



## Rural Municipality of West River Council Meeting Minutes

<b>Meeting No</b>	2023-03	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Wednesday, March 22, 2023
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Center
<b>Adaptation status</b>	Approved	<b>Contact Person</b>	Laala Jahanshahloo - CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Aaron MacEachern, Councillor Ryan Roggeveen, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Shaun MacArthur, Councillor Steve Pollard, Laala Jahanshahloo – CAO		
Regret	Nil		
Guest	Nil		

- **Call to Order**

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

- **Adoption & Approval of Agenda**

The following topic was added to the circulated agenda by Mayor Helen Smith-MacPhail:

- **OTR.2023.3.2 - FPIEM - Board Meeting March 16, 2023**
- **OTR.2023.3.3 - Afton Community Center - RMWR's Liaison to BOD Report**
- **OTR.2023.3.4 - Bonshaw Community Center - RMWR's Liaison to BOD Report**

The agenda was approved as circulated, including any added items. It was moved by Councillor Shaun MacArthur and, seconded by Councillor John Yeo, unanimously carried.

- **Declarations of Conflict of Interest**

Councillor Lillian MacCannell recused herself from item FIN.2023.3.3, citing a conflict of interest as a Director of the Canoe Cove Community Association.

- **Delegations & Public Input**

Councillor Lillian MacCannell recused herself from item FIN.2023.3.1, citing a conflict of interest as a Director of the Canoe Cove Community Association.

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

The minutes of February 15, 2023, Council Meeting were approved as circulated. It was moved by Councillor John Yeo and, seconded by Deputy Mayor Aaron MacEachern, unanimously carried.

The minutes of March 9, 2023, Committee of Council Meeting were approved as circulated. It was moved by Councillor Steve Pollard and, seconded by Councillor Shaun MacArthur, unanimously carried.

- **Informational Items**

- **FIN.2023.3.1 - ACOA Agreement SOW Amendment No 1**

**Decision Type:** Information

**Status:** Received

**Background:**

An amendment was requested for project No 219227, signed the agreement on February 23, 2023, to include security camera installation in the statement of work.

**Description:**

On March 3, 2023, ACOA approved the requested amendment and applied it to the original agreement of March 10, 2022.

- **FIN.2023.3.2 - Bank Accounts Reconciliation Report**

**Decision Type:** Information

**Status:** Received

**Description:**

The Committee reviewed the Bank Accounts Reconciliation Report as of February 28, 2023.

- **PLB.2023.3.2 - APIC 2022 - Natural Infrastructure for Planners Workshop Report**

**Decision Type:** Information

**Status:** Received

**Background:**

The CAO attended the API Regional Annual Conference on October 2022.

**Description:**

The final report gives insights on natural infrastructure (NI) from participants attending the 2022 Atlantic Planners Institute Conference in Charlottetown, PEI. Participants shared experiences and opinions on the planning and implementing NI and natural assets management (NAM). As climate change concerns shift professional practice, severe weather events such as post-tropical storm Fiona demonstrated the need to work with the power of nature when addressing ageing infrastructure. Insights focused on starting points for immediate action, leverage points to change professional norms, and partnership opportunities that build collaboration. Read the full report on the MNAI website <https://mnai.ca/natural-infrastructure-for-planners-workshop-report/>

- **PLB.2023.3.3 - Report of PLB Committee Meeting of March 7, 2023**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2023-22

**Description:**

Mayor Helen Smith-MacPhail noted that the Planning Board Committee met on March 7, 2023, and presented a summary of the meeting's report.

- **PLB.2023.3.4 - Issued Permit Report -2023 First Quarter**

**Decision Type:** Information

**Status:** Received

**Description:**

The Committee reviewed the summary of the development permits issued from the beginning of 2023. <https://www.westriverpe.ca/planning/development-permit-decisions>

- **PTY.2023.3.1 - Afton Community Center Addition (Gas Tax Project 27.1.1) - Progress Update**

**Decision Type:** Information

**Status:** Received

**Background:**

Motiin#2021-40 and PTY.23.2.2

**Description:**

On March 16, 2023, the "F4-Declaration of Field Review of Construction" was issued for the project.

