



## Rural Municipality of West River Committee of the Whole Meeting Minutes

<b>Meeting No</b>	2024-10	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, February 8, 2024
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Laala Jahanshahloo - CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor Ryan Roggeveen, Councillor John Yeo, Councillor Lillian MacCannell, Laala Jahanshahloo – CAO, Susan Morse – Administrative Assistant		
<b>Regret</b>	Councillor Steve Pollard		
<b>Guest</b>	Robert Hughes		

- **Call to Order**

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

- **Adoption & Approval of Agenda**

The following topic was added to the circulated agenda by Deputy Mayor Shaun MacArthur:

- **WRC. 24.10.4** - Public Meeting's Storm Date

The agenda was approved as circulated, including any added items. It was moved by Deputy Mayor Shaun MacArthur, Seconded by Councillor Lillian MacCannell, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

Nil

- **Presentation**

- **OTR.24.10.1- Civonus presentation**

Robert Hughes presented Civonus to the Council. Civonus is an online tool designed to help Municipalities facilitate public participation in the development of policy and programming by helping:

- Governments and their citizens work collaboratively with other governments and their citizens to create common policies for common issues.
- Public Policy is made transparently with citizens' and stakeholders' deep and meaningful engagement.
- Policy decisions are more sustainable, equitable, inclusive, consensual, and evidence-informed.

- **Recommendation Items**

- **WRC.24.10.1 - Legal Review of the First Reading of Code of Conduct Bylaw**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Motion#2024-01

**Description:**

Mayor Helen Smith-MacPhail read the revised First Reading of the Code of Conduct Bylaw (#2024-01) prepared by the Municipality's Lawyer and recommended that the Council accepts the changes and proceed with this draft for the second reading of the Bylaw#2024-01.

- **WRC. 24.10.2 - Amendment - Abuse, Neglect and Harassment Policy**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Motion#2023-16

**Description:**

The Committee recommended that the Council accepts the correction of the typo in Section (6.4) Abuse, Neglect and Harassment Policy #2023-01 from "Everyone" to "No Individual."

▪ **FIN. 24.10. 1 - 2024-25 Financial Plan**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Motion #2024-03

**Description:**

The Committee recommended that the Council approves the proposed [2024-25 Financial Plan](#) as there was no negative feedback before or during the public meeting on February 6, 2024.

▪ **FIN.24.10.2 - 2024 Property Tax Rate**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Bylaw # 2021-14, FIN.24.9.1

**Description:**

The Committee recommended that the Council increases the 2024 Property Tax rate as follows:

- \$0.01 for Black Fly Program (Only for former Community of New Haven-Riverdale)
- \$0.01 for all Commercial properties (all five former communities)

- \$0.01 for all Non-Commercial properties for PEI Residents (all five former communities)
- \$0.04 for all Non-Commercial properties for Non - Residents (all five former communities)

▪ **FIN.24. 10.3 - 2024 Assessment Rolls/Tax Certificates**

**Decision Type:** Action

**Status:** Recommended

**Background:**

For the 2024 Municipal Assessments Rolls and Tax Certificates, Taxation and Property Records offers the option of receiving the documents via email as a PDF copy subject to signing, the Permission form to Send/Receive Confidential Information by E-mail.

**Description:**

The Committee recommended that the Council authorizes the CAO to sign the permission form but requests to receive Municipal Assessments Rolls and Tax Certificates in hard copy and digital format.

▪ **FIN.24.10.4 - Bonshaw Community Centre Improvement Project - Holdback Release**

**Decision Type:** Action

**Status:** Recommended

**Background:**

CAO has received the "Declaration of Field Review of Construction" letters from PEI Inspection Services for building design, plumbing, mechanical, and electrical (Appendix 10.1, attached hereto, forming a part of these minutes).

**Description:**

The Committee recommended that the Council release the holdback for the original contract and 14 change orders of \$ 130,737.12 plus HST for Bonshaw Community Center Improvement project.

