



Rural Municipality of West River Committee of the Whole Meeting Minutes

Meeting No	2023-08	Time	6:00 PM
Session	Regular - Public	Date	Thursday, November 9, 2023
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo - CAO.		
Regret	Nil		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 6:05 PM.

- **Adoption & Approval of Agenda**

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

- **Declarations of Conflict of Interest**

Nil.

- **Questions from the Audience and Public Input**

Nil.

- **Recommended Items**

- **WRC.23.8.1 - Interim Community Services Committee - Terms of Reference**

Decision Type: Action

Status: Recommended

Background:

Motion#2023-70

Description:

The Council of the Rural Municipality of West River approves the following Terms of Reference for the Interim Community Services Committee:

- Facilitating the transition from Afton and Bonshaw BODs
- Handling the transfer of assets to the Municipality
- Formatting the Community Service Board
- Making recommendations to the Council about Municipality-owned facilities' Schedule Fees and Operating Hours.

▪ **FIN.23.8.1 - Financial Plan 2024-25 - Draft**

Decision Type: Action

Status: Referred

Description:

The committee reviewed and discussed the first draft of Financial Plan 2024-25, and it was referred to CAO to prepare the different seniors for property tax increase according to Schedule A of Bylaw#2021-14, also increasing the tax for the Blackfly program only for NHR properties.

▪ **FIN.23.8.2 - RJ Mutter Park Salvage Harvest - Request for Quote**

Decision Type: Action

Status: Recommended

Background:

PTY.2023.3.2 & FIN.23.3.1

Description:

The Council for the Rural Municipality of West River authorizes the CAO to start the process of requesting a quotation for Mutter Park Salvage Harvest and clean up the Fiona damage.

▪ **FIN.23.8.3 - Building Condition Assessments Proposal**

Decision Type: Action

Status: Recommended

Background:

PS 3280 (Asset Retirement Obligations), RIMKUS Proposal (Appendix 8.1, attached hereto, forming a part of this minutes), Colliers Proposal (Appendix 8.2, attached hereto, forming a part of this minutes)

Description:

The Council for the Rural Municipality of West River accepts the offer from Colliers Project Leader to prepare the Building Condition Assessment (BCA) dashboard for Afton Community Centre, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Recreation Fields for a fixed fee of \$19,800.00 excluding disbursements, and HST.

▪ **FIN.23.8.4 - Equipping Bonshaw Community Center**

Decision Type: Action

Status: Recommended

Background:

Purchase - Policy 2022-03 (Appendix 8.3, attached hereto, forming a part of this minutes)

Description:

The Council for the Rural Municipality of West River accepts the offer from Canada Chair Company to provide fifteen 48" round tables and eighty chairs, including shipping, at the cost of \$5,735.25 plus HST.

▪ **FIN.23.8.5 - Canada Summer Jobs 2024**

Decision Type: Action

Status: Recommended

Description:

The Council for the Rural Municipality of West River authorizes the CAO and Mayor to sign any documents related to 2024 - Canada Summer Jobs on behalf of the Municipality.

▪ **FIN.23.8.6 - Celebrate Canada 2024**

Decision Type: Action

Status: Recommended

Description:

The Council for the Rural Municipality of West River authorizes the CAO and Mayor to sign any documents related to 2024 - Celebrate Canada on behalf of the Municipality.

▪ **PTY.23.8.1- Minister Myers' Response to Unsightly Property PID#491928**

Decision Type: Information

Status: Recommended

Background:

Motion#2023-73 & Minister Myers' response to the Unsightly Property PID#491928 letter on November 2, 2023 (Appendix 8.4, attached hereto, forming a part of this minutes)

Description:

The Committee recommended that the Mayor write a letter to the Environmental Health division of the Department of Health and Wellness and address the issue.

