



Rural Municipality of West River Council Meeting Minutes

Meeting No	2025-28	Time	7:00 PM
Session	Regular - Public	Date	Thursday, June 26, 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, Ehi Itua – Administrative Assistant		
Regret	Nil		
Guest	Nil		

- **Call to Order**

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

- **Adoption & Approval of Agenda**

The following item was added to the agenda by Councillor John Yeo

- **WRC.2025.28.14 - Road Work**

Councillor Daniel Sud requested item 8 “Delegations and Public Input” be moved and inserted prior to the discussion item 6.1 WRC.2025.28.14, to receive comments from the public.

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

- **Declarations of Conflict of Interest**

Mayor Helen Smith-MacPhail recused herself from item WRC.2025.28.3, citing a conflict of interest.

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

The minutes of May 22, 2025, Council Meeting were approved as circulated. It was moved by Councillor Aaron MacEachern, seconded by Councillor Daniel Sud and unanimously carried.

The minutes of June 12, 2025, Planning Board Meeting were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor John Yeo, and unanimously carried.

The minutes of June 12, 2025, Committee of Council Meeting were approved as circulated. It was moved by Councillor Lillian MacCannell, seconded by Councillor Daniel Sud, and unanimously carried.

- **Delegations and Public Input**

Mayor Helen Smith-MacPhail invited members of the audience to address the Council.

Bruce Lyng and Jerry Redmond, residents of Rice Point spoke regarding Agenda Item 6.1 – WRC.2025.28.1 – Subdivision Application PID 203000.

Mr. Lyng & Mr. Redmond voiced the following concerns; the original 19-lot subdivision at this location was approved by the Province without public consultation. Documents from the IRAC case show that the intention was to create more than 19 lots, it is obvious that this current subdivision application is an expansion of the subdivision ordered by IRAC. Why don't the province's rules for subdivision phasing apply in this situation?

The Rural Municipality of West River's Official Plan has a vision of maintaining "rural, not urban" development and they feel this subdivision undermines that goal. Mr. Lyng & Mr. Redmond are concerned about environmental impacts on neighboring lands, to wetlands, wildlife, erosion, risks to aquifers, and potential contamination of wells. They are also concerned there will be an increased burden on taxpayers due to the cost of maintaining the new public roads created by the development.

Mr. Lyng stated that during IRAC proceedings the developer stated there would be beach access, parkland dedication and paving of Hennebury Road carried out by the developer as a part of the subdivision. Will these statements be honoured?

Mayor Helen Smith-MacPhail clarified that the 19-lot subdivision was ordered by IRAC and cannot be retroactively reconsidered. The subdivision being considered now is a separate application under the

West River Land Use Bylaw. The Bylaw permits the subdivision of four lots from a property zoned Rural Area.

- **Discussion Items**

- **WRC.2025.28.1 – Subdivision Approval PID 203000**

Decision Type: Action

Status: Deferred (6-0)

Background:

PLB.25.21.1

Description: Motion 2025-25

Council discussed the comments made by the public. They agreed that clarification was required regarding subdivision phasing regulations.

The CAO was directed to obtain a professional planner's review regarding this application. Council deferred this decision pending receipt of this review.

Moved by Councillor John Yeo, and **Seconded by** Councillor Lillian MacCannell.

- **WRC.2025.28.2 – Rezoning Approval PID 681239**

Decision Type: Action

Status: Deferred (6-0)

Background:

PLB.25.21.2

Description: Motion 2025-26

The CAO informed Council that a legal review has not yet been completed due to limited availability of counsel. Additionally, amendments from the Planner have not yet been received. Council deferred this decision until a legal review can be completed.

Moved by Councillor Aaron MacEachern, and **Seconded by** Deputy Mayor Shaun MacArthur.

▪ **WRC.2025.28.3 – Awarding Grant – June 2025**

Mayor Helen Smith MacPhail left the meeting room. Deputy Mayor Shaun MacArthur chaired this item.