- **FIN.24.10.5 - Black Fly Program 2024**

**Decision Type:** Action

**Status:** Recommended

**Background:**

FIN.2024.11.6

**Description:**

The Committee recommended that the Council accept the 2024 Proposal from Atlantic Bug Busters Inc. for the Black Fly treatment program for the former community of New Haven River-Dale at the cost of 16,500.00 HST included.

- **FIN.24.10.6 - Transfer from Reserve Account to General Account**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Bylaw#2021-15

**Description:**

The Committee recommended that the Council authorizes the CAO to transfer \$80,000 from the " Reserve Fund" to the Municipality's General Bank Account to cover the Mutter Park Fiona Clean Up Project and replace it as soon as any reimbursement has also been received to pay the final holdback for Bonshaw Community Centre project and Reception Centre Resiliency project and replace it as soon as Community Revitalization Program Funding has received.

- **PTY.24.10.1 - Mutter Park Improvement Project – Parking Drawings**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Motion #2022-53, Mutter Park Site Plan (Appendix 10.2, attached hereto, forming a part of this minutes).

**Description:**

The Committee reviewed the proposed drawing from SCL for the Mutter Park Parking area and access road and recommended that the Council approve the proposed plan as it authorizes an add-on for Motion#2022-53 as Fiona has changed the current existing solution of the park and project requirements.

- **OTR.24.10.2 - Volunteer Request - Posting on the Municipality's Website**

**Decision Type:** Action

**Status:** Recommended

**Background:**

RMWR frequently receives requests from third parties to post volunteer recruitment information on our website and social media.

**Description:**

The Committee recommends that the Council authorizes the CAO to decline any posting requests from third parties looking for volunteers from the community.

- **OTR.24.10.3 - Nespresso's Green Bag Recycling Solution**

**Decision Type:** Action

**Status:** Referred

**Background:**

Nespresso Canada is proud to announce that all communities in Prince Edward Island are joining our Green Bag program, a simple and effective recycling solution. Charlottetown, Summerside, Belfast and Alberton are just a few examples.

Nespresso Canada has partnered with Island Waste Management Corporation, the company responsible for sorting recyclables in your area, to ensure optimal recycling of its capsules and to make life easier for consumers. From now on, Nespresso Club members living in the communities concerned will be able to deposit their used Nespresso aluminum coffee capsules in a free, fully recyclable Green Bag and then place it in their recycling bin at home.

**Description:**

The Committee referred this item to the CAO to request more information and details about how this program works.

- **WRC. 24.10.4 - Public Meeting's Storm Date**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee recommended that the Council set storm dates for any public meetings when setting the original date. The original date will be cancelled, and the meeting will be held on the date set for Storm following the Public Schools Branch (PSB) at [Storm Closures](#).

When the weather is inclement. RMWR employees are to use their own discretion about commuting to the office, and if employees do not feel it is safe to commute, the office will be closed.

- **Informational Items**

- **WRC.24.10.3 - Council Code of Conduct Training**

**Decision Type:** Information

**Status:** Received

**Background:**

On February 7, 2024, Municipal Affairs provided the Code of Conduct Training status for each Council member as of today, February 7, 2024.

**Description:**

The CAO reminded the Council members that the deadline to complete the Code of Conduct Training is March 31, 2024. Completing the code of conduct training is a requirement of the Municipal Government Act Code of Conduct Regulations. Under the Regulations, members who do not complete the training on time are unable to function as a member of the Council and risk being disqualified.

- **EMO.24.10.1 - Fiona Claim #2 – Delay in Reimbursement**

**Decision Type:** Information

**Status:** Received

**Background:**

FIN.24.9.17

**Description:**

The EMOPEI responded to the follow-up email from Fiona claim#2 on January 30, 2024, with new requests for information, and the CAO provided the information on February 2, 2024.

- **FIN.24.10.7 - 2023 Planning Tax Credit**

**Decision Type:** Information

**Status:** Recommended

**Background:**

On July 20, 2023, the Minister of Housing, Land and Communities approved the new RMWR's Official Plan and Land Use Bylaw.



**Description:**

RMWR received a prorated planning tax credit of \$17,529.79 for 2023 for four former communities: Afton, Bonshaw, Meadowbank, and West River.

