



Town of Borden-Carleton

Regular Council Meeting Agenda

February 08, 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, Dec 14, 2021

4.2 SPECIAL MEETING Jan 04, 2022

4A. Special Guest Presentation

4A.1 CDC Staff- Update and Discussion Trails Project

5. COMMITTEE REPORTS:

5.1 Police Report: (Dec 2021 & Jan 2022)

5.2 Fire Report:

5.3 Recreation/Arena Reports:

5.4 Properties and Planning Report:

5.5 Finance and Administration Report:

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

INFORMATION ITEMS:

- 7.1 Transportation & Infrastructure – Paving of Arena Parking Lot was not approved for use of Gas Tax Funds
- 7.2 Transportation & Infrastructure – Advising they were withholding \$100,000 Gas Tax funds for the Town as the Town currently has unallocated funds.
- 7.3 PEI Dept of Finance – Advising the Province has issued three tenders for the Cleanup of the former Fabrication Yard.
- 7.4 PEI Dept of Municipal Affairs – Acknowledging receipt of the Town’s EMO By-law adopted Dec 14 2021 by the town.
- 7.5 WCB PEI – Advising the Town’s WCB rate for 2022 is \$0.95 and the Arena’s rate is \$0.68
- 7.6 WCB PEI – Refunding to the Town \$1,823.75 as the Town’s share of the surplus realized by the WCB for 2021.
- 7.7 FPEI Municipalities – Inviting the Town to participate in a shared service model for finance.
- 7.8 BC – Copy of Official Meeting Schedule for 2022
- 7.9 County Courier – Article recognizing extraordinary work of COVID workers at entry point to PEI during adverse weather conditions
- 7.10 – FPEI Municipalities – Newsletter – January 2022

ACTION ITEMS

- 7.11 – FPEI Municipalities – Inviting municipalities to submit resolutions to the PEIM Annual meeting and submit nominations for municipal awards.

8. UNFINISHED BUSINESS

- 8.1 Housing Development Update
 - 8.1.1 Memo Re Borden Street Development
 - 8.1.2 Engineering Services Required
- 8.2 Trail Development Project
- 8.3 Five (5) Year Capital Budgeting Process Update)
- 8.4 Water/Wastewater Rate Study
- 8.5 EMO Issues
 - 8.51 EMO Preparedness Plan Update
 - 8.52 Comfort Centre/Generator (Meeting held at Fire Hall)
- 8.6 Policy 2022-01 Use of Town Owned Vehicles (2nd Reading & Adoption)
- 8.7 Request to Province to Take Over Town Roads

9. NEW BUSINESS

- 9.1 Municipal Elections Nov 7, 2021
- 9.2 Budget Timetable 2022-23

10. IN CAMERA -MGA Section 119

- MGA 119 (e) Contractual Discussions (Fire Services)
- MGA 119(d) Human Resource Matters (Staffing)



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- MGA 119(d) Human Resource Matters (Staffing)



Town of Borden-Carleton

Minutes

Dec 14 2021 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

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

ALSO, PRESENT: Chief Administrative Officer Jim Wentzell

1. CALL TO ORDER:

The meeting was called to Order by Mayor Charles Mackie at 7:00pm

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.

2. ADOPTION OF THE AGENDA

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

Moved by Councillor Eric Stewart, seconded by Councillor Nicole Arsenaault

CARRIED 5-0

4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved and seconded that the minutes of the Nov 09, 2021 regular Council meeting be adopted as presented.

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Barb Wood

CARRIED 5-0

It was duly moved and seconded that the minutes of the special meeting held on Dec 7, 2021 be adopted as presented.

Moved by Councillor Nicole Arsenault. Seconded by Councillor Eric Stewart

CARRIED 5-0

5. COMMITTEE REPORTS:

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

It was duly moved and seconded that the Police Report be accepted as presented

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

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 the month of November 2021 be accepted as presented

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart.

CARRIED 5-0

Recreation/Arena Reports:

5.3 Recreation/Arena Reports: Councillor Larry Allen presented the report of the Recreation Director for the month,

It was duly moved and seconded that the Recreation/Arena Report for the month of November be accepted as presented.

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

CARRIED 5-0

5.4 Properties and Planning Report:

Councillor Laurel Palmer-Thompson stated there was no report on the Properties and Planning Committee for the past month.

5.5 Finance and Administration Report: Report included in Package. The CAO reviewed his report for November. Council was given a new report outlining Cash Flow activities for all accounts of the Town. This will be given to Council monthly.

The CAO showed to Council the mapping required to generate meaningful financial statements that align with the Audited statements. The mapping has been done for the Gateway Arena but will take considerable time to complete for the Town and Utilities.

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 Larry Allen.

CARRIED 5-0

5.6 Public Works/ Streets and Lights Report:

Councillor Barb Wood presented 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

The CAO was requested to obtain information on what was involved in turning streets of the Town over to the province.

5.7 Water and Sewer Report:

Deputy Mayor Randy Ahearn presented the Water and Sewer Report for the month of November.

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

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Nicolle Arsenault.

CARRIED 5-0

The CAO outlined to Council that a licensed individual has been engaged to operate the Town's Water Utility (with the assistance of Dennis) until December 31 2021. In addition, an agreement is being drawn up for another firm with licensed personnel to look after the Sewer utility at present and both the Sewer and Water systems as of January 1, 2022.

This change was as a result of the resignation by Alan Nesbitt Plumbing on Oct 11th who had operated the Town's Utilities for a number of years.

EXTERNAL REPORTS:

BADC Report:

Councillor Barb Wood gave a verbal report on the activities of the BADC. She stated that they were hoping to receive funding for a Heat Pump for Founder's Hall.

Destination Borden-Carleton:

Councillor Laurel Palmer-Thompson gave a verbal report on the activities of the Destination – Carleton Committee.

She reported on the meeting held with members of Council along with Barbara Weeks, CDC and Minister Jamie Fox in respect to the Trail Development project that the Town has been offered funding for.

7. CORRESPONDENCE

INFORMANTION ITEMS:

7.1 Dept of Finance – Grant in Lieu of Taxes approved for 2021 for the Arena and Fire Hall.

7.2 Prov of PEI – Donation of Cleaning Equipment for both the Arena and Town ay a total value of \$3,960.

7.3 Recreation PEI – Purchasing one hour ice time for a free community skate or other evet.

7.4 Xplornet – Plan to have Fibre-Optic Internet available in Borden-Carleton by Mar 31st

7.5 Government House – No New Year's Levee for 2021

7.6 FPEI Municipalities – FPEI Newsletter December 2021

7.7 Municipalities Affairs Division – e-Newsletter December 2021

ACTION ITEMS

7.8 PEI Fox Project – Requesting that the Town install “Don't Feed the Foxes Signs at various locations in the Town

It was agreed by Council that Council support the “Combat Kindness - Do not Feed the Foxes imitative” by installing signage at key locations in the Town.

7.9 Age Friendly PEI – Planning some activities in 2022 and looking for community input.

7.10 FPEI Municipalities – Webinars – Improving Well Being for All & CLIMAC Atlantic report

8. UNFINISHED BUSINESS

8.1 Housing Development Update

- Purchase and Sale Agreement 228 Carleton Street

The CAO reported that the Town and Arsenault Brothers signed the Purchase & Sale Agreement for the property at 228 Carleton Street. Terms of Development Agreement were accepted with minor changes. It was expected that the first building (3 x4units) would commence either late 2022 or early 2023.

8.2 Trail Development Project

A revised Trail project was submitted on behalf of the Town by the Central Development Agency who are also managing the project. The revised budget for the Trail project totals \$622,269

8.3 Five (5) Year Capital Budgeting Process

The CAO reminded members of Council he is looking for input into the Five-Year Capital budget by Dec 15th.

8.4 Water/Wastewater Rate Study

The CAO reported that he has been given names of a couple firms that may be interested in conducting a Water/Sewer rate study for the Town.

8.5 EMO By law 2021-01 2nd Reading & Adoption

It was duly moved and seconded

Whereas the Province has mandated that every municipality in PEI shall have in place an EMO Bylaw; and

Whereas in 2009 the Town last updated the Community of Borden -Carleton Peacetime Emergency Operation Plan; and

Whereas a new draft Emergency Measures Bylaw has been discussed and reviewed by Town Council; and

Whereas Council passed 1st Reading and approval of the Bylaw at a special meeting held Dec 7, 2021;

Therefore, Council approves and adopts Bylaw 2021-01 Town of Borden-Carleton Municipal Emergency Management Program By-law

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart.

CARRIED 5-0

8.6 Traffic Bylaw 10 Amendment 2nd Reading & Adoption

It was duly moved and seconded

Whereas Section 4 of The Town of Borden-Carleton's Bylaw 10 -Traffic states that from the 1st day of December to the 30th day of April, no motor vehicle shall be parked, stopped or left on any streets in the Community of Borden-Carleton between the hours of 12:00am and 8:00am; and

Whereas the above restriction was to facilitate night time snow plowing and snow removal; and

Whereas snow plowing and removal may occur at any time of the day or night; and

Whereas Council passed 1st Reading and approval of the Bylaw at a special meeting held Dec 7, 2021;

Therefore, BE IT RESOLVED that Council declares and approves 1st Reading of amendments to Bylaw 10 -Traffic as follows:

1. Add

5. Notwithstanding Section 4 and regardless of the time of day, no person wilfully shall park or leave standing a vehicle whether attended or unattended, upon a highway or any part thereof in such manner that it might interfere with or obstruct snow removal or winter maintenance operations on the street or highway

2. Add

6. Where a vehicle is parked or left standing on a street or highway in such manner that it interferes with or obstructs snow removal or winter maintenance operations, the Town CAO or contracted street maintenance operator or a peace officer may cause the vehicle to be moved or towed to some other place.

