



Rural Municipality of West River ICSC Meeting Minutes

Meeting No	2025-12	Time	6:00 PM
Session	Regular - Public	Date	Monday, April 14, 2025
Chair	Deputy Mayor Shaun MacArthur	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse – CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Bev McIsaac, Lori Ashley, Susan Morse – CAO, Cody MacDonald – Community Services Manager		
Regret	Councillor Lillian MacCannell, Sue Flower		
Guest	Chad Stretch, Marion Copleston		

- **Call to Order**

Deputy Mayor Shaun MacArthur called the meeting to order at 6:25 PM.

Mayor Helen Smith-MacPhail attended the meeting via video call.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. 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 March 25, 2025, ICS Committee Meeting were approved as circulated. It was moved by Bev McIsaac, seconded by Lori Ashley and unanimously carried.

- **Recommendation Items**

- **ICS.25.12.1 – Spring Activities**

Decision Type: Action

Status: Recommended

Description:

The Committee discussed upcoming activities including the May 3rd Pancake breakfast and May 23rd Trivia Night. The Pancake breakfast will be free; donations will be accepted at the door with proceeds going to School Breakfast Programs at local schools.

- **ICS.25.12.2 – Canada Day Planning**

Decision Type: Action

Status: Recommended

Description:

The Committee discussed plans for Canada Day celebrations. A Free Pancake breakfast will take place at Afton Community Centre in the morning and a Free Family event including BBQ, Cake, Music and Games will take place at Inman Park in the afternoon. It was decided that donations will be collected at the pancake breakfast with proceeds going to the West River Community Fridge. A Musician has been booked for the afternoon at Inman Park. Chad Stretch's group of volunteers to organize kids games. Municipal Staff will inquire about face painting and Kookie the Clown. Mayor Helen Smith-MacPhail suggested obtaining an air canister for inflating balloons if Kookie is available.

During last year's celebrations a church group was at Inman Park as well. Many of the group expressed interest in participating in the Municipality's events, event volunteers welcomed their participation. The committee discussed it would be nice to encourage the group to enjoy the Municipality's events as well as their own and directed the CAO to reach out to the church group and inform them they are more than welcome to participate.

- **ICS.25.12.3 – Playground Grand Opening**

Decision Type: Action

Status: Recommended

Description:

The Committee discussed holding a grand opening event for the playground at Afton Community Centre. Chad Stretch mentioned that he knows of a group of youth wanting to hold a community event at the Afton Community Centre during the week of July 8th. Mr. Stretch expressed interest in including a playground grand opening with this event. The Committee referred the item to the CAO and Mr. Stretch to create a plan. The Committee also discussed the possibility of naming the playground. Members agreed that the topic should be revisited at a subsequent meeting.

- **ICS.25.12.4 – Mutter Park Tree Planting**

Decision Type: Action

Status: Recommended

Background:

ICS.25.10.6, ICS.25.11.8

Description:

The Community Services manager provided an update regarding tree planting at Mutter Park. Tree planting can't be completed until Salvage Harvest happens. Tree planting will need to happen at an appropriate time for the trees to survive.

- **ICS.25.12.5 – Municipal Facility Wishlist**

Decision Type: Action

Status: Recommended

Background:

ICS.25.11.8

Description:

The Committee discussed the needs and wants for the property at Afton Community Centre and how it could be developed to meet these needs and wants. The committee recommended the CAO reach out to the NRRFD to inquire if they have any comments to add.

The Committee identified the following Needs & Wishes

Council/Municipal Needs/Wishes

- Council Chambers
- Administrative Offices
- Storage

Social Needs/Wishes

- Space for weddings, reunions and parties
- Commercial Kitchen
- Performing/Entertainment venue

Other Needs/Wishes

- Childcare – both afterschool and full day
- Fire Hall/EMT Space

Recreation Needs/Wishes

- Darts
- Fitness Classes
- Pickleball courts (indoor or outdoor)
- Sports fields
- Walking Trails

- **Information Items**

- **ICS.25.12.6 – Community Services Update**

Decision Type: Information

Status: Received

Description

The Committee received an update regarding upcoming Municipal Activities.

- April 16 – Staff attending AIM Network conference in Moncton – office closed
- April 18 & 21st – Easter Weekend – Office closed
- April 24 – Council Meeting
- April 28 – FPEIM Annual Meeting – S’Side – Office closed
- April 28 – Federal Election Day – Afton is a polling centre
- May 1st – Rezoning Request Public Meeting
- May 3rd – Pancake Breakfast

▪ **ICS.25.12.7 – Update from Afton and Bonshaw Boards**

Decision Type: Information

Status: Deferred

Description:

Bev McIsaac & Lori Ashley requested that the update be deferred until they could each meet with their respective Board of Directors.

Marion Copleston clarified the requests of her to-do list for Bonshaw Community Centre.

- Coat hooks might not be required, the intention was that if the building has a capacity for 100 people than the coat rack that is there would not suffice. Marion will let staff know if the coat rack is not enough.
- She is concerned that the coat rack is in front of the alarm system panel and the AED. Staff has plans to move items to make space.
- Labelling Kitchen Cupboards – the CAO asked if the Bonshaw WI Cook Day volunteers would like to use the office label maker to do this as they are very familiar with the kitchen. Ms. Copleston agreed.
- Decorations – The CAO asked for suggestions regarding what might be recommended for decorating. Ms. Copleston said she thinks there is still a box somewhere with some framed items that she would like to see put up in the building; including maps and a picture of Queen Elizabeth.
- Ping Pong Table – this used to be stored in the games room which is now rented full time to West River Jiu Jitsu. A place for the table to be kept needs to be determined before repairs are made to the table. Ms. Copleston suggested somewhere in the “Piano” room behind the washrooms if there is space without impeding the entry way. Staff will measure to determine if this will still allow safe entrance per Fire Code.
- Storage Cupboards – there is limited space in the building to build storage. The intention was for there to be limited items stored at the Centre. There are a number of items stored in locked room which renters can not access. Staff will communicate with the group renting office space about installing storage in the room they use as they only rent half of the room. Off season décor could be stored in the barn at Afton Community Centre. Staff are hoping to

be able to apply for EMO funding in the fall and be able to add cupboards in the kitchen with this funding.

- Picnic Tables at the Centre are falling apart and Ms. Copleston would like 2 tables at the centre. Staff will investigate.
- AV supplies – Ms. Copleston asked if there will be AV supplies such as a projector, screen & a DVD player provided for the centre. Currently staff share these items between centres when they are needed. There are built in speakers in the walls upstairs.

- **Adjournment**

- Bev McIsaac motioned to adjourn the meeting at 7:25 PM.
- The next Meeting will be held on June 9th at 6PM.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Chief Administrative Officer _____