- **OTR.23.8.1 - Civonus Presentation**

Decision Type: Action

Status: Referred

Background:

OTR.23.3.3

Description:

The committee referred this item to the CAO to invite Civonus Inc.'s CEO to make a presentation about the online policy-making process and decision-makers software at the Committee's February meeting.

- **Informational Items**

- **FIN.23.8.7 - Fire Dues Rate - NRF**

Decision Type: Information

Status: Received

Background:

Motion#2023-73

Description

The CAO sent an email and informed Chief Anson about the 2024 fire dues rate and the Municipality's time restriction for fiscal year budgeting on November 1, 2023, but has not received any response and will send a follow-up email.

- **WRC.23.8.2 - Meeting with Bonshaw Community Center BOD**

Decision Type: Information

Status: Received

Background:

Motion#2023-59

Description:

Mayor Helen Smith-MacPhail met with Bonshaw Community Centre on November 2, 2023, and discussed the transition process from the BOD to the municipality.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 6:55 PM.
- The next meeting will be on January 11, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix 8.1



69 Maple Avenue

New Glasgow, NS, B2H 2B3

902.695.5549

Friday, July 21, 2023

Laala Jahanshahloo
CAO
Rural Municipality of West River

admin@westriverpe.ca

Re: Subject: Proposal of Services, Engineering Consulting Services
Project: Afton Community Centre BCA
1552 PE-19, , Prince Edward Island
Proposal No.: 1158

Dear Laala Jahanshahloo,

Thank you for the opportunity to submit a proposal to provide Engineering Consulting services for the Rural Municipality of West River's Afton Community Centre BCA project located in Prince Edward Island. It is our understanding that Rimkus will provide the engineering services outlined within this proposal to assist the Client with the proposed Afton Community Centre Building Condition Assessment and Energy Audit work.

This proposal is prepared to present Rimkus' understanding of the Scope of Work, associated Professional Fees, and Schedule.

Appendix 8.1 – Continued

Proposal for Remediation Consulting Services

1158

To Laala Jahanshahloo



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Scope of Work

The following phases outline the course of action that Rimkus has established to provide Services for this assignment.

The preparation of the Building Condition Assessment will include:

- An initial walk-through to gather general information about the building.
- Review of any available historical documentation pertaining to the building maintenance, past repairs and/or past reports and studies.
- A review of as built drawings to determine the various exterior wall systems and locations of potential deterioration.
- A detailed field investigation.
- A Class 'D' estimate for the implementation of each of the typical repairs. Budget costing will be provided for all of the recommended repair options within a ten (10) year time frame.

The assessment of components will be visual and will help to identify their current condition and their remaining service life. It has been assumed that the Building's Designer of Record has ensured that the design of the building is in compliance with the governing Provincial Building Code and any other applicable standards and by-laws. Building deficiencies observed will be commented on in regards to their code compliance.

Methodology

The following tasks will be performed in the preparation of the BCA:

Document Review

All available drawings, previous studies, and other relevant information will be reviewed so that the original design intent, including typical details and materials, are understood prior to performance of the fieldwork.

Field Investigation

An on-site visual assessment will be performed in order to determine the as-built condition of the facility and to document observed deficiencies. Review of most components will typically be performed from the ground and roof level. However, ladders may be used to allow IRC personnel access to any above grade exterior walls or equipment located within ceiling spaces that permit closer observation.

Photographs of typical deficiencies will be taken and will be included in the final report.

Appendix 8.1 – Continued

Proposal for Remediation Consulting Services

1158

To Laala Jahanshahloo



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Reporting

Data collected during the field investigation will be presented in a written report.

Other

If other areas of concern are encountered that may require further testing, this work would be performed in accordance with IRC's Schedule of Rates. Contractor costs would be obtained at that time and would be task specific. Additional work and charges relating to unforeseen conditions would be discussed prior to commencement and would require written authorization from the Client before proceeding. During our field work, RIMKUS will bring to attention items of immediate concern before the report is issued.

