

# Rural Municipality of Crapaud

Regular Council Meeting  
Tuesday June 18, 2019  
7:00 pm  
Crapaud Community Hall

## MINUTES

Present: Mayor: Neila Auld  
Deputy Mayor: Joanne Harvey  
Councillors: Spencer MacKinnon, Donna Henley, Arnold Stewart, Kris Jones, Bill Chester

Also: Staff: Barbara Weeks, CAO

1. **Introductions** – Mayor Auld welcomed the members Council, new members Kris Jones and Bill Chester and members of the public.
2. **Meeting was called to order by Mayor Auld at 7:00 pm**
3. **Approval of Agenda for June 18, 2019**  
*It was so moved by Councilor Henley and seconded by Councilor Harvey to approve Agenda for June 18, 2019. Motion Carried unanimously.*
4. **Disclosure of Conflict of Interest – None Disclosed**
5. **Approval of Minutes May 21, 2019**  
*It was so moved by Councilor Harvey and seconded by Councilor Henley to approve the minutes as presented. Motion Carried unanimously.*
6. **Business Arising from Previous Minutes – None Presented**
7. **New Business – None Presented**
8. **Mayor's Report – Mayor Auld read her report (attached)**
  - 8.1. Rules of order to be clarified. Council and Public must refrain from “chatting” or speaking out without authorization from the Chair. Chair is the Mayor or delegate. All discussion/questions are to be directed to the Chair. Chair will answer the question or direct it to the appropriate councilor or the CAO, or deferred for future review.
9. **CAO Report**
  - 9.1. Barbara Weeks presented her report. Financial expenditures for May totaled \$12,562 and revenue totaled \$50, 389.

## **9.2. Action Items**

### **a. New Council Appointments**

*19-27 It was so moved by Councillor Harvey and seconded by Councillor Henley to approve the appointment of Councillor Kris Jones. Councillor Jones will be the Councillor responsible for properties and parks. Motion Carried unanimously.*

*19-28 It was so moved by Councillor Harvey and seconded by Councillor MacKinnon to approve the appointment of Bill Chester. Councillor Chester will be the Councillor responsible for Land Use and Finance. Motion Carried unanimously.*

### **b. Asset Management**

*19-29 It was so moved by Councillor Henley and seconded by Councillor Chester to establish an Asset Management Committee with members including Mayor Neila Auld as Chair and Barb Weeks. Other members of the community will be recruited as needed.*

### **c. Land-Use Planning – Project 19-01**

*MOTION: To approve the Land Use Planning Project was presented. Funding has been approved, CAO to initiate RFP Process and seek quotes from qualified consultants to complete the project within the estimated budget of \$66,000. CAO will follow the procurement bylaw. Working closely with the Mayor and CAO, Councillor Chester will be the Councillor responsible for the project. (Project time line listed in funding application was May 30/10 –Jan/20.) **Deferred to Land Use Committee.***

### **d. Affordable Housing – Project 19-02**

*19-030 It was so moved by Councillor Harvey and seconded by Councillor Henley to approve the initiation of Project 19-02 to develop an affordable Housing plan for the Community of Crapaud. This will include the evaluation of all potential scenarios discussed with Clifford Lee to decide which option is the best for the Community of Crapaud. Working closely with the Mayor and CAO Councillor Chester will be the councillor responsible for this project. Motion Carried anonymously.*

### **e. Sherwood Forest Expansion – Project 19-03**

*19-031 It was so moved by Councillor Henley and seconded by Councillor Chester to approve the initiation of Project 19-03 to expand the Sherwood Forest Subdivision. First stage of the project can be completed in fiscal 2019-20 which includes clearing the roadway assess and checking the survey. Working closely with the Mayor and CAO, Councillor Jones will be the Councillor responsible for this project.*

- f. *Land in Sherwood Forest – PID# 405480, Lots 19-3 & 19-4 relocation of drainage easement between lots needed before lots are saleable. Construction costs estimate from CBCL to relocate easement came in at \$36,000, if Council deems it necessary to complete this work then two more quotes will be obtained before tender is awarded.*

*MOTION: To approve the relocation of the storm sewer easement in the Sherwood Forest Subdivision between lots 19-3 & 19-4 to ensure that the lots are saleable. The CAO will obtain two more quotes before the tender is awarded. This work will be conducted this year (2019) and all costs associated with this work will be covered by the 2019 Gas Tax Direct Allocation. **Deferred to Land Use Committee.***

## 10. Committee Reports

- 10.1. Fire - No Report
- 10.2. New Councillor Kris Jones – report for next meeting
- 10.3. Community Hall – Councillor MacKinnon read his report
- CAO arranged for Irving to inspect oil tank and install propane tank
  - Flower beds cleaned up, overgrown trees trimmed and parking lot edged.
  - Plans well underway for Canada Day Pancake Breakfast. Posters and invitations printed and being delivered.
  - Water test came back all good
  - Floors need to be polished – A1 Building Cleaning coming June 20
  - Thank you to Dale Harvey who repaired fan above propane stove. May need to be upgraded (approx. \$3000 new)
  - Possible Hospital Fundraiser
  - Waiting for leak in dishwasher to be checked and possibly repaired (may need a new one)
  - CAO commented that a list of required items needs to be compiled. There is funding available 50/50 cost share with Government but need to get quotes and submit application before items are purchased. CAO to be kept updated on committee meetings.
- 10.4. Public Works/Water & Sewer – No Report
- 10.5. Events & Recreation –
- The Hall committee will be looking after the Canada Day Event,
  - Discussion regarding new structure of portfolio – Events that occur at the Hall will be taken care of by the Community Hall
- 10.6. Marketing & Communications
- Looking ahead to the booth at the Exhibition.
  - Want to purchase a white board and easel
  - Want to promote the Mascot “Todd the Toad”, maybe purchase a plush toad and a plywood cut-out

10.7. Other Committees

- **Honorarium Review Committee** – Della Ferguson and Susan Williams. Was decided that Salaries for staff are to be included in the review.

*It was so moved Councillor Chester and seconded by Councillor Harvey to add hourly and contracted employees to the review. Motion Carried.*

- By Law Review Committee – Donna Henley to be co-chair, copies of bylaws for each Councillor to be done it would make it easier for all to have updated information.

**11. Discussion, Correspondence & Public Input**

**12. Date of Next Regular Council Meeting**

12.1. Next Meeting will be Tuesday July 16, 2019, 7:00 pm at the Crapaud Community Hall

**13. Adjournment**

13.1. It was so moved by Councilor Henley to adjourn the meeting at 9:00pm.

Respectfully submitted, approved and signed,

Date: \_\_\_\_\_

\_\_\_\_\_  
Neila Auld, Mayor

Rural Municipality of Crapaud

\_\_\_\_\_  
Barbara Weeks, CAO