



TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING

Tuesday, February 13, 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) -

3. ADOPTION OF THE AGENDA:

4. APPROVAL OF PREVIOUS MINUTES:

- 4.1 Regular Council Meeting – December 12, 2023
- 4.2 In-Camera meeting -January 9, 2024 -Housing Development (*Notation only)
- 4.3 In-Camera meeting -January 30, 2024 -Revive CAO Applications (*Notation only)

5. PUBLIC PRESENTATIONS/ INVITED GUESTS

- 5.1 Sarah Miller, Consolidated Credit Union – Community Partnership Opportunities

6. COMMITTEE REPORTS:

- 6.1 Police Report: RCMP Report for November 2023
- 6.2 Fire Chief's Report
- 6.2 Recreation Director's Report:
- 6.3 Properties and Planning Report:
 - 6.3.1 Development Permit Approvals Dec 12, 2023 – Feb 10 2024
- 6.4 Finance and Administration Report:
 - 6.4.1 Cash Flow Report for November 2023
 - 6.4.2 Disbursement Listing November 2023
 - 6.4.3 Quarterly Financial Statements (to Dec 31 2023)
- 6.5 Other Reports
 - 6.5.1 Comparison Plowing of Sidewalks by municipalities

7. EXTERNAL REPORTS:

Nil

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 Communities in Bloom Program
- 8.2 *Department of Municipal Affairs – January 2024 Newsletter*
- 8.3 Dept of Finance – Grant in Lieu of Taxes for 2023
- 8.4 FCM – Newsletter January 2024
- 8.5 Borden- Carleton Flyer February 2024

ACTION ITEMS: Nil

9. UNFINISHED BUSINESS:

- 9.1 Request for Proposals (RFP) Electronic Signage
- 9.2 Hiring of CAO Update (Discussion will be In Camera)
- 9.3 Budget Timeline 2024/25 (Reminder to Council/Staff)

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

- 11.1 Review of Fire Safety Act – CAO's submission
- 11.2 Responsibility of Excavation Pits

12. IN-CAMERA:

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.*

13. ADJOURNMENT:



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING MINUTES

December 12th, 2023 – 20 Dickie Road, Borden-Carleton, PE

7:00pm

- PRESENT:** Mayor Randy Ahearn, Deputy Mayor Larry Allen
 Councillor Nicole Arsenault-Bernard, Councillor Barb Wood,
- REGRETS:** Councillor Eric Stewart, Councillor Laurel Palmer-Thompson and
 Councillor Ashley Steele.
- STAFF PRESENT:** Chief Administrative Officer, Jim Wentzell
 Assistant to CAO, Joanne Smith
- ALSO PRESENT:** 4 members of the public

1. CALL TO ORDER:

Mayor Randy Ahearn called the meeting to order at 7:00 p.m.

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.

3. ADOPTION OF THE AGENDA:

It was duly moved Councillor Nicole Arsenault and seconded by Councillor Barbara Wood THAT the agenda be approved as presented.

MOTION CARRIED (3-0) (RR#23-12-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 It was duly moved by Councillor Barbara Wood and seconded by Deputy Mayor Larry Allen THAT the minutes of the November 14th, 2023 regular Council meeting be adopted as presented.

MOTION CARRIED (3-0) (RR#23-12-02)

4.2 It was noted that Council held an in-camera meetings on November 20th, 2023.

5. PUBLIC PRESENTATIONS: Nil**6. COMMITTEE REPORTS:****6.1 Police Report:**

The RCMP report for the month of November 2023 submitted by Sgt. Neil Logan was presented by Councillor Nicole Arsenault.

It was duly moved by Councillor Nicole Arsenault and seconded by Deputy Mayor Larry Allen THAT the policing report for November 2023 for the Town of Borden-Carleton be accepted as presented.

MOTION CARRIED (3-0) (RR#23-12-03)

6.2 Fire Department Report:

The Fire Department Report for the month of November 2023 was presented by Councillor Nicole Arsenault.

It was duly moved by Councilor Nicole Arsenault and seconded by Deputy Mayor Larry Allen THAT the Fire Chief's report for November 2023 submitted by Fire Chief Shawn Jessome be accepted as presented.

MOTION CARRIED (3-0) (RR#23-12-04)

6.3 Recreation Director's Report:

The Recreation Director's Report for the month of November 2023 was submitted and found in the Council package and presented by Deputy Mayor Larry Allen..

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT the Recreation Director's report for the month of November 2023 be accepted as presented.

MOTION CARRIED (3-0) (RR#23-12-05)

6.3 Properties and Planning Report:**6.4.1 Development Permit Approvals**

Deputy Mayor Allen gave a report of the development permits issued for the month of November 2023.

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Barbara Wood THAT the Properties and Planning Report for the month of November 2023 be accepted as presented.

MOTION CARRIED (3-0) (RR#23-12-06)

6.4 Finance and Administration Report: Report included in the Council package.

Councillor Nicole Arsenault presented the Finance and Administration report for the month of November 2023.

6.4.1 Cash Flow Report November 2023**6.4.2 Disbursement Listing November 2023**

A list of cheques and disbursements for the month of November 2023 was included in the report for Council's review.

	Monthly Totals
Town	\$79,183.50
Arena	\$21,986.24
Utility	\$22,139.81

It was duly moved by Councillor Nicole Arsenault and seconded by Deputy Mayor Larry Allen THAT the Finance and Administration report be accepted as presented.

MOTION CARRIED (3-0) (RR#23-12-07)

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:**INFORMATION ITEMS:**

8.1 *Department of Municipal Affairs – December, 2023 Newsletter*

8.2 *PEI EMO, Department of Justice & Public Safety – Confirmation of Approval of Town's Municipal Emergency Plan*

8.3 *FCM – FCM Voice – December 2023*

8.4 *Black History Month – Flag Raising in Borden-Carleton – February 2024*

8.5 *Coalition for the Protection of PEI Lands- Media Release*

8.6 *Town of Borden-Carleton – November 2023 Newsletter*

8.7 *Town of Borden-Carleton/Royal Canadian Legion – New Year's Levee*

ACTION ITEM: Nil

9. UNFINISHED BUSINESS:**9.1 Update on PEI Discovery and Research Centre:**

There is no update on the PEI Discovery and Research Centre. The Board of the PEI Discovery and Research Centre has requested a meeting with the Premier to discuss the province's position on the suitable location for such a facility.

9.2 Update on Fabrication Yard Development:

The province has requested that the Town review the possible permitted uses for development of the Fabrication Yard. Presently, permitted uses are uses that are allowed in all other zones in the Town.

Clarification is required on what industrial uses may be permitted uses and Council will be reviewing the list of industrial uses in-camera.

It is expected that a public meeting will be held in early 2024 so that a Request for Proposals (RFP) will be issued by the province.

9.3 Request for Proposals (RFP) – Year-Round Housing – 70 Read Road

The CAO reported that proposals were received from three developers for year-round residential development on town owned property on Read Road. The proposals will be reviewed in-camera and a meeting set up in the near future to meet with the developers.

9.4 Request for Proposals (RFP) Electronic Signage:

**Moved by Deputy Mayor Larry Allen
Seconded by Councillor Nicole Arsenault**

WHEREAS electronic signage would enhance communication in the Town by providing the ability to broadcast information about an emergency situation, advertise for Town events and meetings.

AND WHEREAS electronic signs would be crucial for displaying emergency alerts, advisory notices and help to bolster the Town's safety measures during an emergency situation.

AND WHEREAS one electronic sign will be placed at Gateway Arena located at 246 Main Street and the second sign will be placed at the Borden-Carleton Fire Hall located at 244 Borden Avenue.

BE IT RESOLVED THAT Town Council approve the issuance of a Request for Proposal (RFP) on December 13th, 2023 for two electronic signs for the Town of Borden-Carleton.

MOTION CARRIED (3-0) (RR#23-12-08)

9.5 Update on Provincial Takeover of Town Streets:

Correspondence by way of resolution was sent to Minister Aylward on January 28th, 2022 to request that the Province of Prince Edward Island take over the maintenance of the streets in the Town of Borden-Carleton.

The CAO sent a recent email to Minister Hudson, Minister of Transportation and Infrastructure, on December 8th, 2023 to deliver a second formal request for the province to take over the responsibility and ownership for all of the Town streets in Borden-Carleton. It was stressed that the Town of Borden-Carleton does not have the necessary resources to properly and safely maintain Town streets and that the province at present maintains the streets of most of the municipalities in the province.

9.6 Sewer and Water Utility Rate Review:

The water and sewer utility rate review is being conducted by MRSB. The timeline for the rate review to be completed is January 2024. The Town is currently working on the capital budget and this particular information is required to be incorporated into the utility rate review.

9.7 Request for Meeting – Traffic Flow during Major Tourism Events:

Cavendish Beach Music Festival hosts roundtable discussions called *Senior Operations Meetings* that are also hosted by PEI Emergency Measures Organization (PEI EMO). These

meetings occur 2 or 3 times per year. The Town of Borden-Carleton and Strait Bridge Crossing have requested to participate in these roundtable discussions held during the year to discuss the effect on traffic during large tourism events and the impact they have on the Town's traffic flow.

PEI EMO has suggested a meeting of the interested parties be held in the Spring of 2024 to discuss the traffic issues from large tourism events held in the province.

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

11.1 Resolution: Approval of Council Meeting Schedule for 2024

**Moved by Deputy Mayor Larry Allen
Seconded by Councillor Nicole Arsenault**

WHEREAS Council shall establish and publish by electronic means and one other means of public notification, an annual schedule of regular council meetings for the conduct of its business as per section 110(3) of the *Municipal Government Act*;

AND WHEREAS schedule of council meetings for 2024 will be February 13th, March 12th, March 26th, May 14th, June 11th, July 9th, September 10th, October 8th, November 12th, and December 10th, 2024.

AND WHEREAS all meetings will take place on the second Tuesday of the month and the meeting time will be 7:00 p.m.

BE IT RESOLVED THAT the Town of Borden-Carleton Council approve the Council Meeting Schedule for 2024.

MOTION CARRIED (3-0) (RR#23-12-09)

11.2 New Entrance to Town Signage:

The Town has received a quote from *C&R Signs and Embroidery* in Summerside for the replacement of the Town signs that border the Town of Borden-Carleton. The cost for one is \$525.00 plus tax and each sign measures 4 feet by 8 feet.

It was duly moved by Councillor Barbara Wood and seconded by Deputy Mayor Larry Allen THAT Council approve the purchase of five (5) new Entrance signs to the Town of Borden-Carleton.

MOTION CARRIED (3-0) (RR#23-12-10)

11.3 Sale of Olympia Ice Resurfacer:

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT Town Council accept the tender bid in the amount of \$2,500.00 plus GST from *Duffy Construction* for the purchase of the Olympia Ice Resurfacer to be used at the Kinkora Arena.

MOTION CARRIED (3-0) (RR#23-12-11)

11.4 Budget Timeline 2024/25

The 2024/25 budget preparation for the Town, Arena and Utilities has begun spearheaded by the Director of Finance, Henry Le. As budgets and tax rates have to be approved prior to March 31st a timeline for development of the Operating and Capital budgets was circulated to Town Council and staff.

11.5 Quote: 2006 Tanker Truck

A quote was received through the Fire Chief from *D2 Heavy Equipment and Truck Sales* on the availability of a for 2006 Peterbuilt 335 Tanker in the amount of \$60,000.00 plus GST

The Fire Department was requesting that the Town purchase the tanker. Retrofitting the Tanker would be at the expense of the Fire Department.

