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**Rural Municipality of West River Properties Committee**

<b>Meeting No.</b>	21	<b>Chair</b>	Chad Stretch
<b>Meeting Date</b>	Tuesday, October 11, 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,		
<b>Regrets</b>	Nil		

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● **Call to order**

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

● **Approval of Agenda**

It was moved by Mayor Helen Smith-MacPhail and seconded by Councillor Aaron MacEachern; 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 Shaun MacArthur and seconded by Councillor Aaron MacEachern; the minutes of September 5, 2022, Properties Committee meeting was approved as circulated.

**Motion Carried**

- **Business Arising from Minutes**

→ Nil.

- **PTY 21.1**

→ The Committee reviewed the Afton Community Center BOD's Contingency Change Order request. The BOD indicated that the original contract did not include the post-construction phase for the main/old part of the building (cleaning, patching, painting, etc.), and these deficiencies (due to the lengthy construction) were impacting the center's daily operation and revenue stream. The BOD requested to take care of the deficiencies by a time and material contract and bill the RMWR afterward.

→ As this item was reviewed and approved budget-wise by the Finance Committee (FIN 20.5), the Committee recommended that the Council accepts a Contingency Change Order from Afton Community Center as part of Gas Tax Project 27.1.1 up to \$7,000 plus HST.

- **PTY 21.2**

→ The Committee reviewed the Ridgeline Construction Ltd. request to sell recycled building materials from Bonshaw Community Center Project. The CAO was directed to respond to the project contractor and copy the project admin, as RMWR only wants to credit back its share of the sale to the project and does not want to have any role in this transaction.

→ Following Motion#2021-73, the Bonshaw Community Center signed a lease contract with the Central Queens Branch of the PEI Wildlife Federation. The CAO received an email from them regarding building a shed by Bluefield High School for storing their tools and work gear. BOD has approved this request, and the tenant enquired about the shed's location.

- The Committee reviewed all the related documents and directed the CAO to inform the Watershed Group:

- The BOD does not have any control outside of the BCC building.
- RMWR owns this property; any addition has implications and liability for the Municipality, which needs to be reviewed and approved accordingly.
- Adding any structure to the property requires applying for a development permit.
- RMWR will not consider any addition to the current site plan and design until the completion of the ongoing project.

- **PTY 21.3**

- The Committee reviewed the PEI Disaster Financial Assistance Program and finalized the letter of intent. CAO was directed to send the letter to PEI EMO – PDFAP.

- **PTY 21.4**

- The Committee reviewed the harassment and violence prevention signage content and directed the CAO to print and install the following sign in all the RMWR-owned properties

**RURAL MUNICIPALITY OF WEST RIVER  
WILL NOT TOLERATE ANY  
PHYSICAL OR VERBAL ABUSE  
TOWARDS THE STAFF**

- **PTY 21.5**

- The Committee reviewed the referred item PLB18.8 and concluded that the Municipality is not in a position to take on signs for winter storage.

- **PTY 21.6**

- The Committee reviewed the deferred item PTY19.3 and approved the following content for the memorial plaque for each dedicated tree in the Afton Community Center Memorial Garden:

In Memory of \_\_\_\_\_  
DOB \_\_\_\_ DOD \_\_\_\_  
A Contributor to our Community

● **Adjournment**

- The meeting adjourned at 7:45 pm.
- The next meeting will be on November 8, 2022.

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

CHAIR