

**Request for proposals**  
**# 2018-01**  
**Municipal Growth Management Study**

Issued by: **Rural Municipalities of Wellington and Abram-Village**

Date issued: October 3, 2018

Submission deadline: October 30, 2018 at 2 p.m. local time.

RFP contact name: Alcide Bernard, Mayor, Rural Municipality of Wellington

RFP contact email and telephone number: [office@wellingtonpei.ca](mailto:office@wellingtonpei.ca), 902-432-2425

## 1. INVITATIONS

The Rural Municipality of Wellington along with the Rural Municipality of Abram-Village are inviting proposals from qualified Proponents to complete a Municipal Growth Management Study for the area as described in Section 3 of this Request for Proposals (RFP).

## 2. INSTRUCTIONS

### 2.1 RFP timetable

<u>Activity</u>	<u>Deadline</u>
Issue date	October 3, 2018
Deadline for written questions	October 11, 2018
Deadline for issuing addenda	October 16, 2018
Deadline for submission of proposals	October 30, 2018 at 2 p.m. Local time.
Anticipated date of decision	November 23, 2018
Anticipated project start date	December 10, 2018
Anticipated project completion date	April 30 , 2019

This RFP timetable is tentative only, and may be changed by the Rural Municipalities of Wellington and Abram-Village.

### 2.2 SUBMISSION LOCATION AND METHOD

Proposals may be submitted by courier, regular mail, or in person.

Proposals submitted by courier or delivered in person must be labeled as required in Section 2.3 and sent or delivered to: *25 Mill Road, Wellington, PEI, COB 2E0* with ATTENTION: Alcide Bernard, Mayor, Rural Municipality of Wellington included on the label.

Proposals submitted by regular mail must be labeled as required in Section 2.3 and sent to:

*Rural Municipality of Wellington  
PO Box 26  
Wellington, PEI  
COB 2E0*

### 2.3 SUBMISSION FORMAT

Proposals must be submitted by one of the methods referenced in Section 2.2 of this RFP. Proposals must be submitted in a sealed package that contains a separate sealed technical proposal package and a separate financial proposal package. The sealed proposal package should be prominently marked with the RFP title (see RFP cover), the RFP Contact details, and the full legal name and return address of the Proponent.

All proposal packages should contain the following: 1. Technical proposal package: The technical proposal package should be sealed. It should be prominently marked as "Technical Proposal" and labeling should include the RFP title (see RFP cover) and the full legal name and return address of the Proponent. The technical proposal package should contain six (6) copies of the technical proposal. In the interest of sustainability, please refrain from using any unnecessary fastening or presentation materials when submitting the technical proposal. 2. Financial proposal package: The financial proposal package should be sealed. It should be prominently marked as "Financial Proposal" and labeling should include the RFP title (see RFP cover) and the full legal name and return address of the Proponent. The financial proposal package should contain six (6) copies of the financial proposal. In the interest of sustainability, please refrain from using any unnecessary fastening or presentation materials when submitting the financial proposal. Financial package must be clearly labeled with the following information as well as the name and address of the Proponent.

**RFP Name: *Municipal Growth Management Study for Rural Municipalities of Wellington and Abram-Village***

**Attention:** *Alcide Bernard, Mayor, Rural Municipality of Wellington*

Physical and mailing address:

*Rural Municipality of Wellington*

*25 Mill Road*

*PO Box 26*

*Wellington, PEI*

*COB 2E0*

Proponents shall submit six (6) sealed copies of the complete proposal documents, including any additional proposal specific information by the closing date above.

#### **2.4 RFP CONTACT**

Please note that Alcide Bernard is the primary contact for questions during the submission process. He can be contacted via email at ([office@wellingtonpei.ca](mailto:office@wellingtonpei.ca)). To ensure fairness to all Proponents, any and all questions that require detailed clarification or that may materially alter this tender document shall be submitted in writing.

#### **2.5 ADDENDA**

In the event that questions/responses to this RFP require amendments, modifications or clarifications to the original document, such amendments/modifications or clarifications shall be advertised on the Rural Municipality of Wellington's corporate Website ([www.wellingtonpei.ca](http://www.wellingtonpei.ca)) and on the Prince Edward Island Government Tenders and Procurement's website (<https://www.princeedwardisland.ca/en/topic/government-tenders-and-procurement>). It is the sole responsibility to review the aforementioned websites for any amendments/modifications/clarifications to this RFP.

#### **2.6 CLOSING DATE AND TIME**

Sealed and marked proposals must be received no later **than October 30 at 2:00 pm local time.**

#### **2.7 ACCEPT OR REJECT PROPOSALS**

Proponents are advised that the Rural Municipalities of Wellington and Abram-Village reserve the right to reject any or all proposals. The Rural Municipalities of Wellington and Abram-Village may also, at their sole discretion, award the proposed work to a Proponent who does not submit the lowest price proposal. The contract expected to result from this RFP is intended to be awarded to the Proponent whose proposal is most advantageous to the two rural municipalities. Proponents are advised that failure to satisfy any term or condition of this RFP may result in rejection of the proposal. Further, any proposals not properly signed/dated, proposals that contain restrictions and/or provisions, proposals completed in pencil, proposals with incomplete calculations, or proposals lacking required information, will be rejected as incomplete. Proposals received after the closing time/date will not be open.

#### **2.8 PROPOSAL EXPENDITURES**

The Rural Municipalities of Wellington and Abram-Village will not reimburse any Proponent for any costs related to the preparation of a proposal in response to this RFP. Without foregoing any generalities, this shall extend to any review, interviews, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the Rural Municipalities.

