

Rural Municipality of Crapaud

Regular Council Meeting
Tuesday July 16, 2019
7:00 pm
Crapaud Community Hall

MINUTES - DRAFT

Present: Mayor: Neila Auld
Deputy Mayor: VACANT
Councillors: Donna Henley, Arnold Stewart, Bill Chester

Also: Staff: Barbara Weeks, CAO

Absent: Spencer MacKinnon, Kris Jones

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1. **Introductions** – Mayor Auld welcomed members Council, CAO and members of the public to the meeting.
 2. **Meeting was called to order by Mayor Auld at 7:05 pm**
 3. **Approval of Agenda for July 16, 2019**
It was so moved by Councilor Chester and seconded by Councilor Henley to approve Agenda for July 16, 2019. Motion Carried unanimously.
 4. **Disclosure of Conflict of Interest – None Disclosed**
 5. **Approval of Minutes June 18, 2019**
It was so moved by Councilor Chester and seconded by Councilor Henley to approve the minutes with one change on the last page; to change the signature line to reflect Mayor Auld's name. Motion Carried unanimously.
 6. **Business Arising from Previous Minutes – None Presented**
 7. **New Business – None Presented**
 8. **Mayor's Report – Mayor Auld read her report (attached)**
 - 8.1. Rules of order to be clarified. Council and Public must refrain from “chatting” or speaking out without authorization from the Chair. Chair is the Mayor or delegate. All discussion/questions are to be directed to the Chair. Chair will answer the question or direct it to the appropriate councilor or the CAO, or deferred for future review.

- 8.2. The Mayor deeply regrets the resignation of Deputy Mayor Joanne Harvey and wants to extend her sincere appreciation for her service to Council.

2019-32 MOTION: *It was so moved by Councillor Chester and seconded by Councillor Henley to approve The Mayor's request to hire an additional student through a new funding initiative. MOTION CARRIED UNANIMOUSLY.*

Councillor Henley moved to accept Mayor Auld's report, seconded by Councillor Chester.

9. CAO Report (attached)

- 9.1. Barbara Weeks presented her report. Financial expenditures for May totaled \$12,562 and revenue totaled \$50, 389.

9.2. Action Items:

2019-033 MOTION: *It was so moved by Councillor Henley and seconded by Councillor Chester to approve CAO hire a building inspector to do a complete inspection of the Professional Building with recommendations for repairs/upgrades as well as providing a priorities list. Working closely with the Mayor and CAO, Councillor Jones will be responsible for this project. MOTION CARRIED UNANIMOUSLY.*

2019-034 MOTION: *It was so moved by Councillor Henley and seconded by Councillor Chester to start the process of seeking proposals for completing an Official Plan for the Rural Municipality of Crapaud. Working closely with the Mayor and CAO, Councillor Chester will be responsible for this project. MOTION CARRIED UNANIMOUSLY*

10. Committee Reports

- 10.1. Fire Commissioner and EMO - No Report
- 10.2. Parks and Properties – Councillor Kris Jones - No Report
- 10.3. Land and Finance – Councillor Chester
- a. Councillor Chester would like all Councillors and the public to look at the maps and provide input on and potential for future land use, housing and development in the area.
- 10.4. Community Hall – Councillor MacKinnon – No Report
- 10.5. Public Works/Water & Sewer – No Report
- 10.6. Marketing & Community – Report Attached

- a. Looking ahead to the booth at the Exhibition, BBQ planned, will need volunteers
- b. Volunteer/citizen award, still receiving nominations, dead line July 19.
- c. Request for quotes for Todd the Toad statue
- d. Request for input on community lapel pin
- e. Request for cheques from CAO to pay for Booth at Exhibition (\$25), two 10L Coolers (approx. \$200), and Artist Jennifer Brown for artwork done last year for Todd the Toad (\$250).

11. Discussion, Correspondence & Public Input

- 11.1. Public wanted to recognize Council and the Canada Day Committee for putting on an excellent Canada Day breakfast.

12. Date of Next Regular Council Meeting

- 12.1. Next Meeting will be Tuesday August 20, 2019, 7:00 pm at the Crapaud Community Hall

13. Adjournment

- 13.1. It was so moved by Councilor Chester to adjourn the meeting at 8:00pm.

Respectfully submitted, approved and signed,

Date: _____

Neila Auld, Mayor

Rural Municipality of Crapaud

Barbara Weeks, CAO



July 16, 2019

Mayor's Report

I would like to welcome Councilors, and our CAO to this meeting this evening. Welcome to the public attendees. I want to say at the start, that we are all here for one reason. To ensure that Crapaud continues to grow and prosper so that residents and future residents see us as a community worth living in and investing in. Thank you to the councilors who have stepped forward. Thank you to residents who volunteer in so many ways.

