

Rural Municipality of Crapaud

Regular Council Meeting
Tuesday, October 20, 2020
7:00pm
Crapaud Community Hall

MINUTES (DRAFT)

Present: Mayor: Neila Auld
Deputy Mayor: Donna Henley
Councillors: Steven Carey, David Morton, Evan Auld,

Also: Staff: Nicole DesRoches, CAO
Absent: Stan Baker, Bill Chester

1. **Introduction** – Mayor Auld welcomed members of council and members of the public to the meeting.
2. **Call to order** – Mayor Auld called the meeting to order at 7:00pm
3. **Approval of Agenda for Tuesday, October 20, 2020**
It was so moved by councillor Carey and seconded by councillor Auld to approve the Agenda for October 20, 2020. Motion carried unanimously.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, September 15, 2020**
It was so moved by councillor Henley and seconded by councillor Carey to approve the minutes as printed. Motion carried unanimously.
6. **Business Arising from Previous Minutes – None presented**
7. **Mayor’s Report** – Mayor Auld read her report (Attached)
8. **No New Business**
9. **CAO Report**
 - 9.1. Expenditures are \$9,352.87 and revenue is \$14,502.06.
 - 9.2. **MOTION 2020-112** - It was so moved by councillor Henley and seconded by councillor Morton to approve having the Community Hall heated for the winter months. Motion carried unanimously.
 - 9.3. **MOTION 2020-113** - It was so moved by councillor Henley and seconded by councillor Auld to amend the current Community Hall rental fee schedule to include pricing for residents, non-residents and non profit organizations. Motion carried unanimously.

- 9.4. **MOTION 2020-114** - It was so moved by councillor Henley and seconded by councillor Morton to approve the expenditures incurred in upgrading the computer and purchasing new accounting software. Motion carried unanimously.
- 9.5. **MOTION 2020-115** - It was so moved by councillor Auld and seconded by councillor Carey to approve the quote from Glass Doctor of PEI and purchase portable plexiglass for the Community Hall. Motion carried unanimously.
- 9.6. **MOTION 2020-116** - It was so moved by councillor Auld and Seconded by councillor Morton to approve the quote from MacKinnon Enterprises and purchase non-slip mats for the Community Hall. Motion carried unanimously.

10. **Committee Restructuring and Reports**

- 10.1. **Fire commissioner (Mayor Auld)** – None
- 10.2. **EMO (Donna Henley)** – In person courses have been cancelled. Courses are being restructured to become online courses.
- 10.3. **Land, Park and Property (David Morton)** – Councillor Morton informed council of no changes. Mayor Auld has been dealing with Agriculture/Land/Planning Departments regarding selling land for the construction of the Affordable Seniors Housing Project. This information will be transferred to Councillor Carey's Committee to continue with the necessary processes not known of at the outset.
- 10.4. **Finance (Bill Chester)** – None
- 10.5. **Buildings (Steven Carey)** – Councillor Carey informed council that funding has been approved for the repairs project. He will be meeting with Barb Weeks to start the building project.
- 10.6. **Public Works/ Water and Sewer (Stan Baker)** – Stan is working on expanding sewer within Sherwood Forest
- 10.7. **Marketing and Community (Evan Auld)** – See Attached.

11. **Correspondence**

- 10.1. Lisa for South Shore Health and Wellness informed council that she received letter from Health PEI regarding a doctor. She also discussed the importance of Crapaud residents update their health registry. Two years ago when a resident filled out the health registry, there was no option for a Central Queens region, which included Crapaud, however, the location options on the registry now includes this region. Lisa informed council that some residents are unaware that they have access to the nurse practitioner here in Crapaud and think they only have access to the walk-in clinic. A resident mentioned the misunderstanding that some residents have with thinking that if they have a nurse practitioner, then they would have to

stay with that nurse practitioner even when a new doctor comes to the region. Lisa stated that the nurse practitioner and doctor work together.

