

Rural Municipality of Crapaud

Regular Council Meeting
Tuesday February 18, 2020
7:00 pm
Crapaud Community Hall

MINUTES

Present: Mayor: Neila Auld
Deputy Mayor: Donna Henley
Councillors: Bill Chester, Spencer MacKinnon, Stan Baker
Vacancies (2)

Also: Staff: Barbara Weeks, CAO

Absent: None

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- 1. Introductions** – Mayor Auld welcomed members of Council, CAO and members of the public to the meeting. Also, a special welcome to our Minister Jamie Foxx and presenter David McQuaid
 - 2. Meeting was called to order by Mayor Auld at 7:05 pm**
 - 3. Approval of Agenda for February 18, 2020**
It was so moved by Councilor Chester and seconded by Councilor Henley to approve Agenda for February 18, 2019. Motion Carried unanimously.
 - 4. Disclosure of Conflict of Interest – Non declared**
 - 5. Approval of Minutes January 21, 2019**
It was so moved by Councilor Henley and seconded by Councilor Chester to approve the minutes as printed. Motion Carried unanimously.
 - 6. Approval of Minutes February 4, 2020**
It was so moved by Councilor Henley and seconded by Councilor Chester to approve the minutes as printed. Motion Carried unanimously.
 - 7. Business Arising from Previous Minutes**
 - 7.1. Street light request was discussed and decided that due to that area of Inkerman being very dark a street light will be installed. It was added that these requests will be considered on a case by case basis.
MOTION 2020-068 *It was so moved by Councilor MacKinnon to approve installation of the streetlight at 94 Inkerman, and further requests will be evaluated separately. Seconded by Councilor Chester. Motion carried unanimously.*

7.2. CAO expressed a concern regarding heat being turned up at the Hall after a couple of complaints from renters. There needs to be better communication between Council and the Hall Committee as to the roles and responsibilities.

7.3. CDC session on shared services model attended by the Mayor, CAO and Councillor Baker. Discussion regarding the impact of the MGA on rural municipalities specifically by law enforcement, land use and audit could potentially be reduced if there is a shared services model in the South Shore.

8. New Business

8.1. Presentation from David McQuaid, request to purchase 2 acres of land to build 10 affordable housing units.

- These units would be one floor, slab, 2 bedrooms.
- Fully wheelchair accessible
- Rental units, McQuaid as landlord
- Low income, Provincial supplement, No market units
- Based on need
- If approved, work with Council on applications
- 2 month turn around on builds, have units in Cornwall and Montague already

9. Mayor's Report – Mayor Auld read her report (attached)

9.1. 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 councillor or the CAO, or deferred for future review.

9.2. Councillor Henley thanked Mayor Auld for all her work on the Letter sent Premier King regarding the need for a physician on the South Shore.

10. CAO Report (attached)

10.1. Barbara Weeks presented her report. Total Expenditures for January 2020 totaled \$13,027.88 and Revenue of \$11,230.47.

10.2. CHASE THE ACE – MARCH VOLUNTEERS!! Council and Hall Committee. All money raised goes toward the Hall

10.3. By-election March 9, 2020 – still accepting Nominations until February 21, 2020.

Action Items:

MOTION 2020-069 *It was so moved by Councillor Henley and Seconded by Councillor Chester to Approve 2nd Reading and adoption of Bylaw # 2020-01 Municipal Emergency Management Program. Motion carried unanimously*

MOTION 2020-070 *It was so moved by Councillor Henley and Seconded by Councillor Chester to Approve 2nd Reading and adoption of Bylaw # 2020-02 to Manage and Dispose of Records. Motion carried unanimously*

MOTION 2020-071 *It was so moved by Councillor Henley and Seconded by Councillor Chester to Approve 2nd Reading and adoption of Bylaw # 2020-03 to Regulate Access to Information and Protection of Personal Information. Motion carried unanimously*

