----------------------|-----------|-----------------|------------|--------------------|-------------|
| n and replacement | Wastewater       |                      |          |                      | September 25, 2019 | November 1, 2020 |                                    |                | 417,450.00            | 40,000.00 | 0.00            | 199,650.00 | 18,150.00          | 0.00        |



| Perm GT CIP<br>Funds<br>Committed | TTL Perm GT<br>DA Funds<br>Exp | Balance Perm<br>GT DA Funds<br>Remaining | Recommendation -<br>Conditions | SAL | FNAME         | LNAME | TITLE           | STREET ADDRESS           | ADDRESS 1 |
|-----------------------------------|--------------------------------|--|--------------------------------|-----|---------------|-------|-----------------|--------------------------|-----------|
| 159,650.00                        |                                |  |                                |     | Jaclyn Casler |       | Chief Administr | P.O. Box 7, Victoria, PE |           |

| ADDRESS 2 | P CODE  | CONTACT PHONE | EMAIL                     | Project Benefits | Municipality Benefits | Federal Outcomes | Location        | Coordinates | MCEB Total Cost of Project (excluding fees) | Outcomes Survey Completed |
|-----------|---------|---------------|---------------------------|------------------|-----------------------|------------------|-----------------|-------------|---|---------------------------|
|           | COA 2G0 | 902 658 2541  | municipalitypei@gmail.com |                  |                       |                  | 19 Wharf Street |             | \$363,000.00                                |                           |

Rural Municipality of Victoria  
Support for Water and Sewer Commission Discussion Item  
Engineering Proposal for Causeway Waterline  
October 27, 2022

#### Situation

The Water and Sewer Commission (“WSC”) has been directed to repair or replace the water lines over the causeway using the services of an engineer.

#### Background

- Repairs were made to the waterline over the causeway which resulted in the Province deeming the water non-potable.
- Information on the cause, subsequent discussions and options have been previously circulated to the WSC.

#### Analysis

- The CAO asked for a proposal from Stantec given their current and previous involvement with this matter.
- A initial proposal was received and after discussing it with the Chair, the CAO asked that Stantec reconsider the options being proposed.
- Their revised proposal was received in mid September.
- The CAO tried but was not successful in getting the proposal considered prior to heading out of the country.
- The Province had established a time line for the repairs being completed by the end of December. It is very unlikely that this will be met.
- A request for funding under the Canada Community Building Fund (CCBF) has not yet been submitted to the Province yet as a decision is required on the preferred approach to the repair
- It is anticipated that they would not approve any funding under the Strategic Component of the CCBF as the requests for funding already far exceed the amount of funds available as previously communicated and this was prior to the impact of Hurricane Fiona.
- In discussions with the Province it appears that we can ask for funding from our Direct Allocation funding for repairing the line given that the water is considered non-potable.

#### Recommendation

The WSC approve the proposed contract with Stantec.



**Stantec Consulting Ltd.**  
1199 Main Street  
Moncton NB E1C 1H9

September 13, 2022

Project/File: Victoria Causeway Watermain Repairs

**Keith Dewar**

Rural Municipality of Victoria  
730 Victoria Road  
Victoria, PE

Dear Mr. Dewar,

**Reference: Victoria Causeway Watermain Repairs – Revision 1**

Following the site inspection on July 21<sup>st</sup>, 2022 at the Victoria Causeway, Stantec Consulting Ltd. (Stantec) is pleased to provide the following proposal with two available options to address the temporary watermain repairs conducted on the Victoria Causeway.

**Project Scope**

The following proposal is broken into two presented options for design where required based on approved funding:

**Option 1: Preliminary Repairs**

- Detailed design to address repairs on the watermain located along the bridge causeway in Victoria, PE complete with:
- Design Drawings
- Approval request to Regulatory Authorities
- Structural review on bridge attachments
- Electrical review on heat trace
- Tentative schedule of design completion: 8 weeks following authorization to proceed

Based on the above scope of work, the estimated lump sum fee breakdown for engineering services is shown below. Please note that all fees shown exclude HST.

Design (lump sum): \$15,900

Construction services estimate (time and materials): \$4,500

Reference: Victoria Causeway Watermain Repairs

## Option 2: Capacity Analysis Study and Design for Growth Potential

A secondary option can be considered which involves the review of the current capacity within the existing mains and design for expected future potential growth can be considered. An additional scope of design work to be completed following the preliminary repairs is as follows:

- Investigation of the capacity of the existing watermain system and expected population growth
- Detailed Design of the water service distribution through the causeway if capacity is expected to be exceeded based on expected population growth
- Structural review on bridge attachments
- Electrical review on heat trace, alarm, and generator system
- Tender package
- Tentative schedule of design completion – 10 weeks following authorization to proceed

Based on the above scope of work, the estimated lump sum fee breakdown for engineering services is shown below. The design fee includes the effort required to complete Option 1. Please note that all fees shown exclude HST.

Design (lump sum): \$25,400

Construction services estimate (time and materials): \$7,500

## Closure

Attached is a copy of Stantec's Standard Terms & Conditions. If you are in agreement with the above scope of work and fee, please sign the below and return the letter along with the Terms & Conditions attached.

Stantec Consulting Ltd. appreciates the opportunity to provide this proposal to the Rural Municipality of Victoria for the above outlined scope of work.

Stantec reserves the right to adjust budget with adjusted scope change.

This document and the information contained within it is proprietary to Stantec and shall not be reproduced or transferred to other documents, or disclosed to others, or used for any purpose other than that for which it is furnished without prior written permission of Stantec. No portion of it shall be used in the formulation of a Request for Proposal for open bid, now or in the future, by the agencies and/or persons who may see it in the process of review, without the prior written permission of Stantec.

This proposal shall remain valid for 90 days from the date of submission.

Reference: Victoria Causeway Watermain Repairs

We trust that this proposal is in accordance with your requirements. Should you have any questions or require clarification on any element of this proposal, please feel free to contact the undersigned at any time. Thank you for your time and consideration.

Best regards,

**STANTEC CONSULTING LTD.**



**Krista Flanagan** P.Eng.  
Civil Engineer  
Phone: 506-800-6979  
Mobile: 506-229-2418  
krista.flanagan@stantec.com



**Darrell Fisher** P.Eng., FEC  
Civil Engineer  
Mobile: 506-393-9563  
darrell.fisher@stantec.com

[stantec.com](http://stantec.com)

Attachment: Standard Terms and Conditions

By signing this proposal, \_\_\_\_\_ authorizes Stantec to proceed  
with the services herein described and the Client acknowledges that it has read and agrees to be bound by  
the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
Day Month Year

Per: \_\_\_\_\_  
Client Company Name

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

**DESCRIPTION OF WORK:** Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

**TERMS AND CONDITIONS:** No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

**COMPENSATION:** Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

**NOTICES:** Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

**TERMINATION:** Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

**ENVIRONMENTAL:** Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

**PROFESSIONAL RESPONSIBILITY:** In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

**INDEMNITY:** The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

**LIMITATION OF LIABILITY:** It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

**DOCUMENTS:** All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

**FIELD SERVICES:** Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

**GOVERNING LAW/COMPLIANCE WITH LAWS:** The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**DISPUTE RESOLUTION:** If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

**ASSIGNMENT:** The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

**SEVERABILITY:** If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

**FORCE MAJEURE:** Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

**COVID-19:** The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

**CONTRA PROFERENTEM:** The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

**BUSINESS PRACTICES:** Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.



Rural Municipality of Victoria  
Support for Water and Sewer Commission Discussion Item  
IRAC Submission  
October 27, 2022

#### Situation

The operating budget for the Water and Sewer Commission (“WSC”) was approved in March of 2022 and included a 15% rate increase in rates for the 2022/23 fiscal year. The necessary documents have been completed and need to be approved prior to being submitted for consideration

#### Background

- A third party was contracted to complete the submission on behalf of the WSC.
- The CAO had confirmed that the rate increase could be retroactive to March 31, 2022 under the understanding that the application would be received and approved within 6 months.
- Our submission will be outside this timeline.
- The CAO reviewed and provided suggestions on prior drafts received in September to the contractor for their consideration.
- These suggestions were incorporated into the final draft.

