



## Rural Municipality of West River Council Meeting Minutes

<b>Meeting No</b>	2025-26	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, April 24, 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, Councillor Aaron MacEachern, Councillor Daniel Sud, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse – CAO		
<b>Regret</b>	Deputy Mayor Shaun MacArthur		
<b>Guest</b>	Donna Butler & Geoff Connolly – Communities 13 INC		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:05 PM and gave a land acknowledgement.

- **Adoption & Approval of Agenda**

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

- **Declarations of Conflict of Interest**

Nil

- **Delegations & Public Input**

The Council heard from Donna Butler and Geoff Connolly of Communities 13 Inc. They provided an update on the APM Centre's operations and capital funds as well as past, present, and future maintenance requirements (Appendix A, attached hereto forming a part of these minutes). They explained that the Centre operates debt free however they anticipate some costly upcoming maintenance such as roof repairs and replacement of the Condenser. The Rural Municipality of West

River contributes to the capital fund on behalf of the communities of Afton, Meadowbank, New Haven-Riverdale, and West River which were part of the original Communities 13. The communities have been asked to increase their contributions to the capital fund. It was noted that in over 20 years there had not been an increase in the capital fund contribution request until recently. The requested increase is tied to property tax assessments with a request of \$0.005/\$100 of assessment (based on the previous year's assessment) which amounts to \$18,705 for West River; in the past the capital contribution was \$14,539.

Mayor Helen Smith-MacPhail suggested perhaps the requested capital funds could be tied to population instead of tax assessments.

Mayor Smith-MacPhail inquired about the expansion committee's plans. Ms. Butler explained that subcommittees are working on meeting with communities and municipal representatives, that financial commitments are required from all levels of government before expansion plans can proceed.

Council thanked Ms. Butler and Mr. Connolly for their informative presentation.

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

The minutes of March 27, 2025, Council Meeting were approved as circulated. It was moved by Councillor Aaron MacEachern, seconded by Councillor Steve Pollard and unanimously carried.

The minutes of April 10, 2025, Planning Board Committee Meeting were approved as circulated. It was moved by Councillor Aaron MacEachern, seconded by Councillor John Yeo, and unanimously carried.

The minutes of April 10, 2025, Committee of Council Meeting were approved as circulated. It was moved by Councillor Steve Pollard, seconded by Councillor Lillian MacCannell, and unanimously carried.

- **Discussion Items**

- **WRC.2025.26.1 – Awarding Grants**

**Decision Type:** Action

**Status:** Motion Carried (5-0)

**Description:** Motion 2025-16

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

**WHEREAS**

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of Council reviewed the grant request application and completed Schedule C for St. Catherines Women's Institute, Meadowbank Women's Institute, Canoe Cove Community Association, Cornwall and Area Meals on Wheels, PEI Youth Darts, and the Hit Happens Softball Team, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on April 10, 2025,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves awarding a one-time grant for each applicant from the 2025-26 operating budget as follows and authorizes the CAO to execute it:

- \$1,000 to Canoe Cove Community Association
- \$1,000 to St. Catherine Women's Institute.
- \$1,000 to Meadowbank Women's Institute.
- \$500 to Cornwall & Area Meals on Wheels
- An in-kind donation to the PEI Youth Darts to waive the rental cost of the Dart Room to hold a Darts Tournament fundraising event.
- An in-kind donation to the Hit Happens Softball Team to waive the rental cost and bartender fee of the Dart Room to hold a Darts Tournament fundraising event.

- **WRC.2025.26.2** – Grass Cutting – Hiring Contractor

**Decision Type:** Action

**Status:** Motion Carried (5-0)

**Description:** Motion 2025-17

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

## **WHEREAS**

The Committee reviewed the quotes received and the scope of work in accordance with Purchase Policy #2022-03, also including the history of the vendor services, and

## **WHEREAS**

This resolution bears the recommendation of the Committee of Council, as discussed at a meeting held on April 10, 2025,

## **BE IT RESOLVED**

The Council for the Rural Municipality of West River accepts the proposal from J W Gass Cemetery Services for lawn-cutting services for the 2025 season for weekly/biweekly services for Afton Community Centre, Roy Mutter Recreation Fields, Legacy Park, Rice Point, Bonshaw Community Centre, and Bonshaw Cemetery at a cost of \$13,685.00 (including HST) and authorizes the CAO to execute it.