- 10.2. A resident agrees with having the Community Hall roof repaired with shingles. She mentioned to council that the Community Hall is a heritage building.
- 10.3. A resident asked council about NS Spirits. Mayor Auld stated that the Province has an application for Blue Lobster to be bottled here and then be distributed across the Island, however, this application has not been approved yet. Government officials informed Mayor Auld that a public meeting could take place before this application is approved.
- 10.4. A resident inquired about a previous complaint that was filled. Councillor Henley informed residents the process that was taken to properly handle the complaint. However it was an oversight that this was missing from the Minutes, as there has been a lot of adjustments with the change in CAOs since that meeting. Councillor Henley will ensure the added documentation from the previous meeting will be recorded with the Minutes and posted on the website.
- 10.5. Melissa Burge from MRSB presented a draft copy of the 2019/2020 audited financials.

12. Date of next regular council meeting – Tuesday, November 17, 2020 at 7:00pm

13. Adjournment – Meeting moved to adjourn by Councillor Henley at 8:50 pm.

Respectfully submitted, approved, and signed,

Date: _____

Neila Auld, Mayor

Nicole DesRoches, Designate Chief Administrative Officer
Rural Municipality of Crapaud

**Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, October 20, 2020 – 7:00 pm
Crapaud Community Hall**

1. **Attached financials** for September, 2020.
2. Total Expenditures for September 2020 totalled \$9,352.87 and Revenue of \$14,502.06
3. **Community Hall Heating** - The Council of the Rural Municipality of Crapaud provide heat in the Crapaud Community Hall during the winter months in order to allow the Community Hall to be rented/ used by a variety of groups.
4. **Community Hall Rental** - The Council of the Rural Municipality of Crapaud agree to make changes to the current rental fees for the Community Hall.
5. **New Computer and Software** – CAO, Nicole DesRoches and Mayor Auld made emergency decision to use the new laptop and purchase new accounting software after the old laptop's hard drive crashed.
6. **Audited Financials** - Michelle Burge from MRSB will be in attendance to present the draft copy of audited statements.
7. **Building Repairs** – Barbara Weeks from CDC informed council of funding approval for the building repairs project through the Rural Growth Initiative.
8. **Quote for Mats** - Mackinnon Enterprises provided a quote for 3 non-slip mats for the lower level and main level entries at the Crapaud Community Hall.
9. **Plexi Glass Quote** – Glass Doctor of PEI in Cornwall provided a quote on plexiglass. This plexiglass is portable, therefore, allowing it to be used in various locations.

Action Items

1. **MOTION: To approve having the Community Hall heated for the winter months.**
2. **MOTION: To amend the Community Hall rental fees. Present rental schedule will be used for non-residents, discounts to residents and separate rates for non profits.**
3. **MOTION: To approve the incurred expenditures for the computer technician coming to the office, upgrading to the new laptop and purchasing accounting software.**
4. **MOTION: To approve the quote from Glass Doctor of PEI for the purchase of plexiglass**
5. **MOTION: To approve the quote from MacKinnon Enterprises for the purchase of non-slip mats for the Crapaud Community Hall.**

Respectfully Submitted,
Nicole DesRoches, CAO



Mayor's Report: October 20, 2020

Welcome everyone for coming. It has been a busy month since our last meeting. We have a new CAO on board, and she is learning the "ropes" quickly.

Some housekeeping: A reminder that Council meetings are now recorded. Public Attendees are to wait until the end of the meeting to ask questions of Council, and only if it pertains to the Order of Business. Please raise your hand for acknowledgement or direction from the Chair, me. Answering will be directed to the Councilor responsible, or forwarded to the Office for response at another time.

On the recommendation of Municipal Affairs and backed by the MGA, the public attending the meetings will be observing only. Questions will not be allowed during the business portion of the agenda. Because we are a close community, in the past we have allowed public participation which has led to lengthy meetings, requests for information that is only accessible from the office, and discussions not related to the work at hand. Any requests for information (ie financial, procedural, etc) should be directed to the council office.

However, even though it is not a requirement of the MGA, at the end of the meetings, before adjournment we WILL allow comments from the audience, limited to 3 minutes per person. After the meeting we will direct your comments to the appropriate individual for a response (if needed). Questions will NOT be answered at council meetings.