Components

Visible Exterior Finishes of the building proper including:

- Waterproofing Systems.
- Roof
- Exterior Walls - exposed foundation walls, wall cladding system (brick masonry veneer, cap stones, EIFS, metal siding, wall construction (cracking, type and thickness of insulation, water problems, etc. will be reviewed).
- Sealants, Vents, Louvers and Flashings.
- Windows and Doors (weather-stripping, insulated glazing units, window and door operation).
- Caulking, Painting, Coatings.
- Exterior Steps, Patios, Decks.

Visible Structural Elements including:

- Exposed Concrete Slabs
- Exposed Foundations – interior and exterior review where accessible
- Retaining Walls
- Load Bearing Components
- Parking Structures – Excluded from this report

Note: 1. Concealed foundations issues will be reviewed on an individual basis and IRC published schedule of rates will apply.

Mechanical/Electrical Systems

The review will be conducted in accordance with ASTM E2018-08 standard guide and will incorporate a walk-through survey, documents reviewed on site if applicable, and

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Proposal for Remediation Consulting Services

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To Laala Jahanshahloo



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discussion with the building's manager or operator. Our mechanical & electrical services will include the following items:

Mechanical - Base

- Heating/cooling air handling units
- Heating and domestic hot water boilers
- Exhaust and return air fans
- Sprinkler and standpipe systems
- Heat/Cooling system pumps and hydronic components
- Accessible plumbing and drainage systems in buildings.
- Sump pumps
- Emergency generator(s)
- Humidifiers/Dehumidifiers (if applicable)

Electrical

- Main disconnect switch/circuit breaker
- Branch disconnect switches and panels
- Emergency generator(s)
- Emergency lighting systems
- General lighting

Code and Life Safety

- Egress
- Fire Separation
- Fire route
- Fire suppression
- And fire alarm systems

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Appendix 8.1 – Continued

Proposal for Remediation Consulting Services

1158

To Laala Jahanshahloo



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WORK NOT INCLUDED

Work specifically excluded from this proposal:

- Building Permits costs.
- Work and costs resulting from significant contractor non-conformance, negligence and / or delays requiring additional site visits or project meetings.
- Work and costs associated with concealed or unknown conditions.
- Work and costs associated with environmental and hazardous material issues.

Professional Fees

The following are Rimkus' fee to complete the work outlined above. All costs include expenses and disbursements.

Afton Community Centre	Professional Fees
Building Condition Assessment	\$7,200

Notes:

1. This proposal is valid for a period of 30 days.
2. All terms are net 30 days and subject to credit approval.
3. Fees are subject to applicable taxes.
4. Fees are inclusive of all time, travel, and disbursements unless otherwise indicated in this proposal.
5. Invoicing will occur progressively throughout the preliminary and design phases.

Appendix 8.1 – Continued



69 Maple Avenue
New Glasgow, NS, B2H 2B3
902.695.5549

Friday, July 21, 2023

Laala Jahanshahloo
CAO
Town of West River

admin@westriverpe.ca

Re: Subject: Proposal of Services, Engineering Consulting Services
Project: Lloyd Inman Memorial Park Building Condition Assessment
Canoe Cove Rd, , Prince Edward Island
Proposal No.: 1169

Dear Laala Jahanshahloo,

Thank you for the opportunity to submit a proposal to provide Engineering Consulting services for Town of West River's Lloyd Inman Memorial Park's project located in Prince Edward Island. It is our understanding that Rimkus will provide the engineering services outlined within this proposal to assist the Client with the proposed Lloyd Inman Memorial Park BCA work

This proposal is prepared to present Rimkus' understanding of the Scope of Work, associated Professional Fees, and Schedule.

Scope of Work

The following phases outline the course of action that Rimkus has established to provide Services for this assignment.

The preparation of the Building Condition Assessment will include:

- An initial walk-through to gather general information about the building.
- Review of any available historical documentation pertaining to the building maintenance, past repairs and/or past reports and studies.

