

**Town of North Rustico, PEI**  
**Meeting Minutes**  
**Special Council Meeting**  
**November 16<sup>th</sup>, 2020 at 9:00AM**

**PRESENT:** Mayor Heather McKenna, Councilors Les Standen, Donna Coll, Patsy Doucette, CAO Patsy Gamauf, Deputy CAO Marley Doucette, and Administrative Assistant Kristen Dennis

**REGRETS:** Councilors Janine Doucette, Stephanie Moase and Michelle Pineau

**OTHERS:**

---

**1. CALL TO ORDER**

Mayor Heather McKenna calls the meeting to order at 9:15AM.

**2. APPROVAL OF THE AGENDA**

It was moved by Councilor Les Standen and seconded by Councilor Donna Coll that the agenda be approved as presented.

**(2020-11-05) CARRIED (3-0)**

**3. DISCLOSURE OF CONFLICT OF INTEREST**

There was none.

**4. ITEMS TO BE DICUSSED**

**I. AWARD STEEL TENDER FOR ARENA PROJECT**

It was moved by Councilor Les Standen and seconded by Councilor Patsy Doucette that the Town of North Rustico awards Alliance Building Contractors who are the lowest bidder and have a good reputation in the amount of \$2,470,000.00.

**(2020-11-06) CARRIED (3-0)**

**II. AWARD REFRIGERATION EQUIPMENT TENDER FOR ARENA PROJECT**

It was moved by Councilor Les Standen and seconded by Patsy Doucette that the Town of North Rustico awards Thermal Care who was the lowest bidder in the amount of \$391, 676.91 Canadian.

**(2020-11-07) CARRIED (3-0)**

### III. FINANCIAL SUPPORT FOR RUSTICO/NORTH RUSTICO CHRISTMAS ADVERTISING

Cao Patsy Gamauf explained that Arnold Smith has contacted the office to inquire if the Town would like to make a contribution to a newspaper ad in The Buzz for \$1200 total. The purpose of the ad is to promote people to come in Rusticoville and North Rustico.

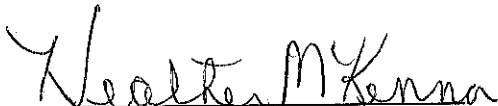
It was moved by Councilor Les Standen and seconded by Councilor Patsy Doucette that the Town of North Rustico gives \$500 to support the Christmas advertising for Rusticoville and North Rustico.

**(2020-11-08) CARRIED (2-1)** Councilor Donna Coll voted nay.

### 6. ADJOURNMENT

It was moved by Councilor Patsy Doucette and seconded by Councilor Les Standen that the meeting be adjourned at 9:30AM.

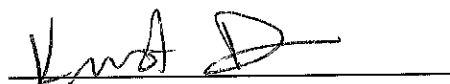
**(2020-11-09) CARRIED (3-0)**

  
\_\_\_\_\_  
Mayor Heather McKenna

Nov. 30, 20  
Date

  
\_\_\_\_\_  
CAO Patsy Gamauf

Nov 30 / 20  
Date

  
\_\_\_\_\_  
Minutes Prepared by  
Administrative Assistant  
Kristen Dennis

Nov. 30 / 20  
Date

**MEMORANDUM**

**TO:** JIM CAIN **COMPANY:** FIRLAND MANAGEMENT  
**FROM:** I.B. STOREY INC.  
**SUBJECT:** 20-024-T1 AWARD RECOMMENDATION  
**DATE:** 10-NOV-2020

The tender for the North Star Arena and Wellness Centre project for the supply of Refrigeration Equipment (20-024-T1) has closed and Thermal Care has offered the lowest price for the supply of the equipment at **\$298,005**. I.B. Storey Inc. recommends awarding to Thermal Care and providing a purchase order (PO) to ensure the units are on order to meet project timelines.

Two bids were received for supplying the refrigeration equipment, one from Lowther Refrigeration and another from Thermal Care. Both bids were found to be compliant with the tender documents and a comparison of the bid amounts is included below:

20-024-T1 Bids		
Supplier	Price (USD)	Difference
Lowther	\$322,254	\$24,249
Thermal Care	\$298,005	-

Can \$  
 423,548.10  
 391,676.91  
 -----  
 31,871.19 (difference)

The table on the next page has been generated to summarize the payment terms. To meet critical project timelines, the initial down payment deposit of \$89,401.50 must be provided to ensure scheduled delivery of the equipment.



# COLES

Architecture + Engineering + Project Management

85 Fitzroy Street  
PO Box 695  
Charlottetown, PE  
C1A 1R6

Tel (902) 368-2300  
Fax (902) 566-3768  
[www.colesassociates.com](http://www.colesassociates.com)  
Email: [info@colesassociates.com](mailto:info@colesassociates.com)

12 November 2020

**Via Email: [pgamauf.northrustico@gmail.com](mailto:pgamauf.northrustico@gmail.com)**

Town of North Rustico  
106 Riverside Drive, PO Box 38  
North Rustico, PE, C0A 1X0

**Attention: Ms. Patsy Gamauf, Chief Administrative Officer**

Dear Patsy:

**Re: North Star Arena & Wellness Centre, Contract #1 Prefabricated Structural Steel.**

The bid submissions for the above project were received on Tuesday, 10 November 2020, and the received bid amounts are summarized as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Alliance Building Contractors	\$2,470,000.00 (HST Excluded)
Wellington Construction Ltd.	\$2,549,500.00 (HST Excluded)
FitzGerald and Snow (2010) Ltd.	\$2,822,000.00 (HST Excluded)
Eascan Building Systems	\$3,075,000.00 (HST Excluded)

As requested following the tender closing, we contacted the two (2) lowest Bidders and confirmed the following information:

<b>Contractor</b>	<b>Steel Supplier</b>	<b>Panel Supplier</b>
1. Alliance Building Contractors ✓ ABC Contractor Comments:	Steelway Building Systems Falk was intended for the panels, but depending on time lines, ABC may use Norbec on walls. ABC also indicated they may reach out to WM&M to be used as "own forces".	Falk Panels Canada Ltd.
2. Wellington Construction Ltd. WCL Contractor Comments:	Steelway Building Systems Their schedule was as submitted, but WCL would try and improve on schedule depending on time of Contract Award and the Steel Suppliers shop drawing review timelines.	Falk Panels Canada Ltd.

