

Rural Municipality of Crapaud

Regular Council Meeting
Tuesday October 15, 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 Oct 15, 2019**
It was so moved by Councilor Henley and seconded by Councilor Jones to approve Agenda for Oct 15, 2019. Motion Carried unanimously.
4. **Disclosure of Conflict of Interest – None Disclosed**
5. **Approval of Minutes September 17, 2019**
It was so moved by Councilor Henley and seconded by Councilor Chester to approve the minutes as printed. Motion Carried unanimously.
6. **Business Arising from Previous Minutes**
 - 6.1. Discussion arose regarding Remuneration Committee. By Law states there should be three members. Committee informed Council that Colin Dawson will be joining Committee.
 - 6.2. Mayor Auld informed Council that Victoria has expressed a willing to work with Crapaud on EMO. William Crow is a consultant that will also be involved.
 - 6.3. Mayor Auld was informed that the individual who was going to purchase the lot in Sherwood Forest will not be purchasing it now and suggested that the easement re-location be put on hold for the time being.

7. New Business

7.1. Michelle Burge, MRSB presented the 2018/19 Audited Financial Statements.

***MOTION 2019-046** - It was so moved by Councillor Henley and seconded by Councillor Jones to approve the 2018/19 Audited Financial Statements as presented by MRSB. Motion Carried Unanimously.*

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 or 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 September totaled \$15,260.46 and revenue totaled \$87,314.57.

It was so moved by Councillor Henley and seconded by Councillor Chester for adoption of the CAO report as written. Motion carried unanimously.

10. Committee Reports

- 10.1. Fire Commissioner and EMO – Report attached
 - a. Fire Department Food Drive for South Shore Food Share, date to follow. Council to donate a basket individually, donations accepted.
- 10.2. Parks and Properties – Councillor Kris Jones
- 10.3. Land and Finance – Councillor Chester
 - a. Report attached on costs of building two duplexes. Discussions commenced regarding; land to be used, best place to build, how much land needed.

CAO and Councillor Chester to contact a contractor to help with the decisions.

- 10.4. Community Hall – Councillor MacKinnon –Report Attached
 - a. Food Premises license is Class 4, CAO to look into limitations to ensure we are following requirements.
 - b. Question arose if the Hall was going to be inspected as well.

MOTION 209-047 - It was so moved by Councillor Henley and seconded by Councillor Chester to approve the CAO contact the RGM home inspector and get the inspection of the Hall done. Motion carried unanimously.

- 10.5. Public Works/Water & Sewer – It was reported that the fence is down at playground and a tree on the foot bridge. Issues with speed in Sherwood Forest now that speed bumps are taken down for winter.
- 10.6. Marketing & Community
 - a. Dinner to recognize past volunteers deferred to New Year.
 - b. Tree lighting – Dec 1st?

11. Discussion, Correspondence & Public Input

- 11.1. Next Meeting will be Tuesday November 19, 2019, 7:00 pm at the Crapaud Community Hall

12. Adjournment

- 12.1. 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



October 15, 2019 MAYOR'S REPORT

Welcome to Councillors, our CAO and to public attendees to tonight's meeting. As usual I am reminding everyone of some rules of order. 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. Any administrative questions will be addressed, deferred to the end of the meeting, or to the office for response during office hours.

We continue discussions regarding funding for Affordable Housing, expansion of Sherwood Forest and water and sewer, By-law updates, Municipal Growth/Land Use, Asset Management, EMO response needs, Exhibition land transfer. These are large projects that move slowly, but will be exceptional for Crapaud. Bylaw initiatives have been identified, please step forward to participate in having them updated or created! Participants can be from Crapaud, or in the outlying areas.

We had a successful Fall Flavours Event at the Crapaud Community Hall. Thanks to all who helped make it happen!

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!

My Activities since the last Council meeting:

SEPTEMBER

- EMO Preparation for Mock Disaster at Fire Department Sept. 18 evening. Accepted food prep responsibility for volunteers. (approx. 50)
- Sept. 24 – Chamber meeting

- Sept. 26 – Mock Disaster. Spent day preparing Hall and refreshments. Met for discussions with EMO Official on Council’s role as a warming/disaster response site. Thanks so much to Ida for her help pulling this event off at the Hall.