#### Analysis

- The draft documents attached have been reviewed by the CAO and per a recent discussion with the contractor have been completed to the best of her understanding and on the information available to her.
- When reading the application it is clear that the analysis considered by IRAC is based on the assumption that the costs and revenues up to the date of the application were appropriate and should have covered the known costs - both regular and capital replacement.
- It is clear that the the WSC does need to complete the analysis approved in the budget for the current year to conduct a review of the operating and capital replacement costs to ensure the water and sewer operations are sustainable in the longer term.

#### Recommendation

That the WSC approve the IRAC application

Rural Municipality of Victoria  
Victoria Water & Sewer Commission  
730 Victoria Rd, PO Box 7  
Victoria PE  
C0A 2G0

902-658-2541  
[victoriamunicipalitypei@gmail.com](mailto:victoriamunicipalitypei@gmail.com)

September 2022

Heather Walker  
IRAC  
134 Kent St, Suite 501, PO Box 577  
Charlottetown PE  
C1A 7L1

Dear Heather,

Please find enclosed a Rate Increase Application for the Victoria Water & Sewer Commission. The rate increase is approximately 15%:

Unmetered Water Dues from \$304 to \$350  
Water Frontage Dues from \$152 to \$175  
Sewer Dues from \$552 to \$635  
Sewer Frontage Dues from \$276 to \$318

The Commission is requesting the rate increase to be effective April 1, 2022.

Utility Name: Victoria Water & Sewer Commission

Rate Filing Prepared for Submission  
to The Island Regulatory & Appeals Commission

Contact Name: Keith Dewar  
Utility Address: 730 Victoria Rd, PO Box 7  
Victoria PE  
C0A 2G0  
Telephone: 902-658-2541  
Email: victoriamunicipalitepei@gmail.com  
Date: \_\_\_\_\_

In accordance with Sections 9 and 15 of the *Water and Sewerage Act*, following is the Utility's application for a rate review.

1. Background information about the Utility (year established, description of system, current number of customers), and the overall reason(s) for the request for a rate change.

See attached.

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2. Proposed capital projects or anticipated significant expenditures in the next 2–5 years.

| Type of Project/Expenditure                   | Utility's Expected Cost | Year               |
|---|-------------------------|--------------------|
| 1. <u>Water &amp; Wastewater Asset Review</u> | <u>\$50,000</u>         | <u>2022/2023</u>   |
| 2. <u>Replace Lift Station on Wharf</u>       | <u>\$495,000</u>        | <u>2022/2023</u>   |
| 3. <u>Generators</u>                          | <u>\$150,000</u>        | <u>2023 - 2025</u> |
| 4. <u>Gravel road to sewage plant</u>         | <u>\$75,000</u>         | <u>2025/2026</u>   |

3. PROJECTED depreciation expenses for future expenditures.

|    | Description                   | Utility's NET Cost | Proj Depr Exp | Year       |
|----|-------------------------------|--------------------|---------------|------------|
| 1. | Replace Lift Station on Wharf | \$495,000          | \$12,375      | 2022/2023  |
| 2. | Generators                    | \$100,000          | \$600         | 2023 /2024 |
| 3. | Gravel road to sewage plant   | \$75,000           | \$7,500       | 2025/2026  |
| 4. |                               |                    |               |            |

4. PROJECTED interest expenses on long-term debt for future projects/purchases.

|    | Description | Loan Amount | Interest Rate | Proj Yrly Int Payment | Year |
|----|-------------|-------------|---------------|-----------------------|------|
| 1. | N/A         |             |               |                       |      |
| 2. |             |             |               |                       |      |
| 3. |             |             |               |                       |      |
| 4. |             |             |               |                       |      |

5. a. Statement of actual revenue and expenditures and forecasted data - WITHOUT RATE RELIEF. (Any projected depreciation and/or interest expenses indicated in 3 & 4 above are included.) **To complete Statement of Revenues and Expenses (without rate change) For Click Here For WATER OR Here For SEWER.**

b. Statement of actual revenue and expenditures and forecasted data - WITH RATE RELIEF AS PROPOSED BY THE UTILITY. (Any projected depreciation and/or interest expenses indicated in 3 & 4 above are included.) **To complete Statement of Revenues and Expenses (with rate changed) CLICK HERE for WATER or HERE for SEWER.**

6. Revenue and expenditure accounts that have increased or decreased by substantial amounts.

Account # \_\_\_\_\_ Account Name \_\_\_\_\_

Explanation for Change \_\_\_\_\_

\_\_\_\_\_

#6. Continued

Account # \_\_\_\_\_ Account Name \_\_\_\_\_

Explanation for Change \_\_\_\_\_  
 \_\_\_\_\_

Account # \_\_\_\_\_ Account Name \_\_\_\_\_

Explanation for Change \_\_\_\_\_  
 \_\_\_\_\_

Account # \_\_\_\_\_ Account Name \_\_\_\_\_

Explanation for Change \_\_\_\_\_  
 \_\_\_\_\_

7. Utility customer information.

| Customer Category       | # of Customers | # of Units Billed |
|-------------------------|----------------|-------------------|
| Unmetered Water Revenue | 98             | 115.85            |
| Water Frontage Charge   | 46             | 45.25             |
| Sewer Dues              | 63             | 79.35             |
| Sewer Frontage Charge   | 33             | 31.11             |
| _____                   | _____          | _____             |
| _____                   | _____          | _____             |
| _____                   | _____          | _____             |
| _____                   | _____          | _____             |

8. Projected number of new customers over the next 2–3 years.

PROJECTED:

| Year         | Customer Category | # of Customers | # of Units Billed |
|--------------|-------------------|----------------|-------------------|
| See attached | _____             | _____          | _____             |
| _____        | _____             | _____          | _____             |
| _____        | _____             | _____          | _____             |

9. Proposed amortization period to recover any accumulated deficit.

| Deficit Amount (\$) | # of Yrs Recovery | Yrly Payment | Int Rate | Yrly Int Pmt | Start Year |
|---------------------|-------------------|--------------|----------|--------------|------------|
| _____               | _____             | _____        | _____    | _____        | _____      |
| _____               | _____             | _____        | _____    | _____        | _____      |

Note: The proposed yearly repayment amount(s), including yearly interest, should be included in the projected expenditures in the statement of revenue and expenditures prepared under #5 above.

10. Utility's current rate, proposed rate and proposed effective date.

Current Annual Rate (per Single-Family Dwelling):

Proposed Annual Rate (per Single-Family Dwelling):

Proposed Effective Date: \_\_\_\_\_

Utility's Billing Cycle: \_\_\_\_\_

11. Information on any prior communication by the Utility to its ratepayers on the proposed rate changes.

Utility customers were informed that a rate increase was being submitted to IRAC at the 2022/2023 budget meeting. The 2022/2023 budget passed based on the 15% rate increase.

\_\_\_\_\_

\_\_\_\_\_

12. Other information relevant to the rate filing.

All capital projects will be funded fully by Gas Tax Direct Allocation (100%) or Gas Tax Direct Allocation (50%)/Gas Tax MSC (40%) and Municipality/Victoria Water & Sewer (10%). The Municipality/Victoria Water & Sewer 10% will come from MCEG.

