
Rural Municipality of West River Finance Committee

Meeting No	11	Chair	Stephen Gould
Meeting Date	Tuesday, December 7, 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.

● **Approval of Agenda**

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

Motion Carried

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Business Arising from Minutes**

- CAO has contacted Kim Griffin (Maritime Electric Manager of Customer Service) and requested the formal account statement (showing Nil Balance) for the Three-Phase Project and finally received it on December 22, 2021.

- **FIN 11.1**

- The Committee has an in-depth discussion and finalized the proposed operating and capital budget for the 2022- 2023 fiscal year and 2027 capital expenditure plan.
- The Chair will send out the final draft of the 2022-23 Financial Plan for the Councillors' review to get their input before the next Council meeting on January 13, 2022.
- The Committee made a motion to make any donation from April 1, 2022, and afterward by receiving an application from any Non-Profit Organization within the boundary of the Municipality.

Moved by Councillor John Yeo seconded Councillor Sabrina Loughran, Motion #2021-1 carried.

- The NPO donation request application and the execution process will be reviewed at the next Committee meeting.
- To appreciate the contribution of non-appointed volunteers, the Committee made a motion to send a \$100 Gift Card as a token of appreciation and, following Motion#2021-30, directed the CAO to execute it

Moved by Councillor Sabrina Loughran seconded Councillor John Yeo, Motion #2021-2 carried.

- **FIN 11.2**

- The Committee recommended that the Council hold a public meeting to present the 2022-23 Financial Plan on February 1, 2022, to comply with MGA Section (151) (1).

- **FIN 11.3**

- The Committee reviewed item FIN10.4 as the Council had deferred Motion #2021-125 and Motion 2021-126.

→ The Committee made the same recommendation for improvements to Legacy Park Playground by using \$10,000 from the reserve fund to obtain \$100,000 through a guaranteed funding process by Grant Match.

● **FIN 11.4**

→ The Committee recommended that Council request the PEI Infrastructure Secretariat to transfer \$68,401.29 from uncommitted funds to Bonshaw Community Cultural Centre Upgrades project (32.1.1) and \$100,000.00 from uncommitted funds to the Soccer Field Upgrade project (57.1.1).

● **FIN 11.5**

→ According to " schedule C " of the gas tax agreement, the CAO has transferred \$890.05 of the received rebate for September 1, 2020- June 30, 2021, to the Gas Tax bank account.

● **FIN 11.6**

→ The Committee reviewed the Stipend Report submitted by the Remuneration Committee and directed the CAO to send out the draft version Stipend Report for internal review by the Councillors.

→ After the internal review (deadline of the feedback NLT December 22, 2021) and any necessary revision by the Remuneration Committee (if required), The Committee recommends the Council accept the "Compensation Plan For Members Of West River Council."

● **FIN 11.7**

→ The Committee reviewed the following timeline after receiving the Collection letter on November 29, 2021; CAO was directed to contact Maritime Electric and request an official statement of account showing the "Nil" balance.

Three Phase Project – Total Project Cost Timeline

#	Date	Correspondent	Organization	Total (HST Included)
1	Oct-01-20	Service Order No 125294	Maritime Electric	\$149,436.16
2	Oct-16-20	Letter of Offer	Innovation PEI	\$148,938.94
3	Dec-16-20	Service Order No 128480	Maritime Electric	\$201,095.88
4	Jan-4-21	Email to Mr. Roberts	Pam S. Montgomery	\$143,436.16
5	Jan-05-2021	Revision of order No 128480	Maritime Electric	\$149,221.33
6	Feb-08-2021	RMWR paid \$102,608.05	RMWR Cheque # 86	
7	Feb-18-2021	Final Invoice 21789 to Bait Master	Maritime Electric	\$149,221.33
8	Feb-18-2021	RMWR requested to change "Bill To" from Bait Master to RMWR	RMWR	\$149,221.33
9	Feb-19-2021	Revised Invoice 21797 billed to RMRW	Maritime Electric	\$149,221.33
10	Apr-15-2021	Send a new final invoice	Maritime Electric	\$164,951.58
11	Apr-21-2021	Maritime Electric informed RMWR, "There was an invoice that was sent out produced from our billing system based on an incorrect version of the estimate in our system."	Maritime Electric	\$164,951.58
12	May-20-2021	Final Payment of \$46,613.28 according to INV0021794	RMWR Cheque # 185	
13	Nov-29-21	Receive a letter to inform RMWR will be sent to a collection agency unless paying \$15,730.25 more than the final invoice# 0021794 (which the funding partners agreement was based on).	Maritime Electric	\$164,951.58

- **Adjournment**

- ➔ The meeting adjourned at 9:00 pm.

- ➔ The next meeting will be on February 1, 2022.

STEPHEN GOULD _____

CHAIR