

**Rural Municipality of Crapaud**  
Regular Council Meeting/ Pre Budget Meeting  
Tuesday March 16, 2021  
7:00 pm  
Crapaud Community Hall

**AGENDA**

1. **Introductions of Guests/Presentations**
2. **Call to order**
3. **Approval of Agenda for Tuesday, March 16, 2021**
4. **Disclosure of Conflict of Interest**
5. **Approval of Minutes from Tuesday, January 19, 2021**
6. **Business Arising from Previous Minutes**
7. **Mayor's Report (See Attached)**
8. **New Business**
9. **CAO Report (See Attached)**
10. **Committee Restructuring & Reports**
  - 10.1. Fire Commissioner - Mayor Neila Auld
  - 10.2. EMO –
  - 10.3. Land, Parks & Property – Councilor David Morton
  - 10.4. Finance – Councilor Bill Chester
    - a. Presentation of Budget
  - 10.5. Buildings – Councilor Steven Carey
  - 10.6. Public Works/Water & Sewer –
  - 10.7. Marketing and Community – Councilor Evan Auld
11. **Correspondence**
12. **Date of Budget Approval Meeting – Tuesday, March 30, 2021, 7:00pm**
13. **Date of Next Regular Council Meeting – April 20, 2021, 7:00pm**

**Rural Municipality of Crapaud**  
Regular Council Meeting & Pre Budget Meeting  
Tuesday, March 16, 2021  
7:00pm  
Crapaud Community Hall

**MINUTES**

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

1. **Introduction** – Mayor Auld welcomed members of council, guest speakers 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, March 16, 2021**  
It was so moved by councillor Chester and seconded by councillor Morton to approve Agenda for March 16, 2021. Motion carried unanimously.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, January 19, 2020**  
It was so moved by councillor Morton and seconded by councillor Carey 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.
  - 7.2. There are two vacancies of councillors and the upcoming by-elections will be held on May 10, 2021.
  - 7.3. Mayor Auld announced her office hours.
  - 7.4. Mayor Auld discussed the rodent problem within the community and we are awaiting a report from Environmental Health.

7.5. There has been communication with two contractors regarding development in Sherwood Forest.

8. **CAO Report (Attached)**

8.1. Total Expenditures for **January 2021** were \$28,765.62 and Revenue of \$35,474.51.

Total Expenditures for **February 2021** were \$17,800.46 and Revenue of \$35,697.32

8.2. **MOTION 2021-131:** *It was so moved by Councillor Morton and seconded by Councilor Carey to purchase two fire extinguishers for the Crapaud Community Hall. Motion carried unanimously.*

8.3. **MOTION 2021-132:** *It was so moved by Councillor Morton and seconded by Councillor Carey to purchase a defibrillator, defibrillator wall mounted case and a First Aid Kit for the Crapaud Community Hall. Motion carried unanimously.*

8.4. **MOTION 2021-133:** *It was so moved by Councillor Morton and seconded by Councilor Carey to approve the CAO report. Motion carried unanimously.*

9. **Committee Reports**

9.1. **Fire commissioner** - Mayor Auld presented Report (attached)

9.2. **EMO – None**

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

9.3.1. In the development stage regarding the Affordable Housing Project.

9.4. **Finance** - Bill Chester presented the drafts for the 2021-22 Crapaud Operational and Capital Budgets (Attached)

9.4.1. 2021-22 Budget is very similar to the 2020-21 Budget. There is a variety of capital projects underway and are currently prioritizing those projects. The capital projects in Sherwood Forest involve the extension of water and sewer and we are awaiting quotes from contractors. More information is required to complete the Capital Budget for 2021-22.

9.4.2. Councillor Chester suggested the budget be presented quarterly rather than monthly and have the budget be presented based on percentage.

9.5. **Buildings** - Steven Carey presented Report (Attached).

9.6. **Public Works/ Water and Sewer – None**

9.7. **Marketing and Community** - None

10. **Correspondence**

10.1. **South Shore Health and Wellness (SSHW)**– There are six walk in clinics scheduled for March and blood collection is going well. South Shore Health and Wellness Annual Meeting is March 29. The provincial government provided information to SSHW regarding expanding facility.

