



Rural Municipality of West River Council Meeting Minutes

Meeting No	2023-07	Time	6:00 PM
Session	Regular - Public	Date	Thursday, July 27, 2023
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Center
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Ryan Roggeveen, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo - CAO		
Regret	Councillor Aaron MacEachern		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 6:00 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor John Yeo and, seconded by Councillor Ryan Roggeveen, unanimously carried.

- **Declarations of Conflict of Interest**

Nil.

- **Discussion Items**

- **WRC.2023.7.1 - Banking - Authorized Signers**

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2023-54

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor John Yeo

WHEREAS

According to MOTION #2023- 01, the Mayor Helen Smith-MacPhail, Deputy Mayor Aaron MacEachern, and Chief Administrative Officer Laala Jahanshahloo were authorized to sign the required banking documents of the Municipality's Bank Accounts at the Charlottetown Branch of Provincial Credit Union, located at 281 University, and

WHEREAS

Following Municipal Government Act Section (91) (2) (a), Mayor has revoked Councillor Aaron MacEachern's position as Deputy Mayor upon his request due to his work-travel requirements and appointed Councillor Shaun MacArthur as the successor,

BE IT RESOLVED

The Council of Rural Municipality of West River authorizes Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, and Chief Administrative Officer Laala Jahanshahloo to sign the required banking documents for all the municipality's bank accounts at the Charlottetown Branch of Provincial Credit Union.

- **FIN.2023.7.1 - Community Revitalization Program Phase 2 - Withdraw from Reserve Fund**

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2023-55

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Lillian MacCannell

WHEREAS

On July 12, 2023, Municipality received agreement number 2345-20-R87 from the Department of Fisheries, Tourism, Sport and Culture to receive \$182,130 in funding from Community Revitalization Program and \$20,000 from Heat Pump Initiative, and

WHEREAS

According to MOTION #2023- 39, the Mayor and Chief Administrative Officer were authorized to sign the necessary documents and contracts for the Rural Growth Initiative 2023-24 Program on behalf of the Municipality, and

WHEREAS

According to Section (3) (a) (i) of agreement number 2345-20-R87, an advance payment in the amount of \$101,065 (50%) will be provided upon acceptance of this signed Agreement and confirmation that the other funding sources identified in Schedule "A" have agreed to fund the Project for 2023-24,

WHEREAS

The Agreement was signed by the Municipality on July 13, 2023, and waiting to be signed by the Minister of Fisheries, Tourism, Sport and Culture, and

WHEREAS

Pursuant to Reserve Funds Bylaw#2021-15 Section (6) Clause (6.3), all withdrawals from the Reserve Fund must be approved by a resolution of the Council, and

BE IT RESOLVED

The Rural Municipality of West River authorizes the Chief Administrative Officer to withdraw \$50,000 from the "Community Priority and Contingency Reserve Fund," transfer it to the Municipality's General Bank Account and replace it as soon as the Community Revitalization Program Funding Agreement number 2345-20-R87 advance payment has been received.

- **WRC.2023.7.1 - Banking - Authorized Signers**

Decision Type: Action

Status: Motion Carried (5-0)

Description: Motion 2023-56

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor John Yeo

WHEREAS

Upon receiving signed agreement number 2345-20-R87 from the Department of Fisheries, Tourism, Sport, and Culture of the Capital Budget for the Bonshaw Community Centre Improvement Project of April 1, 2022-March 31, 2023, will be increased to \$802,840, and

WHEREAS

Motion #2022-28 authorized the CAO to follow Sole Source Purchases (Section-10.7) of Procurement Policy # 2021-03 to hire a contractor for Bonshaw Community Center Upgrade Project, and

WHEREAS

The Contractor provided two prices for adding a "Propane Generator System" at the cost of \$78,300.00 or a "Diesel Generator System" at the cost of \$87,300.00, and

WHEREAS

According to Motion #2021-55, the project admin approved change order No. 6 (two options), change order No. 10, and Change Order No. 12,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts adding the following Change Orders to the Bonshaw Community Cultural Center Improvement Project signed contract, authorizing the CAO to execute them:

- Change Order #6 (Appendix A, attached hereto, forming a part of this resolution) at the cost of \$78,300.00, plus HST.
- Change Order #10 (Appendix B, attached hereto, forming a part of this resolution) at the cost of \$72,856.00, plus HST.
- Change Order #12 (Appendix C, attached hereto, forming a part of this resolution) at the cost of \$14,100.00, plus HST.