3. Add

7. Any cost incurred to move or remove said vehicle will be the owner's expense.

4. Amend

Existing Sections 5 to Section 27 to be renumbered accordingly

Moved by Councillor Eric Stewart, seconded by Councillor Barb Wood.

CARRIED 5-0

9. NEW BUSINESS

9.1 EMO Preparedness Team Appointments (Council Appointments)

It was agreed that Councillor Larry Allen be appointed the EMO Coordinator for the Town and that Deputy Mayor Randy Ahearn be appointed the Deputy Coordinator. Other members of Council agreed to help out on an as needed basis.

9.2 Expressions of Interest – Former Fabrication Yard (Decision)

An email was received from the Dept of Finance that they had received seven proposals for the development of the Fabrication Yard and that none of the proposals were accepted and that the province will now focus on clean up of the site. A follow up email from Minister Jamie fox indicated a briefing would take place with Council at the appropriate time.

9.3 Resolution to turn over Town Roads to the Province of PEI

Whereas the Province of PEI are responsible for the roads of the majority of municipalities in the province; and

Whereas, the Town of Borden-Carleton do not have the necessary resources to maintain the Town's roads in a proper and safe manner; and

Whereas many contractors are unwilling or unable to bid on maintaining roads of a small town due to the huge cost of liability insurance and small scale of projects within a small community like Borden-Carleton;

Therefore, Council hereby requests to enter into an agreement with the Minister of Transportation for the Province of Prince Edward Island whereby the Town Borden-

Carleton would convey ownership of the inventory of streets in Borden-Carleton to the Province of Prince Edward Island;

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

CARRIED 5-0

The CAO reported there would be no operational cost saving to the Town as the Town would lose \$70,000 of annual funding from the province; however, there would be savings in future capital costs, guarantee of service especially snow removal and resources that the Town did not have (engineering, equipment, manpower, etc.)

9.4 Draft 2022 Town Council Meeting Schedule

It was duly moved and seconded that Council approve the 2022 Council meeting schedule as circulated.

Moved by Councillor Larry Allen, seconded by Councillor Eric Stewart.

CARRIED 5-0

(The schedule contains 10 regular Council meetings with no regular meeting scheduled for January and August)

10. IN CAMERA -MGA Section 119

MGA 119 (e) Contractual Discussions (Fire Services)

MGA 119(d) Human Resource Matters (Staffing)

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 8:00pm

Council Returned to Open Session at 8:30 pm

There being no further business to come before the meeting, the meeting adjourned at 8:30 pm

Mayor Charles Mackenzie

CAO Jim Wentzell



Town of Borden-Carleton
Special Council Meeting Minutes

January 04, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

PRESENT: Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn, Councillor Barb Wood, Councillor Larry Allen, Councillor Laurel Palmer-Thompson, Councillor Nicole Arsenault, Councillor Eric Stewart

ALSO, PRESENT: Chief Administrative Officer Jim Wentzell

1. CALL TO ORDER:

Mayor Charles Mackenzie called the meeting to Order at 7:00pm

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 present declared a Conflict at this meeting.

3. Purchase of 2016 Ford F150 XL 4X\$ Truck with Lift

The CAO circulated a memo to Town Council outlining the need and merits of purchasing a Truck for use by the Public Works, Arena and Recreation Depts. It was brought to his attention of the availability of a one-half ton truck with a lift at a reasonable price that would suit the Town's needs. Although, a tender wasn't issued the CAO did do a search online of trucks available and similar trucks were at the least double the cost of the truck sitting in Summerside. The truck also comes with a one year/20,000km warranty.

It was duly moved and seconded that the Town purchase a 2016 Ford F150 XL 4X\$ Truck with Lift from PEI A1 Auto Sales at a cost of \$19,995 plus registration and taxes.

Moved by Councillor Barb Wood Seconded by Councillor Larry Allen,

CARRIED 6-0

4. Use of Town Owned Vehicles -1st Reading

Council discussed a draft Use of Town Vehicles Policy making changes as deemed necessary.

It was duly moved and seconded that 1st Reading of Policy 2022-01 Use of Town Owned Vehicles be approved as amended.

Moved by Councillor Nicole Arsenault, Seconded by Councillor Eric Stewart,

CARRIED 6-0

5. Rezoning Request – Portion of PID885012 from CDA to Residential

A memo was received from the Development Officer, Derek French referring to Council a request from GE Sili kiers and Sons Ltd to rezone a portion of PID #885012 from the Comprehensive Development Area (CDA) Zone to the Residential (R1) Zone for the purpose of the construction of two 2 story multi-unit buildings for housing.

It was the Development Officers opinion that if Council was considering a Rezoning of this property that at the same time, the Town should consider rezoning to Residential adjacent properties PID 876375 (Town of Borden-Carleton), PID 738062; (Joseph Calvin Read) and PID 1137596 (Joseph Reid)

During the discussion it was Council’s opinion that the properties did not need to be rezoned to consider the proposed development. The development could be considered as a permitted use by development agreement under the CDA Zone. It was also not clear whether the proposed development fronted on a public street and depending on the status of the road whether the Sewer/Water could be extended as a Main with several laterals or be restricted to a single lateral to the one property.

Council was very supportive of the development of housing in this area, however before calling a Public Hearing, additional information would be required from the developer.

6. ADJOURNMENT

There being no further business to come before the meeting, the meeting adjourned at 9:35 pm

Mayor Charles Mackenzie

CAO Jim Wentzell

From: Cora Sonier <csonier@centralpei.ca>
Sent: February 1, 2022 8:46 AM
To: bcadmin@borden-carleton.ca; laurellynnthompson@yahoo.com
Cc: Barbara Weeks
Subject: ATF Application

Good morning Jim and Laurel.

I had a short meeting with the ATF review committee on Friday and there were some valid concerns. The overall message was to simplify this project.

While the committee agrees that our project is a worthy one, and may still be approved, our application with the Active Transportation Fund has hit rather large snag.

Despite what we have been assured by Minister Fox, the province will NOT be able to maintain this proposed trail. This revelation impacts our project as well as our funding request.

The good news; the project budget can be drastically reduced since the trail need not be completed to existing Confederation Trail standards, and may still be approved. We have also received preliminary approval for the use of the portion of provincial land necessary to complete this loop. This would reduce our funding request by nearly 2/3.

The bad news; it has been indicated that the town of Borden-Carleton is unable to maintain the proposed trail should the province be unable to take it on.

We do feel this project will provide a valuable asset for the community and would like to proceed with a reduced budget, with your permissions. The ATF committee has said there is no reason to deny this application, provided it be amended given the unfortunate information as to trail maintenance.

According to my research, there have been some other municipalities that have completed similar 'elephant trail' projects within the last year with budgets of \$16,000/km up to 5 km, though not through wetlands. I have only shared this information with your organizations at this time. I will have a revised budget drafted for approval once I check some final facts.

An updated progress report will be provided to council and BADC at the upcoming council meeting later this month.

Thank you

Cora Sonier
Program Coordinator
Central Development Corporation
(902) 887 3400 (office)
(902) 854 3576 (cell)

"There is no power for change greater than a community discovering what it cares about" ~ Margaret J Wheatley

bcadmin@borden-carleton.ca

From: bcadmin@borden-carleton.ca
Sent: February 1, 2022 11:00 AM
To: 'Cora Sonier'
Cc: Laurel Palmer-Thompson (laurellynthompson@yahoo.com); Barb Wood (johnandbarb@pei.sympatico.ca); Charles MacKenzie (Judy@pei.sympatico.ca)
Subject: RE: ATF Application

Hi Cora

Thank You for this very important information. I have you on the Agenda for the February Town Council meeting (7:00pm) . I think we all agree that project would be a very valuable asset for the Community. Council is very impressed with the effort, commitment and assistance the CDC has given to this project.

However, at present I could not recommend that the Town accept responsibility for maintenance of the project, for several reasons:

- Maintenance of the trail would put a financial burden on the Town. We do not have the resources (staff, equipment, materials) to undertake this responsibility.
- Liability to the Town would be huge, and insurance coverage (if obtainable) is very costly and being harder and harder to obtain.
- Most of the Trail system would not even be on Town owned lands
- If its not built to Confederation Trail standards then according to provincial policy, they wouldn't even entertain maintaining the trail.
- The Town doesn't even have the resources of adequately maintaining our existing infrastructure: sidewalks, boardwalk, parks

We were very enthusiastic about this project being a great project within the Town and encouraged by Minister Fox to pursue, however Council was with the understanding, it wouldn't be a financial burden to the Town in either construction or ongoing maintenance.

See you on the 8th

Jim Wentzell
CAO
902 437 2225

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Notes from walk-through Nov 20 2021 RE: TRAILS BORDEN-CARLETON

Many thanks to Jonathan Platts (Ducks Unlimited) and Nick Andrews (ATV Association) for the tour of the area, as well as for your feedback and suggestions.

Proposed trail WILL work around the marsh but needs to be extended around the marsh (Brennan farms, prov gov't, CDC land). No objections from any environmental or municipal attendees, Central Development Corporation has indicated that use of a section of their land is allowed (if the affected area is sold there will be a clause guaranteeing right to access is retained specifically for use with this proposed project. It has also been indicated by Fallon Stewart (aide to Minister Jamie Fox) that the provincial government will allow access and use of their land adjoining the marshes as well. Brennan Farms is the only landowner not yet approached.

