



Rural Municipality of West River Council Meeting Minutes

Meeting No	2023-10	Time	7:00 PM
Session	Regular - Public	Date	Wednesday, November 22, 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 Ryan Roggeveen, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo – CAO, Susan Morse – Administrative Assistant		
Regret	Councillor Aaron MacEachern, Councillor John Yeo		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:20 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Deputy Mayor Shaun MacArthur and, seconded by Councillor Ryan Roggeveen, unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Delegations & Public Input**

Nil

- **Adoption of Previous Meeting's Minutes**

The minutes of October 26, 2023, Council Meeting were approved as circulated. It was moved by Councillor Lillian MacCannell and, seconded by Councillor Steve Pollard, unanimously carried.

The minutes of the Committee of Council Meeting on November 9, 2023, were approved as circulated. It was moved by Councillor Ryan Roggeveen and, seconded by Councillor Lillian MacCannell, unanimously carried.

- **Discussion Items**

- **WRC.2023.10.1 - Interim Community Services Committee - Terms of Reference**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-77

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Steve Pollard

WHEREAS

According to Municipal Government Act subsection 86.2(e)(iii), the duties of the Council include establishing committees of council terms of reference, and

WHEREAS

Pursuant to Motion#2023-70, the Council appointed the Interim Community Services Committee members, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River establishes the following terms of reference for the Interim Community Services Committee:

- Facilitating the transition of management of Afton and Bonshaw Community Halls from their respective Board of Directors to the Rural Municipality of West River
- Handling the transfer of assets to the Municipality
- Forming the Community Service Board
- Making recommendations to the Council about Municipality-owned facilities' Schedule Fees and Operating Hours.

- **FIN.2023.10.1 - Schedule of Fees - Municipally Owned Facilities**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-78

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

WHEREAS

According to Fees Bylaw#2021-11 subsection 6.1, the Rural Municipality of West River establishes fees to be charged for recreation, and

WHEREAS

Pursuant to Fees Bylaw#2021-11 subsection 6.2, The Rural Municipality of West River may charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the municipality, and

WHEREAS

Pursuant to Fees Bylaw#2021-11 subsection 6.3, Council may revise fees at any time by resolution, and

WHEREAS

Pursuant to Fees Bylaw#2021-11 subsection 6.4, the fees are subject to the Harmonized Sales Tax where applicable, and

WHEREAS

This resolution bears the recommendation of the Interim Community Services Committee as discussed at a meeting held on November 20, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River establishes the following fees for Municipality Owned Facilities:

- Pricing Tiers: Residents of the Rural Municipality of West River get the listed pricing, and the non-residents will pay double the amount payable by the residents.
- HST: A 15% Harmonized Sale Tax will be added to all the fees.
- Inman Park
 - o No user fee for the public
 - o First come, first serve.
 - o Any entity, other than individuals, who want to use Inman Park should provide a certificate of insurance coverage of a minimum of 2 million dollars and have the Rural Municipality of West River as an additional insured.
- Afton Community Centre:
 - o Main Hall:
 - \$200 deposit
 - \$25 per hour weekday; Minimum of 2 hours; Maximum of \$125 per weekday
 - \$30 per hour weekend; Minimum of 2 hours; Maximum of \$150 per weekend
 - Funeral \$50
 - o Kitchen:
 - \$100 deposit
 - \$35 per rental
 - o Bar:
 - Minimum of two bartenders, at \$50 each per rental
- Bonshaw Community Centre:
 - o Upstairs:
 - \$200 deposit

- \$20 per hour weekday; Minimum of 2 hours; Maximum of \$100 per weekday
 - \$25 per hour weekend; Minimum of 2 hours; Maximum of \$125 per weekend
 - Funeral \$50
 - Kitchen:
 - \$100 deposit
 - \$30 per rental
 - Bar:
 - Minimum of two bartenders, at \$50 each per rental
 - Office Space:
 - Minimum \$300 per month
- Mutter Park Sport Fields:
 - Ball Dimond:
 - \$20 per hour
 - \$300 per season for two time slots per week
 - Soccer Field:
 - \$20 per hour
- **FIN.2023.10.2 - RJ Mutter Park Salvage Harvest - Request for Quotes**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-79

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Steve Pollard

WHEREAS

Pursuant to Motion#2023-10, the CAO was authorized to start preparing the tender documents process for the clean-up and reforestation of Mutter Park as a part of the Fiona Recovery Initiative, and

WHEREAS

According to Procurement Policy#2022-04 Section (7.2), all RFQs must be approved by the Council after receiving the responsible Committee's recommendation, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the CAO to initiate a Request for Quotes for the RJ Mutter Park Salvage Harvest according to the attached documents (Appendix A, attached hereto, forming a part of this minutes).