MOTION 2020-072 *It was so moved by Councillor Henley and Seconded by Councillor Chester to Approve Date of Public Budget Review Meeting to be Tuesday March 10, 2020 and the Budget Voting Meeting to be held on Tuesday March 24, 2020.*

11. Committee Reports

11.1. Fire Commissioner - Fire pagers/radios is in the process of being finalized

EMO – Councillor Henley is the Chair

- Attended “10 steps to emergency preparedness” presented by Island EMO on Feb 5th, 2020 with CAO.
- Need to update list of contacts, resources and emergency plan
- Planning first meeting, will be open to public and date to be posted

11.2. Parks and Properties – Vacant no report.

11.3. Land and Finance – Councillor Chester

- Two proposals heard regarding housing, need comparisons, re-zoning from agriculture to residential
- Issue re covenants in Sherwood Forest Subdivision needs to be revisited.

11.4. Community Hall – Councillor MacKinnon

- Merry Pop-Ins Healthy Eating program will be completed on Feb 28 (full day). Helen Green directed Council and the public to their Facebook page to see photos.

11.5. Public Works/Water & Sewer – Vacant no report

11.6. Marketing & Community

- Committee usually meets quarterly
- Error in County Line Courier regarding Councillors, they have been contacted and a correction will be printed.

11.7. Salary & Remuneration Commission presented their report for Council’s review. Mayor Auld thanked the Commission for their time and since the project is completed the Remuneration Commission is officially closed.

12. Discussion, Correspondence & Public Input

13. Next Meeting

13.1. Next Meeting will be Tuesday March 17, 2020, 7:00 pm at the Crapaud Community Hall

14. Adjournment

14.1. It was so moved by Councilor Henley to adjourn the meeting at 8:30pm.

Respectfully submitted, approved and signed,

Date: _____

Neila Auld, Mayor

Barbara Weeks, Chief Administrative Officer
Rural Municipality of Crapaud



February 18, 2020

MAYOR'S REPORT

Welcome to Councillors, our CAO and to public attendees and guests to tonight's meeting. As usual I am reminding everyone of some rules of order. Council and Public must refrain from "chatting" or speaking out without authorization from the Chair (me). All discussion/questions, including from Council members, are to be directed to the Chair (me). I will answer the question or direct it to the appropriate councilor or the CAO. Or it will be deferred for future review. Public opportunity for comments or discussion will be at the end of the meeting. If anyone wants to intercede during Council's discussion, please raise your hand and the Chair (me) will address your request. Any administrative questions will be addressed, deferred to the end of the meeting, or to the office for response during office hours. Nominations are open for two open Council positions, with the retirement of Arnold Stewart and resignation of Kris Jones due to his family commitments and accepting a job in Fort McMurray. I want to thank both of them for their time and service. I encourage all residents to consider being a part of our team. We have a lot of projects that have been worked on, and in the next few months we will need community input and help. Forms are at the Municipal Office, and I also have some as well. Barb can give you more information as to the process.

Barb's report has a list of Resolutions to be passed at this evening's meeting. Let's all get on board to see that they get done!

My Activities since the last Council meeting:

JANUARY

- 21st – Council meeting
- 22nd – met with Keith Dewar, Deputy Mayor, Victoria
- 28th – attended Chamber meeting where Jamie Fox spoke and he assured me we would be getting a second Nurse Practitioner AND a Family Physician.
- Letter sent to the Premier from the 5 Mayors. Only response so far – from MLA Peter Bevan-Baker ...supporting our concerns and efforts.

FEBRUARY

- 1st – Attended the "Sully the Dog" event at the Crapaud Hall, and made cookies for it
- 3rd – attended the Central Development Corporation (Bedeque) information meeting with approx. 7 local municipalities from 5-7:30pm.
- 4th – attended a closed council meeting on setting up the timelines for the up and coming elections to Council
- 10th – picked up Binders of Willi Waddell that I left at Staples in Summerside last month to make copies of relevant Crapaud documents and pictures. Planes to frame and display them.

