

**Rural Municipality of Crapaud**  
Regular Council Meeting  
Tuesday April 20, 2021  
7:00 pm  
Crapaud Community Hall

**AGENDA**

1. **Introductions of Guests/Presentations**
2. **Call to order**
3. **Approval of Agenda for Tuesday, April 20, 2021**
4. **Disclosure of Conflict of Interest**
5. **Approval of Minutes from Tuesday, March 16, 2021**
6. **Business Arising from Previous Minutes**
7. **Mayor's Report (See Attached)**
8. **New Business**
9. **CAO Report (See Attached)** Capital Budget, Water/ Sewer Invoices, Gas Tax Funding, By-Election, Office Assistant, Computer, donations
10. **Committee Restructuring & Reports**
  - 10.1. Fire Commissioner - Mayor Neila Auld
  - 10.2. EMO – None
  - 10.3. Land, Parks & Property – Councilor David Morton
  - 10.4. Finance – Councilor Bill Chester
  - 10.5. Buildings – Councilor Steven Carey
  - 10.6. Public Works/Water & Sewer – None
  - 10.7. Marketing and Community – None
11. **Correspondence – None**
12. **Date of Next Regular Council Meeting – May 18, 2021, 7:00pm**

**Rural Municipality of Crapaud**

Regular Council Meeting

Tuesday, April 20, 2021

7:00pm

Crapaud Community Hall

**MINUTES**

Present: Mayor: Neila Auld  
Deputy Mayor: Steven Carey  
Councillors: David Morton, Bill Chester  
Also: Staff: Nicole DesRoches, CAO  
Absent:

1. **Introduction** – Mayor Auld welcomed members of council and members of the public to the meeting.
2. **Call to order** – Mayor Auld called the meeting to order at 7:00pm.
3. **Approval of Agenda for Tuesday, April 20, 2021**  
It was so moved by councillor Chester and seconded by councillor Morton to approve Agenda for April 20, 2021. Motion carried unanimously.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, March 16, 2020**  
It was so moved by councillor Morton and seconded by councillor Chester to approve the minutes as printed. Motion carried unanimously.
6. **Business Arising from Previous Minutes – None presented**
7. **Mayor’s Report** – Mayor Auld read her report (Attached)
  - 7.1. Volunteers are needed for various Crapaud committees, as well as there are three vacant councillor positions within the Crapaud council.
  - 7.2. Larkin Bros have been successful with the frozen meals project.
  - 7.3. Stantec continues with developing a Land Use Plan. In addition to the Land Use Plan, we are also dealing with government officials for rezoning and

development of land within Crapaud. Right turning lane off Trans Canada Highway on to Sherwood Forest Dr. will be installed in June 2021.

- 7.4. Mayor Auld contacted Minister Ernie Hudson regarding a full-time physician in Crapaud. A meeting with Minister Hudson will be scheduled after the present seating of legislature.
- 7.5. Council is still waiting on a report from Environmental Health regarding the current rodent issue within Crapaud.
- 7.6. The dog park and vegetable garden projects will be on hold at the moment.

## 8. **New Business - None**

## 9. **CAO Report (Attached)**

- 9.1. The Operational Budget has been approved and submitted to the province. The Capital Budget will be approved at the May council meeting.
- 9.2. Overdue Utility Statements have been prepared and new Utility statements are being prepared. All statements will be mailed to residents.
- 9.3. Crapaud will receive a one-time lump sum Gas Tax payment for \$100,000.
- 9.4. The nomination process for the Crapaud By-Election in May has begun.
- 9.5. I have applied to Skills PEI to hire an office assistant. The CAO in Victoria has contacted me showing interest in sharing the assistant if application is approved.
- 9.6. Summer Jobs for Youth application was submitted. Asking for two summer positions.
- 9.7. I have quotes for a new desktop computer and external hard drive for the Community Office.
- 9.8. The PEI Royal Canadian Legion contacted me regarding posting an ad within the Military Service Recognition Book.
- 9.9. The Crapaud council will be supporting the Bluefield graduating class again this year with two \$500 awards.
- 9.10. Councillor Evan Auld has resigned to pursue a job opportunity up north. Since he was working on a community garden and is unable to complete this project, he asked council to donate his 2021 honorarium to the South Shore Food Share.
- 9.11. **MOTION 2021-134:** *It was so moved by Councillor Chester and seconded by Councilor Morton to appoint Donna Henley as the Deputy Municipal Election Officer for the By-Election on May 10, 2021. Motion carried unanimously.*
- 9.12. **MOTION 2021-135:** *It was so moved by councillor Chester and seconded by councillor Morton to approve the submission of the application to Skills PEI to hire an office assistant. The Skills PEI candidate can be shared with the Municipality of Victoria. Motion carried unanimously.*

