



**TOWN OF BORDEN-CARLETON**

**REGULAR COUNCIL MEETING**

**Tuesday, Sept 10, 2024 at 7:00 p.m.**

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

**AGENDA**

**1. CALL TO ORDER:**

**2. DISCLOSURE OF CONFLICT OF INTEREST:**

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

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

Declaration(s) -

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**3. ADOPTION OF THE AGENDA:**

**4. APPROVAL OF PREVIOUS MINUTES:**

4.1 Regular Council Meeting – June 11, 2024

4.2 Special Council Meeting – Aug 27 2024

**5. PUBLIC PRESENTATIONS/ INVITED GUESTS**

5.1 Michelle Burge, Partner MRSB Chartered Accountants – Presentation of Draft Audited Financial Statements for the Town of Borden-Carleton (March 31 2024)

**6. STAFF REPORTS:**

6.1 Police Report: RCMP Reports for July & August 2024

6.2 Fire Chief's Report – no report received.

6.2 Recreation Director's Report

6.2.1 Reg Rodgers Memorial Field - 2024 Usage Report

6.3 Planning Dept Report

6.3.1 Development Permit Approvals July 20 2024 – Sept 8 2024

6.3.2 CAO- Land Use Bylaw vs Building Code Conflicts

6.4 Finance and Administration Report:

6.4.1 Cash Flow Report for April 2024

6.4.2 Disbursement Listing April 2024

6.5 CAO – Sewer & Water Utilities Billings Analysis Interim Report

6.6 CAO- Borden-Carleton Organization Chart as of Sept 23 2024

**7. EXTERNAL REPORTS:**

Nil

## **8. CORRESPONDENCE:**

### **INFORMATION ITEMS:**

- 8.1 Dept of Finance – Replacement of Lights at Gateway Village
- 8.2 FPEIM - Newsletter August 2024 – (Borden-Carleton feature)
- 8.3 Recreation PEI- Newsletter August 2024
- 8.4 Senior's Secretariat -Providing the Town \$2,000 to support Senior's activities.
- 8.5 Borden-Carleton Newsletter – September 2024

### **ACTION ITEMS:**

- 8.6 Amherst Cove Consolidated School – Request support for their breakfast program
- 8.7 Municipality of Strait Shores NB – Request to enter into a Mutual Aid agreement Re. Fire Services
- 8.8 Royal Canadian Legion – Request Donation to their annual elimination draw

## **9. UNFINISHED BUSINESS**

- 9.1 Municipal By-Election – Appointment of Election Officials/Review Bylaw
- 9.2 Quotations – Electronic Signage
- 9.3 Request for Speed Bumps – Carleton St
- 9.4 Fabrication Yard – MLA MATT MacFarlane Public Meeting Sept 17 2024
- 9.5 Housing Development Read Road
- 9.6 Councillor Representation outside bodies

## **10. NOTICE OF MOTIONS:**

- 10.1 1st Reading & Adoption of Bylaw 2024-01 Manage & Disposal of Records

## **11. NEW BUSINESS:**

- 11.1 Atlantic Aqua Farms -Request for Addition – Environ Meeting Sept 12th
- 11.2 Revised signing Authority 2024-25-
- 11.3 Panel covering Walls Arena vs Painting (Quotes on Material received)
- 11.4 Working Remotely Policy (under Development)
- 11.5 Revised Fees Policy Under development)

## **12. QUESTIONS (DISCUSSION ITEMS) COUNCIL**

None Received for this meeting.

## **13. IN-CAMERA: (Several Items)**

MGA Section 119:

*119(1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved; and*  
*119(1)(d) human resource matters.*

## **14. ADJOURNMENT:**



**TOWN OF BORDEN-CARLETON**

**REGULAR COUNCIL MEETING**

**Tuesday, July 23, 2024 at 7:00 p.m.**

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

**MINUTES**

**PRESENT:** Mayor Randy Ahearn, Councillor Nicole Arsenault, Councillor Barb Wood, Councillor Ashley Steele. and Councillor Laurel Palmer-Thompson

**REGRETS:** Deputy Mayor Larry Allen

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

**ALSO PRESENT:** N/a

**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 member of Council declared a Conflict of Interest at the meeting

**3. ADOPTION OF THE AGENDA:**

**It was duly moved Councillor Nicole Arsenault, seconded by Councillor Ashley Steele THAT the Agenda be adopted as circulated.**

**MOTION CARRIED (4-0) (RR#24-07-01)**

**4. APPROVAL OF PREVIOUS MINUTES:**

**4.1 Regular Council Meeting – June 11, 2024**

**It was duly moved Councillor Barb Wood, seconded by Councillor Nicole Arsenault THAT the minutes of the June 11, 2024 regular Council meeting be adopted as presented.**

**MOTION CARRIED (4-0) (RR#24-07-02)**

**5. PUBLIC PRESENTATIONS/ INVITED GUEST**

Nil

## **6. COMMITTEE REPORTS:**

### **6.1 Police Report:**

The Police Report for the month of June 2024 was presented by Councillor Nicole Arsenault.

### **6.2 Fire Department Report:**

The Fire Department Report for the month of June 2024 was presented by Councillor Nicole Arsenault.

**It was duly moved by Councillor Nicole Arsenault, seconded by Councillor Ashley Steele THAT the policing report and Fire Chief's Report for June 2024 be accepted as presented.**

**MOTION CARRIED (4-0) (RR#24-07-03)**

The CAO circulated to members of Council a Thank You to the Fire Chief who had helped a visitor to the Town who had a fall at the Tim Hortons (ESSO) and had to be taken to hospital.

### **6.3 Recreation Director's Report:**

The Recreation Director's Report for the month of June 2024 was circulated to members of Council and presented by Deputy Mayor Larry Allen.

**It was duly moved by Councillor Barb Wood and seconded by Councillor Nicole Arsenault THAT the Recreation Director's report for the month of June 2024 be accepted as presented.**

**MOTION CARRIED (4-0) (RR#24-07-04)**

The CAO reported that he and the Recreation Director met with representatives from the Consolidated Credit Union and discussed various partnership opportunities and promotional opportunities. Topics discussed included: Advertising on the Zamboni, relocation of their ATM, Name branding of the Arena, sponsoring Day Camp activities and customer information sessions at the library

### **6.4 Properties and Planning Report: (Development Permit Approvals)**

A list of development permits issued between June 9 2024 and July 20 2024 was circulated to members of Council.

In addition, the CAO circulated a report on development Officers costing of each permit issued in 2024. This information will be used in the review of permit fees being charged by the Town.

**It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Ashely Steele THAT the Planning & Properties report for the month of June 2024 be accepted as presented.**

**MOTION CARRIED (4-0) (RR#24-07-05)**

### **6.5 Finance and Administration Report: Report included in the Council package.**

#### **6.5.1 Cash Flow Report June 2024**

#### **6.5.2 Disbursement Listing June 2024**

A list of cheques and disbursements for the month of June 2024 was included in the report for Council's review.

	Monthly Totals
Town	\$ 84,658.97
Arena	\$ 3,485.71
Utility	\$43,349.66

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barb Wood THAT the Finance and Administration report for the month of June 2024 be accepted as presented.

**MOTION CARRIED (4-0) (RR#24-07-06)**

**6.5 CAO- Provincial Tax Credit Breakdown 2024**

The CAO circulated to Council a recap of the Tax Credit calculation that the Town will receive for 2024. The Town receives a tax credit for various services provided (Streets, Policing, and Panning). The tax credit is based on the non-commercial assessment only.

7. **EXTERNAL REPORTS:** No external reports this month.

**8. CORRESPONDENCE:**

**INFORMATION ITEMS:**

8.1 Dept of Health – Community Grant for the Retention of Health Care Professionals

8.2 Dept of Municipal Affairs – June 2024 Newsletter

8.3 Dept of Environment – Advising the Town meets the new PPAS levels in groundwater

8.4 FCM – Guide for municipalities to implement the United Nations Declaration on the Rights of Indigenous People (UNDRIP)

It was agreed to refer this email to the FPEIM so that it can be discussed as a province wide topic.

8.5 FCM – June 2024 Newsletter

8.6 MLA Mathew MacFarlane – Supporting restriction of Truck traffic on Route 10

8.7 Recreation PEI – Anti Racism Charter in Recreation

**ACTION ITEMS:**

8.8 Community Foundation of PEI – Accepting Applications for funds available under the Canada Games Legacy Fund

The CAO stated that staff was looking into projects that would qualify for these funds.

8.9 Gov't of Canada – Enabling Accessibility Fund Grant available

The CAO stated that staff would explore the possibility of applying for a youth to examine accessibility within the Town.

8.10 Alicia Wentzell – On behalf of a number of residents -Request for Speed bumps and Sidewalk improvements on Carleton St

It was duly moved by Councillor Barb Wood and seconded by Councillor Nicole Arsenault THAT the Town request that speed bumps be installed on Carleton St to slow traffic on the street and make it safer for children living in the Area

**MOTION CARRIED (4-0) (RR#24-07-07)**

## 9. UNFINISHED BUSINESS:

### 9.1 Hiring of CAO Update (Discussion will be In Camera)

It was reported that a number of interviews have taken place for the position of CAO and that an offer of employment has been made to one of the applicants.

### 9.2 IRAC – Notice: Revisions to Town's Water -Sewer Rates 2024

An Order was received from IRAC dated June 27 2024 approving the revised Utility Rates for the Sewer and Water Utilities as submitted. Neither the Town or IRAC received any comments from residents in respect to the proposed increases. Increased approved were 25% effective July 1 2024; an additional 5% effective April 1 2025 and an additional 5% effective April 1 2026.

The Board deferred making a decision on the proposed local regulations for the Utilities.

### 9.3 Vacancy on Town Council

A letter was received from Rob Lantz Minister of Housing, Lands & Committees advising that he has no authority to grant the Town's request to delay filling the vacancy on Town Council.

It was duly moved by *Councillor Ashley Steele* and seconded by *Councillor Laurel Palmer-Thompson* THAT Council set Monday October 28, 2024 as the date for a Special Election to fill the current vacancy on Ton Council.

**MOTION CARRIED (4-0) (RR#24-07-08)**

### 9.4 Funding Approval – Electronic Signage & Fire Fighting Equipment

Notification was received from the Province of PEI that the Town has been granted a grant of \$41,601 towards the cost of purchasing LED Programable Electronic signage and Firefighting Equipment for the Town under the provincial Community Revitalization Program.

### 9.5 IRAC- Update DP Murphy Application- Petroleum License -Market Overview Study

Circulated to members of Council was a copy of a Market Overview Study filed by DP Murphy in support of his application for a Petroleum license for his property in the Town of Borden-Carleton.

## 10. NOTICE OF MOTIONS: Nil

## 11. NEW BUSINESS:

### 11.1 Discussion – Date for Fire Works (Carry Over from Canada Day

Council agreed to set the date of Sunday Sept 1 2024 for the firing of Fireworks that is a carry-over from the Canada Day activities

### 11.2 Canada Community Building Fund 5 Year Agreement (Gas tax)

A letter was received from the Minister of Transportation & Infrastructure advising of the new Canada-PEI Infrastructure Agreement. The Town will receive \$500,000 over the next five years. (\$100,000 per year).

### **11.3 FPEIM -Municipal Infrastructure Fund (MIF) for Housing**

The province has announced an Infrastructure Fund for Housing to be administrated by the FPEIM. Grants are available for single family housing on individual lots. In addition, the province will make funding available at a 2% interest rate for a 5-year term. We hope that funds can be approved for the Read Road Housing Project from this fund.

## **12. QUESTIONS (DISCUSSION ITEMS) COUNCIL**

### **12.1 Committee Structure (Randy)**

The present Committee structure was created before the MGA and at a time when Chairs of Committees and committees directed staff. That is no longer the case as all staff are hired and directed by the CAO. Over the last number of years, all issues have been dealt with directly by Council or Council as A Committee of the Whole.

The mayor led a discussion on the role of committees and possible new direction and ways Council members can help the Town to have a voice in provincial decisions The CAO was requested to compile a list of various bodies that Council members could apply for membership.

### **12.2 Gateway Days (Ashley)**

Gateway Days hasn't occurred in the Town for a number of years and there is no existing Community effort to revitalize it. Staff hadn't plan on staging activities. The Legion is taking over having a Sept Dance. There used be a Bridge fest as well. It was suggested that the Town work with Strait Crossing and the community to have a Bridge fest in the Community every five years.

### **12.3 Lights at Gateway Village (Nicole)**

Lights at Gateway Village are a provincial responsibility. Both the Mayor and the CAO have had conversations with the Dept of Finance and with Steven Yeo (Dept of Transportation). An RFP is being issued for replacement of half the lights this year. The challenge is the same light fixture is no longer manufactured and to find something that will fit the same bases. The replacement is in the works but procurement has to go through a tender process due to the \$\$\$\$\$ involved.

### **12.4 Marine Rail Park (Randy)**

The Rail Park is a "gem" to both the town and the province. The number of persons and tour buses is increasing each year. There is great potential to have more economic development at the park, but it will require resources that the Town doesn't have. The Lighthouse needs to have siding installed. We staff the Park during the summer months but only able to do so by receiving provincial employment grants. The province and Federal government should be partners in the development of the park. Sewer and Water is needed to be installed to the Lighthouse and the building renovated so that a takeout food operation could operate at the lighthouse and perhaps an ice cream take out at the Caboose.

### **12.5 Overnight Parking of RVS (Larry)**

Letters have been sent to all business and organizations with Parking Lots advising that the Town does not permit Overnight Parking by RV's and Travel Trailers.

### **12.6 Purchase of Gravels- Under New Gazebo (Randy)**

The province has installed the posts and roof of the new Gazebo. It has also been painted by staff. Should the town have gravels placed under the Gazebo to curtail grass growth. This should be done before a base is built.

### **12.7 Use of Drones in the Town (Randy)**

According to Canada's national aviation authority, Transport Canada Civil Aviation (TCCA), flying a drone is legal in Canada, it was agreed to suggest to Strait Crossing that signage be posted that the Confederation Bridge is a "NO Fly " Zone.

## **13. IN-CAMERA:**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele to go into an in-camera – 1 item under section 119(1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved; and several items under section 119(1)(d) human resource matters.**

**MOTION CARRIED (4-0) (RR#24-07-09)**

Council went into in-camera at 9:12 pm

**It was duly moved by Councillor Barb Wood, .and seconded by Nicole Arsenault THAT Council moves back to a public meeting.**

**MOTION CARRIED (4-0) (RR#24-07-10)**

**Council returned to open session at 10:28pm**

### **13.1 Hiring of CAO**

An email was received from Carol Lee Dunbar dated July 23 2024 accepting the position of CAO for the Town of Borden-Carleton subject to clarification of items contained in the Letter of Offer dated June 13 2024 with an estimated start date of Sept 23 2024.

**It was duly moved by Councillor Barb Wood, seconded by Councillor Ashley Steele THAT Cora Lee Dunbar, Summerside be appointed CAO for the Town of Borden-Carleton effective September 23 2024 subject to a mutually agreed employment contract being signed by both parties.**

**MOTION CARRIED (4-0) (RR#24-07-11)**

### **13.2 Support MIF Funding Application Read Road Housing**

The CAO showed to members of Council the latest version of the proposed Housing development for Development for Read Road. The developer intends to apply for funding for the project under the FPEIM MIF program.

**It was duly moved by Councillor Ashley Steele, and seconded by Councillor Nicole Arsenault THAT Council support the application for funding under the FEIM MIF Program for the proposed Housing Development for Read Road.**

**MOTION CARRIED (4-0) (RR#24-07-12)**



**13.3 Lease – Town Office 20 Dickie Road**

An email was received from the PEI Potato Board that the second-floor area above the present Town Office on Dickie Road was available for lease.

**It was duly moved by Councillor Laurel Palmer Thompson, seconded by Councillor Barb Wood THAT Council accept the offer to lease space on the second floor at 20 Dickie Road from the PEI Potato Board at a cost of \$966.00 per month plus GST for a one-year term.**

**MOTION CARRIED (4-0) (RR#24-07-13)**

**13. ADJOURNMENT:**

There being no further business to come before the meeting, the meeting adjourned at 10:35pm.

