

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday April 19, 2022

7:00 pm

Crapaud Community Hall

AGENDA

- 1. Call to order**
- 2. Approval of Agenda for Tuesday, April 19, 2022**
- 3. Disclosure of Conflict of Interest**
- 4. Approval of Minutes from Tuesday, March 29, 2022**
- 5. Business Arising from Previous Minutes**
- 6. Official Trustee Report**
 - 6.1. Activities in past month
- 7. CAO Report (See Attached)**
 - 7.1. Financials
 - 7.2. Water and Sewer Utilities
 - 7.3. Wage Grant Applications
 - 7.4. Donations
- 8. Bylaws**
 - 8.1. Second reading of Reserve Bylaw 2022-02
 - 8.2. First reading of Utility Bylaw 2022-03
 - 8.3. First reading of Elections Bylaw 2022-04
- 9. New Business**
 - 9.1. Parks Study
 - 9.2. Volunteers for “Kitchen Party”
 - 9.3. Donation to PEI Police Association
- 10. Public Section Opportunity**
- 11. Next Regular Council Meeting – May 17, 2022**
- 12. Adjournment**

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, April 19, 2022

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 7:01pm.
3. **Approval of Agenda for Tuesday, April 19, 2022**
The Official Trustee approved the agenda for April 19, 2022, as amended by removing the Utilities Bylaw and the PEI Police Association donation from the agenda.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, March 29, 2022**
The Official Trustee approved the minutes as printed.
6. **Business Arising from previous minutes - None**
7. **Official Trustee Report**
 - 7.1. **Activities from previous month –**
 - 7.1.1. Official Trustee Main received a response from the Department of Transportation and infrastructure regarding traffic issues within the municipality. Mark Sherren, Regional Engineer will be meeting with the CAO to review traffic issue locations.
 - 7.1.2. Official Trustee Main stated that Water and Sewer Utility accounts statements have been sent to customers with outstanding balances. Multiple customers have already made payments or contacted the Municipal Office to set up a payment arrangement.
 - 7.1.3. The municipality has continued to discuss financials with the Crapaud Fire Department.
 - 7.1.4. The “Crapaud Volunteer of the Year” award will not happen during the Official Trustee’s term. It was suggested that this award be given to a resident once the new Council is elected before year end.
 - 7.1.5. The municipality is seeking volunteers to assist with investigating both children’s parks within the community. We are seeking a total of five volunteers for this committee with a minimum of two from Sherwood Forest area. Volunteer notices for the parks committee will be posted online and at local businesses.

7.1.6. Official Trustee Main informed residents that volunteers would be required if the “Kitchen Party” were to occur at the Crapaud Exhibition in July. Volunteer notices for the “Kitchen Party” committee will be posted online and at local businesses.

8. **CAO Report (Attached)**

- 8.1. The CAO presented her report noting that the operational and capital budget were approved and submitted to Municipal Affairs.
- 8.2. Statements have been mailed to residents with outstanding Water and Sewer Utility account balances. Water and Sewer Utility invoices for 2022 are being prepared and will be sent to customer by May 31, 2022.
- 8.3. Applications for the 2022 Canada Summer Jobs and the Summer Jobs for Youth have been submitted. Crapaud is interested in hiring two summer positions.
- 8.4. Bluefield High School has contacted the Municipal Office inquiring on a \$1,000 donation to provides two \$500 awards to students in the graduating class.
MOTION 2022-177: That the Rural Municipality of Crapaud donates \$1,000 to Bluefield High School for two \$500 awards given to students in the 2022 graduating class. **Official Trustee Main approves this motion.**
- 8.5. The Crapaud Community Hall has various bookings scheduled for 2022, including The Victoria Playhouse, as well as local booking for weddings, wedding receptions and birthday parties.
- 8.6. The FPEIM Annual Meeting is on Monday, April 25 in North Shore and the CAO will be attending this meeting.

