



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2024-11	Time	7:00 PM
Session	Regular - Public	Date	Tuesday, March 12, 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 Aaron MacEachern, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo – CAO, Susan Morse – Administrative Assistant		
Regret	Councillor John Yeo		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:15 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor Lillian MacCannell, seconded by Councillor Aaron MacEachern, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Questions from the Audience and Public Input**

Nil

- **Recommendation Items**

- **FIN.24. 11.1 - Insurance 2024**

Decision Type: Action

Status: Referred

Background:

There is no other option for changing the company for the Municipality's insurance. RMWR, we can switch brokers to Peake & McInnis, a local island-owned and operated business. It would not save anything but would give a better customer experience with quicker response times and prompt service.

Description:

The Committee referred it to the CAO to change the municipality's insurance broker.

- **FIN.24. 11.2 - Grant Request**

Decision Type: Action

Status: Recommended

Background:

Grant Request Applications received from Bonshaw Women's Institute on March 7, 2024 (Appendix 11.1, attached hereto, forming a part of these minutes) and Long Creek Women's Institute on March 8, 2024 (Appendix 11.2, attached hereto, forming a part of these minutes). The RMWR's 2024-25 Financial Plan has a budget line of \$8,750.00 for the Community Building & Engagement Grant.

Description:

The Committee completed Schedule C for both applicants (Appendix 11.3, attached hereto, forming a part of these minutes) and recommended that the Council approves the following grants:

- The donation in kind will waive the rental cost of the Bonshaw Community Center for Bonshaw Women's Institute to hold their monthly meetings. This waiver is only for the WI meeting and cannot be used to hold any events by Bonshaw Women's. Any paid booking, the EMO/Emergency Reception Center activation, and the Election PEI rental period take priority.
- To award \$2,000 to Long Creek Women's Institute (although they requested \$1,500). They are the only center in RMWR holding AA meetings and, with a limited number of members, are making an impressive contribution to the community.

▪ **FIN.24. 11.3 - Community Centers Operating and Maintenance Cost**

Decision Type: Action

Status: Referred

Background:

Motion# 2023-59: From September 2023, RMWR has paid around 35K for maintenance and operation costs of both the Afton and Bonshaw facilities.

Description:

The Committee referred this item to the Interim Community Services Committee to invite the Afton and Bonshaw Community Centers' BOD and discuss the transfer of grants to RMAR paid by former Municipalities and RMWR to repair, upkeep, maintain and operate the facilities.

▪ **FIN.24. 11.4 - Transfer from Reserve Account to General Account**

Decision Type: Action

Status: Recommended

Background:

The RMWR received the statement of municipal taxes levied for the tax year 2023 on February 29, 2024, showing the Balance owed to the municipality as of December 31, 2023, is \$15,095.30.

Description:

The Committee recommended that the Council authorizes the CAO to transfer \$12,000 from the " Reserve Fund" to the Municipality's General Bank Account and replace it as soon as taxes levied for the tax year 2023 have been received.

- **FIN.24.11.5 - Bonshaw Community Center – Rental**

Decision Type: Action

Status: Referred

Background:

The Committee RMWR proposed a rental cost of \$ 5,500/month to EPEI. This cost will include power, heat/AC, and building cleaning during occupancy. They have been advised that they need to be flexible about the watershed group using their space and are willing to allow this.

The fee structure for the 2024 year is to rent half the room to the watershed group for \$500/month, utilities included, and the space for the shed included.

Description:

The Committee referred this item to the CAO to execute the rental agreements.

- **FIN.24.11.6 - CIVONUS Engagements Platform**

Decision Type: Action

Status: Referred

Background:

OTR.24.10.1

Description:

The Committee referred the item to the CAO to request a proposal from the CIVONUS Engagements Platform to explore the possibility of using it to increase community engagement in RMWR.

- **FIN.24.11.8 - COM 13 -Contribution to Capital Fund**

Decision Type: Action

Status: Not Recommended

Background:

APM requested an increase from \$14,539.00 to \$0.005 per \$100 of property tax assessment; 2024 will be \$21448.76.

Description:

The Committee denied this request and directed the CAO to inform Communities 13 Inc. that future requests must be received before the financial plan is approved.

- **PTY.24.11.1 - Rice Point Wharf - Fence**

Decision Type: Action

Status: Deferred

Background:

Motion#2024-18

Description:

The Committee deferred this item to the next meeting on April 11, 2024, for further discussion after visiting the site.

- **PTY.24.11.2 - Bonshaw Community Center Opening**

Decision Type: Action

Status: Referred

Description:

The Committee referred this item to the Interim Community Services Committee.