\_\_\_\_\_

\_\_\_\_\_

In addition, the following items are attached to, and form part of, this submission:

13.  A copy of the Utility Board's minute(s) giving authorization to prepare the rate application;
14.  A copy of the Bylaw creating the Utility, pursuant to Section 38.1 of the *Municipalities Act*, and
15.  A copy of the Utility's most recent audited financial statements.

**Rural Municipality of Victoria  
Victoria Water & Sewage Commission**

**Rate Increase Submission**

**1. Background information about the Utility (year established, description of system, current number of customers), and the overall reason for the request for a rate change.**

WATER

The Victoria Water Utility began operation in July of 1988 and had 76 customers. In 2000, the utility experienced on-going water quality issues so two chlorinators were installed, one in 2001 and one in 2002 and two new wells were installed in 2003. In 2013, the utility expanded the pump house and installed a third well. Improvements to the pump house included a 21 square metre addition to provide room for additional equipment and future expansion within the municipality; an HRV system, dehumidifier and sump pit were installed to improve the health and operation within the building. There was also a replacement of all aging equipment within the pump house. At this time, the utility brought in a Service Availability (Frontage) Charge for customers with vacant lots that had access to the serviced water line passing by their property.

Metered Charge – The utility’s customers all have water meters installed. These meters were installed through funding from Green funds. The utility has put a hold on moving forward with a metered charge because the data from the meter readings seems to be inconsistent and the time needed to monitor and administer the metered system would be onerous and add to the administrative costs to run the system. The utility believes it cannot absorb such added costs.

The utility is now proposing a 15% increase, effective April 1, 2022 on both unmetered water and water frontage. The increase is necessary to cover projected operating costs and to clear the debt owed to the Rural Municipality of Victoria.

The utility currently has 98 unmetered water customers equaling 115.85 units at \$304/unit and 45 water frontage customers equaling 45.25 units at \$152/unit. The proposed new rates are \$350 for unmetered water and \$175 for water frontage.

SEWAGE

The utility installed a central sewage system for the Rural Municipality of Victoria with construction beginning in 2007 and completed in 2008. The central system is a state-of-the-art modular packed bed filter system which utilizes non-woven textile fabric for wastewater treatment. Homes and businesses each have a tank on site which feeds into the central system. This system is environmentally friendly and the Rural Municipality of Victoria won a major national award for sustainable development for installing this system. The total cost of the project was approximately \$2.5 million which was funded through the Canada/PEI Infrastructure program and the Federal Green funds program. The municipality did purchase a 26-acre parcel of land for \$68,000. The sewage plant is located on this land. A loan was taken to facilitate this land purchase and at March 31, 2022, the outstanding balance was \$21,383.

In 2008, the utility had 63 customers equaling 73 units at a rate of \$375/unit. In 2013, a Service Availability (Frontage) Charge was brought in for customers with vacant lots that had access to the serviced sewage line passing by their property. In 2014, the utility began a sludge removal schedule from the sewage tanks.



The utility is now proposing a 15% increase, effective April 1, 2022 on both sewer and sewer frontage. The increase is necessary to cover projected operating costs and to clear the debt owed to the Rural Municipality of Victoria.

The utility currently has 64 sewer customers equaling 79.35 units at \$552/unit and 32 sewer frontage customers equaling 31.11 units at \$276/unit. The proposed new rates are \$635 for sewer and \$318 for sewer frontage.

#### BILLING

Up until January 1<sup>st</sup>, 2021, the utility billed on a quarterly basis – April 1<sup>st</sup>, July 1<sup>st</sup>, October 1<sup>st</sup> and January 1<sup>st</sup>. Effective April 1<sup>st</sup>, 2021, the utility changed to an annual billing on April 1<sup>st</sup>.