Before we get started there are some rules of order to be clarified. Council and Public must refrain from "chatting" or speaking out without authorization from the Chair (me). All discussion/questions, including from Council members, are to be directed to the Chair (me). I will answer the question or direct it to the appropriate councilor or the CAO. Or it will be deferred for future review.

Public opportunity for comments or discussion will be at the end of the meeting. If anyone wants to intercede during Council's discussion, please raise your hand and the Chair (me) will address your request.

Barb's report has a list of Resolutions to be passed at this evening's meeting. Let's all get on board to see that they get done!

It is with deep regret that I notify the community that we have had a resignation from Council. On July 9th Joanne Harvey has resigned from Council. I want to extend my sincere gratitude for her service to Council. A Bi-election will be held in the fall.

Council, in particularly Barb, has been working on numerous issues since the last meeting.

- Air quality at the library. We have a quote for up to \$12602, but there may be a bigger need for the entire building. CAO can elaborate more, but maybe a short term fix until a more long term plan is initiated?
- Official Plan is a requirement by the Municipal Government Act – could encompass Land Use Planning, Economic Development, Municipal Growth and Affordable Housing. Barb and Council met with Clifford Lee, former Mayor of Charlottetown and now overseeing the Affordable Housing initiative of the federal and provincial governments. Barb can speak more to this.
- Asset Management – I attended the first meeting with Barb. She attended the second in Wellington. There are future meeting scheduled with the provincial government. Documents have been distributed to Council for info, and I will let Barb give some insight to the process.
- Exhibition Land Proposal – we have met with members of the Exhibition Association several times. The discussion has been regarding two parcels of land they have regularly asked about acquiring. We previously had a public meeting to discuss the transfer of ownership. It is now

time to work on moving forward, with regards to terms, legal and accounting processes. I feel this is a great opportunity to support the Crapaud Exhibition in its long term, future growth and continued economic contribution to the community.

- Plans are being discussed and quotes are being obtained for numerous projects in the Community including Land Use Planning, clearing of the Sherwood Forest expansion area, extension of services to the Sherwood Forest expansion area, firemen uniforms and radios, Professional Building upgrades and affordable housing,

As our committees are set up to address various aspects of Council operations, I will be developing Terms of Reference for these committees so that there is a clear working relationship with our CAO/office and myself. To date we have The Crapaud Community Hall (Spencer MacKinnon), Marketing/Community (Donna Henley), By Laws (Donna Henley), Land and Finance (Bill Chester), Parks and Property (Kris Jones). Interested in any of these areas? Contact the Counselor in charge.

We have the opportunity for another student grant this summer. We have an applicant, and are awaiting the grant. Should we receive the 50% funding, I am recommending we approve it and support our youth. The youth will be shared between the Exhibition Association and the Village. I believe we would look at less than \$2000 cost, and provide an employment opportunity for a youth from our community.

Maritime Electric has contacted us regarding their "Tree for Life" Campaign. During September they will be providing schools and communities the opportunity to receive seedling trees for planting. Barb and Kris are presently working with two residents to have trees removed that are dangerously close to residential properties and at risk to falling. I am suggesting we participate in this program and replace these trees once taken down and, as well, use the program to plant trees to buffer the properties in Sherwood Forest (Exhibition area and also the parcel across the road entrance), and perhaps the back area of the Crapaud Hall. We would be open to suggestions of any other area. Barb will be contacting them.

This week Barb and I are meeting with the Mayor and CAO of the Municipality of Breadalbane to discuss the struggles rural municipalities are facing with the new Municipal Government Act, and also pending possibilities of amalgamation and/or annexation. We are also awaiting a scheduled meeting with our MLA, Jamie Fox, to discuss initiatives for our area, including the above, Sherwood Forest, Exhibition land transfer, Affordable Housing and more.

We have gained access to the archives/catalogued collection of Willie Waddell and his Dad. We are hoping to display some in the Council office, and also make them accessible to the public for viewing. I also hope to get some funding to have them (tens of binders) digitalized for future protection.

