



## Rural Municipality of West River ICSC Meeting Minutes

<b>Meeting No</b>	2024-07	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Tuesday, September 17, 2024
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Susan Morse – Interim CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Bev Mclsaac, Lori Ashley, Cody MacDonald – Community Services Manager, Susan Morse Interim CAO		
<b>Regret</b>	Nil		
<b>Guest</b>	Tracey Callbeck, Marion Copleston		

- **Call to Order**

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

- **Adoption & Approval of Agenda**

The following item was added to the agenda by Mayor Helen Smith-MacPhail

- **ICS.24.07.8 - Bonshaw Community Centre Grand Re-Opening Report**

The agenda was approved as circulated, including the added item. It was moved by Deputy Mayor Shaun MacArthur, seconded by Bev Mclsaac and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of July 16, 2024, ICSC Meeting were approved as circulated. It was moved by Lori Ashley, seconded by Deputy Mayor Shaun MacArthur and unanimously carried.

- **Questions from the Audience and Public Input**

Nil

- **Recommendation Items**

- **ICS.24.07.1 –Community Use of Buildings**

**Decision Type:** Action

**Status:** Recommended

**Background:**

The Committee discussed how Women’s Institutes (WIs) were instrumental in the building or formation of the Community Centres. These groups have historically used the Community Centres to host events such as Community Potlucks, Games Nights, Meet Your Neighbor. Committee members have been told that WIs from the municipality are using space outside of the Municipality because they are able to use the space free of charge. Bonshaw & Afton WI’s have both received grants to use the respective Community Centres for meetings and have requested this also include the use of kitchens for preparation of coffee, tea and light refreshments.

**Description:**

The Committee discussed this information and agreed that the WIs are an integral part of the Community. The Committee recognizes that it is better to have Centres used than sitting empty. The Committee recommends that the grants issued for the WI’s be updated to include use of the kitchen for light refreshments.

Community Services Manager & Interim CAO reported that they met with the Municipality’s Insurance provider and determined that the Municipality’s Insurance coverage is not affected by whether the users are paying or not. Therefore when groups receive grants reducing or waiving the rental fee they do not need to purchase their own insurance.

The Committee recommended that rental policies be highlighted in our next newsletter to inform residents that posted rental rates are discounted for residents of the Municipality and that non-profit groups can apply for grants to reduce or waive the rental fee.

- **ICS.24.07.2 –Rental Procedures**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee discussed the need for rental procedures including time between rentals, deposits, checklists showing renters how each room should be left after renting.

Regarding time between rentals the Committee agreed there should be a predetermined time for cleaning, this time would be dependent on the length of rental as more cleaning would be needed between longer rentals. Staff will investigate and make recommendations.

Regarding deposits the Committee considered waiving the requirement for shorter rentals such as rentals under 3 hours. It was asked if the deposit requirement might deter renters. There was a multi-day rental event this spring where the Afton Community Centre experienced some cosmetic damage and required professional floor cleaning. The Committee recommends we keep collecting deposits at this time and will reconsider changing this practice for shorter rentals later if we can determine that the deposit is deterring rentals. The Committee discussed taking credit card deposits. Staff reported that the cost associated credit card deposits with the current payment service (Square) was not feasible. The Committee recommended staff investigate alternative payment services.

Marion Copleston pointed out that the Municipality's website needed to be updated to reflect the availability of the Bonshaw Community Centre for rental. She also suggested it would be simpler if the rental links on the Website could link to specific buildings and/or rooms as currently all links direct users to a page showing all rental facilities. Municipal staff will investigate and update as much as possible.

The Community Services Manager informed the Committee that when community members use the Centres for funeral receptions the rental rate is reduced to a flat rate of \$50.

▪ **ICS.24.07.3 –Rice Point Gate**

**Decision Type:** Action

**Status:** Recommended

**Description:**

Some community members have reached out to the Municipal Office and requested that the Gate at Rice Point be left open longer than the end of September. The Committee agreed that leaving the gate open until after Thanksgiving is a good idea given the mild weather that we

have been experiencing. Staff will review the parks schedule and ensure the gate is open until after Thanksgiving.

