

Rural Municipality of Crapaud
Regular Council and Pre-Budget Meeting
Tuesday February 15, 2022
7:00 pm
Crapaud Community Hall

AGENDA

- 1. Call to order**
- 2. Approval of Agenda for Tuesday, February 15, 2022**
- 3. Disclosure of Conflict of Interest**
- 4. Approval of Minutes from Tuesday, January 18, 2022**
- 5. Business Arising from Previous Minutes**
 - 5.1. Fire Dues
 - 5.2. Traffic Issues
- 6. Official Trustee Report**
 - 6.1. Activities in past month
- 7. CAO Report (See Attached)**
 - 7.1. Financials
 - 7.2. Fire Dept. Communication Tower
 - 7.3. Black Fly Program
 - 7.4. Adoption of Emergency Plan
 - 7.5. Capital Project Policy
- 8. New Business**
 - 8.1. Presentation of 2022/2023 Draft Budget
- 9. Bylaws – Second and Final reading of Bylaw 2022-01 being a Bylaw to adopt a Municipal
Emergency Management Plan**
- 10. Public Section Opportunity**
- 11. Next Regular Council Meeting and Budget Approval Meeting – March 15, 2022**
- 12. Adjournment**

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, February 15, 2022

7:00pm

Crapaud Community Hall

MINUTES

Present: Trustee: Roy Main
Also: Staff: Nicole DesRoches, CAO

1. **Introduction** – Official Trustee Main welcomed members of the public to the meeting.
2. **Call to order** – Official Trustee Main called the meeting to order at 7:00pm.
3. **Approval of Agenda for Tuesday, February 15, 2022**
The Official Trustee approved the agenda for February 15, 2022
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, January 18, 2022**
The Official Trustee approved the minutes as printed.
6. **Business Arising from previous minutes**
 - 6.1. **Crapaud Fire Dues** – Official Trustee Main has been communicating with the Crapaud Fire Department chief, Raymond McDonald with regards to outstanding fire dues and other financial matters.
 - 6.2. **Traffic Issues** – Official Trustee Main discussed a previously moved resolution and a letter sent to the Department of Transportation regarding traffic issues within the municipality. Official Trustee will provide an update at the March council meeting.
7. **Official Trustee Report**
 - 7.1. **Activities from previous month –**
 - 7.1.1. **Emergency Plan**- Official Trustee Main has been in contact with the province as well as the EMO volunteers (Nate Visser and Margaret Armsworthy). The plan will be adopted this evening.
 - 7.1.2. **Emergency Plan Bylaw** – A bylaw is required to be submitted to the province and tonight will be second and final reading of this bylaw.
 - 7.1.3. **2022/2023 Operating and Capital Budget** – Official Trustee Main has been working on the operational plan and the capital project plan.
8. **CAO Report (Attached)**
 - 8.1. The CAO presented her report. Total Revenue for **January 2022** was \$12,736.89 and total Expenditures were \$19,312.11.
 - 8.2. **Crapaud Communication Tower**- The base of a new tower has been installed on the roof of the Crapaud Fire Department. We are currently working with the Crapaud Fire Department to have a communication antenna installed.

- 8.3. **MOTION 2022-170:** That the quote from Atlantic Bug Busters in the amount of \$2,875 for the 2022 Black Fly control program be approved. Official Trustee Main approves motion.
- 8.4. **MOTION 2022-171:** That the Crapaud Municipal Emergency Plan be approved and be submitted to the Emergency Measures Organization, PEI for their approval. Official Trustee Main approves motion.

9. **New Business**

- 9.1. **Presentation of 2022/23 Draft Budget** – Official Trustee Main outlined the basis of a budget. The Provincial Government has yet to submit government revenue information to all PEI municipalities. CAO received financial updates on the municipal long-term debt from Scotiabank and is awaiting an update on the municipal insurance policy. Official Trustee Main encouraged residents to look at the financial plan that is available on the municipal website and think about capital projects that you may want to happen within the municipality. A resident can provide any comments to the Municipal Office.

- 9.1.1. **Municipal Policies** - Official Trustee Main has looked into applicable policies for the municipality.

9.1.1.1. **Capital Project Policy** – Definition of a Capital Project for Crapaud:

A Capital Project is a project that helps maintain or improve the Municipality's assets, and must meet **ONE** of the following requirements (criteria):

1. It is a new construction, expansion, renovation, or replacement project for an existing facility or facilities. The project must have a total cost of at least \$10,000 over the life of the project. Project costs can include all required studies or investigations, the cost of land, engineering, architectural planning, and contract services needed to complete the project.
2. It is a purchase of major piece of equipment (asset) costing \$10,000 or more with a useful life of at least 5 years.
3. It is a major maintenance or rehabilitation project for existing facilities with a cost of \$5,000 or more and an economic life of at least 5 years.

MOTION 2022-173: That the attached policy on the definition of a Capital Project be adopted. Official Trustee Main approves motion.