OCTOBER

- Requested CAO to arrange a joint meeting of Mayors and CAOs for neighbouring municipalities to discuss mutual areas to cooperate together.
- Requested CAO to invite Health Minister James Aylward to a Council meeting to discuss Physician services to this area.
- Ongoing discussions regarding use of rental space at the Professional Centrepending recommended repairs to the facility that are needed. There are several opportunities/scenarios that Council has reviewed.
- I have not forgotten “affordable housing” initiatives, nor Sherwood Forest development. They are ongoing within the CAO’s portfolio.

Once again, we have a fulsome Agenda of material to complete. Please step forward to help in the various committees, or respond positively if approached.

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Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, Oct 15, 2019 – 7:00 pm

Updates

1. Attached financials up to Sept 30, 2019.
2. Total Expenditures for September were \$15,260.46 and Revenue totalled \$87,314.57.
3. 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.
4. Received reimbursement of \$1194.38 for one of our summer students and \$1839 for Canada Summer Jobs Grant. Will be recorded in the October financials.
5. **RGM Home Inspections completed inspection** of Professional Building on Aug 22, 2019. I forwarded full report to Council.
6. **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.
7. **Audited Financial Statements are complete.** Auditors will present at Oct 15, 2019 Council meeting. Annual Expenditure Report (AER) and the Municipal Financial Information Return (MFIR) have been submitted to the Province.
8. **Asset Management** – The CAO attended the third Asset Management session on Oct 3, 2019. This session focused on Risk Management and Mitigation with respect to Utilities owned and operated by the Municipality. Working closely with the Province, maps of infrastructure were provided with GIS locations and information on types of materials and ages of installations. CAO to discuss with Utility operator to ensure all information at the Province in correct.
9. **Gas Tax** – CAO attended a session on Gas Tax on Oct 1, 2019 which outlined what can be covered, when intakes are and how to submit the Capital Investment Plans for Capital Projects. Crapaud currently has no Capital Projects started. Crapaud needs to submit a Capital Investment Plan for each project for the next five years covering over \$500,000 before the spring intake.
10. **By-election Nov 18, 2019** – Notices for the paper were submitted listing dates for the nomination period. County Line Courier, Website and a sign on the Municipal Office door.

Action Items

1. **MOTION: To approve MRSB audited Financial Statements and Management Letter for 2018-2019.**
2. **MOTION: To approve rental space changes to include.....**

Respectfully Submitted,

Barbara Weeks, CAO

Community of Crapaud
 Cumulative Income Statement
 2019-2020 Fiscal

	SEPT	Cummulative TOTAL	2019/20 Fiscal BUDGET	% of Budget
General Revenue from Operations				
Fire Dues & Donations	\$ 69,500.00	\$ 124,000.00	\$ 177,075.00	70%
Equalization Grant	\$ 2,131.75	\$ 12,790.50	\$ 25,581.00	50%
Real Property Taxes	\$ 8,344.00	\$ 49,361.00	\$ 117,500.00	42%
Water Revenue	\$ 1,510.00	\$ 18,748.17	\$ 22,200.00	84%
Sewer Revenue	\$ 1,930.00	\$ 93,598.71	\$ 82,000.00	114%
Wage Grants	\$ 1,839.00	\$ 1,839.00	\$ 8,000.00	23%
Recreation Grant		\$ -	\$ 1,700.00	
Sponsorships of Community Events		\$ -	\$ 1,000.00	
Special Projects Donations		\$ -		
Federal Infrastructure Funding		\$ -		
WWCF		\$ 11,454.38		
Interest	\$ 162.32	\$ 1,123.75	\$ 3,700.00	30%
Rent	\$ 1,897.50	\$ 11,385.00	\$ 29,046.00	39%
Land Rental		\$ -	\$ 600.00	0%
Other Revenue (Hall, Land Sales)	\$ 265.00	\$ 4,204.50	\$ 55,000.00	8%
Total General Revenue - Operations	\$ 87,314.57	\$ 327,665.01	\$ 523,402.00	63%
Government Transfers for Capital				
Federal Infrastructure Funding		\$ -		
Provincial Infrastructure Funding		\$ -		
Gas Tax Revenue		\$ -	\$ 200,000.00	
Total Gov't Transfers for Capital		\$ -	\$ 200,000.00	
TOTAL REVENUE	\$ 87,314.57	\$327,665.01	\$ 723,402.00	45%

