



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING

Tuesday, December 12th, 2023 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 – November 14th, 2023
- 4.2 In-Camera meeting was held November 20th, 2023 (*Notation only)

5. PUBLIC PRESENTATIONS:

6. COMMITTEE REPORTS:

- 6.1 Police Report: RCMP Report for November 2023
- 6.2 Fire Chief's Report
- 6.2 Recreation Director's Report:
- 6.3 Properties and Planning Report:
 - 6.3.1 Development Permit Approvals November 2023
- 6.4 Finance and Administration Report:
 - 6.4.1 Cash Flow Report for November 2023
 - 6.4.2 Disbursement Listing November 2023

7. EXTERNAL REPORTS:

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 *Department of Municipal Affairs* – December 2023 Newsletter
- 8.2 *PEI EMO, Department of Justice & Public Safety* – Confirmation of Approval of Town's Municipal Emergency Plan
- 8.3 *FCM* – FCM Voice – December 2023
- 8.4 *Black History Month* – Flag Raising in Borden-Carleton – February 2024
- 8.5 Coalition for the Protection of PEI Lands – Media Release

8. CORRESPONDENCE (continued)

8.6 Town of Borden-Carleton – November 2023 Newsletter

8.7 Town of Borden-Carleton/ Royal Canadian Legion – New Year's Levee 2024

1

ACTION ITEMS: Nil

9. UNFINISHED BUSINESS:

9.1 Update on PEI Discovery and Research Centre

9.2 Update on Fabrication Yard Development

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

9.4 Request for Proposals (RFP) Electronic Signage

9.5 Update Provincial Takeover of Town Streets

9.6 Sewer/Water Utilities Rate Study

9.7 Request for Meeting – Traffic Flow during Major Tourism Events

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

11.1 Approval of Council Meeting Schedule for 2024

11.2 New Entrance to Town Signage

11.3 Sale of Olympia Ice Resurfacer

11.4 Budget Timeline 2024/25

11.5 Quote Re; 2006 Tanker Truck

11.6 Revised Planning Fees effective Jan 1 2024

12. IN-CAMERA:

MGA Section 119:

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

13. ADJOURNMENT:



Reminder
Council-Staff Xmas Social
Dec 15th -Legion
6:00pm

Christmas Eve Skate Dec 24th Gateway Arena 1-3pm
New Year's Levee Jan 1st Legion 11am-2pm



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING MINUTES

November 14th, 2023 – 20 Dickie Road, Borden-Carleton, PE

7:00pm

PRESENT: Councillor Nicole Arsenault-Bernard, Councillor Eric Stewart, Councillor Laurel Palmer-Thompson, Councillor Barb Wood, and Councillor Ashley Steele.

REGRETS: Mayor Randy Ahearn and Deputy Mayor Larry Allen

STAFF PRESENT: Chief Administrative Officer, Jim Wentzell
Assistant to CAO, Joanne Smith

ALSO PRESENT: Three (3) members of the general public was present at the meeting.

1. CALL TO ORDER:

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Nicole Arsenault THAT Councillor Eric Stewart be appointed as Acting Mayor for the Council meeting.

MOTION CARRIED (4-0) (RR#23-11-01)

Acting Mayor Eric Stewart called the meeting to order at 7:01 p.m.

2. DISCLOSURE OF CONFLICT OF INTEREST:

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

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

3. ADOPTION OF THE AGENDA:

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

MOTION CARRIED (4-0) (RR#23-11-02)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Nicole Arsenault THAT the minutes of the October 10th, 2023 regular Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#23-11-03)

4.2 It was noted that Council held in-camera meetings on October 18th, 2023, October 25th, 2023 and November 8th, 2023.

5. PUBLIC PRESENTATIONS: Nil

6. COMMITTEE REPORTS:

6.1 Police Report:

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

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barbara Wood THAT the policing report for October 2023 for the Town of Borden-Carleton be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-04)

6.1.1 Confirmation RCMP to Attend Meetings on a Quarterly Basis

It has been confirmed that the RCMP will be meeting with Council on a quarterly basis beginning in January 9th, 2024.

6.2 Fire Department Report:

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

It was duly moved by Councillor Nicole Arsenault and seconded by Laurel Palmer-Thompson THAT the Fire Chief's report for October 2023 submitted by the Fire Chief Shawn Jessome be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-05)

6.2.1 New Firefighters

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barbara Wood THAT T.J. Foley be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.

MOTION CARRIED (4-0) (RR#23-11-06)

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Laurel Palmer-Thompson THAT Ross Paynter be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.

MOTION CARRIED (4-0) (RR#23-11-07)

6.3 Recreation Director's Report:

The Recreation Director's Report for the month of October 2023 was submitted and found in the Council package and presented by Nicole Arsenault.

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barbara Wood THAT the Recreation Director's report for the month of October 2023 be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-08)

6.4 Properties and Planning Report:

6.4.1 Planning Board Meeting Minutes October 25th, 2023

Planning Board met on October 25th, 2023 to discuss the use of recreational vehicles and camper trailers in the Town. The Development Officer, Derek French was also in attendance to provide input into the Town's Zoning and Development Bylaw (Bylaw #04-15)

Recommendations will be made to Town Council on possible development control bylaw amendments that could be made to address the use of these vehicles in the Town's Zoning and Development Bylaw that currently prohibits them as a primary use. In the meantime, clarification was provided to staff in respect to the use of recreational vehicles and travel trailers in the Town.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Barbara Wood THAT the Planning Board Meeting Minutes from October 25th, 2023 be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-09)

6.4.2 Planning Permits Issued September 9th, 2023 to November 11th, 2023

Councillor Laurel Palmer-Thompson gave a report of the development permits issued for the period of September 9th, 2023 to November 11th, 2023.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Barbara Wood THAT the Properties and Planning Committee Report be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-10)

6.4.3 Feedback Request: Proposed Legislative Amendments to the *Planning Act*

The province is inviting island residents to share their opinion on potential changes to the *Planning Act*. The public can view the proposed changes and provide input by written submission until November 20th, 2023.

The proposed changes to the *Planning Act* include clarifying the appeal process for planning decisions of municipalities and the provincial government to implement restrictions on who can appeal. Under current legislation anyone is able to file an appeal whereas the proposed amendments to the *Planning Act* defines an "aggrieved person" as *people or organizations directly affected by the development* and this change will limit who can file a notice of appeal.

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

Councillor Ashley Steele presented the Finance and Administration report for the month of October 2023.

6.5.1 Cash Flow Report October 2023

6.5.2 Disbursement Listing October 2023

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

Monthly totals: Town \$135,527.23
 Arena \$ 6,532.83
 Utility \$108,102.76

It was duly moved by Councillor Ashley Steele and seconded by Councillor Barbara Wood THAT the Finance and Administration report be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-11)

6.6 Other Reports

6.6.1 CAO Update – Various Activities

The CAO reported to Council on various activities during the past month.

Hiring of the CAO

The research into hiring a recruitment firm to assist with the hiring process has been conducted. The CAO has consulted with Municipal Affairs and the Federation of PEI Municipalities on the hiring of a CAO and Council should engage the firm of their choosing to carry out recruitment for the position.

