



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING
Tuesday, Oct 8, 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 – Sept 10, 2024

5. PUBLIC PRESENTATIONS/ INVITED GUESTS

6. STAFF REPORTS:

6.1 Police Report: RCMP Reports for Sept 2024

6.2 Fire Chief's Report – no report received.

6.3 Recreation Director's Report

6.3.1 Zamboni advertising- Consolidated Credit Union

6.4 Planning Dept Report

6.4.1 Development Permit Approvals July 20 2024 – Sept 8 2024

6.5 Finance and Administration Report:

6.5.1 Cash Flow Report for Sept 2024

6.5.2 Disbursement Listing Sept 2024

7. EXTERNAL REPORTS:

Nil

8. CORRESPONDENCE:

INFORMATION ITEMS:

8.1 FPEIM- SEMI ANNUAL MEETING OCT 19, 2024

8.2 ROYAL CANADIAN LEGION- Invitation to Nov 11th Remembrance Day Service

8.3 Department of Finance- Revised time line Street lights Gateway village

ACTION ITEMS:

9. UNFINISHED BUSINESS

- 9.1 Municipal By-Election – Update October 2024
- 9.2 Quotations- Electronic Signage– Working progress
- 9.3 Request for Speed Bumps – Carleton St – No update received
- 9.4 Housing Development Read Road

10. NOTICE OF MOTIONS:

- 10.1 2nd Reading & Adoption of Bylaw 2024-01 Manage & Disposal of Records

11. NEW BUSINESS:

- 11.1 Working Remotely Policy (under Development)
- 11.2 Revised Fees Policy Under development)
- 11.3 Discussion- Sidewalks
- 11.4 Meeting Calendar 2025

12. QUESTIONS (DISCUSSION ITEMS) COUNCIL

None Received for this meeting.

13. IN-CAMERA: (Several Items)

MGA Section 119:

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

14. ADJOURNMENT:

ACTION ITEMS:

9. UNFINISHED BUSINESS

- 9.1 Municipal By-Election – Update October 2024
- 9.2 Quotations- Electronic Signage– Working progress
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13. IN-CAMERA: (Several Items)

MGA Section 119:

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

14. ADJOURNMENT:



TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING

Tuesday, September 10, 2024 at 7:00 p.m.

20 Dickie Road, Borden-Carleton, PE

Minutes

1. CALL TO ORDER:

Those PRESENT: Mayor Randy Ahearn, Deputy Mayor Larry Allen, Councillor Nicole Arsenault, Councillor Barb Wood, Councillor Ashley Steele

Those Absent: Councillor Laurel Palmer-Thompson

Staff Present: Chief Administrative Officer Jim Wentzell, Administrative Assistant to CAO Alicia Wentzell

Others: Michelle Burge MRSB

ALSO PRESENT: N/A

2. DISCLOSURE OF CONFLICT OF INTEREST:

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

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

Declaration(s) – No member if Council declared a conflict of interest at the meeting

3. ADOPTION OF THE AGENDA:

It was duly moved Nicole Arsenault, seconded by Deputy Mayor Larry Allen THAT the Agenda be adopted as circulated.

MOTION CARRIED (4-0) (RR#24-09-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 Regular Council Meeting – July 23, 2024

It was duly moved Ashley Steele, seconded Barb Wood THAT the minutes of the July 23, 2024 regular Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#24-09-02)

4.2 Special Council Meeting – August 27, 2024

It was duly moved Barb Wood, seconded Deputy Mayor Larry Allen THAT the minutes of the August 27, 2024 regular Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#24-09-03)

5. PUBLIC PRESENTATIONS/ INVITED GUEST

5.1 MRSB Chartered Professional Accountants Inc. – Michelle Burge Presentation of draft Consolidated Financial Statements 2022-2023

Michelle Burge from MRSB Chartered Professional Accountants Inc. presented the consolidated financial statements for the Town of Borden-Carleton for the period ending March 31st, 2024

It was moved by Councillor Ashley Steele and seconded by Councillor Barb Wood THAT the audited financial statements for the fiscal year ending March 31st, 2024 be approved by Town Council as prepared by MRSB Chartered Professional Accountants Inc.

MOTION CARRIED (4-0) (RR#24-09-04)

6. STAFF REPORTS:

6.1 Police Report: July & August 2024

6.2 Fire Department Report: No report Received for July & August 2024

6.3 Recreation Director's Report:

6.3.1 Reg Rodgers Memorial Field Usage 2024

It was agreed that staff would review the rates charged for the use of the Town's playing fields with any recommendations to be considered when drafting the 2025/26 budgets for the Town

6.4.1 Planning Report: (Development Permit Approvals

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

6.4.2 CAO Land Use Bylaw vs Building Code Conflicts

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

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

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

6.5.1 Cash Flow Report August 2024

6.5.2 Disbursement Listing August 2024

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

	Monthly Totals
Town	\$ 71,18.09
Arena	\$ 2,409.38
Utility	\$25,118.79

6.6 CAO-Sewer & Water Utilities Billings Interim Report

It was agreed Council meet in a special session and discuss with staff what is the fairest way of billing Water & Sewer service in the Town and still comply with the provincial water & sewer regulations.

6.7 CAO-Borden-Carleton Organizational Chart as of Sept 23 2024

A staffing organization chart for the Town of Borden-Carleton was circulated to members of Council showing the current staffing and staff hierarchy as of Sept 23 2024.

It was moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT the staff reports noted under Section 6.0 be received.

