



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2023-05	Time	5:30 PM
Session	Regular - Public	Date	Thursday, June 12, 2023
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Shaun MacArthur, Laala Jahanshahloo - CAO, Kelly Taylor - Administrative Assistant.		
Regret	Deputy Mayor Aaron MacEachern, Councillor Steve Pollard		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 5:35 PM.

- **Adoption & Approval of Agenda**

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

- **Declarations of Conflict of Interest**

Nil

- **Recommendation Items**

- **FIN.23.5.1 - Afton Community Hall Expansion Project-Contemplated CO Holdback Release**

Decision Type: Action

Status: Recommended

Background:

Motion #2022-56, The contractor revised the final invoice and finished the work at the cost of \$26,665.28, including HST.

Description:

The Council for the Rural Municipality of West River approves the release of the Gas Tax Project 27.1.1 Contemplated Change Order holdback.

- **FIN.23.5.2 - Afton Community Centre - Digital Sign Remote Access**

Decision Type: Action

Status: Recommended

Background:

In May 2017, the former community of Afton received \$49,000.00 in funding from ACOA (Appendix 5.1, attached hereto, forming a part of these minutes). This fund was put towards new letters for signs on the Afton Community Centre, LED lighting and an electronic sign. The former community of Afton covered the rest of the expense by giving a \$12,500 grant to the Board of Directors in October 2017 (Appendix 5.3, attached hereto, forming a part of these minutes). The current sign (4'X8' Watchfire Digital Pylon Sign) was purchased and installed in winter 2017 (Appendix 5.4, attached hereto, forming a part of these minutes); "Dalmac Signs" has been the service provider for this sign since installation; Purchase Policy # 2022-03 Section (2.14).

Description:

The Council for the Rural Municipality of West River accepts the proposal from Dalmac Signs to change out the radio on the Afton Community Centre digital sign to the cellular modem with lifetime cell service at the cost of \$5,600.00 plus HST.

- **FIN.23.5.3 – 2-Billion Trees Planting Program Funding**

Decision Type: Action

Status: Recommended

Background:

Federal and provincial funding will assist PEI municipalities in increasing their urban forest or replacing trees lost during Hurricane Fiona. Municipal governments and groups can apply for up to \$50,000 to cover costs associated with planting larger-caliper trees in urban areas and green spaces.

Applications from municipalities will be accepted, first-come-first-served, until June 25, 2023.

Description:

The Council for the Rural Municipality of West River authorizes the Mayor and CAO to sign the necessary documents and contracts for the PEI 2-Billion Trees Program on behalf of the Municipality.

▪ **FIN.23.5.4 - Mutter Park Fiona Recovery**

Decision Type: Action

Status: Referred

Background:

SCL Engineering overlaid the draft site plan and the survey map prepared for Mutter Park legal boundary as of Motion#2023-41, including the standing edge of trees, clay walking trail, clay parking lot, and clay driveway after Hurricane Fiona (Appendix 5.4, attached hereto, forming a part of these minutes). The parking drawing must be modified to avoid cutting down the surviving trees and taking advantage of the situation created by Fiona for the new landscape. The prerequisites for this task are as follows:

- A Fiona add-on for Motion#2022-53 as these modifications are not included in the original scope of work (Appendix 5.5, attached hereto, forming a part of these minutes).
- An additional topography survey (Appendix 5.6, attached hereto, forming a part of these minutes) to complete coverage of the damaged areas in Stand 1 and 2 (Appendix 5.7, attached hereto, forming a part of these minutes). The original survey was prepared according to Motion#2022-38.

Identifying, marking, and mapping buffer zones, wildlife cover patches, timber harvesting travel routes, and onsite risk areas will improve operational efficiencies and reduce costs. It will also ensure the salvage and forest improvement activities follow an organized approach to reflect community goals and guidelines and contractor efficiencies according to the Mutter Park Forest Management Plan.

Description:

The Committee referred these items to the CAO to execute them as they fall under the Purchase Policy#2022-03 Section (7.1).

