

Rural Municipality of Crapaud

Council Meeting

Wednesday, November 26, 2025

7:00 pm

Crapaud Community Hall

Minutes

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

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 Wednesday, November 26, 2025– Moved by Councillor George Jesso seconded by Councillor Sheila Wigmore to approve the agenda as circulated. Motion unanimously carried. (6-0)
3. **Disclosure of Conflict of Interest** – Nil
4. **Approval of Minutes from October 21, 2025, Regular Council Meeting** - It was moved by Deputy Mayor Dean MacDonald and seconded by Councillor Andrew LeClair to approve the October 21, Regular Council Meeting Minutes as presented. Motion carried. (6-0)
5. **Discussion Items**
 - 5.1. Fire Department – Mayor Jo-Anne Harvey discussed the public meeting held Thursday, November 6, 2025 at the Crapaud Hall. The purpose of the meeting was to let the public know the Crapaud Fire Department wishes to separate from the Rural Municipality of Crapaud. The Crapaud Fire Department would like to separate but all terms and conditions have not been reviewed by council and the fire department. For example, there was discussions at this public meeting about the mill rate which will

impact fire dues. Currently, the municipality pays \$12500 for fire dues which is currently included in residents property tax bill. Mayor Jo-Anne Harvey asked if there were any additional questions on this matter. Councillor Kim Campeau asked who sets the rate. Mayor Jo-Anne Harvey mentioned there seemed to be some confusion on this. Currently some areas pay dues based on the mill rate while other areas pay a flat rate. We are looking into this as this would be part of the negotiation.

- 5.2. Utility Policy – Deputy Mayor Dean MacDonald mentioned the issues with a few overdue accounts so we are looking to put a policy in place. We want to get this under control before we grow bigger. Deputy Mayor Dean MacDonald has review the utility policies at various municipalities. He has completed the policy for council to review which has been circulated. This policy includes the letters which would be issued to residents at different times if a resident is in arrears. We also need to review what we want the utility rates to be increased to as this needs to be determined and sent to IRAC for approval. The accountants have prepared a report as part of our IRAC application with an increase of 25% as our rates have not been increased since 2013. Our utilities currently are running at a deficit. Councillor Kim Campeau asked if the new properties are included in the amounts for the utilities. CAO Margaret Armsworthy will confirm with the accountants on this. Councillor Ian Lewis asked if we can put a lien against properties who have outstanding utilities owing if the property is for sale. CAO Margaret Armsworthy inquired about this with our lawyer. The cost would be \$1000 plus HST for the first lien to be registered as the lawyer would need to review our bylaws as part of the process to place the lien. Any subsequent liens would be \$500 plus HST. We have two large amounts owing. Both are currently for sale. Mayor Jo-Anne Harvey asked a question about the increase. She thought we asked for a gradual increase but wanted clarification if there is a reason we did not look at this or is this the way it came to us from the accountants. Deputy Mayor Dean MacDonald said it was the way the accountants sent it to us. CAO Margaret Armsworthy also confirmed that we asked for five years but four years was provided to us. We can go back to them and

ask for clarification. This application for an increase has to go to IRAC so they may not even approval our request. Mayor Jo-Anne Harvey mentioned no one wants to raise utility bills but we need to ensure we are able to pay our bills. Councillor Andrew LeClair discussed a gradual increase would be better. Any other questions? No questions from council. Deputy Mayor Dean MacDonald to review the options for a one time increase or a gradual increase. The discussion will be deferred to the next meeting. Councillor Kim Campeau mentioned it is critical that we review as we have not had an increase in over ten years. Mayor Jo-Anne Harvey asked if we can put an increase in to IRAC with a 2% increase each year. CAO Margaret Armsworthy said she already asked our accountants and we are not allowed to do this.

- 5.3. Financial Statements 2024/2025 – CAO Margaret Armsworthy indicated we missed passing this motion at our last meeting. The financial statements for 2024/2025 were presented at our previous council meeting but we did not have a motion to accept them as presented. MOTION – Deputy Mayor Dean MacDonald made a motion to accept the financial statements of 2024/2025 as presented at our council meeting on October 21, 2026. Seconded by Councillor Sheila Wigmore. Motion carried (6-0)
- 5.4. Crapaud Levee – Mayor Jo-Anne Harvey discussed the joint New Years Levee with the Crapaud Curling Club and the South Shore Chamber of Commerce. Waiting for details once the group is able to meet.
- 5.5. Christmas Bonuses – Mayor Jo-Anne Harvey mentioned we have additional funds in our budget for our honorariums so we will provide a Christmas Bonus of \$200 per staff member to CAO Margaret Armsworthy, Utility Operator Dennis Lowther and Maintenance Supervisor, Ivan Lowther. We will also be having a pizza party our volunteers at the Crapaud Hall and South Shore Food Share. This will all come from our budget for honorarium so this will not impact our budget.

