

Rural Municipality of Crapaud

Council Meeting

Tuesday, February 17, 2026

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, CAO Margaret Armsworthy

Absent: Councillor Sheila Wigmore

1. **Call to Order** – Mayor Jo-Anne Harvey called the meeting to order at 7:01 pm.
2. **Approval of Agenda** - Approval of Agenda for Tuesday, January 20, 2026 – Moved by Deputy Mayor Dean MacDonald and seconded by Councillor George Jesso. Motion unanimously carried. (5-0)
3. **Disclosure of Conflict of Interest** – Nil
4. **Approval of Minutes from January 20, 2026 Council Meeting** – Approval of the minutes for January 20, 2026 Council Meeting – Moved by Councillor George Jesso and seconded by Councillor Ian Lewis. Motion carried. (5-0)
5. **Discussion Items**
 - 5.1. **Fire Department** – Mayor Jo-Anne Harvey mentioned there was a public meeting on February 12, 2026 with regards to the Crapaud Fire Department. The public was provided two weeks notice so they can attend and ask questions. The public meeting

was held to allow public input with regards to the transfer of land for below market value plus the future of the Crapaud Fire Department as they have requested to separate from the Rural Municipality of Crapaud. At the public meeting, residents in attendance voted that they were in favour of this. For transparency, the public would like to be provided all the terms and conditions once they have been finalized.

MOTION 2026-02 – Councillor Andrew LeClair made a motion At the regular council meeting held on February 17, 2026, the following resolution was adopted by the council.

WHEREAS

The Crapaud Fire Department (“Fire Department”) has requested independence from the Rural Municipality of Crapaud (“Municipality”);

AND WHEREAS The Fire Department has requested that the Fire Department assets owned by the Municipality be transferred to a newly incorporated fire company for the nominal consideration of \$1.00;

AND WHEREAS the Fire Department assets including the Fire Department building, the lands identified as provincial parcel number 216598, and the trucks, equipment and inventory located at the Fire Department building (the “Assets”);

AND WHEREAS the Council of the Rural Municipality of Crapaud (the “Council”) presented the proposal of the proposed disposition of the Assets in accordance with section 143 of the *Municipal Government Act* (the “Proposal”);

AND WHEREAS the Council provided notice of the proposed disposition of the Assets as required under section 2 of the *Municipal Government Act* General Regulations;

AND WHEREAS the Council hosted a public meeting to solicit feedback on the Proposal, which meeting was held on February 12, 2026;

AND WHEREAS no objection was heard at the public meeting in connection with the Proposal;

AND WHEREAS section 7.1 of the Municipality Grants Bylaw authorizes the disposition of municipal land at less than fair market value by simple resolution subject to the provisions of the *Municipal Government Act* and its regulations.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Mayor of the Rural Municipality of Crapaud sign the application to incorporate the Crapaud Fire Department Inc. (the “Fire Company” in the form hereto annexed, pursuant to the provisions of the Rural Community Fire Companies Act;
2. That, following the incorporation of the Fire Company, the Mayor and the CAO sign the memorandum of understanding in the form hereto annexed subject to the following conditions;
 - a. That the Fire Company appoints and retains a representative to act as a liaison between the Municipality and the Fire Company and to report on the activities of the Fire Company; and
 - b. That the Fire Company submits annual financial statements to the Municipality.
3. That, upon completion of all the conditions set out in the memorandum of understanding and in this Resolution, the Council transfer the Assets, including the provincial parcel number 216598, to the Fire Company for the sum of \$1.00,
4. That the Mayor and the CAO be authorized to execute the deed of the transfer and any other agreements as required to execute this proposal.

Motion seconded by Deputy Mayor Dean MacDonald. Motion carried. (5-0)

- 5.2. **Office Xpress** – CAO Margaret Armsworthy was contacted by Office Xpress who is our current printer service provider. Our Toshiba printer is outdated and Toshiba will not be making replacement parts for it anymore. We have the option to purchase or lease a new printer or stay with our current printer for now. New quote will be approximately \$6000. Our current printer was about \$4000. CAO Margaret Armsworthy recommended to stay with our current printer for now with consultations with a printer technician as our current printer is in good working order. We can revisit this if our printer is having issues. There was discussion about having a back up printer available if

we do have issues with our printer. What is the life expectancy of a printer? CAO Margaret Armsworthy was not sure but she believes we purchased the existing approximately 7 to 8 years ago but she will check on this.

