



Rural Municipality of West River ICSC Meeting Minutes

Meeting No	2024-03	Time	7:00 PM
Session	Regular - Public	Date:	Wednesday, April 3, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	To be approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Lori Ashley, Bev MacIsaac, Laala Jahanshahloo - CAO, Cody MacDonald - Community Services Manager		
Regret	Councillor Lillian MacCannell		
Guest	Jim Matheson from Afton BOD - Marion Copleston, Jonathan Simons, and Tim Hamming from Bonshaw BOD		

▪ Call to Order

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

▪ Adoption & Approval of Agenda

The following items were added to the agenda by Deputy Mayor Shaun MacArthur and Councillor Aaron MacEachern:

- **ICS.24.03.9 - Bonshaw Community Center Flagpole**
- **ICS.24.03.10 - Bonshaw Community Center Plaques and Display**
- **ICS.24.03.11 - Bonshaw Community Center Cleaner**
- **ICS.24.03.12 - Fire Alarm at Bonshaw Community Center**

The agenda was approved as circulated, including any added items. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Aaron MacEachern, and unanimously carried.

▪ Declarations of Conflict of Interest

Nil

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

The September 28, 2023, Event Committee Meeting minutes were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Mayor Helen Smith-MacPhail and unanimously carried.

The January 23, 2024, Interim Community Services Committee Meeting minutes were approved as circulated. It was moved by Bev MacIsaac, seconded by Lori Ashley, and unanimously carried.

- **Recommendation Items**

- **ICS.24.03.1 – Bonshaw Community Center Office Rental**

Decision Type: Action

Status: Recommended

Background:

Motion#2024-10: The Central Queens Branch of the PEI Wildlife Federation, who previously rented office space in Bonshaw Community Center, requested a lower rental fee until next year to give them time to build the rent increase into their next year's budget. The group will submit a grant request for in-kind donations to cover a portion of the rental expense for 2024-25.

Description:

The Committee recommended that the Council accept this grant request for in-kind donation and offset the rental fee to \$250, including HST.

- **ICS.24.03.2 – Grass Cutting**

Decision Type: Action

Status: Recommended

Description:

The Committee reviewed outsourcing grass-cutting versus buying equipment and hiring staff for five municipally owned properties. The committee recommends hiring third-party vendors and directs the CAO to follow the Municipality's policy to obtain quotes for the required service.

▪ **ICS.24.03.3 - Afton and Bonshaw Community Centers' BODs – Financial Transition**

Decision Type: Action

Status: Recommended

Background:

ICS.24.02.6

Description:

Afton and Bonshaw Community Center BOD representatives discussed a vision for the funds remaining in their accounts. They were advised that the RMWR, as a municipality, is qualified and able to receive directed charitable donations. The Afton and Bonshaw Community Center BODs could donate their funds to RMWR, which will be kept in separate bank accounts and used per their instructions for charitable purposes.

▪ **ICS.24.03.4 - Bonshaw Community Center Opening Ceremony**

Decision Type: Action

Status: Deferred

Description:

The official re-opening ceremony for the Bonshaw Community Center was discussed. The committee deferred this matter to their next meeting. It was moved by Councillor Aaron MacEachern, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

▪ **ICS.24.03.5 – Programming for Approved Funding**

Decision Type: Action

Status: Referred

Background:

The Municipality has received funding through various resources, including the Central Region Sport & Recreation Council, New Horizons for Seniors, and Senior's Community Meal Grant.

Description:

The Committee referred this item to the Community Services Manager to draft an operational plan for funding expenditures according to the agreement requirement.

- **ICS.24.03.6 - Canada Day Celebration Preparation**

Decision Type: Action

Status: Referred

Background:

Motion# 2023-83

Description:

The Committee referred this item to the Community Services Manager to start planning the event and secure entertainment, including but not limited to a musical band, face painting, clown or magician.

- **ICS.24.03.9 - Bonshaw Community Center Flagpole**

Decision Type: Action

Status: Referred

Background:

PTY 17.6

Description:

The Committee referred this item to the Maintenance Manager to coordinate with the vendor to install the flagpole.

- **ICS.24.03.10 - Bonshaw Community Center Plaques and Display**

Decision Type: Action

Status: Referred

Background:

The War Memorial plaque from Bonshaw Community Center was previously installed in the lobby, the rooms had dedication plaques, and the Canada 150 plaques contained valuable information about the community.

Description:

The Committee referred this item to the Community Services Manager to build stands and install the plaques.

- **ICS.24.03.11 - Bonshaw Community Center Cleaner**

Decision Type: Action

Status: Referred

Description:

The Committee referred this item to the Community Services Manager to contact the former cleaner of Bonshaw Community Center and discuss the terms of resuming the work.

- **ICS.24.03.12 - Fire Alarm at Bonshaw Community Center**

Decision Type: Action

Status: Referred

Background:

The Fire Marshal advised that if more than one room is to be used for the care of children, pull station fire alarms must be installed in the Bonshaw Community Center building.

Description:

The Committee referred this item to the CAO and Community Services Manager to look for funding to install the required fire safety equipment.

- **Information Items**

- **ICS.24.03.7 - RMWR's Expenditure for Afton Community Centre**

Decision Type: Information

Status: Received

Description

The CAO provided a summary of the maintenance and operational expenses paid by RMWR for upkeep and day-to-day operation of Afton Community Center.

- **ICS.24.02.8 -RMWR's Expenditure for Bonshaw Community Center**

Decision Type: Information

Status: Received

Description:

The CAO provided a summary of the maintenance and equipping expenses paid by RMWR for facilitating the opening of the Bonshaw Community Center.

- **Adjournment**

- Councillor Aaron MacEachern motioned to adjourn the meeting at 8:30 PM.
 - The next meeting will be on May 6, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____