▪ **FIN.2023.10.3 - Building Condition Assessments Proposal**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-80

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

According to PS 3280, a new standard implemented by the Public Sector Account Board that came into effect on or after April 1, 2022, an asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset, and

WHEREAS

When a Municipality has identified that an asset retirement obligation may exist, a liability must be recognized, and the amount of the liability would be estimated, including costs directly attributable to asset retirement activities, and

WHEREAS

The estimate of the liability would require professional judgment and could be supplemented by experience, third-party quotes, and in some cases, reports from independent experts, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts the proposal from Colliers Project Leaders to develop a Building Condition Assessment Dashboard for Afton Community Centre, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Recreation Fields according to the attached documents (Appendix A, attached hereto, forming a part of this minutes) for a fixed fee of \$19,800.00 plus disbursements and HST, and authorizes the CAO to execute it.

- **FIN.2023.10.4 - Equipping Bonshaw Community Center**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-81

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

As the last step of the Bonshaw Community Cultural Centre Upgrades project (32.1.1) funded by CCBF (formerly known as Gas Tax), the building must be equipped by chairs and tables to be ready for use, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts the proposal from Canada Chair Company to provide 80 chairs and 15 tables according to specifications in the attached documents (Appendix A, attached hereto, forming a part of this minutes) at the cost of \$5,735.25 plus HST, and authorizes the CAO to execute it.

- **FIN.2023.10.5 - Canada Summer Jobs 2024**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-82

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Steve Pollard

WHEREAS

According to Section 156 of the Municipal Government Act, agreements, contracts, and other legal or financial instruments shall be signed or authorized by both the Mayor and the Chief Administrative Officer of a municipality, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Mayor and CAO to sign the necessary documents and contracts for the 2024 Canada Summer Jobs funding on behalf of the Municipality.

- **FIN.2023.10.6 - Celebrate Canada 2024**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-83

Moved by Councillor Ryan Roggeveen and **Seconded by** Councillor Lillian MacCannell

WHEREAS

According to Section 156 of the Municipal Government Act, agreements, contracts, and other legal or financial instruments shall be signed or authorized by both the Mayor and the Chief Administrative Officer of a municipality, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Mayor and CAO to sign the necessary documents and contracts for the 2024 Celebrate Canada funding on behalf of the Municipality.

- **FIN.2023.10.7 - Bonshaw Community Center Improvement Project- Change Orders #13**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2023-84

Moved by Councillor Lillian MacCannell and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

Motion #2023-61 approved the allocation of \$76,291.55 of the 2022-23 Municipal Capital Expenditures Grant (MCEG) toward the upgrades of the Municipality's Capital Projects funded by CCBF (formerly known as Gas Tax), 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 the Bonshaw Community Center Upgrade Project, and

WHEREAS

According to Motion #2021-55, the project admin approved change order No13, and

WHEREAS

The Council evaluated the scope of work of the change order No. 13 and its eligibility to allocate funding provided,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts adding the Change Order No.13 (Appendix A, attached hereto, forming a part of this resolution) at the cost of \$4,294.76 plus HST to the Bonshaw Community Cultural Center Improvement Project signed contract and authorizes the CAO to execute it.

- **PTY.2023.10.1 - Operation Schedule Municipal-Owned Parks**

Decision Type: Action

Status: Referred

Background:

ICS.23.01.2

Description:

The Council referred this item to the Committee of the Whole to review the proposed hours of operation and report back.

- **EMO.2023.10.1 - Agreement with Canadian Red Cross**

Decision Type: Action

Status: Deferred (4-0)

Background:

EMO.2023.9.1

Description:

The Committee deferred this item until the Municipality and Afton and Bonshaw Community Centers' BOD could form the Community Service Board, and then the possibility of the cost-sharing and resource-sharing agreement will be discussed with the Red Cross.

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

- **OTR.2023.10.1 - Cornwall Christmas Parade**

Decision Type: Action

Status: Referred

Description:

The Town of Cornwall will be holding its annual Christmas Parade on December 9, 2023. The council referred this item to the administrative assistant to coordinate entering a float and attending this event.