MOTION CARRIED (4-0) (RR#24-09-05)

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

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

ACTION ITEMS:

- 8.6 Amherst Cove Consolidated School – Request support for their breakfast program

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barb Wood THAT the Town of Borden-Carleton contribute \$1,000 to the Amherst Cove Consolidated School breakfast program for 2024/25

MOTION CARRIED (4-0) (RR#24-09-06)

8.7 Municipality of Strait Shores NB – Request to enter into a Mutual Aid agreement Re. Fire Services

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT the Town advise the Municipality of Strait Shores NB that the Town is unable to enter into a Mutual Aid agreement for Fire Services as Firefighters in PEI are not covered for WCB to attend fires off PEI.

MOTION CARRIED (3-0) (RR#24-09-07)

8.8 Royal Canadian Legion – Request Donation to their annual elimination draw

It was duly moved by Councillor Ashley Steele and seconded by Councillor Barb Wood THAT the Town of Borden-Carleton give two (2) twenty-five-dollar (25) gift cards to the Royal Canadian Legion Branch #10 as a prize in their annual elimination draw to be held on December 7, 2024

MOTION CARRIED (3-0) (RR#24-09-08)

9. UNFINISHED BUSINESS

9.1 Municipal By-Election – Appointment of Election Officials/Review Bylaw

It was duly moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault

THAT Council appoint Cora Lee Dunbar as the Town's Municipal Election Officer and Holly Bernard as the town's Deputy Municipal Election Officer for 2024/25

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

9.2 Quotations – Electronic Signage

A revised RFP for Electronic LED Wall signage for the Town was issued and closed on September 10 2024. 3 companies submitted proposals that will be reviewed by staff in the near future.

9.3 Request for Speed Bumps – Carleton St

A letter was submitted to the Dept of Transportation requesting permission to install speed bumps on Carleton Street. No response from the department has been received to date.

9.4 Fabrication Yard – MLA MATT MacFarlane Public Meeting Sept 17 2024

A Facebook posting was circulated from the Green Party advising that our MLA Matt MacFarlane would be hosting a public meeting to discuss the RFP process for use of the Fabrication Yard and the involvement of the public in the process.

Council agreed to provide for the meeting a statement from the Town outlining the RFP process and that public input is required under the Town's land use bylaw once the RFP is closed and submissions rated.

9.5 Housing Development Read Road

The developer advised that he was completing costing and a revised site plan so that an application for funding of the project could be submitted to the FPEIM

A revised plan was received and viewed by Council. A meeting with the developer will be arranged by the CAO.

9.6 Councillor Representation outside bodies

Staff is still compiling a list of potential bodies members of Council could apply for so that the Town had a voice on various organizations. A number of opportunities exist with organizations associated with Engage PEI and Councillors are encouraged to submit an application to serve on bodies that they may be interested in.

10. NOTICE OF MOTIONS:

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

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele

THAT Bylaw 2024-01 Manage and Disposal of Records be Read for the first time

MOTION CARRIED (4-0) (RR#24-09-10)

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Ashley Steele

THAT Council approve the 1st Reading of Bylaw 2024-01 Manage and Disposal of Records.

MOTION CARRIED (4-0) (RR#24-09-11)

11. NEW BUSINESS:

11.1 Atlantic Aqua Farms -Request for Addition – Environ Meeting Sept 12th

An application was received from Atlantic Aqua Farms to amend their Development Agreement with the Town to construct an addition to their plant at 10 Borden Avenue. The application has been forwarded to the Development Officer.

In addition, Council has been invited to attend a public meeting on Sept 12 2024 at the Legion whereas their proposed expansion will be discussed with the public as required under the Environmental Protection Act.

11.2 Revised signing Authority 2024-25-

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele **THAT** the signing officers for the Town be Mayor Randy Ahearn or Deputy Mayor Larry Allen along with CAO Cora Lee Dunbar or Accountant Henry Le or Recreation Director Holly Bernard

Effective September 23 2024

MOTION CARRIED (4-0) (RR#24-09-12)

11.3 Panel covering Walls Arena vs Painting (Quotes on Material received)

The CAO reported that he received two quotes for the supply of vinyl wall covering for rooms at the Arena. Both quotes were similar with the total cost being \$7,500 to 8,500 for 6 rooms (depending on waste)

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele That council perched the necessary panelling to do the six dressing rooms at the Arena from Valley Truss and Metals at the cost of 2.60 per sq ft plus GST.

MOTION CARRIED (4-0) (RR#24-09-13)

11.4 Working Remotely Policy (under Development)

11.5 Revised Fees Policy Under development)

12. QUESTIONS (DISCUSSION ITEMS) COUNCIL

None Received for this meeting.

13. IN-CAMERA:

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

MOTION CARRIED (5-0) (RR#24-09-14)

Council went into in-camera at 9:50pm

It was duly moved by Councillor Barb Wood. .and seconded by Deputy Mayor Larry Allen THAT Council moves back to a public meeting.

MOTION CARRIED (5-0) (RR#24-09-15)

Council returned to open session at 10:15 pm

13. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at 10:15 pm.

Mayor, Randy Ahearn

CAO, Jim Wentzell

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

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

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

Prince District RCMP reports a total of 25 police files created for service to Borden-Carleton, during the month of September, 2024.

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

Community approved APP's are:

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

Prince District RCMP Members have reported 242 hours providing policing services to the Town of Borden-Carleton, during the month of September 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 13 Criminal Record Checks for residents of Borden-Carleton, for various reasons, including employment and volunteering.