#### **2.9 TYPE OF CONTRACT**

The successful Proponent shall be required to enter an agreement with the Rural Municipalities of Wellington and Abram-Village to complete the Scope of Work described in Section 3 of this RFP.

#### **2.10 WITHDRAWAL OF PROPOSALS**

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a written notice of withdrawal must be received by the RFP contact, prior to the Submission Deadline, and must be signed by an authorized representative of the Proponent.

#### **2.11 PROPOSALS IRREVOCABLE AFTER SUBMISSION DEADLINE**

Proposals shall be irrevocable for a period of 90 days after the Submission Deadline.

### **3. TERMS OF REFERENCE**

#### **3.1 PROJECT BACKGROUND**

The two rural municipalities of Wellington and Abram-Village are located in the south-western part of Prince Edward Island. Together, they represent a total population base estimated at close to 700 residents (based on the 2016 census) and a total land area of 761 acres (308 hectares). The two rural municipalities are surrounded by 14 historic unincorporated communities. The geographical area including and surrounding Wellington and Abram-Village has historically been known and continues to be known unofficially as the Evangeline Region. The residents and the community organizations in the area have a history of working together and have partnered on numerous projects.

Appendix 1 (Section 12 of this RFP) provides a list of the community names and a context map associated with the unincorporated area that must be considered in the Municipal Growth Management Study along with the Rural Municipalities of Wellington and Abram-Village.

Appendix 2 (Section 12 of this RFP) provides some background information on existing municipal infrastructure, bylaws, policies and plans.

Appendix 3 (Section 12 of this RFP) provides information on relevant discussions held to date in the communities identified. A Working Committee with representatives from the Rural Municipalities of Wellington and Abram-Village along with representatives from the identified unincorporated area was created in 2017. This Working Committee has organized meetings over the past 12 months and has held a focus group type event to better understand the interest of residents for restructuring.

Appendix 3 (Section 12 of this RFP) provides an overview of the reasons why the two Rural Municipalities are initiating a Municipal Growth Management Study at the present time and includes relevant background information that is expected to inform the Study. It also provides a summary of recent discussions related to the Study.

### **3.2 PROJECT OBJECTIVES AND PHASES**

The Municipal Growth Management Study will help the Working Committee determine the feasibility of restructuring into one regional municipality. The Study will build upon the recent work that has been carried out to understand the potential and priorities for restructuring; it is expected to include analysis about the social, cultural and economic resources in the area, with the objective of increasing capacity, improving service delivery and promoting economic opportunities.

The work is expected to be completed through a two-phase process. Each phase will result a public engagement component and a project report. The purpose of public engagement is to receive feedback from residents of the study area for the development of a plan and recommendations for restructuring that will meet the requirements of the PEI Municipal Government Act and Regulations.

### **3.3 SCOPE OF WORK**

#### **3.3.1 Phase 1. Assessment and Evaluation**

The first phase will require meetings with the Working Committee to discuss accomplishments to date and to review proposed area parameters. The work will involve the provision of maps of the Study area with existing and contemplated municipal boundaries clearly defined and labeled; a socio-economic profile of the Study area that considers physical, demographic, economic, language and culture, and administrative characteristics. It will include an assessment of the study area that considers current and future perspectives relating to: a) physical and natural features, b) population trends relating to culture and language and c) economic trends (including institutional, commercial, industrial and resource-based economic activities).

Phase 1 report will also contain an overview of discussions held on the potential and priorities of a regional municipality to govern the Study area and an evaluation of the feasibility of achieving future requirements for viable municipalities, including the provision of administrative, financial and land use planning functions. It will provide for a communication strategy for reporting to the general public during Phase one as well as the costs associated with the implementation of the communication strategy.

#### **3.3.2 Phase 2. Recommendations and Municipal Restructuring Plan**

The second phase will result in a report that contains a municipal Restructuring Plan that meets the requirements, of Part 2 - Municipalities, Division 1 - Establishment and

Restructuring of Municipalities, of the P.E.I. Municipal Government Act which includes options for municipal restructuring and recommendations to support the implementation of the plan. It will provide for a community engagement plan during the restructuring planning process as well a transition plan and a community engagement plan during the implementation process.

The Phase 2 report will contain priority actions, detailed short and long-term financial budgets considering all revenue and expenditure sources associated with the mandatory responsibilities of a municipality per Section 14 of the PEI *Municipal Government Act*, and the proposed priorities of the Study area, municipal taxation sharing models with commercial and non-commercial rate provisions and official languages adaptation provisions.

The report will consider actions and special related costs to meet the future requirements of viable municipalities as per the Municipal Government Act and Regulations that inform the municipal restructuring plan referenced above, including:

- a. Municipal office accessible to the public on a weekly basis (a minimum of 20 hours per week by 2022);
- b. Land use planning by 2022;
- c. Professional administration;
- d. Development and administration of bylaws;
- e. Emergency planning by 2020;
- f. Frequency of council meetings (min 6 per year);
- g. All-day elections;
- h. Open government;
- i. Financial accountability; and
- j. Asset management plans.

### **3.3.3 Public Consultation**

Public input is important in both phases of the study. A minimum of two public meetings at two different sites is anticipated. Web-based input and individual initiatives will be promoted as mechanism for public input.

## **4. PROJECT DELIVERABLES**

- Public Engagement delivery;
- All documentation and reports posted on websites promoted for the Study process;
- All draft and final reports to be provided in both official languages;
- Draft and final Phase 1 Reports: Assessment and Evaluation
- Draft and final Phase 2 Reports: Recommendations and Municipal Restructuring Plan
- If required, application packages for municipal restructuring approval by PEI Government and/or IRAC as necessary in the PEI *Municipal Government Act*.