- 10.2. Resident inquired regarding a memorial for Daryl Guignon, which would involved creating an “outdoor classroom” at the new park. Information has been submitted to council.
- 10.3. Resident asked council about the lots for sale in Sherwood forest. Councillor Carey informed council and resident that he received a market vaule estimate from real estate of approx. \$30,000 per lot. Resident inquired about the overall water and sewer costs associated with the development of all the lots in Sherwood Forest.
11. Council received information from volunteer(s) regarding covenants for Sherwood Forest and this information will be presented and discussed at the April Crapaud council meeting.

**Date of next regular council meeting – Tuesday, April 20, 2020 at 7:00pm**

**Adjournment – Meeting moved to adjourn by Councillor Auld at 8:05**



## Mayor's Report

March 16, 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. Meetings are recorded. 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 and Bill Chester (VCh)
4. Marketing/Community – Evan Auld (Ch) , Marion Miller, Tracy Guitard
5. Public Works – Evan Auld (VCh)
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 two Councilor positions open. Open 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. Both have offered their input on Public Works (Stan) and EMO (Donna) until we fill these positions. A gracious Thank You card came from Stan for the plant and gift certificate from Council.

I am planning to be available in the Municipal Office two days a week, should anyone want to ask any questions of me, or Council. I will be available 4-6 pm on Mondays and 10-1 pm on Fridays effective Monday, March 22, 2021.

Many thanks to Nicole and Councilors, as well as volunteers, for their continued support of the Municipality. Wishing all residents and Council a very healthy and prosperous New Year. Any changes to this schedule will be posted on website and/or Face Book page and on office door. Budget will be presented later in the month. Nichole has been working on it 24/7, I am sure it seems.

I attended had discussion with Environmental Health, along with Nicole regarding the rodent problem in the Crapaud area. I have had numerous complaints, including own "complaint to myself". We await his report and recommendations as to what options we have to eradicate the problem, particularly with rats, following his walk-through of the Community.

I have had discussions with two potential builders for affordable and market value housing in Sherwood Forest. Presently we are getting the property rezoned, and also financing to have

an entrance road. Clearing of the roadway at the end of Sherwood Forest will open 18 lots for sale. Water and sewer will also be extended. Already we have 5 requests for building lots. Again, please register with Provincial Housing to have your name placed on their list for Seniors Affordable Housing, and General Affordable Housing ...indicating Crapaud as a preference. This is necessary for the Builders to access the subsidizing grant from the Province. Otherwise it will go to other communities across PEI who are also applying for this limited funding opportunity. In addition to work being done on the bridge by Harvey's, we have confirmation of a right turning lane in Sherwood Forest ...blueprints attached. This is long overdue, and will facilitate traffic exiting the highway in Sherwood Forest and the Exhibition grounds.

I attended the South Shore Chamber of Commerce Meeting. We have been fortunate to have the Hall rented for two days per week by Larkin Brothers, using the kitchen to prepare frozen dinners to sell from their plant in Crapaud.

**Respectfully Submitted; Neila Auld**

**Rural Municipality of Crapaud**  
CAO Update  
**Regular Council Meeting**  
*Tuesday, March 16, 2021 – 7:00 pm*  
*Crapaud Community Hall*

1. **Attached financials** for January and February 2021
2. Total Expenditures for **January 2021** were \$28,765.62 and Revenue of \$35,474.51. Total Expenditures for **February 2021** were \$17,800.46 and Revenue of \$35,697.32
3. Statements have been prepared for all overdue water and sewer accounts. New water and sewer statements for 2021 are being prepared and all statements will be mailed to residents this month.
4. T4's were sent out in February 2021 (7 staff and 35+ honorariums).
5. Summer Jobs for Youth application was submitted. Asking for two summer positions.
6. Received proposal from Atlantic Bug Busters for the 2021 season.
7. Have quote from T & K Fire Equipment for 10lb fire extinguishers for the Community Hall.
8. Have quote from Island First Aid for a defibrillator and first aid kit for the Community Hall.
9. Nominations for the By-Election will begin in April 2021
10. Preparing a covenants document for Sherwood Forest.
11. CAO will negotiate rental space rent with Lessee, Don Wills. Rent will be for \$6.00/sq ft/  
Upgrades have started; business specific upgrades to be done by lessee and upgrades to interior walls and separate entrance to be done by Municipality.
12. Mayor Auld and I have had a discussion with Environmental Health regarding the rodent problem in the Crapaud area. There have been numerous complaints, including own from Mayor Auld. We await his report and recommendations.