\_\_\_\_\_  
Mayor, Randy Ahearn

\_\_\_\_\_  
CAO, Jim Wentzell



## Town of Borden-Carleton

### Special Council Meeting Minutes

Aug 27, 2024 - (Legion) 240 Main Street Borden-Carleton, PE

7:00pm

**PRESENT:** Mayor Randy Ahearn, Deputy Mayor Larry Allen, Councillor Barb Wood, Councillor Nicole Arsenault-Bernard, Councillor Eric Stewart, Councillor Ashley Steele and Councillor Laurel Palmer-Thompson (8:15pm)

**ABSENT:** Councillor Laurel Palmer-Thompson and Councillor Eric Stewart

**STAFF PRESENT:** Chief Administrative Officer, Jim Wentzell; Recreation Director Holly Bernard and Administrative Assistant Alicia Wentzell, Dennis Bernard, Maintenance Supervisor and Shawn Jessome, Fire Chief

**ALSO PRESENT:**

Representing the Legion: Sharon Noonan, Arthur Ranahan, Mitch MacDonald, Kathy Henry and Mario Henry

**1. CALL TO ORDER:**

Mayor Randy Ahearn called the meeting to order at 7:00 p.m. and stated that the purpose of the meeting was to receive from EMO PEI an Emergency Preparedness Session and then to go in camera to discuss a couple contractual items.

The Mayor welcomed **Nick Jagoe**, Public Safety Officer with EMO PEI. Mr. Jagoe discussed with those present the importance of being prepared for various types of Emergencies that could occur in the Town and also the importance of educating the public to be prepared as well. He showed a power point presentation on Emergency Preparedness.

It was noted that the Emergency Comfort Centre for the Town has been established at the Legion. A back up generator has been installed and several improvements had been made to the building. In the event of a need, the Comfort Centre would be opened and operated by the Legion members, five of whom were present at this meeting.

Throughout the presentation Mr. Jagoe answered questions that were put to him by those present. He stated that in the near future he would be arranging for a table top exercise for the actual opening of a comfort centre. Following the presentation, the Mayor thanked Mr. Jagoe for assisting the Town in being prepared. Mr. Jagoe left the meeting at this time.

Staff (other than the CAO) and legion members present also left the meeting at this time . The session ended at 8:00pm.

Mayor Randy Ahearn left the meeting (8:10pm) and Deputy Mayor Larry Allen assumed the Chair.

**2. IN-CAMERA:**

**It was duly moved by Councillor Nicole Arsenault, seconded by Councilor Barb Wood to go into an in-camera ~ 1 item under section 119(1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved; and one item under section 119(1)(d) human resource matters.**

**MOTION CARRIED (3-0) (RR#24-08-01)**

Council went into in-camera at 8:10pm

**8:15pm Councillor Laurel Palmer-Thompson arrived at the meeting.**

**It was duly moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault THAT Council moves back to a public meeting.**

**MOTION CARRIED (4-0) (RR#24-08-02)**

Council returned to open session at 9:20 pm

**3. CAO EMPLOYMENT CONTRACT**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Laurel Palmer THAT Council approve the Employment contract for the CAO's position with Coral Lee Dunbar of Summerside and that the Mayor be authorized to sign the contract on behalf of the Town.**

**MOTION CARRIED (5-0) (RR#24-08-03)**

Ms. Dunbar's employment as CAO is effective Sept 23 2024

**6. ADJOURNMENT**

There being no further business to come before the meeting, the meeting adjourned at 9:22pm

\_\_\_\_\_  
Mayor, Randy Ahearn

\_\_\_\_\_  
CAO, Jim Wentzell

**TOWN OF BORDEN-CARLETON**  
**Consolidated Financial Statements**  
**March 31, 2024**

*Draft for discussion purposes only*



**BORDEN-CARLETON  
MAYOR'S  
POLICING REPORT  
JULY 2024**

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

Prince District RCMP reports a total of 38 police files created for service to Borden-Carleton, during the month of July, 2024.

### Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved APP's are:

1. Enhance Road Safety - Speeding
2. Police / Community Relations – Police Visibility
3. Crime Reduction – Organized Crime – Drug Trafficking
4. Enhance Road Safety – Impaired Driving

Prince District RCMP Members have reported 180 hours providing policing services to the Town of Borden-Carleton, during the month of July 2024. 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.

This past month, East Prince RCMP Detachment Services Assistants processed nine Criminal Record Checks for residents of Borden-Carleton, for various reasons, including employment and volunteering.

This past month, three separate traffic initiatives were carried out within Borden-Carleton. Radar enforcement was carried out on July 4<sup>th</sup>, July 19<sup>th</sup>, as well as July 27<sup>th</sup>. In total, more than 425 vehicles were checked for violations under the Highway Traffic Act. As a result, one charge, and seven warnings were issued to drivers.

On July 1<sup>st</sup>, 2024, Prince District Members Cst. Nicole Hall and Cst. Josh Kirkpatrick, were delighted to have been invited to attend the annual Children’s Bike Rodeo that took place at the Gateway Arena. Lots of children attended, and our police officers enjoyed a wonderful morning with them, providing bicycle safety tips, giving out prizes as well as presenting children with certificates of achievement. See below photos.



OCCURRENCES	July 2024	Year to Date
Assaults (All Categories)	0	2
Break and Enters (Residence & Business)	1	7
Causing Animals Unnecessary Suffering	0	0
Assistance to Organization	0	2
Crime Prevention	1	6
Abandoned Vehicle	1	3
Theft of Bicycle	0	0

Theft of Motor Vehicle	0	3
Theft Under \$ 5000	3	6
Theft Over \$ 5000	0	0
Drugs (Possession)	0	0
Criminal Harassment	0	3
Drugs (Trafficking)	0	1
Information File	0	0
Firearms Act	0	0
Traffic Violations	20	46
Traffic Collision	3	10
Trespass Act	0	2
Failure to Comply with Undertaking/Court Order	0	2
Roadside Suspension	0	0
Fail to Stop or Remain at Accident	0	0
Liquor Act	0	0
Cannabis Act – Offences Only	0	1
Uttering Threats against a Person	0	2
Causing a Disturbance / Mischief (including public intoxication)	1	7
Impaired Operation of Motor Vehicle	0	4



Sexual Assault/Interference	0	0
Distribute Intimate Image without Consent	0	0
Immigration & Refugee Protection Act	0	0
Failure/Refusal to Comply with Alcohol Demand	0	0
CheckStops	3	18
Neighbor Dispute	0	0
False Alarms	1	23
Use/Traffick/Possess a Forged Document	0	0
Sudden Death	0	1
Wellbeing Check	0	5
Child Welfare Act	0	1
Suspicious Person/Vehicle	0	1
911 Act	0	1
Items Lost/Found	1	1
Dangerous Driving	0	1
Fraud	0	1
Mental Health Act	1	3
Person Reported Missing	1	1
Motor Vehicle Act	0	0

Family Law Act	0	1
Flight from Police Officer	0	1
Peace Bond	1	1
<b>Total Calls for Service</b>	<b>38</b>	<b>168</b>

Provincial Charges/Warnings for the month:

TRAFFIC	July 2024	Year to Date
Speeding Violation Charge	4	9
Other Non-Moving Traffic Violation Charge	3	14
Other Moving Traffic Charge	1	2
Warning Issued	10	14
Liquor Act Charge	0	0
Cannabis Charge	0	1

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

Sgt. Chris Fleming  
A / District Commander  
Prince District RCMP  
902-436-9300

**RCMP·GRC**



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

**BORDEN-CARLETON  
MAYOR'S  
POLICING REPORT  
AUGUST 2024**

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

Prince District RCMP reports a total of 24 police files created for service to Borden-Carleton, during the month of August, 2024.

### Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved APP's are:

1. Enhance Road Safety - Speeding
2. Police / Community Relations – Police Visibility
3. Crime Reduction – Organized Crime – Drug Trafficking
4. Enhance Road Safety – Impaired Driving

Prince District RCMP Members have reported 215 hours providing policing services to the Town of Borden-Carleton, during the month of August 2024. 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.

On August 13<sup>th</sup>, 2024, Cst. Nicole Hall attended the “Emergency Service Day” summer day camp event that was put on by Borden-Carleton’s Recreation



Department, at the Gateway Arena. Cst. Hall attended along with the local Fire Department, and met with twenty children, answering questions and handing out RCMP stickers. It was a great day and our Members enjoyed the Homemade signed card that was presented by the children! See photo below.



This past month, East Prince RCMP Detachment Services Assistants processed 7 Criminal Record Checks for residents of Borden-Carleton, for various reasons, including employment and volunteering.

OCCURRENCES	August 2024	Year to Date
Assaults (All Categories)	0	2
Break and Enters (Residence & Business)	0	7

Causing Animals Unnecessary Suffering	0	0
Assistance to Organization	1	3
Crime Prevention	0	6
Abandoned Vehicle	0	3
Theft of Bicycle	1	1
Theft of Motor Vehicle	1	4
Theft Under \$ 5000	0	6
Theft Over \$ 5000	0	0
Drugs (Possession)	0	0
Criminal Harassment	0	3
Drugs (Trafficking)	1	2
Information File	0	0
Firearms Act	0	0
Dog Act	1	1
Traffic Violations	5	51
Traffic Collision	5	15
Trespass Act	0	2
Failure to Comply with Undertaking/Court Order	0	2
Roadside Suspension	0	0
Fail to Stop or Remain at Accident	0	0
Liquor Act	0	0
Cannabis Act – Offences Only	0	1

Uttering Threats against a Person	0	2
Causing a Disturbance / Mischief (including public intoxication)	3	10
Impaired Operation of Motor Vehicle	1	5
Sexual Assault/Interference	0	0
Distribute Intimate Image without Consent	0	0
Immigration & Refugee Protection Act	0	0
Failure/Refusal to Comply with Alcohol Demand	0	0
CheckStops	0	18
Neighbor Dispute	0	0
False Alarms	1	24
Use/Traffick/Possess a Forged Document	0	0
Sudden Death	0	1
Wellbeing Check	0	5
Child Welfare Act	1	2
Suspicious Person/Vehicle	2	3
911 Act	0	1
Items Lost/Found	0	1



Dangerous Driving	0	1
Fraud	0	1
Mental Health Act	0	3
Person Reported Missing	0	1
Motor Vehicle Act	0	0
Family Law Act	0	1
Flight from Police Officer	0	1
Peace Bond	0	1
Interfering with Intentional Boundary Marks	1	1
<b>Total Calls for Service</b>	<b>24</b>	<b>191</b>

Provincial Charges/Warnings for the month:

TRAFFIC	August 2024	Year to Date
Speeding Violation Charge	1	10
Other Non-Moving Traffic Violation Charge	0	14
Other Moving Traffic Charge	0	2
Warning Issued	1	15
Liquor Act Charge	0	0
Cannabis Charge	0	1

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



Cpl. Travis Gallant  
A / Ops NCO  
Prince District RCMP  
902-436-9300

## Recreation Report

Tuesday, September 10<sup>th</sup>

The Canada Day rescheduled Fireworks took place on Sunday, September 1<sup>st</sup>. Thank you to Fireworks FX for helping to arrange this new date. Thank you to the Borden-Carleton Fire Department for having members on site for safety reasons and thank you to the RCMP for stopping down to make sure everyone was safe.

We had live music by Roundabout from 7-10pm and they were wonderful. They adapted to the weather as needed and still played an amazing show that was enjoyed by the big crowd that came.

The Summer Day Camp finished up on August 30<sup>th</sup>. We had great numbers right from the first week until the last. There was a great variety of activities which included crafts, beach walks, sports, park time and story time at the library. Thank you to Sharon for allowing us access to the library as well as thank you to Abby, Kloey and Trinity for facilitating a great Summer of fun for the children. We wish them all the best this year as they return to school.

Now that the Day Camp has finished, we have turned our attention to getting the arena ready for the ice season. We have a lot of cleaning and organizing to get done to prepare to turn the plant on to start making ice. Opening day will be Monday, October 21<sup>st</sup>.

The Marine Rail Park is still very busy with visitors from all over and bus tours from the cruise ships that go into Charlottetown. They currently have cruise ships scheduled up until October 30<sup>th</sup>. Our last weekend to have the washrooms open will be the weekend of September 20<sup>th</sup> and then we will go to a Monday to Friday 8am-4pm schedule into October.

Office staff have been working on the office now that we have taken over renting the upstairs portion of the building. We have the upstairs set up to accommodate

council meetings as the space makes it easier for a lay out the suits everyone including council, staff and the public. We have purchased a few new items to make council meetings more efficient and viewable for the public which include a smart TV and stand.

The ball field usage is no decreasing as most leagues have finished as well as pretty much all inter-provincial tournaments have been completed. It is wonderful to have so many provincial teams play out of our field as well as the PEI Canada Games team which has now been fully selected.



**TOWN OF BORDEN-CARLETON  
REG RODGERS MEMORIAL FIELD  
2024 USEAGE**

**Field Use**

The field is used during the summer months by 5 teams (4 of which are provincial teams). The nights used are: Mon, Tues, Wed, Thurs & Sunday. Most of the use is for practices

The Field has also been used a couple of weekends for adult tournaments

**Teams Using the Field**

- U13 Mid Isle Mariners
- U13 WhiteCaps
- U15 White Caps
- U17 White Caps
- Canada Games Team

**Players who Use the Field**

There are a total of 81 players registered with the 5 teams Ages 9-17 from 24 communities in the province. There are also 20 coaches involved for the 5 teams. IT is noted **NO PLAYERS** nor any of the **COACHES** are residents of Borden-Carleton

Community	#	Kingston	1	AGE	#
Albany	2	Montague	1	9	4
Alberton	3	Morell	2	10	5
Argyle Shore	1	North River	1	11	5
<b>Borden-Carleton</b>	<b>0</b>	Pleasant Grove	1	12	7
Cardigan	1	Rustico	2	13	14
Charlottetown	28	Searltown	2	14	10
Clyde River	2	Stratford	9	15	2
Cornwall	8	Summerside	6	16	18
Covehead	2	Tignish	2	17	16
Elmsdale	1	Tracadie	1	<b>Total</b>	<b>81</b>
Emyvale	1	Tyne Valley	2		
Evangeline	1	Vernon River	1		
		<b>Total</b>	<b>81</b>		

**Revenue/Cost Recovery**

At present none of these five teams contribute a user fee for use of the fields for the summer.

NEW(FIELD USE)	Present	2024/25	2025/26	2026/27
Youth	Free	Free	Free	Free
Adults (per evening)	Free	50	50	50
Adults (Tournaments) -day	Free	150	150	150
Adult (tournament (weekend)	Free	250	250	250

The teams are responsible for lining the field and at times dragging the ball diamond. Town staff mow the field, drag the ball diamond at least once a week and maintain the bleachers, fence and provide bases. Island Septic Waste provide a porta-pot tie and service it throughout the summer (free of charge)

In 2023 the Town replaced portion of the fencing, provided new dugouts and a new sign for the field at a cost of approximately \$60,000.

### **Concept & Further Study**

The concept of not charging youth for use of playing fields has been a good social decision to ensure every child has a chance to participate. However with no youth from the Town being involved, are we being fair to the taxpayers of the Town who foot the cost of maintaining the fields.

Rates are reviewed at budget time each year. The concept of use of the field and the billing method should be examined. I think if you researched the subject, you would see that the majority of fields in the province charge a user fee even for youth. Even to try out for some of the provincial teams, youth are required to pay a \$60-\$75 fee. SABA and CAMBA Open Tournaments for youth charge an entry fee of \$425-\$520 per team for a 3- day tournament. Minor Hockey are charged fees for use of the Arena and to play Minor Hockey youth pay almost \$500 per child for a 5-month season.

### **Recommendation**

***That the Recreation Director contact additional research on fees charged by other municipalities to youth for the use of various playing fields and that the rates for users (including tournaments) be reviewed when drafting the 2025-26 budgets.***

Dated Sept 8 2024

Jim Wentzell

CAO

# PEI Planning Decisions

This feature contains land use planning decisions for the communities and municipalities under provincial planning authority and municipalities with local land use planning responsibility. Search for the status of a decision and other details about subdivision, development permits or recently approved municipal bylaw amendments, including rezonings.

To search the full directory, select All under Application Type and leave remaining fields blank.

The following municipalities are not covered by this site:

- City of Charlottetown
- City of Summerside
- Town of Cornwall
- Town of Stratford
- Town of Three Rivers

For municipal contact information search the Municipal Directory

This feature contains records dating back to December of 2022. For older records, please reach out to your municipality using the municipal directory above or by contacting Provincial Planning at 902-368-5590.

Showing results 1-1 of 1

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
381376	238 Borden Avenue, BORDEN-CARLETON	Development Permits	New Accessory Building	Approved	2024-08-16

Showing results 1-1 of 1

Published date: September 22, 2022

## Housing, Land and Communities

**TOWN OF BORDEN-CARLETON  
RESOLVING CONFLICTS BETWEEN  
LAND USE BYLAW & THE PROVINCIAL BUILDING CODE**

**August 14 2024**

**Prepared by Jim Wentzell , CAO**

The Town's Land Use Bylaw was developed at a time there was no adoption of the National Building Code by the province and at a time when the Town 's Development Permit served also as the Building Permit. As a result, a number of building standards were incorporated in the Town's Land Use Bylaw.

