



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2024-13	Time	7:00 PM
Session	Regular - Public	Date	Thursday, May 9, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Center
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Susan Morse - Administrative Assistant		
Regret	Deputy Mayor Shaun MacArthur		
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 Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil.

- **Recommended Items**

- **FIN.24.13.1 - Delegation of Signing Authority**

Decision Type: Action

Status: Recommended

Background:

Under Municipal Government Act Section (94)(1), the CAO has delegated her duties to Cody MacDonald, the Community Services Manager.

Description:

The Committee recommends that the Council appoint Cody MacDonald, the Municipality's Community Services Manager, as authorized signer on all the municipality's bank accounts at the Charlottetown Branch of Provincial Credit Union in the absence or incapacity of the CAO.

▪ **FIN.24.13.2 - Annual Expenditure Report CCBF - 2023-24**

Decision Type: Action

Status: Recommended

Background:

MRSB has completed the Annual Expenditure Report CCBF - 2023-24 audit for both MCS and CIP projects. According to the auditor reports, the Rural Municipality of West River complies, in all material respects, with the criteria established by the terms and provisions described in signed agreements.

Description:

The Committee recommends that the Council authorize the CAO to sign the final Annual Expenditure Report (AER) of CCFB's former Gas Tax as all the committed funds have been expended.

▪ **FIN.24.13.3 – 2-Billion Trees Planting Program**

Decision Type: Action

Status: Recommended

Background:

The federal government has set a goal to plant two billion trees in Canada over ten years. These trees will help restore nature, create healthy forest ecosystems, and increase carbon capture nationwide. The Municipality applied for the second round of this funding on February 21, 2024.

Description:

The Committee recommended that the Council sign this agreement to receive the PEI 2-Billion Trees funding.

- **FIN.24.13.4 - Jobs for Youth Program**

Decision Type: Action

Status: Recommended

Background:

The Municipality applied for this funding on March 6, 2024.

Description:

The Committee recommended that the Council sign this agreement to receive funding for one summer student through a provincial wage subsidy.

- **FIN.24.13.5 - Solar Panels Funding**

Status: Recommended

Background:

The province and federal governments are offering several avenues of funding for installing solar panels, which will decrease one's environmental footprint and, in the meantime, save on electricity bills.

Description:

The Committee recommended that the Municipality apply for both programs and, if approved, sign this agreement to receive funding to install solar Panels for any of the Municipal Owned Buildings.

- **FIN.24.13.6 - Reception Centre Resiliency - Funding**

Status: Recommended

Background:

The Municipality applied to receive funding via the PEI Reception Centre Resiliency Funding program for 2024-25. The Reception Centre Resiliency Fund is a financing sub-stream offered under the Community Revitalization Funding Stream of the Rural Growth Initiative Program.

Description:

The Committee recommended that the Municipality apply for the PEI Reception Centre Resiliency Funding program for 2024-25 and, if approved, sign this agreement to receive funding.

- **FIN.24.13.7 - Grant Request**

Decision Type: Action

Status: Recommended

Background:

The Municipality received a Grant Request Application from The Community Fridge organizers requesting a waiver of the rental cost of using a room at the Afton Community Center for their monthly meeting in 2024.

Description:

The Committee completed Schedule C of Bylaw#2022-02 for the applicants. It recommended that the Council approve a donation in kind to waive the rental cost of using available space in Afton for the Community Fridge team's monthly meetings.

- **FIN.24.13.8 - Equipping Municipal Meeting Facility**

Decision Type: Action

Status: Referred

Background:

WRC.24.12.1

Description:

The Committee discussed concerns about needing a permanent space equipped for Council and Committee meetings. The meeting facility must be accessible to public attendees and furnished appropriately as a meeting room. As the meeting space does not exist, the Committee recommends that space at the Afton Community Centre be designated and reserved for meetings. The Committee also referred to the CAO to investigate acquiring furnishings to equip the space suitably.

- **FIN.24.13.9 – Fire Dues 2024-25**

Decision Type: Action

Status: No Action Required

Background:

RMWR has not received the invoices for 2024 fire dues as of May 9, 2024.

Description:

The Committee decided no action was required, and the CAO awaits notification of Fire Dues from the NRRFD.

- **WRC.24.13.1 – Communication – Training / Newsletter / Website / Social Media**

Decision Type: Action

Status: Referred

Description:

The Committee referred this task to the CAO to facilitate Council and Municipal staff receiving training in public communications and plan to communicate more with residents, including, but not limited to, a newsletter, website Q&A, etc.

- **Informational Items**

- **EMO.24.13.1 - Fiona Claims – EMO PEI Meeting**

Decision Type: Information

Status: Received

Background:

EMO.2024.14.2

Description:

The Mayor, Deputy Mayor, CAO, and MLAs for Districts 16 and 17 met with the Director of Emergency Management regarding the only 20% reimbursement of RMWR's Claim#2.

- **EMO.24.13.2 - Reception Centre Information and Training Session**

Decision Type: Information

Status: Received

Description:

Deputy Mayor Shaun MacArthur and Councillor Lillian MacCannell, CAO and Municipal Staff, attended a Reception Centre Information and Training Session on May 7, 2024. Deputy Mayor Shaun MacArthur participated in a panel discussion about the operation of an EMO Reception Centre and Emergency Preparedness Planning.

- **FIN.24.13.10 - CRA Registration for Charging and Remitting GST and HST**

Decision Type: Information

Status: Received

Background

Motion# 2023-59

Description:

The Municipality is now registered to charge and remit GST/HST.

- **FIN.24.13.11 - Celebrate Canada Funding Decision**

Decision Type: Information

Status: Received

Background

Motion# 2023-83

Description:

\$2400 was received from the Celebrate Canada Funding. The Interim Community Services Committee has begun planning for Canada Day Celebrations.

▪ **FIN.24.13.12 - Canada Summer Jobs**

Decision Type: Information

Background

Motion# 2023-82

Status: Received

Description:

Funding has been received under a wage subsidy for a summer student employment position through Canada Summer Jobs.

▪ **OTR.24.13.1 - Consultation on Disclosure of Records - FOIPP**

Decision Type: Information

Status: Received

Background:

PEI access and privacy services office requested the following information under FOIPP:

- The amount of funding provided by the Government of PEI under the Grants-in-Lieu of Property Taxes Program, including the amount for each type of eligible infrastructure and the total grant received by the municipality (Period: January 1, 2023, to April 9, 2024.)
- Property tax assessment (Period: January 1, 2023, to April 5, 2024.)

Description:

The Rural Municipality of West River’s Access to Information and Protection of Personal Information Bylaw # 2021-05 authorizes the release of assessment information.

- **OTR.24.13.2 - FPEIM Annual Meeting - 2024**

Decision Type: Information

Status: Received

Description:

Mayor Helen Smith-MacPhail, Councillor John Yeo, CAO, Development Officer and municipal staff attended the 2024 FPEIM Annual Meeting.

- **Adjournment**

- Councillor Ryan Roggeveen to adjourn the meeting at 8:00 PM, it was seconded by Councillor Lillian MacCannell, and unanimously carried.
- The next meeting will be on June 13, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____