



## Rural Municipality of West River Committee of the Whole Meeting Minutes

<b>Meeting No</b>	2023-03	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, April 13, 2023
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Center
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Laala Jahanshahloo - CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Aaron MacEachern, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Shaun MacArthur, Laala Jahanshahloo - CAO		
<b>Regret</b>	Councillor Steve Pollard		
<b>Guest</b>	From Municipal Affairs: Danny Jenkins - Manager, Kevin McCarville and Marley Kingston - Senior Municipal Advisors		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:00 PM.

- **Adoption & Approval of Agenda**

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

- **Declarations of Conflict of Interest**

Mayor Helen Smith-MacPhail, Councillor John Yeo, Councillor Shaun MacArthur and Councillor Lillian MacCannell recused themselves from item FIN.23.3.5, citing a conflict of interest as Mayor was a Meadowbank Women's Institute member, Councillor John Yeo's Wife is a member of Meadowbank Women's Institute, Councillor Shaun MacArthur's mother was a member of St Catherines Women's Institute and Councillor Lillian MacCannell is a member of the PEIWI's Board of Directors.

- **Informational Items**

- **OTR.23.3.1 - Municipal Affairs Presentation**

**Decision Type:** Information

**Status:** Received

**Background:**

OTR.23.2.1

**Description:**

The "Collaborating to Improve Municipal Administrative Capacity" was presented by the guests from Municipal Affairs (Appendix 3.1, attached hereto, forming a part of this minutes), and they held a brief Q&A after the presentation for the Committee.

- **FIN.23.3.1 - Mutter Park Forest Management Plan Agreement**

**Decision Type:** Information

**Status:** Received

**Background:**

PTY.2023.3.2

**Description:**

The CAO signed an agreement for the preparation of a comprehensive "Forest Management Plan" PID 227306 (Mutter Park) according to Policy Purchase #2022-03 with WRF Forest Management Services (Appendix 3.2, attached hereto, forming a part of this minutes).

- **FIN.23.3.2 - Mutter Park Sports Fields – Clearing Fall Zone**

**Decision Type:** Information

**Status:** Received

**Background:**

Municipal Government Act Section (180) (a), Policy Purchase #2022-03, and the risk of opening the sports fields without mitigating the risks caused by the aftermath of Post-Tropical Cyclone Fiona in Mutter Park.

**Description:**

To ensure the safety of the sports field renters, the CAO signed an agreement to remove and salvage the trees in the immediate areas of the sports field considered to be in the "fall zone" with J W Gass Cemetery Services (Appendix 3.3, attached hereto, forming a part of this minutes).

- **FIN.23.3.3 - Bank Accounts Reconciliation Report**

**Decision Type:** Information

**Status:** Received

**Description:**

The Committee reviewed the Bank Accounts Reconciliation Report as of March 31, 2023.

- **FIN.23.3.4 - Celebrate Canada Funding Decision 2023**

**Decision Type:** Information

**Status:** Received

**Background:**

The Celebrate Canada – Canadian Heritage Funding application was submitted on October 11, requesting \$4,250 in funding.

**Description:**

On March 29, 2023, Municipality was informed that the funding application was approved and \$2,400 will be awarded under the Celebration and Commemoration Program, Celebrate Canada Component.

- **PLB.23.3.1 - Mayor's Open Letter to District 16 and 17 Provincial Election Candidates**

**Decision Type:** Information

**Status:** Received

**Background:**

PBL.23.2.4

**Description:**

The Mayor sent a letter to all the candidates for the Provincial election in districts 16 and 17 (Appendix 3.4, attached hereto, forming a part of this minutes) on March 24, 2023, about some concerns that candidates should be aware of. The Mayor received responses from the Liberal Party and Green Party candidates.

▪ **PLB.23.3.2 – RMWR's OP&LUB Project Timeline**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO presented the "RMWR's OP&LUB Project Timeline" (Table 3.1).

<b>Table 3.1</b>	
<b>Date</b>	<b>Description</b>
Sep/01/2020	Restructuring Order <a href="#">EC2020-485</a> – Section (13) (h) & (i)
Nov/12/2020	<a href="#">MOTION#2020-17</a> - The Council applied for funding for OP&DB (Municipal Strategic Component - Gas Tax).
Nov/12/2020	<a href="#">MOTION #2020- 21</a> – The Planning Board Committee was established according to the Planning Act Section (9).
Dec/18/2020	<a href="#">MSC 97.0</a> - Department TE&I approved \$84,150 funding from Municipal Strategic Component funding for the Official Plan project.
Jan/27/2021	The <a href="#">Transition Funding Agreement</a> was signed, including developing an Official Plan and Bylaws as the Eligible project expenditures.
Jan/27/2021	The Planning Board Committee recommended that Council approve <a href="#">RFP#2021-1</a> .
Feb/11/2021	<a href="#">MOTION #2021-31</a> - The Council authorized the CAO to initiate the Official Plan and Zoning/Development Bylaw RFP.
Feb/15/2021	<a href="#">PLB2.1</a> – As the Planning Board received no feedback regarding RFP#2021-1, the CAO started the public tender process.
Feb/16/2021	<a href="#">WES-2021-1</a> – The Official Plan and Zoning/Development Bylaw RFP was tendered.
Feb/22/2021	<a href="#">ADDENDUM#1</a> – The WES-2021-1 closing date was extended to March 15, 2021.

<b>Table 3.1 (Continued)</b>	
<b>Date</b>	<b>Description</b>
Mar/15/2021	<a href="#">PLB3.1</a> – The Planning Board Committee reviewed the RFP received from the bidders.
Mar/29/2021	<a href="#">PLB4.1</a> - Evaluation of received RFPs of the Official Plan.
Apr/08/2021	<a href="#">MOTION #2021-36</a> - The Council awarded SJ Murphy Consulting the Official Plan and Zoning/Development Bylaw contract.
Apr/19/2021	<a href="#">PLB5.3</a> - The selected SJM's RFP was sent to Stewart McKelvey to prepare the formal contract documents.
May/3/2021	<a href="#">MOTION #2021- 37</a> – The CAO was authorized to sign the Official Plan and Zoning/Development Bylaw's contract with SJM.
May/3/2021	<a href="#">MOTION #2021- 38</a> - Stewart McKelvey was designated to review the final Official Plan and Zoning Development Bylaw documents.
Jun/10/2021	<a href="#">MOTION #2021-70</a> – The Council authorized launching the EngagementHQ (Bang the Table) and associated social media account (planmwr@westriverpe.ca) to encourage public engagement for the Official Plan & Zoning Development Bylaw project.
Jun/21/2021	<a href="#">PLB7.1</a> - SJM communicated with the Provisional Planning Division to obtain the permit information.
Jul/8/2021	<a href="#">MOTION #2021-86</a> – The project name was changed from "Official Plan and Zoning Development Bylaw" to "Official Plan and Land Use Bylaw."
Sep/9/2021	RMWR's <a href="#">Values and Principles</a> , <a href="#">Vision Statement</a> and <a href="#">Mission Statement</a> were adopted.
Sep/13/2021	<a href="#">PLB9.3</a> - The Municipality has not received the required background information, as all attempts to establish a communication channel did not succeed.
Oct/6/2021	<a href="#">PLB10.1</a> - Following the residents' request, the Covid-19 restrictions and the venue's limited capacity, the live streaming option for the first OP&LUB's public consultation was approved by the Planning Board to increase public engagement.
Oct/13/2021	The <a href="#">first</a> OP&LUB public engagement session
Nov/8/2021	<a href="#">PLB11.1</a> - Following positive feedback and good public engagement through live streaming, the Planning Board approved the option with a moderator to post questions online for the second OP&LUB's public consultation.