9. **Municipal Bylaws**

- 9.1. **MOTION 2022-178:** Whereas bylaw #2022-02 being the Municipal Reserve Fund Bylaw was read and approved a first time on March 29, 2022, and whereas Bylaw #2022-02 is hereby reading and approved a second time on April 19, 2022. Be it resolved that Bylaw #2022-02, the Municipal Reserve Fund Bylaw be adopted by council. **APPROVED**
- 9.2. **MOTION 2022- 179:** That bylaw #2022-04 being the Election Bylaw replacing bylaw #2018-10 in its entirety be read a first time at the council meeting held on the 19th day of April 2022. **APPROVED.**
- 9.3. **MOTION 2022- 180:** That bylaw #2022-04 being the Election Bylaw be approved by the Official Trustee at the council meeting held on the 19th day of April 2022. **APPROVED**

10. **Public Section Opportunity**

- 10.1. Joanne Harvey asked about the wage grants applications and if these applications included Ivan Lowther’s salary. The two grants’ applications are for summer students and another application will be submitted for Ivan Lowther.
- 10.2. Joanne Harvey asked about the Bluefield awards donation and if it is only given to students in the Crapaud region. She asked if any donations will be given to graduating students from Englewood School. The CAO will pass this suggestion on to the School.
- 10.3. Joanne Harvey asked if the municipality had previously received any grant funds for local children’s parks. In the past, Council had investigated potential grants, but no applications were submitted. She also inquired on funding for the Crapaud Community Hall. An application was submitted, and the Community is awaiting the funds.

- 10.4. Joanne Harvey asked what employees were on the payroll annually. The CAO and the Water and Sewer operator are employed year-round.
- 10.5. Susan Williams-Bulman asked if an application had been submitted for the Special Projects Wage Grant for Ivan Lowther. That application will be submitted in the near future.
- 10.6. Susan Williams-Bulman asked about the Elections Bylaw and if residents were notified about the bylaw being reviewed. The bylaw was posted on the web site. She inquired on the maximum amount a candidate can spend to run for the office of Mayor suggesting it was too high in her opinion. Official Trustee Main stated that it is set at \$10,000 in 2018.
- 10.7. Joanne Harvey inquired on having a financial audit prepared outlining funding that has been received through various grants for the Crapaud Community Hall and details on what the funding was used for.
- 10.8. Della Ferguson asked about the “Kitchen Party” and when a decision will be made whether it will occur in 2022. The Official Trustee stated the deadline for individuals to volunteer is April 29 and if no volunteers came forward then the event would not take place.
11. **Date of next regular Council meeting – Tuesday, May 19, 2022, at 7:00pm**
12. **Adjournment**
 - 12.1. The Official Trustee Main adjourned the meeting at 7:38pm

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, April 19, 2022 – 7:00 pm
Crapaud Community Hall

1. **Budget** – Operational Budget and Capital budget were both approved at a public meeting on March 29, 2022 and have been submitted to Municipal Affairs.
2. **Water and Sewer Utility Accounts** - Statements and overdue letters have been prepared and mailed to all overdue water and sewer customers.
Water and Sewer invoices for 2022 are currently being prepared and will be sent to residents by May 31, 2022.
3. **Wage Grant Applications** – Applications for the 2022 Canada Summer Jobs and the Summer Jobs for Youth have been submitted. Crapaud is interested in hiring two summer positions, one through each program.
These two summer student positions will begin at the end of June and go until the end of August. Job postings will be advertised in May.
4. **Donations – Bluefield** High School has contacted the Municipal Office inquiring on continued support with a donation. Every year the Rural Municipality of Crapaud makes a \$1,000 donation which provides two \$500 awards to students in the graduating class. I recommend that the Municipality of Crapaud makes a \$1,000 donation for two graduating awards to Bluefield High School
MOTION: That the Rural Municipality of Crapaud donates \$1,000 to Bluefield High School for two \$500 awards given to students in the 2022 graduating class.
5. **Crapaud Community Hall** - The Victoria Playhouse has booked to rent the stage level of the Community Hall again this summer for rehearsals. In addition to the Victoria Playhouse, there have been a few bookings for weddings, wedding receptions and birthday parties.
6. **FPEIM Annual Meeting** - The FPEIM annual meeting will be on Monday, April 25 in North Shore and I will be attending this meeting.
7. On the agenda is first reading to a bylaw updating the Election Bylaw passed in 2018 as suggested by the Ministry. The changes make reference to issues addressed in the Provincial regulations as found in Sections 15 (on Protection of Privacy), 20 Candidates and 21 (persons closely connected to as candidates). There are also minor housekeeping changes.

Respectfully Submitted,
Nicole DesRoches, CAO