	SEPT	Cumulative	2019/20 Fiscal	%
		TOTAL	BUDGET	Budget
Fire Protection				
Donations - FD		\$ 200.00	\$ 1,000.00	20%
Dues & Licenses - Fire Dept		\$ -	\$ 1,250.00	
Equipment - Fire Dept	\$ 459.98	\$ 459.98	\$ 1,600.00	29%
Electricity - Fire Dept	\$ 347.69	\$ 2,143.79	\$ 3,000.00	71%
Gas & Oil - Fire Dept		\$ 1,144.34	\$ 2,500.00	46%
Heating - Fire Dept		\$ 1,788.45	\$ 4,000.00	45%
Honorariums - Fire Dept		\$ -	\$ 30,000.00	
Insurance - Firemen & Building - FD		\$ 7,334.00	\$ 7,200.00	102%
Insurance - Fire Trucks & CGL		\$ 11,876.00	\$ 12,000.00	99%
Interest & Bank Charges - Fire Dept	\$ 10.47	\$ 82.19	\$ 350.00	23%
Interest on Long-term Debt - FD		\$ -	\$ -	
Loan Payment - Fire Department		\$ -		
Meals - Fire Dept	\$ 109.91	\$ 109.91	\$ 2,800.00	4%
Miscellaneous - Fire Dept		\$ 107.25		
Office - Supplies Postage Phone FD	\$ 128.68	\$ 785.03	\$ 4,000.00	20%
Repairs & Maintenance - Fire Dept	\$ 180.00	\$ 2,265.55	\$ 6,000.00	38%
Supplies - Fire Dept	\$ 1,166.00	\$ 6,104.72	\$ 3,500.00	174%
Telephone & Radio - Fire Dept	\$ 379.84	\$ 2,338.26	\$ 4,500.00	52%
Training, Mileage & Uniforms - FD	\$ 573.56	\$ 1,753.32	\$ 3,000.00	58%
Property Taxes & Sewer Utility - FD		\$ 577.50	\$ 2,300.00	25%
Snow & Garbage - FD	\$ 100.00	\$ 615.00	\$ 2,500.00	25%
Total Fire Protection	\$ 3,456.13	\$ 39,685.29	\$ 91,500.00	43%
Professional Centre				
Electricity - Professional Centre		\$ -		
Heat - Professional Centre		\$ 2,521.22	\$ 3,500.00	72%
Heat - Councillors				
Insurance - Prof Centre		\$ 4,215.00	\$ 5,000.00	84%
Repairs & Maintenance - Prof Centre	\$ 180.00	\$ 2,668.06	\$ 3,000.00	89%
Snow Removal & Grass Cutting, Garbage	\$ 57.50	\$ 57.50	\$ 4,500.00	1%
Property Taxes & Sewer Utility		\$ 577.50	\$ 2,300.00	25%
Total Professional Centre	\$ 237.50	\$ 10,039.28	\$ 18,300.00	55%
Street Lights				
	\$ 774.93	\$ 4,645.32	\$ 8,000.00	58%
Parks & Property				
Black Fly Program		\$ 1,000.00	\$ 2,500.00	40%
Professional Services - Parks		\$ -		
Property Taxes - Parks & Property		\$ 260.34	\$ 4,625.00	6%
Repairs & Improvements - Parks	\$ 24.23	\$ 699.59	\$ 2,500.00	28%
Mileage - Parks	\$ 300.00	\$ 1,500.00	\$ 1,000.00	150%
Total Parks & Public Properties	\$ 324.23	\$ 3,459.93	\$ 10,625.00	33%
Recreation				
Recreation Sponsorships	Page 8 of 12	\$ -	\$ 1,750.00	
Festivity/Event Supplies & Expenses	\$ 371.60	\$ 1,960.45	\$ 5,750.00	34%
Total Recreation	\$ 371.60	\$ 1,960.45	\$ 7,500.00	26%

