



## Rural Municipality of West River Council Meeting Minutes

**Meeting No** 2025-27 **Time** 5:00 PM

**Session** Regular - Public **Date** Thursday, May 22, 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 Daniel Sud, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse – CAO, Ehi Itua – Administrative Assistant

**Regret** Councillor Aaron MacEachern, Councillor John Yeo

**Guest** Nil

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 6:00 PM and gave a land acknowledgement.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of April 24, 2025, Council Meeting were approved as circulated. It was moved by Councillor Daniel Sud, seconded by Councillor Steve Pollard and unanimously carried.

The minutes of May 8, 2025, Planning Board Committee Meeting were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell and unanimously carried.

The minutes of May 8, 2025, Committee of Council Meeting were approved as circulated. It was moved by Councillor Daniel Sud, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Discussion Items**

- **WRC.2025.27.1 – Awarding Grants**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-19

**Moved by** Deputy Mayor Shaun MacArthur, and **Seconded by** Councillor Steve Pollard.

**WHEREAS**

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of Council reviewed the grant request application and completed Schedule C for Long Creek Women's Institute, and Bluefield Student Bristol VanderKooi, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on May 8<sup>th</sup>, 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 Long Creek Women's Institute

- An in-kind grant to Bluefield Student Bristol VanderKooi, consisting of a waiver of the Afton Community Centre rental fee, to support a fundraising event benefiting the IWK, undertaken as part of a course project at Bluefield Senior High School

▪ **WRC.2025.27.2- Communities 13 Capital Fund Request**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-20

**Moved by** Councillor Daniel Sud, and **Seconded by** Councillor Lillian MacCannell.

**WHEREAS**

The Community 13 INC Board of Directors requested contribution to the Capital Fund for the 2025-26 Fiscal Year was for \$18,706, and

**WHEREAS**

Budget constraints only allowed for a contribution of \$15,000 from the 2025-26 Budget, and

**WHEREAS**

A new municipal funding agreement beginning on April 1, 2025 will provide additional funds for the Municipality, and

**WHEREAS**

Council met with representatives from Communities 13 INC to hear details about the operation of the APM Centre and a request to reconsider the contribution for the 2025-26 Fiscal Year, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on May 8th, 2025

**BE IT RESOLVED**

The Council for the Rural Municipality of West River will not change the approved Capital Fund Contribution for the 2025-26 fiscal year.

### **BE IT FURTHER RESOLVED**

The Council for the Rural Municipality of West River will consider using funds from the new municipal funding framework to make an additional contribution to the Communities 13 INC Capital Fund for the 2026-27 fiscal year.

- **WRC.2025.27.3 – Municipal Amenities Survey**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-21

**Moved by** Deputy Mayor Shaun MacArthur, and **Seconded by** Councillor Steve Pollard.

### **WHEREAS**

The Committee of Council has received a report from WD Lawrence pertaining to developing the property at Afton Community Centre to meet the current and future needs of the Municipality, and

### **WHEREAS**

This resolution bears the recommendation of the Committee of Council, as discussed at a meeting held on May 8th, 2025,

### **BE IT RESOLVED**

The Council for the Rural Municipality of West River directs the CAO to survey the residents through online platforms regarding their wants and needs for Municipal Amenities.

### **BE IT FURTHER RESOLVED**

The Council for the Rural Municipality of West River directs the CAO to compile the survey results and present them to council for further discussion and action.

- **WRC.2025.27.4 – Municipal After School Childcare Program**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-22

**Moved by** Councillor Steve Pollard, and **Seconded by** Councillor Daniel Sud.

**WHEREAS**

The Island Montessori in Meadowbank is closing its after-school care program. It serves approximately 30 children, and

**WHEREAS**

The Rural Municipality of West River's mission is to serve its residents and to protect what is valuable for the community, and

**WHEREAS**

Municipal staff have proposed opening an after-school care program at the Afton Community Centre, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on May 8th, 2025

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves the opening of a Municipally run after-school childcare program at the Afton Community Centre for the 2025-26 School Year subject to enrolment of at least 20 children and authorizes the CAO to execute it.

**BE IT FURTHER RESOLVED**

The Council for the Rural Municipality of West River approves the proposed budget (Appendix A attached hereto forming a part of these minutes) and authorizes that any operating deficit will be paid for out of the new Rural Municipality Grant for the 2025-26 Fiscal Year.

▪ **WRC.2025.27.5 – Mutter Park Salvage Harvest – Project Costs**

**Decision Type:** Action

**Status:** Deferred

**Description:**

The Council deferred this item to the next meeting due to the absence of an updated report from the Project manager.

▪ **WRC.2025.27.6 – Letter Re: Unsightly & Dangerous Properties**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-23

**Moved by** Councillor Daniel Sud, and **Seconded by** Deputy Mayor Shaun MacArthur.

**WHEREAS**

The Rural Municipality of West River Council has received several concerns from residents regarding property maintenance and land use activities at 4 separate properties in the Municipality, and

**WHEREAS**

The Council recognizes the importance of maintaining open communication between the Municipality, residents and property owners to ensure the well-being of the community, and

**WHEREAS**

Council deems it appropriate to formally notify affected property owners of the concerns raised and encourage responsive action or dialogue

**BE IT RESOLVED**

The Council for the Rural Municipality of West River directs the CAO to send a formal letter to the affected property owners and report back to Council with any responses received or actions taken by the property owners.