Involvement and collaboration from other local organizations should be sought: SSWA, educational groups, Island Nature Trust, snowmobile association

Atv ass'n would like to see access areas for ATV riders to park while enjoying the area equipped with parking areas but does not require access to the entire trail system.

A: Ducks Unlimited needs continued access to existing infrastructure such as fish ladders and water management areas (dams, dykes, culverts, blinds). It should be noted that IF Ducks Unlimited needs to do any work on existing infrastructure they will need to be able to get their equipment to the affected area. Equipment may consist of excavators and trucks, depending upon the type and scope of the work needed.

DU has also indicated that any actions taken along the dam constructed (see map reference #2)between the fresh and salt water marshes is subject to tidal projections. If it becomes too costly or no longer viable to maintain the dam between the marshes then the freshwater marsh will be converted back to saltwater, as it used to be prior to involvement by DU.

Map reference:

1: existing infrastructure maintained by Ducks Unlimited (replaced in 2011, expected life 30 yrs)

2: existing infrastructure maintained by Ducks Unlimited (dam repairs and maintenance subject to tidal predictions)

3. Existing trail ending in a large area traditionally used as an educational activity area for local organizations and schools.

4. Existing infrastructure maintained by Ducks Unlimited (built in late 1970, possibly need to be replaced within the next decade ***it has been suggested that by combining efforts this may be replaced as the trail is created, further reducing potential damages to the trail by heavy equipment***

B: Proposed trailway

As indicated, there is a possibility of extending the trail without much extra cost to the existing infrastructure (dam) maintain by Ducks Unlimited.

The challenges with the proposed trail is that it must be extended to encompass the wetland as 1. We do not wish to strain or damage delicate ecosystems and areas and 2. The current restrictions and limitations regarding protected lands would not allow it.

It has been proposed that Brennan Farms be sought out to request use of the back corner of their property in order to avoid the wetlands. It is thought that Brennan Farms would be amenable to this idea by attending Borden-Carleton board members.

The ATV Association indicated that they would like to have access to a portion of the proposed trail as a rest area for ATV operators to disembark and enjoy the area as well. Nick Andrews has also indicated that the ATV Association will be seeking permission to use the access road used to reach these areas so that they may reach the shore, which would coincide with the proposed Phase 2 of the trail project which will see the trail being extended to and along the shoreline up to the Confederation Bridge and Railway Park.

OVERALL it was a very informative and visual walkthrough that gave attendees insight into the challenges of the area, as well as possible collaborative efforts between project coordinators and local associations in order to truly create an all inclusive public area that everyone can use, and will hopefully begin to revitalize business within the Borden-Carleton area.

Task	Contact	Date Action Initiated	Person Responsible
Approach Brennan Farms re: use of portion of land adjoining the marsh for trail	Brennan Farms 437-3000 (letter of intent?)	November 22	Cora
Contact Don Matnard re: estimate for Wetland Delineation	Don Maynard Granville Ridge Environmental Consulting Inc 218-2541	November 22	Cora
Official request of land (Letter of Intent)for Brennan Farms	Laurel Thompson laurelynnthompson@yahoo.com	November 20	Laurel (if needed) & Cora

Additional map references:

- 1: DU existing infrastructure (culvert)
2. DU existing infrastructure (dam)
3. Existing trail ending in observation/educational activity area (currently overgrown but usable)

4. DU existing infrastructure
5. Sewage Treatment Area adjoining salt water marsh
- 6.
7. Rollie's Marsh
8. Noonan's Marsh

Phase 2: proposed extension of trails to and along the shoreline to be completed after Phase 1.

Proposed trailway

ATV Association access (currently being used as access , no official permissions granted)

Project Contacts:

Each of the individuals and offices listed below has been contacted re: involvement in this project.

Name	Title/organization	contact info	attended walkthrough
Jonathan Platts	Ducks Unlimited	j_platts@ducks.ca	Y
Nick Andrews	ATV Ass'n	(902) 303-1255	Y
Lief Taylor	Chairman of PEI Chapter Delta Waterfowl Hunting	(902) 439-8855 ltaylor@pei.sympatico.ca	N
Tracy Brown	BBEMA	tracy@bbema.ca	N
Megan Harris	Island Nature Trust	conserve@islandnaturetrust.ca	N
Frank MacEachern	PEI Trail Town Project	(902) 626-9292	N
Kevin Arsenault	Watercourse & Wetland Alteration Specialist	kxarsenault@gov.pe.ca	N
Dale Thompson	Environmental Assessment Officer (Supervisor to Kevin Arsenault)	(902) 368-5049 dethompson@gov.pe.ca	N
Don Maynard	Granville Ridge Environmental Consulting Inc (wetland delineator)	(902) 218 2541 drmarnard@granvilleridge.ca	N
Danny Cusak	Senior Development Officer; Provincial Land Manager office	(902) 838-0650 dacusak@gov.pe.ca	N
Alex O'Hara	Land Use and Planning Act Specialist; Provincial Land Manager office	(902) 368-6178 amohara@gov.pe.ca	N
Lands Division		landsdivision@gov.pe.ca (902) 432-2802	N
Mike Montigney	Manager; Field Services	(902) 368-4709	N

	@Environmental, Energy & Climate	mmontigney@gov.pe.ca	
Brad Potter	Fish and Wildlife	(902) 368-5111	N
Gary Gregory	Fish and Wildlife	(902) 368-4683	N
Heath MacDonald (via aide Alan Waddell)	MLA (federal)	1800-442-5040 alan.waddell.154@parl.gc.ca	N
Cora Sonier	Project Coordinator; Central Development Corporation	(902) 887 3400 (office) (902) 854 3576 (cell) csonier@centralpei.ca	Y
Barb Weeks	Executive Director; Central Development Corporation	(902) 887 3400 barb@centralpei.ca	Y
Laurel Thompson	Board; Borden-Carleton	laurellynnthompson@yahoo.com	Y
Barb Woods	Board; Borden-Carleton	johnandbarb@pei.sympatico.ca	Y
Larry Allen	Board; Borden-Carleton	allenlarry@live.ca	Y
Jim Wentzell	CAO, Borden-Carleton	bcadmin@borden-carleton.ca	N

From: Gateway Arena <bordencarletonrec@gmail.com>
Sent: February 3, 2022 11:39 AM
To: Kevin Coady
Subject: Fwd: Trails

This is from The Town of Stratford!
----- Forwarded message -----

From: Rachel Arsenault <rarsenault@townofstratford.ca>
Date: Thu, Feb 3, 2022 at 11:17 AM
Subject: RE: Trails
To: Gateway Arena <bordencarletonrec@gmail.com>

We hire maintenance staff (1-2) to work solely on the trails 8-12 weeks in the summer. They ensure the trails are in good condition with no wash outs, fallen trees, check on/fix benches and pick up garbage (mostly dog poop bags) They use a side by side to get around the trails (summer & winter we have tracks for it) Winter months our full time maintenance staff take over trail maintenance/grooming.

No snowmobiles permitted on our trails but they do use Fullerton's trail as the province installed a connecting bridge to the Confederation trail and don't have a closed gate on to prevent them from crossing into our municipal trails. I personally don't think we should be fighting with them in regards to their use of our trails we should be working with them in how to make the trails safer for shared use with the snowmobiles giving right of way to those using the trail for active transportation (walking, snowshoeing, skiing, etc..)

Signage is very important on the trails so factor that into the build cost. People like to know how far they have gone (km's) and enjoy getting somewhere not a dead end trail to only return. (just some feedback I have received over the years from Stratford residents)

Hope this helps answer some questions for you! If you more details don't hesitate to ask

I'm starting ball play playing this weekend at the indoor complex in Stratford, Ryan Koughan winter ball league is starting.

From: Gateway Arena <bordencarletonrec@gmail.com>
Sent: February 3, 2022 10:09 AM
To: Rachel Arsenault <rarsenault@townofstratford.ca>
Subject: Re: Trails

I honestly can't wait to get back to the ball field!

We are just wondering what kind of maintenance is required - do you have a full time crew/individual? Any specific equipment required to maintain.

Snowmobiles - allowed or not allowed? Is it part of the deal with the snowmobile club?

Insurance/liability - anything that we may not think about for trails?

On Thu, Feb 3, 2022 at 9:35 AM Rachel Arsenault <rarsenault@townofstratford.ca> wrote:

Hi Holly

Ball field days are a long way away I fear! But something good to look forward to. Hope we only have one month of snow left.

We have several town trails that we own and maintain year round. What kind of questions do you have? I'll try my best at answering them or getting the answers to your questions.

Rachel

From: Gateway Arena <bordencarletonrec@gmail.com>
Sent: February 3, 2022 9:10 AM
To: Rachel Arsenault <rarsenault@townofstratford.ca>
Subject: Trails

Hey Rachel,



**BORDEN-CARLETON
MAYOR'S
POLICING REPORT
December, 2021**

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

Prince District RCMP Members have reported 203 hours providing policing services to the Town of Borden-Carleton, during the month of December 2021.

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.

A total of 12 calls for service were reported during this past month. Four Summary Offence Charges and three Written Warnings were issued under the Provincial Highway Traffic Act, in Borden- Carleton.

