

**Rural Municipality of Crapaud**

**Council Meeting**

Tuesday, June 17, 2025

7:00 pm

Crapaud Community Hall

**Minutes**

**Present:** Mayor Jo-Anne Harvey, Councillor George Jesso, Councillor Ian Lewis, Councillor Andrew LeClair, CAO Margaret Armsworthy

**Absent:** Deputy Mayor Dean MacDonald

1. **Call to Order** – Mayor Jo-Anne Harvey called the meeting to order at 7:00 pm.
  
2. **Approval of Agenda** - Approval of Agenda for Tuesday, June 17, 2025– Moved by Councillor George Jesso seconded by Councillor Ian Lewis to approve the agenda as circulated. Motion unanimously carried. (3-0)
  
3. **Disclosure of Conflict of Interest** – Nil
  
4. **Approval of Minutes from May 20, 2025, Regular Council Meeting** - It was moved by Councillor Andrew LeClair seconded by Councillor George Jesso to approve the May 20, 2025, Regular Council Meeting Minutes as presented. Motion carried. (3-0)
  
5. **Discussion Items:**
  - 5.1. **By-Election** – The unofficial results of the byelection have Kim Campeau and Sheila Wigmore joining council. We will have the swearing in ceremony once the Municipal Electoral Officer, Traci MacVittie, makes the results official.

**5.2. Motion # 2025-14 – Municipal Office Renovations - CAO Margaret Armsworthy**

discussed this project. It is an approved gas tax project (CCBF project). The goal is to increase community interaction so the office can be a place for residents to meet, access the internet, access printing services, etc. There was a tender for this project but all quotes came in over double of what our budget for this project was. We have to be very strict on our budget. We looked at the project again to lower the cost. We are renovating the accessible washroom and separately we are looking to increase office space plus a meeting area. We did request quotes from three companies - two companies did not provide us with a quote. We received one quote for each part of the project – accessible washroom being the first part of the project and renovating main office space and adding office space being the second part of the project. The quote for the accessible washroom was for \$15830 plus HST. We have cut down the cost by the municipality will be completing the demolition plus the doors will be reused in different areas so we are not purchasing new doors for the renovations. We are not changing the cupboards as we are reusing as much as we can to stay within the budget.

Councillor Andrew LeClair made a motion seconded by George Jesso. Motion carried (3-0). The Council for the Rural Municipality of Crapaud authorize CAO Margaret Armsworthy to reach out to 3Rivers Industrial Services to complete the work.

**5.3. Motion #2025-15 – Municipal Office Renovations -**

We have received one quote to complete the upgrades to the meeting room and office space for \$22450 plus HST from 3Rivers Industrial Services for our approved CCBF project (6.6.2 Municipal Office Renovations). Councillor Ian Lewis put a motion on the floor which was seconded by Councillor Andrew LeClair. Motion carried (3-0). The Council authorize CAO Margaret Armsworthy to reach out to 3Rivers Industrial Services to complete the work.

Councillor Ian Lewis asked who would be doing the seam filling. CAO Margaret Armsworthy advised this is not part of the CCBF funding. This is an extra cost which is not covered under CCBF as well as painting is not covered so this is something we will need to potentially receive quotes on if the work is over \$10K. We have a budget of \$50K for this entire project.

- 5.4. Correspondence from the Crapaud Exhibition** – Mayor Jo-Anne Harvey read a letter which was sent to the Municipality by the Crapaud Exhibition to relocate trees. With the demolition of Anna’s Country Kitchen, there is no sound barrier between the horse ring and the highway. The Exhibition is looking for approval from Council to move 12 saplings so they will be in a line to grow and provide a sound barrier between their outdoor ring from the highway sounds. All work would be completed by the Crapaud Exhibition. Our Maintenance Supervisor did not see any issues with what they are doing to council did not have any objections so the work can move forward.
- 5.5. Motion - #2025-16 – Paving of Crapaud Community Hall** – We have received two quotes for this project. Curran and Briggs for \$18900 plus HST with the second quote from K.D. Construction Inc. for \$28462 including HST. The Council of the Municipality accepted the proposed offer from Curran and Briggs at the cost of \$18900 plus HST. Councillor George Jesso made the motion which was seconded by Councillor Ian Lewis. Motion carried (3-0).
- 5.6. Leading Impact/Grants** – CAO Margaret Armsworthy reviewed information submitted to the Rural Municipality of Crapaud by Lynne Lund and Trish Atlass of Leading Impact. They presented to Council earlier in the year. Councillor Ian Lewis had asked previously if there was a cost for their serviced which CAO Margaret Armsworthy inquired about. It would vary if there was a cost based on the grant applied for. If there is a cost, it usually would be a part of the grant funding provided to the Municipality. Other grants may not have any cost. There are grants they identified with regards to Community Capacity as well as two additional grants. The first grant might go well with land use as it talked about sustainability which might match what we are looking at with development. We have an application in with CHIF which this grant could act on so if we are approved we would already be working on the sustainability of additional development. Councillor Ian Lewis asked if the grants were stackable. CAO Margaret Armsworthy was not sure as this information had not been reviewed in depth yet. CAO Margaret Armsworthy to review with Leading Impact.