Please be advised that we have reviewed the received bids and find the low bid documents to be in order. Although we have no previous experience with the low bidder Alliance Building Contractors, we did make enquires at the Construction Association of Prince Edward Island (CAPEI), who confirmed they are in good standing with CAPEI and as well with the Construction Association of New Brunswick. Also a review of previous projects completed, as listed on their website, shows project experience in projects of a similar scope.

Based on our review, we recommend that the construction contract for the North Star Arena & Wellness Centre, Contract #1 Prefabricated Structural Steel project be awarded to Alliance Building Contractors in the amount of their received bid of \$2,470,000.00 (HST Excluded).

If you have any questions, please contact the undersigned.

Yours very truly,



Coles Associates Ltd.

Per: Scott MacNeill, AAPEI  
Principal, Director of Architecture

CC: Mr. Jim Cain, Firland Management (Via Email)  
Mr. Nazmi Lawen, Coles Associates Ltd (Via Email)  
Mr. Douglas Coles, Coles Associates Ltd (Via Email)  
Mr. Roland Gallant, Coles Associates Ltd. (Via Email)

SDM/tjem

**Town of North Rustico, PEI**  
**Meeting Minutes**  
**Regular Council Meeting**  
**Monday, November 30<sup>th</sup>, 2020 at 7PM**

**PRESENT:** Mayor Heather McKenna, Councilors Les Standen, Patsy Doucette, Michelle Pineau, Donna Coll, Stephanie Moase and Janine Doucette

Staff: CAO Patsy Gamauf, Deputy CAO Marley Doucette and Administrative Assistant Kristen Dennis

Regrets:

**OTHERS:** 1 resident

---

**1. CALL TO ORDER**

Mayor Heather McKenna called the meeting to order at 7:00PM.

**2. APPROVAL OF THE AGENDA**

It was moved by Councilor Les Standen and seconded by Councilor Janine Doucette that the agenda for November 30<sup>th</sup> be adopted as presented with the following additions:

- Boardwalk Benches Councilor Donna Coll
  - In Camera CAO Christmas Bonus CAO Patsy Gamauf
- (2020-11-10) CARRIED (6-0)**

**3. DISCLOSURE OF CONFLICT OF INTEREST**

There was none.

**4. APPROVAL OF MINUTES**

It was moved by Councilor Janine Doucette and seconded by Councilor Patsy Doucette that the minutes of the Committee of Council Meeting held on November 9<sup>th</sup>, 2020 be adopted as presented.

**(2020-11-11) CARRIED (6-0)**

It was moved by Councilor Patsy Doucette and seconded by Councilor Donna Coll that the minutes of the Special Council Meeting held on November 16<sup>th</sup>, 2020 be adopted as presented.

**(2020-11-12) CARRIED (6-0)**

**4.1 BUSINESS ARRIVING FROM THE MINUTES**

## 5. PRESENTATIONS OR DELEGATIONS TO COUNCIL

## 6. COMMITTEE REPORTS

### Fire Department Liaison—Deputy Mayor Les Standen

Deputy Mayor Les Standen wanted to thank the Fire Department for the invitation of Council and staff to their Christmas Banquet as well as a large thank you to all of the Department and its members for all their hard work.

### North Star Arena Replacement Update- CAO Patsy Gamauf

CAO Patsy Gamauf explained to Council that tenders are being worked on, the steel and refrigeration equipment has been award at our Special Council meeting on November 16<sup>th</sup>, 2020. There will be more tenders to come shortly as well as more meetings to come. CAO Patsy Gamauf will keep the Council up to date.

### Fill the Jar Capital Campaign Update- CAO Patsy Gamauf

CAO Patsy Gamauf explained that we now have the large Fill the Jar Campaign presentation cheque. We are scheduled to have two people doing cheque presentations this week and we have others in the works, just waiting to sign paperwork. We have a clothing fundraising drive on the go. Deputy CAO Marley Doucette will place it in the upcoming newsletter. There is also a raffle draw taking place in December. Tickets are \$2 each or 3 for \$5.

### Community Navigator Steering Committee-Councilor Stephanie Moase

Councilor Stephanie Moase explained that she went to a couple more meetings and it is an interesting group to work with. They are great to help each other and bounce ideas back and forth. They are doing fresh air Fridays where newcomers come to individual communities and get to know each other. This Friday, December 4<sup>th</sup>, 2020 the walk is taking place in North Shore.

### Retail Spaces – Councilor Donna Coll

Councilor Stephanie Moase stated she is starting to look at all the shops and seeing when their renewal dates are coming up. She is pleased to inform Council that Councilor Donna Coll has joined the retail spaces committee. Stephanie and Donna will go over all the information and renewal dates and bring it back to Council.

## 7. REQUEST FOR DECISION

### **2020-27 Fire Rate Increase Potential**

It was moved by Council Les Standen and seconded by Councilor Donna