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

OCCURRENCES	December 2021
911 Act – Other Activities	1
False Alarms	1
Fire Prevention Act	1



Mental Health Act	1
Traffic Violations	7
Theft Under \$5000	1
Total Calls for Service	12

Highway Traffic Act Violations	December 2021
Non-Moving Traffic Charges	1
Speeding Charges	3
Non-Moving Traffic Warnings	3

Dedicated enforcement initiatives were conducted in December to coincide with the holiday season. Numerous officers from East Prince, West Prince and the Provincial Priority Unit completed checkpoints throughout the District and including the community of Borden-Carleton. Many vehicles were checked which resulted in some of the above noted Highway Traffic Act Violations.

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



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

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

Prince District RCMP Members have reported 215 hours providing policing services to the Town of Borden-Carleton, during the month of January 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 activities.

A total of 16 calls for service were reported during this past month. One Summary Offence Charge and one Written Warning was issued under the Provincial Highway Traffic Act, in Borden- Carleton.

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

An additional point to note, is that due to increase Health Regulations and to help prevent any Covid outbreaks within our first responder offices, the detachment front lobby was closed for approx. 10 days. The RCMP across PEI only did records checks for urgent cases that involved health care, senior care, or urgent vulnerable sector care. We apologize for this interruption but these measures were engaged to support the wellbeing of our employees and the greater community. As the local situation improves we will adapt and return to our previous service capabilities in this area.



OCCURRENCES	January 2022
Abandoned Vehicle	1
Assistance to General Public	1
False Alarms	4
Health Act	1
Wellbeing Check	1
Traffic Violations	6
Traffic Collisions	2
Total Calls for Service	16

Highway Traffic Act Violations	January 2022
Non-Moving Traffic Charges	1
Non-Moving Traffic Warnings	1

On January 27th, 2022 a large police presence including members of Prince District, The Divisional Liaison Team, RCMP Provincial Priority Unit and Charlottetown officers were visible and providing patrols to the area of Borden-Carleton during a Convoy 2022 event. The officers presence ensured the safety of the local citizens while supporting a large number other Islanders safety while they exercised their peaceful public support of this event. No issues were noted and the event, that included a large number of vehicles and supporters, was completed safely.

January was a difficult month for traffic enforcement with weather creating many issues during and after significant snow/wind events. 3 planned traffic initiatives in Prince District were canceled due to weather conditions. As the weather improves, Prince District has expectations to direct more attention to road safety enforcement, visibility, and results.

Prince District received its second snowmobile in January and we have plans to engage extra visibility/enforcement patrols within the area including and surrounding Borden-Carleton. These vehicles also provide additional emergency response support in poor weather and off road terrain conditions.



The RCMP would like each community to remind its citizens that during very poor weather or blizzard conditions that I recommend vehicles to shelter in place and remain off the roads. We had a number of calls for overdue snowmobiles and stranded motorists during each of the January storms. This creates an unnecessary additional resource burden on Police, Ambulance, and Fire Services first responders, as well as snow plow operators, during storms and outside of the normal day-to-day police, medical, and fire emergencies.

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

S. Troy MacLean, S/Sgt.

S/Sgt. Troy MacLean,
District Commander
Prince District RCMP
902-436-9300

Sgt. Neil Logan
Operations NCO
Prince District RCMP
902-436-9300

MacLean, Stephen
Troy,000107122

Digitally signed by
MacLean, Stephen
Troy,000107122
Date: 2022.02.04 09:54:53 -04'00'

bcadmin@borden-carleton.ca

From: bcadmin@borden-carleton.ca
Sent: January 31, 2022 11:39 AM
To: 'Nicole Arsenault'
Subject: RE: 2021-22 RCMP Contract Partners Survey / Sondage auprès des partenaires contractuels de la GRC 2021-2022

Thanks Nicole

From: Nicole Arsenault <nicole.a.2241@gmail.com>
Sent: January 31, 2022 9:14 AM
To: Kevin Coady <bcadmin@borden-carleton.ca>
Subject: Re: 2021-22 RCMP Contract Partners Survey / Sondage auprès des partenaires contractuels de la GRC 2021-2022

Survey is all done!
Nicole

On Fri, Jan 28, 2022 at 9:26 PM Nicole Arsenault <nicole.a.2241@gmail.com> wrote:

I will do it
Nicole

Sent from my iPhone

On Jan 28, 2022, at 7:56 PM, bcadmin@borden-carleton.ca wrote:

Hi Charles/Nicole

Only one person can fill in this survey. Do either of you want the honor?

Jim

From: RCMP Survey Centre / Centre de sondage de la GRC via SimpleSurvey <messages-noreply@simplesurvey.com>
Sent: January 27, 2022 10:29 AM
To: bcadmin@borden-carleton.ca

Subject: 2021-22 RCMP Contract Partners Survey / Sondage auprès des partenaires contractuels de la GRC 2021-2022

{le français suit}

Good morning,

The Royal Canadian Mounted Police (RCMP) is conducting its **2021-22 Contract Partners Survey**. It is designed to assess the RCMP's performance, measure progress, and identify areas for improvement. It will also capture information on your satisfaction with our service, joint efforts, partnerships, communication, and accountability.

Your views, ideas, and opinions are important to us. We encourage you to take a few minutes to complete the survey. Your feedback is essential to the development of the RCMP and its working relationships.

The survey can be accessed by clicking on the link below, or by copying and pasting the link in your browser:

<https://rcmp-grc.sondage-survey.ca/f/s.aspx?a=05F621DB-A2A9-41E2-8582-46759C8BCFF0&lang=EN>

Important: Please do not forward your unique link to others or you will not be able to use it to complete the survey yourself.

If you have any questions or comments, you can contact the [RCMP Survey Centre](#).

Thank you in advance for taking the time to complete this survey!

James Lea

Manager, RCMP Survey Centre

Email: SurveycentreRCMP-CentresondageGRC@rcmp-grc.gc.ca

Bonjour,

La Gendarmerie royale du Canada (GRC) mène son **Sondage auprès des partenaires contractuels de 2021-2022**. Ce questionnaire servira à évaluer le rendement de la GRC, à mesurer ses progrès et à dégager les aspects à améliorer. Il permettra aussi de recueillir de l'information sur votre satisfaction à l'égard de notre service, des mesures conjointes, des partenariats, des communications et de la responsabilisation.

Vos opinions et vos idées nous sont d'une grande importance. Nous vous encourageons à prendre quelques minutes pour remplir le questionnaire. Vos commentaires sont essentiels au développement de la GRC et de ses relations de travail.

Pour accéder au sondage, il suffit de cliquer sur le lien ci-dessous ou de copiez et collez le lien dans votre navigateur :

<https://rcmp-grc.sondage-survey.ca/f/s.aspx?a=05F621DB-A2A9-41E2-8582-46759C8BCFF0&lang=FR>

RECREATION DIRECTOR _ HOLLY BERNARD

Report to Council, Tuesday February 8th

The arena is once again open. With the current restrictions we are only allowed practices. We are hoping with the next announcement (might be before this meeting) that we will be back to having games, not sure on the number of spectators they will allow right away though.

Due to the COVID restrictions the Sweetheart Tournament has been cancelled for 2022.

We have applied for two grants through the Provincial Government, one for operational expenses (\$15000) and the other for a wage rebate during the closure of the arena due to COVID.

With the arena being closed we redirected out staff (Art, Laurie and Holly) to help Dennis clean out and organize the maintenance shop. We got rid of a lot of unneeded items and were able to organize the shelves better, which now have empty spots for storage. The bay doors are now cleared and can be opened for vehicles to drive in (tractor, truck and law mowers). The work bench and tools are organized in a way that can be easily found and used safely.

bcadmin@borden-carleton.ca

From: Kellie Mulligan <KAMULLIGAN@gov.pe.ca>
Sent: February 7, 2022 9:40 AM
To: bcadmin@borden-carleton.ca
Subject: Covid 19 Operational Support Program

Good Morning Jim,

In light of the increase of the grant to rinks from \$2,500 to \$15,000 and since this Covid 19 is a Special Fund that is coming to the Province from the Federal Government and will be audited. Therefore Finance has instructed us to get actual invoices/receipts. I will need \$18,750+ to access the \$15,000. Having looked over the expenses for Gateway Arena, if you send Heat and Electricity for January-March 2021 that will suffice. The invoices can be sent directly to me.

Thanks,
Kellie

Kellie Mulligan BTHM
Rural Development Officer
Rural and Regional Development
Dept. of Fisheries and Communities
Government of Prince Edward Island

Wm Callbeck Centre
106 Linkletter Avenue
Central Bedeque, PEI
COB 1G0
902-887-3975 ~ phone
902-887-2400 ~ fax
kamulligan@gov.pe.ca
www.PrinceEdwardIsland.ca

COVID-19 Wage Rebate for Impacted Industries

The COVID-19 Wage Rebate for Impacted Industries provides a 25 per cent wage rebate on payroll for businesses of impacted industries, such as full-service restaurants and fitness centers, for the period of January 19 to 30, 2022.

Who is eligible for funding?

Eligibility criteria include:

- Eligible businesses are those businesses closed to in-person services restricted by the enhanced public health measures introduced on January 18, 2022, including:
 - Gyms, group fitness classes and indoor recreational facilities, bingo halls, museums, casinos, theatres, and cinemas. (excluding municipally owned or operated facilities)
 - Full-service restaurants, bars or other licensed premises closed to in-room dining. (quick-service restaurants are ineligible)
 - Must be operating in PEI.
 - To qualify as a Prince Edward Island business, the business must be physically located on PEI. For a franchise to qualify, it cannot be corporate owned, it must be operated by a PEI franchiser.
- * Seasonal businesses not operating during the period are not eligible.

