



## Town of Borden-Carleton

July 12, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

### **1. CALL TO ORDER:**

### **2. DISCLOSURE OF CONFLICT OF INTEREST**

Part VI, Section 23 of the Municipalities Act, which maintains that

*No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.*

Declaration(s) - \_\_\_\_\_

### **3. ADOPTION OF THE AGENDA**

### **4. APPROVAL OF PREVIOUS MINUTES:**

4.1 REGULAR MEETING, June 14, 2022

### **5. COMMITTEE REPORTS:**

5.1 Police Report

5.2 Fire Report:

5.3 Recreation Director's Reports:

5.4 Properties and Planning Report:

5.5 Finance and Administration Report:

5.51 Cash Flow Report June 2022

5.52 Disbursement Listing June 2022

5.6 Public Works/ Streets and Lights Report:

5.7 Water and Sewer Report:

### **6. EXTERNAL REPORTS:**

6.1 BADC Report:

6.2 Destination Borden-Carleton:

### **7. CORRESPONDENCE**

#### INFORMANTION ITEMS:

7.1 Anne & Gilbert The Musical – giving the Town two free tickets to you as a fundraiser

7.2 Municipal Affairs – June 2022 Newsletter

7.3 Occupational Health & Safety – Safety Inspection Report

7.4 Pride PEI-Requesting the Rainbow flag be flown during Pride Week – July 16-July 24

7.5; 7.6; 7.7 Transportation & Infrastructure – The project review committee has approved use of the Canadian Building fund to finance both the Read Road and Carleton St Sewer projects

7.8 Transportation & Public Works – Letter from Alan Aitkens assisting in resources available to determine private roads in the province.

**ACTION ITEMS**

7.9 FPEIM- Inviting input to the draft Electric Kick Scooter Regulations.

**8. UNFINISHED BUSINESS**

8.1 Housing Development Update

8.1.1 Memo from CAO – Housing Developments Update

8.2 Trail Development Project

8.4 Request to Province to Take Over Town Roads

**9. NEW BUSINESS**

9.1 First Reading Revised Tax Refund Policy

9.2 Resolution – Use of Gas Tax for Zamboni Project

9.3 WSP- Proposal for Engineering Services Re; Read Road Sewer Project

9.4 Community of Miscouche -Offer to sell Snow Blower to the Town

9.5 CBCL – Well Services Plan

**10. IN CAMERA -MGA Section 119**

MGA 119(d) Human Resource Matters (Council/Staffing)



## Town of Borden-Carleton

### Minutes

June 14, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

**PRESENT:** Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn, Councillor Barb Wood, Councillor Nicole Arsenaault, Councillor Eric Stewart, Councillor Larry Allen

**Absent:** Councillor Laurel Palmer-Stewart

**ALSO, PRESENT:** Chief Administrative Officer Jim Wentzell

#### **1. CALL TO ORDER:**

The meeting was called to Order by Mayor Charles Mackenzie at 7:00pm (It was noted that prior to the meeting, photographs were taken of Mayors/Chair Fred Leard, Dean Sexton and Charles Mackenzie as well as photographs of the current Council.)

#### **2. DISCLOSURE OF CONFLICT OF INTEREST**

Part VI, Section 23 of the Municipalities Act, which maintains that

*No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.*

No one declared a Conflict of Interest for this meeting.

#### **3. ADOPTION OF THE AGENDA**

**It was duly moved and seconded that the agenda, as presented be adopted.**

Moved by Councillor Larry Allen, seconded by Deputy Mayor Randy Ahearn

CARRIED 5-0

#### **4. APPROVAL OF PREVIOUS MINUTES:**

**It was duly moved and seconded that the minutes of the May 10 2022 regular Council meeting be adopted as amended.**

Moved by Councillor Nicole Arsenaault, seconded by Councillor Barb Wood.

CARRIED 5-0

## 5. COMMITTEE REPORTS:

**Police Report:** Reports included in package. Councillor Nicole Arsenault presented the Police Reports for May 2022 as submitted by the RCMP.

**It was duly moved and seconded that the Police Reports for May be accepted as presented**

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

CARRIED 5-0

### **Fire Report:**

Councillor Nicole Arsenault presented the Fire Chief's Report for the month.

**It was duly moved and seconded that the Fire Chief's report for May be accepted as presented**

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

CARRIED 5-0

**It was duly moved and seconded that Herbert Pailza be appointed as a Volunteer Firefighter with the Borden & Area Fire Dept**

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

CARRIED 5-0

**Recreation/Arena Reports:** Report included in package. Councillor Larry Allen presented the Recreation Director's for the month of May 2022

**It was duly moved and seconded that the Recreation Director's Report be accepted as presented.**

Moved by Councillor Larry Allen, seconded by Councillor Barb Wood.

CARRIED 5-0

### **Properties and Planning Report:**

There was no report received for the month.

**Finance and Administration Report:** Report included in Package

**5.51 Cash Flow Report April 2022**

**5.52 Disbursement Listing April 2022**

**5.53 Sale of Used Zero Turn Mower**

Councillor Eric Stewart presented the CAO & Finance Report for May

Included in the report was a list of cheques and disbursements for the month of May totaled:

Town           \$ 61,844.88

Arena           17,133.35

Utilities       15,650.05

The CAO reported that the old Zero Turn Mower was sold to the highest bidder in the amount of \$1,095 plus GST

**It was duly moved and seconded that the Finance and CAO's report be accepted as presented**

Moved by Councillor Eric Stewart, seconded by Councillor Nicole Arsenault

CARRIED 5-0

**Public Works/ Streets and Lights Report:**

Councillor Barb Wood gave a verbal report on the activities of the Public Works/Streets and Lights Committee

**It was duly moved and seconded that the Public Works/Streets and Lights Committee Report be accepted as presented.**

Moved by Councillor Barb Wood, seconded by Councillor Larry Allen.

CARRIED 5-0

**Water and Sewer Report:**

Deputy Mayor Randy Ahearn presented the Water/Sewer Report for the month. It was noted that the Water Tower upgrade project was scheduled to start June 20, 2022

**It was duly moved and seconded that the Water/Sewer Report be accepted as presented.**

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Larry Allen

CARRIED 5-0

## **6.0 EXTERNAL REPORTS:**

**BADC Report:**

Councillor Barb Wood gave a verbal report on the activities of the BADC for the past month.

**Destination Borden-Carleton:**

No report was received.

**INTACT INSURANCE RISK MANAGEMENT REPORT**

The Town's insurers Intact Insurance provided a risk assessment report on various Town facilities with recommendations. The CAO reported that the deficiencies outlined in the report would be corrected before the end of June.

Council agreed that the Boat at the Rail Park be closed off for public access as it does not meet CAA standards.

**Audit Report Gas Tax Expenditures 2021-22**

Circulated to Council was the Auditor's Report on the Gas Tax fund and the Gas Tax expenditures for 2021-22

**7. CORRESPONDENCE**

**INFORMANTION ITEMS:**

7.1 Borden-Carleton Newsletter --June 2022

7.2 Health PEI -Advising of Arena Support Grant for 2022 in the amount of \$8,500

7.3 Municipal Affairs – Advising receipt of the Town's Code of Conduct Bylaw that was adopted by Council on Feb 11, 2020

7.4 Municipal Affairs – May 2022 Newsletter

7.5 PEI Infrastructure Secretariat -Funding Approval Carleton St & Read Rd Sewer Projects

7.6 Public School Branch – Advising that Quianna Harvey has been awarded the G C Bell Scholarship for 2022

**ACTION ITEMS**

**8. UNFINISHED BUSINESS**

**Housing Development Update**

**Memo & email from CAO – Housing Developments Update**

The CAO reviewed with members of Council the status of the various proposed developments for the Town.

**Trail Development Project**

It was reported that due to issues with wetlands and not able to obtain easements over all the properties the proposed Trail will now extend from the Beach Road near the Lagoons to the Rail Park.

**Request to Province to Take Over Town Roads**

The CAO stated there was nothing to report at the meeting in respect to the Town's request for the province to take over the Town's streets.

## **9. NEW BUSINESS**

### **Development Permit Application** – D P Murphy Inc (Landscaping Only)

**It was duly moved and seconded that the Council approve the issuing of a development permit to – D P Murphy Inc for landscaping only of PID# 686592.providing that no mounds of material be left on the lot.**

Moved by Councillor Nicole Arsenault, seconded by Councillor Larry Allen,

CARRIED 5-0

### **Quotations – New Ice Re-surfacer & Ice Edger**

**It was duly moved and seconded that the Council approve the purchase of a Propane Zamboni 446 Ice Re-surfacer for the Gateway Arena from Saunders Equipment at a cost of \$116,473.10 plus HST**

Moved by Councillor Larry Allen, seconded by Councillor Barb Wood

CARRIED 5-0

**It was duly moved and seconded that the Council approve the purchase of a Propane Zamboni Power Edger for the Gateway Arena at a cost of \$5,844.25 plus HST less \$500 trade in of the town's old ice edger.**

Moved by Councillor Larry Allen, seconded by Councillor Nicolle Arsenault

CARRIED 5-0

### **Discussion – Tax Refund Policy**

The CAO circulated to members of Council a draft revised Town of Borden-Carleton Municipal Residential Property Tax Incentive Policy as well as information on the present and past policy.

He sought clarification on two aspects of the policy on eligibility as it pertains to cottages used as a year-round residence (illegally) and when residences are used as a short-term rental for a portion of the year.

The revised policy will be considered by Council at the July 12<sup>th</sup> Council meeting.

## **10. IN CAMERA -MGA Section 119- Human Resource Matters (Council/Staff)**

**It was duly moved and seconded that Council Go into Camera**

Moved by Councillor Eric Stewart, seconded by Councillor Nicole Arsenault

CARRIED 5-0

**Council went into Camera at 9:15pm**

**Council Returned to Open Session at 9:40 pm**

There being no further business to come before the meeting, the meeting adjourned at 9:40 pm

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Mayor Charles Mackenzie

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CAO Jim Wentzell



**BORDEN-CARLETON  
MAYOR'S  
POLICING REPORT  
June, 2022**

**East Prince RCMP Detachment  
“L” Division  
Prince Edward Island**

Prince District RCMP Members have reported 189 hours providing policing services to the Town of Borden-Carleton, during the month of June 2022.

A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to local community and school activities.

Three Summary Offence Charges were issued under the Provincial Highway Traffic Act, in Borden- Carleton.

Ten Criminal Record Checks were completed for residents of Borden-Carleton, this past month.