## **5. PROJECT MANAGEMENT**

The project will be overseen by the Working Committee referenced in Section 3.1. The Working Committee is represented by councilors from Wellington and Abram-Village and representatives from the unincorporated areas. The Committee will manage all aspects of the Study process, including the evaluation of proposals relating to this RFP, and will report and make recommendations to Municipal Councils of Wellington and Abram-Village for the final decisions. The successful Proponent will be required to meet with representatives of the Working Committee on a regular basis for updates about the progress of the study and will need to keep this Committee informed throughout the process as needed.

## **6. PROPONENT QUALIFICATIONS**

The Terms of Reference outlined in Section 3 involve a scope of work that typically requires the expertise of various specialists. Proponents must have the multi-disciplinary knowledge and the experience necessary to complete this project. Collaborative proposals are encouraged, and previous experience within a bilingual municipality is essential. Partnerships must identify a lead consulting firm and sub-contractors, if any, in the proposal submitted.

At a minimum, the proponent must have the following qualifications:

- A project manager with a minimum of 5 to 10 years experience in leading growth management studies and providing restructuring advisory to municipalities;
- Significant experience in designing, leading and facilitating public engagement processes;
- Knowledge and awareness of municipal financial and administrative systems;
- Qualifications and expertise in municipal finance;
- Completely bilingual (French and English) capacity for all aspects of the project;
- Qualifications and expertise in demographic and economic analysis;
- Qualifications and expertise in land use planning;
- Familiarity with municipal governance and processes on Prince Edward Island;
- An understanding of the Acadian culture and its diversity;
- A working knowledge of the Municipal Government Act (MGA) and the Planning Act on Prince Edward Island; and
- Experience in project coordination and management

## **7. PROJECT TEAM AND QUALIFICATIONS:**

The proposal must include the list of the team members that will be involved in this study as well as their qualifications.

## 8. PROJECT BUDGET

The total project budget for the Municipal Growth Management Study is \$60,000 inclusive of expenses, disbursements and taxes. All Proponents must clearly identify and itemize the costs of conducting the Study such as the cost of the time spent to prepare the study, travel costs, translation costs, and all other expenses.

Additional funding may be available if the scope of the project is expanded.

## 9. CONTENTS OF PROPOSAL

### 9.1 CONTENTS OF TECHNICAL PROPOSAL

The contents of the Technical Proposal should be based on the Terms of Reference and the Proponent's qualifications. The Technical Proposal should demonstrate clearly how the Proponent meets the qualifications and how they will achieve the project deliverables, with reference to projects of comparable scope and scale.

At a minimum, the Technical Proposal must identify the lead firm and any subcontractors, and be signed by representatives authorized to bind each firm to the proposal, and include the following information:

- a) **Project Team and Qualifications:** a description and history of the services offered by the Proponent, a description of qualifications and experience of each team member proposed to be involved in this project
- b) **Experience and References:** a description of similar projects undertaken by the Proponent and past projects' contact information (email and telephone) able to provide reference on each listed project;
- c) **Team Organization:** identification of the Project Manager, identification of the role of all team members included in the Project Team (including the years of experience and the work assigned to each team member), as well as a contingency plan in the absence of the Project Manager;
- d) **Project Understanding, Approach and Proposed Methodology:** The Proponent's understanding of the project, the general approach to complete the Municipal Growth Management Study, an overview of the strategy for public engagement, a public communication strategy and a description of the methodology proposed to complete the scope of work; and
- e) **Detailed Work Plan:** a breakdown of tasks, resources to be dedicated to each task including the level of day to day support to the project and the key dates associated with the project deliverables.

The Technical Proposal may include any additional material that the Proponent considers directly related to this Project's Scope of Work and Proponent Qualifications. If additional material is included, the Proponent should indicate clearly how the material relates to the Terms of Reference and /or the Proponent Qualifications.

### 9.2 CONTENTS OF FINANCIAL PROPOSAL

The Financial Proposal must be separate from the Technical Proposal and must include the following information:

- a) a firm price for the completion of the study;
- b) a schedule for completion of the project, including target dates for project deliverables;

- c) a breakdown of costs for each phase of the project;
- d) a proposed payment schedule based on the schedule for project deliverables including costs of preparing necessary application packages for PEI Government approval pursuant to the Municipal Government Act
- e) hourly and per diem rates for all team members; and
- f) proof of insurances (required to complete this type of work).

**10. PROPOSAL EVALUATION AND NOTIFICATION OF RESULTS**

**10.1 EVALUATION OF PROPOSALS**

Proposals received will be evaluated using a value based system. All proposals will be assessed on the basis of the rated criteria below;

<b><u>Evaluation criteria</u></b>	<b><u>Points</u></b>
<b>Project Understanding, Approach and Proposed Methodology</b>	30
<b>Detailed Work Plan</b>	20
<b>Project Team and Qualifications</b>	10
<b>Experience and References</b>	15
<b>Team Organization</b>	5
<b>Price</b>	20
<b>Total</b>	<b>100</b>

**Technical Proposals will be evaluated before Financial Proposals.** Only Technical Proposals that score a minimum of 65 points will be considered and evaluated further on financial information. The Working Committee reserves the right to hold interviews with any or all of the proponents during the selection process. The qualifying Proponent with the highest combined Technical and Financial score will be selected to enter into an agreement with the Rural Municipalities of Wellington and Abram-Village. Upon finalization of the agreement with the Rural Municipalities of Wellington and Abram-Village, this Proponent shall be known as the successful Proponent.

## **10.2 NOTIFICATION TO SELECTED PROPONENT**

The Rural Municipalities of Wellington and Abram-Village will notify the selected Proponent in writing. The tentative timeframe for notification is referenced in Section 2.1 (RFP timetable).