- **ICS.24.07.4 – Fall Program Planning**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The following programs being offered at Municipally owned facilities – Fitness Classes by Rita Campbell, Fitness & Dance Classes by Karina Boswell. Angie Frizzell’s Fitness classes at Bonshaw and Tori Burke’s dance classes at Afton did not go ahead due to low enrolment.

The Committee discussed programming and ways to increase what is offered at Municipally owned facilities. The Committee agreed that the Municipality needs help providing programming as they do not have the personnel to facilitate programs at this time. The Committee suggested reaching out to residents to recruit assistance facilitating events such as Senior’s Cards or other events of interest. The Committee agreed that groups should be encouraged to request grants for waiving rental fees to hold such events.

The Community Services Manager informed the Committee that the Municipality has received \$2000 from the Seniors Secretariat Grant and suggested the funding be used to offer low cost or free fitness programs for seniors. This was done before and the programs with reduced or removed registration costs had a significant increase in participants and community members expressed their appreciation for the opportunity. The Committee recommended the funds be used as suggested by the Community Services Manager.

- **ICS.24.07.5 – Interim Community Services Committee Terms of Reference**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Committee of Council Minutes 2024-16 item WRC.24.16.3, ICS.24.06.7

**Description:**

The Committee was informed that The Committee of Council has recommended the updated terms of reference to the Council that the Committee be comprised of one member from each Municipal ward, one member from the Bonshaw Board, one member from the Afton Board, one Councillor and the Mayor. The Committee recommended an expression of interest be put out to the public to determine if there is interest in serving on the Committee.

The Bonshaw Board of Directors has requested two representatives. The Committee discussed this and did not recommend as that would result in a very unbalanced representation of the communities of the Municipality. It was recommended that the CAO ask each Board of Directors if the current member would remain as a representative. The Committee also discussed the length of term and determined there would be no limit at this time.

- **Attendance**

Bev McIsaac left the meeting as she had another commitment.

- **Recommendation Items Continued**

- **ICS.24.07.6 – Afton and Bonshaw Community Centres BODs – Financial Transition**

- **Afton BOD**

**Decision Type:** Action

**Status:** Deferred

- **Bonshaw BOD**

**Decision Type:** Action

**Status:** Received

- **Description:**

The Committee was informed that the Bonshaw Board of Directors has resolved to add Deputy Mayor Shaun MacArthur to their board as a municipal representative. It was suggested that the ICS Committee consider letting the Boards of Directors use the community centres for meetings and other community events. The Interim CAO reminded the Committee that any

group can apply for a grant to use the buildings for meetings and that a grant request would be welcome from the Boards of Directors.

- **ICS.24.07.8 – Bonshaw Community Centre Grand Re-Opening Report**

**Decision Type:** Action

**Status:** Received

**Description:**

Mayor Smith-MacPhail reported on the Bonshaw Community Centre Grand Re-Opening. The event was advertised in a mail out newsletter that was sent to the entire municipality. The event was successful with approximately 75 people in attendance including former Mayor of Bonshaw Marion Copleston, MP Heath MacDonald, MLAs Peter Bevan-Baker & Mark McLane and former MLA Jamie Fox.

Lori Ashley informed the Committee that a Municipal resident who does not reside in Bonshaw approached her at the event to ask if it was ok that they were in attendance. The Committee recognizes that more communication is needed to inform residents that all the communities in the Municipality are welcome at any Municipal activity/event. The Committee recommends emphasizing this in the next municipal newsletter and has requested the CAO investigate ways to unify the Municipality including but not limited to community signage.

- **Information Items**

- **ICS.24.07.7 – Municipally-Owned Properties Update**

**Decision Type:** Information

**Status:** Received

**Description:**

The Community Services Manager provided an update of maintenance and operational items related to Municipal Properties.

- Afton CC & Inman Park, – Nothing to report
- Bonshaw CC

- EV charger is not working – Jamieson electric is aware and will be repairing.
- There is a mildew/musty smell in the basement. Groups are asked not to change the heat pump settings in the building.
- Mutter Park & Rice Point – Security Cameras are not working – the security company has taken the cameras and is repairing them.

- **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:43 PM.
- The Next Meeting date is to be determined.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

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