It was duly moved by Councillor Nicole Arsenault and seconded by Deputy Mayor Larry Allen THAT Town Council approve the purchase of a 2006 Peterbuilt 365 Tanker from *D2 Heavy Equipment and Truck Sales* at a cost of \$60,000 plus GST to be financed through a capital loan.

MOTION CARRIED (3-0) (RR#23-12-12)

*It is noted that as this was a specialty purchase, no tender was issued for the purchase of a tanker truck. And this was agreed to by Council

11.6 Revised Planning Fees – Development Officer Services

Derek A. French Professional Services Inc. has been re-branded to *Sandstone Surveying and Engineering*.

The fee for development officer services is now \$125/hour with *Sandstone Surveying and Engineering*. Administrative services would be billed out at \$55/hr. The new fee structure is effective January 1st, 2024.

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT Town Council approve the new fee structure from *Sandstone Surveying and Engineering* to provide development control services for the Town of Borden-Carleton at fees that range between \$55-\$125.00 per hour and subject to a review in a year's time.

MOTION CARRIED (3-0) (RR#23-12-13)

12. IN-CAMERA:

It was duly moved by Councillor Nicole Arsenault and seconded by Deputy Mayor Allen to go into an in-camera – several items under section 119(1)(a) *commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;* and 2 item under section 119(1)(d) *human resource matters.*

MOTION CARRIED (3-0) (RR#23-12-14)

Council went into in-camera at 7:44 p.m.

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

MOTION CARRIED (3-0) (RR#23-12-15)

Council returned to open session at 8:57pm

13. ADJOURNMENT:

There being no further business to come before the meeting adjourned at 8:57pm

Mayor, Randy Ahearn

CAO, Jim Wentzell

DRAFT

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: February 7, 2024 9:27 AM
To: 'Sarah Millar'
Subject: RE: Follow up on a couple itemss

Hi Sarah

Our next Council meeting is on Tuesday February 13, 2024 at 7:00pm. I wish to confirm that you wish to be included on the Agenda to discuss ways the Town and Credit Union could partner on special projects/events in the community.

In addition has the Credit Union made a decision on the Zamboni as we have interest from other companies interested in being showcased on it.

Thank You

Jim Wentzell
CAO
902 437 2225

From: Sarah Millar <smillar@ccupe.ca>
Sent: January 1, 2024 8:07 PM
To: Jim Wentzell <bcadmin@borden-carleton.ca>
Cc: Holly Bernard <bordencarletonrec@gmail.com>
Subject: Re: Follow up on Three Items

Hi Jim,

I think maybe a call this week would be a good idea and we can start to work on solutions / agreements for the items you have listed let me know when is a good time for you .

Sarah

Sent from my iPhone

On Jan 1, 2024, at 7:57 PM, Jim Wentzell <bcadmin@borden-carleton.ca> wrote:

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

Hi Sarah

Just following up on a couple of recent Emails:

Zamboni Sponsorship

Council has asked me for an updated on the Zamboni Advertising Contract. When we last chatted you were looking at a 5 year term.

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

**BORDEN-CARLETON
MAYOR'S
POLICING REPORT
DECEMBER 2023**

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

The East Prince Detachment reports a total of 15 police files created for service to Borden-Carleton, during the month of December, 2023.

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

Community approved APP's are:

1. Youth Engagement / Aboriginal Community Engagement
2. Traffic – Checkpoints/Traffic Enforcement
3. Police / Community Relations – Police Visibility / Community Events

Prince District RCMP Members have reported 179 hours providing policing services to the Town of Borden-Carleton, during the month of December 2023. A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to local community and school activities.

On December 3rd, 2023, Prince District RCMP partnered with the Alberton Regals U15 hockey team, to host a “Fill the Cruiser” event. The event was created to support the “Santa for Seniors” Program, who provide Christmas presents to seniors living in community care facilities. Between donations provided by the RCMP staff, and from the overwhelming support of the public, we managed to fill the cruiser, as well as raised over \$550 in monetary donations. All donations were provided to the Santa for Seniors Program, who were thrilled



to accept them. See photo below.



In December, RCMP Members conducted two separate Traffic Checkpoints in Borden-Carleton. Together, more than 110 vehicles were checked for infractions under the Provincial Highway Traffic Act. No infractions were noted.

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

OCCURRENCES	December 2023	Year to Date
Assaults (All Categories)	0	3
Break and Enters	0	2

(Residence & Business)		
Causing Animals Unnecessary Suffering	0	1
Assistance to Organization	0	3
Crime Prevention	0	2
Abandoned Vehicle	0	1
Theft of Bicycle	0	1
Theft of Motor Vehicle	0	0
Theft Under \$ 5000	2	24
Theft Over \$ 5000	0	0
Drugs (Possession)	0	1
Criminal Harassment	1	5
Drugs (Trafficking)	0	0
Information File	0	1
Firearms Act	0	1
Traffic Violations	4	65
Traffic Collision	0	4
Trespass Act	0	3
Failure to Comply with Undertaking	0	2
Roadside Suspension	0	1
Fail to Stop or Remain at Accident	0	1
Liquor Act	0	1
Cannabis Act – Offences Only	0	1

Uttering Threats against a Person	0	3
Causing a Disturbance / Mischief (including public intoxication)	0	14
Impaired Operation of Motor Vehicle	0	5
Sexual Assault/Interference	0	1
Distribute Intimate Image without Consent	0	1
Immigration & Refugee Protection Act	0	1
Failure/Refusal to Comply with Alcohol Demand	0	1
CheckStops	2	27
Neighbor Dispute	0	1
False Alarms	2	13
Use/Traffick/Possess a Forged Document	0	1
Sudden Death	0	2
Wellbeing Check	0	5
Child Welfare Act	1	4
Suspicious Person/Vehicle	2	6
911 Act	0	3
Items Lost/Found	0	3

Dangerous Driving	0	2
Fraud	0	3
Mental Health Act	0	5
Person Reported Missing	0	1
Motor Vehicle Act	1	1
Total Calls for Service	15	226

Provincial Charges/Warnings for the month:

TRAFFIC	December 2023	Year to Date
Speeding Violation Charge	1	18
Other Non-Moving Traffic Violation Charge	1	10
Other Moving Traffic Charge	0	1
Warning Issued	1	17
Liquor Act Charge	0	1
Cannabis Charge	0	1

We hope you and your families, and the residents of Borden-Carleton, had a wonderful Christmas season. Wishing you all many wishes for good health & happiness in the coming year.

Should you have any questions or concerns regarding this report, please feel free



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

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

A new year of reporting is upon us, and Prince District RCMP reports a total of 13 police files created for service to Borden-Carleton, during the month of January, 2024.

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

Community approved APP's are:

1. Youth Engagement / Aboriginal Community Engagement
2. Traffic – Checkpoints/Traffic Enforcement
3. Police / Community Relations – Police Visibility / Community Events

Prince District RCMP Members have reported 158 hours providing policing services to the Town of Borden-Carleton, during the month of January 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 and school activities.

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

PEI RCMP named a new Chief Superintendent recently – Kevin Lewis was appointed the position of Commanding Officer. Prince District RCMP also has a new face that has joined our Team – Sgt. Chris Fleming. Sgt. Fleming has

assumed the role of Operations NCO, and will work out of East Prince Detachment.
 We welcome both Members in their new roles!

OCCURRENCES	January 2024	Year to Date
Assaults (All Categories)	0	0
Break and Enters (Residence & Business)	0	0
Causing Animals Unnecessary Suffering	0	0
Assistance to Organization	0	0
Crime Prevention	0	0
Abandoned Vehicle	0	0
Theft of Bicycle	0	0
Theft of Motor Vehicle	0	0
Theft Under \$ 5000	1	1
Theft Over \$ 5000	0	0
Drugs (Possession)	0	0
Criminal Harassment	0	0
Drugs (Trafficking)	0	0
Information File	0	0
Firearms Act	0	0

Traffic Violations	2	2
Traffic Collision	0	0
Trespass Act	1	1
Failure to Comply with Undertaking	0	0
Roadside Suspension	0	0
Fail to Stop or Remain at Accident	0	0
Liquor Act	0	0
Cannabis Act – Offences Only	0	0
Uttering Threats against a Person	0	0
Causing a Disturbance / Mischief (including public intoxication)	2	2
Impaired Operation of Motor Vehicle	0	0
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	0
Neighbor Dispute	0	0

False Alarms	3	3
Use/Traffick/Possess a Forged Document	0	0
Sudden Death	0	0
Wellbeing Check	1	1
Child Welfare Act	1	1
Suspicious Person/Vehicle	0	0
911 Act	1	1
Items Lost/Found	0	0
Dangerous Driving	0	0
Fraud	0	0
Mental Health Act	1	1
Person Reported Missing	0	0
Motor Vehicle Act	0	0
Total Calls for Service	13	13

Provincial Charges/Warnings for the month:

TRAFFIC	January 2024	Year to Date
Speeding Violation Charge	0	0
Other Non-Moving Traffic Violation Charge	2	2
Other Moving Traffic Charge	0	0
Warning Issued	0	0
Liquor Act Charge	0	0
Cannabis Charge	0	0

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



S/Sgt. Neil Logan
District Commander
Prince District RCMP
902-436-9300

BORDEN-CARLETON FIRE DEPT.

MONTHLY REPORT

FLEET ISSUES	
TRUCK 1 GMC PUMPER	
TRUCK 3 STERLING TANKER	
TRUCK 4 FORD RESCUE	
TRUCK 5 FREIGHTLINER PUMPER	

DATE	INCIDENTS	LOCATION	MEMBERS
Nov 15, 2023	MEDICAL CALL	BORDEN-CARLETON	5
Nov 19, 2023	MEDICAL CALL	NORTH CARLETON	13
Nov 24, 2023	APPLIANCE FIRE	BORDEN-CARLETON	9
Nov 26, 2023	ALARM CALL	ALBANY	9
Dec 1, 2023	ALARM CALL	BORDEN-CARLETON	5
Dec 4, 2023	MOTOR VEHICLE ACCIDENT	NORTH CARLETON	8
Dec 8, 2023	MEDICAL CALL	BORON-CARLETON	7
Dec 11, 2023	MUTUAL AID CALL (STRUCTURE FIRE)	SOUTH FREETOWN	13
Dec 12, 2023	MEDICAL CALL	BORDEN-CARLETON	9
Dec 26, 2023	MUTUAL AID CALL (STRUCTURE FIRE)	BEDEQUÉ	9
Jan 2, 2024	MEDICAL CALL	BORDEN-CARLETON	4
Jan 2, 2024	MEDICAL CALL	NORTH CARLETON	7
Jan 6, 2024	MEDICAL CALL	ALBANY	10
Jan 8, 2024	VEHICLE FIRE	BORDEN-CARLETON	9
Jan 14, 2024	ALARM CALL	BORDEN-CARLETON	13
Jan 17, 2024	ALARM CALL	BORDEN-CARLETON	6
Jan 18, 2024	TREES ON POWERLINES	CAPE TRAVERSE	17
FEB 1, 2024	BRUSH FIRE	BORDEN-CARLETON	14
FEB 2, 2024	ALARM CALL	BORDEN-CARLETON	7