- **PLB.23.5.1 - Mayor's Letter to Minister Lantz**

Decision Type: Action

Status: Referred

Background:

PLB.2023.5.2

Description:

The letter was sent out on May 26, 2023, and RMWR has not received any response. The Committee instructed the CAO to direct any inquiries regarding OP&LUB to the Minister's Office.

- **OTR.23.5.1 - Municipal Approaches to Housing Supply and Affordability Workshop**

Decision Type: Action

Status: Referred

Background:

Develop West Prince invited members of the Council to attend the Municipal Approaches to Housing Supply and Affordability workshop on June 19, 2023 - at 6:00 PM in Alberton.

Description:

The Committee referred the attendance to the CAO as no Council member could attend.

- **Informational Items**

- **FIN.23.5.5 - Bonshaw Community Center BOD's Financial Report**

Decision Type: Information

Status: Received

Background:

FIN 13.5

Description:

The Committee reviewed the Bonshaw Community Center's BOD (Appendix 5.8, attached hereto, forming a part of these minutes).

- **PLB.23.5.2 - Fairview Development**

Decision Type: Action

Status: Referred

Background:

WRC#32

Description:

PEI Planning Decisions posted a subdivision approval for PID201509 on June 1, 2023 (Appendix 5.9, attached hereto, forming a part of these minutes). The "Posted Date" and "Last Appeal Date" are the same, showing 2023-06-01 and not the approved number of lots.

- **PTY.23.5.1 - Mutter Park - Mutter Park Forest Management Plan**

Decision Type: Information

Status: Received

Background:

PTY.23.2.5

Description:

The Committee reviewed the [Mutter Park Forest Management Plan](#) prepared by WRF Forest Management Services.

▪ **OTR.23.5.3 - The dangerous situation on TCH at Bonshaw – Follow Up**

Decision Type: Information

Status: Received

Background:

WRC#29

Description:

Capital Projects Division of the Department of Transportation and Infrastructure awarded the contract to Chapman Bros Construction Ltd. A meeting with utility contractors (Maritime Electric, Bell Aliant, Eastlink) was held on-site in early May to discuss any infrastructure needing moving. The contractor expects to start the project once the infrastructure in conflict is out of its way, likely in June or July of 2023 (Appendix 5.10, attached hereto, forming a part of these minutes).

▪ **OTR.23.5.2 - Workshop - Managing Your Municipality's Risks Through Climate Adaptation**

Decision Type: Information

Status: Received

Background:

The Federation of PEI Municipalities offers a free workshop called "Managing Your Municipality's Risks Through Climate Adaptation". This workshop will help you learn how retreat strategies and funding programs can assist in municipal climate adaptation. The workshop will be held at the Delta Prince Edward in Charlottetown on Friday, June 23rd, 2023, from 9:30 AM to 2:00 PM.

Description:

The CAO will attend the meeting.

- **Questions from Audience and Public Input**

- Meadowbank WI sent an appreciation note for receiving the grant from RMWR.

- **Adjournment**

- Councillor Lillian MacCannell motioned to adjourn the meeting at 6:50 PM.
- The next meeting will be on September 14, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix 5.1

Community of Afton
Regular Council Meeting
June 8, 2017

Present: Councillors Bob Clow, Brian Hogan, Aaron MacEachern, Mark O'Rourke, Elizabeth Wilson

Regrets: Gina Rankin, Keith Schurman

Administrator: Bev McIsaac

1. **Call to Order:** Chairperson Brian Hogan called the meeting to order at 7:31PM.
2. **Approval of Minutes:** Elizabeth noted amendment to the minutes. ACOA funding received for the Community Centre was \$49,000.
It was duly moved and seconded that the minutes of the May 11, 2017 Council meeting be adopted with amendment
Moved by Councillor Elizabeth Wilson
Seconded by Councillor Mark O'Rourke
Carried
3. **Approval of Financial Report: It was duly moved and seconded that the financial report as of May 31, 2017 be adopted as presented**
Moved by Councillor Bob Clow
Seconded by Councillor Aaron MacEachern
Carried
4. **Building Committee:** Bev reported that Community had to open a new bank account for Gas Tax funds. A policy implemented by Department of Provincial Infrastructure dictates the funds have to be held separately from operating account.
5. **Afton Community Centre Report:** Elizabeth reported Canada Day events are being organized. There is a request for youth volunteers to help with the children's games.