**Victoria Water & Sewer Commission  
Projected Revenue & Expenditures  
Without Increase**

|   | Actual<br>Mar 31, 2021 | Actual<br>Mar 31, 2022 | APPROVED<br>BUDGET<br>Mar 31, 2023 | 1.50%<br>Projected<br>Mar 31, 2024 | 1.50%<br>Projected<br>Mar 31, 2025 |             | # units<br>2024 | # units<br>2025                           |
|---|------------------------|------------------------|------------------------------------|------------------------------------|------------------------------------|-------------|-----------------|---|
| <b>REVENUE</b>                            |                        |                        |                                    |                                    |                                    |             |                 |   |
| <b>Revenue</b>                            |                        |                        |                                    |                                    |                                    | <b>Rate</b> |                 |   |
| Unmetered Water Revenue                   | 34,610                 | 35,093                 | 35,218                             | 35,598                             | 36,206                             | \$304       | 117.10          | 119.10                                    |
| Water - Frontage charge                   | 6,270                  | 6,930                  | 6,878                              | 6,232                              | 5,928                              | \$152       | 41.00           | 39.00                                     |
| Sewer Dues                                | 42,697                 | 42,777                 | 43,801                             | 44,491                             | 45,595                             | \$552       | 80.60           | 82.60                                     |
| Sewer - Frontage charge                   | 7,797                  | 8,994                  | 8,585                              | 8,280                              | 8,585                              | \$276       | 30.00           | 28.00                                     |
| Delayed Payment Charges                   | 1                      | 260                    | 100                                | 100                                | 100                                |             |                 |   |
| Curb Service Fee                          | 400                    | 200                    | 400                                | 400                                | 400                                |             |                 |   |
| <b>Total Revenue</b>                      | <b>91,775</b>          | <b>94,254</b>          | <b>94,982</b>                      | <b>95,101</b>                      | <b>96,814</b>                      |             |                 |   |
| <b>TOTAL REVENUE</b>                      | <b>91,775</b>          | <b>94,254</b>          | <b>94,982</b>                      | <b>95,101</b>                      | <b>96,814</b>                      |             |                 |   |
| <b>EXPENSE</b>                            |                        |                        |                                    |                                    |                                    |             |                 |   |
| <b>Water Operating Expenses</b>           |                        |                        |                                    |                                    |                                    |             |                 |   |
| Materials & Supplies                      | 403                    | -                      | 500                                | 508                                | 515                                |             |                 |   |
| Repairs & Maintenance                     | 1,713                  | 13,954                 | 7,500                              | 7,613                              | 7,727                              |             |                 |   |
| Water Operator                            | 7,260                  | 7,260                  | 7,260                              | 7,369                              | 7,369                              |             |                 |   |
| Back up Maintenance Operator              | 1,650                  | 825                    | 825                                | 837                                | 837                                |             |                 |   |
| Power or Electricity (W)                  | 3,100                  | 3,714                  | 4,500                              | 4,568                              | 4,636                              |             |                 |   |
| Water Testing Fees                        | 4,851                  | 8,974                  | 5,500                              | 5,583                              | 9,666                              |             |                 |   |
| Chemicals                                 | 419                    | 187                    | 350                                | 355                                | 361                                |             |                 | Off Island chemical testing every 3 years |
| Snow Removal                              | 550                    | 605                    | 650                                | 675                                | 700                                |             |                 |   |
| <b>Total Expenses</b>                     | <b>19,946</b>          | <b>35,519</b>          | <b>27,085</b>                      | <b>27,507</b>                      | <b>31,811</b>                      |             |                 |   |
| Plus share of GG Operating expenses       | 15,828                 | 16,390                 | 16,308                             | 20,000                             | 20,000                             |             |                 |   |
| Plus share of Old School expenses         | 411                    | 557                    | 655                                | 665                                | 675                                |             |                 |   |
|   | <b>36,185</b>          | <b>52,466</b>          | <b>44,048</b>                      | <b>48,171</b>                      | <b>52,485</b>                      |             |                 |   |
| Plus Depreciation                         | 10,795                 | 10,795                 | 9,000                              | 23,000                             | 22,000                             |             |                 |   |
| <b>Total Expenses</b>                     | <b>46,980</b>          | <b>63,261</b>          | <b>53,048</b>                      | <b>71,171</b>                      | <b>74,485</b>                      |             |                 |   |
|   |                        |                        |                                    |                                    |                                    |             |                 |   |
|   | Actual<br>Mar 31, 2021 | Actual<br>Mar 31, 2022 | APPROVED<br>BUDGET<br>Mar 31, 2023 | 1.50%<br>Projected<br>Mar 31, 2024 | 1.50%<br>Projected<br>Mar 31, 2025 |             |                 |   |
| <b>General Expenses</b>                   |                        |                        |                                    |                                    |                                    |             |                 |   |
| General Legal Fees                        | 825                    | -                      | -                                  | -                                  | -                                  |             |                 |   |
| Interest                                  | 590                    | 526                    | 500                                | 475                                | 450                                |             |                 |   |
| Bank Service Charge                       | 593                    | 434                    | 600                                | 609                                | 618                                |             |                 |   |
| Insurance                                 | 3,043                  | 1,368                  | 1,500                              | 1,523                              | 1,545                              |             |                 |   |
| IRAC Rate Increase Submission             | -                      | -                      | 1,400                              | -                                  | -                                  |             |                 |   |
| Regulatory Commission Fees                | 1,375                  | 1,154                  | 1,200                              | 1,218                              | 1,236                              |             |                 |   |
| Miscellaneous Expense                     | 598                    | 2,409                  | 150                                | 152                                | 155                                |             |                 |   |
| <b>Total General Expenses</b>             | <b>7,024</b>           | <b>1,073</b>           | <b>5,350</b>                       | <b>3,977</b>                       | <b>4,004</b>                       |             |                 |   |
| <b>Sewer Expenses</b>                     |                        |                        |                                    |                                    |                                    |             |                 |   |
| Sewer Testing Fees                        | 1,040                  | 1,243                  | 1,500                              | 1,523                              | 1,545                              |             |                 |   |
| Contract Fees For sewer Operator          | 18,788                 | 18,788                 | 18,800                             | 19,082                             | 19,082                             |             |                 |   |
| Back up Maintenance Operator              | -                      | 825                    | 825                                | 837                                | 837                                |             |                 |   |
| Repairs & Maintenance (S)                 | 637                    | 188                    | 750                                | 761                                | 773                                |             |                 |   |
| Ppty Taxes (S)                            | 563                    | 551                    | 600                                | 609                                | 618                                |             |                 |   |
| Electricity (S)                           | 5,810                  | 7,567                  | 8,000                              | 8,120                              | 8,242                              |             |                 |   |
| Telephone- Computer (S)                   | 1,766                  | 1,195                  | 1,350                              | 1,370                              | 1,391                              |             |                 |   |
| Sewer Snow Removal                        | 1,650                  | 1,815                  | 1,900                              | 1,950                              | 2,000                              |             |                 |   |
| Liquid waste removal (S)                  | 237                    | 675                    | 3,500                              | 3,553                              | 3,606                              |             |                 |   |
| Propane/Generator Maintenance             | 839                    | 210                    | 1,200                              | 1,218                              | 1,236                              |             |                 |   |
| <b>Total Sewer Expenses</b>               | <b>31,330</b>          | <b>33,057</b>          | <b>38,425</b>                      | <b>39,023</b>                      | <b>39,330</b>                      |             |                 |   |
| Plus share of GG Operating expenses       | 15,827                 | 16,390                 | 16,308                             | 20,000                             | 20,000                             |             |                 |   |
| Plus share of Old School expenses         | 410                    | 557                    | 655                                | 665                                | 675                                |             |                 |   |
|   | <b>47,567</b>          | <b>50,004</b>          | <b>55,388</b>                      | <b>59,688</b>                      | <b>60,005</b>                      |             |                 |   |
| Depreciation                              | 38,852                 | 38,852                 | 39,000                             | 38,000                             | 38,000                             |             |                 |   |
| <b>Total Expenses</b>                     | <b>86,419</b>          | <b>88,856</b>          | <b>94,388</b>                      | <b>97,688</b>                      | <b>98,005</b>                      |             |                 |   |
| <b>TOTAL EXPENSE</b>                      | <b>140,423</b>         | <b>153,190</b>         | <b>152,786</b>                     | <b>172,836</b>                     | <b>176,494</b>                     |             |                 |   |
| <b>NET INCOME (includes depreciation)</b> | <b>- 48,648</b>        | <b>- 58,936</b>        | <b>- 57,804</b>                    | <b>- 77,735</b>                    | <b>- 79,680</b>                    |             |                 |   |

**Note:** Share of General Government operating expenses which includes audit fees, bookkeeping fees, CAO salary, admin staff, wage expense, office supplies, and telephone/internet, is expected to increase more than 1.5% per year in 2023/2024, as there was no permanent full-time CAO in 2022/2023. It is anticipated that there will be full-time admin staff and a part-time CAO.