Appendix 8.1 – Continued

Proposal for Remediation Consulting Services

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To Laala Jahanshahloo



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- A review of as built drawings to determine the various exterior wall systems and locations of potential deterioration.
- A detailed field investigation.
- A Class 'D' estimate for the implementation of each of the typical repairs. Budget costing will be provided for all of the recommended repair options within a ten (10) year time frame.

The assessment of components will be visual and will help to identify their current condition and their remaining service life. It has been assumed that the Building's Designer of Record has ensured that the design of the building is in compliance with the governing Provincial Building Code and any other applicable standards and by-laws. Building deficiencies observed will be commented on in regards to their code compliance.

Methodology

The following tasks will be performed in the preparation of the BCA:

Document Review

All available drawings, previous studies, and other relevant information will be reviewed so that the original design intent, including typical details and materials, are understood prior to performance of the fieldwork.

Field Investigation

An on-site visual assessment will be performed in order to determine the as-built condition of the facility and to document observed deficiencies. Review of most components will typically be performed from the ground and roof level. However, ladders may be used to allow IRC personnel access to any above grade exterior walls or equipment located within ceiling spaces that permit closer observation.

Photographs of typical deficiencies will be taken and will be included in the final report.

Reporting

Data collected during the field investigation will be presented in a written report.

Other

If other areas of concern are encountered that may require further testing, this work would be performed in accordance with IRC's Schedule of Rates. Contractor costs would be obtained at that time and would be task specific. Additional work and charges relating to unforeseen conditions would be discussed prior to commencement and would require written authorization from the Client before proceeding. During our field

Appendix 8.1 – Continued

Proposal for Remediation Consulting Services

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To Laala Jahanshahloo



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work, RIMKUS will bring to attention items of immediate concern before the report is issued.

Components

Visible Exterior Finishes of the building proper including:

- Waterproofing Systems.
- Roof
- Exterior Walls - exposed foundation walls, wall cladding system (brick masonry veneer, cap stones, EIFS, metal siding, wall construction (cracking, type and thickness of insulation, water problems, etc. will be reviewed).
- Sealants, Vents, Louvers and Flashings.
- Windows and Doors (weather-stripping, insulated glazing units, window and door operation).
- Caulking, Painting, Coatings.
- Exterior Steps, Patios, Decks.

Visible Structural Elements including:

- Exposed Concrete Slabs
- Exposed Foundations – interior and exterior review where accessible
- Retaining Walls
- Load Bearing Components
- Parking Structures – Excluded from this report

Note: 1. Concealed foundations issues will be reviewed on an individual basis and IRC published schedule of rates will apply.

Mechanical/Electrical Systems

The review will be conducted in accordance with ASTM E2018-08 standard guide and will incorporate a walk-through survey, documents reviewed on site if applicable, and discussion with the building's manager or operator. Our mechanical & electrical services will include the following items:

Mechanical - Base

- Heating/cooling air handling units
- Heating and domestic hot water boilers
- Exhaust and return air fans
- Sprinkler and standpipe systems

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Proposal for Remediation Consulting Services

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To Laala Jahanshahloo



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- Heat/Cooling system pumps and hydronic components
- Accessible plumbing and drainage systems in buildings.
- Sump pumps
- Emergency generator(s)
- Humidifiers/Dehumidifiers (if applicable)

Electrical

- Main disconnect switch/circuit breaker
- Branch disconnect switches and panels
- Emergency generator(s)
- Emergency lighting systems
- General lighting

Code and Life Safety

- Egress
- Fire Separation
- Fire route
- Fire suppression
- And fire alarm systems

WORK NOT INCLUDED

Work specifically excluded from this proposal:

- Building Permits costs.
- Work and costs resulting from significant contractor non-conformance, negligence and / or delays requiring additional site visits or project meetings.
- Work and costs associated with concealed or unknown conditions.
- Work and costs associated with environmental and hazardous material issues.

