



Rural Municipality of West River Council Meeting Minutes

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|------------------------|--|-----------------------|------------------------------|
| Meeting No | 2023-08 | Time | 7:00 PM |
| Session | Regular - Public | Date | Thursday, September 28, 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 Ryan Roggeveen, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo – CAO, Susan Morse – Administrative Assistant | | |
| Regret | Nil | | |
| Guest | Michelle Burge, MRSB Auditor | | |

- **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 by Councillor John Yeo:

- **WRC.2023.8.5** - On-camera

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

- **Declarations of Conflict of Interest**

Nil.

- **Delegations & Public Input**

Nil.

- **Presentation**

- **FIN.2023.8.1 – MRSB – 2022-23 Financial Statements and Auditor's Report**

Michelle Burge from MRSB presented the 2022-23 Financial Statements and Auditor's Report. The Council thanked Ms. Burge for her thorough report and clear presentation.

- **Adoption of Previous Meeting's Minutes**

The minutes of June 22, 2023, Council Meeting were approved as circulated. It was moved by Councillor Ryan Roggeveen and, seconded by Deputy Mayor Shaun MacArthur, unanimously carried.

The minutes of July 27, 2023, Council Meeting, were approved as circulated. It was moved by Councillor Aaron MacEachern and, seconded by Councillor John Yeo, unanimously carried.

The minutes of September 14, 2023, Committee of Council Meeting were approved as circulated. It was moved by Councillor Lillian MacCannell and, seconded by Councillor Steve Pollard, unanimously carried.

- **Discussion Items**

- **WRC.2023.8.1 - Planning Board Appointment**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-57

Moved by Councillor Aaron MacEachern and **Seconded by** Councillor Steve Pollard

WHEREAS

According to Planning Act Section (9) (1), The Council of a municipality which has an official plan adopted under this Act or a previous Planning Act is responsible for the administration of the official plan within the boundaries of the municipality, and

WHEREAS

According to Planning Act Section (9) (3), The planning board has the following powers and duties:

- To investigate and survey the physical, social, and economic conditions in relation to the development of the municipality;
- To recommend to the Council, for its adoption, an interim planning policy;
- To prepare and recommend to the Council for its adoption a proposed official plan;
- To prepare and recommend to the Council proposed alterations and additions to the official plan; (e) to recommend to the Council bylaws in respect of the official plan;
- To hold public meetings;
- when requested by the Council so to do, to prepare estimates of the cost of any public work, improvement, or other project; and
- To perform such other duties of a planning nature as may be requested by the Council, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves taking the powers and duties of the Planning Board according to Planning Act Section (9) (3) and authorizes the CAO to notify the Minister in accordance with Planning Act Section (9) (6).

▪ WRC.2023.8.2 - Committee of Whole Meetings - Time Limit and Time Extension

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-58

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

According to the Procedural Bylaw # 2021-01, Section (6.5), the Council may, by resolution, establish a time limit for any meeting and may extend the time limit for any regular meeting with a unanimous vote in favour of the motion to extend the meeting, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

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

▪ **WRC.2023.8.3 - Community Services Board**

Decision Type: Action

Note:

On May 16, 2023, Mayor Helen Smith-MacPhail attended the Afton Community Centre BOD meeting to discuss a collaboration plan and possible way forward. The Mayor briefed the Council about combining the Afton and Bonshaw Board of Directors into one Community Services Committee. This Committee would take care of the two Community Centres and all the events, programming, hosting, and facilitating involvement with other volunteers within the community. This would save money simultaneously; both facilities will keep their non-profit status. Drafting a new Letter of Patent may be required for each or both community centers.

Status: Motion Carried (5-1)

Description: Motion 2023-59

Moved by Councillor John Yeo and **Seconded by** Councillor Lillian MacCannell

WHEREAS

According to the EC2020-485 Section (13) (k), operation of the Afton Community Centre continues in accordance with the requirements set in the incorporating documents for the Afton Community Centre Board of Directors until such time as the Council for the restructured municipality decides otherwise, and

WHEREAS

According to the EC2020-485 Section (13) (i), operation of the Bonshaw Community Hall continues in accordance with the requirements set in the incorporating documents for the Bonshaw Community Hall Board of Directors until such time as the Council for the restructured municipality decides otherwise, and

WHEREAS

To increase community engagement and provide the opportunity for all residents from all five former communities to participate and have a voice in the Board of Directors for both Afton Community Centre and Bonshaw Community Hall, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

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 this process.