**Table 3.1 (Continued)**

Date	Description
Nov/10/2021	<a href="#">Transitional Process</a> - Councillor Sharon Slauenwhite, the CAO and the SJ Murphy Consultant attended a meeting at Provincial Planning Division to discuss the transitional process and receive the required information for OP&LUB.
Dec/13/2021	<a href="#">PLB12.3</a> - The SMJ Consultant represented the " <a href="#">Background Study and Community Profile</a> ," " <a href="#">Public Engagement Survey</a> ," and " <a href="#">Issues and Opportunities</a> ."
Jan/13/2022	<a href="#">MOTION #2022-06</a> – The development of plan and bylaw enforcement-related bylaws add-on approved for the original OP&LUB Project contract.
Jan/25/2022	The <a href="#">second</a> OP&LUB public engagement session
Feb/15/2022	<a href="#">PLB13.1</a> - SJM presented the <a href="#">Official Plan and Land Use Bylaw drafts</a> , <a href="#">Goals and Objectives</a> , and <a href="#">Permitted Uses by Zone</a> .
Mar/2/2022	The <a href="#">third</a> OP&LUB public engagement session
Mar/10/2022	<a href="#">MOTION#2022-22</a> – An add-on approved for the original OP&LUB Project contract to increase public engagement by providing a safe option for residents by offering the virtual meeting and interaction option.
Mar/10/2022	<a href="#">WRC24</a> - The Council passed a motion to hold an open house to allow the public to review and discuss the revised Official Plan and Land Use Bylaw. In addition to the approved project schedule previously approved by Council, and prior to this open house public meeting, all registered property owners in the Municipality will be mailed a letter giving them notice of the date and time.
Apr/1/2022	<a href="#">PLB15.4</a> - The CAO mailed an Invitation <a href="#">letter</a> to all property owners' residential addresses according to the MAPCO 2022 database.
Apr/2/2022	The second draft of the <a href="#">OP &amp; LUB</a> was published on the Municipality's website to allow community members and interested parties to review the documents and the map before the open house on April 26, 2022.
Apr/26/2022	The <a href="#">fourth</a> OP&LUB public engagement session – Open House
May/9/2022	<a href="#">PLB16.1</a> – The Planning Board's debrief & feedback for OP&LUB open house.
May/12/2022	<a href="#">MOTION #2022-46</a> - To increase public engagement, an additional open house public meeting was added to the original OP&LUB Project contract.
Jun/13/2022	PLB17.3 - The Committee reviewed the <a href="#">changes to the proposed second draft of OP&amp;LUB</a> based on the feedback and public input received after the April 26 open house.

<b>Table 3.1 (Continued)</b>	
<b>Date</b>	<b>Description</b>
Jul/11/2022	<a href="#">PLB18.3</a> – The Planning Board OP&LUB reviewed the draft schedule of fees to be presented at the statutory public meeting.
Sep/1/2023	<a href="#">PLB19.4</a> – The Planning Board passed Motion#2022-1 to hold the OP&LUB –Statutory Public Meeting on September 15, 2023.
Sep/8/2022	<a href="#">MOTION #2022-77</a> – Drafting & Legal Review add-on was approved to add to the original OP&LUB Project contract.
Sep/15/2022	The <a href="#">fifth</a> OP&LUB public engagement session - Statutory Public Meeting.
Oct/3/2022	<a href="#">PLB20.1</a> – The Planning Board passed Motions#2022-2 and #2022-3 and recommended approval of the 2022 Official Plan and Legacy Lands Assessment Policy.
Oct/6/2022	<a href="#">MOTION #2022-82</a> - The proposed 2022 Official Plan was approved, adopted, and declared passed by the Council.
Oct/6/2022	<a href="#">MOTION#2022-84</a> - The first reading of 2022 Land Use Bylaw#2022-04.
Oct/13/2022	<a href="#">MOTION #2022-88</a> - The second reading of 2022 Land Use Bylaw#2022-04.
Oct/13/2022	<a href="#">MOTION #2022-89</a> - The adoption of 2022 Land Use Bylaw#2022-04.
Oct/17/2022	The <a href="#">final package</a> of RMWR's 2022 Official Plan and Land Use Bylaw was submitted to receive the Minister's approval.
Jan/26/2022	The Province's memo (an internal document sent to CAO) stated, " <b>Overall - A good official plan that meets the requirements set out in the Planning Act. However, there are some items that need to be addressed to protect Council and the CAO from a Municipal Government Act perspective.</b> "
Feb/8/2022	RMWR sent a response to the Province stating, " <b>We are comfortable that we've met, as noted in your memo, all requirements established and in place regarding the development of a plan and bylaw. We would note that as other municipalities are going through a similar process, it is fundamentally important that all municipalities are assessed to the same standard at the same point in time.</b> "
Feb/15/2023	<a href="#">MOTION#2023-22</a> - The Council extends the term of the Planning Board appointed under Motion#2020-21 until the Municipality's Official Plan and Land Use Bylaw project is completed.
Mar/7/2023	<a href="#">PLB.23.01.1</a> - On March 1, 2023, Mayor Helen Smith-MacPhail spoke with Glenda MacKinnon Peters, the Director of Land, and expressed her frustration with the fact that the Province has had this document since October; there has been no other update or communication so far.

- **PTY.23.3.1 - Mutter Park's Access Road - Fiona Clean Up**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2022-98

**Description:**

The Mutter Park access road to Ball Diamond and Soccer Field clean up after Hurricane Fiona was completed. Before opening for the season, the CAO started an assessment of the necessary clean-up of the parking lot and surrounding area to ensure users' safety as the access road is now accessible.

- **OTR.23.3.2 - FPEIM Annual Meeting April 24 – Registration Deadline**

**Decision Type:** Information

**Status:** Received

**Description:**

The deadline to register for the annual meeting is April 14, 2023. The Town of Souris will host the meeting on Monday, April 24, in the Eastern Kings Sportsplex Acorn Room in Souris.

- **Recommendation Items**

- **FIN.23.3.5 - Grant Requests**

**Important Note:**

As Mayor Helen Smith-MacPhail and Councillor John Yeo declared their conflict of interest and recused themselves from this item, they left the meeting before it was brought up for discussion and joined the meeting after the Committee made the recommendation.

**Decision Type:** Action

**Status:** Recommended



**Background:**

St Catherines Women's Institute grant application and respective Bylaw #2022-02 grant request evaluation checklist (Appendix 3.5, attached hereto, forming a part of this minutes). Meadowbank Women's Institute grant application and respective Bylaw #2022-02 Grant Request Evaluation Checklist (Appendix 3.6, 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 2023-24 Operating Budget as follows:

- \$2000 for St Catherines Women's Institute
- \$500 for Meadowbank Women's Institute

▪ **FIN.23.3.6 - Bonshaw Community Center Improvement Project- Change Orders #8 and #9**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Capital Budget 2023-24, Motion#2022-21 and Motion#2022-26

**Description:**

The Council for the Rural Municipality of West River accepts adding CO#8 at the cost of \$35,000.00 plus HST (Appendix 3.7, attached hereto, forming a part of this minutes) and backdate it to be paid from the 2022-23 budget to comply with ACOA project #219227 agreement sections (2.3), (5.2). Also, the Council for the Rural Municipality of West River accepts adding CO#9 at the cost of \$117,645.02 plus HST (Appendix 3.8, attached hereto, forming a part of this minutes) to the Bonshaw Community Cultural Center Improvement Project signed the contract as of Motion#2022-51.

▪ **FIN.23.3.7 - Bonshaw Community Center Improvement Project - Electricity Bill**

**Decision Type:** Action

**Status:** Recommended

**Background:**

PTY15.7

**Description:**

The Council for the Rural Municipality of West River approves paying the Bonshaw Community Center's electricity bills for the construction period after completion of the project subject to receiving a written request for "Construction Energy Usage" reimbursement from the Bonshaw Community Center Board.

