



## Rural Municipality of West River Council Meeting Minutes

<b>Meeting No</b>	2025-24	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Monday, March 3, 2025
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Susan Morse - CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Councillor Aaron MacEachern, Councillor Daniel Sud, Councillor John Yeo, Councillor Steve Pollard, Susan Morse – CAO, Ehi Itua – Administrative Assistant		
<b>Regret</b>	Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell		
<b>Guest</b>	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:05 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor Aaron MacEachern, seconded by Councillor Daniel Sud, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of January 23, 2025, Council Meeting were approved as circulated. It was moved by Councillor John Yeo, seconded by Councillor Daniel Sud and unanimously carried.

The minutes of February 20, 2025, Planning Board Committee Meeting were approved as circulated. It was moved by Councillor Steve Pollard, seconded by Councillor Aaron MacEachern, and unanimously carried.

The minutes of February 20, 2025, Committee of Council Meeting were approved as circulated. It was moved by Councillor John Yeo, seconded by Councillor Daniel Sud, and unanimously carried.

- **Discussion Items**

- **WRC.2025.24.1** – Atlantic Bug Buster Contract 2025

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-03

**Moved by** Councillor Steve Pollard, and **Seconded by** Councillor Daniel Sud.

**WHEREAS**

The former community of New Haven-Riverdale started the Black Fly Program in 1996, and

**WHEREAS**

The property owners within the boundaries of the former community of New Haven-Riverdale pay \$0.04 more than the other property owners of the former communities of Afton, Bonshaw, Meadowbank, and West River for their property tax per \$100 assessment to cover the cost of this program, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on February 20, 2025,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River accepts the attached proposed offer (Appendix A, attached hereto, forming a part of this resolution) from Atlantic Bug Busters Company for the Black Fly Program at the cost of \$ 17,675.00, HST included and authorizes the CAO to execute it.

- **WRC.2025.24.2** – Bylaw #2025-01 – Shared Services Bylaw – First Reading

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-04

**Moved by** Councillor Aaron MacEachern, and **Seconded by** Councillor Daniel Sud.

**WHEREAS**

Pursuant to Municipal Government Act section 138 a Council may 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,

**WHEREAS**

That the Rural Municipality of West River Bylaw number # 2025-01, the Shared Services Bylaw, be read and approved for a first time.

▪ **WRC.2025.24.3 – 2025-26 Financial Plan – Public Meeting**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-05

**Moved by** Councillor Aaron MacEachern, and **Seconded by** Councillor Steve Pollard.

**WHEREAS**

Under Section 151 (1) of the Municipal Government Act, not less than two weeks before adopting its financial plan, the Council shall give public notice and hold a public meeting with respect to the financial plan, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on February 20, 2025,

**BE IT RESOLVED**

The Council for Rural Municipality of West River directs the CAO to hold a public meeting on March 4, 2025 (Afton Community Center 6:00 PM) to present the 2025-26 Financial Plan.

▪ **WRC.2025.24.4 – Interim Community Services Committee Member Appointment**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-06

**Moved by** Councillor Daniel Sud, and **Seconded by** Councillor Steve Pollard.

**WHEREAS**

According to Motion#2024-71 the Interim Community Services Committee should be composed of One member from each Municipal ward, One member from the Board of Directors for the Afton Community Centre, and One member from the Board of Directors for the Bonshaw Community Centre, and

**WHEREAS**

There is no representative for Ward 1, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on February 20, 2025,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River appoints Sue Flowers as ICS Committee member representative for Ward 1.

▪ **WRC.2025.24.5 – Rezoning Request PID 681239**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-07

**Moved by** Councillor Steve Pollard, and **Seconded by** Councillor Aaron MacEachern.

**WHEREAS**

The Rural Municipality of West River's Official Plan and Land Use Bylaw guides the planning decisions of the Municipal Council, and

#### **WHEREAS**

An application has been received to amend the Official Plan and Land Use Bylaw to rezone PID #681239 from Rural Area (RA) to Rural Residential Zone (RR) to subdivide the parcel located in Cumberland into 11 residential lots for single family dwellings, and

#### **WHEREAS**

Pursuant to Land Use Bylaw #2022-04 Section (12.3) (2), prior to making a final recommendation with regards to a proposed amendment to the Official Plan or this Bylaw, the Planning Board shall provide public notice and hold a public meeting, and

#### **WHEREAS**

This resolution bears the recommendation of the Planning Board Committee as discussed at a meeting held on February 20, 2025,

#### **BE IT RESOLVED**

The Council for the Rural Municipality of West River authorizes the CAO to conduct a public meeting for the application on the rezoning of PID #681239 pursuant to the provisions of Land Use Bylaw #2022-04 section (12.4) and section (18) (1) (b) of Planning Act R.S.P.E.I 1988, Cap. P-8.