- 11th - met with The Mayor (Ian Dennison) and Deputy Mayor (Keith Dewar) from Victoria, along with myself, and Deputy Mayor (Donna Henley) and our CAO, Barb Weeks, discussing mutual areas of interest and collaboration.
- 12th – attended the Fundraiser at Lone Oakes Brewery in Borden Carleton (evening) in support of South Shore Health and Wellness Inc (medical service in Crapaud).
- 13th – Closed meeting according to Section 119(1) (d) & (g) of the MGA to discuss matters pertaining to enforcement of an Act or Bylaw and to discuss issues pertaining to investigation or enforcement
And to discuss HR issues. Of an Act or Bylaw
- 13th meeting with Barb and government representative (Linda Burko) from Museum and Heritage Foundation in morning, to discuss rental space at the Professional Centre and possible South Shore Tourism Information Centre and a museum/archives for Crapaud (W Waddell) , and Tryon Museum, Victoria artifacts.
Took her to meet both, Jack Sorensen in Tryon Museum and Victoria School and Brenda Boudreau
- 13th – Closed Council Meeting called according to Sec 119 (1) (d) & (g) of the MGA to discuss matters pertaining to investigation or enforcement of an Act or bylaw and to discuss HR matters

We continue to have a lot on our plate, including required Bylaws for the Municipal Government Act. Barb has been working on these as well as applications for grants and subsidies for work needed to our buildings and the proposal for an Affordable Housing Project. We will hear from a second proposal this evening.

I look forward to a full Council so we can move many projects forward. And I am excited that surrounding municipalities want to work with us on many issues that affect us all. If we work collaboratively, we can make things happen faster, and at a lower cost.

In closing, I want to extend a huge thank you to our CAO, who works tirelessly and “above and beyond”. She puts in over 30 hours per week, (paid 20) between her time in the office and her attending many evening meetings, as well as working from home.

Neila I. Auld, BScPharm Mayor

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, February 18, 2020 – 7:00 pm

Updates

1. Attached financials up to Jan 31, 2019.
2. Total Expenditures for January 2020 totalled \$13,247.88 and Revenue of \$11,230.47.
3. Statements have been sent to all overdue water and sewer accounts.
4. T4's to go out by end of February (6 staff and 35+ honorariums).
5. **CHASE THE ACE – MARCH VOLUNTEERS!! Council and Hall Committee. All money raised goes toward the Hall**
6. **By-election March 9, 2020 – still accepting Nominations until February 21, 2020.**
7. CAO discussed repairs needed with Don Wills; missing shingles on Hall building and on prof building roof.
8. By Laws 2020-01, 2020-02 and 2020-03 reviewed with Municipal Affairs, Matt MacFarlane and Council presented for Second reading.
9. Loan renewal coming up end of January 2020...Renewed.
10. Budget Review process has started. Public Presentation to occur at least 14 days before adoption of 2020/21 Budget. Does Council want to have a separate meeting to vote on budget? Or vote on March 17, 2020?
 - a. Suggested dates for Public Meeting for Budget Review either March 17, 24 or 30th with Public meetings either March 3, 10, or 16 respectfully.
 - b. Budget needs to be approved by March 31, 2020 in a public meeting (March Council meeting would be option) and then submitted to Province before April 15, 2020.
11. Jobs for Youth applications due March 31st. Asking for two summer positions again.
12. Request from public for new street light on Inkerman Road, 97 Inkerman Road. Ongoing discussions with Councillors regarding previous decisions of Council. No Decision made.
13. CAO would like to request time off in lieu of hours worked on Thursday Feb 27th (8hrs) and potential vacation time of April 22-30th (20 hrs)
14. Various ongoing meetings with staff, Municipal Affairs, CDC, EMO, Fire Chief, Mayor, lessee, Bank and Lawyer.

