

# Rural Municipality of Crapaud

Regular Council Meeting  
Tuesday April 21, 2020  
7:00 pm  
Crapaud Community Hall

## MINUTES - DRAFT

Present: Mayor: Neila Auld  
Deputy Mayor: Donna Henley  
Councillors: Bill Chester, Stan Baker  
Vacancies (1)

Also: Staff: Barbara Weeks, CAO

Absent: Spencer MacKinnon, Evan Auld

- 
- 1. Introductions** – Mayor Auld welcomed members of Council, CAO and members of the public to the meeting. Mayor Auld wishes extend heartfelt sympathies to all the victims and families consumed by the recent tragedy in Nova Scotia, our hearts are with you. In addition, Mayor Auld wants to say thank you to all the front-line workers in the fight against Covid 19 in PEI and around the world.
  - 2. Meeting was called to order by Mayor Auld at 7:05 pm**
  - 3. Approval of Agenda for April 21, 2020**  
*It was so moved by Councilor Henley and seconded by Councilor Chester to approve Agenda for April 21, 2019. Motion Carried unanimously.*
  - 4. Disclosure of Conflict of Interest – Non declared**
  - 5. Approval of Minutes February 18, 2020**  
*It was so moved by Councilor Henley and seconded by Councilor Chester to approve the minutes as printed. Motion Carried unanimously.*
  - 6. Approval of Special Meeting Minutes February 24, 2020**  
*It was so moved by Councilor Henley and seconded by Councilor Baker to approve the minutes as printed. Motion Carried unanimously.*
  - 7. Approval of Special Budget Approval Meeting Minutes March 24, 2020**  
*It was so moved by Councilor Henley and seconded by Councilor Baker to approve the minutes as printed. Motion Carried unanimously.*

**8. Approval of Special Meeting Minutes April 7, 2020**

*It was so moved by Councilor Henley and seconded by Councilor Baker to approve the minutes as printed. Motion Carried unanimously.*

**9. Business Arising from Previous Minutes – None presented**

**10. Mayor’s Report – Mayor Auld read her report (attached)**

**11. New Business**

11.1. Councillor Henley presented the new Committee Structure to be approved. The proposed structure as follows: (CAO read aloud the new structure)

- EMO – Councillor Donna Henley
- Land, Parks & Property – VACANT (interim Councillor Bill Chester)
- Finance – Councillor Bill Chester
- Buildings – Councilor Spencer MacKinnon
- Public Works/Water & Sewer – Councillor Stan Baker
- Marketing and Community – Councillor Evan Auld

**MOTION 2020-078** – It was so moved by Councillor Henley and seconded by Councillor Chester to adopt the new Committee structure as stated. Committees will still follow the Terms of Reference adopted in Motion carried unanimously.

11.2. **MOTION 2020-079** – It was so moved by Councillor Henley and seconded by Councillor Baker to approve the hiring of an assistant for the CAO with the stipulation that we utilize the Government Funding available to provide up to 75% of funding. Motion carried unanimously.

**12. CAO Report (attached)**

- 12.1. Total Expenditures for February 2020 totalled \$13,735.15 and Revenue of \$12,762.46
- 12.2. Total Expenditures for March 2020 totalled \$35,079.50 (including new uniforms for the Fire Dept which totalled \$22k) and Revenue of \$26,863.63.
- 12.3. Received 18 requests for the RFP for the land Use plan. Deadline for submissions is May 1, 2020.

**13. Committee Reports**

- 13.1. **Fire Commissioner** – Mayor Neila Auld reported that the Fire Chief is working with CAO on radios and new bunker gear through the Community Revitalization Fund through the Provincial Government. \$15,000 of funding received to date with a further approximately \$15k coming once equipment is all purchased. Fire Department has been working closely with and according to Emergency response measures and PEI Health authorities to ensure the safety of first responders and the public.
- 13.2. **EMO** – Councillor Henley presented her report (attached). Councillor Henley was trying to put together the first meeting of the EMO team for Crapaud when Covid-19 pandemic was declared.

The meeting for March 19<sup>th</sup> had to be postponed. We are continuing to receive daily briefings from PEI EMO and Donna is keeping the public informed on the Facebook page. PEI EMO has been activated to Level 3, which is full activation. Councillor Henley is asking Council to formally approve the following motions in order to activate the Crapaud EMO if it is needed.

