

Rural Municipality of Crapaud

Regular Council Meeting
Tuesday September 17, 2019
7:00 pm
Crapaud Community Hall

MINUTES

Present: Mayor: Neila Auld
Deputy Mayor: VACANT
Councillors: Donna Henley, Arnold Stewart, Bill Chester,
Spencer MacKinnon, Kris Jones

Also: Staff: Barbara Weeks, CAO

Absent: None

1. **Introductions** – Mayor Auld welcomed members of 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 Sept 17, 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 as printed. Motion Carried unanimously.
6. **Business Arising from Previous Minutes**
 - 6.1. Discussion arose regarding Remuneration Committee. Committee members are Della Ferguson and Susan Bullman. ByLaw states the time limit for information gathering is 120 days however committee stated they were never informed of this. Committee felt that things were too busy in the summer to conduct the research.

It was so moved by Councilor Chester and seconded by Councilor Henley to approve the extension of the Remuneration Committee time line to 120 days from today, which would be January 15, 2020. A written report will be expected at the January 21st Council Meeting. Motion Carried unanimously.

7. New Business

7.1. CAO, Barb Weeks discussed a phone call received today regarding an individual that expressed interest in building a 6 unit affordable housing residence specially designed and equipped for disabled adults. Individual is looking for affordable land in the Community to be used for the project and is asking Council what might be available. CAO will find out more information and Council can deliberate on next course of action.

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. Mayor Auld would like to extend a bit thank you to the Fire Department and Volunteers for responding to the power outage in the area during Hurricane Dorian. Plans are in the works to update and improve upon the Communities Emergency Measure Plan. Volunteers will be needed to help with this, please let the Mayor Barb know if you are interested. A standard plan is needed to inform public before there is an emergency.

8.3. Discussions and work is continuing on Affordable Housing, Expansion of Sherwood Forest water and sewer, By Law updates, Municipal Growth/Land Use, Asset Management, EMO, and Exhibition Land Transfer. These are large projects that move slowly.

8.4. Drafts of Terms of Reference are being drafted for each Committee and will be shared and discussed when complete.

9. CAO Report (attached)

9.1. Barbara Weeks presented her report. Financial expenditures for July totaled \$27,304.24 and revenue totaled \$21, 163.55. August expenditures were \$15,847.89 and Revenue was \$15,950.25

9.2. Asset Management:

2019-035 MOTION: *It was so moved by Councillor Henley and seconded by Councillor Chester to approve the Asset Management Policy, Terms of Reference and Work Plan and CAO to submit to AIM Network as part of the requirements for the Cohort Program. MOTION CARRIED UNANIMOUSLY.*

9.3. Easement Relocation, Sherwood Forest

2019-036 MOTION: *It was so moved by Councillor Henley and seconded by Councillor Jones to approve the relocation of the storm sewer easement in the Sherwood Forest Subdivision between lots 19-3 & 19-4 to ensure that the lots are saleable. This work will be conducted this year (2019) and all costs associated with this work will be covered by the 2019 Gas Tax Direct Allocation. If possible, 2 more quote will be obtained before tender is awarded.*

MOTION CARRIED 3-2

9.4. Municipal By-Election

2019-037 MOTION: *It was so moved by Councillor Chester and Seconded by Councillor Henley to approve the Municipal By-election to be held on November 18th to elect one more Councillor and to elect CAO Barbara Weeks as the Municipal Elections Officer. Other officers will be appointed as needed.* **MOTION CARRIED UNANIMOUSLY.**

9.5. Data Security – CAO would like to purchase a safe for office - DEFERRED

9.6. Schematic/Blueprint Storage

2019-038 MOTION: *It was so moved by Councillor Chester and Seconded by Councillor Henley to approve CAO purchase a file cabinet for Blueprint Storage. Approximate value of \$600. This expenditure will be taken from general office supplies.* **MOTION CARRIED UNANIMOUSLY**

9.7. Laptop for Use by the Mayor

2019-038 MOTION: *It was so moved by Councillor Henley and Seconded by Councillor Chester to approve CAO purchase a laptop to be used by the Mayor during her term of office. It is stipulated that this machine remain the property of the Community of Crapaud and be returned when the Mayor is no longer in her position. CAO will log computer into inventory as an asset. Total cost would be approximately \$900 including MS Office.* **MOTION CARRIED UNANIMOUSLY.**

