



Town of Borden-Carleton

June 14, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

1. CALL TO ORDER:

2. DISCLOSURE OF CONFLICT OF INTEREST

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

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

Declaration(s) - _____

3. ADOPTION OF THE AGENDA

4. APPROVAL OF PREVIOUS MINUTES:

4.1 REGULAR MEETING, May 10, 2022

5. COMMITTEE REPORTS:

5.1 Police Report

5.2 Fire Report:

5.2.1 Volunteer Firefighter Application – Herbent Pailza

5.3 Recreation Director's Reports:

5.4 Properties and Planning Report:

5.5 Finance and Administration Report:

5.51 Cash Flow Report May 2022

5.52 Disbursement Listing May 2022

5.53 Sale of used Zero Turn Mower

5.6 Public Works/ Streets and Lights Report:

5.7 Water and Sewer Report:

6. EXTERNAL REPORTS:

6.1 BADC Report:

6.2 Destination Borden-Carleton:

6.3 Intact Insurance Risk Management Report

6.4 Audit Report Gas Tax Expenditures 2021-22

7. CORRESPONDENCE

INFORMATION ITEMS:

7.1 Borden-Carleton Newsletter –June 2022

7.2 Health PEI -Advising of Arena Support Grant for 2022 in the amount of \$8,500

7.3 Municipal Affairs – Advising receipt of the Town’s Code of Conduct Bylaw that was adopted by Council on Feb 11, 2020

7.4 Municipal Affairs – May 2022 Newsletter

7.5 PEI Infrastructure Secretariat -Funding Approval Carleton St & Read Rd Sewer Projects

7.6 Public School Branch – Advising that Quianna Harvey has been awarded the G C Bell Scholarship for 2022

ACTION ITEMS

8. UNFINISHED BUSINESS

8.1 Housing Development Update

8.1.1 Memo from CAO – Housing Developments Update

8.2 Trail Development Project

8.4 Request to Province to Take Over Town Roads

9. NEW BUSINESS

9.1 Development Permit Application – D P Murphy Inc (Landscaping Only)

9.2 Quotations – New Ice Re-surfacer & Ice Edger

9.3 Discussion – Tax Refund Policy

10. IN CAMERA -MGA Section 119

MGA 119(d) Human Resource Matters (Council/Staffing)



Town of Borden-Carleton

Minutes

May 10, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

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

Regrets: Councillor Eric Stewart

ALSO, PRESENT: Chief Administrative Officer Jim Wentzell

1. CALL TO ORDER:

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

2. DISCLOSURE OF CONFLICT OF INTEREST

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

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

No one declared a Conflict of Interest for this meeting.

2. ADOPTION OF THE AGENDA

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

Moved by Councillor Eric Stewart, seconded by Councillor Barb Wood

CARRIED 5-0 (R#05-10-01)

4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved and seconded that the minutes of the March 15 2022 regular Council meeting be adopted as presented.

Moved by Councillor Larry Allen, seconded by Councillor Nicole Arsenault

CARRIED 5-0 (R#05-10-01)

It was duly moved and seconded that the minutes of the March 29 2022 special Council meeting be adopted as presented.

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

CARRIED 5-0 (R#05-10-01)

It was duly moved and seconded that the minutes of the April 19 2022 special Council meeting be adopted as presented.

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

CARRIED 5-0 (R#05-10-01)

It was duly moved and seconded that the minutes of the April 26 2022 special Council meeting be adopted as presented.

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

CARRIED 5-0 (R#05-10-01)

5. COMMITTEE REPORTS:

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

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

Moved by Councillor Nicole Arsenault, seconded by Deputy Mayor Randy Ahearn

CARRIED 5-0 (R#05-10-01)

Fire Report:

There was no Fire Chief's report for the month.

Recreation/Arena Reports:

5.3 Recreation/Arena Reports: The Recreation director's report was circulated to members of Council.

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

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

CARRIED 5-0 (R#05-10-01)

5.31 Recreation Rental Rates July 1, 2022 – June 30, 2023

Members of Council agreed to the rental rates for indoor facilities (winter and summer), however did not approve rental rates for use of the town’s outdoor facilities.

5.32 Special Events and Activities Guidelines

The CAO circulated a draft understanding of staff’s role in the planning and implementation of special events. It was noted that there was no response to the call of volunteers that was published in the newsletter.

It was agreed that the Events Committee would meet at 7:00pm on Tuesday May 17, 2022 to discuss Canada Day activities.

5.33 Community Awards Guideline

The CAO circulated the Community Awards criteria used by the Town. It was noted that this year a nomination form will be used and past winners aren’t eligible to receive any of the awards.

Properties and Planning Report:

Councillor Laurel Palmer-Thompson gave a verbal report on the Properties and Planning Committee.

It was noted that the CAO was arranging for gardening services by contract for the Town this season The Beautification Committee would be working with the CAO to promote an Adopt a Flower Po campaign.t

Minutes of a Planning Board meeting held on April 26 2022 was circulated to members of Council.

It was duly moved and seconded that the Properties and Planning Report for the month of April be accepted as presented.

Moved by Councillor Laurel Palmer Thompson, seconded by Councillor Nicole Arsenault

CARRIED 5-0 (R#05-10-01)

5.5 Finance and Administration Report: Report included in Package.

5.51 Cash Flow Report April 2022

5.52 Disbursement Listing April 2022

The CAO presented the CAO & Finance Report for April

Included in the report was a list of cheques and disbursements for the month of April totaled:

Town \$82,639.51
Arena \$12,649.53
Utilities \$18,886.41

It was duly moved and seconded that the Finance Cash Flow And Disbursements Report for April be accepted as presented

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

CARRIED 5-0 (R#05-10-01)

Included with the CAO's report was information from FPEIM on the Financial Shared Services pilot project being explored by various municipalities in the province.

5.6 Public Works/ Streets and Lights Report:

Councillor Barb Wood presented a verbal report on the activities of the Public Works/Streets and Lights Committee

5.61 Discussion: Signage Slow Down – We love our Kids

It was agreed that the Town erect in key areas of the Town signage that reads: Please Drive Slowly – We Love our Children.

5.62 Discussion: Special Clean Up May 28th

It was agreed that the Town would hold a special clean up day on Saturday May 28th for citizens of the Town as in past years.

It was duly moved and seconded that the Public Works/Streets and Lights Committee Report be accepted as presented.

Moved by Councillor Barb Wood, seconded by Councillor Larry Allen.

CARRIED 5-0 (R#05-10-01)

5.7 Water and Sewer Report:

Deputy Mayor Randy Ahearn gave a Water and Sewer Report for the month of April 2022

It was noted that the Water Tower upgrades would take place from mid-June to mid-July. The Town's insurers would be conducting an inspection of all Town facilities and properties in the next few weeks.

6. EXTERNAL REPORTS:

BADC Report:

Councillor Barb Wood gave a verbal report on the activities of the BADC.

Destination Borden-Carleton: Councillor Laurel Palmer-Thompson gave a verbal report on the activities of the Destination – Carleton Committee. It is planned that the CDC would be managing Phase 2 and Phase 3 of the Destination Borden-Carleton project.

7. CORRESPONDENCE

INFORMANTION ITEMS:

7.1 Borden-Carleton Newsletter – April 2022

7.2 Community Navigator – Inviting CAO to speak at their next meeting

7.3 Health PEI -Thanking all persons involved in keeping PEI safe during COVID-19

7.4 Municipal Affairs – Announcing a one-time property tax subsidy to residents for 2022. The subsidy is to offset the 5% increase in residential assessments for 2022 and applies to owner occupied residents only.

7.5 Province – Announcing \$10,000 funding for Fire Depts for 2022

7.6 Trans Canada Trail -advising their federal funding has been renewed for 2022

ACTION ITEMS

7.7 Borden-Carleton Senior’s Group – Requesting permission to use the library one night per week for card games.

The CAO was requested to check with the Provincial Library Board for their approval of the use of the library by the Borden-Carleton Seniors

It was duly moved and seconded that the Borden-Carleton Seniors be granted permission to use the library once a week for the purpose of playing cards providing the provincial library and library staff are in agreement.

Moved by Councillor Nicole Arsenault, seconded by Councillor Barb Wood

CARRIED 5-0 (R#05-10-01)

8. UNFINISHED BUSINESS

8.1 Housing Development Update

8.1.1 Memo & email from CAO – Housing Developments Update

The CAO circulated an update to members of Council in respect to each of the proposed developments planned for the Town and the issues with sewer services for various developments.

8.2 Trail Development Project

There was no report on the proposed Trail Development for the Town.

8.4 Request to Province to Take Over Town Roads

The CAO responded that no response to the Town’s request had been received from the province. He agreed to follow up with the province and discuss snow removal of Town streets with them as well.

8.5 Atlantic Aqua Farms – Request to purchase land from the Town

The CAO advised Mr. Currie that their request would require a public meeting. Mr. Currie will confirm with the CAO if they wished to pursue their request to buy land from the town.

9. NEW BUSINESS

9.1 Appointment MEO and DEO for the 2022 municipal elections

It was duly moved and seconded that Jim Wentzell be appointed the CEO and Holly Bernard be appointed the DEO for the 2022 municipal elections.

Moved by Councillor Nicole Arsenault, seconded by Councillor Larry Allen

CARRIED 5-0 (R#05-10-01)

9.2 Development Permit Application – Change of Use – 233 Main Street

It was duly moved and seconded that the Council concur with the Development Officer and that Anne Pearce be issued a change of use permit to add a residential use in her commercial building at 233 Main St (PID 678037).

Moved by Councillor Laurel Palmer-Thompson, seconded by Councillor Larry Allen

CARRIED 5-0 (R#05-10-01)

9.3 Development Permit Application – Addition -Dougay Electric Ltd

It was duly moved and seconded that the Council concur with the Development Officer and that Dougay Electric Ltd be issued a permit for a commercial addition to their commercial building at 11Muttart Lane (PID 211524).

Moved by Councillor Laurel Palmer- Thompson, seconded by Councillor Nicole Arsenault.

CARRIED 5-0 (R#05-10-01)

10. IN CAMERA -MGA Section 119

MGA 119(d) Human Resource Matters

It was duly moved and seconded that Council Go into Camera to discuss personnel matters as permitted under Section 119(d) of the MGA.

Moved by Councillor Nicole Arsenault, seconded by Deputy Mayor Randy Ahearn

CARRIED 5-0 (R#05-10-01)

Council went into Camera at 9:15pm

Council returned to Open Session at 9:35 pm

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

Mayor Charles Mackenzie

CAO Jim Wentzell



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

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

Prince District RCMP Members have reported 191 hours providing policing services to the Town of Borden-Carleton, during the month of May 2022.

