

Rural Municipality of Crapaud
Regular Council Meeting
Tuesday January 18, 2022
7:00 pm
Via Zoom

AGENDA

1. **Call to order**
2. **Approval of Agenda for Tuesday, January 18, 2022**
3. **Disclosure of Conflict of Interest**
4. **Approval of Minutes from Tuesday, December 7, 2021**
5. **Business Arising from Previous Minutes**
 - 5.1. Management letter
 - 5.2. Traffic Issues
 - 5.3. Fire Dues
6. **Official Trustee Report**
 - 6.1. Activities in past month
 - 6.2. Update on Emergency Plan
7. **New Business**
 - 7.1. 2022-2023 Budget Schedule
 - 7.2. Water and Sewer Utility 2022 Invoices
8. **CAO Report (See Attached)**
 - 8.1. Financials
 - 8.2. Overdraft Motion
 - 8.3. Sage
 - 8.4. Handicap ramp at Crapaud Library
 - 8.5. Water and Sewer Utility billing
 - 8.6. Crapaud Fire Dept. Communication Tower
 - 8.7. Professional Building water leak
9. **Bylaws**

First reading of Bylaw 2022-01 being a Bylaw to adopt an Emergency Plan
10. **Public Section Opportunity**
11. **Date of Next Regular Council Meeting – February 15, 2022**
12. **Adjournment**

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, January 18, 2022

7:00pm

Via Zoom

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 7:02pm.
3. **Approval of Agenda for Tuesday, January 18, 2022**
The Official Trustee approved the agenda for January 18, 2022
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, December 7, 2021**
The Official Trustee approved the minutes as printed.
6. **Business Arising from previous minutes**
 - 6.1. **Accountant Management Letter**- The management letter from MRSB Accountants has been received and Official Trustee Main and CAO will address the issues that were raised.
 - 6.2. **Traffic Issues** – Official Trustee Main informed residents that he has not received any contact from the Department of Transportation regarding solar stop signs and improvements to the intersection.
 - 6.3. **Crapaud Fire Dues** – Official Trustee Main and CAO have investigated overdue fire dues and determined that fire dues are outstanding back to 2017. The Official Trustee and CAO have met with the Crapaud Fire Department Chief and outstanding fire dues will be resolved.
7. **Official Trustee Report**
 - 7.1. **Activities from previous month** –
 - 7.1.1. **EMO Update** - Official Trustee Main announced two volunteers who have come forward to help in the EMO plan (Margaret Armsworthy and Nate Visser). The Official Trustee has also been working directly with Bradley MacIsaac from EMO PEI who has been very helpful and a great resource.
 - 7.1.2. **Crapaud Fire Dept.** – Official Trustee Main advised that he had been approached by Chief MacDonald indicating the Department was considering becoming a fire company. Further discussions will be required.
8. **New Business**
 - 8.1. **2022-2023 Budget Schedule** – Official Trustee Main stated that the Budget is an estimate for revenue and expenditures, and he encouraged residents to provide comments on operational items or Capital Projects. The Pre Budget will be discussed at the February council meeting and the Budget approval will be given at the March council meeting.

9. **CAO Report (Attached)**

9.1. The CAO presented her report. Total Revenue for **November 2021** was \$13,244.19 and total Expenditures were \$27,536.91 Total Revenue for **December 2021** was \$31,239.85 and total Expenditures were \$50,768.04.

The high expenditures costs are associated to accounting fees for the bookkeeping and audit and the Fire Department honorariums that are paid out every December.

9.2. **Bank Account Overdraft** – The Community of Crapaud has various bank accounts with Scotiabank. The CAO recommends having a \$20,000 overdraft on the General bank account in case of any unexpected transactions.

MOTION 2022-168 - That the Rural Municipality of Crapaud request an overdraft of \$20,000 from Scotiabank on the Community of Crapaud General bank account. Official Trustee Main approved motion.

9.3. **Sage Accounting Update** – The CAO has been inputting date into Sage and working on getting all the accounting up to date.

9.4. **Crapaud Library Handicap Ramp** – A handicap ramp has been installed in front of the Crapaud Library main doors.

9.5. **Water and Sewer Utility Billing** – The CAO is currently looking into the 2021 water and sewer invoices to ensure all residents received their invoice. Any residents who did not receive an invoice or any residents with outstanding balances will receive a utility statement in February. The 2022 water and sewer invoices will be prepared in a quarterly billing cycle. There will be various payment options.

