



Rural Municipality of West River Event Committee Meeting Minutes

Meeting No	2023-01	Time	6:00 PM
Session	Regular - Public	Date	Wednesday, May 31, 2023
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adaptation status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Councillor Lillian MacCannell, Councillor Shaun MacArthur, Laala Jahanshahloo – CAO- Kelly Taylor - Administrative Assistant, Patricia MacFadyen		
Regret	Nil		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 6:00 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor Shaun MacArthur and, seconded by Councillor Lillian MacCannell, unanimously carried.

- **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Informational Items**

- **EVT.23.01.1 - Community Celebration Fund**

Decision Type: Information

Status: Received

Background:

On February 27, 2023, the RMWR applied for Community Celebration Funding

Description:

On May 24, 2023, PEI Government, through Innovation PEI, approved \$1,000 in financial assistance for the PEI 150 Celebration.

- **Recommendation Items**

- **EVT.23.01.2 - Review Funding**

Decision Type: Action

Status: Recommended

Description:

The Rural Municipality of West River will partner with Afton Community Centre for Canada Day 2023. Both organizations have received \$2400 in federal funding for a total budget of \$4800 for this event.

This funding is subject to the following terms and conditions:

- Celebrate Canada eligible project must:
 1. funded activities have to be held on the designated day of July 1;
 2. be free of charge (no admission fees or donation required for entry);. and
 3. be open to the general public and promoted as such.
- The following activities are not eligible:
 1. any events of a primarily religious, political or commercial nature;
 2. activities whose primary purpose is fundraising or contests;
 3. conferences, workshops and other events not intended for the general public;
 4. activities that are (in whole or in part) an extension of regular or permanent programming.

- Only project-related expenses are eligible, which may include:
 1. Promotional expenses, communications, entertainment, supplies, and equipment rental;
 2. birthday cake for Canada Day Celebrations;
 3. Administrative costs (not exceeding 15% of the total contribution);
 4. Reasonable travel/hospitality expenses inside Canada must not exceed the rates permitted for travel on government business.

- Ineligible expenses from Celebrate Canada funding include costs related to the following:
 1. BBQ, general food and beverages;
 2. Major infrastructures; equipment purchase;
 3. Lobbying activities;
 4. Advocacy;
 5. Prizes;
 6. Fairs and festivals;
 7. Liquor permits.

▪ **EVT.23.01.3 - Draft a List of Proposed Activities/Programs**

Decision Type: Action

Status: Recommended

Description:

- Pancake Breakfast
 1. Time - 8:30 - 10:30 AM
 2. Menu: Pancakes and Sausages, Coffee and Tea and Juice
 3. Planting Memorial Tree

- Family Fun Day
 1. Time - 1:00 - 4:00 PM
 2. Music - Live Band
 3. O Canada - 2:00 PM
 4. Menu: Hot Dogs & Rolls, Juice, and Cake.
 5. Entertainment: Clown, Face Painting, and Games

- **EVT.23.04 - Program Administration**

Decision Type: Action

Status: Recommended

Description:

- The Mayor will contact L'nuey to invite them to participate and will also start the program with a land acknowledgement. The Mayor will also ensure that government officials are invited to participate in the official ceremony at 2:00 PM.
- Councillors Shaun MacArthur and Patricia MacFadyen will take ensure the Pancake Breakfast is organized.
- Councillor Lillian MacCannell will ensure the Canteen at Inman Park is appropriately stocked and ready for the event.
- John Yeo and Bill MacCannell will coordinate the BBQ at Inman Park
- Kelly Taylor will look into possible games and entertainment for children.
- The CAO will ensure the eligibility and financial aspects of the event are adhered to.

- **EVT.23.05 - Possible Locations**

Decision Type: Action

Status: Recommended

Description:

- Afton Community Centre- Pancake breakfast & Memorial Tree - 8:30 - 10:30 AM
- Innman Park- 1:00 - 4:00 PM

- **Adjournment**

- Councillor Shaun MacArthur motioned to adjourn the meeting at 7:00 PM.
- The next meeting will be on June 21, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____