**Victoria Water & Sewer Commission**  
**Projected Revenue & Expenditures**  
**With Rate Increase**

|   | Actual<br>Mar 31, 2021 | Actual<br>Mar 31, 2022 | APPROVED<br>BUDGET<br>Mar 31, 2023 | 1.50%<br>Projected<br>Mar 31, 2024 | 1.50%<br>Projected<br>Mar 31, 2025 |             | # units<br>2024 | # units<br>2025                           |
|---|------------------------|------------------------|------------------------------------|------------------------------------|------------------------------------|-------------|-----------------|---|
| <b>REVENUE</b>                            |                        |                        |                                    |                                    |                                    |             |                 |   |
| <b>Revenue</b>                            |                        |                        |                                    |                                    |                                    | <b>Rate</b> |                 |   |
| Unmetered Water Revenue                   | 34,610                 | 35,093                 | 39,758                             | 40,985                             | 41,685                             | \$ 350      | 117.10          | 119.10                                    |
| Water - Frontage charge                   | 6,270                  | 6,930                  | 7,167                              | 7,175                              | 6,825                              | \$ 175      | 41.00           | 39.00                                     |
| Sewer Dues                                | 42,697                 | 42,777                 | 48,983                             | 50,387                             | 50,387                             | \$ 635      | 80.60           | 82.60                                     |
| Sewer - Frontage charge                   | 7,797                  | 8,994                  | 8,887                              | 9,893                              | 9,893                              | \$ 318      | 30.00           | 28.00                                     |
| Delayed Payment Charges                   | 1                      | 260                    | 100                                | 100                                | 100                                |             |                 |   |
| Curb Service Fee                          | 400                    | 200                    | 400                                | 400                                | 400                                |             |                 |   |
| <b>Total Revenue</b>                      | <b>91,775</b>          | <b>94,254</b>          | <b>105,295</b>                     | <b>108,940</b>                     | <b>109,290</b>                     |             |                 |   |
| <b>TOTAL REVENUE</b>                      | <b>91,775</b>          | <b>94,254</b>          | <b>105,295</b>                     | <b>108,940</b>                     | <b>109,290</b>                     |             |                 |   |
| <b>EXPENSE</b>                            |                        |                        |                                    |                                    |                                    |             |                 |   |
| <b>Water Operating Expenses</b>           |                        |                        |                                    |                                    |                                    |             |                 |   |
| Materials & Supplies                      | 403                    | -                      | 500                                | 508                                | 515                                |             |                 |   |
| Repairs & Maintenance                     | 1,713                  | 13,954                 | 7,500                              | 7,613                              | 7,727                              |             |                 |   |
| Water Operator                            | 7,260                  | 7,260                  | 7,260                              | 7,369                              | 7,369                              |             |                 |   |
| Back up Maintenance Operator              | 1,650                  | 825                    | 825                                | 837                                | 837                                |             |                 |   |
| Power or Electricity (W)                  | 3,100                  | 3,714                  | 4,500                              | 4,568                              | 4,636                              |             |                 |   |
| Water Testing Fees                        | 4,851                  | 8,974                  | 5,500                              | 5,583                              | 9,666                              |             |                 |   |
| Chemicals                                 | 419                    | 187                    | 350                                | 355                                | 361                                |             |                 | Off Island chemical testing every 3 years |
| Snow Removal                              | 550                    | 605                    | 650                                | 675                                | 700                                |             |                 |   |
| <b>Total Expenses</b>                     | <b>19,946</b>          | <b>35,519</b>          | <b>27,085</b>                      | <b>27,507</b>                      | <b>31,811</b>                      |             |                 |   |
| Plus share of GG Operating expenses       | 15,828                 | 16,390                 | 16,308                             | 20,000                             | 20,000                             |             |                 |   |
| Plus share of Old School expenses         | 411                    | 557                    | 655                                | 665                                | 675                                |             |                 |   |
|   | <b>36,185</b>          | <b>52,466</b>          | <b>44,048</b>                      | <b>48,171</b>                      | <b>52,485</b>                      |             |                 |   |
| Plus Depreciation                         | 10,795                 | 10,795                 | 9,000                              | 23,000                             | 22,000                             |             |                 |   |
| <b>Total Expenses</b>                     | <b>46,980</b>          | <b>63,261</b>          | <b>53,048</b>                      | <b>71,171</b>                      | <b>74,485</b>                      |             |                 |   |
|   |                        |                        |                                    |                                    |                                    |             |                 |   |
|   | Actual<br>Mar 31, 2021 | Actual<br>Mar 31, 2022 | APPROVED<br>BUDGET<br>Mar 31, 2023 | 1.50%<br>Projected<br>Mar 31, 2024 | 1.50%<br>Projected<br>Mar 31, 2025 |             |                 |   |
| <b>General Expenses</b>                   |                        |                        |                                    |                                    |                                    |             |                 |   |
| General Legal Fees                        | 825                    | -                      | -                                  | -                                  | -                                  |             |                 |   |
| Interest                                  | 590                    | 526                    | 500                                | 475                                | 450                                |             |                 |   |
| Bank Service Charge                       | 593                    | 434                    | 600                                | 609                                | 618                                |             |                 |   |
| Insurance                                 | 3,043                  | 1,368                  | 1,500                              | 1,523                              | 1,545                              |             |                 |   |
| IRAC Rate Increase Submission             | -                      | -                      | 1,400                              | -                                  | -                                  |             |                 |   |
| Regulatory Commission Fees                | 1,375                  | 1,154                  | 1,200                              | 1,218                              | 1,236                              |             |                 |   |
| Miscellaneous Expense                     | 598                    | 2,409                  | 150                                | 152                                | 155                                |             |                 |   |
| <b>Total General Expenses</b>             | <b>7,024</b>           | <b>1,073</b>           | <b>5,350</b>                       | <b>3,977</b>                       | <b>4,004</b>                       |             |                 |   |
| <b>Sewer Expenses</b>                     |                        |                        |                                    |                                    |                                    |             |                 |   |
| Sewer Testing Fees                        | 1,040                  | 1,243                  | 1,500                              | 1,523                              | 1,545                              |             |                 |   |
| Contract Fees For sewer Operator          | 18,788                 | 18,788                 | 18,800                             | 19,082                             | 19,082                             |             |                 |   |
| Back up Maintenance Operator              | -                      | 825                    | 825                                | 837                                | 837                                |             |                 |   |
| Repairs & Maintenance (S)                 | 637                    | 188                    | 750                                | 761                                | 773                                |             |                 |   |
| Property Taxes (S)                        | 563                    | 551                    | 600                                | 609                                | 618                                |             |                 |   |
| Electricity (S)                           | 5,810                  | 7,567                  | 8,000                              | 8,120                              | 8,242                              |             |                 |   |
| Telephone/Alarms (S)                      | 1,766                  | 1,195                  | 1,350                              | 1,370                              | 1,391                              |             |                 |   |
| Sewer Snow Removal                        | 1,650                  | 1,815                  | 1,900                              | 1,950                              | 2,000                              |             |                 |   |
| Liquid waste removal (S)                  | 237                    | 675                    | 3,500                              | 3,553                              | 3,606                              |             |                 |   |
| Propane/Generator Maintenance             | 839                    | 210                    | 1,200                              | 1,218                              | 1,236                              |             |                 |   |
| <b>Total Sewer Expenses</b>               | <b>31,330</b>          | <b>33,057</b>          | <b>38,425</b>                      | <b>39,023</b>                      | <b>39,330</b>                      |             |                 |   |
| Plus share of GG Operating expenses       | 15,827                 | 16,390                 | 16,308                             | 20,000                             | 20,000                             |             |                 |   |
| Plus share of Old School expenses         | 410                    | 557                    | 655                                | 665                                | 675                                |             |                 |   |
|   | <b>47,567</b>          | <b>50,004</b>          | <b>55,388</b>                      | <b>59,688</b>                      | <b>60,005</b>                      |             |                 |   |
| Depreciation                              | 38,852                 | 38,852                 | 39,000                             | 38,000                             | 38,000                             |             |                 |   |
| <b>Total Expenses</b>                     | <b>86,419</b>          | <b>88,856</b>          | <b>94,388</b>                      | <b>97,688</b>                      | <b>98,005</b>                      |             |                 |   |
| <b>TOTAL EXPENSE</b>                      | <b>140,423</b>         | <b>153,190</b>         | <b>152,786</b>                     | <b>172,836</b>                     | <b>176,494</b>                     |             |                 |   |
| <b>NET INCOME (includes depreciation)</b> | <b>- 48,648</b>        | <b>- 58,936</b>        | <b>- 47,491</b>                    | <b>- 63,896</b>                    | <b>- 67,204</b>                    |             |                 |   |

**Note:** Share of General Government operating expenses which includes audit fees, bookkeeping fees, CAO salary, admin staff, wage expense, office supplies, and telephone/internet, is expected to increase more than 1.5% per year in 2023/2024 , as there was no permanent full-time CAO in 2022/2023. It is anticipated that there will be full-time admin staff and a part-time CAO.

## Victoria Water & Sewage Commission Rate Increase Submission September 2022

8. Projected number of new customer over the next 2 - 3 years.

### Projected:

| <b>Year</b> | <b>Customer Category</b> | <b># of Customers</b> | <b># of Units Billed</b> |
|-------------|--------------------------|-----------------------|--------------------------|
| 2023/2024   | Unmetered Water          | 100                   | 117.10                   |
| 2024/2025   | Unmetered Water          | 102                   | 119.10                   |
| 2023/2024   | Water Frontage           | 43                    | 41.00                    |
| 2024/2025   | Water Frontage           | 41                    | 39.00                    |
| 2023/2024   | Sewer Dues               | 66                    | 80.60                    |
| 2024/2025   | Sewer Dues               | 68                    | 82.60                    |
| 2023/2024   | Sewer Frontage           | 30                    | 30.00                    |
| 2024/2025   | Sewer Frontage           | 28                    | 28.00                    |

