
Rural Municipality of West River Finance Committee

Meeting No	5	Chair	Stephen Gould
Meeting Date	Tuesday, May 4, 2021	Phone	902-675-7000
Start Time	7:00 PM	E-mail	admin@westriverpe.ca
Location	Afton Community Center	Session	Public
Present	Mayor Helen Smith-MacPhail, Councillor Stephen Gould, Councillor Sabrina Loughran, Councillor John Yeo		
Also	Laala Jahanshahloo – CAO		
Regrets	Nil		

● **Call to order**

Chair Stephen Gould called the meeting to order at 7:00 pm.

Mayor Helen Smith-MacPhail and Councillor Sabrina Loughran joined the meeting virtually.

● **Approval of Agenda**

It was moved by Councillor John Yeo and seconded by Councillor Sabrina Loughran; the agenda be approved as circulated.

Motion Carried

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Approval of Minutes**

It was moved by Councillor Sabrina Loughran and seconded by Councillor John Yeo that the minutes of April 6, 2021, Finance Committee meeting approved as circulated.

Motion Carried

- **Business Arising from Minutes**

- ➔ The first report of actual expenditures and planned expenditures of the Transition Funding Agreement, has signed and sent to Municipal Affairs on May 7, 2021.
- ➔ Councillor Sabrina Loughran drafted a letter to follow up with CRA. The CAO will mail the letter after obtaining the Mayor's signature.

- **FIN5.1**

- ➔ The documents for the seven-month audit (September 1, 2020- March 31, 2021) and Annual Expenditure Reports for 2020-2021 have been handed to MSRB, April 23, 2020.

- **FIN5.2**

- ➔ The Committee reviewed and approved the transition fund expenditure actual and planned report number one and instructed the CAO to send it to Municipal Affairs.

- **FIN5.3**

- ➔ St.Catherine's Hall requested the 2020 donation to be paid. The financial statement of the former Community West River (April 1, 2020 – August 31, 2020) shows the payment of a \$3000.00 donation. As the bank account has been closed after amalgamation, there is no way to track the paid cheque. The Committee decided to have an affidavit signed by St.Catherine's Hall and the former CAO of Community West River, Bill Grant, to process the donation check.

- **FIN5.4**

- ➔ The Committee has received the Three-Phase Project – Total Project Cost (Timeline) as Maritime Electric has sent a new invoice on April 15, 2021, \$15,730.25 more than the final invoice issued February 19, 2021.
- ➔ The CAO will contact the funding partner to see how they want to cover the additional amount as the Rural Municipality of West River is only an administrator, not a funding partner.

- **FIN5.5**

- ➔ The Committee has reviewed and finalized its recommendation regarding (**FIN4.6**). The final Travel Expense Policy 2021-01, Purchase Policy 2021-02, and Procurement Policy 2021-03 will be presented in the next Council meeting of May 13, 2021.
- ➔ Mayor Helen Smith-MacPhail left the meeting at 8:15 pm.

- **FIN5.6**

- ➔ There are five payments from the Gas Tax bank account to the general bank account as the invoices belonged to the Gas Tax Projects.
- ➔ There are some reimbursements issued without adding the HST to the rebate account. The professional fee of correction will be paid from Transition Funding.

- **FIN5.7**

- ➔ The 2020 WCB late filing penalty has been waived. For the late filing penalty of 2021, CAO has sent a request to WCB to consider the possibility of waiving it.

- **FIN5.8**

- ➔ CRA has not replied to the request submitted on March 4, 2021, to assign the former Community of West River's Business Number to the Rural Municipality of West River and combine the other formers communities under this number (WRC 10 Minutes – CAO Report). Councillor Sabrina Loughran will draft a letter to follow up with CRA.

- **FIN5.9**

- The Committee reviewed the Gas Tax Reconciliation of March 31, 2021 and recommended to the Council increase the capital budget 2021-2022 for the Afton Hall addition project to cover the cost of the proposed contract.

- **FIN5.10**

- As the Chamber of Commerce did not provide the CAO's insurance coverage, the membership payment will not be paid.

- **Adjournment**

- The meeting adjourned at 9:00 pm.

- The next meeting will be on June 1, 2021.

STEPHEN GOULD _____

CHAIR