9.8. Library Request for a baby change station

2019-039 MOTION: *It was so moved by Councillor Chester and Seconded by Councillor Jones to approve the CAO purchase a wall mounted baby change table to be installed in the washroom in the Library for public use. Approximate cost of \$500.* **MOTION CARRIED UNANIMOUSLY, WITH ONE ABSTAIN DUE TO CONFLICT OF INTEREST DECLARED.**

10. Committee Reports

10.1. Fire Commissioner and EMO – Report Attached

10.2. Parks and Properties – Councillor Kris Jones

Building Code Act changes – Transferring responsibilities to Province

2019-040 MOTION: *To approve the Rural Municipality of Crapaud sign the agreement to Opt out of the responsibilities outlined in the Building Codes Act and transfer this responsibility to the Province. Needs to be completed and sent to the Minister before Sept 30, 2019. We can opt back in at any time when the Municipality has an Official Plan.*

MOTION CARRIED UNANIMOUSLY.

10.3. Land and Finance – Councillor Chester – No Report

10.4. Community Hall – Councillor MacKinnon –Report Attached

2019-041 MOTION: *It was so moved by Councillor Henley and seconded by Councillor Chester o approve the Crapaud Community Hall Committee purchase a projector and screen to be used at the Hall after obtaining one more quote.* **MOTION CARRIED UNANIMOUSLY.**

10.5. Public Works/Water & Sewer – Update from Highways regarding bridge at Rte13 & TCH – to be replaced in 2020, they will be out to do some preliminary soil testing in the next couple of weeks.

10.6. Marketing & Community –Attached

- a. Survey done at Exhibition – 14 filled out, top ranking answer was affordable housing. Public comment, some found the survey a bit too pushy
- b. Councillor Henley suggested dividing Events and Recreation with Recreation going to Parks & Properties. Events held at the Hall going to the Hall Committee and events held elsewhere could go to the Marketing & Community Committee. Mayor Auld suggested a recreation director.
- c. Volunteer appreciation dinner suggested to recognize past citizen of the year, turkey dinner; joint project with Hall and as a fundraiser.

2019-042 MOTION: *It was so moved by Councillor Henley and seconded by Councillor Chester o approve the Marketing Committee purchase 500 Crapaud pins to be used for various marketing initiatives.* **MOTION CARRIED UNANIMOUSLY.**

10.7. By Law Review Committee – Report Attached

11. Discussion, Correspondence & Public Input

11.1. Request from South Shore Canskate program for donation. CAO informed council that \$500 was given back in 2016.

2019-043 MOTION: *It was so moved by Councillor Chester and seconded by Councillor Henley to approve the Community of Crapaud donate \$500 to the South Shore CanSkate program. MOTION CARRIED UNANIMOUSLY.*

12. Date of Next Regular Council Meeting

12.1. Next Meeting will be Tuesday October 15, 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 9:00pm.

Respectfully submitted, approved and signed,

Date: _____

Neila Auld, Mayor

Barbara Weeks, Chief Administrative Officer

Rural Municipality of Crapaud

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, Sept 17, 2019 – 7:00 pm

Updates

1. Attached financials up to Aug 31, 2019.
2. Total Expenditures for July were \$27,304.24 and Revenue totalled \$21,163.55
3. Total Expenditures for Aug were \$15,847.89 and Revenue totalled \$15,950.25
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. Nothing purchased yet.
5. Summer Student Matthew Shaw was hired under the additional grant and has been great helping with the Exhibition over the last few weeks. He continue with them until the end of the summer. This was a total of three summer students this summer, two of whom we will receive a grant back for half of their salaries. Paperwork being completed and submitted.
6. **Community Hall** – I have been in constant communication with a committee member at the Hall regarding bookings, repairs and issues regarding the Fall Flavours event happening Sat Sept 14. I have worked very hard with the Fall Flavours contacts to ensure that they can get their liquor license for the event and have been informed by the Fire Marshal that we need to have a new Capacity Permit done on the Hall which includes a full site inspection. We have 60 days to complete this. It is my recommendation that the Committee needs to have official regular meetings and bring issues to Council to be voted on before any work is to be done. Work needs to be done to have a better chain of communication between the Hall Committee and Council so that items can be addressed and governance rules followed.
7. **Update on Project 2019-09** – Library Moisture Concerns – RGM Home Inspections completed inspection of Professional Building on Aug 22, 2019. Working closely with the CAO, information was gathered and a comprehensive report will follow listing areas of concern with the Professional Building. Some preliminary findings that will need to be addressed include; insufficient insulation in the roof of the building, missing and old shingles on part of the roof, baseboard heaters not working, upside down steps on side of building between rental unit and FD, seepage from top of oil tank in basement, musty damp basement due to dirt in crawl space and walls, rotting boards in crawl space, no check valve on sewer pipe...I will forward full report to Council.
8. **Update on Project 2019-01** – Land Use Planning - Proposal has been written for the Land Use Plan. When Council is ready to proceed it can be advertised, posted and a suitable consultant can be hired.