## Victoria Water & Sewage Commission Rate Increase Submission September 2022

10. Utility's current rate, proposed rate and proposed effective date.

|   | <b>Unmetered Water</b> | <b>Water Frontage</b> | <b>Sewer</b>  | <b>Sewer Frontage</b> |
|---|------------------------|-----------------------|---------------|-----------------------|
| Current Annual Rate (per Single-Family Dwelling)  | 304                    | 152                   | 552           | 276                   |
| Proposed Annual Rate (per Single-Family Dwelling) | 350                    | 175                   | 635           | 42                    |
| Proposed Effective Date                           | April 1, 2022          | April 1, 2022         | April 1, 2022 | April 1, 2022         |
| Utility's Billing Cycle                           | Annual                 | Annual                | Annual        | Annual                |

**Victoria Water & Sewer Commission  
Balance Sheet As at Sep 30, 2022**

**ASSET**

**Current Assets**

|                                  |                  |                         |
|----------------------------------|------------------|-------------------------|
| Cheque/Cash to Deposit           | 124.80           |                         |
| E-transfers                      | 0.00             |                         |
| Online Payments                  | 0.00             |                         |
| Bank of Nova Scotia - Chequing   | <u>30,867.76</u> |                         |
| Total Cash                       |                  | 30,992.56               |
| Accounts Receivable/Water& Sewer | 43,955.29        |                         |
| Accounts Receivable/ General     | 0.00             |                         |
| Canada / PEI Infrastructure      | 0.00             |                         |
| Allowance for Doubtful Accounts  | 0.00             |                         |
| G S T Receivable                 | 2,224.69         |                         |
| H S T Receivable                 | <u>-60.02</u>    |                         |
| Total Receivable                 |                  | 46,119.96               |
| Prepaid Expense & Deposits       |                  | 536.97                  |
| Visa                             |                  | <u>0.00</u>             |
| <b>Total Current Assets</b>      |                  | <u><b>77,649.49</b></u> |

**Other Assets**

|                              |  |                    |
|------------------------------|--|--------------------|
| Due from Capital Fund        |  | <u>0.00</u>        |
| <b>Due from Capital Fund</b> |  | <u><b>0.00</b></u> |

**Water System**

|                                     |                   |                          |
|-------------------------------------|-------------------|--------------------------|
| Pumping Plant - Structures & Improv | 309,942.41        |                          |
| Land (Water System)                 | 25,385.00         |                          |
| Dep'n Reserve - PP Structure & Impr | <u>-56,974.41</u> |                          |
| Net - PP Structure & Improvements   |                   | 278,353.00               |
| Transmission & Distribution Mains   | 340,605.00        |                          |
| Dep'n Reserve - Trans & Dist Mains  | <u>-84,239.00</u> |                          |
| Net - Trans & Dist Mains            |                   | 256,366.00               |
| Services                            | 27,165.23         |                          |
| Dep'n Reserve - Services            | <u>-17,681.23</u> |                          |
| Net - Services                      |                   | 9,484.00                 |
| New Wells                           | 73,930.00         |                          |
| Dep't Reserves - Wells              | <u>-13,403.00</u> |                          |
| Net-Well                            |                   | 60,527.00                |
| Water Equipment- Meters             |                   | 25,535.00                |
| Dept reserve Water Equipment        |                   | <u>-18,197.00</u>        |
| Chlorination Unit                   |                   | 4,340.38                 |
| DEp expense Chlorination Unit       |                   | <u>-2,007.38</u>         |
| Curb Stops                          |                   | <u>5,409.80</u>          |
| <b>Total Water System</b>           |                   | <u><b>619,810.80</b></u> |

**Sewer System**

|                                   |                    |                            |
|-----------------------------------|--------------------|----------------------------|
| Land (Sewer System)               |                    | 68,000.00                  |
| Misc Sewer Equipment              |                    | 18,023.00                  |
| Depn reserve misc sewer equipment |                    | -12,839.00                 |
| Collection Plant Structure & Imp  | 597,863.01         |                            |
| Dep'n reserve-C P Structure & Imp | <u>-102,166.01</u> |                            |
| Net - C P Structures & Imp        |                    | 495,697.00                 |
| Sewer Pumping Plant               | 1,147,146.05       |                            |
| Dep't Reserve- S P P              | <u>-186,607.05</u> |                            |
| Net - Sewer pumping Plant         |                    | 960,539.00                 |
| Treatment & Disposal Plant        | 854,013.70         |                            |
| Dep't- Reseve T & D Plant         | <u>-144,181.60</u> |                            |
| Net Treatment & Disposal Plant    |                    | 709,832.10                 |
| Sewer Equipment                   |                    | 135,257.11                 |
| Depn Reserve sewer Equipment      |                    | -67,763.87                 |
| Wharf Sewer Infrastructure        |                    | <u>61,432.40</u>           |
| <b>Total sewer System</b>         |                    | <u><u>2,368,177.74</u></u> |

**TOTAL ASSET** 3,065,638.03

**LIABILITY****Current Liabilities**

|                                  |                         |
|----------------------------------|-------------------------|
| Due to Municipality              | 23,678.73               |
| Due to Gas Tax Account           | 0.00                    |
| Accounts Payable                 | 3,198.14                |
| GST Collected                    | 0.00                    |
| HS T collected                   | 0.00                    |
| GST Paid                         | 0.00                    |
| Short Term Demand Loan           | 0.00                    |
| Accrued Liabilities              | <u>0.00</u>             |
| <b>Total Current Liabilities</b> | <u><u>26,876.87</u></u> |

**Long Term Liabilities**

|                                     |                            |
|-------------------------------------|----------------------------|
| Long term loan # 1                  | 0.00                       |
| Long term loan #2                   | 0.00                       |
| Short term loan Comm of Victoria    | 4,010.41                   |
| Sewer Long Term Loan                | 18,974.49                  |
| Due to Revenue Fund (W)             | 0.00                       |
| Due to sewer Revenue Fund (S)       | 73,030.62                  |
| Contribution in Aid of Construct (W | 148,940.00                 |
| (S) Cont in Aid of Construction     | <u>2,445,906.90</u>        |
| <b>Total Long Term Liabilities</b>  | <u><u>2,690,862.42</u></u> |

**TOTAL LIABILITY** 2,717,739.29

**EQUITY****Surplus**

|                                |                          |
|--------------------------------|--------------------------|
| Retained Earnings              | 256,937.72               |
| Current Earnings               | <u>90,961.02</u>         |
| <b>Total Retained Earnings</b> | <u><u>347,898.74</u></u> |

