

## **Rural Municipality of Crapaud**

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

### **AGENDA**

1. **Call to order**
2. **Approval of Agenda for Tuesday, October 19, 2021**
3. **Disclosure of Conflict of Interest**
4. **Approval of Minutes from Tuesday, September 21, 2021**
5. **Business Arising from Previous Minutes**
  - 5.1. Audit Update - to be presented at November Meeting
  - 5.2. Sherwood Forest Covenants Update
  - 5.3. Update on Official Plan Status
6. **Official Trustee Report**
  - 6.1. Activities in past month
  - 6.2. Event Volunteers (Remembrance Day and Christmas tree Lighting)
  - 6.3. Status of Former Councillors – Response from Ministry
  - 6.4. Web Site as Official site for Community news
7. **CAO Report (See Attached)**
  - 7.1. Financials
  - 7.2. Vax Pass
  - 7.3. Community Hall and Professional Building Repairs update
  - 7.4. New Bridge Update
  - 7.5. Sale of property to Crapaud Exhibition
  - 7.6. South Shore Watershed
8. **Reports**
  - 8.1. Water and Sewer – None
  - 8.2. Emergency Measure Plan
  - 8.3. Fire Department - None
9. **New Business**
10. **Public Section Opportunity**
11. **Date of Next Regular Council Meeting – November 16, 2021**
12. **Adjournment**

## Rural Municipality of Crapaud

Regular Council Meeting

Tuesday, October 19, 2021

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, October 19, 2021.**  
The Official Trustee Main approved the agenda for October 19, 2021.
4. **Disclosure of Conflict of Interest – None Declared**
5. **Approval of Minutes Tuesday, September 21, 2021**  
The Official Trustee approved the minutes as printed.
6. **Business Arising from Previous Minutes –**
  - 6.1. **Audit Update** – MRSB has been asked to attend the November Council meeting to present the 2020/2021 audit.
  - 6.2. **Sherwood Forest Covenants –**
    - 6.2.1. Official Trustee Main met with lawyer, Matthew MacFarlane to discuss the covenants. Official Trustee Main investigated the drafted covenants for Sherwood Forest and determined that a wide variety of issues are listed within the covenants. Some items that were listed should be included in other documents rather than in the covenant and other items should be applicable Municipal wide. Items such as Land Use size of buildings, unsightly property, animal control and building occupancy are within Municipal Bylaws. Official Trustee Main recommended introducing a Subdivision Standards Policy and have policies be Municipal wide. Official Trustee Main stated that the Highway By-Pass should be included within a covenant document. Official Trustee Main ensured the Municipality has legislative authority to impose covenants on the undeveloped property. Mr. MacFarlane has identified the properties legally and is prepared to develop a covenant document at any time. The Municipality owns two lots within phase 1.
    - 6.2.2. There are no current development pressures pending with regards to either the remaining lots in phase 1 or the lots in phase 2.
    - 6.2.3. **MOTION 2021-158:** That appropriate covenants be drafted with the assistance of the Municipality's legal counsel and reviewed with the residents within Sherwood

Forest prior to any consideration being given to the development of Phase II of the Sherwood Forest subdivision

**MOTION 2021-159:** That appropriate covenants be drafted with the assistance of the Municipality's legal counsel and reviewed with the residents within Sherwood Forest prior to any consideration being given to the sale of Lots 11-3 and/or 11-4 of Phase I of the Sherwood Forest subdivision

**MOTION 2021-160:** That consideration be given to various policies and/or bylaws that implement the intentions of the draft covenants of June 2021 for Phase II of the Sherwood Forest development and determine which should be applicable on a municipality wide basis

**MOTION 2021-161:** That the motion of Council dated June 2021 regarding the imposition of covenants on Phase II of Forest subdivision be rescinded and that the matter be given further consideration in accordance with the previous motions

Official Trustee Main approved all four motions.

- 6.3. **Official Plan Status** - Official Trustee Main spoke with John Heseltine from Stantec to discuss the process for the Official Plan. Due to COVID-19 and limitations on public meetings, Stantec has been unable to host any meetings in Crapaud. An alternative online engagement option is available. The Official Plan is an important document and requires public input. An update will be given at the November council meeting.

7. **Official Trustee Report –**

7.1. **Event Volunteers**

7.1.1. **Remembrance Day** – The Royal Canadian Legion and the Council of Churches are usually responsible for Remembrance Day celebrations, however, due to COVID-19 restrictions, there will be no celebration for 2021. Official Trustee Main spoke with CAO to have the Cenotaph grounds maintained before Remembrance Day. A Community wreath will be laid at the Cenotaph at 11:00am on November 11, 2021.

7.1.2. **Thanksgiving** – The Official Trustee thanked the South Shore Citizens Group for decorating the exterior of the Crapaud Community Hall for Thanksgiving.

7.1.3. **Message Board** – The Official Trustee thanked Joanne Harvey for updating the message board at the front of the Community Hall.

7.1.4. **Christmas** - The South Shore Citizens Group volunteered to host the Christmas Tree lighting event this year. The Fire Department will provide a Christmas parade with Santa for the children.

- 7.2. **Flower Bed at the bridge** – The seed is planted, topsoil is down, the guardrails are complete, the flower bed will be completed. A representative from the province will be in Crapaud next week for a project inspection.

- 7.3. **Municipal Website** – The official platform for Municipal communication will be the Municipal website. The Municipality will continue to make posts on its Facebook page. Consideration is being given to a Community Newsletter.

