

Rural Municipality of Crapaud

Council Meeting

Tuesday, June 18, 2024

7:00 pm

Crapaud Community Hall

Minutes

Present: Mayor Joanne Harvey; Deputy Mayor Margaret Armsworthy; Councillor Tom Patterson, Councillor George Jesso, Councillor Savannah Dugay; Councillor Dean MacDonald (via phone) CAO Alana Searle

- 1. Call to Order** - Mayor Joanne Harvey called the meeting to order at 7:00 pm.
- 2. Approval of Agenda** - Approval of Agenda for Tuesday, June 18, 2024– Moved by Councillor Tom Patterson and seconded by Councillor Dean MacDonald to approve the agenda for Tuesday, June 18, 2024. Motion unanimously carried.
- 3. Disclosure of Conflict of Interest** – Nil
- 4. Approval of Minutes from:**
 - 4.1. May 21, 2024, Regular Council Meeting** It was moved by Councillor Savannah Dugay and seconded by Councillor George Jesso to approve the May 21, 2024; Regular Council Meeting Minutes as presented. Motion unanimously carried.
- 5. Discussion Items**
 - 5.1. Request from PEI Community Navigators – Tractor Pull/Exhibition** – In meeting with the PEI Community Navigators, a request was made for a booth at both the Tractor Pull and Exhibition weekends in Crapaud. CAO Alana Searle presented the request to council and was informed that the request must be made directly to the administration for both events.

5.2. Emergency Coordinator Appointment – CAO Alana Searle advised council that former Councillor Della Ferguson had made a request to Municipal Affairs to remain the Emergency Coordinator despite having resigned from council May 30, 2024. Motion brought forward by Deputy Mayor Margaret Armsworthy and seconded by Councillor Dean MacDonald. Motion carried 5-0.

5.3. Board of Directors

5.3.1. Motion #2024-26 Community Library Board– Motion put on the floor by Councillor Tom Patterson and seconded by Councillor George Jesso to implement a Community Library Board of at least 3 members of the community and referred item to CAO Alana Searle to advertise. Motion passed 5-0.

5.3.2. Motion #2024-27 – Board of Directors – Crapaud Community Hall – Motion brought forward by Councillor Tom Patterson and seconded by Deputy Mayor Margaret Armsworthy to advertise for a Board of Directors to manage the Crapaud Community Hall as the building is currently not covering operating costs and there is no room in the budget to hire a staff member to manage the building. One of the positions must be a treasurer to ensure the building generates enough income to cover it's cost, and the board must report to council monthly regarding it's plans for the Hall and it's financial standing. Council agreed that once there are enough Board members in place, there will be further discussion regarding specific numbers and if the municipality is willing and able to cover part of the costs (ie mortgage and insurance). Motion passed unanimously.

5.4. Motion #2024-28 Land Sale – Sherwood Forest – Motion brought forward by Deputy Mayor Margaret Armsworthy and seconded by Councillor Tom Patterson. CAO Alana Searle is to engage the advice of the Municipality's lawyer for advice on selling two lots in Phase 2 of Sherwood Forest to cover the line item in the budget

approved by council on February 27, 2024. Lots are to be listed as soon as possible dependant on legal advice. Motion passed 5-0. .

- 5.5. Motion #2024-29 – Lease updates – Atlantic Guns & Gear and Atlantic Handyman – Motion brought forward by Councillor Tom Patterson and seconded by Deputy Mayor Margaret Armsworthy. Deputy Mayor Margaret Armsworthy spoke and advised that the current leases at the Professional Centre 20424 Trans Canada Highway are at \$8/sq ft, which is significantly less then current market value of approximately \$14-20/sq foot. She advised that council cannot be fiscally responsible and operate at a deficit, therefore raising the rent on the current tenants would cover most of the projected deficit for this budget year. Councillor Tom Patterson advised that the owner/operator of Atlantic Guns & Gear has made his wish to purchase a commercial lot that may come onto the market to relocate his business. Councillor Patterson said council should give the tenant first right of refusal on a commercial lot if the municipality lists one. Motion carried 5-0.
- 5.6. Motion #2024-30 – Former Municipal Office Rental – Motion brought forward by Councillor Savannah Dugay and seconded by Deputy Mayor Margaret Armsworthy. CAO Alana Searle advised council that the current location of the municipal office will be vacated by the end of June 2024 and asked for council’s approval to rent that space at current market value of \$14-20/sq foot. Councillor Tom Patterson advised that if the Municipality wants to rent that space, the current stairs/decking is in need of repair and is unsafe. Mayor JoAnne Harvey asked for patience with repairs as the municipality has limited funds for building repairs at the moment. Motion passed 5-0.
- 5.7. Motion #2024-31 Furniture Sale – Motion put forward by Deputy Mayor Margaret Armsworthy and seconded by Councillor Tom Patterson. Council authorizes CAO Alana Searle to sell excess furniture from the former Scotiabank building and the former Municipal Office through Moe’s Auctioneering in Crapaud and deposit the proceeds to the General Operating account for the municipality.

