

**Rural Municipality of Crapaud**  
Regular Council Meeting  
Tuesday September 21, 2021  
7:00 pm  
Crapaud Community Hall

**AGENDA**

1. **Call to order**
2. **Approval of Agenda for Tuesday, September 21, 2021**
3. **Remarks from Official Trustee**
4. **Disclosure of Conflict of Interest**
5. **Approval of Minutes from Tuesday, June 15, 2021**
6. **Business Arising from Previous Minutes**
7. **New Business**
8. **CAO Report (See Attached)**
  - 8.1. Financials
  - 8.2. Community Hall and Professional Building Repairs update
  - 8.3. Right Hand turning lane into Sherwood Forest
  - 8.4. Atlantic Guns and Gear Lease
  - 8.5. Sale of property to Crapaud Exhibition
  - 8.6. Skills PEI and Summer contracts
  - 8.7. Installation of Poles
  - 8.8. South Shore Watershed
  - 8.9. Future Project (Sherwood Forest Playground equipment, turning lane into South Shore Pharmacy, traffic calming etc.)
9. **Reports**
  - 9.1. Water and Sewer
  - 9.2. Emergency Measures Plan
  - 9.3. Fire Department
10. **Public Section Opportunity**
11. **Date of Next Regular Council Meeting – October 19, 2021**
12. **Adjournment**

## **Rural Municipality of Crapaud**

Regular Council Meeting

Tuesday, September 21, 2021

7:00pm

Crapaud Community Hall

### **MINUTES**

Present: Trustee: Roy Main

Also: Staff: Nicole DesRoches, CAO

1. **Introduction** – Official Trustee Main welcomed members of the public to the meeting.
2. **Call to order** – Official Trustee Main called the meeting to order at 7:00pm.
3. **Approval of Agenda for Tuesday, September 21, 2021.**  
The Official Trustee Main approved the agenda for September 21, 2021.
4. **Official Trustee Report**
  - 4.1. Official Trustee Main introduced himself, discussed his appointment as Official Trustee in Crapaud and outlined how the council meeting will operate during his term.
  - 4.2. Official Trustee Main informed residents of his overall plan with regards to how the community will operate with an Official Trustee. He stated his responsibilities as an advisor of such matters as the handling of money, employees and normal day to day matters and to ensure compliance with all responsibilities of the province.
  - 4.3. Official Trustee Main addressed some of the issues that had caused problems in the past.
    - 4.3.1. Covenants - Official Trustee Main met with layer, Matthew MacFarlane to discuss the current covenant document. Matthew MacFarlane is currently preparing the document and Official Trustee Main will continue to work with him and present the finalized covenant document to the public.
    - 4.3.2. Phase Two of Sherwood Forest - Official Trustee Main discussed Phase Two of Sherwood Forest. This project will not proceed now and requires further investigation with the engineers regarding costing and planning. This project will be presented to the public before any further work is completed. The Community of Crapaud owns land and there is a public process to discuss what will be done with the land. Since there is no service or development plans in place in Crapaud, the land will not be discussed or developed at this time. There will also be no development of affordable housing at the

moment. Official trustee Main suggested that these projects are better left for when Crapaud has a council.

- 4.4. Official Trustee Main stated that he will be working directly with CAO, Nicole DesRoches and mentoring her. He also stated that Dennis Lowther is sewer and water within Crapaud, and Raymond MacDonald is a great Fire Chief.
  - 4.5. Official Trustee Main plans to meet with the auditors from MRSB, the Crapaud librarian, and representatives from the South Shore Actiplex, the Crapaud Exhibition, the Chamber of Commerce, Stantec and CBCL.
  - 4.6. Official Trustee Main has met with a variety of Crapaud residents to discuss Sherwood Forest, as well as any concerns within the community.
  - 4.7. In addition to meeting with Crapaud residents, Official Trustee Main had also met with the Mayor of Victoria to discuss cooperation between the two municipalities.
  - 4.8. Official Trustee Main extended a welcome to all residents to want to meet, call or email him. He will be at the Crapaud office on Tuesdays.
  - 4.9. The Crapaud operating budget is in good shape, but the auditors have yet to complete the 2020/2021 audit. The Capital Plan and Gas Tax money has been revised and Official Trustee Main stated that he is open to any input on suggestions for capital projects.
  - 4.10. Official Trustee Main plans to review all Crapaud bylaws, policies, the insurance policy, current leases, and the Emergency Plan in the upcoming months.
5. **Disclosure of Conflict of Interest – None Declared**
  6. **Approval of Minutes Tuesday, June 15, 2021**  
The Official Trustee approved the minutes as printed.
  7. **Business Arising from Previous Minutes – None**
  8. **New Business – None**
  9. **CAO Report (Attached)**
    - 9.1. Nicole DesRoches presented her report. Total Revenue for **June 2021** were \$34,401.49 and total Expenditures were \$30,800.24. Total Revenue for **July 2021** were 186,465 and total Expenditures were \$47,446.13. We received one lump sum gas tax payment of \$150,000, which includes the second installment of \$50,000 for the 2019-2020 fiscal year and both \$50,000 installments for the 2021-2022 fiscal year. Total Revenue for **August 2021** were \$16,018.23 and total Expenditures were \$36,455.65. Water expenditures were high in August with the purchase of a sewage lift pump for the Crapaud lagoon. Payroll expenditures were high in July and August with summer students being employed. Both summer students were hired through a wage program and the Community of Crapaud will be compensated for a portion of the payroll expenditures.
    - 9.2. The auditors have obtained all 2020-2021 documents and are working on the final 2020-2021 audit.
    - 9.3. **Crapaud Hall and Professional Building Updates –**

