

**Rural Municipality of Crapaud**

**Council Meeting**

Tuesday, April 21, 2026

7:00 pm

Crapaud Municipal Office

**Minutes**

**Present:** Mayor Jo-Anne Harvey, Deputy Mayor Dean MacDonald (by phone), Councillor Ian Lewis, Councillor Kim Campeau, Councillor Sheila Wigmore and CAO Margaret Armsworthy

**Absent:** Councillor Andrew LeClair

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, April 21, 2026 – Moved by Councillor Sheila Wigmore and seconded by Councillor Kim Campeau. Motion unanimously carried. (4-0)
3. **Disclosure of Conflict of Interest** – Nil
4. **Approval of Minutes from March 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. (4-0)
5. **Discussion Items**

5.1. **Truck for Municipality?** – Mayor Jo-Anne Harvey discussed our Maintenance Supervisor uses his own vehicle for the municipality. He is compensated for this, but he has asked if this is something the municipality would consider. This would be an expense for four months of the year. We would need a ½ ton truck which would be approximately

\$40,000. We would probably need at least a ½ ton truck. Currently, we pay \$250 weekly to the Maintenance Supervisor. This is to cover his gas, maintenance, insurance and wear and tear on his vehicle. CAO Margaret Armsworthy to review as this is not currently in our budget. Deputy Mayor Dean MacDonald things it is something to review in our plan for the next three to five years as we grow, we may be able to use it save money in other areas such as snow removal, etc. This is an item to add to our budget planning conversations. Councillor Sheila Wigmore also mentioned exploring leasing options versus purchasing options also explore the option to share. Councillor Ian Lewis also mentioned if we needed a truck, we could get access to a truck in a matter of days by renting one if we were in a pinch. This item will be reviewed future with budget discussions prior to our budget in 2027/2028.

- 5.2. **MEO/DEO** – CAO Margaret Armsworthy explained we are required to appoint a Municipal Electoral Officer and a Deputy Electoral Office for our upcoming November 2026 Elections. **MOTION: 2026-08** *Councillor Sheila Wigmore made a motion to appoint Traci MacVittie as the Municipal Electoral Officer (MEO). Seconded by Councillor Kim Campeau. Motion carried. (4-0)* **MOTION: 2026-09** *Councillor Sheila Wigmore made a motion to appoint CAO Margaret Armsworthy as Deputy Municipal Electoral Officer (DEO). Seconded by Deputy Mayor Dean MacDonald. Councillor Kim Campeau asked if the CAO can be the MEO or DEO. CAO Margaret Armsworthy mentioned many municipalities often have the CAO as the MEO or DEO so they can accept nominations during business hours. Motion carried. (4-0)*
- 5.3. **Sherwood Forest Covenants** – Councillor Kim Campeau wanted to know where we stood with the Sherwood Forest Covenants. From her understanding, this was never passed. She has spoken to Sherwood Forest residents, so she wanted to know where this was at. There was discussion around the Sherwood Forest Covenants as they have never been registered. Mayor Jo-Anne Harvey believes if a number of people are asking about this we should have a public meeting to discuss. We would need to involve a lawyer with this request for covenants. Something for council to review in the coming months.

**6. Information Items:**

- 6.1. **Fire Department Update** – CAO Margaret Armsworthy has received notification confirming the new Crapaud Fire Department Inc. has been registered as a corporation. We can start getting assets and bank accounts transferred to the new company.
- 6.2. **IRAC Update** – CAO Margaret Armsworthy spoke to IRAC with regards to our rate increase application. They are in the process of sending out the public notice to advise residents that we have an application in to increase the sewer and water rates. We have been operating in a deficit and not had an increase in our utility rates since 2012 and 2013. Mayor Jo-Anne Harvey added how our property taxes increased back in 2024 but there was not an increase in property taxes in 2025 or 2026 and there is no talk of an increase for 2027. She just wanted to add this information so council is aware.

