



Rural Municipality of West River Council Meeting Minutes

Meeting No	2025-25	Time	7:00 PM
Session	Regular - Public	Date	Thursday, March 27, 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 Lillian MacCannell, Councillor Steve Pollard, Susan Morse – CAO, Ehi Itua – Administrative Assistant		
Regret	Councillor John Yeo		
Guest	West River Community Fridge Group		

- **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 Deputy Mayor Shaun MacArthur, seconded by Councillor Steve Pollard, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Delegations & Public Input**

The Council heard from Megan Mitchell, an organizer of the West River Community Fridge Group. She provided an update on the group's day-to-day operations. She shared that the fridge is replenished daily with food valued at approximately \$100 to \$150, with Independent Grocers being the primary supplier of these groceries. The group is currently made up of seven active members. She expressed gratitude to the Council for allowing the use of space at the Afton Community Centre

to set up a pantry, which has been instrumental in their restocking efforts. She highlighted that the group is pleased with the positive reception from the community and the impact they are making.

Mayor Helen Smith-MacPhail inquired about the possibility of tracking the number of individuals accessing the fridge. Ms. Mitchell agreed that this data would be useful for internal operations and that the group is working on a way to accurately track without infringing on the anonymity of users. Council thanked Ms. Mitchell and the West River Community Fridge Group for their dedication and ongoing commitment to serving the community.

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

The minutes of March 3, 2025, Council Meeting were approved as circulated. It was moved by Councillor Daniel Sud, seconded by Councillor Lillian MacCannell and unanimously carried.

The minutes of March 13, 2025, Planning Board Committee Meeting were approved as circulated. It was moved by Councillor Steve Pollard, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

The minutes of March 13, 2025, Committee of Council Meeting were approved as circulated. It was moved by Councillor Daniel Sud, seconded by Councillor Steve Pollard, and unanimously carried.

- **Discussion Items**

- **WRC.2025.25.1 – 2025-26 Financial Plan**

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2025-12

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

WHEREAS

Under section 150 of the Municipal Government Act, on or before March 31 of each year, a Council shall, by resolution, adopt a financial plan for the upcoming fiscal year, and

WHEREAS

According to Motion # 2025-05, the Rural Municipality of West River held a public meeting on March 4, 2025, and no negative feedback was received from the public, and

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on March 13, 2025,

BE IT RESOLVED

The Council for Rural Municipality of West River adopts the Financial Plan for 2025-2026 (Appendix A, attached hereto, forming a part of this resolution).

- **WRC.2025.25.2** – Bylaw #2025-01 – Shared Services Bylaw – Second Reading

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2025-13

Moved by Councillor Steve Pollard, and **Seconded by** Councillor Lillian MacCannell.

WHEREAS

The Rural Municipality of West River Bylaw number # 2025-01, the Shared Services Bylaw, was read and approved a first time on March 3rd, 2025,

BE IT RESOLVED

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

- **WRC.2025.25.3** – Bylaw #2025-01 – Shared Services Bylaw – Adoption

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2025-14

Moved by Deputy Mayor Shaun MacArthur, and **Seconded by** Councillor Lillian MacCannell.

WHEREAS

The Rural Municipality of West River Bylaw number # 2025-01, the Shared Services Bylaw, was read and approved a first time on March 3rd, 2025, and

WHEREAS

The Rural Municipality of West River Bylaw number # 2025-01, the Shared Services Bylaw, was read and approved a second time on March 27th, 2025,

BE IT RESOLVED

That the Rural Municipality of West River Bylaw number # 2025-01, the Shared Services Bylaw, be adopted by Council.