- **OTR.2023.3.2 - FPIEM - Board Meeting March 16, 2023**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2023-13

**Description:**

Mayor Helen Smith-MacPhail attended the FPEIM's board meeting on March 16, 2023. The FPEIM 2023 provincial election priority document continues to advocate for the following:

- Tax room and a half-percent property transfer tax to increase municipal revenue;
- Interim measures to control development where land use planning does not exist until a provincewide land use plan is implemented.

- **OTR.2023.3.3 - Afton Community Center - RMWR's Liaison to BOD Report**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2023-12

**Description:**

Deputy Mayor Aaron MacEachern presented a summary of the report of the Afton Community Centre monthly meeting.

The BOD requested that the Council review the Term of Reference for the BOD and their responsibilities. It is referred to be reviewed at the Committee of Whole on April 13, 2023.

▪ **OTR.2023.3.4 - Bonshaw Community Center - RMWR's Liaison to BOD Report**

**Decision Type:** Information

**Status:** Received

**Background:**

Motion#2023-12

**Description:**

Councillor Shaun MacArthur did not receive any communication from the Bonshaw Community Center after being appointed Municipality's liaison. It is referred to be reviewed at the Committee of Whole on April 13, 2023.

• **Discussion Items**

▪ **FIN.2023.3.3 - Awarding Grants - March 2023**

**Important Note:**

As Councillor Lillian McConnell declared her conflict of interest and recused herself from this item, she left the meeting before the Chair obtained the floor and joined the meeting after the vote was taken.

**Decision Type:** Action

**Status:** Motion Carried (5-0)

**Description:** Motion 2023-24

**Moved by** Councillor John Yeo and **Seconded by** Deputy Mayor Aaron MacEachern

**WHEREAS**

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of the Whole reviewed the grant request applications from the Canoe Cove Community Association and the West River Community Fridge and completed Schedule C for both applicants, and

**WHEREAS**

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on March 9, 2023,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves awarding a one-time grant to the following applicants from the 2022-23 operating budget:

- \$3,000 for Canoe Cove Community Association
- \$1,500 for West River Community Fridge

▪ **FIN.2023.3.4 - Capital Budget 2022-2023 Revision II**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2023-25

**Moved by** Councillor Shaun MacArthur and **Seconded by** Councillor Lillian MacCannell

**WHEREAS**

Pursuant to Motion #2022-76 and Motion #2022-86 approved Capital Budget for the Bonshaw Community Centre Upgrade Project of April 1 2022-March 31, 2023, has been increased to \$412,933, and

**WHEREAS**

Pursuant to Motion#86 and the amendment CRP funding agreement (12345-20-R73), signed on March 2, 2023, increasing the amount of funding by \$15,922.00, and

**WHEREAS**

Following Motion# 2022-95 and Motion#2023-20 allocating \$11,145 for the Bonshaw Community Centre Upgrade Project as part of ongoing RMWR Capital Projects,and

**WHEREAS**

According to Motion# 2022-96 and the Small Project Component of the Enabling Accessibility Fund Program funding agreement (018854323), signed on March 9, 2023, for \$100,000, and

**WHEREAS**

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on March 9, 2023,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves increasing the approved Capital Budget for the Bonshaw Community Centre Upgrade Project of April 1, 2022, to March 31, 2023, to \$540,000.