- **Adjournment**

- Councillor Shaun MacArthur motioned to adjourn the meeting at 6:35 PM.
- The next meeting will be on September 28, 2023.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A - Motion 2023-56

Standard Construction Document CCDC 2 2020

CHANGE ORDER

Work: "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,
PEI PID 402917, for the Rural Municipality of West River.
title and location

Change Order No.: 6

Date: July 20, 2023

Reference: Contract CCDC 2 2020

Consultant: W. D. Lawrence Architecture Inc.

Owner: Rural Municipality of West River

Contractor: Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

Description:

Amount of original Contract	\$	272,941.00
CO #1: Doors/hardware	\$	57,394.00
CO #2: Drywall	\$	59,000.00
CO #3: Rebuild main entry	\$	22,600.00
CO #4: Build ramp (pending, not yet approved)	\$	101,050.00
CO #5 Add shower area	\$	<u>26,550.00</u>
Previously Revised Contract amount	\$	539,535.00
CO # 6:		
1. Add propane generator system	\$	<u>78,300.00</u>
Total	\$	617,835.00
Revised Contract amount	\$	<u>617,835.00</u>

Appendix A - Motion 2023-56 (Continued)

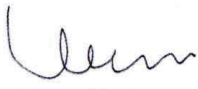
Standard Construction Document CCDC 2 2020

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The contingency allowance is increased/decreased by the sum of \$ N/A
The *Contract Price* is increased by the sum of \$ 78,300.00
The *Contract Time* is increased/decreased by 0 Working Days

Recommended by the Consultant

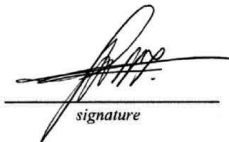
Wil Lawrence, Principal WDLA
name and title of person signing


signature

July 20, 2023
date

Approved by the Owner

Laala Jahanshahloo - CAO
name and title of person signing


signature

July 27, 2023
date

Approved by the Contractor

Ridgeline Construction Ltd.
name and title of person signing


signature

July 28/2023
date

Appendix B - Motion 2023-56

Standard Construction Document CCDC 2 2020

CHANGE ORDER

Work: "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,
PEI PID 402917, for the Rural Municipality of West River.
title and location

Change Order No.: 10

Date: July 20, 2023

Reference: Contract CCDC 2 2020

Consultant: W. D. Lawrence Architecture Inc.

Owner: Rural Municipality of West River

Contractor: Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

Description:

Amount of original Contract	\$	272,941.00
CO #1: Doors/hardware	\$	57,394.00
CO #2: Drywall	\$	59,000.00
CO #3: Rebuild main entry	\$	22,600.00
CO #4: Add ramp	\$	101,050.00
CO #5: Add shower	\$	26,550.00
CO #6: Add generator (pending, not yet approved)	(-) \$	87,300.00
CO #7: Add well pump	\$	2,700.00
CO #8: Painting	\$	35,000.00
CO #9:		
1. Interior finish	\$	55,465.00
2. Flooring/stairs	\$	24,800.00
3. Kitchen millwork	\$	20,800.00
1. Kitchen materials increase	\$	2,837.56
4. Drywall materials increase	\$	906.36
5. Ramp materials increase	\$	3,250.00

Appendix B - Motion 2023-56 (Continued)

