



## Rural Municipality of West River Committee of Council Meeting Minutes

<b>Meeting No</b>	2025-25	<b>Time</b>	7:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, September 11, 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, Deputy Mayor Shaun MacArthur, Councillor Daniel Sud, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse - CAO, Ehi Itua - Administrative Assistant		
<b>Regret</b>	Councillor Aaron MacEachern		
<b>Guest</b>	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:55 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 Steve Pollard and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Recommended Items**

- **CW.25.25.1 – July Meeting Cancelled**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee noted that the July 2025 meetings of Planning Board and Council were cancelled. This was due to inability to obtain legal information in time to make decisions on matters scheduled for discussion at those meetings.

**▪ CW.25.25.2 – Afton Imagination After School Program****Decision Type:** Action**Status:** Recommended**Background:**

CW.25.24.9

**Description:**

The Committee received an update from the CAO on the Afton Imagination After School Program. Enrollment presently sits at 13 children. While the target enrolment for the program was identified at 20 children, the program is still in its early stages and there is optimism that numbers will increase as awareness grows.

Additional measures have been taken to encourage enrollment including:

- Offering part-time options
- Promotional measures
- Providing care until 6:00 PM daily
- Offering PD Day programming

The Committee acknowledged that despite enrolment having not reached the target number, it would be premature to discontinue the program this early. The committee emphasized the importance of allowing time for the program to grow and promotional efforts to take effect. The Committee recommended to continue the program and directed the CAO to continue promotional efforts and to monitor enrollment and budget closely.

**▪ CW.25.25.3 – Credit Card Holders****Decision Type:** Action**Status:** Recommended

**Background:**

Motion#2025-74

**Description:**

The CAO informed the Committee of the need to appoint card holders. The Committee recommend that Council authorize the CAO and Community Services Manager as credit cards holders.

▪ **CW.25.25.4 – Letter of Support for PACE**

**Decision Type:** Action

**Status:** Recommended

**Background:**

FPEIM is seeking to establish a province-wide PACE (Property Assessed Clean Energy) program and requested a letter of support from the municipality. The proposed program would allow homeowners to access affordable funding for energy efficiency upgrades such as solar panels, heat pumps, and insulation improvements.

**Description:**

The CAO after consulting with Council via email, issued a letter of support on behalf of the Municipality (Appendix A attached hereto forming a part of this minutes). The Committee agreed that the PACE program aligns with municipal priorities. The Committee endorsed the CAO's action in sending the letter of support.

▪ **CW.25.25.5 – Recreation PEI Anti-Racism Charter**

**Decision Type:** Action

**Status:** Recommended

**Background:**

Recreation PEI recently launched an Anti-Racism Charter in an effort to encourage action in making recreation facilities and programs safe and welcoming for everyone. Members and other organizations are all encouraged to become a signatory of the Charter and to create an action plan. Recreation PEI created an awareness campaign with the slogan #UnitedWePlay

(Appendix B attached hereto forming a part of this minutes). Recreation PEI invited the municipality to join this initiative by placing signs at our sport fields and explore the option of being a signatory.

**Description:**

The Committee discussed the two aspects of participation. Members agreed with posting signs at municipal owned sports fields and inquired about including community centres and parks. The Committee considered whether to formally become a signatory to the Anti-Racism Charter. Members recognized that this endorsement can have meaningful impacts for residents from diverse backgrounds. The Committee recommend that the CAO obtain more details about becoming a signatory and proceed with the posting of signs at municipal owned sports fields.

- **CW.25.25.6 – Association of Rural Community Halls (ARCH)**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee reviewed correspondence regarding potential membership in ARCH. The CAO was directed to monitor ARCH communications and activities to evaluate whether membership would add value to the Municipality's operations and community engagement.

- **CW.25.25.7 – Konica Minolta – Printer & Copier Lease Agreement**

**Decision Type:** Action

**Status:** Recommended

**Background:**

[Motion#2020-19](#)

**Description:**

The Municipal Office's printer and copier lease is expiring. The Committee reviewed options for renewal (Appendix C attached hereto forming a part of this minutes). The Committee discussed these options and agreed that the new copier option provides updated technology, improved efficiency, and a warranty, with only a negligible increase in cost compared to the other options.

The Committee recommend that Council authorize the CAO to execute a new lease with the service provider for the purchase of the new copier.

▪ **CW.25.25.8 – ICS Committee Canada Day Event Recommendation**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The Committee received the ICS Committee meeting report on Canada Day activities. The Committee discussed the following recommendations approved by the ICS Committee for future Canada Day events:

- Traffic flow at Inman Park
  - Use cones to block one side of the road to improve traffic flow and prevent parking on both sides
  - Assign at least 2 parking attendants equipped with walkie talkies
  - Designate and close off accessible parking & loading zone
- Use of facilities by other groups
  - Restrict use—currently, Inman Park is available on a first-come, first-served basis.  
The ICS Committee recommended amending the Municipal Owned Facilities Schedule of Fees to give municipal-sponsored events priority use of facilities.