- **FIN.24.10.8 - CCBF/Gas Tax Funding**

**Decision Type:** Information

**Status:** Received

**Description:**

The RMWR has received the second installment of 2023-24 of CCBF/Gas Tax funding.

- **FIN.24.10.9 - Building Condition Assessment Reports**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2023-80

**Description:**

Colliers Project Leaders have completed the Building Condition Assessment report for RMWR-owned facilities. The final report has been posted on the Municipality's website [RMWR-BCA](#).

- **PLB.24.10.1 - Rezoning Request PID 818500 - Public Meeting**

**Decision Type:** Information

**Status:** Received

**Description:**

Public notice is hereby given that the Rural Municipality of West River will conduct a public meeting on February 15 at 5 PM at the Afton Community Centre located at 1552 Rte. 19, New Dominion, to consider the following:

The proposed amendments to the Official Plan and Land Use Bylaw would be to rezone PID # 818500 from Rural Area (RA) to Rural Residential (RR) zone to subdivide the parcel located at Shaws Wharf Rd, Saint Catherine's, PE COA 1H1 into 13 residential lots.

The meeting is open to the public, and all interested parties are encouraged to attend. Public comments and feedback about the proposal will be accepted until February 22 at 5 PM.

- **PTY.24.10.2 - Tree Canada - Support for Urban Forestry**

**Decision Type:** Information

**Status:** Received

**Background:**

RMWR has applied for one of the grants from Tree Canada to support tree planting (FIN.24.9.10, FIN.24.9.11). Tree Canada is gathering insights on how to offer more support for urban forestry in small and medium-sized municipalities.

**Description:**

Rob Crawford represented RMWR in the Tree Canada interview for the data-gathering process to inform them about the support for our community needs.

- **PTY.24.10.3 - Bonshaw Community Centre - Snow Guard**

**Decision Type:** Information

**Status:** Received

**Description:**

As the last step of completion of the Bonshaw Community Center Project, a 20' green snow fence from Vic West that matches the roof colour will be installed over the steel ribs (for the ram entrance) at the cost of \$800.00 + HST as non-contractual improvements.

- **OTR.24.10.3 - Fire Safety Act Consultation**

**Decision Type:** Information

**Status:** Received

**Description:**

The Department of Justice and Public Safety is consulting the public on changes to legislation, including replacing the Fire Prevention Act, the Rural Community Fire Companies Act, and the Firefighters Long Service Medal Act with a new Fire Safety Act.

The Federation is reviewing the legislation and will make recommendations to the Department of Justice and Public Safety and invite members to provide input as we go through that process.

- **OTR.24.10.4 - Community Service Bursary Volunteer Organization**

**Decision Type:** Information

**Status:** Received

**Description:**

The municipality applied for the Community Service Bursary program and received approval on February 2, 2024.

- **Adjournment**

- Councillor John Yeo motioned to adjourn the meeting at 8:25 PM.
- The next meeting will be on March 14, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor \_\_\_\_\_

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

## Appendix 10.1

### Declaration of Field Review of Construction

**Note:** This letter must be signed by a Licensed Architect or Professional Engineer as appropriate in accordance with the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1 or the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1, and must be submitted after completion of the project but before the occupancy permit is issued. A separate letter must be submitted by each architect, or professional engineer hired by the owner or prime consultant.

To: The authority having jurisdiction  
 Inspection Services 31 Gordon Drive P.O. Box 2000  
 Charlottetown, PE C1A 7N8  
 Address (print)

Date: January 10, 2024

Dear: Jon MacDonald, RSE

Re: 25 Green Road, Bonshaw, PE C0A 1C0  
 Address of project (print)  
Bonshaw Community Center Renovations  
 Name of project (print)

I hereby declare that:

1. I have fulfilled my obligations for Field Review of Construction as defined in the Letter of Undertaking and the Inspection Commitment Declaration; and
2. I have reviewed the work at intervals appropriate to determine substantial compliance with the design and all revisions thereto as accepted by the authority having jurisdiction for the following disciplines which I have checked and initialled.