OCCURRENCES	June 2022
Abandoned Vehicle	1
Animal Calls	1
Assistance to General Public	1

Traffic Violations	4
Mischief – Damage to Property	1
Theft Under \$5000	1
Traffic Collision	1
Traffic Checkstop	1
<b>Total Calls for Service</b>	<b>11</b>

<b>Highway Traffic Act Violations</b>	<b>June 2022</b>
Speeding Charges	1
Driving Without Due Care and Attention	1
Non-Moving Charge	1

On June 4<sup>th</sup>, 2022, at approximately 5:30 PM, a Member of East Prince RCMP conducted radar enforcement on the Dickie Road in Borden-Carleton. Vehicles were checked for violations under the Provincial Highway Traffic Act, and one Charge for Driving without Due Care and Attention, was issued as a result.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

A handwritten signature in black ink, appearing to read "Neil Logan".

Acting S/Sgt. Neil Logan

District Commander

Prince District RCMP

902-436-9300

# **RECREATION DEPT**

**Report to Council, Tuesday July 12<sup>th</sup>**

## **Canada Day**

Canada Day was once again a great success. Thank you to everyone who helped out in anyway, it would not have been possible without each and everyone of you.

Congratulations to the town award winners; Debbe Hinchey – Citizen of the Year, Mary MacDonald-Pickering – Most Improved Property and Paul Murphy – Neighbour of the Year. Very well deserved to each of you.

Thank you to our sponsors; Ceretti's Grocery and Hardware, Atlantic Aqua Farms, Strait Crossing Ltd, Master Packaging, Cows and Atlantic Beef Products. We appreciate your generosity!

## **Summer Camp**

Summer Camp started on July 4<sup>th</sup>. This year we have themes for each week as well as scheduled events and activities. We had a great first week with the arrival of one of our two new inflatables as well as a good amount of new equipment.

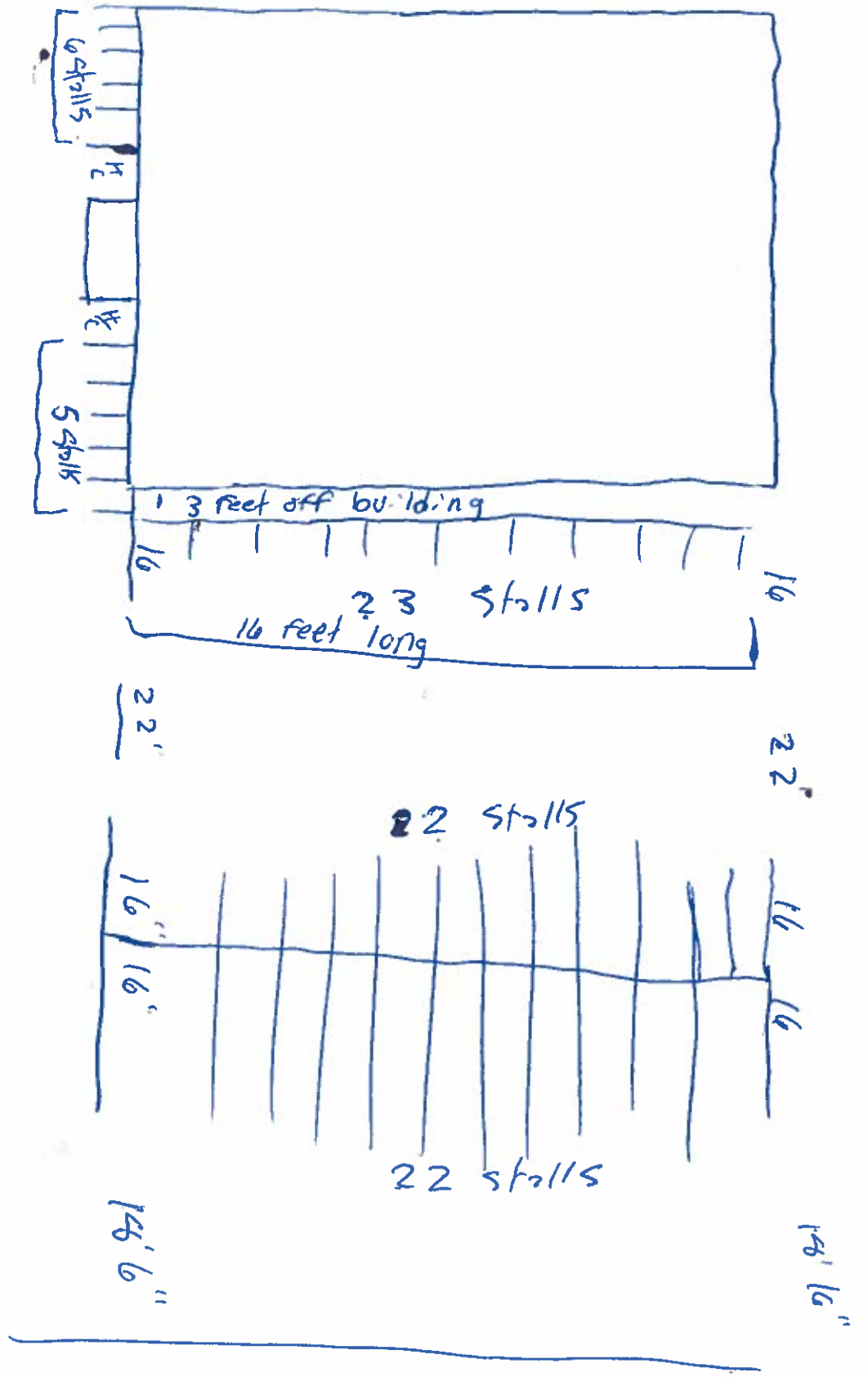
We have four staff members this year for the camp. Shannon Nicks, Trinity Somers, Sydney Howatt and Spencer Perry.

## **Ball Field Fencing**

The tender has been sent out for companies to bid on to replace the fencing at the ball field. The bidding closes on July 15<sup>th</sup>.

## **Zamboni**

We have ordered our new Zamboni from Saunders Equipment. They are estimating it will be here in December. We will be meeting next week with Kinkora to discuss the purchase of the Olympia.



15-18

stalls maybe more



With the lines taken off!

## FINANCIAL REPORT FOR JUNE 2022

*Below is a Cash Flow, Cash Balance and Loan Balance Report.*

We monitor all accounts on a regular basis to prevent any overdraft charges

### TOWN OF BORDEN-CARLETON CASH FLOW REPORT

June 30 2022

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	13,386	21,925	10,076	25,235
TOWN	122,070	105,223	118,107	109,186
UTILITIES	93,619	5,915	14,825	84,709
<b>Total Cash Flow</b>	<b>229,075</b>	<b>133,063</b>	<b>143,008</b>	<b>219,130</b>

ACTIVITY APRIL 2022 RESERVES	Opening	Deposits	EFT Payments	Closing
	Balance			Balance
Gas Tax ACCT	789,197	66		789,263

ACTIVITY APRIL 2022 LOANS	Opening	Deposits	EFT Payments	Closing
	Balance			Balance
Fire Truck 71-9	120,519		1,667	118,852
Sewe 72-9	462,322		2,627	459,695
Sewer Mains 74-9	69,420		278	69,142
Storm Drains 75-9	69,420		278	69,142
Water/Sewer 79-9	315,005		1,493	313,512
<b>Total Loans Outstanding</b>	<b>1,036,686</b>	<b>0</b>	<b>6,343</b>	<b>1,030,343</b>

#### Deposits & Bill Payments

We balance Cash and make deposits daily. This includes the Town, Utilities and Arena including the Canteen

We issue cheques and Transfer payments every two weeks on the same week Payroll is completed. This ensures all bills are paid on time.

Debit Card expenses realized as funds are transferred to the Debit Card Account

Credit Card expenditures realized monthly when paid out of the Town account

We ensure no account endures overdraft charges

**Town of Borden-Carleton**

**Cheque Log for 1001 Credit Union Current Account from Jun 01, 2022 to Jun 30, 2022**

**Statement of Cheques Issued and Expenses Paid online**

<b>Cheque No.</b>	<b>Cheque Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque Date</b>
16533	Payroll	Wentzell, Jim	1,772.97	Jun 03, 2022
16534	Payroll	Wentzell, Alicia	1,226.84	Jun 03, 2022
16535	Payroll	Gallant, Arthur	1,115.75	Jun 03, 2022
16536	Payroll	Bernard, Holly	1,492.77	Jun 03, 2022
16537	Payroll	Bernard, Dennis	1,355.27	Jun 03, 2022
16538	Payment	Ahearn, Randy	197.08	Jun 01, 2022
16539	Payment	Allen, Larry	197.08	Jun 01, 2022
16540	Payment	Bernard Arsenault, Nicole	197.08	Jun 01, 2022
16541	Payment	Holly Bernard	70.00	Jun 01, 2022
16542	Payment	Mackenzie, Charles	252.08	Jun 01, 2022
16543	Payment	Palmer Thompson, Laurel	197.08	Jun 01, 2022
16544	Payment	Stewart, Eric	177.08	Jun 01, 2022
16545	Payment	Wood, Barb	197.08	Jun 01, 2022
16557	Payment	Prince Edward Island Potato Board	1,006.25	Jun 01, 2022
16558	Payroll	Wentzell, Jim	1,772.97	Jun 17, 2022
16561	Payroll	Wentzell, Alicia	1,213.17	Jun 17, 2022
16562	Payroll	Bernard, Holly	1,492.77	Jun 17, 2022
16563	Payroll	Henry, Laurie	901.09	Jun 17, 2022
16564	Payroll	Gallant, Arthur	1,115.75	Jun 17, 2022
16565	Payroll	Perry, Frankie	960.37	Jun 17, 2022
16566	Payroll	Ranahan, Arthur	163.51	Jun 17, 2022
16567	Payment	Recreation PEI Inc.	110.00	Jun 15, 2022
16568	Payment	Federation PEI Municipalities	103.50	Jun 15, 2022
16569	Payment	REXEL CANADA ELECTRICAL INC.	39.09	Jun 15, 2022
16570	Payment	Good Equipment	125.94	Jun 15, 2022
16571	Payment	Green Diamond Equipment	164.23	Jun 15, 2022
16572	Payment	MINISTER OF FINANCE.	49,143.50	Jun 15, 2022
16573	Payment	MRSB Chartered Accountants	914.25	Jun 15, 2022
16574	Payment	Callbeck's Home Hardware	744.22	Jun 15, 2022
16575	Payment	Advance Rentals	206.08	Jun 15, 2022
16576	Payment	Xerox Canada LTD	41.24	Jun 15, 2022
16577	Payroll	Bernard, Dennis	1,426.99	Jun 17, 2022
16578	Payment	Medacom Atlantic Inc.	261.63	Jun 16, 2022
16579	Payroll	Bernard, Holly	1,492.77	Jun 28, 2022
16588	Payment	PEI Inflatables Inc.	1,293.75	Jun 28, 2022
16589	Payment	John Gosse	600.00	Jun 28, 2022
16590	Payroll	Wentzell, Alicia	1,261.02	Jun 30, 2022
16591	Payroll	Gallant, Arthur	1,164.15	Jun 30, 2022
16592	Payroll	Howatt, Sydney	664.69	Jun 30, 2022
16593	Payroll	Nicks, Shannon	1,221.37	Jun 30, 2022
16594	Payroll	Perry, Frankie	1,079.68	Jun 30, 2022
16595	Payroll	Henry, Laurie	1,020.88	Jun 30, 2022



