

# 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 <u>Policy# 2022-03</u> (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.

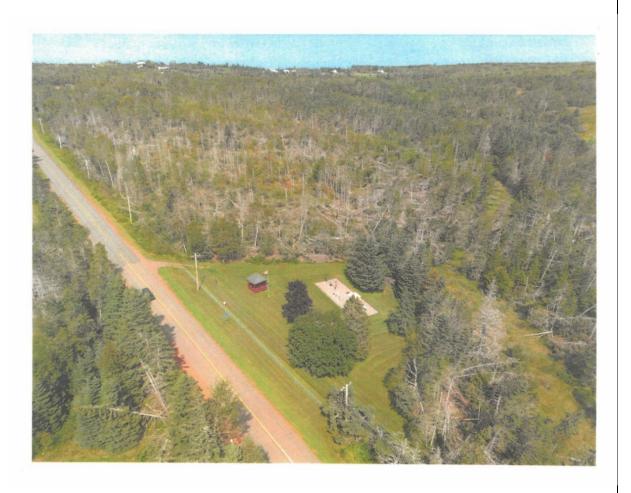


<b>Decision Type:</b> Information	
Status: Received	
Description:	
Councillor Ryan Roggeveen annour	nced his resignation from office effective June 30, 2024.
Meeting Closed – The meeting was closed	pursuant to clause 119(1)(d) of the Municipal
Government Act moved by Deputy Mayor S	Shaun MacArthur, seconded by Councillor Lillian
MacCannell, and unanimously carried.	
In Camera Items	
■ WRC.24.14.4 – Hiring Committee	
Meeting Opened – The meeting was opened	ed moved by Deputy Mayor Shaun MacArthur, seconded
by Councillor Lillian MacCannell, and unani	imously carried.
Adjournment	
<ul> <li>Deputy Mayor Shaun MacArthur to ad</li> </ul>	ljourn the meeting at 9:10 PM, it was seconded by
Councillor Ryan Roggeveen, and unani	imously carried.
The next meeting TBD.	
Helen Smith-MacPhail	Laala Jahanshahloo
Mayor	Chief Administrative Officer

■ WRC.24.14.3 – Councillor Resignation from Office



# Appendix A





# Harvest and extraction trails planned to minimize damage to natural regeneration



Cover patches and residual trees maintained througout 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 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



Complimentary Clean - up
By MJR Logging Inc.

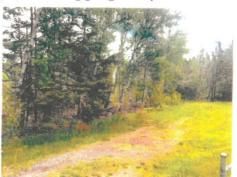




Blowdown materials were piled along northern boundary in 2022









## 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 MapleRed Maple
- · White Birch
- Yellow Birch
- Red Spruce
- White Spruce
- · White Pine

Planting to take place between September - October.



# 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	

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## **Appendix C**

# Rural Municipality of West River Appendix A

Policy # 2022-03

- · Supporting document checklist:
  - √ The funds included in the Operation or Capital Budget
  - $\checkmark$  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	

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# Proposed Playground for Aften Community Centre Rural Municipality of West River New Dominion, PEI Contre Rural Municipality of West River Rural