The Wage Rebate for Impacted Industries can be used in addition to Federal Government COVID-19 supports.

What Level of Assistance is available?

- The rebate will be calculated at 25 per cent of payroll costs to a maximum of \$25/hour for PEI employees, including salary/wages and MERC's.
- Appropriate payroll documentation must be provided to validate payroll costs.
- An individual can apply for one business only, regardless of the number of businesses owned.
- Incorporated businesses that operate more than one eligible business establishment under a single corporate entity, may apply for a rebate for each business establishment.

How do I apply?

- You may be qualified for both the **COVID-19 Small Business Support Grant** and the **COVID-19 Wage Rebate for Impacted Industries**. There is one application for both programs. Please review both programs before starting your application if you wish to apply for either or both programs.
- Once you have reviewed both programs, click the Apply Now button below to get started.

Completed applications will be reviewed on a first-come, first-serve basis.

What do I need to apply?

FINANCIAL REPORT FOR DECEMBER 2021 & JANUARY 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 DECEMBER 31 2021

BANK ACCOUNTS	Opening Balance	EFT Receipts Deposits	Cheques EFT Payments	Closing Balance
Account				
ARENA	3,379	39,182	23,396	19,165
TOWN	122,000	70,006	85,535	106,471
UTILITIES	103,078	7,630	13,076	97,632
Total Cash Flow	228,457	116,818	122,007	223,268

TOWN OF BORDEN-CARLETON CASH FLOW REPORT JANUARY 31 2022

BANK ACCOUNTS	Opening Balance	EFT Receipts Deposits	Cheques EFT Payments	Closing Balance
Account				
ARENA	19,165	3,366	14,863	7,668
TOWN	106,471	85,759	78,777	113,453
UTILITIES	97,632	27,217	51,071	73,778
Total Cash Flow	223,268	116,342	144,711	194,899

ACTIVITY JANUARY 2022 RESERVES	Opening Balance	Deposits	EFT Payments	Closing Balance
Gas Tax ACCT	610,126	192,551	0	802,677

ACTIVITY JANUARY 2022 LOANS	Opening Balance	Deposits	EFT Payments	Closing Balance
Fire Truck 71-9	128,854		1,667	127,187
Sewer 72-9	475,457		2,627	472,830
Sewer Mains 74-9	70,810		278	70,532
Storm Drains 75-9	70,810		278	70,532
Water/Sewer 79-9	322,470		1,493	320,977
Total Loans Outstanding	1,068,401	0	6,343	1,062,058

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.



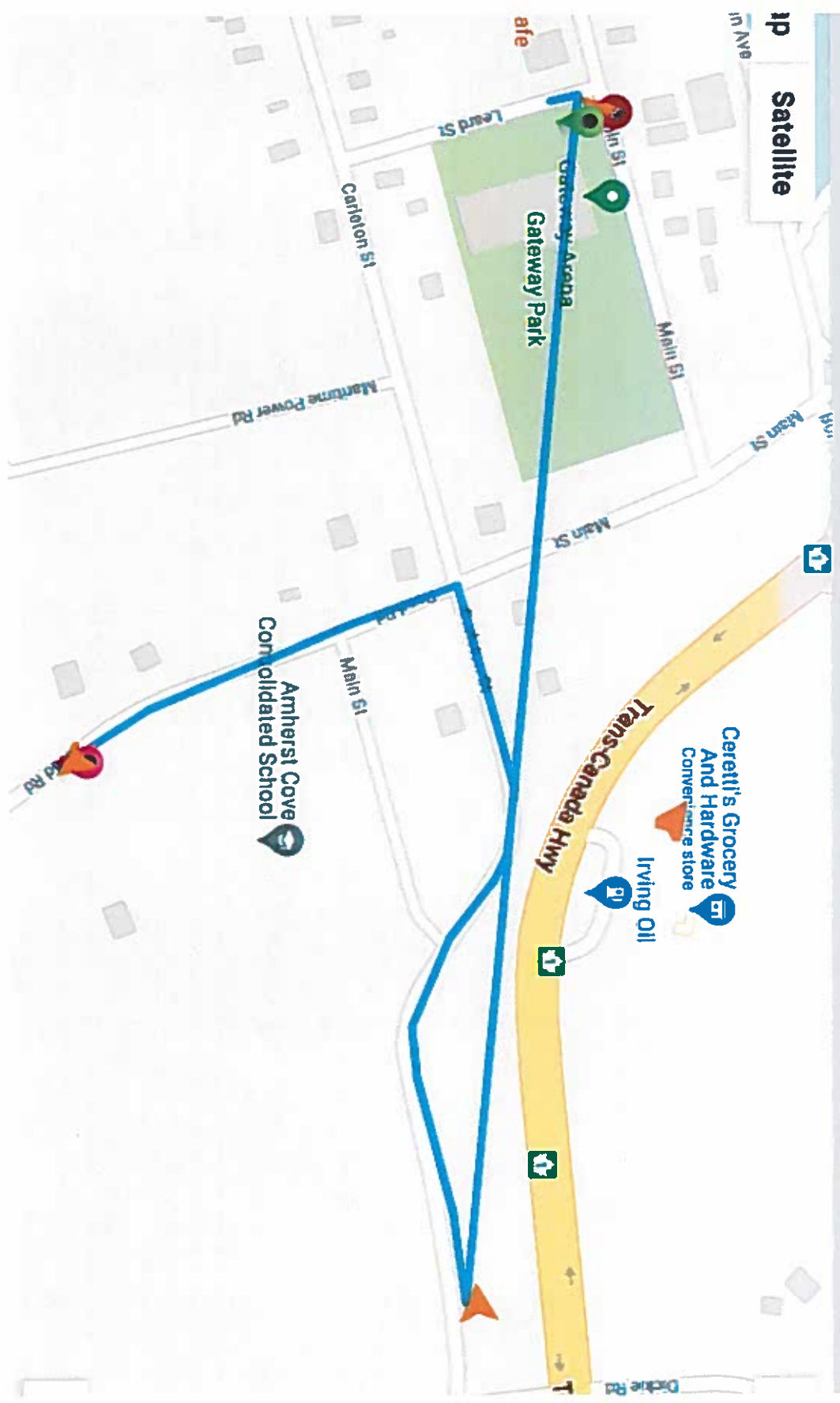
Town of Borden-Carleton Snow Safety Tips & Etiquette

- be a good neighbour - lend a hand to those who may not be physically able to shovel
- keep your children safe - don't let them play in the snow piles or on the snow banks at the side of the road
- Don't push snow from a driveway or parking lot onto the street (**Shovelling snow in the street is a danger to motorists and subject to fines**)
- place your garbage containers, green and blue bins, on a cleared area at the bottom of your driveway and not on the roadway - do not place them on the top of snow piles.
- Don't park your vehicle on the street or at the end of your driveway in a way that would impede snow plowing. (**The town does not accept responsibility for damage to cars parked on or too close to the road**)
- During heavy storms, snow plows may return several times to constantly widen the clearing of the roads. Unfortunately, this will cause snow blocking driveways. This can't be avoided. Your understanding is appreciated

- Engine start
- Engine stop
- Trajectory
- Speeding
- Poor GPS signal

Trip Display: GPS Balloon Route

IP Satellite





**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^e étage, Suite 301
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

December 9, 2021

Mr. Jim Wentzell, CAO
Town of Borden-Carleton
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 December 1, 2021 to review the Direct Allocation Capital Investment Plans. We are regrettably writing to inform you that project 3.5.5 – Parking Lot Renewal & Paving Expansion for Deliveries & Water Control did not receive approval.

The project did not receive approval due to eligibility issues. Parking lot renewals and expansions do not meet the outcomes of the program.

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

Yours truly,



Jesse MacDougall, Acting Project Officer

From: Jesse MacDougall <jwmacdougall@gov.pe.ca>
Sent: January 31, 2022 9:03 AM
To: Borden-Carleton
Subject: CCBF Withheld Funding

Good morning Jim,

Just a reminder that we are withholding a \$100,000 CCBF payment from Borden-Carleton because you have \$421,703 in uncommitted funding. Payments will be released when this funding has been committed to either an existing project or a new project. Let me know what you would like to do and I will help you with the process.

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



From: Heather Joudrie <hljoudrie@gov.pe.ca>
Sent: January 20, 2022 2:48 PM
To: 'bcadmin@borden-carleton.ca'
Subject: RE: Expression of Interest - Former Fabrication Yard

Hi Jim,

Just to let you know, we are issuing THREE (3) tenders for the clean up of the former Fabrication Yard.

The packages should be uploaded to the Government's website in the next couple of days.

I will send you the link for the files once it has been posted.

Please contact should you have any questions.

Thx.

From: Heather Joudrie
Sent: November-26-21 1:11 PM
To: bcadmin@borden-carleton.ca
Subject: Expression of Interest - Former Fabrication Yard

Hi Jim,

As you know, Finance PEI issued an Expression of Interest on the Former Fabrication Yard in March.

There were nine submissions received which varied in scope and scale.

The submissions presented both potential opportunities and challenges for both the Province and developer(s). The biggest challenge for the developer(s) was the existing site conditions that could be a significant factor (concrete above and below ground).

After careful consideration and deliberation, Finance PEI has elected to decline all the submissions to allow time to develop a plan to address the above ground concrete.