5.3. Review of Draft Budget – CAO Margaret Armsworthy has provided all of council a copy of the draft budget. There is a correction as the rental income coming in from the Professional Building is closer to \$32000 annually. There are two options for the budget with one without our utility increases and the second column is with the utilities increases. Council to review and advise if they have any questions or concerns about the budget. We will be having a public meeting on our draft budget. Councillor Kim Campeau asked when we would have our IRAC application results back to us. CAO Margaret Armsworthy mentioned she has not noticed the application on the IRAC website yet. CAO Margaret Armsworthy will follow up with MRSB on our application. Councillor Kim Campeau asked if we approve based on the increase to utilities if IRAC has not approved. CAO Margaret Armsworthy indicated the only area we can operate in a deficit is utilities which we have been operating in a deficit in our utilities for a few years. Councillor Andrew LeClair asked about the \$90K deficit from the previous year's budget as reported. CAO Margaret Armsworthy to review as we did not have a deficit last year and confirm. Deputy Mayor Dean MacDonald asked what training we had for \$3000. CAO Margaret Armsworthy indicated this was just a budget so this would be expenses for items such as FPEIM meetings or other meetings council may attend which may not need to be this high. Councillor Ian Lewis asked about the \$25000. CAO Margaret Armsworthy mentioned this has been carried forward for a few years. It is if there is a potential to sell a piece of land which would probably be higher than \$25000. Mayor Jo-Anne Harvey asked if there is any additional questions.

5.4. Atlantic Bug Busters – CAO Margaret Armsworthy provided the quote to all councillors in their package. Quote for the current year is \$3929.59. We asked for quotes last year but did not receive any. This is an increase of \$84.59. Council asked if Atlantic Bug Buster would be able to come to talk to council about what they are treating and how

they are treating it so we are aware. **MOTION: 2026-03** – Deputy Mayor Dean MacDonald made a motion to accept the quote as presented (\$3929.59). Seconded by Councillor George Jesso. Motion carried. (5-0). Councillor Andrew LeClair said we can look at another company for quotes if we knew what the coverage area is. We will look into this next year. Councillor Ian Lewis mentioned this is a good idea to look at options but if quotes are similar that we could stick with Atlantic Bug Busters as we have been happy with their service and it seems to have kept the insects under control.

- 5.5. **Business Plan with Needs Analysis** – Councillor Kim Campeau mentioned after meetings with the province, we have been recommended to complete a business plan including a needs analysis. We have funding of up to \$4000 for a business plan. It would be an additional \$1750 plus HST for the needs analysis added to a business plan. We need to determine what the need is in our area. For the business plan with the needs analysis would mean the municipality would be out of pocket approximately \$4200. Mayor Jo-Anne Harvey asked if both are completed by MRSB. Councillor Kim Campeau confirmed both the business plan and the needs analysis would be completed by MRSB. Councillor Andrew LeClair asked if we were able to do the Needs Analysis first. If we get the needs analysis back and we do not have the need then we not need to complete the business plan. Councillor Kim Campeau asked CAO Margaret Armsworthy to check with MRSB to do a needs analysis and to check to see if we use the funding approved for the needs analysis. CAO Margaret Armsworthy to check and confirm. Councillor Ian Lewis agreed with Councillor Andrew LeClair's comments. Deputy Mayor Dean MacDonald wanted to clarify that we do have a grant for this for \$4000. CAO Margaret Armsworthy confirmed we have 80% of the cost up to \$4000 but she will confirm the needs analysis to confirm it would be covered. Mayor Jo-Anne Harvey asked how long the grant is available. Councillor Kim Campeau confirmed it is available until March 31, 2026 but if started prior to March 31 then we can still submit our invoice after would be covered. **MOTION: 2026-04** – Councillor Kim Campeau made a motion to have MRSB complete a needs analysis conducted to support our

business plan for an Early Years Centre for \$1750 plus HST. Seconded by Deputy Mayor Dean MacDonald. Motion carried. (5-0)