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2025-27

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

WHEREAS

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of Council reviewed the grant request application and completed Schedule C for East Wiltshire Duke of Edinburgh Group, and

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on June 12th, 2025,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves awarding a one-time grant to waive the rental fee for East Wiltshire Duke of Edinburgh Group to use the Bonshaw Community Centre for their overnight adventurous journey and authorizes the CAO to execute it.

Mayor Helen Smith MacPhail returned to the meeting and resumed the position of Chair.

▪ **WRC.2025.28.4 – Nuisance & Summary Proceedings Bylaw Preparation**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-28

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

WHEREAS

Subsection 180 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to pass bylaws and provide services for municipal purposes respecting(a) the safety, health and welfare of people and the protection of persons and property; (i) nuisances, loitering, dangerous or unsightly property, noise, pollution and waste in or on public or private property; and (t) the enforcement of bylaws, and

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on June 12th, 2025

BE IT RESOLVED

The Council for the Rural Municipality of West River directs the CAO to consult with the Municipality's lawyer and initiate the process for the preparation of bylaws pertaining to the Abatement of Nuisance and Summary Proceedings within the Rural Municipality of West River.

▪ **WRC.2025.28.5 – Facility Schedule of Fees**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-29

Moved by Councillor Aaron MacEachern, and **Seconded by** Councillor John Yeo.

WHEREAS

According to Fees Bylaw#2021-11 subsection (6.1), the Rural Municipality of West River establishes fees to be charged for recreation, and

WHEREAS

Pursuant to Fees Bylaw#2021-11 subsection (6.3), Council may revise fees at any time by resolution, and

WHEREAS

This resolution bears the recommendation of the Interim Community Services Committee as discussed at a meeting held on March 25, 2025,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the following changes to the fees for Municipal Owned Facilities:

- Remove the option for table tennis rental at Bonshaw Community Centre.
 - Change the office space at Bonshaw Community Centre to a \$/sq ft/yr + HST formula
 - The CAO shall be authorized to waive rental deposits for residents of the Municipality in good standing, and for returning renters with good rental history.
 - Afton Community Centre:
 - o Table Cloths: charge per cloth to be based on the cost of laundering
 - Bonshaw Community Centre:
 - o Table Cloths: charge per cloth to be based on cost of laundering
- **WRC.2025.28.6 – Electricity System Capacity at Afton Community Centre – CCBF Scope Change Request for Project 58.2.3 Solar Panels & EV Charger for Afton Community Centre**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-30

Moved by Councillor Lillian MacCannell, and **Seconded by** Councillor Aaron MacEachern.

WHEREAS

Pursuant to motion 2025-15 the Rural Municipality of West River has entered into the 2024-2029 Canada Community Building Fund Agreement, and

WHEREAS

The CAO has received an update from the Community Services Manager that to complete project 58.2.3 “Solar Panels & EV Charger for Afton Community Centre” the electrical system at Afton Community Centre needs to be upgraded to 400A services, and

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on June 12th, 2025

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Chief Administrative Officer to request the PEI Infrastructure Secretariat to change the CCBF project (58.2.3) to revise it by adding the following description to the original application:

- Upgrades to the electrical system at Afton Community Centre

▪ WRC.2025.28.7 – CAO Authorization for In-Kind Grants

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-31

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

WHEREAS

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

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on June 12th, 2025,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Chief Administrative Officer to approve in-kind facility rental grant requests up to a value of \$300 plus HST. This authority applies to applications from

- groups/organizations based in the Rural Municipality of West River,
- groups that have previously applied, provided the use remains consistent and
- marginalized groups

- **WRC.2025.28.8 – Shared Services Agreement**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-32

Moved by Councillor Steve Pollard, and **Seconded by** Councillor John Yeo.

WHEREAS

Bylaw 2025-01 authorizes Council to enter into an agreement with the Rural Municipalities of Kingston and Miltonvale Park for the provision of Planning and development services, and

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

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on June 12th, 2025,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the CAO and the Mayor to sign the Shared Services Agreement (appendix A, attached hereto forming a part of this resolution) for the provision of Planning and Development services.

