



Rural Municipality of West River Committee of Council Meeting Minutes

Meeting No	2025-23	Time	7:00 PM
Session	Regular - Public	Date	Thursday, May 8, 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 John Yeo Councillor Lillian MacCannell Councillor Steve Pollard, Susan Morse - CAO		
Regret	Nil		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:00 PM. Mayor Smith-MacPhail gave a land acknowledgment.

- **Adoption & Approval of Agenda**

The following item was added to the agenda by Councillor Steve Pollard

- **5.7 – Unsightly Property Update**

The agenda was approved as circulated, including the added item. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Aaron MacEachern and unanimously carried.

- **Declarations of Conflict of Interest**

Councillor Lillian MacCannell recused herself from item CW.25.23.6, citing a conflict of interest as she is a member of the Women's Institute Provincial Board.

- **Recommended Items**

- **CW.25.23.1 – Communities 13 Capital Fund Request**

Decision Type: Action

Status: Not Recommended

Background:

WRC.2025-26

Description:

Following the meeting in April with representatives from Communities 13, the Committee discussed reconsidering the contribution to the capital fund for this year. The committee discussed what other communities contribute and that Cornwall chose to subsidize walking track memberships for their residents instead of contributing the entire requested amount. The committee recognized that such a subsidy does not help the Capital Fund and would increase workload for Municipal Staff. The committee questioned how any community can gain equity if each community is just doing what it sees fit and not contributing in an equitable way. The committee expressed hope that all the participating communities could unite and make equitable contributions to the Communities 13. The committee stated the importance of continuing to be a contributing member of Communities 13.

Councillor John Yeo motioned that the Municipality does not change this year's contribution, but that Council should reassess increasing its contributions to the capital fund in the next fiscal year. It was seconded by Deputy Mayor Shaun MacArthur and unanimously carried.

- **CW.25.23.2 – Municipal Property Wishlist**

Decision Type: Action

Status: Recommended

Background:

CW.25.24 – Presentation from WD Lawrence.

Description:

The Committee discussed what the future Municipal needs could be and what amenities a municipal property could provide. The following needs and wants were identified.

Council/Municipal Needs/Wishes

- Council Chambers
- Administrative Offices
- EMO Reception
- Storage for
 - Office needs
 - Maintenance equipment
 - EMO

Recreation Needs/Wishes

- Darts
- Fitness Classes
- Gymnasium
- Pickleball courts (indoor or outdoor)
- Basketball nets (indoor and outdoor)

Social Needs/Wishes

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

Other Needs/Wishes

- Childcare – both afterschool and full day
- More space for Community Fridge – possibly indoor space to prevent freezing during winter

The Committee directed the CAO to survey the residents regarding their wants and needs for Municipal Amenities.

- **CW.25.23.3 – Municipal Service Opportunity**

Decision Type: Action

Status: Recommended

Background:

WRC.2025.26.6

Description:

The Island Montessori in Meadowbank is closing its after-school care program. It serves approximately 30 children. Municipal staff have met with representatives from the province about providing after school care at the Afton Community Centre. The provincial representatives advised that the space at the Centre would be adequate for providing after-school care. Staff have prepared a Business plan for the Committee to review, Appendix A, attached here to forming a part of these minutes.

The Committee recommended that staff continue exploring this service opportunity.

- **CW.25.23.4 – Summer Staff**

Decision Type: Action

Status: Recommended

Background:

WRC.2025.26.6

Description:

The Municipality has received funding for 1 position of Activities Counsellor through Canada Summer Jobs. Funding from Jobs for Youth has been applied for and staff are waiting to hear about approval. The CAO informed the committee that ideally the Municipality requires 3 summer staff to properly run programming, canteen services at Inman Park and maintain properties. The CAO presented the committee with financial details related to hiring for these needs if no further funding is approved. The committee recommended that the CAO hire three staff and that if funding is not approved the additional costs can be paid for with funds from the new Municipal Funding Framework.

▪ **CW.25.23.5 – Mutter Park Salvage Harvest**

Decision Type: Action

Status: Recommended

Description:

Salvage Harvest phase 2 has begun at Mutter Park. Staff met with Project Manager Rob Crawford regarding the possibility of additional mulching work being done to assist with trail creation. The Project Manager also reported that some scrap metal had been found and the contractor would move this to the parking lot to be collected by a scrap metal company. The Project Manager suggested compensation should be provided for the contractor as this work was beyond the scope of the contract. The CAO has requested a breakdown of the costs related to the additional mulching and removing the scrap metal. The Committee recommended compensation for the scrap metal and deferred a decision regarding the mulching until further details are provided.