▪ **WRC.2025.27.7 – CAO Employment Agreement Amendment**

**Decision Type:** Action

**Status:** Motion Carried (4-0)

**Description:** Motion 2025-24

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

**WHEREAS**

Pursuant to Resolution 2024-75 Susan Morse was appointed as the Chief Administrative Officer on October 24, 2024, and

**WHEREAS**

Section 3.1 of The Employment Agreement between The Rural Municipality of West River and Susan Morse pertains to a probationary period of six (6) months, and

**WHEREAS**

The probation period is complete, and Council desires to continue with the employment agreement, and

**WHEREAS**

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on May 8th, 2025

**BE IT RESOLVED**

The Council for the Rural Municipality of West River approves amending the CAO's employment agreement to remove section 3.1 pertaining to Probation and authorizes the Mayor and CAO to execute it.

▪ **WRC.2025.27.8 – Inman Park Facility Use Request**

**Decision Type:** Action

**Status:** Received

**Description:**

A request has been received to use facilities at Inman Park for filming on June 11 or 12th. They would require use of the bathrooms and of the canteen, space for costume changes and makeup. It would provide visibility and a donation to the park. Reference contacts have been provided.

Mayor Helen Smith-MacPhail suggested starting a donation box at the Inman Park to provide an opportunity for individuals interested in contributing towards park improvements, with funds received directed towards purchasing equipment for the park.

The Council recommends that the filming group use Inman Park facilities for filming purposes on June 11 or 12th and authorizes the CAO to execute that request.

- **Information Items**

- **WRC.2025.27.9 – Enforcement Report**

**Decision Type:** Action

**Status:** Received

**Description:**

The CAO provided the Council with an update on properties within the municipality. The enforcement officer reports indicate no major development issues or infringements in the municipality.

- **WRC.2025.27.10 – Inquiry Re Cat’s Eye Installation on Rte 19**

**Decision Type:** Action

**Status:** Received

**Description:**

The CAO provided the Council with update on the installation of cat’s eye on Rte 19 in the Rocky Point and Cumberland Area. In a correspondence, Jeff Sampson from the Department of Transportation was unable to confirm whether the installation would proceed in these areas.

Mayor Helen Smith-MacPhail requested the CAO follow up with Jeff Sampson regarding the possibility of installing a road camera outside the Afton Community Centre.

- **WRC.2025.27.11 – Summer Staff Funding**

**Decision Type:** Action

**Status:** Received



**Description:**

The Municipality has received additional funding for one more summer student. With funding for two positions the municipality can hire three summer students and be within its budget.

- **Delegations & Public Input**

- The Council heard inquiries from members of the public. One asked about the Bylaw amendment process. Mayor Helen Smith-MacPhail explained that the Planning Board is currently reviewing the proposed amendments, and a public meeting will be held upon completion of the review process. A professional planner and lawyers will be involved in the process.
- The resident inquired about the excavation pit renewal and operations located in Clyde River. Mayor Helen Smith-MacPhail clarified that the property is outside the jurisdiction of the municipality.
- Another resident raised concerns about unsightly properties within the municipality. Mayor Helen Smith-MacPhail replied that Council has discussed this issue extensively and plan on implementing measures to address it. As a first step, Council has decided to send formal letters to affected property owners to notify them of concerns raised and encourage responsive action or dialogue.

- **Meeting Closed**

At 6:10 PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be closed. It was seconded by Councillor Steve Pollard and unanimously carried.

- **In Camera Items**

- **WRC.2025.27.12** - Pursuant to the Municipal Government Act Section 119(1)f

- **Meeting Opened**

At 6:15PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be opened. It was seconded by Councillor Daniel Sud and unanimously carried.

- **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 6:15 PM.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

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

## Appendix A

RURAL MUNICIPALITY OF WEST RIVER AFTER SCHOOL CARE BUDGET SEPTEMBER 1, 2025 - JUNE 30, 2026			SEPTEMBER 1, 2026 - JUNE 30, 2027	
	PROJECTED	PROJECTED	PROJECTED	PROJECTED
	2025-26	2025-26	2026-27	2026-27
	20 KIDS	28+2 KIDS	20 KIDS	28+2 KIDS
<b>REVENUES</b>				
TUITION FEES 3240/child/yr	\$ 64,800.00	\$ 97,200.00	\$ 64,800.00	\$ 97,200.00
WAGE SUBSIDIES		\$ 40,680.00		\$ 40,680.00
<b>TOTAL REVENUES</b>	\$ 64,800.00	\$ 137,880.00	\$ 64,800.00	\$ 137,880.00
<b>EXPENDITURES</b>				
CONTINUING EDUCATION				
MEMBERSHIP & DUES				
SNACKS	\$ 10,800.00	\$ 16,200.00	\$ 10,800.00	\$ 16,200.00
DÉCOR & FURNISHINGS	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00
TOYS/GAMES/BOOKS/ART SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
CLEANING FEES	\$ 4,068.00	\$ 4,068.00	\$ 4,068.00	\$ 4,068.00
FACILITY RENTAL	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00
INSURANCE				
MISC	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
SALARIES, WAGES, & BENEFITS	\$ 40,680.00	\$ 40,680.00	\$ 40,680.00	\$ 40,680.00
SNA WAGES	-	\$ 40,680.00	-	\$ 40,680.00
<b>TOTAL EXPENDITURES</b>	\$ 66,798.00	\$ 112,878.00	\$ 64,298.00	\$ 110,378.00
<b>OPERATING SURPLUS/DEFICIT</b>	\$ (1,998.00)	\$ 25,002.00	\$ 502.00	\$ 27,502.00