Issuing of Building Permits

CAO has requested that the province provide the Town with copies of building permits that are issued to properties of the Town.

Assessment of Properties located partially in the Town

CAO has requested that the province include properties on the assessment roll of the incorporated area when it is partially in an unincorporated area and in an incorporated municipality for taxation and planning bylaw purposes.

Assessment of Unincorporated Areas of PEI

The CAO has obtained a breakdown of the taxable assessment for all of the unincorporated property in the province, including the assessment for the Borden-Carleton Fire District. The CAO will prepare an analytical report of the data for the December 14th, 2023 Council meeting.

EMO Preparedness

An MOU has been signed with the Royal Canadian Legion Branch #10 and they have received funding for the backup generator. The Emergency Management Plan has an organizational chart, team members have been confirmed from the Legion, Strait Crossing and Amherst Cove School.

6.6.2 Public Works/Streets and Lights Report for October/November 2023

Councillor Barbara Wood gave a report on the activities of the Public Works and Lights Committee.

It was duly moved by Councillor Barbara Wood and seconded by Councillor Nicole Arsenault THAT the report from the Public Works/Streets and Lights Committee be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-12)

It was noted that all streetlighting is out in Gateway Village.

6.2.3 Water and Sewer Report November 2023

A report included in the Council package summarizing activities of the Water and Sewer utilities for the month of November 2023.

It was duly moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault THAT the water and sewer utilities report for the month of November 2023 be approved as presented.

MOTION CARRIED (4-0) (2023-11-13)

The CAO informed Council that civic numbers have been assigned to the lift stations and electric bills are now linked to each civic address.

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 AMA PEI – Executive Members of new PEI Administrators Association
- 8.2 Arsenault Brothers Holdings – Sale of land/buildings Harbourview Lane to Province for \$2,419,600
- 8.3 Centre of PEI Community Navigator – List of New Navigators Appointed
- 8.4 CBC – PEI Based lobster processing plants in Borden-Carleton file for Creditor Protection in NB
- 8.5 CBC- Concerns raised about burning of debris from Fiona at Fabrication Yard
- 8.6 *Department of Municipal Affairs* – November, 2023 Newsletter
- 8.7 *Department of Municipal Affairs* – Mandatory Code of Conduct Training Module for Council Members
- 8.8 *Institute of Public Administration Canada (IPAC)* – Invite to Panel Discussion on Building a Resilient Workforce – November 20th, 2023 @10:30 a.m. CAST Bldg. Holland College
- 8.9 PEI Coalition for Women in Government – Invite to Zoom meeting on November 15th, 2023 Fostering Resilience in Women Municipal Leaders
- 8.10 Town of Borden-Carleton Annual Council/Staff Christmas Party – December 15th, 2023
- 8.11 Town of Borden-Carleton – Fall Flushing of Water Hydrants – November 18th, 2023
- 8.12 Town of Borden-Carleton – Winter Parking Ban December 1st, 2023 – April 30th, 2023

ACTION ITEM:

8.13 *Amherst Cove Consolidated School* – Donation Request for their Annual Breakfast Program

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT Council donate \$1,000 to Amherst Cove Consolidated School to aid in the re-launching of the *Daily Breakfast Program*.

MOTION CARRIED (4-0) (RR#23-11-14)

8.14 *Department of Municipal Affairs* – Annual Disclosure Forms required to be completed by members of Council. (deadline November 30th, 2023)

8.15 *Department of Municipal Affairs* – Mandatory Code of Conduct Training Module for Council Members (deadline March 31st, 2024)

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

The PEI Discovery and Research Centre has requested a meeting with the Premier to discuss the province's position in respect to the creation and operation of such a facility in the province.

9.2 Update on Fabrication Yard

Discussions are ongoing with the Town in respect to the types of projects or uses that would be suitable in the Fabrication Yard.

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

The Request for Proposals (RFP) for a Year-Round Housing proposal at 70 Read Road was issued on October 11th, 2023. The deadline for receiving proposals from interested proponents for development of the property was extended to November 17th, 2023 after an Addendum to the RFP was issued.

The RFP was advertised on the province's tender and procurement site and the Town's website.

10. MOTIONS:**10.1 Employee Annual Bonus Policy**

It was duly moved by Councillor Barbara Wood and seconded by Councillor Nicole Arsenault THAT the Employee Annual Bonus Policy be approved as presented.

MOTION CARRIED (4-0) (RR#23-11-15)

11. NEW BUSINESS:**11.1 Borden-Carleton Emergency Management Revised Plan**

The Town of Borden-Carleton Emergency Management Plan has been updated in accordance with the regulations of the Emergency Measures Organization (EMO).

Resolution: Borden-Carleton Emergency Management Plan Approval

**Moved by Councillor Nicole Arsenault
Seconded by Councillor Barbara Wood**

WHEREAS the purpose of the Emergency Management Plan for the Town of Borden-Carleton is to achieve a comprehensive management program that will provide a system to mitigate the effects of an emergency or disaster, provide for the safety, health, or welfare of the residents, the protection of property and the environment in the event of such an occurrence in the Town.

AND WHEREAS the Emergency Operations Centre (EOC) has been established at the Town Office, located at 20 Dickie Road in the Town.

AND WHEREAS this Emergency Management Plan clearly defines the roles and responsibilities of each EOC Team Member that will provide a consistent approach for an efficient response in an emergency situation.

BE IT RESOLVED THAT Town Council approve the Town of Borden-Carleton Emergency Management Plan, along with all appendices as presented.

MOTION CARRIED (4-0) (RR#23-11-16)

12. IN-CAMERA:

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

MOTION CARRIED (4-0) (RR#23-11-17)

Council went into in-camera at 7:45 p.m.

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

MOTION CARRIED (4-0) (RR#23-11-18)

Council returned to open session at 8:05 p.m.

13. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at 8:05pm

Acting Mayor, Eric Stewart

CAO, Jim Wentzell

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

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

The East Prince Detachment reports a total of 19 police files created for service to Borden-Carleton, during the month of November, 2023.

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

Community approved APP's are:

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

Prince District RCMP Members have reported 145 hours providing policing services to the Town of Borden-Carleton, during the month of November 2023. A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to local community and school activities.

In November, RCMP Members conducted three separate Traffic Checkpoints in Borden-Carleton. Together, more than 75 vehicles were checked for infractions under the Provincial Highway Traffic Act. One verbal warning was issued, as a result.

On November 11th, Cpl. Travis GALLANT attended the Remembrance Day ceremony that took place in Borden-Carleton.

This past month, East Prince RCMP Detachment Services Assistants processed nine Criminal Record Checks for residents of Borden-Carleton, for



various reasons, including employment and volunteering.