9.13. **MOTION 2021-136:** *It was so moved by councillor Morton and seconded by councillor Carey to approve the CAO, Nicole DesRoches to purchase a new desktop computer and an external hard drive for the Municipal Office. Motion carried unanimously.*

9.14. **MOTION 2021-137:** *It was so moved by councillor Morton and seconded by councillor Chester to support the PEI Royal Canadian Legion and purchase a ¼ page ad within the book for \$405.00. Motion carried unanimously.*

9.15. **MOTION 2021-138:** *It was so moved by councillor Morton and seconded by councillor Carey to donate to South Shore Food Share on behalf of councillor Evan Auld. Motion carried unanimously.*

## 10. Committee Reports

10.1. **Fire commissioner - None**

10.2. **EMO – None**

10.3. **Land, Park and Property** - David Morton presented Report.

10.3.1. A right turning lane on TCH going onto Sherwood Forest Rd. will be constructed on June 7 and completed on June 16, 2021.

10.3.2. The land bordering TCH and Sherwood Forest Rd. is currently being assessed to be rezoned and annexed. Council has been in contact with Minister Jamie Fox regarding rezoning this property.

10.3.3. Stantec is working on the Land Use Plan, however, the Land Use Plan can not be completed until Stantec can host a public meeting.

10.3.4. **MOTION 2021-139:** *It was so moved by councillor Morton and seconded by councillor Chester to have a public meeting regarding the land that borders Trans. Canada Highway and Sherwood Forest Dr. Motion carried unanimously.*

10.3.5. **MOTION 2021-140:** *It was so moved by councillor Morton and seconded by councillor Chester to support a memorial outdoor classroom to honor Daryl Guignon, as requested by Daphne Davey of the South Shore Water Association. Motion carried unanimously.*

10.4. **Finance** – Bill Chester informed council and residents that Capital Budget will be approved on May 18, 2021. He outlined a few capital projects that are a priority. We are waiting on new quotes from contractors. Public meetings will happen before any large capital projects begin.

10.5. **Buildings** - Steven Carey presented Report.

10.5.1. Steven Carey thanked Grant Thomas for repairing the back deck at the Community Hall.

- 10.5.2. Handicap doors will be installed at the Community Hall.
- 10.5.3. **MOTION 2021-141:** *It was so moved by councillor Carey and seconded by councillor Morton to purchase lights for the emergency exit sign at the Community Hall. Motion carried unanimously.*
- 10.5.4. A Defibrillator and two fire extinguishers have arrived and are at the Community Hall.
- 10.5.5. Wi-Fi has been installed at the Community Hall.
- 10.5.6. Steven Carey informed council and residents that the damage that occurred on the property beside the Community Hall during the roof repairs will be repaired as soon as the ground is dry.
- 10.6. **Public Works/ Water and Sewer – None**
- 10.7. **Marketing and Community - None**

11. **Correspondence**

- 11.1. **South Shore Health and Wellness (SSHW)**– Lisa Gallant informed council and residents of a new physician coming to Crapaud. This physician will be shared between Crapaud and Cornwall.
- 12. A resident presented council with a petition regarding development in Sherwood Forest. Residents are asking for a public meeting to discuss housing development in Sherwood Forest.
- 13. A resident inquired about a covenant for Sherwood Forest. The original covenant document had been submitted to a lawyer, but the entire submission process was not completed. We recently sent the original document to a lawyer and are working on drafting a revised covenant.