- **FIN.2023.3.5 - Bonshaw Community Center Improvement Project- Change Orders #4 and #7**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2023-26

**Moved by** Deputy Mayor Aaron MacEachern and **Seconded by** Councillor Shaun MacArthur

**WHEREAS**

Motion #2023-25 approved increasing the Capital Budget for the Bonshaw Community Centre Improvement Project of April 1, 2022-March 31, 2023, has been increased to \$540,000, and

**WHEREAS**

Pursuant to Motion #2021-55, the project admin approved the change order No. 4 and change order No. 7, and,

## **WHEREAS**

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on March 9, 2023,

## **BE IT RESOLVED**

The Council for the Rural Municipality of West River accepts adding the attached Change Orders (Appendix A, attached hereto, forming a part of this resolution) at the cost of \$101,050.00, plus HST and (Appendix B, attached hereto, forming a part of this resolution)) at the cost of \$2,700.00, plus HST, to the Bonshaw Community Cultural Center Improvement Project signed contract and authorizes the CAO to execute it.

- **PLB.2023.3.5 - PID 768770 and PID 568790 - Property Boundary Adjustment**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2023-27

**Moved by** Councillor John Yeo and **Seconded by** Councillor Shaun MacArthur

## **WHEREAS**

Council has received an application from Darryl MacDougall and Steve & Lynn MacFadyen for a boundary adjustment described as Lot 22-1A, Parcels A & B being a subdivision of Lands of PID#768770 and PID# 568790 as shown in the draft plan prepared by Derek A. French Professional Services Inc. (Appendix A, attached hereto, forming a part of this resolution) so that Parcel A is consolidated with Lot 22-1 being 0.16 acres and Parcel B is consolidated with PID 568790 being 0.16 acres in size, and

## **WHEREAS**

The CAO has received written and signed consent from Darryl MacDougall and Steve & Lynn MacFadyen for proceeding with the boundary adjustment (Appendix B, attached hereto, forming a part of this resolution), and



**WHEREAS**

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on March 9, 2023,

**BE IT RESOLVED**

Approval is given for a boundary adjustment described as Lot 22-1A, Parcels A and B being a subdivision of Lands of PID#768770 and PID# 568790, as shown in the draft plan prepared by Derek A. French Professional Services Inc. (Appendix A - drawing No. 22099-5 dated December 14, 2022) so that Parcel A is consolidated with Lot 22-1 being 0.16 acres and Parcel B is consolidated with PID 568790 being 0.16 acres in size; and,

**BE IT FURTHER RESOLVED**

That upon receipt of an acceptable plan (6 copies) signed by a recognized PEI Land Surveyor, the Development Officer affixes an approval stamp to the plan and has it registered in the PEI Land Registry Office.

▪ **PLB.2023.3.6 - Appointing Interim Development Officer**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Description:** Motion 2023-28

**Moved by** Councillor John Yeo and **Seconded by** Deputy Mayor Aaron MacEachern

**WHEREAS**

Pursuant to Planning Act Section (20) (2), the Council may appoint a development officer to administer the bylaws for the Council, and

**WHEREAS**

This resolution bears the recommendation of the Planning Board Committee as discussed at a meeting held on March 7, 2023,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River appoints Terrazas Moya Mirko Xavier as its Interim Development Officer.

- **PTY.2023.3.2 - Mutter Park - Forestry Management Plan**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Moved by** Councillor Shaun MacArthur and **Seconded by** Deputy Mayor Aaron MacEachern

**Background:**

PTY.23.2.5

**Description:**

The Council designated WRF Consultant to prepare Mutter Park's Forest Management Plan (FMP) and authorized the CAO to hire WRF Consultant in accordance with the RMWR's Purchase Policy # 2022-03 Sections (7.1) and (8.11).

- **OTR.2023.3.1 - FPEIM Nomination - Rescinding Nomination Motion**

**Decision Type:** Action

**Status:** Motion Carried (6-0)

**Moved by** Councillor John Yeo and **Seconded by** Deputy Mayor Aaron MacEachern

**Background:**

OTR.2023.2.4

**Description:**

On March 15, 2023, the Executive Director of FPEIM sent an email to inform CAO that it is encouraging to see so many members of the Council expressing interest in sitting on the FPEIM board of directors; however, only one nomination from each municipality is possible. The confusion was created due to the sentence in the notice with the word " nominees" as plural. The reason was explained as a municipality may nominate one member of the Council for president and one member for a board seat which will be adjusted the wording in future calls for nominations to provide greater clarity.

