



Rural Municipality of West River ICS Committee Meeting Minutes

Meeting No	2024-08	Time	7:00 PM
Session	Regular - Public	Date	Tuesday, November 26, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse – CAO
Attendance	Mayor Helen Smith-MacPhail, Bev Mclsaac, Lori Ashley, Susan Morse – CAO, Cody MacDonald – Community Services Manager, 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 7:03 PM.

- **Adoption & Approval of Agenda**

The following item was added to the agenda by Mayor Helen Smith-MacPhail

- **ICS.24.08.9 – Next Newsletter**
- **ICS.24.08.10 – Bonshaw Tea Party**

The agenda was approved as circulated, including any added items. It was moved by Bev Mclsaac, seconded by Lori Ashley and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of September 17, 2024, Interim Community Service Committee Meeting were approved as circulated. It was moved by Bev Mclsaac, seconded by Lori Ashley and unanimously carried.

- **Recommendation Items**

- **ICS.24.08.1 – Holiday Lights Contest**

Decision Type: Action

Status: Recommended

Background:

In the past some West River communities have held a Holiday Light Contest. This contest has not happened for several years. The Community Services Manager has proposed reviving it this year.

Description:

The Committee discussed the contest and agreed that it would be a worthwhile endeavor in the Municipality. They made the following contest parameters:

- Two categories for this year's contest; Classic Christmas and Brighten Your Holiday.
- Every ward will have a first prize & second prize in each category and one honourable mention. First prize - \$50 grocery gift card, second prize - \$25 grocery gift card; Honourable Mention- \$10 coffee shop gift card.
- Residents can sign up for themselves or nominate their neighbour. A disclaimer will be included in the sign-up form, that the address of residents who signed up for the contest will be shared with the public, so they can view the lights.
- Between December 15 & 22nd, Councillors will review the top picks from each ward and offer their votes for best decorations. Each Councillor shall serve as the judge for their ward.
- Deadline for entries is December 15, 2024, and winners will be announced on December 23, 2024. Winners can pick up their prizes at the Afton Community Centre after the holiday.

The Committee mentioned that the Town of Cornwall has bus tours of Christmas lights in their town. Mayor Helen Smith-MacPhail expressed interest in exploring a Shared Service agreement related to recreational activities with the Town of Cornwall. This could help residents of the West River enjoy more social events. The Committee agreed that this should be discussed further at a future meeting.

- **ICS.24.08.2 – NRRFD Santa Tour – Opening Afton Community Centre**

Decision Type: Action

Status: Recommended

Background:

The North River Fire Department 32nd Annual Santa Tour is scheduled to be held on December 14, 2024.

Description:

The Committee recommended that the Afton Community Centre be opened to the public while they wait for Santa. This would provide a warm place to wait, we could serve hot chocolate and cookies. The Community Services Manager and office staff will plan the event.

- **ICS.24.08.3 – Town of Cornwall Christmas Parade**

Decision Type: Action

Status: Recommended

Background:

WRC.24.18.1

The Town of Cornwall Christmas Parade is scheduled to be held December 14, 2024.

Description:

The Committee discussed the upcoming event and recommended that the Municipality enter a float again this year as Mayor Smith-MacPhail is available to participate and the CAO is available to assist in preparing the float. Mayor Smith-MacPhail volunteered to bring the truck, generators, and some decorations. The CAO volunteered to bring some lights. The Mayor and CAO agreed to get the truck ready for the parade at the Afton Community Centre

- **ICS.24.08.4– Community Christmas Dinner Request**

Decision Type: Action

Status: Not Recommended

Background:

Mayor Helen Smith-MacPhail received an email from a Resident offering to volunteer at a Christmas Community Dinner, if one will be held in the municipality. This person was not volunteering to organize the event, just assist in its delivery.

Description:

The Committee noted that in the past a community member organized a Christmas meal on Christmas Day at the Afton Community Centre. To the committee's knowledge this person is not able to do this anymore, and no one has indicated an interest in taking over the organization. The committee noted that this was not a municipal event but was privately organized and planned.

The Committee considered the idea of hosting a dinner and agreed that due to the limited time available for planning, coupled with the resources that would be required, it's best to defer it for this year and put it on the agenda earlier next year. The Committee agreed to include this item on the July 2025 agenda after 2025 Canada Day. The CAO was directed to communicate this information to the resident who had inquired.

▪ **ICS.24.08.5– Winter Activities**

Decision Type: Action

Status: Recommended

Description:

The Community Services Manager proposed some ideas for Winter Activities that could be organized by the Municipality. The committee received this information and recommended the following activities be considered by Council and that scheduling activities in early January would allow lots of time for rescheduling if weather delays happen (Mid-January 18 or 25, 2025).

