



Rural Municipality of West River Committee of Council Meeting Minutes

Meeting No	2025-20	Time	7:00 PM
Session	Regular - Public	Date	Thursday, February 20, 2025
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur Councillor Aaron MacEachern, Councillor Daniel Sud, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse - CAO, Ehi Itua - Administrative Assistant		
Regret	Nil		
Guest			

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:40 PM.

- **Adoption & Approval of Agenda**

The following item was added to the agenda by the CAO

- Item 5.11 – Grant Request

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

- **Declarations of Conflict of Interest**

Nil

- **Recommended Items**

- **CW.2025.20.1** – Atlantic Bug Busters Contract 2025

Decision Type: Action

Status: Recommended

Background:

CW.25.19.2 2025 contract proposal and map of treatment areas. Appendix A attached hereto forming a part of the minutes.

Description:

The CAO updated the committee regarding accessibility of the streams due to Fiona debris. The contractor has confirmed that they are still treating all the areas, however it takes at least double the time compared to pre Fiona. The CAO presented the 2025 contract with a total cost (including HST) \$ 17,675.00. The committee recommended it to Council for approval.

- **CW.2025.20.2** - 2025-26 Memberships

Decision Type: Action

Status: Recommended

Description:

The CAO informed the committee that the Municipality holds memberships with the Federation of PEI Municipalities, Canadian Association of Municipal Administrators, Federation of Canadian Municipalities and the Association of Municipal Administrators. The CAO suggested that West River continues with each membership considering the benefits and resources available to members. Mayor Helen Smith-MacPhail stated that it is important to continue with the association and leverage on the resources they make available to municipalities. The committee recommended the CAO continue the Memberships for 2025.

- **CW.2025.20.3** – Side Door Afton Community Centre

Decision Type: Action

Status: Referred

Background:

CW.25.19.6

Description:

Two quotes were received to replace the side door at Afton Community Centre. The Committee reviewed the quotes. The door has been repaired enough to be functional and secure but still requires replacement. The CAO suggested this could be deferred to the next fiscal year due to high expenditure in the Community Services and Properties Budget in the current fiscal year. The committee recommended the quote from Vinyltech-Pykes Glass Windows & Doors and instructed the CAO to inquire regarding timeline for delivery and install before they decide on deferring this item.

- **CW.2025.20.4 – Shared Services Bylaw**

Decision Type: Action

Status: Recommended

Background:

The Municipal Government Act enables Council to enter into an agreement, if authorized by bylaw, with another Council for the provision of any service which each has the power to provide within its own boundaries. The agreement referred to shall be in writing and shall set out the terms and conditions that apply to the agreement.

Description:

The CAO recommended to the committee that the Rural Municipality of West River enter into a shared services agreement with the Rural Municipalities of Kingston and Miltonvale Park for the services of Development Officer. Council must first pass a bylaw to authorize this. The committee discussed this recommendation and reviewed the draft shared service bylaw that and recommended to Council for approval.

- **CW.2025.20.5 – Dog Control Bylaw**

Decision Type: Action

Status: Recommended

Background:

PLB.25.16.1

Description:

The CAO has conducted research regarding Animal Control Bylaws and enforcement. The CAO has forwarded a copy of the proposed Animal Control bylaw to the PEI Humane Society for review and to provide feedback regarding its enforceability. We are currently awaiting their response. The CAO informed the committee that she will continue to work on preparing the Animal Control Bylaw. Mayor Smith-MacPhail said that she would like to see this bylaw adopted as soon as possible.

- **CW.2025.20.6 – Summary Offense Bylaw**

Decision Type: Action

Status: Recommended

Description:

It is recommended by the Municipality's lawyer that to enforce an animal control bylaw there is a need to adopt a summary offense bylaw. This bylaw would authorize the Municipality's enforcement officer to issue tickets for bylaw violations and provide a procedure for staff to receive payments of fines. The lawyer informed the CAO that this bylaw will need legal review prior to adoption. The Committee recommended that the CAO begin work on drafting a Summary Offense Bylaw.

- **CW.2025.20.7 – 2025-26 Financial Plan**

Decision Type: Action

Status: Recommended

Description:

The CAO presented the committee with 3 possible scenarios for the 2025-26 Financial Plan. The committee discussed the possible scenarios and finalized the proposed draft of the 2025-26 Financial Plan. The Committee recommended that the public meeting be scheduled for March 4th, 2025, at 6 PM.

- **CW.2025.20.8 – Off Highway Vehicle Act**

Decision Type: Action

Status: Referred

Description:

The Department of Transportation and Infrastructure is seeking feedback on proposed amendments to the Off Highway Vehicle Act. The proposed amendments would allow Municipalities to make bylaws regarding the use of off highway vehicles with the Municipality. The Committee requested that the CAO report the following feedback "The Municipality does not support the transfer of this jurisdiction and wants to ensure that Municipalities without regulations remain covered under the Off-Highway Vehicle Act."

- **CW.2025.20.9 – Civonus Project Update**

Decision Type: Action

Status: Referred

Background:

ICS.25.10.2

Description:

The CAO presented the feedback from the ICS committee regarding the Civonus Project. The Committee received this information and recommended that the project be terminated. The Committee referred this to the CAO and Mayor Smith-MacPhail to arrange for a meeting with Mr. Hughes.

- **CW.2025.20.10 – ICS Committee Members**

Decision Type: Action

Status: Recommended

Background:

Motion#2024-71

Description:

The Interim Community Services Committee requests that Sue Flowers be appointed to the Committee as a representative for Ward 2. The committee received this request and recommends that Council appoint Ms. Flowers.