Action Items

1. **MOTION: To Approve 2nd Reading of Bylaw # 2020-01 Municipal Emergency Management Program.**
2. **MOTION: To Approve 2nd Reading of Bylaw # 2020-02 to Manage and Dispose of Records.**
3. **MOTION: To Approve 2nd Reading of Bylaw # 2020-03 to Regulate Access to Information and Protection of Personal Information.**
4. **MOTION: To Approve Date of Public Budget Review Meeting and Budget Voting Meetings.**

Respectfully Submitted,

Barbara Weeks, CAO

**Community of Crapaud
Cummulative Income Statement
2019-2020 Fiscal**

	JAN	Cumulative TOTAL	2019/20 Fiscal BUDGET	% of Budget
General Revenue from Operations				
Fire Dues & Donations		\$ 166,000.00	\$ 177,075.00	94%
Equalization Grant	\$ 2,131.75	\$ 21,317.50	\$ 25,581.00	83%
Real Property Taxes	\$ 8,344.00	\$ 82,737.00	\$ 117,500.00	70%
Water Revenue		\$ 19,449.84	\$ 22,200.00	88%
Sewer Revenue	\$ 50.00	\$ 97,329.58	\$ 82,000.00	119%
Wage Grants		\$ 3,033.00	\$ 8,000.00	38%
Recreation Grant		\$ -	\$ 1,700.00	
Sponsorships of Community Events		\$ -	\$ 1,000.00	
Special Projects Donations		\$ -		
Federal Infrastructure Funding		\$ -		
WWCF		\$ 11,454.38		
Interest	\$ 139.72	\$ 1,944.04	\$ 3,700.00	53%
Rent	\$ 565.00	\$ 18,207.50	\$ 29,046.00	63%
Land Rental		\$ 3,537.50	\$ 1,900.00	186%
Other Revenue (Hall, Land Sales)	\$ 200.00	\$ 9,802.00	\$ 55,000.00	18%
Total General Revenue - Operations	\$ 11,230.47	\$ 428,374.84	\$ 524,702.00	82%
Government Transfers for Capital				
Federal Infrastructure Funding		\$ -		
Provincial Infrastructure Funding		\$ -		
Gas Tax Revenue		\$ 150,000.00	\$ 200,000.00	75%
Total Gov't Transfers for Capital		\$ 150,000.00	\$ 200,000.00	
TOTAL REVENUE	\$ 11,230.47	\$ 578,374.84	\$ 724,702.00	80%

	JAN	Cummulative	2019/20 Fiscal	%
		TOTAL	BUDGET	of Budget
EXPENSES				
General Government				
Advertising/Marketing	\$ 126.50	\$ 2,271.82	\$ 5,000.00	45%
Donations	\$ 65.00	\$ 2,712.00		
Dues		\$ 407.35		
Fire Protection		\$ 1,575.12	\$ 12,100.00	13%
Honorariums		\$ 15,696.69	\$ 20,600.00	76%
Interest & Bank Charges - Gas Tax		\$ 8.00		
Interest & Bank Charges - General		\$ 1,114.19	\$ 2,000.00	56%
Liability Insurance		\$ 5,967.00	\$ 6,500.00	92%
Office Supplies & Postage	\$ 208.91	\$ 1,430.80	\$ 2,000.00	72%
Office Equipment & Upgrades	\$ 3,646.00	\$ 5,250.84	\$ 15,000.00	35%
Miscellaneous		\$ 100.00	\$ 500.00	20%
Generator Project Expenses		\$ -		
Professional Fees - Legal & Accting		\$ 23,382.00	\$ 13,000.00	180%
Property Taxes		\$ -		
Rent		\$ -		
Telephone		\$ 1,302.55	\$ 2,000.00	65%
Travel & Meetings		\$ -	\$ 500.00	0%
Total General Government	\$ 4,046.41	\$ 61,218.36	\$ 79,200.00	77%
Library Expenses				
Library Telephone	\$ 49.45	\$ 541.45		
Library Supplies		\$ -		
Library Repair & Maintenance		\$ 750.05		
Library -Sewer Utility Charge		\$ 577.50		
Total Library Expenses	\$ 49.45	\$ 1,869.00	\$ 4,000.00	47%
Wage expenses & Salaries (Ivan, Barb)	\$ 3,038.41	\$ 38,947.34		
Seasonal Wages (3 students)		\$ 13,570.22		
WCB Dues				
Total Payroll Expense	\$ 3,038.41	\$ 52,517.56	\$ 58,120.00	90%

