



Rural Municipality of West River Committee of Council Meeting Minutes

Meeting No	2024-17	Time	7:00 PM
Session	Regular - Public	Date	Thursday, October 10, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse - Interim CAO
Attendance	Mayor Helen Smith-MacPhail, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse Interim CAO, Ehi Itua Administrative Assistant		
Regret	Deputy Mayor Shaun MacArthur		
Guest			

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:55 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor John Yeo, seconded by Councillor Steve Pollard and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Questions from the Audience and Public Input**

The Council heard suggestions from Mr. Dan Theriault on the possibility of the municipality having an interim Land Use Bylaw. Mayor Smith-MacPhail explained that the municipality has a Land Use Bylaw, which cancels out the need for an interim Land Use Bylaw. Mr. Theriault made inquiries regarding the requirements for rezoning applications. Mayor Smith-MacPhail advised that the requirements for rezoning are provided for in the Land Use Bylaw#2022-04.

- **Recommended Items**

- **WRC.2024.17.1 – Credit Card Policy**

Decision Type: Action

Status: Recommended

Background:

CW-24-15FIN.24.15.3

Description:

The CAO presented a draft of Credit Card Use Policy#2024-01.

The Committee discussed changing the maximum credit card limit as \$3000 might be lower than the lowest limit available from our financial institution. The Committee recommends adopting Credit Card Use Policy#2024-02 with an amended limit of at least \$3000 and at most \$5000 or the lowest limit offered by the financial institution.

- **WRC.24.17.2 – Grant Request – Bonshaw WI**

Decision Type: Action

Status: Recommended

Background:

Grant Request Application received from Bonshaw Women's Institute on September 19, 2024 (Appendix 1.1, attached hereto, forming a part of these minutes).

Description:

The Committee completed schedule C (Appendix 1.1 attached hereto, forming a part of these minutes) and recommended that the Council approve the grant request to waive the rental cost of the Bonshaw Community Centre for the Bonshaw Women's Institute to hold monthly Community Cook Days from now until October 2025. Any activation of the EMO/Emergency Reception Centre or the Election PEI rental period takes priority.

- **WRC.24.17.3 – Mutter Park Clean Up & Trails**

Decision Type: Action

Status: Recommended

Background:

CW-23-03FIN.23.3.1 & CW-23-08FIN.23.8.2

Description:

The CAO informed the committee that Mr. Robert Crawford has designed the Request for Quotation (RFQ) of the Fiona Salvage Harvest 2024-01 RJ Mutter Park Phase 2 clean up, and a copy of the RFQ has being shared with the public.

The Committee members were informed that Mr. Crawford raised concerns about residents who live nearby and use the trails frequently when the harvest commences. The CAO further notified the committee of plans to create an open line of communication with the public through the municipality’s social media platforms on the possibility of slash that comes down the trails which may change the landscape during the harvest. The Committee recommended a coroplast sign be installed at trailheads to communicate this to the public.

- **WRC.24.17.4 – Gate Request –Rice Point**

Decision Type: Action

Status: Recommended

Background:

CW-24-9PTY.24.9.1 Council agreed that Rice Point beach be closed October 15, 2024.

Description:

A resident put up an appeal sign (Appendix 2.1 attached hereto, forming a part of these minutes) at the beach requesting the gates remain open till October 31, 2024.

The Committee recommended that the gates of Rice Point beach should remain open and thereafter closed on October 30, 2024.

- **Information Items**

- **WRC.2024.17.5 – CAO Approved In Kind Grants**

Decision Type: Information

Status: Received

Background:

CW- 24-11FIN.2024.11.9

Description:

The CAO approved Grant Requests to waive the hall rental fee for the West River Community for their Craft Fair, and the St. Martins of Tours Parish Church to have a Potluck for their Annual Feast of St. Martin's Day.

- **WRC.2024.17.6 – Byelection Update**

Decision Type: Information

Status: Received

Background:

WRC.24.16.4

Description:

The CAO provided an update regarding Byelection planning and informed council of the scheduled meetings with Eugene Murphy and Chad Stretch to discuss the possibility of acting as the Municipal Elections Officer and the Deputy Municipal Elections Officer. The call for nomination will be published the Fifth Friday before the election date. The tentative date for the byelection is November 25, 2024.

- **WRC.2024.17.7 – Signing Documents**

Decision Type: Information

Status: Received

Description:

The Committee members signed the approved minutes and resolutions from past Council Meetings.

- **WRC.2024.17.8** – Communities 13 Inc. AGM

Decision Type: Information

Status: Received

Background:

CW-23-06WRC.23.6.4

Description:

The Committee members were informed of the upcoming Communities 13 Inc Annual General Meeting (AGM). The current Directors maintain the composition of the Board of Communities 13 Inc.

- **WRC.2024.17.9** – Communities 13 – Funding Request

Decision Type: Information

Status: Received

Background:

CW-24-11FIN.24.11.8

Description:

The committee received the annual Funding Request from Communities 13 of \$14,539.00. Communities 13 has informed the CAO that a rate increase may be proposed for 2025 to \$0.05 per \$100 property tax assessment; 2025 will be \$18,704.83 (Appendix 3.1 attached hereto, forming a part of these minutes). The committee requested the CAO to confirm when the last rate increase occurred.