- **Informational Items**

- **FIN.2023.10.6 - 2024 Fire Dues Rate**

Decision Type: Information

Status: Received

Description:

Fire Due rates will not change this coming year. The council directed the CAO to invite the fire chief to have a meeting and discuss the fire dues rates for 2025.

- **PLB.2023.10.1 - Rezoning requests - Public Meeting**

Decision Type: Information

Status: Received

Description:

Two public meetings were held on November 14, 2023, regarding rezoning requests. Public Feedback was collected by Municipal Staff until November 21 at 6 PM. Final minutes will be ready, including all the feedback, as soon as staff prepares the comments.

- **PTY. 2023.10.1** - Letter to Department of Health and Wellness - Unsightly Property PID#491928

Decision Type: Information

Status: Received

Description:

Mayor Smith-MacPhail has written a letter to the Department of Health & Wellness regarding unsightly property (Appendix 10.1, attached hereto, forming a part of this minutes).

- **OTR.2023.10.1** - Island Waste Management Corporation (IWMC) - Virtual Focus Group

Decision Type: Information

Status: Received

Background:

OTR.2023.9.1

Description:

Councillor Lilian MacCannell was unable to attend the focus group.

- **ICS.2023.10.1 - Report of Interim Community Service Committee Meeting**

Decision Type: Information

Status: Received

Description:

The Council received the report of the Interim Community Services Committee, which met on November 20 at 7 PM.

- **Adjournment**

- Councillor Lillian MacCannell motioned to adjourn the meeting at 8:50 PM.
- The next meeting will be on January 25, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A - Motion 2023-79

Rural Municipality of West River

Request for Quotation

Fiona Salvage Harvest 2023 RJ Mutter Park PID 227306

RFQ Reference Number: RFQ 2023-01

Closing Date: December 22, 2023, at 13:00 PM (AST)

Appendix A (Continued)- Motion 2023-79

Fiona Salvage Harvest 2023 RJ Mutter Park PID 227306

RFQ 2023-01

1 - Quote Instruction for Fiona Salvage Harvest 2023 RJ Mutter Park PID 227306

1. Quote must be received at the Rural Municipality of West River (RMWR) office, 1552 Rte. 19 (Afton Community Center) no later than 1:00 P.M. Friday, Dec 22, 2023, in a sealed envelope clearly marked "Salvage Harvest Quote RJ Mutter Park RFQ-2023- 01. Late quotes will not be considered.

The provision to leave the RFQ at the RMWR's Dropbox beside the office door is also available.

2. All quotes must be in a lump sum amount submitted to the RMWR. Before submitting your bid, ensure that you review the Harvesting Timber Agreement Specifications and Special Instructions for each Harvesting Area.
3. In the event of identical price quotes, the parties involved in submitting these quotes shall be requested to quote at a price equal to or higher than their first quote.

2 - Fiona Salvage Harvest Timber Agreement Specifications 2023-24

The Contractor shall, in accordance with the terms and conditions of the Agreement, including schedules:

1. A minimum 72-hour notification period is required before starting any treatment on the property; the contractor must advise the RMWR contact person (CP) for that treatment area of the date and time when the treatment will be commenced. In addition, within 72 hours of the termination of the harvest, the Contractor shall advise the RMWR CP for the harvest area of the date and time when the harvest is completed. RMWR reserves the right to specify the window of time that the treatment will be permitted to be carried out. If the Contractor has any questions or concerns prior to the start or during the completion of treatment, they are encouraged to contact RMWR for clarification and instruction.
2. Every effort must be made to retain/protect all healthy, stable wind-firm trees, designated snags/legacy trees, cover patches and quality advanced natural regeneration. Salvage harvest activity is directed towards storm-damaged trees, i.e.: (blowdown/uprooted, leaning/hung up, broken tree segments, etc.).