6. Information Items:

- 6.1. Community Launch – Community Action Plan to End Gender-Based Violence – Mayor Jo-Anne Harvey discussed our launch event that occurred at the Municipal Office on October 28, 2025. We have a community plan to work through the year. Thank you to Councillor George Jesso for attending.
- 6.2. Remembrance Day – On November 9, 2025, Mayor Jo-Anne Harvey unfortunately was out of town during this event but wanted to thank Councillor Andrew LeClair for laying the Municipality's Wreath at the service and thank you to Councillor George Jesso for also attending. The service was very well attended with Senator Mary Robinson attending, MLA Matt MacFarlane and approximately 40 other participants. Peter Valkenberg spoke at the event. The lunch was supplied by the Women's Institute which was paid by with funding from the Gender-Based Violence funding.
- 6.3. Letter of Support – SSWA – Mayor Jo-Anne Harvey reviewed a request we received with a tight deadline looking for a letter of support which was required for a funding application they were applying for. The letter of support was provided to South Shore Watershed Association.
- 6.4. Back Up Solutions – VTANIX – CAO Margaret Armsworthy reviewed the meeting she had with this company. They provide back up solutions which were quite expensive. Quotes were from \$3000 to \$10000. After our meeting with VTANIX, CAO Margaret Armsworthy reviewed our current backup process which seem to be working. Deputy Mayor Dean MacDonald asked if what we are doing now is meeting our needs. CAO Margaret Armsworthy believes it is still working as we have not had any issues. Councillor Ian Lewis asked if our back up is on a separate drive or if it is cloud based. CAO Margaret Armsworthy said our back up is on a separate drive but we do have files also on our One Drive which would be cloud based. None of our accounting files would be saved to the cloud. CAO Margaret Armsworthy to send the quote to all of council.

7. Portfolio Reports:

- 7.1. Crapaud Hall – Councillor Sheila Wigmore – As of November 17, 2025, the Crapaud Community Hall has made \$18,697.45 which does not include the proceeds from the Christmas Craft Fair and outstanding invoices. The Hall Committee anticipates to make over \$20,000 this year. The Bean Supper, the Halloween Dance and the Christmas Craft Fair were extremely successful. Upcoming events are the Christmas Tree Lighting on November 30 from 6-8 along with the Christmas Ceilidh on December 14 at 2:00pm. Report attached.
- 7.2. ELC/Daycare – Councillor Kim Campeau – Councillor Kim Campeau brought up that we were going to reach out to the potential developer to see if we can have him visit but we have not secured this meeting yet. CAO Margaret Armsworthy to follow up with developer. On November 17, CAO Margaret Armsworthy attended a meeting with the Rural Municipality of Victoria which came out of the meeting with the Province of PEI. In the meeting with the Provincial Minister, Robin Coucher, he suggested our two municipalities work together on a daycare. Victoria has reached out wishing to meet with Crapaud's ELC/Daycare Committee. Councillor Sheila Wigmore asked if the Crapaud Community Hall is still an option for the ELC/Daycare. Councillor Kim Campeau said we are still considering it so yes. Mayor Jo-Anne Harvey asked if there is any additional questions. No questions. Mayor Jo-Anne Harvey brought up a discussion that happened at the South Shore Chamber of Commerce meeting the previous night. Kevin Landry from the Canadian Business Development Corporation (CBDC) is located in Summerside currently. They need to move out of Summerside as they service rural islanders. If the developer can build in Crapaud, maybe if they need a tenant in the building then maybe we could have a location with CBDC.
- 7.3. CAO Report – CAO Margaret Armsworthy – CAO report was circulated. The Management Letter from MRSB was reviewed with council. Review the items outlined in the Management Letter to ensure each items is addressed and completed. Many items that were outlined in previous years have been completed so there was just a

short two page list of times for the 2024/2025 year. Items such as HST returns, MCEG reports, contracts being updated each year as well as year end adjusting entries which have all been updated and addressed already. Bank reconciliations are an outstanding item CAO Margaret Armsworthy would like to have a councillor review since we just have one staff member. Our invoice for the audit has been received as well which was \$17000 versus \$25000 to \$30000 which was the cost in previous years. The invoice also included a review completed for a review of the Fire Department Accounts.

7.4. Mayor's Report – Mayor Jo-Anne Harvey – Mayor Jo-Anne Harvey mentioned the CAO needs to attend all committee meetings. Also, every committee will include either the Mayor or the Deputy Mayor. Mayor Jo-Anne Harvey wants council to think about the events put on by council such as the BBQ at Crapaud Exhibition. It is important for councillors to attend even if it is just for a few minutes. Mayor Jo-Anne Harvey knows everyone is not able to attend all events. Maybe we can look at a schedule in January to ensure a councillor is always able to attend the events. Councillor Kim Campeau mentioned it would be nice to see what social events are coming so councillors can plan to attend. Mayor Jo-Anne Harvey mentioned the only regular council meeting we will not be having is the council meeting in July as the community is extremely busy with the Crapaud Exhibition and the Tractor Pulls along with the Multicultural Event and the Community BBQ.