We'd like to take this opportunity to thank Mr. Jim Wentzell for his dedication over these past several years, to helping Prince District RCMP ensure that Borden-Carleton is, and will continue to be a safe place to work and reside, for all. We wish you a retirement filled with happiness, good fortune and good health! We'd also like to welcome Ms. Cora Lee Dunbar to her new role as CAO



for the Town, and we look forward to continuing a great partnership!

Cst. Trent Lafferty and Cst. Colin Stanley have been identified as the RCMP School liaisons for the 2024-2025 school year, for Amherst Cove School. This past month, they met with the school to review the Safe Plan and they are looking forward to a great year ahead!

During the evening hours of September 1st, 2024, East Prince RCMP Members spent extra time in Borden-Carleton and did some patrols, in particular near the Marine Rail Park, to show some police presence prior to the music and fireworks event that was held.

OCCURRENCES	September 2024	Year to Date
Assaults (All Categories)	1	3
Break and Enters (Residence & Business)	0	7
Causing Animals Unnecessary Suffering	0	0
Assistance to Organization	0	3
Crime Prevention	1	7
Abandoned Vehicle	2	5
Theft of Bicycle	0	1
Theft of Motor Vehicle	0	4
Theft Under \$ 5000	0	6

Theft Over \$ 5000	0	0
Drugs (Possession)	0	0
Criminal Harassment	0	3
Drugs (Trafficking)	0	2
Information File	0	0
Firearms Act	0	0
Dog Act	0	1
Traffic Violations	10	61
Traffic Collision	0	15
Trespass Act	0	2
Failure to Comply with Undertaking/Court Order	0	2
Roadside Suspension	0	0
Fail to Stop or Remain at Accident	1	1
Liquor Act	1	1
Cannabis Act – Offences Only	0	1
Uttering Threats against a Person	0	2
Causing a Disturbance / Mischief (including public intoxication)	2	12
Impaired Operation of Motor Vehicle	0	5
Sexual Assault/Interference	0	0

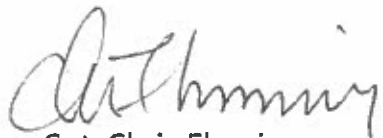
Distribute Intimate Image without Consent	0	0
Immigration & Refugee Protection Act	0	0
Failure/Refusal to Comply with Alcohol Demand	0	0
CheckStops	0	18
Neighbor Dispute	0	0
False Alarms	2	26
Use/Traffick/Possess a Forged Document	0	0
Sudden Death	1	2
Wellbeing Check	0	5
Child Welfare Act	0	2
Suspicious Person/Vehicle	0	3
911 Act	0	1
Items Lost/Found	2	3
Dangerous Driving	0	1
Fraud	0	1
Mental Health Act	0	3
Person Reported Missing	0	1
Motor Vehicle Act	0	0
Family Law Act	0	1
Flight from Police Officer	0	1

Peace Bond	0	1
Interfering with Intentional Boundary Marks	0	1
Excise Act	1	1
Sextortion	1	1
Total Calls for Service	25	216

Provincial Charges/Warnings for the month:

TRAFFIC	September 2024	Year to Date
Speeding Violation Charge	3	13
Other Non-Moving Traffic Violation Charge	2	16
Other Moving Traffic Charge	0	2
Warning Issued	0	15
Liquor Act Charge	0	0
Cannabis Charge	0	1

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



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

Recreation Report

Tuesday, October 8th

Thank you to Lisa Gallant for once again coming out to administer flu shots to our residents. Lisa has been doing this for about 5 years now and the residents that come all say they are grateful to not have to travel far.

The Marine Rail Park washrooms are now closed on the weekends and are now open Monday to Friday 8am to 4pm, with Dennis, Laurie and Holly managing them through the day.

Dennis, Art and Laurie have been working hard to get the arena ready to start making ice. MCM will be in the first week of October to start the plant up and we will be making ice the second week. Minor hockey should have their schedule ready for us once all try outs have taken place.

The ball field will be busy once again this September due to Whitecaps try outs. These try outs will determine the teams for next season. All of these teams which consist of the U13, U15, U17 and U19 Whitecaps will once again practice out of the Reg Rodgers field next Spring and Summer.

Thank you to Summer/Fall staff, Frankie, Laurie and Brandon for all of their hard work to help us maintain our facilities and parks. Your hard work is greatly appreciated.

The Community Navigators hosted a Meet your Neighbor night at the Borden-Carleton library on September 19th. This was an evening to get out and meet some other new comers or to just say hello to someone who have not seen I awhile. There was a great turnout of residents. Thank you to all staff and councilors who were able to attend.

From: Shannon Kennedy <skennedy@ccupei.ca>
Sent: October 2, 2024 11:15 AM
To: Gateway Arena <bordencarletonrec@gmail.com>; Sarah Millar <smillar@ccupei.ca>
Cc: Kevin Coady <badmin@borden-carleton.ca>; accountant@borden-carleton.ca
Subject: Re: Zamboni

Hi Holly,

Attached is the design for the Borden Zamboni (featuring our new logo, set to launch on October 17th!). Please let me know if there is anything else needed.

Thanks so much,

Shannon

Shannon Kennedy

Marketing & Project Manager, Consolidated Credit Union



☎ [902-213-3308](tel:902-213-3308)

🌐 www.consolidatedccreditu.com

✉ skennedy@ccupei.ca

📍 [305 Water Street, Summerside PE](#)



From: Gateway Arena <bordencarletonrec@gmail.com>
Date: Thursday, September 12, 2024 at 9:45 AM
To: Shannon Kennedy <skennedy@ccupei.ca>, Sarah Millar <smillar@ccupei.ca>
Cc: Kevin Coady <badmin@borden-carleton.ca>, accountant@borden-carleton.ca <accountant@borden-

Hello Shannon and Sarah,

I hope all is well.

