



## Rural Municipality of West River Event Committee Meeting Minutes

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