



**Town of Borden-Carleton**

**Special Council Meeting**

**Tuesday, July 25, 2023 at 6:30 p.m.**

**20 Dickie Road, Borden-Carleton, PE**

**AGENDA**

**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. IN CAMERA – Discussions with Town Solicitor**

**MGA Section 119:**

MGA 119(1)(e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations; and

**119(1)(f) the conduct of existing or anticipated legal proceedings or the review of legal advice.**

**RETURN TO OPEN SESSION**

**4. NEW BUSINESS:**

4.1 IRAC Application re Gasoline Retail License

4.2 Discussion: September Dance (Event Budget from 2022)

4.3 Approve of two new Firefighters for Borden & Area Fire Dept

4.4 CBCL Condition of Town Streets

**5 ADJOURNMENT:**

---

**119. Closed meetings**

- (1) Despite subsection 118(1), a council or council committee may, by resolution, close all or part of a meeting to the public, either in advance or at the meeting, where the matter to be discussed is, in relation to any of the following, confidential:
- (a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
  - (b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
  - (c) personal information about an identifiable individual, including a municipal employee or an employee of a controlled corporation;
  - (c.1) personal information that is protected under the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01, if that Act applies;
  - (d) human resource matters, including labour relations or employee negotiations;
  - (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;
  - (f) the conduct of existing or anticipated legal proceedings or the review of legal advice;
  - (g) the conduct of an investigation under, or enforcement of, an Act or bylaw;
  - (h) information which, if disclosed, could prejudice security and the maintenance of the law.

**Resolution at closed meeting**

- (2) When a council or council committee meeting is closed to the public, no resolution or bylaw shall be passed during that meeting other than a resolution
- (a) giving instructions to the lawyer for the municipality;
  - (b) giving instructions to any person negotiating a contract on behalf of the municipality;
  - (c) giving directions to employees on matters enumerated in subsection (1);
  - (d) adjourning the closed meeting; or
  - (e) opening the meeting to the public.

**Required content of resolution**

- (3) A resolution to close a meeting to the public shall state which clause or clauses of subsection (1) describe the matter to be considered at the closed meeting.

**Disclosure**

- (4) A council or council committee shall make public any matter which has been considered at a meeting closed to the public pursuant to subsection (1), when confidentiality is no longer required.

**Prohibition**

- (5) No council member, council committee member or employee of a municipality shall, subject to clause (2)(c), disclose or act on any information acquired at a closed meeting of council or a council committee respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of council or the council committee.

## COST OF PUTTING ON A DANCE GATEWAY ARENA

Below is the budget created last year for the proposed dance (columns shaded). The breakeven point was high due to the pricing of the Band.

The first column shows what the costs would be if a Band was FREE or net zero cost for the Band.

Breakeven for ZERO net cost for Band at ticket price of \$20 = 230 persons.

For every \$500 cost for the Band at a ticket price of \$20.00 = 30 additional persons to break even.

A Band that cost \$1,000 would mean a break-even point of 290 ticket sales

ABOVE BASED ON ZERO COSTS FOR TABLES/CHAIRS (To rent chairs add \$5 to ticket price)

BUDGET DOES NOT INCLUDE ANY POSSIBLE PROFIT FROM BEVERAGE SALES

2023	20	25	25	25	25
	Budget	Budget	Budget	Budget	Budget
Borden-Carleton Band Dance	250	500	500	400	300
<b>SALES</b>	<b>5,000</b>	<b>12,500</b>	<b>12,500</b>	<b>10,000</b>	<b>7,500</b>
Sponsors	0	0	0	0	0
Gross Income	5,000	12,500	12,500	10,000	7,500
Less HST	-652	-1,630	-1,630	-1,304	-978
<b>Net Income</b>	<b>4,348</b>	<b>10,870</b>	<b>10,870</b>	<b>8,696</b>	<b>6,522</b>
<b>EXPENSES</b>					
Band - Fees		5,000	5,000	5,000	5,000
Licquor License	75	75	75	75	75
Event License	0	0	0	0	0
Event Tickets & Posters	400	400	400	400	400
Port a Potties	600	600	600	600	600
Workers Wages & Shirts	1,000	1,500	1,500	1,500	1,500
Security	1,200	1,200	1,200	1,200	1,200
Miscellaneous	200	200	200	200	200
Lighting/Extension Cords	250	250	250	250	250
Set Up/Tear Down	300	300	300	300	300
sub -total	4,025	9,525	9,525	9,525	9,525
Chairs	4	2,000	0	0	0
Tables	2.25	1,250	0	0	0
	4,025	12,775	9,525	9,525	9,525
<b>Net Loss (Before Licquor Profit)</b>	<b>323</b>	<b>-1,905</b>	<b>1,345</b>	<b>-829</b>	<b>-3,003</b>
<b>Break Even Sales</b>	<b>231</b>	<b>601</b>	<b>438</b>	<b>493</b>	<b>493</b>

