
Rural Municipality of West River Properties Committee

Meeting No.	19	Chair	Chad Stretch
Meeting Date	Monday, July 4, 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 Aaron MacEachern and seconded by Councillor Shaun MacArthur; the agenda was 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 June 6, 2022, Properties Committee meeting was approved as circulated.

Motion Carried

- **Business Arising from Minutes**

- ➔ Following item PTY 18.6, Mayor wrote a Letter to Afton Community Center BOD regarding needing the use of the entire downstairs area for the Municipality very shortly. The Rural Municipality is anticipating administrating the Official Plan and will need space for extra staff that will be hired.
- ➔ On July 8, 2022, the CAO signed the Bonshaw Community Center Improvement Project contract with Ridgeline.

- **PTY 19.1**

- ➔ Two representatives from the "PEI Community Fridge of West River" joined the meeting at 7:05 pm. They had the following requests:
 - Using the external outlet of the Afton Community Center for the electricity
 - Being covered under the Municipality's liability insurance
- ➔ The Committee reviewed the ACC site plan and selected the potential location for installing the pantry and fridge.

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

Motion Carried

- ➔ Two representatives from "PEI Community Fridge of West River" left the meeting at 7:20 pm.

- **PTY 19.2**

- The Committee reviewed the Afton Community Centre addition project's final site inspection report and the contractor's response. The Committee directed CAO to contact the project manager and request the following information and confirmation:

- MacPhee's acceptance of June 9, 2022, the signed "Contemplated Change Order,"
- The date of 100% project completion
- MacPhee's schedule for cleaning the new section,
- The date of the kitchen exhaust fan's plastic cover removal

- **PTY 19.3**

- The Committee directed the CAO to enquire about different design options for the memorial garden name and dedication plaque, including price range, and present it at the next meeting. This item was deferred to September 5, 2022, meeting for further discussion.

- **PTY 19.4**

- Wilfred Lawrence joined the meeting at 7:45 pm.
- On June 7, 2022, CAO sent the bid document RFQ#2022-01 to Municipal Affairs for Minister Approval.
- The Committee reviewed and finalized the letter of acceptance and the contract with Ridgeline Construction Ltd.
- The project admin (Wilfred Lawrence) will draw the final official contract for the Bonshaw Community Center Improvement Project. CAO and Ed Estabrooks will sign it afterwards.
- Wilfred Lawrence left the meeting at 8:10 pm.

- **PTY 19.5**

- The Committee approved both the Afton Community Center and Bonshaw Community Center websites to be added to the RMWR's website per the Afton Community Center and Bonshaw Community Center Board of Directors' request.

- **PTY 19.6**

- ➔ The CAO informed the Committee that Inman Park's operation hours had been extended as one of the summer students is helping there to provide better service to the visitors
- ➔ Due to land erosion in Inman Park, the CAO was directed to contact MacPhail Wood to seek professional advice; also, she was authorized to apply for the provincial Hedgerow Planting program.
- ➔ The CAO and the staff in Inman Park received several complaints about flying drones by individuals. The Committee reviewed the "Use of Unmanned Aerial Vehicles (UAV) or drones in Canada's national parks" and recommended that the Council:
 - Prohibit any recreational drone from flying across all of the Municipality-owned properties.
 - A one-time "Restricted Activity Permit" for Commercial drone use may issue after receiving a written proposal, user fee, and a certificate of insurance of a minimum of two million dollars, adding Rural Municipality of West River as an additional insured.

- **PTY 19.7**

- ➔ The CAO informed the Committee that the Legacy Park Playground construction would be completed by mid-August 2022.

- **Adjournment**

- ➔ The meeting adjourned at 8:30 pm.
- ➔ The next meeting will be on September 5, 2022.

CHAD STRETCH _____

CHAIR