A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to local community and school activities.

Three Summary Offence Charges and three Written Warnings were issued under the Provincial Highway Traffic Act, in Borden- Carleton.

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

OCCURRENCES	May 2022
Checkstop / STEP	1
False Alarms	1
Fraud (Less than \$5000)	1



Traffic Violations	9
Uttering Threats against a Person	1
Wellbeing Check	1
Total Calls for Service	14

Highway Traffic Act Violations	May 2022
Speeding Charges	3
Speeding Warnings	3

On May 27, 2022, at approximately 5:30 PM, Members of East Prince RCMP conducted radar enforcement on the Dickie Road in Borden-Carleton. Vehicles were checked for violations under the Provincial Highway Traffic Act, and one Charge and one Written Warning were issued as a result.

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

Sgt. Neil Logan

Acting S/Sgt. Neil Logan

District Commander

Prince District RCMP

902-436-9300

Borden-Carleton Office

From: shawn jessome <s_jessome@yahoo.com>
Sent: June 10, 2022 11:18 AM
To: Borden-Carleton Office
Subject: Re: Reports for Council Meeting

Nothing to report for calls for the month of May.

The department had David Candy from DCI over from New Brunswick. To give the member a course on electric cars and how to approach them in an accident or fire. It was a very informative session and opened up alot of the firefighters eyes on what could happen in these situations. The department now is better informed and trained on these vehicles as we are starting to see alot of them on the roads now and will continue to see more in the future.

Shawn Jessome
Fire Chief

Sent from my iPhone

On Jun 6, 2022, at 11:28 AM, Borden-Carleton Office <accounts@borden-carleton.ca> wrote:

Hello,

We would appreciate receiving your report for the next Council meeting being held on June 14th, by 4:00 pm this Friday June 10th.

Thank you,

Alicia Wentzell
Administrative Assistant
Town of Borden-Carleton
accounts@borden-carleton.ca
Phone: (902) 437-2225
Fax: (902) 437-2610

Borden-Carleton Fire Department Application Form for Volunteer Firefighters

*Applicant must be at least 18 years of age

Name: HERBERT N. PALIWA

Address: 18 MUTTAM AVE BORDEN CARLETON

Home Phone: 902 - 598 - 7909

Occupation: CABINER

Date of Birth: APRIL 15, 1982

List ANY medical conditions &/or medications taken daily:

NONE

Fear of Heights Yes No

Physically Fit Yes No

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

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

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

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

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

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

Date: MARCH 10, 2022

Applicant: HERBERT N. PALIWA

FIRE Dept Approval
March 10, 2022

Fire Chief: [Signature]

RECREATION DIRECTORS Report to Council, Tuesday June 14th

Day Camp

An 8-week Children's Summer Day Camp will be beginning on Monday, July 4th. This Summer each week will have a theme, this will help us to be able to offer a more structured, enhanced program. Themes will be advertised on our Facebook page and sheets will be able to be mailed out or picked up the week of June 27th. Children must be registered the Friday before to be eligible to attend. Registration and information sheets can be picked up from Holly at the arena or can be sent by email to request.

2022 Canada Day Line-up

Thursday, June 30th

6-9pm Corn/Mussel Boil

6-9pm Inflatables

6-10pm Live Music by Misty Water

6:30-8:30pm Face painter/balloon twisters

10pm Fireworks

Friday, July 1st

9am-12pm Bike Rodeo

12pm Flag Raising Ceremony

2-4pm BBQ

1-4pm Inflatables

1-4pm Live Music on the Patio at Lone Oak featuring Brandon and Jen Gillis

1pm Chocolate Bar Bingo

2:30pm Prize Bingo

Saturday, July 2nd

8am Ball tournament

12:30pm Fish Tub Races

1-4pm Live music on the patio at Lone Oak featuring Christ and Eric

8:00pm Trivia with Wade Waddell in the Lounge at the Legion

9:30pm Party in the Lounge with DJ Kevin Gallant at the Legion

Sunday, July 3rd

1-4pm Live Music on the Patio at Lone Oak featuring Roland Beaulieu

Staffing

Summer staff has now started. We have Frankie and Laurie on with maintenance/grass cutting. Day camp workers are set to start June 20th (to get programming ready) and then July 4th for the start of the 8-week programs. We have two staff hired for the camp as of right now, and have advertised for two more. One of the individuals starting on the 20th has a educational/work background in the area of behavioural/intellectual issues within children.

We have also hired a cleaner for the janitor position to clean the town office, fire hall and library.

Planting

Dennis and Arthur have been working hard to build the new retaining wall down at the Marine Rail Park for our PEI flower bed. It is almost complete. Bethany Smith has started the planting and will be done by the end of the week.

Ball Field

Bedeque Baseball is back using our field 2 nights a week with the possibility of more through the summer. The U15 Provincial Girls Softball team who is coached by Jeff Ellsworth is there for practices on Wednesday evenings.

Whipper Snipper/ Repairs

The whipper snipper has been giving us a bit of a hard time to start the summer off. Dennis has changed a few things on it but it still seems to not want to work properly all the time. We will be sending it off to be serviced. We have been looking into getting a second one to have as it is very hard to get caught up once you get behind, which is what we are dealing with right now. Staff have been doing their best to get it all caught up and will but it would be great if we could always have the back up whipper snipper.

FINANCIAL REPORT FOR MAY 2022

Below is a Cash Flow, Cash Balance and Loan Balance Report.

We monitor all accounts on a regular basis to prevent any overdraft charges

TOWN OF BORDEN-CARLETON CASH FLOW REPORT

MAY 31 2022

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	22,120	7,777	16,511	13,386
TOWN	111,277	82,805	72,012	122,070
UTILITIES	99,229	23,725	39,335	83,619
Total Cash Flow	232,626	114,307	127,858	219,075
ACTIVITY APRIL 2022	Opening			Closing
RESERVES	Balance	Deposits	EFT Payments	Balance
Gas Tax ACCT	802,878	65	13,746	789,197
ACTIVITY APRIL 2022	Opening			Closing
LOANS	Balance	Deposits	EFT Payments	Balance
Fire Truck 71-9	122,186		1,667	120,519
Sewe 72-9	464,949		2,627	462,322
Sewer Mains 74-9	69,698		278	69,420
Storm Drains 75-9	69,698		278	69,420
Water/Sewer 79-9	317,991		2,986	315,005
Total Loans Outstanding	1,044,522	0	7,836	1,036,686

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.

We ensure no account endures overdraft charges

Town of Borden-Carleton

Cheque Log for 1001 Credit Union Current Account from May 01, 2022 to May 31, 2022

Statement of Cheques Issued and Expenses Paid online

Cheque No.	Cheque Typ	Payee	Amount	Cheque Date
16490	Payment	Jim Wentzell Petty Cash	61.71	May 02, 2022
16491	Payment	Kinkora Regional High School	50.00	May 02, 2022
16492	Payment	Callbeck's Home Hardware	379.18	May 02, 2022
16493	Payment	Xerox Canada LTD	47.31	May 02, 2022
16494	Payment	Borden-Carleton Utility	426.70	May 02, 2022
16495	Payment	Prince Edward Island Potato Board	1,006.25	May 02, 2022
16496	Payment	Medacom Atlantic Inc.	261.63	May 02, 2022
16497	Payment	Cantral Coastal Tourism Partnership	143.75	May 02, 2022
16498	Payment	Ahearn, Randy	197.08	May 01, 2022
16499	Payment	Allen, Larry	197.08	May 01, 2022
16500	Payment	Bernard Arsenault, Nicole	197.08	May 01, 2022
16501	Payment	MacKenzie, Charles	252.08	May 01, 2022
16502	Payment	Palmer Thompson, Laurel	197.08	May 01, 2022
16503	Payment	Stewart, Eric	177.08	May 01, 2022
16504	Payment	Wood, Barb	197.08	May 01, 2022
16505	Payment	Holly Bernard	70.00	May 01, 2022
16506	Payment	Receiver General for Canada	466.82	May 02, 2022
16507	Payroll	Wentzell, Jim	1,766.73	May 06, 2022
16508	Payroll	Wentzell, Alicia	1,090.13	May 06, 2022
16509	Payroll	Bernard, Holly	1,493.27	May 06, 2022
16510	Payroll	Gallant, Arthur	1,146.01	May 06, 2022
16511	Payroll	Stewart, Darra	45.14	May 06, 2022
16512	Payroll	Mackenzie, Elizabeth	205.70	May 06, 2022
16513	Payroll	Bernard, Dennis	1,267.34	May 06, 2022
16514	Payroll	Clark, Diane	275.35	May 06, 2022
16515	Payroll	Gaudet, Laura	90.28	May 06, 2022
16516	Payroll	Miles, Linda	269.91	May 06, 2022
16517	Payroll	Wentzell, Jim	1,766.73	May 20, 2022
16518	Payroll	Wentzell, Alicia	1,213.17	May 20, 2022
16519	Payroll	Miles, Linda	262.82	May 20, 2022
16520	Payroll	Gaudet, Laura	90.28	May 20, 2022
16521	Payroll	Clark, Diane	232.82	May 20, 2022
16522	Payroll	Gallant, Arthur	1,115.75	May 20, 2022
16523	Payroll	Mackenzie, Elizabeth	115.42	May 20, 2022
16524	Payroll	Bernard, Dennis	1,267.34	May 20, 2022
16525	Payment	Good Equipment	174.01	May 14, 2022
16526	Payment	Green Diamond Equipment	31.35	May 14, 2022
16527	Payment	Bernard Welding Limited	92.00	May 14, 2022
16528	Payment	Callbeck's Home Hardware	39.30	May 14, 2022
16529	Payment	Derek A. French	2,129.80	May 14, 2022
16530	Payment	Orkin Canada	40.25	May 14, 2022
16531	Payment	Xerox Canada LTD	353.28	May 14, 2022
16532	Payroll	Bernard, Holly	1,493.27	May 20, 2022
16546	Payment	Ceretti's Grocery & Hardware	443.32	May 30, 2022
16547	Payment	Orkin Canada	40.25	May 30, 2022
16548	Payment	Medacom Atlantic Inc.	261.63	May 30, 2022
16549	Payment	Bernard Welding Limited	3,746.10	May 30, 2022
16550	Payment	Dan's Muffler Inc.	403.65	May 30, 2022
16551	Payment	Callbeck's Home Hardware	553.08	May 30, 2022
16552	Payment	On The Go Property Maintenance	402.50	May 30, 2022
16553	Payment	Fireworks F/X Inc.	16,500.00	May 30, 2022
16554	Payment	Whitney Bethany Murray	1,216.33	May 30, 2022
16555	Payment	Daniel George & Suzanne Margaret MacI	1,588.94	May 30, 2022
16556	Payment	Donna & Dean Taylor	1,829.03	May 30, 2022
		Total Town Cheques issued May 2022	49,380.19	

