



Rural Municipality of West River Council Meeting Minutes

Meeting No	2024-19	Time	7:00 PM
Session	Regular - Public	Date	Thursday, October 24, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption Status	Approved	Contact Person	Susan Morse CAO
Attendance	Mayor Helen Smith-MacPhail, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Steve Pollard, Susan Morse – Interim CAO, Ehi Itua – Administrative Assistant		
Regret	Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell		
Guest	Nil		

- **Call to Order:**

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

Councillor John Yeo recused himself from item WRC.2024.19.10, citing a conflict of interest.

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

The minutes of September 26, 2024, Council Meeting were approved as circulated. It was moved by Councillor John Yeo, seconded by Councillor Aaron MacEachern and unanimously carried.

The minutes of October 10, 2024, Planning Board Committee Meeting were approved as circulated. It was moved by Councillor Steve Pollard, seconded by Councillor John Yeo, and unanimously carried.

The following inputs were added to the minutes of October 10, 2024, Committee of Council Meeting by Mayor Helen Smith-MacPhail, Councillor John Yeo and Susan Morse -CAO

- **WRC.2024.17.1 – Credit Card Policy** – The Committee recommends adopting Credit Card Use Policy#2024-02 including the permitted minimum credit card limit by the financial institution.

The minutes were approved with the above input. It was moved by Councillor Aaron MacEachern, seconded by Councillor Steve Pollard, and unanimously carried.

- **Discussion Items**

- **WRC.2024.19.1 – Credit Card Policy**

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-74

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

WHEREAS

The Municipality's staff are expected to use personal debit or credit cards for municipal purchases from businesses that do not offer an account, and

WHEREAS

This practice places financial strain on staff and increases the workload of the bookkeeper, and

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on October 10, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves Credit Card Policy#2024-02, attached hereto forming a part of this resolution.

- **WRC.2024.19.2 – Appointing CAO**

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-75

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

WHEREAS

The Rural Municipality of West River has been operating with an Interim Chief Administrative Officer, and

WHEREAS

The Selection Committee approved by Council has held a competitive hiring competition and has identified the successful candidate,

BE IT RESOLVED

The Council for the Rural Municipality of West River appoints Susan Morse as its Chief Administrative Officer, effective October 24, 2024.

- **WRC.2024.19.3**– Mutter Park Salvage Harvest – Hiring Contractor

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-76

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

WHEREAS

Pursuant to Resolution #2024-73, three companies responded to the Request for Quote to hire a "Contractor" Fiona Salvage Harvest 2024 RJ Mutter Park PID 227306 project, and

WHEREAS

Council has reviewed the received quotes,

BE IT RESOLVED

The Council for the Rural Municipality of West River selected the Request for Quote from MJR Logging Inc. at the cost of \$31,000 plus HST and authorizes the Chief Administrative Officer to execute the contract with a 20% upfront payment.

BE IT FURTHER RESOLVED

The Council for the Rural Municipality of West River appoints WRF Forest Management Service as the project manager for Fiona Salvage Harvest 2024 RJ Mutter Park PID 227306 project at a fee of \$3,000.00 plus HST, and any payment to the "Contractor" must be certified by the project manager to ensure compliance with the Scope of Work in the RFQ#2024-01 before submitting to the municipality.

- **WRC.2024.19.4**– Shared Services Pilot Project Proposal

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-77

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

WHEREAS

Municipal Affairs has funding opportunities for shared services agreements between municipalities and,

WHEREAS

The CAO met with CAOs from the Rural Municipalities of Miltonvale Park and Kingston and representatives from Municipal Affairs, and determined that each municipality requires the services of a development officer on a part time basis, and each agree that a full-time position allows for greater appeal for recruitment and retention, and

WHEREAS

The parties wish to enter into a shared services agreement and develop a proposal for Municipal Affairs for a shared services pilot project that would meet the planning needs of each municipality

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the CAO to work with the Rural Municipalities of Miltonvale Park and Kingston to develop a proposal for Municipal Affairs for a shared services pilot project that would meet the planning needs of The Rural Municipality of West River.

- **WRC.2024.19.5**– Shared Services Bylaw

Decision Type: Action

Status: Referred

Description:

Subsection 138(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to enter into an agreement, if authorized by bylaw, with another Council for the provision of any service which each has the power to provide within its own boundaries,

The Council for the Rural Municipality of West River wishes to enter into an agreement with another council for the sharing of services. To Comply with section 138 (1) of the MGA Council must enact a bylaw to authorize an agreement.

The Council referred this item to Susan Morse - CAO to prepare a Shared Services Bylaw.

