

Rural Municipality of Crapaud
Special Council Meeting
Tuesday December 7, 2021
7:00 pm
Crapaud Community Hall

AGENDA

1. Call to order
2. Approval of Agenda for Tuesday, December 7, 2021
3. Disclosure of Conflict of Interest
4. Approval of Minutes from Tuesday, November 16, 2021
5. Moment of Silence
6. Auditor's 2020/2021 Audit Presentation – Michelle Burge
7. Solar Stop Signs
8. Public Section Opportunity
9. Date of Next Regular Council Meeting – January 18, 2021
10. Adjournment

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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. **Moment of Silence** – Official Trustee Main spoke on behalf of former councillor Bill Chester. There was a moment of silence to show our respect.
4. **Approval of Agenda for Tuesday, December 7, 2021.**
The Official Trustee approved the agenda for December 7, 2021.
5. **Disclosure of Conflict of Interest – None Declared**
6. **Approval of Minutes Tuesday, November 16, 2021** The Official Trustee approved the minutes as printed.
7. **Christmas Tree Lighting** - Official Trustee Main thanked the South Shore Citizen’s Group and all volunteers who were involved in hosting the Christmas Tree Lighting. The Christmas Tree Lighting consisted of a family skate, a movie for children, the Christmas tree lighting, and a Christmas parade with Santa. All activities were a great success.
8. **Solar Stop Signs** – Official Trustee Main spoke with resident, Tom Patterson regarding solar stop signs being installed in various locations within Crapaud. This item was discussed at a previous council meeting, however, there was no resolution to proceed.
Official Trustee Main spoke to Crapaud Fire Chief, Raymond MacDonald regarding Fire Department signs being installed to indicate a Fire Department in the area.
- 8.1. **MOTION 2021-167:** That the Ministry of Transportation and Infrastructure be requested to investigate and install appropriate additional warning mechanisms, which may include flashing lights or preferably solar powered lights for the following locations: Intersection of Trans Canada Highway and Route 13, Route 231 and Route 13, and Old Post Road and Route 13. And further that consideration be given to adding warning lights to the existing Fire Department Warning Signage on the Trans Canada Highway. And further that a copy of this motion be forwarded to the Honourable Minister J. Fox for his information. Official Trustee approved the motion.

9. **Audit Presentation** – Official Trustee Main introduced Michelle Burge, Managing Partner from MRSB Chartered Accountants. The Official Trustee informed residents that he will provide a summary for the Management Letter from MRSB regarding items that the Municipality can improve on.

Michelle Burge presented the audited financials for the 2020/2021 fiscal year, she defined consolidated audited financials and read the audited report.

The consolidated financial position with regards to assets and liabilities was outlined showing an accumulated surplus. The statement of operations outlined revenues and expenditures showing a surplus. The revenue was lower than the previous fiscal year and less than budgeted. This decrease in revenue is from COVID-19 and a decrease in rental of the Crapaud Hall. Expenditures were higher than budgeted due to an increase in insurance, increase in wages with a full time CAO and an increase in professional fees. Professional fees include the audit fees and the recruiting fees to hire the CAO. Expenditures for the Professional Building were lower than the previous fiscal year, but higher than the budget. This increase is due to an increase in electricity, repairs to the building and snow removal for the current and previous fiscal year. Mrs. Burge compared the current fiscal year with the previous fiscal year, which shows an improvement. Long term debt consists of four loans and compared to the previous fiscal year; long term debt has decreased. Government transfers is mostly from the Provincial Government for upgrades to the Crapaud Hall, the Professional Building and Fire Dept. equipment. There is a surplus, however, majority of the surplus has either been spent or invested back into the Municipality.

The Statement of Operations for Fire Protection had an increase in surplus compared to the previous fiscal year and the budget due to an increase in fire dues and a decrease in expenditures. The Statement of Operations for Sewer Utility outlined a lower revenue than the budget and expenditures similar to the budget. The operator fee expenditure was higher due to an increase in the operator's yearly salary.

The Statement of Operations for Water Utility outlined a lower revenue than the budget and expenditures similar to the budget. One expenditure that was higher than budget was repairs, which includes water testing. Water testing can fluctuate from year to year.

10. **Public Section Opportunity**

11. Tom Patterson inquired on outstanding items such as, fire dues. Mrs. Burge items such as fire dues are a time sensitive items and are paid as they become due at different times of the year Marion Millar stated that fire dues are included on property tax invoices and are paid three times per year.
12. Marion Millar asked about reserve funds for the Fire Department. The Fire Department bank account has \$130,000 as of March 31, 2021, and the reserve fund is \$126,000.
13. Susan William-Bulman asked why the water and sewer rates are less than the last fiscal year. This decrease is due to staff transition and some residents that have not been billed for 2020 utilities and this is being reviewed now. Official Trustee Main mentioned that interest has not been collected on overdue utility invoices.
14. Susan William-Bulman inquired on property taxes listed under Parks. These property taxes include the Crapaud Hall and asked why this is not listed under Crapaud Hall. Mrs. Burge stated this is how the budget was completed and the only item listed under the Crapaud Hall is the sewer utility invoices. This is an item that can be considered for change in the future.

15. JoAnne Harvey asked about the properties that were not invoiced for utilities in 2020. She stated that she paid her utility invoices even though she had not received any invoice.
16. JoAnne Harvey asked when the next audit will be completed. Mrs. Burge stated Provincial regulations are to have an audit completed by July 15 of each year and therefore, the audit will most likely be presented at a council meeting in August or September 2022.
17. Official Trustee Main discussed sewer and water utility invoices and mentioned changing invoicing to quarterly billing. The Municipality is considering this option and the Bylaw would have to be amended. This option makes it easier for residents to manage the payments. Susan Williams-Bulman stated that the Municipality of Victoria changed from quarterly to annually billing, however, the option to pay quarterly is still available. JoAnne Harvey asked if Crapaud was like other municipalities regarding invoicing and paying of utilities invoices. Mrs. Burge stated that all municipalities have issues with utility billing and outstanding utility accounts.
18. Official Trustee Main requested that Mrs. Burge comment on the Management Letter. Mrs. Burge stated that the matters are discussing certain processes and how to improve these processed within the Municipality. There are no concerning items contained within the Management Letter.
19. Stan Baker asked about speed being reduced in some areas of Crapaud such as, on Old Post Road, Sherwood Forest Drive and the yield sign on Route 13 onto the Trans Canada Highway. Official Trustee Main stated that he will raise these issues with the Department of Transportation and Infrastructure. JoAnne Harvey commented on a potential solar sign being installed on Route 231 and Route 13, she stated that there are trees that need to be removed for proper vision at the intersection.
20. **Date of next regular Council meeting – Tuesday, January 18, 2022, at 7:00pm**
21. **Adjournment at 8:15pm**
 - 21.1. The Official Trustee Main adjourned the meeting at 8:15pm.