## **10.3 NOTIFICATION TO OTHER PROPONENTS**

Once an agreement is finalized and executed between the Rural Municipalities of Wellington and Abram-Village and the successful Proponent, notification of the outcome of the procurement process will be posted on the Rural Municipality of Wellington's corporate Website ([www.wellingtonpei.ca](http://www.wellingtonpei.ca)) and on the Prince Edward Island Government Tenders and Procurement's website (<https://www.princeedwardisland.ca/en/topic/government-tenders-and-procurement>).

## **10.4 PROPONENT DEBRIEFING**

Proponents may request a debriefing after notification of the outcome of the procurement process. All requests must be in writing to the RFP contact person and must be made within 60 days of notification of the outcome of the procurement process. The intent of a debriefing is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

# **11. TERMS AND CONDITIONS**

## **11.1**

The Rural Municipalities of Wellington and Abram-Village reserve the right to:

- reject any or all proposals;
- cancel this RFP process without liability at any time prior to the execution of a written agreement between the Rural Municipalities of Wellington and Abram-Village and a Proponent. The Rural Municipalities of Wellington and Abram-Village may, in their sole discretion, issue a new RFP for the same or similar scope of work;
- amend this RFP process without liability at any time prior to the execution of a written agreement between the Rural Municipalities of Wellington and Abram-Village and a Proponent;
- verify with any Proponent or with a third party any information set out in a proposal;
- check references other than those provided by any Proponent;
- disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- waive minor formalities in proposals received;
- request written clarification in relation to a Proponent's proposal; and
- make public the names of any or all Proponents.

These reserved rights are in addition to any other rights that may be implied in the circumstances, or that the Rural Municipalities of Wellington and Abram-Village have by law.

**11.2**

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's proposal.

**11.3**

Proponents are solely responsible for all costs incurred in the preparation and submission of a proposal, and any related costs, in response to this RFP, including any subsequent negotiations with Rural Municipalities of Wellington and Abram-Village if any. The Rural Municipalities of Wellington and Abram-Village will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

**11.4**

The Rural Municipalities of Wellington and Abram-Village will not return the proposal or any accompanying documentation submitted by a Proponent.

**11.5**

The Rural Municipalities of Wellington and Abram-Village make no guarantee of the value or volume of work to be assigned to the successful Proponent. The agreement to be negotiated with the selected Proponent may not be an exclusive contract for the provision of the described Scope of Work. The Rural Municipalities of Wellington and Abram-Village may contract with others for services the same as, or similar, to the Scope of Work.

**11.6**

Proponents may be required to be registered to carry on business in accordance with applicable laws. The status of a Proponent's business registration does not preclude the submission of a proposal in response to this RFP.

A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, if the Proponent is selected as the successful Proponent, that Proponent must bring itself into compliance prior to the execution of the Agreement. For information on the business registration requirements of the Consumer, Corporate and Financial Services, Department of Justice and Public Safety, please consult:

<http://www.gov.pe.ca/jps/index.php3?number=1027199&lang=E>

**11.7**

If a selected Proponent fails to execute an agreement or satisfy any other applicable conditions within FIFTEEN (15) DAYS of notice of selection, the Rural Municipalities of Wellington and Abram-Village may, without incurring any liability, withdraw the selection of that Proponent and proceed with the selection of another Proponent or cancel the RFP Process.

**11.8**

The Rural Municipalities of Wellington and Abram-Village may disqualify a Proponent for any conduct, situation or circumstance, determined by the Rural Municipalities of Wellington and Abram-Village to constitute a conflict of interest.

**11.9**

The Rural Municipalities of Wellington and Abram-Village may disqualify a Proponent who has

engaged in lobbying or other illegal or unethical conduct that may be seen to compromise the competitive process provided for in this RFP.

**11.10**

Any documentation, files or material (electronic or hard copy) supplied to Rural Municipalities of Wellington and Abram-Village by the successful Proponent will remain the property of the Rural Municipalities of Wellington and Abram-Village. The work produced under this contract shall be the property of the Rural Municipalities of Wellington and Abram-Village and may not be used for any other purpose without the written authorization of the Rural Municipalities of Wellington and Abram-Village.

**11.11**

The Rural Municipalities of Wellington and Abram-Village reserve the right to cancel an agreement executed with a selected Proponent pursuant to this RFP at any time with appropriate compensation for authorized work completed up to the date of notice.

**11.12**

These terms and conditions are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Rural Municipalities of Wellington and Abram-Village and any Proponent to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations.