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Proposal for Remediation Consulting Services

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To Laala Jahanshahloo



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Professional Fees

The following are Rimkus' fee to complete the work outlined above. All costs include expenses and disbursements.

Lloyd Inman Park Buildings	Professional Fees
Building Condition Assessment	\$7,200

Notes:

1. This proposal is valid for a period of 30 days.
2. All terms are net 30 days and subject to credit approval.
3. Fees are subject to applicable taxes.
4. Fees are inclusive of all time, travel, and disbursements unless otherwise indicated in this proposal.
5. Invoicing will occur progressively throughout the preliminary and design phases.

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Appendix 8.2

149 Kent St, 2nd Floor
Charlottetown, PE
C1A 1N5

colliersprojectleaders.com



Laala Jahanshanhloo
Chief Administrative Officer
Rural Municipality of West River
1552-B Rte. 19
New Dominion, PE
C0A 1H6

October 16, 2023

Dear Laala,

Re: Rural Municipality of West River – Building Condition Dashboard Development

As follow up to our email exchanges over the last few weeks, regarding your need for expertise in the identification of asset retirement obligations and the development of a Building Condition Assessment (BCA) dashboard. Colliers Project Leaders appreciates the opportunity to provide the Rural Municipality of West River (West River) with the subject matter expertise to deliver these services and reports. Below is our proposal to undertake this project.

Project Understanding

It is our understanding that the scope of this assignment would be to develop a dashboard of information generated based on information collected within BCA's for municipality owned real property assets (limited to facilities). The dashboard would be used by West River to make informed decisions regarding deferred maintenance and capital expenditures required in the coming years.

To complete this assignment, West River requires Colliers Project Leaders to develop BCA's for Town owned facilities which include Afton Hall, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Recreation Fields. Additionally, West River requires Colliers to assemble a dashboard of the information collected within the BCA's.

Colliers Project Leaders are pleased with the opportunity provided to support your current team and understand our resources would report to you.

Scope of Services

Colliers Project Leaders embraces the opportunity to lead your project and deliver successful services that exceeds your expectations. The following outlines a scope of tasks and services consistent with our discussions that will offer value added project management services and certainty to your project.

Appendix 8.2 – Continued

1. Phase 1 – Building Condition Assessments

- Review of any background information, maintenance records, equipment manuals, and/or historical documents for each of the four assets (Afton Hall, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Recreation Fields);
- Completion of a BCA for each of the four assets. The BCA will be provided as a report generated in Microsoft Word/Excel and will be limited to high-level summary of building components and any deficiencies discovered during the assessments. Only deficiencies exceeding \$2,500.00 in value will be documented as corrective maintenance requirements and any items that exceed \$5,000.00 in value that can be accounted for as a capital cost will be included within the report. The report will document corrective maintenance and capital costs for the next 10 year period (2024 - 2034). The report will include pictures of corrective maintenance needs. The assessment will include an introductory description, limitations of the assessment, observations, conclusions and a cost summary of deferred maintenance and capital investment requirements for each asset and building system (i.e. roofing, mechanical, electrical, structural, etc). Assessments will not review environmental/regulatory compliance, building code compliance (national, provincial, or municipal), or by-law compliance; and
- BCA reports will be presented to West River electronically. We have not included within our services any presentations or review of the reports with West River staff.

2. Phase 2 – Development of a BCA Dashboard

- Development of a BCA dashboard that will include: the asset name, size, year constructed, life expectancy remaining, replacement cost new (provided in the CBRE Valuation Report inflated to 2024), deferred maintenance costs (extracted from the BCA's), capital costs (extracted from the BCA's), and additional financial information that will be supplied by West River which may include projected revenue, reserve contributions, level of subsidy required to operate the facility and a Facility Condition Index (FCI).
- We have allotted for one virtual presentation of the BCA dashboard to West River Mayor and Council.

