
Rural Municipality of West River Properties Committee

Meeting No.	18	Chair	Chad Stretch
Meeting Date	Monday, June 6, 2022	Phone	902-675-7000
Start Time	7:00 PM	E-mail	admin@westriverpe.ca
Location	Afton Community Center	Session	Public
Present	Mayor Helen Smith-MacPhail, Councillor Chad Stretch, Councillor Aaron MacEachern, Councillor Shaun MacArthur		
Also	Laala Jahanshahloo – CAO, Wilfred Lawrence – Architect		
Regrets	Nil		

● **Call to order**

Chair Chad Stretch called the meeting to order at 7:00 pm.

● **Approval of Agenda**

It was moved by Councillor Shaun MacArthur and seconded by Councillor Aaron MacEachern; the agenda be approved as circulated.

Motion Carried

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Approval of Minutes**

It was moved by Councillor Aaron MacEachern and seconded by Councillor Shaun MacArthur; the minutes of May 2, 2022, Properties Committee meeting was approved as circulated.

Motion Carried

- **Business Arising from Minutes**

→ Nil.

- **PTY 18.1**

→ Following Motion#2022-21, RFQ 2022-01 (Bonshaw Community Center Improvement Project) was published on the Tender PEI website on March 15, 2022. The Municipality received two bids:

- Ridgeline Construction Ltd. @ \$ 683,950.00 + HST
- House Calls Home Improvements @ \$ 775,242.20 + HST
- According to the 2022-23 capital budget allocated fund for this project is \$272,933. The Committee recommended the Council hire Wilfred Lawrence as "Project Admin" to break down the project into independent subprojects and prioritize the tasks up to the available funding in the 2022-23 fiscal year.
- The Committee reviewed the received bids and voted in favour of the selection "Ridgeline Construction Ltd." alongside a project admin and recommended that the Council accept it after the Finance Committee reviewed it budget-wise.

→ The project architect applied for the Building Permit on January 27, 2022, yet RMWR is waiting to receive the authorization to move forward. In early June, RMWR was informed that this project needs a development permit that CAO will apply for.

→ The Bonshaw Community Center must be closed during construction due to safety concerns.

It was moved by Councillor Aaron MacEachern and seconded by Councillor Shaun MacArthur.

Motion Carried

- ➔ The Committee proposed an installation location for the Electric vehicle Charger to apply for funding through Efficiency PEI.

It was moved by Councillor Shaun MacArthur and seconded by Councillor Aaron MacEachern.

Motion Carried

● PTY 18.2

- ➔ Following Motion#2022-43, RFQ 2022-02 (Request for Fixed Fee for Civil Engineering Consultant Services to provide Tender Documents for Parking lot seal coat for Inman Park parking lot) was published on the Tender PEI website on May 16, 2022. The Municipality received two bids:

- Bellcor: \$9,000 + HST
- SCL Engineering: \$4,500 + HST
- The Committee reviewed the received bids and voted in favour of the selection "SCL Engineering," subject it to the Finance Committee for the final review and recommendation to the Council.

- ➔ Following Motion#2022-44, RFQ 2022-03 (Request for Fixed Fee for Civil Engineering Consultant Services to provide Tender Documents for New Access Road and Parking Improvements) was published on the Tender PEI website on May 16, 2022. The Municipality received three bids:

- Bellcor: \$20,000 + HST
- SCL Engineering: \$7,500 + HST
- WSP: \$15,250 + HST
- The Committee reviewed the received bids and voted in favour of the selection "SCL Engineering," subject it to the Finance Committee for the final review and recommendation to the Council.

- ➔ Wilfred Lawrence left the meeting at 7:30 pm.

● PTY 18.3

- ➔ After a site visit to the Lloyd Inman Park to inspect the contract awarded according to Motion #2021-99 to provide easy wheelchair access to the beach, the change of the shoreline also

created a more comfortable slope, and the project supervisor recommended an extension to the ramp.

- The Committee reviewed the proposed change order from East Coast Docks and referred it to the Finance Committee for the final review and recommendation to the Council.

- **PTY 18.4**

- The Committee reviewed and approved the design of the new entrance sign for Lloyd Inman Park.

- **PTY 18.5**

- The Committee reviewed the Contemplated Change Order to comply with Motion#2022-34 issued by the project administration and recommended the Council accept the proposal and revises the contract under Motion#2021-41 accordingly.
- CAO was directed to contact the e Gas Tax project (27.1.1) project manager and request a final inspection with the deficiency list. Also, inform him that the center will be hosting the Canada Day Celebration this year, so it is so important to have this project completed by the last week of June to have enough time to clean the building from construction litter.
- Following Motion #2022-34, the Committee directed the CAO to use Kevin Doiron's services based on an hourly rate to bring the doors up to Building Codes Regulations Schedule B #16 and add a document drop box to the MacEwen Room.

It was moved by Councillor Shaun MacArthur and seconded by Councillor Shaun MacArthur.

Motion Carried

- The Committee proposed an installation location for the Electric vehicle Charger to apply for funding through Efficiency PEI.

It was moved by Councillor Aaron MacEachern and seconded by Councillor Shaun MacArthur.

Motion Carried

- **PTY 18.6**

- ➔ The Committee reviewed the Planning Board Committee and requested the Dart Room in Afton community Center be allocated to the RMWR Office expansion, as the OP&LUB is approaching the final phase. Soon, the Municipality should add staff members to cope with the workload in the planning division; the MacEwen Room does not respond to the growing needs of the Municipality. Mayor will write a letter to the Afton BOD accordingly.

- **PTY 18.7**

- ➔ NHR Soccer Field Upgrade Project was scheduled to be completed by the summer of 2020; due to poor project management of CBCL and low performance of the contractor, the Municipality has lost three seasons, including Summer 2022, as the field is NOT ready for use.

- **PTY 18.8**

- ➔ The Committee reviewed the deferred item of Memorial Garden (PTY 17.7) and the aerial photo provided by the CAO and decided to allocate an area alongside the southeast border of the Afton Community Center property for this purpose.

- ➔ The CAO was directed to contact a landscaping company and arrange to plant a Sugar Maple Tree in memory of Elizabeth Wilson. This dedication ceremony will be held on Canada day at 10:30.

- **PTY 18.9**

- ➔ The Committee reviewed the Bonshaw Community Center BOD's grass-cutting request from Grass Cutting request. CAO was directed to inform BOD that the Municipality cannot take responsibility for cutting the grass for the center as the budget was included in the maintenance cost for the 2022-23 requested grant.

- ➔ BOD will be informed the Committee decided to honour the wishes of the former community to provide grass-cutting service to Bonshaw Cemetery; however, that property does not belong to RMWR.

- **Adjournment**

- ➔ The meeting adjourned at 8:30 pm.

- ➔ The next meeting will be on July 4, 2022.

CHAD STRETCH _____

CHAIR