- **Informational Items**

- **EMO.24.11.1 - Fiona Claims – TimeLine**

Decision Type: Information

Status: Received

Background:

EMO.24.10.1

Description:

The CAO represented the RMWR's Fiona claim timeline (Appendix 11.4, attached hereto, forming a part of these minutes).

▪ **FIN.24.11.9 - 2024 - 2 Billion Tree Funding**

Decision Type: Information

Status: Received

Description:

RMWR applied for 2 Billion Tree Funding on February 22, 2024

▪ **FIN.24.11.10 - Seniors Community Meal Grant Pilot Program**

Decision Type: Information

Status: Received

Background:

For the Seniors Community Meal Grant Pilot Program, successful applicants can receive up to \$5,000. The grant can be used to cover the cost of food, delivery (fuel) expenses, honorarium for cooking/preparation staff and other miscellaneous equipment supplies (i.e. Hairnets, napkins, gloves, disposable cookware).

Description:

RMWR applied for this grant on March 4, 2024.

▪ **FIN.24.11.11 - Reception Centre Resiliency Funding**

Decision Type: Information

Status: Received

Background:

Motion#2024-05

Description:

RMWR submitted the final claim form for Community Revitalization Program (RCR) Funding Agreement #2345-20-R87 on March 12, 2024.

▪ **PTY.24.11.3 - Bonshaw Community Center - Notice of Name Change**

Decision Type: Information

Status: Received

Background:

PTY.2024.12.1

Description:

The document for Bonshaw Community Notice of Name Change was signed by the Mayor and CAO on March 11 and witnessed by the Municipality's Lawyer for the registrar of deeds for Queens County, province of Prince Edward Island.

▪ **OTR.24.11.1 - Community Fridge**

Decision Type: Information

Status: Received

Background:

[WRC#27](#)

Description:

The Committee received an update from the Community Fridge Organizers regarding the use of the fridge, the liability associated with the food being distributed, and the community's generosity. The Committee expressed interest in helping the Community Fridge Group by accepting donations on their behalf if they would be interested in that. The Committee invited the organizers to provide semi-annual updates in March and September.

- **OTR.24.11.2 - APM Expansion Committee**

Decision Type: Information

Status: Received

Background:

OTR.2024.12.2

Description:

Communities 13 Inc Expansion Committee accepted the invitation to attend the RMWR's Committee of the Whole meeting on April 11, 2024, to discuss the expansion to the APM facility.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 8:30 PM.
- The next meeting will be on April 11, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix 11.1



Grant Request Application

A - Applicant Information:

A.1. Group/ Organization Applying*: Bonshaw Women's Institute

A.2. Contact Person(s) *: ____

A.3. Address*: _____

A.4. Phone Number*: ____-____-____

A.5. Address*: _____

A.6. When was your group/organization established?

2008

A.7. Is your group/organization Not-For-Profit or Non- Governmental*:

Yes No

A.8. Is your group based in the Rural Municipality of West River? *:

Yes No

B – Grant Type:

B.1. What type of Grant is being

Monetary Grant (waiver) In-Kind Grant

B.2. Requested Grant Amount (If Monetary Grant Requested) *:

cost of rental for meeting for 10 meetings a year

B.3. Identify the requested goods, commodities, or services (If In-Kind Grant Requested)*:

Required fields are marked with asterisks (*)

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Appendix 11.1 (Continued)



Grant Request Application (Continued)

C - Reasoning for Request:

C.1. How will the grant be used? * (up to 100 Words)

The waiver will allow the Bonshaw Women's Institute to meet (at no cost) regularly at the Bonshaw Community Centre (monthly, September through June). (Usually ten regular meetings a year.)

C.2. Has your group/organization received any other funding for the purpose stated above?* (If the answer is "Yes," please provide the required information)

___ Yes, \$ _____ from _____ Date _____

No

C.3. Has your group/organization fundraised prior to this request for the purpose stated above?* (If the answer is "Yes," please provide the required information)

___ Yes, \$ _____ Date _____

No

C.4. How does your group/organization contribute to the community and its residents? (Up to 100 Words) *

Bonshaw Women's Institute enhances the community by sharing knowledge about home, family, and culture through education and collaboration. We welcome newcomers to the area, we offer small gestures of support when family events happen, and we host community events when possible. We have met at the Bonshaw Community Centre since we re-formed, for no charge, and appreciate the continued access.