Town of Borden-Carleton

Cheque Log for 1001 Credit Union Current Account from May 01, 2022 to May 31, 2022

Statement of Cheques Issued and Expenses Paid online

J233	BS	CU CHARGES	84.95	May 31, 2022
J152	EFT CRA	Receiver General for Canada	7,141.25	May 12, 2022
J151	EFT EL	Eastlink	141.03	May 12, 2022
J179	EFT ME	Maritime Electric	218.03	May 17, 2022
J182	EFT ME	Maritime Electric	225.42	May 18, 2022
J183	EFT ME	Maritime Electric	1,828.04	May 24, 2022
J137	EFT RWAM	RWAM Insurance Administrators Inc	333.15	May 02, 2022
EFT LOAN	Online	Loan Payment 71 - Fire truck	2,032.11	Apr 18, 2022
EFT LOAN	Online	Loan Payment - 75 Storm Drains	460.71	Apr 18 2022
		Online Payments Town May 2022	12,464.69	
		TOTAL ALL PAYMENTS TOWN MAY 2022	61,844.88	

Gateway Arena

Cheque Log for 1001 Credit Union Current Account from May 01, 2022 to May 31, 2022

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6194	Payment	Borden-Carleton Utility	353.93	May 02, 2022
6195	Payment	Jim Wentzell	154.61	May 02, 2022
6196	Payment	Dan's Muffler Inc.	120.75	May 02, 2022
6198	Payment	Spring Valley Building Centre	45.92	May 02, 2022
6199	Payment	Atlantic Beef Products	145.53	May 02, 2022
6200	Payment	Frito Lay Co.	84.11	May 02, 2022
6201	Payment	Ceretti's Grocery & Hardware	1,411.52	May 16, 2022
6202	Payment	Orkin Canada	68.20	May 16, 2022
6203	Payment	MacInnis Express	37.82	May 16, 2022
6204	Payment	ADL Foods	6,412.77	May 16, 2022
		Total Arena Cheques issued May 2022	8,835.16	

JE#	Source #	Comment	Credits	Date
	EFT	Irving Energy	261.23	May 03 2022
	EFT	Irving Energy	606.95	May 03, 2022
	EFT	CRA GST JAN-MAR 2022	1264.9	May 03 2022
	EFT	Maritime Electric	5971.61	May 18, 2022
J250	BS	CU Charges	5.00	May 30, 2022
J254	BS CU	CU Charges	31.95	May 31, 2022
J255	BS CU	Bank Charges	17.28	May 31, 2022
J164	BS, CU charge	Bank Charge	28.70	May 11, 2022
J169	EFT EL	Eastlink	110.57	May 12, 2022
		Online Payments Arena May 2022	8,298.19	
		TOTAL ALL PAYMENTS ARENA MAY 2022	17,133.35	

Town of Borden-Carleton
Cheque Log for 1001 Credit Union Current Account from May 01, 2022 to May 31, 2022
Statement of Cheques Issued and Expenses Paid online

Borden Carleton Sewer and Water Utility
Cheque Log for 1001 Cash in bank from May 01, 2022 to May 31, 2022

<u>Cheque No.</u>	<u>Cheque Type</u>	<u>Payee</u>	<u>Amount</u>	<u>Cheque Date</u>
3177	Payment	Environment Water and Climate Change	460.00	May 02, 2022
3178	Payment	Mid-Isle Backhoeing	897.00	May 02, 2022
3179	Payment	WSP Canada Inc.	747.88	May 02, 2022
3180	Payment	Mid-Isle Backhoeing	1,437.50	May 16, 2022
3181	Payment	Island Chemicals Inc.	327.06	May 16, 2022
3182	Payment	Prince County Wastewater Management Sen	4,600.00	May 16, 2022
3183	Payment	Campbell's Concrete LTD.	240.58	May 16, 2022
		Total Utilities Cheques issued May 2022	8,710.02	
J548	BS	CU CHARGES	5.75	May 18, 2022
J573	BS	CU Charges	5.00	May 30, 2022
J584	BS	BANK CHARGES	24.95	May 31, 2022
J589	CU BS	BANK CHARGES	0.60	May 31, 2022
J511	CU CHARGES	BANK CHARGES	11.45	May 11, 2022
J526	EFT EL	Eastlink	283.99	May 12, 2022
J547	EFT ME	Maritime Electric	2,200.45	May 17, 2022
J549	EFT ME	Maritime Electric	49.35	May 18, 2022
EFT LOAN	Online	LOAN 72 -Sewer	3,897.78	Apr 14, 2022
EFT LOAN	Online	LOAN 79 -Sewer	460.71	Apr 19, 2022
		Online Payments Utilities May 2022	6,940.03	
		TOTAL ALL PAYMENTS UTILITIES MAY 2022	15,650.05	



Borden-Carleton

The coastal heart of PEI!

FOR SALE -SURPLUS EQUIPMENT
2013 John Deere Easy Trak 425 Mower
54" Deck



Sealed bids will be accepted up to 4:00pm Tues May 24 2022 for the above
mower being sold on an as is where is basis

Mower can be viewed during normal business hours

by contacting Dennis 902 786 7366 (M-F 9am-4pm)

Bids can be dropped off at 20 Dickie Road, Borden-Carleton COB 1X0

Or emailed to: bcadmin@borden-carleton.ca

**The Town reserves the right to accept or reject any bid and to accept the bid in
the best interest of the Town.**

HST will apply to any bids received

Three Bids Received:

Mitch Dejong 502.00

Blair Green 1,013.00

David Murphy 1,095.00

Mower sold to David Murphy for 1,095.⁰⁰ plus HST

Town of Borden-Carleton
Public Works -Streets- Lights Report
June 2022

Some of activities during the month of May/June that pertained to Public Works/Streets /Lights include:

- A couple street lights reported out have been referred to Maritime Electric. The Street lights at the Rail Park are now working with the exception of the four small corner lights.
- Missing Street signs have been replaced
- Go Slow – We Love our Children signs have been received and will be installed this week.
- Several boards in sections of the Board Walk have been replaced. This is an ongoing task.
- A report on hanging limbs on Borden Ave was investigated with no action deemed necessary.
- We are building a number of barricades for use by the Town when required.

Town of Borden-Carleton
Sewer – Water Report
June 2022

Some of activities during the month of May/June that pertained to Sewer and Water include:

The Special Waste Collection held on May 28 only resulted in 23 persons participating. Two containers were filled for total fees collected of \$410

Repairs to a pump at the Sewer Plant was undertaken.

We had a overflow situation due to a power outage at the Lift station at the Mussel Plant. It has become known that only three of our Lift stations have an alarm system.

A fair amount of staff time was spent determination the water/sprinkler service at the new Food Court on Industrial Drive and our engineer has approved the new service hook up for the Food Court.

The Water Tower project will start on July 20th. Staff will ensure the tank is drained by that date. We are testing the change over to the pumps during the three or four weeks the tank will be usable. Sands bags are on site to deal with the water draining from the tank. All insurance requirements have been met and once the tank is renovated, it will be added as an asset on our Insurance Policy.

We continue to deal with Water/Sewer issues associated with the various housing developments being planned for the Town



24 May 2022

Hyndman Insurance Group Ltd.
57 Queen Street, 2nd Floor
Charlottetown, Prince Edward Island C1A 7L9

RISK MANAGEMENT RISK REPORT

Recently, Intact Public Entities conducted a risk inspection for TOWN OF BORDEN-CARLETON. The purpose of our inspection was to identify conditions or potential risks that could result in injury, property loss, or litigation, and to suggest corrective measures, which may control or reduce the possibility of these situations from occurring.

The inspection was limited to the sites visited and does not include any declaration to the structural stability or integrity, nor any attestation with respect to conformance to codes and regulations.

Our findings are contained in the enclosed risk report.

In addition, we have provided a risk summary document at the end of the report to facilitate your client's response on each risk item requiring action. Please complete the attached summary and return it to your account manager by (earliest date from below).

Recommended Compliance Dates

Priority 1: June 23, 2022

Priority 2: July 23, 2022

Priority 3: August 22, 2022

Priority 4: September 21, 2022

Capital Budget Consideration: May 24, 2023

Should you require clarification or have concerns regarding any matter contained in the risk report, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Boudreau".

Ron Boudreau
Risk Management Services
Intact Public Entities

This information is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. Therefore, this information should be considered strictly confidential. If you have received this transmittal in error, please notify us immediately by telephone at 1-800-265-4000. Thank you for your assistance.

Intact Public Entities
278 Pinebush Road, Suite 200, Cambridge, Ontario, N1T 1Z6
Toll free 1 800 265 4000 intactpublicentities.ca

TOWN OF BORDEN-CARLETON

RISK SUMMARY

This risk report is intended to bring your attention to measures which, if taken, may control or help reduce the possibility of injury or property loss.

It is not intended to imply that no other risks exist or that no other precautions need to be taken. The identified risks consist of code/standard references or may be a known best practice.



This risk report is prepared by Intact Public Entities for the sole and exclusive use of Intact Public Entities and TOWN OF BORDEN-CARLETON and may not be relied upon by any other party. Neither Intact Public Entities nor its representatives shall be liable, either directly or indirectly, for any loss, damage, injury or costs suffered or incurred by any party arising or alleged to have arisen out of the reliance on this risk report.

TOWN OF BORDEN-CARLETON

Recommendations

The following priority ratings, which are part of each risk noted in this report, have been designed to assist you in assessing each risk. Time lines have been included in the definitions in order to help you manage or control your risks in a timely fashion.