*However, in 2020 the province of PEI adopted the National Building Code, the PEI Building Codes Act and Regulations that adopt the National Building Code were introduced in 2020 in order to keep new construction on the Island consistent with minimum standards across the country.*

*Implementation of the Act was staggered, applying to commercial, industrial and multi-unit buildings in 2020 and incorporating single-family or semi-detached homes and their accessory structures as of March 31, 2021*

*The codes establish the minimum standards required for the design, construction, renovation and maintenance of a structure. Amendments to the Building Codes Act Regulations adopt the 2020 editions of the national building and energy codes. The 2020 codes include requirements for accessibility and energy efficiency, among other things.*

Building Permits for the Town of Borden-Carleton are issued by the province.

Questions have now arisen?

Our Land Use Bylaw is due for review and that process will be a lengthy process In the meantime we are being questioned about applying building standards via a Land Use Bylaw. We have also been questioned on the same subject by provincial building officials.

The Planning Act certainly gives the Town authority to set standards in respect to size , set backs, height, style and compatibility, however in respect to construction, the National Building Code would prevail.



There are conflicts where our standards differ from the National Building Code and this has resulted in:

- We are now questioned if building code standards should be even in our Land Use Bylaw
- We are being questioned if our standards are any longer enforceable.
- Processing applications are being delayed because of the confusion on respect to which standard applies.
- Costs are being incurred as the back and forth between the applicant, our development Officer and Town staff is increasing our costs.
- If legally challenged, sections of our bylaw in respect to building code standards may be struck.

---

#### **RECOMMENDATION**

It is staff's opinion, that until the Land Use bylaw is reviewed, that the Town allow the National Building Code standards apply to development applications that are not subject to a development agreement with the Town.

That being said, all applications shall still comply with sections of the bylaw pertaining to the size, height, set backs, compatibility, style and being similar to existing buildings on the lot and the neighbourhood.

***End of Memo***

## Jim Wentzell

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** August 14, 2024 3:05 PM  
**To:** Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Barb Wood (johnandbarb@pei.sympatico.ca); Nicole Arsenault (nicole.a.2241@gmail.com); 'Ashley Steele'; Laurel Palmer-Thompson (laurelynthompson@yahoo.com)  
**Cc:** 'Derek French'; Holly Bernard; 'Cora Lee Dunbar'; 'coralee@cldpei.com'  
**Subject:** Proposed Couse of Action: Land Use Bylaw vs Building Code Standards  
**Attachments:** Land Use Bylaw vs Buildin Code Standards August 2024.docx

Hi All

Attached & below is a report & recommendations in addressing issues staff are having (the Development Officer and myself) in processing & issuing Development Permits

We would like permission from Council to apply the recommendation below until such time as the Land Use Bylaw is changed.

Thank You

Jim Wentzell  
CAO  
902 437 2225

**TOWN OF BORDEN-CARLETON  
RESOLVING CONFLICTS BETWEEN  
LAND USE BYLAW & THE PROVINCIAL BUILDING CODE  
August 14 2024  
Prepared by Jim Wentzell , CAO**

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#### **RECOMMENDATION**

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***End of Memo***

## FINANCIAL REPORT FOR AUGUST 2024

*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 AUGUST 31 2024

<b>BANK ACCOUNTS</b>		<b>Opening</b>	<b>EFT Receipts</b>	<b>Cheques</b>	<b>Closing</b>
<b>Account</b>	<b>Balance</b>	<b>Deposits</b>	<b>EFT Payments</b>	<b>Balance</b>	
ARENA	62,568	1,400	2,409		61,559
TOWN	298,490	84,232	69,500		313,223
UTILITIES	177,227	18,078	36,011		159,293
<b>Total Cash Flow</b>	<b>538,285</b>	<b>103,709</b>	<b>107,920</b>		<b>534,074</b>

<b>ACTIVITY AUGUST 2024</b>		<b>Opening</b>		<b>Transfers</b>	<b>Closing</b>
<b>RESERVES</b>	<b>Balance</b>	<b>Deposits</b>	<b>EFT Payments</b>	<b>Balance</b>	
Gas Tax ACCT	328,985	27	0		329,012

<b>ACTIVITY AUGUST 2024</b>		<b>Opening</b>		<b>Principal Only</b>	<b>Closing</b>
<b>LOANS</b>	<b>Balance</b>	<b>Deposits</b>	<b>EFT Payments</b>	<b>Balance</b>	
Tanker Truck 70-9	58,000		500		57,500
Fire Truck 71-9	78,815		1,433		77,382
Sewe 72-9	394,021		2,627		391,395
Sewer Mains 74-9	63,559		284		63,276
Storm Drains 75-9	63,559		284		63,276
Water/Sewer 79-9	275,328		1,601		273,727
<b>Total Loans Outstanding</b>	<b>933,283</b>	<b>0</b>	<b>6,728</b>		<b>926,555</b>

#### Deposits & Bill Payments

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

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

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

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

We ensure no account endures overdraft charges

**Town of Borden-Carleton**

**Cheque Log for 1001 Credit Union Current Account from August 01, 2024 to August 31, 2024**

<b>Cheque No.</b>	<b>Cheque Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque Date</b>
17474	Payment	Ahearn, Randy	252.08	Aug 01, 2024
17475	Payment	Bernard Arsenault, Nicole	197.08	Aug 01, 2024
17476	Payment	Wood, Barb	177.08	Aug 01, 2024
17477	Payment	Allen, Larry	147.08	Aug 01, 2024
17478	Payment	Steele, Ashley	177.08	Aug 01, 2024
17479	Payment	Palmer Thompson, Laurel	197.08	Aug 01, 2024
17480	Payment	Holly Bernard	70.00	Aug 01, 2024
17481	Payment	Xerox Canada LTD	82.57	Aug 08, 2024
17482	Payment	ADL Foods	720.87	Aug 08, 2024
17483	Payment	Callbeck's Home Hardware	162.89	Aug 08, 2024
17484	Payment	Bernard Welding Limited	153.87	Aug 08, 2024
17485	Payment	Orkin Canada	80.50	Aug 08, 2024
17486	Payment	Prince Edward Island Potato Board	1,110.90	Aug 08, 2024
17487	Payroll	Bagnall, Brandon	1,153.57	Aug 08, 2024
17488	Payroll	Henry, Laurie	1,078.70	Aug 08, 2024
17489	Payroll	Clyke, Kloey	1,111.99	Aug 08, 2024
17490	Payroll	Somers, Trinity	1,060.12	Aug 08, 2024
17491	Payroll	Lawlor, Abigail.E	1,270.49	Aug 08, 2024
17492	Payroll	Perry, Frankie	1,125.68	Aug 08, 2024
17493	Payroll	Bernard, Dennis	1,483.34	Aug 08, 2024
17494	Payroll	Bernard, Holly	1,737.38	Aug 08, 2024
17495	Payroll	Le, Quoc Bao	1,663.51	Aug 08, 2024
17496	Payroll	Ranahan, Arthur	182.56	Aug 08, 2024
17497	Payroll	Wentzell, Jim	1,909.34	Aug 08, 2024
17498	Payment	Ceretti's Grocery & Hardware	1,308.75	Aug 08, 2024
17499	Payment	C&R Signs & Embroidery	35.65	Aug 08, 2024
17500	Payroll	Wentzell, Jim	1,909.34	Aug 23, 2024
17501	Payroll	Bernard, Holly	1,737.38	Aug 23, 2024
17502	Payroll	Le, Quoc Bao	1,663.51	Aug 23, 2024
17503	Payroll	Wentzell, Alicia	660.01	Aug 23, 2024
17504	Payroll	Bernard, Dennis	1,483.34	Aug 23, 2024
17505	Payroll	Perry, Frankie	1,125.68	Aug 23, 2024
17506	Payroll	Lawlor, Abigail.E	1,270.49	Aug 23, 2024
17507	Payroll	Clyke, Kloey	1,083.46	Aug 23, 2024
17508	Payroll	Bagnall, Brandon	1,153.57	Aug 23, 2024
17509	Payroll	Ranahan, Arthur	182.56	Aug 23, 2024
17510	Payroll	Henry, Laurie	1,055.68	Aug 23, 2024
17511	Payroll	Somers, Trinity	1,060.12	Aug 23, 2024
17512	Payment	Xerox Canada LTD	353.28	Aug 20, 2024
17513	Payment	ADL Foods	351.00	Aug 20, 2024
17514	Payment	Green Diamond Equipment	5,197.07	Aug 20, 2024
17515	Payment	Bernard Welding Limited	19.55	Aug 20, 2024

**Town of Borden-Carleton**

**Cheque Log for 1001 Credit Union Current Account from August 01, 2024 to August 31, 2024**

<b>Cheque No.</b>	<b>Cheque Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque Date</b>
17516	Payment	Callbeck's Home Hardware	276.14	Aug 20, 2024
17517	Payment	Medacom Atlantic Inc.	279.53	Aug 20, 2024
17518	Payment	Royal Canadian Legion, BR#10	332.10	Aug 20, 2024
17526	Payment	Eastern Fence Products	287.50	Aug 22, 2024
17527	Payment	Holland College Charlottetown Cent	500.00	Aug 28, 2024
17528	Payment	John Gosse	750.00	Aug 30, 2024
<b>Total Town Cheques issued August 2024</b>			<b>41,381.47</b>	

<b>JE#</b>	<b>Source #</b>	<b>Comment</b>	<b>Credits</b>	<b>Date</b>
J697	EFTRWAM	RWAM Insurance Administrators Inc	514.14	Aug 01, 2024
J715	FundsTransfer	Payment for Visa July Period	8,261.10	Aug 05, 2024
J750	EFTCRA	Receiver General for Canada	11,583.12	Aug 08, 2024
J762	EFTWEX	Wex Canada Ltd	725.65	Aug 13, 2024
J769	FundsTransfer	Transfer funds to Debit card	500.00	Aug 14, 2024
J784	CU 71	CU LN Payment FIRE TRUCK	1,869.07	Aug 16, 2024
J785	ETEastlink	Eastlink	270.11	Aug 16, 2024
J793	CU-75	PAYMENT STORM SEWER For August	634.10	Aug 19, 2024
J792	EFTMar	Maritime Electric	526.70	Aug 19, 2024
J797	EFTWCB	Worker's Compensation Board	2,027.51	Aug 20, 2024
J839	EFTMar	Maritime Electric	1,880.24	Aug 21, 2024
J847	CU 70	CU LN Payment Tanker Truck	818.52	Aug 22, 2024
J887	EFTEastlink	Eastlink	141.41	Aug 27, 2024
J884	E-Transfer	Sarah Le (Update Website)	300.00	Aug 27, 2024
J914	BS	CU CHARGES	84.95	Aug 30, 2024
<b>Online Payments Town August 2024</b>			<b>30,136.62</b>	
<b>TOTAL ALL PAYMENTS TOWN August 2024</b>			<b>71,518.09</b>	

**Gateway Arena****Cheque Log for 1001 Credit Union Current Account from August 01, 2024 to August 31, 2024**

<b>Cheque No.</b>	<b>Cheque Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque Date</b>
6464	Payment	Orkin Canada	79.53	Aug 08, 2024
6465	Payment	Ceretti's Grocery & Hardware	123.60	Aug 08, 2024
<b>Total Arena Cheques issued August 2024</b>			<b>203.13</b>	

<b>JE#</b>	<b>Source #</b>	<b>Comment</b>	<b>Credits</b>	<b>Date</b>
J263	Bk Statement	Bk Charge _ Debit Machine Nov	22.95	Aug 12, 2024
J265	EFTGFL	Superior Sanitation Services Limited	1,045.68	Aug 16, 2024
J266	EFTEastlink	Eastlink	145.28	Aug 16, 2024
J271	EFTMar	Maritime Electric	958.64	Aug 19, 2024
J272	BS	CU CHARGES	5.75	Aug 20, 2024
J284	Bk Statement	Bk Charge _ Debit Machine August	5.00	Aug 29, 2024
J286	Bk Statement	Bk Charge	22.95	Aug 30, 2024
<b>Online Payments Arena August 2024</b>			<b>2,206.25</b>	
<b>TOTAL ALL PAYMENTS Arena August 2024</b>			<b>2,409.38</b>	

**Borden Carleton Sewer and Water Utility****Cheque Log for 1001 Credit Union Current Account from August 01, 2024 to August 31, 2024**

<b>Cheque No.</b>	<b>Cheque Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque Date</b>
3337	Payment	Buchanan Electric Inc	465.00	Aug 08, 2024
3338	Payment	Prince County Wastewater Manage	5,750.00	Aug 08, 2024
3339	Payment	Campbell's Concrete LTD.	363.79	Aug 08, 2024
3340	Payment	Island Chemicals Inc.	193.43	Aug 21, 2024
3341	Payment	D and L Contracting- Grass Cutting	603.75	Aug 21, 2024
3342	Payment	Prince County Wastewater Manage	4,600.00	Aug 21, 2024
3343	Payment	Minister of Finance EW&CA	401.35	Aug 20, 2024
3344	Payment	Mission Communications, LLC	1,438.23	Aug 20, 2024

**Total Utilities Cheques issued August 2024** **13,815.55**

<b>JE#</b>	<b>Source #</b>	<b>Comment</b>	<b>Credits</b>	<b>Date</b>
J1484	BS	CU LOAN 072	4,739.94	Aug 14, 2024
J1496	EFTEastlink	Eastlink	300.70	Aug 16, 2024
J1506	BS	CU LOAN 074 for August	634.10	Aug 19, 2024
J1505	EFTMar	Maritime Electric	2,480.30	Aug 19, 2024
J1510	BS	CU CHARGES	5.75	Aug 20, 2024
J1588	bank	CU Charges	5.00	Aug 29, 2024
J1596	bank	CU Charges	1.24	Aug 30, 2024
J1594	BS	CU LOAN 079	3,109.01	Aug 30, 2024
J1595	BS	CU CHARGES	27.20	Aug 30, 2024

**Online Payments Utilities August 2024** **11,303.24**

**TOTAL ALL PAYMENTS Utilities August 2024** **25,118.79**



# TOWN OF BORDEN-CARLETON SEWER & WATER UTILITIES INTERIM REPORT

## INTRODUCTION

In respect to Sewer & Water services there are two types of costs that may be assessed to customers of the Utility:

1. Capital Costs -when mains & services are extended to new customers of the Utility as governed by Section 6 of the provincial Sewer and Water Regulations
2. Quarterly Billings for Sewer and Water as outlined by Section 10 of the Sewerage & Water Act and also outlined in the provincial Sewer & Water regulations

## SERVICE DEEMED TO BE RECEIVED

When Sewer & Water mains & services are extended, section 10.1 of the Sewerage and Water Act spells out when service is deemed to be received. This clause is important to the Utility to determine the quarterly billings by the Utilities. Section 10.1 reads as follows:

### 10.1 Service deemed to be received

For the purposes of this Act, a person along whose lands run sewer or water mains shall be deemed to receive service, be supplied with water or provided with sewerage disposal, as the case may be, notwithstanding that such sewer or water mains are not physically connected by lateral lines to any residence, building or other structure situate upon the said lands of such person. 1989, c.9, s.2 (eff. June 12, 1980).

## EXISTING BILLING SITUATIONS

I am not completely clear how Section 10.1 should be interpreted in various situations and if the section is being applied in a consistent and fair manner.

The following situations exist when sewer and water exist along a particular roadway:

- a. Main along the property -service to the property-property hooked up to the service
- b. Main along the property -service to the property-property not hooked up to the service
- c. Main along the property – service to the property -property not hooked up (vacant lot)
- d. Main along the property – no service lateral installed
- e. Main along the property-service to the property-property hooked up but later building demolished and not replaced
- f. Main along the property, no service lateral and the lot deemed undevelopable
- g. Main along the property that is a double lot, no lateral to second lot

***The question is; how does Section 10.1 apply to each of the above situations and what should the billing be: We have a flat rate quarterly charge, however in the past that charge had a base rate component and a consumption charge component. In some circumstances should only the base rate component charge be billed and under which circumstances should no bill be issued.***

## **SPECIFIC ANALYSIS**

In 2007 the sewer was extended along Dickie Road, Patnter Lane, Hwy 10 and Muttart's Lane.

