



Rural Municipality of West River Committee of Council Meeting Minutes

Meeting No	2025-22	Time	7:00 PM
Session	Regular - Public	Date	Thursday, April 10, 2025
Chair	Shaun MacArthur – Deputy Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse - CAO
Attendance	Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor Daniel Sud, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse Interim CAO, Ehi Itua Administrative Assistant		
Regret	Mayor Helen Smith-MacPhail		
Guest	Wil Lawrence, Barbara Lawrence & Randy MacTavish - W.D. Lawrence		

- **Call to Order**

Deputy Mayor Shaun MacArthur called the meeting to order at 7:00 PM.

- **Adoption & Approval of Agenda**

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

- **Declarations of Conflict of Interest**

Councillor Lillian MacCannell recused herself from item CW.25.22.4, citing a conflict of interest as she is a member of the PEIWI's Board of Directors the Canoe Cove Community Association.

- **Recommendation Items**

- **CW.25.22.1 – New Municipal Funding Framework**

Decision Type: Action

Status: Received

Background:

A New Municipal Funding Agreement will be implemented over the next two years, beginning April 1, 2025. Pending Municipal Government Act (MGA) review and 2026 Census the arrangement will be reevaluated.

Description:

The CAO presented an overview of the new Municipal Funding Framework to the Committee, highlighting the following key points:

- No municipality will receive less funding from tax credits or equalization than in the previous year.
- The Base Tax Credit will increase in both Year 1 and Year 2 for cities and towns.
- To support municipalities responsible for development control and land use planning, the Planning Tax Credit will be doubled, with a minimum funding of \$25,000.
- An annual grant of \$15,000 will be introduced for all rural municipalities.
- The Equalization Formula will remain the same for two years, with a 7.59% increase taking effect on April 1, 2025.
- Hospital grants will now be distributed under the new funding agreement.

Under this framework, the Municipality of West River will receive an additional Tax Credit of \$56,700 and a Rural Municipality Grant of \$15,000.

The Committee reviewed the Income Statement and Financial Information (appendix A attached hereto forming a part of these minutes).

▪ **CW.25.22.2 – Municipal Bylaw Development**

Decision Type: Action

Status: Recommended

Background:

CW.25.21.5

Description:

The CAO provided the Committee with an update on the status of the bylaw development:

Animal Control Bylaw –The legal team advised that this bylaw would require significant review. The draft was modeled after the Animal Control Bylaws of other Island Municipalities. The primary goals of the proposed bylaw are to prohibit dogs at large and to ensure public safety. After consulting with the municipality’s legal team the CAO will be investigating some simpler options to address the primary goals. The CAO informed the committee that there is a possibility of developing a bylaw to address West Rivers’ three key areas of concern– animal control, unsightly/dangerous property, and noise/nuisance. The Committee directed the CAO to contact some municipalities with Animal Control Bylaws and inquire if their bylaws were legally reviewed.

Unsightly/Dangerous Property Bylaw – The Council previously expressed concerns about the costs associated with enforcing an Unsightly/Dangerous Property Bylaw. The CAO informed the Committee that one approach to addressing this concern is to adopt a dangerous property bylaw and not include the unsightly portion. The Committee discussed this and agreed that the term “unsightly” can be subjective and open to varying interpretations and that the main concerns they are hearing from Residents have to do with unsafe/abandoned properties. The Committee recognized there is difficulty enforcing many aspects of an unsightly property bylaw in a Rural Municipality like West River.

Noise & Nuisance – The CAO informed the committee that she would like to investigate the possibility of using a nuisance bylaw as a method of addressing concerns related to animal control, dangerous property and noise. Some jurisdictions in Canada have “Abatement of Nuisance Bylaws” designed to address nuisances that negatively affect public safety, health, welfare, enjoyment of property, or the general amenity of a neighborhood. The Committee discussed this item and referred it to the CAO to proceed with exploring this option.