Submitted

Shawn Jessome

Fire Chief

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 1-4 of 4

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
211706	102 Dickie Road, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2023-12-26
380592	178 Howatt Street, Borden-Carleton, PE C0B 1X0, BORDEN-CARLETON	Development Permits	Sun Room Addition	Approved	2023-12-15
211151	18 Paynter Lane, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2023-12-21
1040310	19 Amherst Cove Road, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2023-12-21

Showing results 1-4 of 4

Published date: September 22, 2022

Housing, Land and

FINANCIAL REPORT FOR JANUARY 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 JANUARY 31 2024

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	58,827	13,932	27,129	45,631
TOWN	275,143	83,509	151,229	207,423
UTILITIES	61,335	47,574	30,433	78,476
Total Cash Flow	395,306	145,015	208,791	331,530

ACTIVITY JANUARY 2024	Opening		Transfers	Closing
RESERVES	Balance	Deposits	EFT Payments	Balance
Gas Tax ACCT	336,878	28		336,906

ACTIVITY JANUARY 2024	Opening		Principal Only	Closing
LOANS	Balance	Deposits	EFT Payments	Balance
Fire Truck 71-9	88,846		1,433	87,413
Sewe 72-9	412,409		2,627	409,782
Sewer Mains 74-9	65,546		0	65,546
Storm Drains 75-9	65,546		0	65,546
Water/Sewer 79-9	288,133		3,201	284,932
Total Loans Outstanding	920,479	0	7,261	913,219

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 Jan 01, 2024 to Jan 31, 2024

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
17126	Payment	Ahearn, Randy	252.08	Jan 01, 2024
17127	Payment	Allen, Larry	197.08	Jan 01, 2024
17128	Payment	Bernard Arsenault, Nicole	197.08	Jan 01, 2024
17129	Payment	Palmer Thompson, Laurel	197.08	Jan 01, 2024
17130	Payment	Steele, Ashley	197.08	Jan 01, 2024
17131	Payment	Stewart, Eric	177.08	Jan 01, 2024
17132	Payment	Wood, Barb	197.08	Jan 01, 2024
17133	Payment	Holly Bernard	70.00	Jan 01, 2024
17134	Payment	Allen, Larry	800.00	Jan 10, 2024
17135	Payment	Jessome, Shawn	1,600.00	Jan 10, 2024
17136	Payment	Borden-Carleton Firemen's Assoc	9,195.00	Jan 10, 2024
17137	Payment	Gaudet Diesel	399.61	Jan 10, 2024
17138	Payment	Le, Quoc Bao	70.84	Jan 10, 2024
17139	Payment	Bernard, Dennis	66.67	Jan 10, 2024
17140	Payment	Xerox Canada LTD	75.83	Jan 10, 2024
17141	Payment	C&R Signs & Embroidery	2,417.30	Jan 10, 2024
17142	Payment	CBCL Limited	920.00	Jan 10, 2024
17143	Payment	Ceretti's Grocery & Hardware	126.07	Jan 10, 2024
17144	Payment	Orkin Canada	40.25	Jan 10, 2024
17145	Payment	Borden-Carleton Utility	427.41	Jan 10, 2024
17146	Payment	Prince Edward Island Potato Board	1,058.00	Jan 10, 2024
17147	Payroll	Wentzell, Jim	1,909.34	Jan 11, 2024
17148	Payroll	Bernard, Holly	1,567.69	Jan 11, 2024
17149	Payroll	Le, Quoc Bao	1,605.23	Jan 11, 2024
17150	Payroll	Smith, Joanne	796.92	Jan 11, 2024
17151	Payroll	Le, Vuong Hai Yen	277.05	Jan 11, 2024
17152	Payroll	Bernard, Dennis	1,433.67	Jan 11, 2024
17153	Payroll	Gallant, Arthur	1,167.20	Jan 11, 2024
17154	Payroll	Henry, Laurie	26.65	Jan 11, 2024
17155	Payroll	Ellsworth, Jeff	125.29	Jan 11, 2024
17156	Payroll	Miles, Linda	277.05	Jan 11, 2024
17157	Payroll	Clark, Diane	380.82	Jan 11, 2024
17158	Payroll	Gaudet, Laura	246.30	Jan 11, 2024
17159	Payroll	Ranahan, Arthur	176.42	Jan 11, 2024
17160	Payment	Royal Canadian Legion, BR#10	450.38	Jan 11, 2024
17161	Payment	Compass Technology Solutions LTI	2,484.00	Jan 11, 2024
157620	Payment	Callbeck's Home Hardware	50.17	Jan 19, 2024
17162	Payment	Cash Auto Repair	30.00	Jan 23, 2024
17163	Payment	Xplore Business	178.24	Jan 23, 2024
17164	Payment	Medacom Atlantic Inc.	268.21	Jan 23, 2024
17165	Payment	Minister of Finance Transpotation a	105.00	Jan 23, 2024
17167	Payment	On The Go Property Maintenance	14,560.95	Jan 23, 2024
17168	Payment	Sandstone Surveying and Engineeti	462.88	Jan 25, 2024
17169	Payroll	Bernard, Holly	1,567.69	Jan 26, 2024

Town of Borden-Carleton

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
17171	Payroll	Le, Quoc Bao	1,605.23	Jan 26, 2024
17172	Payroll	Wentzell, Alicia	604.27	Jan 26, 2024
17173	Payroll	Bernard, Dennis	1,433.67	Jan 26, 2024
17174	Payroll	Ranahan, Arthur	176.42	Jan 26, 2024
17175	Payroll	Gallant, Arthur	1,173.70	Jan 26, 2024
17176	Payroll	Gaudet, Laura	315.49	Jan 26, 2024
17177	Payroll	Miles, Linda	361.61	Jan 26, 2024
17178	Payroll	Clark, Diane	407.73	Jan 26, 2024
17191	Payroll	Wentzell, Jim	1,909.34	Jan 26, 2024
Total Town Cheques issued Jan 2024			56,816.15	

JE#	Source #	Comment	Credits	Date
J1557	EFTRWAM	RWAM Insurance Adminstrators Inc	750.07	Jan 02, 2024
J1553	FundsTransfer	Payment for Visa Until 28 Dec, 2023	4,651.63	Jan 02, 2024
J1618	EFTCRA	Receiver General for Canada	10,464.91	Jan 11, 2024
J1629	CU 71	CU LN Payment FIRE TRUCK	1,923.60	Jan 16, 2024
J1628	EFTEastlink	Eastlink	268.88	Jan 16, 2024
J1631	EFTIrving	Irving Energy Distribution & Marketin	257.83	Jan 17, 2024
J1634	EFTMar	Maritime Electric	1,994.29	Jan 18, 2024
J1638	CU-75	CU LN 075 PAYMENT STORM SEV	283.74	Jan 19, 2024
J1641	EFTBell	Bell Aliant	85.29	Jan 22, 2024
J1640	EFTMar	Maritime Electric	1,883.65	Jan 22, 2024
J1642	EFTWireless	Eastlink	141.41	Jan 22, 2024
J1697	EFTPIER2023	Receiver General for Canada	64.34	Jan 26, 2024
J1728	EFT_Sunly	Permit Fee for 23344 Trans-Canad	172.50	Jan 30, 2024
J1707	BS	Services CHARGES	93.20	Jan 31, 2024
Online Payments Town Jan 2024			23,035.34	
TOTAL ALL PAYMENTS TOWN Jan 2024			79,851.49	

Gateway Arena

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6376	Payment	Orkin Canada	73.65	Jan 10, 2024
6391	Payment	Spring Valley Building Centre	180.64	Jan 10, 2024
6392	Payment	ADL Foods	360.37	Jan 10, 2024
6393	Payment	Atlantic Beef Products	160.65	Jan 10, 2024
6394	Payment	Ceretti's Grocery & Hardware	315.93	Jan 10, 2024
6395	Payment	Callbeck's Home Hardware	121.36	Jan 10, 2024
6396	Payment	Borden-Carleton Utility	282.93	Jan 10, 2024
6397	Payment	Jeff Judson	565.00	Jan 16, 2024
6398	Payment	On The Go Property Maintenance Ir	1,980.88	Jan 23, 2024
6399	Payment	ADL Foods	1,478.45	Jan 23, 2024
6400	Payment	Orkin Canada	73.65	Jan 23, 2024
6401	Payment	Spring Valley Building Centre	90.32	Jan 23, 2024
6402	Payment	Frito Lay Canada - A Division of Per	64.58	Jan 23, 2024
6404	Payment	Atlantic Beef Products	232.05	Jan 25, 2024
6405	Payment	ADL Foods	35.05	Jan 25, 2024

Total Arena Cheques issued Jan 2024 **6,064.07**

JE#	Source #	Comment	Credits	Date
J889	EFTIrving	Irving Energy Distribution and Marke	860.62	Jan 04, 2024
J923	Bk Statement	Bk Charge _ Debit Machine Nov	17.25	Jan 10, 2024
J952	EFT	Eastlink	144.96	Jan 16, 2024
J953	EFTIrving	Irving Energy Distribution and Marke	188.40	Jan 16, 2024
J954	EFTIrving	Irving Energy Distribution and Marke	648.84	Jan 16, 2024
J970	EFTGFL	Superior Sanitation Services Limitec	497.13	Jan 17, 2024
J977	Bk Statement	Bk Charge	5.75	Jan 18, 2024
J975	EFTMar	Maritime Electric	6,121.31	Jan 18, 2024
J984	EFTIrving	Irving Energy Distribution and Marke	565.92	Jan 22, 2024
J1060	Bk Statement	Bk Charge _ Debit Machine Nov	5.00	Jan 30, 2024
J1066	BS	Services CHARGES	52.20	Jan 31, 2024
J1066	BS	Services CHARGES	30.31	Jan 31, 2024
J1065	EFTIrving	Irving Energy Distribution and Marke	601.13	Jan 31, 2024

Online Payments Arena Jan 2024 **9,738.82**

TOTAL ALL PAYMENTS Arena Jan 2024 **15,802.89**

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3297	Payment	Minister of Finance EW&CA	322.00	Jan 10, 2024
3298	Payment	Campbell's Concrete LTD.	1,434.11	Jan 10, 2024
3299	Payment	Island Chemicals Inc.	177.33	Jan 10, 2024
3300	Payment	Paul's Electromechanical	1,895.50	Jan 23, 2024
3301	Payment	Prince County Wastewater Manager	4,600.00	Jan 23, 2024
Total Utilities Cheques issued Jan 2024			8,428.94	

JE#	Source #	Comment	Credits	Date
J3010	BS	CU LOAN 079	3,475.63	Jan 02, 2024
J3137	BS	CU LOAN 072	5,139.67	Jan 15, 2024
J3146	EFTEastlink	Eastlink	300.77	Jan 16, 2024
J3163	bank	CU Charges	5.75	Jan 18, 2024
J3162	EFTMar	Maritime Electric	2,378.35	Jan 18, 2024
J3165	BS	CU LOAN 074	283.74	Jan 19, 2024
J3170	EFTMar	Maritime Electric	169.40	Jan 22, 2024
J3245	bank	CU Charges	5.00	Jan 30, 2024
J3244	BS	CU LOAN 079	3,128.39	Jan 30, 2024
J3260	bank	CU Charges	30.95	Jan 31, 2024
J3260	bank	CU Charges	1.66	Jan 31, 2024
Online Payments Utilities Jan 2024			14,919.31	
TOTAL ALL PAYMENTS Utilities Jan 2024			23,348.25	



The coastal heart = PEI!