	JAN	Cummulative	2019/20 Fiscal	%
		TOTAL	BUDGET	of Budget
Fire Protection				
Donations - FD		\$ 200.00	\$ 1,000.00	20%
Dues & Licenses - Fire Dept		\$ -	\$ 1,250.00	
Equipment - Fire Dept	\$ 125.58	\$ 585.56	\$ 1,600.00	37%
Electricity - Fire Dept	\$ 315.47	\$ 3,367.09	\$ 3,000.00	112%
Gas & Oil - Fire Dept	\$ 520.24	\$ 3,699.57	\$ 2,500.00	148%
Heating - Fire Dept	\$ 648.02	\$ 3,538.63	\$ 4,000.00	88%
Honorariums - Fire Dept		\$ 30,605.00	\$ 30,000.00	102%
Insurance - Firemen & Building - FD		\$ 7,334.00	\$ 7,200.00	102%
Insurance - Fire Trucks & CGL		\$ 11,876.00	\$ 12,000.00	99%
Interest & Bank Charges - Fire Dept		\$ 112.94	\$ 350.00	32%
Interest on Long-term Debt - FD		\$ -	\$ -	
Loan Payment - Fire Department		\$ -		
Meals - Fire Dept	\$ 427.39	\$ 1,474.93	\$ 2,800.00	53%
Miscellaneous - Fire Dept		\$ 127.25		
Office - Supplies Postage Phone FD	\$ 20.70	\$ 3,432.03	\$ 4,000.00	86%
Repairs & Maintenance - Fire Dept	\$ 328.65	\$ 3,402.98	\$ 6,000.00	57%
Supplies - Fire Dept	\$ 145.83	\$ 6,250.55	\$ 3,500.00	179%
Telephone & Radio - Fire Dept	\$ 379.85	\$ 4,059.27	\$ 4,500.00	90%
Training, Mileage & Uniforms - FD		\$ 2,109.72	\$ 3,000.00	70%
Property Taxes & Sewer Utility - FD		\$ 577.50	\$ 2,300.00	25%
Garbage - FD	\$ 100.00	\$ 1,015.00	\$ 2,500.00	41%
Total Fire Protection	\$ 3,011.73	\$ 83,768.02	\$ 91,500.00	92%
Professional Centre				
Electricity - Professional Centre	\$ 220.00	\$ 220.00		
Heat - Professional Centre		\$ 3,986.13	\$ 3,500.00	114%
Heat - Councillors	\$ 318.42			
Insurance - Prof Centre		\$ 4,215.00	\$ 5,000.00	84%
Repairs & Maintenance - Prof Centre	\$ 142.55	\$ 3,574.21	\$ 3,000.00	119%
Snow Removal & Grass Cutting		\$ 2,415.00	\$ 4,500.00	54%
Property Taxes & Sewer Utility		\$ 577.50	\$ 2,300.00	25%
Total Professional Centre	\$ 680.97	\$ 14,987.84	\$ 18,300.00	82%