- **CW.2025.20.11 – Grant Request**

Decision Type: Action

Status: Recommended

Description:

The CAO presented a grant request from Molly Mitchell. Ms. Mitchell is requesting financial assistance to attend the Forum for Young Canadians 2025 Summit in Ottawa, Ontario, from March 2 to March 7 2025.

The Committee completed schedule C and recommends that Council grant up to \$500 subject to the availability of funds in the Community Grants account.

- **Information Items**

- **CW.25.20.12 – APM Report**

Decision Type: Information

Status: Received

Description:

The APM Centre presented a request for a financial contribution of 0.5 cents per \$100 of property tax assessment, based on the 2024 assessment, totaling \$18,704. In the past three years, the Rural Municipality of West River has contributed \$14,539 annually.

To facilitate a more informed discussion and recommendation, the Committee has requested a detailed Operating Expenses (OPEX) Report from the APM Centre.

- **CW.25.20.13 – Bonshaw Community Centre Lease Agreement**

Decision Type: Information

Status: Received

Description:

Elections Canada has contacted the Rural Municipality of West River regarding the use of the Bonshaw Community Centre. They require exclusive access, which is not feasible due to the presence of other tenants. As a result, they are seeking an alternative location. The lease agreement for the Jiu Jitsu group was sent to the office lawyer for review, and we have received the finalized copy for further action.

- **CW.25.20.14 – Letter from Minister Myers**

Decision Type: Information

Status: Received

Description:

The West River office received a letter from the Minister inviting the municipality to participate in consultations and public engagement on proposed amendments to the Municipal Government Act and Regulations. This review is a key initiative aimed at ensuring the Act continues to provide a strong framework for municipal governance, supporting the development of sustainable and resilient municipalities across the province.

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

- Nil.

- **Meeting Closed**

At 8:42PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be closed. It was seconded by Councillor Lillian MacCannell and unanimously carried.

- **In Camera Items**

- **CW.25.20.15** - Pursuant to the Municipal Government Act Section 119(1)c
- **CW.25.20.16** - Pursuant to the Municipal Government Act Section 119(1)f

- **Meeting Opened**

At 8:52PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be opened. It was seconded by Councillor Aaron MacEachern and unanimously carried.

- **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:52PM.

Helen Smith-MacPhail

Susan Morse

Mayor _____ Chief Administrative Officer _____

Appendix A



1444 Freetown Road
Freetown, PE
C0B 1M0

Owner / Operators: Jake Rix & Katherine McKenna



902-439-1060



atlanticbugbusters@live.ca

2025 Proposal / Contract: Municipality of West River, PE

Proposal: Atlantic Bug Busters Inc. proposes that it carry out all* necessary duties required for the implementation and operation of a biting fly (black fly and salt marsh mosquito) program in the area(s) shown (see 2013 contract) on behalf of the West River and area for the 2025 season. Duties/responsibilities included are as follows:

1. Government permit(s)
2. Licensing
3. Labor
4. Travel Costs
5. Product(s) (VectoBac 1200L, VectoBac 200G)
6. Workers Compensation Coverage
7. Tax (HST)
8. General Liability and Pollution Protection Insurance (2,000,000.00 each)

****NOTE:** ABBI is not responsible for the acquisition and possession of permission to enter private property forms; this is the responsibility of the client. Previous forms remain valid until revoked in most cases. Atlantic Bug Busters Inc. and its staff members are acting on behalf of the client. Forms must be kept on client's file as per government requirements.

Permission slips are not required for projects where treatments are conducted on a private property belonging to the client.

Total cost \$17,675.00

This contract price is based on the following payment structure. (Any changes to the contract payment schedule must be approved by A.B.B.I. staff before being implemented)

APRIL 4, 2025:	\$4,418.75
APRIL 15, 2025:	\$4,418.75
MAY 15, 2025:	\$4,418.75
JULY 15, 2025:	\$4,418.75

(*Note: Late payments, anything over 30 days, are now subject to a 5% interest charge*)

Appendix A continued

Client Responsibility:

1. The Client will be responsible for acquiring and maintaining "permission to enter property" slips for all areas requiring treatment. In any situation where we are not permitted to enter a person's property we must be informed immediately by the client. Slip copies can be obtained from A.B.B.I. staff.



2. A signed copy of this **CONTRACT** must be in our possession no later than **MARCH 1ST** to ensure all necessary permits are in place. All **POSTDATED CHEQUES** must be in our possession no later than **APRIL 4TH, 2025** to ensure that product ordering duties and data processing are in place for April 2025. Contracts received after this date, or that do not contain the initial payment will be subject to additional shipping charges for product transportation as the product required for their project will not be included in the main annual free shipping order.

Initial treatment date is typically influenced by air temperature, prior winter's snowfall, water temperature, location, etc.
Estimated initial treatment date is April 2025.

We look forward to working in your community again in 2025 and will do everything possible to ensure that you, our valued client, receive the highest level of control possible. We at Atlantic Bug Busters Inc. will, as usual, conduct ourselves in a professional and diligent manner while working in your project and hope that we will have many more successful years of service under your employment. We at A.B.B.I. continue to upgrade our training, equipment, and research facilities in order to remain at the top of our field in Atlantic Canada.

Again, thank you for your interest and on-going support, and if you require any further information, please do not hesitate to contact our office.

Sincerely,

Jake Rix & Katherine McKenna
Project Coordinators
Atlantic Bug Busters Inc.

Signed / Approved by:

(client)

Date:

Signed / Approved by:

(client)

Date:



HST 892997636RT0001

Appendix A Continued