Once the concrete is removed, there may be opportunities to revisit the development of this property with the various proponents. This approach could allow the property to be broken down into multiple lots, thereby opening up the possibility of several projects to be undertaken on the site.

We will ensure you are notified once Finance PEI has progressed through the next phase of concrete removal.

Any questions, please feel free to contact us.

Thx.

Heather Joudrie
Property Manager



Municipal Affairs Division

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8



Division des affaires municipales

C.P. Box 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Bylaw Receipt

Jim Wentzell
Town of Borden-Carleton
PO Box 89
Borden-Carleton, PEI, C0B 1X0

January 20, 2022

Dear Jim Wentzell,

I wish to acknowledge receipt of the following bylaw:

Borden-Carleton - Emergency (Bylaw #2021-01, adopted December 14, 2021)

A copy of the above noted bylaw has been filed in accordance with the *Municipal Government Act*, s.129. Enclosed is a scanned copy of the filed bylaw for your records.

Please be advised that it is the responsibility of the municipality passing a bylaw to both ensure that the subject area covered by the bylaw is within the jurisdiction of the municipality and that the procedures for a passage of the bylaw under the *Municipal Government Act* have been complied with.

Please feel free to contact me should you have any questions.

Regards,

Tracey Allen
Sr. Municipal Advisor
(902)218-4179
Municipal Affairs

Encl

December 10, 2021

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

RE: **2022 Workers Compensation Board (WCB) Assessment Rate – Employer #7547**

Town of Borden-Carleton,

This is the notice of your 2022 WCB assessment rate for every \$100 of assessable payroll. The maximum assessable earnings per worker for 2022 is \$58,300.

As a participant in the WCB Experience Rating Program, your assessment rate is based on the injury claims costs in your workplace compared to other employers in your industry group. Employers with lower claims costs than the group average receive a discount on the group rate. Those with higher claims costs are surcharged. The (discount) or surcharge is your claims costs experience factor.

2022 Assessment Rate Calculation

Industry Group Rate +/- Your Claims Cost Experience Factor = Assessment Rate

Operation	Group Rate	Experience Factor	Assessment Rate
1	\$0.99	(\$0.04)	\$0.95
2	\$0.72	(\$0.04)	\$0.68

For more information about the Experience Rating Program, please see the attached FAQ.

December 09, 2021

Town of Borden-Carleton
PO Box 89
Borden-Carleton, PE COB1X0 CAN

Dear Employer (7547),

Please find enclosed a cheque in the amount of \$1,823.75 which represents the portion your business is receiving as part of our 2021 surplus distribution. Although paid in 2021, this amount is calculated based on your actual reported payroll for 2020.

The WCB is funded solely through premiums charged to employers as well as investment earnings. Over the past few years, the WCB's investment portfolio performed extremely well. As a result, the WCB Board of Directors has approved the distribution of a \$25.5 million surplus.

Operation 1: \$219,639.00 (2020 Payroll) / \$100.00 x \$1.09 (2020 Group Rate) = \$2,394.07 (2020 Base Premium)

Operation 2: \$20,622.00 (2020 Payroll) / \$100.00 x \$0.80 (2020 Group Rate) = \$164.98 (2020 Base Premium)

Total Base Premiums / Total of all employer Base Premium x \$25,500,000 = Surplus
 $\$2,559.04 / \$35,781,021.24 \times \$25,500,000 = \$1,823.75$

The WCB ensures that the surplus distribution process is transparent, fair and equitable based on how employers fund WCB's insurance operations through the premiums they pay. Businesses are eligible for the distribution if they have reported actual payroll for 2020 before December 31, 2021. The amount of the distribution that each employer will receive is determined based on their 2020 base premiums.

For further information, please refer to the Frequently Asked Questions (FAQs) area on the WCB website <http://www.wcb.pe.ca/surplus>. If you have questions or concerns about the surplus distribution, please contact Employer Services at 902-368-5680 or toll-free at 1-800-237-5049 or email Safetymatters@wcb.pe.ca.

Sincerely,



Norman MacDonald, CPA CA, CF
Chief Financial Officer



Borden-Carleton

TOWN COUNCIL MEETINGS

FOR 2022

LOCATION: BORDEN-CARLETON TOWN OFFICE

COME & SHARE YOUR QUESTIONS & CONCERNS

- | | | | |
|------------------------|------------------------|------------------------|------------------------|
| FEB 8 - 7:00PM | MAY 10 - 7:00PM | SEP 13 - 7:00PM | DEC 13 - 7:00PM |
| MAR 8 - 7:00PM | JUN 14 - 7:00PM | OCT 11 - 7:00PM | NOV 8 - 7:00PM |
| APR 12 - 7:00PM | JUL 12 - 7:00PM | | |

EVERYONE WELCOMES TO ATTEND!

FOR MORE INFORMATION: (902) 437-2225

The County Line Courier ~ your community newspaper

Page 3

A big thank you to workers who went the extra mile for passengers before Christmas

By Jim Wentzell

I'm a timid winter time driver and I was planning a trip to Nova Scotia to look after a few health issues and to visit family for a few days, and then return to PEI to spend Christmas with my daughter and my grandkids.

When I left PEI on December 17, everything was fairly normal. I had my bus passes, my New Brunswick permit, my Nova Scotia Permit and my PEI Vax Pass. I had been fully vaccinated and looking forward to a break from my job in Borden-Carleton.

The first couple days of my trip went smoothly, got to Halifax to spend a couple days with my son, his wife and Bing the Cat. That Sunday I had planned to go to Mahone Bay to visit my sister and also see my brother while I was there. Hitch #1. Saturday evening my sister contacts me. She had been exposed to a person that tested positive for COVID and was required to self-isolate for a few days. So, no trip to Mahone Bay to see my sister and brother. Not a biggie, gave me more time with my son.

I was scheduled to return to PEI on December 22. While in NS, the PEI COVID restrictions changed three times. Hitch #2. To return to PEI would require me to self-isolate for four days (I couldn't get back before the requirement took effect). What to do? I stay at my daughter's in PEI

and if I returned, they would have to self-isolate as well. I was welcome to stay at my son's, but I only had brought with me meds for a week so I had to get back. I could have spent Christmas at my son's but when I went back, I would still have to self-isolate. I wanted to get it over with.

During my time in Halifax, I received super service and understanding from Maritime Bus. I had no trouble canceling my trip to Mahone Bay. They called me three times whenever the restrictions changed in PEI to ensure I was aware of the requirements and assured me there would be no issues if I wanted to change or cancel my trips.

So, I changed the trip back to December and another adventure began. The day turned out to be cold and windy (and I do mean windy). We had to change buses at Amherst and every bus driver at Amherst made sure everyone got transferred to the right bus and let people wait inside the buses because of the cold and wind outside.

Due to the high winds, the Confederation Bridge was closed to trucks and buses and we were told we would be transferred to shuttle buses at the Bridge. Maritime Bus employees were determined we were all going to get home for Christmas. We were supposed to get to PEI at 4:30 but, because of the wind, there

were delays. We were all happy to get across the bridge. Our trip was ALMOST over.

There were 16 of us on two shuttle buses when we arrived at the COVID entry point. We knew we all had to be tested prior to going to our destinations. As amazing as the Maritime Bus employees were, the biggest story of my trip was the young men and women who were working at the COVID entry site. Since there were two groups of us, there were at least five workers assigned to each group. One by one we left the shuttle to get tested. The wind was so strong it almost blew the door off the shuttle. The COVID employees fought the wind while asking us the necessary questions without losing the paper work, and to test us.

The site was equipped with makeshift wooden sliding doors that the staff tried to shut to give everyone shelter from the wind. I remember looking over my shoulder and seeing three young women determined to close the door in front of my van. Like the Maritime Bus employees, all the COVID site employees greeted us with a smile, served us eagerly and not one of them complained about their working conditions. They were dedicated young people to keep us all safe, and the island safe from this crazy disease.

Within a half hour we were all tested, given instructions about self-isolating, given take home kits and sent off with a smile. Amazing work by these people. This was just one day and it made me think how many times they had to face these conditions over the past two years. They are the front-line workers. They are the heroes in my book and if it wouldn't have been for COVID I would have given each one of them a hug.

The shuttle dropped me off at my car and I prepared to self-isolate. I didn't want to ruin Christmas for my grandkids. No way did I want them to have to self-isolate for four days and miss seeing their friends and Christmas dinner at their grandparent's. I was lucky enough to get a room at the Carleton Motel in Borden-Carleton. It cost me money, my daughter would drop food off at my door, my self-testing was negative and after four days I was free. Life is good.

But I can't stop thinking about the job being done by all the Maritime Bus employees and the extraordinary performance by all the COVID site workers. Sure, I had to stay in a motel over Christmas but many of them had to spend Christmas working in harsh weather conditions.

These employees deserve recognition and a huge THANK YOU.

I am so proud of every one of them.

bcadmin@borden-carleton.ca

From: Federation of Prince Edward Island Municipalities <info@fpeim.ca>
Sent: January 17, 2022 4:29 PM
To: Wendy
Subject: January 2022 FPEIM E-news

FPEIM Newsletter January 2022

[View this email in your browser](#)



Let's build a strong future together

Dear Wendy

In this e-Newsletter:

- [Happy New Year from President MacDougall](#)
- [2022 FPEIM Annual Meeting Save the Date and Call for Award Nominations](#)
- [Age-friendly PEI](#)
- [Atlantic Provinces chapter of the Regional Perspectives Report released](#)
- [ParticipACTION Community Better Challenge](#)
- [Grants and programs](#)
- [On the move](#)
- [Upcoming Events](#)

From: jmcarrer@fpeim.ca
Sent: January 25, 2022 1:03 PM
To: jmcarrer@fpeim.ca
Subject: 2022 FPEIM Annual Meeting - Call for resolutions and award nominations
Attachments: Call for resolutions and nominations for awards - Jan 2022.pdf

Good afternoon,

Please see the attached call for resolutions for the 2022 FPEIM annual meeting, and call for nominations for the Bruce H. Yeo Award and the Municipal Achievement Award.