Respectfully Submitted,  
Nicole DesRoches, CAO

Community of Crapaud  
 Cummulative Income Statement  
 2020-21 Fiscal

			Cumulative	2020/21 Fiscal	%
	JAN	FEB	TOTAL	BUDGET	Budget
<b>General Revenue from Operations</b>					
Fire Dues & Donations			\$ 168,000.00	\$ 178,790.00	94%
Equalization Grant	\$ 2,295.08	\$ 2,295.08	\$ 25,245.88	\$ 27,541.00	92%
Real Property Taxes	\$ 8,487.00	\$ 8,487.00	\$ 93,214.00	\$ 101,173.00	92%
Water Revenue	\$ -	\$ 75.00	\$ 13,718.00	\$ 22,200.00	62%
Sewer Revenue	\$ 85.00	\$ 110.00	\$ 27,652.81	\$ 82,850.00	33%
Interest	\$ 67.68	\$ 61.63	\$ 1,001.89	\$ 1,500.00	67%
Rent	\$ 649.75	\$ 649.75	\$ 6,723.50	\$ 22,220.00	30%
Hall			\$ 311.00	\$ 10,000.00	3%
Land Sales				\$ 20,000.00	
<b>Total Operations Revenue</b>	<b>\$ 11,584.51</b>	<b>\$ 11,678.46</b>	<b>\$ 339,287.24</b>	<b>\$ 481,274.00</b>	<b>70%</b>
<b>Government Transfers for Capital</b>					
Federal Infrastructure Funding			\$ -		
Provincial Infrastructure Funding			\$ 42,570.24		
Gas Tax Revenue	\$ 23,890.00	\$ 24,018.86	\$ 69,997.86	\$ 100,000.00	70%
<b>Total Gov't Transfers for Capital</b>	<b>\$ 23,890.00</b>	<b>\$ 24,018.86</b>	<b>\$ 112,568.10</b>	<b>\$ 100,000.00</b>	
<b>TOTAL REVENUE</b>	<b>\$ 35,474.51</b>	<b>\$ 35,697.32</b>	<b>\$ 451,855.34</b>	<b>\$ 581,274.00</b>	<b>78%</b>
<b>EXPENSES</b>					
Total General Expenses	\$ 5,090.28	\$ 502.91	\$ 66,323.99	\$ 71,700.00	93%
Total Library Expenses	\$ 190.05	\$ 391.25	\$ 2,399.97	\$ 3,000.00	80%
Total Payroll Expense	\$ 6,139.72	\$ 6,854.63	\$ 86,193.19	\$ 65,360.00	114%
Total Fire Protection	\$ 9,736.99	\$ 1,525.77	\$ 105,678.20	\$ 91,725.00	115%
Total Professional Centre	\$ 546.69	\$ 1,044.42	\$ 20,675.87	\$ 19,140.00	108%
Street Lights	\$ 784.82	\$ 808.30	\$ 8,604.72	\$ 8,500.00	101%
Total Parks & Public Properties	\$ -	\$ -	\$ 4,585.60	\$ 7,800.00	59%
Total Recreation	\$ -	\$ -	\$ 617.09	\$ 4,000.00	15%
Total Sewer	\$ 3,679.61	\$ 4,186.57	\$ 47,813.78	\$ 66,453.68	72%
Total Water	\$ 1,249.80	\$ 1,014.29	\$ 17,521.58	\$ 24,470.32	72%
Total Crapaud Community Hall	\$ 1,347.66	\$ 1,472.32	\$ 22,344.11	\$ 29,900.00	75%
<b>TOTAL EXPENSES</b>	<b>\$ 28,765.62</b>	<b>\$ 17,800.46</b>	<b>\$ 317,422.74</b>	<b>\$ 493,189.00</b>	<b>64%</b>
<b>NET INCOME</b>	<b>\$ 6,708.89</b>	<b>\$ 17,896.86</b>	<b>\$ 134,432.60</b>	<b>\$ 88,085.00</b>	<b>153%</b>



