

## **Rural Municipality of Crapaud**

### **Council Meeting**

Tuesday, April 16, 2024

7:00 pm

Crapaud Community Hall

### **Minutes**

**Present:** Mayor Joanne Harvey; Deputy Mayor Margaret Armsworthy; Councillor Della Ferguson, Councillor Dean MacDonald, Councillor Tom Patterson, Councillor Savannah Dugay; CAO Alana Searle

Special Guests – MLA Matt MacFarlane and Laala Jahanshahloo

- 1. Call to Order** - Mayor Joanne Harvey called the meeting to order at 7:00 pm.
- 2. Approval of Agenda** - Approval of Agenda for Tuesday, April 16, 2024– Moved by Councillor Della Ferguson and seconded by Councillor Tom Patterson to approve the agenda for Tuesday, April 16, 2024. Motion unanimously carried.
- 3. Disclosure of Conflict of Interest** – Nil
- 4. Approval of Minutes from:**

#### **4.1. March 19, 2024, Regular Council Meeting**

It was moved by Councillor Dean MacDonald and seconded by Deputy Mayor Margaret Armsworthy to approve the March 19, 2024; Regular Council Meeting Minutes as presented. Motion unanimously carried.

**5. Discussion Items**

- 5.1. Swearing in New Council Member – MLA Matt MacFarlane joined the meeting at 7:00 PM to swear in new council member George Jesso. Oath was sworn and signed and Matt MacFarlane exited the meeting at 7:10 pm.
- 5.2. Bylaw #2024-01 Code of Conduct for Member of Council – Second Reading was moved by Councillor Dean MacDonald and seconded by Councillor Tom Patterson. Motion carried unanimously.
- 5.3. Bylaw #2024-01 Code of Conduct for Member of Council Adoption – Moved by Deputy Mayor Margaret Armsworthy and seconded by Savannah Dougay. Motion carried unanimously.
- 5.4. Motion #2024-17 Governing Structure – Moved by Deputy Mayor Armsworthy and seconded by Councillor Dean MacDonald. It was discussed that council will appoint a Committee of the Whole and have regular meetings to discuss and debate matters of council interest before being forwarded for Council Decision. Motion passed unanimously.
- 5.5. Tangible Capital Asset Policy –The RMC can claim 10% of the HST spent on Tangible Capital Asset projects under MCEG. Referred to CAO to draft for next meeting.
- 5.6. Procurement Policy June 2022 – Revision – Laala Jahanshahloo spoke on this matter and advised that due to the high amount of unspent CCBF (formerly Gas Tax) funds available to the municipality and long list of expenditures, the existing Procurement Policy needs revision to include Council Approval and clearly defined roles for CAO and Council including inclusion of Committee of the Whole. Referred to CAO to draft for next meeting.
- 5.7. Web Services – CAO Alana Searle spoke on information item from March 19, 2024 Council Meeting regarding current cost of web services. Moved by Councillor Tom Patterson and seconded by Councillor George Jesso to move forward with changing the municipality's web services from Weebly to Ionos. Motion carried unanimously.
- 5.8. Senior's Community Meal Program Agreement – CAO Alana Searle advised council that the municipality had been granted \$5000.00 for the Senior's Community Meal Program

and that she and Mayor JoAnne Harvey had signed the agreement and expenditures can be discussed at Committee of the Whole meeting.

- 5.9. CCBF (Gas Tax) Projects – Deputy Mayor Margaret Armsworthy presented a list of projects Council is discussing for the CCBF (Gas Tax) expenditure.
- 5.10. Appointing Emergency Co-ordinator and Deputy Emergency Co-ordinator – Moved by Deputy Mayor Margaret Armsworthy and seconded by Tom Patterson to appoint Councillor Della Ferguson as Emergency Co-ordinator and Nate Visser as Deputy Emergency Co-ordinator. Motions carried unanimously.
- 5.11. Public Meeting Request – Stantec Official Plan – CAO Alana Searle advised that the Project Manager for Stantec had requested public meetings on April 30 and May 1, 2024 to gather input from the community for the Official Plan for development. There was discussion regarding where in the process the community is at after significant delays in this project and it was moved by Councillor Dean MacDonald and seconded by Councillor Della Ferguson to defer this item and gather more information from Stantec. Referred to CAO to further investigate and report to council.
- 5.12. Appointing Auditor for 2023-27 Fiscal Years – Motioned by Deputy Mayor Margaret Armsworthy and seconded by Councillor Dean MacDonald to appoint Michelle Burge at MRSB as the Auditor for 2023-27 Fiscal Years. Motion carried unanimously.
- 5.13. Grant Requests:
- 5.13.1. Prince Edward Island Police Association – CAO informed council that a request had come in from the PEI Police Association requesting sponsorship of an ad in their annual Crime Prevention Guide, but that council had already allocated the budgeted \$1000.00 for the 2024-25 year.
- 5.13.2. The Nice Boys – CAO Alana Searle informed council that a request from The Nice Boys had come to the Municipal Office requesting that CFPEI issue a cheque to the municipality and the town office issue a cheque to a family in the community. There was discussion around the tax implications, liability, and precedent it would set for non-profits to request funds to be funneled through the Municipality's bank

accounts. Motion to defer this item made by Councillor Dean MacDonald and seconded by Councillor Tom Ferguson and referred CAO to engage the municipality's accountant for more information and a recommendation on how to handle this request. Motion passed unanimously.

- 5.14. Liquor License Request – Foxy Fox – CAO Alana Searle informed council that a local business owner has approached the Municipality for a letter of support in her obtaining a Liquor license for her café located in the community. This license is not intended to change the nature of her business from a café into a lounge or other bar-type establishment, but rather as a compliment to her existing business so she can offer mimosas and Bailey's and coffee at brunch and wine for afternoons on the patio. There was discussion from councillors around the hours of operation and related noise concerns for the neighbours and the business owner assured council she would comply with PEI Liquor's "Responsible Beverage Service Program" serving legislation and monitor patron's alcohol consumption. Mayor JoAnne Harvey expressed that she would like to have letters of approval from neighbours bordering the business before approving the request. Motion to defer the item based on letters of support from neighbours brought by Councillor Tom Paterson and seconded by Councillor Dean Ferguson and passed unanimously.

## **6. Information Items**

- 6.1. Financial Institution Update – Deputy Mayor Armsworthy updated council on her research of new financial institutions, the two main options under consideration are BMO and Consolidated Credit Union in Summerside. Issues that need further investigation are the ability to have automatic and electronic payments.
- 6.2. Fire Department Incorporation – Deputy Mayor Margaret Armsworthy advised that she had connected representatives from the Fire Department with a lawyer on request and the Fire Department is still pursuing Incorporation.
- 6.3. ACOA Funding Amendment – CAO Alana Searle advised that through the process of having the Community Hall designated as a warming centre, representatives from ACOA

advised a requirement is to have a Commercial Kitchen compliant with Fire Code Regulations and a hood vent over the stove was required. Due to this requirement, the funding agreement was amended to include this expenditure.

- 7. Adjournment** – It was moved by Councillor Savannah Dougay to adjourn the meeting at 8:10 pm and was seconded by Councillor Dean MacDonald.

Joanne Harvey \_\_\_\_\_

Mayor

Alana Searle \_\_\_\_\_

Chief Administrative Officer