OCCURRENCES	November 2023	Year to Date
Assaults (All Categories)	0	3
Break and Enters (Residence & Business)	0	2
Causing Animals Unnecessary Suffering	0	1
Assistance to Organization	1	3
Crime Prevention	0	2
Abandoned Vehicle	0	1
Theft of Bicycle	0	1
Theft of Motor Vehicle	0	0
Theft Under \$ 5000	0	22
Theft Over \$ 5000	0	0
Drugs (Possession)	0	1
Criminal Harassment	1	4
Drugs (Trafficking)	0	0
Information File	0	1
Firearms Act	0	1
Traffic Violations	6	61

Traffic Collision	0	4
Trespass Act	0	3
Failure to Comply with Undertaking	1	2
Roadside Suspension	0	1
Fail to Stop or Remain at Accident	1	1
Liquor Act	0	1
Cannabis Act – Offences Only	0	1
Uttering Threats against a Person	1	3
Causing a Disturbance / Mischief (including public intoxication)	3	14
Impaired Operation of Motor Vehicle	0	5
Sexual Assault/Interference	0	1
Distribute Intimate Image without Consent	0	1
Immigration & Refugee Protection Act	0	1
Failure/Refusal to Comply with Alcohol Demand	0	1
CheckStops	3	25
Neighbor Dispute	0	1
False Alarms	2	11

Use/Traffick/Possess a Forged Document	0	1
Sudden Death	0	2
Wellbeing Check	1	5
Child Welfare Act	2	3
Suspicious Person/Vehicle	1	4
911 Act	0	3
Items Lost/Found	0	3
Dangerous Driving	0	2
Fraud	0	3
Mental Health Act	1	5
Person Reported Missing	0	1
Total Calls for Service	19	211

Provincial Charges/Warnings for the month:

TRAFFIC	November 2023	Year to Date
Speeding Violation Charge	1	17
Other Non-Moving Traffic Violation Charge	0	9
Other Moving Traffic Charge	1	1
Warning Issued	1	16
Liquor Act Charge	0	1
Cannabis Charge	0	1

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


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

BORDEN-CARLETON FIRE DEPT.

MONTHLY REPORT

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

DATE	INCIDENTS	LOCATION	MEMBERS
Nov 15	MEDICAL CALL	BORDEN-CARLETON	5
Nov 19	MEDICAL CALL	NORTH CARLETON	13
Nov 24	APPLIANCE FIRE	BORDEN-CARLETON	9
Nov 26	ALARM CALL	ALBANY	9
Dec 1	ALARM CALL	BORDEN-CARLETON	5
Dec 4	MAJOR VEHICLE ACCIDENT	NORTH CARLETON	8

Submitted by

Shawn Jensen

Tuesday, December 12th

Recreation Directors Report

On Tuesday, December 19th we will be closing the arena in the evening. We do not have any staff that are available that evening to work. All the teams have been notified and are working on rescheduling.

The Christmas Eve Skate is quickly approaching. Thank you to Paynter Brother Contracting Ltd for being our major sponsor this year. A big thank you to Southshore Pharmacy, MCM Refrigeration, ADL and Cox and Palmer for the generous donations as well. Holly, Laurie and Arthur will be spending time this week and next preparing as much as they can without having lights interfere with the users. The lights that go around the ice will go up on the 23rd and the inflatables and tree will go on the ice on the 24th.

With Dennis being off due to medical reasons, we have hired Jeff Ellsworth to help at the arena. Jeff comes from an extensive recreation background which includes Recreation director for O'Leary and Alberton. He also managed the O'Leary arena for a few years before playing and coaching with Team Canada Softball.

The staff and council Christmas Party is all set for December 15th at at the Legion. Social hour will begin at 6pm followed by the meal at 7pm. We will be drawing for some wonderful prizes as well!

The arena will welcome back the North River Minor Hockey's Sweetheart Tournament the weekend of February 9th. This is an all-female tournament that will bring in about 25 hours of ice time for us over Friday, Saturday and Sunday.

Thank you to everyone who helped in anyway to make Christmas in the Park happen this year. It was a beautiful night and the turnout was amazing. Santa was a big hit as well as the cookies, hot chocolate and apple cider which seem to have gone very quickly!

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 1-6 of 6

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
211706	102 Dickie Road, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2023-12-26
380592	178 Howatt Street, Borden-Carleton, PE C0B 1X0, BORDEN-CARLETON	Development Permits	SUNROOM	Approved	2023-12-15
211151	18 Paynter Lane, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2023-12-21
1040310	19 Amherst Cove Road, BORDEN-CARLETON	Development Permits	Roof Mounted Solar Panel System	Approved	2023-12-21
209957	2398 HIGHWAY 10, BORDEN-CARLETON	Development Permits	Agriculture, Resource Agriculture (Potato/Crop Storage)	Approved	2023-11-29
785261	30 Paynter Lane, Borden-Carleton, PE C0B 1X0, BORDEN-CARLETON	Development Permits	Accessory Building.	Approved	2023-11-16

FINANCIAL REPORT FOR NOVEMBER 2023

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 NOVEMBER 30 2023

BANK ACCOUNTS	Opening Balance	EFT Receipts Deposits	Cheques EFT Payments	Closing Balance
Account				
ARENA	61,754	11,535	18,351	54,938
TOWN	123,202	177,434	53,470	247,166
UTILITIES	69,031	18,962	17,910	70,083
Total Cash Flow	253,987	207,931	89,731	372,187

ACTIVITY NOVEMBER 2023 RESERVES	Opening Balance	Deposits	Transfers EFT Payments	Closing Balance
Gas Tax ACCT	391,889	33		391,922

ACTIVITY NOVEMBER 2023 LOANS	Opening Balance	Deposits	Principal Only EFT Payments	Closing Balance
Fire Truck 71-9	92,180		1,667	90,513
Sewer 72-9	417,663		2,627	415,036
Sewer Mains 74-9	65,773		94	65,679
Storm Drains 75-9	65,773		94	65,679
Water/Sewer 79-9	289,626		1,493	288,133
Total Loans Outstanding	931,015	0	5,975	925,040

