Rural Municipality of Crapaud

Regular Council Meeting Tuesday January 19, 2021 7:00 pm Crapaud Community Hall

AGENDA

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				esentations

- 2. Call to order
- 3. Approval of Agenda for Tuesday, January 19, 2021
- 4. Disclosure of Conflict of Interest
- 5. Approval of Minutes from Tuesday, November 17, 2020
- 6. Business Arising from Previous Minutes
- 7. Mayor's Report (See Attached)
- 8. New Business
 - 8.1. Councilor Resignation
 - Motion to approve purchase of resignation gifts
 - 8.2. Presentation of Prizes to winners of Christmas House Lighting Contest
 - 8.3. Presentation from Don Wills
 - 8.4. Presentation from Nathanial Rice, Nova Scotia Spirit Co.
 - 8.5. Presentation from Micro-Brewery
 - 8.6. Presentation from Krunal Patel, Harvey's General Store
 - 8.7. **CAO Report** Financials, Printer, Crapaud Bridge update, Professional Centre Rentals, Budget, By-Election, Culvert Installation

9. Committee Restructuring & Reports

- 9.1. Fire Commissioner Mayor Neila Auld
 - Presentation from Fire Chief, Raymond MacDonald
- 9.2. EMO –
- 9.3. Land, Parks & Property Councilor David Morton
- 9.4. Finance Councilor Bill Chester
- 9.5. Buildings Councilor Steven Carey
- 9.6. Public Works/Water & Sewer –
- 9.7. Marketing and Community Councilor Evan Auld
- 10. **Correspondence** Update from South Shore Health and Wellness
- 11. Date of Next Regular Council Meeting February 16, 2021, 7pm

Rural Municipality of Crapaud

Regular Council Meeting Tuesday, January 19, 2021 7:00pm Crapaud Community Hall

MINUTES

Present:

Mayor:

Neila Auld

Deputy Mayor:

Steven Carey

Councillors:

David Morton, Evan Auld, Bill Chester

Also:

Staff:

Nicole DesRoches, CAO

Absent:

- 1. **Introduction** Mayor Auld welcomed members of council, guest speakers and members of the public to the meeting.
- 2. **Call to order –** Mayor Auld called the meeting to order at 7:00pm.

3. New Business

- 3.1. Don Wills presented his proposal on opening a hunting and fishing store in Crapaud. D. Wills discussed how he plans to open this business and be actively involved within the community. Residents asked where this store would be located and D. Wills informed everyone that this hunting and fishing store would be located within the Crapaud Professional Building. Councilor Chester offered D. Wills his support. D. Wills outlined his proposed timeline and discussed the mandatory security protocols, as well as, the required Provincial Government approval.
- 3.2. Nathanial Rice, the PEI representative for Nova Scotia Spirits Co. presented his proposal for the canning facility of Blue Lobster Vodka. A resident inquired about potential water usage. N. Rice stated that the facility will produce approx. 500L of product per week and this facility will only be servicing PEI. The proposed plan is to batch once a week. This would require three or four employees. Once a batch is produced, the product will be canned and shipped to retailers. N. Rice informed council that the facility will have regular business hours, and employ three full time employees.

N. Rice requested community support as he continues to overcome the obstacles that have arisen. N. Rice informed council that he is responsible for all of the financials and he has encountered complications in repurposing the old building, as well as, rezone the property. N. Rice has a tight timeline and anticipates having the facility open and functioning for the summer of 2021.