Schedule

Colliers Project Leaders proposes the schedule below for this assignment:

Milestone	Start Date	End Date
Phase 1		
BCA Inspections and Report Generation	October 23, 2023	November 20, 2023
Phase 2		
BCA Dashboard Development	November 21, 2023	November 30, 2023
Presentation to Mayor and Council	Week of December 4 th – 8 th , 2023	

Appendix 8.2 – Continued

Project Team

We have selected our project team based on their experience in operations, facility planning, condition reporting, asset portfolio analysis/management and financial management of asset portfolios. Our team members include those with detailed knowledge of the various guidelines and regulations pertaining to asset management used within industry.

Executive Lead – Andrew Wall, CD, P.Eng, PMP, MBA

Our proposed Executive Lead, Andrew Wall, has extensive experience in asset management, portfolio management, capital planning, operations, and financial management of asset portfolios. Over the course of his career, Andrew has been responsible for the management of portfolios of assets in excess of \$2.0 Billion.

Andrew will drive the project forward. He will coordinate the efforts of the project team and manage the project on a day-to-day basis through the completion of condition assessments and the development of the BCA dashboard.

Andrew brings over 20 years of senior leadership experience in infrastructure and real property management roles. Over the course of his professional career, Andrew has managed numerous portfolios of assets within federal, provincial and municipal government organizations. His understanding of asset management, project/program management coupled with his leadership abilities, technical knowledge in engineering, and project/contract management knowledge allow him to work across diverse projects and programs. Andrew's understanding of government institutions makes him an excellent asset when delivering projects on behalf of First Nation, federal, and municipal clients.

Andrew is an expert in asset management, he has developed numerous asset management programs over the course of his career including most recently with the Ogemawahj Tribal Council. Additionally, he was a key team member of the Department of National Defence team that centralized the management of real property under the Assistant Deputy Minister (Infrastructure and Environment). Andrew also developed the Asset Management framework and the capital project prioritization process and facility investment/divestment strategy with the Town of Georgina.

Senior Engineer – Mark Flint, CD, MDS, P.Eng, ICD.D

Mark delivers value by bringing organization and structure to complex situations. Whether it's creating a strategy, overseeing a program, managing a project, or deepening our understanding of risk, he fosters team-based solutions to effective project execution. Mark enjoys working with diverse stakeholders to understand their needs. An attentive listener, he partners with clients to ensure mutual understanding of project requirements that lead to accurate scopes of work. Mark is equally comfortable working with the senior

Appendix 8.2 – Continued

executive team or the team on the shop floor. He is effective at communicating complex and technical issues in straightforward terms. He is at ease working in both English and French.

Relevant to this project is Mark's experience leading the program of work related to maintenance and capital upgrades to Long Term Care Homes in New Brunswick under New Brunswick's Social Development department.

Engineer – Peter Doiron, P.Eng, PMP

Based in Charlottetown, PE, Peter is an experienced engineer with extensive experience in mechanical and electrical systems.

Before joining Colliers, Peter was a project manager for a custom food equipment manufacturer where he managed over 70 projects for clients all over the globe. Peter was responsible for representing his employer to the customer and ensuring that information was relayed through the proper channels to the stakeholders. In his previous role, Peter was responsible for the development and production of technical reports and documents for company leadership. These reports were used to support strategic decisions.

As a team member, Peter will assist Mark and Andrew with inspections, documentation, and report development.

Fees

We believe in making a valued contribution to every project we lead. To provide the scope of services specified above, we offer a fixed fee of **\$19,800.00** excluding disbursements, and HST.

Hourly Rates

Should West River seek additional services not defined within this proposal, hourly rates will apply for that work.

The table below is a summary of our hourly rates for 2023. Rates are adjusted annually based on the [Consumer Price Index](#).