16596	Payroll	Wentzell, Jim	1,772.97	Jun 30, 2022
16597	Payroll	Ranahan, Arthur	163.51	Jun 30, 2022
16598	Payment	Alicia Wentzell	99.67	Jun 30, 2022
16599	Payment	Orkin Canada	40.25	Jun 28, 2022
16600	Payment	Par-T-Perfect PEI	525.50	Jun 30, 2022
16601	Payroll	Bernard, Dennis	1,494.74	Jun 30, 2022
16602	Payment	Michael William & Mary Elizabeth Fraser	596.78	Jun 28, 2022
16603	Payment	ADL Foods	290.56	Jun 28, 2022
16604	Payment	Dan's Muffler Inc.	196.65	Jun 28, 2022
16605	Payment	Advance Rentals	74.70	Jun 28, 2022
16606	Payment	Callbeck's Home Hardware	49.58	Jun 28, 2022
16607	Payment	REXEL CANADA ELECTRICAL INC.	33.34	Jun 28, 2022
16608	Payment	Spring Valley Building Centre LTD	80.48	Jun 28, 2022
16609	Payment	Prince Country Trophy	106.95	Jun 28, 2022
16610	Payment	Par-T-Perfect PEI	525.50	Jun 28, 2022
	<b>Total Town Cheques issued June 2022</b>		<b>86,204.20</b>	
J352	BS	CU CHARGES	84.95	Jun 30, 2022
J289	EFT ME	Maritime Electric	243.85	Jun 20, 2022
J290	EFT ME	Maritime Electric	255.12	Jun 16, 2022
J236	EFT RWAM	RWAM Insurance Adminstrators Inc	340.66	Jun 01, 2022
J285	EFT EL	Eastlink	465.44	Jun 14, 2022
J283	EFT IE	Irving Energy Distribution & Marketing	2,048.17	Jun 14, 2022
J235	EFT Taxes	Provincial Treasurer of PEI	6,200.95	Jun 02, 2022
J282	EFT RG	Receiver General for Canada	7,174.85	Jun 14, 2022
EFTCC	EFT CC	Consolidated Credit Union -VISA	951.05	Jun 08 2022
EFT LOAN	Online	Loan Payment 71 - Fire truck	2,070.49	Jun 18 2022
EFT LOAN	Online	Loan Payment - 75 Storm Drains	521.25	Jun 18 2022
	<b>Online Payments Town June 2022</b>		<b>20,356.78</b>	
	<b>TOTAL ALL PAYMENTS TOWN June 2022</b>		<b>106,560.98</b>	

## Gateway Arena

### Cheque Log for 1001 Credit Union Current Account from Jun 01, 2022 to Jun 30, 2022 Statement of Cheques Issued and Expenses Paid online

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6205	Payment	ADL Foods	99.24	Jun 01, 2022
6206	Payment	Superior Sanitation	1,002.80	Jun 16, 2022
6207	Payment	Orkin Canada	68.20	Jun 16, 2022
6208	Payment	PERRY GLASS INC.	319.13	Jun 28, 2022
<b>Total Arena Cheques issued June 2022</b>			<b>1,489.37</b>	

JE#	Source #	Comment	Credits	Date
J262	EFT/May	Irving Energy	711.41	Jun 02 2022
J283	EFT	Irving Energy	64.00	Jun 14 2022
J261	EFT	Provincial Tax Commission	4,940.50	Jun 02 2022
EFT	EFT	Maritime Electric	1,480.56	Jun 16 2022
J309	BS	CU Charges	5.00	Jun 29 2022
J266	BS CU	CU Charges	28.70	Jun 13 2022
J285	BS CU	Bank Charges	5.75	Jun 20 2022
J304	BS, CU charges	Bank Charge	26.70	Jun 30 2022
J282	EFT EL	Eastlink	111.03	Jun 14 2022
J305	BS CU	Bank Charges	0.06	Jun 30 2022
<b>Online Payments Arena June 2022</b>			<b>7,373.65</b>	
<b>TOTAL ALL PAYMENTS Arena June 2022</b>			<b>8,863.02</b>	

# Borden Carleton Sewer and Water Utility

Cheque Log for 1001 Cash in bank from Jun 01, 2022 to Jun 30, 2022

## Statement of Cheques Issued and Expenses Paid online

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3184	Payment	WSP Canada Inc.	1,124.13	Jun 01, 2022
3185	Payment	Callbecks Home Hardware	214.81	Jun 15, 2022
3186	Payment	Island Chemicals Inc.	265.79	Jun 15, 2022
3187	Payment	Minister of Finance EW&CA	322.00	Jun 15, 2022
3188	Payment	Paugh, Brad	600.87	Jun 16, 2022
3189	Payment	Island Chemicals Inc.	547.40	Jun 16, 2022
3190	Payment	WSP Canada Inc.	592.25	Jun 30, 2022
3191	Payment	Callbecks Home Hardware	237.95	Jun 30, 2022
3192	Payment	Island Coastal Services LTD.	2,199.38	Jun 30, 2022
3193	Payment	Mission Communications, LLC	1,475.39	Jun 30, 2022
<b>Total Utilities Cheques issued June 2022</b>			<b>7,579.97</b>	
J687	BS	CU CHARGES	11.45	Jun 10, 2022
J706	BS	CU CHARGES	5.75	Jun 20, 2022
J747	BS	CU CHARGES	24.95	Jun 30, 2022
J748	BS	CU CHARGES	0.20	Jun 30, 2022
J751	BS	CU CHARGES	5.00	Jun 29, 2022
J700	EFT EL	Eastlink	283.99	Jun 14, 2022
J707	EFT ME	Maritime Electric	42.88	Jun 20, 2022
J662	EFT Taxes	Provincial Treasurer of PE	960.00	Jun 02, 2022
EFT LOAN	Online	LOAN 72 -Sewer	4,068.43	Jun 14 2022
EFT LOAN	Online	LOAN 75 -Sewer	521.25	Jun 20, 2022
EFT LOAN	Online	LOAN 79 -Sewer	2,607.93	Jun 19 2022
<b>Online Payments Utilities June 2022</b>			<b>8,531.83</b>	
<b>TOTAL ALL PAYMENTS Utilities June 2022</b>			<b>16,111.80</b>	

**Town of Borden-Carleton  
Public Works -Streets- Lights Report  
July 2022**

Some of activities during the month of June/July that pertained to Public Works/Streets /Lights include:

Go Slow – We Love our Children signs have been installed.

Additional boards in sections of the Board Walk will be replaced. This is an ongoing task.

A number of barricades for use by the Town when required.

The Town truck incurred approximate \$10,000 damage as a result of an accident in June.

Some sidewalk/street edging has been completed near the Ballfield on Main Street. Additional edging will be carried out.

**Town of Borden-Carleton  
Sewer – Water Report  
July 2022**

Some of activities during the month of June/July that pertained to Sewer and Water include:

We continue to dedicate a fair amount of staff time dealing with the water/sprinkler service at the new Food Court on Industrial

The Water Tower project has proceeded with no hitches. The contractor should be finished before the end of July. Brad & Dennis have done a good job preparing for this project and inspection is being conducted by our engineers WSP.

We continue to deal with Water/Sewer issues associated with the various housing developments being planned for the Town

Water meters have been read and both the Commercial and Water billings to June 30<sup>th</sup> have been completed and bills mailed.

**Jim Wentzell**

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**From:** Community Foundation of PEI <info@cfpei.ca>  
**Sent:** June 27, 2022 11:35 AM  
**To:** badmin@borden-carleton.ca  
**Subject:** Free Tickets for Anne & Gilbert, The Musical



**COMMUNITY  
FOUNDATION**  
OF PRINCE EDWARD ISLAND  
*Your Community. Your Legacy.*

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## **Anne & Gilbert, The Musical!**

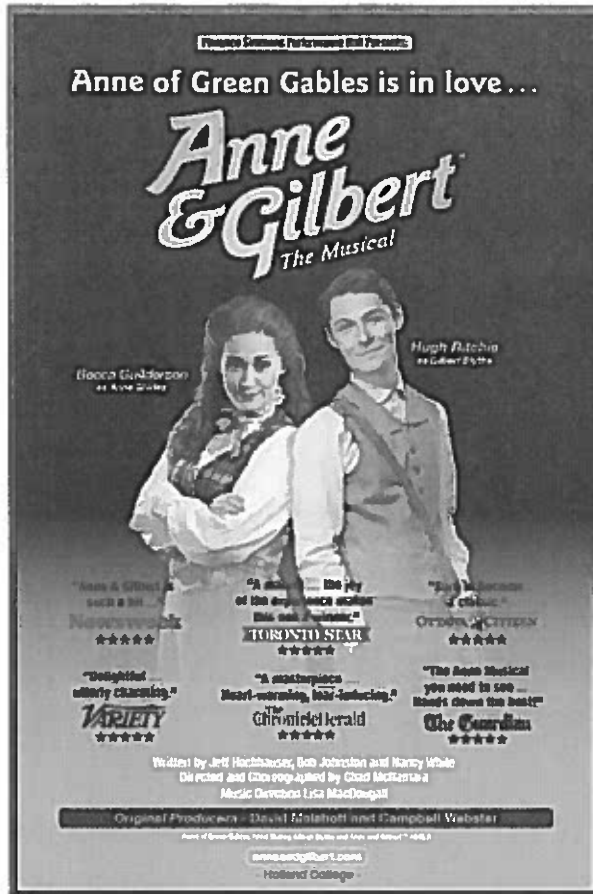
The producers of Anne & Gilbert, The Musical have offered two free tickets to each to one of their performances to charities and non-profits within our network of contacts for fundraising purposes. Here's how it works!

**Step One:** Your organization selects a preferred performance date of Anne & Gilbert, The Musical, which runs regularly until October 9th, from the [show schedule](#).

**Step Two:** Once you have selected the performance date, please notify the Community Foundation of PEI by completing the following [Ticket Request Form](#) by **Friday, July 8th**.

You can use the tickets, valued at over \$120 for the pair, for silent auctions, live auctions, raffles, or any other fundraising activities you would like to organize.

Please note that it is possible that some performances will sell out, so please act quickly to ensure you receive tickets for your preferred performance date!