**Date of next regular council meeting – Tuesday, May 18, 2021 at 7:00pm**

**Adjournment – Meeting moved to adjourn by Councillor Chester at 7:40pm.**

**Rural Municipality of Crapaud**  
CAO Update  
**Regular Council Meeting**  
*Tuesday, April 20, 2021 – 7:00 pm*  
**Crapaud Community Hall**

**1. Budget**

- a. Operational Budget was approved at a public meeting on March 30, 2021 and submitted to the Province.
  - b. Capital Budget approval is required, and the Capital Budget approval meeting will occur on May 18, 2021.
2. Statements have been prepared for all overdue water and sewer accounts, as well as new water and sewer statements for 2021. All statements will be mailed to residents as soon as possible.
  3. The Federation of PEI has just announced that every PEI Municipality will receive a one time, lump sum Gas Tax payment in 2021-2022 fiscal year. Crapaud will receive an extra \$100,000.
  4. The Nomination process for the By-Election scheduled for May 10, 2021 has begun. The Election office will be open Wednesday, April 21 from 2:00-5:00pm, and Nomination Day will be Friday, April 23, with the election office being open from 9:00am-2:00pm. With the nomination process underway, a Deputy Election Officer needs to be appointed and Donna Henley has volunteered.
  5. I have spoken to Skills PEI regarding applying for an office assistant. If Skills PEI approves an assistant, the candidate would have to work full time hours. I have been contacted by the CAO in Victoria regarding a potential shared agreement for the office assistant. If a shared agreement is developed, the hired candidate will work part time hours in the Crapaud office and part time hours in the Victoria office. If application is approved, Skills PEI will fund the candidate's wages for twenty weeks.
  6. Summer Jobs for Youth application was submitted. Asking for two summer positions.
  7. I have quotes for a new desktop computer for the office. All computer quotes have i5 processor and a solid-state hard drive. In addition to a desktop, I have quotes on purchasing an external hard drive for backing up data.

8. The PEI Royal Canadian Legion publishes a Military Service Recognition Book and has contacted Crapaud looking for support. This book is to recognize and honor veterans. Ads can be purchased within the book to support the Legion.
9. Crapaud Community Council Award – Council will be supporting the Bluefield graduating class again this year with giving out two \$500 awards.
10. Councillor Resignation – Councillor Evan Auld has resigned from council to pursue a job opportunity up north. Since he was working on a community garden and is unable to complete this project, he asked council to donate his 2021 honorarium to the South Shore Food Share.

#### ***Action Items***

1. **MOTION:** *To Approve Donna Henley as the Deputy Municipal Election Officer (DMEO) for the 2021 By-election.*
2. **MOTION:** *To Approve applying to Skills PEI to hire an office assistant. This assistant can be shared with the Rural Municipality of Victoria.*
3. **MOTION:** *To approve the purchase of a desktop computer and an external hard drive for the Municipal Office.*
4. **MOTION:** To support the Royal Canadian Legion and purchase a color ¼ of a page ad for \$405.00.
5. **MOTION:** To donate to the South Shore Food Bank on behalf of resigned councillor Evan Auld.

Respectfully Submitted,  
Nicole DesRoches, CAO



## **Mayor's Report**

**April 20, 2021**

Some housekeeping: A reminder that Council meetings are now recorded. Attendees are to wait until the end of the meeting to ask questions of Council. Please raise your hand at that time for acknowledgement or direction from the Chair, me. This includes Councilors who want to respond. Questions will be answered to the items of this meeting, or may be deferred to Council Office. You are encouraged to propose an item for addition to any Council meeting by the Thursday prior to the meeting to the Council Office. Nicole can then answer the question, or refer it to the Council. In replacement of paper handouts, we will have them posted on the website following the meeting, but are now posting them on screen during the meeting.