- **WRC.2025.25.4 – Canada Community Building Fund Agreement**

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2025-15

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

WHEREAS

According to Section 156 of the Municipal Government Act, agreements, contracts, and other legal or financial instruments shall be signed or authorized by both the Mayor and the Chief Administrative Officer of a municipality, and

WHEREAS

Pursuant to resolution 2024-70 the Council approved the 2024-2029 CCBF Project Capital Investment Plan and directed the CAO to submit an application to the CCBF Direct Allocation/Notional Allocation Capital Investment Plan Fund, and

WHEREAS

The application has been approved for funding;

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Mayor and CAO to sign the necessary documents and contracts for the 2024-2029 Canada Community Building Fund Agreement on behalf of the Municipality.

- **WRC.2025.25.5 – Unsightly Properties**

Decision Type: Action

Status: Recommended

Background

Council has received several complaints from residents concerning the condition of certain properties within the community. Currently, West River does not have an Unsightly Property Bylaw to address such concerns. Council directed the CAO to investigate potential actions that can be taken to mitigate this issue in the absence of a Bylaw.

Description:

Mayor Helen Smith-MacPhail provided an update to Council on the actions taken by the former Rural Municipality of New Haven Riverdale regarding unsightly properties. In April 2004, a letter was sent to a property owner in response to complaints from residents about the safety hazards posed by the condition of the property. Although New Haven Riverdale did not have a specific bylaw to address this issue, the Council viewed it as their responsibility to communicate their concerns to the property owner and encourage the owner to take corrective action.

Council reviewed the content of this letter and agreed to adopt a similar approach, pending the approval of an Unsightly Property Bylaw. Council directed the CAO to send a letter to the property owner on Cameron Road regarding the condition of their property. The CAO will present a draft Unsightly Property Bylaw at the next Committee of Council Meeting. It was Moved by Councillor Daniel Sud, seconded by Councillor Lilian MacCannell and unanimously carried.

- **Information Items**

- **WRC.2025.25.6 – Mayor’s Report**

Decision Type: Information

Status: Received

Description:

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

- She attended the Federation of PEI Municipalities Board Monthly Meeting.
- She attended the ICS Committee Meeting and shared that there are several events and ideas being planned for the spring season.

- **WRC.2025.25.6 – CAO’s Report**

Decision Type: Information

Status: Received

Description:

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

- **Scheduled Meetings:** Wil Lawrence will make his presentation on the feasibility of proposed options at the April 10 Committee of Council meeting, accompanied by his team. Donna Bulter and Geoff Connolly from Communities 13 will be at the April 24th Council Meeting.
- **Rezoning Application PID 681239:** The applicant has submitted the required deposit, and the planner has begun working on the application. Proposed dates for the public meeting are Wednesday April 23rd or Thursday May 1st, which will be communicated to the applicant.
- **Short Term Rental –** There are approximately a hundred properties in West River operating as short-term rentals, with the majority having one cottage or unit.
- **Event –** CAO attended the Association of Municipal Administrators workshop day on March 12th. It was a great networking opportunity.

- Upcoming Events - Federation of PEI Municipalities Annual Meeting is scheduled for April 28, 9am – 3pm, at Credit Union Place.
- Municipal Government Act Consultation – Council has the option to schedule a one-on-one interview with the consultants. Interviews can be booked up until May 15th.

▪ **WRC.2025.25.7 – Rezoning Application PID#202671**

Decision Type: Information

Status: Received

Description:

The CAO informed Council that confirmation from the Province regarding the acceptance of Fraser Lane as a public road is still pending and it would be premature this rezoning application without the provincial confirmation.

Correspondence from the Department of Transportation and Infrastructure confirms that the Province will not accept Fraser Lane as a public road unless it is assured that proper stormwater drainage easements can be acquired and deeded to the Province. Given this information, the necessary conditions for the rezoning have not yet been met.

The CAO emphasized that the Municipality would be acting prudently by requiring the applicant to make the necessary arrangements for the stormwater easements before proceeding with the approval of the rezoning application. The CAO has communicated this new information to the applicant.