Town of Borden-Carleton

DEVELOPING MEANINGFUL FINANCIAL STATEMENTS

February 10 2024

Introduction

Ideally the account structure should be organized to enable the creation of meaningful financial statements through SAGE reports. However, with the current account structure this is not possible.

To create the Annual Audited financial statements the various accounts from Sage are mapped and rearranged using Excel. The auditors have been doing this to create the audited statements.

Two Step Solutions

For the past three years, the province had been working on revamping (and correcting) the GL account system for municipalities. This was never completed.

Ideally, the ultimate solution, is to set up the account structure that with a push of a button, the Sage reports would be aligned to the audit statements.

The stopgap solution, is mapping of the GL accounts, by dumping the Sage data into Excel and using formulas, map the data on tabs to create the financial statements in proper form. We started creating mapping files last year and Henry has been working on finishing this project over the past few months.

The Finished Product

Henry has completed the project and we have an Excel file that can create ALL the operating financial statements and balance sheet documents on a consolidate basis and individually for the Town, Arena and two Utilities that match the same statements that appear in the Audited statements produced by MRSB

Quarterly Financial Statements

We have taken the mapping even further and now we can produce for Council quarterly financial statements.

What Does this Mean

This is huge. In the future Council will see how the year is going on a quarterly basis. The data will help us manage the finances better. The data will help us with the yearly budgeting and we will almost be able to produce financial statements with less requirement by the Auditors to do adjustments.

To do quarterly statements means a number of quarterly adjusts instead of just year end adjustments. Things like insurance costs, depreciation, grant claims, etc. We will be using accrual and prepaid accounts more. This means the accounts will be examined more ((at least quarterly) and we can adjust operations accordingly and control spending more effectively.

In the future, the quarterly statements can be compared with the quarterly statements for the previous year.

ATTACHED ARE EXAMPLES OF SOME OF THE STATEMENTS TO DEC 31, 2023

- Town General Operating Financial Statement
- Sewer Utility Operating Statement
- Water Utility Operating Statement
- Gateway Arena Operating Statement

**Town of Borden - Carleton
Statement of Operations - Town
Year Ended March 31, 2024**

	Budget 2023/24	Actual 2023/24	Actual 2022/23
	09 months		
Revenues			
Property taxes	686,352	519,798	673,572
Grants - municipal support	78,013	65,011	73,596
Fire Dues	58,500	45,453	62,238
Grants - Job creation	11,000	39,086	37,153
Grants - Recreation	5,000	5,000	5,000
Miscellaneous	18,000	12,961	16,737
Donations	6,000	26,374	20,899
Fines & Fees	5,000	4,442	5,165
Licenses and permits	3,000	2,900	3,256
	-		
	870,865	721,025	897,616
Expenditure			
Fire Protection	146,520	110,252	142,635
General Government	194,300	180,421	183,388
Police Protection	110,000	80,139	105,303
Properties and planning	51,830	32,267	49,014
Public Works	152,500	72,113	112,716
Recreation	168,500	161,694	189,849
	823,650	636,886	782,905
Operating surplus	47,215	84,139	114,711
Other			
Government transfers for capital	15,000	112,707	57,636
Gain on sale of tangible capital asse	-	-	27,750
Government transfers for operation	-	-	12,195
	15,000	112,707	97,581
Annual surplus	\$62,215	\$196,846	\$212,292

**Town of Borden - Carleton
Statement of Operations - Sewerage
Year Ended March 31, 2024**

		Budget 2023/24	Actual 2023/24	Actual 2022/23
		09 months		
Revenues				
Residential	21. 1	100,000	75,894	99,888
Commercial	21. 2	66,000	55,308	67,075
Interest	4033	3,000	3,195	5,189
		169,000	134,397	172,152
Expenditures				
Operating				
Certified operator contractor	46. 1	26,400	22,000	29,200
Electricity	46.21	9,000	6,662	7,973
Repairs and maintenance	46.13	15,000	17,411	6,677
		50,400	46,073	43,850
General				
Bad debt	46.20	-	0	-
Insurance	46.15	3,000	1,853	2,471
Interest and bank charges	46.16	500	203	330
Membership and dues	46.24	2,000	0	1,741
Professional fees	46. 5	8,500	0	1,750
Property taxes	46.12	700	672	665
		14,700	2,728	6,957
Other				
Amortization of tangible capital a	46.30	70,000	49,004	65,339
Interest on long term debt	46.14	30,500	35,012	37,942
		100,500	84,016	103,281
Allocation from general govermer		81,900	49,199	59,933
		247,500	182,016	214,021
Operating surplus (deficit)		-78,500	-47,619	-41,869
Other				
Government transfers for capital	21. 7	-	75,000	339,710
Annual surplus (deficit)		-78,500	27,381	297,841

**Town of Borden - Carleton
Statement of Operations - Water
Year Ended March 31, 2024**

		Budget 2023/24	Actual 2023/24	Actual 2022/23
		09 months		
Revenues				
Residential	22. 1	60,000	44,368	58,450
Commercial	22. 2	40,000	32,904	40,715
Interest	4231	3,000	2,130	3,466
Public fire protection service	22. 3	38,000	38,000	38,000
Inspection/connection fees	22. 6	-	760	120
		141,000	118,162	140,751
Expenditures				
Operating				
Certified operator contractor	47. 1	26,400	22,000	29,200
Electricity	47.21	20,000	15,012	18,438
Repairs and maintenance	47.13	15,000	5,175	9,147
Water testing	47.18	7,500	3,104	5,967
		68,900	45,291	62,752
General				
Bad debt	47.20	-	0	-
Insurance	47.15	2,200	1,483	2,489
Interest and bank charges	47.16	200	135	220
Membership and dues	47.24	2,000	0	1,741
Professional fees	47. 5	2,500	0	1,750
Property taxes	47.12	-	318	303
		6,900	1,936	6,503
Other				
Amortization of tangible capital	47.30	60,000	35,129	54,890
Interest on long term debt	47.14	26,000	7,443	8,692
		86,000	42,572	63,582
Allocation from general governm	47.34	81,900	49,199	59,933
		243,700	138,998	192,770
Operating surplus		- 102,700	- 20,836	- 52,019
Other				
Government transfers for capital	21. 3	-	-290	371,393
		-	290	371,393
Annual surplus		-\$102,700	-\$21,126	\$319,374

Town of Borden - Carleton
Statement of Operations - Gateway Arena
Year Ended March 31, 2024

		Budget 2023/24	Actual 2023/24	Actual 2022/23
		09 months		
Revenues				
Ice rentals	23. 2	66,500	30,999	76,029
Canteen Sales	23. 9	14,000	23,685	17,607
Grants - salaries	23. 7	10,000	8,274	9,366
Grants - recreation	23. 6	8,500	0	8,500
Grants - Province of PEI	23. 5	2,000	4,719	4,729
Sign rentals	23.13	4,000	2,325	3,650
Miscellenaous	23.12		3,206	2,053
Donations	23. 1	500	1,135	435
Gym memebership fees	23.11	-	0	317
		105,500	74,343	122,686
Expenditures				
Amortization of tangible capital asset	48.30	10,000	15,071	9,106
Bad debts	48.20		0	-
Canteen purchases	48.28	3,000	17,313	8,558
Electricity	48.21	47,000	22,317	45,796
Fuel	48.29	22,000	6,584	19,788
Garbage	48.16	3,500	3,636	3,962
Insurance	48.15	11,200	7,660	10,213
Miscellaneous	48.24	1,500	1,651	2,001
Professional fees	48. 5	2,600	0	3,000
Property taxes and utilities	48.12	6,200	5,753	6,523
Repairs and maintenance	48.13	15,000	8,942	18,320
Salaries and benefits	48. 1	62,000	51,626	65,187
Snow removal	48.19	6,300	4,225	7,372
Telephone	48.11	1,500	1,038	1,272
		191,800	145,816	201,098
Operating surplus		-86,300	-71,473	-78,412

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: January 30, 2024 10:16 AM
To: Randy Ahearn (randahearn@msn.com)
Cc: Holly Bernard; Barb Wood (johnandbarb@pei.sympatico.ca)
Subject: FW: Request for information - Winter Sidewalk Clearing

Subject: RE: Request for information - Winter Sidewalk Clearing. Results of a Survey conducted by FPEIM.

Hi Jim,

Thanks for the information. Here's the information that I received from other municipalities:

North Rustico – In North Rustico we have signage stating they are not cleared in the winter

Resort Municipality - We leave our walkways snow covered so they are not accessible to the public. There are other trails available for walking in our area.

Brackley - We have an Active Living trail. It is not plowed in winter for liability reasons.

Souris - We maintain all our own sidewalks. We have 2 Holder machines equipped with plow, snow blowers and sanding/salting attachments. We purchase our salt from the government (we have a salt storage building and buy it by the truckload) Weekends and holidays we just do the main ones (Main Street, Chapel Ave & Anniversary Ave).

Miscouche - We do clear our sidewalks in winter. We keep our maintenance man on for the winter to clear them with a trackless machine. Every time it snows or if there is ice on them, they have to be cleared and salted. You also may want to check with your insurance company as they may require a record of when they were done and what the weather was like. This is in case someone falls on them.

O'Leary - We have our own equipment and staff that clear sidewalks.

Alberton - Alberton contracts for certain areas - the parking lot behind the Independent is done, as well as the firehall parking lot. This company does the sidewalks on the Main St from Church to Poplar and we have a sidewalk machine. Our maintenance man takes the sidewalk machine and he does the rest of the town's sidewalks

Murray Harbour - We hire AE MacKay to clear them. It usually runs about \$3,500 a year.

Murray River - We have a contractor that clears ours.

Abram-Village - we contract out, as one of our residents has a commercial size blower and salter

Tyne Valley - Tyne Valley does not clear our sidewalks.

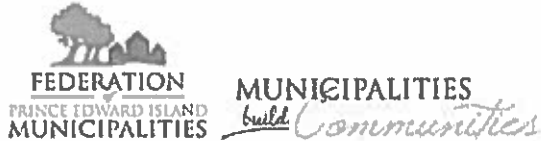
Tignish – they do not clear their sidewalks in the winter

I hope this information helps you out. If I receive any more responses, I'll send them to you.

Have a great day!

Julie

Julie McMurrer (she/her)
Administrative Assistant
Federation of PEI Municipalities



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



From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: Monday, January 22, 2024 1:43 PM
To: jmcmurrer@fpeim.ca
Subject: RE: Request for information - Winter Sidewalk Clearing

Hi Julie

The Town of Borden-Carleton does have sidewalks on a couple of streets in the Town plus a wooden board walk. There was a decision made by Council a few years ago, not to plow nor salt sidewalks in the Town mainly due to the cost and lack of proper equipment. We don't have the staff either. Sidewalk plowing was in a tender RFP a number of years ago, but the sidewalk portion was not awarded due to the cost.

Our contractor who plows a few town streets ran into liability issues as the insurance cost of plowing the streets increase from 15,000 to around 35,000 for his company.

