

Rural Municipality of Crapaud

Council Meeting

Tuesday, March 17, 2026

7:00 pm

Crapaud Community Hall

Minutes

Present: Mayor Jo-Anne Harvey, Deputy Mayor Dean MacDonald, Councillor Kim Campeau, Councillor Sheila Wigmore and CAO Margaret Armsworthy

Absent: Councillor Andrew LeClair and Councillor Ian Lewis

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, March 17, 2026 – Moved by Councillor Sheila Wigmore and seconded by Deputy Mayor Dean MacDonald. Motion unanimously carried. (3-0)
3. **Disclosure of Conflict of Interest** – Nil
4. **Approval of Minutes from February 17, 2026 Council Meeting** – Approval of the minutes for February 17, 2026 Council Meeting – Moved by Deputy Mayor Dean MacDonald and seconded by Councillor Sheila Wigmore. Motion carried. (3-0)
5. **Discussion Items**
 - 5.1. **Budget 2026 - 2027** – Mayor Jo-Anne Harvey mentioned we already reviewed the draft budget 2026-2027 with the public. If anyone has any questions, please direct them to the CAO Margaret Armsworthy at the office. **MOTION: 2026-05** Deputy Mayor Dean

MacDonald made a motion to approve the budget for 2026-2027. Seconded by Councillor Sheila Wigmore. Motion carried. (3-0)

- 5.2. **Needs Analysis** – Councillor Kim Campeau discussed the Needs Analysis at our last meeting. **MOTION: 2026-06** Councillor Kim Campeau made a motion to have a Needs Analysis for the potential for an Early Years Centre in Crapaud by MRSB at the cost of \$3556 plus tax with a survey for an additional cost of \$2545 plus tax. Seconded by Deputy Mayor Dean MacDonald. The municipality has funding for \$4000 of the cost which would mean \$2101 is not covered and would be a cost to the municipality. Motion carried. (3-0)

6. Information Items:

- 6.1. **Councillor Resignation** – Mayor Jo-Anne Harvey wanted to advise Councillor George Jesso has resigned due to health issues. This was not on the agenda but it is information she wanted to share. Councillor George Jesso has been a big help to the council. Mayor and council want to extend their thanks and best wishes to George.

7. Portfolio Reports:

- 7.1. **Hall Committee Report** – Councillor Sheila Wigmore mentioned some highlights from the last Hall Committee Meeting. Hall rates, waivers and contracts will be reviewed at their next meeting. Pizza and games night plus chair yoga will continue to the end of April. Dance class has been very popular. There was a survey circulated at the St. Patrick's Day event for the Hall Committee. There will be a movie matinee on April 18. There is a hall stage clean up party on March 21. Lots of event coming up in April and May. See attached report.
- 7.2. **ELC/Daycare Report** – Councillor Kim Campeau discuss information from her last Committee meeting on March . We have received an extension for our funding for the business plan for an additional two months. Funding is still not available for ELC/Daycare funding. Waiting for the provincial budget to come to see if there will be funding available then. We discussed the auction house as a location. ACOA had

reviewed this property in the past but seemed to have issues. CAO Margaret Armsworthy to reach out to ACOA on this location. The contractor is still an option pending the needs analysis. There is land adjacent to the municipal office which might be a potential site. We would need to approach the owner to discuss with the committee. It was noted during our committee meeting the ELC in Borden will be having an information session next week some time to discuss their needs. Mayor Jo-Anne Harvey asked if there were any questions or comments. Mayor Jo-Anne Harvey mentioned ACOA has made it very clear there is no funding for a daycare as they are federally funded and the federal funding for daycares goes to the province. Also, if you are looking at the land behind the municipal office, we should make a motion sooner than later so this is reviewed with council. Councillor Kim Campeau mentioned we are waiting to hear back with the results of our Needs Analysis first. Report attached.