Dickie Road – 11 Homes with Laterals, not hooked up-being billed

Dickie Road – 2 Vacant Lots with Laterals – not billed

Dickie Road -2 Lots with Laterals, houses torn down, not being billed

Dickie Road – 2 properties double lots , one lateral, billed for one service

Muttart Lane – 2 Homes with Laterals, not hooked up-being billed

Muttart Lane – 1 Vacant Lots with Laterals – not billed

Muttart Lane – 3 Lots no laterals, vacant land – not billed

Paynter Lane– 11 Homes with Laterals, not hooked up-being billed

Paynter Lane– 2 Vacant Lots with Laterals – not billed

Paynter Lane- 2 Lots with Laterals, houses torn down, not being billed

Paynter Lane– 2 properties double lots , one lateral, billed for one service

Highway 10– 11 Homes with Laterals, not hooked up-being billed

Highway 10– 2 Vacant Lots with Laterals – not billed

Highway 10- 2 Lots with Laterals, houses torn down, not being billed

Highway 10– 2 properties double lots , one lateral, billed for one service

## **ISSUES IDENTIFIED**

- ***ISSUE: There are other properties in the Town that have sewer/water running by their properties, however are not being billed***
- ***ISSUE: Should these properties be billed a full bill or Base charge only?***
- ***ISSUE: Unmetered Commercial properties***
- ***ISSUE Unmetered Apartment Buildings***
- ***ISSUES: Boarding Houses situations***

This is an Interim Report and should be discussed with Council in a special session to determine what is the fairest way of billing Water & Sewer service in the Town

Jim Wentzell

CAO

September 8 2024

**Attached: Excerpts Part 6 -PEI Sewer & Water Regulations**

## Extension of Sewer Water Mains/Services (Capital Costs)

It has always been understood that when a Utility receives a request to extend services, it is important that the costs associated with any extension not impact negatively on existing customers of the Utility.

Part 6 of the Provincial Sewer and Water Regulations clearly outlines that 90% of the cost of a service extension is to be borne by the property owners based on lot frontage of the serviced area.

IRAC will want to know how the remaining 10% would be financed and what impact would it have on existing customers.

At present the Town can get a MCEG grant on 10% of Capital costs and this grant should be passed onto the Utilities.

- *It is assumed that property owners assessed a charge would include properties on both sides of the Road.*
- *It is assumed that costs allocated be Net Costs of the project less tax rebates and grants.*
- *It is assumed that the net project costs would include costs of laterals to the property line.*
- *It is understood, that the Utility would be responsible for maintenance of the system and responsible for any future replacement of the system*

### Part 6 – Extension of Services

#### 6.1 Customer Contributions

Unless otherwise ordered by the Commission, property owners or customers shall, in cases where service is not available, contribute towards the cost of extending mains, including service laterals to the property line, on the following basis:

- (i) In the case of water service, ninety percent (90%) of the total cost with the fire protection and sprinkler system components having first been subtracted.
- (ii) In the case of sewerage service, ninety percent (90%) of the total cost.

Such contributions shall, in cases of developed, unserved land, be based on a property owner's lot frontage in relation to the total frontage of the service extension.

## **6.2 Customer Contribution Frequency**

A customer contribution shall not be made more than once in the case of a water line or of a sewerage line on any frontage. No charge shall be made where service has been provided in the past.

## **6.3 Corner Lots**

In the case of a corner lot, if service is placed on more than one (1) side, the owner shall contribute towards the cost of the longest side only.

## **6.4 Orderly Extension of Services**

The Utility shall provide service facilities to new street extensions or development areas on an orderly and following basis only. If any person is desirous of obtaining service when not available on this basis, such service may be provided to the person by the person paying, in addition to the charges set forth in Regulation 6.1, the full cost of the construction from the existing main to the new street extension or development area.

## **6.5 Individual Service Extensions**

Where extensions of individual services are being provided, the property owner or customer shall be billed only for the size of the mains required to give adequate service to the premises concerned. The Utility shall be responsible for the additional costs incurred.

## **6.6 Extensions Over Private Property**

In cases where service extensions are required over private property to serve other than owners of that property, such extensions shall be subject to separate negotiation and agreement between the Utility, the customer and the property owner.

## **6.7 Extensions Through Public Rights-of-Way-Intersections**

The total cost of service extensions through public rights-of-way or intersections in new development areas shall be allocated in accordance with Regulation 6.1. In other areas, the total cost shall be borne by the Utility.

## **6.8 Extensions Past Municipal Land**

The total cost of service extensions past municipal land in new development areas shall be allocated in accordance with Regulation 6.1, with the Utility's share of the costs charged against the municipality. In other areas, the total cost shall be charged against the municipality.

## **6.9 Extensions Past Vacant Property—Liens**

In situations where service facilities are extended past lots not requiring service at the time of the extension, but capable of being served, the Utility may place a lien against the property and that part of the construction need not be paid until service is provided, the property is sold, or five (5) years have elapsed since the completion of the extension covered by the lien, whichever occurs first.

## **6.10 Interest on Liens**

In cases where the utility charges a lien against a property, interest at a rate of two (2) percentage points above a rate based on the nearest one-half (0.5%) of the bank's prime lending rate as of the first (1st) banking day of each year shall be charged against the property.

## **6.11 Contracted Work**

Where the Utility does not carry out its own construction, any contract work shall be done for, on behalf of, and with the approval in writing of the Utility.

## **6.12 Use of Independent Contractors**

In a case where construction is to be carried out on behalf of the Utility by an independent contractor, the customer is to be party to any decision relative to accepting any quotation by the Utility, or alternately, the Utility may allow the customer to have plans and specifications prepared, and after being approved by the Utility, an acceptable contractor shall be authorized by the Utility to proceed with construction under its inspection and supervision. An inspection fee of twenty dollars (\$20.00) shall apply to laterals installed by an independent contractor.

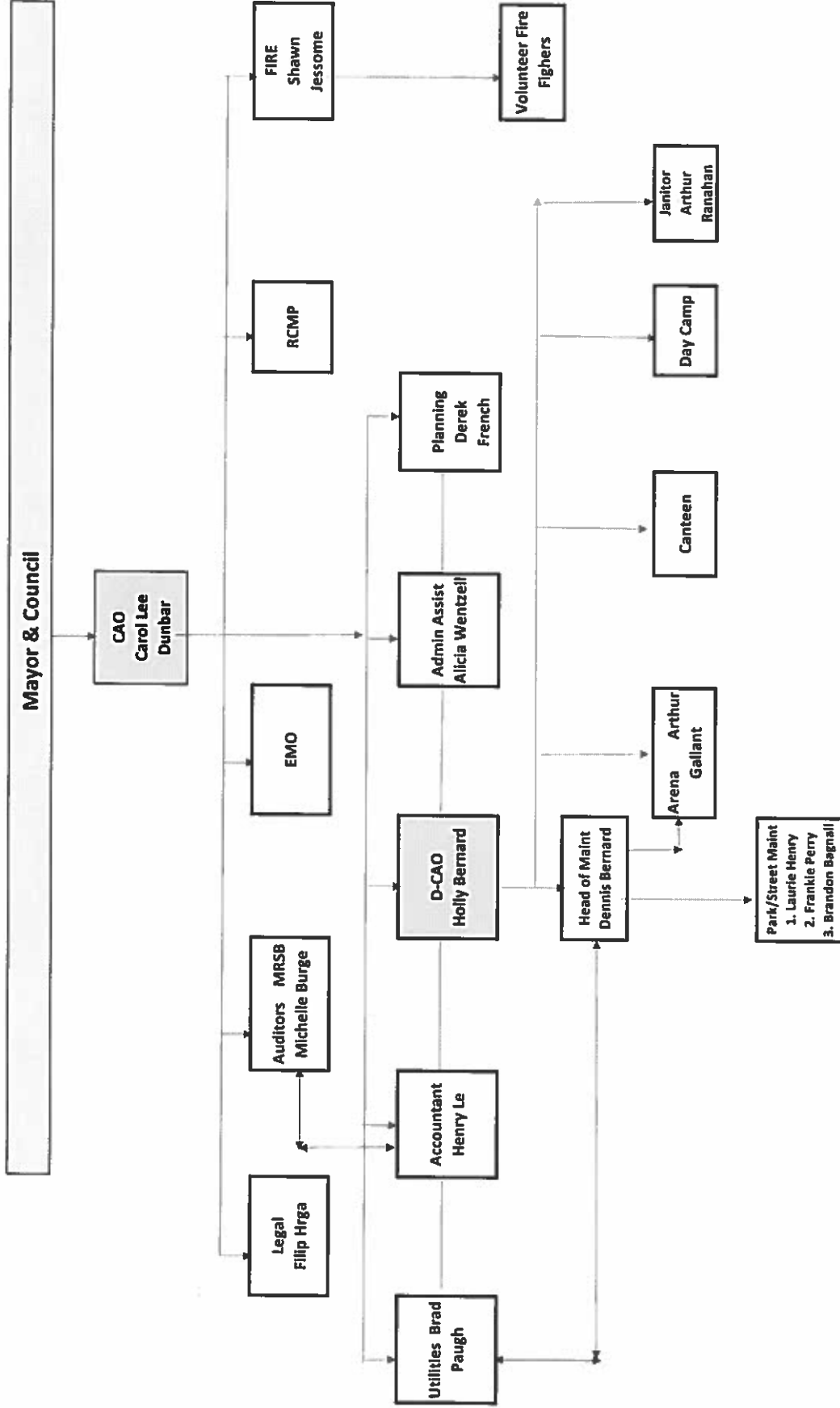
## **6.13 Signed Agreements**

Where construction is estimated to cost in excess of one thousand dollars (\$1,000.), a signed agreement shall be entered into between the Utility and the customer. Where construction is estimated to cost less than this amount, the Utility may require a signed agreement between itself and the customer.

## **6.14 Service Laterals**

In the case of service extensions, laterals, from mains to property lines, shall be installed when mains are installed.

TOWN OF BORDEN-CARLETON - ORGANIZATION CHART SEPT 23 2024



## **Jim Wentzell**

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**From:** Heather Joudrie <hljoudrie@gov.pe.ca>  
**Sent:** August 21, 2024 9:48 AM  
**To:** badmin@borden-carleton.ca  
**Subject:** Replacement of lights at Gateway Village

As an FYI, the work for the replacement of a portion of the lights was Gateway Village will start October 14<sup>th</sup>.

Control Cabinet build – October 14<sup>th</sup> to October 18<sup>th</sup>

Site Work for control cabinet build – October 21<sup>st</sup> to October 25<sup>th</sup>

Removal of old lights and installation of new – November 4<sup>th</sup> to November 15<sup>th</sup>

Keep in mind, this is phased work, some work this year and remainder next year (pushing for spring).

Also, the number of light standards will likely be reduced in numbers given where they are currently located and their purpose.

Thx.

**Heather Joudrie**  
*Property Manager*

Finance PEI

Tel : 902-368-4388 Mobile : 902-218-7317

94 Euston Street, Charlottetown, PE CIA IW4

Web : [www.financepei.ca](http://www.financepei.ca)

Email: [hljoudrie@gov.pe.ca](mailto:hljoudrie@gov.pe.ca)

FPEIM Newsletter August 2024

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## Let's build a strong future together

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Dear <<First Name>>

### In this e-Newsletter

- [Capturing memories in the Town of Borden-Carleton](#)
- [Women Municipal Leaders Summer Social](#)
- [Association of Municipal Administrators to host annual meeting](#)
- [Grants and Programs](#)
- [On the Move](#)
- [Upcoming Events](#)
- [Municipal Achievement Award Nominations](#)
- [Municipalities asked to support habitat gardens](#)
- [Newsletter Subscription](#)

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## Capturing memories in the Town of Borden-Carleton





The [Town of Borden-Carleton](#) owns and maintains Marine Rail Historical Park, which provides residents and visitors with greenspace and stunning views of the Confederation Bridge. More than 100 tour buses visit the park every summer; plus it's a popular spot to capture photos. The FPEIM communications team captured this image of memories being made during our first communications visit of the summer. To share a municipal success story or book a visit, email Lori Mayne at [lmayne@fpeim.ca](mailto:lmayne@fpeim.ca). Learn more about municipal initiatives and success stories by following FPEIM's [social media](#).

## Women municipal leaders invited to summer social



Women councillors, mayors, and CAOs will have the chance to network, chat, and enjoy strawberry shortcake at the second annual Women Municipal Leaders Summer Social.

The [Federation of PEI Municipalities](#) and [PEI Coalition for Women in Government](#) will co-host the event on Thursday, Aug. 29, 6-8:30 pm, at the O'Leary Community Complex. Participants will have the chance to

- chat with other women municipal leaders;
- connect with provincial MLAs and Municipal Affairs representatives;
- play municipal-themed trivia; and
- enjoy charcuterie, strawberries, ice cream, and cake.

The event is free, but registration is required. Please register [here](#). Thank you to the PEI Coalition for Women in Government for organizing the event!

## Association of Municipal Administrators to host annual meeting

The [Association of Municipal Administrators of PEI \(AMAPEI\)](#) invites members and new memberships (CAOs, administrators, and managers) from all PEI municipalities to the 2024 Annual Meeting. The meeting takes place Friday, Oct. 25, 9:30 am-3 pm, at the Linkletter Hall, 1670 Route 11, Linkletter Road, in the [Rural Municipality of Linkletter](#).

"Our meeting focus this year is an 'Administrator's Toolbox' of knowledge at your fingertips!" notes the association. Highlights include communication strategies, project tracking with provincial funding, mental resilience and verbal de-escalation training, planning tools, and municipal restructuring insights.

Download the membership form [here](#). Fees range \$15-\$45/administrator to \$100/open membership. The meeting is \$20/person, including lunch. More details will be circulated soon.

## Grants and Programs



### Canada Community-Building Fund Sessions

The Province plans to host municipal information webinars on the Canada Community-Building Fund and the requirements to access the funding. Invitations will be sent to municipalities once the sessions are arranged. Under the [2024-2034 agreement](#) between the Government of Canada and the Province of PEI, the federal government will invest \$200 million over ten years to help PEI municipalities build and improve infrastructure. In the first five years, PEI will receive \$94.5 million.



### Emergency Management Exemplary Service Award

The deadline for nominations to the [Emergency Management Exemplary Service Award](#) has been extended to Aug. 31. The award recognizes exceptional work to prevent, prepare for, respond to, and recover from emergencies and disasters. Categories include resilient communities, search and rescue volunteers, search and rescue workers, youth, and outstanding contribution. The award is offered in partnership between Canada's federal and provincial/territorial governments. Find program details [here](#).



### Housing Accelerator Fund — Round 2

The federal [Housing Accelerator Fund](#) is now accepting submissions from previous applicants who were not selected during the initial round. To qualify, applicants must update and resubmit their applications. Applications should integrate [best practices](#) from the previous round into their action plans to accelerate housing supply and boost affordability. To assist with applications, the [Canada Mortgage and Housing Corporation](#) is hosting Atlantic virtual drop-in sessions Aug. 15, Aug. 29, and Sept. 9 at 2 pm. Join a session [here](#). The deadline for applications is Sept. 13, 2024, 11:59 pm PST.



### Zero Emission Vehicle Infrastructure Program

The [Zero Emission Vehicle Infrastructure Program](#) supports the increase of electrical vehicle (EV) charging and fueling stations across Canada. The program's current request for proposals includes two streams: public EV charging and private EV charging. For communities, the funding may cover up to 75 per cent of eligible costs. Find details on the [fund page](#). The deadline to apply is Sept. 19, 11:59 pm, EDT.

### Gender, Equity, Diversity, Inclusion, and Community Enhancement Program

The provincial [Gender, Equity, Diversity, Inclusion, and Community Enhancement Program](#) supports projects that build a more inclusive PEI. Funding streams include open proposals, community events and celebrations, and gender-based violence prevention. Up to 100 per



cent of eligible project costs may be funded, but the program has an overall total budget of \$650,000. For details, see the [program guidelines](#). Applications are due by Sept. 27, 11:59 pm. Questions can be emailed to [GEDI@gov.pe.ca](mailto:GEDI@gov.pe.ca).



#### **Beach Infrastructure Program**

Tourism PEI provides grants of up to \$5,000 for public beach infrastructure upgrades that improve user experience and safety. Eligible beach areas must be accessible to the public via a provincially recognized right of way (road) and have public parking spaces. Find more details on the [Beach Infrastructure Program](#) page. Email questions to Eamon Dooley at [eamondooley@gov.pe.ca](mailto:eamondooley@gov.pe.ca). Approved applications are funded on a first-come, first-served basis. The application deadline is Sept. 30.



#### **Canada Games Legacy Fund**

Municipalities, provincial sport organizations, and provincial not-for-profit organizations are eligible for the [2023 Canada Games Legacy Fund](#). Funds will go to benefit sport programs and facilities. The Canada Games Host Society has partnered with the [Community Foundation of PEI](#) to distribute the funds. Find fund information and criteria [here](#), and the application portal [here](#). Apply by Sept. 30.



#### **Growing Canada's Community Canopies**

The Green Municipal Fund's [Growing Canada's Community Canopies](#) offers funding support for new tree-planting projects. Applications are due by Oct. 15 to support the fall 2025 planting season. Starting in winter 2025, the program will offer strategic funding for urban forest planning, research, and operational support. Find details [here](#).