7.4. **Emergency Measures Plan** - Official Trustee Main requested volunteers to assist in the development of the EMO Plan. Crapaud currently has an EMO Bylaw. Official Trustee Main contacted the province inquiring on the difference between the existing EMO Bylaw and the requirements in a new EMO Bylaw. Official Trustee Main met with former councillors Tom Patterson, JoAnne Harvey and Della Ferguson to discuss their past efforts in developing a new Plan and their willingness to continue to assist. Official Trustee Main received an email from Danny Jenkins, Municipal Affairs stating that it was Official Trustee Main's responsibility to complete the EMO Plan. Former councillors can volunteer with the EMO Plan should Official Trustee Main require assistance.

7.5. **Status of Former Councillors –**

7.5.1. Former councillors Patterson, Harvey and Ferguson met with the Official Trustee and raised concerns over their status. The Official Trustee agreed to forward their questions to Minister Fox's administrative staff. Former councillor Ferguson also requested to know why she was removed from council. Official Trustee Main read the response from Minister Fox's Office.

8. **New Business – None**

9. **CAO Report (Attached)**

9.1. The CAO presented her report. Total Revenue for **September 2021** was \$14,663.10 and total Expenditures were \$37,674.90. Expenditures were high in September due to the Crapaud Hall and Professional Building Gas Tax repairs project.

9.2. **PEI Vax Pass** –The Crapaud Hall is required to follow all regulations related to the Vax Pass Program and any organization or person who rents the Hall will be responsible and required to verify that all individuals in attendance are fully vaccinated.

9.3. **Crapaud Hall and Professional Building Updates –**

9.3.1. Security First Ltd. has started the installation of a security system at the Crapaud Hall.

9.3.2. Emergency lights have been installed at the Crapaud Hall

9.3.3. Hand sanitizer dispensers have been installed at the Crapaud Hall and at the Crapaud Municipal Office.

9.3.4. There are now two designated handicap parking spots in the Crapaud Hall parking lot. One handicap parking sign has been installed and another sign has been ordered.

9.3.5. Threshold ramps have been ordered for the Crapaud Library door and the Crapaud Municipal Office door.

9.4. **New Bridge Update** – Work on the new bridge and the park continues. Seed has been planted at the park, the casing on the well has been installed and the guardrails have been installed.

9.5. **Sale of Land** – The Community of Crapaud has transferred the land to the Crapaud Exhibition and waiting for the community solicitor to advise that it has been registered.

9.6. **Transfer to Province for Turning Lane** – The Official Trustee will be executing a deed transfer to the province for the land associated with the turning lane onto Sherwood Forest Drive.

- 9.7. **South Shore Watershed (SSWA) Update** – Official Trustee Main and I have met with the SSWA regarding the outdoor classroom and are currently in discussion on an agreement between both parties.
10. **Water and Sewer Report - None**
11. **Emergency Measures Plan-** See above
12. **Fire Department Report - None**
13. **Public Section Opportunity**
  - 13.1. Evelyn Rogerson introduced a new resident to Crapaud. The Official Trustee extended a welcome on behalf of the Community.
  - 13.2. Connie MacKinnon advised that the South Shore Citizen's Group are interested in hosting a Christmas Dinner for the Crapaud Fire Department at the Crapaud Community Hall on December 11, 2021. Official Trustee Main approved the South Shore Citizen's Group to host the Christmas Dinner at the Crapaud Community Hall. The South Shore Citizen's Group is also planning Christmas celebrations at the end of November.
  - 13.3. Stan Baker stated that he met with Minister Fox on the dismissal of councillors.
  - 13.4. Stan Baker informed of the overgrowth on the roughed in road in Sherwood Forest in Phase Two. He expressed the opinion that the road could be upgraded to allow for the development of the lots.
  - 13.5. Miranda Ellis asked for clarity on the dismissal of councillors.
  - 13.6. Della Ferguson inquired on the 2022 Municipal Election and asked how there can be a guarantee that council will improve after the election.
  - 13.7. Ken Lake stated the three new councillors were elected to council during the By-Election in May 2021 and since they were elected, they should not have been dismissed.
  - 13.8. A resident inquired if Official Trustee Main received notification before he was appointed Official Trustee in Crapaud. Official Trustee Main advised that he had been contacted by Municipal Affairs prior to August 2, 2021, if he was willing to become Official Trustee if a decision was made that required an Official Trustee be appointed in Crapaud.
  - 13.9. JoAnne Harvey asked Official Trustee Main if he had a contract until November 2022. Official Trustee Main stated Minister Jamie Fox appointed him Official Trustee in Crapaud until the next election.
  - 13.10. Laird Ferguson inquired on the progress of the Official Plan. Official Trustee Main stated he will be contacting Stantec, and the original proposal consisted of a consultation week, with three to five meetings. Official Trustee Main is interested in public meetings and online engagement, he will contact Stantec to discuss the original proposal and a potentially new proposal.
  - 13.11. Tom Patterson inquired on whether the electrician working on the Crapaud Community Hall had up to date certification and insurance. Official Trustee Main stated he will inquire with the contractor.

13.12. Margaret Armsworthy stated that she felt Crapaud needs to move forward in the right direction and Minister Fox and Official Trustee Main are both working for that to happen.

14. **Date of next regular council meeting – Tuesday, November 16, 2021, at 7:00pm**

15. **Adjournment**

15.1. The Official Trustee Main adjourned the meeting at 8:50pm.