▪ **FIN.23.3.8 - Bonshaw Community Center - CQWF Office Rental and Installing Tool Shed**

**Decision Type:** Action

**Status:** Referred

**Background:**

PTY21.2

**Description:**

Central Queens Branch of the PEI Wildlife Federation (the former tenant of Bonshaw Community Center) enquired about the project completion date and the possibility of renting a space and requested approval before getting the local high school to build CQWF a tool shed. The Committee referred this item to CAO to respond as follows:

- CQWF could build the tool shed, but it cannot be installed until the renovation is completed.
- RMWR will contact the PEI Planning division to check the permit requirements after CQWF sends the shed's specifications.
- As the Bonshaw project is ongoing, there is no definite completion date set for this project yet.
- After the project's completion, Bonshaw CC will continue renting spaces for different activities, and as a former tenant, the CQWF will be considered the first in line.

- Regarding the closed office space, the RMWR cannot commit but will continue to entertain this request as the project progresses.

- **FIN.23.3.9 - Mutter Park Sports Fields - 2023 Rental Fee and Services**

**Decision Type:** Action

**Status:** Recommended / Referred

**Background:**

Bylaw # 2021-11

**Description:**

The Council for the Rural Municipality of West River sets:

- The Diamond Baseball field's rental fee for 2023 will be \$275.00 for the returning clients and \$300.00 for the new clients.
- The Soccer field's rental fee for 2023 will be \$25 per hour and \$20 per hour if rented in bulk.

The Committee referred these tasks to CAO:

- Contact the Municipality's lawyer to draft a "Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement" for the field renters.
- Access road grading, installing a storage shed and two porta potties and posting the warning signs according to Policy #2022-03.

- **FIN.23.3.10 - Mutter Park - 2023 Grass Cutting**

**Decision Type:** Action

**Status:** Recommended

**Background:**

According to Policy # 2022-03, the CAO requested a quote from Spruce Grove, Tender Lawn Care, DNS Grass Cutting & Landscaping, Exact Lawn Care and J W Gass Cemetery Services and received only one response.

**Description:**

The Council for the Rural Municipality of West River accepts the proposal from J W Gass Cemetery Services (Appendix 3.9, attached hereto, forming a part of this minutes) to receive services for the 2023 season at Ball Field, Soccer Field, and Legacy Park.

▪ **FIN.23.3.11 - Inman Park Fiona Recovery - Fence Signage**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Motion#2023-09

**Description:**

The Council for Rural Municipality of West River accepts the proposal from Eastern Fence Products to supply and install "Danger - High Bank" signs (6" (H) x 12" (W) reflective sign, white font on the red background) for each gap between the posts - on the chain at the cost of \$28.00 plus HST for each sign as a part of the Fiona Recovery initiative.

▪ **FIN.23.3.12 - Inman Park - Parking Lot Asphalt**

**Decision Type:** Action

**Status:** Deferred

**Background:**

RFQ 2022-02

**Description:**

This item was deferred to the next meeting as the drawing and specifications were prepared for seal coat asphalt for the existing parking lot, and the Committee decided to change it to crushed asphalt.

▪ **FIN.23.3.14 - Jobs for Youth Program**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Municipal Government Act Section (156)

**Description:**

The Council for the Rural Municipality of West River authorizes the Mayor and Chief Administrative Officer to sign the necessary contracts and documents for the Jobs for Youth Program on behalf of the Municipality.

▪ **FIN.23.3.14 - Rural Enhancement Employment Program**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Municipal Government Act Section (156)

**Description:**

The Council for the Rural Municipality of West River authorizes the Mayor and Chief Administrative Officer to sign the necessary contracts and documents for the Rural Enhancement Employment Program on behalf of the Municipality.

▪ **FIN.23.3.15 - Rural Growth Initiative 2023-24**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Municipal Government Act Section (156)

**Description:**

The Council for the Rural Municipality of West River authorizes the Mayor and Chief Administrative Officer to sign the necessary contracts and documents for the Rural Growth Initiative 2023-24 Program on behalf of the Municipality.

- **FIN.23.3.16 - COM 13 - APM Center**

**Decision Type:** Action

**Status:** Referred

**Background:**

The General Manager of Communities 13 Inc - APM Centre requested the 2022 assessment total from RMWR for increasing the level of support on a proportional basis related to the community's tax base revenues.

**Description:**

The Committee referred this item to CAO to send the approved 2023-2024 Financial Plan.

- **PTY.23.2.2 - Afton Community Centre - Contemplated Change Order**

**Decision Type:** Action

**Status:** Referred

**Background:**

Motion #2022-56

**Description:**

This item was referred to the CAO. She will request the final claims for the expenditure that occurred by the end of the 2023-24 fiscal year. The price breakdown and invoices must be provided, and the following items need to be removed from the original pricing:

- Removal of existing vinyl composite tile flooring for entries and stairs; supply and install new vinyl composite tile flooring in areas where flooring is to be removed,
- Remove vinyl window shutters from the window behind the Community Fridge; supply and install new vinyl shutters window behind the Community Fridge.

- **PTY.23.3.3 - Post Fiona - Operation Schedule Municipality-Owned Parks**

**Decision Type:** Action

**Status:** Not Recommended

**Background:**

Motion #2022-45

**Description:**

The Committee did not recommend any changes to the operation schedule of the Municipality-owned parks, as the warning signs will be posted before opening the open dates.

▪ **PLB23.3.3 - Participation of Resident as Subject Matter Experts**

**Decision Type:** Action

**Status:** Not Recommended

**Background:**

PLB.23.1.3

**Description:**

The CAO presented the requested information (Table 3.2), and the Committee decided not to recommend adding any SME to the Committee of the Whole.

<b>Table 3.2</b>				
<b>Classes of Municipalities</b>		<b>Population</b>	<b>Planning Board Committee</b>	<b>Subject Matter Expert</b>
Rural	<a href="#">Belfast</a>	1,687	Yes	No
	<a href="#">Kingston</a>	1,111	N/A	N/A
	<a href="#">Malpeque Bay</a>	1,191	N/A	N/A
	<a href="#">Miltonvale Park</a>	1,196	Yes	No
	<a href="#">North Shore</a>	2,500	Yes	Yes
Town	<a href="#">Alberton</a>	1,913	No	No
	<a href="#">Kensington</a>	1,812	No	No
	<a href="#">Souris</a>	1,079	Yes	No
<b>Selection Criteria</b>		<ul style="list-style-type: none"><li>• Municipal Government Act Section (11)</li><li>• Population more than 1000 less than 4000</li><li>• Having a website</li></ul>		

- **WRC.23.3.2 - Afton Community Center's BOD**

**Decision Type:** Action

**Status:** Referred

**Background:**

OTR.2023.3.3

**Description:**

The item was referred to the Mayor, Deputy Mayor Aaron MacEachern, and CAO to schedule a meeting with the Afton Community Center's BOD, and it should be brought back for more discussion as soon as the terms of reference is drafted.

- **WRC.23.3.3 - Bonshaw Community Center's BOD**

**Decision Type:** Action

**Status:** Referred

**Background:**

OTR.2023.3.4

**Description:**

The item was referred to the Mayor, Councillor Shaun MacArthur, and CAO to schedule a meeting with the Bonshaw Community Center's BOD, and it should be brought back for more discussion as soon as the terms of reference is drafted.

- **WRC.23.3.1 - Dog Bylaw**

**Decision Type:** Action

**Status:** Noted / Filed

**Background:**

OTR.23.2.4



**Description:**

This item was noted and filed after the CAO presented the requested information (Table 3.3). The Committee members decided to subject their recommendations to receiving more information about the enforcement process from the PEI Human Society.