- **WRC.2024.17.10** – Mayor’s Report

Decision Type: Information

Status: Received

Description:

- Mayor Smith-MacPhail provided an update on her activities this past month. She attended The Federation of PEI Municipalities Dinner with Rob Lantz – former Minister of Housing, Land and Communities, appointed Minister of Education and Early Years in October 2024: The participants discussed Land Use Policy and representatives of the Federation of PEI Municipalities requested that interim measures be adopted throughout the province to regulate subdivisions and development in areas without official plans. Madam Mayor spoke with Ms. Williams from Department of Land who promised to reach out to the CAO to offer assistance with the transition in planning authority from the Province to the Municipality.
- The Coalition for the Protections of PEI Lands: The Non-Governmental Organization (NGO) will be having an event at the Afton Community Centre November 23, 2024. The NGO has requested that Mayor Helen Smith-MacPhail make a presentation on land issues, planning and the role of municipality in land use.
- Excavation Pit Update: An excavation pit owner/applicant raised concerns on obtaining information from the province required to proceed with his application with the municipality.
- Fire Department Open House: Mayor Helen Smith-MacPhail attended the Fire Department Open House October 6, 2024. She had a tour of the building and new equipment purchased. This visit was also utilized in strengthening the relationship of the Municipality and Fire Department.

- **WRC.2024.17.11** – Afon Hall Children’s Halloween Party

Decision Type: Information

Status: Received

Description:

The CAO informed Committee members of the Afon Hall Children’s Halloween Party on October 18, 2024, 6:30PM to 8:30PM for children under 12.

- **Adjournment**

- Councillor Aaron MacEachern to adjourn the meeting at 8:56 PM.
- The next meeting will be November 14, 2024.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Interim Chief Administrative Officer _____

Appendix 1.1

**Bylaw #2022-02
Schedule C
Grant Request Evaluation Checklist**

- Date Application Received: Sept. 19, 2024
- Group/ Organization Applying: Bonshaw Women's Institute

Criteria Part one		Yes	No
Application form completed with all necessary information provided		<input checked="" type="checkbox"/>	
The applicant agreed to acknowledge the Municipality's contribution publicly		<input checked="" type="checkbox"/>	
Evaluation:	Go to Part 2 of Evaluation: <input checked="" type="checkbox"/>	Not Recommended to The Council: <input type="checkbox"/>	
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		<input checked="" type="checkbox"/>				
Applicant based within, operating within the Municipality		<input checked="" type="checkbox"/>				
Organization/Group receiving assistance from other sources		<input checked="" type="checkbox"/>				
All requested attachments are included with the application form		<input checked="" type="checkbox"/>				
Scores	1 = Yes	0 = No				
Total Score Part Two (I)	4					
Criteria Part Three		(4)	(3)	(2)	(1)	(0)
Grant's reasoning clearly indicated		<input checked="" type="checkbox"/>				
Public Benefit		<input checked="" type="checkbox"/>				
Municipality's best interests		<input checked="" type="checkbox"/>				
Financial Need			<input checked="" type="checkbox"/>			
Community Showcase		<input checked="" type="checkbox"/>				
Economic Development			<input checked="" type="checkbox"/>			
Community Development		<input checked="" type="checkbox"/>				
Scores	4 = A Great Deal	3 = Quite a Bit	2 = Somewhat	1= Very Little	0= Not at All	
Total Score Part Three(II)	26					
Evaluation:	Recommended to The Council: <input checked="" type="checkbox"/>		Not Recommended to The Council: <input type="checkbox"/>			
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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Appendix 1.1 (Continued)



Grant Request Application (Continued)

C - Reasoning for Request:

C.1. How will the grant be used? * (up to 100 Words)

Our Community Cook Days build community and food security by strengthening partnerships between community members, farmers, and food relief organizations. At Community Cook Days, volunteers prepare a large quantity of meals (100+) using seasonal, local food. The majority of the meals are distributed to those in need through our partners the West River Community Fridge and the South Shore Food Share. In-kind support from the municipality would mean more of our budget could be spent on food for the community and strengthen any future grant requests we make to fund this ongoing project. It's critical that we purchase food and not rely on donations to our farmers, who make our local food system possible.

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)

Yes, \$ 7000 from Island Community Food Security Program (ends March 2024) and \$4000 from the Seniors Secretariat (ends Nov 2025)

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)

Yes, \$ _____ Date _____ No

C.4. How does your group/organization contribute to the community and its residents? (Up to 100 Words) *

Bonshaw Women's Institute enhances the community by sharing knowledge about home, family and culture through education and collaboration. We host local events where community, sharing, food, and education and social time are priorities. We help women build their leadership skills, and we connect with seniors in the area.

asterisks (*)
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Required fields are marked with

Appendix 2.1