- **WRC.2024.19.6**– Awarding Grant – Bonshaw Women’s Institute Community Cook Days

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-78

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

WHEREAS

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

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on October 10, 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 Bonshaw Community Centre for the Bonshaw Women’s Institute to hold one Community Cook Day each month from now until October 2025 and authorizes the CAO to

execute it. Any activations of the EMO/Emergency Reception Centre take precedence over this waiver.

- **WRC.2024.19.7** – Civonus Project Planning

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-79

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

WHEREAS

According to motion#2024-34 The Council for the Rural Municipality of West River accepted Civonus' proposal and authorized the CAO to execute it, and

WHEREAS

A Municipal Survey concerning policy was conducted, and Civonus identified the policy issues most important to the residents of the municipality and made a recommendation regarding the issues with which Civonus Engagement Platform could provide the most assistance for developing policy, and

WHEREAS

This resolution bears the recommendation of the Planning Board Committee as discussed at a meeting held on October 10, 2024

BE IT RESOLVED

The Council for the Rural Municipality of West River will use Civonus Engagement Platform to engage public participation in developing policy for Meeting the recreational needs of the community.

- **WRC.2024.19.8** – Subdivision Application WR-0189

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-80

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

WHEREAS

On August 20, 2024 an application was received proposing the subdivision of 3 lots accessed by a private right of way at PID 1021088. On August 26, 2024 the applicant was advised the subdivision could not be permitted subject to Land Use Bylaw#2022-04 Section 13.9 (1) All new streets or extensions to existing streets or to private rights-of-way shall be streets and no subdivision shall be permitted of a lot served by a private road, and

WHEREAS

On September 20, 2024 the applicant proposed the subdivision of only one lot with frontage on an existing Public Road and on September 23, 2024 the Municipality received confirmation from the Department of Transportation and Infrastructure that they denied driveway access to the lot, and

WHEREAS

Pursuant to Land Use Bylaw#2022-04 Section 13.3 (1) No land shall be subdivided within the Municipality unless the subdivision: d. has street access, and

WHEREAS

This resolution bears the recommendation of the Planning Board Committee, as discussed at a meeting held on October 10, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River denies the subdivision application as it does not comply with the requirements of the Land Use Bylaw.

- **WRC.2024.19.9** – Subdivision Application WR-0202

Decision Type: Action

Status: Referred

Background:

PLB.24.12.2. - An application was made to subdivide PID 218354. The applicant states the parcel was previously two separate parcels with two PIDs and at some point, both parcels were assigned the same PID and only one property tax bill was issued instead of two. The landowner desires the parcels to be two separate lots to convey one to each of their children.

Description:

Based on the history of the parcels the development officer issued a letter recognizing the parcel as two separate parcels. The applicant requested a change of wording to “approval of subdivision” instead of recognition of subdivision.

The Council referred this item to Susan Morse – CAO to investigate the options available to recognize the properties as two separate parcels.

- **WRC.2024.19.10** – Community Centres Snow Removal & Salting 2024-25 – Awarding Tender

Decision Type: Action

Status: Motion Carried (3-0)

Description: Motion 2024-81

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

WHEREAS

Purchase Policy # 2022-03 was followed, and a Request for Quote for Snow Removal Services for 2024/25 Winter Season was posted on October 3, 2024 and Elevation Outdoor Services responded to the RFQ, and

WHEREAS

Council has reviewed the received quotes,

BE IT RESOLVED

The Council for the Rural Municipality of West River selected the Request for Quote from Elevation Outdoor Services at the cost of \$14,449.75 plus HST and authorizes the Chief Administrative Officer to execute the contract with a 20% upfront payment.

- **WRC.2024.19.11**– Correspondence

Decision Type: Action

Status: Referred

Description:

Email from Trish Altass: Municipality received an email from Trish Altass, Partner & Consultant at Leading Impact Consulting Inc. requesting a scheduled meeting with council to make a short presentation about a community engagement project funded by the Catherine Donnelly Foundation. The Council referred this to Susan Morse – CAO for further investigation.

Office Visit from Ruth Delong

On October 23, 2024 Ms. Delong visited the office of West River and shared concerns and questions on some issues with the CAO. Firstly, a concern that there is considerable mud on the road from the trucks of Landmark Construction in Clyde River. Ms. Delong has contacted Stephen Yeo – Head Engineer for the Department of Transportation on this issue to understand why this has been allowed. Ms. Delong was referred to the Municipality of Clyde River as this property is in their jurisdiction. She requested the CAO communicate this concern to RMWR Council as the two Municipalities are neighbors.

Mutter Park

Ms. Delong shared she visited Mutter Park and met with Robert Crawford there. She is impressed with what is going on with the growing trees and suggested getting an arborist to do some pruning on the growing trees. She asked if the Municipality had ever followed up about a vacant parcel of land that is adjacent to Mutter Park.

