

Rural Municipality of Crapaud

Regular Council Meeting

Tuesday June 21, 2022

7:00 pm

Crapaud Community Hall

AGENDA

- 1. Call to order**
- 2. Approval of Agenda for Tuesday, June 21, 2022**
- 3. Disclosure of Conflict of Interest**
- 4. Approval of Minutes from Tuesday, May 17, 2022**
- 5. Business Arising from Previous Minutes**
- 6. Official Trustee Report**
 - 6.1. Activities in past month**
- 7. CAO Report (See Attached)**
- 8. Financials, Water and Sewer Utilities, Summer Student Employment, Grass Cutting, Canada Day Celebrations, Crapaud Park Update, Stantec Update**
- 9. Bylaws**
 - 9.1. First reading of Crapaud Water and Sewer Corporation Bylaw # 2022-03**
 - 9.2. Crapaud Water and Sewer Corporation Bylaw Rules and Regulations**
- 10. Policies**
 - 10.1. Procurement Policy**
- 11. New Business**
- 12. Public Section Opportunity**
- 13. Next Regular Council Meeting – August 16, 2022**
- 14. Adjournment**

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Tuesday, June 21, 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. Official Trustee Main had a moment in silence in respect of Annie McFee, a Crapaud volunteer Fire fighter.
4. **Approval of Agenda for Tuesday, June 21, 2022**
The Official Trustee approved the agenda for June 21, 2022, as read.
5. **Disclosure of Conflict of Interest – None Declared**
6. **Approval of Minutes Tuesday, May 17, 2022**
The Official Trustee approved the minutes as printed.
7. **Business Arising from previous minutes – None**
8. **Official Trustee Report**
 - 8.1. **Update on Traffic Issues** - Official Trustee Main informed residents that he and the CAO met with Steven Yeo, Mark Sherren and Phil Gotell, officials from the Department of Transportation regarding various traffic intersections within Crapaud; A safety audit will be conducted to investigate various traffic factors at the intersection of Route 1A and Route 13; upcoming construction on Inkerman Rd, which consists of installing curbs, storm sewers, and paving 300 meters of road; A solar panel and red flashing light will be installed on the Inkerman Rd stop sign; there will be no change of any speed limits and a guardrail will be installed in the Professional Building parking lot beside the Crapaud Fire Department where eighteen trees were cut down.
 - 8.2. **Route 13 Park Update** - The Department of Transportation agreed to have trees planted at the park on Route 13. The municipality will provide a plan.
 - 8.3. **Crapaud Fire Dept.** – At request of the Crapaud Fire Department, a meeting convened with Minister Fox regarding various matters, including purchasing a new pumper truck. The Fire Department will look into the specs of a new truck, the Official Trustee and CAO will prepare a tender and the new council will make the decision
 - 8.4. **Municipal Policies** – The Official Trustee and CAO have been looking into policies within Crapaud upon receiving a request from Municipal Affairs that all municipalities implement a procurement policy. A procurement policy has been developed and a disposal of assets policy will be developed.
 - 8.5. **2022 Election** – The Election date is November 7, and the nomination period will begin in early October. Candidates are required for the offices of Mayor and six councillors. Official Trustee Main stated that Municipal Affairs staff are prepared to offer a public session.

- 8.6. As per previous years, there will be no council meeting in July unless deemed warranted. Official Trustee Main and CAO are working on securing grant approval for repairs to the Professional Building and the Community Hall and video inspection of the Municipal sewer lines.
- 8.7. **CAO Summer Holidays** - The CAO will be taking periodic vacation days during the summer. These days will be advertised on the website.
9. **CAO Report (Attached)**
 - 9.1. The CAO presented her report. Total Revenue for **May 2022** was \$28,540.00 and total Expenditures were \$26,764.46. As soon as can be scheduled, MRSB will complete the 2021/2022 fiscal year audit.
 - 9.2. **Water and Sewer Utility Accounts** - The Water and Sewer invoices have been sent to residents for the 2022 year. As of June 20, we have received \$16,820.00 in sewer payments and \$2,660.00 in water payments. Since the last utilities update in May, we have received a further \$3,187.50 in sewer payments and \$760 in water payments on outstanding accounts.
 - 9.3. **Summer Student Employees** – We are still in the process of hiring two summer students.
 - 9.4. **Grass Cutting** - Ivan Lowther has commenced with cutting the grass within the municipality and summer students will be hired to assist.
 - 9.5. **Canada Day Celebrations** – Crapaud and Victoria used to jointly venture Canada Day celebrations with funding from the Federal Government. Victoria will not be hosting any Canada Day festivities this year nor will Crapaud. It is the intention to restore this community even in 2023.
 - 9.6. **Park Update** – Neil Lawless, the engineer for the new bridge on Route 13 contacted the CAO indicating that the park located directly across from Harvey's General Store on Route 13 will be completed when the construction in the area is completed. The province is responsible for grading, laying topsoil, seeding and plants shrubs and trees. We will replace the bench and picnic table and will arrange for additional landscaping at the province's expense.
 - 9.7. **Stantec Update** – In response to questions at previous meetings, Stantec's Land Use Plan proposal outlined a two-phase project with a total cost of \$37,205. This consisted of research, consultations, planning, preparing and approval of the Land Use Plan. Presently, Stantec has done research, planning and consults with a total cost of \$20,480. This project will commence once a council is elected.
10. **Municipal Bylaws and Policies**
 - 10.1. **Utility Bylaw** - The Utility Bylaw has been updated at the request of both IRAC and Municipal Affairs to comply with the MGA. In addition to minor housekeeping matters, this bylaw puts both the sewer system and the water system into one Corporation under a single Board of Directors. It repeals the previous bylaws on the sewerage system and the water system. The CAO and Utility Manager reviewed the regulations for both utilities.
 - 10.2. **MOTION 2022-184:** That bylaw #2022-03 being the Crapaud Water and Sewer Corporation Bylaw be read a first time at the council meeting held on the 21st day of June 2022. **APPROVED**
 - 10.3. **MOTION 2022-185:** That bylaw #2022-03 being the Crapaud Water and Sewer Corporation Bylaw be approved by the Official Trustee at the council meeting held on the 21st day of June 2022. **APPROVED**
 - 10.4. **MOTION 2022-186:** That the Rural Municipality of Crapaud adopt the Crapaud Water and Sewer Corporation Bylaw Rules and Regulations dated June 21, 2022 presented at the council meeting held on the 21st day of June 2022. **APPROVED**