- 5.8. Motion #2024-32 – Rental Space – Motion brought forward by Councillor George Jesso and seconded by Councillor Savannah Dugay. Council authorizes CAO Alana Searle to put out a Tender Request to renovate the former Scotiabank building located at 20535 Trans Canada Highway, Crapaud PE to include two self-contained office spaces to offset the operating costs of the building. Council also authorizes CAO Alana Searle to amend the CCBF (Gas Tax) agreement to include 20535 Trans Canada Highway for renovations and equipment.
- 5.9. Motion #2024-33 – Tender Documents – Motion brought forward by Deputy Mayor Margaret Armsworthy and seconded by Councillor Dean MacDonald. Council approves the following list of projects for CAO Alana Searle to send for tender:
- 5.9.1. Roof Repairs – Professional Centre 20424 Trans Canada Highway, Crapaud.
- 5.9.2. Mould Remediation - Professional Centre 20424 Trans Canada Highway, Crapaud.
- 5.9.3. Foundation Repair - Professional Centre 20424 Trans Canada Highway, Crapaud.
- 5.9.4. Sherwood Forest Subdivision Expansion – Clearing trees on proposed road & water and sewer access points.
- 5.10. Motion #2024-34 – IRAC Application – Motion brought forward by Councillor Tom Patterson and seconded by Councillor Dean MacDonald. Council authorizes CAO Alana Searle to engage the services of MRSB to prepare the IRAC application to increase the Water & Sewer Rates for the municipality.

6. Information Items –

- 6.1. Students – CAO Alana Searle advised that there have been two students hired for the summer under Skills PEI funding. The student who had been the Maintenance Assistant last summer is returning and there is an Accounting Student hired to help in the office with preparation for the year end audit and catching up on neglected office work.

- 6.2. Canada Day BBQ – Mayor JoAnne Harvey asked for someone to take over coordinating and working at the Canada Day BBQ. No councillors came forward, so the Municipality is cancelling the event.
- 6.3. Exhibition BBQ – Mayor JoAnne Harvey asked for a volunteer to organize and work at the Exhibition BBQ. Deputy Mayor Margaret Armsworthy volunteered to coordinate but said she can't cook so Mayor JoAnne Harvey said she will assist so the event can happen. Councillor Dean MacDonald volunteered to coordinate the music for the event.
- 6.4. Grass cutting – Councillor Tom Patterson wants the municipal boundaries confirmed as the Maintenance Worker is cutting along the water behind the General Store and he doesn't believe that is municipal property and does not want to pay an employee to cut land that is provincially owned.
- 7. Public Discussion** – A resident wanted to discuss the Community Hall. She advised that the last time a conversation was had regarding the budget of the Hall, it was asked of the volunteer to cover only the cost of heat and lights. She said running the Hall is a job in and of itself, that invoicing is time consuming, cleaning is a big job, there's been a lack of support from the current council and inadequate marketing that is contributing to the lack of income it is generating. She mentioned that word of mouth marketing is just starting to get out and people are just starting to learn the hall is there. A second resident voiced concern with the deadline of September 2025 to review the finances. The first resident agreed that if there is a hard time getting volunteers now, adding a deadline for financial review will make it even more difficult. Mayor JoAnne Harvey added that there has been a donation of Bingo Cards to the Hall and she thinks that will be a big asset. She said people don't realize how much work goes into planning and running events. She wants there to be tighter regulation on events at the hall, for example, people who rent the hall for a Saturday event want to come in Friday evening to set up and it creates more work for Volunteers and prevents other events from being scheduled. A resident suggested that there should be a public meeting to gauge support from the residents of the community for the hall and wants the Board of

Directors to be designated a not-for-profit organization similar to Fortune Hall, with a requirement that the Board will report to Council monthly regarding programming and financial status. The first resident added that the Board should be open to all residents of the South Shore, not just the Community of Crapaud. Mayor JoAnne Harvey added that she wants to know how liability of who's responsible will work if a Board of Directors is assigned. She also added that a strong Board of Directors can make or break an organization. Deputy Mayor Margaret Armsworthy added that Milton Hall is a success story for the implementation of a Board of Directors, as it was going downhill quickly but has really turned around. A resident added that the Board of Directors has been in place for 15 years in Milton. That resident suggested working with the Masons to organize and plan events, and that ARCH is good exposure. She said it is important to have people who are willing to work with the volunteers. Deputy Mayor Margaret Armsworthy added that the municipality is looking at re-amortizing the mortgage on the Community Hall to lower the monthly payment and that council is looking at all options to be fiscally responsible and retain the Hall.

- 8. Adjournment** – It was moved by Councillor Tom Patterson to adjourn the meeting at 8:39 pm and was seconded by Councillor Savannah Dugay

Joanne Harvey _____

Mayor

Alana Searle _____

Chief Administrative Officer