Request for Quotation

Rural Municipality of West River

Page 2 of 7

Appendix A (Continued)- Motion 2023-79

Fiona Salvage Harvest 2023 RI Mutter Park PID 227306

RFQ 2023-01

3. Ensure that all storm-damaged non-wind firm trees are salvaged. Hardwoods are to be salvaged to at least 6.4 cm (2.5 in.) minimum top diameter outside bark, small end; softwoods to be salvaged to 7.5 cm (3.0 in.) minimum top diameter outside bark, small end; poplar to be salvaged to 7.5 cm (3.0 in.) minimum top diameter outside bark, small end with the least amount of damage to the lands and roads on the property.
4. Repair any damage caused to the land and the roads during the removal of wood from the property.
5. Existing trails/roadways should be "opened up" when timber harvesting and ensure harvesting slash is not placed in existing trails.
6. All salvage harvesting activities should be implemented when soils are stable (dry, frozen) to prevent rutting.
7. Through the selection of appropriate harvest, extraction timing, load size of porters, and placement of slash for extraction trails, ensure that rutting of harvest sites is avoided. In the event that rutting or other damage that channels water flow occurs, implement erosion control measures to stop the erosion process. RMWR CP may specify brush mat layering or route selection to further minimize rutting.
8. Conform to Prince Edwards Islands Government Ecosystem-Based Forest Management Standards Manual 2018.
9. Ensure that stumps are cut to less than 15 cm (6 in.) in height, unless tree form makes this impossible, and then, stumps must be cut as close to the ground as sound silvicultural practice allows. For tipped or uprooted stumps, stumps must be tipped back or pulled out and placed flat on the ground.

Improper Harvesting Practices Deductions:

1. Large tops - fifty cents (\$ 0.50) for each 2.4 m (eight (8) foot) bolt with a small end diameter outside bark equal to or larger than specified in Salvage Harvest Agreement Specifications; in excess of twenty (20) per hectare.
2. High stumps - fifty cents (\$ 0.50) for each stump in excess of an average height of 15 cm (six (6) inches).

Request for Quotation

Rural Municipality of West River

Page 3 of 7

Appendix A (Continued)- Motion 2023-79

Fiona Salvage Harvest 2023 RJ Mutter Park PID 227306

RFQ 2023-01

3. Unless otherwise established in writing, ensure all harvesting and wood removal is to be completed no later than Feb.29th, 2024, or the Contractor shall forfeit the said contract. In the event that a different date is established in writing in the tender package, all harvesting and wood removal is to be completed by that date, or that Contractor shall forfeit the harvested wood left on site after _____, 2024. In addition, a penalty of \$100 per cord shall be assessed for each cord of harvested round wood that is left on site after _____, 2024.
4. Ensure that all trees marking the perimeter of the harvesting area, including those as corner points, shall be left standing.
5. Agree to suspend all work further to this Agreement upon receiving verbal or written notice to that effect from the contact person affiliated with RMWR.

When applicable:

1. Acknowledge that any wood stolen or taken from the property after the signing of this Agreement is not the responsibility of RMWR.
2. Acknowledge that the Contractor is allowed on the property for the purposes of carrying out the work only.
3. Acknowledge that the Contractor is required to fully comply with all terms and conditions of this Agreement, including the Schedules. In the event that the Contractor does not fully comply, RMWR shall carry out the remaining necessary work and tender an invoice to the Contractor for the cost of such work. The Contractor shall pay the amount of the invoice to RMWR within 60 days of receipt of the invoice. If the invoice is not paid within 60 days, RMWR may at its option, file with the Supreme Court of Prince Edward Island a judgment against the Contractor for the outstanding payment.

3 - Harvest (Salvage) Timber Agreement Specifications RJ Mutter Park Additional Treatment Instructions 2023/2024.

3.1 - Please also refer to Appendix A Access:

1. The proposed entrance is a temporary access point located on West River Rd., Rte. 9. Access points and any "woodyard/landing" is to be approved by RMWR.
2. Any mud/debris tracked onto the government road from truck traffic must be kept clean off.

Request for Quotation

Rural Municipality of West River

Page 4 of 7

Appendix A (Continued)- Motion 2023-79

Fiona Salvage Harvest 2023 RI Mutter Park PID 227306

RFQ 2023-01

3. Stumps removed during any road/ landing construction must be deposited in designated areas.
4. The contractor is responsible for obtaining any permits and for any site work required.
5. The woodyard/ landing must be levelled off and cleaned of any debris- by the contractor.

3.2 - Harvest Block A 9.36ac

The harvest boundary is marked with orange flags, except for the Southern Stream Management Zone (SMZ) boundary, which is marked with blue flags.

3.3 - Harvest Block B 0.30ac & 0.37ac

The harvest boundary is marked with pink flags in two separate blocks connected with red flag extraction trail access.

4 - Confidentiality

Each quote and all information, materials, and products included in a quote submitted for this project Submissions shall become the property of the Rural Municipality of West River and are irrevocable and open for acceptance by the Municipality until sixty (60) days after the RFQ closing.

5 - Conflict of Interest

Any potential conflict of interest must be disclosed to the Rural Municipality of West River in writing. Any conflict of interest identified will be considered and evaluated by the municipality. The municipality has the sole discretion to take the necessary steps to resolve the conflict.