- **WRC.2025.24.6** – Excavation Pit Permit PID 737163

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-08

**Moved by** Councillor Steve Pollard, and **Seconded by** Councillor Daniel Sud.

#### **WHEREAS**

An application has been received from Jeremy MacDonald to renew the excavation pit permit on PID 737163 located on Riverdale Rd; and

#### **WHEREAS**

This resolution bears the recommendation of the Planning Board Committee as discussed at a meeting held on February 20, 2025,

### **BE IT RESOLVED**

The Council for the Rural Municipality of West River approves the renewal of the excavation pit permit for PID 737163.

- **WRC.2025.24.7** – Excavation Pit Permit PID 202465

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-09

**Moved by** Councillor Daniel Sud, and **Seconded by** Councillor Aaron MacEachern.

### **WHEREAS**

An application has been received from Anita MacDougall to renew the excavation pit permit on PID 202465 located Nine Mile Creek Rd; and

### **WHEREAS**

This resolution bears the recommendation of the Planning Board Committee as discussed at a meeting held on February 20, 2025

### **BE IT RESOLVED**

The Council for the Rural Municipality of West River approves the renewal of the excavation pit permit for PID 202465.

- **WRC.2025.24.8** – Mutter Park Salvage Harvest – Extension

**Decision Type:** Action

**Status:** Motion Carried

**Background:** WRC.24.18.12

**Description:**

The CAO informed Council of the need to approve a project extension until April 30, 2025. The information was based on a request received from the project manager on Friday, February 21, citing recent adverse weather conditions, including significant snowfall and strong wind.

The project manager reported ongoing monitoring of snowpack conditions at RJ Mutter Park and communication with MJR Logging Inc. to determine the best approach for implementing the Salvage Harvest Contract this winter. Given the current site conditions, the project manager recommended extending the completion timeline to April 30, 2025. It was Moved by Councillor Steve Pollard, seconded by Councillor Aaron MacEachern and unanimously carried.

▪ **WRC.2025.24.9 – Awarding Grant – Molly Mitchell**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-10

**Moved by** Councillor Aaron MacEachern, and **Seconded by** Councillor Daniel Sud.

**WHEREAS**

RMWR has received a grant request to provide financial assistance to Molly Mitchell who will be attending the Forum for Young Canadians 2025 Summit in Ottawa, Ontario, from March 2nd to March 7, 2025, and

**WHEREAS**

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of Council reviewed the grant request application and completed Schedule C, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on February 20, 2025,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves a donation of \$500 to Molly Mitchell to attend the Forum for Young Canadians 2025 Summit in Ottawa, Ontario, from March 2 to March 7, 2025.

- **WRC.2025.24.10** – Civonus Project

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Background:** CW.2025.20.9

Mr. Hughes contacted the municipality on Monday, March 3, 2025, to provide an update and suggest an alternative timeline and reduced fee for the project.

**Description:** Motion 2025-11

Council discussed this proposal and decided to continue with the recommendation from the Committee of Council to terminate the project. Council directed the CAO and Mayor Smith-MacPhail to proceed with arranging a meeting with Mr. Hughes.

**Moved by** Councillor Aaron MacEachern, and **Seconded by** Councillor Daniel Sud.

**WHEREAS**

Pursuant to Motion 2024-79 the Council for the Rural Municipality of West River contracted Civonus Engagement Platform to engage public participation in developing policy for meeting the recreational needs of the community, and

**WHEREAS**

Public participation has been significantly lower than expected and has not been sufficient to provide an accurate representation for the needs of the community, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on February 20, 2025

**BE IT RESOLVED**

The Council for the Rural Municipality of West River directs the Mayor and CAO to terminate the project and that no additional funds should be allocated beyond what has already been paid.