## Marketing and Communities Report - March 16, 2021

Plans for the South Shore Food Share garden this Spring/Summer are moving along. It will be located behind the Professional centre. I will start the transplants from home then do all the tilling/planting to get things started. Will be asking the food share what their most desired items would be as the garden is not going to be huge; just a way of them being able to offer fresh produce to users of the food share during summer months. We do have a huge garden at our house. I can supply some items that tend to be garden bullies for space, like: Cucumbers, Zucchini, Pumpkin, Squash, etc. Beets, Carrots, Peppers, Tomatoes, Lettuce, Kale, etc. are what I think the food share could have on location. There will also be some basic benches built for various areas in the Village including the Food Share, as well as the new dog park, along the Trans-Canada Highway Trail, etc. Also planning to plant flowers such as annuals, sunflowers, and others to fill in bare ground that was left after the project on old mill rd along the Westmoreland River was completed.

The dog park for Crapaud is being planned for 2021. There are no liability issues so long as rules and guidelines are clearly stated before entering the park. Much like how there are no liability issues for Wal Mart when you park your car in their parking lot and it gets hit by an unattended shopping cart The park will be used at the dog owner's discretion, and all dog owners are responsible for the conduct of their pets. There will be by laws, and a full list will be released in the coming weeks. Noise was also something that was considered, but a kennel is operating in the vicinity with no complaints.

Silent Auction being planned for the end of sometime in May/June to raise money in support of the South Shore Food Share. They needed the Community support last year more than ever because of COVID 19, and I do not see that changing this year. It will be in person and online – there will be a few designated times where people may drop by in person to view and place bids over a weekend at the hall where items will be on display. The auction will also be on the Crapaud Halls Facebook page where people may place bids on items and the price will be updated accordingly. People may place their bids directly on the items photo, or they can message the Crapaud Hall and request to bid on an item and that bid will then be added accordingly.

Once our Housing projects are complete, we have plans to open several walking trails. Two in Sherwood Forest, one linking residents to the various services, restaurants, bank, post office and the Medical Centre, without having to walk on the highway. The other would be behind the new complexes, to go through the wooded area through Sherwood Forest. Also extending the Englewood trail, first opened by former Mayor, Mike Connolly, and re-cleared by the Disc Soccer Program at Englewood School.

Submitted by Evan Auld

**Buildings Report**  
**March 16, 2021**

1. I am reporting on what is being done, been done and what is still to do.
2. I have taken on more duties as temporary land and sewer, if any one would care to help out with this, it would be appreciated.
3. The repairs to the Community Hall are complete and paid for. Remediation of the grounds will happen as soon as the snow clears.
4. Still waiting for Steve Shaw to upgrade the hot water at the Community Hall. I would like this project finished so I can move on to other projects that are planned.
5. I am also looking into upgrading lights at the Community Hall, Crapaud Library, and Main Office to LED lights in the near future. We are currently looking into funding available for this project.
6. Since Stan Baker's departure, I have stepped into his role. I will be continuing his good work and will have more to report at the next council meeting.
7. Still not been able to move forward on the Kraft Brewery application (inquiry) but still seeking a resolution for more business to be in the area. All is still in the preliminary stages.
8. Covenants for the new lots in Sherwood Forest subdivision are being preposed at this time and more will be announced at the next council meeting.
9. Nicole, Mayor Auld and myself recently met with representatives of Larkin Brothers' Plant here in Crapaud to hear their request to rent the Community Hall's Licensed Kitchen twice a week to prepare frozen meals to offer for sale from their facility.