



## Rural Municipality of West River ICS Committee Meeting Minutes

<b>Meeting No</b>	2025-11	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Tuesday, March 25, 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, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Bev McIsaac, Lori Ashley, Sue Flower, Susan Morse CAO, Cody MacDonald – Community Services Manager		
<b>Regret</b>	Nil		
<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 following item was added to the agenda by Mayor Smith-MacPhail

**5.7 APM Centre/Communities 13 Committee Responsibility**

The agenda was approved as circulated, including the added item. It was moved by Bev McIsaac, seconded by Lori Ashley and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of February 4, 2025, ICSC Meeting were approved as circulated. It was moved by Bev McIsaac, seconded by Deputy Mayor Shaun MacArthur and unanimously carried.

- **Recommendation Items**

- **ICS.25.11.1 – Spring Activities**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The CAO provided the committee with an update on Spring activities.

- Trivia: was held in March and was moderately attended. It was much enjoyed by the participants. Mayor Smith-MacPhail booked Dave Connolly for another evening of Trivia on April 11<sup>th</sup>.
- Pancake Breakfast: The Committee decided on a date of Saturday May 3<sup>rd</sup>. This is the weekend before Roadside clean up starts and we can hand out clean up bags at the breakfast. Staff will begin making preliminary arrangements for the event and the committee will finalize the plans at the next meeting.
- Spring Walking Challenge -The Bonshaw Community has invited West River to participate in a Spring Walking Challenge. The Community Services Manager will post details to the Municipal Facebook page.

The Committee discussed other possible events and proposed a Square Dance would be well received. Staff will investigate and report back.

- **ICS.25.11.2 – Bonshaw Community Centre**

**Decision Type:** Action

**Status:** Recommended

**Background:**

ICS.25.10.5

**Description:**

The Committee heard from the CAO and Community Services Manager with an update regarding outstanding maintenance concerns at the Bonshaw Community Centre. The Committee recognized that staff have made great progress in resolving the maintenance

concerns that were identified as priorities. The committee recommends the CAO provide an update to Ms. Copleston informing her of the status of the list.

▪ **ICS.25.11.3 – Schedule of Fees Revision**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee discussed the schedule of fees for Municipal Property rentals. Staff recommended the following changes

- Removing the option for table tennis rental at Bonshaw Community Centre as the room dedicated for this is now being leased by West River Jiu Jitsu.
- Change the office space at Bonshaw Community Centre to a \$/sq ft/yr + HST formula.
- Give the CAO and Community Services Manager authority to waive rental deposits for renters who
  - Have rented previously with no concerns and
  - Are residents of the Municipality
- Add a fee for Tablecloth rentals – this was an add on option in the past. The cost would need to be equal to the cost of laundering the cloths plus allowing a small amount toward maintenance for repairs or replacements when needed.
- No other revision to the amounts is suggested.

The Committee recommended the changes as proposed by staff. Appendix A, attached here to forming a part of these minutes.

▪ **ICS.25.11.4 – Office Rental – Bonshaw Community Centre**

**Decision Type:** Action

**Status:** Referred

**Background:**

Motion 2024-33 granted an in-kind donation to CQWF for office space rental costs in Bonshaw Community Center, only for this year, to decrease rent from \$500+HST to \$250, including HST.

**Description:**

The Watershed group rents the Office space in Bonshaw at a subsidized rate. The rate will increase this year. The group is aware of this increase. The committee recommends that for the 2025-26 Fiscal Year the rate change above (\$/sq ft/yr + HST formula) would equal the lease rate of \$500/month that the Watershed group has agreed to. The group has a lease agreement for half of the room. The committee recommends staff investigate how much square footage is being used.

- **ICS.25.11.5 – Municipal Owned Parks – 2025 Services**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee heard staff recommendations regarding the continuation of the canteen and outdoor games library at Inman Park for this summer. It was well received last year. The Canteen provides a much-appreciated community service to park users. Staff have had questions from the general public about the operation of a dairy bar or food truck at the Park. Deputy Mayor MacArthur stated the agreement with the Inman family stipulates how the park area is allowed to be used and that it cannot be used for a profit. He suggested staff review the agreement.

Staff recommend having the canteen staff curate crafts and/or activities in the shelter area a few times a week and possibly at Afton Community Centre too.

