



Rural Municipality of West River Council Meeting Minutes

Meeting No	2024-14	Time	7:00 PM
Session	Regular - Public	Date	Thursday, April 25, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Susan Morse - Administrative Assistant		
Regret	Nil		
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 Councillor Steve Pollard, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of March 19, 2024, Council Meeting were approved as circulated. It was moved by Councillor Ryan Roggeveen, seconded by Councillor Lillian MacCannell and unanimously carried.

The minutes of April 11, 2024, Committee of Council Meeting were approved as circulated. It was moved by Councillor John Yeo, seconded by Councillor Aaron MacEachern, and unanimously carried.

- **Discussion Items**

- **FIN.2024.14.1- Awarding Grant - April 2024**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-33

Moved by Deputy Mayor Shaun MacArthur, and **Seconded by** Councillor Steve Pollard

WHEREAS

Under Municipal Grant Bylaw #2022-02, the Committee of the Whole reviewed the grant request application and completed Schedule C for St. Catherine's Women's Institute, Meadowbank Women's Institute, Canoe Cove Community Association, The GooRoos Group, and the Central Queens Branch of the PEI Wildlife Federation (CQWF), and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on April 11, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves awarding a one-time grant for each applicant from the 2024-25 operating budget as follows and authorized the CAO to execute it:

- An in-kind donation to the GooRoos group to waive the rental cost of using available space in Afton so that the GooRoos can rehearse.
- An in-kind donation to CQWF for office space rental costs in Bonshaw Community Center, only for this year, will decrease it from \$500+HST to \$250, including HST.
- \$2,000 to St. Catherine's Women's Institute.
- \$1,000 to Meadowbank Women's Institute.
- \$2,000 to Canoe Cove Community Association.

- **FIN.2024.14.2- CIVONUS Engagements Platform**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-34

Moved by Councillor John Yeo, and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

The Committee of the Whole heard a presentation about Civonus as an online tool designed to help Municipalities facilitate public participation in the development of policy and programming on February 8, 2024, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on April 11, 2024

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts Civonus's proposal (Appendix A - attached hereto, forming a part of this resolution) at \$7500 plus HST and authorizes the CAO to execute it.

BE IT RESOLVED

The contract will be paid from the budget allocated for Professional Fees (50%) and Official Plan (50%).

- **FIN.2024.14.3- Bonshaw Community Center Project - Deficiency Holdback Release**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-35

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Lillian MacCannell

WHEREAS

According to Motion#2024-25, the Council for the Rural Municipality of West River approved the release of the holdback for the original contract and 14 change orders for the Bonshaw Community Center Improvement project, and

WHEREAS

According to Motion #2021-55, the project admin approved the release of the deficiency holdback (Appendix A, attached hereto, forming a part of this resolution), and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole, as discussed at a meeting held on April 11, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River approved the release of the deficiency holdback for \$20,000 plus HST for the works that were not entirely completed by the trades by January 31, 2024, in the Bonshaw Community Center Improvement project and authorized the CAO to execute it.

▪ **FIN.2024.14.4 - Seniors Community Meal Grant Pilot Program Agreement**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-36

Moved by Councillor John Yeo and **Seconded by** Councillor Steve Pollard

WHEREAS

The municipality applied for the Seniors Community Meal Grant Pilot Program on March 4, 2024, and received approval from the Department of Social Development and Seniors for \$5,000 on March 21, 2024, and

WHEREAS

According to the Municipal Government Act Subsection (156) (5), a council may, by resolution, authorize the chief administrative officer alone to sign contracts and agreements, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole, as discussed at a meeting held on April 11, 2024,

BE IT RESOLVED

The Council acknowledges that signing this agreement to participate reflects the municipality's understanding of shared objectives and terms established by the 2024 Seniors Community Meal Grant Pilot Program Funding Agreement between the Government Province of PEI and the Rural Municipality of West River and authorizes the CAO to sign the necessary documents and contracts on behalf of the Municipality.

- **FIN.2024.14.5 - Grass Cutting**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-37

Moved by Councillor Steve Pollard and **Seconded by** Deputy Mayor Shaun MacArthur

WHEREAS

The Committee reviewed the received quotes and the scope of work according to Policy# 2022-03, also including the history of the vendor services, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole, as discussed at a meeting held on April 11, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts the proposal from J W Gass Cemetery Services for lawn-cutting services for the 2024 season for weekly/biweekly services for Afton Community Centre, Roy Mutter Recreation Fields, Legacy Park, Rice Point, Bonshaw Community Centre, and Bonshaw Cemetery at a cost of \$13,685.00 (including HST) and authorizes the CAO to execute it.

