
Rural Municipality of West River Properties Committee

Meeting No	13	Chair	Chad Stretch
Meeting Date	Monday, December 6, 2021	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 Shaun MacArthur, Councillor Aaron MacEachern,		
Also	Laala Jahanshahloo – CAO, Wilfred Lawrence – Architect, Marion Copleston - President, Councillor Lori Ashley – Board Member, Tim Hamming - Board Member, Johnathan Simmons - Board Member, Councillor Sharon Slauenwhite, Mike Corney – Sport Filed Manager		
Regrets	Nil		

- **Call to order**

Chair Chad Stretch called the meeting to order at 7:05 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.

- **Business Arising from Minutes**

- ➔ Nil.

- **PTY13.1**

- ➔ The Architect of the Bonshaw Community Center Improvement Project presented the final draft of the drawings to the Committee and Bonshaw Community Center BOD.

- ➔ The Committee directed the architect to apply for required permits after locating a Janitor Closet on the main floor and shifting the parking toward the main entrance.

- ➔ As the septic tank could not be located, a professional company will be hired to find and mark it.

- ➔ Marion Copleston, Lori Ashley, Tim Hamming, and Johnathan Simmons left the meeting at 7:40 pm.

- ➔ The selected request for quote Bonshaw Community Center Improvement Project did not include the mechanical drawing for the heating and ventilation system. The Committee recommended that the Council revises the W. D. Lawrence Architecture Inc. contract and increase the price by \$1,500.00 plus HST to provide the required drawings.

- ➔ Wilfred Lawrence the meeting at 7:50 pm.

- ➔ The Committee recommends the Council request a \$ 68401.29 transfer from uncommitted funds for the Bonshaw Community Cultural Centre Upgrades project (32.1.1).

- ➔ Bonshaw Community Center had received \$25,000 from NHSP (#016580953) by the deadline of March 31, 2022, for final expenditure. According to Schedule A of the agreement, this fund must be used for the following activities:

- Lift Purchase and Installation - \$17,950 funded by NHSP

- Ramp Replacement - \$7,050 funded by NHSP

- ➔ CAO contacted Michelle Melanson (Program Officer, Atlantic Region) On November 25, 2021, and requested amending schedule A according to section 26.0 clause 1 of the "Agreement # 16580953" and revising the "key activities of the project" to "obtain professional services to provide drawings for the ramp's replacement/repair."

➔ On November 30, 2021, Michelle Melanson informed CAO that NHSP would be granting permission to reallocate the initial \$25K towards the new costs. She will provide an amendment to the cost categories, and she will reach out with a new agreement as soon as receiving her team leader's approval. These items must be completed by the end of the project, March 11, 2022 (Around \$705.00 of the fees noted above will not be covered by the NHSP).

- Architectural Design \$3,562.50 plus HST
- Construction Design \$3,562.50 plus HST
- Drawing Documents \$13,680 plus HST
- Land Survey for the site \$3,400 plus HST
- Mechanical Drawings \$1500 plus HST

● **PTY13.2**

➔ Mike Corney joined the meeting at 8:00 pm.

➔ The Legacy playground was closed, and necessary signage was posted following Motion #2021-29.

➔ The Committee reviewed the proposed site plan schemas, and further discussion was deferred to the next committee meeting in February 2022. Still, Committee will hold a public consultation in Kingston Legion # 30 to review the proposed plans for Mutter Park and Legacy Park before finalizing its recommendation to the Council.

➔ The Committee recommends the Council request a \$100,000.00 transfer from uncommitted funds for the Soccer Field Upgrade project (57.1.1).

➔ The Committee recommends the Council request changing the project title to "Mutter Park Upgrade" and requesting a change of scope for the Soccer Field Upgrade project (57.1.1) by adding the following items to the project description:

- Improvements to the existing access road and parking area
- Improvements to the Legacy playground
- Adding a basketball field
- Improvements to the existing walking trail

→ Mike Corney left the meeting at 8:30 pm.

● **PTY13.3**

→ The Committee reviewed the progress of the Inman Park projects and the remaining fund allocated from the Gas Tax to Project#58.1.1. CAO was directed to get a price estimation for the parking improvement. Further discussion was deferred to the next committee meeting in February 2022.

● **PTY13.4**

→ The Committee reviewed item PTY12.6 as the Council had deferred Motion #2021-130 and made the same recommendation for the "Flag Flying Policy #2021-04" only added following the "Rules for flying the National Flag of Canada" to the previous draft.

● **PTY13.5**

→ The Committee reviewed the Green and Inclusive Community Buildings (GICB) funding program and directed the CAO to start a joint application for Afton Community Center and Bonshaw Community Center under the renewable energy retrofits category.

● **Adjournment**

→ The meeting adjourned at 9:00 pm.

→ The next meeting will be on February 7, 2022.

CHAD STRETCH _____

CHAIR