- 3.3. Raymond MacDonald, the Crapaud Fire Chief presented council with an update on the Crapaud Fire Department. The Crapaud Fire Department had their Annual Meeting on January 18 and all the same clientele were appointed. R. MacDonald discussed the annual number of calls the department received. R. MacDonald informed council that a firemen retired and COVID-19 had a large impact on the 2020 fiscal year. In 2020, the Fire Department purchased pagers, as well as, other necessary equipment. With the purchase and demand for pagers, R. MacDonald is dealing with Spence Communications to install a pager system. R. MacDonald is currently working to develop a volunteer truck committee with the intentions to have this committee look into potential funding to purchase a new fire truck.
- 3.4. Steve Watts, a representative from CDS Brewpub, a local micro-brewery presented a proposal on opening a kraft brewery in Crapaud. This will include a small food entity as well a brewery. CDS Brewpub currently have a business plan and are waiting to secure a facility to establish a brewery. CDS Brewpub is interested in opening the brewery within the lower level of the Crapaud Professional Building. A resident asked S. Watts, if CDS Brewpub's intention is to establish a brewery similar like the brewery in Borden. It was also asked if CDS Brewpub had conducted market research, what locations within Crapaud are being considered and has water supply been considered. S. Watts informed residents that a good product is more significant then an ideal location and this brewery will be operating at a small scale, therefore, water supply is sufficient.
- 3.5. Minister Jamie Fox informed council that the Provincial Government provides funding for Fire Departments through Rural Development and this funding is available for the Crapaud Fire Department. Minister Fox encourages the Crapaud Fire Department to conduct a capacity study on the department and see what equipment is required. Minister Fox is willing to contribute 50 percent up to \$100,000 dollars. In addition to funding for the Fire Department, Minister Fox is willing to provide funding for summer employment. Minister fox stated that recommendations for paving on Inkerman Rd. will be submitted for this year.

4. Approval of Agenda for Tuesday, January 19, 2021

It was so moved by councillor Chester and seconded by councillor Carey to approve the Agenda for January 19, 2021. Motion carried unanimously.

5. Disclosure of Conflict of Interest - None Declared

6. Approval of Minutes Tuesday, November 17, 2020

It was so moved by councillor Auld and seconded by councillor Carey to approve the minutes as printed. Motion carried unanimously.

7. Business Arising from Previous Minutes - None presented

- 8. South Shore Health and Wellness Matthew McDonald presented an update on South Shore Health and Wellness. They have recently started blood collections at the office at no charge and no appointments necessary. This blood collection service prevents residents from having to travel to a hospital. In addition to the new blood collection service, the South Shore Health and Wellness continues to offer foot care, provide a walk-in clinic, have a nurse practitioner employed. Confirmation was received from Health PEI plans to make Crapaud a full Health Care facility with a physician. Progress continues, but at a slower rate then anticipated due to COVID-19. South Shore Health and Wellness continue to recruit individuals and families to the clinic.
- 9. Mayor's Report Mayor Auld read her report (Attached)

10. New Business

- 10.1. Mayor Auld announced the resignation of the Deputy Mayor and a councillor.
- 10.2. **MOTION 2021- 126:** It was so moved by councilor Chester and seconded by councilor Carey to approve the purchase of resignation gifts for councillor Henley and councilor Baker. Each gift will be valued at \$25.

11. CAO Report (Attached)

- 11.1. Total expenditures for November 2020 totalled \$40,540.16 and revenue \$41,279.57. Total expenditures for December 2020 totalled \$75,710.44 and revenue \$113,652.56.
- 11.2. The new printer has arrived in the Crapaud Main Office. This printer is available for any resident or business within the Crapaud area who require printing services.
- 11.3. Construction of the Crapaud bridge is due to start within the week. The initial stage is to construct a temporary bridge. The targeted completion is April 2021. Sanitary system work will be done during the summer of 2021.
- 11.4. **MOTION 2021-127:** It was so moved by Councillor Auld and Seconded by Councillor Morton to Approve Date of Public Budget Review Meeting to be Tuesday March 16, 2021 during the March regular council meeting, and the Budget Voting Meeting to be held on Tuesday March 30, 2020. Motion carried unanimously.
- 11.5. MOTION 2021-128: Councillor Chester moved To Approve date of Municipal Byelection to be set for May 10, 2021. Seconded by Councillor Morton. Motion carried unanimously
- 11.6. **MOTION 2021-129**: Moved by Councillor Chester To Approve CAO, Nicole DesRoches as the Municipal Election Officer (MEO) for the next By-election. Seconded by Councillor Morton. Motion carried unanimously.
- 11.7. *MOTION 2021-130*: Moved by Councillor Auld To Approve Joanne Harvey as the Deputy Municipal Election Officer (MEO) for the next By-election. Seconded by Councillor Morton. Motion carried unanimously.