# Borden-Carleton Fire Department Application Form for Volunteer Firefighters \*Applicant must be at least 18 years of age

Name: Mary MacDonald-Pickering

Address: 2561 Route 10 Borden-Carleton

Home Phone: 902-439-6252

Occupation: Manager with Social Programs for the Province

Date of Birth: August 16, 1976

List ANY medical conditions &/or medications taken daily:

Lansoprazole daily and numerous vitamins

No health issues – gastric sleeve in 2022

Fear of Heights: Unsure

Physically Fit : Yes

\*Subject to a criminal background check (must be clear)

\*Must be living in the area for 1 year prior to applying. The applicant will be expected to attend all fire calls if possible when called and maintain a reasonable attendance at fire hall nights depending on shift work, ect. You will also be expected to make all effort to attend all special **training sessions and firefighter's** association meetings within the department and participate in training sessions or school outside the department. Acceptance is subject to a secret ballot vote **conducted by the Firefighter's Association**. After a probationary or training period of one year, the applicant will be expected to assume his/her share of the responsibilities within the department and to be prepared to operate any piece of equipment he/she has received

training on. When fighting fires, practicing, or participating in department related activities, firefighters are expected to act in such a way as to bring pride and a high sense of morale to the department. They are expected to conduct themselves in such a way as to gain respect from the communities in which they serve.

Date: June 6/23

Applicant: Mary MacDonald-Pickering

Fire Chief: Shaun Furma

Approved

by members July 13, 2023

# Borden-Carleton Fire Department Application Form for Volunteer Firefighters

\*Applicant must be at least 18 years of age

Name: Kyle Wigney

Address: 22571 Trans Canada Highway (Albany)

Home Phone: 902-786-5216

Occupation: between stuff (call for details)

Date of Birth: Nov 17 1990

List **ANY** medical conditions &/or medications taken daily:

anxiety (past)

Fear of Heights  Yes  No

Physically Fit  Yes  No

\*Subject to a criminal background check (must be clear)

\*Must be living in the area for 1 year prior to applying.

The applicant will be expected to attend all fire calls if possible when called and maintain a reasonable attendance at fire hall nights depending on shift work, ect. You will also be expected to make all effort to attend all special training sessions and firefighter's association meetings within the department and participate in training sessions or school outside the department.

Acceptance is subject to a secret ballot vote conducted by the Firefighter's Association.

After a probationary or training period of one year, the applicant will be expected to assume his/her share of the responsibilities within the department and to be prepared to operate any piece of equipment he/she has received training on.

When fighting fires, practicing, or participating in department related activities, firefighters are expected to act in such a way as to bring pride and a high sense of morale to the department. They are expected to conduct themselves in such a way as to gain respect from the communities in which they serve.

Date: 5/01/2023

Applicant: [Signature]

Fire Chief: [Signature]

Approved

by Members  
July 13, 2023



June 30, 2023

James Wentzell, CAO  
[bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)  
Town of Borden-Carleton  
20 Dickie Rd  
Borden-Carleton, PE, C0B 1X0

**RE: Borden-Carleton Asphalt Assessment**

The Town of Borden-Carleton (Town) engaged CBCL Limited (CBCL) to assess the condition of their asphalt streets so that the Town could use the results of the assessment to plan future street resurfacing effort to match their limited funds. This letter generally summarizes CBCL's scope of work to date as outlined below:

- ▶ Completion of a single day site visit to identify the asphalt defects.
- ▶ Quantification and categorization of the streets into excellent, good, fair, and poor condition states.
- ▶ Provide unit rate opinion of probable construction cost for rehabilitation.