Required fields are marked with asterisks (*)

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Appendix 11.1 (Continued)



Grant Request Application (Continued)

I Hereby Affirm and Declare to the Municipality That:

- a) By signing this application, I am confirming that all information stated above is true and accurate.
- b) By signing this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the Municipal Government Act, including the Access to Information and Protection of Personal Information Regulations. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.

Applicant Signature *:

Date of Application *: 2024-03-07

How to Submit Your Application;

- Online submission on the website: <https://www.westriverpe.ca/submit-application> or
- Email to admin@westriverpe.ca with "Grant Request" in the subject line, or
- Mail it to 1552-B Rte. 19, New Dominion, PE COA 1H6, or
- Deliver it to the Municipality office at Afton Community Center, MacEwen Room - 1552 Rte. 19, New Dominion, PE COA 1H6

Required fields are marked with asterisks (*)

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Appendix 11.2



Grant Request Application

A - Applicant Information:

- A.1. Group/ Organization Applying*: Long Creek W.D.
- A.2. Contact Person(s) *: Cheryl MacEwen
- A.3. Address*:
- A.4. Phone Number*:
- A.5. Address*:
- A.6. When was your group/organization established?
100+ years
- A.7. Is your group/organization Not-For-Profit or Non- Governmental*:
 Yes No
- A.8. Is your group based in the Rural Municipality of West River? *:
 Yes No

B – Grant Type:

- B.1. What type of Grant is being **Required fields are marked with asterisks (*)**
 Monetary Grant In-Kind Grant
- B.2. Requested Grant Amount (If Monetary Grant Requested) *:
\$1500.00 (CAN\$)
- B.3. Identify the requested goods, commodities, or services (If In-Kind Grant Requested)*:
N/A

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Required fields are marked with asterisks (*)

Appendix 11.2 (Continued)



Grant Request Application (Continued)

C - Reasoning for Request:

C.1. How will the grant be used? * (up to 100 Words)

The grant will be used to pay for snow removal, grass cutting, cleaning, property taxes and general repairs and hall supplies (toilet tissue, paper towels, garbage bags, etc.)

C.2. Has your group/organization received any other funding for the purpose stated above?* (If the answer is "Yes," please provide the required information)

Yes, \$ from Date

No

C.3. Has your group/organization fundraised prior to this request for the purpose stated above?* (If the answer is "Yes," please provide the required information)

Yes, \$ Date

No

C.4. How does your group/organization contribute to the community and its residents? (Up to 100 Words) *

AA Friends & Family Group use the hall every Sunday morning for meeting & breakfast. We treat the sick & shut-ins. Provide the hall free to community members, Baptist Church for family gatherings, receptions, birthday parties, etc.

Required fields are marked with asterisks (*)

Appendix 11.2 (Continued)



Grant Request Application (Continued)

I Hereby Affirm and Declare to the Municipality That:

- a) By signing this application, I am confirming that all information stated above is true and accurate.
- b) By signing this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the Municipal Government Act, including the Access to Information and Protection of Personal Information Regulations. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.

Applicant Name (Print) *:

Applicant Signature *:

Date of Application *: March 8, 2024

How to Submit Your Application;

- Online submission on the website: <https://www.westriverpe.ca/submit-application> or
- Email to admin@westriverpe.ca with "Grant Request" in the subject line, or
- Mail it to 1552-B Rte. 19, New Dominion, PE COA 1H6, or
- Deliver it to the Municipality office at Afton Community Center, MacEwen Room - 1552 Rte. 19, New Dominion, PE COA 1H6

Required fields are marked with asterisks (*)

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Appendix 11.3

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: March 7 2024
- Group/ Organization Applying: Bonshaw Women's Institute

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> <u> </u>	Not Recommended to The Council: <u> </u> <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)	26					
Evaluation:	Recommended to The Council: <u>✓</u> <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 11.3 (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: \$ _____

In-Kind Grant: To waive the rental cost of the Bonshaw Community Center to hold their monthly meetings

Committee Chair (Print Name)

Chief Administrative Officer (Print Name)

Signature

Signature

Date of Evaluation: March 12 2024

This evaluation checklist is for Staff/Council use only

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Appendix 11.3 (Continued)

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: March 8 2024
- Group/ Organization Applying: Long CreekWomen's Institute

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> <u> </u>	Not Recommended to The Council: <u> </u> <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)	27					
Evaluation:	Recommended to The Council: <u>✓</u> <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 11.3 (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: \$ 2000

In-Kind Grant: _____

Committee Chair (Print Name)

Chief Administrative Officer (Print Name)