Council is still in need of volunteers to assist Councilors with their appointed portfolios:

1. Land, Parks and Properties David Morton(Ch) Steven Carey (VCh)
2. Finance – Bill Chester (Ch)
3. Emergency Measures VACANT Bill Chester (VCh)
4. Marketing/Community/newsletter/Social Media VACANT , Marion Miller, Tracy Guitard
5. Public Works – VACANT
6. Buildings – Steven Carey (Ch) and David Morton VC Ch), Tracy Guitard
7. Municipal Growth – Neila Auld (temp)
8. Fire Commissioner - Neila Auld

Please consider putting your name forward to participate on any one of these committees, and to consider putting your name forward for one of the three Councilor positions open. We are already receiving applications for potential candidates in May. We have a few Chairs/Vice Chairs missing due to the resignation of Councilors Stan Baker and Donna Henley for health reasons. Evan Auld is “moving North” They have offered their input on Public Works (Stan), EMO (Donna) and Evan Auld on Marketing until we fill these positions.

Many thanks to Nicole and Councilors, as well as volunteers, for their continued support of the Municipality. .

I attended the South Shore Chamber of Commerce Meeting. I understand Larkins' are very successful with their offering frozen dinners and desserts, using the Hall's kitchen, for sale from their Crapaud plant.

We met with Minister Fox to discuss expediting the re-zoning of the land in Sherwood Forest for Affordable Housing. We also had discussions at this meeting for the re-zoning of (another) land to accommodate Mary Poppins settling their child care service here in Crapaud. I recently spoke to Provincial Departments: with Brett Wallas regarding a road into the Sherwood Forest property, Mark Sherren and Phil Gotell regarding the right turning lane to Sherwood Forest and



Shawn MacFarlane from Agriculture and Land for re-zoning and approval for property development. To subdivide, we need a visual plan to provide to Shawn and it will be sent to all Departments (Agriculture and Land, Roads, Highways) to review and approve. The right turning lane is scheduled to start June 7 and completed by June 16. The first step will be moving the utility poles that involves Maritime Electric, Bell etc.

I am very pleased to report that the Hall is finally getting much needed equipment to be an EMO Warming Centre. WiFi installed, generator, kitchen supplies, fire extinguishers and defibrillator. Thanks Nicole, for making this happen.

Work continues in our Land Use Study by Stantec. We are hoping to have an update soon, but Covid-19 has interfered with the company (from Nova Scotia) to come to PEI with a Public Meeting. This is an extremely important study, required of all Municipalities by the MGA. We may have to do a combination meeting of Zoom at home and at the Hall. This study, with approval, will make land use issues (as above with the Sherwood Forest development) a responsibility of the Municipality (Crapaud) rather than the Province.

A letter has been sent to Minister Ernie Hudson, Health and Wellness, requesting a meeting regarding the recruitment of a Family Physician full-time here in Crapaud.

Environmental Health sent an officer out, by request, to look at the rodent (rat) problem in Crapaud. We are awaiting his report, and hopefully some resolution ideas.

**Respectfully Submitted; Neila Auld**

**Land Report**  
**April 20, 2021**

- We are currently getting a right turn lane from Trans Canada Highway onto Sherwood Forest Rd. It is scheduled to start on June 7 and completed by June 16, 2021
- The land bordering TCH and contiguous with the lane entering into Sherwood Forest is currently being assessed to be annexed and rezoned. The rezoning has to do with having the land being changed from agriculture to residential. The Annexing of the land is to properly included in the Municipality of Crapaud. Currently the land is owned by the municipality but because of the way the property was included in the municipality by earlier designation, part of the land resides within the jurisdiction of the province. By annexing the land, we will include it within the municipality. This will amend it our tax base and Municipal of Crapaud regulations.
- Work continues in our Land Use Study by Stantec. Covid-19 has interfered with Stantec being able to come over to PEI from Nova Scotia for a Public Meeting. This is an extremely important study, required of all Municipalities by the MGA. We may have to do a combination of a zoom meeting of Zoom at the Hall and having access to the zoom meeting from your home. This study, with approval, will make land use issues (as above with the Sherwood Forest development) a responsibility of the Municipality rather than the Province.
- **Motion:** To have a public meeting regarding the development of the front field bordering the TCH, but is separate from Sherwood Forest. We need to know how residents feel about housing in that front field; what do residents in that area want and what they don't want.

**David Morton**