



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2024-14	Time	7:00 PM
Session	Regular - Public	Date	Thursday, June 13, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Center
Adoption 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, Cody MacDonald – Community Services Manager, Susan Morse - Administrative Assistant		
Regret	Councillor John Yeo		
Guest	Rob Crawford – WRF Forest Management Services		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:25 PM.

- **Adoption & Approval of Agenda**

The following item was added to the agenda by Mayor Helen Smith-MacPhail,

- **PTY.24.14.1 – Mutter Park Boundary**

The agenda was approved as circulated including any added items. It was moved by Councillor Aaron MacEachern, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil.

- **Recommended Items**

- **FIN.24.14.1 - Transfer to Reserve Account**

Decision Type: Action

Status: Recommended

Background:

Bylaw#2021-15, Motion R 2023-55, R 2023-64, R 2023-65, and R 2024-12

Description:

The Committee recommended transferring the received 2023-24 MCEG and the HST rebate from July 1, 2023, until June 30, 2024, to cover the funds transferred from the Reserve Account.

▪ **FIN.24.14.2 – Municipality Website - Loop**

Decision Type: Action

Status: Recommended

Background:

Motion#2021-85

Description:

The Committee recommended that the Council accept the website proposal from Loop (a division of Box Clever Incorporated) and select the Plus Package with a 3-year commitment at the cost of \$3,750 plus GST.

▪ **FIN.24.14.3 - Mutter Park Salvage Harvest Contract - Holdback Release**

Decision Type: Action

Status: Recommended

Background:

Motion#2024-04; The Committee received a progress report from Rob Crawford of WRF Forest Management regarding the Mutter Park Salvage Harvest (Appendix A, attached hereto, forming a part of this minutes).

Description:

The Committee recommends that the Council authorize the release of the Mutter Park Salvage Harvest Contract with a 15% holdback.

▪ **FIN.24.14.4 – 2-Billion Trees 2024 – Vendors**

Decision Type: Action

Status: Recommended

Background:

Motion 24-48, The Municipality of West River requested quotes to supply labour and materials as part of the 2 Billion Tree program. The following quotes were received by June 13, 2024:

- For Materials Only – Arbor Nursery \$24,995 (including HST)
- For Materials Only Doiron’s Landscaping \$22,885.15 (including HST)
- For Labour only – SAVLands Inc - \$11,886.40 (including HST)

Description:

The Committee reviewed the received quotes according to [Policy# 2022-03](#) - (Appendix B, attached hereto, forming a part of this resolution) and recommended that the Council award the contract for materials to Arbor Nursery and award the contract for labour to materials to SAVLands Inc.

▪ **FIN.24.14.5 – Gaga-Ball Pit Construction**

Decision Type: Action

Status: Recommended

Background:

ICS.24.05.2

Description:

The committee recommends the construction of Gaga Ball Pits in suitable locations on Municipal-owned properties, using a Time and Materials (T&M) contract.

▪ **FIN.24.14.6 – New Horizon Grant – Expenditure**

Decision Type: Action

Status: Recommended

Background:

The Municipality of West River requested quotes to supply chairs and tables for Afton Community Centre as part of the New Horizons for Seniors program. The following quotes were received by June 13, 2024:

- Canada Chair Company \$11,525,42 (including HST)
- Direct Chairs Canada \$11,747.22 (including HST)

Description:

The Committee reviewed the received quotes according to [Policy# 2022-03](#) (Appendix C, attached hereto, forming a part of this resolution) and recommended that the Council award the contract to Canada Chair Company.

▪ **FIN.24.14.7 – Playground Equipment – Vendor**

Decision Type: Action

Status: Recommended

Background:

FIN.24.9.13, Procurement Policy# 2022-04 section (10.7)

Description:

The Committee recommended that when the Municipality receives the funding, the Council accepts the proposal from Power Play LT Canada for the supply and installation of playgrounds at Afton Community Centre and Bonshaw Community Centre (Appendix D, attached hereto, forming a part of this minutes).

- **WRC.24.14.1 – Administration Delegation**

Decision Type: Action

Status: Recommended

Background:

The CAO has given her two weeks notice on June 13, 2024.

Description:

The Committee recommended that the Council start the process of hiring a new CAO and appoint an interim CAO until such a time as a new CAO is hired.

- **WRC.24.14.2 – Interim Community Service – Appointment**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-45, Motion#2024-02; Councillor Aaron MacEachern has requested to be removed from the Interim Community Services Committee.

Description:

The Committee recommended that the Council appoint Councillor Lillian MacCannell to the Interim Community Services Committee.

- **OTR.24.14.1 – Caution Sign – Children Playing**

Decision Type: Action

Status: Referred

Description:

The Committee recommended that the CAO inquire with the Department of Transportation regarding the installation of “Caution Children Playing” Road Signs and that the CAO enquire the cost associated with providing lawn signs similar to the signs that the Town of Cornwall has.

- **PTY.24.14.1 – Mutter Park Boundary**

Decision Type: Action

Status: Recommended

Background:

ICS.24.05.5

Description:

The committee recommended that the Council reconsider the options available to rectify the situation.