PRIORITY 1 – Denotes conditions in which the possibility of property loss or bodily injury is highly probable and clearly foreseeable. Risks in this category should be addressed immediately. **Items in this rating category are recommended to be addressed within 30 days of this report issue date.**

PRIORITY 2 – Denotes conditions in which the possibility of property loss or bodily injury is probable and reasonably foreseeable. Risks in this category should be addressed as soon as reasonably possible. **Items in this rating category are recommended to be addressed within 60 days of this report issue date.**

PRIORITY 3 – Denotes conditions in which the possibility of property loss or bodily injury may be possible given certain circumstances. Risks in this category should be addressed within a reasonable amount of time. **Items in this rating category are recommended to be addressed within 90 days of this report issue date.**

PRIORITY 4 – Denotes conditions in which the possibility of property loss or bodily injury is fairly low. Risks in this category should be addressed whenever practical. **Items in this rating category are recommended to be addressed within 120 days of this report issue date.**

“CAPITAL BUDGET CONSIDERATION” – The observations made under this category are meant to be suggestions for improvement, and as such, should be given serious consideration. **Items in this rating category are recommended to be addressed within 1 year of this report issue date.**

TOWN OF BORDEN-CARLETON

Asset:	STORAGE BUILDING/ OIL TANK	Category:	Liability and Property
Address:	246 MAIN STREET,	Severity	Priority 1
City:	BORDEN-CARLETON	Rec #:	2022-01
Province:	Prince Edward Island	Complete by:	23 Jun 2022



Propane tanks

Recommendation:

The storage of propane cylinders indoors is not recommended. If propane gas escapes and ignition occurs, damage could be substantial. We recommend that all propane cylinders be stored safely outdoors in locked storage cages.

Responsibility: _____

Plan to Remediate:

Completion Date: _____

Signature: _____

Asset: STORAGE BUILDING/ OIL TANK **Category:** Liability
Address: 246 MAIN STREET, **Severity:** Priority 1
City: BORDEN-CARLETON **Rec #:** 2022-02
Province: Prince Edward Island **Complete by:** 23 Jun 2022



Interior- housekeeping

Recommendation:

We recommend the housekeeping be greatly improved, unnecessary clutter can lead to fire hazards or injury to people.

Responsibility: _____

Plan to Remediate:

Completion Date: _____

Signature: _____

Asset: GAZEBO NEXT TO ARENA
Address: 246 MAIN STREET,
City: BORDEN-CARLETON
Province: Prince Edward Island

Category: Liability
Severity: Priority 1
Rec #: 2022-03
Complete by: 23 Jun 2022



Stairs at gazebo next to arena

Recommendation:

The stair threads are unlevel and it's creating a trip and fall hazard. We recommend corrective action be taken to eliminate this hazard.

Responsibility: _____

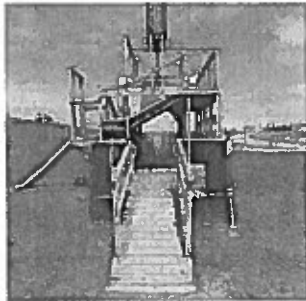
Plan to Remediate:

Completion Date: _____

Signature: _____

Asset: TOY BOAT (PLAYGROUND EQUIPMENT)
Address: 41 BORDEN AVENUE (MARINE RAIL PARK),
City: BORDEN-CARLETON
Province: Prince Edward Island

Category: Liability
Severity Priority 1
Rec #: 2022-04
Complete by: 23 Jun 2022



Rear



Front

Recommendation:

Numerous hazards were noted during our inspection such as many sharp points/ edges, no protective surfaces at the end of slide, no minimum height of the exit end of slide, entanglement hazard at top of slide, etc. It appears that this structure was not designed for public use. Rather, it appears to be more of a residential backyard type of installation, not appropriate for use by a Municipality. We recommend replacing it with a CSA approved playstructure designed for public use by Municipalities and Parks.

Responsibility: _____

Plan to Remediate:

Completion Date: _____

Signature: _____

Asset: WATER PUMP CONTROL BUILDING
Address: ACROSS FROM 167 INDUSTRIAL DRIVE,
City: BORDEN-CARLETON
Province: Prince Edward Island

Category: Liability and Property
Severity: Priority 2
Rec #: 2022-05
Complete by: 23 Jul 2022



No fire extinguisher

Recommendation:

No portable fire extinguishers were noted during our tour of the building. We recommend that the building be equipped with an adequate number of portable fire extinguishers of appropriate rating and size for use in the event of an emergency.

Responsibility: _____

Plan to Remediate:

Completion Date: _____

Signature: _____

Asset: GATEWAY PLAYGROUND
EQUIPMENT
Address: 246 MAIN STREET,
City: BORDEN-CARLETON
Province: Prince Edward Island

Category: Liability
Severity Priority 4
Rec #: 2022-06
Complete 21 Sept 2022
by:



Exit Height of Slide

Recommendation:

For slides with an elevation no greater than 1.2m (4'), the height of the exit end of the sliding surface shall be no greater than 275 mm (11") above the protective surfacing. For slides with an elevation greater than 1.2m (4'), the height of the exit end sliding surface shall be between 175 mm (7") and 380 mm (15') above the protective surfacing.

Responsibility: _____

Plan to Remediate:

Completion Date: _____

Signature: _____

The following general comments section outlines common risks found in many facilities, and as such, may also be found in yours. These reminders are meant to help you ensure your facilities remain safe from injury and liability risks.

BUILDING RISKS

Emergency Lights

Ensure emergency lights are kept in working condition, and are on a circuit to maintain constant charging of their batteries. We recommend weekly testing.

Exit Signs

Exit signs should function at all times, whether or not the building is occupied. We recommend periodic inspection of exit signs, and bulb replacement as necessary.

Emergency Exits – Egress

Keep emergency exits clear and unobstructed. On the outside, ensure they are unimpeded by any objects. Remove snow and ice immediately and maintain the surface in good level condition and keep it lit at night.

Fire Extinguishers

We recommend placing all portable fire extinguishers in a highly visible and easily accessible location. In addition, extinguishers should be located in or adjacent to corridors or aisles that provide access to exits, and be prominently indicated by signs or markings where visual obstruction cannot be avoided. Contact your local fire department for further requirements.

Storage

Ensure all storage areas are maintained in a clean and neat fashion. We recommend clearing all storage areas of garbage and, wherever possible, confining storage to shelves. We also recommend providing at least five feet of clear space between combustible materials and sources of ignition, such as an electrical panel.

Flammable Storage

All flammables, such as paints and thinners, should be stored in Underwriters Laboratories of Canada (ULC) approved metal cabinets. Propane must not be stored inside buildings but in external, vented and locked storage cages affixed with appropriate warning signs.

Flammable Trash Storage

We recommend storing oily rags, paper towels and other combustible garbage in ULC-approved containers for flammable trash. They should not be stored in plastic garbage cans.

RISKS - EXTERIOR OF BUILDING

Trip and Fall

Maintain walkways around buildings. Immediately repair potholes and gaps in the surfacing.

Collision Barriers / Bollards

We recommend inspecting all gas meters, fuel pumps and fuel storage tanks at your facilities to identify those in which there is a risk of damage due to vehicle impact. Once identified, place collision barriers or bollards around them to reduce the risk of damage and possible fire and/or explosion.

PLAYGROUNDS

In February 2014, the Canadian Standards Association (CSA) published the 5th edition of *Children's Playspaces and Equipment CAN/CSA-Z614-14*.

If you do not have this CSA Standard, we recommend that you obtain a copy and work towards attaining this level of safety in your playgrounds. Copies are available from the Canadian Standards Association, 5060 Spectrum Way, Suite 100, Mississauga, Ontario, L4W 5N6 or online at <http://www.csa.ca/>.

The 2014 version of the standard is similar to that released in 2007 but with further clarifications regarding terminology, additional information on surfaces, and issues relating to spaces for small children.

Many years have passed since the original 1998 Standard was introduced. It is expected that the courts will consider this sufficient time for all playgrounds to have been brought up to the CSA Standard.

Our inspection was not an "audit" of your playgrounds but more of a high-level overview identifying hazardous conditions and conflicts with the CSA Standard.

Record Keeping

An important recommendation in the CSA Standard is that complete records be kept on each piece of playground equipment. By maintaining records, you can track the actual cost of maintaining the equipment, along with incidents that occur on the equipment that could lead to liability claims.

Incident Reports

Accurate records of any incident, however minor, that occurs in a playground or other facility should be maintained. Often, what initially appears to be a relatively minor incident can develop into a major claim. Accurate reports recorded at the time of the incident can prove invaluable in defending liability claims.

Creative Playstructures

Creative playstructures are popular due to their ability to provide many different activities in one central unit or location. Common hazards with this type of equipment include exposed end pipes, protruding bolts and nuts, sharp edges, cracked or vandalised tube slides, and ineffective guardrails or lack thereof. Caution must be exercised when repairing or replacing components on creative playstructures so as not to create new risks, such as entrapment openings. It is for this reason that whenever possible, we recommend using original, manufacturer-approved replacement components when making repairs. In addition, we recommend utilizing qualified installers when making repairs or alterations.

"S" Hooks

The Standard stipulates maintaining 'S' Hooks in the fully closed position with no greater than a 1 millimetre (mm) opening. Should a hook fail while a child is using a swing, serious injury could result. Furthermore, open 'S' hooks invite theft or vandalism to expensive equipment

Surfaces

The majority of serious playground injuries result from falls onto surfaces that are not resilient enough. Sand or pea gravel are common surfaces used and should be installed and maintained to the depth stipulated in the CSA Standard. This will provide a good shock-absorbing surface, and greatly reduce the risk of serious injuries due to falls. Hazards most commonly found include exposed concrete footings, surfaces that are too tightly compacted, too shallow, require replenishing, or are eroded or unsanitary.

Swing Sets

The CSA Standard states that there shall be no more than two to-fro swing seats located within a single swing bay. Having three or more swing seats in a bay creates the problem of providing the proper spacing between swing seats and the swing set posts. With three or more seats it is also possible for a user to walk in front of a swing in use while trying to approach a vacant middle seat. The corrective measure where three or more seats are installed is simply to remove one or more of the seats in order to comply with the two seats per swing bay requirement. Metal, wooden or hard plastic swing seats should never be used. Instead, we recommend the use of approved cloth or rubber-sling style seating, which are safer and more forgiving should a child be struck with one.

Trip and Fall

This hazard occurs when equipment, or other objects, are left in an area where people can trip over them. Also included are loose bolts or boards used in boundaries around playground equipment. We recommend periodically inspecting playgrounds for this hazard.

Foreign Objects

We recommend regular and thorough inspections of the playgrounds to help identify and eliminate the possibility of injuries from foreign objects in the sand such as: rocks, glass, soda cans, and needles.

INDEPENDENT AUDITOR'S REPORT ON THE ANNUAL EXPENDITURE REPORT

To the Council of the Town of Borden-Carleton

Opinion

We have audited the accompanying Annual Expenditure Report (the "Report") of the Town of Borden-Carleton and a summary of significant accounting policies and other explanatory information for the year ended March 31, 2022. This report has been prepared by management based on Part 3.0 of the Municipal Strategic Component Project(s) Funding Agreement (the "Agreement").