## On the Move

In this section we attempt to capture the changes in municipal councils, administration, and provincial staff who work with municipalities. Please send your changes to [Julie](#) or call FPEIM at (902) 566-1493. Thank you for your service to those who are moving on and welcome to new members of council and staff.

#### **Council Changes**

- Lee Brammer has been [elected mayor](#) of the [Resort Municipality](#). Congratulations, Lee!
- Katelyn Bridges has joined the council in the [Rural Municipality of Lot 11 & Area](#). Congratulations, Katelyn!
- Ryan Roggeveen resigned from the council of the [Rural Municipality of West River](#) earlier this summer. Thank you for your work, Ryan!

#### **Staff Changes**

- Laala Jahanshahloo is [working as CAO and treasurer](#) for the [Municipality of Temagamou](#), Ontario, after resigning from the [Rural Municipality of West River](#) early this summer. Best wishes, Laala! Thank you for all of your work in PEI!
- Marley Kingston MacRae, senior municipal advisor with [Municipal Affairs](#), will begin parental leave after Aug. 16. Enjoy your leave, Marley! Best wishes!

#### **Job Board**

PEI municipal jobs can be shared on FPEIM's [municipal job board](#) with [WorkPEI](#). Create an account with [WorkPEI](#), post the job through that site, and it will also appear on the FPEIM board. Questions about WorkPEI can be directed to Chelsey Compton at [workpei@gov.pe.ca](mailto:workpei@gov.pe.ca).



**Atlantic Summer Institute 2024 Atlantic Policy Forum**

The [Atlantic Summer Institute on Healthy and Safe Communities](#) will host a policy forum on infant, child, and youth mental health promotion Aug. 19-21 at Holland College in Charlottetown and virtually. The 2024 event has the theme of The Enduring Spirit of Collaboration – Celebrating 20 Years with ASI! The event aims to help encourage upstream investment to promote well-being, resilience, and connection. Registration fees range from \$150-\$500. Find details and registration [here](#).



**Women Municipal Leaders Summer Social**

The [PEI Coalition for Women in Government](#) and [Federation of PEI Municipalities](#) will co-host the second annual Women Municipal Leaders Summer Social on Aug. 29, 6-8:30 pm, at the O'Leary Community Complex, in the [Town of O'Leary](#). The evening will include charcuterie, refreshments, and strawberry shortcake — plus the chance to connect with provincial MLAs, Municipal Affairs staff, and other women municipal leaders. The event is free, but [registration is required](#). Mileage, childcare, and elder-care reimbursement forms will be available. Save the date for the next Fostering Resilience workshop on Sept. 28!



**GST/HST for Municipalities Webinar Series**

FPEIM and the Canada Revenue Agency (CRA) are hosting free webinars to help municipalities better understand specific GST/HST topics. The webinars are led by Michael Monk, with the CRA's GST/HST and Digital Compliance Directorate. Each webinar runs 1-2 pm. Register for each session by clicking on the title:

- **Sept. 11:** [Audits Versus Examinations](#) will explore the two very different types of "audits," plus books and record-keeping for GST/HST.
- **Oct. 9:** [Cost-sharing and Other Relationships](#) (including agency and reimbursed expenses) will discuss the GST/HST implications when one municipality "reimburses" monies to another municipality.
- **Nov. 6:** [Real Property](#) will review GST/HST implications related to property, with topics including construction, acquisition, substantial completion, self-assessment, fair market value and GST/HST owing, ITCs, and rental rebate.



**FPEIM Semi-Annual Meeting**

Save the date for the [Federation of PEI Municipalities](#) Semi-Annual Meeting, which will feature workshops, presentations, updates on municipal priorities, round tables, and the chance to connect with municipal leaders from across PEI. This year's meeting takes place Saturday, Oct. 19, hosted by the [Rural Municipality of Abram-Village](#) at [Village Musical](#). Stay tuned for more information and registration details.

**First Aid for Opioid Poisoning — Free Online Course**

The [Canadian Red Cross](#) offers a free hour-long [First Aid for Opioid Poisoning Emergencies](#) course. The self-directed online course helps participants learn to identify the signs and symptoms of opioid poisoning, respond to an opioid poisoning emergency, and administer



intranasal and intramuscular naloxone. The course is for anyone 16 years or older who wants to build their first aid skills. Access the course [here](#).



# AWARD NOMINATIONS

Has your municipality shown outstanding commitment to improving quality of life?  
Consider a nomination to our Municipal Achievement Award!



We're now accepting applications for our Municipal Achievement Award! FPEIM-member municipalities are eligible. Please submit nominations by Sept. 19, 4 pm. Find the award details and nomination form [here](#).

## Municipalities asked to support habitat gardens



Photo from Canadian Society of Landscape Architects website, "Bylaws for Biodiversity" page

The [Canadian Society of Landscape Architects](#) (CSLA) and allied organizations are calling on municipalities to reform their bylaws to support habitat gardens.

An [open letter](#) from CSLA and its partners explains that these gardens can boost ecological stewardship and improve quality of life: "Across Canada, people are learning about the many benefits of habitat gardens, spaces where traditional turfgrass lawns have been transformed into vibrant ecosystems. These gardens are carefully cultivated with plants that attract and support a diversity of wildlife



FPEIM

August 19 at 10:11 AM



We kicked off our 2024 communications visits in the Town of Borden-Carleton! Some of the town's initiatives include efforts to encourage housing development, investments in fire services, and ongoing work to maintain spaces for play, recreation, and enjoyment of the coastal landscape. Learn more about the town at <https://borden-carleton.ca/> #PEImuni



FPEIM

August 19 at 10:05 AM

**Jim Wentzell**

---

**From:** Recreation PEI <info@recreationpei.ca>  
**Sent:** August 19, 2024 9:52 AM  
**To:** badmin@borden-carleton.ca  
**Subject:** Recreation PEI Newsletter - August 2024

[View this email in your browser](#)



## The Framework for Recreation in Canada

The *Framework for Recreation in Canada* is the guiding document for public recreation providers across Canada and here on Prince Edward Island. It seeks to foster a Canada in which every citizen is engaged in meaningful, accessible recreation experiences that foster individual, community and environmental well-being.

Recreation PEI, our members, and our partners, have an opportunity to work together in ways that will enable all Islanders to enjoy recreation and outdoor experiences in supportive physical and social environments.



---

### Recreation PEI AGM

All members are invited to Recreation PEI's Annual General Meeting and Workshop on

Tuesday, August 27, 2024, 9:45am-1:15pm. Please join us for this time to hear what we've been working on but also to connect with other facility operators and recreation programmers.



The meeting will be held at the Queue at the Pilot House in Charlottetown.

Registration: 9:45

Facility Round Table & Rec Programmer Round Table: 10:00-11:00

Review of the Anti-Racism Action Plan: 11:00-11:30

CPRA Update: 11:30-11:45

Awards: 11:45-12:00

Lunch: 12:00-12:45

Awards & AGM: 12:45-1:15

There is no cost to attend; lunch is on us.

\*All attendees are asked to review Recreation PEI's draft Anti-Racism Action Plan in advance of this session. We will review this draft in a workshop format to determine what actions Recreation PEI and the sector at large can take in this important work to eliminate racism in recreation.

Read the 2023-2024 AGM Report, including proposed bylaw amendments here. The financial statements will be circulated at the meeting.

[Register Here](#)

### New Anti-Racism Charter Signatory

Eastern Kings Sportsplex in Souris is the latest recreation facility/organization to sign on to the Anti-Racism Charter. By signing the Charter, the board of the EK Sportsplex is committing to creating an action plan to combat racism in their facility.



More information on the Charter can be found here. Please reach out to the Recreation PEI office if you have questions on how you can join us in this important work to make our recreation spaces and programs welcoming and safe for all.



---

## Anti-Racism Resources Highlight

### Anti-Racism in Coaching

This eLearning from the Coaches' Association of Canada provides information and guidance to help coaches support and advocate for racialized participants in sport. The online module takes approximately 60-75 minutes to complete and coaches who are maintaining their NCCP trained or certified status will receive 2 professional development points upon completing the module. It is \$15 to register but is often offered for free.



### Shifting Tides

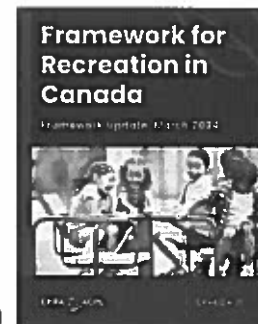
"Shifting Tides: The Impact of PEI's Job Market on international Students and Graduates on PEI" is an eye-opening series that sheds light on some of the struggles international students and graduates face in PEI's job market. The videos were produced by the Atlantic Student Development Alliance with funding from the Government of PEI's Anti-Racism Micro-Grant.

---

## CPRA Framework Update

The Framework Update 2024 is now live on the CPRA website.

The updated Framework addresses current challenges, including climate change, the COVID-19 pandemic, and demographic shifts, while highlighting the need for inclusivity, sustainability, and community engagement. It offers guidelines and strategies to help practitioners navigate contemporary complexities and promote growth within the sector, ensuring recreation and parks remain integral to the fabric of Canadian life.



This update is not meant to replace the original 2015 Framework but to highlight the current context. A consultation phase for a full renewal of the Framework for Recreation will begin soon. If you are interested in providing feedback, click on the button below.

CPRA will reach out to all those interested in participating to provide a list of opportunities in their region once sessions are scheduled.

[Sign Up Here](#)

### Bike rack mapping survey



The community-based, province-wide bike rack mapping survey is now available for your input.

Help create a comprehensive, province-wide map of bike racks across Prince Edward Island by sharing your thoughts. This will help make PEI bike-friendly for everyone. Responses are anonymous and confidential.

[Complete Survey](#)

### Memorial University Physical Literacy study

Researchers from Memorial University are looking for community-based, recreation- and physical activity-focused organizations to participate in their research project titled, **“Physical literacy for all in Atlantic Canada: Tailoring frameworks to meet organizational capacity and individual community need”**. The overall goal of this project is to assist community-based organizations in their efforts to foster physical literacy for all through inclusive and equitable physical activity opportunities.

#### *Physical literacy for all in Atlantic Canada: Tailoring frameworks to meet organizational capacity and individual community need*

*Are you involved with an organization who is making the effort to provide physical activity opportunities to all individuals, regardless of ability and/or age?*

*If the answer is “YES”, then we can use your help.*

*Researchers from Memorial University are currently seeking stakeholder perspectives to help determine how recreational organizations in Newfoundland and Labrador can reflect their practices in order to be inclusive to as many individuals as possible.*

*What does the research look like?*

*Researchers are looking to learn about (1) how current activities with organizations, what their recreational program opportunities. This is to be followed up by developing and implementing a plan of action, and evaluating outcomes.*

*What is the benefit of participating?*

*Participants provided will bring unique insights and learn to be inclusive of all, reflected in the type and quality of services provided to its users.*

*Questions are welcomed before, during, or after your participation. For more information, please contact:*

*Dr. Kyle Fitzhugh at [kf@mun.ca](mailto:kf@mun.ca)*



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Working alongside researchers, the project involves organizations engaging in a three-stage research process:

- Gathering input from organizational stakeholders in regards to need;

- Collaboratively developing and implementing a co-created physical literacy plan of action;
- Evaluating impact.

If you are interested, and/or would like to set up a virtual meeting to discuss the project in detail, please feel free to contact the project lead, Dr. Kyle Pushkarenko ([kpushkarenko@mun.ca](mailto:kpushkarenko@mun.ca), 709-864-2173).

### **New Active Living Coordinator**

Recreation PEI has welcomed a new staff member this summer- Lucas Trainor. He takes on the role of Active Living Coordinator and will oversee the go!PEI project, physical literacy initiatives, and recreation programmer member support.



Lucas is a Kinesiologist who studied at both UPEI and Holland College. He has worked at Reactive Health in Stratford as well as leading seated fitness classes for the Spinal Cord Injury Association of PEI (a program which is part of the Recreation PEI clinical exercise project).

You can often find Lucas connecting with nature while camping and on hikes or on the water in his kayak. You can reach Lucas [here](#).

### Membership

If you have not renewed your membership yet, you can do so by completing this form: [Membership Form 2024-2025](#).

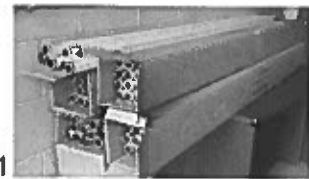


Memberships are renewed annually and follow the fiscal year (April 1st - March 31st).

For **corporate membership** and/or **advertising opportunities**, please sign up or renew by completing this form:

### **Lightbulbs Available**

The Island Gymnastics Academy have 71



fluorescent light bulbs available for free to any facility that needs them. These 8 foot bulbs have a rectangular end. Zoom in to the photo for more detail.

Contact Jim Rand by September 1<sup>st</sup> if interested, [jimrand@eastlink.ca](mailto:jimrand@eastlink.ca) or 902-393-2953

**CPRA's Measuring Impact Webinar**

If you missed CPRA's Measuring Impact webinar on June 26th, the recording is available for you to watch at your convenience.

The research discussed in this webinar is invaluable for decision-makers and policy professionals concerned with the mental and physical health of Canadians, environmental sustainability, climate change, and community infrastructure needs. [Visit here to learn more.](#)



CPRA ACPL

**Watch Here**

Canada's Most Active Communities

ParticipACTION has announced Canada's Most Active Communities in 2024 from each province.




**Congratulations to the Town of Three Rivers on being Prince Edward Island's most active community. This is the 2nd time the community has earned this title!**

1,118 participating organizations across Canada recorded 6,255 challenge-related events, activities and programs that helped reduce barriers to physical activity and supported 591,238 people in getting active throughout June.

ParticipACTION recognized and awarded organizations that championed the challenge in their communities.

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Recreation PEI is a volunteer, not for profit, provincial association dedicated to promoting, coordinating and encouraging all facets of recreation, physical activity and facility management on Prince Edward Island. We encourage the increase of physical activity and recreation in many settings in order to ensure that our province has active homes, communities, schools and workplaces.

Our work is supported by the Department of Fisheries, Tourism, Sport and Culture- Sport, Recreation, and Physical Activity Division.



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[Website](#)

Seniors'  
Secretariat  
— of Prince Edward Island —

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

Secrétariat  
aux aînés  
— de l'Île du Prince Édouard —

11, rue Kent  
C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

August 5, 2024

Dear Holly Bernard,

On behalf of the PEI Seniors' Secretariat, I am pleased to advise the Town of Borden-Carleton that a grant for \$2,000.00 in support of the project "*Seniors Strong*" has been approved.

To complete the process, a representative from the Department of Social Development and Seniors will be in contact with you in the coming week(s) regarding the necessary Agreement and financial paperwork required for transferring the grant funds to your organization. Please be advised that you may proceed with planning and operations of this approved project prior to receipt of funds.

If you have any questions in the meantime, please contact Hailey Arsenault, Manager of Corporate Support, at [hmbarsenault@ihis.org](mailto:hmbarsenault@ihis.org), or 902-218-6043.

I wish you great success with this project!

Sincerely,



Audrey Morris  
Chair, PEI Seniors' Secretariat

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**Borden-Carleton**  
The coastal heart = PEI!

# September 2024



## PERMITS – ARE REQUIRED

Whenever a structure is built or placed on a property a *development permit* is required.

Permits are required for the following:

- ✓ Fences over 4 feet. (All fences must be on the owner's property)
- ✓ Swimming Pools (fencing also required)
- ✓ Food Trucks /Temporary Vendors
- ✓ Storage Buildings/Garages
- ✓ Temporary Recreation Trailers
- ✓ Signage

Permit Applications can be obtained at the Town office or by emailing [accounts@borden-carleton.ca](mailto:accounts@borden-carleton.ca)

## Borden-Carleton Library Hours

**Monday 10:00am-2:00pm**

**Wednesday 4:00pm-8:00pm**

**Saturday 9:00am-1:00pm**


## USEFUL PHONE NUMBERS

ARENA OFFICE	902 437 2410
EMERGENCIES (POLICE/FIRE/MEDICAL)	911
HOSPITAL (PRINCE COUNTY)	902 438 4200
HOSPITAL (QUEEN ELIZABETH)	902 8942111
LIBRARY	902 437 6492
PHARMACY (SOUTH SHORE)	902 658 2212
RCMP (EAST PRINCE) (non-emergency)	902 436 9360
SCHOOL (AMHERST COVE)	902 437 8525
TOWN OFFICE	902 437 2225

**THIS NEWSLETTER** will be published bi-monthly and will be circulated to residents and businesses in the Town via Canada Post.


Submissions, comments and questions may be sent to the Recreation Director, Holly Bernard at [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com) Electronic copies are also available upon request.