- 7.3. **Utilities Report** – (not on agenda; no report) – Mayor Jo-Anne Harvey mentioned Deputy Mayor Dean MacDonald is waiting on information from IRAC so he should have information for our next meeting as he did not have a report for this meeting. Mayor Jo-Anne Harvey also mentioned we will have more information on our Utility Operator with regards to fitting him in the budget with regards to wage increased on a grow level.
- 7.4. **CAO Report** – CAO Margaret Armsworthy submitted the final reports for the Seniors Meal Grant and the Seniors Secretariat Grant. Applications have been completed for these grants again this year. Discussed what the funding was used for last year as well as what we have in our application for next year. We have received \$21500 from the New Horizon Grant. Part of this funding is to add audio visual equipment to the lower level of the hall. We will be able to continue pizza and games night as well as the men's luncheons with this funding. We also have received funding for a newsletter which Councilor Ian Lewis has requested. Mayor Jo-Anne Harvey and I attended the Lands Use Session in Summerside on March 3, 2026. We were able to speak with Taylor Craig from the Lands Division with the Province. He actually is the person reviewing our Official Plan which we submitted to the Province. The CAO event schedule was

postponed due to the death of the CAO in Stratford. It has been rescheduled March 26, 2026 from 11:00 to 1:00. The budget is completed. Finalizing the MCEG report which is due March 31, 2026. The AER will be in process as it is due in May. We also will be submitting our HST returns as they are due for Water and Sewer (due semi annually) while it is annual for General. We will be posting for our summer staff noting the funding is pending. Last year, we waited for funding so we may have missed out on some ideal students. The Fire Department and myself walked through the building on March 12 so we had an opportunity to review the building before the transfer. Mayor Jo-Anne Harvey asked CAO Margaret Armsworthy what funding is specific to Crapaud Senior Residents and what funding is open to all Seniors. CAO Margaret Armsworthy has reviewed with the provincial funding and what the stipulations are. The province stated we can not stipulate who can attend and who can not as the funding is all through the province. With federal funding, the CAO stipulated we are a catchment area so the funding is for any seniors in PEI. CAO Margaret Armsworthy will reach out to other communities to see what they do as other areas seem to have priority for residents over non residents. CAO will follow up with results. Councillor Sheila Wigmore mentioned she has seen other communities post that everyone is welcome. A sympathy card has been sent to the Town of Stratford on behalf of the Mayor and Council of the Rural Municipality of Crapaud. Report attached.

- 7.5. **Mayor's Report** – Mayor Jo-Anne Harvey discussed reviewing the honorariums. She would like to have feedback from all councillors. Is the honorarium too high? Too low? She does have a copy of the previous remuneration report completed under a different council. Municipal Affairs recommends the current council look at reviewing any changes prior to the next election. Mayor Jo-Anne Harvey asked all councillors to write a note and send to the CAO with their input. Councillor Sheila Wigmore asked how do we measure how involved a councillor is. Mayor Jo-Anne Harvey mentioned our councillors make \$2600 annually. She mentioned councillors around us do not make half of this. Mayor Jo-Anne Harvey said she honestly does not know how to judge it.

We are all adults. Under previous council, it was increased due to the amount of work council put into their roles. Honorariums are now taxable plus there was a low turn out of individuals running for council. We need this reviewed and completed by May.

Councillor Sheila Wigmore asked where we can get the information on the honorariums from other municipalities. Mayor Jo-Anne Harvey said it was all in the Renumeration Report. Everyone can review it. She said there is a copy in the office. Councillor Sheila Wigmore asked how current it would be. CAO Margaret Armsworthy mentioned it was completed in 2019. Mayor Jo-Anne Harvey mentioned we can make a quick call to the communities around us to find out what the honorariums are in other municipalities. In the fall, we will have our municipal election. Mayor Jo-Anne Harvey mentioned all councillors should consider if they are running again and if they know of anyone interested in running. All Committee Meetings require the CAO so please check her availability. The role of the CAO is to take notes at the meetings. Mayor Jo-Anne Harvey and CAO Margaret Armsworthy had a meeting with a few members of the Crapaud Fire Department to discuss the final terms of the agreement. Councillor Andrew LeClair was not able to attend this meeting. At our public meeting, we discussed putting the final terms out to the public. Prior to going out to the public, the complete list will go to the council to review. CAO Margaret Armsworthy will complete a letter from the building walk through for all of council to review. Land Use meeting was interesting. Councillor Kim Campeau asked what the status of our Land Use. CAO Margaret Armsworthy mentioned it is still pending. It was just the Mayor, CAO and Provincial Employees in attendance. Councillor Ian Lewis was not able to attend. At this meeting on Land Use, the CAO Margaret Armsworthy did ask what would happen if we have our Land Use then the Province comes out with their Land Use. They (the Province) confirmed our Land Use would protect us from the Provincial Land Use. CAO Margaret Armsworthy also asked since we are under provincial regulations currently, why are we not allowed to build closer to other properties. This was explained to use that the ruling is usually to allow for a well and septic so this could be something we can review. Last month, Mayor Jo-Anne Harvey asked for reports on the CAO from