RESOURCE	HOURLY RATE
Executive Lead – Andrew Wall	\$225.00
Senior Engineer – Mark Flint	\$175.00
Engineer – Peter Doiron	\$145.00

Appendix 8.2 – Continued

Terms and Conditions

- The proposed fixed fee excludes reimbursable expenses and applicable taxes. Reimbursable expenses will be invoiced at a fixed expense cost of 5% of the total fee on each invoice.
- This proposal is valid for 30 days.
- This proposal is based on the following assumptions:
 - Building conditions are limited to visual inspections only. Code compliance, environmental compliance and other technical legal and/or regulatory compliance is not being assessed in the completion of BCA's.
 - Inspections will be planned to be completed over a two-day period within October. We have not accounted for any delays.
 - Final presentation to Mayor and Council will be done virtually.
- This proposal is based on the scope of services described above from October 23, 2023 through December 8, 2023, as per the proposed schedule and may be subject to alteration if additional services are required or if the project extends beyond December 8, 2023 or if the Consumer Price Index (CPI) rises by more than 2% per year.
- Invoices will be submitted monthly, with payment due Net 30 days from date of invoice.
- Interest is payable at 2% per month on overdue accounts.

This proposal contains information, which is proprietary and confidential to Colliers Project Leaders. This information is submitted in confidence for the sole purpose of permitting the recipient to evaluate the proposal. In consideration of receipt of this Document, the recipient agrees to treat information as confidential and to not reproduce or otherwise disclose this information to any persons outside the group directly responsible for the evaluation of its contents, without the prior written consent of Colliers Project Leaders. Disclosure of any information contained in this proposal would result in undue loss to Colliers Project Leaders Inc.

We trust the above proposal satisfies your requirements and meets your expectations. We thank you for the opportunity to submit our proposal, and we look forward to working with you to complete this interesting project.

Sincerely,

Andrew Wall, CD, P.Eng, PMP, MBA
Vice President | Atlantic Canada
Colliers Project Leaders
1559 Brunswick Street, Suite 301 | Halifax, NS B3J 2G1 | Canada
Tel. 647-642-5803
andrew.wall@colliersprojectleaders.com

Appendix 8.3

Rural Municipality of West River Appendix A Policy # 2022-03

- **Supporting document checklist:**

The funds included in the Operation or Capital Budget

RFQ, SOW, or Specifications of the purchase

Received quote

Date of sending out RFQ October 15 2023

Deadline for receiving the quote November 8 2023

- **Quotes Obtained:**

	Quote #1	Quote #2	Quote #3
Business Name	EventStable	Can Chair Co	
Meets Objective	80%	95%	
Received at (date)	Nov 2, 23	Nov 7, 23	
Cost	US\$9,899.08	\$5,735.25	
HST	15%	15%	
Total Cost	\$15,615.35	\$6,595.54	

- **Quote Recommended to Council:**

Business: _____

Total Cost: _____

Appendix 8.3 – Continued



EventStable
16200 Commerce Way
Cerritos, CA 90703

Quotation # Q1800107417
Quotation Created On: Nov 2, 2023

Quote for:	Shipping Details:
Cody MacDonald Rural Municipality of West River 1552 Route 19 New Dominion, Prince Edward Island, COA 1H6 Canada T: 9029168970	Cody MacDonald Rural Municipality of West River 1552 Route 19 New Dominion, Prince Edward Island, COA 1H6 Canada T: 9029168970

Shipping Method:
Freight - Economy (Total Shipping Charges \$2,354.13)

Products	SKU	Price	Qty	Tax	Subtotal
440 lb. Capacity Ergonomic Shell Stack Chair with Black Frame and 14" Seat Height <i>Color: Black</i> Comment <i>Kids chair</i> <i>This will not work with the requested tables</i>	ES-F918	\$61.85	60	\$0.00	\$3,711.00
TitanPRO™ Plastic Folding Table - 48" round	PFT2-48R	\$101.35	15	\$0.00	\$1,520.25
Titan Series™ 60" Round Plastic Folding Table	PFT23-60R	\$136.10	17	\$0.00	\$2,313.70

