



Rural Municipality of West River ICSC Meeting Minutes

Meeting No	2024-02	Time	7:00 PM
Session	Regular - Public	Date	Tuesday, January 23, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adaptation status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Lori Ashley, Bev MacIsaac, Laala Jahanshahloo - CAO, Cody MacDonald - Community Services Manager		
Regret	Councillor Aaron MacEachern		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:00 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The November 9, 2023, Interim Community Services Committee Meeting minutes were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur and, seconded by Bev MacIsaac, and unanimously carried.

- **Recommendation Items**

- **ICS.24.02.1 - Schedule Fees - Revision**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-78

Description: The committee recommended the following schedule of fees for Municipal Owned Facilities:

- 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 fees.
- Inman Park:
 - No user fee for the public
 - First come, first serve
 - Any entity, other than individuals, who want 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
 - Downstairs (Dart Room):
 - \$150 deposit
 - \$15 per hour weekday; Minimum of 2 hours; Maximum of \$75 per weekday
 - \$20 per hour weekend; Minimum of 2 hours; Maximum of \$100 per weekend
 - Dart Teams: \$2 per player plus bartenders wages per rental
- Bonshaw Community Centre:
 - Upstairs: \$200 deposit
 - \$25 per hour (Both Rooms); Minimum of 2 hours; Maximum of \$120
 - \$20 per hour (Big Room); Minimum of 2 hours; Maximum of \$100
 - 15 per hour (Small Room), Minimum of 2 hours; Maximum of \$75
 - Downstairs: \$100 deposit
 - \$10 per hour; Minimum of 2 hours; Maximum of \$50
 - Funeral \$50
 - Kitchen: \$100 deposit
 - \$30 per rental
 - Bar:
 - Minimum of two bartenders, at \$50 each per rental

- Office Space:
 - Minimum \$300 per month plus \$300 security deposit and Renters Insurance
- Tennis Table:
 - \$10 per rental for 2 hours; Maximum of \$50
- Mutter Park Sport Fields:
 - Ball Diamond:
 - \$20 per hour
 - \$300 per season for two "time slots" per week
 - Soccer Field:
 - \$20 per hour
- **ICS.24.02.2 - Keying System - Afton and Bonshaw Community Centers**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-59

Description:

The Committee recommended that access to Afton and Bonshaw Community Centers should be coordinated through the RMWR office and provided to users by the Community Service Manager.

- **ICS.24.02.3 - Afton Community Centre Website**

Decision Type: Action

Status: Referred

Background:

Motion#2023-59

Description:

As the Municipality has launched the online booking portal for Afton Community Centre on the RMWR's website, it was referred to the Afton BOD to decide to continue paying the cost of the Afton Community Centre domain.

- **ICS.24.02.4 - Insurance - Afton and Bonshaw Community Centers**

Decision Type: Action

Status: Referred

Background:

Motion#2023-59

Description:

The contents of Afton and Bonshaw Community Centers have been added to the Municipality's insurance. It was referred to the Afton BOD and Bonshaw BOD to decide regarding their own coverage as long as the boards are active.

- **ICS.24.02.5 - Pancake Breakfast**

Decision Type: Action

Status: Recommended

Description:

The committee recommended May 4, 2024, as the tentative date for the pancake breakfast.

- **Information Items**

- **ICS.24.02.6 - Transition from Afton and Bonshaw BOD – Bylaws**

Decision Type: Information

Status: Received

Background:

Motion#2023-59

Description:

The municipality needs more detailed discussions with the Afton and Bonshaw Community Centers Board of Directors as they are in charge of the money in their bank accounts, and it will stay with the boards until they decide how to move forward.

▪ **ICS.24.02.7 - Online Booking - Waiver**

Decision Type: Information

Status: Received

Background:

PTY.24.9.

Description

Release of responsibility waivers are included in the online booking process.

▪ **ICS.24.02.8 - Community Centers Rental Agreement- Event/ Long Term**

Decision Type: Information

Status: Received

Description:

The Community Services Manager presented an event and a long-term agreement for facility rentals. In addition to the office space rental, any other bookings require signing the contracts.

▪ **ICS.24.02.9 - Programming - Afton and Bonshaw Community Centers**

Decision Type: Information

Status: Received

Description:

The Community Services Manager has started the programming for the activities and is looking to rent out the facilities for both Afton and Bonshaw Community Centers.

▪ **ICS.24.02.10 - Revision of Terms of Reference**

Decision Type: Information

Status: Received

Background:

Motion#2024-02

Description:

The Council has added the responsibilities of the Event Committee to the scope of work of the ICSC.

• **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 8:45 PM.
- The next meeting is TBD.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____