▪ **CW.25.23.6 – Grant Requests May 2025**

Decision Type: Action

Status: Recommended

Background:

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

- Long Creek Women's Institute – submitted on April 30, 2025, requesting \$1,500 towards operation of the Long Creek Hall.
- Bristol VanderKooi – Bluefield Global Issues Class Student - submitted on May 8, 2025, requesting in kind rental of the Afton Community Centre to hold a fundraiser for the IWK.

Description:

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

- \$1,000 to Long Creek Women's Institute. It was Moved by Deputy Mayor Shaun MacArthur, seconded by Councillor John Yeo and unanimously carried.

- Approve the request from Bristol VanderKooi by waiving the rental fee for the use of the main hall at the Afton Community Centre. It was Moved by Councillor John Yeo, seconded by Councillor Daniel Sud and unanimously carried

- **CW.25.23.7 – Unsightly Properties Update**

Decision Type: Action

Status: Recommended

Background:

CW.25.22.2

Description:

The committee discussed the ongoing concern of unsightly/dangerous properties within the municipality. The committee referred this concern to the CAO to inquire with the department of health regarding residents dwelling in RV's on unserviced lots.

The committee directed the CAO to reach out to Provincial MLAs regarding these concerns. The committee also recommended the CAO draft a letter from Council to landowners of concerning properties. It was moved by Councillor Aaron MacEachern, seconded by Deputy Mayor Shaun MacArthur and unanimously carried.

- **Information Items**

- **CW.25.23.7– 2024-2025 Community Building and Engagement Grant Report**

Decision Type: Information

Status: Received

Description:

The CAO presented a summary of Grant approvals from 2024-2025 Fiscal Year, Appendix B, attached here to forming a part of these minutes.

- **CW.25.23.8 – PEI MGA Review Consultations**

Decision Type: Information

Status: Received

Description:

Municipal Staff met with the consultant conducting one on one interviews on Tuesday. The Consultant expressed interest in hearing from Council. The CAO will redistribute the information about booking a consultation.

- **CW.25.23.9** – CAO's Report

Decision Type: Information

Status: Received

Description:

The CAO has submitted the Annual Expenditure Report for 2024-2025 CCBF funds. No funds were spent.

Part of the Playgrounds has arrived – the remainder will arrive next week. The shipment was divided up and staff were not informed. As a result, the company hired to unload the playgrounds will need to come a second time. Staff have requested that the shipper compensate the Municipality to accommodate this additional cost as it was not communicated to us.

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

- Joe Mitchell was in attendance. Mr. Mitchell commented that he appreciates the work of the Council. He encouraged the committee to think big regarding the Municipal property wish list. He expressed support for a Municipal after-school care program stating that it would be good to help the families who are losing their spots at the Montessori.

- **Meeting Closed**

At 8:16 PM Deputy Mayor Shaun MacArthur motioned for the meeting to be closed. It was seconded by Councillor Lillian MacCannell and unanimously carried.

- **In Camera Item**

- **CW.25.23.10** – Pursuant to the Municipal Government Act Section 119 (1)d

- **Meeting Opened**

At 8:31 PM Councillor Aaron MacEachern, motioned for the meeting to be opened. It was seconded by Councillor John Yeo and unanimously carried.

- **Adjournment**

- Councillor Aaron MacEachern to adjourn the meeting at 8:32 PM.
- The next meeting will be June 12, at 7 PM.

Helen Smith-MacPhail

Susan Morse

Mayor _____ Chief Administrative Officer _____

Business Plan: After-School Program at Afton CC

Prepared by: Cody MacDonald & Susan Morse

Organization: Rural Municipality of West River

Date: May 07, 2025

1. Executive Summary

The Rural Municipality of West River proposes the launch of an After-School Program for school-aged children at the Afton Community Centre. The program is designed to support working families by offering a safe, supervised environment for children during after-school hours from 2:30 PM to 6:30 PM, Monday through Friday (excluding PD and storm days). We propose a daily fee of \$18 per child.

This plan evaluates the financial feasibility of the program under four potential enrollment scenarios: 15, 20, 30, and 45 children.

2. Program Overview

Location: Afton Community Centre

Operating Hours: 2:30 PM – 6:30 PM (4 hours daily)

Days of Operation: Monday to Friday (excluding PD days and weather closures)

Annual Operating Days (estimated): 180

Program Offerings:

- Supervised recreational activities
- Nutritious snacks
- Safe indoor/outdoor play
- Community engagement
- Structured routines

Staffing:

- 2 staff members for up to 30 children
- 3 staff members for 45 children

Appendix A Continued

3. Pricing Model

Daily Fee per Child: \$18.00 *Parents/Guardians are charged only for operational days.