6. **Municipal Amalgamation:** The Communities of the West River working group are drafting a RFP for Municipal Amalgamation Study. A letter was received by Community of Afton from Hilda Colodney, Chairperson - Community of Clyde River. The letter indicated Clyde River would be leaving the Communities of the West River group and no longer participating in that study. They noted they are joining a larger group of communities that includes Miltonvale Park. No community can join two studies. They had to choose one and chose the Miltonvale Park Group.
7. **Correspondence:** Reviewed Correspondence.
8. **Community Event:** Canada Day activities planned for July 01 from 11AM – 2PM.
9. **North River Fire Department:** Brian welcomed Anson Grant, Chief of North River Fire Department and Kevin Bernard from North River Fire Department to discuss the contract they want Afton to sign. Council gave them a copy of the changes that were recommended to the Community of Afton after a review of the contract with Barbara Smith at the law firm Stewart McKelvey. The Fire Department will review the changes. Council asked to see a copy of the NRED's financials. Bob passed along Council's appreciation to NRED for all of good work they do for the community.
10. **Other Business:** Cody MacDonald, Chairperson for the Board of Directors, participated in the Walk for Arthritis. Council decided to give a \$100 donation to Arthritis Society on behalf of Cody MacDonald. Council received two tenders for Property Maintenance at Rice Point. **It was duly moved and seconded to accept John Nordquist's tender for Property Maintenance at the Rice Point Property at \$50 per cut as needed and \$400 per bushhog cut as needed.**
Moved by Councillor Aaron MacEachern
Seconded by Councillor Mark O'Rourke
Carried

11. **Next Meeting:** September 14, 2017
12. **Adjournment:** Motion for adjournment 8:46PM

Appendix 5.2

Community of Afton

1552 Route 19
New Dominion, PEI CoA 1H6

October 2, 2017

Atlantic Canada Opportunities Agency
100 Sydney St
Charlottetown, PE C1A 7K2

To Whom It May Concern:

Re: Afton Community Recreation Centre

Please accept this as confirmation that the Community of Afton has given the Directors of the Afton Community Centre a grant of \$12,500 from their reserve funds to assist with the purchase of an electronic sign.

If you require any additional information, please feel free to contact me at 902 393-4166.

Yours truly,



Bev McIsaac
Administrator
Community of Afton

Appendix 5.3



T.S.C. SIGNS INC / YESCO

100 W B Mac Phail Dr
 Cornwall, Prince Edward Island C1A 1H6
 Canada

INVOICE

Invoice No.: TSC-2071
 Date: 08/31/2017
 Ship Date:
 Page: 1
 Re: Order No.

