

Rural Municipality of Crapaud
Regular Council Meeting
Tuesday November 16, 2021
7:00 pm
Crapaud Community Hall

AGENDA

1. **Call to order**
2. **Approval of Agenda for Tuesday, November 16, 2021**
3. **Disclosure of Conflict of Interest**
4. **Approval of Minutes from Tuesday, October 19, 2021**
5. **Reports**
 - 5.1. Water and Sewer – Report of Utility Manager Dennis Lowther
 - 5.2. Fire Department – Report of Fire Chief Raymond MacDonald
6. **Business Arising from Previous Minutes**
 - 6.1. Audit Update – Special Meeting on December 7, 2021
 - 6.2. Update on Official Plan Status – discussions with Stantec
 - 6.3. Update on Emergency Plan
7. **Official Trustee Report**
 - 7.1. Activities in past month
 - 7.2. Remembrance Day Event
8. **CAO Report (See Attached)**
 - 8.1. Financials
 - 8.2. New Bridge – outstanding construction deficiencies
 - 8.3. Parking lot repairs
 - 8.4. South Shore Watershed
 - 8.5. Christmas Tree Lighting - November 28, 2021
 - 8.6. Christmas Holiday Office Hours
 - 8.7. Snow Removal
9. **New Business**
 - 9.1. Contribution to South Shore Food Bank
 - 9.2. Contribution to Englewood School Christmas Assistance Program
 - 9.3. Storm Closure Policy
10. **Public Section Opportunity**
11. **Date of Special Council Meeting re: Audit Statements – December 7, 2021**
12. **Date of Next Regular Council Meeting – January 18, 2021**
13. **Adjournment**

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, November 16, 2021

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 7:00pm.
3. **Approval of Agenda for Tuesday, November 16, 2021.**
The Official Trustee approved the agenda for November 16, 2021.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, October 19, 2021**
The Official Trustee approved the minutes as printed.
6. **Reports**
 - 6.1. **Water and Sewer Report** – Utility Manager, Dennis Lowther discussed the receiving waters that were brought into the lagoon facility from November 1, 2020 – October 31, 2021. 61,380 cubic meters of water was treated and discharged with no issues and bacteria levels were within the Ministry boundaries. 13,278 cubic meters of water was supplied from the Sherwood Forest well sites and 48,402 cubic meters was supplied from the municipality. Potential future projects are video taping of the older infrastructure to determine if any repairs are required and the installation of UV treatment within the lagoon. These capital projects will be discussed in next years budget deliberations.
A new lift pump was purchased and will be installed. The two current lift pumps require refurbishing.
 - 6.2. **Fire Department Report** – Official Trustee read Crapaud Fire Chief, Raymond MacDonald's report. There have been fourteen calls since September, some of which were medical and mutual aid calls. The Crapaud Fire Department have been in contact with a fire truck manufacturer for drawing of a new pumper truck. The Crapaud firefighters will be involved with the Christmas tree lighting with a parade and a family skate. There will be a Christmas supper for the Fire Department where awards will be presented slated for December 11th. Chief MacDonald wishes everyone a safe and joyous holiday and extends caution to all residents during the holidays season.
7. **Business Arising from Previous Minutes** –
 - 7.1. **Audit Update** – MRSB has not completed the 2020/2021 audit and there will be a special meeting on December 7, 2021, at 7:00pm at the Crapaud Community Hall for the audit to be presented.
 - 7.2. **Official Plan Update** - Every PEI Municipality is required to have an Official Plan established by 2023. Crapaud does not have an Official Plan, any Zoning Bylaw or Subdivision Bylaw. Stantec has revised their proposal to have online engagement and face to face opportunities for input.
 - 7.3. **Emergency Plan Update** – The Official Trustee and CAO have been in contact with the Province and have merged the old EMO Bylaw with a new policy and created a new

document. Official Trustee Main outlined the requirements for the Emergency Plan and again requested resident volunteers.

8. **Official Trustee Report –**

- 8.1. Official Trustee Main discussed the Remembrance Day Ceremony and laying of the wreaths. There were several individuals in attendance, as well as a veteran for laying wreaths and participating in a minute of silence. The community also had two retired services individuals from the Kingston Legion both with Crapaud connections to lay as wreath on behalf of the community.