- **Information Items**

- **WRC.2025.24.11 – Mayor’s Report**

**Decision Type:** Information

**Status:** Received

**Description:**

Mayor Helen Smith-MacPhail provided Council with an update on recent events and meetings:

- Federation of PEI Municipalities Board Meeting: She attended the meeting on February 27, 2025, and shared key highlights. John Dewey has retired, and Satya Sen has been appointed as the Interim Executive Director and Municipal Government Act review
- She attended the Charlottetown Consultation, and the MGA review was discussed.
- Free Sleigh Rides: Mayor Smith-MacPhail and Councillor John Yeo attended the event on Sunday, February 9, 2025. She informed Council that there was an excellent turnout and that the experience was enjoyable for all attendees
- Trivia Night: The event is scheduled for Friday, March 7, 2025, at the Afton Community Centre
- Mayor Smith-MacPhail emphasized the importance of supporting local businesses and prioritizing Canadian-made products in municipal purchasing decisions

- **WRC.2025.24.12 – CAO’s Report**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO provided Council with an update on her activities over the past month:

- Financial Plan: Ongoing work on the municipality’s financial plan.
- Shared Service Bylaw: The first reading of the bylaw was completed earlier in the meeting, and an agreement with other municipalities to enter into the shared service arrangement is in progress.

- Animal Control Bylaw: Awaiting feedback from the PEI Humane Society.
- Summary Offence Bylaw: Work continues on its development.
- Jiu Jitsu Lease Agreement: The lease agreement has been finalized and signed by all parties.
- Planning Review and Record Keeping
- Networking and Collaboration: The CAO attended a lunch with other CAOs from various municipalities to discuss municipal matters and share insights.
- Upcoming Event: A Municipal Administrators event, organized by Municipal Affairs, is scheduled for Wednesday, March 5, 2025

▪ **WRC.2025.24.13 – Afton Community Centre Report**

**Decision Type:** Action

**Status:** Received

**Description:**

Council will review the report from Wil Lawrence and discuss it at the March 13, 2025, Committee of Council Meeting.

• **Delegations & Public Input**

- The Council heard from Carol Carragher. She raised questions regarding land planning, the review process of rezoning applications, and the procedures involved. Mayor Helen Smith-MacPhail responded that the Development Officer for West River, is responsible for reviewing applications in accordance with the Official Plan and Land Use Bylaw and detailed information on the application process is available on the municipality's website.

Ms. Carragher inquired regarding the Rezoning Request PID 681239. Mayor Smith-MacPhail explained that any concerns regarding compliance with Land Use Bylaw should be directed to the West River municipal office.

- The Council heard from Ruth Delong. She requested an update regarding the list of outstanding items needed at the Bonshaw Community Centre. Mayor Helen Smith-MacPhail responded that the request is being addressed by the Community Services Manager and a progress report will be presented at the next Interim Community Service Committee Meeting.

Ms. Delong also inquired on the status of the rezoning application for PID 818500, which is currently under review with IRAC. Mayor Helen Smith-MacPhail responded that the parties involved are in the process of exploring mediation as a potential resolution.

- **Meeting Closed**

At 8:26 PM Councillor John Yeo, motioned for the meeting to be closed. It was seconded by Councillor Steve Pollard and unanimously carried.

- **In Camera Items**

- **WRC.2025.24.13** - Pursuant to the Municipal Government Act Section 119(1)f

- **Meeting Opened**

At 8:35 PM Councillor John Yeo, motioned for the meeting to be opened. It was seconded by Councillor Steve Pollard and unanimously carried.

- **Request from Councillor John Yeo**

- Councillor John Yeo informed Council about the upcoming 67<sup>th</sup> Provincial Convention of The Royal Canadian Legion. As part of the event, a Convention Booklet will be published, and the Legion is soliciting support through the purchase of advertisements in the booklet. Council agreed to defer the discussion to the next Committee of Council Meeting.

- **Adjournment**

- Councillor Aaron MacEachern to adjourn the meeting at 8:37 PM.

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 1<sup>ST</sup>** to ensure all necessary permits are in place. All **POSTDATED CHEQUES** must be in our possession no later than **APRIL 4<sup>TH</sup>, 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