Remarks with quote:
Hi Cody!
Thank you for reaching out! Here is the requested quote. Please review for accuracy. The chairs you requested are kids' chairs. The adult chairs are item #ES-F950, let me know if you want me to update the quote. Please note, the pricing is in USD and does not include a custom broker, duties or GST. If you do not already have a broker, you can reach out to Border Buddies or Livingston International as they're both great to work with. You may also choose to have us ship to a freight forwarder within the US and from there you'll be able to coordinate the logistics of shipping into Canada. I have included the shipping cost going directly to your location in Canada. Let me know how you would like to proceed and if you have any

Original Subtotal:	\$7,732.08
Quoted Subtotal:	\$7,544.95
Quote Adjustment:	-\$187.13
Shipping & Handling:	\$2,354.13
Tax:	\$0.00
Grand Total:	\$9,899.08

US\$

Appendix 8.3 – Continued

Canada Chair Company

90 Shelborne Avenue info@CanadaChair.com
 Toronto, ON www.CanadaChair.com
 M5N 1Z3 ph: 416 787 1709
 GST Reg#866596984 f: 289 475 5036

QUOTE

Date: 11/7/2023

Bill To: Afton Community Centre **Ship To:** Afton Community Centre
 PEI

Cody
 aftoncommunitycentre@gmail.com

P.O. NUMBER

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
80	#6310 chairs BLACK	\$43.95	\$ 3,516.00
	PLEASE INITIAL HERE FOR COLOUR APPROVAL _____		\$ -
15	48" Round tables	\$119.95	\$ 1,799.25
80	Shipping per chair	\$3.00	\$ 240.00
15	Shipping per table	\$12.00	\$ 180.00
	FURNITURE COMES WITH A LIFETIME WARRANTY		

For order processing, please email or fax completed form to us.

Are the above sold to and ship to addresses correct? _____

Delivery Information:

Delivery Contact Name: _____

Delivery Contact Cell # _____

We can accept deliveries on these days and hours: _____

Is there a truck level loading dock on premises? _____

SIGNATURE: _____

SUBTOTAL	\$ 5,735.25
TAX RATE	15.00%
SALES TAX	860.29
TOTAL	\$ 6,595.54

Appendix 8.4



Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Environment,
Energy and
Climate Action

Environnement,
Énergie et
Action climatique



Bureau du ministre
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

October 26, 2023

Ms. Helen Smith-MacPhail
Mayor of the Rural Municipality of West River
1552-B Rte. 19
New Dominion PE COA 1H6

Dear Mayor Smith-MacPhail:

Thank you for your letter dated October 10, 2023, outlining the concerns of the Rural Municipality of West River regarding the property located at #698 Rte. 19, Meadow Bank (PID # 491928). In the letter you noted concerns that the site may pose an environmental risk to neighboring properties due to contamination from abandoned vehicles located there.

In response to your concerns, I had two Environment Officers complete an inspection of the property on October 19, 2023. The officers noted that there were three abandoned vehicles and a motorcycle on site. These vehicles were not in running condition and did not show any indication of fuel leaks. Two piles of material were also noted on site, mostly containing mixed firewood and wooden construction ends. The vehicles and woody debris do not warrant concerns for groundwater contamination. Your concerns related to rodents and property values are not within the mandate of my Department to address but rather with the Environmental Health division, Department of Health and Wellness.

Therefore, based on the findings of the site visit my Department has found that the property does not present an appreciable risk to human health or the environment.

If you have any further questions or concerns please feel free to contact Hannah Jenkins, Acting Manager of the Environmental Land Management Division at hjjenkins@gov.pe.ca or 902-368-5059

Sincerely,

Hon. Steven Myers
Minister

cc. Peter Bevan-Baker, MLA New Haven-Rocky Point
Mark McLane, MLA Cornwall-Meadow Bank

Tel/Tél. : 902 620 3646 princeedwardisland.ca Fax/Télé. : 902 368 5542