**7. Portfolio Reports:**

- 7.1. **Hall Committee Report** – Councillor Sheila Wigmore mentioned the Hall Committee served a dinner for 85 members of the Mason's on April 11, 2026. The Pizza and Games night is continuing April 27, 2026. Chair Yoga and Dance classes have been extremely popular and will run until the end of April. We are hoping to receive funding so we can continue this next year. There is a Community Breakfast on April 25 from 8:00am to 10:00am by donation. There is the Mother's Day Tea coming up on May 9, 2026, along with the Indoor Community Yard Sale on May 23 and the Plant Sale on May 30. Anyone can visit the Crapaud Community Hall Website where you can visit the calendar to see the upcoming events. Mayor Jo-Anne Harvey also mentioned we had funding from the New Horizon Grant for a safety session. We had 8 volunteers from different areas – RCMP, EMO, South Shore Pharmacy, Seniors Navigator, EMS and Crapaud Fire Department – share their expertise with seniors at our very popular Senior's Information Session at the Crapaud Hall. A total of 36 people attended. It was an opportunity for attendees to ask questions to the experts.

- 7.2. **Lands Report** – Councillor Ian Lewis mentioned he would like for there to be a larger map so when we are looking at properties we can get a better sense of what we are looking. He also discussed the CAO Margaret Armsworthy notified him that the New Horizon Funding has provided \$6000 for a newsletter for the community which he has been working on. Once he has something ready, he will present to council. Councillor Sheila Wigmore asked about the larger map. Mayor Jo-Anne Harvey mentioned we have reached out to the province and were told we could not get one from the province. Councillor Ian Lewis thought we could get a larger map from Mapping. CAO Margaret Armsworthy mentioned if someone knows where we can get a large map to let me know. Councillor Ian Lewis mentioned reaching out to a realtor office. CAO Margaret Armsworthy will reach out to a realtor to see if this is something they can provide to us.
- 7.3. **ELC/Daycare Report** – Councillor Kim Campeau mentioned on March 31, 2026, the ELC/Daycare Committee met with MRSB to kick off the needs assessment and survey. MRSB has gotten back to us this week with the survey questions so this will go out next week. They will have their report back to us May 29, 2026, for the Needs Analysis including the survey results.
- 7.4. **Parks - Vacant**
- 7.5. **CAO Report** – CAO Margaret Armsworthy reviewed her report. Our final report has been submitted for last year's New Horizon Grant. We have received funding for our Parks Maintenance Worker. We have also posted for the Assistant to the CAO which is a post secondary education job. Funding is pending for this job which has been identified in the job posting. We want to be proactive. We are waiting to hear back funding for a job to help with the Crapaud Hall for the summer. Our Maintenance Supervisor funding is still pending but we should hear back on this soon. Our printing service contract is ending in May 2026. When we reviewed the printer options, it was not urgent, but it was not clearly identified that the service contract was ending too. This service contract provides us with service for the printer, toner and additional parts when

needed. CAO Margaret Armsworthy to explore options as the cost of new printers was too high. Leasing was less cost monthly versus purchasing but the cost is much more expensive over time. Our current contract is with Office Xpress. Their service has been exceptional. CAO Margaret Armsworthy will review other options available for the next meeting. CAO Margaret Armsworthy asked if a councillor is unable to attend a meeting to give some additional notice. If we do not have a quorum we have to cancel a meeting. Our audit has been scheduled for August 17, 2026, to August 19, 2026. Our sewer and water bills will be sent out shortly.

- 7.6. **Mayor's Report** – Mayor Jo-Anne Harvey would like any comments councillors have on honorariums to be sent to CAO Margaret Armsworthy by end of May 2026. She mentioned we need to think ahead as our Utility Operator will be looking at retiring in possibly the next 3 years. This might be an opportunity to look at shared services. We need to look at our upcoming community events and if they will proceed. We have received funding from New Horizon as well as funding for the Multicultural Day and Canada Day. After these events, we will have to look at a formula as to how the events are going to take place. With regards to the vacant park's portfolio, we are looking at sharing the responsibilities of grounds and parks with all councillors. Construction companies have been reaching out to the office about development. If any residents reach out to councillors with issues, please have the resident send an email to the office so the issues can be documented. EMO Chair Della Ferguson has agreed to stay on for this year. If we have anyone that we know of who could assist, Della would like to have them assist her before she steps down. Councillor Sheila Wigmore asked what would be involved to with the parks. Mayor Jo-Anne Harvey mentioned we need to look at the parks but also flowerbeds in the community. Councillor Sheila Wigmore asked about the playground. Mayor Jo-Anne Harvey discussed how expensive playground equipment is. For example, just looking at Englewood's new playground, it took a lot of sponsorship from corporations as well as government funding. Playground equipment is expensive where if you spend \$1 then there is another \$1 required for the

installation. We have discussed adding a gaga pit to each park along with a gazebo from Bluefield High School at the Old Post Road park.