By not plowing the sidewalks it forces people to walk in the street and I am concerned the town is opening themselves out to liability if a person has an accident. The CBC had a recent article on this issue:

<https://www.cbc.ca/news/canada/british-columbia/lawsuits-snow-canada-liability-1.7086655>

I would like to receive a copy of the results of your survey

Jim Wentzell
CAO
902 437 2225

From: jmcmurrer@fpeim.ca <jmcmurrer@fpeim.ca>
Sent: January 22, 2024 11:10 AM



December 6th, 2023

Mayor Randy Ahearn
Town of Borden-Carleton
PO Box 89, 20 Dickie Road
Borden-Carleton, Prince Edward Island COB 1X0

Honourable Mayor and Council,

Communities in Bloom is a non-profit, charitable, Canadian organization committed to fostering civic pride, environmental responsibility, and beautification through community engagement and the challenge of friendly competition.

The program nurtures involvement and action by citizens of all ages, municipal governments, local organizations, institutions, not-for-profits and businesses. It strives to improve the tidiness, appearance, and visual appeal of our neighborhoods, parks, open spaces, and streetscapes through the imaginative use of flowers, plants and trees.

A focus on environmental awareness and the preservation and conservation of the cultural, natural, and built heritage elements are also an integral pillars to the success of the program.

We invite your community to explore the program, experience Canadian community pride, and enjoy the benefits of people, plants and pride...growing great places together, by participating in the 2024 Communities in Bloom program.

In the past few years, significant changes have occurred in society's expectations for, and usage of, our outdoor environments. We encourage you to join communities across the Atlantic provinces and Canada to develop:

- civic pride
- mitigate and adapt to the impacts of climate change
- enhance green spaces
- strengthen neighborhoods and
- increase investment opportunities and tourism

Your community will receive **invaluable feedback from a professional team of experienced, volunteer judges** who will provide you with a comprehensive report of observations and recommendations to serve as a **template for continuous improvement** following their visit.

7856 5th Line
South,
Milton, ON
L9T 2X8

T 514 694-8871

E-Mail/Courriel : bloom@cib-cef.com
Web Site : www.communitiesinbloom.ca
Site Internet : www.collectivitesenfleurs.ca

 [cibcef](https://twitter.com/cibcef)
 [communitiesinbloom](https://www.facebook.com/communitiesinbloom)
 [@cibcef](https://www.instagram.com/cibcef)



Your community has the option to participate in one of the following categories:

- **Population Category (community is evaluated):**

Two volunteer judges visit and evaluate the community to provide a detailed report, including any special mentions and an overall bloom rating (from 1 to 5 blooms) The evaluation visit will be scheduled for two days with accommodation provided by the host community.

Or

- **Friends Category (community is not evaluated):**

Community is not evaluated: becomes part of the Communities in Bloom network, able to access educational, idea sharing for community improvement, and an invitation to attend the annual symposium.

Participating in the CiB program has proven, **positive benefits!** While impacting all sectors of your municipality, CiB will help to encourage and enhance community involvement, improve green infrastructure, and become more environmentally sustainable. The very high Return on Investment that has been noted by other communities make CiB **one of the best investments** you can make for your hometown!

CiB Atlantic is challenging and inviting your community to act early and REGISTER for the 2024 Atlantic Provincial Edition!

The deadline to register is **February 29th, 2024**. The registration form can be completed directly on-line, by following this link: <http://www.communitiesinbloom.ca/cib2024>

Also, at the request of our communities, we decided to continue with a **colour theme for 2024**. Next year's colour will be **ORANGE**. We invite everyone to plant orange in honour of our Indigenous communities as we celebrate all the ways Plants Love You.

The National Symposium on Parks & Grounds and National & International Awards Ceremonies will be held in Charlottetown, Prince Edward Island from October 17-20, 2024. We would be pleased to showcase your achievements and to celebrate your bloom rating and level.

For more information about how Communities in Bloom can **help your community become a Greener and Healthier** community, please contact:

Sonia Parrino - CiB Program Specialist

Phone: (514) 694-8871 email: bloom@cib-cef.com

Sincerely,

Susan Ellis,
B.A., B. Ed., Ec.D.
CiB National Chairperson

Jim Wentzell

From: Joanne V Smith <admin@borden-carleton.ca>
Sent: January 22, 2024 9:04 AM
To: badmin@borden-carleton.ca
Subject: FW: Municipal Affairs January 2024 Newsletter

From: Municipal Affairs Division <municipalaffairs@gov.pe.ca>
Sent: January 19, 2024 1:44 PM
To: Joanne <admin@borden-carleton.ca>
Subject: Municipal Affairs January 2024 Newsletter

[View this email in your browser](#)



Dear Joanne,

Warmest thoughts and best wishes for a Happy New Year! Wishing you a safe and prosperous 2024.

Congratulations to Danny Jenkins, former Manager of Municipal Affairs, on accepting a position with the City of Charlottetown. Danny brings many years of experience to the City, and we wish him all the best in this new role. Danny's last day at Municipal Affairs was Friday, January 12th, 2024.

In this e-newsletter:

- Upcoming Deadlines
- Code of Conduct Training for Council Members
- Changes to the *Municipal Government Act*
- Transfer of Municipal Planning Files
- Changes to the *Planning Act*
- Emergency Preparedness
- Reception Centre Resiliency Fund
- UPEI Survey on the Mental Health Impacts of Post-Tropical Storm Fiona

Municipal Affairs resources can be found here:

www.princeedwardisland.ca/municipal-governments



March 31, 2024

- Mandatory Code of Conduct Training for all council members.

March 31, 2024 - Council Resolution adopting the following financials:

- 2024-25 Operating Budget
- Capital Budgets
- 5-year Capital Expenditure Plans with Asset Management

April 15, 2024

- Submit financial documents to Municipal Affairs.

Code of Conduct Training



Council members have until **March 31, 2024**, to complete the code of conduct training. Council members should have already received their username and password.

The mandatory code of conduct training is available through an online Moodle course. The online course is interactive and easy to access. The training will strengthen elected leaders' knowledge of the code of conduct requirements, help them to address inappropriate behaviour, and increase their understanding of the procedures for filing a formal code of conduct complaint.

Municipal Affairs is able to monitor who has completed the mandatory training. CAOs are expected to report to council any council members who have not completed the training. Any new council members appointed, elected, or re-elected will be required to take the training within 6 months. Please ensure that Municipal Affairs is notified of any new council members.

Completing the code of conduct training is a requirement of the *Municipal Government Act* code of conduct regulations. Under the regulations members who do not complete the training on time are unable to function as a member of council, and risk being disqualified.

A member of council who fails or refuses to complete code of conduct training made available to the member within the required time cannot carry out a power, duty or function of council until the training is complete. This includes being deemed absent from a meeting even if that member is physically present

and the member will not receive any remuneration.

Please reach out to Municipal Affairs if you have any questions or concerns regarding the code of conduct training, or if you have not received your username and password.

[Link to Code of Conduct Training Module](#)

Municipal Government Act

Amendment Changes



Amendments to the *Municipal Government Act* received Royal Assent on November 29th, 2023. There are two amendments that will noticeably impact Island municipalities:

1) Pause on the requirement to develop new official plans and development bylaws: Rural Municipalities that did not have an official plan and development bylaw in place by January 1, 2024 will not be required to provide land use planning services to residents until after PEI's first strategic provincial land use plan is completed. Once completed, the provincial land use plan will provide valuable strategic guidance and principles to municipalities developing and implementing new official plans. The provincial land use plan will provide foundational support to municipalities to effectively develop new official plans and deliver land use planning services for their residents in the future. The provincial land use plan is expected to be completed by 2026.

2) Expanding absenteeism rules to apply to committee meetings: Existing rules for absenteeism (absent from three consecutive regularly scheduled meetings of council results in disqualification) will now be applied to committees on which a Council member serves. A councillor who misses three regularly scheduled committee meetings without an approved absence may be disqualified due to their absences.

For a copy of all of the MGA amendments, please click [here](#).



Over the past year, the Provincial Planning staff have been working alongside Municipal Affairs staff to complete the transfer of municipal planning files. Provincial Planning will now be the point of contact for any new Official Plans and Development/Zoning/Subdivision Bylaws, or amendments to the same documents.

You can email digital copies of the documents to the landsdivision@gov.pe.ca, and the paper copies can be delivered to:

31 Gordon Drive
PO Box 2000
Charlottetown, PE
C1A 7N8

We are working on updating our [handbook](#) and the [checklist](#) to provide

clarification and assistance to municipalities through the adoption and amendment process. We are aiming to improve efficiency in how the municipal planning files are processed, and you are encouraged to reach out to Megan Williams (mrwilliams@gov.pe.ca) if you have any suggestions for what to include in the guidelines or if you have any questions or comments in general.



An amendment to the *Planning Act* was passed in the Legislative Assembly on June 21, 2023, and was proclaimed on November 25, 2023, that provides governments, both provincial and municipal, with the authority to issue orders, summary offense tickets and/or fines in the event an entity is not in compliance with the Act.

Additionally, the Legislative Assembly passed an *Act to Amend the Planning Act (No. 2)* that better defines persons or groups who can appeal decisions in relation to development permits, approvals of subdivisions, resort developments or change of use applications. These amendments are expected to reduce wait times for these important decisions. This amendment was proclaimed on November 29th, 2023.

Both Bills can be found here: [Bills | Legislative Assembly](#)

The *Planning Act* governs provincial and municipal planning including how land is used, what structures are permitted within what zones, and development in coastal areas. Further regulatory changes regarding measures such as accessory dwellings, open space requirements, and minimum development standards are also being considered.

Emergency Preparedness



Heavy rain, sustained winds, storm surge, flooding, and power outages are all things that can be expected during a hurricane or winter storm.

The Provincial Emergency Management Organization (EMO) wants to remind everyone to be prepared, and the best response to these events is proper emergency planning.

Helpful reminders when planning for an emergency include:

- making a household emergency plan to help everyone know what to do in case of emergency;
- updating your preparedness kits, including extra food, pet supplies, water, masks and hygiene products;
- bringing in or tying down furniture, play equipment, barbecues or anything that can become projectiles in the event of high winds;
- ensuring you have fuel for generators and vehicles, as well as propane for outdoor cooking devices such as barbecues;
- replacing batteries in smoke and carbon monoxide alarms; and
- keeping up with the latest information from reliable sources such as following PEI Government, local media, and law enforcement social media channels.

For more information on how to be prepared for an emergency, visit: [How to be Prepared for an Emergency](#).

Eligible non-profit community groups and municipalities can now take proactive action by accessing provincial funding to purchase and install generators at designated reception centres. For more information, visit [Reception Centre Resiliency Fund](#).



Island not-for-profits and municipalities can access new funding to support community safety and resiliency.

Through the Government of Prince Edward Island's, [Reception Centre Resiliency Fund](#), eligible non-profit community groups and municipalities can access funding for generators to support designated reception centres in their communities. The fund covers up to 80 per cent of the cost of the generator to a maximum of \$50,000.

Organizations wanting to access this fund must be pre-approved by the PEI Emergency Management Organization (EMO) to confirm they meet the requirements and that the funding is for a designated reception centre. Applicants without a reception centre designation will be referred to PEI Public Safety –EMO for guidance in the designation process.

Who do I contact for more information on becoming a designated reception centre?

To become a designated reception centre, please contact:

Emergency Measures Organization - Public Safety Division

Phone: 902-894-0385

emo@gov.pe.ca

Who do I contact for more information on the Resiliency Fund?

To receive an application for funding, please contact the Community Development Officer in your region.