- 9.3.1. Accessible doors have been installed at the Crapaud Hall and at the Crapaud Library.
- 9.3.2. The Crapaud Hall floors have been professionally cleaned.
- 9.3.3. Received a quote for \$1,702 from Security First Ltd. For a security system at the Crapaud Hall. With clarification required to this submission, but I am recommending that we install this system subject to any changes.
- 9.3.4. **MOTION 2021-156:** *The Official Trustee approved a security system to be installed at the Crapaud Community Hall.*
- 9.3.5. Received a quote for emergency lights at the Crapaud Hall from Henley Electrician in the amount of \$768.15. I am recommending that we install this lighting.
- 9.3.6. **MOTION 2021-157:** *The Official Trustee approved the emergency lights to be installed at the Crapaud Community Hall.*
- 9.4. The right-hand turning lane on the Trans Canada Highway going to Sherwood Forest Dr. is complete.
- 9.5. Don Wills, owner of Atlantic Handyman currently leases 1,000 square feet of space within the Crapaud Professional Building. With the opening of his new business, Atlantic Guns and Gear, Don Wills has increased his leased space by an additional 825 square feet. Atlantic Guns and Gear officials opened on August 28, 2021.
- 9.6. The Community of Crapaud is selling land to the Crapaud Exhibition. The community solicitor is finalizing the deed. This matter will likely be on the agenda for the October Crapaud Council meeting.
- 9.7. The 20-week Skills PEI Program finished on September 17 and the summer student program finished on August 27.
- 9.8. Maritime Electric will be installing new poles and replacing deteriorating poles within Crapaud. These poles will be used by Maritime Electric, as well as, by Xplornet. Xplornet is a Canadian rural internet service provider and are interested in implementing FibreOP infrastructure throughout PEI.
- 9.9. The South Shore Watershed Association outdoor classroom proposal is being reviewed by the Official Trustee Main and CAO, Nicole DesRoches. A meeting with SSWA has been scheduled and this item will likely be discussed at the October Crapaud Council meeting.
- 9.10. There are a variety of projects under consideration, such as Sherwood Forest Playground equipment, a turning lane off Trans Canada Highway into the South Shore Pharmacy, and traffic calming
10. **Water and Sewer Report** - Dennis Lowther introduced himself and presented his water and sewer report.
  - 10.1. He stated that a new pump had been purchased for the lagoon. There are currently two pumps at the lagoon, however, if one breaks, there is no backup

pump. These two pumps have been at the lagoon for eleven years and were due to be refurbished after ten years. He suggested in the budget next year to provide funds to have both pumps refurbished.

- 10.2. With regards to treatment at the lagoon, Crapaud is within all government regulations and guidelines. The PEI Government website posts the contents that are going out into the stream, and he samples the water every four months.
- 10.3. Sherwood Forest is the only area in Crapaud that has municipal water and he samples the wells within Sherwood Forest monthly and samples two spots of the water system biweekly. As of now, there has never been any water problems within Sherwood Forest
- 10.4. The sewer lines on the lagoon side of the Route 13 bridge are plastic pipe and with the recent Route 13 bridge updates, there is new piping around the bridge. He suggests that Gas Tax money be used to purchase cameras to have the ability to video tape all the pipes and be able to detect leaks. Also use Gas Tax money to extend new piping up the Trans Canada Highway and into Sherwood Forest.
- 10.5. The Crapaud water and sewer systems are currently operating smoothly.
11. **Emergency Measures Plan-** Official Trustee Main states that the Emergency Measures Plan be tabled. This report will be discussed at the November Crapaud council meeting.
12. **Fire Department Report -** CAO, Nicole DesRoches read Fire Chief, Raymond MacDonald's Fire Department report.
  - 12.1. The Crapaud Fire Department responded to thirty-three calls from January to September 2021 with these calls consisting of motor vehicle accidents, medical first response, mutual aid structure, fire alarms, brush fires, and agricultural equipment. Within these calls, there were two deaths.
  - 12.2. The truck committee had a productive meeting with a representative from Metal Fab to start pre-planning for a new pumper truck. The Crapaud Fire Dept. members now need to discuss what the new pumper truck should be equipped with.
  - 12.3. Members of the Crapaud Fire Department formed a committee to host the 75th anniversary of the Crapaud Fire Department. This celebration was scheduled for September 19, 2021 and would consist of an open house to show equipment, a barbeque, and bouncy houses and face painting for the children. Unfortunately, due to COVID-19 restrictions this celebration had to be cancelled.
  - 12.4. Due to COVID-19 regulations, the Crapaud Fire Department was unable to host a Christmas Party and were not able to consistently due training. If COVID-19 regulations allow the members of the Crapaud Fire Department plan on having in-house training.
13. **Public Section Opportunity**
  - 13.1. A resident stated that the new bridge on Route 13 has underwent construction, however, this bridge is not suitable for pedestrians. Official trustee will take this