[ANNEANDGILBERT.COM](http://ANNEANDGILBERT.COM)

Emma Bourgeois  
 Marketing & Granting Manager  
 Community Foundation of PEI  
 ebourgeois@cfpei.ca



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Our mailing address is:  
 53 Water Street, Charlottetown, PE C1A 1A3

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**Jim Wentzell**

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**From:** Municipal Affairs Division <municipalaffairs@gov.pe.ca>  
**Sent:** July 8, 2022 9:43 AM  
**To:** badmin@borden-carleton.ca  
**Subject:** Municipal Campaign School 2022, election resources, July to do list and more. 🏠

[View this email in your browser](#)



Dear Jim,

Thank you for taking the time to read this e-newsletter. Please send topic suggestions to [municipalaffairs@gov.pe.ca](mailto:municipalaffairs@gov.pe.ca)

In this e-newsletter:

- Campaign Schools in July & August
- Bylaw 101 Training Session
- Election Videos
- July 2022 to do list
- 2022 General Municipal Elections
  - Candidate nominations
  - Candidate resources
- Canada Games Torch Relay
- Training for CAOs and Council
- Emergency Management Online Training

*Complete  
Document  
Emailed to  
members of  
Council.*



Reference #: 60624

Inspection: 2022-07-05

Print Date: 2022-07-06 9:22 am

Page: 1 of 2

## Occupational Health and Safety Act INSPECTION REPORT

Town of Borden-Carleton  
PO Box 89  
Borden-Carleton, PE C0B1X0

WCB #: 7547  
Tel: (902) 437-2225  
Fax: (902) 437-2610

Worksite: Town Office  
Location: 167 Industrial Drive  
Worker Rep: N/A  
Employer Rep: Jim Wentzell

Employees: 10  
SIC: 8351  
Number of Orders: 0

### REPORT:

This officer visited workplace and met with CAO Jim Wentzell, administrative and Recreation Coordinator as part of a sun safety campaign. A Sun Safety campaign has been developed by the Occupational Health and Safety Division to increase the awareness of potential hazards from the sun's ultraviolet rays. Melanoma is the most rapidly increasing cancer in PEI. It is important for employers and workers to reduce the risks of sun exposure by effectively protecting themselves.

In addition, the sun and hot temperatures in the summer can increase the risk of heat stress and heat stroke. This occurs when our bodies heat up faster than they are able to cool off. Those affected become dehydrated and experience symptoms such as painful muscle cramps, fatigue, headaches, and confusion.

Copies of sun safety information sheets were provided on site along with sample sunscreen packets. For more information on sun safety, the following resources are provided below.

- [Solar Radiation \(Sun Exposure\) Prevention Update](http://www.wcb.pe.ca/DocumentManagement/Document/pub_solarradiationpreventionupdate.pdf)  
([http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_solarradiationpreventionupdate.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_solarradiationpreventionupdate.pdf))
- [Heat Stress Prevention Update](http://www.wcb.pe.ca/DocumentManagement/Document/pub_heatsstresspreventionupdate.pdf)  
([http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_heatsstresspreventionupdate.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_heatsstresspreventionupdate.pdf))
- [Guide to Prevention of Heat Stress at Work](http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetopreventionofheatstressatwork.pdf)  
([http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_guidetopreventionofheatstressatwork.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetopreventionofheatstressatwork.pdf))
- [Sun Safety at Work](https://sunsafetyatwork.ca/) (<https://sunsafetyatwork.ca/>)
- [Quick Facts on Sun Safety in Canada](https://www.ccohs.ca/products/posters/sun_safety/) ([https://www.ccohs.ca/products/posters/sun\\_safety/](https://www.ccohs.ca/products/posters/sun_safety/))

The officer noted that lawn equipment operator was wearing a sun hat and hearing protection. Recreation Coordinator reported that she and camp workers had valid first aid training and first aid kits were recently updated to meet the new first aid kit requirements. The officer reviewed requirement to have at least 1 trained first aider at the main office as well, or for any workers that work alone. Use of hearing protection and annual hearing testing was discussed and information sheet was provided. Copies of the OHS legislation, posting requirements, worker/employer/safety representative responsibilities posters and Supervisor responsibilities information sheet were also provided.

Reference #: 60624

Inspection: 2022-07-05

Print Date: 2022-07-06 9:22 am

Page: 2 of 2



Officer's Name

Rosalyn Sellick

OHS OFFICER	Employer Representative	Delivery Method
Rosalyn Sellick	Jim Wentzell	Electronic

## Jim Wentzell

---

**From:** Tyler Murnaghan <tyler.murnaghan@pridepei.ca>  
**Sent:** July 6, 2022 10:44 PM  
**To:** undisclosed-recipients:  
**Subject:** Pride Flag Raising

Good evening!

On behalf of the Board of Directors of Pride PEI, we would like to formally request that your organization show its pride by raising the rainbow flag during the 2022 PEI Pride Festival.

This year's Festival will take place from Saturday, July 16 to Sunday, July 24, with flags being raised in the first half of the week, and hopefully remain flying until the final day.

If your organization would like to participate in the festivities, please feel free to reach out to me directly at [tyler.murnaghan@pridepei.ca](mailto:tyler.murnaghan@pridepei.ca) and we'll make sure your support is recognized.

Looking forward to hearing from you!

--  
Sincerely,  
**Tyler Murnaghan**  
Festival Director  
He / Him / His  
M 902.314.0440  
[tyler.murnaghan@pridepei.ca](mailto:tyler.murnaghan@pridepei.ca)  
[www.pridepei.ca](http://www.pridepei.ca)

\* Note  
Flag will be flown  
at Rail Park

**||| |||| Pride PEI**  
81 Prince Street Charlottetown, PE Canada C1A 4R3

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**Transportation  
and Infrastructure**

*Infrastructure Secretariat*

85 Fitzroy Street, 3rd floor, Suite 301  
PO Box 2000, Charlottetown  
Prince Edward Island  
Canada C1A 7N8

**Transports  
et Infrastructure**



*Secrétariat de l'infrastructure*

85, rue Fitzroy, 3<sup>e</sup> étage, Suite 301  
C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

June 8, 2022

Mr. Jim Wentzell, CAO  
Town of Borden-Carleton  
167 Industrial Drive  
P.O. Box 89  
Borden-Carleton, PE C0B 1X0

Dear Mr. Wentzell:

The Project Review Committee for the Canada Community-Building Fund (CCBF) program met on June 8, 2022 to review the Direct Allocation Capital Investment Plans. We are pleased to announce that the project(s) listed below are eligible for funding:

**3.5.6 – Carleton Street Sewer Extension**  
**3.5.7 – Read Road Sewer Extension**

A CCBF Funding Agreement for these project(s) will follow shortly. When you receive the Agreement, please review it carefully, and if you agree to the terms and conditions therein, have both copies signed and sealed by an authorized representative. Keep one copy for your own files and mail the other to:

Infrastructure Secretariat  
P.O. Box 2000  
85 Fitzroy Street, Suite 301  
Charlottetown, PE C1A 7N8

If there are any conditions placed on the Direct Allocation projects, they are outlined in Schedule "A" of your agreement. Please contact the Infrastructure Secretariat if you wish to discuss these conditions further.

If you have any questions please feel free to call the office at 902-620-3380 or toll free at 1-888-240-4411 and staff will be pleased to discuss the matter with you.

Yours truly,

  
\_\_\_\_\_  
Jesse MacDougall, Acting Project Officer



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Infrastructure Secretariat

85 Fitzroy Street, 3rd floor, Suite 301  
PO Box 2000, Charlottetown  
Prince Edward Island  
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Secrétariat de l'infrastructure

85, rue Fitzroy, 3<sup>e</sup> étage, Suite 301  
C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

June 17, 2022

Mr. Jim Wentzell, CAO  
Town of Borden-Carleton  
20 Dickie Road  
P.O. Box 89  
Borden-Carleton, PE C0B 1X0

Dear Mr. Wentzell:

The Project Review Committee (PRC) of the CCBF program met recently to consider Municipal Strategic Component (MSC) applications. We are pleased to announce that the Committee has approved \$288,750 in MSC funding for the following project:

**118.0 - Read Road Sewer Extension**

The original ask was for 50% funding but the Committee approved up to 75% funding for the first \$500K. The remaining amount will be funded at 50% MSC, 40% any other source, and a minimum contribution of 10% from the applicant.

Shortly, you will receive two copies of the CCBF - MSC Funding Agreement. If there are any conditions placed on this approval, they will be outlined in Schedule "A" of your Agreement. Please contact the Project Officer, Jesse MacDougall, from the Infrastructure Secretariat if you wish to discuss these conditions further.


MSC projects are expected to be completed in a timely manner. The Review Committee has established a two year time limit on MSC projects. If a project has not collected its approved funding within two years of the approval date the Review Committee may revoke the approved funding.

Please note that all announcements, publications and other related communications activities are subject to Section 9 and Schedule "E" of the Funding Agreement. Please contact our Communications Officer at 902-368-5501 at least 21 days prior to any scheduled activity when preparing to erect your required signage, or planning any communications event.

We wish you all the best in carrying out your project and should you have any questions, please feel free to call our office at 1-888-240-4411 toll free or at 902-620-3380. Our staff will be pleased to discuss the matter with you.

Yours truly,

  
\_\_\_\_\_  
Bob Creed, Provincial Co-Chair

  
\_\_\_\_\_  
Bruce MacDougall, Municipal Co-Chair



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85, rue Fitzroy, 3<sup>e</sup> étage, Suite 301  
C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

June 17, 2022

Mr. Jim Wentzell, CAO  
Town of Borden-Carleton  
20 Dickie Road  
P.O. Box 89  
Borden-Carleton, PE C0B 1X0

Dear Mr. Wentzell:

The Project Review Committee (PRC) of the CCBF program met recently to consider Municipal Strategic Component (MSC) applications. We are pleased to announce that the Committee has approved \$49,500 in MSC funding for the following project:

**117.0 - Carleton Street Sewer Extension**

The original ask was for 50% funding but the Committee approved up to 75% funding for the first \$500K. The remaining amount will be funded at 50% MSC, 40% any other source, and a minimum contribution of 10% from the applicant.

Shortly, you will receive two copies of the CCBF - MSC Funding Agreement. If there are any conditions placed on this approval, they will be outlined in Schedule "A" of your Agreement. Please contact the Project Officer, Jesse MacDougall, from the Infrastructure Secretariat if you wish to discuss these conditions further.

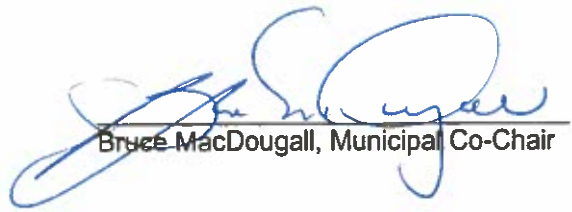
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Please note that all announcements, publications and other related communications activities are subject to Section 9 and Schedule "E" of the Funding Agreement. Please contact our Communications Officer at 902-368-5501 at least 21 days prior to any scheduled activity when preparing to erect your required signage, or planning any communications event.