**11.13**

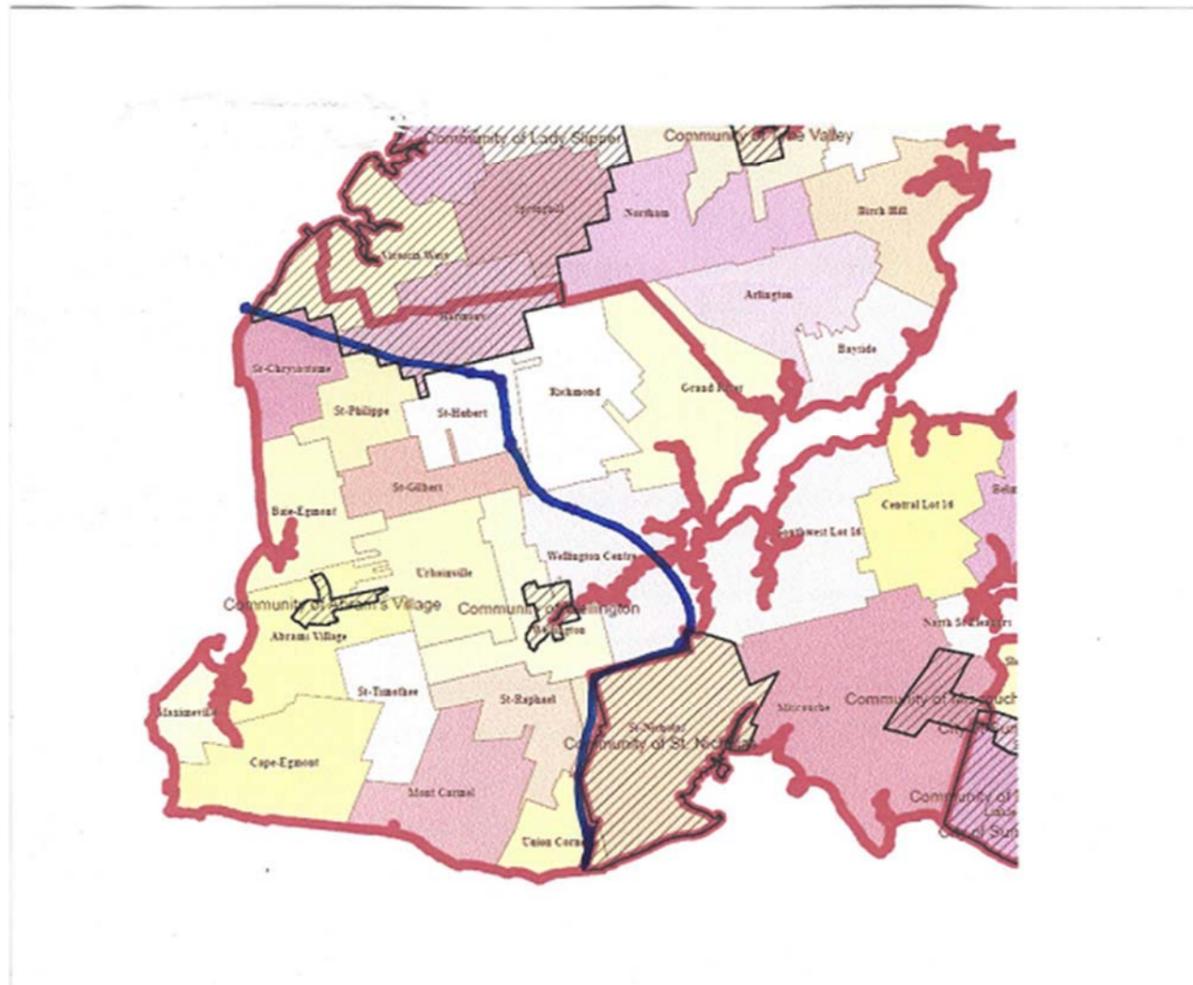
These terms and conditions are to be governed by and construed in accordance with the laws of the Province of Prince Edward Island and the federal laws of Canada therein.

## **12. APPENDICES**

### **Appendix 1: List of locations included in the Study Area**

- 1) Rural Municipality of Wellington
- 2) Rural Municipality of Abram-Village
- 3) Mont-Carmel
- 4) Urbainville
- 5) St Phillip
- 6) St. Timothy
- 7) Cape Egmont
- 8) Maximeville
- 9) St. Chrysostome
- 10) Egmont Bay
- 11) Union Corner
- 12) St. Hubert
- 13) St. Raphael
- 14) Wellington Center
- 15) the un-incorporated area of Abram-Village
- 16) St. Gilbert
- 17) Goodwin's Corner
- 18) Day's Corner

CONTEXT MAP (outline in blue)  
Existing municipalities outlined in black with graphic lines.



## **Appendix 2: Background Information**

### **A. EXISTING MUNICIPAL INFRASTRUCTURE:**

#### **VANIER CENTRE - WELLINGTON**

- fairly modern large community center, including bar facilities & offices

#### **CLUB 50 - ABRAM-VILLAGE**

- older community center in need of repairs / upgrades to refresh
- also has facilities for operating a club (run by separate organization)

#### **BARLOW'S MILL INTERPRETATIVE CENTRE - WELLINGTON**

- fairly modern building used seasonally only

#### **FIREHALL - WELLINGTON**

- fairly modern and updated steel building

#### **LAGOONS**

- fairly modernized lagoon in Wellington
- fairly modernized lagoon in Abram-Village

#### **WELLINGTON CLUB**

- located inside Vanier Centre

#### **SIDEWALKS**

- Concrete in Wellington
- Asphalt in Abram-Village

#### **STREET LAMPS - WELLINGTON**

- Several LED street lamps, mostly along sidewalk

#### **RECREATIONAL SPACE**

##### ***BARLOW'S MILL PARK***

- Pond
- Gazebo
- Playground
- Tennis Court
- Boardwalk
- Trails
- Dam & Fish ladder
- Walkway Bridge