6 - No Contractual Obligations or Claims for Compensation

The Rural Municipality of West River reserves the right to select any quote in the best interests of and best value for the Municipality. The lowest bidder does not necessarily need to be chosen. The Municipality reserves the right to reject any or all quotes. The Rural Municipality of West River reserves the right to cancel this Request for Quotation, in whole or in part, anytime without penalty or recourse by the bidder. The Municipality also reserves the right to amend or supplement this Request for Quotation.

Request for Quotation

Rural Municipality of West River

Page 5 of 7

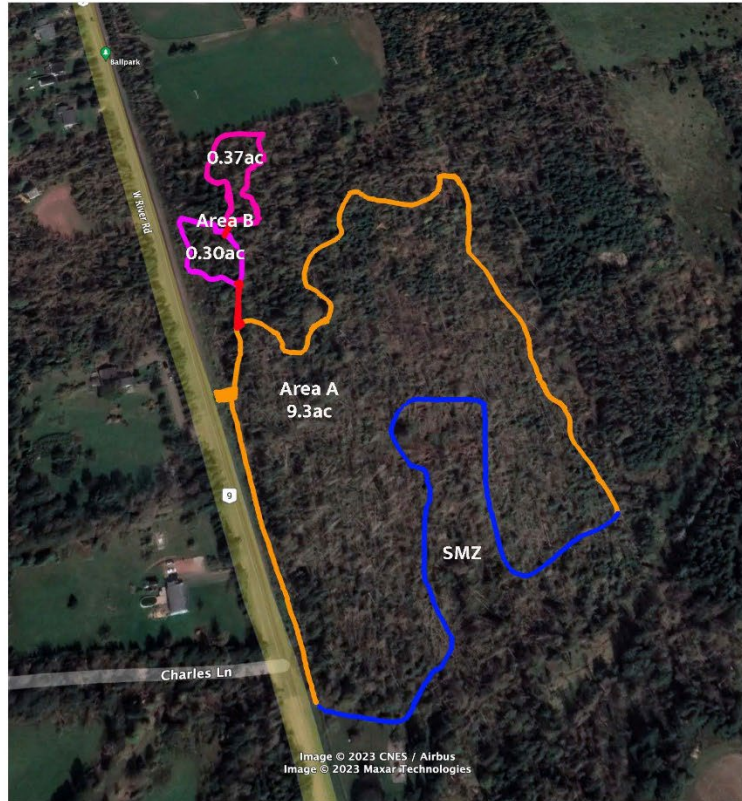
Appendix A (Continued)- Motion 2023-79

Fiona Salvage Harvest 2023 RJ Mutter Park PID 227306

RFQ 2023-01

Salvage Harvest Timber Agreement

Appendix A: Harvest Area 2023-24 RJ Mutter Park



Legend:

Proposed Landing	Orange Area
Cut-block A	Orange Flag
Cut-block B	Pink Flag
Extraction Trails	Red Flag
Stream Management Zone	Blue Flag

Request for Quotation

Rural Municipality of West River

Page 6 of 7

Appendix A (Continued)- Motion 2023-79

Fiona Salvage Harvest 2023 RJ Mutter Park PID 227306

RFQ 2023-01

RMWR Request for Quotation RFQ-2023-10 Contractor Quote Form

I _____ of _____ hereby submit a quote for the following Fiona Salvage Harvest as listed in the contractor bid form.

Note: All products harvested on each site will belong to the Contractor, provided that the terms and conditions of this agreement have been met. If completing the treatment will cost more than the Contractor is prepared to pay for the wood, a negative number should be shown in the Contractor quote form attached. A negative number in the Contractor Bid form will represent the amount of money the Contractor expects to receive from the RMWR to complete the prescribed harvesting.

Signature: _____

Address: _____

Phone: _____

Date: _____

Quote Closing Date: Quote must be received at the Rural Municipality of West River (RMWR) office or put in the RMWR's Dropbox, 1552 Rte. 19 (Afton Community Center) in a sealed envelope, no later than 1:00 P.M. Friday, Dec 22, 2023.

Highest or lowest or Any Quote not necessarily accepted by RMWR.

Note- The contractor agrees to maintain liability insurance, providing not less than \$2,000,000 coverage.