Thank You

Neila Auld, Mayor

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, July 16, 2019 – 7:00 pm

Updates

1. Attached financials up to June 2019. Received 94% of revenue from sewer to date and 63% of Water.
2. Maps of the Municipality are being generated by the Province, notice will be given when they are received.
3. Both printers have died in the office. Both were old, one was only connected to the fax, and the other one only printed, didn't copy, scan or fax. Purchasing another one that does all.
4. According to WCB and Occupational Health and Safety we need to purchase a small first aid kit and fire extinguisher for the office, maybe the fire hall can recommend something.
5. Neila did a great job in refinishing furnisher she brought into the office, starting to look a little more welcoming.
6. AC in office, two zones controlled by rental unit. Maybe should be separated? Add to list for building inspector.
7. CAO will be out of the Province on July 22-24, 2019 for personal reasons, back in the office on July 25th. Emails and phone messages will still be checked and emergencies will be dealt with if needed.

Action Items

1. **Library Moisture and Odour Issues** - Project 2019-09 – this has been an ongoing issue for over a year I believe. There was a quote completed on the request of Councillor Harvey by First Mechanical for heating & Dehumidifying Unit at \$12,000 and just a dehumidifying unit at \$7,500. Problem may be larger than this issue as the basement is not finished. Suggest having a building inspector in to look into whole building.

MOTION: *To approve CAO hire a building inspector to do a complete inspection of the Professional building with recommendations for repairs and/or upgrades as well as priorities list. Purchase a small space dehumidifier for the library to use in the interim. Working closely with the Mayor and CAO, Councillor Jones will be responsible for this project.*

2. **Official Plan** – To seek proposals to start the process of completing an Official Plan for the Community. This plan would encompass all segments below, can be an informative learning process for all Council, Community and CAO. Will help to discuss regularly the issues regarding future of the Community. The RFP Process can take a couple of months from start to finish.
 - i. Land Use Planning (which can include building permits, land needed for Municipal Growth, and development)
 - ii. Economic Development
 - iii. Affordable Housing

MOTION: *To approve CAO seek proposals to start the process of completing an Official Plan for the Community. Working closely with the Mayor and CAO, Councillor Chester will be responsible for this project.*

Respectfully Submitted, Barbara Weeks, CAO

Community of Crapaud
 Cummulative Income Statement
 2019-2020 Fiscal

	JUNE	Cummulative TOTAL	2019/20 Fiscal BUDGET	% of Budget
General Revenue from Operations				
Fire Dues & Donations		\$ 54,500	\$ 177,075	31%
Equalization Grant	\$ 2,132	\$ 6,395	\$ 25,581	25%
Real Property Taxes		\$ 15,985	\$ 117,500	14%
Water Revenue	\$ 12,588	\$ 13,998	\$ 22,200	63%
Sewer Revenue	\$ 39,104	\$ 77,219	\$ 82,000	94%
Wage Grants		\$ -	\$ 8,000	
Recreation Grant		\$ -	\$ 1,700	
Sponsorships of Community Events		\$ -	\$ 1,000	
Special Projects Donations		\$ -		
Federal Infrastructure Funding		\$ -		
WWCF		\$ 11,454		
Interest	\$ 184	\$ 648	\$ 3,700	18%
Rent	\$ 1,898	\$ 5,693	\$ 29,046	20%
Land Rental		\$ -	\$ 600	0%
Other Revenue (Hall, Land Sales)	\$ 500	\$ 1,000	\$ 55,000	2%
Total General Revenue - Operations	\$ 55,905	\$ 186,392	\$ 523,402	36%
Government Transfers for Capital				
Federal Infrastructure Funding		\$ -		
Provincial Infrastructure Funding		\$ -		
Gas Tax Revenue		\$ -	\$ 200,000	
Total Gov't Transfers for Capital		\$ -	\$ 200,000	
TOTAL REVENUE	\$ 55,905	\$ 186,392	\$ 723,402	26%
EXPENSES				
Total General Government	\$ 7,888	\$ 9,376	\$ 79,200	12%
Total Library Expenses	\$ 627	\$ 201	\$ 4,000	5%
Total Payroll Expense	\$ 2,842	\$ 8,416	\$ 58,120	14%
Total Fire Protection	\$ 22,077	\$ 29,234	\$ 91,500	32%
Professional Centre				
Total Professional Centre	\$ 5,907	\$ 9,664	\$ 18,300	53%
Street Lights	\$ 746	\$ 2,345	\$ 8,000	29%
Total Parks & Public Properties	\$ -	\$ 1,702	\$ 10,625	16%
Total Recreation	\$ -	\$ -	\$ 7,500	
Total Sewer	\$ 5,479	\$ 15,570	\$ 64,454	24%
Total Water	\$ 1,883	\$ 5,574	\$ 18,777	30%
Total Crapaud Community Hall	\$ 7,329	\$ 10,803	\$ 54,891	20%
TOTAL EXPENSES	\$ 47,415	\$ 71,744	\$ 493,189	15%
NET INCOME	\$ 8,490	\$ 114,648	\$ 230,213	50%

