



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

<b>Meeting No</b>	2023-04	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, May 11, 2023
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<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, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Kelly Taylor - Administrative Assistant.		
<b>Regret</b>	Nil		
<b>Guest</b>	Perlene Morrison and Curtis Doyle - Stewart McKelvey		

### ▪ **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:

- **PLB.23.4.3 - PEI Housing Strategy Consultation Report** by Councillor Steve Pollard.
- **OTR.23.4.2 - Mayor Interview with CBC** by Mayor Helen Smith-MacPhail.
- **OTR.23.4.3 - Concerns Received from Meadowbank Residents** by Councillor John Yeo.

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**

Mayor Helen Smith-MacPhail recused herself from item FIN.23.4.4, citing a conflict of interest as one of the vendors is the Mayor's husband's business, and Councillor Shaun MacArthur recused himself from item FIN.23.4.5, citing a conflict of interest as one of the vendors is his cousin.

- **Informational Items**

- **WRC.23.4.1 - Liability and What Council Members Need to Know**

**Decision Type:** Information

**Status:** Received

**Background:**

WRC.23.2.2

**Description:**

Presentation by Perlene Morrison and Curtis Doyle from Stewart McKelvey about "Liability," "Conflict of Interest," and "Duties of the Council."

Perlene Morrison and Curtis Doyle left the meeting at 8:00 PM.

- **PLB.23.4.1 - Report of Meeting with Minister Rob Lantz**

**Decision Type:** Information

**Status:** Received

**Background:**

PLB.2023.4.2

**Description:**

Following the Mayor's letter regarding West River's issues with getting approval for the Official Plan and Development Bylaw of April 28, 2023, Peter Bevan-Baker reached out to the Mayor. He offered to facilitate a meeting with the Minister of Housing, Land, and Communities. The meeting was held on May 8, 2023, at the Minister's Office. Minister Rob Lantz, Peter Bevan-Baker (MLA), Deputy Minister Jamie MacDonald, Mayor Helen Smith-MacPhail, Glenda MacKinnon-Peters (Director of Land), Danny Jenkins (Manager of Municipal Affairs), Laala Jahanshahloo (CAO), and Katie Rankin (Chief of Staff - Legislative Assembly) attended this meeting.

The Planning Board will meet on May 15, 2023, to prepare a response to the Province's review of RMWR's Official Plan and Zoning Bylaw.

- **PTY.23.4.1 - Parks and Sports Fields Opening**

**Decision Type:** Information

**Status:** Received

**Description:**

The parks and sports fields have been/will be opened according to Motion #2022-45. All the provisions to ensure user safety after Fiona has been completed.

The "Rental Agreement and Waiver of Liability and Acknowledgement of Risk" has been prepared by Stewart McKelvey for Municipality's sports field, and the renter and participants must sign it before using the ball field or soccer field.

- **FIN.23.4.1 - Independent Auditor's Report AER 2022-23**

**Decision Type:** Information

**Status:** Received

**Background:**

FIN.2023.4.1

**Description:**

The MRSB sent the reports and notes for the gas tax audits for MSC and CIP annual expenditure report, indicating that as of March 31, 2023, the Rural Municipality of West River is in compliance, in all material respects, with the criteria established by the terms and provisions described in Schedule D and Schedule C of Municipal Strategic Component and Capital Investment Plan Projects Funding Agreement.

- **OTR.23.4.1 - Indigenous Awareness Week 2023 Signage**

**Decision Type:** Information

**Status:** Received

**Description:**

The Executive Director of L'nuey informed the Municipality that, in recognition of Indigenous Awareness Week, L'nuey and the Government of PEI are partnering once again to recognize locations across Epekwitk while celebrating the Island's Mi'kmaq history. At six locations across the Island, heritage signage will be installed to highlight locations with names that have a Mi'kmaq origin or that hold particular importance to their people. These signs will be installed in Cascumpec Bay, West Point, Lennox Channel, **Canoe Cove**, Morell River, and Vernon River. This initiative will allow them to promote public awareness of the Mi'kmaq on the Island while also celebrating our shared heritage.

- **PLB.23.4.3 - PEI Housing Strategy Consultation Report**

**Decision Type:** Information

**Status:** Received

**Background:**

PLB.2023.4.1

**Description:**

The Department of Housing, Land and Communities held the Roundtable on May 4, 2023, and Councillor Steve Pollard attended on behalf of the Municipality. The meeting agenda covered the following items:

- Introduction: Identify important housing priorities for your community
- Background: Objectives for the housing strategy - Department mandate- Housing Continuum Framework
- Changing Environment and Growing Housing Needs: Significant Changes, barriers and Challenges to meeting housing needs.
- Potential Solutions and Recommendations: Addressing changes, barriers and challenges - Potential role of the Department/province - Identifying the lead and support roles

- Next steps and wrap up - provide an example of an excellent housing /best practices

- **OTR.23.4.2 - Mayor Interview with CBC**

**Decision Type:** Information

**Status:** Received

**Description:**

On May 10, 2023, the Mayor was interviewed by Angela Walker – CBC, regarding Mutter Park and the damage and cleanup that has to happen there.

