

**Rural Municipality of Crapaud**

Regular Council Meeting

Tuesday May 17, 2022

7:00 pm

Crapaud Community Hall

**AGENDA**

- 1. Call to order**
- 2. Approval of Agenda for Tuesday, May 17, 2022**
- 3. Disclosure of Conflict of Interest**
- 4. Approval of Minutes from Tuesday, April 19, 2022**
- 5. Business Arising from Previous Minutes**
  - 5.1. Volunteers for “Kitchen Party” and Park Study
- 6. Official Trustee Report**
  - 6.1. Activities in past month
- 7. CAO Report (See Attached)**
  - 7.1. Financials
  - 7.2. Water and Sewer Utilities
  - 7.3. Wage Grant Applications
  - 7.4. New Business in Crapaud
  - 7.5. Donation to Crapaud Exhibition
- 8. Bylaws**
  - 8.1. Second reading of Elections Bylaw 2022-04
- 9. New Business**
  - 9.1. Appoint Election MEO and Deputy MEO
- 10. Public Section Opportunity**
- 11. Next Regular Council Meeting – June 21, 2022**
- 12. Adjournment**

**Rural Municipality of Crapaud**

Regular Council Meeting

Tuesday, May 17, 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 7:01pm.
3. **Approval of Agenda for Tuesday, May 17, 2022**  
The Official Trustee approved the agenda for May 17, 2022, as read.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, April 19, 2022**  
The Official Trustee approved the minutes as printed.
6. **Business Arising from previous minutes –**
  - 6.1. Official Trustee Main stated no Crapaud residents volunteered for the “Kitchen Party” or the Park Study.
7. **Official Trustee Report**
  - 7.1. **Activities from previous month –**
    - 7.1.1. Official Trustee Main and CAO have been in contact with the Department of Transportation and Infrastructure and awaiting a meeting to discuss solar operated traffic control.
    - 7.1.2. Official Trustee and CAO met with Minister Jamie Fox regarding affairs within the community, the Crapaud Fire Department, and the Crapaud Exhibition
    - 7.1.3. A new Municipal Office sign has been installed above the Office door.
    - 7.1.4. Official Trustee Main had maps developed outlining the Crapaud municipal boundaries. Municipal Maps are posted at the Municipal Office, the Fire Department, and the Crapaud Community Hall.
    - 7.1.5. The Crapaud Library door ramp has been adjusted and is level with the doorway.
8. **CAO Report (Attached)**
  - 8.1. The CAO presented her report. Total Revenue for **April 2022** was \$22,637.62 and total Expenditures were \$34,038.13.  
The fourth quarter payment of \$9,488 for the Municipal Capital Expenditures Grant was received.

The Provincial Government has offered various grants to support Municipal Community Halls. Crapaud has received \$8,181 for the Safe Restart grant in November 2020, and \$2,500 for the COVID-19 Operational Support grant in March 2021.

- 8.2. **Water and Sewer Utility Accounts** – Overdue statements were sent to all water and sewer customers with an outstanding balance. The total outstanding Sewer Utility balance was \$106,034 and a total outstanding Water Utility balance was \$13,930. As of May 15, \$11,307 in sewer payments and \$2,240 in water payments were received. The 2022 Water and Sewer invoices will be sent to residents the week of May 17<sup>th</sup>.
- 8.3. **Wage Grant Applications** – Applications for the 2022 Canada Summer Jobs, the Summer Jobs for Youth and the special projects grant have been approved. The Municipal Office is accepting resumes for two summer student employment positions.
- 8.4. **New Business within Crapaud** – Meghan Bradley lives at 64 Route 13 and is currently renovating the property with anticipation of opening Foxy Fox Coffee House and Boutique in April 2023. The Province of PEI has approved this business.
- 8.5. **Donation** –the Crapaud Exhibition contacted the municipality with request for a donation to assist with their capital project to improve the Crapaud Exhibition grounds. The Exhibition has been granted a Provincial loan for this project.  
**MOTION 2022-181:** The Rural Municipality of Crapaud donate up to \$5,000 to the Crapaud Exhibition Board for outdoor improvements to the Crapaud Exhibition property upon award of their contract dependent on availability of funds, and That said funding will be reallocated within the budget by specific motion identifying which accounts the money is to be transferred to this project. **Approved.**

## 9. **Municipal Bylaws**

- 9.1. **MOTION 2022-182:** Whereas bylaw #2022-04 being the Municipal Election Bylaw was read and approved a first time on April 19, 2022, and whereas Bylaw #2022-04 is hereby reading and approved a second time on May 17, 2022. Be it resolved that Bylaw #2022-04, the Municipal Election Bylaw be adopted by the Official Trustee.  
**APPROVED**

## 10. **New Business**

### 10.1. **Election MEO and Deputy MEO**

**MOTION 2022-183:** That the Rural Municipality of Crapaud appoint Official Trustee Roy Main as the 2022 Municipal Elections MEO and appoint CAO, Nicole DesRoches as the 2022 Municipal Elections Deputy MEO. **APPROVED**

## 11. **Public Section Opportunity**

- 11.1. Tom Patterson inquired on the date for the 2022 Municipal Election. The Municipal Election will be on November 6, 2022.