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 Nov 01, 2023 to Nov 30, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16989	Payment	Ahearn, Randy	252.08	Nov 01, 2023
16990	Payment	Allen, Larry	197.08	Nov 01, 2023
16991	Payment	Bernard Arsenault, Nicole	197.08	Nov 01, 2023
16992	Payment	Palmer Thompson, Laurel	197.08	Nov 01, 2023
16993	Payment	Steele, Ashley	197.08	Nov 01, 2023
16994	Payment	Stewart, Eric	177.08	Nov 01, 2023
16995	Payment	Wood, Barb	197.08	Nov 01, 2023
16996	Payment	Holly Bernard	70.00	Nov 01, 2023
17012	Payment	Holly Bernard	50.00	Nov 01, 2023
16997	Payroll	Bernard, Holly	1,550.29	Nov 02, 2023
16998	Payroll	Le, Quoc Bao	1,583.25	Nov 02, 2023
16999	Payroll	Smith, Joanne	1,428.24	Nov 02, 2023
17000	Payroll	Wentzell, Jim	1,945.63	Nov 02, 2023
17001	Payroll	Ranahan, Arthur	176.48	Nov 02, 2023
17010	Payroll	Bernard, Dennis	1,435.42	Nov 02, 2023
17011	Payroll	Gallant, Arthur	1,130.87	Nov 02, 2023
17013	Payment	Ceretti's Grocery & Hardware	327.17	Nov 02, 2023
17014	Payroll	Ranahan, Arthur	176.48	Nov 16, 2023
17015	Payroll	Gallant, Arthur	1,137.35	Nov 16, 2023
17016	Payroll	Bernard, Dennis	1,388.72	Nov 16, 2023
17019	Payroll	Bernard, Holly	1,550.29	Nov 16, 2023
17020	Payroll	Le, Quoc Bao	1,583.25	Nov 16, 2023
17021	Payroll	Smith, Joanne	1,428.24	Nov 16, 2023
17022	Payroll	Wentzell, Jim	1,945.63	Nov 16, 2023
17023	Payroll	Clark, Diane	577.32	Nov 16, 2023
17024	Payroll	Miles, Linda	400.16	Nov 16, 2023
17026	Payment	On The Go Property Maintenance	7,280.48	Nov 16, 2023
17027	Payment	Amherst Cove Consolidated School	1,000.00	Nov 16, 2023
17028	Payment	Green Diamond Equipment	26.92	Nov 16, 2023
17029	Payment	Jorden Jessome	75.00	Nov 16, 2023
17030	Payment	MJS Marketing & Promotions	86.25	Nov 16, 2023
17031	Payment	Xerox Canada LTD	75.89	Nov 16, 2023
17032	Payment	HiTech Communications	628.42	Nov 16, 2023
17033	Payment	Orkin Canada	40.25	Nov 16, 2023
157611	Payroll	Gaudet, Laura	304.05	Nov 16, 2023
17062	Payment	Minister of Finance Employment De	150.80	Nov 28, 2023
17064	Payment	Orkin Canada	40.25	Nov 28, 2023
17065	Payment	Cox & Palmer	4,061.40	Nov 28, 2023
17066	Payment	Callbeck's Home Hardware	350.73	Nov 28, 2023
17067	Payment	Xplore Business	178.24	Nov 28, 2023
17068	Payment	C&R Signs & Embroidery	317.40	Nov 28, 2023
17069	Payment	Webavee Web Development	980.00	Nov 28, 2023
17073	Payment	Xerox Canada LTD	353.28	Nov 28, 2023
17041	Payroll	Bagnall, Brandon	50.00	Nov 30, 2023

Town of Borden-Carleton

Cheque Log for 1001 Credit Union Current Account from Nov 01, 2023 to Nov 30, 2023

17042	Payroll	Bernard, Dennis	200.00	Nov 30, 2023
17043	Payroll	Bernard, Holly	200.00	Nov 30, 2023
17044	Payroll	Clark, Diane	50.00	Nov 30, 2023
17045	Payroll	Gallant, Arthur	100.00	Nov 30, 2023
17046	Payroll	Gaudet, Laura	50.00	Nov 30, 2023
17047	Payroll	Henry, Laurie	100.00	Nov 30, 2023
17048	Payroll	Perry, Frankie	100.00	Nov 30, 2023
17049	Payroll	Ranahan, Arthur	50.00	Nov 30, 2023
17050	Payroll	Le, Quoc Bao	200.00	Nov 30, 2023
17052	Payroll	Smith, Joanne	200.00	Nov 30, 2023
17053	Payroll	Wentzell, Jim	200.00	Nov 30, 2023
17054	Payroll	Miles, Linda	50.00	Nov 30, 2023
17059	Payroll	Wentzell, Jim	1,945.63	Nov 30, 2023
17060	Payroll	Ranahan, Arthur	176.48	Nov 30, 2023
17070	Payroll	Bernard, Dennis	1,440.08	Nov 30, 2023
17071	Payroll	Bernard, Holly	1,555.68	Nov 30, 2023
17072	Payroll	Smith, Joanne	1,453.18	Nov 30, 2023
17074	Payroll	Le, Quoc Bao	1,630.63	Nov 30, 2023
17075	Payroll	Miles, Linda	407.86	Nov 30, 2023
17076	Payroll	Gaudet, Laura	311.74	Nov 30, 2023
17077	Payroll	Clark, Diane	584.06	Nov 30, 2023
17078	Payroll	Gallant, Arthur	1,302.47	Nov 30, 2023
17079	Payroll	Henry, Laurie	480.38	Nov 30, 2023
17080	Payment	Medacom Atlantic Inc.	268.21	Nov 30, 2023

Total Town Cheques issued Nov 2023 **50,355.11**

JE#	Source #	Comment	Credits	Date
J1190	EFT	Dev't Permit Fee - Lone Oak	46.00	Nov 01, 2023
J1187	EFTRWAM	RWAM Insurance Administrators Inc	750.07	Nov 01, 2023
J1203	EFTBell	Bell Aliant	173.14	Nov 03, 2023
J1258	EFTCRA	Receiver General for Canada	10,289.04	Nov 08, 2023
J1257	FundsTransfer	Visa Payment	2,878.51	Nov 08, 2023
J1265	BS	Stop pymt service charge	12.50	Nov 10, 2023
J1298	EFTBell	Bell Aliant	85.29	Nov 15, 2023
J1297	EFTEastlink	Eastlink	413.23	Nov 15, 2023
J1296	EFTMar	Maritime Electric	433.81	Nov 15, 2023
J1303	CU 71	CU LN Payment FIRE TRUCK	2,269.83	Nov 16, 2023
J1312	CU-75	CU LN 075 PAYMENT STORM SEV	509.00	Nov 20, 2023
J1313	EFTMar	Maritime Electric	1,883.02	Nov 21, 2023
J1418	BS	CU CHARGES	84.95	Nov 30, 2023

Online Payments Town Nov 2023 **19,828.39**

TOTAL ALL PAYMENTS TOWN Nov 2023 **70,183.50**

Gateway Arena

Cheque Log for 1001 Credit Union Current Account from Nov 01, 2023 to Nov 30, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6357	Payment	Spring Valley Building Centre	90.32	Nov 01, 2023
6358	Payment	Atlantic Beef Products	226.27	Nov 02, 2023
6359	Payment	Ceretti's Grocery & Hardware	78.15	Nov 02, 2023
6360	Payment	ADL Foods	3,011.44	Nov 02, 2023
6361	Payment	Bernard, Holly	750.00	Nov 02, 2023
6362	Payment	On The Go Property Maintenance Ir	990.44	Nov 15, 2023
6363	Payment	Atlantic Beef Products	228.99	Nov 15, 2023
6364	Payment	Spring Valley Building Centre	180.64	Nov 15, 2023
6365	Payment	ADL Foods	680.63	Nov 16, 2023
6366	Payment	Frito Lay Canada - A Division of Pe	143.52	Nov 16, 2023
6367	Payment	Callbeck's Home Hardware	923.30	Nov 16, 2023
6368	Payment	Orkin Canada	73.65	Nov 28, 2023
6369	Payment	ADL Foods	688.99	Nov 28, 2023
6371	Payment	Advance Rentals	125.70	Nov 28, 2023
6372	Payment	Atlantic Beef Products	308.21	Nov 28, 2023
6373	Payment	ADL Foods	991.86	Nov 28, 2023
6374	Payment	Spring Valley Building Centre	142.32	Nov 28, 2023
6375	Payment	MCM Refridgeration	205.90	Nov 30, 2023
Total Arena Cheques issued Nov 2023			9,975.81	