Crapaud Fire Department. Communication Tower – The tower used for the Crapaud Fire Dept. communications and Library internet was damaged in a recent storm and will require replacement.

9.6. **Professional Building Water Leak** – There was a leak within the Professional Building causing water damage to the library ceiling. This leak has been fixed; however, more repairs are required, and a contractor will be hired.

9.7. **Cenotaph Electrical Issues** – The Cenotaph does not have its own electrical supply and relies on using electricity from a neighbouring property.

10. **Municipal Emergency Management Program Bylaw** - The EMO Plan includes a Municipal Emergency Management Program Bylaw. This bylaw requires three readings and CAO recommended passing the first reading.

MOTION 2022-169 - Be it resolved that the Municipal Emergency Management Program bylaw, a bylaw to create an emergency plan for the Rural Municipality of Crapaud be read a first time

MOTION 2022-170 - Be it resolved that the Municipal Emergency Management Program bylaw, a bylaw to create an emergency plan for the Rural Municipality of Crapaud be hereby approved

Official Trustee Main approves both motions.

11. Public Section Opportunity

- 11.1. Tom Patterson said that September 2020 council meeting minutes stated that the Municipal Office would be open 35 hours per week and asked why that has not happened. Official Trustee Main will research previous council meeting minutes.
- 11.2. Marion Millar asked how much each Crapaud homeowner pays for fire dues. She stated that she believed the community includes fire due charges within the Municipal taxes. She also asked how the community determined the amount of annual fire dues the community owes the Crapaud Fire Department. Official Trustee Main will look into these questions.
- 11.3. Susan Williams Bulman asked if the water and sewer owes the general account any money. CAO stated that the audit displayed money being owed to the general bank account from water and sewer.
- 11.4. Susan Williams Bulman asked if we were doing quarterly invoices and asked if we were sending bills out 4 times per year. Official Trustee Main stated that invoices would be sent out annually with options to pay it once or quarterly. CAO recommended sending reminder statements to residents if invoices are sent out annually.

12. Date of next regular Council meeting – Tuesday, February 15, 2022, at 7:00pm

13. Adjournment at 7:43pm.

- 13.1. The Official Trustee Main adjourned the meeting at 7:45pm.

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, January 18, 2022 – 7:00 pm
Via Zoom

- 1. Attached financials** for November and December 2021.
Total Revenue for **November 2021** was \$13,244.19 and total Expenditures were \$27,536.91 Total Revenue for **December 2021** was \$31,239.85 and total Expenditures were \$50,768.04.
The high expenditures costs are associated to accounting fees for the bookkeeping and audit and the Fire Department honorariums that are paid out every December.
- 2. Bank Account Overdraft** – The Community of Crapaud has various bank accounts with ScotiaBank. I recommend having a \$20,000 overdraft on the general bank account in case of any unexpected transactions.
- 3. Sage Update** – I have been working on data imputing in Sage to have all our accounting up to date.
- 4. Crapaud Library Handicap ramp** – A ramp for the Crapaud Library has been installed in front of the library main doors.
- 5. Water and Sewer Utility billing** – I am currently looking into the 2021 water and sewer invoices to ensure all residents received their invoice. Any residents who did not receive an invoice or any residents with outstanding balances will receive a utility statement in February.
The 2022 water and sewer invoices will be prepared in a quarterly billing cycle. There will be various payment options.
- 6. Crapaud Fire Dept. Communication Tower** – The Crapaud Fire Dept. had a tower on the Professional Building roof, this tower was used for communication between the fire trucks and the fire Hall. Due to the recent weather, this tower fell off the roof and is unfixable. The Provincial Government had an internet box attached to this town to supply internet to the Crapaud Library. The Provincial Government will be installing a tripod for the internet box to be mounted to, this tripod may be able to be used as a new communication tower for the Fire Dept.
- 7. Professional Building Water Leak** – There was a leak within the Professional Building causing damage to the Library ceiling. This leak has been fixed, however, there are more repairs required.
- 8. Cenotaph Electrical Issues** – The Crapaud Cenotaph does not have it's own electrical supply and relies on using electricity from a property next to the cenotaph. The Christmas tree lights had to turned off because the it was causing electrical issues with the homeowner.

MOTION: That the Rural Municipality of Crapaud request an overdraft of \$20,000 from Scotia Bank on the general bank account.

Respectfully Submitted,
Nicole DesRoches, CAO