



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2023-02	Time	7:00 PM
Session	Regular - Public	Date	Thursday, March 9, 2023
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Center
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Aaron MacEachern, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Shaun MacArthur, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Kelly Taylor - Administrative Assistant.		
Regret	Nil		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:05 PM.

- **Adoption & Approval of Agenda**

The following topic was added to the circulated agenda by Mayor Helen Smith-MacPhail:

- **PLB.23.2.4 – Correspondence to the provincial Candidates Regarding the Municipal Issues**

The agenda was approved as circulated, including any added items. It was moved by Councillor John Yeo and, seconded by Councillor Shaun MacArthur, unanimously carried.

- **Declarations of Conflict of Interest**

Councillor Lillian MacCannell recused herself from item FIN.23.2.3, citing a conflict of interest as the Director of the Canoe Cove Community Association.

- **Adoption of Previous Meeting's Minutes**

The minutes of February 2, 2023, Committee of the Whole meeting was approved as circulated. It was moved by Deputy Mayor Aaron MacEachern and, seconded by Councillor Ryan Roggeveen, unanimously carried.

- **Informational Items**

- **OTR.23.2.1 - Municipal Affairs Presentation**

Decision Type: Information

Status: Canceled

Background:

OTR.2023.1.8

Description:

The Municipal Affairs informed the CAO on March 8, 2023, that they could not attend the meeting because the election had been called.

- **OTR.23.2.2- - Council Acknowledgment - West River Fridge**

Decision Type: Information

Status: Received

Background:

EMO7.1

Description:

The West River Fridge Group sent a thank you note as they received an \$805.15 donation from Municipality on February 9, 2023.

- **WRC.23.2.1 - Amalgamation and CRA Registration**

Decision Type: Information

Status: Received

Background:

CRA was contacted in March 2021 to retain the original West River business number for the newly amalgamated Municipality and all other predecessor accounts combined into the singular account (FIN5.8).

Description:

As of March 2023, the "Rural Municipality of West River" is not mentioned in the CRA's list of municipalities. The status of five former communities of Afton, Bonshaw, Meadowbank, New Haven-Riverdale, and West River are "Registered" instead of "Terminated" with a note as "Amalgamated as Rural Municipality of West River" (Appendix 2.1, attached hereto, forming a part of this minutes).

The Department of Finance and Municipal Affairs has been contacted as CRA has not yet recognized Municipality's amalgamation.

- **WRC.23.2.2 - Liability and What Council Members Need to Know - Training**

Decision Type: Information

Status: Received

Description:

The Stewart McKelvey will present a training session at May's Committee of Council Meeting (May 11, 2023, at 7:00 PM) and requested the Council to mark their calendars to ensure they could attend.

- **FIN.23.2.1 - Municipal Tax Rate Certification 2023**

Decision Type: Information

Status: Received

Description:

The CAO hand-delivered the signed copy of the Municipal Tax Rate Certification 2023 to the Property Tax Administrator at Taxation & Property office.

- **FIN.23.2.2 Community Celebration Fund - 150 PEI**

Decision Type: Information

Status: Received

Description:

The CAO submitted the 150 PEI funding request to Community Celebration Fund on February 27, 2023.

- **PLB.23.2.1 - Mayor's Letter to Minister Fox Regarding Special Planning Area**

Decision Type: Information

Status: Received

Background:

PLB.2023.1.2

Description:

Mayor sent out the letter regarding the lack of consultation on the planning act subdivision and development regulations to Minister Fox on March 6, 2023, before the election was called (Appendix 2.2, attached hereto, forming a part of this minutes)

- **PLB.23.2.2 - PID#656447 Pit Permit Renewal**

Decision Type: Information

Status: Received

Background:

According to the Environmental Land Management database and mapping program, Island Coastal has had a pit permit for PID#656447 with the province since 2009, but it expired on July 21, 2015.

Description:

The Pollution Prevention and Compliance Supervisor of Environmental Land Management notified CAO of the application for permit renewal from Island Coastal for Pit PID#656447, located within the former municipal boundaries of New Haven.

The Department has developed a policy around section 2a (Appendix 2.3, attached hereto, forming a part of this minutes) of the Excavation Pit Regulations regarding the definition of the regulation of excavation pits. Under this definition, the New Haven Bylaws do not regulate excavation pits. Environmental Land Management will continue to issue our provincial excavation pit permit as per their regulations for this property.

- **PTY.23.2.1 - Bonshaw Community Center Upgrade CRPF Agreement – Amendment #1**

Decision Type: Information

Status: Received

Background:

Motion #2022-86

Description:

The CAO signed the Community Revitalization Program agreement amendment for the Bonshaw Community Center shower, increasing the amount of funding from \$40,000 to \$55,922 on February 23, 2023 (Appendix 2.4, attached hereto, forming a part of this minutes).

- **PTY.23.2.2 - Afton Community Center Addition Project Progress Report**

Decision Type: Information

Status: Received

Description:

Afton Community Center Addition Project Progress Report				
Resolution	Description	Contract Amount	Paid to Date	Completed to Date
2020-13	Hiring Architecture360 for architectural services	\$5,500 +HST	\$6,325.00	100%
2021-40	Hiring Architecture360 for administrative services	(\$2,800 + HST) + Fee for Service	\$4,375.75	Ongoing
2021-41	Construction Contract	\$231,632.00 + HST	\$226,420.27	100%
2021-42	Heat & Cooling System Contract	\$14,250.00 + HST	Revised	2022-15
2021-43	Electrical Contract	\$22,725.00 + HST	Revised	2022-16
2021-77	Land Survey	Fee for Service	\$6,302.75	100%
2022-15	Change Order - Heat & Cooling System Contract Revision	\$24,400.00 + HST	\$28,750.02	100%
2022-16	Change Order - Electrical Contract Revision	\$25,000.00 + HST	\$27,945.01	100%
2022-40	Fire Alarm Contract	\$24,300.00 + HST	\$28,060.00	100%
2022-56	Contemplated Change Order	\$37,978.75 + HST	\$0	Waiting for the Arch-360 report
2022-63	Installing EVC Station Contract	\$15,950 + HST	\$18,342.51	100%
2022-90	Contingency Change Order	\$7,000 + HST	\$0	83%

- **PTY.23.2.3 - Bonshaw Community Center Improvement Project Progress Report**

Decision Type: Information

Status: Received

Description:

Bonshaw Community Center Improvement Project Progress Report				
Resolution	Description	Contract Amount	Paid to Date	Completed to Date
2021-84	Hiring Collier – CCRF/ACOA Funding Application	\$10,000 +HST	\$11,425.25	100%
2021-89	Hiring W. D. Lawrence Architecture Inc.	\$28,500 +HST	Revised	2022-07
2021-118	Land Survey	\$3,400 + HST	\$3,910	100%
2022-07	W. D. Lawrence Architecture firm services revision	\$30,000 + HST	\$33,350.23	97%
2022-51	Hiring Ridgeline Construction Ltd as Contractor	\$279,933.00+ HST	\$234,246.10	86%
2022-55	Hiring WDL as Project Admin	Fee for Service	\$14,122.88	Ongoing
2022-64	Installing EVC Station Contract	\$13,980 + HST	\$16,077.00	100%
2022-78	Change Order#1	\$57,394.00 + HST	\$51,654.60	90%
2022-100	Change Order#2	\$59,000.00 +HST	\$53,100.00	90%
2022-100	Change Order#3	\$ 22,600.00 +HST	\$22,600.00	95%
2023-11	Change Order#5	\$26,550.00 +HST	\$21,470.00	75%

▪ **FIN.23.2.5 - Small Project Component of the Enabling Accessibility Fund Program**

Decision Type: Information

Status: Received

Background:

Motion#2022-97, Motion#2022-59, and RMWR's application for funding under the Enabling Accessibility Fund for Small Projects Component was submitted on October 27, 2022, for adding a wheelchair ramp to Bonshaw Community Center.