4. Cost Structure

Expense Category	Daily Cost (Base)
Staff Wages (2 staff)	\$226.00
Snacks	\$100.00
Cleaning Services	\$22.60
Facility Rental	\$37.50
Total Daily Cost (Base)	\$386.10
Additional Staff & Food(for 45 kids)	\$163.00

5. Financial Analysis

A. Daily Financial Summary

Enrollment	Daily Cost/Child	Daily Revenue	Daily Cost	Daily Profit/Loss
15 Children	\$25.74	\$270.00	\$386.10	-\$116.10 (Loss)
20 Children	\$19.31	\$360.00	\$386.10	-\$26.10 (Loss)
30 Children	\$12.87	\$540.00	\$386.10	+\$153.90 (Profit)
45 Children	\$12.20	\$810.00	\$549.10	+\$260.90 (Profit)

B. Monthly and Annual Projections

(Assuming 20 operating days/month, 180 operating days/year)

Enrollment	Monthly Profit/Loss	Annual Profit/Loss
15 Children	-\$2,322.00	-\$20,898.00
20 Children	-\$522.00	-\$4,698.00
30 Children	+\$3,078.00	+\$27,702.00
45 Children	+\$5,218.00	+\$46,962.00

Appendix A Continued

6. Program Viability & Recommendations

The program is not financially viable at 15 or 20 children without external subsidies or cost reductions. Break-even point is slightly below 25 children. Profitability begins at 30 children, with significant gains at 45 children, even after accounting for an extra staff member.

Taking into consideration the recent announcement of the Cornwall Montessori program ceasing operations after the 2024-2025 school year.

7. Conclusion

The proposed after-school program offers a needed service for families in the Rural Municipality of West River. Financial analysis shows the program can become sustainable and profitable with sufficient enrollment. Strategic planning and community outreach will be essential to ensure program success and long-term viability

To Do - What would need to be done to make this plan a reality?

In Back Room (which would be the dedicated space for the children)

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Add a Bookshelf• 1-2 Rugs• Craft Cupboard | <ul style="list-style-type: none">• Games• Books• Craft supplies | <ul style="list-style-type: none">• Coat Hooks• Cover Electrical Panel• Clean up! |
|---|--|---|

In Afton Community Centre

- Lock on furnace room door
- Install shelf in Janitor closet for storing cleaners
- Caulking in furnace room

Operational To Do

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Inquire re insurance• Apply for fence exemption• Fire Safety Plan | <ul style="list-style-type: none">• Outside Supervision Plan• Hire 2-3 trained staff | <ul style="list-style-type: none">• Bathroom supervision plan• Contact PSB & FLSB re bussing |
|---|---|---|

Appendix B

RURAL MUNICIPALITY OF WEST RIVER					
Grant Requests 2024-25					
Date received	Name of Group	In Kind or Monetary	Amount Requested	Date to Council	Amount Granted
7-Mar-24	Bonshaw WI	In Kind	monthly meetings	12-Mar-24	\$ 180.00
	Long Creek WI	Monetary	2000	12-Mar-24	\$ 2,000.00
19-Mar-24	St Catherine's WI	Monetary	2000	11-Apr-24	\$ 2,000.00
	Meadowbank WI	Monetary	1000	11-Apr-24	\$ 1,000.00
10-Apr-24	Canoe Cove Comm Assoc	Monetary	2000	11-Apr-24	\$ 2,000.00
28-Mar-24	GooRoos Group	In Kind	facility rental	11-Apr-24	\$ 120.00
2-Apr-24	CQWF	In Kind	offset rental cost	11-Apr-24	\$ 3,000.00
10-Apr-24	Bonshaw WI Cook Days	in kind	facility rental		\$ 585.00
12-Apr-24	Community Fridge	In Kind	monthly meetings	9-May-24	\$ 180.00
18-Jul-24	Rice Pt WI	In Kind	craft fair	25-Jul-24	\$ 275.00
6-Nov-24	Scouts Canada	In Kind	facility rental	14-Nov-24	\$ 335.00
	Bonshaw WI Cook Days	in Kind	facility rental	10-Oct-24	\$ 735.00
17-Nov-24	Bonshaw WI Event	in kind	community Tea	19-Dec-24	\$ 67.50
27-Nov-24	Scouts Canada	in kind	facility rental	19-Dec-24	\$ 335.00
16-Dec-24	Olivia Kelly & Erin Desbarat	in kind	Facility rental	19-Dec-24	\$ 120.00
17-Feb-25	Molly Mitchell	Monetary	\$500	20-Feb-25	\$ 500.00