



## Rural Municipality of West River Council Meeting Minutes

<b>Meeting No</b>	2024-17	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, August 22, 2024
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Susan Morse – Interim CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse – Interim CAO,		
<b>Regret</b>	Nil		
<b>Guest</b>			

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:00 PM.

- **Adoption & Approval of Agenda**

The following items were added to the agenda by Mayor Helen Smith-MacPhail

- **ICS.24.17.3** – Afton Community Centre Report
- **WRC.2024.17.10** – IRAC Order LA23-04 – Hennebury Rd Subdivision

The agenda was approved as circulated including the added items. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of June 27, 2024, Council Meeting were approved as circulated. It was moved by Councillor Aaron MacEachern, seconded by Councillor Lillian MacCannell and unanimously carried.

The minutes of July 25, 2024, Committee of Council Meeting were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Steve Pollard, and unanimously carried.

The minutes of July 25, 2024, Planning Board Committee Meeting were approved as circulated. It was moved by Councillor Steve Pollard, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Discussion Items**

- **WRC.2024.17.1** – CAO Selection Committee Appointment

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2024-65

**Moved by** Councillor Aaron MacEachern, and **Seconded by** Councillor John Yeo.

**BE IT RESOLVED**

That the Council for the Rural Municipality of West River appoint Mayor Smith MacPhail, Deputy Mayor Shaun MacArthur and Councillors Aaron MacEachern, John Yeo, Lillian MacCannell, and Steve Pollard to be the Selection Committee for the permanent Chief Administrative Officer.

- **WRC.2024.17.2** – Banking - Adding Signing Authority

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2024-66

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

**WHEREAS**

According to Motion#2024-46, The Council authorizes Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Chief Administrative Officer Laala Jahanshahloo and Cody

MacDonald, Community Services Manager to sign the required banking documents for all the municipality's bank accounts at the Charlottetown Branch of Provincial Credit Union, and

**WHEREAS**

According to Motion#2024-64 the Chief Administrative Officer Laala Jahanshahloo has resigned as of June 27, 2024 Council has appointed Susan Morse as Interim Chief Administrative Officer, and

**WHEREAS**

Following Municipal Government Act Section 156.1 Cheques, electronic transfers, agreements, contracts, deeds and other legal or financial instruments shall be signed or authorized by both the mayor and the chief administrative officer of a municipality and,

**WHEREAS**

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on July 25, 2024,

**BE IT RESOLVED**

The Council of Rural Municipality of West River approved adding Susan Morse as an authorized signer to sign the required banking documents for all the municipality's bank accounts at the Charlottetown Branch of Provincial Credit Union.

- **WRC.2024.17.3** – Awarding Grant – Rice Pt Women’s Institute

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2024-67

**Moved by** Councillor John Yeo, and **Seconded by** Councillor Aaron MacEachern.

**WHEREAS**

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of the Whole reviewed the grant request application and completed Schedule C for Rice Point Women's Institute, and

**WHEREAS**

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on July 25, 2024,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves 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 and authorizes the CAO to execute it. Any activations of the EMO/Emergency Reception Centre take precedence over this waiver.

- **WRC.2024.17.4 – Seniors' Secretariat Grant Agreement**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2024-68

**Moved by** Councillor Aaron MacEachern, and **Seconded by** Councillor Lillian MacCannell.

**WHEREAS**

The Municipality applied for the Seniors' Secretariat Grant on April 05, 2024, and received approval from the PEI Seniors' Secretariat for \$2,000 on August 04, 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,

**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' Secretariat Grant between the Province of PEI and the Rural Municipality of West River and authorizes the interim or permanent CAO to sign the necessary documents and contracts on behalf of the Municipality.

- **WRC.2024.17.5 - Updating RMWR's EMO Plan**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2024-69

**Moved by** Councillor Steve Pollard, and **Seconded by** Councillor Aaron MacEachern.

**WHEREAS**

According to Motion 2021-122 & MGA Section 145.6 after the approval of its municipal emergency management program by the provincial Emergency Measures Organization, a council shall (a) annually review the program and, where necessary, make revisions; and (b) within 60 days of making the revisions, provide the revised program to the provincial Emergency Measures Organization for review.

**BE IT RESOLVED**

The Council accepts the changes as proposed by the EMO committee and directs the CAO to send the revised program to the Provincial EMO for review.

▪ **WRC.2024.17.6 – Private Road Maintenance Inquiry**

**Decision Type:** Information

**Status:** Received

**Background:**

Councillor John Yeo received an inquiry regarding the maintenance of Private Roads in the Municipality and whether the Municipality has resources to assist residents living on private roads.