We wish you all the best in carrying out your project and should you have any questions, please feel free to call our office at 1-888-240-4411 toll free or at 902-620-3380. Our staff will be pleased to discuss the matter with you.

Yours truly,

  
\_\_\_\_\_  
Bob Creed, Provincial Co-Chair

  
\_\_\_\_\_  
Bruce MacDougall, Municipal Co-Chair

## Jim Wentzell

---

**From:** Alan Aitken <AAAITKEN@gov.pe.ca>  
**Sent:** June 16, 2022 2:50 PM  
**To:** Jim Wentzell  
**Cc:** 'Derek French'  
**Subject:** RE: Road Maintenance by province in Borden-Carleton

Jim.

Government staff have access to internal mapping that provides us with background property mapping as well as other database information that does provide ownership/jurisdiction data on roadways but as far as I know it is not available to the general public. It has been found to include some errors

One reference I use regularly is the Roads Act – Highway Access Regulations which is meant to include all public roads that are classified as Seasonal or higher but there certainly are errors and omissions in it. It can be found at [https://www.princeedwardisland.ca/sites/default/files/legislation/r15-2-roads\\_act\\_highway\\_access\\_regulations.pdf](https://www.princeedwardisland.ca/sites/default/files/legislation/r15-2-roads_act_highway_access_regulations.pdf)

Do you or Derek have access to Geolinc as it is also a tool we would use to determine if a road is private as it would have a property number assigned to the road (it most cases it would be the same number as adjacent private lands that the road was created from.

In numerous instances when there may be questions regarding ownership, private versus public, our Properties Section and Chief Surveyor may need to research the issue.

Here is another link to a government database that will generate civic addresses by community or road, but it does not seem to provide ownership data either.

<http://www.gov.pe.ca/civicaddress/index.php3>

You can find a Provincial Road Atlas at the following link which provides some info on location of private roads, but it is out of date (2014)

<http://www.gov.pe.ca/gis/index.php3?number=1017147&lang=E>

Another trick is to look at the street-name sign blade on Google streetview to see if it includes the word "Private" under the name.

I'm probably not giving you a definitive answer regarding the road ownership gospel because as far as I know there is not one ultimate complete source of that information.

If you do have a question about a particular road I can try to assist you? Re Oswald Rd, it appears to me that it is entirely private from where it connects to Amherst Cove Rd.

Alan A. Aitken  
Traffic Operations Engineer  
[aaaitken@gov.pe.ca](mailto:aaaitken@gov.pe.ca)  
902-368-5006

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** Thursday, June 16, 2022 2:00 PM  
**To:** Alan Aitken <AAAITKEN@gov.pe.ca>  
**Cc:** 'Derek French' <dfrenchservices@gmail.com>  
**Subject:** Road Maintenance by province in Borden-Carleton

Hi Allan

I have a good question. Online there is a list of Streets in the Town of Borden-Carleton. Some of which are maintained by the town and some of which are maintained by the province. There are also private roads not maintained by the town or the province. My question is there mapping or a detailed description of what roads or sections of roads are maintained by the province.?

And is there a listing of Private Roads? I assume cottages on private roads are given civic addresses, therefore private roads must be listed as well.

For example Oswald Road, It is my understanding a section of this road is maintained by the province and a section is a private road. How would I know which part is maintained by the province.

Thank You

Jim Wentzell  
CAO  
902 437 2225

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**Jim Wentzell**

---

**From:** jdewey@fpeim.ca  
**Sent:** June 24, 2022 10:42 AM  
**To:** jdewey@fpeim.ca  
**Subject:** Electric Kick Scooters  
**Attachments:** 40598 Motorized Mobility Devices Consult.docx

Good morning,

Due to the price of fuel, the use of electric kick scooters is growing, including many bigger and faster versions, which are showing up on roads, sidewalks and in other places. In the interest of public safety, the Highway Safety Division of the Department of Transportation and Infrastructure would like to move forward with regulations quickly.

I have attached a consultation draft of Electric Kick Scooter Regulations. All input is welcome. Please forward any comments to Graham Miner, Director of the Highway Safety Division, at [GLMINER@gov.pe.ca](mailto:GLMINER@gov.pe.ca) and copy me on the email.

Thanks,

John

June 16, 2022

**CONSULTATION DRAFT**  
**HIGHWAY TRAFFIC ACT**  
**ELECTRIC KICK-SCOOTERS REGULATIONS**

Pursuant to sections 299 and 312 of the *Highway Traffic Act* R.S.P.E.I. 1988, Cap. H-5, Council made the following regulations:

**PART 1 - INTERPRETATION**

**1. Definitions**

(1) In these regulations,

- (a) “**Act**” means the *Highway Traffic Act* R.S.P.E.I. 1988, Cap. H-5;
- (b) “**electric kick-scooter**” means a vehicle that has,
  - (i) two wheels placed along the same longitudinal axis, one placed at the front of the kick-scooter and one at the rear,
  - (ii) a platform for standing between the two wheels,
  - (iii) a steering handlebar that acts directly on the steerable wheel, and
  - (iv) an electric motor not exceeding 500 watts that provides a maximum speed of 24 kilometres per hour;
- (c) “**municipality**” means a municipality as defined in clause 1(v) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1;
- (d) “**power-assisted bicycle**” means a power-assisted bicycle as defined in clause 1(1)(d) of the *Highway Traffic Act* Power-Assisted Bicycles Regulations (EC557/21);
- (e) “**public park**” means a provincial park or land designated by a municipality for use as a park.

**Scooter not a motor vehicle**

- (2) An electric kick-scooter is deemed not to be a motor vehicle under the Act.

**Application of municipal bylaw**

- (3) Despite subsection (2), any municipal bylaw that governs or prohibits the operation of a motorized vehicle applies to an electric kick-scooter unless the bylaw provides otherwise.

## **PART 2 - WHERE ELECTRIC KICK-SCOOTERS PERMITTED**

### **2. Operation on highway**

No person shall operate an electric kick-scooter on a highway, path, walkway or in a public park or exhibition ground unless

- (a) the operation of the electric kick-scooter is permitted by and in accordance with these regulations; and
- (b) where the highway, path, walkway, public park or exhibition ground is under the jurisdiction of a municipality, the operation of the electric kick-scooter is permitted by and in accordance with any applicable municipal bylaw.

### **3. Operation on roadway or shoulder**

- (1) Subject to subsection (2), a person may operate an electric kick-scooter on a roadway or on the shoulder of a highway.

#### **Where prohibited**

- (2) An electric kick-scooter shall not be operated on
  - (a) a highway where the maximum posted speed limit exceeds 60 kilometres per hour; and
  - (b) any highway to which access by pedestrians or bicycles is prohibited under any Act, regulation or municipal bylaw.

### **4. Bicycle lanes**

- (1) Where bicycle lanes are provided on a highway, an electric kick-scooter shall only be operated in the bicycle lanes.

#### **Exception**

- (2) Despite subsection (1), where the highway is located in a tunnel or an underpass, an electric kick-scooter may be operated on a sidewalk in the tunnel or underpass rather than the bicycle lane except where the operation is prohibited by a municipal bylaw.

#### **Operation on shoulder or right side of roadway**

- (3) Where bicycle lanes are not provided on a highway or where the operation of electric kick-scooters in bicycle lanes is prohibited by a municipal bylaw, an electric kick-scooter shall only be operated,
  - (a) where there is a shoulder on the highway, on the shoulder as close to the right edge of the shoulder as possible; or
  - (b) where there is no shoulder on the highway, on the right side of the roadway as close to the edge of the roadway as possible.

### **5. Prohibition**

For greater certainty, no person shall operate an electric kick-scooter on a sidewalk, trail, the Confederation Trail or an active transportation pathway.

## PART 3 - EQUIPMENT

### 6. Equipment

- (1) An electric kick-scooter shall have one or more electric batteries that are the sole source of power to the motor.

#### No seat, etc. or enclosing structure

- (2) An electric kick-scooter shall not have,
- (a) a seat, surface or structure that could be used as a seat;
  - (b) pedals attached to it;
  - (c) a basket attached to it;
  - (d) wheels with a diameter of more than 430 millimetres; or
  - (e) any structure to enclose the electric kick-scooter.

#### Bell or horn

- (3) An electric kick-scooter shall be equipped with a bell or horn.

#### Weight

- (4) The weight of an electric kick-scooter, including the weight of its motor and batteries, shall not exceed 45 kilograms when the electric kick-scooter is unladen.

#### Motor

- (5) The motor of an electric kick-scooter shall
- (a) be electric;
  - (b) have a continuous power output rating that in total does not exceed 500 watts; and
  - (c) not be capable of propelling the electric kick-scooter at a speed that exceeds 24 kilometres per hour on a clean, paved and level surface.

#### Motor shut-off requirement

- (6) The motor of an electric kick-scooter shall turn off or disengage where
- (a) an accelerator controller is released; or
  - (b) the brakes are applied.

#### Batteries, motor

- (7) The batteries and motor of an electric kick-scooter shall be securely fastened to the electric kick-scooter to prevent their movement in any direction relative to the electric kick-scooter while the electric kick-scooter is in motion.

#### Combustion engine power prohibited

- (8) An electric kick-scooter shall not be equipped with a generator, alternator or similar device powered by a combustion engine.

#### Electric terminals

- (9) All electric terminals on an electric kick-scooter shall be completely insulated and covered.

#### Prohibition against modification after manufacture

- (10) No person shall operate an electric kick-scooter where the electric kick-scooter has been modified after its manufacture in any way that may result in

- (a) increasing its power or its maximum speed beyond the limits set out in subclause 1(1)(c)(iv); or
- (b) it being propelled by any form of non-muscular propulsion other than its electric motor.

**Braking system**

- (11) An electric kick-scooter shall be equipped with a braking system capable of bringing the electric kick-scooter, while being operated at a speed of 24 kilometres per hour on a clean, paved and level surface, to a full stop within nine metres of the point at which the brakes are applied.

**Good working order**

- (12) No person shall operate an electric kick-scooter unless it is in good working order.

**Components good working order**

- (13) The owner or operator of an electric kick-scooter shall ensure the electric kick-scooter and all of its components are maintained in good working order at all times.

## **PART 4 - SAFE OPERATION**

### **7. Safe distance**

- (1) Every operator of an electric kick-scooter shall at all times keep a safe distance from pedestrians and other users of a roadway, shoulder, highway, path, walkway, public park or exhibition ground and shall give way to a pedestrian or other roadway user by slowing or stopping, as necessary, where there is insufficient space for the pedestrian or other roadway user and the electric kick-scooter to pass.

**Comparable speed**

- (2) An electric kick-scooter shall not be operated on a highway, path, walkway or in a public park or exhibition ground at a speed that is markedly greater than the speed of any pedestrians who are proximate to the electric kick-scooter.