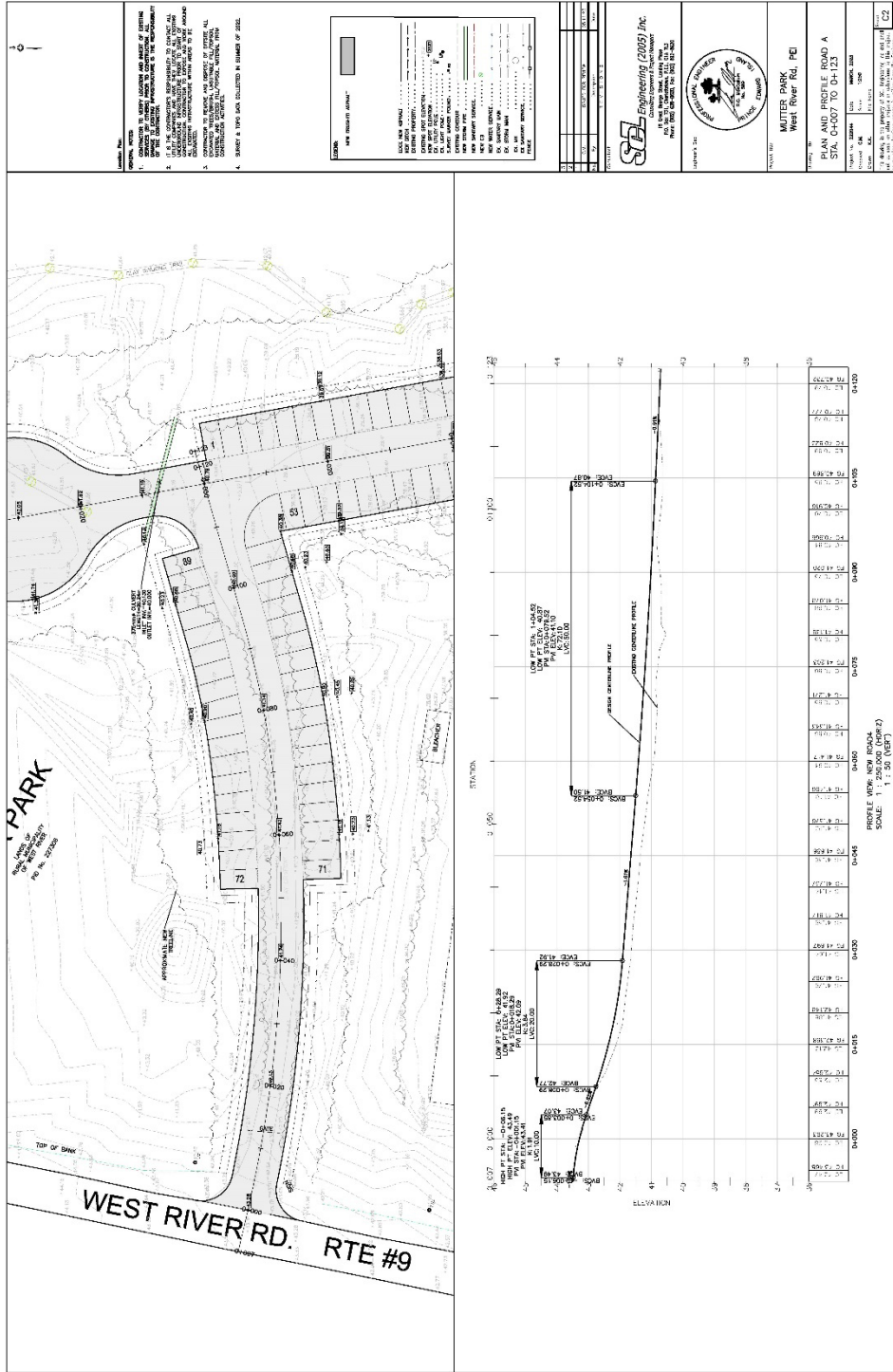
Sold to:
 AFTON COMMUNITY CENTRE
 1552 ROUTE 19
 NEW DOMINION, PE C1A 1H6

Ship to:
 AFTON COMMUNITY CENTRE
 1552 ROUTE 19
 NEW DOMINION, PE C1A 1H6

Business No.: 81654 1536

Item No.	Unit	Quantity	Description	Tax	Base Price	Disc %	Unit Price	Amount
	EACH	1	TO REMOVE EXISTING PYLON AND SUPPLY AND INSTALL 4X8 WATCHFIRE DIGITAL PYLON (INCLUDES: 5 YEAR PARTS WARRANTY)	H3	49,999.99		49,999.99	49,999.99
	EACH	1	LESS DEPOSIT		-25,000.00		-25,000.00	-25,000.00
			Subtotal:					24,999.99
			H3 - HST @ 15% GST/HST					7,500.00
Shipped By: Tracking Number:							Total Amount	32,499.99
Terms: Net 30, Due 09/30/2017.							Amount Paid	0.00
Comment: TERMS NET 30							Amount Owng	32,499.99
Sold By:								

Appendix 5.4 (Continued)



Appendix 5.4 (Continued)



Appendix 5.5

W.D. Lawrence Architecture



MAYFIELD

P.O. BOX 21

HUNTER RIVER, P.E.I.

COA 1N0

TEL. (902) 963-3221

FAX (902) 963-2835

June 15, 2022.