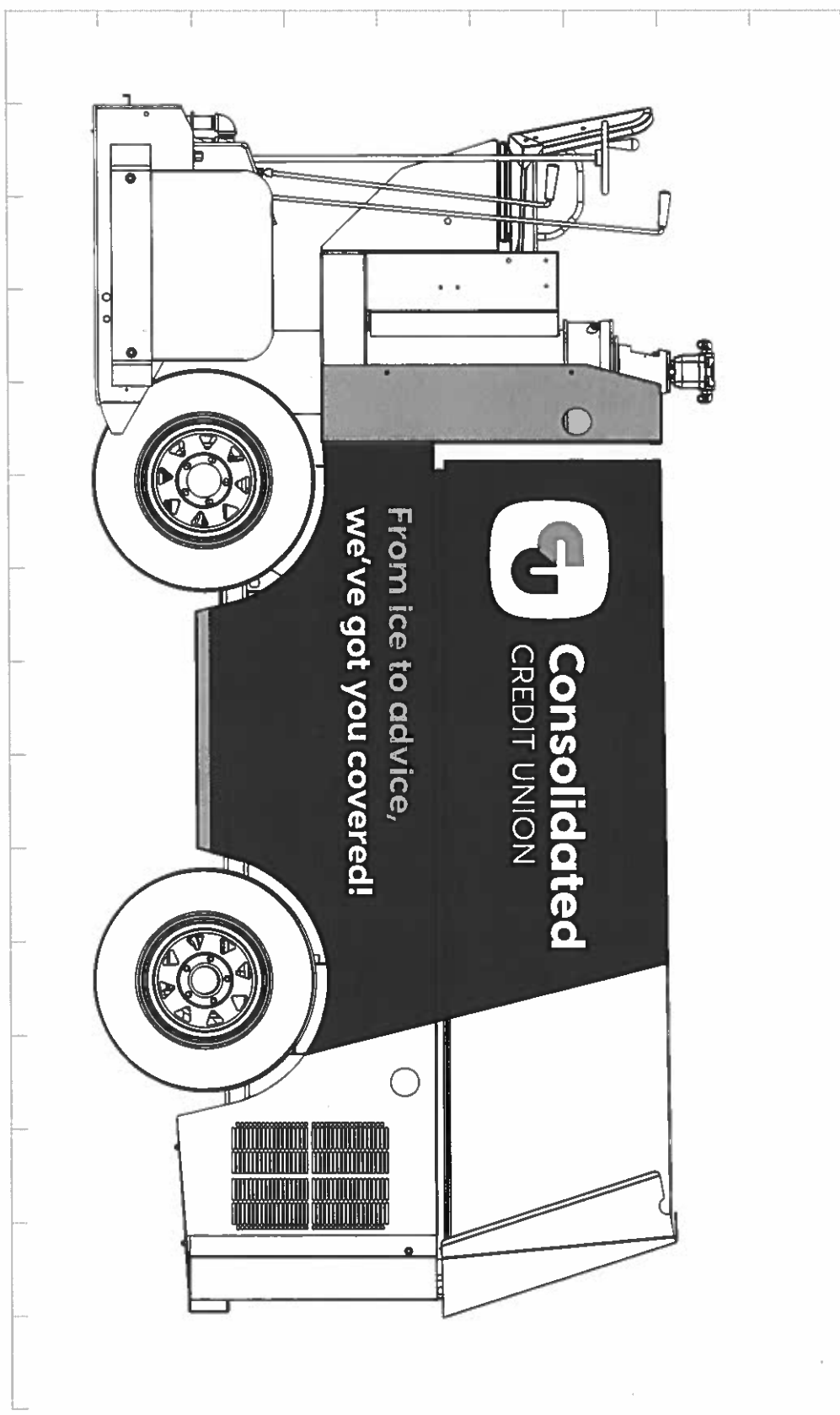
We are just around the corner from the arena season, which means it is time to get all of our equipment ready to go.

We are just checking in to see if the Zamboni contract is still of interest to you and if so, could we get you to sign the contract so we can proceed?