Description:

On March 2, 2023, the CAO was informed that the RMWR's project had been selected to receive the funding.

▪ **PLB.23.2.4 – Correspondence to the provincial Candidates Regarding the Municipal Issues**

Decision Type: Information

Status: Received

Description:

Mayor would like to send an update regarding the status of OP&LUB approval to District#16 and District#17 candidates of all political parties, explaining the challenges facing the RMWR land use and planning and lack of communication. When the letter is completed, a copy of the correspondence will go out to the Councillors.

- **Recommendation Items**

- **FIN.23.2.3 - Grant Requests**

Important Note:

As Councillor Lillian McConnell declared her conflict of interest and recused herself from this item, she left the meeting before this item was brought up for discussion and joined the meeting after the Committee made the recommendation.

Decision Type: Action

Status: Recommended

Background:

Canoe Cove Community Association grant application and respective Bylaw #2022-02 grant request evaluation checklist (Appendix 2.5, attached hereto, forming a part of this minutes).

West River Community Fridge grant application and respective Bylaw #2022-02 Grant Request Evaluation Checklist (Appendix 2.6, attached hereto, forming a part of this minutes).

Description:

The Council for the Rural Municipality of West River approves awarding a one-time grant from the 2022-23 Operating Budget as follows:

- \$3000 for Canoe Cove Community Association
- \$1500 for West River Community Fridge

- **FIN.23.2.4 - Emission Calculation and Reporting**

Decision Type: Action

Status: Noted / Filed

Background:

e-Mission Software Inc - Emission Calculation & Reporting Introduction (Appendix 2.7, attached hereto, forming a part of this minutes)

Description:

This item was noted and filed as the Committee members decided to subject their recommendations to obtain a detailed proposal from e-Mission Software Inc.

▪ **FIN.23.2.5 - Bonshaw Community Center Improvement Project- Change Orders #4 and #7**

Decision Type: Action

Status: Recommended

Background:

Capital Budget 2022-23, PTY.23.2.1, and FIN.23.2.5

Description:

The Council for the Rural Municipality of West River accepts adding CO#4 at the cost of \$101,050.00 plus HST (Wheelchair Ramp) and CO#7 at the cost of \$2,700.00 plus HST of (well pump) to the Bonshaw Community Cultural Center Improvement Project signed the contract as of Motion#2022-51.

▪ **PLB.23.2.3 - PID 768770 and PID 568790 - Property Boundary Adjustment**

Decision Type: Action

Status: Recommended

Background:

The Development Officer received the required documentation; both landowners have provided written consent for the boundary adjustment.

Description:

The Council for the Rural Municipality of West River approves boundary adjustment described as Lot 22-1A (Appendix 2.8, attached hereto, forming a part of this minutes), Parcels A & B being a subdivision of Lands of PID No. 768770 & 568790 as shown of the draft plan prepared by Derek A. French Professional Services Inc. drawing No. 22099-5 dated December 14, 2022.

- **PTY.23.2.5 - Tender Documents - Mutter Park Fiona Recovery**

Decision Type: Action

Status: Noted / Filed

Background:

Motion#2023-10, Policy # 2022-04

Description:

This item was noted and filed as the Committee members decided to subject their recommendations to preparing the Mutter Park Forest Management Plan as a prerequisite. Due to the time sensitivity of the situation created after Fiona, the Committee recommended that the CAO be authorized to hire WRF Consultant to start this process.

- **OTR.23.2.3 - Black Fly Program - Biological Approach**

Decision Type: Action

Status: Referred

Background:

CW#23-01

Description:

The item was referred to the CAO and the information received from Atlantic Bug Busters Inc regarding the VectoBac® should be provided to the residents upon their request.

- **OTR.23.2.4 - Dog Bylaw**

Decision Type: Action

Status: Referred

Background:

The CAO has received several complaints regarding the dogs running off-leash unaccompanied from the RMWR's residents.

Description:

The item was referred to CAO to inquire about the animal control bylaw and its enforcement in the same classes (MGA Section 11) of Municipalities in PEI and report back.

- **Questions from Audience and Public Input**

- Some residents living near Mutter Park shared their concerns and input regarding the property cleanup, forest management plan, replanting, trail usage and safety concerns. The Committee thanked their inputs and directed the CAO to ensure they will be considered in preparing the future plan.

- **Adjournment**

- Councillor Lillian MacCannell motioned to adjourn the meeting at 8:40 PM.
- The next meeting will be on April 13, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix 2.1

List of municipalities - Prince Edward Island

Use the sortable table below to confirm whether a municipality is registered or revoked.

Registered municipalities are qualified donees; therefore, they can issue official donation receipts and are eligible to receive gifts from registered charities.

Revoked municipalities are no longer qualified donees; therefore, they cannot issue official donation receipts and are not eligible to receive gifts from registered charities.

Terminated municipalities are no longer qualified donees. They have either been dissolved or have amalgamated with or been annexed to another municipality; therefore, they cannot issue official donation receipts and are not eligible to receive gifts from registered charities.

Note

Each provincial/territorial government has its own criteria for determining what qualifies as a municipality. This list of municipalities was provided by the government of Prince Edward Island. If you believe there is an error, or would like more information, contact the [government of Prince Edward Island](#).

