



Rural Municipality of West River Committee of Council Meeting Minutes

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|------------------------|---|-----------------------|---------------------------|
| Meeting No | 2024-15 | Time | 7:00 PM |
| Session | Regular - Public | Date | Thursday, July 25, 2024 |
| Chair | Helen Smith-MacPhail - Mayor | Location | Afton Community Centre |
| Adoption status | Approved | Contact Person | Susan Morse - Interim CAO |
| Attendance | Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse Interim CAO, Ehi Itua Administrative Assistant | | |
| Regret | Nil | | |
| Guest | Nil | | |

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:50 PM.

- **Adoption & Approval of Agenda**

Mayor Smith MacPhail requested to move In Camera Items to the top of the agenda.

The agenda was approved as circulated, including any changes. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor John Yeo and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Meeting Closed**

Deputy Mayor Shaun MacArthur, motioned for the meeting to be closed. It was seconded by Councillor Lillian MacCannell and unanimously carried.

- **In Camera Items**

- **WRC.24.15.6** – Mutter Park Boundary Encroachment
- **WRC.24.15.7** – Hiring Committee

- **Meeting Opened**

Councillor Lillian MacCannell, motioned for the meeting to be opened. It was seconded by Councillor John Yeo and unanimously carried.

- **Recommendation Items**

- **FIN.2024.15.1 - Transfer to Reserve Account**

Decision Type: Action

Status: Recommended

Background:

Motion 2024-26

Description:

The Municipality has received \$27,199.53 towards Fiona Disaster Relief Claim #2 on July 3, 2024 and these funds have been transferred to the reserve account in accordance with Motion 2024-26.

- **WRC.24.15.1 – West River Causeway Camping & Garbage**

Decision Type: Action

Status: Not Recommended

Background:

The office has received an anonymous phone call and an email from the Office of the Third Party regarding overnight camping and garbage being left at the West River Causeway. Deputy Mayor Shaun MacArthur was approached by MLA Peter Bevan Baker about this issue.

Description:

The Committee did not recommend this item as the land in question is owned by the province and therefore out of the municipality's jurisdiction.

▪ **FIN.24.15.2 – Banking – Authorized Signers**

Decision Type: Action

Status: Recommended

Background:

According to the Municipal Government Act Section 156 (1) cheques, electronic transfers, agreements, contracts, deeds and other legal or financial instruments shall be signed by both the mayor and the CAO

Description:

The Committee recommended that the Council add Susan Morse, interim CAO as an authorized signer for banking purposes. It was moved by Councillor John Yeo, seconded by Councillor Lillian MacCannell.

▪ **WRC.24.15.2 – Grant Request Rice Pt WI**

Decision Type: Action

Status: Recommended

Background:

A Grant Request application was received from the Rice Point Women's Institute on July 18, 2024 (Appendix A attached here to forming a part of these minutes) for the Hall Rental for their Annual Christmas Craft Sale on November 15 & 16, 2024.

Description:

The Committee completed Schedule C for the applicant (Appendix B attached hereto, forming a part of these minutes) and recommended that the Council approve an in-kind donation to waive the rental cost of the Afton Community Center for the Rice Point Women's Institute Annual Christmas Craft Fair:

- **FIN.24.15.3 – Banking – Municipal Expenditures – Credit Card Needed**

Decision Type: Action

Status: Referred

Background:

Staff are expected to use personal debit or credit cards for municipal purchases from businesses that do not offer an account. This practice places financial strain on staff and increases the workload of the bookkeeper.

Description:

The Committee referred this item to the Interim CAO to draft a credit card policy and investigate the process on obtaining a Municipal credit card with a limit below the CAO spending authority and no tap feature.

- **WRC.24.15.3 – Complaint about Trees in Bonshaw**

Decision Type: Action

Status: Referred

Background:

A resident has phoned, visited, and written concerned that the trees in Bonshaw between the Community Centre and Bonshaw Hall could fall and cause damage. The concern has been assessed and it has been determined that there is no threat. The resident reached out to provincial departments regarding the matter.