- The meeting time was extended. It was moved by Councillor Shaun MacArthur and, seconded by Councillor Lillian MacCannell, unanimously carried.

- **Recommendation Items**

- **FIN.23.4.2 - Inman Park - Parking Lot Drawing**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Deferred item FIN.23.3.12

**Description:**

The Committee reviewed the SCL Engineering document (Appendix 4.1, attached hereto, forming a part of this minutes) for the Inman Park parking area. Proceeding to the next step was recommended, as the tender document can be drafted accordingly.

- **FIN.23.4.3 - Bonshaw Community Center Improvement Project- Change Orders #11**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Capital Budget 2023-24 and Motion#2022-21

**Description:**

The Council for the Rural Municipality of West River accepts adding CO#11 at the cost of \$4,500.00 plus HST (Appendix 4.2, attached hereto, forming a part of this minutes) to the Bonshaw Community Cultural Center Improvement Project signed contract as of Motion#2022-51.

▪ **FIN.23.4.4 - Mutter Park Survey - Fiona Recovery**

**Important Note:**

As Mayor Helen Smith-MacPhail declared her conflict of interest and recused herself from this item, she left the meeting before this item was brought up for discussion and rejoined the meeting after the Committee made the recommendation.

**Decision Type:** Action

**Status:** Recommended

**Background:**

PTY.2023.3.2

**Description:**

The Committee reviewed and finalized Schedule A of Policy # 2022-03 (Appendix 4.3, attached hereto, forming a part of this minutes) and recommended that the Council for the Rural Municipality of West River accepts the proposal for Mutter Park Survey (PID:227306) from Derek A. French Professional Services Inc. at the cost of \$9,900.00 plus HST.

▪ **FIN.23.4.5 - Mutter Park - Storage Shed**

**Important Note:**

As Councillor Shaun MacArthur declared his conflict of interest and recused himself from this item, he 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:**

FIN.23.3.9

**Description:**

The Committee reviewed and finalized Schedule A of Policy # 2022-03 (Appendix 4.4, attached hereto, forming a part of this minutes) and recommended that the Council for the Rural Municipality of West River accepts the proposal for building a storage shed at Mutter Park from Sterling Pollard at the cost of \$6,000.00 plus HST.

▪ **EVT.23.4.1 - Canada Day Celebration 2023**

**Decision Type:** Action

**Status:** Recommended

**Background:**

FIN.23.3.4

**Description:**

The Council of Rural Municipality of West River approves the appointments as follows:

- Mayor Helen Smith-MacPhail (Chair)
- Councillor Lillian MacCannell (Member)
- Councillor Shaun MacArthur (Member)

Also, the CAO will invite interested community members to participate.

▪ **PLB.23.4.2 - Development Permit Extension - W-21-04**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Motion#2021 -127

**Description:**

The Council for the Rural Municipality of West River approves development permit extension renewal of the development permit extension issued for PID# 1129816 according to Motion#2021 -127 and modified by the Development Officer (Appendix 4.5, attached hereto, forming a part of this minutes) for 12 Months after the issuance date.

- Deputy Mayor Aaron MacEachern left the meeting at 9:00 PM.
- **OTR.23.4.3 - Concerns Received from Meadowbank Residents**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Councillor John Yeo received the following concerns from Meadowbank residents:

- Enquiring about installing the "Meadowbank" sign on Rte. 256 after it was damaged during Fiona.
- Unsightly Property on Rte 19 was brought to the attention of the former Council of Meadowbank and the Interim Council of RMWR. Although the Environment Officer was informed, no action was taken.
- The high speed of vehicles on Route 265 creates safety concerns for residents and pedestrians.

**Description:**

The CAO informed the Committee that the "Meadowbank" sign on Rte. 256 will be installed next week.

The Committee recommended that the Mayor write a letter to the Minister of the Department of Environment, Energy and Climate Action as vehicles and a motorcycle parked on this property could, if not already, threaten the ground water where the surrounding residents are on well water.



The speed issue of Rte. 256 was referred to the CAO to follow up with the Director of Capital Projects in the Department of Transportation and Infrastructure to inquire about the possibility of installing a driver's feedback /speed limit sign.