##### ***BIKE PARK - WELLINGTON***

- Shelter

##### ***BEL AGE PARK - WELLINGTON***

- Gazebo
- Shed
- Flower gardens
- Walkway

**LAURINDA'S PARK - WELLINGTON**

- Water Fountain
- Benches
- Flower gardens
- Antique Fire Dept. Pumper

**BELLEVIEW PARK - ABRAM-VILLAGE**

- Gazebo
- Shed
- Basketball Court
- Playground

**VACANT, INSTITUTIONAL OR PUBLIC LANDS**

- Wellington PID # 261461 - Vanier Centre Building land - 0.76 acres
- Wellington PID # 262071 - vacant subdivision land - 9.27 acres
- Wellington PID # 262337 - 4 Ellis River Dr. - Sewer Lift Station - 0.39 acres
- Wellington PID # 591990 - Lagoon - 16.62 acres
- Wellington PID # 825133 - 0.32 acres
- Wellington PID # 833004 - 0.02 acres
- Wellington PID # 877217 - 9 Riverside Dr. - Firehall Building land - 1.56 acres
- Wellington PID # 1000801 - Mt. Carmel Rd. - 2 lots & Bike Park - 4.56 acres
- Wellington PID # 1500826 - 9 Riverside Dr.
- Abram-Village PID # 268870 - Club 50 Building land - 1.81 acres
- Abram-Village PID # 269662 - lagoon land - 22.6 acres
- Abram-Village PID # 636811 - lagoon land - 9 acres
- Abram-Village PID # 706093 - Bellevue Park - 0.4 acres
- Abram-Village PID # 1007830- vacant land behind lagoon - 26 acres
- Abram-Village PID # 1054519 - vacant subdivision land - 10.73 acres
- Abram-Village 8 new lots in subdivision

**B. FUTURE PROJECTS IDENTIFIED AS NEEDS / WANTS:**

**WELLINGTON LIFT STATION REPLACEMENT**

- Wellington Main Lift-Station needs upcoming replacement (Gas Tax)

**WELLINGTON STORM SEWERS**

- Adding storm sewers & ditch infilling on Mill Road(Gas Tax project)

**WELLINGTON SEWER EXTENSIONS**

- Extending sewer lines Commercial Dr (Gas Tax project)

**C. EXISTING BYLAWS, POLICIES AND PLANS:**

**DOG MANAGEMENT BYLAW**

**UNSIGHTLY PREMISES BYLAW**

**EMERGENCY MANAGEMENT BYLAW**

**EMO PLAN**  
**ELECTIONS BYLAW**  
**PROCEDURAL BYLAW**  
**BORROWING BYLAW**  
**TAX RATE GROUP BYLAW**  
**SIGNAGE BYLAW**  
**REMUNERATIONS BYLAW**  
**WASTE RECEPTACLES BYLAW**  
**SOCIAL MEDIA POLICY**

**OFFICIAL PLANS:**

Wellington's Official Plan was revised in 2013 and Abram-Village's Official Plan in 2003.

**D. TAX INFORMATION** 2017 Tax Rolls:

***Community of Abram-Village***

Commercial Taxable Assessments	- \$	944,000	
Non-Commercial Taxable Assessments	- \$	14,874,588	
			<b>\$ 15,818,588 TOTAL ASSESSMENT</b>

***Community of Wellington***

Commercial Taxable Assessments	- \$	2,767,600	
Non-Commercial Taxable Assessments	- \$	16,348,376	
			<b>\$ 19,115,976 TOTAL ASSESSMENT</b>

***E - LOCAL VOLUNTEER ORGANIZATIONS:***

**L'Association des enseignant.e.s de langue française**

**L'Association Touristique d'Évangéline**

**Cap enfants**

**Cape Egmont Harbour Authority**

**Le Centre Goéland/Village des sources**

**Le Centre préscolaire de l'École Évangéline**

**Le Club 4-H Évangéline**

**Le Club Richelieu Évangéline**

**Club social de Baie Egmont**

**College de l'île**

**Le Comité de parents de l'École Évangéline**

Le Comité régional des Jeux de l'Acadie de l'Î.-P.-É. Ltée  
Comité social de Mont-Carmel  
La Commission de récréation Évangéline Inc.  
La Commission scolaire de langue française de l'Île-du-Prince-Édouard  
Le Conseil de développement coopératif de l'Île-du-Prince-Édouard  
Le Conseil scolaire-communautaire Évangéline (CSCÉ)  
La coopérative de Wellington  
La coopérative funéraire Évangéline  
La coopérative Gabriel housing  
La coopérative d'hébergement le Bel-Age  
La Coopérative d'intégration francophone de l'Î.-P.-É.  
La Coopérative Le Chez-Nous Ltée  
La Coopérative des communications communautaire  
La Coopérative développement culturel et patrimonial de Mont-Carmel  
La coopérative la Palette  
La coopérative d'artisanat d'Abram-Village  
Egmont Bay Harbour Authority  
Evangeline Credit Union Central  
L'Exposition agricole et le Festival acadien de la région Évangéline  
Le Group Consultatif Communautaire Évangéline  
La Légion de Wellington  
Le Réseau de développement économique et d'employabilité de l'Î.-P.-É. (RDÉE)  
Réseau Santé en français Î.-P.-É  
Société de développement de la BaieAcadienne  
Village Musical Acadien  
Wellington Boys and Girls Club

**F. Population Language Statistics (2011):**

	<b>Total</b>	<b>French</b>	<b>English</b>	<b>Bilingual</b>
Miscouche	- 869	95 (11%)	750	160
Lot 15	- 1,122	735 (65%)	370	820
Lot 16	- 733	140 (19%)	575	210
Wellington	- 409	205 (50%)	165	245
Abram-Village	- 267	210 (77%)	50	220
<b>Total</b>	<b>- 3,400</b>	<b>1,385 (41%)</b>	<b>1,910</b>	<b>1,655</b>
<b>Total pop of PEI</b>	<b>- 140,204</b>	<b>5,195</b>	<b>127,635</b>	<b>17,000</b>

### **Appendix 3: SUMMARY OF SHARED INFORMATION AND DISCUSSIONS**

The following is a summary of Working Committee and focus group shared information and discussions held between January 2017 and April 2018.