Standard Construction Document CCDC 2 2020


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6.	Insurance extension increase	\$	5,006.10
7.	Add exterior lighting at main entry + deck at rear of building (on hold for pricing)		
8.	Replace gutters and downspouts	\$	5,400.00
9.	Credit sold used items	(-) \$	820.00
	Previously Revised Contract amount	\$	694,880.02
CO #10:	Asphalt parking lot	\$	57,500.00
	1. Asphalt increase	\$	15,356.00
	Total	\$	72,856.00
	Revised Contract amount	\$	<u>767,736.02</u>

The contingency allowance is increased/decreased by the sum of \$ N/A
 The *Contract Price* is increased by the sum of \$ 72,856.00
 The *Contract Time* is increased/decreased by 0 Working Days

Recommended by the Consultant

Wil Lawrence, Principal WDLA
name and title of person signing


signature

July 20, 2023
date

Approved by the Owner

Laala Jahanshahloo - CAO
name and title of person signing


signature

July 27, 2023
date

Approved by the Contractor

Ridgeline Construction Ltd.
name and title of person signing


signature

July 27/2023
date

Appendix C - Motion 2023-56

Standard Construction Document CCDC 2 2020

CHANGE ORDER

Work: "Bonshaw Community Center Improvements", 25 Green Road, Bonshaw,
PEI PID 402917, for the Rural Municipality of West River.
title and location

Change Order No.: 12

Date: July 20, 2023

Reference: Contract CCDC 2 2020

Consultant: W. D. Lawrence Architecture Inc.

Owner: Rural Municipality of West River

Contractor: Ridgeline Construction Ltd

Pursuant to paragraph 6.2.2 of GC 6.2 – CHANGE ORDER in CCDC 2 – 2020, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

Description:

Amount of original Contract	\$	272,941.00
CO #1: Doors/hardware	\$	57,394.00
CO #2: Drywall	\$	59,000.00
CO #3: Rebuild main entry	\$	22,600.00
CO #4: Add ramp	\$	101,050.00
CO #5: Add shower	\$	26,550.00
CO #6: Add generator (pending, not yet approved)	(-) \$	87,300.00
CO #7: Add well pump	\$	2,700.00
CO #8: Painting	\$	<u>35,000.00</u>
Sub-total to C.O.#8	\$	577,235.00
CO #9: (Approved by Appendix 'A' Motion #2023-31)		
1. Interior finish	\$	55,465.00
2. Flooring/stairs	\$	24,800.00
3. Kitchen millwork	\$	20,800.00
1. Kitchen materials increase	\$	2,837.56
4. Drywall materials increase	\$	906.36

Appendix C - Motion 2023-56 (Continued)

Standard Construction Document CCDC 2 2020

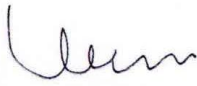
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5.	Ramp materials increase	\$	3,250.00
6.	Insurance extension increase	\$	5,006.10
7.	Add exterior lighting at main entry + deck at rear of building (this C.O. #11)		
8.	Replace gutters and downspouts	\$	5,400.00
9.	Credit sold used items	(-) \$	820.00
	Sub-total to C.O.#9	\$	117,645.02
CO #10:	Asphalt parking lot	\$	72,856.00
	Previously Revised contract amount	\$	767,736.02
CO #11:	Supply and install 2 lights on the front soffit with photo cell, 1 exterior light on the rear with photo cell, interior patching and painting repair	\$	4,500.00
	Previously Revised Contract amount	\$	772,236.02
CO # 12:	LVT flooring for the Lower Floor	\$	14,100.00
	Revised Contract Amount	\$	786,336.02

The contingency allowance is increased/decreased by the sum of \$ N/A
 The *Contract Price* is increased by the sum of \$ **14,100.00**
 The *Contract Time* is increased/decreased by 0 *Working Days*

Recommended by the Consultant

Wil Lawrence, Principal WDLA
name and title of person signing


signature

July 20, 2023
date

Approved by the Owner

Laala Jahanshahloo - CAO
name and title of person signing


signature

July 27, 2023
date

Approved by the Contractor

Ridgeline Construction Ltd.
name and title of person signing


signature

July 27/2023
date