9. Waiting for **Audited Financial Statements**. Yes they are late...Auditors felt the July 31st time frame was too tight given that the year-end changed from Dec 31 to March 31, 2019. CAO has been in constant contact with them, as soon as they are completed they will be submitted. Auditor was in the office with CAO on Tuesday Sept 10, 2019 to gather all final information.

10. **Emails** – I would like to request that Councillors please take the time to read and respond to emails at least once daily. There are times that urgent things come up and it is the quickest way to get information out. I know not everyone has access to a computer during the day but I believe everyone has a phone that is capable of this. We are looking into having separate emails for Councillors setup so that information can remain separate your private/personal information, let me know if this is something you need, I believe it is \$50 per email.

Action Items

1. **Asset Management** - Project 2019-05 – To approve Asset Management Policy, Terms of Reference and Work Plan to be submitted to AIM Network, as part of the Cohort Program we are involved in. Next workshop is Oct 3, 2019.

***MOTION:** To approve Asset Management Policy, Terms of Reference and Work Plan and CAO to submit it to AIM Network, as part of the requirements of the Cohort Program we are involved in.*

2. **Land in Sherwood Forest – PID# 405480, Lots 19-3 & 19-4** relocation of drainage easement between lots needed before lots are saleable. Construction costs estimate from CBCL to relocate easement came in at \$36,000.

***MOTION:** To approve the relocation of the storm sewer easement in the Sherwood Forest Subdivision between lots 19-3 & 19-4 to ensure that the lots are saleable. This work will be conducted this year (2019) and all costs associated with this work will be covered by the 2019 Gas Tax Direct Allocation.*

3. **Municipal Bi-Election** – Needs to be called to elect one more Councillor. Possible date of Monday, November 18th, Need a month before to advertise and allow for a nomination period. If we start any earlier we could be right in the middle of a federal election too. Needs to be done by mid-January.

***MOTION:** To approve date of Municipal By-election to be November 18th, 2019 and to appoint CAO, Barbara Weeks as Municipal Elections Officer. Other officers will be appointed as needed.*

4. **Data Security** – CAO would like to purchase a small fire safe to be placed in the office to keep backups of computer data, cheques, cash, and Municipal seal locked up. Approximate value \$300.

***MOTION:** To Approve CAO purchase a fire safe for the office, approximate value of \$300 which will be used to keep computer back up data, cash, cheques and Municipal Seal. This expenditure will be taken from general office supplies*

5. **Schematic/Blueprint Storage** – Cao would like to purchase a small storage cabinet specifically designed to hold large schematics and blueprints. There are several of these documents just rolled up in a pile in the storage room. I would like them to be catalogued and stored in a more usable and accessible format. Approximate value \$500

MOTION: *To approve CAO purchase a storage cabinet for blueprints and schematics.*

Approximate value of \$600. This expenditure will be taken from general office supplies.

6. **Library Upgrades** – The Librarian has asked for a baby change table to be installed in the washroom of the library. At present there is no place for a parent to change a baby while using the library. Wall units are approximately \$500. In addition, to make the library completely accessible a power door would be needed. The librarian has noticed a few patrons that have mobility issues or are elderly that cannot physically open the door on their own. A power door (with a push button) would cost in the ballpark of \$4000 Coles Doors in Stratford installs them.