- **WRC.2025.26.3** – Afton Community Centre Side Door – Hiring Contractor

**Decision Type:** Action

**Status:** Motion Carried (5-0)

**Description:** Motion 2025-14

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

## **WHEREAS**

The Committee reviewed the quotes received and the scope of work in accordance with Purchase Policy #2022-03, and

## **WHEREAS**

This resolution bears the recommendation of the Committee of Council, as discussed at a meeting held on February 20, 2025,

## **BE IT RESOLVED**

The Council for the Rural Municipality of West River accepts the proposal from Vinyltech-Pykes Glass Windows & Doors for replacement of the Side Door at Afton Community Centre, at a cost of \$5,658.92 (including HST) and authorizes the CAO to execute it.

- **Information Items**

- **WRC.2025.26.4 – ICS Committee Meeting Report**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO provided an update on the ICS Committee meeting. A pancake breakfast will be held on May 3<sup>rd</sup>, Trivia Night on May 23<sup>rd</sup>. Canada Day planning is well underway. Plans are being made for a Grand Opening event for when the playground at Afton Community Centre is installed.

- **WRC.2025.26.5 – Mayor's Report**

**Decision Type:** Information

**Status:** Received

**Description:**

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

- She thanked Deputy Mayor Shaun MacArthur for stepping in for her while she was off Island.
- She plans to attend the FPEIM AGM on Monday April 28<sup>th</sup>.
- Councillor John Yeo expressed an interest in hearing about Provincial Land Act Amendments and requested that Mayor Smith-MacPhail bring back any information she learns at the meeting regarding the same.

- **WRC.2025.26.6 – CAO's Report**

**Decision Type:** Information

**Status:** Received

**Description:**

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

- Solar Panel installation at Afton Community Centre is almost complete

- Trees with roots infiltrating septic lines at Afton Community Centre were removed
  - Staff suggest designating “Carpool” parking spots in the Afton Community Centre parking lot.
  - Summer student hiring will start soon. The Municipality has received federal funding for one summer student and is waiting to hear regarding provincial funding.
  - Staff attended an AIM Conference “Planning with Integrated Asset Management” in Moncton on April 16th.
  - CCBF Funding – the Infrastructure Secretariat indicated that funding for 2025-26 projects could be received in July and December of 2025.
  - Staff have learned that starting in September the Montessori School in Meadowbank will no longer offer after school childcare. Staff are gathering information about the possibility of the Municipality providing a service to help fill this need in the community. This will be ready for the Committee of Council to review at the May 8th meeting.
  - Unsightly/Dangerous property information – The CAO has contacted the Department of Land, Housing and Communities to convey the concerns of residents regarding dangerous properties. Residents should be encouraged to contact the RCMP directly if they are concerned about illegal activity or public dangers.
  - The CAO continues to research bylaw options pertaining to animal control, noise and nuisance and dangerous properties.
- **Adjournment**
    - Councillor Aaron MacEachern to adjourn the meeting at 8:49 PM.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

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

## Appendix A

### COMMUNITIES 13 INC. (Operating as APM Centre) Budget 2024-2025

	Year Ended June 30, 2024	Budget 2024-2025	Difference
Revenues			
Sales	120,086	116,615	-3,471
Cost of sales	66,239	62,659	-3,580
Gross margin	53,847	53,956	109
Other			
Rentals	537,517	527,795	-9,722
Memberships	81,875	80,900	-975
Arena Signage	23,942	21,600	-2,342
Miscellaneous	9,059	2,010	-7,049
Arena Grant	8,500	8,500	0
Wage Subsidies	9,143	9,143	0
Events	0	0	0
Total Revenue	723,883	703,904	-19,979
Expenditures			
Advertising and promotion	249	4,275	4,026
Bad debts	0	0	0
Dues and fees	1,753	2,825	1,072
Electricity	89,912	99,050	9,138
Heat	32,256	44,025	11,769
Ice making	36,993	36,400	-593
Insurance	18,870	23,444	4,574
Interest and bank charges	1,040	1,800	760
Memberships	2,052	5,000	2,948
Municipal property tax	2,730	2,725	-5
Office	4,010	4,050	40
Professional fees	3,784	4,000	216
Propane	24,669	21,013	-3,656
Repairs and maintenance	26,904	25,000	-1,904
Snow and garbage removal	20,866	22,000	1,134
Supplies	12,730	12,890	160
Telephone	5,029	5,280	251
Travel	2,802	1,400	-1,402
Wages and wage levies	340,320	367,056	26,736
Water and sewer	9,661	10,800	1,139
Total Expenses	636,630	693,033	56,403
<b>Excess of revenues over expenditures from operations</b>	<b>87,253</b>	<b>10,871</b>	<b>-76,382</b>
Other Income (expenditures)			
Non- operation Revenues	5,000	0	-5,000
2nd Arena Study Work	0	0	0
non-operating expenditures Amortization	-19,642	-19,642	0
	-14,642	-19,642	-5,000
Excess of Revenues over Expenditures	\$72,611	-\$8,771	-\$81,382