<b>Table 3.3</b>				
<b>Classes of Municipalities</b>		<b>Population</b>	<b>Animal Control / Dog Bylaw</b>	<b>contract with PEIHS</b>
Rural	<a href="#">Belfast</a>	1,687	Yes	Yes
	<a href="#">Kingston</a>	1,111	N/A	N/A
	<a href="#">Malpeque Bay</a>	1,191	Yes	Yes
	<a href="#">Miltonvale Park</a>	1,196	No	No
	<a href="#">North Shore</a>	2,500	No	No
Town	<a href="#">Alberton</a>	1,913	No	No
	<a href="#">Kensington</a>	1,812	Yes	No
	<a href="#">Souris</a>	1,079	Yes	Yes
<b>Selection Criteria</b>		<ul style="list-style-type: none"><li>• Municipal Government Act Section (11)</li><li>• Population more than 1000 less than 4000</li><li>• Having a website</li></ul>		

▪ **OTR.23.3.3 - Civonus Inc.**

**Decision Type:** Action

**Status:** Noted / Filed

**Description:**

This item was noted and filed after reviewing the provided information (Appendix 3.10 attached hereto, forming a part of this minutes). The Committee members decided to subject their recommendations to review and evaluate the benefits of joining the Civonus pilot study.

▪ **OTR.23.3.4 - Local Choice PEI**

**Decision Type:** Action

**Status:** Referred

**Background**

In March 2023, each member of the Council received an individual letter from Local Choice PEI (Appendix 3.11 attached hereto, forming a part of this minutes)

**Description:**

This item was referred to the members of the Council to respond to this letter individually.

- **OTR.23.3.5 - Conditions of St Catherine's Road and Rte. 19A (Long Creek to Canoe Cove)**

**Decision Type:** Action

**Status:** Referred

**Background:**

WRC#25

**Description:**

The item was referred to the Mayor to write a letter to the Minister of Transportation and Infrastructure regarding the very poor condition of these roads.

- **Questions from Audience and Public Input**

- Nil.

- **Adjournment**

- Deputy Mayor Aaron MacEachern motioned to adjourn the meeting at 8:45 PM.
- The next meeting will be on May 11, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor \_\_\_\_\_

Chief Administrative Officer \_\_\_\_\_

## Appendix 3.1



### Collaborating to Improve Municipal Administrative Capacity

1

#### Why bother?

- Some municipalities are really struggling to operate legally – this is very risky
- Staff turnover/burnout is rampant. Staff are hard pressed to meet expectations from council and residents – this could be an important way council can HELP YOUR STAFF do a great job!
- The municipal landscape is quite likely to change in significant ways to adapt.... and this could happen quickly. Let's get ahead of it!

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## Appendix 3.1 (Continued)

### Where did the idea come from?

- FPEIM Financial Services Pilot modeled on Service Finance located in Evangeline
- Looking at the challenges at implementing what might be a really good concept, it occurred to Municipal Affairs that a similar approach may work well for other areas of administration (land use planning, communication with residents, emergency management Planning, utility management and maintenance, parks and recreation, administrative support
- This will need to be an initiative of municipalities, led by the staff. The Province can assist.
- The Province cannot do it for you, but may be able to provide some coordination and project management support to bring it together

