



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2024-18	Time	7:00 PM
Session	Regular - Public	Date	Thursday, November 14, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Susan Morse - CAO, Ehi Itua - Administrative Assistant		
Regret	Councillor Steve Pollard,		
Guest			

- **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

- 6.8 – December Meeting Schedule
- 6.9 – Council Holiday Celebration

The agenda was approved as circulated included the added items. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Aaron MacEachern and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

Nil

- **Recommended Items**

- **WRC.2024.18.1 – Cornwall Christmas Parade**

Decision Type: Action

Status: Referred

Description:

The Cornwall Christmas Parade will be held on Saturday December 14, 2024. Last year the Municipality entered a float. It was prepared by Mayor Smith MacPhail & Susan Morse. Mayor Smith MacPhail and her family drove the float in the parade.

The Committee discussed their availability to participate in this event. Most Councillors are not available. Mayor Smith MacPhail is available and willing to use her family truck again this year. The Committee referred this item to Mayor Smith-MacPhail and the ICS Committee.

- **WRC.24.18.2 – Grant Request –Scouts Canada**

Decision Type: Action

Status: Recommended

Background:

A Grant Request Application was received from Scouts Canada on November 6, 2024 requesting a waiver of rental fee at Bonshaw Community Centre to hold a youth camp on November 22-24, 2024

Description:

The Committee completed schedule C (Appendix 1 attached hereto, forming a part of these minutes) and recommended that the Council approve the grant request to waive the rental fee. The Committee recommends charging a refundable \$150 damage deposit. Any activation of the EMO/Emergency Reception Centre or the Election PEI rental period takes priority.

- **WRC.24.18.3** – Solar Panel Request for Proposals

Decision Type: Action

Status: Recommended

Background:

FIN.2024.15.6, Motion 2024-50

Description:

The Municipality has applied for funding for solar panels. In accordance with Procurement Policy 2022-04 the Municipality must follow the bidding process. The Committee recommends that Council for the Rural Municipality of West River authorize the Chief Administrative Officer to initiate a Request for Proposal for Solar Panel Systems for Afton Community Centre and Bonshaw Community Centre.

- **WRC.24.18.4** – Fire Dues 2025

Decision Type: Action

Status: Recommended

Background:

Motion 2023-73, FIN.2023.10.6 - 2024 Fire Dues Rate

Description:

The Municipality has not received an invoice from the North River Fire Department (NRFD) for the 2024 Fire Dues. The Municipality has not received any communication regarding the dues for 2025. The Committee discussed inviting representatives from the NRFD to present to the Council regarding NRFD's finances and fire dues. The committee directed the CAO to invite the fire chief to a meeting.

- **WRC.24.18.5** – By-Election Planning

Decision Type: Action

Status: Recommended

Background:

WRC.2024.19.13

Description:

The CAO informed the Committee that she has arranged for a By-Election for Ward 2 Councillor. Alexa Rancourt is willing to serve as Municipal Electoral Officer and Susan Morse, CAO is willing to serve as Deputy Municipal Electoral Officer. The Committee received this information and recommended that Council appoint Alexa Rancourt as Municipal Electoral Officer, Susan Morse as Deputy Municipal Electoral Officer and proclaim a By-Election for December 16, 2024.

- **WRC.24.18.6** – Celebrate Canada 2025

Decision Type: Action

Status: Recommended

Background:

Description:

Municipal Staff are working on an application for Celebrate Canada 2025. This Grant provides essential funding for Canada Day Celebrations in the Municipality. The Committee recommends that Council for the Rural Municipality of West River authorize the CAO and Mayor to sign any documents related to 2025 – Celebrate Canada on behalf of the Municipality.

- **WRC.24.18.7** – Canada Summer Jobs 2025

Decision Type: Action

Status: Recommended

Background:

Description:

Municipal Staff are working on an application for Canada Summer Jobs 2025. This Grant provides partial funding for Summer Student Jobs with the Municipality. The Committee recommends that Council for the Rural Municipality of West River authorize the CAO and Mayor to sign any documents related to Canada Summer Jobs 2025 on behalf of the

Municipality. The Committee also recommends that staff apply for funding for more than two jobs as the budget allows.

- **WRC.24.18.8** –December Meeting Schedule

Decision Type: Action

Status: Recommended

Background:

Description:

The Committee discussed the need to hold committee meetings and Council Meeting in December. Last year there were no meetings in December which resulted in more agenda items than manageable for January meetings. The Committee recommends that the Planning Board, Committee of Council and Council each hold a short meeting to deal with any essential and time sensitive items on December 19, 2024.

- **WRC.24.18.9** – Council Holiday Celebration

Decision Type: Action

Status: Recommended

Description:

Mayor Helen Smith MacPhail suggested that Council and Municipal Staff would enjoy gathering for a holiday celebration. The Committee discussed their schedules and availability and decided they would join for lunch at Sam’s in Cornwall prior to the Christmas Holiday.

- **Information Items**

- **WRC.2024.18.10** – Mayor’s Meeting with Wil Lawrence

Decision Type: Information

Status: Received

Background:

WRC.2024.17.9, WRC.24.16.5

Description:

Mayor Smith MacPhail, CAO Susan Morse and Community Services Manager Cody MacDonald met with Wil Lawrence to discuss the need for more space to accommodate Council and Municipal Business. Mayor and Staff explained to Mr. Lawrence that Council is amenable to expanding a current building or constructing something new and that they want to explore the most feasible options to meet the needs as well as qualify for potential funding for “Greener Buildings”. Mr. Lawrence is available to work with the Municipality to make recommendations about what would be possible and what would be involved in this project.