Signature

Signature

Date of Evaluation: March 12 2024

This evaluation checklist is for Staff/Council use only

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Appendix 11.4

RMWR's Fiona Claim – Timeline					
Date	From	To	Subject	Context	Note
13/10/2022	RMWR	DFA/EMO	DFAP Letter of Intent - RMWR	<p>The damage sites and estimates include the following sites:</p> <ol style="list-style-type: none"> 1. Mutter Park \$1,500,000 2. Inman Park \$30,000 3. Legacy Park \$30,000 4. Rice Point Wharf \$20,000 5. Bonshaw Cemetery \$20,000 6. Upper Meadowbank \$5,000 <p>The administrative cost of Emergency Reception Centers:</p> <ol style="list-style-type: none"> 1. Food Distribution Center \$5,000 2. Equipment \$1,000 3. Location Rental \$2,000 4. Utility \$2,000 5. Staff \$5,000 6. Serving Meals \$30,000 	
18/10/2022	RMWR	Insurance	Fiona Damages - Insurance Claim	<p>RMWR has its property insurance coverage under Policy#C43186, purchased on March 25, 2022. Please confirm if we can claim these damages under our Policy#C43186. If the answer is "No," was there any insurance at the time of purchase of our original insurance that could be purchased to cover them?</p> <p>Hurricane Fiona damages to our properties include:</p> <ol style="list-style-type: none"> 1. Mutter Park—We have lost nearly 27 acres of our trees. The trail has been gone in that area due to fallen and damaged trees, and the fallen trees have blocked the access road to the sports fields. 2. Inman Park – Fallen trees blocked the access road, and the waves and strong wind created big holes in the rocks beneath the park and the cliff edge, intensified by shoreline erosion and landfill of the upper clay layer. We need to have a new Post & Chain Fence at least 5 feet back due to the danger of landfill 3. Legacy Park Playground – The fallen tree around and inside the playground. 	
18/10/2022	Insurance	RMWR	Fiona Damages - Denial of Insurance Claim	<p>Unfortunately there is no coverage for these items. We have insured the buildings and contents and can not offer coverage for the trees or erosion of shoreline, therefore the clean up costs would not be covered either. This is not something we are able to offer coverage on.</p>	
01/11/2022	RMWR	DFAA/EMO	Requesting Pre-Approval for Disaster Funding - Repair and Recovery	<p>Considering the busy time for all the related active firms and companies in the restoration field, we could finally get only one quote for each site. I have attached the quotes for your pre-approval before going ahead with the "Repair and Recovery Plan" as the Rural Municipality of West River operates on a limited budget and cannot afford the restoration alone. We cannot go ahead with contracts and face a situation the Province or Federal governments refuse to reimburse us. Please advise, as these quotes have a time limitation and need a deposit to start the work.</p>	
04/11/2022	RMWR	DFAA/EMO	Acknowledgement of Letter of Intent	<p>We encourage you to submit your claim once you have all of your completed documentation. Please record your expenses in the attached spreadsheet. As a reminder, you must submit copies of supporting documents (e.g. invoices, proof of payment, bank statements, etc.) for each line item in the spreadsheet.</p>	<p>Attachment</p> <ol style="list-style-type: none"> 1. Quotes for Inman Park Post chain 2. Insurance denial
24/11/2022	RMWR	DFAA/EMO	Follow Up - Requesting Pre-Approval for Disaster Funding - Repair and Recovery	<p>I am following up on the email sent on November 1, 2022, to see if there is any update, as both quotes had expiry dates, and there is no guarantee to get the same price or time frame for the repair and recovery.</p>	
24/11/2022	CAO Called EMO		Follow Up - Disaster		

Appendix 11.4 (Continued)