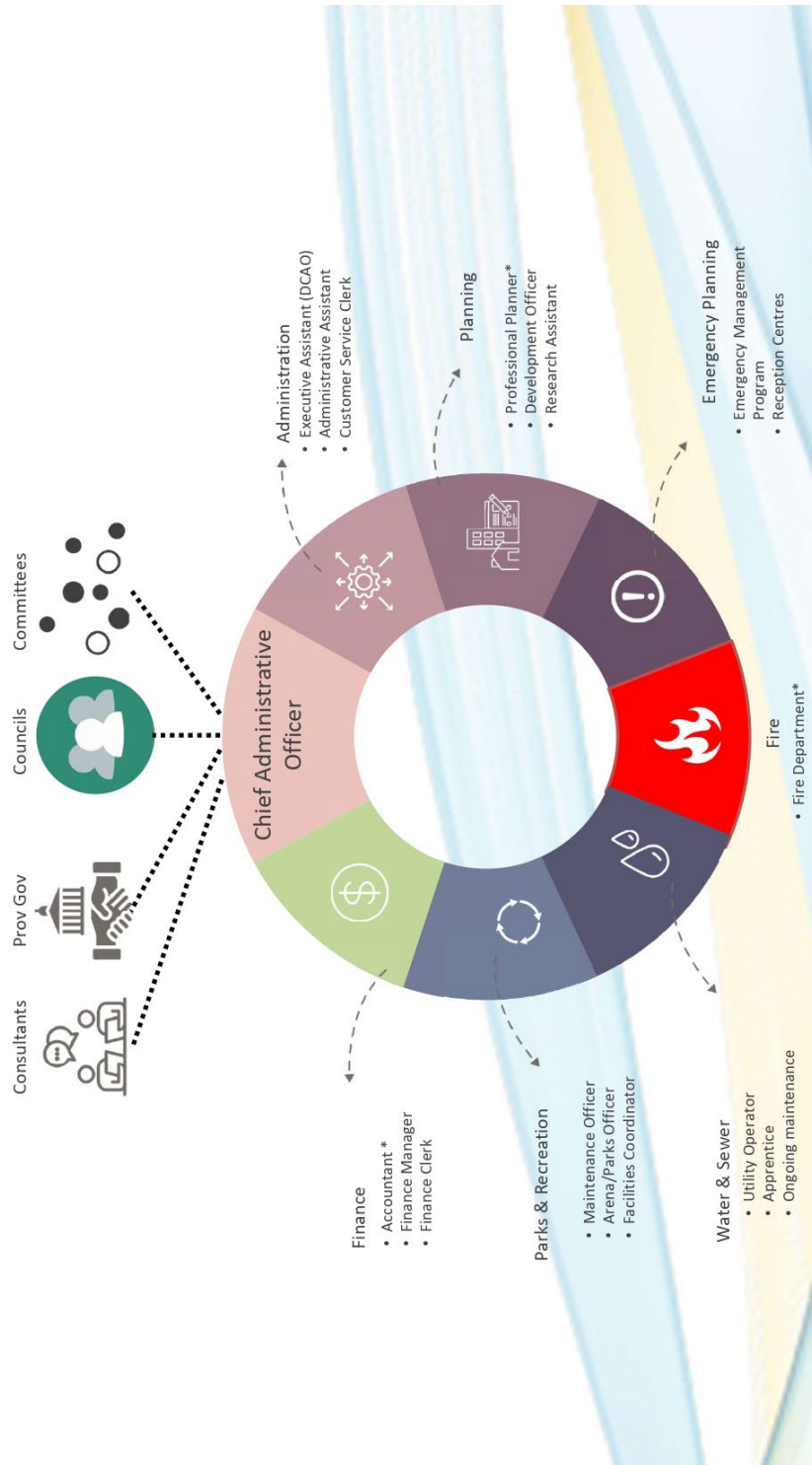
3

### Biggest Asset – Current Staff

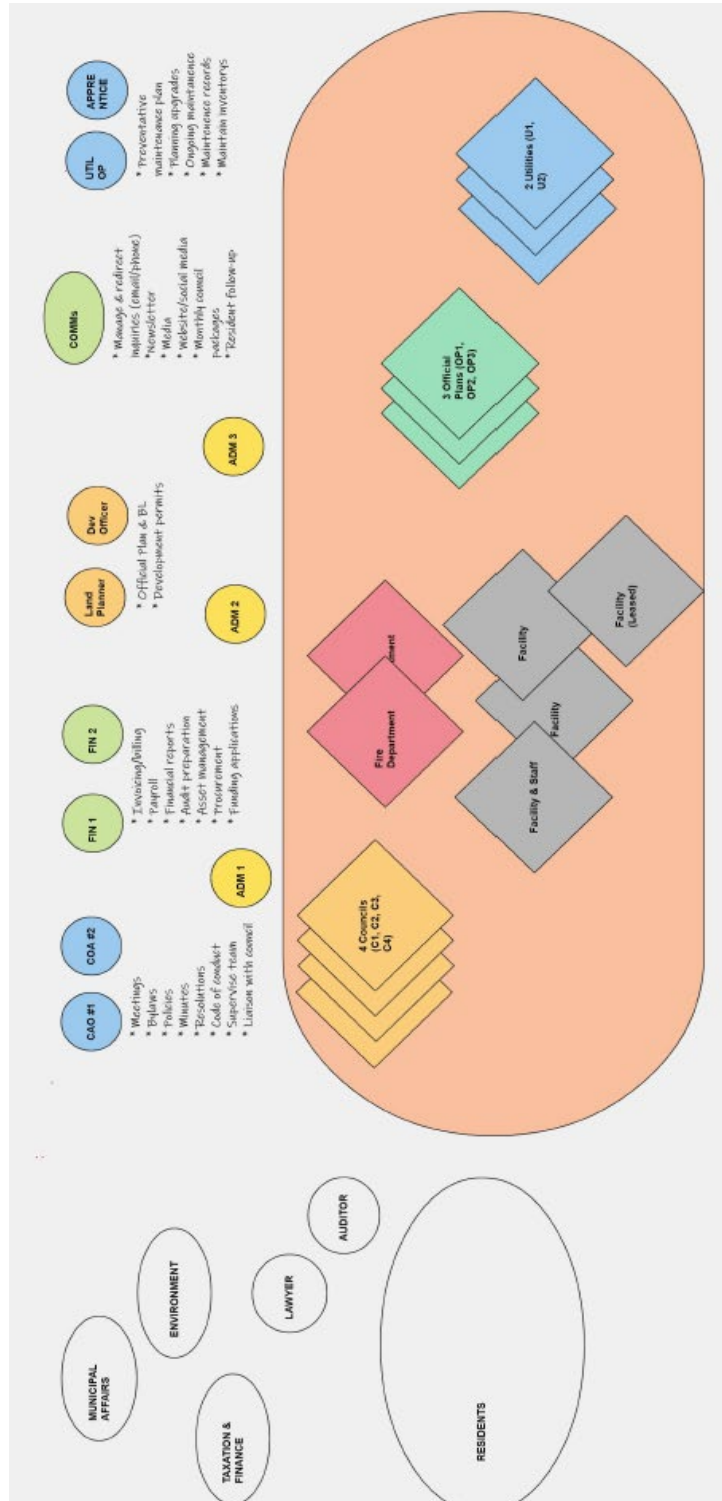
- Excellent people with great skills now, but spread very thinly
- Some staff are overwhelmed, some may have excess capacity
- Significant budgets for staff and professional fees now
- All existing staff would be utilized, but better organized

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## Appendix 3.1 (Continued)



## Appendix 3.1 (Continued)



## Appendix 3.1 (Continued)

### Current Staffing – Challenges/Opportunities

- Most existing staff members have significant strengths in certain aspects of municipal administration, but nobody can cover all areas well
  - Pillars of strength?
  - Where is your happy place?
  - Highest and best use of your skill set and interests?
- Because of a lack of best practices in each operational area, many administrative practices are less than optimal
- Most don't have the opportunity to mentor with and learn from experienced senior staff to grow their skills

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### Current Staffing – Challenges/Opportunities

- A one- or two-person administrative team is extremely challenging for the municipality and staff
  - Almost impossible for staff to maintain focus on one aspect of the operation long enough to effectively carry out required tasks
  - Business continuity can be very problematic if staff are away or leave the position without meaningful transition or backup
  - Difficult to implement internal controls – increases errors and audit costs
  - Difficult to schedule personal time & vacations
  - Residents and council members can get testy when not responded to in a timely manner

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## Appendix 3.1 (Continued)

### Expected Benefits

- “Deeper” administrative capacity in each functional area, for most partners
- More satisfied staff
  - All staff can contribute to developing administrative practices based on their experience, interest and skillset
  - Less pressure to “be all things to all people”
  - Better support from team members to solve problems
- Better administrative practices resulting in more effective decisions and use of budget dollars
- Better governance and value for taxpayers

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### Benefits

- Existing staff could backfill where vacancies arise or to support vacations (work/life balance) – support continuation of council meetings, checks get signed...
- Staff could tag team to handle “difficult circumstances” where relations are close
- Improved quality of administrative practices
  - Standardized financial reporting on a timely basis
  - Standardized communications with residents, on a timely basis
  - More complete and accurate resolutions, minutes, bylaws

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## Appendix 3.1 (Continued)

### Developing a Plan

- Who leads, who follows – accountability, staff supervision, work assignments?
- Who pays, and how much (government may be able to kick start)?
- Where is the team housed, existing employment arrangements kept in place?
- Formal legal arrangement or an informal commitment to explore details and move to an informal trial to see if it results in significantly improved service and employee satisfaction?
- What tools do we need?
  - Remote work is feasible
  - Accounting software (Remote access, sharing info possible)
  - Sharing documents (Office 365, Sharepoint)

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### Next steps

- Talk to your councils and other staff members
- Inventory of people, skills, interests and costs
- Develop proposed team composition, workplace strategy, system needs
- Determine cost sharing concepts
- Can we get started?
- Some really big improvements start out as “pie in the sky” ideas.

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## Appendix 3.2



Submitted by: J. Robert Crawford - Professional Forester  
BSc. Forestry (Resource Management)

### Project Forest Management Plan Agreement:

Preparation of a comprehensive Forest Management Plan for woodland holdings on PID 227306 (Mutter Park) in New Haven owned by the Rural Municipality of West River.

### Property Reconnaissance:

The plan will include both “on-ground” and aerial (Drone Photography) reconnaissance of the property.

### Owner Input:

Property owner (designated persons) are invited and welcomed to meet with WRF Forest Management Services on the property for inspection and input discussion.

The Plan will be tailored to reflect and respect landowner goals and objectives with regard for initial Fiona Storm Salvage and longer term natural resource development at Mutter Park. The Plan will be prepared to compliment proposed infrastructure activities at Mutter Park to improve overall efficiencies.

### Appendix 3.2 (Continued)

The Plan will be structured in keeping with the format and guidelines of the Prince Edward Island Eco system-based Forest Management Standards Manual (PEI Dept of Communities Land and Environment Forest Fish and Wildlife Division).

*Key components of the Plan shall include:*

- General Woodland Description/ Observations
- Property Map- Photography
- Owner Objectives
- Wildlife Enhancement and Biodiversity
- Watercourse Management
- Woodland Access      -Woods Road(s)  
   -Recreation Trail(s)
- Boundary Line Assessment
- Forest Inventory Description and Prescription
- Forest Improvement Treatment Summary
- Overall Conclusion

Costs/ Fees for preparation of a Comprehensive Forest Management Plan:

**Forest Management Services** will be provided within a budget of \$3000.00+HST.



\_\_\_\_\_  
Rural Municipality of West River  
CAO Laala Jahanshahloo



\_\_\_\_\_  
WRF  
Forest Management Services

Date: March-27-2023

### Appendix 3.3

#### Fiona Restoration Salvage/ Tree Removal Agreement

Due to the unprecedented destruction from tropical storm Fiona a significant amount of trees in the park need to be removed to mitigate the risk to the public in the immediate areas surrounding the baseball and soccer fields. This will address the trees considered to be in the “fall zone that” could pose danger to areas where spectators and players are present.

Agreement between Rural Municipality of West River and J W Gass Cemetery Services.


-Areas to be treated were indicated by an onsite consultation as shown in appendix A (at or around soccer/ ball field on pid 227306).

-Blowdown- “Danger Trees” compromised by wind damage (leaning tree/ broken tops etc) to be processed and slash removed from travel/ lawn areas.


-Care is to be taken to minimize any soil disturbance- rutting on property.

-Merchantable timber salvaged will remain the property of J W Gass Cemetery Services.

-Project is to be completed within a budget of \$2000.00+ HST.

  
\_\_\_\_\_  
Rural Municipality of West River  
Laala Jahanshahloo

April-4-2023  
Date

  
\_\_\_\_\_  
J W Gass Cemetery Services

Apr. 4/23  
Date

Appendix 3.3 (Continued)

Appendix A: Area to be treated

Rural Municipality of West River  
PID 227306



L.J

A handwritten signature in black ink, appearing to be 'J.L.' or similar.