JE#	Source #	Comment	Credits	Date
J451	EFTIrving	Irving Energy Distribution and Marketing	668.63	Nov 03, 2023
J464	EFT	Mid Isle Wildcats U13AAA Inv#907925	560.00	Nov 07, 2023
J480	EFT	to record receivable to utility - Ross Paynter	340.00	Nov 09, 2023
J490	Bk Statement	Bk Charge _ Debit Machine Nov	17.25	Nov 10, 2023
J514	EFT	S. Cavanaugh - Northriver Flames	150.00	Nov 14, 2023
J527	EFTEastlink	Eastlink	144.96	Nov 15, 2023
J526	EFTIrving	Irving Energy Distribution and Marketing	730.50	Nov 15, 2023
J525	EFTMar	Maritime Electric	7,006.11	Nov 15, 2023
J534	EFTGFL	Superior Sanitation Services Limited	498.20	Nov 16, 2023
J554	BS	CU Bank Service Charge	5.75	Nov 20, 2023
J562	EFT	To Record Receivable - Gulf Storm U18	150.00	Nov 22, 2023
J597	EFTIrving	Irving Energy Distribution and Marketing	904.40	Nov 27, 2023
J616	EFT -MCM	Donation to Xmas Skate - MCM Refrigerati	75.00	Nov 28, 2023
J623	Bk Statement	Bk Charge _ Debit Machine Nov	5.00	Nov 29, 2023
J626	EFT_Utility	To record receiveales to Utility	150.00	Nov 29, 2023
J640	BS	CU CHARGES	58.20	Nov 30, 2023
J640	BS	CU CHARGES	36.43	Nov 30, 2023
J644	EFT_Lucas	To record recaivables to Utility	510.00	Nov 30, 2023

Online Payments Arena Nov 2023 **12,010.43**

TOTAL ALL PAYMENTS Arena Nov 2023 **21,986.24**

Borden Carleton Sewer and Water Utility

Cheque Log for 1001 Cash in bank from Nov 01, 2023 to Nov 30, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3284	Payment	Island Chemicals Inc.	177.33	Nov 01, 2023
3285	Payment	Maclsaac Backhoeing service Ltd.	890.25	Nov 16, 2023
3286	Payment	Prince County Wastewater Manager	4,600.00	Nov 16, 2023
3287	Payment	D and L Contracting- Grass Cutting	1,250.63	Nov 28, 2023
3288	Payment	Minister of Finance EW&CA	322.00	Nov 28, 2023
3289	Payment	Island Chemicals Inc.	177.33	Nov 28, 2023
3290	Payment	Island Coastal Services LTD.	2,946.88	Nov 29, 2023
Total Utilities Cheques issued Nov 2023			10,364.42	

JE#	Source #	Comment	Credits	Date
J2484	BS	CU LOAN 072	5,182.18	Nov 14, 2023
J2492	EFTEastlink	Eastlink	301.01	Nov 15, 2023
J2491	EFTMAr	Maritime Electric	2,364.67	Nov 15, 2023
J2508	BS	CU LOAN 074	509.00	Nov 20, 2023
J2511	BS	CU Bank Service.Fee	5.75	Nov 20, 2023
J2549	bank	CU Charges	5.00	Nov 29, 2023
J2557	bank	CU Charges	0.36	Nov 30, 2023
J2557	bank	CU Charges	20.45	Nov 30, 2023
Online Payments Utilities Nov 2023			11,775.39	
TOTAL ALL PAYMENTS Utilities Nov 2023			22,139.81	

Joanne V Smith

From: Municipal Affairs Division <municipalaffairs@gov.pe.ca>
Sent: November 28, 2023 10:10 AM
To: Joanne
Subject: Selling Municipal Land, planning act, staff change, funding, and more. 📧

[View this email in your browser](#)



Dear Joanne,

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

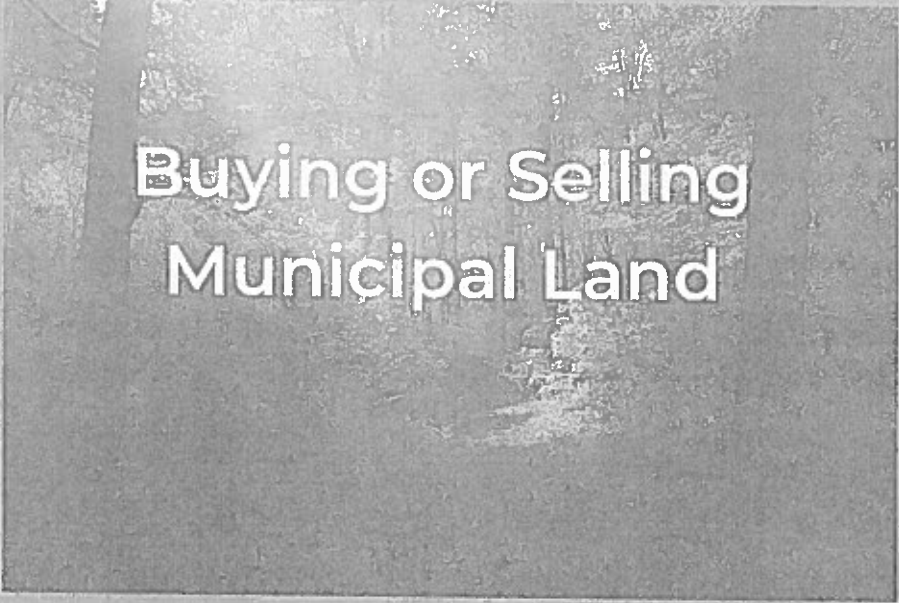
In this e-newsletter:

- Call for Expression of Interest - Shared Services
- Municipal Government buying/selling land
- Changes to the *Planning Act*
- Reception Centre Resiliency Fund (Generators/Emergency equipment, etc.)
- Staff Change
- Active Transportation Fund
- Climate Challenge Fund
- Are you prepared? Hurricane Season
- To Do



Call for Expression of Interest Municipal Shared Services

Municipal Affairs is accepting expressions of interest from municipalities requesting support for new initiatives to promote collaboration, innovation, and cost savings such as shared services and cooperative service delivery arrangements. Please submit a description of the new initiative you are considering along with the nature of support you are requesting. Please send your request by email at your earliest convenience to municipalaffairs@gov.pe.ca with the subject: Project Funding Request.



Buying or Selling Municipal Land

FAQ Buying and Selling Municipal Land

Can municipalities on PEI buy land?