▪ **CW.25.22.3 – Grass Cutting Tender**

Decision Type: Action

Status: Recommended

Background:

The Municipality of West River requested quotes for grass-cutting services for the 2025 season, for Municipal Properties.

Description:

Eleven quotes were received by the submission deadline of 4:00 PM on April 9, 2025. The Committee reviewed the quotes received in accordance with Purchase Policy #2022-03 and recommended that Council award the contract to J W Gass Cemetery Services. It was moved by Councillor Steve Pollard, Seconded by Councillor John Yeo and unanimously carried.

▪ **CW.25.22.4 – Grant Request**

Decision Type: Action

Status: Recommended

Background:

The Municipality of West River received the following Grant Request Applications:

- Canoe Cove Community Association – submitted on January 24, 2025, requesting \$1,000 towards replacing the roof on the Canoe Cove House.
- St Catherines Women’s Institute – submitted on April 2, 2025, requesting \$2,000 to continue renovation to the Community Hall.
- Meadowbank Women’s Institute – submitted on April 9, 2025, requesting \$1,000 towards the Annual Christmas Potluck dinner.
- Cornwall & Area Meals on Wheels – submitted on March 21, 2025, requesting \$5,000 to provide hot meals primarily to Seniors, in their homes across Rice Point, Long Creek, Canoe Cove, Clyde River and Cornwall.
- PEI Youth Darts – submitted on April 4, 2025, requesting rental fee waiver for the dart room at Afton Community Centre to hold a fundraising event titled “Youth Welcome Dart Tournament” in support of the PEI Darts Team’s trip to the Nationals in Quebec.
- Hit Happens Softball Team – submitted on April 7, 2025, requesting rental fee and bartender fee waivers for the dart room at the Afton Community Centre to host a fundraising Dart Tournament in support of the team’s trip to the Nationals in Leduc, Alberta.

Councillor Lillian MacCannell left the room for the discussion surrounding the Canoe Cove Community Association and the Women's Institutes'.

Description:

The Committee completed Schedule C of Bylaw#2022-02 for all applicants and recommended that the Council approve the following grants:

- \$1,000 to Canoe Cove Community Association. It was Moved by Councillor John Yeo, seconded by Councillor Steve Pollard and unanimously carried.
- \$1000 each to St Catherines Women's Institute and Meadowbank Women's Institute. It was Moved by Councillor Aaron MacEachern, seconded by Councillor Daniel Sud and unanimously carried.
- \$500 to Cornwall & Area Meals on Wheels. It was Moved by Councillor Aaron MacEachern, seconded by Councillor John Yeo and unanimously carried.
- Approve the requests from PEI Youth Darts and Hit Happens Softball Team by waiving the rental fee for the use of the dart room at Afton Community Centre. It was Moved by Councillor Aaron MacEachern, seconded by Councillor Lillian MacCannell and unanimously carried.

- **Presentation – W.D. Lawrence**

Mr. Wil Lawrence and his team gave a presentation to the Committee regarding the cost and feasibility of two potential options for municipal buildings that would address current and future needs and increase energy efficiency. The options addressed were (a) constructing an addition to the Afton Community Centre to meet the current and future needs; and (b) Building a second detached structure on the property just to serve as a municipal office, while retaining the current building as recreation and event space.

The team suggested that Council develop and agree on a wish list outlining the desired functions and uses of both the existing and proposed buildings. This will allow the team to prepare a preliminary sketch that reflects the municipality's vision and functional needs, ensuring the facilities serve the needs of the community. The team suggested that the public could be consulted through a survey to gather input on what residents would like to see incorporated into the proposed building design.

The Committee thanked Mr. Lawrence and his team for their time and contribution.

- **Recommendation Items Continued**

- **CW.25.22.5 – Mutter Park Salvage Harvest**

Decision Type: Action

Status: Received

Background:

WRC.2025.24.8

Description:

The CAO informed the Committee that work has not yet commenced at Mutter Park. The Community Services Manager and Project Manager are continuing to monitor the site conditions to ensure readiness for implementation and successful completion of the project.