## Appendix 3.4



March 24, 2023

Dear District 16 and 17 PEI Provincial Election Candidate,

I am writing on behalf of the Rural Municipality of West River. I want to commend you for stepping up and being a part of PEI's democratic process by running as a candidate in the provincial election. Your service to the community is significant and very important.

I would like to introduce you to the Rural Municipality of West River. The Rural Municipality is:

- Part of Provincial Electoral Districts 16 and 17.
- It was formed in 2020 following the amalgamation of the former Rural Municipalities of Afton, Bonshaw, New Haven-Riverdale, Meadowbank, and West River.
- The amalgamation was partially in response to the Provincial government's Municipal Government Act (MGA).
- The Rural Municipality has a mayor and six councillors. The Committee of Council meets on the 2nd Thursday of the month and Council Meetings are on the 4th Thursday of the month.
- Information about our community can be found at <https://www.westriverpe.ca/>

The Rural Municipality of West River has a number of concerns that candidates should be aware of. The major of these is the Official Plan and Land Use Bylaw.

1. West River has recently developed and completed its first Official Plan and Land Use Bylaw. This was started in 2021 and completed in May 2022. There was a significant financial investment made by the community. The Planning Committee followed the Provincial Planning Act to prepare the Official Plan and interacted with residents in a number of ways, including at least five public engagements.
2. The Official Plan and Land Use Bylaw was passed by the 2020-2022 Council in October of 2022. The Plan was then sent to the Provincial Department of Agriculture and Land Use for approval. In January, the province finished its review of the Official Plan but there was a delay from the Province in approving the plan. With the

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

[westriverpe.ca](https://www.westriverpe.ca)

## Appendix 3.4 (Continued)



call of the election, the Provincial Government is in 'caretaker' mode, and there has been a further delay in the approval of the plan.

3. Until the Official Plan is approved, change of land use and approval of development permits in the Municipality is stalled.
4. It is pertinent to West River that the Official Plan and Land Use Plan be approved so that West River can be in charge of the land use and development within the municipality.
5. West River has made a significant financial investment in its Official Plan and Land Use Bylaw. We have done everything within our power to move this file along. All of the required procedures were followed within reasonable timelines. It has been very frustrating to have the work of West River tied up in bureaucratic red tape.
6. Residents of West River deserve to have this issue resolved by the newly elected government immediately after the election is held. The Rural Municipality has been patiently waiting since October 2022 for the Official Plan and Land Use Bylaw to be approved. We hope that this can be achieved immediately following the election.
7. Information on West River's Official Plan and Land Use Bylaw can be found at <https://www.westriverpe.ca/planning/draft-official-plan-land-use-bylaw>

The Rural Municipality of West River is supporting the Federation of PEI Municipalities in its election priorities. A link to those priorities can be found at <https://fpeim.ca/fpeim-2023-provincial-election-priorities/>

The Rural Municipality of West River looks forward to working with whoever is elected as a Member of the Legislative Assembly of Districts 16 and 17 in the Provincial Legislature.

Thank you again for participating in this very important democratic process, and best of luck on election day.

Sincerely,

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

Helen Smith-MacPhail

Mayor of the Rural Municipality of West River

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

[westriverpe.ca](https://www.westriverpe.ca)

## Appendix 3.5

**admin@westriverpe.ca**

---

**From:** no-reply@webguidecms.ca on behalf of Anne MacKay (via www.westriverpe.ca) <no-reply@webguidecms.ca>  
**Sent:** March 20, 2023 3:38 PM  
**To:** admin@westriverpe.ca; helen@westriverpe.ca; aaron@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:** St Catherines Women's Institute (WI)  
A.2. **Contact Person(s):** Anne MacKay  
A.3. **Address:** C/O Anne MacKay, 2808 West River Rd. RTE-9, St Catherines, PE C0A1H1  
A.4. **Phone Number:** 902-629-0609  
A.5. **Email address:** anmacka@gmail.com  
A.6. **When was your group/organization established?:** about 75 years ago  
A.7. **Is your group/organization Not-For-Profit or Non- Governmental?:** yes  
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\$:** 2000.00  
B.3. **Identify the requested goods, commodities, or services (If In-Kind Grant Requested):** none

### C. Reasoning for Request:



## Appendix 3.5 (Continued)

**C.1. How will the donation be used? (up to 100 Words):** Our Women's Institute wishes to continue with the ongoing renovations of the St Catherine's Community Hall. The hall was build around 1877 (or earlier) and it first served as the school and is considered a heritage building. The WI has maintained the Hall for community gatherings for many years. We plan a building improvement project each year.

For 2023 one concern is the cost of replacing the old asphalt roof with a metal roof and there are other interior upgrades the building needs. We will also fundraise for the roof and other renovation projects.

**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):** A major focus of the WI is community. The community of St. Catherines (part of the rural municipality of the communities of West River) is experiencing a growing population as well as changing demographics. The WI is interested in bringing people together creating a stronger community. The WI has maintained the Hall for community gatherings for many years. The Hall provides a center for such activities for 3 seasons of the year where the residents can have pride of place. We believe that community engagement will result in a stronger rural community where people help and support each other.

**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:** Anne MacKay, Treasurer

**Date:** 03/20/2023

**I Hereby Affirm and Declare to the Municipality That:**

Rural Municipality of West River

## Appendix 3.5 (Continued)

### Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: March 20, 2023
- Group/ Organization Applying: St Catherines Women's Institute

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>	
<b>If any of the answers are "No," the application will not be recommended to the Council</b>			

Criteria Part two		(1)	(0)			
Applicant registered Charity/Non-Profit/Non-Governmental		✓				
Applicant based within, operating within the Municipality		✓				
<b>Scores</b>	<b>1 = Yes</b>	<b>0 = No</b>				
<b>Total Score Part Two (I)</b>	<u>2</u>					
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		✓				
<b>Scores</b>	<b>4 = A Great Deal</b>	<b>3 = Quite a Bit</b>	<b>2 = Somewhat</b>	<b>1= Very Little</b>	<b>0= Not at All</b>	
<b>Total Score Part Three(II)</b>	<u>26</u>					
Evaluation:	Recommended to The Council: <u>✓</u>		Not Recommended to The Council: <u>    </u>			
<b>The application will be forwarded to the Council if it receives 50% of the maximum final scores [(I) + (II) ≥ 15]</b>						

This evaluation checklist is for Staff/Council use only

## Appendix 3.5 (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: \$ 2,000

In-Kind Grant: N/A

Committee Chair (Print Name)

Helen Smith-MacPhail

Signature

\_\_\_\_\_

Chief Administrative Officer (Print Name)

Laala Jahanshahloo

Signature

\_\_\_\_\_

Date of Evaluation: April 13, 2023

This evaluation checklist is for Staff/Council use only

Page 12 of 12

Appendix 3.6



Grant Request Application

A - Applicant Information:

- A.1. Group/ Organization Applying\*: Meadowbank Women's Institute
- A.2. Contact Person(s) \*: Bridgett Mac Cormac
- A.3. Address\*: Upper Meadowbank Road  
Meadowbank, P.E. & S. CoA 144
- A.4. Phone Number\*: 902-628-1325
- A.5. Address\*: \_\_\_\_\_
- A.6. When was your group/organization established?  
1938
- A.7. Is your group/organization Not-For-Profit or Non- Governmental\*:  
 Yes                       No
- A.8. Is your group based in the Rural Municipality of West River? \*:  
 Yes                       No

B - Grant Type:

- B.1. What type of Grant is bein **Required fields are marked with asterisks (\*)**  
 Monetary Grant                       In-Kind Grant
- B.2. Requested Grant Amount (If Monetary Grant Requested) \*:  
\$500.<sup>00</sup> (CAN\$)
- B.3. Identify the requested goods, commodities, or services (If In-Kind Grant Requested)\*:  
N/A

Appendix 3.6 (Continued)



Grant Request Application (Continued)