List updated as of: January 18, 2016

Filter items Showing 1 to 78 of 78 entries Show entries

List of municipalities

Name ↑↓	Type ↑↓	Status ↑↓	Effective date ↑↓	Notes ↑↓
Abram-Village (formerly Abrams Village)	Rural Municipality	Registered	2012-01-01	Effective date of name change 2018-04-03
Afton	Municipality	Registered	2012-01-01	
Alberton	Town	Registered	2012-01-01	
Alexandra	Municipality	Registered	2012-01-01	
Annandale-Little Pond-Howe Bay	Municipality	Registered	2012-01-01	
Bedeque	Rural Municipality	Terminated	2014-11-17	Amalgamated with Rural Municipality of Bedeque & Area
Bedeque & Area	Rural Municipality	Registered	2014-11-17	Amalgamation of Bedeque & Central Bedeque
Belfast	Municipality	Registered	2012-01-01	
Bonshaw	Municipality	Registered	2012-01-01	
Borden-Carleton	Town	Registered	2012-01-01	
Brackley	Municipality	Terminated	2012-01-01	
Breadalbane	Municipality	Registered	2012-01-01	
Brudenell	Rural Municipality	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Cardigan	Rural Municipality	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Central Bedeque	Rural Municipality	Terminated	2014-11-17	Amalgamated with Rural Municipality of Bedeque and Area
Central Kings	Municipality	Registered	2012-01-01	
Central Prince	Rural Municipality	Registered	2018-09-28	
Charlottetown	City	Registered	2012-01-01	
Clyde River	Municipality	Registered	2012-01-01	
Community of Bedeque and Area	Municipality	Registered	2014-11-17	
Cornwall	Town	Registered	2012-01-01	
Crapaud	Municipality	Registered	2012-01-01	
Darlington	Municipality	Registered	2012-01-01	
Eastern Kings	Municipality	Registered	2012-01-01	
Ellerslie-Bideford	Rural Municipality	Terminated	2018-09-28	Amalgamated with Rural Municipality of Central Prince
Georgetown	Town	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Grand Tracadie	Rural Municipality	Terminated	2018-09-28	Amalgamated with Rural Municipality of North Shore
Greenmount-Montrose	Municipality	Registered	2012-01-01	

Appendix 2.1 (Continued)

↑↓	↑↓	↑↓	↑↓	↑↓
Hampshire	Municipality	Registered	2012-01-01	
Hazelbrook	Municipality	Registered	2012-01-01	
Hunter River	Municipality	Registered	2012-01-01	
Kensington	Town	Registered	2012-01-01	
Kingston	Municipality	Registered	2012-01-01	
Kinkora	Municipality	Registered	2012-01-01	
Lady Slipper	Rural Municipality	Terminated	2018-09-28	Amalgamated with Rural Municipality of Central Prince
Linkletter	Municipality	Registered	2012-01-01	
Lorne Valley	Rural Municipality	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Lot 11 & Area	Municipality	Registered	2012-01-01	
Lower Montague	Rural Municipality	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Malpeque Bay	Municipality	Registered	2012-01-01	
Meadowbank	Municipality	Registered	2012-01-01	
Miltonvale Park	Municipality	Registered	2012-01-01	
Miminegash	Municipality	Registered	2012-01-01	
Miscouche	Municipality	Registered	2012-01-01	
Montague	Town	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Morell	Municipality	Registered	2012-01-01	
Mount Stewart	Municipality	Registered	2012-01-01	
Murray Harbour	Municipality	Registered	2012-01-01	
Murray River	Municipality	Registered	2012-01-01	
New Haven-Riverdale	Municipality	Registered	2012-01-01	
North Rustico	Town	Registered	2012-01-01	
North Shore	Municipality	Registered	2012-01-01	
North Wiltshire	Municipality	Registered	2012-01-01	
Northport	Municipality	Registered	2012-01-01	
O'Leary	Town	Registered	2012-01-01	
Pleasant Grove	Rural Municipality	Terminated	2018-09-28	Amalgamated with Rural Municipality of North Shore
Resort Municipality	Municipality	Registered	2012-01-01	
Sherbrooke	Municipality	Registered	2012-01-01	
Souris	Town	Registered	2012-01-01	
Souris West	Municipality	Registered	2012-01-01	
St. Felix	Municipality	Registered	2012-01-01	
St. Louis	Municipality	Registered	2012-01-01	
St. Nicholas	Municipality	Registered	2012-01-01	
St. Peters	Rural Municipality	Registered	2012-01-01	
Stratford	Town	Registered	2012-01-01	
Summerside	City	Registered	2012-01-01	
Three Rivers	Town	Registered	2018-09-28	
Tignish	Town	Registered	2012-01-01	
Tignish Shore	Municipality	Registered	2012-01-01	
Tyne Valley	Municipality	Registered	2012-01-01	
Union Road	Municipality	Registered	2012-01-01	
Valleyfield	Rural Municipality	Terminated	2018-09-28	Amalgamated with Town of Three Rivers
Victoria	Municipality	Registered	2012-01-01	
Warren Grove	Municipality	Registered	2012-01-01	
Wellington	Municipality	Registered	2012-01-01	
West River	Municipality	Registered	2012-01-01	
Winsloe South	Rural Municipality	Terminated	2017-12-15	Amalgamated with Rural Municipality of Brackley
York	Municipality	Registered	2012-01-01	

Date modified:
2021-03-24

Appendix 2.2



March 3, 2023

Honourable Minister Fox

Further to previous letters that were sent to you on June 9, 2022, and September 8, 2022, regarding the Rural Municipality of West River's concerns about Government's lack of consultation on recent amendments made to the Planning Act Subdivision and Development Regulations, we reach out to you once more on this matter, as we have yet to receive clear answers to our initial questions, and recent remarks made by yourself during the fall sitting of the Legislature about this very issue have raised further concern.

On November 4, 2023, you erroneously stated in response to a direct question on the subject, that you had specifically consulted with our municipality on proposed changes to the Regulations prior to Cabinet's approval – that statement is not true. This answer very much surprised our Council and CAO because, as you know, we have sent pointed correspondence to you and other Ministers on several occasions about the Province's lack of communication and consultation with us prior to those changes being made. Your statement on the public record after we have clearly advised you otherwise, is misleading and needs to be corrected. Should you wish to refresh your memory on what was said, please refer to page 5138 of the Friday, November 4, 2022, Hansard.

We should not have to make repeated efforts to raise this issue, but it has become necessary in order to drive home the importance of having clear,

1552-B Rte. 19, New Dominion, PE C0A 1H6 · 902-675-7000

westriverpe.ca

Appendix 2.2 (Continued)



reliable and trustworthy two-way communication between the province and municipality on matters that impact both levels of government and our shared constituency. That type of communication must be based on mutual respect. We have yet to receive a response to our concerns that would answer our questions or reassure Council that you and your department are genuinely interested in engaging with the municipality to listen and seek feedback on the impacts legislative changes can have on our municipality.

We once again respectfully ask that proper consideration and attention be given to our role in these matters and the relevant legislation that guides us all. We await your response on the specifics of how you will improve communication with our Council, and further, how you will correct the misleading statements made in the Legislature.

Respectfully,

A handwritten signature in blue ink that reads "Helen Smith-MacPhail".

Helen Smith-MacPhail

Mayor of the Rural Municipality of West River

c: Michele Koughan, Deputy Minister – Fisheries and Communities
Christine MacKinnon, Director of Municipal Affairs
John Dewey, Executive Director of PEI Federation of Municipalities
Peter Bevan-Baker, MLA New Haven-Rocky Point
Mark McLane, MLA Cornwall-Meadowbank

1552-B Rte. 19, New Dominion, PE C0A 1H6 · 902-675-7000

westriverpe.ca

Appendix 2.3

February 1, 2023

Policy Adopted by the Environmental Land Management Section, Department of Environment, Energy and Climate Action

Section 2A of the *Excavation Pit Regulations* states that the regulations do not apply to any excavation pit located within the boundaries of a municipality as defined in the *Interpretation Act* that has enacted bylaws to regulate excavation pits.

