



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2023-06	Time	7:00 PM
Session	Regular - Public	Date	Thursday, September 14, 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 Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Susan Morse - 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 agenda was approved as circulated. It was moved by Councillor John Yeo and, seconded by Deputy Mayor Shaun MacArthur, unanimously carried.

- **Declarations of Conflict of Interest**

Nil.

- **Recommended Items**

- **WRC.23.6.1 Planning Board Appointment**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-22 and PLB-23-03

Description:

The Council for the Rural Municipality will serve as the Planning Board to take on the powers and duties according to the Planning Act, Section (9) (3).

- **WRC.23.6.2 - Meeting Time Limit Review**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-15

Description:

The Council for the Rural Municipality of West River adopts a 120-minute time limit for the Committee of the Whole meetings with a maximum 30-minute extension subject to a unanimous vote in favor of the motion to extend the meeting.

- **WRC.23.6.3 - Community Services Board**

Decision Type: Action

Status: Recommended

Background:

EC2020-485 Section (13) (k) & (l)

Description:

The Council for the Rural Municipality of West River approves taking over the Afton Community Centre Bonshaw Community Hall operation, forms the Community Services Board, and authorizes the CAO to begin the process.

- **WRC.23.6.4 - Communities 13 Inc - Board Member Vacancy**

Decision Type: Action

Status: Recommended

Background:

Motion #2021-116

Description:

The Council for the Rural Municipality of West River appoints Councillor Steve Pollard as the New Haven -Riverdale representative to fill the Communities 13 Inc Board of Directors vacant seat.

▪ **FIN.23.6.1 - MCEG 2022-23 Allocation**

Decision Type: Action

Status: Recommended

Description:

The Council for the Rural Municipality of West River approves allocating the 2022-23 Municipal Capital Expenditures Grant (MCEG) toward the upgrades to Canoe Cove Park (58.1.1) and Bonshaw Community Cultural Centre Upgrades (32.1.1) projects funded by Gas Tax (CCBF) as the funding is not enough to complete them and revise the 2023-24 operating or capital budget accordingly.

▪ **FIN.23.6.2 - Uncommitted Gas Tax Funding**

Decision Type: Action

Status: Recommended

Description:

The Council for the Rural Municipality of West River approves adding the \$5,433 uncommitted Gas Tax funds to the Bonshaw Community Cultural Centre Upgrades project (32.1.1).

▪ **FIN.23.6.3 - Withdraw from Reserve Account**

Decision Type: Action

Status: Recommended

Description:

The Rural Municipality of West River authorizes the Chief Administrative Officer to:

- Transfer \$50,000 from the "Community Priority and Contingency Reserve Fund" to the Municipality's General Bank Account and replace it as soon as the 2022-23 Municipal Capital Expenditures Grant payment has been received.
- Transfer \$45,000 from the "Community Priority and Contingency Reserve Fund" to the Municipality's Gas Tax Bank Account and replace it as soon as the 2023-24 second CCBF instalments have been received.

▪ **FIN.23.6.4 - Bonshaw Hall Grant Request**

Decision Type: Action

Status: Deferred

Description:

The Committee reviewed and requested a report about the grants the Municipality paid to Bonshaw Hall in 2021 and 2022, and it was deferred to the next meeting in October 2023 for further. It was moved by Councillor John Yeo and, seconded by Councillor Ryan Roggeveen, unanimously carried.

▪ **FIN.23.6.5 - Inman Park Parking - Tender Document**

Decision Type: Action

Status: Recommended

Background:

Motion#2022-52

Description:

The Council for the Rural Municipality of West River authorizes the Chief Administrative Officer to initiate bidding to hire a contractor for the Inman Park Parking Lot Upgrade as part of the Gas Tax 58.1.1 Project.

The Special Advisor will review and finalize the RFQ before starting the bidding process.

- **FIN.23.6.6 - 2 Billion Tree Program**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-51, Purchase Policy Appendix A (Appendix 6.1, attached hereto, forming a part of this resolution)

Description:

The Council for the Rural Municipality of West River accepts the offer of Doiron's Landscaping & Garden Center to supply labor and materials as part of the 2 Billion Tree program at the cost of \$22,652.21.00 plus HST.