The Committee recognized concern about overlapping events, particularly when outside groups hold gatherings on the same day, and place as municipal events. It was noted that this creates confusion and tension, including issues with food services and parking congestion.

The Committee agreed with the recommendations of the ICS Committee. The CAO was directed to investigate installation of permanent No Parking signs on one side of the Inman Park access road, and to explore feasibility and costs associated with road widening the access road.

▪ **CW.25.25.9 – Afton Community Centre Side Steps Repair/Replacement**

**Decision Type:** Action

**Status:** Recommended

**Description:**

The CAO informed the Committee of the deteriorating condition of the front side steps at the Afton Community Centre. Doiron's Landscaping has advised that the entire stairs structure would need to be dismantled and rebuilt to ensure safety. They presented an estimate (Appendix D attached hereto forming a part of this minutes).

The Committee directed the CAO to obtain additional information on available options and pricing.

- **Information Items**

- **CW.25.25.9– EMO Committee Report**

**Decision Type:** Information

**Status:** Received

**Background:** EMO.25.06

**Description:**

The Committee received the report of the EMO committee meeting.

- **CW.25.25.10– ICS Committee Report**

**Decision Type:** Information

**Status:** Received

**Background:** ICS.25.14

**Description:**

The Committee received the report of the ICS committee meeting.

The Committee also received the report from the Community Services Manager outlining Completed, pending and upcoming projects.

Completed Projects:

- Afton Community Centre Solar Project
- Afton Playground
- Bonshaw Playground – almost complete

- Mutter Park Tree Planting
- Afton Imagination After School Program
- Afton Playground Grand Opening Event

Upcoming & Pending Projects:

- EV Chargers Upgrades
- Afton Hall Side Door Replacement
- Afton Hall Side Steps Repair/Replacement
- Seniors Dinner Grant 2025
- Fall Activities: Planning is underway for fall events (both municipally & Community Organized), including music jams in Bonshaw, a Kid's Keilidh, craft fair, fitness classes, line dancing, trivia, Tip R Back, Children's Halloween Dance in support of the Community Fridge. An Adult Halloween Dance is also being considered. The ICS committee is looking into open mic night/karaoke with Take the Mic & Toastmasters training (winter).
- Proposed New Municipal Office Building: EastPoint Engineering has completed a proposed layout for a new municipal office building. The CAO will email this report to Council. A presentation by the consultant could be arranged for October.

▪ **CW.25.25.11– Cornwall Cenotaph Service**

**Decision Type:** Information

**Status:** Received

**Description:**

The Committee was reminded of the upcoming Cornwall Cenotaph Service, scheduled for September 21, 2025. Mayor Helen Smith-MacPhail confirmed her availability to attend and lay a wreath. Councillor John Yeo confirmed his attendance, and other Councillors were encouraged to join the service in support of veterans and community remembrance.

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

- Nil.

- **Meeting Closed**

At 8:47 PM Deputy Mayor Shaun MacArthur motioned for the meeting to be closed. It was seconded by Councillor Steve Pollard and unanimously carried.

- **In Camera Item**

- **CW.25.25.12** – Pursuant to the Municipal Government Act Section 119 (1)f

- **Meeting Opened**

At 9:10 PM Deputy Mayor Shaun MacArthur, motioned for the meeting to be opened. It was seconded by Councillor John Yeo and unanimously carried.

- **Adjournment**

- Councillor Steve Pollard to adjourn the meeting at 9:10PM.

Helen Smith-MacPhail

Susan Morse

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



## Appendix A



13/08/2025

Federation of Canadian Municipalities  
Green Municipal Fund  
Community Efficiency Financing Program  
24 Clarence Street  
Ottawa, Ontario K1N 5P3

To: CEF Program Evaluation Committee

RE: Support for Federation of PEI Municipalities' Community Efficiency Financing (CEF) Program Funding Application

I am writing on behalf of the Council for the Rural Municipality of West River in support of the Federation of PEI Municipalities' application to the Community Efficiency Financing program through the Federation of Canadian Municipalities (FCM) Green Municipal Fund to help support a provincewide "PACE in a Box" offering.

Like other communities on PEI, we are experiencing the dramatic impacts of climate change. It is imperative that we act at the local level to empower our citizens. The Property Assessed Clean Energy (PACE) program service offering contemplated by the Federation of PEI Municipalities in 2026 would greatly reduce the barriers in implementing a PACE program in our municipality. By working closely with FPEIM and other PEI municipalities through a shared services model, we believe we can spur local action on climate change, while reducing energy costs and creating local economic opportunities.