C - Reasoning for Request:

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

*This grant will be used to offset all expenses realized while hosting our annual community Christmas potluck. These expenses include hall rental and food items not included in the main dishes.*

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

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

C.4. How does your group/organization contribute to the community and its residents? (Up to 100 Words) \*

*We offer all residents of Meadowbank an evening of food and fun, a chance to mingle with neighbours and friends, and an event to celebrate the Christmas season. We also participate each year in the annual W.I. Island-wide clean-up. This helps to make Meadowbank a cleaner and more attractive place to live.*

Required fields are marked with asterisks (\*)

Page 2 of 3

## Appendix 3.6 (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) \*:

Joy MacLaine

Applicant Signature \*:

Joy MacLaine

Date of Application \*: 27 March 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 C0A 1H6, or
- Deliver it to the Municipality office at Afton Community Center, MacEwen Room - 1552 Rte. 19, New Dominion, PE C0A 1H6

Required fields are marked with asterisks (\*)

Page 3 of 3

## Appendix 3.6 (Continued)

### Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: March 27, 2023
- Group/ Organization Applying: Meadowbank Women's Institute

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: _____	
<b>If any of the answers are "No," the application will not be recommended to the Council</b>			

Criteria Part two		(1)	(0)			
Applicant registered Charity/Non-Profit/Non-Governmental		✓				
Applicant based within, operating within the Municipality		✓				
<b>Scores</b>	<b>1 = Yes</b>	<b>0 = No</b>				
<b>Total Score Part Two (I)</b>	<b>2</b>					
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		✓				
<b>Scores</b>	<b>4 = A Great Deal</b>	<b>3 = Quite a Bit</b>	<b>2 = Somewhat</b>	<b>1= Very Little</b>	<b>0= Not at All</b>	
<b>Total Score Part Three(II)</b>	<b>24</b>					
Evaluation:	Recommended to The Council: <u>✓</u>		Not Recommended to The Council: _____			
<b>The application will be forwarded to the Council if it receives 50% of the maximum final scores [(I) + (II) ≥ 15]</b>						

This evaluation checklist is for Staff/Council use only

## Appendix 3.6 (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: \$ 500

In-Kind Grant: N/A

Committee Chair (Print Name)

Helen Smith-MacPhail

Signature

\_\_\_\_\_

Chief Administrative Officer (Print Name)

Laala Jahanshahloo

Signature

\_\_\_\_\_

Date of Evaluation: April 13, 2023

This evaluation checklist is for Staff/Council use only

Page 12 of 12



## Appendix 3.7

Standard Construction Document CCDC 2 - 2020

### CHANGE ORDER

**Work:** "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,  
PEI PID 402917, for the Rural Municipality of West River.  
*title and location*

**Change Order No.:** 8

**Date:** March 28, 2023

**Reference:** Contract CCDC 2 2020

**Consultant:** W. D. Lawrence Architecture Inc.

**Owner:** Rural Municipality of West River

**Contractor:** Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

**Description:**

Amount of original Contract	\$	<b>272,941.00</b>
CO #1: Doors/hardware	\$	57,394.00
CO #2: Drywall	\$	59,000.00
CO #3: Rebuild main entry	\$	22,600.00
CO #4: Add ramp	\$	101,050.00
CO #5: Add shower	\$	26,550.00
CO #6: Add generator (pending, not yet approved)	(-) \$	87,300.00
CO #7: Add well pump	\$	<u>2,700.00</u>
Previously Revised Contract amount	\$	542,235.00

CO #8:		
I. Painting	\$	<u>35,000.00</u>
Total	\$	577,235.00
Revised Contract amount	\$	<u><b>577,235.00</b></u>

**Appendix 3.7 (Continued)**

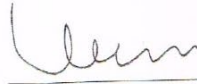
Standard Construction Document CCDC 2 2020

Page 2

The contingency allowance is increased/decreased by the sum of \$ N/A  
The *Contract Price* is increased by the sum of \$ 35,000.00  
The *Contract Time* is increased/decreased by 0 Working Days

**Recommended by the Consultant**

Wil Lawrence, Principal WDLA  
*name and title of person signing*

  
*signature*

March 28, 2023  
*date*

**Approved by the Owner**


Laala Jahanshahloo - CAO  
*name and title of person signing*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

**Approved by the Contractor**

Ridgeline Construction Ltd.  
*name and title of person signing*

  
*signature*

Mar 28/23  
*date*

## Appendix 3.8

Standard Construction Document CCDC 2 2020

### CHANGE ORDER

Work: "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,  
PEI PID 402917, for the Rural Municipality of West River.  
*title and location*

Change Order No.: 9

Date: April 13, 2023

Reference: Contract CCDC 2 2020

Consultant: W. D. Lawrence Architecture Inc.

Owner: Rural Municipality of West River

Contractor: Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

Description:

Amount of original Contract	\$	<b>272,941.00</b>
CO #1: Doors/hardware	\$	57,394.00
CO #2: Drywall	\$	59,000.00
CO #3: Rebuild main entry	\$	22,600.00
CO #4: Add ramp	\$	101,050.00
CO #5: Add shower	\$	26,550.00
CO #6: Add generator (pending, not yet approved)	(-) \$	87,300.00
CO #7: Add well pump	\$	2,700.00
CO #8: Painting	\$	<u>35,000.00</u>
Previously Revised Contract amount	\$	577,235.00
CO #9:		
1. Interior finish	\$	55,465.00
2. Flooring/stairs	\$	24,800.00
3. Kitchen millwork	\$	20,800.00
1. Kitchen materials increase	\$	2,837.56
4. Drywall materials increase	\$	906.36
5. Ramp materials increase	\$	3,250.00

## Appendix 3.8 (Continued)

Standard Construction Document CCDC 2 2020

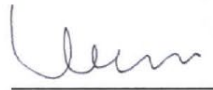
**Page 2**

6.	Insurance extension increase		\$ 5,006.10
7.	Add exterior lighting at main entry + deck at rear of building		\$
8.	Replace gutters and downspouts		\$ 5,400.00
9.	Credit sold used items	(-)	\$ <u>820.00</u>
	Total		\$ 117,645.02
	Revised Contract amount		<u>\$ 694,880.02</u>

The contingency allowance is increased/decreased by the sum of \$ N/A  
 The *Contract Price* is increased by the sum of \$ 117,645.02  
 The *Contract Time* is increased/decreased by 0 Working Days

**Recommended by the Consultant**

Wil Lawrence, Principal WDLA  
*name and title of person signing*

  
*signature*

April 13, 2023  
*date*

**Approved by the Owner**

Laala Jahanshahloo - CAO  
*name and title of person signing*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

**Approved by the Contractor**

Ridgeline Construction Ltd.  
*name and title of person signing*

  
*signature*

April 13/23  
*date*

## Appendix 3.9

### J W Gass Cemetery Services

2378 West River Road, Route 9  
New Haven, PE C0A 1H3

Business # 84778 6647 RT 0001  
Phone: 902 675-4558  
Cell: 902 940 -1730  
Email: jasongass71@gmail.com

### Quote

Attention: Laala Jahanshahloo  
Rural Municipality of West River  
1552-B New Dominion, PE C0A 1H6

Grass Cutting and Maintenance of Rural Municipality of West River (New Haven) properties for 2023 Season.