- **FIN.2024.14.6 - Community Revitalization Program – Playgrounds Construction**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-38

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

The Municipality has applied to receive funding to build playgrounds at Afton Community Center and Bonshaw Community Center through the Community Revitalization Program funding program, and

BE IT RESOLVED

The Council acknowledges that by applying to this grant, the Municipality's understanding of shared objectives and terms established by the Community Revitalization Program Funding Agreement between the Government Province of PEI and the Rural Municipality of West River and authorizes the CAO to sign the necessary documents and contracts on behalf of the Municipality.

- **PLB.2024.14.1 - Bylaw #2024-02 - RMWR OP Amendment - PID 818500**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-39

Moved by Councillor John Yeo and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Official Plan, be read and approved a first time on March 19, 2024,

BE IT RESOLVED

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Official Plan, be read and approved a second time.

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-40

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor John Yeo

WHEREAS

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Official Plan, be read and approved a first time on March 19, 2024, and

WHEREAS

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Official Plan, be read and approved a second time on April 25, 2024,

BE IT RESOLVED

That the Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Official Plan, be adopted by the Council.

- **PLB.2024.14.2 - Bylaw #2024-03 - RMWR LUB Amendment - PID 818500**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-41

Moved by Councillor Steve Pollard and **Seconded by** Councillor John Yeo

WHEREAS

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Land Use Bylaw#2022-04, be read and approved a first time on March 19, 2024,

BE IT RESOLVED

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Land Use Bylaw#2022-04, be read and approved a second time.

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-42

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Land Use Bylaw#2022-04, be read and approved a first time on March 19, 2024,

WHEREAS

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Land Use Bylaw#2022-04, be read and approved a second time on April 25, 2024,

BE IT RESOLVED

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Land Use Bylaw#2022-04, be adopted by the Council.

- **PLB.2024.14.3 - Development Permit Extension - PID 219139**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-43

Moved by Councillor Steve Pollard and **Seconded by** Councillor John Yeo

WHEREAS

Development Permit W-12-05 was issued under the authority of Rural Municipality of West River for that portion of the municipality with the former municipality of New Haven – Riverdale as regulated by the New Haven – Riverdale Zoning and Subdivision Control (Development) Bylaw on April 6, 2021, and

WHEREAS

This resolution bears the recommendation of the Planning Board Committee, as discussed at a meeting held on April 11, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River grants a 24-month permit extension without any cost as it is the last outstanding permit issued under the NHR OP&ZDB.

- **PLB.2024.14.4 - Secondary Suites – Development Agreement**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2024-44

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

According to Bylaw #2022-04 section 11.1 (3) (b) & (c), that strict application of all bylaw standards would impose an undue hardship on the applicant by excluding them from the same

rights and privileges for reasonable use of their lot and the variance is of the least magnitude required to enable the reasonable use of the lot; and

WHEREAS

The new Subdivision and Development Regulations under the Planning Act came into effect on February 10, 2024, to support Accessory Dwelling Units, and

WHEREAS

This resolution bears the recommendation of the Planning Board Committee, as discussed at a meeting held on April 11, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves excluding development agreement requirements for any eligible Secondary Suites applicant who submits the Variance application and pays the required fees.

▪ **OTR.2024.14.1 - APM Center Expansion Support**

Decision Type: Action

Status: Deferred

Moved by Councillor John Yeo and **Seconded by** Councillor Lillian MacCannell and unanimously carried.

Background:

OTR.24.12.1

Description:

The Council deferred this item until they can organize a joint meeting with the AMP Expansion Committee and the Leaders of member Municipalities, as more information is needed to protect the vested interest of RMWR and all the Communities.

- **Delegations & Public Input**

- The Council heard concerns from a pit owner in the municipality about the cost of obtaining a permit for an excavation pit.

- **Informational Items**

- **EMO.2024.14.1 - Hurricane Fiona - Claim#2**

Decision Type: Information

Status: Received

Background:

EMO.2024.13.1

Description:

The RMWR only received 11K out of 52K claim#2.