**Bell, horn**

- (3) Every operator of an electric kick-scooter shall sound the bell or horn on the electric kick-scooter whenever it is reasonably necessary to notify cyclists, pedestrians or others of its approach.

**Lighted lamps at front, rear**

- (4) A person shall not operate an electric kick-scooter at any time from one-half hour before sunset to one-half hour after sunrise and at any other time where, due to insufficient light or unfavourable atmospheric conditions, persons and vehicles are not clearly discernible at a distance of 150 metres or less, unless the electric kick-scooter is equipped with
  - (a) at the front of the electric kick-scooter, a lighted lamp displaying a white or amber light that, under normal atmospheric conditions, is visible from at least 150 metres in the direction the electric kick-scooter is pointed; and
  - (b) at the rear of the electric kick-scooter, a lighted lamp displaying a visible red light.

**Lamps attached, carried or worn**

- (5) The lamps referred to in subsection (4) may be
  - (a) attached to the electric kick-scooter; or
  - (b) carried or worn by the person operating the electric kick-scooter.

**Safe operation**

- (6) An electric kick-scooter shall not be operated in a manner that may harm, injure or damage, either directly or indirectly, any person or property.

**PART 5 - GENERAL RULES - OPERATION**

**8. Rights and duties**

- (1) Every person who operates an electric kick-scooter shall obey the same road rules as bicyclists, subject to this Part.

**Minimum age of operator**

- (2) No person under the age of 16 years shall operate an electric kick-scooter.

**Obligation of owner**

- (3) The owner of an electric kick-scooter shall not authorize or knowingly permit a person under the age of 16 years to operate the electric kick-scooter.

**Where driver's license suspended**

- (4) No person shall operate an electric kick-scooter where the driver's license of the person is suspended or cancelled under the Act or the person is otherwise disqualified or prohibited from operating a motor vehicle or obtaining a driver's license under the Act.

**Passenger**

- (5) No person operating an electric kick-scooter shall carry any other person on the electric kick-scooter.

**Prohibition against towing**

- (6) No person operating an electric kick-scooter shall tow another person, vehicle or device.

**Prohibition against attaching to another device**

- (7) No person operating an electric kick-scooter shall attach himself or herself to another electric kick-scooter, vehicle or device for the purpose of being drawn or towed.

**Requirement for standing**

- (8) No person operating an electric kick-scooter shall operate it in any position other than while standing at all times.

**No cargo**

- (9) No cargo may be carried on an electric kick-scooter.

**Passage of vehicles or pedestrians**

- (10) No person operating an electric kick-scooter shall leave it in a location that is intended for the passage of vehicles or pedestrians.

**Safety helmet**

- (11) No person shall operate an electric kick-scooter unless the person is wearing a properly fitted and fastened bicycle safety helmet.

**Approval for use by CSA**

- (12) The bicycle safety helmet referred to in subsection (11) shall meet the standards for bicycle safety helmets as specified in the Bicycle Safety Helmet Regulations (EC329/03) made pursuant to the Act.

**Prohibition against operation in same lane**

- (13) No person shall operate an electric kick-scooter on a highway beside a moped, bicycle, power-assisted bicycle or another electric kick-scooter that is operating in the same traffic lane.

**Exemption**

- (14) Subsection (13) does not apply where the person is
- (a) travelling in the near vicinity of and in the same direction as a moped, bicycle, power-assisted bicycle or another electric kick-scooter and the person is operating the electric kick-scooter in single file in relation to the moped, bicycle, power-assisted bicycle or other electric kick-scooter;
  - (b) making or attempting to make a turn on a highway; or
  - (c) overtaking or passing a moped, bicycle, power-assisted bicycle or another electric kick-scooter.

**9. Duty to stop**

Every operator of an electric kick-scooter shall stop when required to do so by a peace officer and shall, on the demand of the peace officer,

- (a) surrender the operator's driver's license, if the operator has one and has the license in the operator's possession, for reasonable inspection by the officer; or
- (b) provide the officer with the operator's correct name, address and date of birth.

**10. Duty to report accident**

- (1) Where an electric kick-scooter is involved in an accident with a pedestrian, animal or vehicle that results in personal injury or property damage, or both, the operator of the electric kick-scooter shall report the accident to a peace officer without delay and furnish the officer with the information concerning the accident as may be required under subsection (2).

**Written report**

- (2) A peace officer receiving the report of an accident under subsection (1) shall secure from the person making the report, or by other inquiries where necessary, the particulars of the accident, the persons involved, the extent of the personal injuries or property damage, if any, and any other information that may be necessary to complete a written report concerning the accident.

**Written report to Registrar**

- (3) The written report of a peace officer referred to in subsection (2) shall be
- (a) provided to the Registrar by the peace officer within 10 days of the accident being reported to the officer; and

(b) in a form approved by the Minister.

## PART 6 - OFFENCE AND PENALTY

**11. Offence and penalty**

Every person who contravenes any provision of these regulations is guilty of an offence and liable on summary conviction to a fine of not less than \$200 and not more than \$2,000.

### Commencement

**12. Commencement**

These regulations come into force on .....



**Town of Borden-Carleton**  
**CAO Report RE: Pending Developments**  
**Update July 12, 2022**

**228 Carleton Street** Our engineers are doing the detailed design for the sewer extension to go to tender. The Town has received a grant towards this sewer extension.

**Sale of Land Request- Aqua Marine Farms** Len Currie, Aqua Marie Farms advised that his company intends to pursue purchasing land from the Town for use by their business. They are working on a presentation to Council and for the public meeting. **No new update.**

**Nicole Morrison Property -Borden Avenue** It was the intention to hook on to water and sewer from Downing Street. This would require an easement from BADC as well. We will be reviewing the existing water and sewer lines in the area and determine the active lines.

**Ms Morrison advises me that the project has been delayed due to circumstances beyond her control. It is hoped the project can proceed in the fall. Over half the units have been spoken for so far.**

**70 Read Road**

The letter of Intent has been signed and a draft development agreement created. Prior to finalizing a Purchase and sale Agreement to go to Council, the proposal will go the Planning Board and a public meeting once the necessary documents are received from Paynter Brothers. The Town has received funding towards the cost of extending a Sewer main on Read Road between Carleton St and Industrial Drive.

**I have asked our lawyer to follow up in respect to the developer's intentions to develop this property. The latest development date in the MOU was June 1, 2022**

**Fabrication Yard**

The work at the Fabrication Yard seems to be on schedule and going well. No complaints have been received in respect to noise or dust to date.

**169 Industrial Dr – CDC Food Court**

Discussions between the CDC and our utility are ongoing. The new Water main has been hooked up in accordance with our Engineer's advise. **Water pressure at their site will be remeasured once the water storage tower is back online.**

**Melinda's RV Park & Campground**

**The Park will be connected this week into the Town's Sewer system at the end of Paynter Lane. The work is being inspected by our Utility operator.**

**PID 686592 -Proposed Tim Hortons**

**No permit has been issued as yet for the landscaping of the lot. Staff has been having discussions with their engineers to confirm the location of water/sewer services on or near their property**

## Jim Wentzell

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**From:** Cora Sonier <csonier@centralpei.ca>  
**Sent:** July 8, 2022 12:52 PM  
**To:** badmin@borden-carleton.ca; laurellynnthompson@yahoo.com; Francois Caron; Brittany Ziegler; Gaudette, Megan; Geraldine Gallant; Errol Thompson  
**Cc:** Barbara Weeks  
**Subject:** Borden Trail Project Update

Good afternoon.

As many of you are aware, the Central Development Corporation had been asked to manage a trail project for the municipality of Borden-Carleton.

This project was tasked to our organization in October of 2021, and there has been a genuine effort made by the CDC to make this project happen and to offer alternative solutions based on the information collected. The marsh project was ended when we were unable to obtain permissions by land owners to cross their property, and the decision was made to move on to Phase 2, which would see a trail connecting the existing Confederation Trail to the shoreline and Confederation Bridge via Beach Road and a shoreline trail.

The Central Development Corporation is currently at an impasse with this project. We do not feel we have the time, budget nor resources to move ahead with this plan at this time given the recent discoveries and information shared from Strait Crossing and Transport Canada during our recent walkthrough regarding the requirements needed to commit to/permit such a project.

I can share all information discovered during this process should the municipality or BADC choose to move forward with this undertaking at this time or at a later date.

-Cora

# PROJECT STATUS REPORT

## PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
July 6, 2022	Borden Trail Project	Cora Sonier

## PROJECT SUMMARY

For several years, the municipality of Borden-Carleton has been seeking to create a trail system to connect the existing confederation trail to the Marine Rail Park and to offer residents within the municipality alternate means to enjoy the area. The benefits of this trail system will impact not only the municipal residents but serve to attract and retain visitors and businesses to this area.

Marine Rail Park is the first thing visitors to our Island see when they reach our Island. It has the capacity to make a strong first impression of our Island and offer the opportunity to visitors and residents to learn more about the diverse history of the area including the history of the ferry, ice boats as well as the bridge itself.

This is a fantastic way of highlighting the impact the bridge and Strait Crossing has had on our Island, and the municipality of Borden-Carleton and

## PROJECT OVERVIEW

TASK	% DONE	DUE DATE	PARTNERS	NOTES
Funding application submitted	100	December 5, 2021	Active Transportation Fund	Funding has been secured in the amount of \$68,071
Project Walkthrough	25	July 6, 2022	Strait Crossing; Transport Canada; CDC; CAO Borden-Carleton	
Project Budget Completed	25	July 22, 2022	Errol Thompson	
Project Commencement	50	August 2022	Errol Thompson	Contractor and funding has been secured
Project clean up and beautification	25	(late) September 2022	BBEMA	BBEMA has been secured to create pollinator and rain gardens to aid in education, awareness and trail maintenance

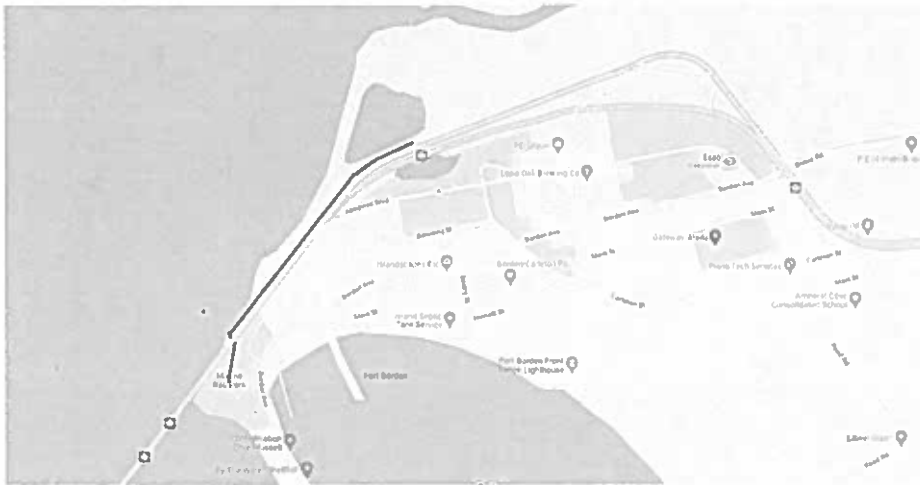
## BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Funding Received	0	0	Y	\$68,071

## RISK AND ISSUE HISTORY

ISSUE	ACTION	DATE
Lack of shore protection at beginning of trail	Bring in large rocks to prevent further erosion	August
Resurfacing of 100 ft of Beach Rd	Resurface approximately 100 ft of Beach rd to prevent deterioration from the potential increase in traffic	August
Repairs to existing fencing parallel to bridge entrance	Replace the existing fencing and install fencing at cliff edge for safety	August

## CONCLUSIONS/RECOMMENDATIONS



This proposed trail has been postponed and altered many times over the past few years, and we strongly feel that this is the best placement for such a project.

