

Rural Municipality of Crapaud
Regular Council and Budget Approval Meeting
Tuesday March 29, 2022
7:00 pm
Crapaud Community Hall

AGENDA

1. **Call to order**
2. **Approval of Agenda for Tuesday, March 29, 2022**
3. **Disclosure of Conflict of Interest**
4. **Approval of Minutes from Tuesday, February 15, 2022**
5. **Business Arising from Previous Minutes**
6. **Official Trustee Report**
 - 6.1. Activities in past month
7. **CAO Report (See Attached)**
 - 7.1. Financials
 - 7.2. Water and Sewer Utility Invoices
 - 7.3. Bylaw Updates
8. **2022/2023 Budget**
 - 8.1. Presentation of 2022/2023 Draft Budget
9. **Bylaws**
 - 9.1. First reading of Reserve Bylaw 2022-02
10. **New Business**
 - 10.1. Transfer of 2021 Fire Dept. surplus to protective services reserve fund
11. **Public Section Opportunity**
12. **Next Regular Council Meeting – April 19, 2022**
13. **Adjournment**

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, March 29, 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. The meeting was changed to a virtual meeting given the winter storm affecting the area. Notice to this effect was provided on the web site and Facebook page and regular attendees were given direct notification.
2. **Call to order** – Official Trustee Main called the meeting to order at 7:05pm.
3. **Approval of Agenda for Tuesday, March 29, 2022**
The Official Trustee approved the agenda for March 29, 2022
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, February 15, 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. **Traffic Issues** – The Department of Transportation has yet to respond regarding traffic issues identified last November.
 - 7.1.2. **Statistics Canada** – The Official Trustee provided 2021 census information released from Statistics Canada noting that the population in Crapaud had increased by thirteen percent to 361 people since the last census in 2016. The Crapaud Fire District statistics showed a minor increase of one percent in the rural district and a seventeen percent increase in the area stretching to Victoria.
8. **CAO Report (Attached)**
 - 8.1. The CAO presented her report noting total Revenue for **February 2022** was \$27,523.67 and total Expenditures were \$43,693.54. Expenditures are significantly high in February due to an MRSB invoice for \$18,500 for the annual auditing fees. Current Revenue for **March 2022** is \$58,337.78 and Expenditures are \$15,221.69. In March, \$42,500 was received in fire dues.
 - 8.2. **Water and Sewer Utility Invoices** - Invoices have been created for all water and sewer customers with an outstanding balance. These invoices will be sent to customers within the week. Official Trustee Main and CAO have had direct contact with two major outstanding utility accounts regarding repayment options.

8.3. **Bylaw Updates** – Official Trustee Main and CAO have had discussions with the Ministry regarding the potential amendments to the Utilities Bylaw and the Election Bylaw.

9. **2022/2023 Budget**

9.1. Official Trustee Main outlined the draft budget, discussing revenues, expenditures, and current capital projects.

9.2. Official Trustee Main recapped all suggestions that were submitted to the Municipal Office from residents.

9.3. Susan Williams- Bulman inquired on revenue for government transfers for capital and why this revenue was included in the draft budget.

9.4. Connie MacKinnon and Susan Williams-Bulman both inquired on the Fire Department schedule as to why there was a Protective Services Reserve. This has been changed from “Amortization” but is the same item.

9.5. Ken Lake inquired if the reserve was strictly for the Crapaud Fire Department or for the community and was advised sit was for Protective Services matters which included the Fire Department.

9.6. Marion Millar asked about the surplus from the previous year and if that was a surplus above what the Fire Department spent. The figure was obtained from the auditors.

9.7. **MOTION 2022-173:** That the 2022/2023 financial plan for the capital and operating as attached to this motion be approved. With capital projects over the next four years of \$1,738,500, with total general revenue of \$488,385, sewer revenue of \$79,000 and water revenue of \$23,150 and total general expenditures of \$479,905, sewer expenditures of \$107,700 and water expenditures of \$42,400, which includes amortization of capital assets of \$87,550 and Government transfers of \$100,000.

Official Trustee Main approves this motion.

10. **Municipal Bylaws –**

The Official Trustee noted that it was a requirement of the Act to pass a Reserve Funds bylaw to formalize establishing a reserve for any purpose. At present, the only indication is for a reserve for the Crapaud Fire Dept., but other purposes might be identified in the future such as elections, or municipal property improvements etc.

10.1. **MOTION 2022-174:** That the Reserve Funds Bylaw, Bylaw #2022-02 be read a first time.
APPROVED

10.2. **MOTION 2022- 175:** That the Reserve Funds Bylaw, Bylaw #2022-02 be approved by the Official Trustee at the Council meeting held on the 29th day of March 2022.
APPROVED

11. **New Business**

11.1. **MOTION 2022-176:** That an amount of \$120,445 from years prior to 2021 be added to the Protective Services Reserve And that the surplus of \$5,902 from the 2020/21 Fire Department budget be added to the Protective Services Reserve
APPROVED

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, March 29, 2022 – 7:00 pm
Crapaud Community Hall

1. **Attached financials** for February and March 2022.

Total Revenue for **February 2022** was \$27,523.67 and total Expenditures were \$43,693.54. Expenditures are significantly high in February due to an MRSB invoice for \$18,500 for auditing fees.

Current Revenue for **March 2022** is \$58,337.78 and Expenditures are \$15,221.69. In March, \$42,500 was received in fire dues.

In addition to current financials, there have been several discussions with the auditors regarding accounts dating back several years.

2. **Water and Sewer Utility Invoices** - Invoices have been created for all water and sewer customers with an outstanding balance. These invoices will be sent to customers within the week.

Official Trustee Main and CAO have had direct contact with two major outstanding utility accounts regarding repayment options.

3. **Bylaw Updates** – Official Trustee Main and CAO have had discussions with the ministry regarding the Utilities Bylaw and the Election Bylaw. Both bylaws require updates within the next month.

Respectfully Submitted,
Nicole DesRoches, CAO