12. Committee Reports

- 12.1. Fire commissioner Mayor Auld presented Report (attached)
 - 12.1.1. The Crapaud Community Hall is designated as a warming centre and is currently undergoing repairs. The new generator has been installed and is operational.

EMO - None

Land, Park and Property - David Morton presented Report

Councillor Morton was contacted by a resident regarding clearing the trail that runs from the Professional Centre to Englewood School.

A group of volunteers cleared the trail and councillor Morton thanked all the volunteers.

Finance - Bill Chester presented Report

Changes will be made with regards to how the 2021/ 2022 budget and budget updates are presented during monthly council meetings.

Crapaud Bank accounts will be reviewed to determine if consolidating accounts is beneficial.

Buildings - Steven Carey presented Report

The Crapaud Community Hall is having the roof repaired with new shingles.

The generator has been installed at the Hall.

New wall plugs with USB charging ports have been installed at the Hall.

Councillor Carey informed council and residents that volunteers are needed for the Emergency Management.

Public Works/ Water and Sewer - None

Rural Municipality of Crapaud

Marketing and Community - Evan Auld presented Report (attached)

Correspondence

Date of next regular council meeting - Tuesday, February 16, 2020 at 7:00pm

Adjournment - Meeting moved to adjourn by Councillor Chester at 8:45pm.

Respectfully submitted, approved, and signed,
Date:
Neila Auld, Mayor
Nicole DesRoches, Designate Chief Administrative Officer



Mayor's Report

January 19, 2021

Thank you all for coming. I want to welcome some guests here this evening .Don Wills (Atlantic Handyman), Nathanial Rice (speaker for Blue Lobster liquor initiative), Krunal Patel (new owner Harvey's Store) if he can make it from a wedding ceremony, and representative from a proposed Micro-Brewery. We have interest from these parties to open business/expand in business in Crapaud, and area. They are here this evening and are open to questions. We will allow 5 minutes per person, in the interest of time. Please save your questions until all are finished. I will then allow 10 minutes for questions from Council or audience. Any further questions can be directed to them privately. Be reminded, all are in discussion stages, with Council and with the Provincial Government.

Some housekeeping: A reminder that Council meetings are now recorded. Attendees are to wait until the end of the meeting to ask questions of Council. Please raise your hand for acknowledgement or direction from the Chair, me. This includes Councilors who want to respond. Questions will be answered to the items of this meeting, or may be deferred to Council Office..

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, Tracy Guitard
- 5. Public Works Stan Baker (Ch) and Evan Auld (VCh)
- 6. Buildings Steven Carey (Ch) and David Morton VC Ch), Tracy 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.

This evening I must, regrettably, announce that we have two Councilors who must resign for health reasons. I want to thank Councilor Henley and Councilor Baker for their dedicated service and contribution to the Rural Municipality of Crapaud. Our CAO will be setting up the process for a Call for Nominations in the very near future. As you will realize this evening, Council has many major projects underway. Covid-19 has hindered the speed of progress, but we are determined, and need all the support we can get.

I am pleased to announce that Councilor Steve Carey (Sherwood Forest) has accepted my offer to take on the position of Deputy Mayor. Councilor Auld will oversee Public Works until we fill the vacant positions .Donna Henley has agreed to help with The EMO Measures as a Committee Member. Stan Baker will be available for consult on Public Works. I have spoken with Municipal Affairs, and we have six months to carry out an

election. Given the magnitude of projects on Council's, and especially Nicole's, plates we will defer the election until after the March Budget/Financials are done.

Please consider putting your name forward for Council.

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

Thank you to our Committee who organized a successful tree lighting for Christmas. In difficult times, our residents and Firefighters come through! Thank you to the Food Share, and supporters, who worked diligently over the Thanksgiving and Christmas Season ...and all year long.