## Appendix A Continued

### Communities 13 Inc. Capital funds Summary

Year	Capital Equipment and Repairs	Estimated cost	Status	Capital Funds	Notes and information
<b>Actual</b>	<b>Funds year end June 30, 2024 (APM Year 2023-2024)</b>			<b>\$ 119,784.11</b>	
2024-2025	Capital Funds to be requested for 2024-2025	\$ 64,689.00	80%	\$ 46,694.00	Requested .05 cents per hundred collected as of Nov 30, 2024 \$27592
2024	2024 operations contribution to Capital		100%	\$ 60,000.00	
2024-2025	Projected interest earned	\$ 1,900.00		\$ 1,900.00	Received as of March 31, 2025, \$1587.95
2024-2025	New Zamboni	\$ (166,772.20)	100%	\$ (166,772.20)	Contributions from operation to be made to offset deprecation . (at minimum 16,700 yearly)
2024-2025	Generator for APM Centre, Water Fill Station and portable phone charging station, ACOA Funding 108,949, Province Funding 112,448, APM Centre \$7,552	\$ (229,406.85)	100%	\$ (5,099.96)	Water Fountain is installed and Generator is now working
<b>Estimate</b>	<b>Funds year end June 30, 2025 (APM Year 2024-2025)</b>			<b>\$ 56,505.95</b>	
2025-2026	Capital Funds to be requested for 2025-2026	\$ 64,689.00		\$ 51,025.00	Requested .05 cents per hundred
2025-2026	2025 operations surplus contribution to Capital			\$ 60,000.00	
2025-2026	Replacement of the Condenser	\$ (200,000.00)		\$ (200,000.00)	Should last another season Looking for approval to replace.
2025-2026	Estimate for Replacement of the PLC for the refrigeration Plant	\$ (15,000.00)		\$ (15,000.00)	Get the current PLC replaced and working to control the plant , New system was 25,000 from Memco
2025-2026	New Equipment for the Weight room	\$ (20,000.00)		\$ (15,000.00)	Would use Funds 5000 from Operations Budgeted.
<b>Estimate</b>	<b>Funds year end June 30, 2026 (APM Year 2026-2027)</b>			<b>\$ (62,469.05)</b>	
2026-2027	Capital Funds to be requested for 2026-2027	\$ 64,689.00		\$ 64,689.00	Requested .05 cents per hundred
2026-2027	2026 operations surplus contribution to Capital			\$ 60,000.00	
2026-2027	Change the Gaskets in the plate heat exchanger	\$ (25,000.00)		\$ (25,000.00)	Estimate 10 to 15 years installed in 2011, Only in use for the heating season so we may be able to do this work later. No Risk of lost ice time
2026-2027	Replace of Mats in the arena	\$ (75,000.00)		\$ (75,000.00)	Could Wait another season with what we have quotes Vary from 40,000 to 85,000
2026-2027	Reviewed in 2019 estimated a recap of the roof in 5 to 10 years	\$ (45,000.00)		\$ (45,000.00)	Will be reviewed in summer 2025
<b>Estimate</b>	<b>Funds year end June 30, 2026 (APM Year 2026-2027)</b>			<b>\$ (82,780.05)</b>	

### Capital Expenditures Future Projections and Equipment life Expediency

4/24/2025

Note: Some projects will be covered with operation funds when available.