7. **Laptop** – Mayor Auld would like to request a laptop for use by the Mayor during her term of office. One Suggestion would be a basic machine similar to the attached picture. Total cost would be approximately \$ 900



HP 15-DA0017CA
 15.6" Notebook,
 1.6 GHz Intel Core
 i5-8250U, 1 TB
 HDD, 8 GB 8 GB
 DDR4-2400
 SDRAM, Windows
 10 Home

★★★★★ (3)

\$699.99

Eco Fee: \$1.50

HP Laptop	\$	699.99
Env Fee	\$	1.50
MS Office	\$	109.99
sub total	\$	811.48
Tax	\$	121.72
TOTAL	\$	933.20

8. **Building Code Act** – Changes are coming regarding new legislation passed in 2017 (to become active in 2021). Under this new Act, Municipalities are responsible for issuing the building permits, completing inspections, orders etc (see notes from Councillor Henley, who attended the Meeting on Aug 26). Smaller Municipalities without an Official Plan are encouraged to “Opt out” and transfer the responsibilities to the Province.

Motion: *To approve the Rural Municipality of Crapaud sign the agreement to Opt out of the responsibilities outlined in the Building Codes Act and transfer this responsibility to*

the Province. Needs to be completed and sent to the Minister before Sept 30, 2019. We can opt back in at any time when the Municipality has an Official Plan.

Update: Bridge repairs at corner of TCH and Rte 13, planning for a 2020 replacement date. Engineers from the Province will be in Crapaud on Wed or Thursday of this week to drill for soil samples around the site.

Respectfully Submitted,

Barbara Weeks, CAO

**Rural Municipality of Crapaud
Hall Committee Report
Regular Council Meeting
*Tuesday, Sept 17, 2019 – 7:00 pm***

- Cleaning supplies purchased
- The appliances had not been serviced in 10 plus years therefore repairs to the dishwasher and stove needed to be done, totaling approximately \$1000
- Committee members cleaned the kitchen and the main hall in preparation for the Fall Flavours Event on Sept 14
- Past events: family reunion and bridal shower
- Upcoming Events: Fall Flavours, memorial for Alvin MacVittie, mock disaster meeting and wedding October 5th
- The hall has been rented for the Federal Election as a polling station on Oct 21
- New benches have been purchased by the Harvey and Dawson family in memory of Hubert and Scott. These have replaced the old benches by the sign at the roadside.
- No damage to the Hall as a result of the Hurricane

Respectfully Submitted by:

Councillor Spencer MacKinnon

Municipal Affairs – Municipal Bylaw Processes Guidebook (Dec 2017)

Prepared by the Municipal Affairs and Provincial Planning Division and designed to serve as a guide for municipalities preparing municipal bylaws. Municipal Affairs recommends that a Council seek legal advice when preparing more complex municipal bylaws to help ensure that Council has the authority to enact and enforce a proposed bylaw.

COMMITTEE RECOMMENDATIONS: Confirm that all the new bylaws passed in 2018 were reviewed by Council's attorney. If not, recommend that he review them now so that bylaws can be amended before we run into any legal problems.

SECTION 180 OF MGA:

Identifies the areas in which a municipal government may pass bylaws and provide services for municipal purposes:

- Protecting the safety, health, and welfare of people and property
- Municipal utilities, facilities, works, and improvements on private and public land
- Businesses, business activities and persons engaged in business
- Acquisition of land and improvements by expropriation for municipal purposes with the exception of land owned by the Government of Prince Edward Island, Government of Canada or a Prince Edward Island First Nation Band
- Acquisition, sale, management, mortgaging, construction, leasing, renting, or any other dealings with real property
- Public places and spaces
- Construction, demolition, removal, or alteration of any building or structure including signage
- The use of motor vehicles or other vehicles, on or off highways, and the regulation of traffic, parking, and pedestrians
- Management and control of highways and sidewalks in the municipality
- Subject to the ongoing review of police services, police services
- Transport and transportation systems including taxi drivers, vehicles and taxi businesses, and other forms of public transport
- Nuisances, loitering, dangerous or unsightly property, noise, pollution and waste
- Establishment, operation and decommissioning of cemeteries
- Vegetation and activities in relation to it, including but not limited to tree preservation, protection, development and implementation of maintenance standards for trees and other vegetation
- Control and health and safety of wild and domestic animals including insects and birds, as well as protection from them
- Protection of the environment
- Regulation of the discharge of firearms
- Parks and recreation§ Pension and benefit plans for municipal employees
- Community and regional development in cooperation with neighbouring municipalities or provincial organizations