everyone. She has received reports from the Utility Operator, Matt MacFarlane and Councillor Kim Campeau. Mayor Jo-Anne Harvey and Councillor Kim Campeau will meet at the office on Friday, March 20, 2026 at 1:00pm to review the reports and discuss with the CAO Margaret Armsworthy. Councillor Sheila Wigmore asked when the reports were requested. Mayor Jo-Anne Harvey mentioned they were requested at the last council meeting which Councillor Sheila Wigmore was unable to attend. This is the CAOs annual review. Any questions or comments from council? None. Mayor Jo-Anne Harvey asked Deputy Mayor Dean MacDonald when he would be back in the province. He was not sure but it would probably be the following week. Mayor Jo-Anne Harvey asked him check in with the CAO when he is back. Report attached.

- 8. Public Input** – Mayor Jo-Anne Harvey wanted to know where we are at with the bank accounts. She is just wondering where we are at with the bank accounts with reference to our upcoming bills primarily with regards to our upcoming insurance bill. CAO Margaret Armsworthy confirmed that is the separation from the Fire Department is not completed when our insurance renews, we will receive a rebate. Currently, we have just over \$50K in our general bank account. We will have bills for our insurance and our auditor coming up which will quickly deplete our accounts. We do have an operating line of credit which we try never to use. Councillor Sheila Wigmore asked about having a motion put on the floor about eliminating the Crapaud Hall as an Early Years Centre. She thought we had already discussed this but never put the motion on the floor. **MOTION: 2026-07** Councillor Kim Campeau made a motion to have the Crapaud Hall eliminated from any future discussions of an early years centre. Seconded by Councillor Sheila Wigmore. Motion carried (3-0). Question from the public – with the funding for the newsletter, who will be doing the newsletter? If the funding is not used, what happens to these funds? Mayor Jo-Anne Harvey mentioned the newsletter is something that Councillor Ian Lewis has wanted to a while so we can review with him when he is available. Mayor Jo-Anne Harvey mentioned Councillor Ian Lewis is aware of this funding but we will wait until he is at the next meeting to discuss. Additional question around CAO attending meetings. Hall Committee Chair has

not been having the CAO attend their meetings. These committee meetings are not council meetings. A council member sits on the committee but the hall is being run by a volunteer committee. Council run committee meetings require the CAO to attend. Additional questions were asked with regards to when the CAO would be needed to attend a Hall Committee meeting. CAO to review.

9. **Adjournment** – It was moved by Deputy Mayor Dean MacDonald and seconded by Councillor Kim Campeau to adjourn the meeting at 7:50pm.

Joanne Harvey _____

Mayor

Margaret Armsworthy _____

Chief Administrative Officer

Crapaud Hall Committee Report to Council

March 17th, 2026

Submitted by Sheila Wigmore

The Crapaud Hall Committee met on March 2nd, 2026. Minutes for the meeting are attached. A few highlights include the following:

We plan to finalize the Hall Rental Rates and Contract/Waiver at our next meeting.

A two question survey regarding Hall use will be available at the Saint Patrick's Day Dinner on Saturday, March 14th, and will be circulated elsewhere as well.

Pizza and Games and Chair Yoga continue to be very popular at the Hall. They are scheduled to go until the end of April.

There will be a movie matinee on April 18th, at 1:30. A canteen will be available.

We're having a Stage clean up party on March 21st, to organize all the things stored on and under the stage.

The Hall continues to be a very busy venue for birthday parties, meetings and other community events.

Thank you,

Sheila Wigmore

Kim Campeau
Report Date for March 17, 2026 Council meeting

ELC/Daycare Centre

Our regular committee meeting was held March 10.