Location	Officer	Phone Number	E-mail
West Prince	Ellen Rennie	902-853-0104	emrennie@gov.pe.ca
East Prince/Central Queens	Kellie Mulligan	902-887-3975	kamulligan@gov.pe.ca
Evangeline	Giselle Bernard (bilingual)	902-854-3680	gbbarnard@gov.pe.ca
Southern Kings/Queens	Sonia Dixon	902-838-0618	SDDixon@gov.pe.ca
Eastern Kings	Chris Blaisdell	902-208-0032	cwblaisdell@gov.pe.ca

The Impact of Hurricane Fiona on Mental Health



UNIVERSITY
of Prince Edward
ISLAND

Islanders Asked to Participate in UPEI Study

While the storm caused millions of dollars in physical damage to the province, what is not known is the impact that it had on Islanders' mental health. Dr. Xander Wang and Dr. Pelin Kinay, of UPEI's School of Climate Change and Adaptation, are hoping to find out through a research study called "Measuring

the Psychological Toll of Hurricane Fiona: A Case Study for Islanders on Prince Edward Island.”


Drs. Wang and Kinay have launched [a survey](#) and are asking Islanders to participate. The survey is anonymous and takes about five minutes to complete.

For more information about the study, please contact Dr. Kinay at pkinay@upei.ca or 902-388-2013

[Link to the UPEI Survey](#)



You can send this to council members to ensure they are all informed!
Just click the "forward to a friend" button below to forward to council members.

 [Forward to a Friend](#)

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You are receiving this email because you opted in via our website.

Our mailing address is:
Municipal Affairs PEI
3 Brighton Road



Department
of Finance

Ministère
des Finances



Taxation and Property Records

PO Box 880, Charlottetown
Prince Edward Island
Canada C1A 7M8

Imposition et registre des biens

C.P.880, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7M8

December 1, 2023

TOWN OF BORDEN-CARLETON
C/O HOLLY BERNARD
PO BOX 89
BORDEN-CARLETON PE C0B 1X0

Dear Property Owner(s):

RE: Property Number: 380774-000
 Civic Location: 246 MAIN ST, BORDEN-CARLETON

I am pleased to advise you that Treasury Board has approved a Grant-in-Lieu of Provincial Real Property Tax in the amount of \$92.00 for the 2023 Tax Year. This amount has been credited to the above property tax account.

Enclosed is a Revised Payment Schedule showing the balance on the property tax account and payment due dates after crediting the 2023 Grant-in-Lieu. This revised payment schedule supersedes the payment schedule on the 2023 Statement of Account Property Charges.

Any balance remaining on the account represents prior year taxes and/or 2023 municipal taxes, provincial commercial taxes, fire dues, or fees for waste management services.

If you have any questions concerning your account, please contact Nouhad Knox at (902) 368-4169.

Yours truly,

Ryan Pineau
Provincial Tax Commissioner
Department of Finance

Enclosure



Department
of Finance

Ministère
des Finances



Taxation and Property Records

PO Box 880, Charlottetown
Prince Edward Island
Canada C1A 7M8

Imposition et registre des biens

C.P. 880, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7M8

December 1, 2023

TOWN OF BORDEN-CARLETON
C/O HOLLY BERNARD
PO BOX 89
BORDEN-CARLETON PE C0B 1X0

Dear Property Owner(s):

RE: Property Number: 381343-000
Civic Location: 244 BORDEN AV, BORDEN-CARLETON

I am pleased to advise you that Treasury Board has approved a Grant-in-Lieu of Provincial Real Property Tax in the amount of \$1,029.00 for the 2023 Tax Year. This amount has been credited to the above property tax account.

Enclosed is a Revised Payment Schedule showing the balance on the property tax account and payment due dates after crediting the 2023 Grant-in-Lieu. This revised payment schedule supersedes the payment schedule on the 2023 Statement of Account Property Charges.

Any balance remaining on the account represents prior year taxes and/or 2023 municipal taxes, provincial commercial taxes, fire dues, or fees for waste management services.

If you have any questions concerning your account, please contact Nouhad Knox at (902) 368-4169.

Yours truly,

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Provincial Tax Commissioner
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PO Box 880, Charlottetown
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Canada C1A 7M8

Imposition et registre des biens

C.P. 880, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7M8

December 1, 2023

TOWN OF BORDEN RINK
C/O HOLLY BERNARD
PO BOX 89
BORDEN PE C0B 1X0

Dear Property Owner(s):

RE: Property Number: 380774-101
 Civic Location: BORDEN-CARLETON

I am pleased to advise you that Treasury Board has approved a Grant-in-Lieu of Provincial Real Property Tax in the amount of \$4,647.00 for the 2023 Tax Year. This amount has been credited to the above property tax account.

Enclosed is a Revised Payment Schedule showing the balance on the property tax account and payment due dates after crediting the 2023 Grant-in-Lieu. This revised payment schedule supersedes the payment schedule on the 2023 Statement of Account Property Charges.

Any balance remaining on the account represents prior year taxes and/or 2023 municipal taxes, provincial commercial taxes, fire dues, or fees for waste management services.

If you have any questions concerning your account, please contact Nouhad Knox at (902) 368-4169.

Yours truly,

Ryan Pineau
Provincial Tax Commissioner
Department of Finance

Enclosure

Jim Wentzell

From: Federation of Prince Edward Island Municipalities <info@fpeim.ca>
Sent: January 10, 2024 8:50 AM
To: Wendy
Subject: January 2024 FPEIM e-News

FPEIM Newsletter January 2024

[View this email in your browser](#)



Let's build a strong future together

r Wendy

his e-Newsletter

- [Former Morell mayor receives Bruce H. Yeo Award](#)
- [Grants and Programs](#)
- [On the Move](#)
- [Fostering Resilience in Women Municipal Leaders](#)
- [Upcoming Events](#)
- [New Resources](#)
- [Canoe Spotlight: Office Supply Program](#)

Former Morell mayor receives Bruce H. Yeo Award



David MacAdam, left, former mayor of the [Rural Municipality of Morell](#), recently received the FPEIM's [Bruce H. Yeo](#)

norial Award. The award recognizes an individual for an outstanding contribution to municipal government. President MacDougall presented the honour. To read more about David's work, read the release [here](#).

PEI- 2 BILLION TREES PROGRAM

MUNICIPAL GOVERNMENTS AND GROUPS CAN APPLY FOR UP TO \$75,000 TO COVER COSTS ASSOCIATED WITH PLANTING LARGER CALLIPER TREES IN URBAN AREAS AND GREEN SPACES.

APPLICATIONS FROM MUNICIPALITIES WILL BE ACCEPTED, FIRST-COME-FIRST-SERVED, UNTIL MARCH 15TH, 2024.

Government of Canada / Gouvernement du Canada

Canada



Prince Edward Island
CANADA

For information or to apply to the PEI - 2 Billion Trees Program, click [here](#).

Grants and Programs



Clean Leadership Summer Internship Program

The [Clean Foundation](#) will host a virtual information session on [Clean Leadership Summer Internships](#) Jan. 10, 11 am-12 pm. The program supports jobs for youth in the clean economy. application process will open in late January or early February. To register for the Jan. 10 session, click [here](#).



Canada Summer Jobs Program

The [Canada Summer Jobs](#) program provides wage subsidies for employers to create quality summer work experiences for people aged 15 to 30 years. The next program deadline is Jan. 14. For more details, click [here](#).



Rural Transit Solutions Fund Webinars — Planning and Design Projects Stream

Webinars will be held Tuesday, Jan. 16 and 23, 2-3 pm, for potential applicants of the [Planning and Design Projects Stream of the Rural Transit Solutions Fund](#). The federal fund will provide grants of up to \$50,000 and community projects to plan and design new or expanded transit solutions. Activities can include public engagement, needs assessments, feasibility or viability studies, surveys, and assessments of routes or modes of transportation. Applications will be accepted on a rolling basis. For details, click [here](#). To register for a webinar, click [here](#).



Charged for Change

A virtual information session on the [Charged for Change](#) program will be held Jan. 23, 1 pm. The program will fund 100 per cent of the cost of at least two new charging stations in selected underserved communities in Canada. The [Earth Day Canada](#) program is funded by [Aviva](#). Applications due by Feb. 22, 2024, 4 pm ET. For fund information, click [here](#). To register for the information session, click [here](#).



Atlantic Community of Practice — Housing

The Atlantic team at the [Canada Mortgage and Housing Corporation](#) (CMHC) is inviting PEI municipalities to join a new Atlantic Community of Practice. The community aims to help people from a diverse range of housing experiences to collaborate, share knowledge, and contribute to finding solutions. To join the community, click [here](#).



Low Carbon Economy Challenge Fund

The federal [Low Carbon Economy Challenge Fund](#) supports low-carbon projects that substantially reduce GHG emissions. Interested applicants are encouraged to use the self-screening tool to understand project eligibility and competitiveness. To obtain the tool, email lcef-fefec@ec.gc.ca. For program information, click [here](#). To access the applicant guide, click [here](#). Apply by Feb. 8, 2024, 8 pm EST.



Reception Centre Resiliency Fund

Eligible municipalities and non-profit community groups can apply to the provincial [Reception Centre Resiliency Fund](#) to support generators at designated reception centres. Up to 80 per cent of the generator cost, to a maximum of \$50,000, may be covered. Applicants must be pre-

proved by the PEI Emergency Measures Organization to confirm they meet requirements. For guidelines, click [here](#). Applications will be accepted on an ongoing basis.

On the Move

In this section we attempt to capture the changes in municipal councils and administration, as well as provincial officials 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

[Rural Municipality of Abram-Village](#) has a new councillor, Charlene Doherty. Welcome and congratulations, Charlene!

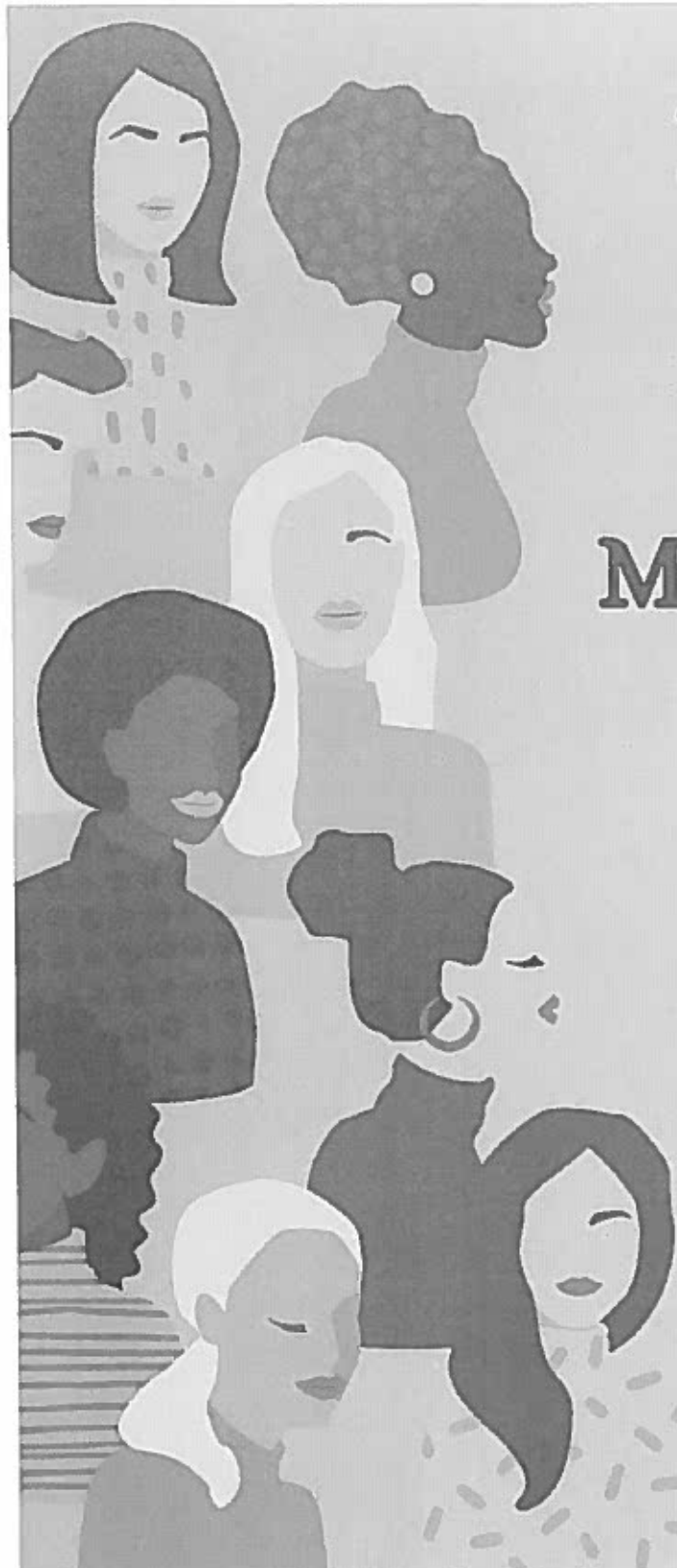
Jonathan Gallant and Patrick MacLellan were elected to the council in the [Rural Municipality of Miscouche](#). Congratulations, Jonathan and Patrick!