In our opinion, the financial information in the Annual Expenditure Report (the "Report") of the Town of Borden-Carleton for the fiscal period ending March 31, 2022 is prepared, in all material respects, in accordance with Part 3.0 of the Municipal Strategic Component Project(s) Funding Agreement.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Report section of our report. We are independent of the Town of Borden-Carleton in accordance with the ethical requirements that are relevant to our audit of the Report in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution and Use

Without modifying our opinion, we draw attention to Note 3 of the Report, which describes the basis of accounting. The Report is prepared to assist the Town of Borden-Carleton to meet the requirements of Part 3.0 of the Municipal Strategic Component Project(s) Funding Agreement. As a result, the Report may not be suitable for another purpose. Our report is intended solely for the Town of Borden-Carleton and the Province of Prince Edward Island and should not be distributed to or used by parties other than the Town of Borden-Carleton and the Province of Prince Edward Island.

Management's Responsibility for the Report

Management is responsible for the preparation of the Report in accordance with Part 3.0 of the Municipal Strategic Component Project(s) Funding Agreement and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibility for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the Report. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

MISA Chartered Professional Accountants Inc

Charlottetown, PE

May 10, 2022

AUDITOR'S REPORT ON COMPLIANCE WITH AGREEMENT

To the Council of the Town of Borden-Carleton

We have audited the Town of Borden-Carleton's compliance as at March 31, 2022 with the criteria established by the terms and conditions described in Sections 3.1, 3.5, 3.8, and Parts A.1, A.2, A.4, A.6, A.9, A.13, A.14 and A.15 of Schedule D of the Municipal Strategic Component Project(s) Funding Agreement and Parts A.1, A.2, A.3, A.4, A.6, A.8, A.11, A.13, A.14 and A.15 of Schedule C of the Canada – Prince Edward Island Agreement on the Transfer of Gas Tax Revenues Under the New Deal for Cities and Communities (the "Agreements"). Compliance with the criteria established by the provisions of the Agreements is the responsibility of the management of the Town of Borden-Carleton. Our responsibility is to express an opinion on this compliance based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Town of Borden-Carleton complied with the criteria established by the provisions of the agreements referred to above. Such an audit includes examining, on a test basis, evidence supporting compliance, evaluating the overall compliance with the agreement, and where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, as at March 31, 2022, the Town of Borden-Carleton is in compliance, in all material respects, with the criteria established by the terms and provisions described in Sections 3.1, 3.5, 3.8, and Parts A.1, A.2, A.4, A.6, A.9, A.13, A.14 and A.15 of Schedule D and Parts A.1, A.2, A.3, A.4, A.6, A.8, A.11, A.13, A.14 and A.15 of Schedule C of these agreements.

MRS Chartered Professional Accountants Inc

Charlottetown, PE

May 10, 2022

M|R|S|B

***Federal Gas Tax Revenue Annual Expenditure Report
Notes to Report
For the year ended March 31, 2022***

1. Background Information

On May 27, 2014, the Government of Canada ("Canada") and the Province of Prince Edward Island signed the Agreement on the Transfer of Federal Gas Tax Revenues Under the New Deal for Cities and Communities (the "Agreement") setting out revenue sharing arrangements for federal gas tax revenues for investment in environmentally sustainable municipal infrastructure.

2. Reporting Requirements

Pursuant to Section 3.0 of the Municipal Strategic Component Project(s) Funding Agreement (the "Agreement"), dated May 7, 2015, the Municipality shall provide the Province of Prince Edward Island for each year of this Agreement, an Annual Expenditure Report (the "Report") by March 31st of each year, which provides the following information:

- a) The amount of the Funds received from Prince Edward Island under this Agreement;
- b) The amount of the Funds paid out by the Municipality for each Eligible Project;
- c) The amount of the Funds held by the Municipality, at the end of the year for future infrastructure investments; and
- d) A listing and description of the Eligible Projects undertaken by the Municipality with the Funds in the preceding fiscal year, including the project category and type, description of projects, amount and identify all funding sources, nature of the investment and expected outcomes.

The Report must be audited by the Municipality's auditor.

3. Basis of Accounting

The elements of the Report have been prepared using the recognition and measurement principles of Canadian generally accepted accounting principles as required by Part A.1 of Schedule D of the Agreement.

**Canada - Prince Edward Island CCBF Agreement
Annual Expenditure Report (AER)**

Summary

As of March 31, 2022

Town of Borden Carleton CIP AER	Annual CCBF Expenditures					Cumulative	
	19-20	20-21	21-22	22-23	23-24		
Available	Opening Balance	\$ 338,861.65	\$ 424,405.14	\$ 509,700.06	\$ 596,520.73	\$ 596,520.73	N/A
This section for Provincial use only	Received from the Province						
	Annual Allocation Received	\$ 200,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 400,000.00
	Carryover from 2014-2019	\$ 338,861.65	\$ -	\$ -	\$ -	\$ -	\$ 338,861.65
	Interest Earned (Must go towards a project)	\$ 389.26	\$ 533.32	\$ 566.68	\$ -	\$ -	\$ 1,489.26
	Total Available	\$ 539,250.91	\$ 524,938.46	\$ 610,266.74	\$ 596,520.73	\$ 596,520.73	\$ 740,350.91

Actuals	Spent on Eligible Projects	19-20	20-21	21-22	22-23	23-24	
	3.4.3 - GC Bell Building Energy Audit and Implementation	\$ -	\$ -	\$ -			\$ -
	3.4.5 - Town Recreation Complex	\$ -	\$ -	\$ -			\$ -
	3.5.1 - Gateway Arena Ice Plant Replacement and Upgrades	\$ 28,982.77	\$ 15,238.40	\$ 4,899.99			\$ 49,121.16
	3.5.2 - Paving Local Roads and Parking Lot Renewal	\$ 60,863.00	\$ -	\$ -			\$ 60,863.00
	3.5.3 - Water Tower Upgrades	\$ -	\$ -	\$ 8,846.02			\$ 8,846.02
	3.5.4 - Destination Borden-Carleton Phase 1	\$ 25,000.00	\$ -	\$ -			\$ 25,000.00
	Total Spent on Eligible Projects	\$ 114,845.77	\$ 15,238.40	\$ 13,746.01	\$ -	\$ -	\$ 143,830.18
	Closing Balance	\$ 424,405.14	\$ 509,700.06	\$ 596,520.73	\$ 596,520.73	\$ 596,520.73	\$ 596,520.73

MCEG	Amount of CCBF eligible to be claimed under the MCEG program	19-20	20-21	21-22	22-23	23-24	TOTAL
	3.4.3 - GC Bell Building Energy Audit and Implementation	\$ -	\$ -	\$ -			\$ -
	3.4.5 - Town Recreation Complex	\$ -	\$ -	\$ -			\$ -
	3.5.1 - Gateway Arena Ice Plant Replacement and Upgrades	\$ 26,347.97	\$ -	\$ -			\$ 26,347.97
	3.5.2 - Paving Local Roads and Parking Lot Renewal	\$ 55,330.00	\$ -	\$ -			\$ 55,330.00
	3.5.3 - Water Tower Upgrades	\$ -	\$ -	\$ 8,087.29			\$ 8,087.29
	3.5.4 - Destination Borden-Carleton Phase 1	\$ 22,727.27	\$ -	\$ -			\$ 22,727.27
	TOTAL	\$ 104,405.24	\$ -	\$ 8,087.29	\$ -	\$ -	\$ 112,492.53

CERTIFICATION BY MUNICIPALITY

I, James A Wentzell (Name) CAO (Title) of Town of Borden-Carleton (Municipality)

certify that the information reported is a true and accurate representation of the Municipality's position with respect to the federal CCBF revenues. I acknowledge and understand that any contravention with the terms and conditions of the Municipal Funding Agreement may result in an event of default resulting in the termination of funding.

Signature: [Signature] (Officer of the Municipality) Date: May 13, 2022

Municipal Seal:

Entity has prepared this financial statement in compliance with Canadian Generally Accepted Accounting Principles.

SEE ATTACHED AUDITED OPINION REPORTS OF REGISTERED MUNICIPAL AUDITOR



Borden-Carleton
The coastal heart of PEI!

NEWSLETTER JUNE 2022

Canada Day July 1st



The Town hopes individuals, groups and individuals will celebrate Canada Day and the Freedoms we have in this great country.

2022 Canada Day Events/Activities

Thursday, June 30th

6-9pm Corn/Mussel Boil (or as supplies last)
(Sponsored by Cereitti's & Atlantic Aqua Farms)

6-9pm Inflatables

6-10pm Live Music

6:30-8:30pm Face painter/balloon twisters

10pm Fireworks

(Sponsored by Strait Crossing Ltd)

Friday, July 1st

9am-12pm Bike Rodeo (Pre-register required)

(Sponsored by Master Packaging)

12pm Flag Raising Ceremony

& Presentation Community Awards

2-4pm BBQ (or as supplies last)

(Sponsored by Atlantic Beef Products)

1-4pm Inflatables

1-4pm Live Music on the Patio at Lone Oak featuring

Brandon and Jen Gillis

1-2pm Chocolate Bar Bingo

2:30pm Prize Bingo

Saturday, July 2nd

8am Ball tournament

12:30pm Fish Tub Races (pre-register required)

1-4pm Live music on the patio at Lone Oak featuring

Chris and Eric

8:00pm Trivia with Wade Waddell in the Lounge at the

Legion

9:30pm Party in the Lounge with DJ Kevin Gallant at the

Legion

Sunday, July 3rd

1-4pm Live Music on the Patio at Lone Oak featuring

Roland Beaulieu

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 Electronic copies are also available upon request.



2022 CITIZEN AWARDS - NOMINATIONS OPEN

A flyer was sent out in the mail in regards to town citizen Awards. If you have someone you would like to

nominate, please send an email to Holly at bordencarletonrec@gmail.com or by dropping the form off at the Town office.

Youth of the Year: Citizen of the Year: Neighbour of the Year:- Best Overall Property: Most Improved Property

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 6 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

PEI MUNICIPAL ELECTIONS



Want to serve your community. Interested persons are encouraged to offer for Town Council when Municipal Elections take place this fall.

What is the role of a municipal Council member? To learn more, talk to current Council members and info is available online at: [Local Government Resource Handbook](#) | [Government of Prince Edward Island](#)

WATER TOWER BEING UPGRADED



Major upgrades to the Town's Water storage tower are scheduled to take place starting the third week in June.