Projected year	Potential Projects Equipment and Repairs	Capital	Life Expectancy	Status	Estimated Costs	Future Cost Totals	Information
2026-2027	New Phone system for the building				\$ 10,000.00	\$ 10,000.00	
2026-2027	Roof on the Arena Steel	25 to 35 years estimate Fitz and Snow			\$ 297,000.00	\$ 307,000.00	Should be looked at yearly
2027/ 2028	Parking Lot Repairs / Repaving				\$ 50,000.00	\$ 357,000.00	
Future	repairs to Arena Roof /Low e ceiling/				\$ 80,000.00	\$ 437,000.00	
Future	Paint the Blue Strip on the side of the building				\$ 10,000.00	\$ 367,000.00	
Future	Air conditioning weight room	20 years			\$ 20,000.00	\$ 387,000.00	
Future	Replacement of Compressor Motors	17 to 20 years one already replaced	one replaced 2018 and over hauled one for a spare		\$ 12,000.00	\$ 399,000.00	
Future	Boards in the Arena spring loaded	25 years estimate Fitz and Snow			\$ 200,000.00	\$ 599,000.00	
Future	Sound System Arena Replacement	New Speakers in arena			\$ 10,000.00	\$ 609,000.00	
Future	Elevator replacement	once the part for the current as no longer supported			\$ 50,000.00	\$ 659,000.00	
Future	Air Exchange in the building and dressing rooms				\$ 5,000.00	\$ 664,000.00	
Future	Propane Heaters in the Arena				\$ 10,000.00	\$ 674,000.00	



## Appendix A Continued

Communities 13 Inc. Actual to Jan 2025 and Projected to June 2025				
	2024- 2025			
	Projected Year	Budget	Difference	Notes
	End	2024 / 2025		
<b>Sales Revenue</b>				
Sales Canteen	134,056.43	\$ 114,060.00	19,996.43	Sales are more than the prior year Canteen is busy. Also increase in pricing.
Sales Bar	510.67	\$ 2,000.00	(1,489.33)	
Sales Banquets	410.00	\$ 555.00	(145.00)	
Events Revenue	0.00	\$ -	0.00	
Propane Heater Revenue	2,236.09	\$ 1,830.00	406.09	
Equipment Rental	992.80	\$ 1,090.00	(97.20)	
Skate Sharpening	0.00	\$ -	0.00	
Ice Rental	445,067.10	\$ 434,195.00	10,872.10	Busy August, busy some new rentals
Gym Rental	102,578.08	\$ 87,783.00	14,795.08	Gym is very busy.
Membership Gym	0.00	\$ -	0.00	
Memberships Walking	8,676.41	\$ 8,900.00	(223.59)	
Membership Fitness	63,646.80	\$ 64,200.00	(553.20)	
Meeting Room Rental	4,904.00	\$ 5,370.00	(466.00)	
Day Camp Program	0.00	\$ -	0.00	
Locker Rental	192.00	\$ 197.00	(5.00)	
Aerobic Membership	7,680.86	\$ 7,800.00	(119.14)	
Refund on Bottle Deposit	0.00	\$ -	0.00	
Wage Subsidies	9,740.40	\$ 9,142.60	597.80	
Arena Sign Sponsor	22,425.01	\$ 21,600.00	825.01	
Advertising Program	0.00	\$ -	0.00	
Provincial Sales Tax Commission	0.00	\$ -	0.00	
Other Sales	6,224.74	\$ 180.00	6,044.74	Money from Fund script
<b>Net Sales</b>	<b>809,341.39</b>	<b>758,902.60</b>	<b>50,438.79</b>	
<b>Other Revenue</b>				
Arena Grant	8,500.00	8,500.00	0.00	
Interest Revenue	16.15	0.00	16.15	
Gain on sale of Assets	0.00	0.00	0.00	
<b>Total Other Revenue</b>	<b>8,516.15</b>	<b>8,500.00</b>	<b>16.15</b>	
<b>TOTAL REVENUE</b>	<b>817,857.54</b>	<b>767,402.60</b>	<b>50,454.94</b>	
<b>EXPENSE</b>				
Cost of Goods Sold	54.1%	54%		Have adjusted some pricing to help improve the cost of sales.
Inventory Canteen	72,522.31	\$ 61,592.40	10,929.91	
Bottle Deposit	77.43	\$ -	77.43	
Inventory Bar	210.89	\$ 900.00	(689.11)	
Inventory Banquets	166.50	\$ 166.50	0.00	
<b>Total Cost of Goods Sold</b>	<b>72,977.13</b>	<b>62,658.90</b>	<b>10,318.23</b>	
<b>Payroll Expenses</b>				
<b>Total Payroll Expense</b>	<b>361,845.83</b>	<b>367,056.18</b>	<b>(5,210.35)</b>	Short a Full time position in Summer
<b>General &amp; Administrative Expenses</b>				
Professional Fees	3,859.25	\$ 4,000.00	(140.75)	
Advertising & Promotions	4,275.00	\$ 4,275.00	0.00	
Facility Rental Expense	898.08	\$ 840.00	58.08	
Cash Short/Over	(105.46)	\$ -	(105.46)	
Rental Supplies Expense	974.08	\$ 1,090.00	(115.92)	
Dues and Memberships	3,257.02	\$ 2,825.00	432.02	
Generator Diesel	6,628.30	\$ -	6,628.30	Original Fill and some funds allowed for usages. Starts one a week.
Furnace Oil Main	36,851.78	\$ 44,025.00	(7,173.22)	Warmer Fall less consumption, Maximizing the recall heat in the cold weather
Propane Canteen and Dehumidifier	17,602.86	\$ 17,800.00	(197.14)	
Propane Heaters	1,969.44	\$ 2,013.00	(43.56)	
Propane Zamboni	970.95	\$ 1,200.00	(229.05)	
Skate Sharpening Expenses	0.00	\$ -	0.00	
Insurance	23,172.39	\$ 23,443.79	(271.40)	
Interest & Bank Charges	1,855.37	\$ 1,800.00	55.37	
Interest on Payables	0.00	\$ -	0.00	
Office Supplies	4,098.11	\$ 3,650.00	448.11	
Cleaning Supplies	10,056.78	\$ 8,700.00	1,356.78	building is very busy
Ice Making Expenses	49,463.80	\$ 36,400.00	13,063.80	Allowing for some of the extra repairs needed to replace piping in refrigeration room, Needed a new pump and had to repair 2 ammonia leaks.
<b>Membership Expense</b>	<b>5,039.63</b>	<b>\$ 5,000.00</b>	<b>39.63</b>	