10.5. **MOTION 2022-187:** That the Rural Municipality of Crapaud adopt the Procurement Policy dated June 21, 2022, presented at the council meeting held on the 21st day of June 2022. **APPROVED**

11. **New Business - None**

12. **Public Section Opportunity**

12.1. Della Ferguson asked about the park across from Harvey's Store and if there was a contract stating that the park will be put back to the way it was before the bridge construction. Joanne Harvey inquired on who owns the property. Joanne Harvey stated that Keith Otis was a former Crapaud resident and there had been a tree planted at this park in his honor. This tree has since died, and Joanne Harvey has received funds to purchase and plant a new tree.

12.2. Tom Patterson inquired on the size of the property where the Crapaud Community Hall is located. CAO informed residents that she is researching the property to determine if a property survey had been conducted in the past.

12.3. Margaret Armsworthy inquired if a Crapaud resident and a Crapaud property owner were classified as the same with regards to the 2022 Municipal Election. She also inquired on in addition to councillors, is there an option to have alternatives elected. Official Trustee Main stated that there is no provision within the Elections Act regarding this.

12.4. Joanne Harvey stated that Water Utility and Sewer Utility yearly invoices have previously been distributed to residents at separate dates, however, the 2022 Water and Sewer Utility invoices were distributed together. She asked the Official Trustee and CAO if both utility invoices were due on the same date. Official Trustee Main informed residents that the invoices have already been distributed to residents with the same due dates and interest will be charged to all past due invoices.

12.5. Tom Patterson noted that the handicap ramp at the side of the Professional Building is easily blocked with the large amount of traffic in the front parking lot. The CAO will discuss this matter with the tenant.

12.6. Tom Patterson suggested advertising events on the sign at the front of the Crapaud Community Hall.

12.7. Tom Patterson informed that municipal maintenance employees are cutting grass and not preventing the cut grass from going onto the road. The CAO will review with Ivan Lowther.

12.8. Connie MacKinnon informed that there is sand and grass along the curbs within the municipality, especially by the cenotaph. Efforts will be made to have that cleared.

12.9. Connie MacKinnon inquired on why Crapaud did not apply for Canada Day funding from the Federal Government. Official Trustee Main informed residents that in previous years the Municipalities of Crapaud and Victoria jointly applied for Canada Day funding, however, the Municipality of Victoria did not apply for any funding for 2022 and due to timing, the Municipality of Crapaud was unable to apply.

12.10. Margaret Armsworthy inquired on if the prospective Sherwood Forest phase II covenants was registered. Official Trustee Main stated that at this time, there are no covenants within Sherwood Forest and this matter will be addressed by the new council.

12.11. Margaret Armsworthy informed the Official Trustee and CAO of a senior who walks regularly on the Trans Canada Highway. The Dept. of Transportation suggested the RCMP be contacted for

speed control. Connie MacKinnon asked if pedestrians signage be installed, and crosswalk lines be painted on the roads. This will be communicated to the Dept. of Transportation.

12.12. Joanne Harvey inquired on financials, especially library repair and maintenance and salaried. CAO outlined regular library expenditures and salary reallocation.

13. **Date of next regular Council meeting – Tuesday, August 16, 2022, at 7:00pm**

14. **Adjournment**

14.1. The Official Trustee Main adjourned the meeting at 8:10pm