Yes, municipalities can purchase land. To meet legislative acts and regulations keep the following in mind:

- The purchase is listed in the municipality's budget, (MGA s.150)
- The purchase is approved by council, (MGA s.123 "The powers of a council shall only...by either bylaw or resolution.)
- Municipalities can't project a deficit, (MGA s.153)
- The municipality isn't over in its borrowing limits, (Restrictions on borrowing MGA s.164-170.)

- No councillor votes while in a position of a conflict of interest on the purchase of land. (MGA Division 4)

Can municipalities sell, lease or gift municipal land?

Yes. If the municipality owns land and decides it is in the best interest of the municipality, they can sell, lease or gift municipal land.

To meet legislative acts and regulations keep the following in mind:

- The municipality owns the land free and clear with a deed. Property Tax Division
- The land and sale follow the *Planning Act, Municipal Government Act* and their regulations, in addition to any other provincial legislative acts and the Municipality's Official Plan and bylaws.
- A bylaw is required to sell, lease or gift municipal land below fair market value. (MGA s.124, s.143, and s.158)
 - Resource - Grants bylaw template

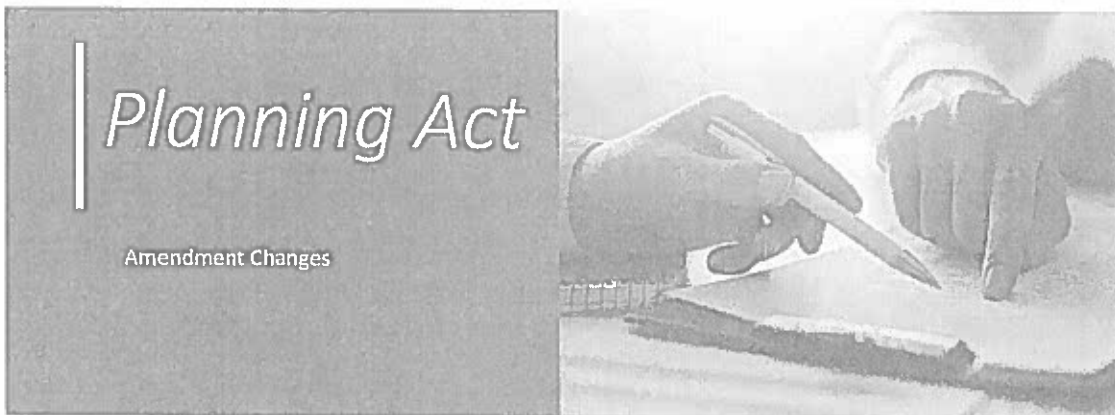
Can the municipality sell, grant, transfer or otherwise dispose of municipal land below fair market value?

Yes. The municipality must follow the process outlined in MGA s.143& s. 158 and the General Regulations s. 2 and any municipality's bylaws (procurement, grants, etc.) in selling land below market value, not assessed value. The land may need to be appraised.

What is the process to sell, grant, transfer municipal land below fair market value?

1. CAO or Council presents the proposal to council for decision via resolution.
2. Check municipality owns the land, create a proposal that includes:
 - A description of the municipal land,
 - Who is acquiring the land,
 - Any conditions of the sale (term, fair market value of the land)

- o What if anything the municipality receives
- 3. Notice - must be posted in a local newspaper circulated in the municipality at least 14 days prior to the proposed disposition and electronically (until the day of the sale). The proposal contents will be in the notices.
- 4. Public Meeting - The council meeting is a public meeting and the vote is public.
- 5. Enact bylaw.



Changes to the Planning Act

Island residents were invited to share their opinion on changes to the PEI *Planning Act*. The changes are meant to reduce barriers to development that are challenging PEI's housing supply. The Department of Housing, Land and Communities received written submissions from residents, developers and municipal governments until November 20, 2023.

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

Further regulatory changes with respect to such measures as accessory dwellings, open space requirements, and minimum development standards are also being considered. Consultation on proposed changes is forthcoming.

More funding available to build community resiliency (Generator and Emergency Preparedness Equipment Funding)

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

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

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

Who do I contact for more information?

For information regarding how to become a designated reception centre, please contact:

Emergency Measures Organization - Public Safety Division

Phone: 902-894-0385

emo@gov.pe.ca

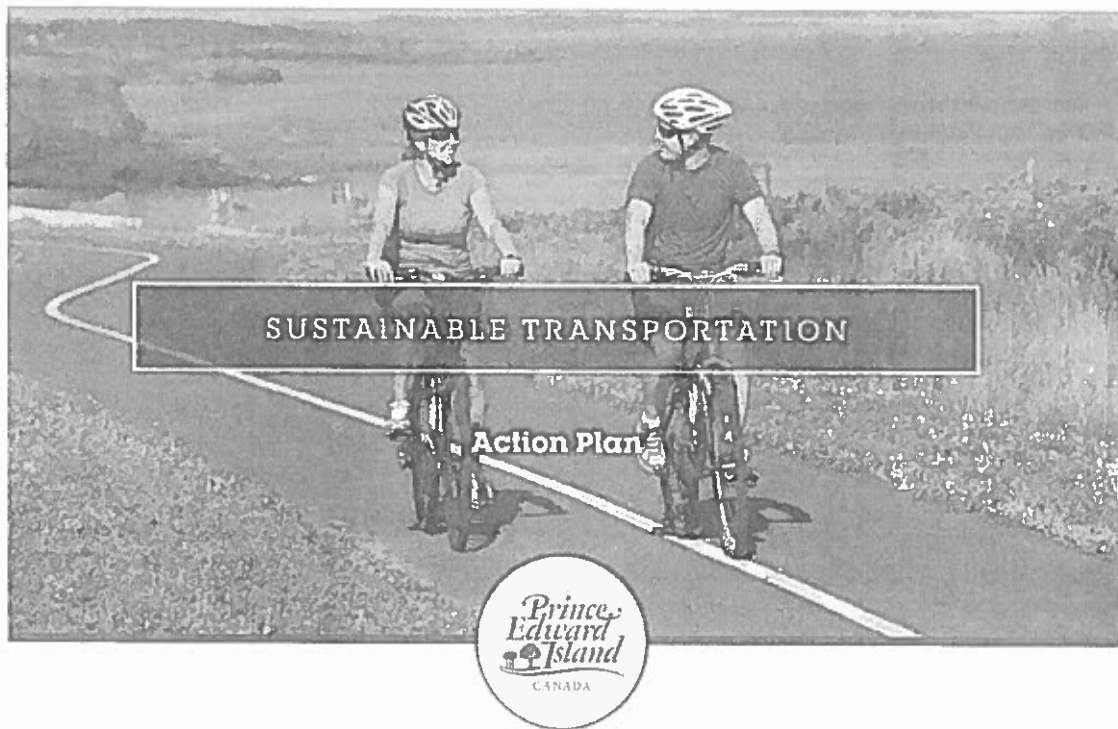
To receive an application for funding, please contact the Community Development Officer in your region.