- Libraries
- Regulation of real property maintenance and the protection of heritage property
- Provision of a system of licenses, inspections, permits or approvals
- Enforcement of bylaws

MANDATORY BYLAWS – *those underlined and in italics were passed in 2018-2019*

- Subsection 36.1: Campaign Contributions, Spending Limits and Disclosure Bylaw
- Subsection 78.4: Council Size Bylaw
- **Subsection 82.1: Council and Council Committee Remuneration Bylaw**
- **Clause 86.2(e): Procedural Bylaw**
- **Subsection 97.(2): Conflict of Interest**
- **Subsection 107.1 Code of Conduct for Council Bylaw**
- Subsection 117.1: Records Retention Bylaw (Provincial deadline extended to December 2019)
- Subsection 147.1: Access to Information Bylaw (Provincial deadline extended to December 2019)
- Subsection 148.1: Protection of Personal Information Bylaw (Provincial deadline extended to Dec 2019)
- **Section 169: Procurement Bylaw**

DISCRETIONARY BYLAWS (Optional, only required if a Council decides to provide a service or exercise a specific authority)

- Subsection 35.(3): Classification of Restricted Municipal Employees Bylaw
- Section 48: Voting by Alternative Means Bylaw
- Section 49: Automated Voting Systems
- Subsection 88.(1): Delegation of Specified Power, Duties or Functions Bylaw
- Subsection 134.(1): Authorizing A Person to Conduct A Revision of Bylaws
- **Subsection 155.(1): Reserve Fund Bylaw**
- **Subsection 158.(1): Municipal Grants Bylaw**
- **Subsection 160.(2): Establishing Tax Rate Group Bylaw (required for more than one tax rate including commercial/non-commercial before March 30th in each year)**
- Subsection 161.(2): Tourism Accommodation Levy Bylaw
- **Subclause 162.(1)(a) (i) and (ii): Fees Bylaw**
- **Sections 164 – 166: General Borrowing Bylaw**
- Subsection 184.(1): Levying Rates and Frontage Charges for Utility Services
- Section 201: Local Improvements Bylaw
- Subsection 223.(1): Bylaw Enforcement Bylaw
- Subsection 226.(3): Municipal Offence Ticketing Bylaw

BYLAW REGISTER

A bylaw register is a collection of current bylaws of the municipality which is maintained separately from the minutes. A certified true copy of the bylaw must be kept in the bylaw register. This copy must display the corporate seal and it must be certified to be a true copy by the Mayor and CAO

COMMITTEE RECOMMENDATIONS: Confirmation that Crapaud Office has a Bylaw Register and if not, create one now.

EMO REQUIREMENTS AT MUNICIPAL LEVEL:

The Municipal Government Act now mandates municipalities to have an approved Municipal Emergency Management Program in place. This program must include at a minimum:

- A copy of the Municipal By-law
- The Municipal Emergency Management Plan
- A Delegation of Authority
- Plans for training and exercising
- Any other component required by the PEI Emergency Measures Organization (EMO), i.e. Hazard, Risk Analysis.

The PEI Emergency Management Office, the Municipal Emergency Management Guide, and Municipal Emergency Management Plan Template will provide municipalities with assistance in developing their Municipal Emergency Management Program.

TRAINING:

Training and education is an important part of emergency planning. EMO offers a variety of courses including:

- Basic Emergency Management (no charge)
- Emergency Public Information Awareness
- Emergency Operations Centre Management
- Exercise Design
- Incident Command System 100, 200 and 300

COMMITTEE RECOMMENDATIONS:

Establish Crapaud Fire Chief as EMO and delegate a member of Crapaud Council to act as liason and deputy EMO, to reduce duplication of efforts by Council & the Fire Dept.

Invite Provincial EMO office to assist in updating Crapaud's 2014 Emergency Management Program and Bylaw to a) meet provincial standards as laid out in the MGA and b) be approved by Provincial EMO.

Identify which members of the EMO team need to take training courses through the Provincial EMO.