**MOTION 2020-080** – This motion was so moved by Councillor Henley and seconded by Councilor Chester to appoint Councillor Donna Henley as the Municipal Emergency Coordinator (MEC), Barbara Weeks, CAO as the Finance and Administrative Chief for Crapaud EMO team. The CAO will be granted authorization to incur any liabilities that are deemed necessary when implementing the Emergency Management Plan when responding to a declared emergency or recovery. Both roles will report to the Mayor and Council. Motion carried unanimously.

**MOTION 2020-081** – This motion was so moved by Councillor Henley and seconded by Councillor Chester to acknowledge the Crapaud Community Hall as the Primary Reception Center in the event of an emergency. This motion is to include the installation of electronic locking system to control access, WIFI and a telephone system at the Hall. CAO to seek quotes on a generator with automatic transfer switch and enough capacity to power the entire Hall. These quotes will be presented and approved by Council before any installation begins. Motion carried unanimously.

**MOTION 2020-082** – This motion was so moved by Councillor Henley and seconded by Councillor Chester to approve the Crapaud Community Office as the primary Municipal Operations Center.

**13.3.** Land, Parks and Properties – with the initiation of the RFP for the Land Use Plan and submission deadline of May 1<sup>st</sup> Councillor Chester has worked hard to gather a committee to help with the selection process.

**MOTION 2020-083** - Councillor Chester, interim Councillor, moved to present his committee members as Bobbi Joe Crossman, Marion Miller and Councillor Stan Baker. Seconded by Councillor Henley. Carried.

13.4. Finance – Councillor Chester – none to report

13.5. Buildings – Councillor MacKinnon – No Report Presented

Since the Hall has been closed to public gatherings since mid-March Neila stated that herself and Evan Auld have been checking on things at the Hall weekly to ensure there are no issues. There is currently a sign up sheet at the Hall which will be signed every time the Hall is checked.

13.6. Public Works/Water & Sewer

- Councillor Baker reported that the speed bumps in Sherwood Forest are not enough for the needs of the community. He priced out the cost of permanent ones and CAO will speak to Transportation to see if we can place permanent ones.
- Speed signs need to be reduced from 50 to 35 km/hr

- Right turn lane is needed from West into Sherwood Forest and Exhibition. Mayor, and Councillor Baker to work on letter to Gov.
- It was reported by Councillor Henley that there is a sign down on Rte 13.
- Manhole issue on TCH was not fixed last fall.
- CAO to report all to Transportation.

- 13.7. Marketing & Community – Councillor Evan Auld was absent, Councillor Henley reported
- The question was asked by Councillor Henley “How do we keep the sense of Community during the Covid-19 pandemic?” Donna to work with Evan on some ideas.
  - Councillor Evan Auld suggested gathering some research for a Wikipedia page to show history and information about Crapaud.
  - Open Air Concert, when permitted.
  - Community gardens, raised plots.

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

**15. Next Meeting**

**15.1. Next Meeting will be Tuesday May 19, 2020, 7:00 pm (location TBA)**

**16. Adjournment**

16.1. It was so moved by Councilor Henley to adjourn the meeting at 8:35pm.

Respectfully submitted, approved and signed,

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

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

\_\_\_\_\_  
Barbara Weeks, Chief Administrative Officer  
Rural Municipality of Crapaud

**MARCH 19, 2019**

**Mayor's Report**

It has been a busy couple of months. I attended the Chamber of Commerce meeting on February 26<sup>th</sup>. On February 28<sup>th</sup> members of council met with the Exhibition Association at the Library discussing land use. I attended the Environmental Health Inspection for the Crapaud Hall with Spencer MacKinnon, Councilor responsible.

In March we had the pre-budget public meeting, and I attended a SSHWI meeting.

We have so much work ahead of us. A budget to approve, consideration for Senior's Housing, requests for private funding. Not to mention infrastructure needs to allow our community to grow.

Thank You

Neila Auld

Mayor

**Rural Municipality of Crapaud**  
**CAO Update**  
**Regular Council Meeting**  
**Tuesday, April 21, 2020 – 7:00 pm**  
**Via Video Conference**