9. **CAO Report (Attached)Official**

- 9.1. The CAO presented her report. Total Revenue for **October 2021** was \$89,428.11 and total Expenditures were \$73,312.51. The revenue is high due to the Crapaud Fire Dept. receiving \$72, 500 in Fire Dues.
- 9.2. **New Bridge Update –** The CAO advised she had contacted Neil Lawless, the engineer for the new bridge and was provided with the following deficiencies to be completed; Remove concrete barriers from the site, Install an overhead light at northwest corner near the bridge, Provide electrical power to sanitary heat trace on the bridge, Extend asphalt curb along the Trans Canada Highways, Asphalt area from edge of road to up against Harvey's General Store, along store entire length, Asphalt road area off both ends of bridge, Asphalt Larkins Poultry parking lot entry area, In the spring of 2022 they will topsoil and seed local areas at each corner of bridge and regrade the community park area, seed, and plant shrubs. Concer was expressed with the curbing.
- 9.3. **Professional Building Parking Lot Repairs –** There were several areas of cracking and missing asphalt in the Professional Building parking lot. CAO brought these matters to the attention of Official Trustee Main along with a quote to do the repairs before the asphalt plant closed. Curran and Briggs have completed the work at a cost of \$1,750. The repairs to the Old Mill Lane will be scheduled for spring 2022.
- 9.4. **South Shore Watershed Update –** The Official Trustee and CAO responded to the SSWA draft agreement with several suggestions on behalf of the Municipality. The Board was to consider our position at their next Board meeting and responding to the CAO.
- 9.5. **Christmas Tree Lighting on November 28 –** It was decided to place a tree inside the gazebo and decorate that area following discussions with a representative of the South Shore Citizens Group. The Christmas Tree lighting will be November 28, 2021, beginning at 6:00pm with showing of a children's film at the Crapaud Hall proceeding to the gazebo for the lighting and the customary parade by the Crapaud Fire Department.
- 9.6. **Christmas Holiday Municipal Office Hours –** The Crapaud Municipal Office was closed from Christmas until after New Year's last year and CAO recommended the same Christmas holiday hours this year.
- 9.6.1. **MOTION 2021-162:** That the Municipal Office be closed between noon on December 24, 2021, through to Monday, January 3, 2022. Official Trustee Main approved motion.
- 9.7. **Snow Removal –** Received quotes from Al's Snow Removal for snow removal from Nov 1, 2021, until April 15, 2022. CAO recommended this quote be accepted.
- 9.7.1. **MOTION 2021-163:** That Al's Snow Removal be awarded the contract for snow removal including salting and sanding as required for the period of November 1, 2021, through to April 15, 2022, at the following rates inclusive of HST; The Crapaud Fire Hall and Professional Building \$5,819.00, the Crapaud Sewer Utility \$1, 897.50, the Crapaud Water Utility \$506.00, and the Crapaud Community Hall \$632.50. Official Trustee Main approved motion.

- 9.8. **Accessibility Parking Signs** – One sign has been installed at the Crapaud Community Hall, the second sign was installed however the location has to be changed.
10. **New Business** –
- 10.1. **Contribution to the South Shore Food Share** – The Rural Municipality of Crapaud donated \$250.00 to the South Shore Food Share in 2020 and it is recommended for the same donation to be given this year.
MOTION 2021-164: That the Rural Municipality of Crapaud donate \$250.00 on behalf of the citizens towards the South Shore Food Share. Official Trustee Main approved motion.
- 10.2. **Contribution to Englewood and Bluefield Schools** – Englewood and Bluefield schools have a Christmas Assistance Program and the Rural Municipality of Crapaud donates to this program every year.
MOTION 2021-165: That the Rural Municipality of Crapaud donate \$100.00 on behalf of the citizens towards the Englewood Elementary and Bluefield High School Christmas Assistance Program. Official Trustee Main approved motion.
- 10.3. **Storm Closure Policy** – The Crapaud Municipal Office does not have a storm closure policy. There are provincial guidelines on the PEI Government website that outlines storm closures based on county.
MOTION 2021-166: That the Crapaud Municipal Office abide by the provincial directive for Queens County with respect to storm closures and further that Crapaud retain the option of closing it's Municipal Office depending upon localized storm conditions in the opinion of either or both the Official Trustee and the CAO. Official Trustee Main approved motion.
11. **Public Section Opportunity**
- 11.1. JoAnne Harvey inquired on cameras for water lines as she was under the understanding that this item had been within a previously passed budget. Official Trustee Main informed that Mr. Lowther stated this was not in a previous budget nor seen any reference to this item within a previous budget.
- 11.2. JoAnne Harvey inquired on what the Englewood and Bluefield School Christmas Assistance Program is. This program is the same program that the Municipality and residents have adopted a family for Christmas in the past, however, this year the Municipality will be making a monetary donation.
- 11.3. Della Ferguson inquired about repaving the entire highway or just paving around the new bridge. The CAO will inquire on this item.
- 11.4. Susan Williams Bulman inquired on current year to date financials. Financials will be presented at the special council meeting on December 7, 2021.
- 11.5. Connie MacKinnon inquired on why the Crapaud Fire Department revenue are included within the Municipal financials.
- 11.6. JoAnne Harvey stated the South Shore ActiPLEX rink is opening on November 28, 2021 for a public skate.
- 11.7. JoAnne Harvey informed residents and introduced a doctor who is in the clinic two days each week.
12. **Date of next regular Council meeting – Tuesday, January 18, 2022, at 7:00pm**
13. **Date of Special Council meeting – Tuesday, December 7, 2021, at 7:00pm**
14. **Adjournment at 7:45pm.**
- 14.1. The Official Trustee Main adjourned the meeting at 7:45pm.