The tank will be drained and the lower four rows of plating will be replaced with glass fused steel panels.

The work will be completed by Greatario, the same company who built the tower in 2003 (19 years ago) The upgrades are expected to take 3 to 4 weeks.

Residents and businesses may notice slight reductions in water pressure during the upgrades.

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

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 2410

bordencarletonrec@gmail.com

See someone speeding, driving dangerous and our traffic violations, try to get a license number and call the RCMP Call 902 436 9360
(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/>



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

Sign up For Safety

7446

Post Your Civic Number

Gateway Arena News

Summer Day Camp

An 8-week Children's Summer Day Camp will be beginning on Monday, July 4th.

This Summer each week will have a theme, this will help us to be able to offer a more structured, enhanced program. Themes will be advertised on our Facebook page and sheets will be able to be mailed out or picked up the week of June 27th.

Children must be registered the Friday before to be eligible to attend.

Registration and information sheets can be picked up from Holly at the arena or can be sent by emailing bordencarletonrec@gmail.com



Confederation Bridge 25th Anniversary:

The Confederation Bridge celebrated its 25th anniversary on May 31, 2022. As part of the milestone anniversary, the Confederation Bridge has collaborated with the Town of Borden-Carleton with a financial contribution towards the Canada Day fireworks. The Bridge would like to thank the Town and residents for the last 25 years and look forward to many more anniversaries together.



BADC LOOKING FOR BOARD MEMBERS

Are you interested in serving your community? There is an *immediate need* for a number of persons to sit on the Borden-Carleton Area Development Corporation to fill a number of vacancies that presently exist. Interested contact Laurel laurellynthompson@yahoo.com or Barb johnandbarb@pei.sympatico.ca

Volunteer

Volunteers are the heart of any community and we are hoping to attract a number of volunteers to help make things happen in Borden-Carleton
Events planned will depend upon how successful we are to find individuals, organizations or businesses to sponsor and organize them.

If you are interested in being on the list to help with any of the following activities, send your choices to Holly at borden-carletonrec@gmail.com along with your email address and phone number

<input type="checkbox"/>	CANADA DAY ACTIVITIES
<input type="checkbox"/>	Activity Set Up\ Activity Tear Down\ Clean Up
<input type="checkbox"/>	Bicycle Rodeo
<input type="checkbox"/>	Bingo at the Rink
<input type="checkbox"/>	Corn/Mussel Boil
<input type="checkbox"/>	Events at the Rail Park
<input type="checkbox"/>	-Entertainment
<input type="checkbox"/>	-Supervise Inflatables for the kids
<input type="checkbox"/>	
<input type="checkbox"/>	

WE NEED VOLUNTEERS!



Borden-Carleton Library Hours

Monday 10:00am-2:00pm

Wednesday 4:00pm-8:00pm

Saturday 9:00am-1:00pm

Come in and sign up for the Summer Reading Program! The theme this year is "Once Upon a Time, Myths and Legends"



COMING SOON NEW SIGNAGE

The town has purchased 10 of these signs to place around the town. We purchased them through Dan's Muffler Decal Shop.

If you want one for your own yard, you can purchase them for \$36. The number to call to order is 902-436-3500.

ADOPT A PLANTER

YOU can help beautify the Town by participating in the Town's "ADOPT A PLANTER" program. You can have the Planter in your name or your business name or in memory of a loved one.

Information has been circulated to individuals and businesses through a separate mail out.



WE HAVE 30 PLANTERS LOOKING FOR ADOPTION



Helpful Hints to be A Good Neighbor and Citizen

- *Don't Mow your clippings onto the sidewalk or street*
- *Noise – early in the morning or late at night. Be respectful to your neighbors*

THANK YOU



FABRICATION YARD CLEANUP



The Town welcomes the long-awaited cleanup of the Fabrication Yard. This work is expected to be completed before the end of August

2022 COUNCIL MEETING SCHEDULE



FEB 8, 7:00pm	JUN 14, 7:00pm	OCT 11, 7:00pm
MAR 8, 7:00pm	JUL 12, 7:00pm	NOV 8, 7:00pm
MAY 10, 7:00pm	SEPT 13, 7:00pm	DEC 13, 7:00pm

EVERYONE WELCOMES TO ATTEND!
FOR MORE INFORMATION: (902) 437-2225

USEFUL PHONE NUMBERS

ARENA/RECREATION 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



Health and
Wellness

Santé et
Mieux-être



Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

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

May 30, 2022

Ms. Holly Bernard
Town of Borden-Carleton
PO Box 89
Borden-Carleton, PE C0B 1X0

Dear Ms. Bernard:

Thank you for your application for assistance under the Community Recreation Support Program. I am pleased to inform you that an Arena Support Grant in the amount of \$8,500.00 has been approved for the Gateway Arena.

Through this program, the province is pleased to provide ongoing operating assistance to arenas in communities throughout the province. In many communities, the arena is the focal point of community life during the winter months and is a primary venue for many great events during the summer.

Although we are processing the grant immediately, as the Program Guidelines indicate, this grant is conditional on the facility and/or the community being a member in good standing of the PEI Recreation and Facilities Association. I trust you will ensure that this condition will be met. If you have any questions or concerns in relation to this grant, please contact our Director of Sport and Recreation, John Morrison at 894-0283.

Again, thank you for your continued efforts to develop recreation opportunities for the people of your community. You will receive a cheque for this amount within a few weeks directly from payment processing.

Sincerely,

Ernie Hudson
Minister



Municipal Affairs Division

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



Division des affaires municipales

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

Bylaw Receipt

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

May 18, 2022

Dear Jim Wentzell,

I wish to acknowledge receipt of the following bylaw:

Borden-Carleton - Code of Conduct (Bylaw #2020-01, adopted February 11, 2020)

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

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

Please note in section 25 of the bylaw you have 20XX-XX rather than the bylaw number.


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

Regards,

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

Encl

bcadmin@borden-carleton.ca

From: Municipal Affairs Division <municipalaffairs@gov.pe.ca>
Sent: May 19, 2022 3:05 PM
To: bcadmin@borden-carleton.ca
Subject: New website for Municipal Elections 2022, training resources, May to do list and more.


[View this email in your browser](#)

DOCUMENT PREVIOUSLY CIRCULATED



Dear Jim,

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

In this e-newsletter:

- May 2022 to do list
- 2022 General Municipal Elections - Website
- Training for CAOs and Council
- Climate Change Survey for Municipalities
- Upcoming Emergency Management Course

From: Jesse MacDougall <jwmacdougall@gov.pe.ca>
Sent: June 8, 2022 12:57 PM
To: Borden-Carleton
Cc: Darlene Rhodenizer
Subject: MSC Applications

Good afternoon Jim,

The CCBF Review Committee met this morning to consider Municipal Strategic Component (MSC) and Direct Allocation applications. I am pleased to let you know that the following projects have been approved:

Project	MSC Contribution (75%)	Direct Allocation	Minimum Municipal Cont.
117.0 – Carleton Street Sewer Extension	\$49,500	\$9,900	\$6,600
118.0 – Read Road Sewer Extension	\$288,750	\$57,750	\$38,500

Official approval letters and funding agreements will follow in the mail.

Thanks,

Jesse MacDougall, C.Tech | Project Officer
PEI Infrastructure Secretariat
Department of Transportation and Infrastructure
85 Fitzroy Street, Suite 301, Charlottetown, PE C1A 1R6
Office: (902) 620-3631 | Cell: (902) 626-8757 | Fax: (902) 620-3383



Public School Branch

bcadmin@borden-carleton.ca

From: Janet McQuaid <janmcquaid@edu.pe.ca>
Sent: June 10, 2022 12:16 PM
To: 'bcadmin@borden-carleton.ca'
Subject: GC Bell Memorial Scholarship

Hi Jim,

We received an application for the GC Bell Memorial – Quianna Harvey who attends Kinkora.

We will let the high school and Quianna know that she is the recipient of the Scholarship this year.

If you have any questions, please let me know.

Thanks
Janet

Janet McQuaid

Administrative Assistant to the Director, Manager, and Mental Health Lead of Student Services

Public Schools Branch

P.O. Box 8600

Charlottetown, PE

C1A 8V7

902-368-6842

janmcquaid@edu.pe.ca

Town of Borden-Carleton
CAO Report RE: Pending Developments
Update June 14, 2022

228 Carleton Street conference call was held between the CAO, our Engineers and the Engineer for Arsenault Brothers Holdings Ltd (Derek French) to clarify among all parties the depth of the Sewer on Carleton St and the depth at the property line at 228 Carleton St. Arsenault's engineer has now determined that the proposed development could be undertaken without the need of a lift station.

Our engineers are doing the detailed design for the sewer extension to go to tender. The Town has received a grant towards this sewer extension.

Sale of Land Request- Aqua Marine Farms Currie, Aqua Marie Farms advised that his company intends to pursue purchasing land from the Town for use by their business. They are working on a presentation to Council and for the public meeting. The Public meeting is expected to occur during July.

Dept of Finance Housing Development have been advised by Heather Jodrey, Dept of Finance that the proposed mini housing project for Industrial Drive has been put on hold as the tender for the homes came in too high to proceed at this time.

Nicole Morrison Property -Borden Avenue We have determined that a public meeting could be held 7 clear days from the date of the advertisement (ad must be in a newspaper). We are still awaiting the necessary information from Ms. Morrison prior to setting a public meeting.

It was the intention to hook on to water and sewer from Downing Street. This would require an easement from BADC as well. I will discuss this with our Engineers. We will be reviewing the existing water and sewer lines in the area and determine the active lines.

70 Read Road

The letter of Intent has been signed and a draft development agreement created. Prior to finalizing a Purchase and sale Agreement to go to Council, the proposal will go the Planning Board and a public meeting once the necessary documents are received from Paynter Brothers. They have advised they have engaged Derek Church to complete the necessary plans on their behalf.

The Town has received funding towards the cost of extending a Sewer main on Read Road between Carleton St and Industrial Drive.

Fabrication Yard

The work at the Fabrication Yard seems to be on schedule and going well. No complaints have been received in respect to noise or dust to date.

TRAIL REVISED LOCATION



From: Derek French <dfrenchservices@gmail.com>
Sent: May 23, 2022 11:19 AM
To: Borden-Carleton Office
Cc: Jim Wentzell; Ruth Copeland
Subject: Re: D.P. Murphy Inc Permit

Hello Alicia / Jim;

This application will require approval from Council.
Please let me know when it is ok to issue.