- **WRC.2025.28.9 – Summer Meeting Schedule**

Decision Type: Action

Background:

Motion 2023-05

Description:

Pursuant to motion 2023-05 there are no scheduled meetings for Council during July and August. Council discussed holding a special meeting for Planning Board and Council during

the summer to review deferred business from this meeting. Council scheduled Planning Board Committee and Council meetings on July 21, at 6:00pm and 6:30pm respectively.

▪ **WRC.2025.28.10 – Municipal Funding Agreement**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-33

Moved by Deputy Mayor Shaun MacArthur, and **Seconded by** Councillor Aaron MacEachern

WHEREAS

A new Municipal Funding Framework has been announced by the Province of Prince Edward Island, and

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

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Mayor and CAO to sign the Municipal Funding Agreement with the Province of Prince Edward Island.

▪ **WRC.2025.28.11 – Mulching at Mutter Park**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-34

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

WHEREAS

Pursuant to Motion 2024-76 the second Phase of Mutter Park Salvage Harvest has been carried out, and

WHEREAS

The harvest contractor has submitted a quote to provide additional mulching services to mulch the newly harvested areas located beyond the main trails to enhance the park's appearance and accessibility, and

WHEREAS

This resolution bears the recommendation of the Committee of Council as discussed at a meeting held on June 12th, 2025,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts the quote from Mulching Forward Inc at a cost of \$4,200 + HST and authorizes the CAO to execute it.

▪ **WRC.2025.28.12 – Transfer from Reserve Fund**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-35

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

WHEREAS

Pursuant to Reserve Funds Bylaw#2021-15 Section (6) Clause (6.3), all withdrawals from the Reserve Fund must be approved by a resolution of the Council, and

BE IT RESOLVED

The Council for the Rural Municipality of West River approves the transfer of \$39,100 from the "Reserve Fund" to the Municipality's General Bank Account to cover the Mutter Park Fiona Salvage Harvest Phase 2 Project and replace it as soon as any reimbursement has been received from EMOPEI and authorizes the CAO to execute it.

▪ **WRC.2025.28.13 – Emergency Shelter Kits Lease Agreement**

Decision Type: Action

Status: Motion Carried (6-0)

Description: Motion 2025-36

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

WHEREAS

The province of Prince Edward Island has acquired mobile emergency shelter kits that provide cots, bedding, hygiene, and first aid supplies to support up to 25 individuals in a reception warming centre during a disaster event in Prince Edward Island, and wishes to enhance readiness and ensure the availability of shelter services by distributing the emergency shelter kits to various Municipalities, and

WHEREAS

In accordance with the purpose of Rural Municipality of West River's EMO plan to provide a prompt and coordinated response to emergencies,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Mayor and CAO to sign and execute the Emergency Shelter Kits Lease Agreement with the Government of Prince Edward Island.

- **WRC.2025.28.14 – Road Work**

Decision Type: Action

Status: Received

Description:

Councillor John Yeo raised concerns about the deteriorating condition of St. Catherines Road, noting complaints about potholes and safety issues. He also mentioned the lack of speed limit signage on West River Road from Legacy Park playground to the Royal Canadian Legion and suggested this area should have a lower speed limit.

- **Information Items**

- **WRC.2025.28.15 – Playground Update**

Decision Type: Information

Status: Received

Description:

The CAO informed Council that the playground at Afton Community Centre has been installed and is now open to the public.

▪ **WRC.2025.28.16 - Canada Day**

Decision Type: Information

Status: Received

Description:

The CAO provided an overview of the upcoming Canada Day celebration:

- The morning pancake breakfast will be held at the Afton Community Centre from 8:30 to 10:30 a.m., with volunteers asked to arrive by 7:00 am to assist with the setup.
- Afternoon festivities at Inman Park will take place from 1:00 to 4:00 pm, featuring food, games, cupcakes, live music by Perry Williams and Friends, scheduled to perform from 1:30 to 3:30 pm and flag ceremony at 2:30 pm.
- Two additional volunteers are still needed to help with the BBQ in the afternoon. Council members were encouraged to reach out to anyone who might be available to assist.

• **Adjournment**

- Deputy Mayor Shaun MacArthur to adjourn the meeting at 8:29 PM.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Chief Administrative Officer _____