The Council rescinded the nomination of Deputy Mayor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Shaun MacArthur, and Councillor Steve Pollard for the 2023 Election to the FPEIM Board and only Mayor Helen Smith-MacPhail will be the remaining nominee according to Council original Motion on February 15, 2023.

- **Adjournment**

- Councillor Lillian MacCannell motioned to adjourn the meeting at 8:30 PM.
- The next meeting will be on April 27, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor \_\_\_\_\_

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

## Appendix A - Motion 2023-26

Standard Construction Document CCDC 2 - 2020

### CHANGE ORDER

Work: "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,  
PEI PID 402917, for the Rural Municipality of West River.  
*title and location*

Change Order No.: 4

Date: March 08, 2023

Reference: Contract CCDC 2 2020

Consultant: W. D. Lawrence Architecture Inc.

Owner: Rural Municipality of West River

Contractor: Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

Description:

Amount of original Contract		<b>\$ 272,941.00</b>
CO #1: Doors/hardware		\$ 57,394.00
CO #2: Drywall		\$ 59,000.00
CO #3: Rebuild main entry		\$ 22,600.00
CO #5: Add shower		<u>\$ 26,550.00</u>
Previously Revised Contract amount		\$ 438,485.00
CO #4:		
1. Add ramp		<u>\$ 101,050.00</u>
Total		\$ 539,535.00
Revised Contract amount		<b><u>\$ 539,535.00</u></b>

Appendix A (Continued)- Motion 2023-26

Standard Construction Document CCDC 2 2020

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The contingency allowance is increased/decreased by the sum of \$ N/A  
The Contract Price is increased by the sum of \$ 101,050.00  
The Contract Time is increased/decreased by 0 Working Days

Recommended by the Consultant

Wil Lawrence, Principal WDLA  
*name and title of person signing*

\_\_\_\_\_  
*signature*

March 08, 2023  
*date*

Approved by the Owner

Laala Jahanshahloo - CAO  
*name and title of person signing*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

Approved by the Contractor

Ridgeline Construction Ltd.  
*name and title of person signing*

[Signature]  
*signature*

March 09/2023  
*date*

## Appendix B- Motion 2023-26

Standard Construction Document CCDC 2 - 2020

### CHANGE ORDER

Work: "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,  
PEI PID 402917, for the Rural Municipality of West River.  
*title and location*

Change Order No.: 7

Date: March 08, 2023

Reference: Contract CCDC 2 2020

Consultant: W. D. Lawrence Architecture Inc.

Owner: Rural Municipality of West River

Contractor: Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

Description:

Amount of original Contract	\$	<b>272,941.00</b>
CO #1: Doors/hardware	\$	57,394.00
CO #2: Drywall	\$	59,000.00
CO #3: Rebuild main entry	\$	22,600.00
CO #4: Add ramp	\$	101,050.00
CO #5: Add shower	\$	26,550.00
CO #6: Add generator (pending, not yet approved)	(-) \$	87,300.00
Previously Revised Contract amount	\$	539,535.00
CO #7:		
1. Add well pump	\$	2,700.00
Total	\$	542,235.00
Revised Contract amount	\$	<b>542,235.00</b>

**Appendix B (Continued)- Motion 2023-26**

Standard Construction Document CCDC 2 2020

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The contingency allowance is increased/decreased by the sum of \$ N/A  
The *Contract Price* is increased by the sum of \$ 2,700.00  
The *Contract Time* is increased/decreased by 0 *Working Days*

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**Recommended by the Consultant**

Wil Lawrence, Principal WDLA  
*name and title of person signing*

\_\_\_\_\_  
*signature*

March 07, 2023  
*date*

**Approved by the Owner**

Laala Jahanshahloo - CAO  
*name and title of person signing*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

**Approved by the Contractor**

Ridgeline Construction Ltd.  
*name and title of person signing*

\_\_\_\_\_  
*signature*

Mar 08/2023  
*date*