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Marketing and Community Committee Report to Council July 2019

(action items are highlighted in red)

New tasks have been added to/resumed by the Marketing Committee's responsibilities:

1. Assist CAO in promoting and informing residents of Council activities and announcements.
 - Articles in the County Line Courier
 - Posters/flyers posted in visible locations around Crapaud
 - Announcements on Crapaud's Face Book page and website
 - Any interview requests will be referred to Mayor/CAO
 - Erection of several enclosed message boards at strategic spots in Crapaud. **Requesting status report** of the first board already ordered – is it ready and what was the cost?
2. Plan and execute events to celebrate/build on Crapaud residents' pride in our community
 - Organize the Community BBQ at the Crapaud Exhibition Grounds
 - Crapaud Citizen/Volunteer of the Year Award
 - Events held at the Community Hall will be organized by the Hall Committee though this committee may be called upon to assist with promotion of those events.

As well, the Marketing Committee's original task will continue: to promote Crapaud to the outside world as the heart of the South Shore and a great place to live!

- Interactive display booth at the Crapaud Exhibition
- Collaboration with Crapaud organizations to promote their events and services

This month:

1. Exhibition booth
 - Space is booked. **Request cheque for \$25** to pay to Exhibition Board.
 - Using display from last year with addition of historic photos of Crapaud, a stuffed toad mascot and an opportunity for a "photo with Todd the Toad"
 - **Request cheque of \$250** to pay local artist Jennifer Brown for her drawing of Todd
 - Council will be billed by FastSigns, Charlottetown for transferring the drawing onto 11mil corrugated board. Roy Henley has volunteered to make a base and steps for this project.
 - Instead of last year's suggestion box we will present a short survey (with the Mayor's assistance) for residents of Crapaud and surrounding areas to rank 5 of Council's 2019-2020 projects in order of importance to them.
 - Request Councillors sign up for 2 hour shifts to staff the booth between 9-6 and encourage visitors to chat and/or fill out our survey. We are provided with only 2

Exhibition passes, so if you pay out of pocket and wish a refund, it can be taken out of the Marketing budget.

2. Community BBQ and Kitchen Party

- Foodstuffs have been ordered from Larkin Brothers and Harvey's Store - supporting local businesses!
- CAO will ask Ivan and students to set up tent and BBQS in the parking lot of the Actiplex, and if students can be on hand to distribute beverages again this year.
- In the spirit of helping the environment, the committee would like to purchase 2 ten gallon insulated drink coolers instead of individual water bottles and juice boxes. This will also eliminate the need of the large tub of ice we've had in past years. The best price found is the Igloo Water Cooler at **\$107 each (plus tax & shipping)**, as well as a large quantity of environmentally approved cups (still researching, no pricing available yet). If approved tonight, we also **request CAO to assist** in placing the order
- Musicians are still being confirmed. Amp & mic have been reserved through Long & McQuade, Summerside (**approx. \$25**)
- Have asked the Actiplex to advertise this event on their large sign. Once all details are set, posters & online advertising will be done as well.

3. Citizen/Volunteer of the Year Award

- Nominations are being accepted until July 19. **Request two people** to join me on a selection committee to choose the winner.
- Announcement/presentation will be made at the Community BBQ – **by the Mayor if available.**
- Committee recommends the winner receive a gift certificate in addition to their name on the plaque. **Request \$50** to purchase a gift certificate to Red Roosters this year (and recommend we choose a different local business each year)

4. Council lapel pins

- With the Mayor's support, this committee has researched sources for a Crapaud pin. The committee recommends that these pins be given out to outstanding citizens, VIP visitors, and people who contribute to the enrichment of our community (Citizen/Volunteer of the Year, course instructors, program developers, etc). A pin(s) can be requested by any community group, citizen or Council member to give to a deserving person or representative of any group, at the discretion of the Mayor/CAO. Three pin companies have provided a quote and sample photos. One company has supplied art and modified the shape of our logo (attached). **Requesting Council choose** the company tonight so an order of 500 can be placed.
- In addition, this committee will seek quotes for nametag pins for each council member, the Mayor, and the CAO to be worn to any public events or Municipal Government functions. Quotes and art will be presented at the next council meeting in August.