A Municipality with an official plan may require a one-time development permit for a **new** excavation pit as defined within their bylaws, so as long as the bylaws are approved under the *Planning Act* by the Minister. The ELM Section would not consider this to be the regulation of excavation pits; therefore, the Province would continue to regulate within the municipal boundaries as per the *Excavation Pit Regulations*. However, this only applies to new excavation pits, and the Province will not recognize development permits issued for existing excavation pits.

The Regulation of an excavation pit by a municipality with an official plan is defined by the ELM Section as:

- Any regulation over the permitting and licensing of a new or existing excavation pit, with the exemption of a one-time development permit for the rezoning of a new excavation pit.
- Issuing a development permit for an existing excavation pit.
- Any regulation over the operation of a new or existing excavation pit.
- Any regulation over the setback criteria of a new or existing excavation pit.
- Any regulation over the signage of a new or existing excavation pit.
- Any regulation over the closure and/or reclamation process of a new or existing excavation pit, including the implementation of bonding requirements.
- Any regulation over the design of an excavation pit.

Should a municipality wish to regulate excavation pits in any capacity, as defined in the section above, permitting and enforcement would become the responsibility of the municipality. The Province would no longer have jurisdiction to issue permits, inspect or provide enforcement for these excavation pits. As per Section 2A of the *Excavation Pit Regulations*, municipalities cannot take a portion of the responsibilities to regulate excavation pits. The municipality must take responsibility for the entire regulation of excavation pits within its boundaries or leave it to the Province to regulate.

Should a municipality that is regulating excavation pits as described above remove such regulation from their planning documents, the Province would resume regulation under the *Excavation Pit Regulations*.

Information provided by:

Hannah Jenkins, EIT
Pollution Prevention and Compliance Supervisor
Environmental Land Management
Environment, Energy and Climate Action
Ph: (902)368-5059

Appendix 2.4

AMENDMENT NO. 1
2345-20-R73

COMMUNITY REVITALIZATION PROGRAM FUNDING AGREEMENT

THIS AGREEMENT made this 2 day of Mar 20 23.

BETWEEN: GOVERNMENT OF PRINCE EDWARD ISLAND, as represented by
the Minister of Fisheries and Communities,

(hereinafter referred to as the "Government")

OF THE FIRST PART;

AND: RURAL MUNICIPALITY OF WEST RIVER, is a municipality duly
registered under the laws of Prince Edward Island, with its head office at
1552-B, Route 19, New Dominion, PE, C0A 1H6, Queens County,
Province of PEI.

(hereinafter referred to as the "Recipient")

OF THE SECOND PART.

BONSHAW COMMUNITY CENTRE UPGRADES

WHEREAS the above signatories desire to implement changes to Community Revitalization Program Funding Agreement executed on the 23rd day of September, 2022, between the above noted parties;

NOW THEREFORE the parties agree as follows:

All terms and conditions, schedules and amendments of and to the Community Revitalization Funding Agreement between the Recipient and Government dated the 23rd day of September, 2022, the ("Original Agreement"), which Original Agreement is attached hereto, shall remain the same and be an integral part of this Agreement except as follows:

Appendix 2.4 (Continued)

Page | 2

1. Section 2 of the Original Agreement be deleted and replaced by the following section:
 - (a) Subject to the termination clause contained in the Termination section of this Agreement, the term of this Agreement shall commence on the 17th day of June, 2022 and end on the 15th day of March, 2023.
 - (b) Subject to the termination clause contained in the Termination section of this Agreement and notwithstanding the date of signing of this Agreement, it is acknowledged by both Parties that the Recipient commenced the performance of the Project on the 17th day of June, 2022. In accordance with Payment, Records and Accounts, herein, it is further agreed that the amount of \$55,922 is the maximum amount to be paid for the Project.
2. Section 3(a) of the Original Agreement be deleted and replaced by the following section:
 - (a) Provided that the Project proceeds in accordance with Schedule "A", payment for the Project shall be a fixed lump sum of \$55,922 payable as follows:
 - i. an advance payment in the amount of \$27,961 (50%) will be provided upon acceptance of this signed Agreement and confirmation that the other funding sources identified in Schedule "A" have agreed to fund the Project for 2022-23. *(Of this amount, a payment totaling \$20,000 has already been advanced under the original contract dated September 23, 2022.)*
 - ii. a second advance payment in the amount no greater than \$22,369 (40%) will be provided upon the acceptance of a cost claim summary based on the Project costs breakdown described in Schedule "A". *(Of this amount, a payment totaling \$16,000 has already been advanced under the original contract dated September 23, 2022.)*
 - iii. final payment in the amount no greater than \$19,922 will be provided upon reconciliation of a cost claim summary for the entire project in accordance with the Project costs breakdown identified in Schedule "A". Government shall pay the amount owing within thirty (30) days of Government's approval of the claim information.
3. Schedule "A" of the Original Agreement be deleted and replaced by the attached Schedule "A".
4. This Agreement shall be effective as of the 2 day of March, 2023.

Appendix 2.4 (Continued)

In the event there is any conflict between this Amending Agreement and the Original Agreement or its schedules, this Agreement shall prevail.

IN WITNESS WHEREOF this Agreement is duly executed by the authorized representatives of the parties.

IN WITNESS WHEREOF the parties thereto have executed this Amending Agreement as of the date first above written.

SIGNED, SEALED & DELIVERED
in the presence of:

S. Kavanagh

) **Government of Prince Edward Island**
) **as represented by the Minister of**
) **Fisheries and Communities**
)
)
)
)

[Signature]

SIGNED, SEALED & DELIVERED
in the presence of:

[Signature]

) **Recipient**
)
)
)
)
)
)

[Signature]
Authorized Signing Officer

Appendix 2.4 (Continued)

SCHEDULE "A"

TO AGREEMENT BETWEEN
GOVERNMENT OF PRINCE EDWARD ISLAND
AND
THE RECIPIENT

DATED THE 2 DAY OF Mar, 2023

PROJECT DESCRIPTION

BONSHAW COMMUNITY CENTRE UPGRADES

Project Description: Phase one will include bringing the Bonshaw CC up to National Fire Safety Code. This includes asbestos removal, windows, doors, plumbing, heating and ventilation, electrical and heat pumps. **AMENDED: A drawing for an accessible shower has been completed, and if this shower is added to the BCC in this stage of construction, it will only cost \$ 28,950 + HST; otherwise, as it will include demolition and other extra work, it will cost at least twice the preliminary estimation.**

ITEM	ESTIMATED COST	CONDITIONAL CONTRIBUTION
Upgrades (Amended – Showers)	\$431,845	
Total Expenditures	\$431,845	*55,922

It is expected that these estimates are a reasonable spending projection in each area and any variance of more than 25% must be approved in advance by the Government.