David Hughes resigned as councillor in the [Rural Municipality of Miscouche](#) and board member of the [Federation of PEI Municipalities](#). Thank you for your work for your municipality and FPEIM, David!

Danny Kelly was elected mayor of the [Rural Municipality of Morell](#). Congratulations, Danny!

Staff Changes

Rob Cameron is the new CAO in the [Rural Municipality of Breadalbane](#). Welcome to your role, Rob!



Final Fostering Resilience In Women Municipal Leaders

Credit Union Place
January 20th, 2024
9:00am to 3:30pm



PRINCE EDWARD ISLAND | COALITION FOR WOMEN IN GOVERNMENT



Fostering Resilience in Women Municipal Leaders

The fourth [Fostering Resilience in Women Municipal Leaders](#) workshop will take place Saturday, Jan. 20, 9:00 am-3:30 pm, at Credit Union Place in the [City of Summerside](#). The event will include sessions on conflict management, an update from Patsy Beattie-Huggan from the [Atlantic Summit](#), and the chance to network and share. Fostering Resilience is a partnership between [FPEIM](#) and the [PEI Coalition for Women in Government](#), with funding from the [PEI Alliance for Mental Well-Being](#). The event is free. [Register here.](#)



Code of Conduct Training

The provincial [code of conduct training](#) aims to help mayors and councillors understand code of conduct requirements, address any inappropriate behaviour, and know the procedures for filing a formal code of conduct complaint. Current elected leaders have until March 31, 2024, to complete the training. To read more on the training, click [here](#). To access the training, click [here](#).



FPEIM Annual General Meeting

The [FPEIM](#) annual general meeting will take place Monday, April 29, hosted by the [City of Charlottetown](#). The event will include workshops, discussions, a short business portion, and the chance to network with municipal leaders from across Prince Edward Island. More details are to be announced. We hope to see you there!

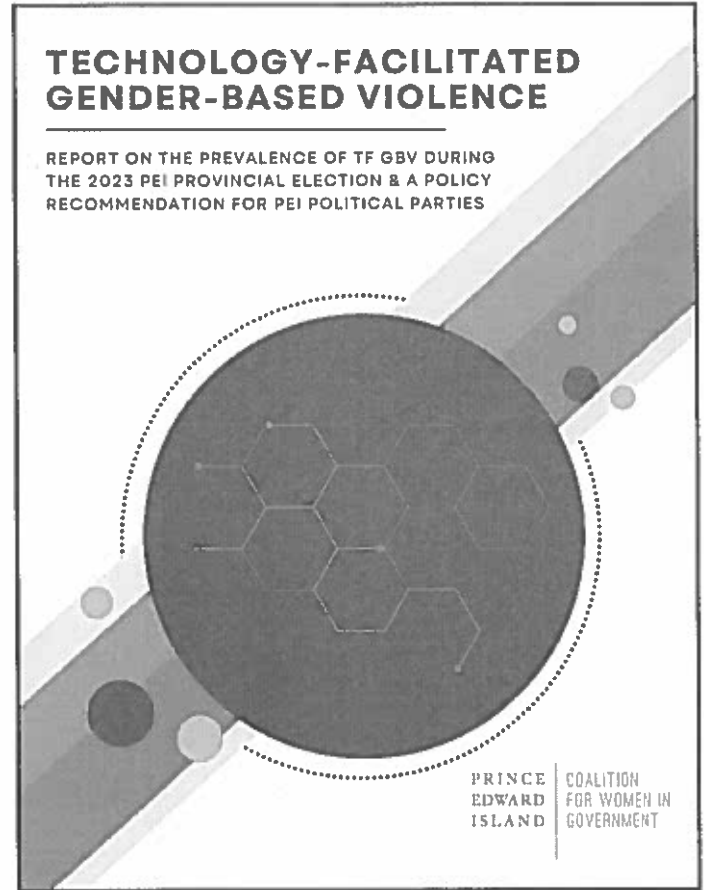
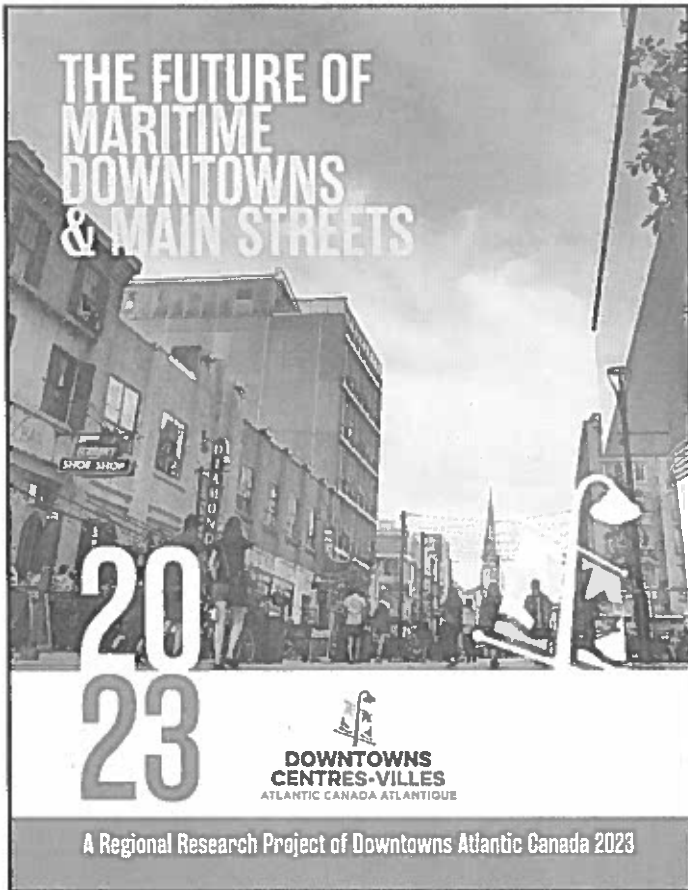


FCM Annual Conference and Trade Show

The [Federation of Canadian Municipalities](#) will host its annual conference and trade show in

gary, Alberta, June 6-9. The event will include workshops, panels, keynotes, the trade show, and the chance to work with municipal leaders from across Canada. More details will be announced soon. For details, click [here](#).

New Resources



Check out the following new reports on Maritime downtowns and on technology-facilitated gender-based violence. To download each resource, click the link on the appropriate title:

- [The Future of Maritime Downtowns and Main Streets](#), Downtowns Atlantic Canada
- [Technology-Facilitated Gender-Based Violence](#), PEI Coalition for Women in Government

Canoe Spotlight: Office Supply Program



you know that [Canoe Procurement](#) can provide FPEIM members with preferential pricing for office supplies? The [office supply program](#) is a partnership with [Staples Professional](#). If your municipality is set up for group purchasing, you can sign up for the office supply program by contacting Brenda McQuinn at Brenda.McQuinn@Staples.com. To learn more about using Canoe and how it can save time and money in purchasing, contact your PEI rep Andy Saxby at andy@canoeprocurement.ca.





Sign up here for the e-newsletter!



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We have changed the format of the FPEIM Newsletter and have added you to our list of recipients.

Our mailing address is:
Federation of Prince Edward Island Municipalities
1 Kirkdale Road
Charlottetown, PE C1E 1R3
Canada

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)



YOU'RE INVITED

Please join us to thank Jamie Fox for his service and dedication to

District 19.

Friday, February 2nd

6:30 – start time

Borden-Carleton Legion

Thank you, Jamie!



Black History Month Flag Raising

Borden-Carleton Fire Hall

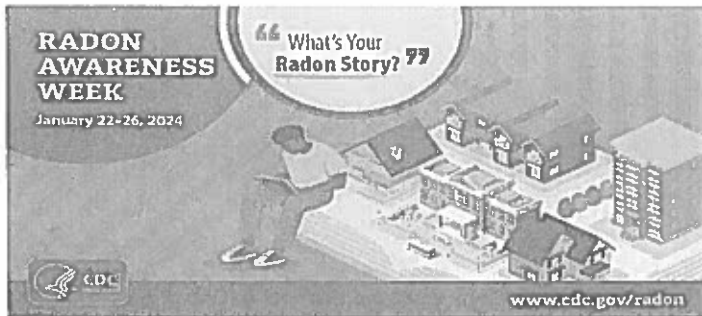
244 Borden Ave

12:30pm

February, 1st

All are welcome to attend!

RADON AWARENESS WEEK



What is Radon

Radon is a radioactive gas that comes from the breakdown of uranium in soil and rock. It is invisible, odourless and tasteless

Why is it Dangerous

Radon is the #1 cause of lung cancer in non-smokers

How do I know if there is Radon in my home

There are Radon tests kits available in various retail stores at a cost of \$40 and test meters available online between \$150-\$250.

To learn more: Goggle "Radon Gas", visit Health Canada website or contact local health professionals. .



Are you prepared?

The Emergency Kit in the picture above is a 72 Hour Emergency Kit. It contains items that a person would need to be self sufficient for 72 hours after a major storm that has caused damage or loss of power.

Limited copies of the Prince Edward Island Emergency Preparedness Guide are available at the Town office.

SNOW SAFETY TIPS

- Do not shovel nor blow snow from your property onto the street. It is a hazard to vehicles travelling on the road and is illegal.
- When using a snow blower or plowing snow, be watchful for people (especially children) nearby
- Keep the banks at the end of your driveway as low as possible so you can see up and down the street when driving out of your driveway and cars can see you as well.
- Snow Plow drivers plowing the street cannot always see people on the side of the road. Teach your kids to move back from the road whenever a snow plow approaches.
- Be a good neighbour. If you see a senior or anyone having trouble shovelling snow, lend them a hand



TOWN OF BORDEN_CARLETON

WINTER PARKING



Take notice that **no vehicle** is permitted to be parked, stopped or left on any highway and street within the Town of Borden-Carleton between December 1st and April 30th.