## Condition Assessment

CBCL completed a site visit on June 13, 2023, and was accompanied by the Town's engineering student. The asphalt defects were noted. Other observed drainage and subgrade concerns were noted but are considered outside the scope of this work. The Ontario Structural Inspection Manual (OSIM) was used as a guideline to identify and categorize the severity of the asphalt defects. The below defect categories were noted, quantified, and a severity rating of light, medium, or severe was applied. Appendix 1 contains sample photos of some defects.

- ▶ Longitudinal and Transverse Cracks
- ▶ Map Cracking
- ▶ Potholes
- ▶ Ravelling / Segregation
- ▶ Flushing
- ▶ Wheel track rutting
- ▶ Abrasion

The light, medium, and severe defects were used to calculate the condition state for each street. Condition states describe an area that is in Excellent, Good, Fair, or Poor condition. For example, if no defects are noted, then the area of the street is in Excellent condition. Table 1

provides a breakdown of the percentage of area for each street in each condition state. Streets are ranked by the percentage of area with the lowest excellent condition area, followed by the area in good condition.

Table 1: Condition Summary

Street Name	Area (m <sup>2</sup> )	Excellent (%)	Good (%)	Fair (%)	Poor (%)
Church St	413	0.0%	61.7%	10.7%	27.6%
Kirkpatrick St	906	0.0%	68.3%	25.4%	6.4%
George St	305	0.0%	74.5%	23.0%	2.5%
Miller St	425	0.0%	91.9%	5.4%	2.8%
Edward St	379	45.5%	5.3%	49.1%	0.1%
Belvedere Ave	930	61.8%	2.6%	34.9%	0.7%
Haig St	303	73.3%	23.7%	2.9%	0.1%
Main St	7446	83.0%	16.7%	0.3%	0.1%
Leard St	880	90.4%	9.2%	0.1%	0.3%
Howatt St	1990	94.5%	4.2%	1.2%	0.1%
Beatty St	830	95.4%	1.2%	3.0%	0.4%
Downing St	2280	97.6%	0.9%	1.0%	0.5%

\*The shoulder of the south portion of Kirkpatrick St was not inspected and not included in the total area.

## Rehabilitation Approach

The Town is planning to rehabilitate the roads using a conventional cold plane and overlay approach. This approach typically includes having the existing surface planed down by a depth of 40 to 50mm to remove the deteriorated surface or achieve a desired slope. The milled surface is then cleaned, and a tack coat applied to promote adhesion between the existing and new asphalt surface. A 40 to 50mm Asphalt Seal (B Mix) is placed over the existing surface and compacted. The cold plane and overlay approach is acceptable when no subsurface reconstruction required. This approach has been assumed because the Town has limited budget and is not considering a complete street reconstruction project, however, some streets should be investigated for a reconstruction approach.

## Opinion of Probable Construction Costs

In recent years, the construction industry has been experiencing significant pricing volatility and the road construction industry is not an exemption. It is projected that the market may experience further pricing increases following anticipated fuel increases on July 1<sup>st</sup>.

A significant expense for paving contractors is the cost to mobilize and demobilize. This includes the cost to transport, load/unload equipment, and set-up / take down equipment



before and after the project. As a result, the cost of paving varies based on the total quantity. That is, the unit price for a small job is larger than the unit price for a large job.

Table 2 provides unit rate budget values for a cold plane and overlay approach. Unit rates are provided for two different project sizes so the Town may understand the economies of scale with paving projects. The two areas provided are based on the area of the smallest street and the total area of all streets. The values do not include repairing, modifying, or accommodating existing infrastructure such as catch basins or manholes, sidewalk approaches, or asphalt curbing. As well, the pricing does not include the additional cost of having asphalt millings turned over to the Town. Asphalt millings have a value as they can be reused and the Town should consider retaining ownership of the millings if they have use for them. If the asphalt millings are turned over to the Town for reuse they need to be either securely stockpiled or the proposed placement area needs to be properly graded before placement, and upon placement they need to be fine graded and compacted.