- 11.2. Stan Baker inquired on the public meeting that was to be held by Stantec Consulting regarding the Official Plan. Official Trustee Main stated that this project will not be addressed until a new council is elected.
- 11.3. Stan Baker stated that in previous years, the PEI Government had funding available for walking trails. The Official Trustee advised that funding is available, and a recreation master plan would be helpful to obtain grant monies.
- 11.4. Susan Williams-Bulman inquired on the amount of Gas Tax monies that Crapaud received in the 2021/2022 fiscal year. CAO stated that Crapaud received \$150,000. She also asked when the 2021/2022 audit will be completed. CAO stated that last year's financials are almost complete, and the audit will commence as soon as can be scheduled with MRSB. She inquired on why outstanding water and sewer revenue was included within the cumulated financial report. This will be corrected.
- 11.5. Susan Williams-Bulman inquired on if monthly statements are being sent to residents with outstanding water and sewer balances. Official Trustee Main stated that the 2022 utility invoices will include outstanding balances. Official Trustee Main and CAO informed residents of the various payment plan options and payment options.
12. **Date of next regular Council meeting – Tuesday, June 21, 2022, at 7:00pm**
13. **Adjournment**
  - 13.1. The Official Trustee Main adjourned the meeting at 8:15pm.

**Rural Municipality of Crapaud**  
CAO Update  
**Regular Council Meeting**  
*Tuesday, May 17, 2022 – 7:00 pm*  
**Crapaud Community Hall**

1. **Attached financials** for April 2022.

Total Revenue for **April 2022** was \$14,330.22 and total Expenditures were \$34,144.67

The fourth quarter payment of \$9,488 for the Municipal Capital Expenditures Grant was received.

This grant provides municipalities with a 10% rebate for all incurred expenditures for capital projects.

There have been different grants available for municipal community halls and Crapaud has received funding for some grants, including \$8,181 for the Safe Restart grant in November 2020, and \$2,500 for the COVID-19 Operational Support grant in March 2021.

2. **Water and Sewer Utility Accounts** - Statements and overdue utility letters were sent to all overdue water and sewer customers. There was a total outstanding sewer utility balance of \$106,034 and a total outstanding water balance of \$13,930. As of May 15, we have received \$11,307 in sewer payments and \$2,240 in water payments.

The 2022 Water and Sewer invoices will be sent to residents this week. These invoices will display any outstanding balance and the current 2022 annual utility charges. There will be a utility letter included with every invoice outlining payment plan options and payment options.

3. **Wage Grant Applications** – Applications for the 2022 Canada Summer Jobs, the Summer Jobs for Youth and the special projects grant have all been approved. Any students interested in applying for a summer position can submit resume to the Municipal Office.

4. **New Business** – Meghan Bradley lives at 64 Route 13 and is currently renovating the property with anticipation of opening a business that will provide non-alcoholic beverages (coffee, teas, cold beverages) and baked goods, and sandwiches. In addition the business will sell housewares, décor items and clothing. There will also be limited indoor/outdoor seating. The Province has provided its approval to this business. Foxy Fox Coffee House and Boutique has an estimated opening date in April 2023. We welcome Meghan to the community and wish her all the best with her business venture.

5. **Donation** –the Crapaud Exhibition contacted the municipality with request for a donation to assist with their capital project to improve the Crapaud Exhibition grounds. The Exhibition has been granted a Provincial loan for this project.

**MOTION:** That Crapaud donate up to \$5,000 to the Crapaud Exhibition Board for outdoor improvements to the Crapaud Exhibition property upon award of their contract dependent on availability of funds and that available fund be reallocated within the budget by specific motion identifying which accounts the money is to be transferred to this project.

6. On the agenda is the second reading of bylaw #2022-04, Municipal Election Bylaw. Bylaw #2022-04 replaced bylaw #2018-10 in its entirety and was read a first time at the council meeting held on the 19<sup>th</sup> day of April 2022.

**MOTION:** Whereas bylaw #2022-04 being the Municipal Election Bylaw was read and approved a first time on April 19, 2022, and whereas Bylaw #2022-04 is hereby reading and approved a second time on May 17, 2022. Be it resolved that Bylaw #2022-04, the Municipal Election Bylaw be adopted by the Official Trustee.

7. **Election MEO and Deputy MEO** – With the 2022 municipal election in November, Municipal Affairs requires a MEO and a Deputy MEO be appointed.

**MOTION:** That the Rural Municipality of Crapaud appoint Official Trustee Roy Main as the 2022 Municipal Elections MEO and appoint CAO, Nicole DesRoches as the 2022 Municipal Elections Deputy MEO.

Respectfully Submitted,  
Nicole DesRoches, CAO