Funding:

	ORIGINAL FUNDING	AMENDED FUNDING
Community Revitalization Program	\$ 40,000	\$ 55,922
Rural Municipality of West River	160,000	175,923
ACOA – CCRP	200,000	200,000
Total Funding	\$400,000	\$431,845

Initials: LJ / 19
Date: 02,23,23 / Mar 2, 2023

Appendix 2.4 (Continued)

Page | 5

FINAL REPORT:

When requested, the Recipient shall submit a report acceptable to government providing Information necessary for gathering indicators on the success of the project.

CLAIM PROCEDURE:

The first claim will consist of invoices and cancelled cheques/receipts equal to or greater than the amount advanced (50%). If the first claim is satisfactory, the Department will release the second advance payment (40%).


Upon completion of the Project, a final cost claim summary must be completed in order for the final payment (10%) to be released. The final claim will include invoices and cancelled cheques/receipts for the full amount provided through this agreement. Should this approval be part of a larger project with multiple funding partners, a ledger detailing the expenses of the entire project will be required, from which twenty (20) items in addition to the requirements above will be selected and the applicant will provide the corresponding invoices and cancelled cheques/receipts for review.

Government agrees that Project costs that are incurred up to 90 days prior to the date the project application is received by Government **may** be considered as eligible costs.

Eligible costs must fall within the scope of the approved project items as outlined in this Schedule.

Initials: LJ /

Date: 02,23,23 /


Mar 2, 2023

Appendix 2.5



Grant Request Application

A - Applicant Information:

- A.1. Group/ Organization Applying*: Canoe Cove Community Association
- A.2. Contact Person(s) *: Gina Beeley
- A.3. Address*: 6886 Route 19, Canoe Cove, PE C0A 1H7
- A.4. Phone Number*: 902-940-7126
- A.5. Address*: Canoe Cove School House, 1066 Canoe Cove Rd, PE C0A 1H1
- A.6. When was your group/organization established? 2002
- A.7. Is your group/organization Not-For-Profit or Non- Governmental*: Not for Profit
 Yes No
- Is your group based in the Rural Municipality of West River?
- A.8. *: Yes No

B – Grant Type:

- B.1. What type of Grant is being
 Monetary Grant In-Kind Grant
- B.2. Requested Grant Amount (If Monetary Grant Requested) *: \$ 10,000(CAN\$)
Any contribution would be appreciated
- B.3. Identify the requested goods, commodities, or services (If In-Kind Grant Requested)*:

Required fields are marked with asterisks (*)

Page 1 of 3

Appendix 2.5 (Continued)



Grant Request Application (Continued)

C - Reasoning for Request:

C.1. How will the grant be used? * (up to 100 Words) _

Our Association needs to repair the foundation for the Canoe Cove School House, we need to raise \$25,000 to secure funding from the Rural Growth Initiative, the full estimate for the repair is \$50,000

C.2. Has your group/organization received any other funding for the purpose stated above?* (If the answer is "Yes," please provide the required information)

___ Yes, \$ _____ from _____ Date _____

No **We plan to apply to the Rural Growth Initiative in April 2023 (as above)**

C.3. Has your group/organization fundraised prior to this request for the purpose stated above?* (If the answer is "Yes," please provide the required information)

___ Yes, \$ _____ Date _____

No **We plan to start fund raising in the Spring 2023**

C.4. How does your group/organization contribute to the community and its residents? (Up to 100 Words) * The school house is the hub of the Canoe Cove community. We host events throughout the year to encourage community spirit and bring our neighbours together. Our summer events also attract visitors from all over the island, along with our summer residents and tourists. Over the last 5 years we have also been successful in attracting local business to use the school to hold educational and leisure classes e.g. Yoga & Embroidery. We are also a place that facilitates private family functions. We also hold free events to encourage all the community to engage.

Required fields are marked with asterisks (*)

Page 2 of 3

Appendix 2.5 (Continued)



Grant Request Application (Continued)

I Hereby Affirm and Declare to the Municipality That:

- a) By signing this application, I am confirming that all information stated above is true and accurate.
- b) By signing this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the Municipal Government Act, including the Access to Information and Protection of Personal Information Regulations. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.

Applicant Name (Print) *:

Gina Beeley

Applicant Signature *:

Gina Beeley _____

Date of Application *: __January 31, 2023__

How to Submit Your Application;

- Online submission on the website: <https://www.westriverpe.ca/submit-application> or
- Email to admin@westriverpe.ca with "Grant Request" in the subject line, or
- Mail it to 1552-B Rte. 19, New Dominion, PE COA 1H6, or
- Deliver it to the Municipality office at Afton Community Center, MacEwen Room - 1552 Rte. 19, New Dominion, PE COA 1H6

Required fields are marked with asterisks (*)

Page 3 of 3

Appendix 2.7 (Continued)

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: January 31, 2023
- Group/ Organization Applying: Canoe Cove Community Association

Criteria Part one		Yes	No
Application form completed with all necessary information provided		✓	
The applicant agreed to acknowledge the Municipality's contribution publicly		✓	
Evaluation:	Go to Part 2 of Evaluation: <u>✓</u>	Not Recommended to The Council: <u> </u>	
If any of the answers are "No," the application will not be recommended to the Council			

Criteria Part two		(1)	(0)			
Applicant registered Charity/Non-Profit/Non-Governmental		1				
Applicant based within, operating within the Municipality		1				
Scores	1 = Yes	0 = No				
Total Score Part Two (I)	2					
Criteria Part Three		(4)	(3)	(2)	(1)	(0)
Grant's reasoning clearly indicated			✓			
Public Benefit		✓				
Municipality's best interests			✓			
Financial Need		✓				
Community Showcase				✓		
Economic Development					✓	
Community Development			✓			
Scores	4 = A Great Deal	3 = Quite a Bit	2 = Somewhat	1= Very Little	0= Not at All	
Total Score Part Three(II)	20					
Evaluation:	Recommended to The Council: <u>✓</u>		Not Recommended to The Council: <u> </u>			
The application will be forwarded to the Council if it receives 50% of the maximum final scores [(I) + (II) ≥ 15]						

This evaluation checklist is for Staff/Council use only

Page 11 of 12

Appendix 2.7 (Continued)

Bylaw #2022-02 Schedule C (Continued) Grant Request Evaluation Checklist

- Does this application meet all criteria necessary to be forwarded to Council?

