



## Rural Municipality of West River ICSC Meeting Minutes

<b>Meeting No</b>	2023-01	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Monday, November 20, 2023
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adaptation status</b>	Approved	<b>Contact Person</b>	Laala Jahanshahloo - CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Lori Ashley, Bev MacIsaac, Laala Jahanshahloo – CAO, Eric MacArthur – Maintenance Manager, Cody MacDonald – Community Services, Kelly Taylor – Communications Officer, Susan Morse – Administrative Assistant		
<b>Regret</b>	Councillor Aaron MacEachern		
<b>Guest</b>	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 Deputy Mayor Shaun MacArthur and, seconded by Councillor Lillian MacCannell, unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Recommendation Items**

- **ICS.23.01.1 – Schedule of Fees**

**Decision Type:** Action

**Status:** Recommended

**Background:** According to Fees Bylaw#2021-11 subsection 6.1, the Rural Municipality of West River establishes fees to be charged for recreation, and this committee makes recommendations for fees, including rentals for Municipally owned facilities.

**Description:**

The committee recommended the following schedule of fees:

- Pricing Tiers: Residents of the Rural Municipality of West River get the listed pricing, and non-residents will pay double the amount payable by the residents.
- HST: A 15% Harmonized Sale Tax will be added to all the listed pricing
- Inman Park
  - No user fee for the public
  - First come, first serve
  - Any entity, other than individuals, who wants to use Inman Park should provide a certificate of insurance coverage of a minimum of 2 million dollars and have the Rural Municipality of West River as an additional insured.
- Afton Community Centre:
  - Main Hall:
    - \$200 deposit
    - \$25 per hour weekday; Minimum of 2 hours; Maximum of \$125 per weekday
    - \$30 per hour weekend; Minimum of 2 hours; Maximum of \$150 per weekend
    - Funeral \$50
  - Kitchen:
    - \$100 deposit
    - \$35 per rental
  - Bar:
    - Minimum of two bartenders, at \$50 each per rental
- Bonshaw Community Centre:
  - Upstairs:
    - \$200 deposit

- \$20 per hour weekday; Minimum of 2 hours; Maximum of \$100 per weekday
- \$25 per hour weekend; Minimum of 2 hours; Maximum of \$125 per weekend
- Funeral \$50
- Kitchen:
  - \$100 deposit
  - \$35 per rental
- Bar:
  - Minimum of two bartenders, at \$50 each per rental
- Office Space:
  - Minimum \$300 per month
- Mutter Park Sport Fields:
  - Ball Diamond:
    - \$20 per hour
    - \$300 per season for two time slots per week
  - Soccer Field:
    - \$20 per hour

▪ **ICS.23.01.2 – Parks Operation Hours**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee recommended the attached schedule (Appendix 1.1, attached hereto, forming a part of this minutes) to regulate the hours of operation for the municipality-owned parks.

▪ **ICS.23.01.3 – Insurance**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The committee recommends that any entity, other than individuals, who wants to use Inman Park should provide a certificate of insurance coverage of a minimum of 2 million dollars and have the Rural Municipality of West River as an additional insured.

- **Information Items**

- **ICS.23.01.4 – Transition from Afton and Bonshaw BOD - Updates**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2023-70

**Description:**

This committee has been tasked with facilitating the transition of management of Afton and Bonshaw Community Centres from their respective Board of Directors to the Rural Municipality of West River. Legal advice was requested from Municipality's Lawyer On Retainer.

- **Adjournment**

- Meeting adjourned at 9:20 PM.
  - The next meeting will be on January 9, 2023 at 7 PM.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor \_\_\_\_\_

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

**Appendix 1.1**

Name of Park		Dates of Operation	Hours of Operation	Liability
Inman Park	Gates	May 1 - October 24	Open 24 hours	The Rural Municipality of West River is not liable for any damage to person or property.
	Buildings	May 15 - September 30	8:00 AM to 8:00 PM	
Rice Point	Gates	June 1- September 30	8:00 AM to 8:00 PM	The Rural Municipality of West River is not liable for any damage to person or property.
Mutter Park	Fields	The gates will be opened only for the ball field and Soccer field users who coordinate with the RMWR after completing the required payments and paperwork.		The Rural Municipality of West River is not liable for any damage to person or property.
	Trail and Playground	There is no gated access either for trail or Legacy Park.		