Please feel free to reach out at 902-437-2225

Thank you,
Holly

--
Holly Bernard
Borden-Carleton Recreation Director



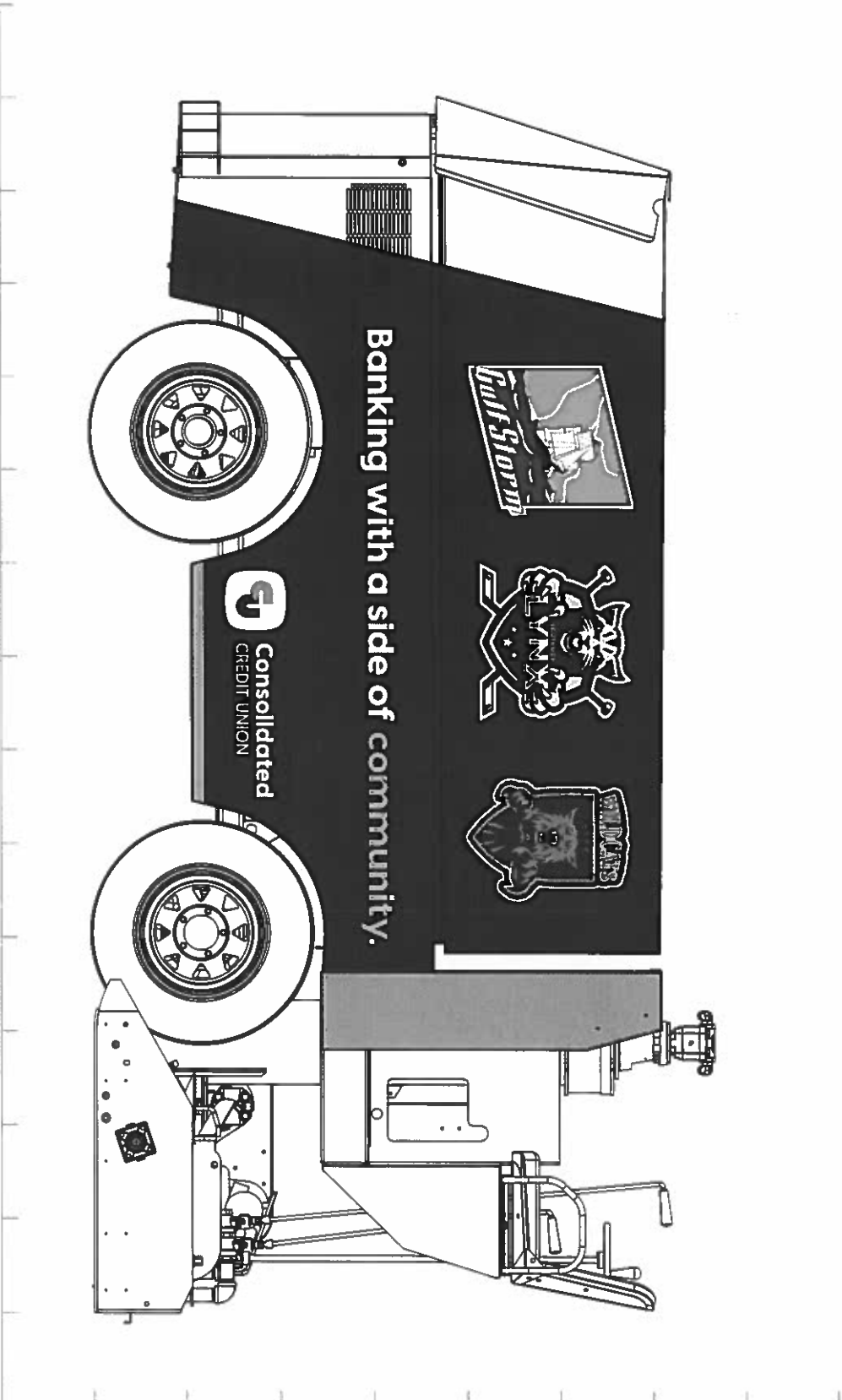
14

Machine Line Drawings for Reference

ZAMBONI.

Zamboni Company, ZAMBONI and the configuration of the Zamboni® ice resurfacing machine are registered trademarks of Frank J. Zamboni & Co. Inc.

- MODEL 440
- MODEL 445
- MODEL 446



1 ft

Machine Line Drawings for Reference

ZAMBONI.

☞ Zamboni Company, ZAMBONI and the configuration of the Zambonice resurfacing machine are registered trademarks of Frank J. Zamboni & Co., Inc.

MODEL 440
MODEL 445
MODEL 446

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 1-5 of 5

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
380592	178 Howatt Street, BORDEN-CARLETON	Development Permits	Accessory Building for Private Storage	Approved	2024-09-27
381848	193 Borden Avenue, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2024-09-17

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
678037	233 Main Street, BORDEN-CARLETON	Development Permits	New Accessory Building, Front Deck with Stairs & Rear Deck with Stairs	Approved	2024-09-27
211516	2677 Route 10, BORDEN-CARLETON	Development Permits	New Accessory Building	Approved	2024-09-27
818377	2910 Highway 10, BORDEN-CARLETON	Development Permits	New Single Family Dwelling	Approved	2024-09-13

Showing results 1-5 of 5

Published date: September 22, 2022

Housing, Land and Communities

General Inquiries

Land Division

J. Elmer Blanchard Building

31 Gordon Drive

PO Box 2000

Charlottetown, PE C1A 7N8

Phone: 902-368-5590

Fax: 902-368-5526

landsdivision@gov.pe.ca

FINANCIAL REPORT FOR SEPTEMBER 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 SEPTEMBER 30 2024

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	61,559	665	3,509	58,715
TOWN	313,223	66,918	64,310	315,830
UTILITIES	159,293	12,221	33,623	137,891
Total Cash Flow	534,074	79,804	101,442	512,436

ACTIVITY SEPTEMBER 2024	Opening	Transfers	Closing
RESERVES	Balance	Deposits	EFT Payments
Gas Tax ACCT	329,012	27	0
			329,040

ACTIVITY SEPTEMBER 2024	Opening	Principal Only	Closing
LOANS	Balance	Deposits	EFT Payments
Tanker Truck 70-9	57,500		500
Fire Truck 71-9	77,382		1,433
Sewe 72-9	391,395		2,627
Sewer Mains 74-9	63,276		284
Storm Drains 75-9	63,276		284
Water/Sewer 79-9	273,727		0
Total Loans Outstanding	926,555	0	5,127
			921,428