RFQ-2023-10	Quote Submission: RJ Mutter Park Fall 23-24	
Location	PID	Quote Price (\$)
Salvage Harvest Area A	227306	_____
Salvage Harvest Area B	227306	_____
	Total Quote Amount (\$)	_____

Appendix A - Motion 2023-80

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 A (Continued)- Motion 2023-80

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 A (Continued)- Motion 2023-80

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 A (Continued)- Motion 2023-80

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 A (Continued)- Motion 2023-80

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 A (Continued)- Motion 2023-80

IN WITNESS WHEREOF, the parties below agree to the terms stated above and hereto have executed this Agreement by their duly authorized representatives:

Approved by (print name): _____
Title: _____
Signature: _____
Date: _____

Approved by (print name): Andrew Wall
Title: Vice President
Service Provider: Colliers Project Leaders Inc.

Signature: _____
Date: October 16, 2023

Document #: P0800-1592835758-5627 (1.0)

Appendix A - Motion 2023-81

Canada Chair Company		QUOTE	
90 Shelborne Avenue	info@CanadaChair.com	Date:	11/7/2023
Toronto, ON	www.CanadaChair.com		
M5N 1Z3	ph: 416 787 1709		
GST Reg#866596984	f: 289 475 5036		

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 A - Motion 2023-84

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.: 13
Date: November 14, 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		\$	78,300.00
CO #7: Add well pump		\$	2,700.00
CO #8: Painting		\$	<u>35,000.00</u>
	Sub-total to C.O.#8	\$	382,594.00
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
5.	Ramp materials increase	\$	3,250.00
6.	Insurance extension increase	\$	5,006.10
7.	See CO #11		
8.	Replace gutters and downspouts	\$	5,400.00
9.	Credit sold used items	(-) \$	<u>820.00</u>
	Sub-total C.O.#9	\$	117,645.02

Appendix A (Continued)- Motion 2023-84

Standard Construction Document CCDC 2 2020

CO #10: Asphalt parking lot	\$	57,500.00
1. Asphalt increase	\$	<u>15,356.00</u>
Sub-total C.O. 10	\$	72,856.00
 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, Sub-total C.O. 11, Sub-total C.O. 11	\$	4,500.00
 CO # 12: LVT flooring for the Lower Floor, Sub-total C.O. 12	\$	<u>14,100.00</u>
Previously Revised Contract amount	\$	864,636.02
 CO # 13: Add propane tank pad for generator	\$	4,294.76
Revised Contract Amount	\$	868,930.78
 The contingency allowance is increased/decreased by the sum of \$ <u>N/A</u>		
The Contract Price is increased by the sum of	\$	4,294.76
The Contract Time is <u>increased</u> /decreased by <u>0</u> Working Days		

Recommended by the Consultant

<u>Wil Lawrence, Principal WDLA</u>	_____	<u>November 14, 2023</u>
<i>name and title of person signing</i>	<i>signature</i>	<i>date</i>

Approved by the Owner

<u>Laala Jahanshahloo - CAO</u>	_____	_____
<i>name and title of person signing</i>	<i>signature</i>	<i>date</i>

Approved by the Contractor

<u>Ridgeline Construction Ltd.</u>	_____	<u>Nov 15/23</u>
<i>name and title of person signing</i>	<i>signature</i>	<i>date</i>

Appendix 10.1



Minister of Health and Wellness
Government of Prince Edward Island
Shaw Building
95-105 Rochford Street
Charlottetown, PE C1A 7N8
North 4th Floor

November 27, 2023

Dear Minister McLane,

I am writing to you on behalf of the Rural Municipality of West River to express our concerns regarding an unsightly property located at #698 Rte. 19, Meadow Bank (PID # 491928). This unsightly property is an ongoing issue that started before the West River municipal amalgamation in September 2020. It was initially brought to the attention of the former Council of Meadowbank, followed by the Interim Council of the Rural Municipality of West River. The municipality and its residents have explored all the possible avenues under the Unsightly Property Act. However, no corrective action has been taken to solve this problem so far.

The unsightly property has become a haven for rodents and other pests. I wrote a letter to the Minister of Environment, Energy and Climate Action regarding this issue, and the Honourable Minister suggested that our concern regarding rodents falls under the mandate of the Environmental Health Division, Department of Health and Wellness. This unsightly property has been having a detrimental effect on the environmental health as well as values of the surrounding properties. I respectfully ask you as the Minister of Health and Wellness to give your kind attention to this matter. I will be waiting for your response and quick action.

Sincerely,

Helen Smith-MacPhail
Mayor

1552-B Rte. 19, New Dominion, PE C0A 1H6 · 902-675-7000

westriverpe.ca