Table 2: Unit Rate Budget Pricing

Item	Estimated Costs (\$) per Assumed Project Size	
	300 m <sup>2</sup>	17,000 m <sup>2</sup>
Cold Plane to an average depth of 40mm	\$25/m <sup>2</sup>	\$7/m <sup>2</sup>
Overlay 40mm of an asphalt B mix seal	\$43/m <sup>2</sup>	\$30/m <sup>2</sup>
<b>Total</b>	<b>\$68/m<sup>2</sup></b>	<b>\$37/m<sup>2</sup></b>

## Discussion

The scope of the assessment was limited to identifying the defects in the asphalt and calculating the condition states. However, the condition of an asphalt surface is largely impacted by the underlying subgrade cross section and surface water drainage. During the site visit the below issues were identified at various locations and it is recommended that the Town investigate these issues further on the poor condition streets prior to a resurfacing project.

- ▶ Areas with insufficient cover over storm pipe resulting in local protrusions or heaving.
- ▶ Catch basin covers that are above the asphalt grade and do not collect the surface water.
- ▶ Poor slopes or crowing of road cross sections.
- ▶ Lack or poor ditch/swale construction to flow surface water to storm system.
- ▶ Subgrade was not confirmed, but some areas may not have adequate base and subbase consisting of select borrow and Class A gravel.

## Conclusions

In summary the condition of the asphalt streets in the Town of Borden-Carleton was reviewed and it was found that Church, Kirkpatrick, George, and Miller Streets have the highest

James Wentzell, CAO  
June 30, 2023

percentage of fair and poor condition states. The streets were downgraded for various asphalt defects, commonly longitudinal, transverse, and map cracking, as well as potholes and ravelling. The cost of a cold plane and overlay asphalt resurfacing project is dependent on various factors, but notably the quantity of work. Cost may range between \$37/m<sup>2</sup> to \$68/m<sup>2</sup>.

Finally, it is recommended that the town complete further investigation of the poor condition streets to underside the underlying cause of the deterioration.

If the Town of Borden-Carleton would like to discuss these results further, we can be available for a discussion via in person, video, or tele-conference. We appreciate the opportunity to work on this project and look forward to preparing a Request for Quotation package for your asphalt resurfacing project.

Yours very truly,

CBCL Limited



Prepared by:  
Laird Ferguson, P. Eng  
Civil Engineer  
Direct: 902-892-0303; 3417  
E-Mail: lferguson@cbcl.ca



Reviewed by:  
Jody MacLeod, P.Eng.  
Branch Manager

Attachments: Appendix 1 – Sample defects

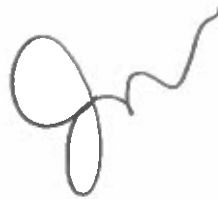
Project No: 232629.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

# Estimated Costs

Street Name		LOW	HIGH
Church St	413	15,281	28,084
Kirkpatrick St	906	33,522	61,608
George St	305	11,285	20,740
Miller St	425	15,725	28,900
Edward St	379	14,023	25,772
Belvedere Ave	930	34,410	63,240
Haig St	303	11,211	20,604
Main St	7446	275,502	506,328
Leard St	880	32,560	59,840
Howatt St	1990	73,630	135,320
Beatty St	830	30,710	56,440
Downing St	2280	84,360	155,040