- Ball Diamond
  - Grass Cutting per cut \$75.00 + HST (approximately 15 cuts)
  - Spreading Lime \$370 +HST (One-time)
  - Spreading Fertilizer \$150 +HST (One-time)
- Soccer Field
  - Grass Cutting per cut \$110 + HST (approximately 15 cuts)
  - Spreading Lime \$1100 +HST (One-time)
  - Spreading Fertilizer \$540 +HST (One-time)
- Legacy Park Grass Cutting \$60.00 per + HST (approximately 12 cuts)
- Garbage Can Maintenance \$200.00 + HST (whole Season)

Sincerely,

Jason Gass

 Apr. 11/23

## Appendix 3.10

### Policy-Making Process

#### INTRODUCTION

Colonus Inc. was founded by Robert Hughes, the former long time Chief Administrative Officer of the Town of Stratford in Prince Edward Island. During his tenure, with the support and encouragement of Town Councils, and the assistance of staff, he researched and implemented many leading practices. The citizens of Stratford indicated strong support for these innovations in annual surveys. This experience led Robert to the realization that they created a better policy-making process in Stratford, that other governments would benefit from having a better policy-making process, and that policy-making could and inevitably would be conducted online. Improving government policy-making is important because government policy decisions affect virtually every aspect of society, including the health, education and safety of citizens, the economy, the natural and built environments, relationships with other governments, and much more. There may, in fact, be nothing more impactful than government policy-making.

#### THE CIVONUS POLICY-MAKING PROCESS

Civonus inc. offers a transparent, online, facilitated, asynchronous policy-making process for governments, consultants and civil society organizations to use to improve policy-making. It is curated to produce deeply engaging, consensual, sustainable, equitable, inclusive, strategic, evidence informed policy-making. Delivering it online and employing a consensus building approach also enables multiple governments to collaborate on policy-making for common issues.

#### THE INNOVATION

The Civonus Policy-Making process is unique in the marketplace due to the incorporation of the following innovations:

- The **curated policy-making process**, which integrates leading practice and leads to better policy-making and therefore better policy decisions.
- The **mass consensus building approach** which enables people to overcome political and ideological differences and find a solution that all can accept.
- The **collaboration among governments and peoples** which is critical to effective and efficient public policy-making in the globally interconnected village that the world has become, where earth systems are being disrupted and where there is more money, goods, services, information and people moving among jurisdictions than ever before.

#### THE RESULT

Governments that employ the Civonus Policy-Making Process will see:

- A completely open and transparent policy-making process.
- Due consideration given to the economic, environmental, social and inter-generational impact of policy options.
- Citizens, government officials, subject matter experts and other stakeholders working together to build consensus on policy evidence and advice for government decision-makers.
- Due consideration given to the varying ability and needs of citizens and stakeholders.
- All members of society being welcome and encouraged to participate in the policy-making process
- Increased reliance on evidence to inform policy-making.
- Improved public support of policy-decisions and improved trust of their government.
- Better collaboration on policy-making with other governments, and their citizens, for common issues.
- Lower cost for innovative governments who are seeking to improve their policy-making process.

#### CONCLUSION

Imagine a world where government policy is made openly and transparently, with the deep and meaningful engagement of government officials, citizens, experts and other stakeholders, and where policy decisions are more sustainable, equitable, inclusive, strategic and evidence informed; and where governments and their citizens work collaboratively with other governments and their citizens to create common policies for common issues! Civonus Inc. aims to spark a transition to this world!

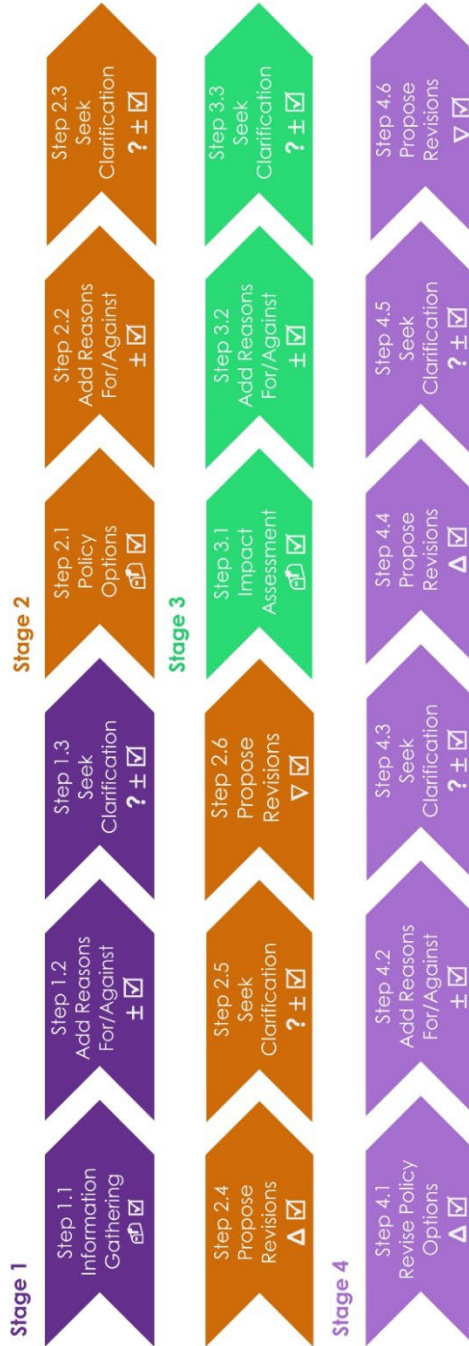
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## Appendix 3.10 (Continued)

### Civonus Policy-Making Process

In the online Civonus Policy-Making process, participants progress through a four stage, facilitated, transparent, consensus building process that is designed to produce policy recommendations that are sustainable, equitable, inclusive, strategic and evidence-based. Participants include public officials, citizens, students, subject matter experts and other stakeholders. Participant Activities in the various steps are as indicated by the following symbols:

- post information (stage 1), policy options (stage 2) or impacts (stage 3 – environmental, social, economic, equity, inclusion, & strategic).
- vote on the acceptability of posts
- add arguments for and against posts
- ask and answer questions on posts
- propose revisions to posts to address issues and concerns
- propose revisions to make posts acceptable for participants who do not accept them



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## Appendix 3.11



LOCAL  
CHOICE  
P.E.I.

Every town is different

### The Local Choice Statement

Prince Edward Island's municipal elections often suffer from low levels of participation, low turnover, and poor representation of women, visible minorities and tenants.

While cities and towns across North America are using innovative methods to make their local elections more participatory, diverse and fair, our cities and towns in Prince Edward Island are severely restricted by the Municipal Government Act.

We propose that municipalities be given more choice, allowing them to customise their local elections based on local needs. Each PEI municipality is unique and there is no "one size fits all" solution.

We call on the PEI government to create enabling legislation that gives more choice to PEI's municipalities while also laying down parameters to regulate any moves towards reform.

The legislation would provide new regulations for tools such as runoff voting, municipal parties, single transferable vote, pre-election contribution disclosure, weekend voting, or others.

We are not advocating any specific reform. No municipality should be forced to change its system. This legislation would simply provide local councils with options, enabling them to open the door to local democratic renewal and to choose the system that best fits the unique needs of their community.

New Charlottetown Project, 81 Prince St, Charlottetown, PE C1A 4R3, Canada

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**Appendix 3.11 (Continued)**

March 2023

I would like to introduce you to the **Local Choice** campaign and invite you to **support the initiative**.



RM West River  
1552-B Route 19  
New Dominion PE C0A 1H6

Dear Member of Council:

We are calling on the provincial government to give municipal politicians in Prince Edward Island more choice and flexibility in how municipal elections are managed.

Please take a moment to read the statement on the other side of this letter and consider how vital this campaign is to local democracy. You can start the conversation with member councillors on proposing a motion to amend the Municipal Government Act. Your support of the campaign is important.

You can give the Local Choice campaign an added boost by providing your endorsement:

1. **Simply complete the section below,**
2. **scan or take a photo of the section,**
3. **attach it in an e-mail, and**
4. **send to [NewCharlottetownProject@eastlink.ca](mailto:NewCharlottetownProject@eastlink.ca)**

Thank you for your time.

Sincerely,

*Barbara Dylla*

Barbara Dylla, coordinator  
Local Choice PEI Advocacy Campaign

Learn more: <https://newcharlottetownproject.ca/local-choice-pei/>

**Yes!** I endorse the Local Choice P.E.I. campaign!

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

New Charlottetown Project, 81 Prince St, Charlottetown, PE C1A 4R3, Canada

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