Yes
 No

- Recommended Grant for approval:

Monetary Grant: \$ \$3,000.00

In-Kind Grant: _____

Committee Chair (Print Name)

Helen Smith-MacPhail

Chief Administrative Officer (Print Name)

Laala Jahanshahloo

Signature

Signature

Date of Evaluation: March 9, 2023

This evaluation checklist is for Staff/Council use only

Page 12 of 12

Appendix 2.6

Rural Municipality of West River

From: no-reply@webguidecms.ca on behalf of Megan Mitchell (via www.westriverpe.ca) <no-reply@webguidecms.ca>
Sent: Friday, February 10, 2023 1:53 PM
To: admin@westriverpe.ca; helen@westriverpe.ca; stephen@westriverpe.ca
Subject: Website Submission: Grant Request Application - westriverpe.ca

Rural Municipality of West River - Website Submission: Grant Request Application - westriverpe.ca

Website Submission: Grant Request Application - westriverpe.ca

Form Submission Info

A. Applicant Information:

- A.1. Group/Organization Applying: West River Community Fridge
A.2. Contact Person(s): Megan Mitchell
A.3. Address: 1362 Rte 19
A.4. Phone Number: 902-218-1532
A.5. Email address: westriverfridge@gmail.com
A.6. When was your group/organization established?: The community fridge and pantry opened to the community in October 2022
A.7. Is your group/organization Not-For-Profit or Non- Governmental?: no
A.8. Is your group based in the Rural Municipality of West River?: yes

B. Grant Type

- B.1. What type of Grant is being requested?: monetary-grant
B.2. Requested Donation Amount (If Monetary Grant Requested) - CAN\$: 1500
B.3. Identify the requested goods, commodities, or services (If In-Kind Grant Requested): monetary donation

C. Reasoning for Request:

Appendix 2.6 (Continued)

C.1. How will the donation be used? (up to 100 Words): The West River Fridge is requesting this grant to help supply the fridge and pantry when the need arises. While the fridge is based in the foundation of mutual aid, aimed to support the idea of neighbours helping neighbours and growing community based resources, the rising costs of living have put strain on everyone. In times when the contents of the fridge are in very high demand, the grant would help to secure a back up plan for food security.

C.2. Has your group/organization received any other funding for the purpose stated above?: no

If the answer to question (C.2) is "Yes," please provide these information::

Amount:

From:

Date:

C.3. Has your group/organization fundraised prior to this request, for the purpose stated above?: no

If the answer to question (C.3) is "Yes," please provide these information::

Amount:

Date:

C.4. How does your group/organization contribute to the community and its residents? (up to 100 Words): We recognize the vital role the Soup Kitchen and Food banks currently play in our society. Community fridges are different from these resources because they enable local businesses and members of the community to donate fresh, good quality surplus food, which would be otherwise wasted, and make it freely available for community members to come and collect.

The benefits of this mutual aid approach could extend beyond providing people with easy access to fresh nutritious food and reducing food waste, it could also provide impacts on health and well-being and reduce social isolation. Making the fridge open to all promotes inclusivity and dignity, with anyone being able to give as well as receive. As well as food sharing, Community Fridges give people opportunities to contribute through volunteering, learning new skills, or sharing their existing skills.

C.5. Does your group/organization agree to to acknowledge the Municipality's contribution in all publicity/promotion relating to the event or activity to which the grant applies?: yes

Applicant Name: Megan Mitchell

Date: 02/10/2023

I Hereby Affirm and Declare to the Municipality That:

Rural Municipality of West River

Appendix 2.6 (Continued)

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: Feb /10 2023
- Group/ Organization Applying: West River Community Fridge

Criteria Part one		Yes	No
Application form completed with all necessary information provided		✓	
The applicant agreed to acknowledge the Municipality's contribution publicly		✓	
Evaluation:	Go to Part 2 of Evaluation: <u>✓</u>	Not Recommended to The Council: _____	
If any of the answers are "No," the application will not be recommended to the Council			

Criteria Part two		(1)	(0)			
Applicant registered Charity/Non-Profit/Non-Governmental		1				
Applicant based within, operating within the Municipality		1				
Scores	1 = Yes	0 = No				
Total Score Part Two (I)	2					
Criteria Part Three		(4)	(3)	(2)	(1)	(0)
Grant's reasoning clearly indicated		✓				
Public Benefit		✓				
Municipality's best interests		✓				
Financial Need		✓				
Community Showcase			✓			
Economic Development					✓	
Community Development					✓	
Scores	4 = A Great Deal	3 = Quite a Bit	2 = Somewhat	1= Very Little	0= Not at All	
Total Score Part Three(II)			21			
Evaluation:	Recommended to The Council: <u>✓</u>		Not Recommended to The Council: _____			
The application will be forwarded to the Council if it receives 50% of the maximum final scores [(I) + (II) ≥ 15]						

This evaluation checklist is for Staff/Council use only

Page 11 of 12

Appendix 2.6 (Continued)

**Bylaw #2022-02
Schedule C (Continued)
Grant Request Evaluation Checklist**

- Does this application meet all criteria necessary to be forwarded to Council?

Yes No

- Recommended Grant for approval:

Monetary Grant: \$ 1,500.00

In-Kind Grant: N/A

Committee Chair (Print Name)

Helen Smith-MacPhail

Chief Administrative Officer (Print Name)

Laala Jahanshahloo

Signature

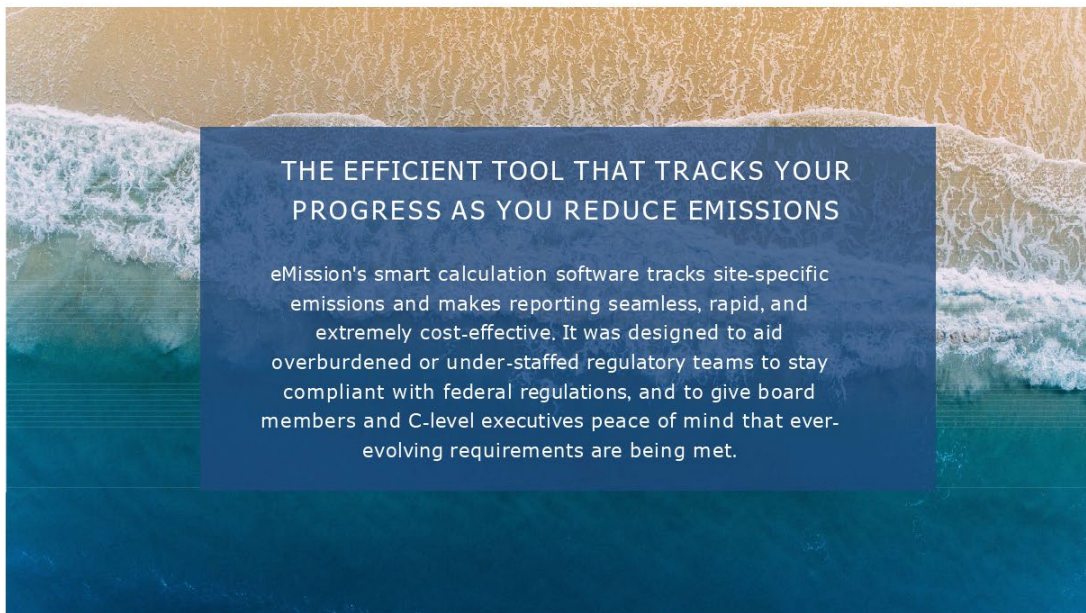
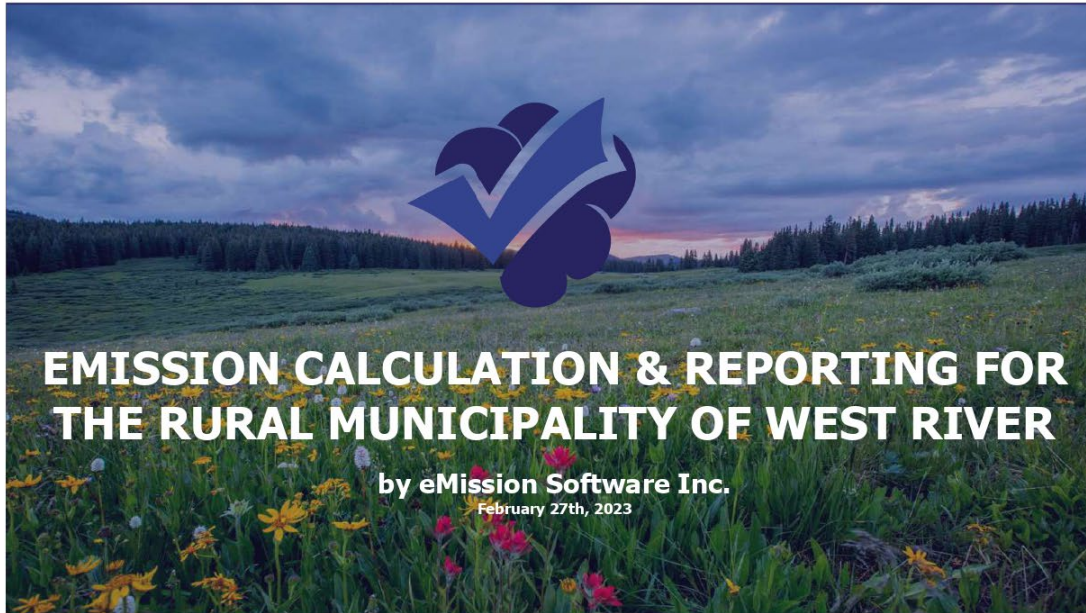
Signature

