
Rural Municipality of West River Properties Committee

Meeting No.	16	Chair	Chad Stretch
Meeting Date	Monday, April 11, 2022	Phone	902-675-7000
Start Time	6:00 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		
Regrets	Nil		

● **Call to order**

Chair Chad Stretch called the meeting to order at 6:00 pm.

● **Approval of Agenda**

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

Motion Carried

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Business Arising from Minutes**

- ➔ Nil.

- **PTY16.1**

- ➔ The CAO made some inquiries (following PTY15.3) and was informed that the person who took care of the Bonshaw cemetery last summer had passed away. The Committee made a motion to pay his state the owing amount for taking care of Bonshaw Cemetery summer of 2021. It was moved by Councillor Chad Stretch and seconded by Councillor Shaun MacArthur.

- Motion Carried**

- ➔ The cost of grass cutting last summer was less than \$300. The Committee made a motion that the Municipality will take care of the Bonshaw Cemetery's ground keeping in the summer. It was moved by Councillor Shaun MacArthur and seconded by Councillor Chad Stretch.

- Motion Carried**

- **PTY16.2**

- ➔ The CAO followed Motion #2022-2, and tender #RMWR-2022-01 was posted on the Tender PEI, FPEIM, and Municipality's website, but the Municipality did not receive any bid for Bonshaw Community Center Upgrade Project.

- ➔ The Committee reviewed the bid documents, bidders' comments, the Project architect suggested modifications, and the Finance Committee's recommendations (FIN 14.7); the Committee made a motion to modify #RMWR-2022-01 considering the following modification and authorized the CAO to execute it:

- Completion schedule
 - Bid and Contract Security
 - Sub-contractor payment method
 - General Liability insurance

- It was moved by Councillor Shaun MacArthur and seconded by Councillor Chad Stretch.

- Motion Carried**

- **PTY16.3**

The Committee reviewed the contract (Motion#2021-89) and the submitted documents and drawings by the Lawrence Architecture Inc. for Bonshaw Community Center Project and confirmed the Company had fulfilled its commitments.

The Committee made a motion to approve, this contract was completed in March 2022. It was moved by Councillor Chad Stretch and seconded by Councillor Shaun MacArthur.

Motion Carried

- **PTY16.4**

➔ The Committee made a motion that Lloyd Inman Memorial Park management and staff no longer make reservations for the picnic spaces, and it will be operated on a first-come, first-serve bases. It was moved by Councillor Shaun MacArthur and seconded by Councillor Chad Stretch.

Motion Carried

➔ The Committee made a motion that Lloyd Inman Memorial Park management and staff will not provide barbeques, and park users can only bring and use their own propane barbeque. It was moved by Councillor Chad Stretch and seconded by Councillor Shaun MacArthur.

Motion Carried

- Councillor Aaron MacEachern Joined the Meeting at 6:15 pm.

- **PTY16.5**

➔ The building code requires the installation of a fire alarm system in the new addition to the Afton Community Center, but it is not included in the Jamieson Electric contract. The Committee directed the CAO to contact the project manager to prepare a change order to Jamieson Electric's contract to install the "Fire Alarm System" and all the other requirements accordingly.

➔ The Committee reviewed the concern brought up by Councillor Aaron MacEachern related to Afton Hall's new addition to the emergency exits and its design as they will not be a reliable emergency during the winter. The CAO was directed to contact the project manager/architect of

this project to make some inquiries regarding the snow guards and the reason they are not installed.

- ➔ The snow guards must be installed for the existing entries, and the CAO was instructed to request a change order to include it in the current ongoing project.
- ➔ The Committee recommends the Council request a change of scope for the Afton Recreation Centre Expansion project (27.1.1) by adding the following items to the project description:
 - Improvement to main Hall,
 - Improvement to MacEwen Room.

● **PTY16.6**

- ➔ The CAO informed the Committee the area light had been installed at the Afton Community Center Parking entrance, and the Municipality will be directly billed for its monthly fee.
- ➔ The Committee reviewed the Afton Community Center BOD's request to pay for the professional landscaping, which was always completed by Doiron's Landscaping. from now on, Doiron's Landscaping should bill the Municipality instead of Afton Community Center's BOD.

● **PTY16.7**

- ➔ On March 24, 2022, the CAO received a request from the Canada Post Delivery Services Officer of PEI to install four community mailbox modules as the new owner of the property where Wilson's gas station used to be no longer wishes to have the mailboxes on his property.
- ➔ The Committee reviewed the request and approved the installation of four Community Mailbox Modules in Afton Community Centre, towards the right of the existing mailboxes and close to the new light recently installed at the entrances, as long as Canada Post takes responsibility of:
 - Paving the area in front of the new mailboxes to match with existing ones,
 - Fixing the paving stones access in front of the first few modules to avoid any trip hazards or water pooling in that area,
 - Maintaining the paved area (in front of the mailboxes) and keeping it clear of ice and snow.

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

Motion Carried

● **PTY16.8**

➔ The CAO resented a brief report of March 24, 2022, Public Workshop to gather public input on the Mutter Park Improvement Project held at Kingston Legon. The improvement priorities are as follows:

1. Improvements to the existing access road and parking area
2. Keep the Legacy playground at the current location and bring it up to the code (CPSI)
3. Forestry Audit
4. Improvements to the existing walking trail
5. Adding a basketball court
6. Adding a clubhouse
7. Making at least part of the trail Wheelchair accessible
8. New access road and parking area for the Legacy Park and Trail entrance

➔ The Committee reviewed the revised proposed plan for item #1 (improvements to the existing access road and parking area) and motioned to authorize the CAO to prepare tender documents to improve the access road and parking area. It was moved by Councillor Aaron MacEachern and seconded by Councillor Shaun MacArthur.

Motion Carried

● **PTY16.9**

➔ Bonshaw Community Centre's BOD invited a Committee member to be their guest speaker at their AGM on Wednesday, April 20, 2022, at 7 pm.

- **Adjournment**

- ➔ The meeting adjourned at 7:00 pm.

- ➔ The next meeting will be on May 2, 2022.

CHAD STRETCH _____

CHAIR