6. Information Items:

6.1. **Email requesting outdoor rink** – Mayor Jo-Anne Harvey mentioned we have received two inquiries about an outdoor rink in the municipality of Crapaud. Mayor Jo-Anne Harvey and CAO Margaret Armsworthy have investigated. Mayor Jo-Anne Harvey believes other communities may have received funding for their outdoor rinks such as Kinkora and Mount Stewart. We do have a rink facility in our community already. CAO Margaret Armsworthy did check Kinkora. They actually have a person hired for 20 hours per week to look after their outdoor rink. It has been a lot more work than expected. Kinkora does not have a rink whereas we do have a rink. Deputy Mayor Dean MacDonald pointed out that other communities do have a rink and outdoor rinks such as Cornwall and Charlottetown but they have more staff. Councillor Ian Lewis believes this should be something that a group of volunteers could bring to council rather than the municipality managing this. If the outdoor rink run by the municipality, people would be at the CAO's door every day asking if it is open along with other questions which will add work to the CAO. If this was a group of volunteers who did an outdoor rink then maybe we could assist them somehow. Deputy Mayor Dean MacDonald asked if we take on any responsibility, who is liable? Mayor Jo-Anne Harvey indicate once the municipality would be part of it, we would be liable. Council advised the CAO Margaret Armsworthy to reply that we would be interested to hear back from the public with a proposal along with a group of volunteers that would be available to look after an outdoor rink.

6.2. **Donation to PEI Police Association request** – CAO Margaret Armsworthy had a request from the PEI Police Association for a donation. Their theme this year is "Suicide Awareness". There are different options of donations. You can purchase a block in their booklet or donate a set amount between \$25 to \$100. CAO Margaret Armsworthy

advised we have spent our donation limit already this year. We are not proceeding this donation.

7. Portfolio Reports:

- 7.1. **Lands Report** – Councillor Ian Lewis advised there is no update on the CHIF funding. Councillor Ian Lewis would like to have a larger map of Crapaud so we can identify properties. He thought this was available through the province. Councillor Ian Lewis has paused working on the bylaws as he knows we have paid to have this work done by Stantec. Councillor Ian Lewis asked if once we have our official plan and bylaws, if we make changes will this need to go through IRAC again. Mayor Jo-Anne Harvey confirmed we would not need to go through IRAC for changes to bylaws. CAO Margaret Armsworthy mentioned we approved something which was outside our bylaws this would potentially go to IRAC. We would have variances available but consistency is required to be followed. With our official plan, we would have a development officer who would review building permits to ensure the permits are complying with our official plan and bylaws. A development officer would be an additional cost to our community. Councillor Kim Campeau asked what the status of our official plan is. CAO Margaret Armsworthy mentioned our official plan and bylaws have been submitted to the province. We have been advised the province is reviewing as there is an issue with our boundaries as it is a circle so some of our boundaries go through properties (properties are in our municipality and an unincorporated area) so it is currently being reviewed by lawyers. Councillor Ian Lewis added once we have our official plan and bylaw completed, we will receive an additional \$25000 from the province. This is provided to all municipality who have land use. Councillor Ian Lewis is ready to put together a development committee. He is officially asking for volunteers to become members of the committee. CAO Margaret Armsworthy to look into the larger map request. Mayor Jo-Anne Harvey mentioned covenants for Sherwood Forest. These were never registered so the land use would override any covenants. Report attached.

7.2. **ELC/Daycare Report** – Councillor Kim Campeau mentioned the meetings held with the future potential developer. He has expressed interest in doing the same thing in Crapaud. The committee visited the developer's property which is not up and running yet. It was quite a large property and with the recent confirmation of no funding available through Early Years the cost would be too high now as the building was over \$2Million. Might not be viable now but we will keep it on the table. Our second meeting was with Victoria. We were advised by Early Years to join forces with Victoria. This meeting was just having some discussions around future opportunities. The third meeting was with Doreen Gillis and Sonya Hooper from Early Years to see what the strategy is with meeting their mandate to provide daycare to island residents. Since 2021 to 2026, there has been a huge push to have daycare spaces. Now they have their maximum that they will fund. Early Years is recommending we complete a needs analysis for our area to see what the need is. Councillor Andrew LeClair asked if Victoria is still on the table and us teaming up with them so we can share some of the costs. Councillor Kim Campeau mentioned we did touch on a joint venture so we may look at putting together a non profit umbrella which would be a separate entity with a board of directors. The needs analysis will help us determine our direction. The needs analysis will include the South Shore which would go from Bonshaw to Borden. Councillor Kim Campeau also mentioned that Sonya Hooper from Early Years did mention most people look for daycare close to their place of work. Needs analysis will provide us a lot of information. Report attached.