Should anyone wish to ask for their own question to be on the Agenda for a meeting, it should be submitted in writing by the Thursday prior. Should anyone want to ask for specific Council documents, letters, invoices, etc., please apply in writing so we can assess the need, and our need to adhere to privacy obligations for Municipalities, as recommended by Municipal Affairs and Legal Counsel.

Please respect the Covid 19 requirements, 6 feet apart. This includes utilizing the restrooms at the rear, and also when leaving the meeting. As per our discussions with Heather Morrison's Office, we are only permitted 30 people per floor.

Council is still in need of volunteers to assist Councilors with their appointed portfolios:

1. Land, Parks and Properties David Morton(Ch) Steven Carey (VCh)
2. Finance – Bill Chester (Ch) and Stan Baker (VCh)
3. Emergency Measures (EMO) – Donna Henley(Ch and Bill Chester (VCh)
4. Marketing/Community – Evan Auld (Ch) and Donna Henley (VCh), Marion Miller, Tracey Guitard
5. Public Works – Stan Baker (Ch) and Evan Auld (VCh)
6. Buildings – Steven Carey (Ch) and David Morton VC Ch), Tracey Guitard
7. Municipal Growth – Neila Auld (temp)
8. Fire Commissioner - Neila Auld

Please consider putting your name forward to participate on any one of these committees.

I also encourage residents of surrounding areas to also participate on one of these Committees. Your input is valuable to our community. Contact the office or one of the Councilors.

September/October Schedule

September 12 – Met with Barb Weeks and Nicole at Council Office with assistance on the transfer of the CAO position and responsibilities.

September 22 –Email to the McQuaids' saying the delay in moving forward due to their funding needs and lack of information and guidance, plus new revelations and a need to apply for alterations to Agriculture and Land for the use of the propertyand roads. This all came to the forefront through our discussions with two other proposed builders.

September 26th – We had a very well attended and successful Community Barbecue. Minister Jamie Fox attended. Thank you to the Marketing/Community Committee for organizing it, all the volunteers and to Ivan Lowther for getting our barbecue and picnic tables out of storage, and back again.

September 29 – attended the South Shore Chamber of Commerce meeting

October 1 – met with Shane Thomas (Mid-way Custom Construction, Tryon) and several Council members regarding the proposed Senior's Affordable Housing Project. Left with a lot of homework regarding Land Use, approval from Dept. Agriculture and Land, as well as Dept. Highways for an entrance road approval ...and just who pays for it. None of this was presented to us by the McQuaids, where we have spent over a year's time dealing with them with no sound sign of completion of the funding they desired for project completion. Great response from the FB page to register for Affordable Housing in Crapaud. Have reprinted brochures that are being distributed throughout the area for information to register.

October 6th & 7th – Spent time in Office with Nicole.

October 8th & 9th On-going phone discussions with Roads, Land and Housing.

October 13th – met with Ryan Roach (Glass Doctor) at Community Hall to get a quote on a Plexiglas Protective Barrier for entry to Hall on events. **Submitted for approval.**

October 19th – Attended a Zoom Meeting for the Federation of PEI municipalities (AGM) – most of the day. Nicole and I attended. Great comments on the importance of Municipal Governments for Rural PEI from both Opposition Leader, Peter Bevan Baker and Premier Dennis King.

I have recently spoken with Helen Green from Mary Poppins regarding their issue with “before and after school programs” They have reached an agreement with Englewood School to remain there for this school term. I have also been in discussions with the Watershed Group, and Chamber of Commerce on use of the Hall for meetings. This has been deferred to “Buildings” and “Marketing and Community” for a plan of rental vs community rental vs non-profit rental/use.

Discussions daily with residents, Planning and Development PEI regarding the proposal for a “Nova Scotia Spirits/Vodka” distribution Centre on Old Post Rd. In infancy stages, Council will keep everyone, especially on Old Post Road, informed as we receive more information. Government is still evaluating the proposal from various levels of Government, and assured me that if it is suggested to go ahead, we can request a public meeting for, particularly, all residents on Old Post Road.