**Updates**

1. **Attached financials** for February and March 2020
2. Total Expenditures for February 2020 totalled \$13,735.15 and Revenue of \$12,762.46
3. Total Expenditures for March 2020 totalled \$35,079.50 and Revenue of \$26,863.63
4. **Budget**
  - a. Budget Public Presentation occurred March 10<sup>th</sup>.
  - b. Regular Council Meeting for March 17<sup>th</sup> was cancelled due to Pandemic
  - c. Budget was approved at a public meeting held March 24<sup>th</sup>, 2020 and submitted to the Province
  - d. Increase in Equalization payments for 20/21 from \$25,581 to \$27,541 (increase of \$1,960)
  - e. Increase of assessed Property Taxes for 20/21 (received March 12<sup>th</sup>) from \$ 98,005 to \$ 101,173. Which is an increase of \$3,168.
  - f. Increase in Fire Dues for 20/21 from \$177,075 to \$178,790. Increase of \$1,715.
5. In conjunction with the Fire Chief the application for the **Community Revitalization Fund** was sent to the Province for the Fire equipment and radios, signed and invoices have been coming in. Total estimated project costs are \$60,000 with 50% covered by the Province. Already \$15,000 was received.
6. **Jobs for Youth** applications submitted. Asking for two summer positions again. PENDING
7. **By Election** was held with only 1 nomination received. Evan Auld was acclaimed as Councillor February 27, 2020
8. **Request for Proposals** for the Land Use Plan was posted live on March 31<sup>st</sup>, 2020 with a closing date of May 1, 2020. To date there have been 18 requests for the RFP from Consultants all over the Maritimes.
9. **Request for Proposals** for Tree/forestry maintenance will be posted on April 16, 2020, with a deadline of May 15, 2020
10. Various ongoing requests from Public residents and meetings with staff, Municipal Affairs, CDC, EMO, Fire Chief, Mayor, lessee, Bank and Lawyer.

Respectfully Submitted,

Barbara Weeks, CAO

Community of Crapaud  
 Cumulative Income Statement  
 2019-2020 Fiscal

			Cumulative TOTAL	2019/20 Fiscal BUDGET	% of Budget
	FEB	MAR			
<b>General Revenue from Operations</b>					
Fire Dues & Donations			\$ 166,000.00	\$ 177,075.00	94%
Equalization Grant	\$ 2,131.75	\$ 2,131.75	\$ 25,581.00	\$ 25,581.00	100%
Real Property Taxes	\$ 8,344.00	\$ 8,344.00	\$ 99,425.00	\$ 117,500.00	85%
Water Revenue	\$ 400.00		\$ 19,849.84	\$ 22,200.00	89%
Sewer Revenue	\$ 485.00	\$ 600.00	\$ 98,414.58	\$ 82,000.00	120%
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	\$ 319.21	\$ 222.88	\$ 2,701.62	\$ 3,700.00	73%
Rent	\$ 565.00	\$ 565.00	\$ 19,337.50	\$ 29,046.00	67%
Land Rental			\$ 3,537.50	\$ 1,900.00	186%
Hall	\$ 517.50	\$ 425.00	\$ 10,744.50	\$ 55,000.00	20%
Land Sales					
<b>Total General Revenue - Operations</b>	<b>\$ 12,762.46</b>	<b>\$ 11,863.63</b>	<b>\$ 459,653.92</b>	<b>\$ 524,702.00</b>	<b>88%</b>
<b>Government Transfers for Capital</b>					
Federal Infrastructure Funding			\$ -		
Provincial Infrastructure Funding		\$ 15,000.00	\$ 15,000.00		
Gas Tax Revenue			\$ 150,000.00	\$ 200,000.00	75%
<b>Total Gov't Transfers for Capital</b>		<b>\$ 15,000.00</b>	<b>\$ 165,000.00</b>	<b>\$ 200,000.00</b>	
<b>TOTAL REVENUE</b>	<b>\$ 12,762.46</b>	<b>\$ 26,863.63</b>	<b>\$ 624,653.92</b>	<b>\$ 724,702.00</b>	<b>86%</b>

	FEB	MAR	Cummulative	2019/20 Fiscal	%
			TOTAL	BUDGET	of Budget
<b>EXPENSES</b>					
General Government					
Advertising/Marketing	\$ 287.50	\$ 186.00	\$ 2,745.32	\$ 5,000.00	55%
Donations		\$ 1,000.00	\$ 3,712.00		
Dues		\$ 70.00	\$ 477.35		
Fire Protection			\$ 1,575.12	\$ 12,100.00	13%
Honorariums			\$ 15,696.69	\$ 20,600.00	76%
Interest & Bank Charges - Gas Tax	\$ 5.00	\$ 5.00	\$ 23.00		
Interest & Bank Charges - General	\$ 116.46	\$ 270.65	\$ 1,632.90	\$ 2,000.00	82%
Liability Insurance			\$ 5,967.00	\$ 6,500.00	92%
Office Supplies & Postage	\$ 163.69	\$ 261.12	\$ 1,855.61	\$ 2,000.00	93%
Office Equipment & Upgrades			\$ 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	\$ 115.24	\$ 132.28	\$ 1,665.31	\$ 2,000.00	83%
Travel & Meetings			\$ -	\$ 500.00	0%
<b>Total General Government</b>	<b>\$ 687.89</b>	<b>\$ 1,925.05</b>	<b>\$ 64,083.14</b>	<b>\$ 79,200.00</b>	<b>81%</b>
<b>Library Expenses</b>					
Library Telephone	\$ 49.45	\$ 53.02	\$ 643.92		
Library Supplies			\$ -		
Library Repair & Maintenance	\$ 125.70	\$ 227.18	\$ 1,102.93		
Library -Sewer Utility Charge			\$ 577.50		
<b>Total Library Expenses</b>	<b>\$ 175.15</b>	<b>\$ 280.20</b>	<b>\$ 2,324.35</b>	<b>\$ 4,000.00</b>	<b>58%</b>
Wage expenses & Salaries (Ivan, Barb)	\$ 3,034.58	\$ 3,038.41	\$ 45,020.33		
Seasonal Wages (3 students)			\$ 13,570.22		
WCB Dues					
<b>Total Payroll Expense</b>	<b>\$ 3,034.58</b>	<b>\$ 3,038.41</b>	<b>\$ 58,590.55</b>	<b>\$ 58,120.00</b>	<b>101%</b>