Location	Officer	Phone Number	E-mail
West Prince	Ellen Rennie	902-853-0104	<u>emrennie@gov.pe.ca</u>

East Prince/Central Queens	Kellie Mulligan	902-887-3975	kamulligan@gov.pe.ca
Evangeline	Giselle Bernard (bilingual)	902-854-3680	gbbernard@gov.pe.ca
Southern Kings/Queens	Sonia Dixon	902-838-0618	SDDixon@gov.pe.ca
Eastern Kings	Chris Blaisdell	902-208-0032	cwblaisdell@gov.pe.ca

Staff Change

We are pleased to announce that Tracey Allen has accepted a six month temporary assignment as Provincial Policy and Developmental Program Lead, at the Department of Social Development and Seniors. Tracey's last day at Municipal Affairs will be Friday, December 1 until June 3, 2024. Please contact municipalaffairs@gov.pe.ca or call 902-620-3558.



Active Transportation Fund

"This note is to advise you that applications to the **Active Transportation Fund** for projects to be completed in the 2024 construction season must be submitted by **Friday, December 1st, 2023**.

This fund is supporting communities and organizations to build new walking and cycling pathways, widen paved shoulders, increase educational opportunities, and to better connect existing walking and cycling trails to improve and grow active transportation networks.

- To apply to the Active Transportation Fund, please visit:

To review the Active Transportation Fund Guidelines and Criteria, please visit:

Please contact [redacted] if you have any questions or require additional information."

Apply to the PEI Climate Challenge Fund

The Climate Challenge Fund is now open for applications. Applications are due by November 30, 2023.

For detailed information about the PEI Climate Challenge Fund and the application process, download the PEI Climate Challenge Fund Guidelines and Criteria [1]. Please feel free to send any further questions you may have to: ClimateChallenge@gov.pe.ca. The 2024-25 Climate Challenge Fund will support projects that will start in 2024 and that will finish before March 31, 2026.

What is the Climate Challenge Fund (CC Fund)?

In 2020, the Government of Prince Edward Island established a \$1-million annual Climate Challenge Fund (CC Fund). The CC Fund is intended to support the development of innovative solutions to the threat of climate change.

The goal of the CC Fund is to empower people of different backgrounds, experiences, and expertise, who work across sectors and in different communities throughout the Island, to contribute to climate action in PEI. Projects supported by the CC Fund will contribute to climate action by adapting to the projected impacts of climate change, and/or reducing greenhouse gas emissions and increasing opportunities for sequestration (the removal and storage of carbon dioxide from the atmosphere).

The primary objectives of the CC Fund are to support projects that:

- foster the increased participation of Island-based companies, researchers, communities and/or community-based organizations in climate action;
- generate new knowledge and ideas with the strong potential to strengthen the Island response to climate impacts and/or strengthen or influence provincial public policy;
- maximize the number of people across the Island reached by the projects funded by this program; and
- eliminate systemic barriers to climate action.

Who can apply to the Climate Challenge Fund?

The CC Fund will accept applications from First Nations, municipalities, businesses, academic institutions, organizations representing culturally diverse communities, and not-for-profit organizations doing projects in Prince Edward Island.

CC Fund contributions will be limited to a maximum of \$100,000 per applicant/year.

The Climate Challenge Fund is now accepting applications for projects that contribute to climate action in PEI.

The PEI Climate Challenge Fund website has been updated and a revised Guidelines and Criteria document and new online application form are now available at: <https://www.princeedwardisland.ca/en/service/apply-pei-climate-challenge-fund>

Applications are due by **November 30**.

Please feel free to circulate this information to any of your networks who may be interested in pursuing a project this year or within coming years.

If you have any questions about the program, please contact Kurlis Jay at:
ClimateChallenge@gov.pe.ca



Government
of Canada

Gouvernement
du Canada

Severe Storms

What to do?



Know the risks



Make a plan



Get a kit



IS YOUR FAMILY
PREPARED?

Canada

Be Prepared!

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

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

Helpful reminders when planning for an emergency include:

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

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

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

2023

TO DO LIST

- Mandatory Code of Conduct Training has been launched and councils are required to complete by March 31, 2024.**
- 2024-25 Financial plan/budget process needs to be complete by March 31, 2024. Asset Management Plans need to be submitted.**
- Review the municipality's bylaws. Are your bylaws still relevant and up to date? Do you need any MGA mandatory bylaws? Are you sharing services and need a shared services bylaw?**

Municipal Affairs Resources

Budget template, Election Bylaw template, and more.

Princedwardisland.ca/municipalgovernments



Municipal Government Checklist 2023 (and more)



Justice and
Public Safety

Justice et
Sécurité publique



Chief Coroner's Office
40 Enman Crescent
Charlottetown
Prince Edward Island
Canada C1E 1E6

Bureau de coroner en chef
40, croissant Enman
Charlottetown
Île-du-Prince-Édouard
Canada C1E 1E6

November 16, 2023

Town of Borden-Carleton
20 Dickie Rd,
Borden-Carleton, PE
COB 1X0

Dear Mayor Randy Ahearn and CAO Jim Wentzell,

This letter provides confirmation that PEI EMO has concluded the review of the Town of Borden-Carleton's Municipal Emergency Plan. This plan meets the requirements outlined in the *Municipal Government Act*. With this final approval you should proceed to present this to Council for their final approval.

Sincerely,

Jason Thistle
Provincial Emergency Management Coordinator
PEI EMO, Department of Justice and Public Safety

Jim Wentzell

From: FCM Communique <communique@fcm.ca>
Sent: December 4, 2023 6:21 PM
To: badmin@borden-carleton.ca
Subject: FCM Voice: Government of Canada and FCM announce new initiative | Municipal Trailblazers | FCM at COP28 | and more

[View email in browser](#)



December 4, 2023



FCM VOICE
Canada's voice of local government



Government of Canada and FCM announce new initiative

Today, FCM and the Government of Canada announced the Growing Canada's Community Canopies initiative (GCCC). This new initiative will launch in Spring 2024 and will support local governments with the planting of trees in and around communities across the country.

GCCC will be funded through the Government of Canada's 2 Billion Trees program and is a further expansion of GMF's mandate to focus on nature-based climate solutions.

GCCC will provide communities with tree-planting grants and strategic grants for planning and operational support. Through a partnership with Tree Canada, funding recipients and urban forestry practitioners will receive special support, services and knowledge to inform their tree species and site selection with consideration for biodiversity and climate.

For more information about the new initiative read the news release for the announcement or visit the [GCCC webpage](#).

As a part of this initiative, we are hiring a variety of new positions. [Learn more](#) about our job openings and apply to join the team.

» [READ THE PRESS RELEASE](#)



Municipal Trailblazers: 4th Edition

Municipal Trailblazer is FCM's biweekly spotlight on exceptional leaders, professionals and individuals who are making outstanding contributions to Canadian communities.

Our Municipal Trailblazers for December 4, 2023:

Duane Nicol

First elected in 2002, Duane has served three terms on Selkirk, MB's council, during which he led the historic establishment of the city's public transit system. Since 2014, Duane has provided administrative leadership to the community as CAO and has supported efforts that have made Selkirk a frontrunner in climate action, environmental stewardship and asset management in the province, with the city being recognized with a CNAM award in Asset Management Innovation. Duane's leadership and resourcefulness has extended to projects and bodies beyond Selkirk, and he has made a truly positive impact on the community he serves.