#### **BACKGROUND INFORMATION:**

- Report of the Land Use and Local Governance Commission(submitted by the late Judge Ralph Thompson) 2009. Key points:
  - a) Prince Edward Island and New Brunswick are the only two Canadian provinces with no form of local governance over its entire territory
  - b) Thompson calls for a differential tax system where residents would only pay for the services they receive, which means there could be substantially different tax rates in these new municipalities.
  - c) PEI government needs to revamp the Municipal Act
  - d) To have cohesive communities, its residents have to share common interests; these can be geographical in nature but cultural interests can also be a factor.
- In Fall of 2015 PEI Government commits to "supporting municipalities to develop a vision for sustainable, viable and dynamic municipalities that serve their residents" and work towards a revised Municipal Act. and establishes thresholds considered important for ensuring municipal capacity.
  1. 4000 people(allowable variance may be considered for linguistic communities),
  2. \$200,000,000 total assessment of real property
  3. municipal office accessible to the public
  4. established infrastructure, economic and institutional activity in the proposed municipality
  5. a range of services offered to residents
  6. boundaries that do not purposely leave out existing services centres or that do not negatively impact an existing municipality in their own efforts to grow and/or provide services.
  7. Must reflect communities of interest.(Municipal Affairs Newsletter Jan.2016)
- December 2016 New Municipal Government Act adopted in Legislature but not proclaimed
- December 2017 New Municipal Government Act proclaimed with Regulations and came into force.

#### **NEW PEI MUNICIPAL GOVERNMENT ACT**

##### **MANDATORY RESPONSIBILITIES FOR ALL MUNICIPALITIES**

- a) Fire protection,
- b) Emergency measures planning
- c) Municipal land use planning services, including official plans and bylaws.  
(**Protection of land, rivers, coasts, forest and environment**)

## **OPTIONAL RESPONSIBILITIES:**

A municipal council may pass bylaws and provide services for the following:

- Protecting the safety, health, and welfare of people and property
- Municipal utilities, facilities, works, and improvements on private and public land
- Businesses, business activities and persons engaged in business
- Acquisition of land and improvements by expropriation for municipal purposes with the exception of land owned by the Government of Prince Edward Island, Government of Canada or a Prince Edward Island First Nation Band
- Acquisition, sale, management, mortgaging, construction, leasing, renting, or any other dealings with real property
- Public places and spaces
- Construction, demolition, removal, or alteration of any building or structure including signage
- The use of motor vehicles or other vehicles, on or off highways, and the regulation of traffic, parking, and pedestrians
- Management and control of highways and sidewalks in the municipality
- Subject to the ongoing review of police services, police services
- Transport and transportation systems including taxi drivers, vehicles and taxi businesses, and other forms of public transport
- Nuisances, loitering, dangerous or unsightly property, noise, pollution and waste
- Establishment, operation and decommissioning of cemeteries
- Vegetation and activities in relation to it, including but not limited to tree preservation, protection, development and implementation of maintenance standards for trees and other vegetation
- Control and health and safety of wild and domestic animals including insects and birds, as well as protection from them
- Protection of the environment
- Regulation of the discharge of firearms
- Parks and recreation
- Pension and benefit plans for municipal employees
- Community and regional development in cooperation with neighbouring municipalities or provincial organizations
- Libraries
- Regulation of real property maintenance and the protection of heritage property
- Enforcement of bylaws

## **ADMINISTRATIVE SERVICES**

All municipal councils will be required to have a municipal office within the municipality. Within five years of the Act coming into force, all municipal councils must ensure that the municipal office is accessible to all members of the public. Municipal offices must be open to serve the public for not less 20 hours per week and the hours of operation must be published. Council must appoint a Chief Administrative Officer with following duties: (a) is the administrative head of the municipality and reports directly to council; (b) shall ensure that the resolutions and policies of the municipality are complied with and that its programs are implemented; (c) shall advise and inform the council on the operation and affairs of the municipality; (d) is responsible for hiring, directing, managing and supervising the employees of the municipality; (e) shall exercise the powers and carry out the duties and functions assigned to the chief administrative officer by the council and by this or another Act; and (f) shall notify council if any action or inaction by council or the municipality is contrary to a bylaw or resolution of council or a provision of this or another Act.

## **COMPLIANCE WITH PROVINCIAL STANDARDS:**

Bylaws and services must be consistent with provincial legislation, including but not limited to, the following:

- Cemeteries Act*
- Emergency Measures Act*
- Environmental Protection Act*
- Fire Prevention Act*
- Highway Signage Act*
- Highway Traffic Act*
- Labour Act*
- Off Highway Vehicle Act*
- Pesticide Control Act*
- Planning Act*
- Police Act*
- Provincial Building Code Act*

## **SIZE OF COUNCIL**

Commencing with the municipal election in 2018, and subject to section 21 or 22, as the case may be, the council of a municipality that is a town or rural municipality shall consist of either

(a) a mayor and six councilors; or

(b) where council has passed a bylaw pursuant to subsection (4) that authorizes eight councilors, a mayor and eight councilors.

## **SUMMARY OF DISCUSSIONS TO DATE**

### **BASIC INTERESTS**

- 1) New Act and its possible impact on existing municipalities of Wellington and Abram-Village
- 2) Better for the community to choose and define its own destiny than be forced to accept another plan down the road
- 3) An opportunity to protect the cultural interest of the community.

### **PROCESS TO DATE**

Meetings between the two incorporated municipalities of Wellington and Abram-Village

CSCÉ invited at the table - priority in their action plan

Meeting of invited community members from non-incorporated areas in November 2017

Members of non-incorporated areas invited at the Steering committee table

### **AREAS OF DISCUSSION TO DATE**

- 1) Benefits for the area
- 2) Needs of the area
- 3) Communities to include in the discussions
- 4) Language of operation
- 5) Taxation models

### **BENEFITS OF A MUNICIPALITY:**

A recognized, incorporated local government organization to look after the needs of the region

A more united voice for the Region (Presently the non-incorporated villages have to go to the Province for all services ... they don't have a local voice)

A full-time employee(CAO) to look after the needs of the residents of the community

Access more funds with a larger population

An emergency management plan for the whole area

Local control over land use decisions

Would simplify funding requests by providing a united voice for the region.