- |  |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Building Design        | <input type="checkbox"/> Structural | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Mechanical                        | <input type="checkbox"/> Electrical | <input type="checkbox"/> Geotechnical |
| <input type="checkbox"/> Fire Detection/Suppression System |                                     |                                       |

<p><u>Wil Lawrence</u>          Print name </p> <p>Signature <u>W.D.Lawrence Architecture Inc.</u></p> <p>Print name of firm or company  <u>P.O. Box 21 Hunter River, PE</u></p> <p>Print address  <u>Mayfield, PE C0A 1N0</u></p> <p>Print Municipality      Postal Code  <u>902 620-1237      wdlarch@gmail.com</u></p> <p>Telephone      E-mail</p>	<p>(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)</p> 
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## Appendix 10.1 (Continued)

### Declaration of Field Review of Construction

**Note:** This letter must be signed by a Licensed Architect or Professional Engineer as appropriate in accordance with the *Architects Act*, R.S.P.E.I. 1988, Cap. A-18.1 or the *Engineering Profession Act*, R.S.P.E.I. 1988, Cap. E-8.1, and must be submitted after completion of the project but before the occupancy permit is issued. A separate letter must be submitted by each architect, or professional engineer hired by the owner or prime consultant.

To: The authority having jurisdiction Date: 2024-01-25  
 Inspection Services 31 Gordon Drive P.O. Box 2000  
 Charlottetown, PE C1A 7N8

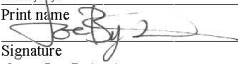
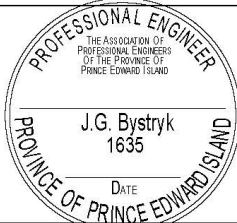
Address (print)  
 Dear: Jon MacDonald, RSE

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 Address of project (print)  
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- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Building Design                   | <input type="checkbox"/> Structural | <input checked="" type="checkbox"/> Plumbing |
| <input checked="" type="checkbox"/> Mechanical             | <input type="checkbox"/> Electrical | <input type="checkbox"/> Geotechnical        |
| <input type="checkbox"/> Fire Detection/Suppression System |                                     |  |

Joe Bystryk Print name <u>J. Bystryk</u> Signature  Orange Door Engineering Print name of firm or company 49 Water Street, 2nd Floor Print address Charlottetown C1A 1A3 Print Municipality Postal Code 902-388-7685 joe@orangedoor.org Telephone E-mail	 <p>PROFESSIONAL ENGINEER          THE ASSOCIATION OF          PROFESSIONAL ENGINEERS          OF THE PROVINCE OF          PRINCE EDWARD ISLAND</p> <p>J.G. Bystryk          1635</p> <p>DATE</p>
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## Appendix 10.1 (Continued)

### Declaration of Field Review of Construction

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To: The authority having jurisdiction Date: January 29, 2024  
Inspection Services 31 Gordon Drive, P.O. Box 2000  
Charlottetown, PE, C1A 7N8  
Address (print)

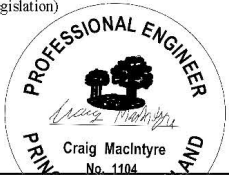
Dear: Jon MacDonald

Re: 25 Green Road, Bonshaw, PE, C0A 1C0  
Address of project (print)  
Bonshaw Community Center Renovations  
Name of project (print)

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- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Building Design                   | <input type="checkbox"/> Structural            | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Mechanical                        | <input checked="" type="checkbox"/> Electrical | <input type="checkbox"/> Geotechnical |
| <input type="checkbox"/> Fire Detection/Suppression System |  |                                       |

<p><u>Craig MacIntyre</u>  <small>Print name</small></p> <p><u><i>Craig MacIntyre</i></u>  <small>Signature</small></p> <p><u>EA Engineering</u>  <small>Print name of firm or company</small></p> <p><u>PO Box 594</u>  <small>Print address</small></p> <p><u>Charlottetown</u> <u>C0A-1T0</u>  <small>Print Municipality Postal Code</small></p> <p><u>(902) 394-0881</u> <u>craig@eaeng.ca</u>  <small>Telephone E-mail</small></p>	<p>(Affix below the seal of the licensed architect or professional engineer as appropriate in accordance with provincial legislation)</p> <div style="text-align: center;">  <p><b>PROFESSIONAL ENGINEER</b>  <small>Craig MacIntyre</small>  <b>PRINCE EDWARD ISLAND</b>  <small>No. 1104</small></p> </div>
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# Appendix 10.2