**TOTAL EQUITY** 347,898.74

**LIABILITIES AND EQUITY** 3,065,638.03

Generated On: Oct 26, 2022

**Victoria Water & Sewer Commission  
Comparative Income Statement**

|  | Budget Apr 01, 2022 to Mar 31, 2023 | Actual Apr 01, 2022 to Sep 30, 2022 |
|--|-------------------------------------|-------------------------------------|
| <b>REVENUE</b>                                 |                                     |                                     |
| <b>Revenue</b>                                 |                                     |                                     |
| Unmetered Water Revenue                        | 34,778.00                           | 35,217.82                           |
| Water-Frontage charge                          | 6,156.00                            | 6,878.22                            |
| Sewer Dues                                     | 42,921.00                           | 43,800.94                           |
| Sewer- Frontage charge                         | 7,513.00                            | 8,901.16                            |
| Delayed Payment Charges                        | 100.00                              | 0.00                                |
| Gas Tax Funding                                | 0.00                                | 23,576.78                           |
| Curb Service Fee                               | 400.00                              | 0.00                                |
| <b>Total Revenue</b>                           | <b>91,868.00</b>                    | <b>118,374.92</b>                   |
| <b>TOTAL REVENUE</b>                           | <b>91,868.00</b>                    | <b>118,374.92</b>                   |
| <b>EXPENSE</b>                                 |                                     |                                     |
| <b>Water Operating Expenses</b>                |                                     |                                     |
| Materials & Supplies                           | 500.00                              | 0.00                                |
| Repairs & Maintenance                          | 1,000.00                            | 616.00                              |
| Back up Maintenance Operator                   | 1,650.00                            | 412.50                              |
| Power or Electricity (W)                       | 5,425.00                            | 844.30                              |
| Water Testing Fees                             | 7,000.00                            | 2,371.60                            |
| Chemicals                                      | 350.00                              | 142.97                              |
| <b>Total Operating Expenses</b>                | <b>15,925.00</b>                    | <b>4,387.37</b>                     |
| <b>General Expenses</b>                        |                                     |                                     |
| Bank Service Charge                            | 600.00                              | 239.61                              |
| Water Operator                                 | 7,260.00                            | 3,630.00                            |
| Insurance                                      | 3,100.00                            | 1,465.00                            |
| Regulatory Commission Fees                     | 1,103.00                            | 0.00                                |
| <b>Total General Expenses</b>                  | <b>12,063.00</b>                    | <b>5,334.61</b>                     |
| <b>Non-Operating Income &amp; Expenses</b>     |                                     |                                     |
| Interest on Long-Term Debt                     | 576.00                              | 370.64                              |
| <b>Total Non-Operating Income &amp; Expens</b> | <b>576.00</b>                       | <b>370.64</b>                       |
| <b>Sewer Expenses</b>                          |                                     |                                     |
| Sewer Testing Fees                             | 1,075.00                            | 227.70                              |
| Contract Fees For sewer Operator               | 19,094.00                           | 9,393.94                            |
| Repairs & Maintenance (S)                      | 750.00                              | 1,190.29                            |
| Property Taxes (S)                             | 575.00                              | 559.09                              |
| Electricity (S)                                | 6,700.00                            | 2,773.77                            |
| Telephone- Computer (S)                        | 1,170.00                            | 596.42                              |
| Sewer Snow Removal                             | 1,650.00                            | 0.00                                |
| Backup Operator Expense                        | 0.00                                | 412.47                              |
| Wanda L Electricity                            |                                     |                                     |
| Lighthouse P Electricity                       |                                     |                                     |
| Sewer Electricity                              | 0.00                                | 875.66                              |
| Propane  | 1,200.00                            | 250.33                              |
| <b>Total General Sewer Expenses</b>            | <b>32,214.00</b>                    | <b>16,279.67</b>                    |
| <b>Water Expenses</b>                          |                                     |                                     |
| Causeway Electricity                           | 0.00                                | 1,041.61                            |
| Water Snow Removal                             | 550.00                              | 0.00                                |
| <b>Total Water Expenses</b>                    | <b>550.00</b>                       | <b>1,041.61</b>                     |
| <b>TOTAL EXPENSE</b>                           | <b>93,542.00</b>                    | <b>43,693.57</b>                    |
| <b>NET INCOME</b>                              | <b>-1,674.00</b>                    | <b>74,681.35</b>                    |



| CCBF Reconciliation           |  | Rural Municipality of Victoria |                   |                          |                   |                          |                   |                   |                   |                   |                     | 31-Mar-22 |
|-------------------------------|--|--------------------------------|-------------------|--------------------------|-------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-----------|
| SECTION 1: ALLOCATION AMOUNTS |  |                                |                   |                          |                   |                          |                   |                   |                   |                   |                     |           |
| 14/15 to 23/24                | 2014-15  | 2015-16                        | 2016-17           | 2017-18                  | 2018-19           | 2019-20                  | 2020-21           | 2021-22           | 2022-23           | 2023-24           | Total               |           |
| 2013-14 Carryover             | 715.00   | -                              | -                 | -                        | -                 | -                        | -                 | -                 | -                 | -                 | 715.00              |           |
| Allocation Funding            | 100,000.00   | 100,000.00                     | 100,000.00        | 100,000.00               | 100,000.00        | 100,000.00               | 100,000.00        | 100,000.00        | 100,000.00        | 100,000.00        | 1,000,000.00        |           |
| Top-Up                        | -  | -                              | -                 | -                        | -                 | 100,000.00               | 100,000.00        | -                 | -                 | -                 | 200,000.00          |           |
| Interest Earned               | 120.00   | 521.47                         | 761.58            | 1,335.19                 | 1,892.25          | 1,244.45                 | 141.36            | 319.04            | -                 | -                 | 6,335.34            |           |
| <b>Grand Total</b>            | <b>100,835.00</b>                                    | <b>100,521.47</b>              | <b>100,761.58</b> | <b>101,335.19</b>        | <b>101,892.25</b> | <b>201,244.45</b>        | <b>200,141.36</b> | <b>100,319.04</b> | <b>100,000.00</b> | <b>100,000.00</b> | <b>1,207,050.34</b> |           |
| SECTION 2: COMMITMENTS        |  |                                |                   |                          |                   |                          |                   |                   |                   |                   |                     |           |
| Project #                     | Project Title  | CCBF Committed                 |                   | Start Date               | Completion Date   | Status                   |                   |                   |                   |                   |                     |           |
| 25.3.1                        | Water capacity increase and upgrades to water system | 715.00                         |                   | November 1, 2011         | March 31, 2015    | Complete                 |                   |                   |                   |                   |                     |           |
| 25.4.1                        | Victoria Old School                                  | -                              |                   | N/A                      | N/A               | Withdrawn                |                   |                   |                   |                   |                     |           |
| 25.4.2                        | Water Monitoring and Replacement of Curb Stops       | 9,804.80                       |                   | April 1, 2020            | March 31, 2023    | Complete                 |                   |                   |                   |                   |                     |           |
| 25.4.3                        | Dunrovin Shores Greenspace Recreational              | 27,120.00                      |                   | August 1, 2017           | August 1, 2018    | Complete                 |                   |                   |                   |                   |                     |           |
| 25.4.4                        | Victoria Old Schoolhouse Energy Retrofit             | 126,500.00                     |                   | October 1, 2017          | December 30, 2018 | Complete                 |                   |                   |                   |                   |                     |           |
| 25.4.5                        | Victoria Seawall Replacement                         | 339,527.36                     |                   | March 1, 2017            | August 31, 2019   | Complete                 |                   |                   |                   |                   |                     |           |
| 25.5.1                        | Update Official Plan and Land Use Bylaw              | 30,000.00                      |                   | April 1, 2019            | December 31, 2022 | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.2                        | Wharf Sewage Infrastructure                          | 252,000.00                     |                   | April 1, 2019            | March 31, 2023    | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.3                        | Community Sustainability Study                       | 60,500.00                      |                   | April 15, 2022           | December 15, 2022 | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.4                        | Tourism Management Study                             | -                              |                   | N/A                      | N/A               | Denied                   |                   |                   |                   |                   |                     |           |
| 25.5.5                        | Lighthouse Lift Station Back-up Power                | 50,000.00                      |                   | March 31, 2020           | March 31, 2021    | Complete                 |                   |                   |                   |                   |                     |           |
| 25.5.6                        | Pumphouse Back-up Power                              | 100,000.00                     |                   | April 1, 2023            | December 31, 2023 | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.7                        | Community Hall Energy Retrofit                       | -                              |                   | N/A                      | N/A               | Withdrawn                |                   |                   |                   |                   |                     |           |
| 25.5.8                        | Public Bathroom Upgrade                              | 45,000.00                      |                   | April 1, 2025            | December 1, 2025  | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.9                        | Fire Hall Roof                                       | -                              |                   | N/A                      | N/A               | Denied                   |                   |                   |                   |                   |                     |           |
| 25.5.10                       | Expansion of Drinking Water Services                 | -                              |                   | October 1, 2021          | March 31, 2022    | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.11                       | Visitor Parking Lot                                  | -                              |                   | N/A                      | N/A               | Withdrawn                |                   |                   |                   |                   |                     |           |
| 25.5.12                       | Phase 2 Water Network Expansion                      | -                              |                   | October 1, 2022          | March 31, 2023    | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.13                       | Community Beautification                             | 30,000.00                      |                   | April 1, 2026            | December 31, 2026 | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.14                       | Gravel Road to Wastewater Treatment Plant            | 75,000.00                      |                   | April 1, 2025            | December 31, 2025 | Active                   |                   |                   |                   |                   |                     |           |
| 25.5.15                       | Wastewater Treatment Facility Back-up Power          | 50,000.00                      |                   | April 1, 2024            | December 31, 2024 | Active                   |                   |                   |                   |                   |                     |           |
| <b>Total</b>                  |  | <b>1,196,167.16</b>            |                   |                          |                   |                          |                   |                   |                   |                   |                     |           |
| SUMMARY OF COMMITMENTS        |  |                                |                   |                          |                   |                          |                   |                   |                   |                   |                     |           |
| <b>Total Funds Available</b>  |  | <b>Total Commitments</b>       |                   | <b>Uncommitted Funds</b> |                   | <b>Percent Committed</b> |                   |                   |                   |                   |                     |           |
| \$1,207,050.34                |  | \$1,196,167.16                 |                   | \$10,883.18              |                   | 99                       |                   |                   |                   |                   |                     |           |

