



## Rural Municipality of West River ICS Committee Meeting Minutes

<b>Meeting No</b>	2025-09	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Tuesday, January 7, 2025
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Susan Morse – CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Bev Mclsaac, Lori Ashley, Cody MacDonald – Community Services Manager, Susan Morse - CAO, Ehi Itua – Administrative Assistant		
<b>Regret</b>	Councillor Lillian MacCannell		
<b>Guest</b>	Chad Stretch		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:05 PM.

- **Adoption & Approval of Agenda**

The following item was moved to item ICS.23.09.1 on the agenda by Mayor Helen Smith-MacPhail

- **ICS.245.09.1 – Canada Day Celebration Preparation**

The agenda was approved as circulated, including changes made. It was moved by Deputy Mayor Shaun MacArthur, seconded by Lori Ashley and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of November 26, 2024, ICSC Meeting were approved as circulated. It was moved by Bev Mclsaac, seconded by Lori Ashley and unanimously carried.

- **Recommendation Items**

- **ICS.25.09.1 – Canada Day Celebration Preparation**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee discussed the annual Canada Day celebrations. They heard suggestions from Chad Stretch, representing Long Creek Baptist Church. The church would like to collaborate with the municipality during the Canada Day Celebration to promote community engagement. The church would be able to supply 20-25 volunteers to assist with an event. The church group desires to assist in promoting community togetherness not proselytizing.

The Committee agreed that collaboration was a good idea and would like to partner with the church group for Canada Day events or other events happening in the year.

Bev MacIsaac suggested a pancake breakfast could be held to coincide with the Women's Institute Roadside clean up in May. The committee considered hosting a field party at Afton Community Centre in August and/or as a celebration when the playground has been installed. The Committee agreed to discuss this further at the next meeting.

- **ICS.25.09.2 – Newsletter Update**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO provided an update regarding the upcoming newsletter. The newsletter will be published and available in hard copies and electronically. The committee recommend the CAO share the newsletter link to Schools, Local Churches and Women's Institutes (WI). The Committee agreed that a quarterly publication of the newsletter would be favorable.

- **ICS.25.09.3 – Committee Members – Community Representatives**

**Decision Type:** Action

**Status:** Recommended

**Background:**

ICS.24.08 – The Committee came up with name suggestions for the wards without community representatives

**Description:**

The CAO informed the committee that no one has come forward to volunteer. The names of residents suggested by the committee will be contacted by the CAO. The CAO requested that committee members send her the contact information for their suggested potential members.

▪ **ICS.25.09.4 – Winter Activities**

**Decision Type:** Action

**Status:** Recommended

**Background:**

ICS.24.08.5

**Description:**

The Community Service Manager updated the committee on ongoing planning regarding winter activities.

- Free Community Skate: January 26, 2025, at APM Centre, Cornwall – Storm Date (TBD)
- Sleigh Ride at Pott's: Date TBD
- Winter Market at Afton Community Centre: Date TBD
- Trivia: Date TBD

The Committee agreed that these events are sufficient for the winter months.

▪ **ICS.25.09.5 – Bonshaw Community Centre Long Term Rental Request**

**Decision Type:** Action

**Status:** Recommended

**Background:**

A community member, Madeline Hughes wants to rent the games room at Bonshaw Community Centre for Jiu Jitsu class for youth and adults as a long-term rental/lease.

**Description:**

The Committee discussed the terms of the contract, heard comments from Madeline Hughes the prospective tenant. The Bonshaw Board representative and member of public in attendance from Bonshaw shared their thoughts and consented to the lease at Bonshaw Community Centre. The Committee recommended that Council accept a monthly rental fee of \$750 plus HST for a term of six months after which time the terms of the contract would be renegotiated and adjusted as needed. The CAO will prepare the long-term contract and present it to Council.

- **Information Items**

- **ICS.25.09.6 – Holiday Lights Contest Winners**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO provided an update on the winners of the holiday lights contest. The committee proposed that next year photos of the displays should be promoted through social media.

- **ICS.25.09.7 – Town of Cornwall Christmas Parade**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO informed the committee that the municipality was unable to participate in the Town of Cornwall Christmas Parade. Due to unforeseen circumstances the volunteers organizing the Municipality's float were unavailable to participate.

- **ICS.25.09.8 – NRRFD Santa Tour – Opening Hall**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO and Community Services Manager updated the committee on the success of opening the Afton Community Centre and serving hot chocolate and cookies to community members during the NRPD Santa Tour.

▪ **ICS.25.09.9 – Municipal Owned Properties Update**

**Decision Type:** Information

**Status:** Received

**Description:**

The Community Services Manager updated the committee regarding the two trees at the Afton Community Centre that need to be removed due to roots damaging the septic system, he has received quotes from two service providers.

The cameras at Mutter and Rice Point are being repaired by Security First.

The contract with the Watershed Group will be reviewed when it is due for renewal in April.

▪ **ICS.25.09.10 – Community Services Update**

**Decision Type:** Information

**Status:** Received

**Description:**

The Bonshaw Community Centre Kitchen was inspected by Public Health.

• **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:34 PM.
- The Next Meeting will be on February 4, 2025.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

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