**Description:**

The Council heard from a resident in the audience concerning the maintenance of Blue Heron Lane in Meadowbank. Councillor John Yeo and Mayor Smith-MacPhail suggested that residents living on private roads could explore the process of upgrading the road to government standards and having the road designated as public. The Municipality does not have the funding capacity to take on maintenance of private roads as the Municipality has over 300km of private roads, providing municipal assistance to all the private roads would be unsustainable.

- **WRC.2024.17.7 – Bylaw Amendments – Survey Requirements for Subdivisions**

**Decision Type:** Action

**Status:** Referred

**Background:**

PLB.24.10.2 - New Subdivisions - Survey / Road Standard

PLB.24.11.6 – Development Applications

**Description:**

The Council reviewed the recommendation of the Planning Board Committee to reconsider the survey requirements for subdivisions of large parcels of land. The Council referred this item to the Interim CAO to investigate the practices throughout the province and present options to the Planning Board Committee to review in preparation for proposing Bylaw Amendments.

- **Information Items**

- **ICS.2024.17.1 - Canada Day Celebration 2024**

**Decision Type:** Information

**Status:** Received

**Description:**

Mayor Smith-MacPhail thanked Council for their help making the Canada Day Celebrations a success. Over 300 people attended the pancake breakfast and afternoon events at Inman Park. Councilor John Yeo specifically thank Councilor Lillian MacCannell for her hard work making this event happen.

- **ICS.2024.17.2 – Bonshaw Community Centre Grand Reopening**

**Decision Type:** Information

**Status:** Received

**Description:**

The Bonshaw Community Centre Grand Reopening on August 19<sup>th</sup> was a successful event. The event was attended by Council, community members, former Mayor of Bonshaw Marion Copleston, MLAs Peter Bevan-Baker and Mark McLane, MP Heath MacDonald and former minister of Fisheries and Communities Jamie Fox.

The Strawberries for the event were provided free of charge from the Argyle Shore Women's Institute with the request that the Municipality make a financial donation to the Community Fridge. The Council directed the Interim CAO to determine an amount up to \$200 that works within our budget and make the donation to the Community Fridge on behalf of the Argyle Shore Strawberry Social. It was moved by Councillor Aaron MacEachern, Seconded by Councillor Steve Pollard and unanimously carried.

- **WRC.2024.17.8** – Byelection Plan

**Decision Type:** Information

**Status:** Received

**Description:**

The Interim CAO is seeking a Municipal Elections Officer and a Deputy Municipal Elections Officer. The council will aim to appoint these individuals at the September Council meeting.

- **WRC.2024.17.9** – Funding Opportunities for Municipal Endeavors

**Decision Type:** Information

**Status:** Received

**Description:**

There are many funding opportunities for net zero buildings for both retrofits and new buildings and some projects cover up to 80% of the costs. To apply for funding, the Municipality would need to develop a plan as funding applications require them. The Council discussed the options to pursue funding opportunities and recommended speaking with a project manager.

- **WRC.2024.17.10** – IRAC Order LA23-04 – Hennebury Rd Subdivision

**Decision Type:** Information

**Status:** Received

**Background:**

PLB.24.11.9 – IRAC Order Rice Point Subdivision

**Description:**

Mayor Smith-MacPhail updated the Council on her correspondence with the Provincial Planning Department and Department of Transportation regarding IRAC order LA23-04. Construction is anticipated to begin soon on the road.

- **ICS.2024.17.3** – Afton Community Centre Report

**Decision Type:** Information

**Status:** Received

**Background:**

ICS.24.06.10 - Municipal Owned Properties- Updates

**Description:**

Mayor Smith-MacPhail updated the Council regarding damage that happened because of a rental at Afton Community Centre. The damage has been repaired and the renter has been contacted and is aware they will be held responsible for the costs incurred to repair the damage. The Council directed the Interim CAO to investigate options for deposits.

- **Delegations & Public Input**

- Nil.

- **Meeting Closed**

- Deputy Mayor Shaun MacArthur, motioned to close the meeting pursuant to Municipal Government Act Section 119. Seconded by Councillor Steve Pollard and unanimously carried.



- **In Camera Items**
  - **WRC.2024.17.11** – Pursuant to the Municipal Government Act Section 119(1)f
  - **WRC.2024.17.12** – Pursuant to the Municipal Government Act Section 119(1)g
- **Motion to Extend the Meeting**
  - At 8:30 PM Deputy Mayor Shaun MacArthur, motioned to extend the meeting Seconded by Councillor Aaron MacEachern and unanimously carried.
- **In Camera Items Continued**
  - **WRC.2024.17.13** – CAO Selection Committee - Pursuant to the Municipal Government Act Section 119(1)d
- **Meeting Opened**
  - Deputy Mayor Shaun MacArthur, motioned to open the meeting. Seconded by Councillor Steve Pollard and unanimously carried.
- **Adjournment**
  - Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:45 PM.
  - The Next Meeting will be on September 26, 2024.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

Interim Chief Administrative Officer \_\_\_\_\_