

Rural Municipality of Crapaud

Council Meeting

Tuesday, October 21, 2025

7:00 pm

Crapaud Municipal Office

Minutes

Present: Mayor Jo-Anne Harvey, Deputy Mayor Dean MacDonald, Councillor George Jesso, Councillor Andrew LeClair, Councillor Ian Lewis, Councillor Kim Campeau (on the phone) Councillor Sheila Wigmore, CAO Margaret Armsworthy

Special Guests: Michelle Jay, Advisory Council on the Status of Women and Michelle Burge, MRSB

- 1. Call to Order** – Mayor Jo-Anne Harvey called the meeting to order at 7:08 pm.
- 2. Approval of Agenda** - Approval of Agenda for Tuesday, October 21, 2025– Moved by Councillor Sheila Wigmore seconded by Councillor Ian Lewis to approve the agenda as circulated. Motion unanimously carried. (6-0)
- 3. Disclosure of Conflict of Interest** – Nil
- 4. Guest Speaker – Michelle Jay from the Advisory Council on the Status of Women** – Presentation of our action plan with regards to the Community Partnership between the Rural Municipality of Crapaud and the Advisory Council to End Gender-Based Violence. Work has already been underway but will continue into 2026. We will be having a launch of our Community Action Plan on October 28, 2025 at 3:00pm to 4:00pm.
- 5. Guest Speaker – Michelle Burge, MRSB** – Presentation of audited financial statement for the period or April 1, 2024 to March 31, 2025 for the Rural Municipality of Crapaud.

- 6. Approval of Minutes from September 16, 2025, Regular Council Meeting** - It was moved by Councillor George Jesso and seconded by Deputy Mayor Dean MacDonald to approve the September 16, 2025, Regular Council Meeting Minutes as presented. Motion carried. (6-0)

7. Discussion Items

- 7.1. Library Reorganization/Food Share Expansion – Mayor Jo-Anne Harvey discussed how we reached out to the Library with regards to expanding the Food Share. This proved to be more involved as the Library requires additional redesign of their layout as well as requiring a separate fire exit as per the Fire Marshall’s office. CAO Margaret Armsworthy has reached out to Beth Clinton with the Library to indicate we will not be making any changes until after we settle everything with the Fire Department and the Professional Building. Councillor Andrew LeClair asked what alternatives we may have to provide additional space to the Food Share. CAO Margaret Armsworthy explained she did show the Food Share additional space which they are going to move the freezer to for the interim (space behind the Library) which they will be able to access and use right away. Councillor Ian Lewis asked what is getting more activity – Library or the Food Share. CAO Margaret Armsworthy confirmed it would be the Food Share.
- 7.2. CCBF/MSC Application – Motion is not needed at this point as Province indicated we have missed the deadline for this round. This motion will be brought forward to our next meeting. CAO Margaret Armsworthy will reach out to the Province with regards to the MSC application.
- 7.3. ELC/Daycare Update – Councillor Kim Campeau reviewed the findings of the ELC/Daycare Committee. There is a need in the South Shore region. The committee has identified a couple of options. One would be to use the hall. There are things we need to consider to have the daycare in the hall such as renovations. We did have a site visit completed which did deem the hall a good location. We would need a business plan, assume all the responsibilities of having a daycare at the hall, rezoning of the building, etc. The community hall has concerns about the lower level being used as they will lose the use of their kitchen, lose some of the use of the lower level (upper level could still

be used). This was considered as a temporary location. There is an opportunity where we could build a larger building. We have spoken to a builder who would build a daycare for us in Sherwood Forest. We can sell a lot to the developer for the daycare then be able to have a senior's centre as well as a library possibly in this building. The developer would lease this option to the province for daycare use. The municipality would have revenue from the sale of the land as well as through property taxes and utilities. The committee was not sure what the costs would be to rezone the property or subdivide the property for sale. All discussion points at this point to discuss with council. Mayor Jo-Anne Harvey asked where the funding would come from. Councillor Kim Campeau mentioned it would be through grants that we can access through Early Years. For the developer, it would be the developer's responsibility. With the funding if at the hall, it would be through provincial funding. Councillor Ian Lewis has a question with regards to the developer. If we go this way, what would be the costs for this as well as what is the time frame for this with regards to survey, legal, etc. Would it be two years out? Councillor Sheila Wigmore asked about the grant for the \$200K is just a one time grant. She has questions about the costs of start up, covering costs of wages, renovations for hall so if we use these funds at the hall, we would not be able to use these funds again. Councillor Kim Campeau confirmed it is just a one time grant. This funding is just 20% of the total funding which means the project would have to be \$1 million, then the 10% would be \$200K. Councillor Kim Campeau stated when we had the province at the hall to look at the renovations they would not be a lot based on the need for a demi wall, playground equipment and fencing. Once we are approved as a licensed daycare, then we would need to cover the costs of wages for the first 90 days but this seemed to change as we were also told this could be covered right away but now it seems to be back to not being paid out until after the first 90 days. Councillor Ian Lewis stated the funding is retroactive. CAO Margaret Armsworthy is to confirm if this is retroactive. Funding seems to change so Councillor Ian Lewis asked if this is confirmed funding as a policy or if it is changing. It does seem to be changing on a regular basis. Much discussion around this topic which Councillor Kim Campeau stated