Vehicles that obstruct snow clearing and/or winter road maintenance are in violation of the Motor Vehicle Act and are subject to being ticketed and/or towed at the expense of the owner.

Your cooperation in allowing snow plowing operation be successful this winter is appreciation. Safety is a prime concern for vehicles, snow plow operators and our citizens especially the elderly and our children.

THANK YOU



TOWN OF BORDEN_ CARLETON – QUOTATION ELECTRIC WALL SIGNS

FEBRUARY 2024

An RFP was issued for two Electronic LED Signs for the Gateway Arena and Borden-Carleton Fire Hall. The RFP closed on January 15 2024. The quotation was opened in the presence of the CAO, Accountant and the Recreation Director.

Quotations were received from four companies. Quoes ranged from \$26,650 -\$64,372 plus GST for 2 signs. **A recap is attached.**

The quotes were much higher than anticipated and higher than the monies available. I am recommending that Council not accept any tender at this time and the project be re-evaluated:

Specifications reviewed so that we are comparing apples to apples.

It appears that having only one sign is more economically feasible and the best location would be at the ARENA?

Applications for a grant and/or sponsorship should be sought.

Can installation costs be reduced by purchasing a plug-in ready sign or using on island installation (effect on Warranty

Jim Wentzell
CAO

ELECTRONIC LED SIGN QUOTES FJANUARY 15 2024

Company	Dalmac Signs	Hansen Signs	Hansen Signs	Hansen Signs	
Model	Watcfire 8mm	Cirus 9mm	Cirus 6mm	Daktronics 10mm	
Size	4'x8'	4'x8'	4'x8'	4'x8'	
Price per Sign	24,741.77	21,322.28	22,876.21	25,155.17	
Total 2 Signs	49,483.54	42,644.56	45,752.42	50,310.34	
Delivery	Inc	898.94	898.94	898.94	
Installation	Inc	6,409.01	6,409.01	6,409.01	
Extras	N/A	2,587.00	2,587.00	N/A	
Total before GST	49,483.54	52,539.51	55,647.37	57,618.29	
GST	8,218.37	7,880.93	8,347.11	8,642.74	
Warranty	5 years	3 years	3 years	3 years	
	Price Discounted				
	for 2 Signs				

Company	Real LED Signs	Real LED Signs	Real LED Signs	YESCO	YESCO
Model	Option 1 - 8mm	Option 2 - 8mm	Option 3 - 8mm	Watchfire 6mm	Watchfire 6mm
Size	37.75 x 100"	50" x 100"	37.75" x 88"	3' x 7'	4' x 8'
Price per Sign	10,675.00	13,590.00	9,850.00	23,205.00	30,036.00
Total 2 Signs	21,350.00	27,180.00	19,700.00	46,410.00	60,072.00
Delivery	1,225.00	1,225.00	1,100.00	Inc	Inc
Installation	6,409.01	6,409.01	5,850.00	4,300.00	4,300.00
Extras	N/A	N/A	N/A	N/A	N/A
Total before GST	28,984.01	34,814.01	26,650.00	50,710.00	64,372.00
GST	4,347.60	5,222.10	3,997.50	7,606.50	9,655.80
Warranty	3 years	3 years	3 years	3 years	5 years
	Local Installation	Local Installation	Local Installation	Local Installation	Local Installation
	an Option	an Option	an Option	an Option	an Option
	plug Ready?	plug Ready?	plug Ready?	plug Ready?	plug Ready?

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: February 1, 2024 3:01 PM
To: Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Nicole Arsenault (nicole.a.2241@gmail.com); Laurel Palmer-Thompson (laurelynnthompson@yahoo.com); 'ericstewart76@yahoo.ca'; Barb Wood (johnandbarb@pei.sympatico.ca); 'Ashley'
Subject: Hiring of CAO

Hi All

We received 58 applications for the CAO position for the Town. On Tuesday the CAO Hiring committee met and discussed the applications. It was the opinion of the committee that no one that had applied met the qualifications that the Town needed for a CAO.

It was agreed that the Ad be amended to make it clearer that the Town was looking for an individual who has extensive experience in public administration.

The Ad will be amended, and the job reposted.

The list of those who have applied is confidential. If you get approached about the hiring of a CAO, you can respond that "we had a number of applicants who we felt didn't meet the qualifications we were looking for and that the position is being readvertised"

Jim Wentzell
CAO
902 437 2225

TOWN OF BORDEN-CARLETON

BUDGET TIMELINE 2024-25

ONE YEAR-FIVE YEAR CAPITAL BUDGETS

Dec 1- Jan 15

Request Staff/Council for items for 5 yr Capital budgets

Jan 15-Jan 31

Staff review submissions .obtain costs

Feb 1-Feb 15

Staff complete Draft 5 yr and 1 yr Capital Budgets

OPERATING BUDGETS TOWN/ARENA/UTILITIES

Jan 1-Jan 31

Review Actuals to Date (YTD protections)

Identify changes/carry over to 2024/25

Feb 1-Feb 10

Staff meet to discuss operating budget needs 2024/25

Feb 12-Mar 8

Draft Operating Budgets for 2024.25

Obtain Assessment info for 2024 (Analyse change from 2023)

Obtain known grants/policing costs foe 2024

Compile Budget Binder for 2024/25

Mar 11 -Mar 14

Budget Notice/Flyer sent to Residents

Finalize Budget Package Operating & Capital Budgets

Including Proposed Tax Rates

MAR 15 – Draft Budgets sent to Council

Mar 19 – Review of Budgets with Town Council

Mar 22 – Final Draft Budgets sent to Council for Public meeting

Mar 26

Public Council Budget Meeting

Approval of Operating & Capital Budgets for 2024/25

Setting of Tax Ratesfor 2024/25

2024

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AMENDMENTS TO FIRE SAFETY ACT
Town of Borden-Carleton
Comments
February 01 2024

Preamble

The Town of Borden-Carleton welcomes the opportunity to submit comments in respect to the province of PEI's plans to amend the Fire Safety Act. The Town of Borden-Carleton has a Fire Department that provides Fire Service to the Town and to the Borden Fire District (an unincorporated Area within the province)

Our Concerns

Our main concern with the Fire Safety Act mainly applies to Part 6- Fire Companies and Part 7 Rural Fire Services as the Act is silent in respect to transparency and accountability for Fire Companies and Fire Districts.

The Town (including our Fire Dept) is subject to the Municipal Government Act. Municipalities are expected to be transparent and accountable. The MGA requires:

- Budgets and Tax Rates to be approved at a public meeting, the budgets to be filed with the province and posted on the Town's website
- We are required to have our financial statements audited each year, the statements received at a public meeting and a copy has to be filed with the province and a copy posted to our website.
- Municipalities aren't permitted to deficit finance.
- Members of Council also have to declare whenever there is a Conflict of Interest and follow a Code of Conduct.

Requirement for Transparency & Accountability should be in the Fire Safety Act & Regulations

It is only common sense that any body that receives public money is transparent and accountable for those monies. In respect to Fire Dues, the dues are a tax the same as a municipal tax rate. We feel the Districts /Fire Companies must be required to be transparent and accountable and that they be required to operate as if they were under the MGA.

In addition, their meetings should be publicly advertised, minutes kept and made available to the public.

Thirdly, fire dues are for fire fighting purposes, donations to a Fire Dept are made for Fire service purposes. Whether, it's a Fire Company, a Fire District, a municipality or a Fire Dept; monies received for Fire service purposes should not be used for any other purposes than what it was taxed, raised or given for.

When there are negotiations for a Fire Cost Sharing agreement between a municipality and either a Fire company or Fire District there should be an open exchange of information between both sides: Assessment information, rate information, budgets and financial statements

Jim Wentzell

From: jdewey@fpeim.ca
Sent: January 30, 2024 7:55 AM
To: 'Jim Wentzell'
Cc: 'Randy Ahearn'; 'Larry Allen'; accountant@borden-carleton.ca
Subject: RE: Fire Safety Act consultation

Thanks Jim. Your input is appreciated.

John

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: Monday, January 29, 2024 4:54 PM
To: jdewey@fpeim.ca
Cc: Randy Ahearn <randahearn@msn.com>; Larry Allen <allenlarry@live.ca>; accountant@borden-carleton.ca
Subject: RE: Fire Safety Act consultation

Hi John

Attached are comments from the Town of Borden-Carleton in respect to changes to the Fire Safety Act. WE feel there needs to be transparency and accountability for Fire Companies , Fire Districts and Fire Departments.

We had a situation where we wanted to negotiate a fair cost sharing agreement with the District covered by our Fire Dept. They wouldn't share information with us, not their assessment, not their revenue from fire rates, not there reserves, not their budgets, nor their financial statement and they didn't have to give this info to the province or the public either.

Another situation is the province provided each Fire Dept with a dozen back up power generators. We hear various stories where these generators ended up. Fire Dept raises monies from various sources for Fire Services . Nothing prevents Fire Depts from using these monies for non Fire Service purposes.

Jim Wentzell
CAO
902 437 2225

From: jdewey@fpeim.ca <jdewey@fpeim.ca>
Sent: January 26, 2024 11:40 AM
To: jdewey@fpeim.ca
Subject: Fire Safety Act consultation

Good morning,

The Department of Justice and Public Safety is consulting the public on changes to legislation, including replacing *Fire Prevention Act*, *Rural Community Fire Companies Act*, and the *Firefighters Long Service Medal Act* with a new *Fire Safety Act*.

The Consultation Report and draft Fire Safety Act are available on the provincial website at: [Department of Justice and Public Safety Public Consultations](#).

The Federation is reviewing the legislation and will be making recommendations to the Department of Justice and Public Safety. We invite members to provide input as we go through that process.

I look forward to hearing from you.

Best regards,

John

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



Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: January 19, 2024 2:58 PM
To: 'Jane Simmons'
Cc: Randy Ahearn (randahearn@msn.com)
Subject: RE: Excavation Pits _ within Municipality

Hi Jane

Thank you for your call today and for your email. I am certain that the town of Borden-Carleton does not want the responsibility of regulating excavation pits, however, I will confirm this with Council at their next meeting scheduled for Feb 13th.

Jim Wentzell
CAO
902 437 2225

From: Jane Simmons <jsimmons@gov.pe.ca>
Sent: January 19, 2024 2:20 PM
To: bcadmin@borden-carleton.ca
Subject: Excavation Pits _ within Municipality

Hello,

From what we discussed today over the phone, the Department of Environment, Energy, and Climate Action is working on identifying municipalities *interested in* regulating excavation pits and who *aren't interested*. We are reaching out so that we can make it clear to the municipalities, that by stating in your By-laws or in your official plan that all excavation pits must be approved through the municipality itself. You fully understand this means the province will not be permitting or enforcing any issues that may arise regarding excavation pits within your municipality boundaries.

If this is something you feel your municipality will not be interested in regulating and would like the province to regulate under their excavation regulations. Please send a quick statement stating this and when your next council meeting is where this will be brought to vote on.

Thank you

Jane Simmons

If you have any questions or concerns please feel free to get in touch.

Jane Simmons
Environment Officer
Environment, Energy and Climate Action
11 Kent St, PO Box 2000
Charlottetown, PE C1A 7N8
Phone (902) 368-5700
Fax (902) 368-5863