By creating this trail, we are offering visitors to our island the opportunity to learn more about what our province has to offer as well as keeping visitors in the area, which will stimulate the local economy and promote tourism ( which we can boost through a partnership with Welcome PEI, or alternate tourism based organizations ).

This trail also fits perfectly into the strategic plans for Borden-Carleton which will eventually see the Marine Rail Park further developed into a real showpiece to

offer relevant and factual information about our Island which will make visitors first impressions of our beautiful province.

## Jim Wentzell

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** July 11, 2022 10:19 AM  
**To:** 'jsjylwardMinister@gov.pe.ca'  
**Cc:** 'bobcreed@gov.pe.ca'; Charles MacKenzie (Judy@pei.sympatico.ca); 'jdfoxmla@assembly.pe.ca'; Barb Wood (johnandbarb@pei.sympatico.ca)  
**Subject:** FW: Request for takeoff Town Streets - Town of Borden-Carleton  
**Attachments:** Request to Province - TakeOver of Streets.pdf

Hello Minister Awlward

This is a follow up to the Town's request sent January 28<sup>th</sup> that the province take over the maintenance of Town Streets within the Town of Borden-Carleton. (see attached) As of today's date, we haven't received a response and we are wondering what is the status of our request,

More importantly is the concern in respect to the Town's ability to be able to provide snow removal on our streets this fall (2022). We had a three year snow removal contract that expired April 30 2022. For the past two years our contractor had difficulty obtaining liability insurance coverage . Last year our contractor's liability insurance cost increased from \$23,000 to \$68,000. As a result we were charged a surcharge of 15,000 in 2020/21 and 19,500 in 2021/22 by our contractor on top of the snow removal contract fees.

A number of small contractors can not absorb these higher liability insurance costs and we are concerned whether we will get anyone even to bid on our tender call this fall.

Our request to the province is two fold. The initial request is for the province to take over responsibility for all streets in the Town. In the interim , we are requesting that the province assist the Town by adding the streets in the Town for snow removal to the provincial snow removal contract.

We would appreciate consideration of our request at your earliest convenience.

Thank You

Jim Wentzell  
CAO  
902 437 2225

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**From:** bcadmin@borden-carleton.ca <bcadmin@borden-carleton.ca>  
**Sent:** January 28, 2022 2:54 PM  
**To:** 'jsjylwardMinister@gov.pe.ca' <jsjylwardMinister@gov.pe.ca>  
**Cc:** 'Jamie Fox' <jdfoxmla@assembly.pe.ca>; Charles MacKenzie (Judy@pei.sympatico.ca) <Judy@pei.sympatico.ca>; Barb Wood (johnandbarb@pei.sympatico.ca) <johnandbarb@pei.sympatico.ca>; 'Tracey Allen' <tallen@gov.pe.ca>  
**Subject:** Request for takeoff Town Streets - Town of Borden-Carleton

Hello Minister Aylward

Attached is an official request and resolution of the Town of Borden-Carleton requesting that the Province assume responsibility of all streets within the Town. The reasons for this request are in the letter and resolution.

If you have any questions, don't hesitate to contact me.

# Memo

**To:** Town Council  
**From:** Jim Wentzell, CAO  
**Date:** June 14, 2022  
**Re:** Discussion – Property Tax Incentive Policy

---

I am recommending that Council discussing revising the Town's Property Tax Incentive Policy. There a number of conflicting information out there.

**Attached are:**

A draft revised policy pre-numbered in proper policy form.  
The current Policy being used as discussed by Council, Feb 2021  
The Online application form quoting an older version of Town Policy.

The original policy was to provide incentives for the building of year-round homes in the Town and at the time, multifamily and multibuilding developments were not complemented.

With single family homes, the Town could absorb the tax rebate for 5 years without affecting the tax rate and without affecting the taxes paid by the other residents. One issue with new home construction addressed in the 2021 policy was homes used for short term rentals are not eligible for the tax incentive.

Large scale housing projects pose two issues for the Town. Often these developments require a capital expense to the town in respect to servicing. The second issue is that the large assessment associated with these developments, and yet no taxation revenue for a period of time, could affect all tax payers as the increased assessment would reduce the equalization grant the town receives from the province.

I will discuss with Council, my rationale for the clauses contained in the draft policy.

DRAFT

## **Town of Borden-Carleton Municipal Residential Property Tax Incentive Policy 2022-06-01**

### **1.0 Housing Initiative**

- 1.1 Construction of a new home with an assessment of at least \$100,000
- 1.2 Construction of a new apartment building assessed at least \$100,000 per dwelling unit.
- 1.3 Incentive applies to initial owner only and terminates once the property is sold. It is not transferable to subsequent owners of the property
- 1.4 Incentive only allowed to be used one time per property. For multi building housing projects built in phases, the incentive will apply as each building is completed and occupied as per signed separate agreement with the developer.
- 1.5 Incentive applies to year-round , owner occupied or tenant property.
- 1.6 Tourism, cottages, seasonal, short- term rentals and non-residential properties are not eligible for the municipal tax incentive.
- 1.7 Change of use of an existing structure will not make the property eligible for a municipal tax incentive.

### **2.0 Eligible applicants will receive a tax refund as follows:**

- 2.1 For owner-occupied single-family homes: a 100% rebate for 5 years on the Municipal portion of their residential property tax.
- 2.2 For apartment buildings, built and 75% occupied prior to December 31, 2025: a 100% rebate for 5 years on the Municipal portion of their residential property tax
- 2.3 For multiple housing projects on the same lot built in phases and an agreement is in place as per section 1.4: a rebate for each building as per the terms outlined in the agreement.
  - 2.3.1 Not withstanding the terms of the agreement, the rebate of the Municipal portion of the taxes shall not exceed 5 years for each individual building.

DRAFT

2.4 For all apartment buildings built and occupied after December 31, 2025 and for all multiple dwelling agreements signed after December 31, 2025, a phased tax incentive will apply once buildings are complete and 75% occupied:

- For year one – 100% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year two – 80% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year three – 60% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year four – 40% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year five – 20% rebate for 5 years on the Municipal portion of their residential property tax, and

### 3.0 Administration of the tax incentive program

3.1 An applicant must fill in an application form each year and return it along with a copy of their P.E.I. Real Property Tax bill, to the Municipal Office, 20 Dickie Road (Box 89), Borden-Carleton CoB 1X0 prior to December 31<sup>st</sup> in any given taxation year.

3.2 The CAO may require proof of payment of property taxes prior to issuing an incentive payment to the property owner.

3.3 Any payment will be issued to the assessed owner of the property.

3.4 The CAO may deduct from the incentive payment, amounts to cover any outstanding fees or other charges owed to the town including and not limited to utility billings, servicing charges, permits, fees and fines.

### 4.0 interpretation and termination of Incentive Program

4.1 The Council of the Town of Borden-Carleton may amend or terminate the municipal residential property tax incentive by motion of Council at a duly held meeting of the Council.

4.2 If any dispute arises in respect to the application and interpretation of any provisions of this document, the opinion of the Town shall prevail and be final.

First reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

Revised: June, 2022 J A Wentzell CAO
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Current Policy Being Used

## **Town of Borden-Carleton five (5) year Municipal Property tax incentive**

- Construction of a new home \$50-,000 and up
- Construction of a new apartment building/duplex
- If property is sold before incentive period expires the incentive program transfers to new owner for the remainder of the incentive.
- Incentive only allowed to be used one time per property
- Incentive applies to year round owner occupied or tenant property. Not intended for tourism, seasonal or short term rentals.

Eligible applicants will receive a tax refund of 100% for the first 5 years on the Municipal portion of their residential property tax

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These refunds will normally be paid out in equal payments June 1st, September 1st, and December 1st.

An applicant must fill in an application form and return it along with a copy of their P.E.I. Real Property Tax bill, to the Municipal Office, 20 Dickie Road (Box 89), Borden-Carleton CoB 1X0

Applicants need to continue to forward copies of their new Property Tax bill for each year of the agreement.

Revised: February , 2021  
J A Wentzell  
CAO



**Town of Borden-Carleton**  
 167 Industrial Drive PO Box 89  
 Borden-Carleton, PE C0B 1X0  
 Phone 902-437-2225 Fax 902-437-2610



Residential Construction Incentive  
 Municipal Residential Real Property Tax Refund  
 Application Form

*Application Form Online*

Date: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Property Tax Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Expected date of construction completion: \_\_\_\_\_

Expected date of occupancy: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please attach a copy of your property tax bill to this form

**Conditions to be met for 5 year tax incentive:**

- Construction of a new home \$50, 000 and up.
- Placing a home (from outside the Town) on a new foundation to total value of \$50, 000 or more.
- Construction of a new apartment /duplex
- Commercial development exceeding 100,000
- If property is sold before incentive period expires, the incentive transfers to new owner for the remainder of the incentive.
- Incentive only allowed to be used one time per property.

**For office use only:**

Approved:  Yes Date: \_\_\_\_\_

No Approved by: \_\_\_\_\_

## Jim Wentzell

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**From:** Jesse MacDougall <jwmacdougall@gov.pe.ca>  
**Sent:** July 4, 2022 11:43 AM  
**To:** badmin@borden-carleton.ca  
**Cc:** Holly Bernard; Darlene Rhodenizer  
**Subject:** RE: Zamboni

Good morning Jim,

INFC got back to me on Thursday with good news. They concluded that the Zamboni could be considered eligible under the Recreation category provided the eligible project expenditures are limited to *“the expenditures associated with the acquiring, planning, designing, constructing, or renovating a tangible capital asset, as defined by the Generally Accepted Accounting Principles (GAAP)”*, as stated in the terms and conditions. The Province must also demonstrate how the investment supports renewal or material enhancement of capital expenditures (not including repair or maintenance).

