
Rural Municipality of West River Finance Committee

Meeting No.	21	Chair	Stephen Gould
Meeting Date	Thursday, November 3, 2122	Phone	902-675-7000
Start Time	7:00 PM	E-mail	admin@westriverpe.ca
Location	Afton Community Center	Session	Public
Present	Councillor Stephen Gould, Councillor John Yeo		
Also	Laala Jahanshahloo – CAO, Kelly Taylor		
Regrets	Mayor Helen Smith-MacPhail, Councillor Sabrina Loughran		

● **Call to order**

Chair Stephen Gould called the meeting to order at 7:00 pm.

● **Approval of Agenda**

It was moved by Councillor John Yeo and seconded by Councillor Stephen Gould; the agenda was approved as circulated.

Motion Carried

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Approval of Minutes**

It was moved by Councillor Stephen Gould and seconded by Councillor John Yeo that the minutes of October 4, 2022, Finance Committee meeting was approved as circulated.

- **FIN 21.1**

→ The Committee reviewed the reviewed CCBF (old Gas Tax) reconciliation, the RMWR Gas Tax bank account balance, and the following consideration. It was recommended that the Council authorizes the Chief Administrative Officer to withdraw \$100,000 from the "Community Priority and Contingency Reserve Fund" and replace it as soon as the CCBF instalments for 2023-24 and 2024-25 have been received.

- The RMWR has 100% of the Gas Tax Fund (currently CCBF) committed to the ongoing projects of Afton Recreation Centre Expansion (27.1.1), Bonshaw Community Cultural Centre Upgrades (32.1.1), Mutter Park Upgrade (57.1.1), and Upgrades to Canoe Cove Park (58.1.1).
- All the allocated, committed CCBF funds have been contracted with an end date of summer 2023.
- The CCBF funds will be sent to RMWR in installments, \$94,582.00 by the end of 2023 and \$ 98,695.00 by the end of 2024.
- The Gas Tax Bank Account does not have enough money to keep the required cash flow for all the ongoing projects.

- **FIN 21.2**

→ The Committee reviewed the "Election Expenses" in the 2022-23 Operating budget and recommended that the Council authorizes the Chief Administrative Officer to withdraw money from the "Elections Reserve Fund" to pay any election-related expenses over \$5000.

- **FIN 21.3**

→ The Committee reviewed the reviewed CCBF (old Gas Tax) reconciliation after considering the following topics and recommended that the Council allocates \$33,725.50 received grand from

the MCEG (Municipal Capital Expenditures Grant) 2021-2022 to be spent for the ongoing RMWR Capital Projects funded by CCBF.

- The \$47,290.50 remaining CCBF installment for 2022-23 will not be released by the end of 2022.
- The Gas Tax Bank Account does not have enough money to pay all the invoices due on December 31, 2022.

● **FIN 21.4**

➔ The CAO sent the RMWR's 2021-22 Contribution to APM Capital Funds and informed the General Manager of Communities 13 Inc. that this contribution is financed by the taxpayer's money of the five former communities, which Bonshaw is one of them. CAO requests that the APM Center make the required changes to its bylaws to ensure Bonshaw residents are considered community members and pay membership fees like the other four communities.

RMWR Contribution to Amp Capital Funds 2022	
Former Community of West River	\$3,616.48
Former Community of Afton	\$6,771.90
Former Community of Meadowbank	\$1,645.64
Former Community of New Haven Riverdale	\$1,919.73
Former Community of Bonshaw	\$546.25
Total	\$14,500

● **FIN 21.5**

➔ The Committee reviewed the Small Project Component of the Enabling Accessibility Fund Program as the CAO had applied for this funding on October 27, 2022. It was recommended that the Council authorizes the Mayor and Chief Administrative Officer to sign all the related and necessary documents on behalf of the Municipality.

- **FIN 21.6**

- ➔ The Department of Fisheries and Communities approved the RMWR's funding request for the Emergency Jobs Initiative (EJI) Program to help with Hurricane Fiona's cleanup on October 25, 2022. The Committee reviewed the received contract and recommended that the Council authorizes the Mayor and Chief Administrative Officer to sign all the related and necessary documents on behalf of the Municipality.

- **FIN 21.7**

- ➔ The CAO informed the Committee that:

- The Mutter Park access road is completely blocked after Fiona, and this road must be cleared first to clean up the ballfield.
- The Ballfield cleanup is a part of the job description mentioned in the EJI, and the RMWR has received the funding approval accordingly.
- The EJI has November 25, 2022, deadline for its expenditure.
- Considering the scale of damage after Fiona and the demand for the cleaning up, the CAO could only get one quote in the requested time frame from East Coast Timberjack at the cost of \$4250.00 plus HST.

- ➔ The Committee reviewed the East Coast Timberjack proposal. It was referred to the Properties Committee to be reviewed content-wise as the Committee will recommend the Council to accept it subject to receiving the recommendation from the Properties Committee.

- ➔ On November 1, 2022, the CAO sent an email to PEI EMO regarding the DFAP- repair and recovery requesting pre-approval for RMWR's "Repair and Recovery Plan":

- Mutter Park lost more than 30 acres of forest, the trail, and some sports field damage.
- Due to erosion of the shorelines and the danger of landfall at Inman Park, safety concerns forced RMWR to close the park until replacing the post and chain fence.
- Considering the busy time for all the related active firms and companies in the restoration field, RMWR could finally get only one quote for each site which has its time limitation for the given estimate.

- The Rural Municipality of West River operates on a limited budget and cannot afford the restoration alone. Also, it could not start the project and face a situation where the Province or Federal governments refuse to reimburse the cost.

- **FIN 21.8**

- The Committee reviewed the referred item EMO7.2:

- After reviewing the available budget for the Afton Community Center Project, \$5,000 can be allocated for building a secure storage/room in Afton Community Center. Recommending this expenditure to the Council is subject to the approval of the Properties.
- Adding a budget line for EMO expenses in the 2023-24 financial plan was deferred to be reviewed by the newly elected Council.

- **FIN 21.9**

- The Committee reviewed the different scenarios for planning revenues after Municipality takes on the responsibility of issuing permits according to the new OP&LUB. It was recommended that the CAO hire a Development Officer as a casual worker/required basis until RMWR has a clear picture of the volume of work and a more precise amount of revenue.

- **Adjournment**

- The meeting adjourned at 8:30 pm.

- The next meeting is to be determined after the new Council takes office.

STEPHEN GOULD _____