Would have a positive impact on our school, our arena and other community organizations with continuity in lobbying and more access to funding.

Difficult to fill jobs in the region - Might help to fill job openings, especially bilingual jobs if region is officially recognized as bilingual

Help maximize human resources

Would reduce the need for individuals to make request directly to the local MLA as municipality would work on behalf of the residents.

**What will incorporation change in the everyday life?** one elected local governance body with administrative support to work on the needs and priorities of the area in order to make the area a better place to live with services adapted to the needs and aspirations of the residents.

## **NEEDS IDENTIFIED**

### **1) Socio-cultural**

- a) Importance of maintaining Acadian language and culture
- b) Maintain the historical values of the community which is over 200 years old
- c) Importance of working to stimulate the vitality of the Acadian language and culture in the Region

### **2) Infrastructures**

- a) Street lights;
- b) Paving of roads;
- c) Snow removal;
- d) Maintenance of wharfs
- e) Expansion/renovation of CSCÉ
- f) Road signage;
- g) Coastal erosion;
- h) Sidewalks;

### **3) Development**

- a) Enhanced opportunity for tourism and economic development (public beach, campground, development at Cove, etc.); attract new enterprises; – variety of jobs is limited in the region
- b) Development of new projects for region;
- c) Cultural and professional development
- f) Volunteerism improvements to maximize human resources
- g) More recreation programs with the creation of position of Director of recreation;
- i) Improve internet access for all residents of the new municipality

### **4) Services**

- a) Access to Drug Prevention/Abuse programs;
- b) Implement programs such as Block Parent;
- c) Regional beautification program
- d) Establish bylaws such as Control of abandoned structures; Control the use of pesticides, etc.
- e) Increase policing services;
- f) Better health services; doctor, manor, etc

## **IMPORTANT QUESTIONS RAISED**

### **A) Taxation system**

- Multiple tax rates - Tax levels should be based on services received; (The provincial tax rate is the same for every property in PEI at \$1.50/\$100 of assessment with a tax credit of \$50/\$100 of assessment for permanent residents of PEI).
- Examine taxation systems in other provinces;
- Commercial tax rate for businesses. Basically the province taxes commercial properties at the same rate as residential sector. Municipalities establish their own level of taxation for commercial sector.
- Taxation for farmers:  
Farmers pay the same rate of provincial taxes; however their property is subject to different levels of assessed values depending on where located on the Island and the quality of the land.
- Do property taxes go to the municipality? Or does some go to Government? Province gets \$1.50 - \$50 per \$100 of assessment on all properties in PEI. Municipalities established their own rates depending on the level of services available and financial capacity of the municipality.
- What would « Gas Tax Money » be under a larger municipal structure?
  - 2018- 2019 is the last year of the current 5 year gas tax program
  - Governments committed for another 5 year Gas Tax funding program(priorities and budgets still unknown)
  - The unofficial message is that a new amalgamated municipal Évangéline will have at least the \$ 200,000 gas tax received per year by Wellington and Abram-Village
- Have a meeting for those who own large amount of land such as farmers and woodland owners; find out the provincial taxation formula - more research will be done during the Growth Management Study.

### **B) Inclusion of the two official languages**

Bilingual Municipality - working policy to be develop - look at need for simultaneous translation available for monthly, general and special meetings; bilingual documentation, etc.

Find practical and creative ways to do it bilingual.

Help community become more inclusive.

### **C) Municipal Council Representation/Elections**

How will all villages be represented on Council? Zoning to be determined by the Community per the Planning Act.

Will Fire districts change? Maybe a chance to explore new lines in a new municipal model. Committee does not see any change coming in Fire District presently served by Wellington Fire Department,

Explore the possibility of talking to Richmond or other neighbouring communities (if yes, ok, if not, provide reasons); Richmond Community has disbanded their Community Improvement Committee due to the lack of interest in a municipal model and therefore could have a negative impact on the process needed to be followed to create a new municipality.

### **D) General Questions**

**Bylaws:** Would the bylaws be the same for every village? ex. Wellington and St-Chrysostome? Council would establish bylaws in response to community concerns. Bylaws would reflect the voice of the community and may need adjusting as time goes on.

**Impact on parishes?** - Municipalities don't get involved in religious matters and as such Committee does not see any impact on parishes.

**Impact on our school? arena?** In both cases incorporation should have a positive impact on both our school and arena as any actions or positions taken would involve the whole community.

**PROCESS FOR OFFICIAL INCORPORATION**

- 1) Public information and consultation process
- 2) Application to Province and, if approved by Province application to IRAC (Island Regulatory and Appeals Commission)
- 3) Evaluation and public consultation by IRAC
- 4) Recommendation by IRAC to the Minister
- 5) Recommendation by the Minister to the Lieutenant-Governor in Council
- 6) Decision by Lieutenant Governor in Council

**NEXT STEPS**

Community discussions/consultations - public meetings - Important to decide what services are necessary for a municipality to be able to budget needs and to calculate the taxes required  
Creation of a "handout" for public meetings  
Approval consensus by existing municipalities and unincorporated area  
Growth Management Study (Summer - Fall 2018)  
2nd Round of public consultations - Communication of Study results to the residents (Late Fall - early Winter)  
3rd Round of discussions  
Submission to Province and, upon approval, submission to IRAC