- 9.1.2. **Municipal Water and Sewer Utilities** - Official Trustee Main informed residents of water and sewer utilities and how these utilities are to operating on a break-even basis. Official Trustee Main stated that the uncollected utilities amounts are substantial. There is no way to operate at a break-even basis and prevent a rate increase if utility customers fail to pay outstanding utility balances. The Official Trustee and CAO will be developing invoices for all water and sewer customers with an outstanding balance. A strategy to lower the uncollected utilities amounts will be developed and executed. Office Trustee Main can not state whether there will be a utility rate increase or not.

- 9.1.3. **Capital Program** – Official Trustee Main outlined the municipalities capital projects and outlined the intent to initiate three projects. Two of these projects are currently underway and the third project consists of undertaking inspection of the sewer and water systems.

Official Trustee Main received recommendation from the ministry that the Official Plan project wait until after a new council is elected.

9.2. **Municipal Bylaws -**

MOTION 2022-171: That the Crapaud Municipal Emergency Plan be approved and that the Plan be submitted to the Emergency Measures Organization, PEI for their approval

MOTION 2022-172: WHEREAS Bylaw # 2022-01, being the Municipal Emergency Management Program Bylaw, was read and approved a first time on January 18th , 2022, and WHEREAS Bylaw # 2022-01, the Bylaw, is hereby read and approved a second time on February 15th, 2022,

BE IT RESOLVED That Bylaw # 2021-01, the Municipal Emergency Management Program Bylaw, be adopted by Council.

Official Trustee Main approves both motions.

10. **Public Section Opportunity**

- 10.1. Stan Baker inquired on the process with Stantec. The Official Trustee informed him that the province informed him to have this done by the new council.
- 10.2. Stan Baker stated that any increase in water and sewer rates would have to go to IRAC. He does not think there should be a rate increase with a currently large number of outstanding debts.
- 10.3. Joanne Harvey stated she agreed with Stan Baker on a utility rate increase. Joanne Harvey and Susan Williams-Bulman went around the municipality a few years ago in an attempt to collect outstanding utility debts. She recommended shutting off utilities to residents who fail to pay their debts because residents think there will be no repercussions.
- 10.4. Joanne Harvey commented on the Crapaud Community Hall and asked if the municipality received a provincial grant. CAO will contact Kellie Mulligan to inquire on this grant.
- 10.5. Susan Williams- Bulman asked if we now have the Municipal Emergency Management Plan. Official Trustee Main stated that there are a few changes that will be made to the EMO Plan then the plan will be submitted to EMO for approval. Once the EMO Plan is approved, it will be posted on the municipal website.
- 10.6. Susan Williams- Bulman asked if residents would get a copy of the draft operating and capital budget to look at before the budget is approved. Official Trustee Main stated he intends to post the budget before the budget approval meeting for residents to view.
- 10.7. Stan Baker commented on land that the municipality rents to Cameron Farms. The municipality set aside a few acres for an affordable housing project, and he thinks that this land should be reallocated back to Cameron Farms for rental.
- 10.8. Joanne Harvey inquired on a breakdown of various expenditures within the monthly financials.
- 10.9. Margaret Armsworthy asked about the utility rates and property taxes. She stated that if a person does not pay their property taxes, then the province will have the property go for tax sale. She asks if the municipality should be similar to the Provincial Government and become stricter on outstanding utility accounts.

10.10. Stan Baker informed the Official Trustee of a sign going into Sherwood Forest stating “Lots for Sale” and this sign should be removed since there are no lots currently for sale.

10.11. Margaret Armsworthy asked the Official Trustee if fire dues are included within the municipal taxes. Fire dues are within the provincial property taxes.

10.12. Joanne Harvey asked about the rent expenditure and if this was for Don Wills two businesses within the Professional Centre.

11. **Date of next regular Council meeting – Tuesday, March 15, 2022, at 7:00pm**

12. **Adjournment at pm.**

12.1. The Official Trustee Main adjourned the meeting at 8:30pm

Rural Municipality of Crapaud
CAO Update
Regular Council Meeting
Tuesday, February 15, 2022 – 7:00 pm
Crapaud Community Hall

1. Attached financials for January 2022.

Total Revenue for **January 2022** was \$12,736.89 and total Expenditures were \$19,312.11

2. Crapaud Fire Dept. Communication Tower – The base of a new tower has been installed on the roof of the Crapaud Fire Department. We are currently working with the Crapaud Fire Dept. to have a communication antenna installed

3. Black Fly Program – I have received a quote for \$2,875.00 from Atlantic Bug Busters for the black fly control program for 2022. This quote is slightly higher than last years pricing of \$2,500. Atlantic Bug Busters has had the Black Fly contract in Crapaud for the last few years and I recommend we accept this quote.

MOTION 2022-170: That the quote from Atlantic Bug Busters in the amount of \$2,875 for the 2022 Black Fly control program be approved.

4. Adoption of Emergency Plan – I recommend that the Emergency be approved and submitted, and the Municipal Emergency Management Program Bylaw be read, approved and adopted.

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