Description:

The Committee referred this item to the CAO to write a letter to the resident to inform them that the concern has been heard and investigated.

- **WRC.24.15.4 – Caution Sign – Children Playing**

Decision Type: Action

Status: Referred

Background:

CW-24-14

Description:

The Interim CAO provided an update regarding the cost of ordering “Caution Children Playing Signs”. The committee directed the CAO to first reach out to the department of transportation to inquire if they provide signs and if not to order signs at her discretion for distribution within the municipality.

- **Information Items**

- **EMO.24.15.1- Fiona Claim #2 & #3**

Decision Type: Information

Status: Received

Description:

Partial funding was received for Fiona Claim #2 on July 4, 2024. Mayor Smith MacPhail reported on a meeting she and staff had with representatives from EMO PEI and explained that a portion of the claim has been sent for further review. Municipal Staff have begun work on what is required for the next claim.

- **WRC.24.15.5- Mutter Park Boundary**

Decision Type: Information

Status: Received

Description:

Sandstone Engineering has marked the Northern Boundary of Mutter Park.

- **WRC.24.15.6 – Playground Equipment**

Decision Type: Information

Status: Received

Background:

Partial funding has been received toward playgrounds at Bonshaw Community Centre and Afton Community Centre. Additional funding was applied for through Equipping Accessibility Funding.

Description:

The EAF mid-sized project request was denied. It has been resubmitted as a small project. Additional funding is needed to complete the playground project. The interim CAO will investigate potential sources if the small project funding is denied.

- **WRC.24.15.7 – Cornwall Cenotaph Service**

Decision Type: Information

Status: Received

Description:

Councillor John Yeo informed the committee that the Annual Cornwall Cenotaph Service will take place on September 22 at 2:00 PM. Mayor Smith-MacPhail will lay a wreath at the service.

- **WRC.24.15.8 – ICS Committee Report**

Decision Type: Information

Status: Received

Description:

Mayor Smith-MacPhail gave a report from the ICS Committee Meeting held on July 16th.

- **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:45PM. Seconded by Councillor Aaron MacEachern, and unanimously carried.



Helen Smith-MacPhail

Susan Morse

Mayor _____

Interim Chief Administrative Officer _____

Appendix A

| | |
|--|---|
| <div style="text-align: center;">  <p>Grant Request Application</p> </div> <p>A - Applicant Information:</p> <p>A.1. Group/ Organization Applying*: <u>Rice Point Women's Institute</u></p> <p>A.2. Contact Person(s) *: <u>Allison Archbell</u></p> <p>A.3. Address*: <u>41 Darrack Rd New Dominion</u></p> <p>A.4. Phone Number*: <u>902-675-2470</u></p> <p>A.5. Address*: <u>✓</u></p> <p>A.6. When was your group/organization established? <u>30 yrs ago.</u></p> <p>A.7. Is your group/organization Not-For-Profit or Non- Governmental*: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>A.8. Is your group based in the Rural Municipality of West River? *: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B - Grant Type:</p> <p>B.1. What type of Grant is being Required fields are marked with asterisks (*) <input type="checkbox"/> Monetary Grant <input checked="" type="checkbox"/> In-Kind Grant</p> <p>B.2. Requested Grant Amount (If Monetary Grant Requested) *: _____ (CANS)</p> <p>B.3. Identify the requested goods, commodities, or services (If In-Kind Grant Requested)*: <u>Request to waive rental cost for use of Aston Hall for Annual Christmas Craft Fair.</u></p> <p style="text-align: right;">Page 1 of 3</p> <p style="text-align: center;">Required fields are marked with asterisks (*)</p> | <div style="text-align: center;">  <p>Grant Request Application (continued)</p> </div> <p>C - Reasoning for Request:</p> <p>C.1. How will the grant be used? * (up to 100 Words)</p> <p><u>Using Hall for Annual Craft Sale.</u> <u>Nov 15 - 4-7 pm</u> <u>Nov 16 - 9-3 pm</u></p> <p>C.2. Has your group/organization received any other funding for the purpose stated above? * (If the answer is "Yes," please provide the required information)</p> <p><input type="checkbox"/> Yes, \$ _____ from _____ Date _____</p> <p><input checked="" type="checkbox"/> No</p> <p>C.3. Has your group/organization fundraised prior to this request for the purpose stated above? * (If the answer is "Yes," please provide the required information)</p> <p><input type="checkbox"/> Yes, \$ _____ Date _____</p> <p><input checked="" type="checkbox"/> No</p> <p>C.4. How does your group/organization contribute to the community and its residents? (Up to 100 Words) *</p> <p><u>WI contributes to all sorts of groups. - Comm. Pantry, Food Bank, OEH, Mental Health.</u></p> <p style="text-align: right;">Page 2 of 3</p> <p style="text-align: center;">Required fields are marked with asterisks (*)</p> |
|--|---|