Stantec, who is carrying our Land Use Study, does have some recommendations for us with regards to our whole community, but especially Sherwood Forest Subdivision, rezoning for Affordable Housing, and water and Lagoon issues with expansions in Sherwood Forest. Unfortunately, it is difficult to have an open Public Meeting with their report at this time, due to COVID-19 and Isolation rules, as they are from Nova Scotia and New Brunswick. This includes the development of Affordable Housing in Sherwood Forest. Council will hopefully have a Zoom meeting to see what their recommendations are, and later have a Public Meeting to try and move these projects forward. I am in constant contact with PEI Property Development, Roads, and Engineers responsible for highways (right turning lane in Sherwood Forest, and a road entering the Complex development in Sherwood Forest). Recent discussions with Director of Housing indicate we could make the Affordable Housing available to "Senior Friendly" residents, meaning renters between 45-55 yrs. Our Committee headed by Councilor David Morton are working on that now. PLEASE put your name on the Registry for Senior's Affordable Housing...and Family Affordable Housing. We need numbers to support receiving the subsidy.

A request has been sent to Transportation regarding a culvert by the Gospel Hall on Old Post Road.

I have sent a letter to Minister Aylward (Health and Wellness) and copied the CEO of Dept. Health and Wellness, as well as Minister Fox, South Shore Health and Wellness, and surrounding Municipalities, regarding recruitment of a Family Physician for Crapaud and the South Shore area. I sent a similar letter in 2019 to the previous Health Minister. My hope is that the three will meet with Council to take discussions further. Hoping to have confirmation of a meeting in the near future.

I am planning to be available in the Municipal Office two days a week, should anyone want to ask any questions of me, or Council. I am working on the times, as I try to juggle other commitments. It will be posted on the web-site and on the entry door.

Many thanks to Nicole and Councilors, as well as volunteers, for their continued support of the Municipality. Wishing all residents and Council a very healthy and prosperous New Year.

Neila Auld, BScPharm

Mayor

Rural Municipality of Crapaud CAO Update

Regular Council Meeting Tuesday, January 19, 2021 – 7:00 pm Crapaud Community Hall

- 1. Attached financials for November and December, 2020.
- 2. Total Expenditures for **November 2020** were \$40,540.16 and Revenue of \$41,279.57 (\$22,000 Gas Tax was received for Land Use Plan). Total Expenditures for **December 2020** were \$75,710.44 and Revenue of \$113,652.56 (\$70,000 was received for Fire Dues).
- 3. Main Office Printer The new printer has arrived in the Main Office. This printer is an large industrial printer and can print, copy, scan, and email. The office is open Monday to Thursday from 10:00am 4:00pm and since there is no businesses within the Crapaud area that provide these services to the public, any Crapaud residents are more welcome to come to the office and use the printer. There will be a small fee when using the printer.
- 4. Crapaud Bridge Replacement The province has started the process of replacing the Crapaud bridge on route 13. The tenders for construction of a new bridge have already gone out and close and construction is due to start anytime. A temporary bridge will be used during the construction and will go through the community park across from Harvey's General Store. The targeted completion date is mid to end of April, with further work on the sanitary system happening in the summer. We ask for everyone patience and cooperation throughout this project. Thank You.
- 5. Professional Centre Rentals There has been a variety of interest from new businesses wanting to rent space in the Crapaud Professional Centre. We heard from many of these businesses at the beginning of the council meeting. Growth within our community is always encouraged and we appreciate the interest from these businesses wanting to open within Crapaud. We want residents to know that we are only in the beginning stages of determining whether or not these businesses will be able to open and operate in Crapaud. Council will keep residents informed throughout this process.
- 6. **2021/2022** Budget The budget review process has started. Budget will be sent to council to review and send comments to the Mayor and CAO within the next few of weeks. A Public Presentation to occur at least 14 days before adoption of 2021/22 Budget. 2021/2022 Budget needs to be approved by March 31, 2021 in a public meeting and then submitted to PEI Province Government before April 15, 2021.

I propose that we present the budget review to the public during the regular council meeting on March 16th. Then we have the special budget approval meeting on March 30th.