Date of Evaluation: March 9, 2023

This evaluation checklist is for Staff/Council use only

Page 12 of 12

Appendix 2.7



Appendix 2.7 (Continued)



**UNIQUE DASHBOARDS
SERVING THE
FOLLOWING
INDUSTRIES:**

- municipalities (any size)
- energy producers & operators (upstream, midstream, downstream)
- heavy industry
- manufacturing, production, and storage facilities logistics & transport companies
- private corporations
- public facilities



**CUSTOMIZED
REPORTS FOR
STAKEHOLDERS &
REGULATORS**

EMISSIONS CALCULATED & REPORTED:

- Carbon Dioxide Equivalents (CO₂e)
- Methane (CH₄)
- Carbon Dioxide (CO₂)
- Nitrogen Oxides (NO₂/NO_x)
- Sulphur Oxides (SO₂/SO_x)
- Benzene (C₆H₆)
- Volatile Organic Compounds (VOCs)
- Particulate Matter (PM_{10r}, PM_{2.5})
- And over **300** other substances!

Appendix 2.7 (Continued)

FLEXIBLE SMART-CALCULATIONS

- ease of use, speed, and affordability track infrastructure inventory by location/building
- calculations are based off several factors (location, industry, etc.) and our software does it automatically
- monitor total fugitive emissions (transportation losses, lost-to-atmosphere, etc.)

OUR APP USES THE BEST CALCULATION PROTOCOLS GIVEN THE DATA YOU PROVIDE – NO NEED TO BECOME AN EXPERT!

$$CO_{2eq} = (x_a \cdot CO_2EF_a) + (x_b \cdot N_2OEF_b \cdot \%WP_{N_2O}) + (x_c \cdot CH_4EF_c \cdot \%WP_{CH_4})$$

OR

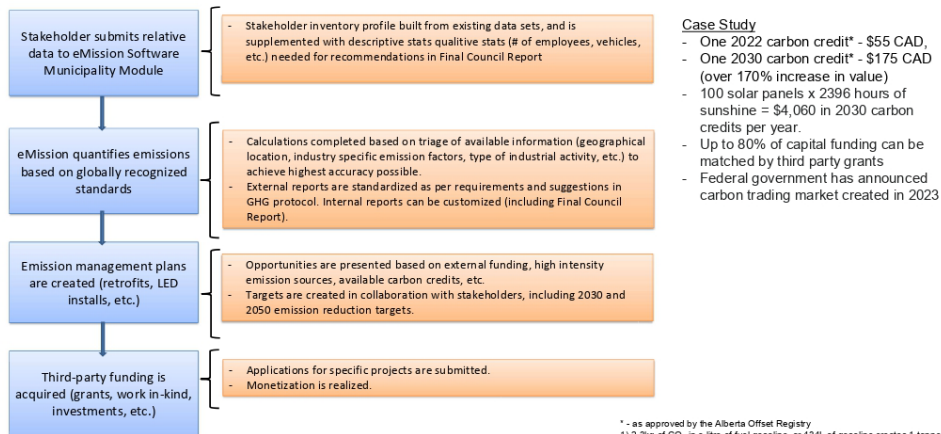
For each energy source, multiply the amount of energy consumed by the corresponding emission factor for CO₂ equivalent.

$$CO_{2eq} = (x_a \cdot CO_2eEF_a)$$

$$CO_{2eq} = LFG \cdot F \cdot \left[(1-DE) + \left(\frac{1-CE}{GWP} \right) \cdot (1-OX) \right] \cdot \text{unit conversion} \cdot GWP$$

$$CO_{2eq} = LFG \cdot F \cdot \left[(1-DE) + \left(\frac{1-CE}{GWP} \right) \cdot \left(\frac{1-OX}{GWP} \right) \right] \cdot (AF + (1-CE)) \cdot \text{unit conversion} \cdot GWP$$

EMISSION REDUCTION AND MONETIZATION PLAN



* - as approved by the Alberta Offset Registry
 1) 2.3kg of CO₂ in a litre of fuel gasoline, or 434L of gasoline creates 1 tonne of CO₂
 2) Southern Alberta sees 2396 hours of sunshine a year
 3) 100 solar panels x 2396 hours of sunshine = 107,820 kWh per year of electricity
 4) 107,820 kWh = 388,152 GJ = 10,088 L of gasoline

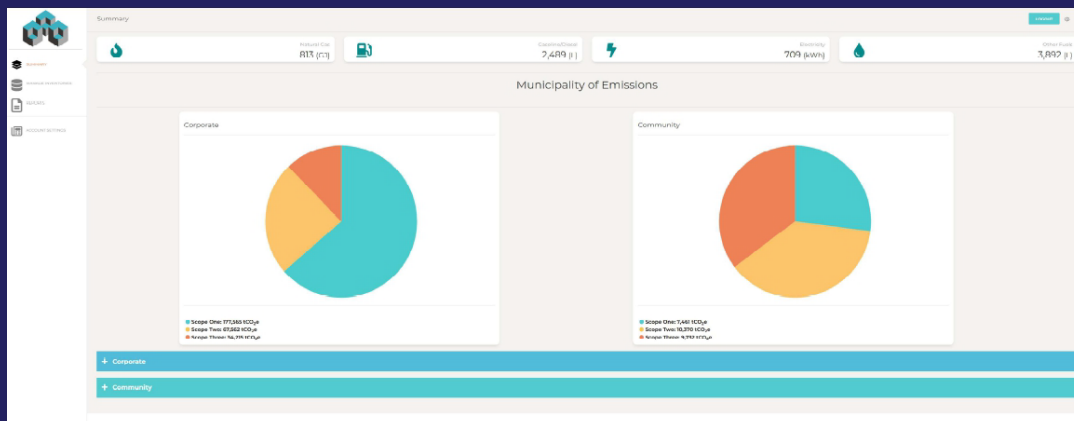
Appendix 2.7 (Continued)