| SECTION 3: EXPENDITURES   |  |                           |                  |  |                  |                   |                      |                   |
|---|--|---------------------------|------------------|--|------------------|-------------------|----------------------|-------------------|
| FY 2014/15 to FY 2018/19  |  |                           |                  |  |                  |                   |                      |                   |
| Project #   | Project Title  | 2014-15                   | 2015-16          | 2016-17  | 2017-18          | 2018-19           | Total                | Balance           |
| 25.3.1  | Water capacity increase and upgrades to water system | 715.00                    | -                | -  | -                | -                 | 715.00               | -                 |
| 25.4.2  | Water Monitoring and Replacement of Curb Stops       | -                         | -                | -  | 4,395.00         | -                 | 4,395.00             | 5,409.80          |
| 25.4.3  | Dunrovin Shores Greenspace Recreational              | -                         | -                | -  | -                | 27,039.01         | 27,039.01            | 80.99             |
| 25.4.4  | Victoria Old Schoolhouse Energy Retrofit             | -                         | -                | -  | 2,801.00         | 123,379.50        | 126,180.50           | 319.50            |
| 25.4.5  | Victoria Seawall Replacement                         | -                         | -                | -  | 1,072.00         | 228,470.00        | 229,542.00           | 109,985.36        |
|   |  |                           |                  |  |                  |                   |                      |                   |
|   | <b>Totals</b>  | <b>715.00</b>             | <b>-</b>         | <b>-</b>   | <b>8,268.00</b>  | <b>378,888.51</b> | <b>387,871.51</b>    | <b>115,795.65</b> |
| FY 2019/20 to FY 2023/24  |  |                           |                  |  |                  |                   |                      |                   |
| Project #   | Project Title  | 2019-20                   | 2020-21          | 2021-22  | 2022-23          | 2023-24           | Total                | Balance           |
| 25.4.2  | Water Monitoring and Replacement of Curb Stops       | -                         | 5,409.80         | -  | -                | -                 | 5,409.80             | -                 |
| 25.4.5  | Victoria Seawall Replacement                         | 109,985.36                | -                | -  | -                | -                 | 109,985.36           | -                 |
| 25.5.1  | Update Official Plan and Land Use Bylaw              | 13,750.00                 | 6,875.00         | 6,875.00   | -                | -                 | 27,500.00            | 2,500.00          |
| 25.5.2  | Wharf Sewage Infrastructure                          | -                         | 27,675.12        | 10,180.50  | 23,576.79        | -                 | 61,432.41            | 190,567.59        |
| 25.5.3  | Community Sustainability Study                       | -                         | -                | -  | 29,620.80        | -                 | 29,620.80            | 30,879.20         |
| 25.5.5  | Lighthouse Lift Station Back-up Power                | 33,036.84                 | 7,499.25         | -  | -                | -                 | 40,536.09            | 9,463.91          |
| 25.5.6  | Pumphouse Back-up Power                              | -                         | -                | -  | -                | -                 | -                    | 100,000.00        |
| 25.5.7  | Community Hall Energy Retrofit                       | -                         | -                | -  | -                | -                 | -                    | -                 |
| 25.5.8  | Public Bathroom Upgrade                              | -                         | -                | -  | -                | -                 | -                    | 45,000.00         |
| 25.5.10   | Expansion of Drinking Water Services                 | -                         | -                | -  | -                | -                 | -                    | -                 |
| 25.5.11   | Visitor Parking Lot                                  | -                         | -                | -  | -                | -                 | -                    | -                 |
| 25.5.12   | Phase 2 Water Network Expansion                      | -                         | -                | -  | -                | -                 | -                    | -                 |
| 25.5.13   | Community Beautification                             | -                         | -                | -  | -                | -                 | -                    | 30,000.00         |
| 25.5.14   | Gravel Road to Wastewater Treatment Plant            | -                         | -                | -  | -                | -                 | -                    | 75,000.00         |
| 25.5.15   | Wastewater Treatment Facility Back-up Power          | -                         | -                | -  | -                | -                 | -                    | 50,000.00         |
|   | <b>Totals</b>  | <b>156,772.20</b>         | <b>47,459.17</b> | <b>17,055.50</b>   | <b>53,197.59</b> | <b>-</b>          | <b>274,484.46</b>    | <b>533,410.70</b> |
| SUMMARY OF EXPENDITURES   |  |                           |                  |  |                  |                   |                      |                   |
| <b>Total Funds Available</b>  |  | <b>Total Expenditures</b> |                  |  | <b>Balance</b>   |                   | <b>Percent Spent</b> |                   |
| \$1,207,050.34  |  | \$662,355.97              |                  |  | \$544,694.37     |                   | 55                   |                   |
| This is to certify that I have fully reviewed and agree with the information above  |  |                           |                  | This is to certify that I have fully reviewed and agree with the information above |                  |                   |                      |                   |
| Signature of CAO  |  |                           |                  | Signature of Chairperson   |                  |                   |                      |                   |
| Date  |  |                           |                  | Date   |                  |                   |                      |                   |
| Please apply seal over signature(s)   |  |                           |                  | Please apply seal over signature(s)  |                  |                   |                      |                   |
| The information contained on this sheet is gathered from past AER's, applications, and other sources. While we make every effort to ensure the accuracy of this data, it the responsibility of each municipality to confirm that the information is correct according to their own records. If you have any reason to believe that some figures are wrong, please contact our office to have the error rectified. Your signature indicates that you have checked the information against your own records, and that you |  |                           |                  |  |                  |                   |                      |                   |

Rural Municipality of Victoria  
Support for Water and Sewer Commission Discussion Item  
Follow up from Hurricane Fiona  
October 27, 2022

Situation

Council asked that the Water and Sewer Commission consider any concerns that arose as a result of Hurricane Fiona and address them as they see appropriate and report back to Council.

Background

- There were a number of issues that developed during Hurricane Fiona including:
  - Concerns over the quality of the water when power was restored.
  - Concerns over the fact that the back up generator at the lift station at the LightHouse did not automatically start up when the power went out

Analysis

- The Commission should consider the above concerns as well as any others that they are aware.

Recommendation

The WSC direct the CAO as appropriate to address the concerns.