▪ **WRC.2023.8.4 - Communities 13 Inc – Appointing Representative**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-60

Moved by Councillor John Yeo and **Seconded by** Councillor Aaron MacEachern

WHEREAS

Pursuant to Letters Patent of Communities 13 Inc. (May 31, 2001) section (2) (a), former communities of Afton, Meadowbank, New- Haven Riverdale and West River are among the thirteen communities incorporated to acquire, develop, build, maintain, and operate facilities to be used for recreational and other purposes for their residents, and

WHEREAS

According to Communities 13 Inc Bylaw#3, the subscribers to the memorandum of agreement hereto shall be members of the corporation, and

WHEREAS

According to Bylaws of Communities 13 Inc Bylaw#4, that each of the communities referred to in by-law 3 clause 2 shall be entitled to become a director of the Corporation, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

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.2023.8.2 - MCEG 2022-23 Allocation**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-61

Moved by Councillor Aaron MacEachern and **Seconded by** Councillor Lillian MacCannell

WHEREAS

According to Municipal Government Act subsection 152(2), the Council may authorize the expenditure of an amount of money provided for in an operating budget or capital budget,

other than an expenditure referred to in subsection 153(2), for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget, and

WHEREAS

The Municipality's actual revenue from 2022-23 MCEG was more than the projected amount in the 2022-23 approved Financial Plan, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

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) and authorizes the CAO to execute it.

▪ **FIN.2023.8.2 - 2023-24 Operating and Capital Budget - Revision I**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-62

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor John Yeo

WHEREAS

Pursuant to Motion#2023-61, the revenue from 2022-23 MCEG has been allocated toward Capital Project upgrades to Canoe Cove Park (58.1.1) and Bonshaw Community Cultural Centre Upgrades (32.1.1) projects funded by Gas Tax (CCBF), and

WHEREAS

According to Municipal Government Act section (154), where a council has authorized an expenditure pursuant to subsections 152(2) to (4), the Council shall by resolution revise,

quarterly, its operating or capital budget for that fiscal year to reflect the changes that resulted from Council's authorization, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves allocating the 2022-23 MCEG to a new expenditure item for (58.1.1) and (32.1.1) Capital Project, update the 2023-24 Financial Plan accordingly and authorizes the CAO to execute it.

▪ **FIN.2023.8.3 - Uncommitted Gas Tax Funding**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-63

Moved by Councillor John Yeo and **Seconded by** Councillor Lillian MacCannell

WHEREAS

PEI Infrastructure Secretariat informed the municipality has \$5,433 uncommitted funding due to the dissolution of Darlington's municipality, and

WHEREAS

The Bonshaw Community Cultural Centre Upgrades (32.1.1) project is nearing its completion, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Chief Administrative Officer to request the PEI Infrastructure Secretariat to transfer \$5,433 from uncommitted funds to the Bonshaw Community Cultural Centre Upgrades project (32.1.1).

▪ **FIN.2023.8.4 - MCEG (2022-2023) - Withdraw from Reserve Fund**

Decision Type: Action

Status: Motion Carried (6-0)

Background:

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Aaron MacEachern

WHEREAS

Pursuant to Motion#2023-61, the revenue from 2022-23 MCEG has been allocated toward Capital Project upgrades to Canoe Cove Park (58.1.1) and Bonshaw Community Cultural Centre Upgrades (32.1.1) projects, and

WHEREAS

On September 1, 2023, CAO submitted the MCEG 22-23 claim, and there is no definite timeline for receiving the fund from the Infrastructure Secretariat, and

WHEREAS

The upgrades to Canoe Cove Park (58.1.1) and Bonshaw Community Cultural Centre Upgrades (32.1.1) projects are ongoing and active, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

The Rural Municipality of West River authorizes the Chief Administrative Officer to withdraw \$50,000 from the "Community Priority and Contingency Reserve Fund," transfer it to the

Municipality's General Bank Account and replace it as soon as the 2022-23 Municipal Capital Expenditures Grant payment has been received.

▪ **FIN.2023.8.5 - Gas Tax Instalments (2023-2024) - Withdraw from Reserve Fund**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-65

Moved by Councillor Aaron MacEachern and **Seconded by** Deputy Mayor Shaun MacArthur

WHEREAS

The Municipality has four active and ongoing projects funded by CCBF (Gas Tax):

- Upgrades to Canoe Cove Park (58.1.1)
- Afton Recreation Centre Expansion (27.1.1)
- Bonshaw Community Cultural Centre Upgrades (32.1.1)
- Mutter Park Upgrades (57.1.1)

WHEREAS

By September 28, 2023, only the 2023-24 first CCBF instalments have been received, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

The Rural Municipality of West River authorizes the Chief Administrative Officer to withdraw \$45,000 from the "Community Priority and Contingency Reserve Fund," transfer it to the Municipality's Gas Tax Bank Account and replace it as soon as the 2023-24 second CCBF instalments have been received.

▪ **FIN.2023.8.6 - Initiate RFQ for Inman Park Parking Lot Upgrade (Gas Tax 58.1.1)**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2023-66

Moved by Councillor Aaron MacEachern and **Seconded by** Councillor Steve Pollard

WHEREAS

According to Motion#2022-52, The CAO received the required documents from SCL Engineering (Appendix A, attached hereto, forming a part of this resolution), and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

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.

▪ **FIN.2023.8.7 - 2 Billion Tree Program - Tree Supplier**

Decision Type: Action

Status: Motion Carried (6-0)

Background:

Description: Motion 2023-67

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Aaron MacEachern

WHEREAS

According to Motion#2023-51, Municipality applied for 2-Billion Trees Planting Program Funding, and

WHEREAS

On June 23, 2023, the 2 Billion Trees Project Support agreement for \$41,342.50 has been signed, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts the offer of Doiron's Landscaping & Garden Center to supply labour and materials (Appendix A, attached hereto, forming a part of this resolution) as part of the 2 Billion Tree program at the cost of \$22,652.21.00 plus HST and authorizes the Chief Administrative Officer to execute it.