- Winter Market inside at Afton Community Centre with outdoor activities and sleigh rides – Possible date of January 18, 2024
- Sponsor a Skate – Possible date of December 30, 2024 however there is usually a hockey tournament during the holidays. The CAO was directed to confirm the cost of ice time at the APM Centre in Cornwall.

The CAO informed the committee that the office will start some planning for these events.

The Committee discussed other potential winter and summer activities ex: sledding activities, A Kite Flying at Canoe Cove. The Committee were informed that Summer Students start the last week of June so they have limited involvement in the planning of Canada Day events.

Lori Ashley suggested starting a Community School in Bonshaw for different talent sharing and learning. The Committee discussed this and talked about contacting Community School organizations to confirm if the Municipality could run a community school in the Afton and Bonshaw Hall. This would be organized for February & March 2025. This was referred to the Community Service Manager to investigate, develop a plan to recruit participants (teachers and students) and report back to the Committee at the next meeting.

- **ICS.24.08.6 – Community Members – Community Representatives**

Decision Type: Action

Status: Recommended

Background:

According to the updated Interim Community Service Committee terms of reference the Committee will be made up of one member from each municipal ward and one member from each board of directors.

Description:

The CAO informed the Committee that they require committee representatives for Ward 1, 2 3 and 6. She also presented a “Join the Community Services Community Ad” which could be used to advertise the vacant seats and sought the input of the committee.

The Committee discussed this issue and made recommendations regarding people who might be interested in representing their communities. Mayor Smith MacPhail and the CAO will contact the individuals the committee suggested and report back. The CAO was directed to advertise the ad and include community engagement as part of the Committee Roles on the ad, the CAO will be the contact person.

- **Information Items**

- **ICS.24.08.7 – Municipal Owned Properties Update**

Decision Type: Information

Status: Received

Description:

The Committee discussed maintenance and operational items related to Municipal Properties.

- The CAO provided written recommendations for rental procedures and sought the input of the Committee.
- The rental group that caused damage to the Afton Hall have been invoiced for the damage but have yet to make a payment. The Committee directed that a follow-up email be sent to the group requesting they make the payment or the municipality will be required to take legal actions.
- The Community Services Manager reported that the parks are now closed. In Mutter Park the soccer nets are down, salvage harvest will start as soon as the ground freezes. The groundwork for the playgrounds in Afton and Bonshaw should start within a week.
- Mayor Helen Smith-MacPhail informed the committee that she and the CAO had a meeting with an architect to discuss the idea of putting an extension on the Afton Community Centre. In the Asset Management plan Afton Community Centre is the building that needs the most work because of its age. Putting an extension on could provide an opportunity for the municipality to apply for funding which would allow assist with the costs associated with any future work that would be required as the building ages. The CAO will be sharing Afton CC building plans and a recent survey with the architect so he can provide advise on the services that would be needed to develop potential projects.

- **ICS.24.08.8 – Community Services Update**

Decision Type: Information

Status: Received

Description:

The Community Services Manager gave an update including the following information

- Playground & EV Chargers – Partial funding has been received for playgrounds at Bonshaw and Afton Community Centres. The remaining funds have been requested through the Canada Community Benefit Fund and we expect to hear an update on this in the next month. Funding for EV charger upgrades has also been requested.
- The Municipality received a grant for \$68,250 for the installation of a solar system at the Afton Community Centre. Plans are in motion to apply for the same funding for Bonshaw.
- The two trees at the Northwest corner outside the Afton Community Centre need be cut down. The roots are beginning to generate some septic problems. The trees are not memorial trees. The office staff are in the process of obtaining quotes for the work and the cost will be under the CAO's spending limit.

▪ **ICS.24.08.9 – Next Newsletter**

Decision Type: Information

Status: Received

Description:

The Committee discussed when the next newsletter should be published. The committee agreed that the next newsletter should be available by Mid-January 15 or 20, 2025. The newsletter should include winter activities, and an announcement about the newly appointed Councillor.

▪ **ICS.24.08.10 – Bonshaw Tea Party**

Decision Type: Information

Status: Received

Description:

The Municipality received an application from the Women's Institute for an in-kind grant to waive the Bonshaw Community Centre rental fee for a community tea event on Saturday January 25, 2025. The Community Service Manager should reach out to the Women's Institute and confirm if they require assistance in planning the tea party.

- **Adjournment**

- Mayor Helen Smith-MacPhail motioned to adjourn the meeting at 9:00 PM.
- The Next Meeting will be on January 7, 2025.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Chief Administrative Officer _____