has more questions than answers. Councillor Kim Campeau made a motion to contact the developer to get clarification on what his company can offer and what the expectation would be from the municipality. Seconded by Deputy Mayor Dean MacDonald. Motion carried (6-0). Councillor Ian Lewis asked about having a motion to pursue the hall? Councillor Ian Lewis wants to clarify as he was told we could not do anything at the hall to pursue a license at the hall without a motion so he is wondering if we should do a motion for the hall. CAO Margaret Armsworthy confirmed we have already started the license for the daycare at the hall as this was already completed because council wanted the CAO to have the site visit completed. There is a list of documents required for the licensing and to move forward with a site visit we would have to start the licensing which is what has already been started.

- 7.4. Fire Department - The funding has been approved from the Rural Growth Initiative for the Fire Department so we are proceeding with our public meeting on November 6, 2025 to discuss the Fire Department's request to go out on their own. Councillor Ian Lewis asked what the terms are that were agreed to. CAO Margaret Armsworthy said she would resend them to council.
- 7.5. Utility Policy – Deputy Mayor Dean MacDonald has reviewed this policy for overdue accounts. He has reviewed different policies at different municipalities. We want to have a policy in place to prevent this from getting worse. Deputy Mayor Dean MacDonald will have this policy available for all of councillors at the next meeting.
- 7.6. Renumerations – deferred to the next meeting.
- 7.7. Snow Removal Quote – We have received one quote for snow removal from AI's Snow Removal. All quote are plus HST. Crapaud Community Hall - \$800, Municipal Office - \$2500, Crapaud Sewer Utility - \$1996.50, Crapaud Water Utility - \$556.60 and the Crapaud Professional Building (including the Fire Department) - \$7000. Quotes have been provided to council which are the same rates as last year.

7.8. Remembrance Day Service – The annual service was to be cancelled this year as it was completed by the Council of Churches. They do not have a full time minister at any of the churches. Mayor Jo-Anne Harvey and our Hall Committee Chair Connie MacKinnon did not want this to not happen so they wanted to take this on. Councillor Andrew LeClair will lay the wreath at the Remembrance Day Service. Councillor George Jesso will be there as well. The Remembrance Day Service will be at the Crapaud Community Hall on November 9, 2025 at 2:00pm.

8. Portfolio Reports:

8.1. Park Report – Councillor George Jesso reviewed his report with regards to the parks. He also noted the parks have an increase in usage with local residents. Councillor George Jesso commented the current park equipment is being used so we may be able to just look at accessible equipment for the park such as a swing. Councillor George Jesso thought maybe we could look installing a track around the park so parents could walk while the kids are playing. Report attached.

8.2. Recreation/Hall – Councillor Sheila Wigmore reported that she met with a lady in Breadalbane with the possibility of an art show at the Crapaud Hall. Also, Councillor Sheila Wigmore is in the process of setting up a meeting with a lady in Cornwall who originally came up with the idea of having an art show in Crapaud. The Christmas Ceilidh has been confirmed for December 14, 2025. Two out of the last three bands from the last Ceilidh in Crapaud are returning for the Christmas Ceilidh. The floors are being done at the hall on October 29. We are looking for volunteers to move items out of the lower level then move them back following the completion of the floors. Report attached.