		Cummulative	2019/20 Fiscal	%
	SEPT	TOTAL	BUDGET	of Budget
SEWER				
Interest & Bank Charges	\$ 18.47	\$ 260.98	\$ 320.00	82%
Interest on Long Term Debt	\$ 1,133.54	\$ 6,966.19	\$ 10,000.00	70%
Loan Payment (2 loans)	\$ 2,211.14	\$ 11,766.84	\$ 22,933.68	51%
Property Taxes				
Miscellaneous		\$ -	\$ 1,200.00	
Professional Fees		\$ -		
Regulatory Commission		\$ -	\$ 1,000.00	
Repairs & Maintenance	\$ 69.16	\$ 3,776.71	\$ 7,000.00	54%
Operator Fee	\$ 719.85	\$ 4,473.16	\$ 12,000.00	37%
Utilities	\$ 772.95	\$ 3,915.54	\$ 10,000.00	39%
Total Sewer	\$ 4,925.11	\$ 31,159.42	\$ 64,453.68	48%
WATER				
Interest & Bank Charges	\$ 16.20	\$ 151.76	\$ 200.00	76%
Interest on Long Term Debt	\$ 139.33	\$ 843.86	\$ 1,797.00	47%
Loan Payment	\$ 391.11	\$ 2,346.66		
Miscellaneous		\$ -	\$ 500.00	0%
Professional Fees		\$ -		
Regulatory Commission		\$ -	\$ 280.00	
Repairs & Maintenance	\$ 276.00	\$ 2,412.53	\$ 5,000.00	48%
Operator Fee	\$ 749.61	\$ 4,562.46	\$ 9,000.00	51%
Utilities	\$ 220.65	\$ 2,024.39	\$ 2,000.00	101%
Total Water	\$ 1,792.90	\$ 12,341.66	\$ 18,777.00	66%

Crapaud Community Hall				
Electricity - Comm Hall	\$ 76.98	\$ 539.79	\$ 2,400.00	22%
Equipment			\$ 5,000.00	
General Operating			\$ 4,500.00	
Heat - Comm Hall		\$ 2,564.41	\$ 3,500.00	73%
Insurance - Comm Hall		\$ 4,687.00	\$ 3,000.00	156%
Loan Payment (Hall)	\$ 400.00	\$ 2,400.00		
Interest on Long Term Debt	\$ 381.19	\$ 2,320.48	\$ 4,823.00	48%
Interest and Bank Charges				
Office Supplies			\$ 300.00	0%
Propane			\$ 2,400.00	0%
Repairs & Maintenance - Comm Hall	\$ 2,830.15	\$ 3,577.65	\$ 25,000.00	14%
Snow Removal & Grass, Garbage - Hall	\$ 100.00	\$ 100.00	\$ 1,500.00	7%
Property Taxes & Sewer - Hall		\$ 1,155.00	\$ 1,100.00	105%
Total Crapaud Community Hall	\$ 3,788.32	\$ 17,344.33	\$ 53,523.00	32%
TOTAL EXPENSES	\$ 19,286.28	\$139,108.17	\$ 493,189.00	28%
NET INCOME	\$ 68,028.29	\$188,556.84	\$ 230,213.00	82%

Community of Crapaud - General Account
General Ledger Report Oct 01, 2019 to Oct 31, 2019