- **FIN.2023.8.8 - CAO Spending Limits - Emergency Management Organization Expenditure**

Decision Type: Action

Status: Motion Carried (6-0)

Background:

Description: Motion 2023-68

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor John Yeo

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on September 14, 2023

BE IT RESOLVED

The Council for the Rural Municipality of West River approves that the CAO can follow Purchase Policy #2022-03 subsection (7.1) up to the maximum amount pre-budgeted for any expenditure on emergency management under the 2023-24 Financial Plan and authorizes the CAO to execute it accordingly: subject to the EMO Committee's request and approval.

- **Informational Items**

- **EVT.2023.8.1 - Report of Event Committee Meetings**

Decision Type: Information

Status: Received

Description:

The Council received the report of the Event Committee Meetings on July 19 and September 28, 2023.

- **EMO.2023.8.1 - Report of Emergency Management Committee Meetings**

Decision Type: Information

Status: Received

Description:

The Council received the report of the Emergency Management Committee Meetings on July 19, September 5, and September 28, 2023.

- **PLB.2023.8.1 - Report of Planning Board Committee Meetings**

Decision Type: Information

Status: Received

Description:

The Council received the report of the Planning Board Committee Meetings on July 24 and October 12, 2023.

- **PLB.2023.8.2 - RMWR OP&LUB – Report**

Decision Type: Information

Status: Received

Description:

The Council reviewed a report of all the received applications and issued permits as of September 28, 2023.

- A motion was made to extend the meeting at 8:34 PM. It was moved by Councillor John Yeo, seconded by Deputy Mayor Shaun MacArthur.

- **OTR.2023.8.1 - The 2023 FPEIM Semi-Annual Meeting**

Decision Type: Information

Status: Received

Description:

The 2023 FPEIM Semi-Annual Meeting will be held on Saturday, October 14, 2023, hosted by the City of Summerside. The deadline for registration is Friday, October 6, 2023.

- **OTR.2023.8.2 - In Camera**

The CAO left the meeting at 8:40 PM. A motion was moved by Councillor John Yoe and seconded by Deputy Mayor Shaun MacArthur; the meeting went on-camera to discuss CAO's performance evaluation. CAO joined the meeting at 8:50 PM at the Mayor's request.

- **Adjournment**

- Councillor Shaun MacArthur motioned to adjourn the meeting at 9:00 PM.
- The next meeting will be on October 26, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A - Motion 2023-67



ROBERT CRAWFORD
1552 PRINCE EDWARD ISLAND 19
NEW DOMINION, PRINCE EDWARD ISLAND
COA 1H6

Sales: Jeremy Doiron
1552 Prince Edward Island 19-New Planting
 1552 Prince Edward Island 19 New Dominion, Prince Edward
 Island COA 1H6

Est ID: EST4103689
Date: Aug-17-2023

| | |
|----------------------|--------------------|
| Tree Planting | \$22,650.21 |
|----------------------|--------------------|

Supply labor and material to plant

* 14 Red Oak

*25 White spruce Planting to take place at three locations in West River area

*20% off the cost of trees

| | | | |
|-----------------------|---------------------------------|--|--------------------|
| | Softscape Crew (3) | | |
| 14 each | Red Oak (Quercus rubra) WB | | |
| 25 each | White Spruce (Picea glauca) WB | | |
| 78 Each | Seafood Compost | | |
| 5 Each | Peat Moss Bale (3.0 Cubic Feet) | | |
| 3 Each | Fertilizer 8-12-12 / 25kg | | |
| 78 Each | T Bar Stakes - 7' | | |
| 78 each | Hose&Wire | | |
| Subtotal | | | \$22,650.21 |
| Taxes | | | \$3,397.53 |
| Estimate Total | | | \$26,047.74 |

Doirons Landscaping
 2 Day Avenue
 Charlottetown, Prince Edward Island
 C1c-1n1

P.902-368-1666

doironlandscaping.com
 parker@doironlandscaping.com

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Appendix A (Continued)- Motion 2023-67

- Deposit of 30% of Contract value is required at time of signing of contract.
- Remaining 70% due upon job completion
- Processing fee of 2% will be applied to any bill over \$5000 that is paid with credit card.
- All past due accounts will be charged at 2% monthly
- All permits are homeowner or contractors responsibility unless otherwise requested in writing and included in this contract .
- Underground services locators should be contacted and hired prior to any work being performed .
- Verbal request will not be accepted .
- This figure is an estimate, not a quote and is valid for 30 days
- Extra work and materials due to unforeseen reason will be homeowners responsibility

Contractor: Jeremy Doiron
Jeremy Doiron

Client: _____

Signature Date: 09/01/2023

Signature Date: _____

Email: Jeremy@doironlandscaping.com