8. Correspondence:

8.1. Stronger Together Support Services – CAO Margaret Armsworthy mentioned she received an email from this organization which is run by a resident. It is an organization that is helping to offset programming costs for her organization which has individuals with a learning disability or maybe another social disability. The program is run out of a home on Route 13. They are having a bottle drive to raise funds to different things for their program such as craft supplies, baking and grocery items, community outings, etc. Mayor Jo-Anne Harvey thought we could do something else because donating is often an issue for us when we often have people donating to us. Maybe we can come up with

an idea of how to help in other ways through other grants or funding. Maybe we can have a social for the program. Deputy Mayor Dean MacDonald thought maybe we can incorporate their program into something we are doing to include the participants in the community. It would be a benefit to the participants plus the community. Mayor Jo-Anne Harvey mentioned the funding we received from the Gender-Based Abuse funding we received which we could look at. We would need to look at insurance but maybe if the organization was responsible for transportation then we could look at a pizza party or a movie night. Any other ideas from council? Deputy Mayor Dean MacDonald suggested for CAO Margaret Armsworthy to reach out to the organization to see if this would be of interest. Councillor Sheila Wigmore asked if we were aware of the age and numbers of participants. CAO Margaret Armsworthy to get this information for council for the next meeting.

8.2. Lennon House Donation Request – Mayor Jo-Anne Harvey received a request from Lennon House for a donation to purchase commercial dishwasher. Lennon House is reaching out to all municipalities. With the funding we received from the Gender-Based Violence funding which we will be donating \$100 to Lennon House for this new commercial dishwasher. Lennon House is also looking for used skates.

8.3. Sign at the Professional Building – Deputy Mayor Dean MacDonald wanted to bring this up (no on the agenda but wanted to mention). The sign at the Professional Building is damaged and needs to come down. It is a concern if we have a storm with a strong wind. Councillor George Jesso took pictures of the sign. Someone with a boom truck is needed to take this down. CAO Margaret Armsworthy to investigate the cost of getting this sign down.

9. Public Input – A member of the public asked about the raise of the utilities as 25% each year or just for one year. Council clarified the proposed increase of 25% was for one year. With the proposed increase in fire dues, will this increase the property taxes? This would potentially mean an increase to property taxes as fire dues are currently paid as part of the property taxes collected for Crapaud residents. Currently, the outlying areas have a separate

line item for their fire dues which are also currently a flat rate. CAO Margaret Armsworthy mentioned the province is changing this as some fire districts go by the mill rate now while others are still on the flat rate system. The resident also asked if we know what the percentage will be. Council is not aware of this at this time. Resident asked about the council honorariums. How do we pay honorariums? Councillors are paid a flat rate of \$2600 annually. The mayor is paid \$4000 annually. Councillor Ian Lewis mentioned this is in our bylaw to have the honorariums paid twice a year, according to the number of meetings you attend. CAO Margaret Armsworthy to review the bylaw for honorariums. The resident suggested this to be reviewed because councillors should be paid for meetings they attend as well as for social events attended as the resident said there are many times councillors are not attending. The resident thinks it should be that council goes to all events – not just council events – as this should show council is supporting other events such as events put on by the Hall Committee. Another question from the resident – did she hear the Crapaud Community Hall is still an option for a daycare? Councillor Kim Campeau said the options are all over the map right now. We are fielding questions from Victoria with possibilities. Councillor Kim Campeau said it is not all off the table as she needs to meet with ELC/Daycare Committee members as she has been away then had surgery so she has to get up to speed with what is going on. Mayor Jo-Anne Harvey mentioned Merry Popins has found a permanent location with a very small increase in numbers so there is limited growth as far as we are aware. When the Mayor met with the province, the province really wanted communities to work together to look at daycare options in our area as they are not going to fund three separate daycares. The resident is a member of the Crapaud Hall Committee. She spoke to the point that the committee has worked so hard to have events and raise money each year. To put a daycare in the hall, the hall will be done. She thinks the hall will be done. Councillor Kim Campeau said we have to lay these options out. The resident mentioned we will not have the hall to put on community events as she does not feel that you can have both as with Merry Popins and the church, you could not use the building when the daycare was there. Mayor Jo-Anne Harvey said as it stands, Councillor Kim Campeau and her ELC/Daycare Committee need to do some more homework. Council

mentioned we have to look at all options. We have to look at funding available, growth options, current needs, location and staffing. As a resident, she said she would be disappointed if there was a daycare in the Crapaud Community Hall. Mayor Jo-Anne Harvey mentioned the ELC/Daycare committee with come up with options then it is the responsibility of the councillors to vote on the options. Deputy Mayor Dean MacDonald mentioned the honorariums are paid on June 15 and December 15 as per the bylaw. There was discussion if we wanted to change to annually or keep as semi annually. All council agreed to keep the bylaw the same and be paid one June 15th and December 15th.

10. Adjournment – It was moved by Deputy Mayor Dean MacDonald and seconded by Councillor George Jesso to adjourn the meeting at 8:26pm.

Joanne Harvey _____

Mayor

Margaret Armsworthy_____

Chief Administrative Officer