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## Rural Municipality of West River Properties Committee

<b>Meeting No.</b>	20	<b>Chair</b>	Chad Stretch
<b>Meeting Date</b>	Monday, September 5, 2022	<b>Phone</b>	902-675-7000
<b>Start Time</b>	7:00 PM	<b>E-mail</b>	admin@westriverpe.ca
<b>Location</b>	Afton Community Center	<b>Session</b>	Public
<b>Present</b>	Mayor Helen Smith-MacPhail, Councillor Chad Stretch, Councillor Aaron MacEachern, Councillor Shaun MacArthur		
<b>Also</b>	Laala Jahanshahloo – CAO, Laala Jahanshahloo- CAO, Kelly Taylor, Tracey Callbeck- Vice President of Bonshaw Community Center's Board of Directors		
<b>Regrets</b>	Nil		

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- **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 July 4, 2022, Properties Committee meeting was approved as circulated.

**Motion Carried**

- **Business Arising from Minutes**

→ Nil.

- **PTY 20.1**

- The Properties Committee reviewed the final inspection report and the correspondence between the project manager with the contractor. The CAO was directed to inform the project manager that the deficiency of the doors between the old and new parts of the hall on both levels can be excluded from the correction list subject to providing a letter from the Provincial Fire Marshal acquired by Shawn Macfee. The Draw #4 payment should be issued upon receiving the project manager's sign-off or certification for partial payment.
- The Committee approved upgrading the existing security system in the Afton Community Center as a part of Gas Tax Project 27.1.1, including adding:
  - The fire alarm to the emergency call center
  - Four security cameras in the parking lots
  - A panic button in the RMWR's Office

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

**Motion Carried**

- COA will contact the Department of Transportation to request repairing the asphalt at both entrances of the Afton Community Center parking areas.

- **PTY 20.2**

- ➔ Tracey Callbeck addressed a list of questions that were presented to the Committee regarding the Bonshaw Community Centre Upgrades Project. The Chair explained that the BOD had the opportunity for input during the design and planning process. At the current stage of project implementation, which is awarded to the contractor, the Municipality will not meddle with the approved plans currently in place as it will delay the project and increase its cost of it. CAO will forward copies of the project plans and marketing documents to the Bonshaw Board of Directors.
- ➔ Tracey Callbeck left the meeting at 7:30 pm.
- ➔ The Committee reviewed the specifications of the submitted change order No. 1 for the Ridgeline Construction Ltd contract for the Bonshaw Community Cultural Center Improvement Project by the project admin. The Committee recommended that the Council accepts adding CO#1 to the signed contract according to Motion#2022-51, subject to receiving the Finance Committee's recommendation. The item was referred to the Finance Committee to be reviewed budget-wise.

- **PTY 20.3**

- ➔ After installing the borders in the Legacy playground and adding 98 tons of pea gravel, the estimated pea gravel, according to Motion#2022-37, was insufficient. An additional 5.5 tons were needed to meet the Canadian Playground Safety standards. Also, the playground needs the topsoil replaced and seeded.
- ➔ The Committee reviewed the specifications of the submitted change order and recommended that the Council accepts adding the change order to the signed contract according to Motion#2022-37, subject to receiving the Finance Committee's recommendation. The item was referred to the Finance Committee to be reviewed budget-wise.
- ➔ The Committee reviewed and approved the design for replacing the existing sign at NHR's Legacy Park.

- **PTY 20.4**

- ➔ Following Motion 2021-99 and Motion#2022-54, the CAO requested a quote to provide easy wheelchair access to the beach in Inman Lloyd Park by replacing the existing steps with a ramp and increasing the safety of the existing sandstone.
- ➔ The Committee reviewed the specifications of the submitted change order and recommended that the Council accepts adding the change order to the East Coast Docks' original contract for Lloyd Inman Memorial Park Dock & Ramp Improvement (Gas Tax Project 58.1.1), subject to receiving the Finance Committee's recommendation. The item was referred to the Finance Committee to be reviewed budget-wise.

- **PTY 20.5**

- ➔ Pursuant to PTY 19.6, the CAO submitted funding applications for the Forest Enhancement Program - Forest Management Plan to the Department of Environment, Energy and Climate Action on Land on July 5, 2022.
- ➔ The Committee reviewed the "Forest Enhancement Program Agreement" and recommended that the Council authorizes the Mayor and Chief Administrative Officer to sign the necessary contracts and documents on behalf of the Municipality.

- **PTY 20.6**

- ➔ The CAO informed the Committee regarding the RMWR Owned Properties:
  - The civic number signs for each 911 civic address assigned for Inman Park, Legacy Park and The NHR Ball Diamond & Soccer Field have been installed according to "Design, Display and Placement Standards for 911 Civic Number Signs".
  - The "No Parking in Front of The Gate - Even if the gate is closed- Emergency Access Only" will be posted for Inman Park and Rice Point Wharf.
  - Inman Park's AED Maintenance was updated and completed as the AED registry has moved from Health PEI to the Department of Health and Wellness – Emergency Health Service division.

- Requested through Harm Reduction Services and Supports from PEI Chief Public Health Office.

- **Adjournment**

- The meeting adjourned at 8:45 pm.
- The next meeting will be on October 3, 2022.

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CHAD STRETCH \_\_\_\_\_

CHAIR