Items of discussion:

Status of Needs Assessment/Business Plan. A motion was made at our Feb 17 council meeting to approve MRSB to conduct the ELC/Daycare Needs Assessment. We will present a revised rate for the NA at next council meeting March 17, 2026. The anticipated net cost to the RMC will be approximately \$2,101.00.

EY's has approved a 2 month extension to complete our review and submit for reimbursement through the Start-Up Grant

Funding opportunities are still not available at this time. It is anticipated once the provincial government approves their annual budget, there may be an indications of some federal or provincial funding that could be forthcoming.

The committee discussed potential ELC/Daycare locations that could be used as a multi-purpose site within the RMC:

- Auction House located centrally but not necessarily viable due to the extensive renovations that may be required. Margaret is going to review details previously provided by ACOA. This information will determine next steps for this potential site.
- Contractor to develop in Sherwood Forest is still a viable option but we are holding on this until a needs analysis has been completed.
- We should look at the availability of land adjacent to our council office as a potential opportunity to develop a ELC/multi-purpose building

It was noted during our committee meeting that Borden-Carleton's BADC is seeking public input on the community's need for a local daycare. An information gathering meeting is planned this month.

Next ELC/Daycare Committee meeting date - April 29, 2026, 10:00am at council office.

CAO Report:

I have submitted the final reports for both of these grants as they were required by the end of February. I have also applied for these grants again for 2026/2027. There are two grants available to apply for - Seniors Community Meal Grant and Seniors Secretariat Grant. Each of these grants are for \$5000 each. We should hear back on both around June 30, 2026.

We have received approval for the New Horizon Grant funding in the amount of \$21500. This will allow us to install audio visual equipment in the lower level of the Crapaud Hall, continue our Pizze and Games Night plus have our Men's Luncheons. We also have funding to start a newsletter which Councillor Ian Lewis has been requesting. Bravo to us for getting this funding so we can provide these amazing events and offerings to the community.

Jo-Anne and I attended the Provincial Land Use Open House in Summerside on March 3, 2026. It was a great opportunity to connect with Taylor Craig. He is a Planner with the Province and is working on our Official Plan with Stantec.

My CAO networking event was postponed due to the tragic death of Jeremy Coady, Town of Stratford CAO. The networking event will be held March 26 from 11:00pm to 1:00pm in Kensington.

Budget has been completed so I will be working on the MCEG plus our AER. I will also be ensuring all tax coding is correct so we can submit our HST report for last year as we file annually. I will also get the HST completed for Sewer and Water as these are completed semi annually.

Summer Staff – I will be submitting application through Skills PEI and EDA for funding for summer positions. We already have an application pending for one student position. I will be posting for these positions next month so we will hire pending funding. It will give us an opportunity to review applications and complete interviews so we can hire as soon as funding is approved.

Crapaud Fire Department members and myself did a walk through of the building this week. It was an opportunity for them to see the building and ask questions.

Mayor's Report

The Review of Honorariums:

Too Low? Too High? Do councillors feel at the present time they are paid accordingly? I do have a copy of the remuneration report which was completed in Neila Auld was mayor. The recommendations were not accepted by the council of the time. This was based on how much work the councillors were as doing in the community. It has been suggested by Municipal Affairs that council makes the decision now to put up or reduce honorariums before the next election.

Fall Election:

It is that time to think if you are running again for council, we will start advertising to see if anyone is interested in running for council.

ELC/Daycare Meeting:

I attended the committee meeting. There are a couple of things to inform council regarding committee meetings. These are discussion where resolutions will be recommended to council at their next meeting to be voted on then. Meetings should never be scheduled without reaching out to your CAO first.

Role of CAO:

The role of the CAO is to attend all meetings and record the minutes.

Fire Department Meeting:

Margaret and I met with a few members of the Crapaud Fire Department to discuss the final terms to complete the transfer of the Fire Department. Councillor Andrew LeClair was not able to attend.

Land Use:

Margaret and I attended the provincial meeting in Summerside for land use. Councillor Ian Lewis was unable to attend.

CAO Review:

To say that I was disappointed with the information that came in to the office is an understatement. Only one councillor replied to this request. I have received recommendations from Utility Operator, Dennis Lowther and former lawyer to the municipality, Matt MacFarlane, our current MLA.