- **WRC.23.4.2 - Municipality owned Community Centers**

**Decision Type:** Action

**Status:** Deferred

**Description:**

This item was deferred to the meeting of June 2023 due to the meeting time limit.

- **Questions from Audience and Public Input**

- A resident shared her concerns regarding the invasive plants within RMWR's boundaries. She suggested creating an inventory of these species, as preventing their spread is more cost-effective and environmentally friendly. The Committee thanked her for her input and directed the CAO to contact the PEI Invasive Species Council Coordinator for more information and possible collaboration.

- **Adjournment**

- Councillor Shaun MacArthur motioned to adjourn the meeting at 9:10 PM.
- The next meeting will be on June 12, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor \_\_\_\_\_

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



## Appendix 4.2

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.: 11

Date: May, 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>
Sub-total to C.O.#8	\$	577,235.00

#### CO #9: (Approved by Appendix 'A' Motion #2023-31)

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

## Appendix 4.2 (Continued)

Standard Construction Document CCDC 2 2020


**Page 2**

5.	Ramp materials increase	\$	3,250.00
6.	Insurance extension increase	\$	5,006.10
7.	Add exterior lighting at main entry + deck at rear of building (this C.O. #11)		
8.	Replace gutters and downspouts	\$	5,400.00
9.	Credit sold used items	(-) \$	820.00
	Sub-total C.O.#9	\$	117,645.02
CO #10:	Asphalt parking lot	\$	57,500.00
	1. Asphalt increase	\$	15,356.00
	Total (pending, not yet approved)	\$	72,856.00
	Previously Revised Contract amount	\$	694,880.02
CO #11:	Supply and install 2 lights on the front soffit with photo cell, 1 exterior light on the rear with photo cell, interior patching and painting repair	\$	4,500.00
	<b>Revised Contract amount</b>	<b>\$</b>	<b><u>699,380.02</u></b>

The contingency allowance is increased/decreased by the sum of \$ N/A  
 The Contract Price is increased by the sum of \$ **4,500.00**  
 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*

May, 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*

May 05/23  
*date*

Appendix 4.3

Rural Municipality of West River

Appendix A

Policy # 2022-03

• Supporting document checklist:

- The funds included in the Operation or Capital
- Budget RFQ, SOW, or Specifications of the purchase
- Received quote

Date of sending out RFQ March 24, 2023

Deadline for receiving the quote May 8, 2023

RFQ

• Completion of a legal boundary survey to include a digital survey .dwg file indicating site boundaries/ elevations (to be completed as soon as possible).

• As many of the property lines are bounded by woodland, a cleared "line of site" (3 feet) complete with marking/ blazing is required in these areas and in accordance with property and environmental setbacks.

• Quotes Obtained:

	Quote #1	Quote #2	Quote #3
Business Name	Derek A. French Professional Inc.	Island Surveying & Engineering Ltd	
Meets Objective	100%	75%	
Received at (date)	04/14/2023	05/02/2023	
Cost	\$9,900	\$10,000	
HST	15%	15%	
Total Cost	\$11,385	\$11,500	

• Quote Recommended to Council:

Business: \_\_\_\_\_

Total Cost: \_\_\_\_\_

## Appendix 4. 3 (Continued)

### Rural Municipality of West River

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**From:**  
**Sent:** Friday, April 14, 2023 4:32 PM  
**To:**  
**Cc:**  
**Subject:** Re: Property Survey for Mutter Park PID:227306  
**Attachments:**

We did a site visit to review the conditions.

I am estimating a fee of \$9,900 plus HST.

This includes:

1. (30) metal T-bars (6 foot long) to mark the property lines, see attached photo, **\$2,000 plus HST**;  
I am proposing to set one every 50 metres (complete with pink flagging) or at each bend/corner. They can be purchased at KENT for \$14.99 each, for a total of **\$449.70 plus HST**. These posts last for many years and do not deteriorate like wooden stakes;
2. cutting the trees, etc along the property line to allow for a minimum 3 foot wide clearance, **\$4,000 plus HST**;
3. find or replace all survey markers (approximately 14) for each property corner, **\$2,250 plus HST**;
4. prepare a legal survey plan of the pid no. 227306, **\$1,100 plus HST**;
5. provide 6 paper copies of the plan, **\$100 plus HST**; &
6. register a copy of the plan at the Queens County Registry of Deeds, no charge.

This proposal is based on the work being completed before the leaves grow on the trees. This allows for better coverage for our GPS survey equipment. Please allow 10 working days to complete.

Let me know if you have any questions.