7.3. **CAO Report** – CAO Margaret Armsworthy mentioned we have received additional funding from the Rural Growth Initiative for signage around the community. All T4s have been completed and issued to councillors and staff along with our fire fighters. Requesting a councillor to two to review completed bank reconciliation. There are two grants coming up for the Seniors Community Meal Grant and the Seniors Secretariat. Applications are due March 9, 2026. This funding provided meals to residents in the community as well as Chair Yoga and the bus tour. If anyone has any ideas, please

forward to CAO. The funding is only available for one year. No reply yet from the New Horizon Grant yet. Council needs to keep in mind we have CCBF funds set aside. With our latest agreement to 2029, we need to spend all of these funds before we will receive any additional funding. Just for all of council to keep this in mind. We currently have over \$700000 set aside for development so if we do not receive the CHIF approval, we will need to spend this on development or move these funds to another existing project or apply for a new project through CCBF. Councillor Kim Campeau asked what new Horizon Grant funding is. CAO Margaret Armsworthy explained this is funding for seniors programs such as the Men's Luncheon, Pizza and Games Night and we have applies for funding for a newsletter this year. Report attached.

7.4. Mayor's Report – Mayor Jo-Anne Harvey mentioned she and the CAO Margaret Armsworthy were asked to speak at the PEI Coalition of Women's Annual General Meeting. Mayor Jo-Anne Harvey mentioned what great programs they offer and encouraged people to attend. Mayor Jo-Anne Harvey mentioned the CAO Margaret Armsworthy has been in her position for a year. She asked for council to have their feedback to her about the CAO's performance in a sealed envelope with your thoughts on how she is doing. We will also be receiving feedback from our Utility Operator plus Matt MacFarlane (our previous lawyer/current MLA) and Michelle Burge from MRSB. This information will be reviewed together by council. Mayor Jo-Anne Harvey also wanted to clear up rumours about us closing the library due to the cost of paper towel and toilet paper. Mayor Jo-Anne Harvey mentioned we will have a public meeting to discuss the library. Report attached.

8. Public Input – Resident asked if the transfer of the building to the Fire Department, does this include everything in it. Mayor Jo-Anne Harvey mentioned it includes everything including the trucks and their equipment. A resident asked about our boundaries as they understood we were no longer a circle. CAO Margaret Armsworthy confirmed we are no longer a circle as we did move a piece of land that was owned by the municipality into the boundaries as it was outside the municipal boundaries previously. This addition to the

municipality means we are no longer just a circle. A resident asked if the Gun Shop will stay at the Professional Building. Mayor Jo-Anne Harvey indicated they would be staying. A resident asked how much Atlantic Bug Busters increased. CAO Margaret Armsworthy mentioned it was about \$79+ increase since last year but previous years had much higher increases. A resident mentioned a lot of other communities with outdoor rinks have companies that come in to help build them and help with the set up so unless we got something like this the resident did not think we could do anything with the outdoor rink. A resident asked if there was anything done about the manhole on the Trans Canada. She asked if the province would come out on a regular basis to clean this out to prevent the issues of them plugging up. Deputy Mayor Dean MacDonald mentioned the manhole by the office which seems to be deteriorating. Councillor Ian Lewis mentioned when we talked about the library previously we would be putting the library in a new facility. This means we need to look at another plan or alternatives for the library. Something for council to consider as we can look at having it as a learning centre/seniors centre to access additional funding. There was a discussion about different options.

- 9. Adjournment** – It was moved by Deputy Mayor Dean MacDonald and seconded by Councillor Andrew LeClair to adjourn the meeting at 8:32pm.

Joanne Harvey _____

Mayor

Margaret Armsworthy _____

Chief Administrative Officer

MUNICIPAL PORTFOLIO REPORT

Prepared for: The Rural Municipality of Crapaud

Presented by: Ian Lewis, Councillor

Report Date: February 17, 2026

LANDS & DEVELOPMENT ITEM #1

Project: Housing development

Property: Sherwood Forest & adjacent properties

Subject: Development

Meeting date, location: N/A

Attendees: N/A

- We haven't had any new information on funding from CHIF.
- I would like to formally request that the RMC get a new, larger map of Crapaud – within the circle and beyond, to give a visual aid when planning.
- I have paused working on development by-laws. I believe we may require legal advice or guidance. I feel we need to be careful as a council in what we put in place, as we could be accountable in the future should a disagreement arise. I feel professional guidance is necessary.
- The CAO has informed us that additional funding of \$25,000 is automatically available to municipalities with a development plan in place. I would like to see RMC qualify for that as soon as possible. I know the CAO has been working diligently to make that happen, however, there are many elements drawing out the process.
- I am ready to form a development committee. I would like to formally ask for volunteers who would have interest in joining the committee.