- **WRC.2024.18.11**–EMO Committee Recommended Purchases

Decision Type: Information

Status: Received

Background:

WRC.24.16.1

Description:

This item had been referred to the CAO to determine pricing to purchase the recommended items. The Municipality has requested to receive one or more Emergency Shelter Kits from EMO PEI. The kits contain some of the recommended items. Each kit contains: 25 cots, 25 polar fleece blankets, 50 inflatable cot pillows, 1 first aid kit, 1 Emergency Weather Alert Radio and 25 Personal Hygiene kits. The CAO informed the Committee that when confirmation is received about the kits any items from the recommended purchases will be priced and the Committee will be updated.

- **WRC.2024.18.12** – Civonus Project Planning

Decision Type: Information

Description:

The Civonus Project planning is underway. An information email was sent out this week via mail-chimp inviting the community to take part in this project. Committee members are encouraged to sign up to participate.

- **WRC.2024.18.13** – Mutter Park Clean Up & Trails Update

Decision Type: Information

Status: Received

Background:

WRC.2024.19.3

Description:

Community Services Manager Cody MacDonald has ordered “Trail Work” signs for the trail heads at Mutter Park to inform the public about phase 2 of Fiona Salvage Harvest work. He spoke to neighbors with land adjacent to the Park to inform them of the work that will be happening soon. Mulching work on phase one has been completed. 2 Billion Tree Planting has continued and is almost complete.

- **WRC.2024.18.14** – Remembrance Day Service – Kingston Legion

Decision Type: Information

Status: Received

Description:

Mayor Smith MacPhail and Deputy Mayor Shaun MacArthur attended Remembrance Day Service at Kingston Legion. The Mayor placed a wreath on behalf of the Municipality. The Deputy Mayor participated in the Service as a Flag Bearer.

- **WRC.2024.18.15** – Playgrounds Update

Decision Type: Information

Status: Received

Background:

WRC.2024.19.12

Description:

The Municipality has been granted an extension to the deadline for spending the Rural Growth Initiative Grant. Additional funding for the playground projects for Afton and Bonshaw Community Centres has been requested in the CCBF application. This project will be phased as funds are available. Ground work will commence soon at Afton Community Centre. Playground equipment is pre-ordered to arrive in Spring of 2025.

- **WRC.2024.18.16** – Holiday Light Contest

Decision Type: Information

Status: Received

Description:

In past years the Afton Board of Directors held a Holiday Lights Contest for the former Rural Municipality of Afton. The Community Services Manager proposes that the Municipality revitalize this project this year to encourage residents to enjoy festive lights close to home and promote unity of the communities within the Municipality. The project details will be determined by the ICS committee.

- **WRC.2024.18.17** – Canadian Municipal Barometer Request for Contacts

Decision Type: Information

Status: Received

Background:

Description:

The CAO received an email from the above group requesting email contacts for Councillors. It is a research partnership that studies Canadian Municipal democracy, conducts an annual survey of elected municipal representatives. If Councillors are agreeable to sharing their municipal email address, they will be sent an invitation to participate in the survey in January. Councillors agreed to share their municipal emails and requested the CAO do so.

- **Meeting Closed**

At 7:50PM 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.24.18.18** - Pursuant to the Municipal Government Act Section 119(1)g
- **WRC.24.18.19** - Pursuant to the Municipal Government Act Section 119(1)f

- **Meeting Opened**

At 7:55PM Councillor Aaron MacEachern, motioned for the meeting to be opened. It was seconded by Councillor Lillian MacCannell and unanimously carried.

- **Adjournment**

- Councillor Aaron MacEachern to adjourn the meeting at 7:55 PM.
- The next meeting will be December 19, 2024.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Chief Administrative Officer _____

Appendix 1

Bylaw #2022-02 Schedule C Grant Request Evaluation Checklist

- Date Application Received: NOV. 6 / 24
- Group/ Organization Applying: Scouts Canada

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			0			
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)	<u>2</u>					
Criteria Part Three		(4)	(3)	(2)	(1)	(0)
Grant's reasoning clearly indicated			✓			
Public Benefit			✓			
Municipality's best interests			✓			
Financial Need			✓			
Community Showcase			✓			
Economic Development						✓
Community Development		✓				
Scores	4 = A Great Deal	3 = Quite a Bit	2 = Somewhat	1= Very Little	0= Not at All	
Total Score Part Three(II)	<u>19</u>					
Evaluation:	<u>21</u>	Recommended to The Council: <u>✓</u>		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

Page 11 of 12

Appendix 1 Continued

Bylaw #2022-02
Schedule C (Continued)
Grant Request Evaluation Checklist

- Does this application meet all criteria necessary to be forwarded to Council?

Yes

No

- Recommended Grant for approval:

Monetary Grant: \$ _____

In-Kind Grant: Waive Rental Fee Bonshaw Community Centre

Committee Chair (Print Name)

Helen Smith MacPhail

Chief Administrative Officer (Print Name)

Susan Morse

Signature

Helen Smith MacPhail

Signature

Susan Morse

Date of Evaluation: Nov. 14/24

This evaluation checklist is for Staff/Council use only

Page 12 of 12