- 7. **2021 Municipal By-Election -** With the resignation of our Deputy Mayor, Donna Henley and councilor, Stank Baker, we will be having an election and the call for nominations within the next few months. I spoke with Municipal Affairs and we are required to have a by-election by July 6, 2021. Since the budget process is already underway, the election will be happening after the budget has been approved and submitted.
 - A municipal election must be held on a Monday and possible dates are May 10, 2021, May 31, 2021 or June 14, 2021
- 8. **Culvert Installation** A resident contacted council regarding a buildup of water and ice by the Gospel Hall on Old Post Rd. I have sent in a request to PEI transportation regarding having a culvert installed to eliminate this hazard.
- 9. Safe Restart We have been approved for the additional \$650 in addition to the \$8.181 that was already approved for the Safe Restart Funding.

Action Items

- 1. **MOTION:** To set and approve date for Public Budget Review Meeting, as well as, set and approve date for Budget Voting Meeting.
- 2. **MOTION:** To Approve CAO, Nicole DesRoches as the Municipal Election Officer (MEO) for the 2021 By-election.
- 3. **MOTION:** To set and approve date of Municipal By-Election.

Respectfully Submitted, Nicole DesRoches, CAO

Community of Crapaud Cummulative Income Statement 2020-21 Fiscal

					Cumulative		2020/21 Fiscal		%	NOTES
	NOV		DEC		TOTAL		BUDGET		of Budget	
General Revenue from Operations	\vdash									
Fire Dues & Donations			\$	70,000.00	\$	168,000.00	\$	178,790.00	94%	
Equalization Grant	\$	2,295.08	\$	2,295.08	\$	20,655.72	\$	27,541.00	75%	
Real Property Taxes	\$	8,487.00	\$	8,487.00	\$	76,240.00	\$	101,173.00	75%	
Water Revenue	\$	-	\$	11,628.00	\$	13,643.00	\$	22,200.00	61%	
Sewer Revenue	\$	298.75	\$	12,176.83	\$	27,457.81	\$	82,850.00	33%	
Wage Grants					\$	3,420.16	\$	15,000.00	23%	
Interest	\$	70.75	\$	73.90	\$	872.58	\$	1,500.00	58%	
Rent	\$	649.75	\$	649.75	\$	5,424.00	\$	22,220.00	24%	
Land Rental					\$	-	Ė	,		
Hall			\$	161.00	\$	311.00	\$	10,000.00	3%	
Land Sales							\$	20,000.00		
Total General Revenue - Operations		11,801.33	\$	105,471.56	\$	316,024.27	\$	481,274.00	66%	
Total Gov't Transfers for Capital	\$	29,478.24	\$	8,181.00	\$	64,659.24	\$	100,000.00		
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TOTAL REVENUE	\$	41,279.57	\$	113,652.56	\$	380,683.51	\$	581,274.00	65%	
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EXPENSES										
Total General Government	\$	26,168.36	\$	15,443.56	\$	60,730.80	\$	71,700.00	85%	
Total Library Expenses	\$	190.05	\$	190.05	\$	1,818.67	\$	3,000.00	61%	
Total Payroll Expense		5,401.79	\$	6,075.81	\$	73,897.94	\$	65,360.00	98%	
Total Fire Protection	\$	3,498.25	\$	47,640.15	\$	94,415.44	\$	91,725.00	103%	
Total Professional Centre	\$	3,309.90	\$	1,844.14	\$	19,084.76	\$	19,140.00	100%	
Street Lights	\$	784.82	\$	784.82	\$	7,011.60	\$	8,500.00	82%	
Total Parks & Public Properties	\$	-	т		\$	4,585.60	\$	7,800.00	59%	
Total Recreation	\$	_			\$	617.09	\$	4,000.00	15%	
Total Sewer	\$	4,700.98	\$	3,654.32	\$	39,947.60	\$	66,453.68	60%	
Total Water	\$	1,733.57	\$	1,075.05	\$	15,257.49	\$	24,470.32	62%	<u> </u>
Total Crapaud Community Hall	\$	1,186.99	\$	3,731.91	\$	19,524.13	\$	29,900.00	65%	Largest expense in
rotal olapada community fran	7	1,100.33	7	3,731.31	7	13,324.13	Υ	23,300.00	03/0	Aug was insurance
TOTAL EXPENSES	\$	40,540.16	\$	75,710.44	Ś	281,686.03	\$	493,189.00	57%	payment
	-			, , , , , , , , , , , , , , , , , , , ,		202,000100	Ψ	100,200100	5.70	payment
NET INCOME	\$	739.41	\$	37,942.12	\$	98,997.48	\$	88,085.00	112%	