	FEB	MAR	Cummulative	2019/20 Fiscal	%
			TOTAL	BUDGET	of Budget
<b>Fire Protection</b>					
Donations - FD			\$ 200.00	\$ 1,000.00	20%
Dues & Licenses - Fire Dept			\$ -	\$ 1,250.00	
Equipment - Fire Dept			\$ 585.56	\$ 1,600.00	37%
Electricity - Fire Dept	\$ 312.06	\$ 292.98	\$ 3,972.13	\$ 3,000.00	132%
Gas & Oil - Fire Dept			\$ 3,699.57	\$ 2,500.00	148%
Heating - Fire Dept	\$ 678.85	\$ 532.42	\$ 4,749.90	\$ 4,000.00	119%
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	\$ 12.50	\$ 167.50	\$ 305.44	\$ 350.00	87%
Interest on Long-term Debt - FD			\$ -	\$ -	
Loan Payment - Fire Department			\$ -		
Meals - Fire Dept		\$ 246.44	\$ 1,721.37	\$ 2,800.00	61%
Miscellaneous - Fire Dept			\$ 127.25		
Office - Supplies Postage Phone FD	\$ 181.37	\$ 181.37	\$ 3,794.77	\$ 4,000.00	95%
Repairs & Maintenance - Fire Dept	\$ 958.70	\$ 1,118.34	\$ 5,480.02	\$ 6,000.00	91%
Supplies - Fire Dept	\$ 110.93		\$ 6,361.48	\$ 3,500.00	182%
Telephone & Radio - Fire Dept	\$ 1,119.67	\$ 251.16	\$ 5,430.10	\$ 4,500.00	121%
Training, Mileage & Uniforms - FD	\$ 127.57	\$ 22,597.38	\$ 24,834.67	\$ 3,000.00	
Property Taxes & Sewer Utility - FD			\$ 577.50	\$ 2,300.00	25%
Garbage - FD			\$ 1,015.00	\$ 2,500.00	41%
<b>Total Fire Protection</b>	<b>\$ 3,501.65</b>	<b>\$ 25,387.59</b>	<b>\$ 112,669.76</b>	<b>\$ 91,500.00</b>	<b>123%</b>
<b>Professional Centre</b>					
Electricity - Professional Centre	\$ 223.71	\$ 164.45	\$ 608.16	\$ 2,000.00	30%
Heat - Professional Centre	\$ 646.30	\$ 716.80	\$ 5,980.26	\$ 3,500.00	171%
Insurance - Prof Centre			\$ 4,215.00	\$ 5,000.00	84%
Repairs & Maintenance - Prof Centre	\$ 469.05	\$ 112.70	\$ 4,155.96	\$ 3,000.00	139%
Snow Removal & Grass Cutting	\$ 2,415.00		\$ 4,945.00	\$ 4,500.00	110%
Property Taxes & Sewer Utility			\$ 577.50	\$ 2,300.00	25%
<b>Total Professional Centre</b>	<b>\$ 3,754.06</b>	<b>\$ 993.95</b>	<b>\$ 20,481.88</b>	<b>\$ 20,300.00</b>	<b>101%</b>