**TOWN OF BORDEN-CARLETON**




**TOWN COUNCIL MEETINGS FOR 2024**

Location: Borden-Carleton Town Office  
20 Dickie Road, Borden-Carleton




**SCHEDULE OF COUNCIL MEETINGS 2024**

Meeting Dates



- February 12
- March 12
- March 26
- May 14
- June 11
- July 9
- September 10
- October 8
- November 12
- December 10

All Meeting times are at 7:00 p.m.

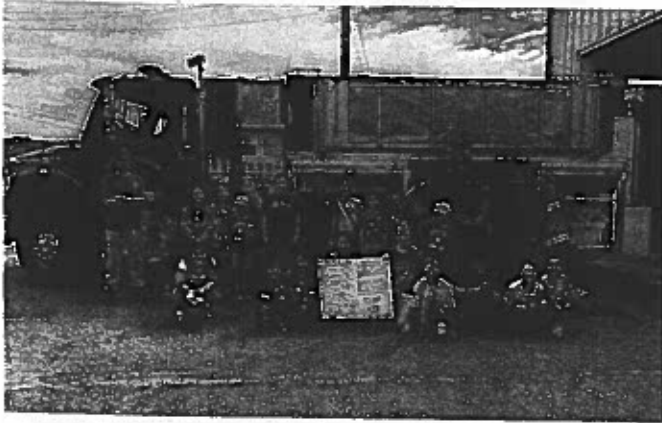


## NEW TOWN WEBSITE

We have developed a new website for the town please visit [www.town-borden-carleton.ca](http://www.town-borden-carleton.ca)

## Summer Day Camp

Recently the children from the Day Camp visited the Borden-Carleton Fire Hall where they were able to check out the emergency vehicles and talk to members of our Volunteer Fire Department as well as with a member from the East Prince RCMP Detachment.



*Thank you, Dylan, TJ and Jordan*



*Thank you, CST Hall*

## **ARENA OPENING DAY**

We will be starting to get the arena ready for ice in September with ice being ready for rentals on October 21<sup>st</sup>! Please email [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com) to request ice time.

## Neighbour Night

# **NEIGHBOURHOOD**

## **MEET & GREET**



**BRING YOUR FRIENDS AND MAKE NEW FRIENDS**

**Thursday, September 19th**

**5-7 PM**

**Borden-Carleton Public Library**

**244 Borden Ave, Borden-Carleton, PE COB 1X0**

**All are welcome!**

**Light snacks will be provided**



*Experiencing Rats  
on your property*

**WHAT TO DO?**

*To report a health  
hazard contact*

**Environmental Health**

**Toll Free: 1(800) 958-6400**

**Fax: (902) 368-6468**

**[envhealth@ihis.org](mailto:envhealth@ihis.org)**

*Contact a Pest Control Company*

*Some of the companies in PEI include:*

*-Orkin Canada 1- 800-570-4157*

*Atlantic Bug Busters Inc 902 439 1060*

*-Legault Pest Management 902 218*

*0555*



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*0555*



## MUNICIPAL BY-ELECTION

Due to a vacancy on Council, there will be a special By-Election on Monday Oct 28 2024

**NOMINATIONS**  
WILL BE ACCEPTED OCT 2-Oct 11 2024

<https://www.princeedwardisland.ca/en/topic/municipal-elections>



The Mayor & Town Council is pleased to announce that **Cora Lee Dunbar** of Summerside has been appointed CAO for the Town of Borden-Carleton and will begin fulfilling her duties on Sept 23<sup>rd</sup>.

**Jim Wentzell**, who has been CAO for the past four years will be retiring. Council thanks Jim for his dedicated service to the Town and wishes him well on his retirement!



## UTILITY RATE INCREASES APPROVED

IRAC has approved increases for the Borden Sewer & Water Utilities effective July 1 2024. It has been 13 years since the last rate increase.

**FOR INFORMATION ON UTILITY RATES  
CONTACT THE TOWN OFFICE**

## WHO YOU GOING TO CALL?

If you are in need of Town services such as:

- Water Turning On or Off
- Issues with Street or Sidewalks
- General Inquiries or Suggestions
- Information on permits, licenses or Bylaws
- ALL CALLS should go to the TOWN OFFICE  
902 437 2225

or email [accounts@borden-carleton.ca](mailto:accounts@borden-carleton.ca)

If it's after hours, leave a message – we will get back to you. PLEASE do not call individual staff members direct – Thank You

Use of the Parks or Playgrounds or info on programs – Call or email the recreation Dept

902 437 2225

[bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com)

See someone speeding, driving dangerous or other traffic violations, try to get a license plate number and call the RCMP

Call 902 436 9300

(If its an emergency call 911)

To report a street light out or power outage

Call Maritime Electric 1800 670 1012

(Give them the pole number)

To check on Confederation Bridge Closures

Visit <https://www.confederationbridge.com/>

## G.C Bell Scholarship

Congratulations to **Kemper Jesso** on being this year's recipient of the Town of Borden-Carleton's G.C Bell Scholarship. Best of luck in your future endeavours.



The Town issues development permits for buildings, signage, pools, fences

**HOWEVER**, it is the Prov of PEI that issues: building permits, septic system approvals, health permits!



## Amherst Cove Consolidated School

PAUL QUINLAN  
*Principal*

300 CARLETON STREET, P.O. BOX 209  
BORDEN-CARLETON, PE C0B 1X0  
PHONE (902) 437-8525 FAX (902) 437-8527  
[www.edu.pe.ca/amherstcove](http://www.edu.pe.ca/amherstcove)

EVAN KILLORN  
*Vice-Principal*

*June 2024*

Dear \_\_\_\_\_,

The Amherst Cove Consolidated Home & School committee will be re-launching our daily breakfast program for all students in September, 2024. Through no fault of their own, many children arrive at school hungry each day. One of the main motivations for this program is the high unemployment rates and meager means for many families in our small community. We know when healthy food is provided, a child's world changes; they are more alert, able to concentrate, thrive socially, physically and academically. Our parent council is hoping to build partnerships where volunteers, community organizations and businesses come together to make the nutritional needs of children and youth a priority.

School breakfast initiatives rely heavily on donations from the business community. We invite you to partner with our school to foster the breakfast program. The ACC Home & School is hoping to raise \$10,000 to maintain our programming through the 2024-2025 school years. A financial gift from you will be a big help in reaching our goal.

Our school will acknowledge your support for this important initiative through our monthly school newsletter, promotional materials and our school website. Together we are transforming lives and building brighter futures - but without you, it just wouldn't be possible. Cheques can be made payable to **Amherst Cove Consolidated School Home & School Association** or email money transfers can be sent directly to [parentcouncilacc@gmail.com](mailto:parentcouncilacc@gmail.com)

Thank you for taking the time to consider this important school initiative for our students at Amherst Cove Consolidated. If you require further information, please do not hesitate to call

Sincerely,  


*Laurie Muttart*  
ACC Breakfast Program Coordinator

*Home of the Seadogs!*

Is there any regulations or Acts that address Mutual Aid services? I have also contacted our Insurance company on this matter.

Thank You

Jim Wentzell  
CAO  
902 437 2225

---

**Sent:** August 14, 2024 10:29 AM  
**To:** [bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)  
**Subject:** Mutual Aid

Good morning, Jim.

My name is Angela Grant, I am the Clerk for the Municipality of Strait Shores, previously the Village of Port Elgin.

With the amalgamation of Port Elgin and several of our Local Service Districts there have been many changes. The Cape Tormentine, NB fire department is now joined with Port Elgin NB fire department.

I am reaching out to you today to discuss the possibility of the Borden-Carlton Fire Department signing a Mutual Aid Agreement with our Department? There may have been a previous agreement signed many, many years ago between the Cape and Borden departments but there is not any on file that we can see.

Please advise your thoughts.

Sincerely,

Angela Grant  
Clerk  
Strait Shores  
9 East Main St.  
Port Elgin, NB E4M 2X8  
Phone # 506-538-2120  
Fax # 506-538-2126

## Jim Wentzell

---

**From:** David Rossiter <DEROSSITER@gov.pe.ca>  
**Sent:** August 19, 2024 12:48 PM  
**To:** Jim Wentzell; Natalie Doyle; 'John Dewey'  
**Cc:** Holly Bernard; Brody Connolly; John Chisholm  
**Subject:** RE: Mutual Aid - Fire Department  
**Attachments:** Kings Mutual Aid Agreement, 2009.pdf

Jim,  
Attached is a copy of the Kings Mutual Aid agreement. Another issue that you would want to get addressed in any such agreement is the WCB coverage for your firefighters responding out of Province and how that would be included in your agreement. Currently the Province provides worker comp to Island Firefighters responding within our Province however out of Province deployments is another matter and is currently being discussed, Shawn Rogerson is a contact with wcb on this matter.

Dave Rossiter, GFireE, ECFO, CFEI  
Provincial Fire Marshal  
Office of Public Safety  
derossiter@gov.pe.ca  
(902)368-4870

Department of Justice and Public Safety  
Government of Prince Edward Island  
31 Gordon Dr  
PO Box 2000  
Charlottetown, PE, C1A 7N8  
www.PrinceEdwardIsland.ca

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**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** Wednesday, August 14, 2024 2:34 PM  
**To:** Natalie Doyle <ndoyle@gov.pe.ca>; David Rossiter <DEROSSITER@gov.pe.ca>; 'John Dewey' <jdewey@fpeim.ca>  
**Cc:** Holly Bernard <bordencarletonrec@gmail.com>  
**Subject:** FW: Mutual Aid - Fire Department

Hello

We received a request to provide Mutual Aid Fire service outside the province. Our Fire Dept presently provides Mutual Aid services to neighbouring Fire Depts. However, in talking to our Fire Chief I am told that there are no written Mutual Aid agreements in place.

I am writing to the three of you (Fire Marshall; Municipal Affairs. FPEIM ) to see if any of you have access to a sample Mutual Aid Agreement used by Fire Departments in PEI.

## Jim Wentzell

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** August 5, 2024 7:14 PM  
**To:** 'Natalie Doyle'  
**Cc:** 'info@electionspei.ca'; 'Lori Mayne'; 'Cora Lee Dunbar'; Holly Bernard  
**Subject:** Notice of Borden-Carleton Councillor By-Election  
**Attachments:** election\_day\_calendar\_calculations 2024 By-Election.xlsx

Hi Natalie

As you may be aware, the Town of Borden-Carleton has a vacancy on Town Council with Councillor Eric Stewart resigning on April 30 2024. Council has set a By-Election for **Tuesday October 29, 2024**

Attached is the Election Calendar we will be using to fill this vacancy.

Jim Wentzell  
CAO  
902 437 2225



Royal Canadian Legion  
Borden-Carleton Branch #10

September 4, 2024

Town of Borden-Carleton

I am writing to ask if you would be able to assist The Royal Canadian Legion Branch #10, Borden-Carleton. We are requesting a donation to be given out as a prize at our annual elimination draw coming up December 7, 2024.

Proceeds from the draw will go towards our building fund.

I thank you in advance for anything you are able to donate and it will be greatly appreciated. Please call my cell and advise: 902-439-8114.

Yours in Comradeship,

Mitch MacDonald, Chairman  
Borden-Carleton Branch #10

**TOWN OF BORDEN-CARLETON MUNICIPAL BY- ELECTION OCT 28 2024**

**Division 3 - Municipal Electoral Officer**

**8. Duties, authority of municipal electoral officer**

- (1) A municipal electoral officer shall, in respect of an election,
  - (a) exercise general direction and supervision of the administration and conduct of the election;
  - (b) ensure fairness, impartiality and compliance by election officials with the Act, these regulations and any election bylaw; and
  - (c) issue to election officials the instructions that are necessary to ensure the effective execution of Part 3 of the Act, these regulations and any election bylaw.

**9. Duties of deputy municipal electoral officer**

- (1) The deputy municipal electoral officer may perform all the duties of an election clerk or a poll clerk, and if there is no election clerk or poll clerk appointed, the deputy municipal electoral officer shall perform those duties.

**Division 5 - Appointment of Election Officials**

**12. Appointment of returning officer**

- (1) Subject to subsection (2), the municipal electoral officer shall, in writing, appoint a returning officer and shall delegate to the returning officer responsibility for administering the electoral process in the municipality.

**Ineligibility**

- (2) The chief administrative officer of a municipality is not eligible to be appointed as a returning officer for that municipality.

**BYLAW REVIEW**

**The Town's Election Bylaw was last revised in 2018 and some provisions of the Bylaw conflict with the Municipal Elections Act Regulations. This Bylaw should be reviewed.**

**One section in the Act only requires candidates to pay a \$10 nomination deposit. I think this should be revised. You want people to run who are serious about serving on Town Council and interested in serving in the best interest of the Town.**



# TOWN OF BORDEN-CARLETON - COUNCIL BY-ELECTION

**COUNCIL APPOINTS MEO & DMEO  
 REVIEW ELECTIONS BYLAW  
 ADVERTISE FOR RETURNING OFFICER  
 APPOINT RETURNING OFFICER (can't be CAO)**

**28-Jul-24  
 ??????  
 21-Aug-24  
 by MEO**

## Election Dates

Notice of Nominations Ad Publish Date: 27-Sep-24  
 First Day Office can be open 01-Oct-24  
 Nominations Open 02-Oct-24  
 Map of boundaries of each polling division 04-Oct-24 N/A  
 Nominations Open 02-Oct-24  
 Close of Nominations 11-Oct-24  
 Publish ad for extended nominations 14-Oct-24 ???  
 Deadline to correct voter information 15-Oct-24  
 Ad Notice of Election information/List shared 16-Oct-24  
 Extended Nomination Day close 18-Oct-24 ???  
 Advanced Poll 26-Oct-24  
 Election Day 28-Oct-24  
 Verfiication of Results 30-Oct-24  
 Deadline to request recount 01-Nov-24  
 MEO recount deadline 04-Nov-24  
 Dealine to request judicial review 06-Nov-24  
 Deadline Judicial review/Declaration Day 11-Nov-24 Holiday

**Swearing in of New Councillor**

**10-Dec-24**

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29	30	
P		
S	M	T
3	4	
10	11	
17	18	
24	25	

## Jim Wentzell

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** August 6, 2024 4:42 PM  
**To:** 'Alan Aitken'  
**Cc:** 'DeptTI@gov.pe.ca'; Holly Bernard; 'coralee@cldpei.com'; 'Stephen Yeo'; Holly Bernard; 'coralee@cldpei.com'; 'alicia.wentzell@gmail.com'  
**Subject:** Request for Speed Humps - Carleton Street  
**Attachments:** Request for Speed Humps Carleton Street 2024.pdf

Hi Alan

The Town of Borden-Carleton received a request from citizens in the Town to install Speed Bumps on Carleton Street. Last year the number of children living on or near this street have increased following the building of eight (8) family housing units, with another five (5) units scheduled to be built in this same area in 2025. Estimates show at least 30 children live on this street including 8 children with disabilities (see letter attached)

At a meeting of Town Council held on July 23 2024, Council agreed that speed humps should be placed on Carleton Street. As Carleton Street is a provincially maintained Street, we are seeking permission from TIE to install traffic humps on Carleton Street and seek your expertise in the location, installation specifications and required signage. We accept that any costs associated with the speed humps will be at the Town's costs.

As this is a child safety matter, we hope to receive a response from your Department at your earliest convenience

James Wentzell  
CAO  
902 437 2225

[< Home](#)**Opposition Green Caucus of Prince Edward Island**

Yesterday at 10:21 AM · 🌐

**Release: MLA Matt MacFarlane To Hold Town Hall on Future of Former Confederation Bridge Fabrication Yard**

Today Matt MacFarlane, MLA for Borden-Kinkora, announced a town hall to discuss the future of the former Confederation Bridge fabrication yard in Borden-Carleton. The meeting will take place at the Borden Legion on September 17 from 7:00 to 9:00 PM.

The Confederation Bridge fabrication yard has remained unused and undeveloped for 27 years, despite its significant potential for the local and broader Island community. During the summer of 2022, the fabrication yard underwent a cleanup operation, costing Island taxpayers \$1.3 million. Earlier this month, a Request for Proposals (RFP) was issued for the land. Unfortunately, no public consultation is planned until after the RFP closure date.

Given the substantial potential and public investment in this land, MacFarlane believes that the community deserves a voice in the decision-making process before any further steps are taken.

"I have heard from many constituents who strongly believe that this consultation should occur prior to the closure of any RFP and before any decisions are made," said MacFarlane. "The government needs to be fully aware of the community's wants, needs, and vision before reviewing any proposals. Indeed, 'alignment with community vision and goals' amounts to 60% of a proposal's rating criteria under the government's RFP. This land holds great significance for the residents of Borden-Carleton and the entire Island, and their input is crucial."