The 2022 FPEIM annual meeting will be held on **Monday, April 25, 2022**. The decision on whether this meeting will be held in-person or virtually will be made closer to the meeting date. Please note the following deadlines:

- **Deadline for resolutions – 4:00 pm on February 24, 2022**
- **Deadline for award nominations – 4:00 pm on March 28, 2022**

The agenda and registration information will be sent as it becomes available.

Thank you,

Julie

Julie McMurrer
Administrative Assistant
Federation of PEI Municipalities



1 Kirkdale Road
Charlottetown PE C1E 1R3
Tel: (902) 566-1493
Fax: (902) 566-2880



bcadmin@borden-carleton.ca

From: Michelle Burge <michelle.burge@mrsbgroup.com>
Sent: February 3, 2022 5:05 PM
To: bcadmin@borden-carleton.ca
Subject: RE: Sewer/Water Rate Study

Hi Jim

Hope all is well.

I would estimate our fees to be \$5,500 plus taxes to complete the IRAC rate increase application.

Please let me know if you have any questions,

Michelle

Michelle Burge, FCPA, FCA

Partner

MRSB Group

t. 902.629.1988

f 902.566.5633

direct line 902.629.1988

Charlottetown | Summerside | O'Leary | Souris

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From: bcadmin@borden-carleton.ca <bcadmin@borden-carleton.ca>
Sent: February 3, 2022 12:34 PM
To: Michelle Burge <michelle.burge@mrsbgroup.com>
Subject: Sewer/Water Rate Study

Hi Michelle

I understand MRSB completed the last Water/Sewer rate study for the Town of Borden-Carleton's Utilities . Would you be able to give be a quote on doing a new study as both utilities are running sizeable deficits.

Thanks

Jim Wentzell
CAO
902 437 2225

From: bcadmin@borden-carleton.ca
Sent: January 20, 2022 3:25 PM
To: Charles MacKenzie (Judy@pei.sympatico.ca); Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Nicole Arsenault (nicole.a.2241@gmail.com); Barb Wood (johnandbarb@pei.sympatico.ca); Eric Stewart (judge58@hotmail.com); Laurel Palmer-Thompson (laurelynnthompson@yahoo.com)
Cc: Holly Bernard; 'rmbordencarleton@gmail.com'; 'Borden-Carleton Office'
Subject: YOUR INPUT IS REQUESTED - EMO Resources Sheet
Attachments: EOC Team Suggested Resources Template.docx

Hi All (Council & Staff)

This is a reminder to forward to Alicia, known resources to include in our EMO Plan . There are many category of Resources we should list:

- Resource
- Gas/Diesel Products
- Food/Grocery Supplies^
- Heavy Equipment Providers
- Transportation : Buses/Taxi
- Water Craft
- Electricians
- Mobile Generators
- Hospitals/Medical
- Drug Stores
- Heating Fuel Suppliers

The following information should be provided in Spreadsheet Form

Resource	Contact Name	Cell Phone #	Other Phone #	Email	Location
----------	--------------	--------------	---------------	-------	----------

Is it possible to have your list by the end of the month (Jan 31)

Thanks

Jim Wentzell



Town of Borden-Carleton, Prince Edward Island
Use of Use of Town Owned Vehicles Policy
Policy #2022-01

Ist reading: Approved January 04, 2022
2nd reading: Approved February 08, 2022
Effective date: Adopted February 08, 2022

This policy shall adhere to for the use of all Town Vehicles and Equipment owned/leased by the Town of Borden-Carleton including its Utilities and the Gateway Arena.

- 1. All vehicles shall be identified as Town Vehicles by decals that includes the Town's name and when possible, the Town's Logo and telephone number.**
- 2. All vehicles shall be operated by suitably trained employees holding valid driver's licenses for the class of vehicle to be operated.**
- 3. Town vehicles must adhere to posted traffic signs at all times. The driver of a Town vehicle is personally responsible for the payment of any fines or penalties resulting from the operation of such vehicles.**
- 4. All vehicles and equipment are to be used for the purpose of providing service to the Town, its Utilities and Arena. In no case shall any vehicle or equipment be used for private or personal use or to transport any unauthorized individuals.**
- 5. All town owned vehicles and equipment to be stored on Town property except when otherwise authorized by the CAO.**
- 6. Record keeping of use of any vehicle or equipment may be required as determined by the CAO. To assist in record keeping, trackers may be installed on town owned vehicles.**
- 7. All trips and use of Town vehicles outside the boundaries of the Town are to be authorized by the CAO.**
- 8. Whenever town vehicles are not available and an employee is required to use their own vehicle, the employee will be reimbursed for the use of their vehicle either by a daily flat rate or mileage at the prevailing province of PEI government mileage rate.**

9. This policy is intended to provide the basic framework for use of vehicles and equipment by town personnel, and as such cannot contain procedures governing every situation that may arise. When such a situation arises, the employee is to seek clarification and or direction from the CAO.

Passed the 8th day of February 2022 by Resolution of the Town of Borden-Carleton Council, Resolution #

Charles Mackenzie, Mayor

Date

James Wentzell, Administrator

Date



Borden-Carleton
The coastal heart of PEI!

January 11, 2022

Hon. James Aylward, Minister
PEI Dept. of Transportation and Infrastructure
Box 2000, Charlottetown
PEI Canada
C1A 7N8

Re: Request to take over the Roads within the Town Of Borden-Carleton

The Town of Borden-Carleton would like to request that the province of PEI through the Minister of Transportation and Infrastructure take over the responsibility of all roads within the Town similar to what the province does for many other municipalities in the province.

Attached is a formal resolution of Council passed at a duly held public Council meeting that was held on Dec 14, 2021 outlining the Town's decision to turn over all streets in the Town to the province. At present there are 41 streets within the Town. Of those 30 are maintained by the province already and 11 have been maintained by the Town. (See listing attached)

Council realizes that the Town does not have adequate resources (personnel, equipment) to properly maintain the roads. The ability of contractors to perform services to the Town is getting scarce. For example, our snow plow operator had his liability insurance increased from \$23,000 to \$65,000 per year. His contract expires this year and we are doubtful small contractors will be able to bid on such work in the future.

We are sure the Minister understands the town's position and we would appreciate this matter be considered and the process undertaken as soon as possible.

Sincerely

Charles Mackenzie

Mayor

Cc Hon Jamie Fox, Minister of Fisheries and Communities

Town of Borden-Carleton
PO Box 89
Borden-Carleton PE C0B 1X0
Tel: 902-437-2225 Fax: 902-437-2610
www.borden-carleton.ca

RESOLUTION OF COUNCIL
TOWN OF BORDEN-CARLETON
DEC 14TH, 2021

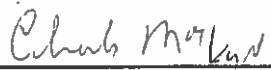
Council Meeting : DEC 14, 2021
Moved by Councillor: Larry Allen
Seconded by Deputy Mayor Randy Ahearn
Yes 5 No 0
Resolution passed

Whereas the Province of PEI are responsible for the roads of the majority of municipalities in the province; and

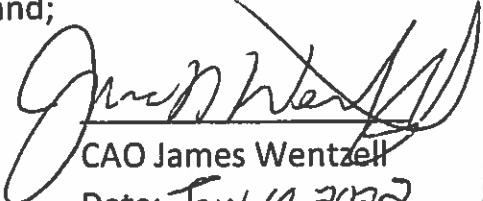
Whereas, the Town of Borden-Carleton do not have the necessary resources to maintain the Town's roads in a proper and safe manner; and

Whereas many contractors are unwilling or unable to bid on maintaining roads of a small town due to the huge cost of liability insurance and small scale of projects within a small community like Borden-Carleton;

Therefore, Council hereby requests to enter into an agreement with the Minister of Transportation for the Province of Prince Edward Island whereby the Town Borden-Carleton would convey ownership of the inventory of streets in Borden-Carleton to the Province of Prince Edward Island;