With buildings accounting for 20 percent of PEI's emissions, this is an important sector to support carbon reductions. The program proposed by FPEIM to develop an integrated financing program for energy efficiency, renewable energy, resiliency to extreme weather, and other technologies that support GHG-emission reductions in residential buildings will provide a turnkey solution that eliminates the ongoing barriers preventing homeowners from moving forward with home energy upgrades and deep energy retrofit projects.

FPEIM's concept of a "PACE in a Box" service offering to its municipal members would be a highly innovative and scalable approach to a provincewide PACE initiative. Subject to Green Municipal Fund Council approval of the funding application, and our Council's final approval, we fully support FPEIM's efforts to deliver a new program offering in early 2026 and anticipate participating.

Sincerely,

*Susan Morse*

Susan Morse  
Chief Administrative Officer  
Rural Municipality of West River  
[admin@westriverpe.ca](mailto:admin@westriverpe.ca)

Rural Municipality of West River 1552-B Rte. 19, New Dominion, PE C0A 1H6  
[westriverpe.ca](http://westriverpe.ca)

# #UNITEDWEPLAY

Everyone deserves the benefits of an active, healthy lifestyle. When we come together to play as one, we create spaces where no one is left out, and our communities grow stronger. Every individual plays a role in ensuring that recreation programs and spaces are welcoming, safe and accessible for all. By embracing equity, diversity, and inclusion, we build a community where everyone thrives.

## Recreation is for everyone, everywhere.

This Anti-Racism initiative is supported by:



## Appendix C

Konica Minolta Printer Copier	
<b>Current Costs – Bizhub C300i System Lease Payment</b>	415.29+ Tax per Quarter
C300i B & W Rate & Volumes	5811 x \$ 0.01065 = \$ 61.89
C300i Colour Rate & Volumes	4698 x \$ 0.07587 = \$ 356.44
<b>Total for C300i Color (Lease &amp; Service Costs per Quarter)</b>	<b>\$ 833.62/quarter + Tax</b>
<b>Lease Extension Current System - Lease Payment</b>	\$ 373.76 + Tax per Quarter (1 <sup>st</sup> year)
Service rates annual 10% Escalator	\$ 332.23 + Tax per Quarter (2nd year)
	\$ 290.70 + Tax per Quarter (3 <sup>rd</sup> year)
C300i B & W Rate & Volumes	5811 x \$ 0.011715 = \$68.08
C300i Colour Rate & Volumes	4698 x \$0.083457 = 392.08
<b>Lease Extension Total for C300i Color (Lease &amp; Service Costs per Quarter)</b>	<b>\$833.92/quarter + Tax (first year)</b>
<b>Buy Out Current System</b>	<b>\$1500 + HST</b>
Service rates remain the same with (annual 10% Escalator)	
C300i B & W Rate & Volumes	5811 x \$ 0.011715 = \$68.08 (first year)
C300i Colour Rate & Volumes	4698 x \$0.083457 = 392.08 (first year)
<b>Total for C300i Color</b>	<b>\$1960 or \$490/quarter + Tax (1st year)</b>
<b>Proposed New Bizhub C301i Color Unit 68 Month Lease</b>	\$ 484.00 Per Quarter + Tax
C301i B & W Rate & Volumes	5811 x 0.0088 = \$ 51.14
C301i Color Rate & Volumes	4698 x 0.065 = \$ 305.37
<b>Total for C301i Lease &amp; Service Costs per Quarter)</b>	<b>\$ 840.51 Per Quarter + Tax</b>
Quarterly Increase	\$ 6.89 Per Q or \$ 2.30 a month

## Appendix D

**RURAL MUNICIPALITY OF WEST RIVER  
1552 PRINCE EDWARD ISLAND 19  
NEW DOMINION, PRINCE EDWARD ISLAND  
COA 1H6**

**Sales:** Jeremy Doiron  
**1552 Route 19-Hardscaping**  
1552 Route 19 New Dominion, PE COA 1H6

**Est ID:** EST5713474

**Date:** Sep-10-2025

### Step Repair

**\$3,736.16**

Supply labor and material to repair block steps and railing

40 Hours	Hardscape Crew (2)	Labor
1 Each	Class A Gravel Bulk (1/2 cubic yard)	
1 Each	1/4" Rock Dust Bulk (per 0.5 cubic yard)	
6 Ft	3 oz Ground Cover - 12' x 300'	
2 Tube	PL Premium	Construction Adhesive
1 Each	3 inch Concrete screws - 3 inch	
8 Each	Allan Block - Wall Stone	
8 Each	Allan Block Caps - Capstone	

**Subtotal \$3,736.16**

**Taxes \$560.42**

**Estimate Total \$4,296.58**