- 8. Public Input – Resident** asked about the newsletter funding for \$6000. She inquired about how often it would go out. Councillor Ian Lewis mentioned this has not been determined yet. The resident is concerned that \$6000 will not go far for a newsletter. CAO Margaret Armsworthy mentioned when she submitted the application, it was a number she entered to get the newsletter started. A resident mentioned there used to be a large map which was framed. We might still have this in storage. Councillor Ian Lewis mentioned there was a map on the wall at the previous Crapaud Municipal Office which he viewed with a previous CAO. CAO Margaret Armsworthy to look through our storage to see if we can locate these. A resident asked about the IRAC update. Mayor Jo-Anne Harvey mentioned this was with regards to an application for a rate increase we have for our sewer and water utilities to increase the rates. We are waiting to see if IRAC approves our request to increase the rates gradually over a period of time rather than one large increase. A resident asked what covenants are. Mayor Jo-Anne Harvey explained covenants would be assigned to a development in an area which would be an agreement among residents to ensure these guidelines are followed. This concludes the public portion of our meeting.

- 9. Motion to Move In-Camera for a Confidential HR Matter – (No minutes are taken, and no decisions are made during In-Camera Sessions):**

Moved by Councillor Sheila Wigmore and seconded by Councillor Kim Campeau to move into In-Camera for a Confidential HR Matter. (Motion carried 4-0).

Moved by Councillor Kim Campeau and seconded by Deputy Mayor Dean MacDonald to move out of In-Camera for a Confidential HR Matter. (Motion carried 4-0).

A decision was required out of this In-Camera item:

Moved by Councillor Kim Campeau and seconded by Deputy Mayor Dean MacDonald to accept the 2026 Contract Proposal for CAO Margaret Armsworthy. (Motion carried 4-0)

**10. Adjournment** – It was moved by Deputy Mayor Dean MacDonald and seconded by Councillor Kim Campeau to adjourn the meeting at 7:54pm.

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

Mayor

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

Chief Administrative Officer

# **Crapaud Hall Committee Report to Council**

## **Submitted by Sheila Wigmore**

**April 21<sup>st</sup>, 2026**

There's lots happening at the Crapaud Community Hall in the next few months, in addition to the very busy month we have had. Highlights of the past month include:

The Mason's dinner on April 11<sup>th</sup> was very successful: well attended, a tasty dinner prepared with Chef Peter, and lots of complements afterwards.

Pizza and Games continues to be well attended, with the last event on April 27<sup>th</sup>.

Dance and yoga classes for Seniors continue until the end of this month, and are also very popular.

A movie matinee for Seniors is taking place this Saturday at 1:30.

We are having a Community Breakfast on April 25<sup>th</sup>, from 8:00 am until 10:00 am, by donation. It would be great to see you all there!

Events planned for the next month include a Mother's Day Tea on May 16<sup>th</sup>, an indoor community yard sale on May 23<sup>rd</sup>, and a plant sale on May 30<sup>th</sup>.

If you would like to know more about what is going on day to day at the Hall, please check Events on the Crapaud Hall website.

Thank you,

Sheila Wigmore



# MUNICIPAL PORTFOLIO REPORT

Prepared for: The Rural Municipality of Crapaud

Presented by: Ian Lewis, Councillor

Report Date: April 21, 2026

## LANDS & DEVELOPMENT ITEM #1

Project: Housing development

Property: Sherwood Forest & adjacent properties

Subject: Development

Meeting date, location: N/A

Attendees: N/A

- At the time of our council meeting, we will have had a meeting with the province as a response to why The Official Plan for RMC was denied. Hopefully, we can use this information to develop a way forward with clear intention and the support that is needed to achieve our goals.
- Once again, 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 would like to put a motion before council to have the CAO acquire a new significantly larger map for the RMC, so that we as a council have a better visual aid when planning for the municipality.
- I was notified by the CAO that we received funding from the New Horizons Grant, with \$6,000 being allocated to a newsletter for the community. In recent weeks I have been working on a newsletter for Crapaud and the surrounding area. Once I have a viable format, and a working plan to effectively produce a monthly newsletter, I will present it to council for approval.