Regards

**Derek A. French Professional Services Inc.**  
Derek A. French, P.Eng., CLS, PEILS, MCIP  
588 Main Street  
P.O. Box 580  
Cornwall, PE  
COA 1H0

[dfrenchservices@gmail.com](mailto:dfrenchservices@gmail.com)  
[www.dafservices.ca](http://www.dafservices.ca)

**Engineering Consulting · Planning · Surveying**

## Appendix 4. 3 (Continued)

### Rural Municipality of West River

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**From:**  
**Sent:** Tuesday, May 2, 2023 10:24 AM  
**To:**  
**Cc:** admin@westriverpe.ca  
**Subject:** Estimate for Survey - PID 227306

Good Morning Rob and Laala,

Further to our last discussions Rob, on the survey for pid 227306, the following are some of my thoughts and things that you and I discussed.

You were looking to have the property boundaries surveyed. This included a copy of the final survey plan, all survey markers placed / replaced, and the lines cut out to provide a 3' sight clearance.

After a site visit and reviewing the area and current state of the forest it was becoming clear that to fully open up the boundaries to a 3' clearance would be extremely time consuming and costly to the community. We can clear the shorter lines around the properties at the north and northwest area of the property, where it bounds the smaller residential lots, within a reasonable amount of time and cost, but the long eastern boundary of the property would be problematic and very difficult to cut out.

With the direction of the way that the trees fell during Fiona (north to south) most of the trees fell along the line itself, as opposed to across it. So when clearing the line, one would have to remove most, if not all, of the tree as opposed to just cutting out a section of the trunk that crosses the line, for instance.

So in light of all this, my suggestion would be to not fully clear the line, but to flag the line well enough that someone could follow it if needed and that large forest equipment would be able to tell where the line is if working nearby. Once clean up work is complete we can then maybe discuss cutting the line fully or the need thereof.

Our cost to complete the survey work of the 38 acre parcel would be \$10,000 plus tax. This would include the placement of all required survey markers, submission of the completed survey plan and having all lines thoroughly flagged and visible. The flagging we use is fluorescent pink and very easily spotted in nature.

Please let me know how you would like to proceed or if you have any questions at all. If acceptable, I would like to start the work as soon as possible before the trees get full leaf canopy this spring.

P.S. I grew up playing softball on this field and now drive past it every day on my way to work, so being part of the cleanup of this property would be quite fulfilling.

Thanks,  
Tony

--

Kind regards,

*Anthony D. Inman, PEILS*  
Island Surveying and Engineering Ltd.

**Address**  
Island Surveying & Engineering LTD.  
134 Longworth Avenue

## Appendix 4.4

### Rural Municipality of West River

#### Appendix A

#### Policy # 2022-03

- **Supporting document checklist:**

The funds included in the Operation or Capital

Budget RFQ, SOW, or Specifications of the purchase

Received quote

Date of sending out RFQ April 1, 2023

Deadline for receiving the quote May 10, 2023

#### RFQ

- Building a Shed 10'x12'
- All Building materials and Vinyl siding
- 36" steel door with a step if required

- **Quotes Obtained:**

	Quote #1	Quote #2	Quote #3
Business Name	Sterling Pollard	Kevin MacArthur	
Meets Objective	100%	80%	
Received at (date)	May 9, 2023	May 9, 2023	
Cost	\$6,000.00	\$5869.56	
HST	15%	15%	
Total Cost	\$6,900.00	\$6,750.00	

- **Quote Recommended to Council:**

Business: \_\_\_\_\_

Total Cost: \_\_\_\_\_



## Appendix 4.5



May 9, 2022

Kathy and Trevor Lank  
108 Charles Lane  
New Haven PE C0A 1H3

Via Email: kathyandtrevorlank@gmail.com

File No. W-21-04 - 345 Churchill Road, New Haven - PID 1129816

Dear Trevor and Kathy Lank

As per your request to alter the condition with respect to the five Geodesic domes to permit the flexibility to erect geodesic domes or wooden buildings, the modification to the conditions are approved as follows:

Development Permit W-21-04 issued on May 3, 2022 is hereby modified by changing condition b) by deleting the wording and replacing it with the following:

- b) Five (5) Geodesic domes or a possible combination of wooden buildings and/or geodesic domes in the locations shown as structures 2 through 6 on Appendix "A" as single unit tourist accommodation containing a bedroom, bath and a kitchen on 40 ft. by 40 ft. platforms;

All other matters remain unchanged.

Regards,

A handwritten signature in black ink, appearing to read 'Robert Griffiths'.

Robert Griffiths  
Development Officer  
RG Professional Planning Services

cc Laala Jahanshahloo, Chief Administrative Officer

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

[westriverpe.ca](http://westriverpe.ca)