

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, August 16, 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 7:06pm.
3. **Approval of Agenda for Tuesday, August 16, 2022**
The Official Trustee approved the agenda for June 21, 2022, as read.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, June 21, 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. **Exhibition and Tractor Pulls-** This Community event was a great success. Official Trustee Main congratulated all Crapaud residents who won prizes from various events during the Exhibition and Tractor Pulls.
 - 7.1.2. **Exhibition Board Donations** – A \$5,000.00 donation to the Crapaud Exhibition was approved at a previous council meeting to aid in the construction on the Exhibition grounds. Once a final financial report is provided, the donation will be given subject to available funds.
 - 7.1.3. **Disposal of Assets Policy** – the OTR gave a brief summary of the policy
 - 7.1.4. **CFD** – There have been two items under discussion with the Crapaud Fire Dept. One item is the financials and transfer of funds. Another item is the purchase of a new truck. The minister informed the Official Trustee that this is a decision for the new council. We have offered to do some prep work and make sure financing is in place and that allows the new council to make a decision. The Fire Chief is wanting to wait until the new council is in office.
 - 7.1.5. **Victoria Sustainability Report** – The Municipality of Victoria had an accounting firm do a sustainability report. This report shows that Victoria is not sustainable on its own. This report does not lead to amalgamation. The new council will look at this report. This report outlines various options to go forward.
 - 7.1.6. **Vehicle Charging Stations-** CAO has been in contact with Kensington and the company regarding the benefits and costs of installing vehicle charging stations. The Province is providing funding for these stations. What is the revenue, what is the proper location, costs to install, etc.
 - 7.1.7. **Provincial Construction Project** – Both Inkerman Rd. and the Trans Canada Highway are under construction. The Province allowed the contractor to use the parkade for parking equipment. The Province will plant trees, shrubs and the municipality will have locate the picnic table and bench.

7.1.8. **Election** – The election is November 7. We are getting ready for the election. Candidates are required to have the election happen. We are arranging for the province to run a program to entice candidates to run (roles, responsibilities etc.) The Official Trustee encourages everyone of age to run for office. We are going to do some advertising to attract people to run. We also need people to work the advance pole and for election day. People will be paid to work. Anyone interested in working as either a Returning Officer or a Poll Clerk can contact the CAO.

7.2. **CAO Report** –

7.2.1. **Attached financials** for June and July 2022. Total Revenue for **June 2022** was \$48,036.88 and total Expenditures were \$29,394.76. Total Revenue for **July 2022** was \$52,731.69 and total Expenditures were \$54,942.73. Expenditures for July were high with the semi-annual payment of insurance. All information has been submitted to the accountants and we are awaiting a date for the audit to be scheduled.

7.2.2. **Water and Sewer Utility Accounts** - On March 31, 2022, there was an outstanding sewer balance of \$116,004 and an outstanding water balance of \$12,688. As of today, we have collected \$27,083 in payments for outstanding sewer accounts and \$3,692 for outstanding water accounts. In addition to collection of outstanding utility balances, we have received \$50,583 in payments toward 2022 sewer balances. and \$18,188 in payment toward 2022 water balances.

7.2.3. **Summer Student Employees** – We have hired two summer students, one through the Jobs for Youth Program and one through the Assembly of First Nations. Both wage grant programs provide 100% funding for eight weeks of employment. One student has health issues and has missed several days. Ivan manages over both summer students. The summer student work term ends on August 26.

7.2.4. **CAO Vacation Schedule** – I will be out of province in September and will be taking vacation days from Thursday, September 22 to Friday, September 30.

7.2.5. **Municipal Election** – Requires personnel to work at the advanced polls and on Election Day. Interested people are urged to contact the CAO.

7.2.6. **Office Space Rental** - For the month of July a couple from out of province rented the spare office in the Municipal Office at a rate of \$300 for the month.

8. **Municipal Bylaws/Policies** –

8.1. On the agenda is second reading of the Crapaud Water and Sewer Corporation Bylaw and the Bylaw Rules and Regulations.

8.2. On the agenda is the presentation of the Disposal of Assets Policy.

8.3. **MOTION 2022-184:** That bylaw #2022-03 being the Crapaud Water and Sewer Corporation Bylaw be read a first time at the council meeting held on the 21st day of June 2022. **APPROVED**

8.4. **MOTION 2022-185:** That bylaw #2022-03 being the Crapaud Water and Sewer Corporation Bylaw be approved by the Official Trustee at the council meeting held on the 21st day of June 2022. **APPROVED**

8.5. **MOTION 2022-186:** That the Rural Municipality of Crapaud adopt the Crapaud Water and Sewer Corporation Bylaw Rules and Regulations dated June 21, 2022 presented at the council meeting held on the 21st day of June 2022. **APPROVED**

8.6. **MOTION 2022-187:** That the Rural Municipality of Crapaud adopt the Procurement Policy dated June 21, 2022, presented at the council meeting held on the 21st day of June 2022. **APPROVED**

9. **Election Personnel** – the search is on for election workers with a preference for Crapaud resident but if we do not get anyone, then we go further afield.
10. **Public Section-**
 - 1.1. Connie MacKenna asked about the process of getting the utilities outstanding paid off. Official Trustee Main stated that there are two big accounts to start paying. We have spoke to both. We said originally we'd go two months before we send out statements.
 - 1.2. Connie MacKinnon stated that she mentioned about the curbs at the last meeting. She stated that one mainhole was cleaned up but nothing else was done. The Provincial Dept has cut back on doing this work. She asked if Ivan can do improvements around the monument. The CAO is to contact Ivan.
 - 1.3. Della Ferguson asked about land rental. The CAO is to look into the farm that rents the land.
 - 1.4. Susan Williams Bulman asked if financial information for 2021/22 was sent to MRSB. The CAO responded that the information was in the hands of MRSB but there is the possibility of additional information being requested as audit progresses.
 - 1.5. Susan Williams Bulman pointed out an error in the information presented and the material is to be rechecked. In addition, there was a concern with operating revenue that appear to be less than expenditures. The financial sheet is to be reviewed in its entirety for the next meeting. Further, it was noted that Gas Tax monies should not be included in net income.
 - 1.6. Adjourned at 7:50pm.