RMWR's Fiona Claim – Timeline					
Date	From	To	Subject	Context	Note
24/11/2022	RMWR	DFAA/EMO	Follow Up - DFAA Funding	Per our conversation and according to the DFAA spreadsheet, the submitted cost excludes (15%), please be advised the RMWR only gets a rebate for the GST portion (5%). Neither RMWR nor its EMO has been informed about any deductible for operating Emergency Reception Center before, during or after Fiona. RMWR, EMO and all the volunteers in our community did what was humanly possible to help, and it is unfair to burden our taxpayers by imposing deductibles or conditional reimbursement.	
24/11/2022	DFAA/EMO	RMWR	Disaster Funding - Repa	As a follow-up to our phone conversation today, we currently have an established process for municipalities to claim expenses through the Province and DFAA which I discussed with you on the phone previously. This involves an initial letter of intent (already received), followed by a formal claim including all eligible expenditures incurred by the municipality, which is then reviewed, approved and paid. If the expenses the municipality incur are DFAA eligible based on the Federal guidelines, there should be no problem with the Province issuing payment to the Municipality of West River once the final claim is submitted, reviewed and approved. Currently we do not have an established process to issue advance payments on municipality claims but we look into this as a Province and if this option becomes available it will be communicated. In terms of your question on the 10% non-refundable HST that municipalities pay on expenses; this has not been covered by DFAA claim payments in the past. We will inquire with our counterparts at Public Safety Canada to ensure the treatment of non-refundable HST on municipality claims is consistent with DFAA guidelines. I will be touch with any further updates that pertain to your email and phone request.	
24/11/2022	CAO Talked with Tanya		Follow Up - Approval for Disaster Funding		
20/01/2023	RMWR	DFAA/EMO	RMWR - Fiona Claim#1 Submission	Reaching back to you Leela as I understand that you had a discussion over the weekend with Tanya Mullally in reference to your Disaster Financial Assistance for West River.	
13/02/2023	DFAA/EMO	RMWR	No Subject	I know that you are needing some better information so that you can make decisions on repairs and recovery and what will be allowed through the program. I thought it would be helpful to outline what we would need in order provide further clarity. I will provide what you need in reference to Inman Park <ul style="list-style-type: none"> • If you could start by providing a breakdown, of the damage supported by photos (before and after) – I would suggest we start with the shoreline fencing at the park. • Provide copy of property insurance showing that the damage repairs is not insurable. Refer to Page 4 section 1.3 of the attached • Detailed quotes which outlines repairs for each cost related to the project (refer to page 5-6 of the attached) • Proof of ownership of the property copy of property tax or municipal maps I want to be clear that this in no way can provide you with a confirmation or predetermination of your claim however we hope that we can provide you with the best information for Council to make a decision. If you have other areas or properties needing repair we would need separate breakdowns of damages, quotes etc.	

Appendix 11.4 (Continued)

RMWR's Fiona Claim – Timeline					
Date	From	To	Subject	Context	Note
14/06/2023	RMWR	DFAA/EMO	RMWR & Fiona Response	<p>I am providing the following information and waiting for your advice as the facts speak for themselves:</p> <ul style="list-style-type: none"> RMWR has become a great example of a small municipality with limited resources but a strong will to serve and help. The following table shows a simple comparison: <p>RM of West River; Population (approx.) 3500 - Total Revenue 2022/23 (approx.) \$661,373 - # EMC = 2 - # Visitors (approx.) 4000 Charlottetown; Population (approx.) 15000 - Total Revenue 2022/23 (approx.) \$62,449,104 - # EMC = 3 - # Visitors (approx.) 390003</p> <ul style="list-style-type: none"> October 13, 2023 - the letter of intent was sent to PEI EMO. Response Cost: January 20, 2023 - the complete package for claim#1 for \$28,277.21 was submitted according to the PEI DFAP guide (edition of Sep 2022). January 26, 2023 - additional information request as it was sent on February 2, 2023. May 8, 2023 - Higher-resolution scan of some supporting documents was requested and provided on May 9, 2023. May 16, 2023 - RMWR received questions that were fairly answered in the previous correspondence, but another complete package was put together and sent back on May 23, 2023. May 31, 2023 - RMWR received a request to summarize all the provided information. This new request is not part of Appendix D of the PEI DFAP guide. Recovery Cost November 11, 2023 - EMO PEI was informed that considering MGA Section 1(53), the letter of intent, and the fact that RMWR operates on a limited budget and cannot afford the restoration alone and go ahead with contracts and we acknowledged compliance with the PEI DFAP guide for our claims. June 14, we are still waiting to receive our claim #1 (response cost) and claim#2 package (recovery cost) ready to submit, but uncertain if submitting a new claim makes the claim#1 process longer or not. The recovery process needs a clear timeline of submitting claims and getting reimbursed to ensure we can sign contractors to complete the clean-up, as the fire risk is high, and the residents have raised their concerns on several occasions, especially in Mutter Park. 	
14/06/2023	DFAA/EMO	RMWR	RE: RMWR & Fiona Response	<p>Laala – appreciate your patience as we navigate through all the Fiona DFAP claims. I am sure you can appreciate that as we worked through the claims we were required to frequently refer back to Public Safety Canada to get rulings and interpretations on the DFAA, this unfortunately slowed the processing of more complex claims. RMWR had some unique claim line items that required those particular rulings.</p> <p>I can confirm that we received the information you provided on May 31, 2023 as per our request. Your claim is going through the final review stage which we are hoping to have completed by June 19th, after that the claim and the eligible expenses will be sent to finance for your reimbursement.</p> <p>A note for awareness if you have all your documents for the #2 claim I would suggest that you submit that as soon as possible, noting it won't impact the processing for claim #1. We can't provide a timeline for completing that submission as it will depend on the complexity of the claim.</p> <p>Deduction was made based on "We asked Public Safety Canada for a review of the elevator cost and the kitchen equipment. As our guidelines mirror the federal guidelines, Public Safety Canada has made the determination these costs are not eligible under the program."</p>	
23/06/2023	DFAA/EMO	RMWR	Issued the Claim # 1, pa		
14/09/2023	RMWR	DFAA/EMO	RMWR - Fiona Claim#2	Submission \$58,629.95	

