



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2023-07	Time	7:00 PM
Session	Regular - Public	Date	Thursday, October 12, 2023
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
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 7:30 PM.

- **Adoption & Approval of Agenda**

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

- **PTY.23.7.4 - Meals on Wheels**

The following topic was added to the circulated agenda by Councillor John Yeo:

- **EVT.23.7.1 - Upcoming Volunteer Appreciation/150 Celebration**

The agenda was approved as circulated, including any added items. It was moved by Deputy Mayor Shaun MacArthur and, seconded by Councillor Steve Pollard, unanimously carried.

- **Declarations of Conflict of Interest**

Nil.

- **Recommended Items**

- **WRC.23.7.1 - Interim Community Services Committee**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-59

Description:

The Council for the Rural Municipality will appoint an Interim Community Services Committee to help the transition from the current Board of Directors until such a time the legal and administrative aspect of forming the Community Services Board has been completed.

- **FIN.23.7.1 - Black Fly Program 2024**

Decision Type: Information

Status: Referred

Background:

Black Fly Program is currently only provided in New Haven/Riverdale per the unwritten amalgamation condition agreed by the Communities of West River Group.

Description:

The committee discussed the effectiveness of only treating one community, the benefits and cost of extending black fly abatement throughout the municipality and referred this item to the CAO to investigate and report back.

- **FIN.23.7.2 - Fire Due 2024-25**

Decision Type: Action

Status: Recommended

Background:

Since 2020, the Municipality has paid more than 45% of its annual property taxes for the Fire Dues to NRFD.

Description:

The Council for the Rural Municipality of West River approves maintaining the previous year's Fire Dues rate because of fiscal year budgeting purposes if the CAO does not receive the information from the NRFD by January 1, 2024, to the North River Fire Department.

▪ **FIN.23.7.3 - Bonshaw Hall Grant Request**

Decision Type: Action

Status: Recommended

Background:

FIN.23.6.4 & Bonshaw Hall application and respective Bylaw #2022-02 grant request evaluation checklist (Appendix 7.1, attached hereto, forming a part of this minutes).

Description:

The Council for the Rural Municipality of West River approves awarding a one-time \$2,000 grant to Bonshaw Hall Cooperative.

▪ **PTY.23.7.1 - Afton Community Center - Children's Halloween Party**

Decision Type: Action

Status: Not Recommended

Background:

The municipality received a request to waive the Afton Hall rental fee for a group to host a Children's Party on October 28.

Description:

The Committee decided that, at this time, the municipality is not prepared to meet this request.

- **OTR.23.7.1 Mutter Park Boundary Encroachment - Meeting Report**

Decision Type: Action

Status: Referred

Background:

PTY.23.6.2

Description:

Mayor Helen Smith-MacPhail presented a report from her September 24, 2023, meeting with the owner of the properties in question.

The committee referred this item to the CAO to move forward with the steps required to begin the process of boundary line adjustment.

- **OTR.23.7.1 - Special "Tree Planting Celebration" - 2BT**

Decision Type: Action

Status: Referred

Background:

RMWR is one of the first municipalities to receive funding under the federal 2 Billion Trees Grant. Our supplier has offered to host a tree-planting celebration.

Description:

The committee recommended that Mayor Helen Smith-MacPhail accept this offer and refer it to Robert Crawford to coordinate the event.

- **OTR.23.7.2 - Maritime Electric Tree Trimming**

Decision Type: Action

Status: Referred

Background:

A resident reached out to the municipality and requested that RMWR contact Maritime Electric regarding trees that are new electric lines in Fairview, Rocky Point and Rice Point.

Description:

The CAO spoke with Maritime Electric and was advised that the company has a plan in place to trim trees and is working on that plan. The Committee recommended that the CAO advise the resident to follow up with Maritime Electric if the concern persists.

- **PTY.23.7.4 - Meals on Wheels**

Decision Type: Action

Status: Not Recommended

Background:

Mayor Helen Smith-MacPhail was contacted by a resident requesting the use of the kitchen at Afton Community Centre one morning a week to support the Meals on Wheels program running in Cornwall and surrounding areas.

Description:

The Council for the Rural Municipality of West River authorizes the Chief Administrative Officer to waive the user fees for the Municipality-owned facilities for the not-for-profit organizations whose mandate is to increase food security or other similar uses subject to providing a certificate of insurance of a minimum of 2 million dollars and adding Rural Municipality of West River as an additional insured.

- **Informational Items**

- **EMO.23.7.2 - Additional Generators - NRF**

Decision Type: Information

Status: Received

Background:

Chied Anson informed the CAO that the North River Fire Department has obtained a number of small Generators from the Province. This was in response to Hurricane Fiona last year. The NRRFD would like to provide our community halls or potential gathering places for people in the event of another weather event, such as Fiona. These are 4000-watt generators capable of running a few lights and an appliance or two. The generators will be free of charge to your community.

Description

The Municipality received two generators from the North River Fire Department to assist with emergency response.

- **PTY.23.7.3 - Bonshaw Community Center - Substantial Completion Review**

Decision Type: Information

Status: Received

Description:

The Bonshaw Community Centre construction is nearing completion. The building will be open for use once the project is complete.

- **EVT. 23.7.1 - Upcoming Volunteer Appreciation/Canada 150 Celebration**

Decision Type: Information

Status: Received

Description:

Mayor Helen Smith-MacPhail updated the committee on the upcoming celebration, which will be held on October 22, 2023.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 8:35 PM.
- The next meeting will be on November 9, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix 7.1

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: August 6, 2023
- Group/ Organization Applying: Bonshaw Hall Cooperative

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

Criteria Part two			(1)	(0)			
Applicant registered Charity/Non-Profit/Non-Governmental			✓				
Applicant based within, operating within the Municipality			✓				
Scores	1 = Yes	0 = No					
Total Score Part Two (I)	2						
Criteria Part Three			(4)	(3)	(2)	(1)	(0)
Grant's reasoning clearly indicated				✓			
Public Benefit				✓			
Municipality's best interests			✓				
Financial Need				✓			
Community Showcase				✓			
Economic Development				✓			
Community Development			✓				
Scores	4 = A Great Deal	3 = Quite a Bit	2 = Somewhat	1= Very Little	0= Not at All		
Total Score Part Three(II)	23						
Evaluation:	Recommended to The Council: <u>✓</u>			Not Recommended to The Council: <u> </u>			
The application will be forwarded to the Council if it receives 50% of the maximum final scores [(I) + (II) ≥ 15]							

This evaluation checklist is for Staff/Council use only

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Appendix 7.1 – 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

Chief Administrative Officer (Print Name)

Laala Ja hanshahloo

Signature

Signature

Date of Evaluation: October 12, 2023

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