- **EMO.23.6.1 - Referred item EMO.23.03.2**

Decision Type: Action

Status: Referred

Description:

- The Committee referred to the Red Cross Contract item to be reviewed by the Special Advisor, who will report back.
- The Council for the Rural Municipality of West River approves allocating up to the maximum amount pre-budgeted for expenditure on emergency management under the 2023-24 Financial Plan for any new expenditure on emergency management for fiscal year 2023-24 to the CAO.

- **PLB.23.6.1 - Interim Enforcement Officer**

Decision Type: Action

Status: Recommended

Description:

The Committee recommended that the CAO hire an Interim Enforcement Officer as a casual worker/required basis until RMWR has a clear picture of the volume of work and a more precise amount of revenue.

- **PTY.23.6.1 - Mutter Park Soccer Field**

Decision Type: Information

Status: Referred

Background:

PTY.2023.6.1

Description:

The Committee referred this item to the CAO to get an estimate for a survey and the related cost of repair and report back to the detailed discussion.

- **PTY.23.6.2 - Mutter Park Survey - Boundary Encroachment**

Decision Type: Action

Status: Referred

Description:

The Committee referred this item to the CAO to arrange a meeting between adjacent neighbours and the Mayor, Deputy Mayor, and Councillor Steve Pollard.

- **PTY.23.6.3 - Unsightly Property (#698 Rte. 19 Meadow Bank)**

Decision Type: Action

Status: Recommended

Background:

OTR.2023.5.1

Description:

The mayor will send a follow-up letter to the Minister regarding unsightly property and copy Mark McLane (MLA Cornwall-Meadow Bank), Peter Bevan-Baker (MLA New Haven-Rocky Point), Deputy Minister (Norbert Carpenter) and Cindy Ferguson (Executive Admin Assistant to the Minister and Deputy).

- **OTR.23.6.1 - Letter to Mayor Regarding Skmaq-Port-La-Joye-Fort Amherst Maintenance**
Contact Parks Canada

Decision Type: Action

Status: Referred

Description

The Administrative Assistant should inform the resident that Skmaq-Port-La-Joye-Fort Amherst falls under the Park Canada Jurisdiction.

- **OTR.23.6.2 - Roadside Clean up**

Decision Type: Action

Status: Not Recommended

Background:

The council was asked if the municipality could provide roadside clean-up supplies and assist with collection.

Description:

The Municipality already participates in the PEI Women's Institute Annual Roadside Cleanup and cannot provide further assistance at this time.

- **Informational Items**

- **EMO.23.6.2 - Equipping Emergency Reception Centers**

Decision Type: Information

Status: Received

Description:

A wall was built at Afton Community Centre to make a new EMO supply storage room. Keypad locks have been installed at Afton for the EMO storage room & kitchen; Bob Jamieson inspected the exhaust fan and will repair it (new wiring etc.).

▪ **PLB.23.6.2 - OP&LUB Transition Process**

Decision Type: Information

Status: Received

Description:

Going forward, the municipality will report to the Council at meetings regarding applications. Meetings are open to the public.

▪ **PTY.23.6.4 - Planting Trees and Shrubs Inman Park**

Decision Type: Information

Status: Received

Description:

One hundred twenty-eight trees were planted for \$128. We will be purchasing shrubs resistant to salt water to be planted along the edge of the bank at Inman Park.

▪ **OTR.23.6.3 - Cornwall Remembrance Service**

Decision Type: Information

Status: Received

Description:

Cornwall Remembrance Service will be held at 2 PM on Sunday at the West River United Church Hall.

- **Adjournment**

- Councillor Ryan Roggeveen motioned to adjourn the meeting at 8:50 PM.
- The next meeting will be on October 12, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix 6.1

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 Aug - 15- 2023

Deadline for receiving the quote Sep -12- 2023

- **Quotes Obtained:**

	Quote #1	Quote #2	Quote #3
Business Name	Tree Planting	Doiron's L&N	
Meets Objective	90%	95%	
Received at (date)	Sep-11-23	Aug-17-23	
Cost	\$37,500	\$22,650.21	
HST	15%	15%	
Total Cost	\$43,125	\$26,047.74	

- **Quote Recommended to Council:**

Business: _____

Total Cost: _____