8.3. CAO Report – CAO Margaret Armsworthy – Correction as the Rural Growth Initiative has been received for \$89K not \$89. We received funding for the Fire Department equipment which was requested in the grant. We did not receive approval for the new signs around the municipality nor did we receive funding for a fence at the Crapaud Hall. With this RGI funding, the Fire Department quote was for \$119K. The Fire

Department is responsible for 25% of this funding as we received 75 cents on the dollar. CAO Margaret Armsworthy mentioned Ivan has completed his work term with the municipality and all final reports have been submitted. She also has submitted an application for the New Horizon Grant. She also talked about a discussion she had with Deputy Mayor Dean MacDonald and our Utility Operator Dennis Lowther about having a mentorship program. The idea would be to help train someone for this role before our Utility Operator retires. We are looking to share this person with the Town of Kensington and the Rural Municipality of Crapaud. Looking to discuss this when a new CAO is hired in Kensington. We might be able to get funding through Shared Services with Municipal Affairs. Deputy Mayor Dean MacDonald is wondering who would bring this person to us. CAO Margaret Armsworthy believe our Utility Operator would be the key person in this process to find a person as they are very difficult to find someone with the expertise required. Report attached.

8.4. Mayor’s Report – Mayor Jo-Anne Harvey indicated she does not really have a report. She wants to ensure everyone replies all when responding to an email to keep everyone in the loop between meetings.

9. Public Input – none.

10. Adjournment – It was moved by Deputy Mayor Dean MacDonald and seconded by Councillor Sheila Wigmore to adjourn the meeting at 9:50pm.

Joanne Harvey _____

Mayor

Margaret Armsworthy_____

Chief Administrative Officer

Parks Report – Submitted by Councillor George Jesso (October 8, 2025)
Prepared for Tuesday, October 21, 2025 Council Meeting

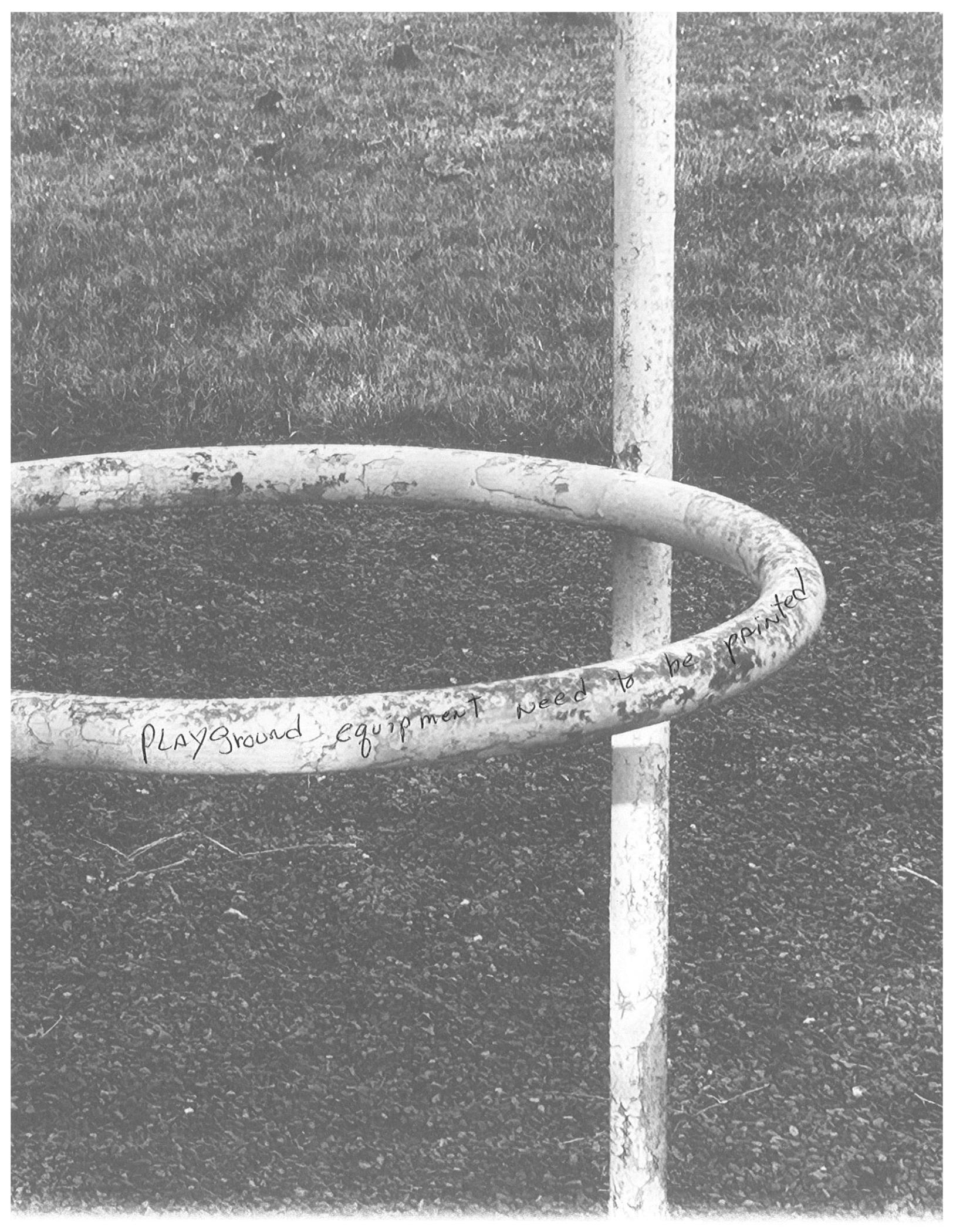
Upon inspection, there was a lot of painting done on the fence and some equipment. There still needs to be more painting done in the spring. Also, trying to get funding for a walking track. I noticed that this summer, there was parents using the park with their children. The equipment that is there was getting used. I think if we could get a few more pieces of equipment for the children with disabilities and add two more swings. There is room for that on the tire swing. Like I mentioned, a walking track would be good so that parents with older children that are able to play by themselves could walk while the children are playing. I am sure between Margaret and myself we will find a way for this to happen.