Older Crapaud Bylaws still on the books:

***1 - EMERGENCY MANAGEMENT PROGRAM BYLAW (2014-EM0-1)**

and

Bylaw for the Establishment of Crapaud Emergency Measures Organization (1-1988)

***2 - MAINTENANCE OF ORDER BYLAW (MTCE 1/7/89)**

- 1.3: NOISE
- 1.4: LOITERING
- 1.5: DISTURBANCES
- 1.6: PUBLIC NUISANCES
- 1.7: HALLOWEEN CURFEW
- 1.8: PENALTIES

3 - SEWER BYLAWS:

- (SU1-1988) to provide sewage collection and treatment services, and to establish the Crapaud Sewage Collection Corporation, with Board of Directors
- SCHEDULE OF RATES AND REGULATIONS (JULY 1, 1974)

COMMITTEE RECOMMENDATIONS: identify if Board of Directors are still required, if listed members have been replaced, or if new directors must be chosen. Also confirm that 1974 Schedule of Rates and Regulations are still in effect, if not then update the Schedule.

4 – CRAPAUD WATER UTILITY CORPORATION (2006-01)

- to provide municipal water distribution and purification and to establish the Crapaud Water Utility Corporation, with Board of Directors

COMMITTEE RECOMMENDATIONS: identify if Board of Directors are still required, if listed members have been replaced, or if new directors must be chosen.

5 – UNSIGHTLY PROPERTY BYLAW (USP 1988)

***6 - DOG CONTROL BYLAW (1974?)**

WORK DONE TO DATE BY CRAPAUD COUNCIL REGARDING OUTDATED BYLAWS:

2018 Council work on Noise/Public Nuisance Bylaw:

- **Regarding complaints of ATV traffic on Rte 13 & Old Post Road:** Conservation Officers will patrol and will ticket offenders. Offenders are hard to identify and prosecute (no licence plates). Old Mill Road between residential properties and the Professional Building cannot be blocked to ATV traffic because Fire Dept may need access.

2018 Council work on bird/dog issues:

- **Regarding complaints of animals being treated poorly/abused,** both the **PEI Humane Society & PEI Conservation Officers** will enforce willful negligence charges if witness calls in the complaint. Public was informed in a County Line Courier article.
- **Regarding complaints of barking dogs/dogs on the loose,** Animal Bylaw Enforcement by the **PEI HUMANE SOCIETY** is three part:
 - A) PEI HUMANE SOCIETY provides enforcement of the Dog Act in unincorporated rural areas – anything that is provincial land. We do not have authority for at large, barking, nuisance complaints in a municipality unless we have a contract with them to enforce their bylaws (Cornwall, Charlottetown and Stratford currently).
 - B) Many municipalities do not have animal control bylaws. PEI HUMANE SOCIETY can send a model for an animal control bylaw to your community council and will speak to council about the benefits of animal control, if they so desire.
 - C) With dangerous dog complaints, we do investigations for the entire island, as with the Animal Welfare Act. We do not have authority on Federal land, but may assist where needed. (National Parks, First Nation Communities)
- Sample animal bylaw material found by former CAO:
 - A) any person who keeps, owns, or harbours animals or birds which make or cause noises or sounds that disturb or tend to disturb the quiet, peace, rest, enjoyment or comfort
 - i) of the neighbourhood, or
 - ii) of persons who inhabit any dwelling, apartment, or other type of residence in the vicinity, or
 - iii) of persons in the vicinityis guilty of an offence.
 - B) Any person who keeps, owns, or harbours animals or birds which, as a result of being allowed to escape or run at large, damage chattels, personal property, gardens, lawns, trees or shrubs, or buildings within the Crapaud Village limits is guilty of an offence.

2018 Council work on hiring a Bylaw Enforcement Officer:

- Previous CAO requested information from **Federation of PEI Municipalities** regarding bylaw Enforcement Officers (sample contract when hiring a Bylaw Enforcement Officer - attached)
- **PEI Bylaw Enforcement Company** were hired in Sept. 2018 for up to \$3000 annual allowance for enforcement of Animal Control, Dangerous/Unsightly Premises, and Noise/Nuisance bylaws. Residents can use online email form for complaints or Council can fill form in for residents.

**Report from the Aug 26, 2019 regarding the Building Codes Act,
presented by Joshua Collins, P.Eng., Chief Building Standards Officer.**

Background: The Building Codes Act was passed in 2017 but is not active yet; goal is Jan 2020, with the exception of section covering single dwelling homes, garages, decks, etc – goal is Jan 2021.

This Act sets the minimum standards required and brings PEI building codes in line with the National Building Codes. Consultations continue with PEI Engineers, PEI Architects, and the National Energy Code, contractors, municipalities and general public. Comments and viewpoints are welcome.