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 Sept 01, 2024 to Sept 30, 2024**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
17519	Payment	Holly Bernard	70.00	Sep 01, 2024
17520	Payment	Bernard Arsenault, Nicole	197.08	Sep 01, 2024
17521	Payment	Wood, Barb	177.08	Sep 01, 2024
17522	Payment	Palmer Thompson, Laurel	197.08	Sep 01, 2024
17523	Payment	Allen, Larry	147.08	Sep 01, 2024
17524	Payment	Steele, Ashley	177.08	Sep 01, 2024
17525	Payment	Ahearn, Randy	252.08	Sep 01, 2024
17529	Payroll	Wentzell, Jim	1,909.34	Sep 06, 2024
17530	Payroll	Bernard, Holly	1,737.38	Sep 06, 2024
17531	Payroll	Le, Quoc Bao	1,663.51	Sep 06, 2024
17532	Payroll	Wentzell, Alicia	1,276.90	Sep 06, 2024
17533	Payroll	Bernard, Dennis	1,483.34	Sep 06, 2024
17534	Payroll	Ranahan, Arthur	182.56	Sep 06, 2024
17535	Payroll	Henry, Laurie	1,055.68	Sep 06, 2024
17536	Payroll	Perry, Frankie	1,125.68	Sep 06, 2024
17537	Payroll	Bagnall, Brandon	1,153.57	Sep 06, 2024
17538	Payroll	Clyke, Kloey	628.55	Sep 06, 2024
17539	Payroll	Somers, Trinity	600.79	Sep 06, 2024
17540	Payroll	Lawlor, Abigail.E	719.73	Sep 06, 2024
17543	Payment	Prince Edward Island Potato Board	2,221.80	Sep 03, 2024
17544	Payment	Larissa McCarville	50.00	Sep 03, 2024
17545	Payment	On The Go Property Maintenance	327.75	Sep 03, 2024
17546	Payment	HiTech Communications	761.02	Sep 03, 2024
17547	Payment	Summerside Auto Parts	371.38	Sep 03, 2024
17548	Payment	Orkin Canada	40.25	Sep 03, 2024
17549	Payment	Callbeck's Home Hardware	51.75	Sep 03, 2024
17550	Payment	Ceretti's Grocery & Hardware	1,277.59	Sep 03, 2024
17551	Payment	Xerox Canada LTD	47.46	Sep 05, 2024
17552	Payment	Amherst Cove Consolidated School	1,000.00	Sep 20, 2024
17553	Payment	MRSB Chartered Accountants	14,018.50	Sep 20, 2024
17554	Payment	Cox & Palmer	709.44	Sep 20, 2024
17555	Payment	C&R Signs & Embroidery	185.15	Sep 20, 2024
17556	Payment	Braemed LTD.	329.67	Sep 20, 2024
17557	Payment	Callbeck's Home Hardware	27.07	Sep 20, 2024
17558	Payroll	Wentzell, Jim	1,946.45	Sep 20, 2024
17559	Payroll	Bernard, Holly	1,737.38	Sep 20, 2024
17561	Payroll	Bernard, Dennis	1,483.34	Sep 20, 2024
17565	Payroll	Henry, Laurie	1,067.19	Sep 20, 2024
17566	Payroll	Perry, Frankie	1,125.68	Sep 20, 2024
17567	Payroll	Le, Quoc Bao	1,663.51	Sep 20, 2024
17568	Payroll	Bagnall, Brandon	1,283.48	Sep 20, 2024
17569	Payment	Glenn MacWilliams	200.00	Sep 18, 2024

Town of Borden-Carleton

Cheque Log for 1001 Credit Union Current Account from Sept 01, 2024 to Sept 30, 2024

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
17570	Payment	Jessome, Shawn	300.00	Sep 18, 2024
17571	Payroll	Wentzell, Alicia	1,475.39	Sep 20, 2024
17572	Payroll	Ranahan, Arthur	182.56	Sep 20, 2024
17573	Payment	Bernard Welding Limited	58.65	Sep 20, 2024
17574	Payment	Provincial Auto Parts	63.91	Sep 20, 2024
17575	Payment	Kinkora Regional High School	25.00	Sep 20, 2024
Total Town Cheques issued Sept 2024			48,785.88	

JE#	Source #	Comment	Credits	Date
J926	EFTRWAM	RWAM Insurance Administrators Inc	514.14	Sep 03, 2024
J954	FundsTransfer	Payment for Aug 2024	969.94	Sep 04, 2024
J964	EFT	Sarah Le	30.00	Sep 05, 2024
J971	EFTCRA	Receiver General for Canada	12,047.03	Sep 06, 2024
J985	CU-71 Loan	Loan Repayment 2013 Fire Truck	1,850.54	Sep 16, 2024
J1009	EFT Eastlink	Eastlink	279.03	Sep 17, 2024
J1010	EFT Mar Elec	Maritime Electric	582.39	Sep 17, 2024
J1018	CU-75	PAYMENT STORM SEWER For Sept	623.87	Sep 19, 2024
J1017	FundsTransfer	Payment for Visa Sept 2024	5,548.45	Sep 19, 2024
J1020	CU 70	CU LN Payment Tanker Truck	817.67	Sep 23, 2024
J1019	EFTMar	Maritime Electric	1,880.24	Sep 23, 2024
J1045	BS	CU CHARGES	84.95	Sep 27, 2024
J1043	EFTBell	Bell Aliant	173.14	Sep 27, 2024
Online Payments Town Sept 2024			25,401.39	
TOTAL ALL PAYMENTS TOWN Sept 2024			74,187.27	

Gateway Arena**Cheque Log for 1001 Credit Union Current Account from Sept 01, 2024 to Sept 30, 2024**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6469	Payment	Orkin Canada	154.28	Sep 04, 2024
6470	Payment	Ceretti's Grocery & Hardware	79.29	Sep 04, 2024
6471	Payment	Callbeck's Home Hardware	1,052.83	Sep 04, 2024
6472	Payment	Provincial Auto Parts (1978)Ltd.	114.88	Sep 17, 2024
6473	Payment	Callbeck's Home Hardware	415.75	Sep 17, 2024
6474	Payment	Jet Ice Limited	1,860.33	Sep 20, 2024