Appendix 11.4 (Continued)

RMWR's Fiona Claim – Timeline					
Date	From	To	Subject	Context	Note
25/09/2023	RMWR	DFAA/EMO	RMWR - Fiona Claim #2 Submission -	RMWR submitted the Claim#2 on September 14, 2023. Kindly confirm receiving the package and let us know if you need any other information to process it.	
25/09/2023	DFAA/EMO	RMWR	RE: RMWR - Fiona Claim #2 Submission -	We have received RMWR's Claim #2 package. We will be back with any additional information needed for processing.	
25/09/2023	DFAA/EMO	RMWR	RE: RMWR - Fiona Claim #2 Submission - Follow Up (Second Reply)	<p>Some additional information will be needed to process RMWR's claim:</p> <ul style="list-style-type: none"> • Before/after pictures of any damage, surveying, or clean-up services to be provided. • For personnel, all timesheets showcasing hours worked as well as an explanation of services provided. • Insurance documentation stating any clean-up work was not covered under RMWR's coverage. (e.g. Letter from insurance provider) • On top of insurance documents, could documentation be provided to showcase the properties that needed clean-up or surveying are under RMWR's ownership (e.g. Municipal Maps, MapCo Docs). 	New and additional information requested comparing with Claim #1
04/12/2023	RMWR	DFAA/EMO	New information Submitted for Claim #2	Please find the attached document and let me know if you need anything else to process the claim#2.	
04/12/2023	DFAA/EMO	RMWR	RE: New information Submitted for Claim #2	We will promptly review all files under Claim #2 for RMWR, and be back with anything additional needed.	
15/12/2023	DFAA/EMO	RMWR	RE: New information Submitted for Claim #2	<p>Thank you for your claim #2 submission, we do have some additional follow-ups.</p> <ul style="list-style-type: none"> • In regards to West River's Claim #2 Municipal Checklist, we will require a document of post-disaster description and pictures. • Concerning all Land/Boundary Line Surveys, we will require further explanation/reports as to the specific reason and application for the surveys. (Topographical, Drone Work) • As well as further explanation/report for the repairs to the slope line and any topsoil/seedling work. (Erosion, Relation to Fiona) • We ask for more detail surrounding the CAN TIRE #020 Receipt, and what repair the materials relate to. • Regarding the replacement of frozen foot wash cartridges, was this damage related to Fiona, and is the freezing of cartridges a regular occurrence over the winter months? • Concerning the fence repairs done by J.W. Gess Cemetery Services on Aug 08, 2023 – Was this a repair related to Hurricane Fiona? We appreciate the supplying of this information, and please do not hesitate to reach out if you need any further clarification. 	
19/12/2023	RMWR	DFAA/EMO	RE: RMWR - Fiona Claim #2 Submission -	Please find the attached files and let me know if you need anything else.	
20/12/2023	DFAA/EMO	RMWR	RE: RMWR - Fiona Claim #2 Submission -	Thank you for these documents, we will review and be back if anything additional is required.	
30/01/2024	RMWR	DFAA/EMO	RE: RMWR - Fiona Claim #2 Submission - Follow Up	RMWR is a small municipality with a limited budget. We have also paid Claim#2 from our operating account. At the same time, we have to settle for the Mutter Park clean-up from our account until we can submit the subsequent claim. This is putting a financial burden on our operation. Please advise us when we will receive our reimbursement.	
30/01/2024	DFAA/EMO	RMWR	RE: RMWR - Fiona Claim #2 Submission - Follow Up	<p>As we actively review West River's 2nd Claim, the one additional piece of information we are missing is insurance documentation surrounding the Claim #2 invoices.</p> <p>We require Documentation showcasing that this clean-up work has been deemed as an "Uninsurable loss" of the Municipality of West River.</p> <p>"Insurable Loss": insurance coverage for a specific hazard for the Municipality was available in the area. Your damages would be considered an insurable loss if coverage was available (whether or not you chose to purchase it).</p> <p>We would need documentation from the insurance company stating these items were not covered under West River's insurance policy and that insurance was not available.</p>	