Invasive Species

Ms. Delong recommend that the Municipality consider adopting a plan for invasive species mitigation, there is a lot of Japanese knotweed and wild chervil in the municipality. And the municipality can reach out to the PEI Invasive Council for possible assistance. Mayor Helen commended this recommendation. The council referred this to the CAO for further investigation.

- **Community Services Manager Cody MacDonald joined the meeting.**

- **WRC.2024.19.12– Playground Funding**

Decision Type: Action

Status: Received

Description:

Community Services Manager Cody MacDonald gave an update on the progress of the playground project. The Municipality has been approved to receive \$100,000 in funding through the Rural Growth Initiative (RGI) for playgrounds for Afton & Bonshaw. The RGI funding deadline to start the project is near. Prior to starting work we are awaiting the approval of a grant request to fund \$125,000 through the Federal Government Enabling Accessibility Fund (EAF). We have been in contact with MP Heath MacDonald's office, and we will not know if the request is approved until next week. We have requested that the RGI be extended until we have an answer on the EAF. If the EAF does not get approved, we have applied for funding through the Canada Community Building Fund (Gas Tax) for the remainder of the cost for the playgrounds.

The Council recommends that if EAF funding is denied then the project should be completed in phases as funding becomes available.

- **Motion to Extend the Meeting**

At 8:29 PM Councillor Steve Pollard, motioned to extend the meeting. Seconded by Councillor Aaron MacEachern and unanimously carried.

- **Information Items**

- **WRC.2024.19.13– CAO's Report**

Decision Type: Information

Description:

The CAO gave the following report to Council:

- New butt stop has been installed at Afton CC.
- Ehi, Cody and I are doing well with the bookkeeping for the time being
- Fall programming is well underway with 2 dart nights (only 1 with bar) and 2 fitness instructors holding 5 classes/week. Angie Frizzell's class in Bonshaw, Tori Burke's dance classes at Afton did not end up happening due to low registrations.
- The Children's Halloween party was a huge success, attendance was not counted, however the parking lot was overflowing. \$130 plus and overflow of food donations collected for the Community Fridge.
- Last week we informed the group who damaged the hall of the cost for the damage caused. They indicated they would get back to us.
- The CAO had a meeting with representatives from PEI Dept of Environment regarding a pilot project to develop Shoreline Management Plans in PEI
- Meeting with Kingston & Miltonvale
- There is an AMA meeting on Friday –Cody and I will attend
- The development officer attended a planning conference last week in St. John NB which was very informative.
- By Election Update – we have not found an MEO, or DMEO. However, we can request an extension under the MGA if we are unable to find someone before the required date.
- Cornwall Christmas Parade will be happening again on December 14, 2024, we will need to discuss if we want to participate.

- **WRC.2024.19.14**– Closing Parks – Gates at Rice Pt & Inman

Decision Type: Information

Description:

Per the schedule approved in the winter the gates should have always been open until October 31, 2024. They will be locked before Halloween.

- **WRC.2024.19.15**– The 2024 FPEIM Semi-Annual Meeting

Decision Type: Information

Description:

The 2024 FPEIM Semi Annual meeting took place on Saturday, October 19, 2024, in Abram’s Village. Mayor Helen Smith-MacPhail and Councillor John Yeo attended the meeting. Mayor Helen Smith-MacPhail advise the municipality staff to prioritize their safety during office hours.

- **Delegations & Public Input**

The Council heard from Tyler Lydiatt. Mr. Lydiatt has built a structure without obtaining the proper permits. He shared with the Council that he has engaged professional services to assist him in rectifying the matter so that the structure will meet the requirements of the Land Use Bylaw. The structure as it stands will require a variance for front yard setback. Mr. Lydiatt asked about the variance application process. The CAO responded that the first step will be to receive and review the site plan to determine the percentage variance required as that will determine what process needs to be followed. The CAO told Mr. Lydiatt that the municipal office will inform him of the next steps. Mayor Helen Smith-MacPhail thanked Mr. Lydiatt for his time and taking actions to be compliant with the Land Use Bylaw.

- **Meeting Closed**

- Councillor Aaron MacEachern, motioned to close the meeting. Seconded by Councillor John Yeo and unanimously carried.

- **In Camera Items**

- **WRC.2024.19.13** – Pursuant to the Municipal Government Act Section 119(1)f
- **WRC.2024.19.14** – Pursuant to the Municipal Government Act Section 119(1)f
- **WRC.2024.19.15** – Pursuant to the Municipal Government Act Section 119(1)g

- **Meeting Opened**

- Councillor Aaron MacEachern, motioned to open the meeting. Seconded by Councillor Steve Pollard and unanimously carried.