Regards

Derek French
Development Officer
Town of Borden-Carleton
902-394-2945

On Mon, May 16, 2022 at 2:14 PM Borden-Carleton Office <accounts@borden-carleton.ca> wrote:

Hello Derek,

Attached is a Permit for D.P. Murphy Inc. The Permit was paid.

Thanks,

Alicia Wentzell

Administrative Assistant
Town of Borden-Carleton
accounts@borden-carleton.ca
Phone: (902) 437-2225
Fax: (902) 437-2610

bcadmin@borden-carleton.ca

From: Ferguson, Laird <lferguson@cbcl.ca>
Sent: April 12, 2022 11:18 AM
To: bcadmin@borden-carleton.ca
Subject: RE: 212659 Borden Tim Hortons - Site Plan IFR & Comment

Hi Jim,

I wanted to follow-up on the below, as when I spoke with Derek he indicated that a Development Permit may be required, but that you could extend it the period to cover the full construction?

Thanks
Laird

From: Ferguson, Laird
Sent: April 5, 2022 12:37 PM
To: bcadmin@borden-carleton.ca
Cc: Charles MacKenzie <Judy@pei.sympatico.ca>; John Corazza <cora@bellaliant.com>; MacLeod, Jody <jodym@cbcl.ca>
Subject: RE: 212659 Borden Tim Hortons - Site Plan IFR & Comment

Hi Jim,

Thank you for taking my call earlier. As discussed, the owner will only be proceeding with a site preparation tender package this year. See attached drawings indicating removing the existing fill and bring in new select borrow. This is to allow time to complete a traffic study and resolve some land issues over the summer. As I understand from our conversation the Town would not require the owner to apply for a development permit for site preparation work only. The Town would require the owner to apply for a development permit when they proceed with the full scope of the development.

Please confirm if I am understanding our conversation correctly.

Thank you,
Laird

From: Ferguson, Laird
Sent: March 22, 2022 6:30 PM
To: bcadmin@borden-carleton.ca
Cc: Charles MacKenzie <Judy@pei.sympatico.ca>
Subject: Re: 212659 Borden Tim Hortons - Site Plan IFR & Comment

Hi Jim,

We do appreciate the comments and thank you for taking the time to review. We will pass these onto the owner and follow-up to ensure they submit a development permit.

Thanks
Laird

Sent from my iPhone

On Mar 22, 2022, at 6:19 PM, bcadmin@borden-carleton.ca wrote:

Hi Laird

Our Development Officer Derek French has reviewed the plan you submitted and following are his comments:

The property, PID # 686592 is zoned Highway Commercial (C2).
A Tim Horton's building would be a permitted use.

Driveway location and storm water management would have to be reviewed by Transportation.
Water and sewer connections shall be performed under the supervision of the Town.
Building plans to be submitted to the Province for approval.
I formal development permit application needs to be submitted.
This has to approved by Council.

Please note, Derek is on vacation until April 4th. We hope you find his comments helpful.

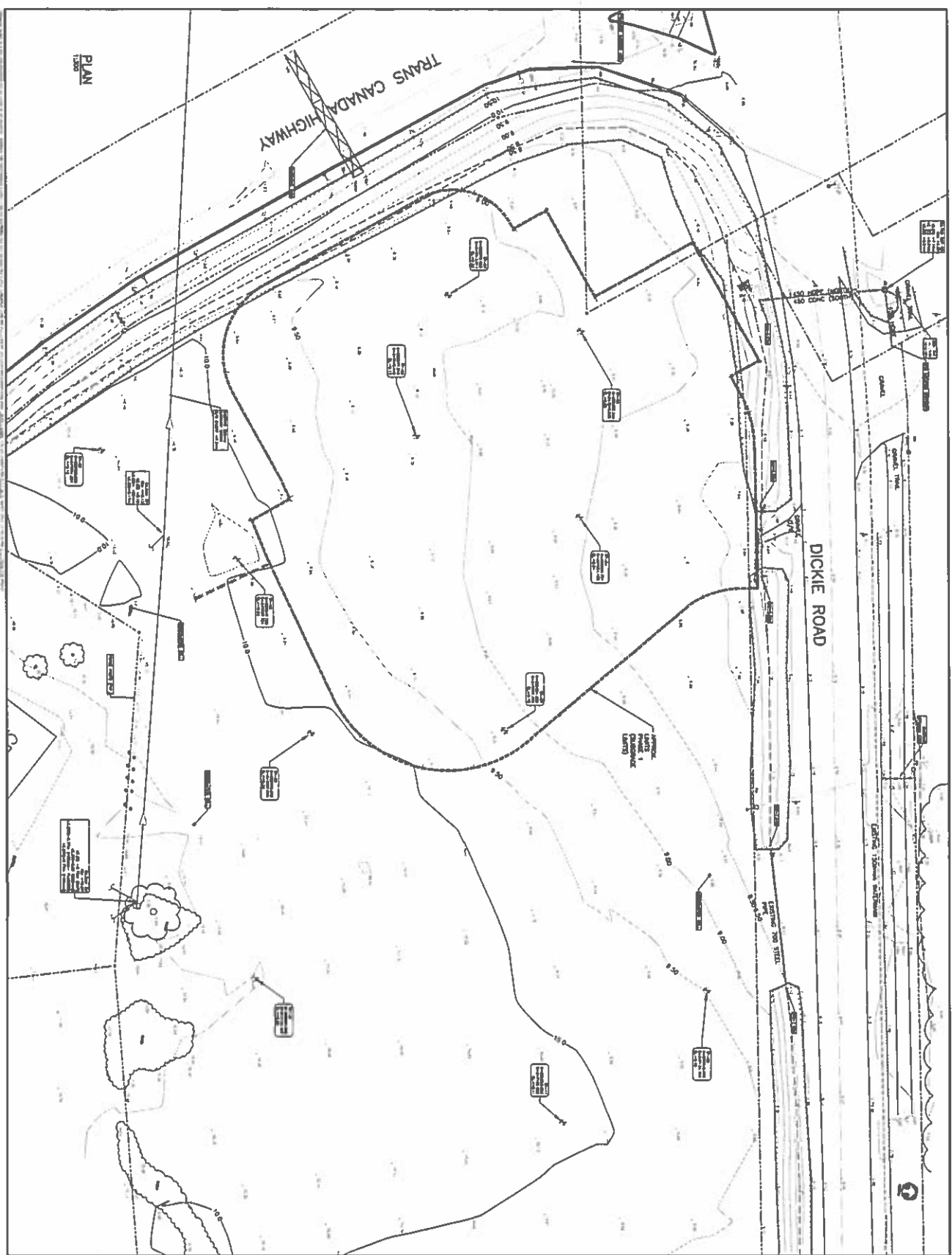
Jim Wentzell
CAO
902 437 2225

From: Ferguson, Laird <lferguson@cbcl.ca>
Sent: March 18, 2022 1:48 PM
To: bcadmin@borden-carleton.ca
Cc: MacLeod, Jody <jodym@cbcl.ca>; John Corazza <cora@bellaliant.com>; Scott, Paul <pauls@cbcl.ca>
Subject: 212659 Borden Tim Hortons - Site Plan IFR & Comment

Hi Jim,

On behalf of our client D.P. Murphy, we are issuing the attached preliminary site plan for review and comment for the proposed standalone Tim Hortons building in Borden-Carlton at the corner of the TCH and Dickie Rd. We would appreciate your feedback and comment before we proceed with our detailed design. If you have any questions do not hesitate to reach out.

Thank you,
Laird



PLAN
1:500



KEY PLAN

NOTES

1. PROPOSED SITE INFORMATION PROVIDED BY THE APPLICANT ON 15/01/2011.
2. THIS SURVEY WAS CONDUCTED ON 15/01/2011.
3. ALL DIMENSIONS AND COORDINATES SHOWN ON THIS PLAN ARE BASED ON THE PD 2008 DATUM. ALL DIMENSIONS AND COORDINATES SHOWN ON THIS PLAN ARE BASED ON THE PD 2008 DATUM. ALL DIMENSIONS AND COORDINATES SHOWN ON THIS PLAN ARE BASED ON THE PD 2008 DATUM.
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LEGEND

- 1. PROPOSED SITE INFORMATION PROVIDED BY THE APPLICANT ON 15/01/2011.
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NOT FOR CONSTRUCTION