Appendix 11.4 (Continued)

RMWR's Fiona Claim – Timeline					
Date	From	To	Subject	Context	Note
02/02/2024	RMWR	DFAA/EMO	RE: RMWR - Fiona Claim #2 Submission -	I have attached the document showing our claim was an Uninsurable loss. This document was sent to your office with a Letter of Intent and Claim #1. Please let me know if you need any other information to process our Claim#2.	
02/02/2024	DFAA/EMO	RMWR	RE: RMWR - Fiona Claim #2 Submission -	Thank you, this will help us in processing West River's Claim.	
07/02/2024	DFAA/EMO	RMWR	RE: RMWR - Fiona Claim #2 Submission - Follow Up	<p>We appreciate the details surrounding the Rural Municipality of West River's 2nd DFAA Claim.</p> <p>We have sent some questions up to Public Safety Canada concerning RMWR's Claim 2 surrounding eligibility, and are awaiting the answers to further process the claim.</p> <p>Additionally, we do have a few more follow-ups to gather the necessary info to abide by the DFAA Guidelines, as the DFAA program is specifically "evidence-based".</p> <ul style="list-style-type: none"> • In regards to the labor provided by Kevin MacArthur (\$100), was Kevin an employee of the municipality, or contracted out and invoiced the municipality? We would need a more detailed invoice explaining the services he provided. • We will also need a little more detail surrounding the foot wash cartridges: Can further explanation be given for what piece was broken away during Fiona, and how this affected the foot wash station to freeze up, unlike other winters before Fiona? • Insurance. <p>o As an evidence-based program, we understand Insurance Coverage was not available for "clean-up" work as a result of Hurricane Fiona, but we will need further insurance Explanation surrounding the "Fence Installations and Repairs" (Eastern Fence, JW Gass Cemetery Services Fence Work).</p> <p>o As per DFAA guidelines, Municipalities must report their damages to their insurance provider before submitting a claim to the DFA. Insurance deductibles and losses covered by insurance are not eligible under the program. When a disaster occurs, it is recommended that municipal staff review the municipality's insurance policy with a representative from its insurance provider.</p> <p>o Insurable losses are not eligible under the DFA.</p> <p>o Municipalities are required to submit documentation of insurance coverage. A denial letter from your insurance company is required for the damages being submitted under the claim. A detail of what damages, if any are covered by the policy and what damages are not covered under the Municipality's policy is required. If coverage was available for the damages not covered under the policy a detailed explanation as to why the municipality did not have this coverage. Additional information may be required from your insurance provider.</p> <ul style="list-style-type: none"> • Section 3.1.2 of the Federal DFAA Guidelines states that: The following categories are not eligible: costs of restoring or replacing items that were insured or insurable. Under the DFAA, insurable means that insurance coverage for a specific hazard for the individual, family, small business owner, or farmer was available in the area at a reasonable cost. Reasonable cost and availability are determined jointly by the province and the Public Safety Canada RD, with professional advice as required (e.g., insurance Bureau of Canada, regional insurance broker). 	

Appendix 11.4 (Continued)

