

Rural Municipality of Crapaud

Special Council Meeting

Thursday February 8, 2024

6:30pm

Crapaud Community Hall

Minutes

Present: Mayor Joanne Harvey; Deputy Mayor Margaret Armsworthy, Councillor Della Ferguson, Councillor Dean MacDonald, Councillor Savannah Dugay, Alana Searle - CAO

1. **Call to Order** - Mayor Harvey called the meeting to order at 6:30pm.
2. **Approval of Agenda** - Moved by Councillor Ferguson, Seconded by Councillor MacDonald. Unanimously carried.
3. **Disclosure of Conflict of Interest** - Nil
4. **Appointment of CAO**

Motion #2024-01: Appointing Chief Administrative Officer

Motion Carried (4-0)

Moved by Deputy Mayor Armsworthy

Seconded by Councillor Dugay

WHEREAS - The Rural Municipality of Crapaud has been operating with an Interim Chief Administrative Officer from September 20, 2023, and

WHEREAS - According to Municipal Government Act subsection (86) (2) (C), A council shall appoint by resolution a person to the position of chief administrative officer and direct, manage and supervise the person appointed,

BE IT RESOLVED - The Council for the Rural Municipality of Crapaud appoints Alana Searle as its Chief Administrative Officer, retroactively effective February 1, 2024.

5. Proposed Financial Plan 2024-2025

Motion #2024-02 – 2024-25 Financial Plan - Public Meeting

Motion Carried (4-0)

Moved by Councillor Ferguson

Seconded by Deputy Mayor Armsworthy

WHEREAS - The Council had an in-depth discussion and reviewed the proposed draft of the 2024-25 financial plan, and

WHEREAS - Under Section 151 (1) of the Municipal Government Act, not less than two weeks before adopting its financial plan, the council shall give public notice and hold a public meeting with respect of the financial plan,

BE IT RESOLVED - The Council for the Rural Municipality of Crapaud will hold a public meeting on February 20, 2024, at Crapaud Community Hall at 7:00 pm to present the Financial Plan.

6. Banking Authorized Signature.

Motion #2024-03 - Municipality's Bank Accounts Authorized Signers

Motion Carried (4-0)

Moved by Councillor Savannah Dugay

Seconded by Councillor Della Ferguson

WHEREAS - Pursuant to MOTION #2024- 01, Alana Searle was appointed as Chief Administrative Officer, and

WHEREAS - Under Section 156 (1) of the Municipal Government Act, Cheques, electronic transfers, or financial instruments shall be signed or authorized by both the mayor and the chief administrative officer of a municipality, and

WHEREAS - In accordance with Municipal Government Act Section (91) (1), the Deputy Mayor, in the absence or incapacity of the Mayor, exercises all the powers and carries out the Mayor's duties,

BE IT RESOLVED - The Council for the Rural Municipality of Crapaud will authorizes Mayor Joanne Harvey, Deputy Mayor Margaret Armsworthy, and Chief

Administrative Officer Alana Searle to sign the required banking documents for all the municipality's bank accounts at the Summerside Branch of Scotiabank.

7. **Appointing Municipal Electoral Officer** – This item was deferred to the next Regular Council Meeting on February 20, 2024, to give council time to find suitable candidate Moved by Councillor Armsworthy, Seconded by Councillor Ferguson, and unanimously carried.

8. **Appointing Deputy Municipal Electoral Officer** - This item was deferred to the next Regular Council Meeting on February 20, 2024, to give council time to find suitable candidate Moved by Councillor Armsworthy, Seconded by Councillor Ferguson, and unanimously carried.

9. Fire Department Proposal for Incorporation

Motion#2024-06: Initiating Fire Department Incorporation

Motion Carried (4-0)

Moved by Councillor Dean MacDonald,

Seconded by Deputy Mayor Margaret Armsworthy

WHEREAS - The Fire Chief initiated the conversation about incorporating the Crapaud Fire Department in September 2023, and

WHEREAS - As the Crapaud Fire Department and related assets belonging to the Rural Municipality of Crapaud and any transaction included legal and financial aspects in proceeding including associated costs,

BE IT RESOLVED - The Council for the Rural Municipality of Crapaud authorizes the Fire Chief of the Crapaud Fire Department to prepare a proposal including all the associated costs and related legal and financial aspects.

10. 2024 Assessment Rolls/Tax Certificates - The Council authorization CAO to sign the send and receive confidential information by email regarding the 2024 Assessment

Rolls/Tax. Moved by Deputy Mayor Armsworthy, Seconded by Councillor MacDonald
Unanimously carried.

11. **Adjournment** - Deputy Mayor Armsworthy motioned to adjourn at 7:00 pm.

Joanne Harvey _____

Mayor

Alana Searle _____

Chief Administrative Officer