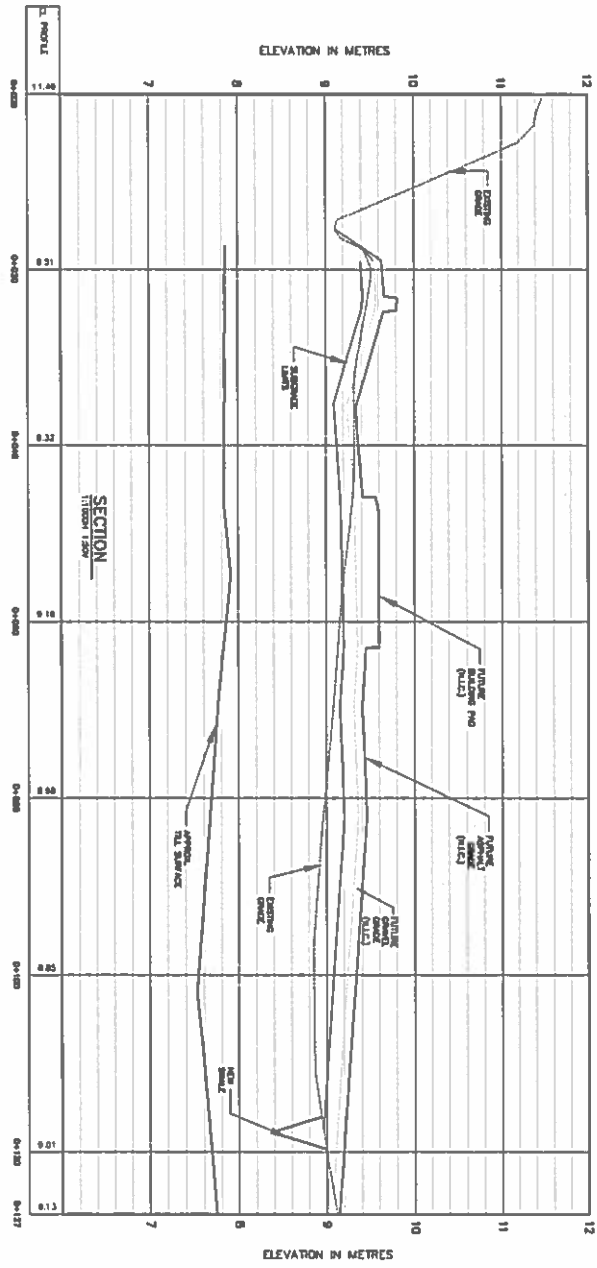
DP AUTHORIT
TIM HORTONS BORDEN

EXISTING CONDITIONS

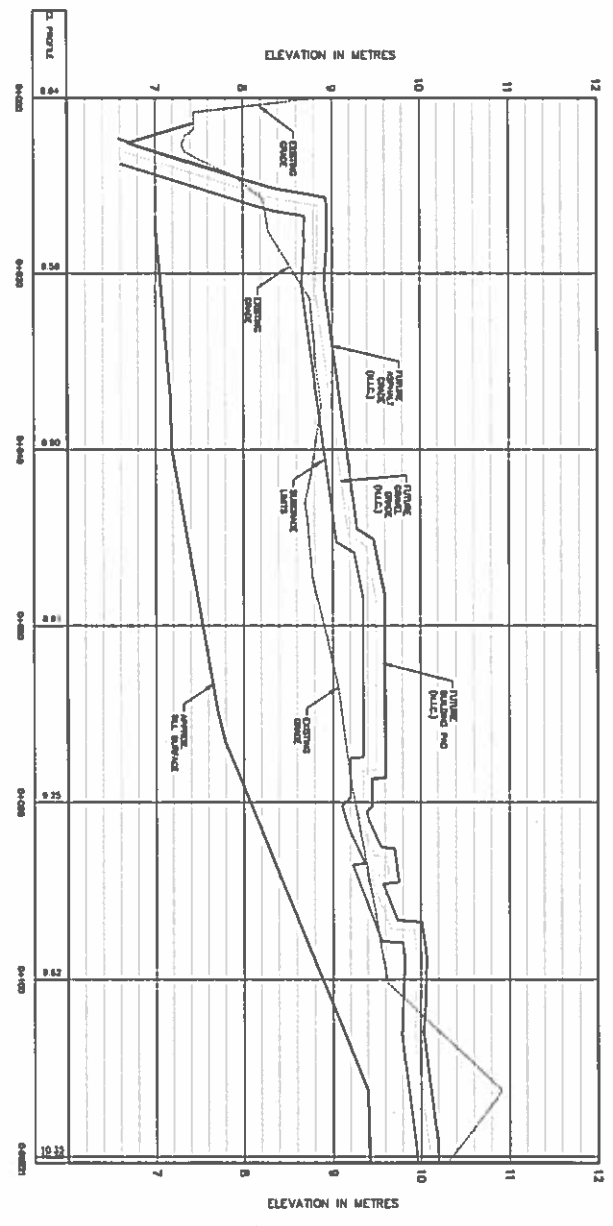


PROJECT NO.	DATE	BY	CHECKED
C01	15/01/2011	AS	AS
REV.	DATE	BY	DESCRIPTION
1	15/01/2011	AS	ISSUED FOR PERMIT

A SECTION-
 1:2500 1:2500 1:2500



B SECTION-
 1:2500 1:2500 1:2500



NOT FOR CONSTRUCTION

DR MAURITZ

TIM HORTONS BORDEN

SCALE 1:2500

SECTIONS

DATE	21/05/08
PROJECT	14.40172
CLIENT	NS
SCALE	1:2500
SECTION	1
NO.	3 of 8

C03

PROPANE ICE RESURFACER QUOTES

JUNE 2022

Saunders's Equipment (Zamboni 446) \$116,473.10 plus HST
(Allowance for old Olympia = \$1,000)

Monarch Enterprises Ltd (Olympia Millennium H) \$129,200.00 plus HST(
(Allowance for old Olympia \$1,000)

PROPANE ICE EDGER QUOTES

JUNE 2022

Saunders's Equipment (Zamboni Power Edger) \$5,844.25 plus HST
(Allowance for old Olympia Edger = \$500)

Monarch Enterprises Ltd (Olympia Millennium H) \$6,800.00 plus HST(
(Allowance for old Olympia Edger = none)

In our Capital Budget we had \$145,000 for the replacement of the Ice Re-surfacer & Ice Edger to be fully funded by the GAS TAX

It takes 6-7 months for delivery of a new ice surfacer so a decision is required ASAP. At first the Infrastructure Secretariat advised Gas Tax could not be used for an Ice Re- surfacer. That decision is under review and we have a good chance it now will be approved.

If approval is not forth coming then a capital loan will be required or a fund raiser developed.

Memo

To: Town Council
From: Jim Wentzell, CAO
Date: June 14, 2022
Re: Discussion – Property Tax Incentive Policy

I am recommending that Council discussing revising the Town's Property Tax Incentive Policy. There a number of conflicting information out there.

Attached are:

A draft revised policy pre-numbered in proper policy form.
The current Policy being used as discussed by Council, Feb 2021
The Online application form quoting an older version of Town Policy.

The original policy was to provide incentives for the building of year-round homes in the Town and at the time, multifamily and multibuilding developments were not complemented.

With single family homes, the Town could absorb the tax rebate for 5 years without affecting the tax rate and without affecting the taxes paid by the other residents. One issue with new home construction addressed in the 2021 policy was homes used for short term rentals are not eligible for the tax incentive.

Large scale housing projects pose two issues for the Town. Often these developments require a capital expense to the town in respect to servicing. The second issue is that the large assessment associated with these developments, and yet no taxation revenue for a period of time, could affect all tax payers as the increased assessment would reduce the equalization grant the town receives from the province.

I will discuss with Council, my rationale for the clauses contained in the draft policy.

DRAFT

Town of Borden-Carleton Municipal Residential Property Tax Incentive Policy 2022-06-01

1.0 Housing Initiative

- 1.1 Construction of a new home with an assessment of at least \$100,000
- 1.2 Construction of a new apartment building assessed at least \$100,000 per dwelling unit.
- 1.3 Incentive applies to initial owner only and terminates once the property is sold. It is not transferable to subsequent owners of the property
- 1.4 Incentive only allowed to be used one time per property. For multi building housing projects built in phases, the incentive will apply as each building is completed and occupied as per signed separate agreement with the developer.
- 1.5 Incentive applies to year-round , owner occupied or tenant property.
- 1.6 Tourism, cottages, seasonal, short- term rentals and non-residential properties are not eligible for the municipal tax incentive.
- 1.7 Change of use of an existing structure will not make the property eligible for a municipal tax incentive.

2.0 Eligible applicants will receive a tax refund as follows:

- 2.1 For owner-occupied single-family homes: a 100% rebate for 5 years on the Municipal portion of their residential property tax.
- 2.2 For apartment buildings, built and 75% occupied prior to December 31, 2025: a 100% rebate for 5 years on the Municipal portion of their residential property tax
- 2.3 For multiple housing projects on the same lot built in phases and an agreement is in place as per section 1.4: a rebate for each building as per the terms outlined in the agreement.
 - 2.3.1 Notwithstanding the terms of the agreement, the rebate of the Municipal portion of the taxes shall not exceed 5 years for each individual building.

DRAFT

2.4 For all apartment buildings built and occupied after December 31, 2025 and for all multiple dwelling agreements signed after December 31, 2025, a phased tax incentive will apply once buildings are complete and 75% occupied:

- For year one – 100% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year two – 80% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year three – 60% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year four – 40% rebate for 5 years on the Municipal portion of their residential property tax, and
- For year five – 20% rebate for 5 years on the Municipal portion of their residential property tax, and

3.0 Administration of the tax incentive program

3.1 An applicant must fill in an application form each year and return it along with a copy of their P.E.I. Real Property Tax bill, to the Municipal Office, 20 Dickie Road (Box 89), Borden-Carleton CoB 1X0 prior to December 31st in any given taxation year.

3.2 The CAO may require proof of payment of property taxes prior to issuing an incentive payment to the property owner.

3.3 Any payment will be issued to the assessed owner of the property.

3.4 The CAO may deduct from the incentive payment, amounts to cover any outstanding fees or other charges owed to the town including and not limited to utility billings, servicing charges, permits, fees and fines.

4.0 interpretation and termination of Incentive Program

4.1 The Council of the Town of Borden-Carleton may amend or terminate the municipal residential property tax incentive by motion of Council at a duly held meeting of the Council.

4.2 If any dispute arises in respect to the application and interpretation of any provisions of this document, the opinion of the Town shall prevail and be final.

First reading: _____

Second Reading: _____

Date Adopted: _____

Revised: June, 2022 J A Wentzell CAO
--

Current Policy Being Used

Town of Borden-Carleton five (5) year Municipal Property tax incentive

- Construction of a new home \$50-,000 and up
- Construction of a new apartment building/duplex
- If property is sold before incentive period expires the incentive program transfers to new owner for the remainder of the incentive.
- Incentive only allowed to be used one time per property
- Incentive applies to year round owner occupied or tenant property. Not intended for tourism, seasonal or short term rentals.

Eligible applicants will receive a tax refund of 100% for the first 5 years on the Municipal portion of their residential property tax

These refunds will normally be paid out in equal payments June 1st, September 1st, and December 1st.

An applicant must fill in an application form and return it along with a copy of their P.E.I. Real Property Tax bill, to the Municipal Office, 20 Dickie Road (Box 89), Borden-Carleton CoB 1X0

Applicants need to continue to forward copies of their new Property Tax bill for each year of the agreement.

Revised: February , 2021
J A Wentzell
CAO



Town of Borden-Carleton
 167 Industrial Drive PO Box 89
 Borden-Carleton, PE C0B 1X0
 Phone 902-437-2225 Fax 902-437-2610



Residential Construction Incentive
 Municipal Residential Real Property Tax Refund
 Application Form

Application Form - online

Date: _____ Property Owner: _____

Mailing address: _____

Home Telephone: _____ Cell: _____

Property Tax Number: _____

Property Address: _____

Expected date of construction completion: _____

Expected date of occupancy: _____

Signature of Applicant: _____

Please attach a copy of your property tax bill to this form

Conditions to be met for 5 year tax incentive:

- Construction of a new home \$50,000 and up.
- Placing a home (from outside the Town) on a new foundation to total value of \$50,000 or more.
- Construction of a new apartment /duplex
- Commercial development exceeding 100,000
- If property is sold before incentive period expires, the incentive transfers to new owner for the remainder of the incentive.
- Incentive only allowed to be used one time per property.

For office use only:

Approved: Yes Date: _____

No Approved by: _____