RMWR's Fiona Claim – Timeline					
Date	From	To	Subject	Context	Note
13/02/2024	RMWR	DFAA/EMO	RE: RMWR - Fiona Claim #2 Submission Follow Up	<p>• In regards to the labor provided by Kevin MacArthur (\$100), was Kevin an employee of the municipality or contracted out and invoiced the municipality? We would need a more detailed invoice explaining the services he provided.</p> <p>RMWR has only one full-time employee. Kevin was hired on an hourly basis as part of the team for Fiona's response. As on the timesheet (Cmp#1065 – Package Claim#2) and in the pictures, the Meadowbank sign was damaged and fell during Fiona, and we had to restore it.</p> <ul style="list-style-type: none"> • We will also need a little more detail surrounding the foot wash cartridges. Can further explanation be given for what piece was broken away during Fiona, and how this affected the foot wash station to freeze up, unlike other winters before Fiona? It is an outdoor shower for Inman Park's beach, and during Fiona, the strong wind created cracks in the seams of the cover box, causing the protective shell to be displaced. Due to this issue, the piping and the cartridges were exposed to the elements, which have now been fixed. • Insurance • Per the Insurance Company email, there was no possibility of buying coverage for the damage, including the fence in Mutter Park and Post Chain in Inman Park. This document has been sent with the Letter of Intent, Claim #1 and Claim #2. I have included a picture of its content here. 	Pictures and Insurance denial email attached
15/02/2024	CAO called EMO		Follow Up - Claim #2	<p>Thank you for the phone call today, it is much appreciated!</p> <p>Just to recap our chat and outline the discussion our office has had with Public Safety Canada regarding West River's Claim #2:</p> <ul style="list-style-type: none"> • Insurance - We understand the challenges your Municipality has faced with your Insurance Company dealing with a merger and the difficulties getting in contact with a representative. • We will ask for a request to be made to obtain insurance files specifically related to the coverage of the Post Chain & Fencing, after discussion with Public Safety Canada, that evidence-based documentation will be required to be deemed eligible, as the Provincial and Federal DFAA Guidelines mirror each other, conclusive documentation showcasing the specific damage in question is strictly required for eligibility. • Invoice File '889' W.D Lawrence Architecture (Mutter Park Fiona Recovery Tendering Clean-up and Reforestation @ 2443 West River Road) Invoice File attached to email: <ul style="list-style-type: none"> o We will need a little further explanation/breakdown of this invoice, on which costs were for 'Clean-Up' and which costs were for 'Reforestation'. o Under DFAA Guidelines, it does not cover the 'Planting of new trees'. <p>We at PE EMO are committed to working together with the Rural Municipality of West River as we move towards finalizing your Claim #2, and any future claims submitted.</p> <p>We understand it can be a challenging process navigating the DFAA guidelines, and as every Municipality submitting claims must rigorously follow said guidelines, it can take time to make sure everything required is submitted, and guidelines are followed before Municipal Claims can be finalized.</p> <p>Again, I am available as a point of contact to discuss any of these points and bring more clarity to them, and am more than happy to have further discussion via phone or email.</p> <p>Your patience and detailed information submitted to date have been much appreciated, and we look forward to continuing working together as we move to finalizing West River's Claim #2.</p>	
15/02/2024	DFAA/EMO	RMWR	RE: Feb 15, 2024		

Appendix 11.4 (Continued)

RMWR's Fiona Claim – Timeline				
Date	From	To	Subject	Note
16/02/2024	RMWR	DFAA/EWO	RE: Feb 15, 2024	<p>Per our phone conversation, please find the requested information:</p> <ul style="list-style-type: none"> • The insurance company has been merged, and there is no one there to answer us. Still, on different occasions when RMWR sent this insurance response to your department, we did not get any comment on this matter, including the following dates: <ul style="list-style-type: none"> o Nov 1, 2022 (attached email including the email from the insurance company) o Response on Nov 24, 2022 (attached), meaning 15% is not covered, with no mention our insurance email is not acceptable. • Our only evidence is that our insurance policy did not cover our claim, and we did not get any reimbursement from them. We can provide you with our bank account statements. • Also, I specified the exact item of the post claim, and the insurance agent clearly stated it was not covered. • Inv#889 is for an ENG firm to provide Tendering documents; the Jargon does not mean actual work. It is preparing a tender/bidding paperwork as part of a professional engineering report. • If you decide to decline our claim or any part of that, please provide an official letter addressed to the Council of RMWR so we can move to the next step.
16/02/2025	DFAA/EWO	RMWR	RE: Feb 15, 2025	<p>We appreciate the reply, regarding these items:</p> <ul style="list-style-type: none"> • Insurance – Attached again will be a copy of the DFAA Municipal Guidelines, and highlighted will be the Insurance Requirements for every Municipality. (Pages 3/4) • Please also see Section 1.2 of the guidelines, Provincial and Municipal Roles and Responsibilities. (Page 3) • November 2022 email conversation and Letter of Intent – When Municipalities submit a Letter of Intent for uninsured damage estimates, the Letter only serves as a Municipality's intent to submit a claim under the DFAA program and is an estimate of uninsured damages as a result of the event. • Once a Municipality Claim is formally submitted, the claim is subject to rigorous review under these guidelines, and additional documentation (insurance, Proof of Payment, Invoices) may be required from the Municipality during the audit process, including clarity surrounding specific items (ie. Fencing). • INV#889 – We would need more details/explanation on what the 'Tendering' was for, and what actual work/clean-up services were a result of the Tendering Documents.
27/02/2025	RMWR	Insurance	Denial documentation requested	
01/03/2024	Insurance	RMWR	More information requested and provided by RMWR	
07/03/2024	RMWR	Insurance	Follow up Rural Municipality of West River (Hurricane Fiona disaster relief letter) - P30006694	
12/03/2024	No response has been received from the Insurance Company yet.			