- **Informational Items**

- **EMO.24.14.1 – Fiona Claim#2**

Decision Type: Information

Status: Received

Background:

EMO.24.13.1

Description:

Fiona Claim is ongoing, the insurance company has informed RMWR that the letter of denial they provided is similar to letters for other municipalities and the insurance company has no knowledge of other municipalities having issues accessing funding.

- **FIN.24.14.8 – Volunteer AD&D Insurance coverage**

Decision Type: Information

Status: Received

Description:

The Municipality has added insurance for Volunteers.

- WRC.24.14.3 – Councillor Resignation from Office

Decision Type: Information

Status: Received

Description:

Councillor Ryan Roggeveen announced his resignation from office effective June 30, 2024.

- **Meeting Closed** – The meeting was closed pursuant to clause 119(1)(d) of the Municipal Government Act moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell, and unanimously carried.
- **In Camera Items**
 - **WRC.24.14.4 – Hiring Committee**
- **Meeting Opened** – The meeting was opened moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell, and unanimously carried.
- **Adjournment**
 - Deputy Mayor Shaun MacArthur to adjourn the meeting at 9:10 PM, it was seconded by Councillor Ryan Roggeveen, and unanimously carried.
 - The next meeting TBD.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A



Harvest and extraction trails planned to minimize damage to natural regeneration



Cover patches and residual trees maintained throughout the site



RJ Mutter Park Cleanp

Cut to Length harvester Salvaging Blowdown



Forwarder Extracting the processed wood



Quality trees and natural regeneration was protected during salvage



Areas and openings can be planted to promote the future forest





**massive Fiona
blowdown damage at
RJ Mutter Park**



**harvesting low grade forest
products helped ensure less
slash was left onsite**

**present day post
harvest appearance**



Legacy Park Post Fiona
Complimentary Clean-up
By MJR Logging Inc.



Blowdown materials were piled along northern boundary in 2022

Legacy Park after cleanup (MJR Logging Inc.) 2024



Appendix B

Rural Municipality of West River 2 Billion Tree Update June 13, 2024

Municipality approved for PEI Government Funding

April 1- Nov 30 2024 (under the 2BT program)
Budget \$60 000 tax included

Plans to plant (2) properties:

- Rice Point Wharf
- RJ Mutter Park (harvest sites)

To include:

- 85 large calliper trees (up to 12ft in height)
- 355 1 gallon pot size (1-2ft height)

Variety of tree species found in the Acadian Forest to include:

- Red Oak
- Sugar Maple
- Red Maple
- White Birch
- Yellow Birch
- Red Spruce
- White Spruce
- White Pine

Planting to take place between September - October.

Appendix B Continued

**Rural Municipality of West River
Appendix A
Policy # 2022-03**

• **Supporting document checklist:**

- ✓ The funds included in the Operation or Capital Budget
- ✓ RFQ, SOW, or Specifications of the purchase
- ✓ Product Warranty
- ✓ Able to supply all products
- ✓ Have done business with previously

• **Quotes Obtained:**

	Quote #1	Quote #2	Quote #3
Business Name	Arbor Nursery	Doiron's Landscaping	
Meets Objective	100%	75%	
Received at (date)	June 11, 2024	June 11, 2024	
Cost	\$21,700.00	\$19,900.13	
HST	\$3255.00	\$2985.02	
Total Cost	\$24,955.00	\$22,885.15	

• **Quote Recommended to Council:**

Business: ___Arbor Nursery_____

Total Cost: ___\$24,955.00_____

Appendix C

**Rural Municipality of West River
Appendix A
Policy # 2022-03**

• **Supporting document checklist:**

- ✓ The funds included in the Operation or Capital Budget
- ✓ RFQ, SOW, or Specifications of the purchase
- ✓ Received quote
- ✓ Have done business with previously

• **Quotes Obtained:**

	Quote #1	Quote #2	Quote #3
Business Name	Canada Chair Company	Direct Chairs Canada	
Meets Objective	100%	75%	
Received at (date)	May 29, 2024	May 29, 2024	
Cost	\$10,022.10	\$10,214.97	
HST	\$1503.32	\$1532.25	
Total Cost	\$11,525.42	\$11,747.22	

• **Quote Recommended to Council:**

Business: Canada Chair Company

Total Cost: \$11,525.42

Appendix D

Proposed Playground for
Afton Community
Centre

Rural Municipality of West River
New Dominion, PEI

2-5
5-12

PlayPower LT Canada
P.O. Box 125
Paris, ON
GROUND SPACE: 36'-0" x 34'-0"
PROTECTIVE AREA: 47'-0" x 45'-0"
DRAWN BY: Scott O'Reilly

E0001_45265649573

COMPLIES TO CSA

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each playstation's main entry point(s) to inform parents and supervisors of the age appropriateness of the playstation and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF CSA-Z614.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

Proposed
playground
for Bonshaw
Community
Centre

Rural Municipality of West River
New Dominion, PEI

5-12

PlayPower LT Canada
P.O. Box 125
Paris, ON
GROUND SPACE: 52'-0" x 21'-0"
PROTECTIVE AREA: 60'-4" x 28'-0"
DRAWN BY: Scott O'Reilly

E0001_45264594258

COMPLIES TO CSA

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each playstation's main entry point(s) to inform parents and supervisors of the age appropriateness of the playstation and general rules for safe play.

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