"I look forward to seeing the community come out and share their ideas for the land at this town hall," said MacFarlane. "I also strongly encourage Minister of Economic Development, Innovation, and Trade Gilles Arsenault to attend the meeting to genuinely listen to the community's concerns and vision for this property."

All residents of Borden-Carleton and the broader Island community are encouraged to attend this important discussion on the future of the fabrication yard.

**Event Details:****Date:** September 17, 2024**Time:** 7:00 PM – 9:00 PM**Location:** Borden Legion, 240 Main Street, Borden-Carleton, PEI

## Jim Wentzell

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**From:** daniel.mullen@eidos.ca  
**Sent:** September 2, 2024 1:26 PM  
**To:** Jim Wentzell  
**Cc:** daniel.mullen@eidos.ca; Randy Ahearn  
**Subject:** Re: Read Road Housing

Hi Jim,

I only did get the costing last week, and will send that along with the new site plan so as to get the support letter.

Thanks,

Daniel

On 09/02/2024 03:37 PM Jim Wentzell wrote ..

Hi Daniel

We are now into September and we soon have to make a decision if your project will be a go. I'm having two other developers breathing down my neck who are interested in the property. Next Council meeting is September 10th

Thanks

Jim Wentzell  
CAO  
902 437 2225

## Jim Wentzell

---

**From:** Natalie Doyle <ndoyle@gov.pe.ca>  
**Sent:** September 3, 2024 11:32 AM  
**To:** Jim Wentzell  
**Cc:** Holly Bernard; 'Coralee Dunbar'; Coralee@cldpei.com; Randy Ahearn; Alicia Wentzell; 'John Dewey'  
**Subject:** RE: Provincial Organizations & Semi- government bodies

I would certainly agree with John here, any groups listed on Engage PEI, Sport PEI groups, Island Trails, Tourisms related associations, and Chamber of Commerce are the first few that come to mind.

Natalie

---

**From:** John Dewey <jdewey@fpeim.ca>  
**Sent:** Tuesday, September 3, 2024 9:40 AM  
**To:** Jim Wentzell <bcadmin@borden-carleton.ca>; Natalie Doyle <ndoyle@gov.pe.ca>  
**Cc:** Holly Bernard <bordencarletonrec@gmail.com>; 'Coralee Dunbar' <coralee.dunbar@gmail.com>; Coralee@cldpei.com; Randy Ahearn <randahearn@msn.com>; Alicia Wentzell <admin@borden-carleton.ca>  
**Subject:** RE: Provincial Organizations & Semi- government bodies

Hi Jim,

Council members could also consider applying for vacant positions on provincial agencies, boards and commissions through Engage PEI. There are currently vacancies on the [Rural Communities Council](#) that might be of interest. The deadline is September 13.

Best regards,

John

John Dewey (he/him)  
Executive Director  
Federation of PEI Municipalities  
1 Kirkdale Road  
Charlottetown PE C1E 1R3  
(902) 566-1493  
fpeim.ca



---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** Sunday, September 1, 2024 3:44 PM  
**To:** John Dewey <jdewey@fpeim.ca>; 'Natalie Doyle' <ndoyle@gov.pe.ca>  
**Cc:** Holly Bernard <bordencarletonrec@gmail.com>; 'Coralee Dunbar' <coralee.dunbar@gmail.com>; Coralee@cldpei.com; Randy Ahearn <randahearn@msn.com>; Alicia Wentzell <admin@borden-carleton.ca>  
**Subject:** Provincial Organizations & Semi- government bodies

Hi John/Natalie

When the Town of Borden-Carleton's Committee structure was established it was before the MGA and at a time when members of Council were involved in Administration.

We would like our members of Council involved in a more meaningful way and one suggestion is that Councillors seek to become members of various Boards Commissions and non profit bodies across the province that affect municipalities so that we have a voice when those bodies make decisions that affect municipalities.

Examples are: FPEIM, Recreation PEI, Central Development Agency(CDA), Central Coastal Tourism Partnership.

I am sure there are many other such organizations out here and if either of you are aware of such bodies could you forward the name of the organizations/bodies to us.

Thank You

Jim Wentzell

CAO  
902 437 2225

**Town of Borden-Carleton, PEI**  
**A Bylaw to Manage and Dispose of Records**  
**Bylaw # 2024-01**

**BE IT ENACTED** by the Council of the Town of Borden-Carleton as follows:

**1. Title**

- (1) This bylaw shall be known and cited as the “Records Retention Bylaw.”

**2. Authority**

- (1) The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and related regulations require municipalities to manage and retain municipal records.
- (2) Subsection 117(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., requires council to provide, by bylaw, a schedule for the management and disposal of all records and other documents that are required to be retained by the municipality.

**3. Application**

- (1) This bylaw applies to members of Council, Council Committees, and municipal staff related to the creation, retention, management and disposal of records.

**4. Definitions**

- (1) “Act” means the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.
  - (2) “Regulations” means the Records Retention Regulations pursuant to clause 261(1)(f) of the Act.
  - (3) “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
  - (4) “Council” means the Mayor and other members of the Council of the Municipality.
  - (5) “Councillor” means a member of the Council other than the Mayor.
  - (6) “Municipality” the Town of Borden-Carleton
  - (7) “Public body” means the municipality as a whole, including staff and council.
  - (8) “Public Record” means information in any format that is created, received, or maintained by the public body in the course of their business activities. These records often have legal, evidential, or historical values. This includes records in electronic form such as official correspondence via email or text message but does not include a device/tool or system for generating, sending, receiving, storing, or otherwise processing information such as a computer, an email server or a cellular phone itself.
  - (9) “Permanent record” means a record the Municipality is required to retain permanently.
-

- (10) "Temporary record" means a record that the Municipality is required to maintain for a minimum period of time in accordance with the schedule in the Regulations.
- (11) "Transitory records" means a record in any format that is of short-term value and is required for a limited amount of time to complete a routine action or prepare a subsequent document, and does not need to be kept for legal, evidential, historical, or financial purposes.
- (12) "Non-Record" means any information created or received, that does not relate to the public body business, or activities. This includes emails of a personal nature and spam.

## 5. General

- (1) The Municipality establishes under this bylaw a records retention schedule for maintenance and disposal of records as contained in Schedule 'A'
- (2) The CAO shall administer this bylaw and is responsible for ensuring that records are managed and retained in accordance with the Act and Regulations.
- (3) Schedule 'A' may be amended by resolution as permitted in clause 135(2)(c) of the Act but shall comply with all legal requirements for records retention.

## 6. General Retention and Disposition Requirements

- (1) Council shall ensure for each record, that
  - (a) the record is retained in accordance with the Regulations and this bylaw;
  - (b) where the record is not stored in the municipal office, the record is stored in a location and manner that is secure and will preserve the integrity of the record; and
  - (c) documentation, which provides details of the destruction of the record or its transfer to permanent storage, of the final disposition of the record is permanently maintained.

## 7. Temporary Records

- (1) Council shall ensure temporary records
  - (a) shall be retained in the municipal office for a minimum of two years; and
  - (b) during this two year period, shall be accessible within 24 hours.
- (2) Temporary records may be moved at the end of the retention period in 7(1)(a) to a storage facility outside the municipality for the remainder of the retention period specified in Schedule 'A' if
  - (a) the storage facility meets the requirements of 6(1)(b); and
  - (b) is accessible within three business days.

## 8. Destruction of Records

- (1) Council may,
-



- (a) at the end of the retention period specified for a temporary record, provide for the secure destruction of the record;
- (b) authorize the destruction of a duplicate copy of a record at any time, subject to the requirements for retention of duplicate copies in Schedule 'A.'

#### **9. Permanent Records**

- (1) Council shall ensure permanent records
  - (a) are retained in the municipal office for a minimum period of five years and, during that period, are accessible within 24 hours; and
  - (b) are not destroyed
- (2) Council shall, as soon as reasonably possible after the end of the retention period specified in 9(1)(a), move a record to which subsection (1) applies
  - (a) to permanent storage in a secure facility that will preserve the integrity of the record; and
  - (b) ensure the record is accessible within three business days.

#### **10. Electronic and Microfilm**

- (1) Council shall ensure electronic records
  - (a) are retained and retrievable for the minimum retention period which is determined by the contents of the electronic record; and
  - (b) in the case of permanent records, are copied to paper or microfilm for the purpose of transfer to permanent storage.
- (2) Microfilm applications of permanent records shall conform to industry-accepted technical standards and established preparation and documentation procedures.

#### **11. Protection of Records**

- (1) Council shall ensure that reasonable care is taken to protect records against damage, deterioration, unauthorized destruction, sale or other disposition or theft.

#### **12. Schedule Adopted**

- (1) The schedule to this bylaw is adopted and forms part of this bylaw.

#### **13. Effective Date**

- (1) This Records Retention Bylaw, Bylaw# 2024-01, shall be effective on October 8 2024.
-

**First Reading:**

This Records Retention Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the 10<sup>th</sup> day of September, 2024.

This Records Retention Bylaw, Bylaw# 2024-01, was approved by a majority of Council members present at the Council meeting held on the 10th day of September 2024

**Second Reading:**

This Records Retention Bylaw, Bylaw# 2024-01, was read a second time at the Council meeting held on the 8<sup>th</sup> day of October, 2024.

This Records Retention Bylaw, Bylaw# 2024-01, was approved by a majority of Council members present at the Council meeting held on the 8th day of October, 2024.

**Approval and Adoption by Council:**

This Records Retention Bylaw, Bylaw# 2024-01, was adopted by a majority of Council members present at the Council meeting held on the 8th day of October, 2024.

**Signatures**

\_\_\_\_\_  
Mayor , Randy Ahearn

\_\_\_\_\_  
Chief Administrative Officer Carol Lee Dunbar

This Manage & Dispose of Records Bylaw adopted by the Council of Town of Borden-Carleton on October 8 2024 is certified to be a true copy.

\_\_\_\_\_  
Chief Administrative Officer Signature  
Cora Lee Dunbar

\_\_\_\_\_  
Date



**Note:** This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act (Section 135) but shall comply with all relevant legal requirements for records retention.

**Schedule A:**

**RECORDS RETENTION SCHEDULE**

**Note:** The subject matter is listed alphabetically followed by a retention period. The retention period is identified either as “PERMANENT” or expressed as a number of years. Retention periods are labelled as:

- (a) CY - a retention period that concludes after the end of a calendar year (i.e. after December 31st of a given year).
  - (b) FY - a retention period that concludes after the end of a fiscal year as established in section 149 of the *Municipal Government Act*.
  - (c) closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) (S/O)
- In the event of a conflict between this schedule and the *Municipal Government Act* Records Retention Regulations, the Regulations shall apply.

<b>Retention periods are based off of the subject matter of a record. All forms of records, including electronic records (ex: emails), are to be retained for the length of time that is stated for the subject of the record by the retention schedule.</b>			
SUBJECT	DESCRIPTION	RETENTION PERIOD (YEARS)	ENDS
Accountants	Working Papers	7	FY
Accounts	Paid (summary sheet)	7	FY
	Payable vouchers	7	FY
	Receivable duplicate invoices	7	FY
Administration	Reports (not part of Minutes)	7	CY
Advertising	Electoral	4	CY
	Other notices- MGA, other legislation	2	CY
Agendas	Part of Minutes	PERMANENT	
Agreement	General	12	S/O
	Development	12	S/O
	Major legal	12	S/O
	Minor legal	12	S/O
Annexations	Correspondence	7	CY
	Final Order	PERMANENT	
Annual Reports	Council, Boards, Commissions	5	CY
Applications	Development permit	2	CY
	Site plan approval	2	CY
	Subdivision (after final approval)	3	CY
	Part-time employees (after end of employment)	1	CY
Appointments	Other than those in Minutes	3	FY
Assessment	Rolls	PERMANENT	
	Duplicate roll	7	FY
Assets	Asset Management Inventory	20	S/O
	Records of surplus	7	FY
	Temporary files	2	FY

<b>Bank</b>	Deposit books	7	FY
	Deposit slips	7	FY
	Memos (credit/debit)	7	FY
	Reconciliations	2	FY
	Statements	7	FY
<b>Boards</b>	Minutes	PERMANENT	S/O
	Authority & Structure	5	CY
	Correspondence	5	CY
<b>Briefings/Reports</b>	To Council	7	CY
<b>Budgets</b>	Operating (in minutes)	PERMANENT	
	Capital (in minutes)	PERMANENT	
	Working papers	3	FY
<b>Bylaws</b>	All	PERMANENT	
<b>Cash</b>	Receipts journal	7	FY
	Disbursements journal	7	FY
	Duplicate receipts	7	FY
<b>Certificates</b>	of Title	PERMANENT	
<b>Census</b>	Reports	12	CY
<b>Cheques</b>	Cancelled (paid)	7	FY
	Register	7	FY
	Stubs	7	FY
<b>Claims</b>	Notice of	12	S/O
	Statements of	12	S/O
<b>Committee</b>	Minutes	PERMANENT	
<b>Compensation</b>	Records	10	FY
<b>Contracts</b>	Files (completion of)	12	S/O
	Forms	12	FY
	Major legal	12	S/O
	Minor legal	12	S/O
<b>Council</b>	Minutes	PERMANENT	
<b>Court Cases</b>		12	S/O
<b>Destroyed Records</b>	Index	PERMANENT	
	Signed destroyed	PERMANENT	
	records statements		
<b>Documents</b>	Not part of bylaws	12	S/O
	Agreements, major legal	12	S/O
	Agreements, minor legal	12	S/O
	Contracts legal	12	S/O
	Easements	12	S/O
	Funding agreements	12	S/O
	Leases (after expiration)	12	S/O
	Notices of change of land titles	12	S/O

<b>Elections</b>	All election documents other than ballot box contents	4	CY
	Ballot box contents	In accordance with the MGA	CY
	Campaign disclosure statement	7	CY
<b>Engineering</b>	Drawings	PERMANENT	
<b>Employee Benefits</b>	Health, Dental, WCB Claims, etc.	5	CY
<b>Employees</b>	Job applications (hired)	3	CY
	Job application (not hired)	1	CY
	Job descriptions	3 (after position abolished)	CY
	Oaths of Office	1 (after position vacated)	CY
	Personnel file	3 (after cessation of employment) or 6 (after dismissal)	CY
<b>Financial Statements</b>	Interim	10	FY
	Working papers	7	FY
	Final	12	FY
<b>Franchises</b>		PERMANENT	
<b>Income Tax</b>	Deductions	7	FY
	TD1	7	FY
	T4	7	FY
	T4 Summaries	7	FY
<b>Inquiries</b>	From the public	3	CY
<b>Insurance</b>	Claims	12 (after settled)	FY
	Records (after expiration)	12	FY
<b>Land</b>	Appraisals	1 (after sold)	
<b>Leases</b>	After expiration	7	S/O
<b>Legal</b>	Opinions	12	S/O
	Proceedings	12	S/O
<b>Legislation</b>	Acts (after superseded)	1	CY
<b>Licenses</b>	Applications	3	CY
	Business (after expired)	5	CY
	Literature	2	CY
<b>Local Improvements</b>	Records	PERMANENT	
<b>Maps</b>	Base (original)	PERMANENT	
	Contour	PERMANENT	
<b>Maintenance Reports</b>		12	CY
<b>Monthly Reports</b>	Road	5	FY
<b>Municipal Affairs</b>	Annual reports	5	FY
<b>Organization</b>	Structure and records	2	S/O
<b>Payroll</b>	Garnishees	7 (after garnish is removed)	FY
	Individual earning records	7	FY
	Journal	7	FY

	Time cards	7	FY
	Time sheets - daily	7	FY
	Time sheets -	7	FY
	Overtime		
	Time sheets - weekly	7	FY
	Employment Insurance	5 (after cessation of employment)	FY
<b>Permits</b>	Development	12	S/O
<b>Petitions</b>		10	CY
<b>Plans</b>	Amendment applications	5	CY
	Official	PERMANENT	
	Amendments	PERMANENT	
	Subdivision	PERMANENT	
<b>Policy</b>	After superseded	5	CY
<b>Progress Reports</b>	Project	5	CY
	Under contract (final payment)	7	S/O
<b>Property Files</b>		Until sold +10	FY
<b>Prosecution</b>	All	12	S/O
<b>Publications</b>	Local reports	3	CY
<b>Purchase</b>	Land	Until Sold +12	FY
<b>Receipts</b>	Books	7	FY
	Duplicate cash	7	FY
	Registration	7	FY
<b>Receptions &amp; Special Events (non-historic)</b>		3	CY
<b>Reports</b>	Accident	12	S/O
	Accident statistics	12	S/O
	Field	12	S/O
	Inspection	12	CY
<b>Requisitions</b>	Copies	2	FY
	Duplicate	7	FY
	Paid	7	FY
<b>Resolutions</b>	Minutes	PERMANENT	
<b>Subdivision</b>	After Final Approval	12	CY
<b>Taxes</b>	Municipal Credits	7	FY
	Rolls	PERMANENT	
<b>Termination</b>	Employees	7	CY
<b>Tenders</b>	Files	12	FY
	Successful	12	FY
	Purchase Quotations	12	FY
	Unsuccessful	10	FY
<b>Traffic</b>	Streets	7	CY

<b>Training and Development Files</b>		5	CY
<b>Trial Balances</b>	Monthly	5	FY
	Year End	7	FY
<b>Vendors</b>	Correspondence	2	FY
	Contracts	12	FY
	Suppliers Files	12	FY
<b>Vouchers</b>	Duplicate	7	FY
<b>Weed Control Reports</b>	Until updated	1	CY
<b>Zoning</b>	Amendment applications	5	CY
	Bylaws	PERMANENT	
	Bylaw Enforcement	5	CY



ATLANTIC  
AQUA FARMS  
PREMIUM SHELLFISH

September 5, 2024

Subject: Invitation to Attend Public Open House

Dear Members of Borden-Carleton Town Council,

On behalf of Atlantic Aqua Farms Ltd, I am pleased to extend a formal invitation to you for our upcoming Public Open House. This event is an opportunity for us to present our proposed project to the community, engage in meaningful dialogue with town residents, and receive public input.