- **Adjournment**

- Councillor Aaron MacEachern to adjourn the meeting at 9:22 PM.
- The Next Meeting will be November 28, 2024

Helen Smith-MacPhail

Susan Morse

Mayor _____

Chief Administrative Officer _____

Appendix 1

Rural Municipality of West River

Credit Card Policy

Policy # 2024-02

BE IT ENACTED by the Council of the Rural Municipality of West River as follows:

1. Title

1.1. This Policy shall be known as, and may be cited as the " Credit Card Use Policy."

2. Purpose

2.1. The Rural Municipality of West River is committed to operating in a transparent manner.

The purpose of this policy is to establish procedures under which authorized Municipal employees/ councillor shall use the credit card in a responsible and accountable manner.

2.2. The credit card shall only be used for the purchase of goods and services for official business for the Municipality in the manner approved by the Chief Administrative Officer (CAO).

3. Definitions

3.1. Credit Card means a card owned by the Municipality of West River issued by a financial institution which enables the cardholder to purchase goods or services on credit from that institution.

3.2. The Chief Administrative Officer/CAO means the administrative head of a municipality appointed by the Council under subsection 86 (2)(c) of the Municipal Government Act.

4. Approval Authority

The Municipal credit card shall only be issued and used by the Chief Administrative Officer, and councillors/employees appointed by resolution of Council at a Regular Council Meeting

5. Authorized Credit Card Limit

The maximum credit card limit shall be \$5000 and may be reviewed by council from time to time based on operational needs of the Municipality.

Appendix 1 Continued

6. Loyalty or Reward Points

- 6.1. Loyalty Point accrued or earned using the Municipality credit card shall accrue to the Municipality of West River
- 6.2. Redemption of loyalty points accrued under the credit card is limited to authorized purposes
- 6.3. Redemption of loyalty point shall be reported at the first Committee of Council meeting after the points where redeemed
- 6.4. Access to the Municipality loyalty reward account shall be limited to the Chief Administrative Officer (CAO) or any employee appointed by the person

7. Responsibility of Credit Cardholder

An authorized employee/councillor shall:

- 7.1. Not exceed the maximum credit limit set on the credit card
- 7.2. Not increase the maximum credit limit set on the credit card
- 7.3. Be required to enter a Cardholder Declaration (Appendix A) before using the credit card.
- 7.4. Ensure that all credit card purchases are in compliance with this policy and other related policies.
- 7.5. Submit all receipts, invoices detailing the expense and complete and submit the credit card expense form (Appendix B) to the bookkeeper.
- 7.6. Not be used for cash advances, personal use or any other type of unauthorized purchase
- 7.7. In the event the credit card is lost or stolen, the employee/councillor who was in possession shall
 - immediately report the occurrence to the Chief Administrative Officer
 - Immediately refrain from using the credit card upon resolution of council, or resignation or completion of term with the Municipality

Appendix 1 Continued

8. Non-Compliance

- 8.1. Violation of the policy shall result in revocation of credit card use privileges, and may be subject to disciplinary actions.
- 8.2. An employee/councillor shall be required to reimburse the municipality for all costs associated with unauthorized and improper use through direct payment and/or authorize payroll deduction for reimbursement of costs.

9. Audit/Internal Control

Bookkeeper shall be responsible for:

- 9.1. Reconciliation of receipts and documentation to the monthly statements.
- 9.2. Presentation of the monthly credit card statements to the Chief Administrative Officer.
- 9.3. Maintaining a record of loyalty points that accumulate on the Municipality's credit card account, and the applications of those points.
- 9.4. Referring all non-authorized use of credit card and loyalty points to the Chief Administrative Officer who shall present this to the Committee of council for review, denial, or approval.

Appendix 1 Continued

Policy # 2024-02

Appendix A - Credit Cardholder Declaration Form

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefits of the Municipality of West River
2. Violation of the Credit Card Use Policy shall result in revocation of user privileges. Employees/Councillors found to have inappropriately used the credit card will be required to reimburse the Municipality for all costs associated with such unauthorized use through a direct payment and/or payroll deduction
3. The Municipality will investigate and may commence, in appropriate cases, either disciplinary actions for employees, and/or Legal action against employee/councillor found to have misused the credit card or who violates the provisions of the Credit Card Use policy

I acknowledge that I have read and understand the content of the Credit Card Use Policy and agree to abide by the Policy.

Credit Card Number: _____

Received by: _____

Date: _____

Appendix 1 Continued

Policy # 2024-02

Appendix B - Credit Card Expense Form

Card # (last 4 digits)	Cardholder Name

Purchase

Date of Purchase	Vendor Name	Description of Business Purpose	Amount (\$)	Budget Line Item
Total				

Cardholder Signature: _____ Date: _____

Bookkeeper Signature: _____ Date: _____

Please attach all credit card receipts and submit for reconciliation