## ELC/Daycare Centre

### Items of discussion:

On March 31, Margaret and I had a virtual project initiation meeting with MRSB regarding the ELC Needs Assessment. Committee members Ian Lewis and Sheila Wigmore were unavailable to attend.

### Highlights of that meeting included:

#### Project Scope to determine:

- Is there sufficient demand for an ELC in Crapaud/surrounding areas - we will be using a catchment area of 25kms
- What size/type of facility is needed
- What are the risks at present - staffing/funding

#### MRSB conducting desktop research to include:

- Population analysis;
- Scan of ELC's in the region, location and what they serve
- Stakeholders
  - Representatives from PEI EY's
  - Kinkora ELC
  - Local community stakeholders for example, School Principal, etc. Margaret will help to ID who MRSB could connect with.

Survey - this will be used to validate the desktop research. MRSB uses a robust methodology to develop survey. We have provided their team with a list of sample questions to be considered in the development of the survey. MRSB has completed a draft of the survey to be finalized April 24.

Timelines – MRSB has provided a closing date for the final report as May 29. We don't foresee any challenges at this time with the above time frame. Our funding extension for the grant to cover this project is end of May. We have asked MRSB to possibly provide invoice just prior to the deadline in order to submit for reimbursement. MRSB does not have a concern with providing a timely invoice.

Business Plan - we discussed this as a possibility, however, we won't know if this step is feasible until the Needs Assessment has been completed.

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

## CAO Report:

I have submitted the final report for the New Horizon Grant. Our MCEG was submitted to the province at the end of March. AER information has been forwarded to MRSB so they will be able to complete and have the report in on time.

We have received funding for our Maintenance Person for the Parks. This is a summer student position. The funding will cover 50% of the cost of the employee. We do have a posting for an Assistant to the CAO which requires a student in post secondary education to returning to school in the fall. The funding for this position is pending. We are receiving resumes for this position. The job posting is open until

I would ask that all councillor please provide their availability for meetings by noon the day of the meeting. We were close to not having quorum at our last meeting. If we do not have a quorum, we have to cancel our meeting.

I attended the CAO networking event on March 26 which was well attended. We had an opportunity to have some round table discussions. The key takeaway from me was the assistance the Charlottetown CAO offered to help small er municipalities. Often we do not think to ask the larger communities for help. He personally offered to help in anyway he could. Shared services was a big topic at this event as well as having more events like this to help all CAOs in various municipalities.

I have scheduled our audit for August 17 to 19. We are in good shape with our books so we are getting it completed earlier this year. This will allow me to have assistance during the audit from our summer student.

Printing Contract ending – I had a discussion with our printing service provider. Our service contract is ending. When they discuss the discontinuation of the parts for our printer, they did not discuss this means they will not be providing any toner or supplies for our printer. The contract ends in May so I am working on the numbers to see what we can potentially look at. What does council think? We do use the printer a lot but do we need a large printer again? We do all the printing for posters for the hall. I do all the printing for the meetings. I wanted to take a couple of weeks to look at all the information as a refurbished machine will cost us the same amount as a new one if we purchase it outright. I will also look into other printing companies for comparison. We have exceptional service from Office Xpress. A comparison is required under our MGA.

Next week, there is the FPEIM AGM in Summerside on Monday, April 27, 2026. The following week, there is a session in Charlottetown on Friday, May 8, 2026 for Bylaw 101 Training hosted by Municipal Affairs.

Sewer utility bills will be coming out in mid May then the water utility bills will come out in June/July.

There are several matters that need our attention:

- Honorariums: The council should justify the amounts they receive. I've compared figures around our area, and ours appear to be high.
- Planning for the future:
  - Truck acquisition or maintenance
  - Utility operator's retirement—plans to retire within three years or possibly sooner
  - Upcoming community events—confirm whether they will proceed
  - Responsibility for park (Sheila?)
  - Contingency plan if Ivan is unable to work
- Construction companies interested in partnering with the community; consider Jordon's role and Dennis's discussion about sewer hookups.
- Senior safety updates
- Replace the Queen's portrait with one of the King
- Election updates
- COA contract review; Residents must submit inquiries through the office for any issues to be addressed.
- EMO: Della plans to step down from her portfolio.