			Cumulative TOTAL	2019/20 Fiscal BUDGET	% of Budget
	FEB	MAR			
<b>Street Lights</b>	\$ 707.54	\$ 669.96	\$ 8,987.78	\$ 8,000.00	112%
<b>Parks &amp; Property</b>					
Black Fly Program		\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	100%
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%
<b>Total Parks &amp; Public Properties</b>	\$ -	\$ 1,500.00	\$ 5,450.38	\$ 10,625.00	51%
Recreation					
Recreation Sponsorships			\$ -	\$ 1,750.00	
Festivity/Event Supplies & Expenses		\$ 75.00	\$ 2,689.47	\$ 5,750.00	47%
<b>Total Recreation</b>	\$ -	\$ 75.00	\$ 2,689.47	\$ 7,500.00	36%
<b>SEWER</b>					
Interest & Bank Charges	\$ 10.92	\$ 95.92	\$ 421.90	\$ 320.00	132%
Interest on Long Term Debt	\$ 1,099.66	\$ 926.48	\$ 13,386.23	\$ 10,000.00	134%
Loan Payment (2 loans)	\$ 1,911.14	\$ 1,911.14	\$ 23,233.68	\$ 22,933.68	101%
Property Taxes					
Miscellaneous			\$ -	\$ 1,200.00	
Professional Fees			\$ -		
Regulatory Commission			\$ 1,800.04	\$ 1,000.00	180%
Repairs & Maintenance		\$ 71.23	\$ 4,586.90	\$ 7,000.00	66%
Operator Fee	\$ 750.89	\$ 750.89	\$ 9,014.34	\$ 12,000.00	75%
Snow Removal			\$ 1,860.00		
Utilities	\$ 824.14	\$ 674.48	\$ 8,964.24	\$ 10,000.00	90%
<b>Total Sewer</b>	\$ 4,596.75	\$ 4,430.14	\$ 63,267.33	\$ 64,453.68	98%
<b>WATER</b>					
Interest & Bank Charges	\$ 10.70	\$ 10.70	\$ 222.02	\$ 200.00	111%
Interest on Long Term Debt	\$ 132.77	\$ 111.22	\$ 1,623.46	\$ 1,797.00	90%
Loan Payment	\$ 391.11	\$ 391.11	\$ 4,693.32		
Miscellaneous			\$ -	\$ 500.00	0%
Professional Fees			\$ -		
Regulatory Commission			\$ -	\$ 280.00	
Repairs & Maintenance	\$ 430.00	\$ 430.00	\$ 4,502.01	\$ 5,000.00	90%
Operator Fee	\$ 750.89	\$ 750.89	\$ 9,317.14	\$ 9,000.00	104%
Utilities	\$ 261.80	\$ 234.59	\$ 4,910.30	\$ 2,000.00	246%
<b>Total Water</b>	\$ 1,977.27	\$ 1,928.51	\$ 25,268.24	\$ 18,777.00	135%

			Cummulative	2019/20 Fiscal	%
	FEB	MAR	TOTAL	BUDGET	of Budget
<b>Crapaud Community Hall</b>					
Electricity - Comm Hall	\$ 72.81	\$ 100.69	\$ 1,124.56	\$ 2,400.00	47%
Equipment				\$ 5,000.00	
General Operating				\$ 4,500.00	
Heat - Comm Hall	\$ 562.59	\$ 274.57	\$ 4,784.67	\$ 3,500.00	137%
Insurance - Comm Hall			\$ 4,687.00	\$ 3,000.00	156%
Loan Payment (Hall)	\$ 400.00	\$ 400.00	\$ 4,800.00		
Interest on Long Term Debt	\$ 384.48	\$ 324.08	\$ 4,555.35	\$ 4,823.00	94%
Interest and Bank Charges					
Office Supplies			\$ -	\$ 300.00	0%
Propane			\$ 291.67	\$ 2,400.00	12%
Repairs & Maintenance - Comm Hall	\$ 344.40	\$ 110.00	\$ 4,989.05	\$ 25,000.00	20%
Snow Removal, Garbage - Hall	\$ 110.00		\$ 1,155.00	\$ 1,500.00	77%
Property Taxes & Sewer - Hall			\$ 1,155.00	\$ 1,100.00	105%
<b>Total Crapaud Community Hall</b>	<b>\$ 1,874.28</b>	<b>\$ 1,209.34</b>	<b>\$ 27,542.30</b>	<b>\$ 53,523.00</b>	<b>51%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 13,735.15</b>	<b>\$ 35,079.50</b>	<b>\$ 302,819.61</b>	<b>\$ 493,189.00</b>	<b>61%</b>
<b>NET INCOME</b>	<b>\$ (972.69)</b>	<b>\$ (23,215.87)</b>	<b>\$ 306,834.31</b>	<b>\$ 231,513.00</b>	<b>133%</b>