The Committee discussed hosting events for young families like a “drop in and play” similar to what CHANCES group used to operate. The matter was referred to the CAO and the Community Services Manager for further investigation.

- **ICS.25.11.6 – Municipal Owned Parks – 2025 hours of Operation**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The committee reviewed the 2024 park hours and recommended the hours be repeated this year. Appendix B, attached here to forming a part of these minutes.

- **ICS.25.11.7 – APM Centre/Communities 13 Committee of Relevance**

**Decision Type:** Action

**Status:** Recommended

**Description:**

Mayor Smith-MacPhail asked the committee's input regarding which committee should be responsible for hearing information and making recommendations pertaining to the APM Centre/Communities 13. The committee agreed that subject topic should continue to be heard by the Committee of Council and that quarterly updates to the ICS committee regarding the APM Centre/Communities 13 activities would be appropriate.

- **Information Items**

- **ICS.25.11.8 – Municipally Owned Properties Update**

**Decision Type:** Information

**Status:** Received

**Description**

The Community Services Manager updated the committee regarding Municipal Properties

- Afton Community Centre will be a polling location for the upcoming Federal Election on April 28th.
- Mutter Park Fiona Salvage Harvest work should start later this week, the ball diamond will require gravel before opening for the season.
- Rice Point & Mutter Park Security Cameras are still being repaired and will hopefully be returned, ready to operate prior to the properties opening for the season.

- **ICS.25.11.9 – Afton Community Centre Report**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO invited committee members to attend the April Committee of Council meeting where Wil Lawrence and his team will join to have a conversation with Council regarding Mr. Lawrence's report on planning for the future of Afton Community Centre. This is a step toward planning how to address current and future needs of the Municipality as well as the Centre's maintenance needs.

- **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:30 PM.
- The Next meeting will be on Monday April 14<sup>th</sup> at 6 PM.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

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

## Appendix A

### RMWR 2025 Rental Fees

<b>Inman Park:</b>	No user fee for the public First come, first serve	Any entity, other than individuals, who want to use Inman Park should provide a certificate of insurance coverage of a minimum of 2 million dollars and have the Rural Municipality of West River as an additional insured.	
<b>Afton Community Centre:</b>	Main Hall: \$200 deposit	\$25 per hour weekday;	Min of 2 hours; Max of \$125 per weekday
		\$30 per hour weekend;	Min of 2 hours; Max of \$150 per weekend
	Funeral	\$50	
	Kitchen: \$100 deposit	\$35 per rental	
	Bar:	\$50 each per rental	Minimum of two bartenders = \$100
	Downstairs (Dart Room): \$150 deposit	\$15 per hour weekday;	Min of 2 hours; Max of \$75 per weekday
		\$20 per hour weekend;	Min of 2 hours; Max \$100 per weekend
	Dart Teams:	\$2 per player plus bartenders wages per rental	
<b>Bonshaw CC:</b>	Upstairs:\$200 deposit	\$25 per hour (Both Rooms);	Min of 2 hours; Max of \$120
	(Big Room);	\$20 per hour	Min of 2 hours; Max of \$100
	(Small Room)	15 per hour	Min of 2 hours; Max of \$75
	Downstairs: \$100 deposit	\$10 per hour	Min of 2 hours; Max of \$50
	Funeral	\$50	
	Kitchen: \$100 deposit	\$30 per rental	
	Bar	at \$50 each per rental	Minimum of two bartenders = \$100
	Office Space:	Minimum \$300 per month plus \$300 security deposit and Renters Insurance	
	Table Tennis	\$10 per rental for 2 hours;	Maximum of \$50
	Watershed Rental	\$250, including HST	
<b>Sport Fields:</b>	Ball Diamond:	\$20 per hour	\$300/season = 2 "time slots"/week
	Soccer Field	\$20 per hour	

## Appendix B

### RMWR 2025 Hours of Operation for Municipal Parks

Name of Park		Dates of Operation	Hours	Liability
Inman Park	Gates	May 1 – June 30	8am – 8pm	The Rural Municipality of West River is not liable for any damage to person or property.
		July 1 <sup>st</sup> – Sept 30	24 hours	
		Oct 1 – Oct 31	8am – 8pm	
	Buildings	July 1 – Sept 30	8am – 8pm	
Rice Point	Gates	May 1 – Oct 31	24 hours	
Mutter Park	Fields	Gates opened for paid users		
	Trail & Playground	No gated access		