Ongoing, almost daily, with Agriculture & Land, Planning and Property Development PEI regarding the requirements to actually develop the front field of Sherwood Forest where we want Seniors' Affordable Housing. Also, development of the back lots in Sherwood Forest. A much more complicated process than initially thought. We have been assured the right turning lane into Sherwood Forest will be a Spring priority and Councilors responsible will keep on top of just what needs to be done to ensure the Thomas' project moves forward in the Spring.

While our Land Use Plan is well underway, I have directed the consultant to focus now on the Sherwood Forest Properties. Councilors Morton, Baker and Carey will be following all this development process with the CAO.. If this is an interest of anyone, please contact the Office or any Councilor. Stop into the office and see how the boundaries of Crapaud are set up ...in a circle, with many properties cut in half. We need a land use focus for success in the future. This includes “Growth” with the Affordable Housing, expansion of Sherwood Forest with water and sewer, attraction of new businesses. All of these ideas bring taxes, jobs and increased population.

These are strange times for all of us. We are doing well on Prince Edward Island. Let's stay focused on where we want to be in the next year or morenot where we were. Thanks to our new CAO, Nicole DesRoches, and all the Councilors, who have worked above and beyond these past few months of transition. A special thanks to former CAO, Barbara Weeks, who continues to assist with funding applications through her new position with (Bedeque) Central Development Corporation, and an ear for Nicole!. We now have approved Infrastructure/Gas Tax money to renovate the Hall, including roof, and the Library air quality, extending water/sewer in Sherwood Forest and some smaller projects/renos.

Respectfully Submitted;

Neila Auld, BScPharm
Mayor



Marketing/ Communities Report, October 20, 2020

Jennifer Brown suggested Crapaud consider installing graphic plaques along the new bridge on Old Mill Rd, maybe talking about the history of Crapaud, the site of the Old Mill, and the purpose of the river realignment, ie. that the changes were necessary to ensure the success of local fish and wildlife like smelts or trout and the animals that eat them like predatory birds. Donna also mentioned that she was talking with Daphne Davey (South Shore Watershed), and they also did that at after the construction at Sherren's pond on route 13 across from Halls lane, and were going to be looking into it for Old Town Rd.

The completion of murals in the boardroom of the professional center is a task which should be completed in 2021. We are coming into a new calendar year and will have to figure out what funding would be available for this type of project, from who (ie. fed or prov gov't funding, non profit organization grants), how long will this take, how much will it cost, and who will be doing the painting? Jennifer Brown is one of the painters that has committed, but she mentioned that we should also look for a minimum of one other painter, possibly two, if there are going to be three total murals painted. I would like to call a committee meeting for Thursday Oct 29th to get some plans formulated on this topic.

Another topic the committee will have to look at during our next meeting is a fundraising idea for the hall. I had an idea that we could do a silent auction on both levels (if needed) as a fundraiser for the hall to supplement some of the costs the village is going to incur by keeping it open/available this winter. I already have a couple of things in mind to donate myself; the thing that needs to be decided is when we will have it. I do not think November is enough time, and December is not good for anyone with too much stuff going on. I believe end of January or sometime in February would work, but am interested in hearing the committees opinion.

A note has been put in the County Line Courier about Crapaud Halls availability for short term rentals from the general public. This could include weddings for next summer, concerts, board meetings, socials and card parties, general rentings, etc

Walking trails in the village – is there land that we own that could be added to our existing trail network, and in conjunction with our land use plan/study that is currently underway? I know Cardigan just did a substantial overhaul of their trails in the area with major support from the provinces active transportation fund (I seen a post from Steven Myers re. this topic, the PEI minister responsible for that portfolio). Google "PEI Active Transportation Fund", and you will see that the Province of PEI is investing \$25 million over five years into categories such as:

- new walking and bike paths
- installing or widening paved shoulders
- connecting existing walking and cycling trails
- other innovative ideas from Islanders to encourage more walking and cycling