Still A good amount of
equipment to be painted.

mostly white (some blue & red.)

Metal white
Paint





PLAYGROUND equipment need to be painted

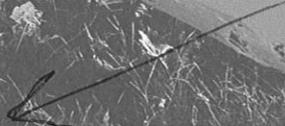


4 1/2
1
2
5
5

cut All post same
height.



Corner of Annals and
Old Post Road



↓ move down

Crapaud Hall Committee Report to Council

October 12th, 2025, by Sheila Wigmore

October is a busy month at the Hall, with armchair yoga, Trivia with Tony, Senior's Pizza and Games, as well as birthday parties and meetings.

The bean supper is on Saturday, October 18th, and promises to be as yummy as last year.

The Family Hallowe'en Dance, with DJ Tony, is on Saturday, October 25th, with lots of great music, games and costumes. The Hall will be fully decorated for the occasion too, with some outside laser lighting by DJ Tony!

There will be a Remembrance Day ceremony at the Hall, but I don't have all the details at the moment. Please watch for more information on the Hall Facebook page.

Planning is underway for the sold out Christmas Craft Fair, on November 15th. We will be running a food concession, as well as hosting the 25 vendors.

Andrew LeClair and his family have offered to hold a Christmas Ceiligh at the Hall on December 14th. I don't know who else will be playing, but the summer ceiligh's were very popular, and well attended. More information to follow.

Please see the attached minutes for more details.

Thank you.

The Hall is looking in to holding art shows at the Hall, similar to shows in Cornwall, and at the community hall in Breadalbane. I am meeting with a committee member in Breadalbane this Friday, and will have more details for the Council meeting.

CAO Report:

Review for the month of September

Thank you to Maintenance Supervisor, Ivan Lowther, for his work with the community this summer season. As always, Ivan has put the community first by working on our parks, buildings and landscaping. Plans are already starting for next year.

All final reports for our staff funding was submitted.

Our application for funding through the New Horizon Grant was submitted.

We have been successful in receiving much needed funding through the Rural Growth Initiative for the Crapaud Fire Department. The funding approval is for \$89

The municipal office renovations have concluded with minor items to be completed such as moving furniture and cleaning. We also need to paint the CAO's office (this was not completed during the renovations as we needed to store furniture in this room). We have also reached out to the province for furniture as they do often have surplus furniture which we can borrow or even be given. I have not heard back on this request.

Deputy Mayor Dean MacDonald, Dennis Lowther and myself have been discussing the possibility to have a mentorship program between the Town of Kensington and the Rural Municipality of Crapaud for an individual who is interested in pursuing a career as a Utility Operator. This would enable the individual to be mentored by Dennis to ensure a smooth transition if and when Dennis chooses to retire. This is a difficult position to fill so planning ahead would be very beneficial to both communities. We are in the planning stages at this point.

I have been working on a template which I will present at our next meeting. The template will provide councillors an opportunity to review our budget versus our actual spending year to date. This would be available for councillors to review prior to each meeting.

The Mayor and I attended the session put on by the PEI Coalition of Women on September 27 in North Rustico. This was an excellent session talking about the importance of Mental Health among municipal leaders and staff. We also had a tour of the North Rustico Arena.