SCL Engineering (2005) Inc.
16 Great George St.
Landing Place
P.O. Box 731 Charlottetown, P.E.I.
C1A 7L3

Att. Mr. Chad MacCallum, Municipal Engineer

Dear Mr. MacCallum,

On behalf of the Owner, we are pleased to inform you that your Tender received for:

Request for Fixed Fee for Civil Engineering Consultant Services to provide Tender Documents for:

Provide 80 new gravel surface parking spaces with new access road off West River Road, Route 9 from #1 TCH

Reference Number: RFQ 2022-00

For Rural Municipality of West River

in the amount of :

**Seven thousand five-hundred dollars and zero cents
(\$ 7,500.00), plus HST, has been accepted.**

Please begin as per the attached Scope of Work at your earliest convenience.

Please direct all queries and correspondence through our office.

We look forward to working with you on this Project.

Regards,

A handwritten signature in black ink, appearing to read 'Wil Lawrence'.

Wil Lawrence, principal, WDLA

cc: Laala Jahanshahloo
Chief Administrative Officer
Rural Municipality of West River

Appendix 5.5 (Continued)

Rural Municipality of West River

**Request for Fixed Fee for Civil Engineering Consultant Services to provide Tender Documents for:
New Access Road and Parking Improvements, Roy Mutter Park, West River Road,
PEI PID# 227306**

Project Description:

Provide 80 new gravel surface parking spaces with new access road off West River Road, Route 9 from #1 TCH

Organization: Rural Municipality of West River

Scope of Work: Develop stamped engineering Tender Documents (Drawings and Specifications on Drawings) to indicate:

- Existing and Modified Site Plans
- Clearing, Grubbing and Disposals
- Environmental Protection (silt barriers, etc.) and Earthworks
- Access road with Parking
- Removal of excess materials including excess fill
- Reinstatement of Site
- Site Review and Sign-off

Fee to Include also:

- Reply to Tender Queries by Bidders and Construction Requests for Information (RFI)

Costs paid by Owner for:

- Digital Survey (dwg file) for site plan preparation
- Concept Design
- Tendering

Appendix 5.6

Forest Inventory Stands 1-5



Landowner Name: RJ Mutter Park
Property Number: 227306
Property Location: New Haven

Map Legend:

Property Boundary: Red
Stand Boundary: Black
Stream/ Watercourse: Blue

Appendix 5.7



Appendix 5.8

Bonshaw Community Centre Board financial report 2023	
	March 2022- March 2023
total Inputs	\$11,675.00
Rent income	\$1,675.00
grant inputs	\$10,000.00
total expenses	\$7,522.07
Bank expenses	\$7.00
centre supplies	\$287.49
professional fees	\$20.00
Internet	\$655.72
oil	\$741.55
insurance building	\$923.00
insurance board	\$500.00
electric	\$2,145.56
cleaning	\$650.00
grass	\$671.75
snow	\$920.00
bank balance	
as of Feb 2023	\$8,486.54