• **Delegations & Public Input**

Council heard comments from Ruth Delong. Ms. Delong requested an update on a to do list regarding Bonshaw Community Centre. Mayor Smith-MacPhail replied that this was discussed at the Interim Community Services meeting and provided a brief update of the discussion. The kitchen is stocked to standard, and while some requested items for the kitchen have been considered, those that go beyond what is typical for a stocked kitchen will need to be provided by the users. Staff are making tremendous progress in completing the listed items.

Ms. Delong also raised concerns about the trees between Green Road and the parking lot at the Bonshaw Community Centre, noting that some trees appeared to be chopped down. She suggested that this area be cleaned up and pruned trees be planted to beautify that part of the Centre. Mayor Helen Smith-MacPhail responded that this will be presented to the Committee of Council at its next meeting.

Ms. Delong further inquired if Gas Tax funding would be impacted by the Federal Carbon Tax reductions. Mayor Helen Smith-MacPhail replied that Gas Tax funding is allocated based on specific projects and subject to certain criteria and that the Municipality has not been informed of any impacts to the funding for its approved projects.

- **Meeting Closed**

At 8:23 PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be closed. It was seconded by Councillor Lillian MacCannell and unanimously carried.

- **In Camera Items**

- **WRC.2025.25.8** – Pursuant to the Municipal Government Act Section 119(1)h

- **Meeting Opened**

At 8:23 PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be opened. It was seconded by Councillor Steve Pollard and unanimously carried.

- **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:23 PM.

Helen Smith-MacPhail

Susan Morse

Mayor _____ Chief Administrative Officer _____

Appendix A

Rural Municipality of West River

Financial Plan

April 1, 2025 – March 31, 2026

Appendix A Continued

RURAL MUNICIPALITY OF WEST RIVER OPERATING BUDGET APRIL 1, 2025-MARCH 31, 2026		
	APPROVED	PROJECTED
	2024-25	2025-26
REVENUES		
SURPLUS (DEFICIT) PREVIOUS YEARS	\$ -	\$ -
PROPERTY TAX	\$ 718,663.16	\$ 802,000.00
MCEG	\$ 40,004.00	\$ 40,000.00
TAX CREDIT PLANNING	\$ 48,939.98	\$ 51,000.00
HST REBATE	\$ 20,000.00	\$ 20,000.00
PERMIT FEES	\$ 25,000.00	\$ 37,400.00
MISC	\$ 1,000.00	\$ 1,000.00
PROPERTY OWNED RENTAL	\$ 8,000.00	\$ 25,000.00
CANADA DAY CELEBRATION	\$ 1,500.00	\$ 1,500.00
WAGE SUBSIDIES	\$ 5,000.00	\$ 10,000.00
SHARED SERVICES	N/A	\$ 25,000.00
TOTAL REVENUES	\$ 868,107.14	\$ 1,012,900.00
EXPENDITURES		
BLACK FLY PROGRAM	\$ 15,500.00	\$ 17,675.00
COMMUNITIES 13 GRANT	\$ 15,000.00	\$ 15,000.00
CONFERENCE AND COUNCIL TRAINING	\$ 2,500.00	\$ 2,500.00
CONTINUING EDUCATION	\$ 2,500.00	\$ 2,500.00
LEGAL RESERVE	\$ 10,000.00	\$ 10,000.00
ELECTION EXPENSE/RESERVE	\$ 2,500.00	\$ 2,500.00
COMMUNITY BUILDING & ENGAGEMENT GRANTS	\$ 8,750.00	\$ 5,000.00
MEMBERSHIP & DUES	\$ 12,000.00	\$ 9,500.00
EVENTS	\$ 7,800.00	\$ 5,000.00
FIRE DUES	\$ 322,405.15	\$ 360,170.34
INSURANCE	\$ 70,000.00	\$ 78,000.00
MISC	\$ 2,000.00	\$ 2,000.00
OFFICE SUPPLIES/EXPENSES	\$ 10,000.00	\$ 10,000.00
PROFESSIONAL FEES	\$ 15,000.00	\$ 15,000.00
ENFORCEMENT	n/a	\$ 15,000.00
PUBLIC PROPERTY/PARKS & REC	\$ 68,000.00	\$ 90,000.00
SALARIES, WAGES, REMUNERATION & BENEFITS	\$ 250,000.00	\$ 332,225.00
OFFICIAL PLAN	\$ 30,000.00	\$ 20,000.00
CONTRIBUTION TO CAPITAL PLAN	\$ 14,000.00	\$ 10,000.00
EMO	\$ 10,000.00	\$ 10,000.00
TOTAL EXPENDITURES	\$ 867,955.15	\$ 1,012,070.34
OPERATING SURPLUS/DEFICIT	\$ 151.99	\$ 829.66