- **EMO.2024.14.2 - Report of EMO Committee Meeting**

Decision Type: Information

Status: Received

Description:

The Council received the report of the EMO Meetings on April 25, 2024.

- **ICS.2024.14.1 - Report of ICS Committee Meeting**

Decision Type: Information

Status: Received

Description:

The Council received the report of the Interim Community Service Meetings on April 03, 2024.

- **Adjournment**

- Councillor Ryan Roggeveen motioned to adjourn the meeting at 8:30 PM.
- The next meeting will be on May 23, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A – Motion#2024-34

March 22, 2024



Ms. Laala Jahanshahloo
Chief Administrative Officer
Rural Municipality of West River

Thank you for inviting me to submit a proposal for the use of the Civonus web application in your municipality. We would be pleased to facilitate the development of recommendations on a policy issue for consideration by your Council.

CIVONUS OFFER

We propose to:

- Facilitate the development of policy recommendations on your chosen policy topic using the innovative Civonus web application and its built-in policy development process.
- Help you to frame the policy question(s) for your chosen policy topic.
- Provide direction, support and training/orientation to the participants in the policy development process.
- Help you to identify and recruit participants for the policy development process.
- Provide technical support for the web application.
- Make you aware of any issues that arise during the term of this engagement.
- Deliver a progress report to participants at the end of each step.
- Deliver a final report to you at the conclusion of the policy development process, with one or more recommended policy options and supporting information, for consideration by your Council.

CLIENT COMMITMENT

What we need from you to ensure a successful result is to:

- Identify a suitable policy topic;
- Identify stakeholders to participate in the policy development process.
- Promote participation in the policy development process to citizens and identified stakeholders.
- Confirm that those who register to participate are legitimate stakeholders, if that is something that you are concerned about.
- Nominate one or more persons to represent your administration to share policy topic research, answer any questions that participant may have, and generally participate in the policy development process.
- Share honest and timely feedback on the policy development process and web application.
- Pay the agreed upon price for the delivery of the policy recommendations.

Proposal to the Rural Municipality of West River

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Appendix A – Motion#2024-34 (Continued)

FEE PROPOSAL

For communities with a population between 1000 and 10,000 persons, we have set a price of \$15,000 for each policy development process to recover our facilitation and development cost. However, given that we are in the early stages of developing the web application and honing the policy development process, and that we require early adopters to help us with that by providing feedback, we are prepared to discount that rate by 50% to \$7500. Payment would be due as follows:

- 25% upon contract signing.
- 25% after the completion of Step 3 in the process.
- 25% after completion of step 6 in the process
- 25% upon receipt of the final report.

Please do not hesitate to contact me if you have any questions or concerns about this proposal.

Respectfully submitted,

Robert Hughes

Robert Hughes, FEC, P.Eng.

President and CEO,

Civonus Inc.

rhughes@civonus.ca

902-218-3739

Appendix A - Motion #2024-35

W.D. Lawrence Architecture



MAYFIELD P.O. BOX 21 HUNTER RIVER, P.E.I. COA 1N0 TEL. (902) 620-1237

PROGRESS CLAIM CERTIFICATE

March 22, 2024

Owner:	Contractor:
The Rural Municipality of West River	Ridgeline Construction Ltd
1552-B Rte. 19	234 Scenic View Road
New Dominion, PE C0A 1H6	Long Creek PEI C0A 1H1

Laala, please find attached the final invoice # 21215 from Ridgeline Construction Ltd. dated 27/11/23. and summarized as follows:

1. The final construction cost was \$ 871,580.78 +HST.
2. As per Provincial regulations (Mechanics Lien Holdback), on January 31, 2024 we reviewed and issued to you a Holdback Release Certificate for 15% of this amount (ie. a total of \$ 130,737.12 + HST) for which I understand was paid to Ridgeline Construction Ltd.
3. The attached \$ 20,000 + HST from invoice # 21215 represents the final Contractor deficiency holdback totals identified in Inv. # 14 and Inv. # 15 as the deficiencies were not totally complete by the trades at those times.
4. In other words, the invoice total of \$ 10,000.00 + \$ 10,000.00 + HST is part of the approved overall construction cost of \$ 871,580.78 and is now due.

Please advise if you have any questions concerning this invoice.

Regards,

Wilfred D. Lawrence, President, WDLA