Under the Building Codes Act, all municipalities assume responsibility for issuing building permits, completing inspections, issuing regulations regarding infractions, delays; and keeping copies of all applications received, permits and orders issued, inspections and tests made.

Municipalities may opt out of this responsibility and enter an agreement with the Minister (Communities, Land & Environment) to transfer responsibilities to the Province. - subsection 4(3)

Municipalities must inform the Minister of their intention to transfer responsibility to the province by signing the agreement by Sept. 30, 2019

Pros and Cons:

Crapaud takes on the responsibility	Crapaud transfers to province
<ul style="list-style-type: none"> • New source of REVENUE • Must hire or contract a qualified BUILDING OFFICIAL • Increased risk of LIABILITY to Crapaud • Retain more CONTROL of what is built, where and how in our community • Additional clerical work; may need to HIRE CAO assistant 	<ul style="list-style-type: none"> • REVENUE goes to province • Province provides qualified BUILDING OFFICIALS, no cost to Crapaud • LIABILITY and enforcement is handled at provincial level • Crapaud still has CONTROL by issuing a DEVELOPMENT PERMIT** • Paperwork, files and reports all handled by province, no additional HIRES needed

** Development Permits:

Once Crapaud has its Land Use Plan in place, builders would have to apply for a development permit from the municipality to ensure the building plans are in accordance with our overall plan. Once a development permit is issued by Crapaud, the builder/owner then goes through the province to obtain building permits, etc.

MARKETING & COMMUNITY REPORT - SEPT 2019

1) BBQ/KITCHEN PARTY/CITIZEN OF THE YEAR EXPENSES

- SOUND EQPT \$49.45
- PERFORMERS \$150.00
- ENGRAVING \$11.50
- CITIZEN OF THE YEAR GIFT \$50
- HARVEYS \$139.55
- LARKINS \$200.00
- SOBEYS \$24.07
- WALMART \$45.43
- GIANT TIGER \$9.15

TOTAL: \$679.15

2) ONE TIME EQPT PURCHASES (REUSABLE)

- 2 WATER COOLERS \$206.98
- TODD THE TOAD CUTOUT \$184.00
- ARTIST DRAWING \$250.00
- STUFFED TODD THE TOAD \$42.54
- WHITE BOARD \$34.44
- WHITE BOARD EASLE \$113.03

TOTAL: \$830.99

3) EXHIBITION BOOTH EXPENSES

- BOOTH RENTAL \$25
- STAPLES \$29.52

TOTAL: \$54.52

4) PROMOTIONAL LAPEL PINS:

- Design was approved at July meeting, but still need a motion to pay for them. Quote is attached.

5) PROPOSAL: RECOGNITION EVENT OF 10 YRS OF CITIZEN/VOLUNTEER OF THE YEAR RECIPIENTS

- HOST A TURKEY DINNER AT THE COMMUNITY HALL IN FIRST HALF OF OCTOBER (THANKSGIVING THEME)
- SELL TICKETS TO COVER COST OF FOOD AND TO RAISE FUNDS FOR HALL MAINTENANCE
- GUEST OF HONOUR TABLE: WINNERS OF THE LAST 10 YEARS OF CITIZEN/VOLUNTEER OF THE YEAR (OR A REP FROM THEIR FAMILY IF THEY ARE NO LONGER HERE)
- PRESENTATION GIFT TO ALL 10 (ENGRAVED "CRYSTAL" PAPERWEIGHT; MORE PRACTICAL THAN INDIVIDUAL PLAQUES)
- MAYOR'S SPEECH: CRAPAUD IS A STRONG, CARING, SUPPORTIVE COMMUNITY, MANY SERVICES WOULD NOT EXIST IF NOT FOR OUR VOLUNTEERS, COUNCIL WANTS TO RECOGNISE AND THANK ALL THE VOLUNTEERS IN OUR COMMUNITY, NOT JUST THE AWARD WINNERS.
- PERHAPS A SHORT BIO OF EACH WINNER'S VOLUNTEER CONTRIBUTIONS COULD BE LISTED IN A PROGRAM HANDOUT TO EVERYONE AT THE DINNER.

FOLLOW UP WITH PHOTOS AND ARTICLE IN THE NEWSPAPERS.