Appendix A Continued



Grant Request Application (Continued)

I Hereby Affirm and Declare to the Municipality That:

- a) By signing this application, I am confirming that all information stated above is true and accurate.
- b) By signing this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the Municipal Government Act, including the Access to Information and Protection of Personal Information Regulations. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.

Applicant Name (Print)*:

Allison Archbell

Applicant Signature*:

Allison Archbell

Date of Application*: July 18, 2024

How to Submit Your Application;

- Online submission on the website: <https://www.westriverpe.ca/submit-application> or
- Email to admin@westriverpe.ca with "Grant Request" in the subject line, or
- Mail it to 1552-B Rte. 19, New Dominion, PE C0A 1H6, or
- Deliver it to the Municipality office at Afton Community Center, MacEwen Room - 1552 Rte. 19, New Dominion, PE C0A 1H6

Required fields are marked with asterisks (*)

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Appendix B

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: July 18, 2024
- Group/ Organization Applying: Rice Point Women's Institute

| Criteria Part one | | Yes | No |
|---|-----------------------------------|---------------------------------------|----|
| Application form completed with all necessary information provided | | ✓ | |
| The applicant agreed to acknowledge the Municipality's contribution publicly | | ✓ | |
| Evaluation: | Go to Part 2 of Evaluation: _____ | Not Recommended to The Council: _____ | |
| If any of the answers are "No," the application will not be recommended to the Council | | | |

| Criteria Part two | | (1) | (0) | | | |
|--|---|-----------------|---------------------------------------|-----------------|----------------|-----|
| Applicant registered Charity/Non-Profit/Non-Governmental | | 1 | | | | |
| Applicant based within, operating within the Municipality | | 1 | | | | |
| Organization/Group receiving assistance from other sources | | | 0 | | | |
| All requested attachments are included with the application form | | 1 | | | | |
| Scores | 1 = Yes | 0 = No | | | | |
| Total Score Part Two (I) | 3 | | | | | |
| Criteria Part Three | | (4) | (3) | (2) | (1) | (0) |
| Grant's reasoning clearly indicated | | 4 | | | | |
| Public Benefit | | 4 | | | | |
| Municipality's best interests | | 4 | | | | |
| Financial Need | | | 3 | | | |
| Community Showcase | | | 3 | | | |
| Economic Development | | | 3 | | | |
| Community Development | | | 3 | | | |
| Scores | 4 = A Great Deal | 3 = Quite a Bit | 2 = Somewhat | 1 = Very Little | 0 = Not at All | |
| Total Score Part Three(II) | 24 | | | | | |
| Evaluation: | Recommended to The Council: <input checked="" type="checkbox"/> | | Not Recommended to The Council: _____ | | | |
| The application will be forwarded to the Council if it receives 50% of the maximum scores of the criteria of sum of Part Two and Part Three [(I) + (II) ≥ 16] | | | | | | |

This evaluation checklist is for Staff/Council use only

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