Sorted by: Transaction Number

Date	Comment		Credits	
General-Chequing Account				
Oct 01, 2019	Z6912CA, MRSB Chartered Accountants	8461	\$	19,774.25
Oct 01, 2019	Sept Pay, Barbara Weeks	8453	\$	2,238.38
Oct 04, 2019	2019 donation, South Shore Skating club	8456	\$	500.00
Oct 07, 2019	34671, Irving - Community Hall	Cash	\$	105.93
Oct 09, 2019	Oct 2019, Bell Aliant - Library	Cash	\$	51.35
Oct 10, 2019	2677013, MJS Marketing & Promotions	8460	\$	172.50
Oct 22, 2019	853015, Irving Energy - Prof Building	Cash	\$	277.02
Oct 22, 2019	853322, Irving Energy - Councillors	Cash	\$	174.55
Oct 22, 2019	Sept 2019, Maritime Electric - Street Lights	Cash	\$	774.93
Oct 24, 2019	2417, RGM Home Inspections	8462	\$	862.50 Hall Inspection
Oct 28, 2019	443805, Irving Energy - Prof Building	Cash	\$	151.58
Fire Dept Chequing Acct				
Oct 01, 2019	Sept stmt, Spring Valley Building Centre Ltd.	524	\$	2,377.27
Oct 01, 2019	Sept 2019, Eastlink - FD	Cash	\$	128.69
Oct 04, 2019	1062, Spence Communications	525	\$	4,718.45
Oct 30, 2019	625293, Irving - Fire Dept Heat	Cash	\$	107.70
Oct 30, 2019	636254, Irving - Fire Dept Heat	Cash	\$	83.76
Oct 30, 2019	Sept-Oct 2019, Maritime Electric - Fire Hall	Cash	\$	316.61
Visa Payable - CAO				
Oct 07, 2019	Oct 7, 2019, Murphy's Pharmacy	Visa - CAO	\$	11.48 Paper products for office
Oct 09, 2019	Oct 9, 2019, South Shore Pharmacy - FD	Visa - CAO	\$	22.57 FD-FA supplies
Oct 11, 2019	Oct 11, 2019, Orkin Canada Corporation	Visa - CAO	\$	65.55 Pest control for Prof bldg
Oct 18, 2019	Oct 18, 2019, Walmart	Visa - CAO	\$	91.86 Vacuum for Library, FD & offices
Oct 24, 2019	Oct 23, 2019, Staples	Visa - CAO	\$	11.50 copy Paper
Visa Payable-Chris Paynter				
Oct 01, 2019	Oct 2019, Medacom Atlantic	Visa - Chris	\$	251.16
Oct 10, 2019	Oct 10, 2019, AllStar Cresting	Visa - Chris	\$	372.60
TOTAL			\$	33,642.19



October 15, 2019 FIRE COMMISSIONER'S REPORT

What a great “Mock Disaster” was held in Crapaud in September! Crapaud Fire Department hosted, and Kinkora, North River, Borden, New Glasgow Departments joined in. It was a huge learning experience, for the Fire Department and for Council. Provincial EMO played a huge role as well. I continually say we have a “state of the art” Fire Department. Thanks go to those who helped with the provision of snacks, and clean-up ...especially Ida MacQuarrie and Gertie Campbell.

Lots of work ahead and I look forward to working with them, through Council, to ensure it continues to grow. We need to work on a strong Emergency Measures Operation (EMO) plan in conjunction with the Fire Department. We need volunteers for the Committee. Please contact myself or Barb (CAO) if this interests you. I encourage residents outside of Crapaud, who are in our Fire District, to also step forward.

An ahead notice that Crapaud, Kinkora and Borden Fire Departments will be holding a “Food Drive” in December for the South Shore Food Share service in Crapaud. Toys or food for the Christmas season and all three Departments will collect and bring there. Stay tuned for the date.

Chief Chris Paynter is working to finalize the specifics of the new “pager system” for the Department. Minister (and MLA) Jamie Fox has committed the provincial government to, I believe, covering 70% of the cost.

Neila Auld, BScPharm

Crapaud Fire Commissioner

Chris Paynter,

Fire Chief, Crapaud Fire Department

Estimated Cost / Revenue for Seniors / Low Income Housing				
Two duplexes with two 700 sq. ft. apartments in each				
Construction Costs				
Design				\$5,000.00
Basic construction cost at \$175 sq. ft. (Includes bathroom fixtures)				\$490,000.00
Kitchen Appliances (Fridge, stove, microwave, dishwasher)				\$2,900.00
Sewer 200 ft. 8 inch at \$2.75 sq. ft.				\$5,000.00
Water 200 ft. 8 inch at \$2.20 sq. ft.				\$5,000.00
Heat Pumps				\$14,000.00
Electrical				\$6,000.00
Landscaping				\$5,000.00
				\$532,900.00
HST				\$79,935.00
Less Government grant for low income				-\$100,000.00
Net Cost				\$512,835.00
Yearly Cash Flow				
Low Income, 2 @ \$750 mth				\$18,000.00
Seniors, 2 @ \$1,200 mth				\$28,800.00
Gross Income				\$46,800.00
Maintenance				\$2,000.00
Property Taxes				\$4,000.00
Electrical				\$7,200.00
Mortgage (25 yr amortization at 2.99%)				\$28,080.00
Insurance				\$3,000.00
Cash outflow				\$44,280.00
Net Positive Cash Flow				\$2,520.00