- 1. CONFORMANCE TO LOCAL, STATE AND FEDERAL REGULATIONS.
- 2. THE DESIGN IS BASED ON THE INFORMATION PROVIDED TO THE ENGINEER BY THE CLIENT. THE ENGINEER HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE INFORMATION PROVIDED TO THE CLIENT AND HAS FOUND NO OBVIOUS DISCREPANCIES. THE CLIENT IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE ENGINEER.
- 3. THE ENGINEER HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE INFORMATION PROVIDED TO THE CLIENT AND HAS FOUND NO OBVIOUS DISCREPANCIES. THE CLIENT IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE ENGINEER.
- 4. THE ENGINEER HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE INFORMATION PROVIDED TO THE CLIENT AND HAS FOUND NO OBVIOUS DISCREPANCIES. THE CLIENT IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE ENGINEER.

SYMBOL	DESCRIPTION
[Symbol]	NEW EXISTING CONCRETE
[Symbol]	NEW EXISTING ASPHALT
[Symbol]	NEW EXISTING GRAVEL
[Symbol]	NEW EXISTING SAND
[Symbol]	NEW EXISTING DIRT
[Symbol]	NEW EXISTING VEGETATION
[Symbol]	NEW EXISTING WATER
[Symbol]	NEW EXISTING UTILITIES

**S&E**  
**Engineering Group Inc.**  
 1000 Highway 101 West  
 Suite 100  
 West River, ND 58075  
 Phone: (701) 585-3333  
 Fax: (701) 585-3334  
 Email: info@sandesign.com

Project No.	MUTTER PARK WEST RIVER RD, ND
Client	ONECALL PLAN VIEW
Scale	AS SHOWN
Date	2023
Drawn By	...
Checked By	...
Project Manager	...

# Appendix 10.1 (Continued)

**1 SELECT BORROW SECTION**

**2 CRUSHED ASPHALT SECTION**

**3 DRAINAGE SWALE DETAIL**

**4 STURABLE CHECKDAM DETAIL**

**5 SILT FENCE DETAIL**

**NOTES:**

1. CONSTRUCTION TO MEET LOCAL AND STATE REQUIREMENTS FOR EROSION CONTROL AND SEDIMENTATION.
2. CRUSHED ASPHALT SHALL BE 1/2" MAXIMUM SIZE, 100% PASSING NO. 20, 10% PASSING NO. 40, 5% PASSING NO. 60, 1% PASSING NO. 100, 0.075% PASSING NO. 200, 0.075% PASSING NO. 425.
3. DRAINAGE SWALE SHALL BE 1/2" DEEP AND 1:1 SLOPE.
4. STURABLE CHECKDAM SHALL BE 1/2" DEEP AND 1:1 SLOPE.
5. SILT FENCE SHALL BE 1/2" DEEP AND 1:1 SLOPE.

**REVISIONS:**

NO.	DATE	DESCRIPTION
1	2023/02/08	ISSUED FOR PERMIT
2	2023/02/08	ISSUED FOR PERMIT
3	2023/02/08	ISSUED FOR PERMIT
4	2023/02/08	ISSUED FOR PERMIT
5	2023/02/08	ISSUED FOR PERMIT

**PROJECT INFORMATION:**

PROJECT NO: WRTTTS PARK  
 WEST RIVER RD, PH  
 STANDARD DETAILS

DATE: 2023/02/08

SCALE: AS SHOWN

DESIGNED BY: [Name]

CHECKED BY: [Name]

APPROVED BY: [Name]

**CONTACT INFORMATION:**

**CEI Engineering (2005) Inc.**  
 1000 Highway 101, Suite 100  
 West River, ND 58078  
 Phone: 701.785.1234  
 Fax: 701.785.1235  
 Email: info@cei-engineering.com