Helen Smith-MacPhail _____

Susan Morse _____

Mayor

Chief Administrative Officer

Appendix A Continued

RURAL MUNICIPALITY OF WEST RIVER						
5 YEAR CAPITAL EXPENDITURE PLAN						
APRIL 1, 2025 - MARCH 31, 2030						
YEAR	PROJECT	ESTIMATED COST	FUNDING			
			FED/PROV	MUNICIPAL	CCBF	
2024-2029	MUTTER PARK UPFRADE & FIONA RECOVERY	\$ 1,000,000.00	\$ 50,000.00	PEIDFA	N/A	\$ 94,798.00
2024-2026	PLAYGROUND AFTON	\$ 166,100.00	\$ 50,000.00	CRP	N/A	\$ 116,100.00
2025-2026	PLAYGROUND BONSHAW	\$ 73,108.20	\$ 50,000.00	CRP	N/A	\$ 23,108.20
2025-2026	SOLAR AFTON	\$ 83,219.40	\$ 68,250.00	CREG	N/A	\$ 14,969.40
2026-2027	SOLAR BONSHAW	\$ 61,615.40	\$ 61,615.40	CREG	N/A	N/A
2026-2027	EV CHARGER BONSHAW	\$ 67,000.00	N/A		N/A	\$ 67,000.00
2027-2028	EV CHARGER AFTON	\$ 73,700.00	N/A		N/A	\$ 73,700.00
2027-2030	BONSHAW COMMUNITY CENTRE UPGRADE	\$ 100,000.00	EAF		\$ 10,000.00	
2027-2030	AFTON COMMUNITY CENTRE UPGRADE	\$ 1,000,000.00	GICB/CCBF		\$ 50,000.00	
2027-2030	LLOYD INMAN MEMORIAL PARK UPGRADE	\$ 500,000.00	GICB/EAF		\$ 50,000.00	
2027-2030	RICE POINT WHARF UPGRADE	\$ 500,000.00	RD		\$ 50,000.00	

ATP	Active Transportation Plan
EAF	Enabling Accessibility Fund
RD	Rural Development
GICB	Green & Inclusive Building
PEIDFA	PEI Disaster Financial Assistance
CCBF	Canada Community Building Fund (Gas Tax)

Helen Smith-MacPhail _____

Mayor

Susan Morse _____

Chief Administrative Officer

Appendix A Continued

RURAL MUNICIPALITY OF WEST RIVER					
CAPITAL BUDGET					
APRIL 1, 2025 - MARCH 31, 2026					
PROJECT	TOTAL COST	CREG	COMMUNITY REVITALIZATION	FIONA DISASTER RECOVERY	CCBF
PLAYGROUND AFTON	\$ 166,100.00		\$ 50,000.00		\$ 116,100.00
PLAYGROUND BONSHAW	\$ 73,108.20		\$ 50,000.00		\$ 23,108.20
SOLAR AFTON	\$ 83,219.40	\$ 68,250.00			\$ 14,969.40
MUTTER PARK FIONA RECOVERY	\$ 100,000.00			\$ 90,000.00	
TOTAL PROJECT COST	\$ 422,427.60				

Helen Smith-MacPhail _____

Susan Morse _____

Mayor

Chief Administrative Officer