**5.7. Daycare** – Mayor Jo-Anne Harvey discussed a meeting with our MLA Matt MacFarlane as well as Krystal Rice from Honorable Heath MacDonald’s office this week. Mayor Jo-Anne Harvey expressed her frustration with trying to get information about funding and always being told no but this funding is provided to other Municipalities. We want to work closely with both parties to ensure the Rural Municipality of Crapaud are getting their fair share of the funding. We asked them if there are other areas where we can look for funding.

**5.8. Fire Department** – Mayor Jo-Anne Harvey mentioned how the Crapaud Fire Department are looking to go out on their own. We currently have an application in to the Rural Growth Initiative which a large part of this funding would be for the Crapaud Fire Department. We will be putting the Crapaud Fire Department going out on their own until a decision has been made on this funding application. There will be a public meeting about the Crapaud Fire Department once the funding has been approved and completed.

## **6. Portfolio Reports:**

**6.1. Utilities Report** – Deputy Mayor Dean MacDonald – no report - absent. Mayor Jo-Anne Harvey wanted to advise that the Utility Operator Dennis Lowther is working closely with CAO Margaret Armsworthy on policies around the utilities to ensure they are up to date.

**6.2. Lands Report** – Councillor Ian Lewis – report attached. Mayor Jo-Anne Harvey asked if Councillor Ian Lewis could get something in writing from the Crapaud Exhibition about the culvert. Mayor Jo-Anne Harvey asked Councillor Ian Lewis if he spoke to Gordie Cameron about the culvert going into the field at the start of Sherwood Forest which is owned by the Municipality but rented by Mr. Cameron. Councillor Ian Lewis mentioned he had spoken with him. Councillor Ian Lewis confirmed he will get the letter from the Crapaud Exhibition to indicate the culvert is being installed by them at their cost. Mayor Jo-Anne Harvey said Councillor Ian Lewis’s idea to form a Development Committee is a great idea. One part of this committee will need to be the CAO.

- 6.3. Buildings** – Councillor Andrew LeClair – no report – Councillor Andrew LeClair discussed the quotes from 3Rivers with regards to the Municipal Office which have already been voted on. Mayor Jo-Anne Harvey mentioned CAO Margaret Armsworthy is going to get a cost analysis of the library costs to the Municipality if we keep the library open after the sale of the building. We would need to add rent to the current costs.
- 6.4. Parks** – Councillor George Jesso – no report. Mayor Jo-Anne Harvey indicated we did take the Gazebo down at the Old Post Road park as it needed to come down. Councillor George Jesso asked if the pad under the gazebo had been removed. CAO Margaret Armsworthy mentioned this had not been removed yet but it was going to be removed. Councillor George Jesso talked about better options to go there instead of the pad as this was discussed with a contractor about options and cost so we will look into this when we are closer to getting our gazebo constructed. The pad/stones may not be needed.
- 6.5. Recreation and Hall** – currently vacant – Mayor Jo-Anne Harvey mentioned the Multicultural Event will take place on June 29, 2025 from 1:00pm to 4:00pm. Canada Day will take place July 1, 2025 from 8:00am to 10:00am. Small Halls has a sold out show at the hall. Thank you to all who supplied biscuits and jam.
- 6.6. CAO Report** – CAO Margaret Armsworthy – McHarry Spence has been hired as the Assistant to the CAO for 12 weeks through funding from the Post Secondary Student Program through SkillsPEI. Jude Milligan has been hired as a Park Maintenance Worker for 8 week through funding from Canada Summer Jobs. All commercial sewer bills have been sent out. All residential sewer bills will be sent out by the end of June. All water bills will be sent out by the end of July. CAO Margaret Armsworthy has followed up on various funding applications such as Active Transportation, Rural Growth Initiative and Seniors Secretariat with no word yet on any of these. We did receive \$4000 from the Seniors Meal Program which will allow us to plan for meals for seniors in the coming months. Utility policy Utility Operator Dennis Lowther and CAO Margaret Armsworthy are looking at specifically has to do with new construction and ensuring the proper process if followed. CAO Margaret Armsworthy wants to advise Council of the Annual