Kim Campeau

Report Date for February 17, 2026 Council meeting

ELC/Daycare Centre

Meetings were held on the following dates to discuss potential ELC/Daycare options for Crapaud:

February 05 – we met with the potential developer at his existing ELC/Daycare site to better understand the type of building/operation RM of Crapaud would need to consider as part of our ELC Daycare development. Discussion revolved around the cost associated with a building of such scale and the cost at this time would be cost prohibitive without adequate funding.

February 09 – meeting with RM of Victoria. This meeting was the outcome of another meeting held on Sept 11, 2025 between EY, RMV and RMC. It was during that meeting EY's recommended both municipalities should consider the option of working together to establish a joint daycare. As a result, the two municipalities meeting Feb 09 to understand the needs within both communities. It was realized in order to combine the communities need into one, a joint venture as a non-profit organization would need to be established. More discussion with our committee will need to occur before any decision is made.

February 10 – meeting between ELC/Daycare committee and Doreen Gillis and Sonya Hooper from Early Years. Much discussion took place in order to understand the necessary steps required to secure an ELC/Daycare in Crapaud that would support the needs of the South Shore region. It has been made apparent that the critical step of this process will require a Needs Assessment, which will form part of the Business Plan. It would be in our best interest to have this completed as soon as possible once a vendor is secured. The cost could range between \$6,500 - \$10,000, keeping in mind we have a grant approval of \$4,000 for use towards the cost of the BP.

Also, it should be noted - we were informed by EY's there is no further funding available at this time to support new Early Learning Centers. If this is the case, we still would like to proceed with a needs analysis which would help overall with future development plans.

Next ELC/Daycare Committee meeting date TDB.

CAO Report:

We have received additional funding from the Rural Growth Initiative. We have received funding for signs around the community. Signs are currently looking worn and need to be updated. We also have received funding to put signs at the hall to designate parking area and the fire department to designate no parking.

A large portion of my work has been on the budget this month.

I reached out to the province on February 12, 2026 asking for an update on the CHIF funding. This was their reply “Unfortunately we are delayed with CHIF, and deliberations on projects continue. At this time we have no further updates that we are able to share.”

T4s for councillors, the fire department and staff has been completed. If anyone has not received their T4 yet, please contact me at the office.

Submitted our ERRIS (Effluent Regulatory Report Information System) report (due February 14 each year). This report required by regulation because we operate the Crapaud Sewer Utility.

Bank reconciliations – requesting a councillor to review the bank reconciliations as this was a recommendation made by our accountants. I did not have a councillor come forward to do this. It would be great if I could have two councillors so we can have someone take turns with the bank reconciliations.

There are two grants available to apply for - Seniors Community Meal Grant and Seniors Secretariat Grant. Each of these grants are for \$5000 each. Last year, we received \$4000 from the Seniors Community Meal Grant. With this grant, we were able to provide takeout meals to Crapaud seniors as well as the Chinese Dinner in January of this year as well as an upcoming steak dinner. We received \$1850 from the Seniors Secretariat which provided funding for chair yoga which has been a huge success. This grant also provided funding for a bus tour which was held last week.

We need to review our CCBF projects to ensure we have the funds spent before our next agreement in 2029. Our existing agreement states we need to have all funding spent before we will receive funding in the upcoming years. A large portion of our funding has been set aside for the development if the CHIF funding is approved. We will need to prepare if it is not approved as we still need to spend these allocated funds. The year 2029 seems far away, but it is truly just around the corner.

We are still waiting to hear back from our New Horizon application. We heard back on February 6, last year. As of this report (Feb 11, 2026), we have not hear yet.

A lot has gone on since our last meeting. The CAO and myself were invited to speak at the Coalition of Women annual board meeting. We got to share some of our thought of how positive and important this organization is for the future of females to become involved in organization, boards and politics. Very few women become involved in politics for a variety of reasons so if anyone has ever considered being involved in an organization or becoming involved in politics, this is the place to start. Three ladies from this community, took a chance on attending a meeting in Summerside before we ever came on council and we all joined council. One left due to illness.

We had a meeting to discuss the future of the fire department and a meeting to discuss the transfer of assets which will take place on February 12. At the time of this report, that meeting has not take place yet.

I will be over the next doing an evaluation of the performance of the CAO, since she has been in her job over a year. I would like to have input from all council as I have already reached out to our accounting firm for feedback as well as our utility operator. Please have your feedback to me by February 23, 2026.

As many of you have heard the rumours regarding the library, there will be a public meeting soon. But for now the residents have to be aware and for transparency reasons that 100% of the library cost, excluding the salary of the librarian herself, is covered by the municipality. The rumour states that we are concerned about toilet paper and paper towels. Trust me these are the least of our worries.