Total Arena Cheques issued Sept 2024 **3,677.36**

JE#	Source #	Comment	Credits	Date
J305	BS	CU CHARGES	22.94	Sep 11, 2024
J316	EFT Eastlink	Eastlink	154.16	Sep 17, 2024
J319	EFT GFL ENV	Superior Sanitation Services Limited	1,055.07	Sep 17, 2024
J317	EFT Mar Elec	Maritime Electric	958.64	Sep 17, 2024
J320	BNST	Bank Chg Sept	5.75	Sep 18, 2024
J333	Bk Statement	Bk Charge _ Debit Machine Nov	5.00	Sep 27, 2024
J334	BS	CU CHARGES	21.45	Sep 27, 2024

Online Payments Arena Sept 2024 **2,223.01**

TOTAL ALL PAYMENTS Arena Sept 2024 **5,900.37**

Borden Carleton Sewer and Water Utility**Cheque Log for 1001 Credit Union Current Account from Sept 01, 2024 to Sept 30, 2024**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3345	Payment	Island Chemicals Inc.	359.15	Sep 04, 2024
3346	Payment	Landmark Construction	18,460.77	Sep 04, 2024
3347	Payment	Provincial Auto Pats LTD	19.16	Sep 17, 2024
3348	Payment	Minister of Finance EW&CA	322.00	Sep 17, 2024
3349	Payment	Campbell's Concrete LTD.	363.79	Sep 17, 2024
3350	Payment	Prince County Wastewater Management	5,750.00	Sep 17, 2024
3351	Payment	Atlantic Purification Systems Ltd.	68.77	Sep 20, 2024
3352	Payment	EMCO CORPORATION	175.38	Sep 20, 2024

Total Utilities Cheques issued Sept 2024 **25,519.02**

JE#	Source #	Comment	Credits	Date
J1686	CU-72 Loan	Loan Repayment Sewer Loan	4,877.05	Sep 16, 2024
J1695	EFT Eastlink	Eastlink	300.43	Sep 17, 2024
J1696	EFT Mar Elec	Maritime Electric	2,851.58	Sep 17, 2024
J1697	BNKST	Bank Chgs Sept	5.75	Sep 18, 2024
J1706	BS	CU LOAN 074 for Sept	623.87	Sep 19, 2024
J1948	bank	CU Charges	5.00	Sep 27, 2024
J1949	bank	CU Charges	20.45	Sep 27, 2024

Online Payments Utilities Sept 2024 **8,684.13**

TOTAL ALL PAYMENTS Utilities Sept 2024 **34,203.15**

Alicia Wentzell

From: Cora Lee Dunbar <bcadmin@borden-carleton.ca>
Sent: October 4, 2024 10:27 AM
To: Alicia Wentzell
Subject: FW: 2024 FPEIM semi-annual meeting
Attachments: 2024 FPEIM Agenda Updated 3 Oct.pdf; financial statements - 2023-2024.pdf; unapproved minutes - April 29, 2024 agm.pdf

CAO
Town of Borden-Carleton
bcadmin@borden-carleton.ca
Phone: (902) 437-2225
Fax: (902) 437-2610

From: Julie McMurrer <jmcmurrer@fpeim.ca>
Sent: October 3, 2024 4:18 PM
Subject: 2024 FPEIM semi-annual meeting

Good afternoon,

The FPEIM semi-annual meeting is quickly approaching. The meeting will be hosted by the Rural Municipality of Abram-Village at the Village Musical Acadien, 1745, Route 124 on Saturday, October 19, 2024, from 9 am – 3 pm. The registration fee for the meeting is \$75 + HST per member delegate. I have attached the agenda for the meeting, along with the audited financial statements for FPEIM for 2023-2024 and the unapproved minutes from the April 29, 2024, FPEIM annual meeting. These items will be discussed during the business portion of the meeting. We also ask any municipalities who are sending delegates to bring along a door prize.

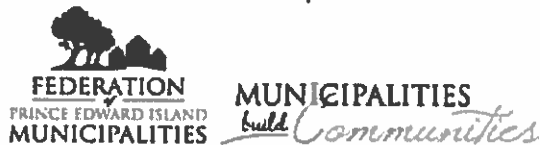
Please register on the FPEIM semi-annual meeting website [here](#). The deadline for registration is Thursday, October 10th.

Please forward this information to anyone who may be interested in attending the semi-annual meeting.

Thank you,

Julie

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



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



Royal Canadian Legion
Borden-Carleton Branch #10

27 September 2024

Mayor Randy Ahearn
Town of Borden-Carleton PE
C0B 1X0

Dear Mayor Ahearn,

I am writing to invite you and your Councilors to our November 11, 2024 Remembrance service at Branch 10.

An Outside Service will begin around 10:30am. I would like to ask if you would say a few words about "Remembrance" during the Service.

We ask that you lay a wreath on behalf of The Town of Borden-Carleton.

A light lunch will be provided after the service. Thanking you in advance.

Please advise if you can attend.

Lest We Forget!