BUILD SOCIAL LICENSE & MEET CLIMATE GOALS

Efficient cloud-based measurement and tracking does not simply help you meet emission reduction goals. It also helps you stay up-to-date and compliant with regulators, and protects your enterprise from future enforcement. eMission's software aids a verifiable corporate narrative of transparency and leadership in the Environmental, Social & Governance (ESG) space.

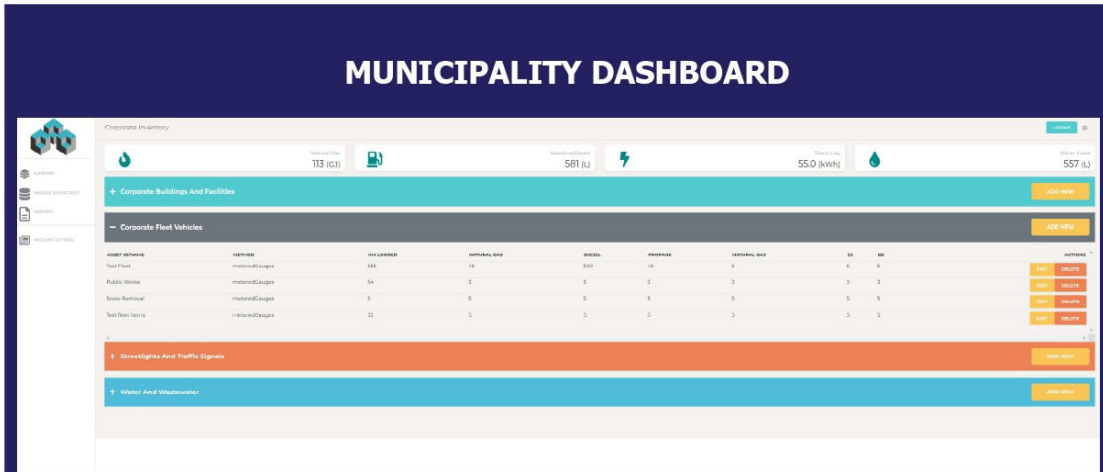
Verified Badges for eMission partners who are compliant with emissions regulations and up to date with reporting. A powerful visual tool for Public Relations to demonstrate and grow your social license to operate.

MUNICIPALITY DASHBOARD

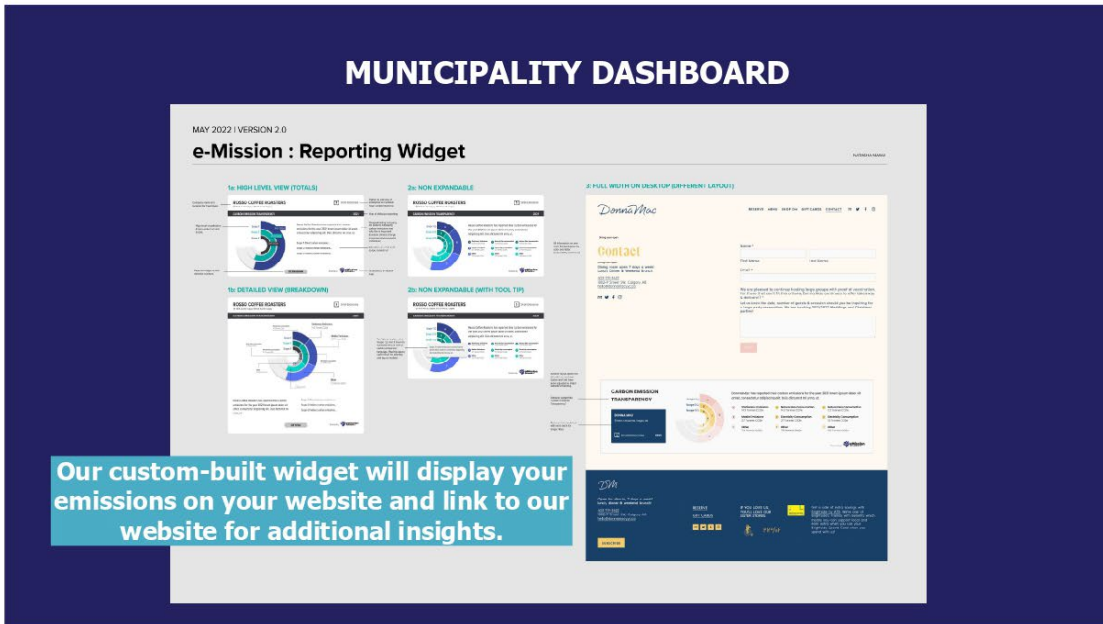


Intuitive, sleek, informative dashboard guides the user through data collection

Appendix 2.7 (Continued)



Our SMART software aligns scopes, fuel types, and appropriate emission factors so you don't have to



Our custom-built widget will display your emissions on your website and link to our website for additional insights.

Appendix 2.7 (Continued)

eMission's PROPRIETARY IoT PLATFORM

- Canada-based digital solutions vendor in the growing market of IIOT, advanced analytics, and Artificial Intelligence;
- Software isn't dependent on specific hardware providers or operating systems;
- Real-time data platform with a focus on real-world applications and solutions.

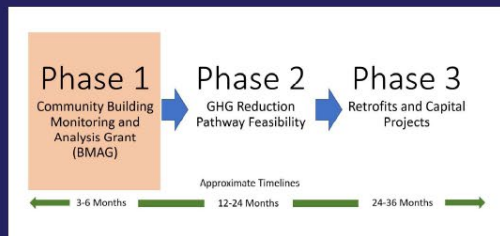
eMission provides the following for our clients:

- Machine learning and AI built into the software;
- Industry-specific dashboards and APIs;
- Data integration, KPI generation, predictive analytics;
- Proven track record in upgrading and combining brownfield operations with new developments with different hardware providers;
- Event management and decision support applications.



The Green Municipal Fund

Community Building Monitoring and Analysis Grant



The Green Municipal Fund (GMF) offers grants to municipalities for multiple initiatives. GMF funding covers projects at all stages, from plans and studies, to capital projects.

The **Community Building Monitoring and Analysis Grant (BMAG)** almost eliminates resource requirements from the Municipality for the project. Your Municipality will partner with eMission Software and utilize our proprietary Dashboard to complete the project.

Once completed, multiple doors are opened for financing everything from studies to capital projects.