- **Information Items**

- **CW.25.22.6 – Upcoming Events**

Decision Type: Information

Status: Received

Description:

The CAO provided the Committee with an update of upcoming activities:

- April 11 – Trivia Night
- April 14 – Deadline to register for FPEIM Annual Meeting
- April 14 – ICS Committee Meeting
- April 16 – Staff attending AIM Network conference in Moncton. The office will be closed
- April 18 & 21 – Easter Weekend – The office will be closed
- April 24 – Council Meeting
- April 28 – FPEIM Annual Meeting – Summerside – The office will be closed
- April 28 – Federal Election Day – Afton will serve as a polling centre
- May 1 – Public Meeting regarding Rezoning Request
- May 3 – Pancake Breakfast

The CAO reminded the Committee to schedule their Municipal Government Act (MGA) consultation sessions.

▪ **CW.25.22.7 – Municipal Projects Update**

Decision Type: Information

Status: Received

Description:

The CAO provided the following project updates:

- Playgrounds - The playgrounds are expected to arrive in May. The Playground at Afton will be installed first and may be ready by July 1, 2025.
- Solar Panels: Installation has begun and is at the roof framing stage, with the solar panels expected to arrive next week.
- Tree Planting - There will be some tree planting at Mutter Park during the Spring season.

▪ **CW.25.22.8 – Municipal News**

Decision Type: Information

Status: Received

Description:

The CAO informed the Committee that the Facebook post regarding a pit in Clyde River refers to a property located within the Municipality of Clyde River and therefore falls outside the jurisdiction of the Municipality of West River.

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

- Nil.

• **Meeting Closed**

At 8:34 PM Councillor Steve Pollard motioned for the meeting to be closed. It was seconded by Councillor Lillian MacCannell and unanimously carried.

• **In Camera Item**

- **CW.25.22.9** – Pursuant to the Municipal Government Act Section 119 (1)f

- **Meeting Opened**

At 8:39 PM Councillor John Yeo, motioned for the meeting to be opened. It was seconded by Councillor Aaron MacEachern and unanimously carried.

- **Adjournment**

- Councillor Daniel Sud motioned to adjourn the meeting at 8:40 PM.

Shaun MacArthur

Susan Morse

Deputy Mayor _____

Chief Administrative Officer _____

Appendix A

RMWR Income Statement - April 2024-March 2025

REVENUE	
PROPERTY TAX	\$ 872,898
PERMIT REVENUE	64,774
RENTALS	25,910
MCEG	81,632
SUMMER JOBS	7098
CELEBRATION FUND	2400
FIONA RELIEF	38734
2 BILLION TREES	56949
GRANT	2000
OTHER REVENUE	877
PLAYGROUND FUNDING	50,000
AFTON SOLAR PROJECT	34,125
TOTAL REVENUE	1,239,399
EXPENSES	
PROFESSIONAL FEES	18,544
PLANNING	27,471
GENERAL OFFICE – ADVERTISING, ADMINISTRATION, SUPPLIES, POSTAGE	11,578
BLACK FLY PROGRAM	3,945
DONATION	600
INSURANCE	75,758
FIRE DUES	337,012
EMO	7,156
MEMBERSHIP & DUES	10,264
MISCELLANEOUS EXPENSES, INTEREST & BANK CHARGES	2,340
EVENTS	4,262
COMMUNITY 13	14,539
COMM BLDG & ENGAGEMENT GRANTS	5,500
PARKS & PROPERTY MAINTENANCE	122,610
TRAVEL REIMBURSEMENTS	4,189
CONTINUING EDUCATION, CONFERENCE AND COUNCIL TRAINING	1395
ELECTION EXPENSES	548
NEW HORIZONS FOR SENIORS	3,608
2 BILLION TREES	56,344
SENIORS MEAL GRANT	5,983
PLAYGROUND PROJECT	53,000
TOTAL EXPENSES	1,036,052
NET INCOME	\$ 203,346