concern up with administrative staff and provide residents with an update at the next Crapaud Council meeting. Another resident inquired about restoration to the park beside the new bridge and whether there will be a Christmas Tree lighting.

- 13.2. A resident inquired on the deadline for the audit and whether the management letter from the auditors will be read to the public. Official Trustee Main stated that Crapaud has been given an extension and the management letter will be read to the public if it does not include any personnel matters.
- 13.3. A resident stated that she met with Minister Fox and was provided with information regarding the length of time the Official Trustee will be in Crapaud. The only item that is preventing an election in Crapaud is the completion of the 2020/2021 audit. She asked Official Trustee Main if there was a checklist of items that require completion before an election can be called. Official trustee Main stated there are more items than the audit that are required before an election can occur. Official Trustee Main informed residents that he has not been informed of an election from Minister Fox. Official Trustee Main does not know of the qualifications for an election and his appointment requires him to report to the community and to provide Minister Fox with a report upon completion of his term. His term is either complete in November 2022 when an election occurs or sooner, if Minister Fox requests an election.
- 13.4. A resident inquired about the sale of land to the Crapaud Exhibition and whether that was the same piece of land that was passed by council in 2020. Official trustee Main stated that it was the same piece of land.
- 13.5. A resident inquired on the playground equipment for Sherwood Forest Park. Official Trustee Main stated that purchasing equipment requires approval, the public would be approached to see what type of equipment would be beneficial and that source of funding is available. She suggested a basketball court for the Sherwood Forest Park and informed Official Trustee Main of an individual who is willing to financially donate \$250.00 toward this basketball court. Official trustee Main informed residents of the absence of a master plan and the community would study the area to determine if the space is an adequate size for a basketball court and determine what other recreational equipment could be installed. Public input would be included in any decision.
- 13.6. A resident inquired on any update on the construction of a dog park. Official Trustee Main stated that a dog park could be included within a master plan.
- 13.7. A resident mentioned Stantec and inquired on when the official plan would be completed. Official Trustee Main plans to meet with Stantec to discuss the official plan.
- 13.8. A resident inquired on accumulated Gas Tax funds based on spending on Capital Projects and whether money is going toward those projects. He asked about

upgrades to the sewer lines. Official Trustee Main stated that we are starting to identify potential projects.

- 13.9. A resident inquired if rental revenue within the financials included Atlantic Guns and Gear. Rental revenue includes all tenants within the Crapaud Professional building.
  - 13.10. A resident inquired on the master plan that was mentioned by Official Trustee Main and whether a committee would be developed.
  - 13.11. A resident stated that Crapaud has already paid Stantec for an official plan and inquired about a public meeting. Official Trustee Main informed residents of two separate plans; an official plan, which is being developed by Stantec and micro plans, for items like recreation.
  - 13.12. A resident inquired on water and sewer and if a collection of utilities comparison from last year can be discussed at the next council meeting. Official Trustee Main recommended quarterly utility payments to lower bad debts and stated we will investigate this item.
  - 13.13. A resident inquired on the cost of the new pump for the Crapaud Lagoon and if it was an operational or Gas Tax expense. Official Trustee Main informed resident that we will investigate this item.
  - 13.14. A resident inquired on community spirit and events since there is neither a Council or committees. Official Trustee Main will investigate who has previously been involved in community activities and events. Any community events will occur depending on COVID-19 restrictions.
  - 13.15. A resident asked Official Trustee Main if he is employed full time. Official trustee Main informed residents that he is employed part time is compensated by the Municipality.
  - 13.16. A resident inquired whether Official Trustee Main utilized councillors in other municipalities that he had previously worked with. Official trustee Main stated that every situation is different, and it is his judgement for each situation.
  - 13.17. A resident inquired if the Official Trustee Main has different guidelines, then what she had discussed with Minister Fox. She stated Minister Fox stated an Official Trustee was appointed due to no quorum.
  - 13.18. A resident inquired if the last three councillors that were on the council still involved. Official Trustee Main indicated under section 220 in the MGA, that the councillors were removed and as the Official Trustee, he is the council and has all council responsibilities.
14. **Date of next regular council meeting – Tuesday, October 19, 2021, at 7:00pm**
  15. **Adjournment**
    - 15.1. The Official Trustee Main adjourned the meeting at 8:35pm.