All ROADS 632,219 1,161,916  
WORST 4 ROADS 75,813 139,332



## Appendix 1 – Sample Asphalt Defects

---



Figure 1: Light cracking and light raveling



Figure 2: Medium cracking



Figure 3: Abrasion

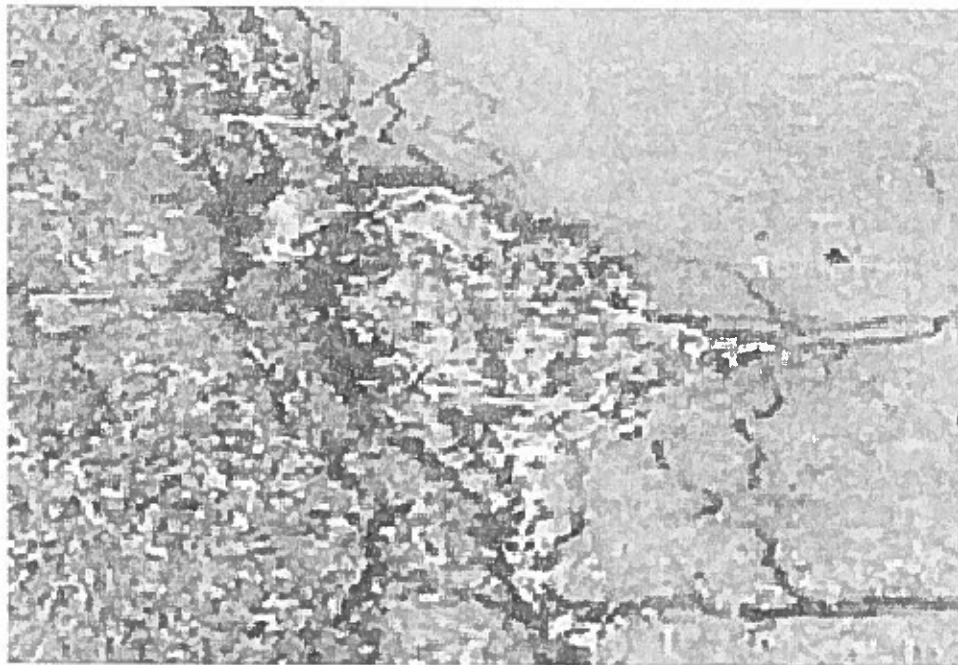


Figure 4: Medium pothole

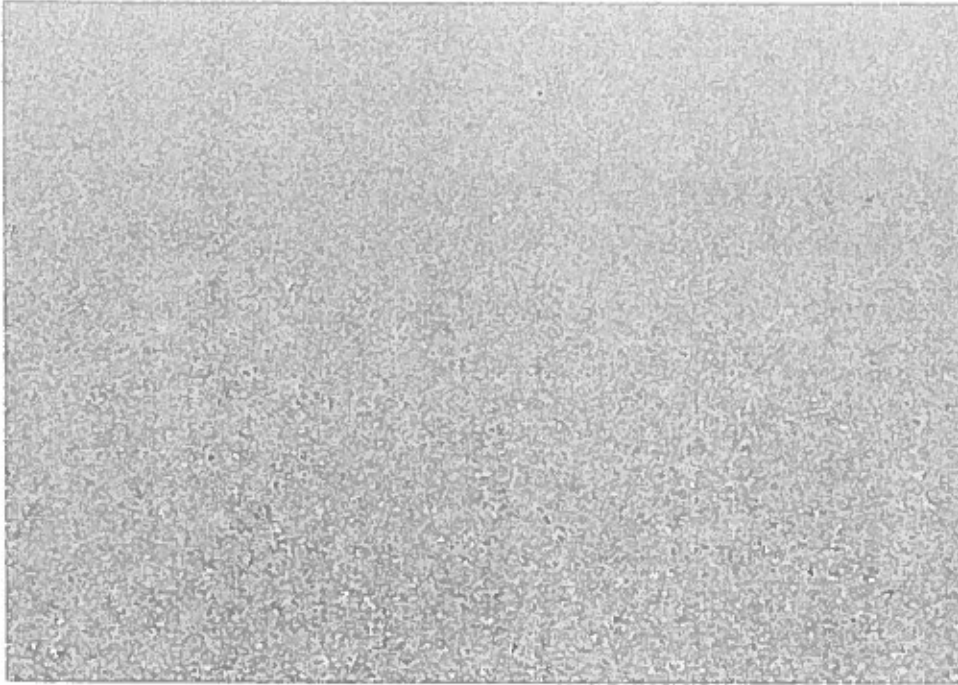


Figure 5: No defects, excellent condition



Figure 6: Church St - Insufficient storm pipe cover, cross slope, and drainage - Recommend further investigation.