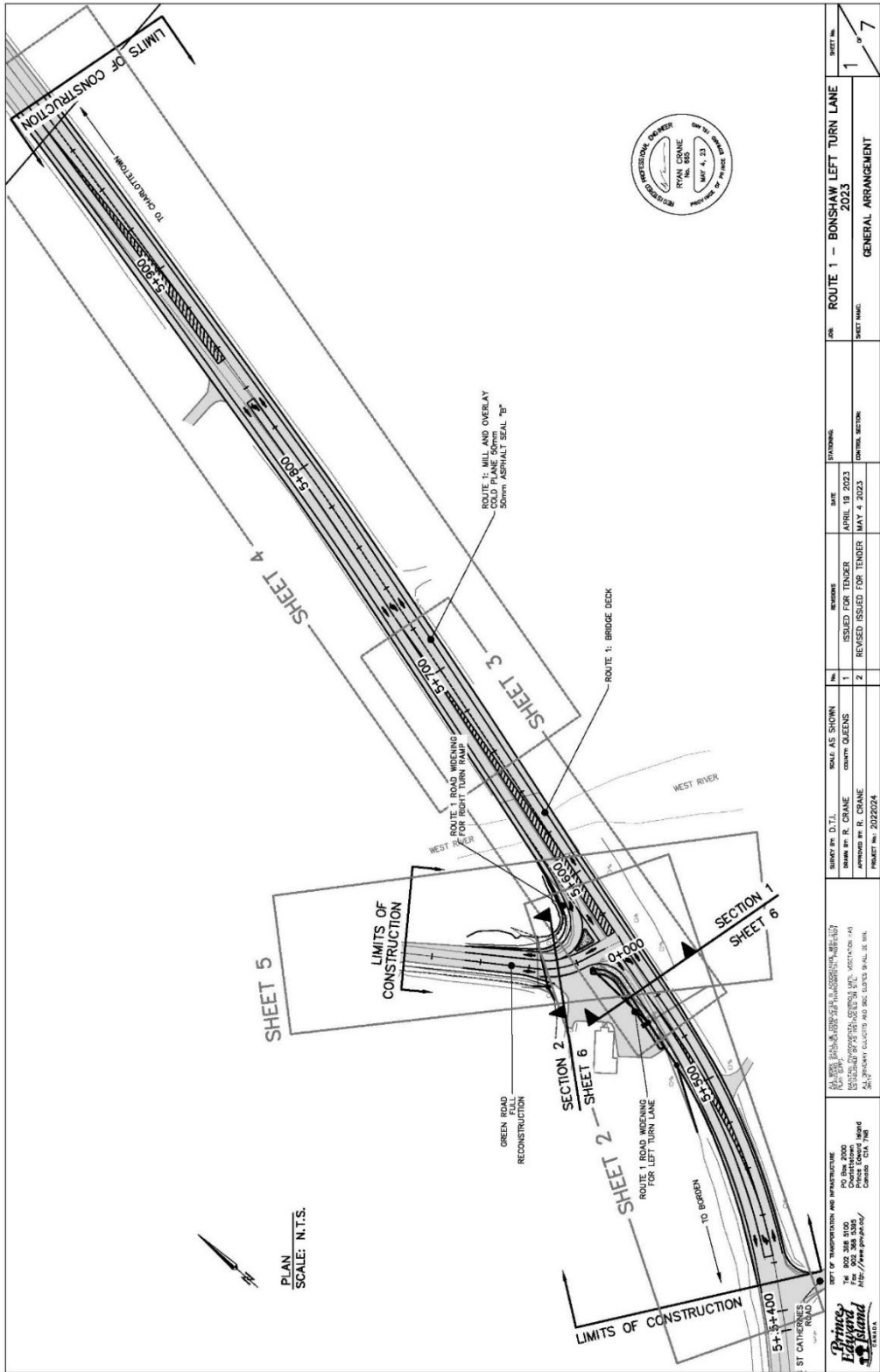
Appendix 5.9

The screenshot shows a web browser window with a table of planning decisions and a map below it. The browser's address bar shows the URL: <https://www.princeedwardisland.ca/en/feature/pei-planning-decisions#/service/PlanningDecisionsOnline/PlanningDecisionsOnlineViewId=38359>. The table contains the following data:

Community	FAIRVIEW
Application Type	Subdivision
Address	1887 RTE 19, FAIRVIEW
File Number	56708
Nature of Decision	Approved
PID	201509
Consolidation PIDs	
Decision Date	2023-05-10
Posted Date	2023-06-01
Last Appeal Date	2023-06-01
Application Details	Residential Single
Proposed Number of Lots	
Approved Number of Lots	
Approving Authority	Province of PEI

Below the table is a 'Planning Decision Map' showing a geographical area with a 'Feedback' button above it. The browser's taskbar at the bottom shows the time as 10:49 AM on 6/9/2023.

Appendix 5.10



SHEET BY: D.T.L. DRAWN BY: R. CRANE APPROVED BY: R. CRANE PROJECT No.: 2022024		SCALE: AS SHOWN COUNTY: QUEENS		NO. ISSUED FOR TENDER: 1 NO. REVISED FOR TENDER: 2		DATE: APRIL 19, 2023 DATE: MAY 4, 2023		JOB: ROUTE 1 - BONSHAW LEFT TURN LANE SHEET No.: 1 of 7 GENERAL ARRANGEMENT	
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