## Appendix A Continued

Communities 13 Inc. Actual to Jan 2025 and Projected to June 2025				
	2024- 2025			
	Projected Year	Budget		
	End	2024 / 2025	Difference	Notes
Postage	406.43	\$ 400.00	6.43	
General Operating	3,255.20	\$ 3,100.00	155.20	
Miscellaneous	0.00	\$ -	0.00	
Events Expense	0.00	\$ -	0.00	
Repair & Maintenance	28,073.50	\$ 25,000.00	3,073.50	
Snow / Grass and Garbage Removal	22,169.98	\$ 22,000.00	169.98	
Water and Sewer	11,362.41	\$ 10,800.00	562.41	
Telephone	6,585.55	\$ 5,280.00	1,305.55	
Travel & Training	1,420.16	\$ 1,400.00	20.16	
Electricity Gym Meter # 89711	16,437.49	\$ 15,450.00	987.49	
Electricity Arena Meter # 91767	79,809.53	\$ 83,600.00	(3,790.47)	
Bad debt expenses	0.00	\$ -	0.00	
Property Taxes and Fire Dues	2,758.39	\$ 2,725.20	33.19	
Total General & Admin. Expenses	343,146.02	326,816.99	16,329.03	
<b>TOTAL EXPENSE</b>	<b>777,968.98</b>	<b>756,532.07</b>	<b>21,436.91</b>	
<b>NET INCOME FROM OPERATIONS</b>	<b>39,888.56</b>	<b>10,870.53</b>	<b>29,018.03</b>	
Year to Date				
Non Operational Revenue				
Sponsorship	0.00	0.00	0.00	
Board Events & 50/50 Revenue	6,000.00	0.00	6,000.00	Zamboni Sponsorship to off set Capital Expense
Charitable Donations	0.00	0.00	0.00	
<b>TOTAL NON OPERATIONAL REVENUE</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	
Non Operational Expense				
50/50 Prize Winners	0.00	0.00	0.00	
Board Fundraising Expenses	0.00	0.00	0.00	
Interest on Long Term Debt	0.00	0.00	0.00	
Interest on Credit Union Over Draft	0.00	0.00	0.00	
Amortization	0.00	0.00	0.00	
<b>TOTAL NON OPERATIONAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Income Non-Operations</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	
<b>NET INCOME</b>	<b>45,888.56</b>	<b>10,870.53</b>	<b>35,018.03</b>	
Purchases from Operation \$ and capitalized				
Jack for the Zamboni	422.46			
New shop Vacuum	1,009.00			
New Office computer	3,761.83			
New Bike for the Weight room	3,849.00			
Projected items				
	0.00			
Total Capital	7,610.83			
Income contribution to cash	38,277.73			