	JAN	Cumulative TOTAL	2019/20 Fiscal BUDGET	% of Budget
Street Lights	\$ 741.24	\$ 7,610.28	\$ 8,000.00	95%
Parks & Property				
Black Fly Program		\$ 1,000.00	\$ 2,500.00	40%
Professional Services - Parks		\$ -		
Property Taxes - Parks & Property		\$ 672.64	\$ 4,625.00	15%
Repairs & Improvements - Parks		\$ 777.74	\$ 2,500.00	31%
Mileage - Parks		\$ 1,500.00	\$ 1,000.00	150%
Total Parks & Public Properties	\$ -	\$ 3,950.38	\$ 10,625.00	37%
Recreation				
Recreation Sponsorships		\$ -	\$ 1,750.00	
Festivity/Event Supplies & Expenses	\$ 159.38	\$ 2,614.47	\$ 5,750.00	45%
Total Recreation	\$ 159.38	\$ 2,614.47	\$ 7,500.00	35%
SEWER				
Interest & Bank Charges	\$ 12.41	\$ 315.06	\$ 320.00	98%
Interest on Long Term Debt	\$ 1,106.45	\$ 11,360.09	\$ 10,000.00	114%
Loan Payment (2 loans)	\$ 1,911.14	\$ 19,411.40	\$ 22,933.68	85%
Property Taxes				
Miscellaneous		\$ -	\$ 1,200.00	
Professional Fees		\$ -		
Regulatory Commission		\$ 1,800.04	\$ 1,000.00	180%
Repairs & Maintenance	\$ 166.10	\$ 4,515.67	\$ 7,000.00	65%
Operator Fee	\$ 759.85	\$ 7,512.56	\$ 12,000.00	63%
Snow Removal		\$ 1,860.00		
Utilities	\$ 785.92	\$ 7,465.62	\$ 10,000.00	75%
Total Sewer	\$ 4,741.87	\$ 54,240.44	\$ 64,453.68	84%
WATER				
Interest & Bank Charges	\$ 12.41	\$ 200.62	\$ 200.00	100%
Interest on Long Term Debt	\$ 134.18	\$ 1,379.47	\$ 1,797.00	77%
Loan Payment	\$ 391.11	\$ 3,911.10		
Miscellaneous		\$ -	\$ 500.00	0%
Professional Fees		\$ -		
Regulatory Commission		\$ -	\$ 280.00	
Repairs & Maintenance		\$ 3,212.01	\$ 5,000.00	64%
Operator Fee	\$ 719.85	\$ 7,815.36	\$ 9,000.00	87%
Utilities	\$ 1,247.75	\$ 4,413.91	\$ 2,000.00	221%
Total Water	\$ 2,505.30	\$ 20,932.46	\$ 18,777.00	111%

		Cummulative	2019/20 Fiscal	%
	JAN	TOTAL	BUDGET	of Budget
Crapaud Community Hall				
Electricity - Comm Hall	\$ 69.45	\$ 951.06	\$ 2,400.00	40%
Equipment			\$ 5,000.00	
General Operating			\$ 4,500.00	
Heat - Comm Hall	\$ 565.02	\$ 3,947.51	\$ 3,500.00	113%
Insurance - Comm Hall		\$ 4,687.00	\$ 3,000.00	156%
Loan Payment (Hall)	\$ 400.00	\$ 4,000.00		
Interest on Long Term Debt	\$ 385.82	\$ 3,846.79	\$ 4,823.00	80%
Interest and Bank Charges		\$ -		
Office Supplies		\$ -	\$ 300.00	0%
Propane		\$ 291.67	\$ 2,400.00	12%
Repairs & Maintenance - Comm Hall		\$ 4,534.65	\$ 25,000.00	18%
Snow Removal & Grass, Garbage - Hall	\$ 100.00	\$ 1,000.00	\$ 1,500.00	67%
Property Taxes & Sewer - Hall		\$ 1,155.00	\$ 1,100.00	105%
Total Crapaud Community Hall	\$ 1,520.29	\$ 24,413.68	\$ 53,523.00	46%
TOTAL EXPENSES	\$ 13,247.88	\$ 252,949.59	\$ 493,189.00	51%
NET INCOME	\$ (2,017.41)	\$ 325,425.25	\$ 231,513.00	141%

Generated On: Feb 13, 2019