Event Details

**Date and Time: Sept 12, 2024, Presentation at 6:30 PM and Open House to 8:30 PM**

**Location: Royal Canadian Legion - Branch 10, 240 Main St, Borden-Carleton, PE C0B 1X0**

We value the Town Council's feedback and believe your presence would be beneficial to the discussion. Enclosed with this letter is the official advertisement for the Notice of Public Open House, which provides additional details about the event.

Thank you for your attention and consideration. I hope to see you there.

Warm regards,

*Melanie Waite*

Melanie Waite  
Plant Manager  
Atlantic Aqua Farms Ltd.  
902-439-0717





# ATLANTIC AQUA FARMS

PREMIUM SHELLFISH

## **Notice of Public Open House**

**By Atlantic Aqua Farms Ltd**

For a proposed expansion of the Borden-Carleton Atlantic Aqua Farms Shellfish Processing and Wet Storage Facility, located at 10 Borden Ave, Borden-Carleton, PE.

**Location: Royal Canadian Legion - Branch 10, 240 Main St, Borden-Carleton, PE C0B 1X0**

**Date and Time: Sept 12, 2024, Presentation at 6:30 PM and Open House to 8:30 PM**

Pursuant to Section 9 of the PEI Environmental Protection Act; Atlantic Aqua Farms has filed an Environmental Impact Assessment for the proposed expansion of the Borden-Carleton Atlantic Aqua Farms' Shellfish Processing and Wet Storage Facility. The proposed project is to be developed at Atlantic Aqua Farms' current facility located at 10 Borden Ave, Borden-Carleton, PEI. During the construction period, Atlantic Aqua Farms will conduct regular environmental monitoring site inspections to ensure all construction components adhere to the provincial and federal regulations and codes and effluent monitoring and reporting will be conducted as directed by PEIDEECA. Atlantic Aqua Farms is a Canadian shellfish grower, processor, and distributor, specializing in oysters and mussels. The company has been operating in Borden-Carleton since 2000.

The Environmental Impact Assessment (EIA) for this proposed Project has been posted on the PEI Department of Environment, Energy and Climate Action) website at [www.princeedwardisland.ca/eia](http://www.princeedwardisland.ca/eia). The EIA document provides Project description information and potential environmental effects.

The purpose of the project presentation, open house and posting of the EIA is to inform the public about the Project and receive public input.

The public is invited to provide written comments on the proposed Project up to Oct 12, 2024 (30 calendar days after open house). Written comments can be submitted directly, via email to the Department of Environment, Energy and Climate Action [at ELM@gov.pe.ca](mailto:ELM@gov.pe.ca).

## Alicia Wentzell

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** September 2, 2024 12:04 PM  
**To:** 'Derek French'  
**Cc:** Holly Bernard; Alicia Wentzell  
**Subject:** PID 78828 Aqua Marine Farms 10 Borden Avenue – Plant Addition  
**Attachments:** 22-302 - Site Plan.pdf; 22-302 - arch - A2.pdf; Payment Advice- Town of Borden-Carleton.pdf; Development Permit Application Revised 2023\_AAF Borden Expansion.pdf

Hi Derek

RE: PID 78828 Aqua Marine Farms 10 Borden Avenue – Plant Addition

Attached is an application from Aqua Marine Farms for an addition to their building and a request to amend the development agreement with the Town. A deposit on the costs of the development permit and development agreement has been paid.

Thank You  
Jim Wentzell  
CAO  
902 437 2225

---

**From:** Melanie Waite <Melanie.Waite@atlanticaquafarms.com>  
**Sent:** September 2, 2024 9:04 AM  
**To:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Cc:** Darren Ingersoll <darren.ingersoll@atlanticaquafarms.com>; Tom St. Onge (External) <tom.stonge@atlanticaquafarms.com>  
**Subject:** Development permit application

Good morning Jim,

Please see attached completed Development permit application, as well as a site plan and confirmation of application deposit.

Let me know if there is anything else you require on my part!

Hope you are enjoying your labour day!

**Melanie Waite**  
**Atlantic Aqua Farms Ltd.**  
(902) 437-2700



**APPLICATION FOR DEVELOPMENT  
APPROVAL  
TOWN OF BORDEN-CARLETON**

20 Dickie Road; PO Box 89, Borden-Carleton PE C0B 1X0; 902-437-2225; admin@borden-carleton.ca

Instructions: Check Area(s) applied for  
Development/ Building ( ); Moving ( ); Demolition ( ); Renovation or Extension (X);  
Change the use of the Property ( ); Other ( )

Estimate cost of project:  4,300,000

**1. General Information:**

Applicant's Name: Atlantic Aqua Farms Ltd.  
Mailing Address: 10 Borden Ave, Borden-Carleton Postal Code: C0B 1X0  
Home Phone Number: \_\_\_\_\_ Business Phone: 902-437-2700  
Email Address: melanie.waite@atlanticaquafarms.com

**2. Property Information:**

Property Owner's Name (if different from applicant): \_\_\_\_\_  
Property Parcel Number (PID): 878280 Existing Land Use: Aquaculture Facility  
Size of Property: Road Frontage Width: 73.2 m Depth: 274.3 (Land only)  
Area: Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_  
Land: 27,700 sqm Including Water: 116,600 sqm

**3. Highway Access Driveway:**

Will the development require the creation of a new highway access driveway or the relocation of an existing access driveway? Yes ( ) No (X)  
Does the lot front on: Public road (X) or a Private Road ( )  
Civic Address of the Property: 10 Borden Ave, Borden-Carleton

**4. Development/ Building Permit:**

The proposal consists of:  
New building or structure ( )  
Change the location of a building / structure ( )  
Addition to building or structure (X)  
Change the use of a building ( )

The proposed use of the structure is:  
Single family dwelling ( ) Duplex dwelling ( ) Multiple Dwelling ( )  
Summer cottage ( ) Commercial ( ) Industrial ( ) Agriculture ( )  
Noncommercial garage ( ) Storage building ( )  
Other proposed use of the building: Aquaculture

The new building, extension or renovation will consist of:  
Ground Floor Length: 103'7" Feet Ground Floor Width: 30'8" Feet **Total 15,900sq**  
Number of bedrooms: N/A Number of stories: 1 Type of Foundation: Concrete  
Exterior wall finish: Metal Type of roof material: Metal  
Will there be underground fuel storage? (Other than an oil tank in the basement) No

**5. Details for renovation or extension:**

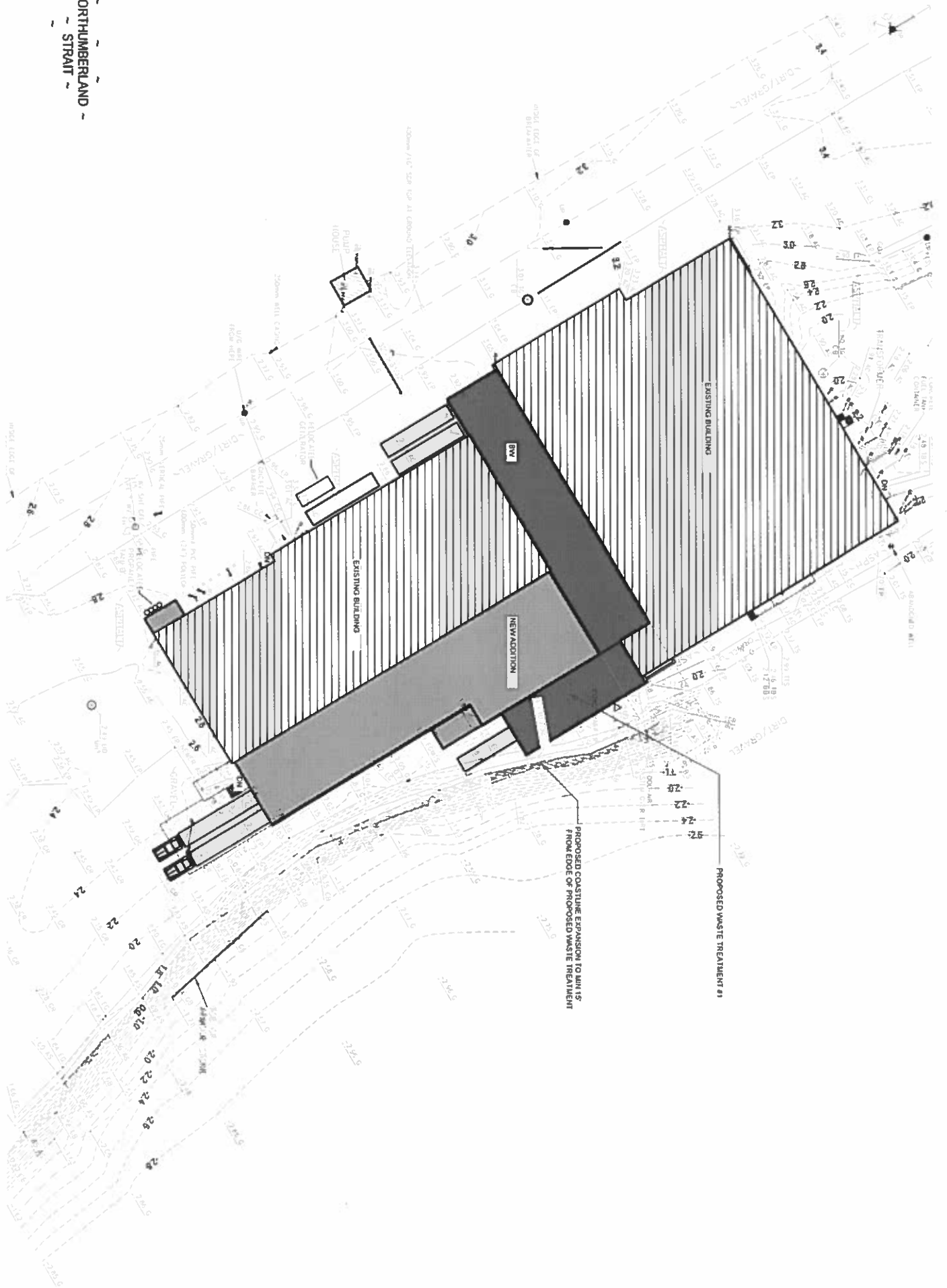
(A) No portion of the extension will be closer than \_\_\_\_\_ feet to the center of the nearest road, street right-of-way and not closer than 98 feet to the nearest boundary of the property.

(B) Will any portion of the extension be less than 15m (50') from any river, pond, stream, watercourse, Wetland or saltwater body? Yes (X) No ( ) If yes indicate the proposed separation distance between the extension and the landward boundary of a beach or wetland or the high water mark of a wetland or in the case of a coastal property, the distance from the top of the existing bank 15 Feet. **at nearest point**

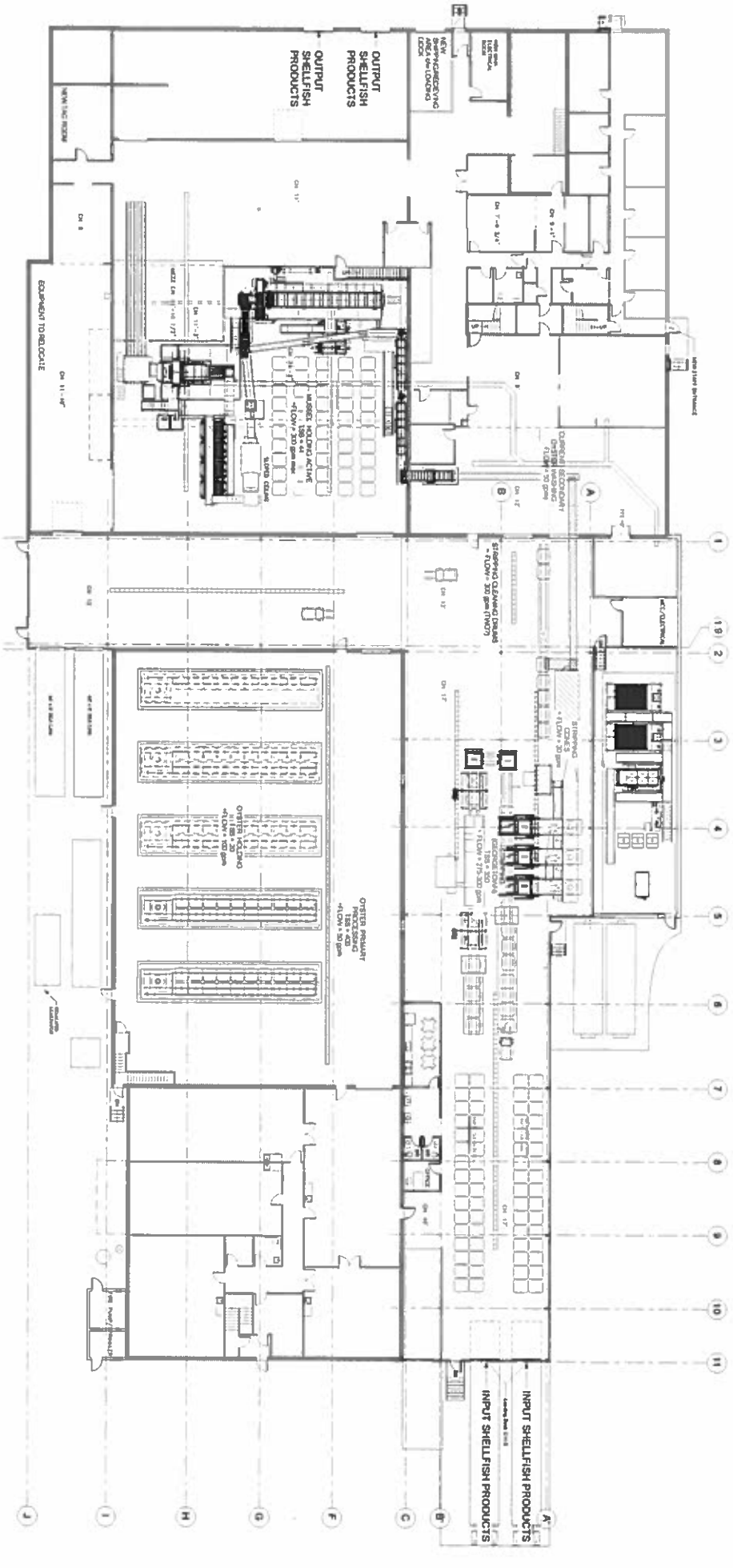
(C) Will the building renovation or extension enclose or cover an existing well? No

(D) Will any portion of the structure extension be less than 20 feet from the sewage disposal system? Yes ( ) No (X) If yes, describe the details: \_\_\_\_\_

NORTHUMBERLAND  
STRAIT



11 Main Floor Plan - Proposed New Layout



DESIGN SOURCE:

**FITZGERALD AND SNOW**  
2810 17th Avenue SE  
Seattle, WA 98104  
Phone: 206.468.1111  
Fax: 206.468.1112  
www.fitzgeraldandsnow.com

PROJECT:

CLIENT:

**ATLANTIC AQUA FARMS**  
PREMIER SHELLFISH

No.	Date	Revision	By
1	03/21/2017	Preparation	[Signature]
2	04/07/2017	Revised	[Signature]

PROJECT:

**Atlantic Aqua Farms - Borden Expansion**

Sheet No. [Blank]

SCALE:

DATE:

**Main Floor Plan**  
**Proposed New Layout**

Scale: 1/8" = 1'-0"

Sheet No. A2