Our next Review Committee Meeting will be around the first of December. Feel free to submit the CIP application at anytime and I will hold onto it until the meeting.

Thanks,

**Jesse MacDougall, C.Tech | Project Officer**  
PEI Infrastructure Secretariat  
Department of Transportation and Infrastructure  
85 Fitzroy Street, Suite 301, Charlottetown, PE C1A 1R6  
Office: (902) 620-3631 | Cell: (902) 626-8757 | Fax: (902) 620-3383



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**From:** badmin@borden-carleton.ca <badmin@borden-carleton.ca>  
**Sent:** Friday, May 13, 2022 3:39 PM  
**To:** Jesse MacDougall <jwmacdougall@gov.pe.ca>  
**Cc:** Holly Bernard <bordencarletonrec@gmail.com>  
**Subject:** RE: Zamboni

Hi Jesse

The Gateway Arena is the only winter recreation facility in the Town. It is open 7 days per week 12 hours per day from October 15<sup>th</sup>– March 23<sup>rd</sup>. The Arena is used by 15 minor hockey teams and 10 other groups on a regular basis for hockey, skating and ringette. In addition, there are community skates daily and several hockey tournaments that residents can attend as spectators.

When the ice surface is used, it requires a reflooding every 2 hours by the Zamboni to be usable. Without a Zamboni, the Rink would have to shut down. The community would not have a winter recreation facility.

This rink is not only essential to the community of Borden-Carleton but is essential for many of the team to go to be able to play hockey. A number of the minor hockey teams draw players from a 60km radius. Each year some provincial tournaments are held at the Arena. Schools use the Arena for skating sessions as part of the school's recreation program.

Without a Zamboni, there would be no Arena.

Jim Wentzell  
CAO  
902 437 2225

---

**From:** Jesse MacDougall <[jwmacdougall@gov.pe.ca](mailto:jwmacdougall@gov.pe.ca)>  
**Sent:** May 13, 2022 12:01 PM  
**To:** Borden-Carleton <[bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)>  
**Subject:** Zamboni

Hey Jim,

INFC asked me to provide the following information:

- 1) Confirm the Zamboni is considered as a tangible capital asset per GAAP;
- 2) Confirm which of the three national objectives the project supports (increased productivity and economic growth, a clean environment, and strong cities and communities); and
- 3) Provide something in writing in the project description about why the Zamboni is essential for supporting the community rink.

Could you provide an answer to the third question for me?

Thank you,

**Jesse MacDougall, C.Tech | Project Officer**  
PEI Infrastructure Secretariat  
Department of Transportation and Infrastructure  
85 Fitzroy Street, Suite 301, Charlottetown, PE C1A 1R6  
Office: (902) 620-3631 | Cell: (902) 626-8757 | Fax: (902) 620-3383



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June 30, 2022

Mr. Jim Wentzell  
Town of Borden-Carleton  
167 Industrial Drive  
Borden-Carleton, PE  
COB 1X0  
Email: badmin@borden-carleton.ca

**Subject: Read Road Sewer Extension - Proposal for Engineering Services**

---

Dear Mr. Wentzell:

WSP is pleased to submit this proposal for the provision of engineering services for the extension of approximately 380 meters of sanitary sewer main required along Read Road from the existing lift station for the purposes of servicing the proposed development of seven (7) 8-unit buildings and one (1) 6-unit building. The project will also include providing sanitary services for the existing maintenance building and porta-potty building.

The proposal details the services WSP offers, along with our proposed fees for each stage of the project.

#### **TOPOGRAPHIC SURVEY**

A topographic survey is required for the purpose of the design. The topographic survey will locate the existing road, ditch location, lift station and driveways. WSP will provide the necessary topo survey on a time and materials basis. This survey does not include determination of legal boundaries. The expected value of the topo survey is \$4,000.00.

#### **DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS**

The design fees will include all services necessary for the preparation of design drawings and specifications, tender documents, application to regulatory agencies, tendering and award of construction documents.

WSP proposes to prepare the final design based upon the document titled, "Outline of Services for Consulting Engineering Assignments and Recommended Fees" as prepared by Engineers PEI (APEPEI). Based upon WSP's current relationship with the Town of Borden-Carleton, we are proposing a 20% reduction from the aforementioned APEPEI Recommended Fees; therefore, based upon a preliminary estimated project construction value of \$293,503.00 (HST included), WSP proposed a design fee of \$13,300.00.

195 MacEwen Road  
Summerside, PE  
Canada C1N 5Y4

T: +1 902 436-2669  
wsp.com



### CONSTRUCTION SERVICES

Inspection fees will be based upon full-time inspection of 40 hours per week for site personnel. The proposed fee is \$2,800.00 per week and will be pro-rated based upon actual contractor construction hours.

Project Administration fees during construction is based upon six (6) hours per week for the Project Engineer for project coordination and problem solving. The proposed fee for project administration is \$900.00 per week. As noted above, this is dependent on the schedule submitted by the Contractor and could vary from this amount.

Final project close-out and warranty inspection will be on an hourly plus expenses basis, estimated to be \$2,000.00.

Please note that all fees proposed are exclusive of any applicable taxes, as well as expenses, which will be invoiced in addition to the above-mentioned fees.

### EXCLUSIONS

As noted above, costs for surveying have not been included in the aforementioned fees.

Please note that all fees proposed are exclusive of any applicable taxes, as well as expenses, which will be invoiced in addition to the above-mentioned fees. Also note that all fees are based upon 2022 rates and CPI increases may apply for work beyond 2022.

### CLOSING

I would ask that you review the above. Should you find this quotation acceptable, we would consider your signature below as your acceptance of this quotation and as your authorization to begin the work outlined above. To that end, I would ask that you sign and return this letter to my attention at your earliest convenience, as time is of the essence to meet the requirements of the funding agreement.

Also attached for your review are the Client/WSP Standard Terms and Conditions that are proposed for the project.

I trust this is acceptable to you and look forward to a successful project with the Town of Borden-Carleton.

If you have any questions or require further information, please feel free to contact me.

Best regards,

Jonathan Doyle, P.Eng.

JD/gd

Encl. - WSP Terms and Conditions  
WSP ref.: P22-014



**Client Authorization:**

I hereby authorize WSP to proceed with the work outlined in this letter.

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Town of Borden-Carleton (Signature)

\_\_\_\_\_  
Date

## **Snow Blower/Sidewalk Plow**

The community of Miscouche is replacing their sidewalk plow/snowblower with a new machine that costs \$200,000

They have approached the Town to give us first choice to purchase their old machine before they sell it by tender. They are offering this equipment to the Town for the amount of \$15,000

At present Sidewalk plowing was not included in our Snow Removal contract.





## Jim Wentzell

---

**From:** Ferguson, Laird <lferguson@cbcl.ca>  
**Sent:** July 6, 2022 6:29 PM  
**To:** Jim Wentzell  
**Cc:** MacLeod, Jody; Cheverie, David  
**Subject:** RE: 222604 option 2 rev  
**Attachments:** 600521.00 Well Setbacks Plan-Final.pdf

Hi Jim,

See attached drawing projecting a 0.5km radius around each of the Town's wells. Let me what you think or if there are any other services that CBCL may be able to provide to the Town.

Best,  
Laird

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** Thursday, June 23, 2022 2:11 PM  
**To:** Ferguson, Laird <lferguson@cbcl.ca>  
**Subject:** RE: 222604 option 2 rev

Hi Laird

We are seeing an increase in development near the wells and it would be great to have a complete well projection map to see what properties would be affected.

Thank You

Jim Wentzell  
CAO  
902 437 2225

---

**From:** Ferguson, Laird <lferguson@cbcl.ca>  
**Sent:** June 23, 2022 1:36 PM  
**To:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Cc:** Cheverie, David <davidch@cbcl.ca>  
**Subject:** RE: 222604 option 2 rev

Hi Jim,

We do not have one created to for the entire Town, but we could create one. You are just looking for us to show the well field cicicles over the Town's boundaries?

Thanks  
Laird

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** Monday, June 20, 2022 4:43 PM

To: Ferguson, Laird <lferguson@cbcl.ca>

Subject: FW: 222604 option 2 rev

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Laird

I sent you an email last week that you may not have received as I had email troubles all week.

You had created a well protection area for the five wells used by the Town of Borden-Carleton for the Town's Water Supply to determine if this area passed through any part of lands owned by the Dept of Finance for a proposed housing development.

Does the plan you created show the complete well protection area for each well or just for the side that the Dept of Finance lands are on.

We would be interested in the mapping that shows the whole area within the well protection area , if that map exists.

Thank You

Jim Wentzell  
CAO  
902 437 2225

---

From: Ferguson, Laird <lferguson@cbcl.ca>

Sent: April 7, 2022 12:08 PM

To: dfrenchservices@gmail.com

Cc: Heather Joudrie <hljoudrie@gov.pe.ca>; badmin@borden-carleton.ca

Subject: RE: 222604 option 2 rev

Hi Derek,

As mentioned yesterday I went out and surveyed the wells, looks like well 1 is encroaching onto the development by 0.95m. See attached drawing.

See comments in red below regarding the other comments.

Thanks for the chat yesterday, let me know if there is anything else that we need to review. We currently have an RFQ for the supply of 6 homes which is closing April 12 and we will be in touch after the closing date regarding next steps.

Thanks  
Laird

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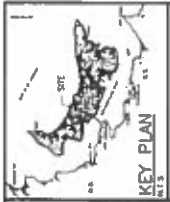
From: Heather Joudrie <hljoudrie@gov.pe.ca>

Sent: March 18, 2022 12:19 PM

To: Ferguson, Laird <lferguson@cbcl.ca>

Subject: FW: 222604 option 2 rev

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



- NOTES**
1. WELL LOCATIONS INFORMATION PROVIDED BY CIBC LIMITED, EXCLUDED ON APRIL 5, 2022.
  2. AZIMUTHS AND COORDINATES SHOWN ON DOUBLE STEREOGRAPHIC PROJECTION. STATION 2010 (NAD 83) IS USED FOR ALL COORDINATES. OPERATIONS FROM REFERENCE ACTIVE CONTROL NETWORK ASSUMED TO BE WITHIN ± 8.5 CM TO BE CONFIRMED BY OTHERS.
  3. ALL MEASUREMENTS ARE IN METRIC UNLESS OTHERWISE NOTED.
  4. ELEVATIONS ARE REFERENCED TO CANADIAN GEODETIC VERTICAL DATUM OF 2011 (CGVD2011).

**NOT FOR CONSTRUCTION**

NO.	DESCRIPTION	DATE	BY

TOWNSHIP OF  
BORDEN - CARLETON

WELL SETBACKS



PROJECT NO.	1000
DATE	10/10/2022
SCALE	AS SHOWN
DRAWN BY	
CHECKED BY	
DATE	
PROJECT NO.	
DATE	
PROJECT NO.	
DATE	