IRAC fee of \$1324.82. CAO Margaret Armsworthy and Mayor Jo-Anne Harvey attended the PEI Coalition of Women Leadership session held at the Crapaud Hall on Saturday, May 24, 2025. CAO Margaret Armsworthy also attended HR Days held in Victoria, PEI on Saturday May 31, 2025. Mayor Jo-Anne Harvey, Councillor Ian Lewis, Councillor Andrew LeClair and CAO Margaret Armsworthy attended the FPEIM Annual Meeting in Summerside on Monday, May 28, 2025. CAO Margaret Armsworthy attended the Leadership Workshops in Charlottetown with Gord McIntosh which was put on by FPEIM. This was an afternoon and an evening event on June 5, 2025. Finally, CAO Margaret Armsworthy attended the CAO Networking event in Montague on June 9, 2025. There were a number of conference calls this past month with but one specifically was with regards to purchasing power by being part of CANOE. CRIS (Climate Ready Infrastructure Service) was another conference call which allows us to sign up and meet with a consultant to review out our climate readiness with regards to infrastructure. Mayor Jo-Anne Harvey and CAO Margaret Armsworthy attended the opening of "Pam's Playground" at Englewood School on June 13, 2025. The Municipality was involved with helping secure funding for the playground through the Rural Growth Initiative funding. This is our last council meeting before our summer break. There will not be a council meeting or a committee of the whole meeting in July. There will only be a meeting in August if needed. We are planning a training session in August where we would get together, have some pizza and have some training as we have new councillors coming on board. Our Crapaud Community Bursary was awarded to Lia MacQuarrie. This was in the amount of \$500.

- 7. Public Inquiries** – Mayor Jo-Anne Harvey indicated that all requested must go through the office and must include your name, address, contact information so the CAO Margaret Armsworthy can follow up with you. We have received requests but there is no names or numbers left so we can get clarification on what is needed. A resident asked about daycare. Mayor Jo-Anne Harvey mentioned someone will build a daycare in this area but we do not know who or where it will go. Mayor Jo-Anne Harvey, Councillor Ian Lewis and CAO Margaret Armsworthy have attended meetings with various stakeholders for a daycare but

we believe Crapaud is the perfect location to have a daycare here. The resident attends the church where there is a daycare located but it is just there on a temporary basis. Another resident asked about funding for the hall to finish the back of the hall and side of the hall (painting) as well as removing unused items at the side of the hall. We are looking into this and we keep being told there is no funding. We will continue to investigate this. The resident also talked about the lock on the hall door is a fire hazard because if locks from the outside. If it is locked, people can not get out. Mayor Jo-Anne Harvey asked the CAO Margaret Armsworthy to investigate this by requesting a quote of the price. The resident also asked about getting the flooring done on the lower level of the Crapaud Hall. Mayor Jo-Anne Harvey asked CAO Margaret Armsworthy to investigate to get a price on this. A resident also discussed the parking lot to ensure the paving is not paving outside our boundaries and wanting to make sure the parking lot is just used for the Crapaud Community Hall. Looking for signs to be put up. CAO Margaret Armsworthy commented maybe we need to paint the parking lot for designated parking. This is part of a request for funding under the Rural Growth Initiative we are still waiting to hear from.

- 8. **Adjournment** – It was moved by Councillor Ian Lewis and seconded by Councillor Andrew LeClair Jesso to adjourn the meeting at 7:58pm.

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

Mayor

Margaret Armsworthy \_\_\_\_\_

Chief Administrative Officer