Mayor Charles Mackenzie
Date: Jan 16 / 2022




CAO James Wentzell
Date: Jan 10, 2022



TOWN OF BORDEN-CARLETON – LIST OF STREETS 2021

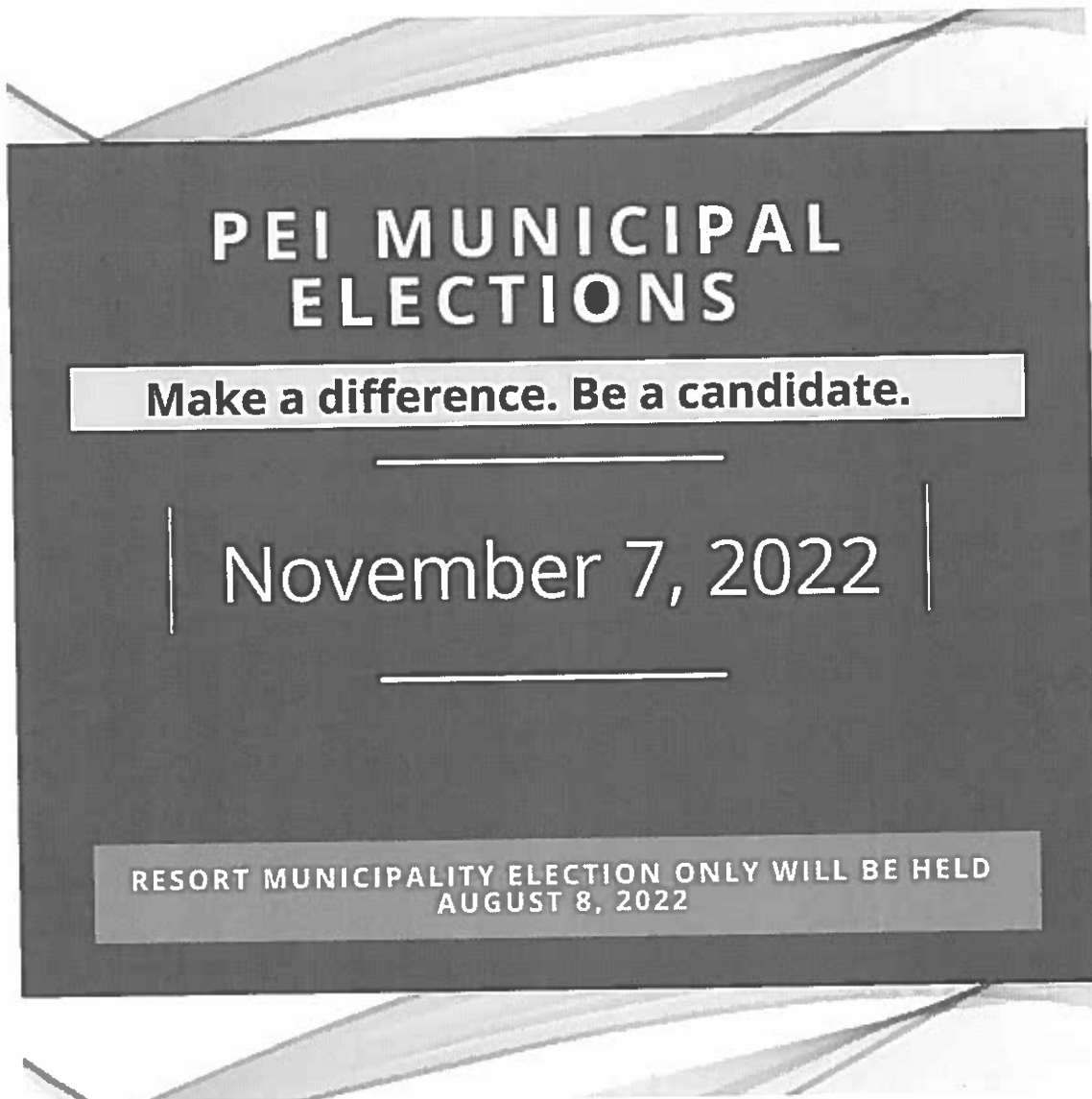
- Abbey Lane
- Abegweit Boulevard
- Amherst Cove Road
- Beach Road
- Beatty Street
- Belvedere Avenue
- Borden Avenue
- Bradford Road
- Bridgeview Lane
- Carleton Street
- Church Street
- Dickie Road
- Downing Street
- Edward Street
- George Street
- Haig Street
- Herbs Lane
- Highway 10
- Howatt Street
- Industrial Drive
- Kirkpatrick Street
- Leard Street
- Macwilliams Road
- Main Street
- Maritime Power Road
- Mccarville Lane
- Miller Street
- Murray Road
- Muttart Lane
- Noonan Shore Road
- Oswald Road
- Paynter Lane
- Quigley Road
- Ramp
- Read Road
- Redcliff Lane
- Service Road
- Stewart Road
- Trans Canada Highway
- Unknown
- William-leo Lane

 Town Maintained
Streets

bcadmin@borden-carleton.ca

From: Municipal Affairs Division <municipalaffairs@gov.pe.ca>
Sent: January 10, 2022 9:05 AM
To: bcadmin@borden-carleton.ca
Subject: Municipal Elections, Events, and more. 🏠

[View this email in your browser](#)

A graphic for PEI Municipal Elections. It features a dark grey background with white text. At the top, it says "PEI MUNICIPAL ELECTIONS" in large, bold, white capital letters. Below that, a white horizontal bar contains the text "Make a difference. Be a candidate." in black. Underneath the bar, the date "November 7, 2022" is displayed in large white font, flanked by vertical white lines. At the bottom, another white horizontal bar contains the text "RESORT MUNICIPALITY ELECTION ONLY WILL BE HELD AUGUST 8, 2022" in black capital letters. The graphic is framed by a light grey border with a wavy, abstract design at the top and bottom.

Dear Jim,

Thank you for taking the time to read this e-newsletter. Please send topic suggestions to municipalaffairs@gov.pe.ca

In this e-newsletter:

- Municipal election 2022 notes
- January 2022 to do list
- Emergency plans and bylaws are due.
- Updated checklist for 2022
- Funding for Municipalities

Municipal Election 2022 Notes

Election Regulations revised effective January 1, 2022. [Click to view.](#)

- With the changes in *Election Regulations* and the municipal election in 2022, all municipal councils should review their current Election Bylaw. Given the pandemic experience, mail in ballots might be considered. Municipalities can share election resources but should review the election bylaw for restrictions on location of the election office and hours.
- Municipal Affairs will be providing an updated Election Bylaw Template to CAO's.
- Council appoint a Municipal Electoral Officer and Deputy Electoral Officer by May 9, 2022.
- Revised election bylaws must be in place by August 10th. (Resort Municipality - May 10th).
- Consider creating election policies on paying election officials or to outline signage requirements.

Budget Item - be sure to add a line in your budget for election expenses. Pay for election officials/workers, ads or printing, rental space, etc.

From: Municipal Affairs <municipalaffairs@gov.pe.ca>
Sent: February 1, 2022 9:57 AM
To: Municipal Affairs
Subject: Election Bylaw Review (Instructional/Overview)

Hello Chief Administrative Officers,

As you are aware the PEI government has made changes to the Municipal Election Regulations under the Municipal Government Act. These changes became effective on January 1, 2022 and can be found at https://www.princeedwardisland.ca/sites/default/files/legislation/m12-1-3-municipal_government_act_municipal_election_regulations.pdf

These changes in the Election Regulations will require most municipalities to review and update their election bylaw. Here is a youtube video to assist you in reviewing your election <https://youtu.be/ypa0IXuqzeI>

Municipal Affairs has created an updated election bylaw template. The new template can be found here <https://www.princeedwardisland.ca/en/information/fisheries-and-communities/submissions-and-forms-for-municipal-government> to download.

In reviewing/updating your election bylaw please note, among other things:

- The requirement allows the election office to be opened before the 4th Wednesday.
- Municipal Electoral Officer - MEO now determines the hours of the election office will be open. (Some bylaws include office hours, which can be removed for more flexibility.)
Action: Review election bylaw to remove set election office hours to allow the MEO to set the hours to be more flexible.
- Several municipalities have included specific days and dates in their bylaw – i.e Saturday, November 3rd creating a problem for by-elections and elections that don't fall on that date.
Action: Remove the specific reference to election date to accommodate by-elections and future election dates.
- The note boxes and comments in brackets throughout the Bylaw template are for advice/direction only and should not be included in the actual bylaw. Headers and footers should also be removed.
Action: Review election bylaw to remove note boxes, comments, headers and footers plus ensure you have added in your municipality's name in the appropriate places.
- There are election bylaws which set zero as the amount of election expenses allowed for candidates. Municipal Affairs suggest any municipality that has not allowed any candidate campaign expenses to reconsider. A poster/flyer on the background of a candidate would be more than zero.
Action: Review election bylaw to consider adding an amount for campaign expenses.
- The simplified version of the Bylaw does not provide for wards/on-line voting/mail -in ballots. If your municipality is considering any of these options, please refer to the long form bylaw template. Municipal Affairs can assist you in making the change.
Action: Review election bylaw to consider wards, online voting and mail-in ballots.

- The new templates make it clear, in accordance with the election regulations, candidates cannot be election officials, and a 'closely connected person' cannot be an election official.
Action: Consider adopting the sample template (be sure to repeal the former bylaw) to capture all the changes.
- If you plan to share election offices with another municipality, please revised your bylaw to accommodate that re: not restricting election office location or hours.
Action: Review the election bylaw for election office location and hours.

Please note election bylaws must in place by August 10th (May 10th for the Resort Municipality).

As always, contact Municipal Affairs with any questions or concerns - remembering to be patient and be kind- as you always are.

Tracey Allen BBA (she/her)

Senior Municipal Advisor

Municipal Affairs

Email: tallen@gov.pe.ca

Cell: 902-218-4179

Department of Fisheries and Communities

Government of Prince Edward Island

2nd Floor Aubin Arsenault Building

3 Brighton Road, Charlottetown, PE

PO Box 200

Charlottetown, PE C1A 7N8

www.princeedwardisland.ca/municipalgovernments

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Town of Borden-Carleton – 2022 BUDGET APPROVAL TIME TABLE

FEBRUARY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
MARCH 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

EMO

Council Meeting

Finalize 5 Yr Capita

Invite Public Input

Reg Council

1st Budget Meeting

Draft Budgets to Council

Set Tax Rates