January 19, 2021

FIRE COMMISSIONER'S REPORT

We continue to need to work on a strong Emergency Measures Operation (EMO) plan in conjunction with the Fire Department. We need volunteers for the Committee. Please contact myself or. I encourage residents outside of Crapaud, who are in our Fire District, to also step forward. Our hope is to work with surrounding Municipalities on this important issue. The Crapaud Fire Department Annual General Meeting is on Monday, January 18th and I will be in attendance.

The repairs have been started on the Hall to prepare as "the Warming Centre" in Emergencies. This will free the Fire Department to address their own roll in any Emergency. Supplies will be needed to make sure the Community Hall is ready to go.

I have been in discussions with Chief Raymond regarding issues with their pagers not meeting the radius for calls/notifications. Raymond and Nicole have been on the process to retain the pagers purchased but utilizing an Island Company to provide Internet/Cable access. Raymond can update in his report this evening. I will be attending

I want to extend a special thanks to the members of the Crapaud Fire Department. We have a "second to none" group of Fire men and women, who run a "second to none fire department. A special thank you to Chief Raymond MacDonald. I hope our great working relationship will continue.

Deputy Chief Randy Shaw 1st Captain Michael MacDonald 2nd Captain Tyler Ferguson

Neila Auld, BScPharm

Mayor/Crapaud Fire Commissioner

Marketing and Community Committee – January 19th 2021 – Committee plans for 2021 Evan Auld

- Have a <u>silent auction</u> in the spring to raise funds for the food share, and also the purchase of a screen for the Villages new projector, to be used for movie nights, rentals, and meetings out of the Hall. Late spring, end of April/mid May.
- Look into having a <u>dog park</u> in Crapaud. Location would be behind the park on old post road in the empty lot. Pretty sure the land is owned by the Village, the lot is the buffer zone to the lagoon/treatment plant.
- Look into the <u>trail network</u> in Crapaud. See if there is land we could use to add to the current trails (connect existing trail to Sherwood forest?), and then apply to the Provinces Active Transportation Fund for the year 2021.
- Murals to be constructed in the professional centre, three framed murals.
- Evan will be looking after a **garden for the South Shore Food Share.** Will start the transplants from home and get the land tilled, then plant everything in the spring. Having fresh produce during the summer months will be a nice thing to offer users of the food share, and allows the food share to put donations toward other necessities.

Continued organizing of annual events:

- Canada Day Pancake Breakfast
- Exhibition BBQ
- Tree lighting, potential Halloween and Christmas movie night w/ new projector + screen at Crapaud Hall

Land, Parks and Property Report – January 19, 2021

Met with Elmer MacDonald, current president of the Crapaud Exhibition Association. As most people would know, there has been some extensive work done on the tractor pull area and there are trees that still need to be removed from the head of the track. The amount of additional clearing would be minimal and a sufficient buffer would still be left between the track and any housing. When the particular piece of land that the trees are on was deeded to the Crapaud Exhibition Association, there was an agreement that any alterations to the property would meet with the communities approval. I felt that they can have the go ahead on the additional tree removal.

We as a council are still pursuing the affordable housing project for seniors, however, we still require a demonstration of interest within Crapaud and surrounding areas. Please contact the PEI Housing Association if you are interested or if you require any further information about affordable housing. As mentioned by Mayor, Neila Auld, in addition to affordable housing for seniors, we are working on extending the base of eligibility to receive the required funding for this project to go forward. I will be in discussion with various government representatives on this.

I was contacted by a member of the Crapaud community wishing to clear the trail that runs from the back of the Professional Centre to past Englewood School. They told me that they had lots of qualified volunteers interested in helping with this project. I was informed that land owners had been contacted and had given permission for this to go forward. The clean up was very successful. It is nice to see the members of this community working together to accomplish these kinds of goals. Thank You to everyone involved.

David Morton