Yours in Comradeship,

Keith Sigsworth
Branch President
Poppy Chairperson

P.O. Box 98 Borden-Carleton, Prince Edward Island
Canada C0B 1X0
E-mail: rcl10@pei.aibn.com
Telephone: (902) 855-2660

Alicia Wentzell

From: bcadmin@borden-carleton.ca
Sent: October 4, 2024 1:58 PM
To: 'Alicia Wentzell'
Subject: FW: Replacement of lights at Gateway Village

Fyi 😊

From: Heather Joudrie <hljoudrie@gov.pe.ca>
Sent: September 26, 2024 2:21 PM
To: 'bcadmin@borden-carleton.ca' <bcadmin@borden-carleton.ca>
Subject: RE: Replacement of lights at Gateway Village

FYI – I received notice from the contractor this afternoon.

The lights have been delayed and are not expected to arrive until November 22nd .

The estimated time for installation will be December 2nd to 6th .

Thx.

From: Heather Joudrie
Sent: Wednesday, August 21, 2024 10:10 AM
To: bcadmin@borden-carleton.ca
Subject: RE: Replacement of lights at Gateway Village

Should note, the lead time for the lights is 10 weeks.

Delays in delivery will drive the schedule back.

Thx.

From: Heather Joudrie
Sent: Wednesday, August 21, 2024 9:48 AM
To: bcadmin@borden-carleton.ca
Subject: Replacement of lights at Gateway Village

As an FYI, the work for the replacement of a portion of the lights at Gateway Village will start October 14th.

Control Cabinet build – October 14th to October 18th
Site Work for control cabinet build – October 21st to October 25th
Removal of old lights and installation of new – November 4th to November 15th

Keep in mind, this is phased work, some work this year and remainder next year (pushing for spring).
Also, the number of light standards will likely be reduced in numbers given where they are currently located and their purpose.

Thx.

Heather Joudrie
Property Manager

Finance PEI

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

94 Euston Street, Charlottetown, PE C1A 1W4

Web : www.financepei.ca

Email: hljoudrie@gov.pe.ca

TOWN OF BORDEN-CARLETON

BY-ELECTION UPDATE

October 5 2024

At the last Council meeting, Council appointed Cora Lee Dunbar as the Chief Electoral Officer and Holly Bernard as the Deputy Chief Electoral Officer.

As the CAO can not be appointed the Returning Officer, the retiring CAO Jim Wentzell has agreed to perform the duties as Returning Officer. He will be assisted by Alicia Wentzell

The call for nominations was published in the newspaper on Sept 27 2024 and on the Town's Facebook pages. Nominations opened on Oct 2nd and closes on Oct 11th.

Oct 11th – Once, we know there are more than one Candidate, then:

- Request latest Voters list from Elections PEI
- Copy & send out Flyer to all residents of the Town
- Prepare Ad/Election Notice
- Confirm Legion Booked for Oct 28th

Oct 14th – Order Ballots & Other election Supplies

Oct 18th -Finalize Voters List to be given to Candidates

Oct 19th – Hire Election Clerks/Polls Clerks

Oct 24th or 25th – Poll Clerk training

Oct 26th – Advance Poll (Town Hall)

Oct 28th – Election Day (Legion)

Jim Wentzell

Returning Officer

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

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

1. Title

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

2. Authority

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

3. Application

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

4. Definitions

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

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

5. General

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

6. General Retention and Disposition Requirements

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

7. Temporary Records

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

8. Destruction of Records

- (1) Council may,
-

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

9. Permanent Records

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

10. Electronic and Microfilm

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

11. Protection of Records

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

12. Schedule Adopted

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

13. Effective Date

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

First Reading:

This Records Retention Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the 10th day of September, 2024.
This Records Retention Bylaw, Bylaw# 2024-01, was approved by a majority of Council members present at the Council meeting held on the 10th day of September 2024

Second Reading:

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

Approval and Adoption by Council:

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

Signatures

Mayor , Randy Ahearn

Chief Administrative Officer Carol Lee Dunbar

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

Chief Administrative Officer Signature
Cora Lee Dunbar

Date



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

Schedule A:

RECORDS RETENTION SCHEDULE

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

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

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

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

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

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

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

Town of Borden-Carleton Sidewalk Assessment

Proposed Course of Action

For the past couple of years Council has discussed sidewalks in the Town and whether the sidewalks be repaired, redesigned, replaced or removed and establish a walking/bike lane.

Because of the costs, the town has not cleared the sidewalks during the winter. There never has been a consensus on what should be done and therefore no action has been taken to date. The sidewalks have also been a hindrance to snow removal of the streets

The suggested course of action is to have an engineering firm complete a condition assessment on the sidewalks, and to cost out options for the Town to consider in the repair, replacement, or removal of the existing sidewalks.

As sidewalks are a safety concern for the walking public and especially children, Council may wish to present any findings or recommendations received to the citizens.

FIRST STEPS

- 1. Council to agree on what work the Engineering firm should do (Terms of Reference)**
- 2. Request a couple of Engineering firms to "quote" on the Sidewalk Assessment Study.**
- 3. Once quotes are received, a request be made to the Infrastructure Secretariat to use Gas Tax funds to cover the cost of the study.**
- 4. Once funding approved, award the study to the engineering firm chosen**
- 5. Once a report with recommendations is received then Council can discuss the next steps and budget accordingly.**

Jim Wentzell

Town of Borden-Carleton



TOWN COUNCIL MEETINGS FOR 2025

Location: Borden-Carleton Town office upstairs.
20 Dickie Road, Borden-Carleton



SCHEDULE OF COUNCIL MEETINGS 2025

MEETING DATES

FEB 11

MAR 11

APR 15

MAY 13

JUN 10

JUL 8

SEPT 9

OCT 14

NOV 11

DEC 9

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

**OPEN TO
THE PUBLIC**

FOR MORE INFORMATION: (902)-437-2225