Kimberly Meyer

Since her election as Mayor of Lac-Tremblant Nord, QC in 2017, Kimberly has made a major contribution to protecting areas rich in biodiversity around this small community in the Laurentian Mountains. This includes working with the Society for Nature and Parks (SNAP Québec) towards securing a protected ecological area covering local woodland and ultimately towards obtaining official protected area status. With the region home to several endangered species and reliant on tourism and activities closely related with the rich natural environment, the work done by Kimberly alongside her team and other members of the community will help ensure the preservation of biodiversity in this special region for generations to come.

» [SUBMIT YOUR OWN CANDIDATE FOR MUNICIPAL TRAILBLAZER](#)

Representing local governments at COP28

FCM CEO Carole Saab and Mike Savage, Mayor of Halifax and chair of the Big City Mayors' Caucus, are part of Canada's delegation in Dubai at the United Nations Climate Change Conference (COP28)—an event that is expected to be the largest COP ever held with roughly 70,000 delegates from around the world.

COP28 presents a key opportunity to advance federal-municipal climate priorities and highlight the crucial role local governments play in achieving Canada's 2030 Emissions Reduction Plan and net-zero emissions by 2050 goals. FCM will be sharing, on the global stage, the impact our local governments are making in addressing growing climate risks and to champion the urgent need for a new Municipal Growth Framework to empower local leaders and scale up climate action in our communities.

» [FOLLOW FCM ON TWITTER FOR UPDATES](#)

How FCM members advanced climate priorities during Advocacy Days

From November 21 to 24, FCM convened Canada's municipal leaders with their federal counterparts at our annual Advocacy Days event in Ottawa. The focus was firmly on municipal priorities, including the pressing issue of climate change. As global delegates now gather in Dubai, UAE for the current COP28 global climate change conference, Canadian communities continue to count the growing cost of climate change, from storms, to wildfires, to heat domes and more.

As part of FCM's pre-budget submissions, an explicit set of recommendations were advanced to the federal government on this issue. At Advocacy Days 2023, FCM reiterated the need to top up the essential Disaster Mitigation and Adaptation Fund to \$2 billion with an additional \$1 billion earmarked each year for the next decade, modernize the Disaster Financial Assistance Arrangements (DFAA) to better assist communities in need, and deepen federal-municipal collaboration on achieving Canada's 2030 climate targets.

Over the course of over 100 meetings, FCM and our members drove home the need for more federal support to help municipalities adapt to the changing climate.

View just some of the [pictures](#) from this week of powerful advocacy.

» [LEARN MORE ABOUT FCM'S PRE-BUDGET 2024 PRIORITIES](#)

New national 9-9-8 Suicide Crisis Helpline

9-8-8 is a new national helpline for anyone across Canada who is thinking about suicide, or who is worried about someone they know. Led and coordinated by the Centre for Addiction and Mental Health (CAMH) and funded by the Government of Canada, 9-8-8 is made up of a

growing network of nearly 40 experienced local, provincial and territorial, and national crisis lines across the country.

If you have questions or would like more information about helpline, [contact CAMH](#).

EVENTS

Headline Webinar: Tourism's potential to enrich communities

As Canada's communities continue to grow, municipalities are increasingly leveraging tourism to achieve their community goals and objectives. In the next installment of our Collective webinar series, Gracen Chungath, Senior Vice President of Destination Development at Destination Canada, will discuss the value of tourism to Canada and its communities. Join us on December 12 at 12 p.m. ET for an insightful discussion, involving municipal leaders, that unveils the potential of tourism as a force for community growth, sustainability, and unity.

» [REGISTER NOW](#)

RESOURCES

Case Study: Making Alberta homes more energy efficient

In Alberta, communities are collaborating with Alberta Municipalities (ABmunis) to launch Clean Energy Improvement Programs and make energy-efficiency upgrades more accessible to homeowners. The collaborative approach, spanning from small towns to major cities like Calgary, has already allocated \$25M for 600+ home improvement projects. ABmunis plans to expand this successful model to 20+ municipalities by the end of 2024.

» [LEARN MORE ABOUT THIS SUCCESSFUL APPROACH](#)

CORPORATE PARTNER

Standards can help you build faster

The demand for affordable housing is on the rise in Canada. Modular construction can serve as an efficient and resilient solution to meet this growing need. Municipalities can embrace modular construction by adopting CSA Group standards, which provide a comprehensive framework covering all aspects of modular projects, from certification of pre-fabricated modules and panels to their delivery and approval.



» [LEARN ABOUT CSA STANDARDS FOR MODULAR CONSTRUCTION](#)

FCM TWEETS

Nov 28: FCM President [@MayorScotty](#) is at [@AMMManitoba](#) today with municipal leaders from across Manitoba, who are dedicated to driving solutions to major challenges like the housing and homelessness crisis, infrastructure, public safety and community policing services. [#CDNMuni](#) [#mbpoli](#)

Nov 30: Our country's successful growth is intrinsically linked with our cities, towns and communities – that's why [#CDNMuni](#) need a new Municipal Growth Framework to continue leading on Canada's national challenges like housing and homelessness, infrastructure, climate change and more. We commend [@CANURB](#) for hosting this important conversation at the State of Canada's Cities Summit today. [#SOCC2023](#)

Dec 1: This week, FCM CEO [@CaroleSaab](#) and BCMC Chair [@MikeSavageHFX](#) are joining local leaders from across Canada at [@COP_UAE](#) to champion our [#Budget2024](#) priorities to scale up climate action across Canada and advocate for climate resilient communities. Stay tuned for more! [#COP28](#)

» [MORE](#)



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

24 Clarence Street
Ottawa, Ontario K1N 5P3

T. 613-241-5221

[fcm.ca](#)

[Privacy Policy](#)



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Jim Wentzell

From: Reequal Smith <programs@bcspei.ca>
Sent: November 29, 2023 2:21 PM
To: Gateway Arena
Cc: Kevin Coady
Subject: Re: Borden-Carleton

Hello Holly,

I am just following up to remind you if you can chose a date and time from my previous email for he Flag raising.

Thank you.

Reequal Smith
Program Coordinator

On Tue, 28 Nov 2023 at 08:00, Reequal Smith <programs@bcspei.ca> wrote:
Good Morning Holly,

Thank you so much for getting back to us for our 2024 Flag Raising. BCS is happy to have you down on our list for a second year. The dates for the Flag Raising are Feb 1st, 2nd, 5th, and 6th. Can you please let me know which day you would like to book and the time that you would prefer us to be there?

Also, would you need a new Flag for next year? This year BCS ordered the flags and sent invoices to each municipality. If you can get this information back as soon as possible that would be great.

Thank you,

Reequal Smith
Program Coordinator

On Mon, 27 Nov 2023 at 15:30, Gateway Arena <bordencarletonrec@gmail.com> wrote:
Hi Reequal,

The Town of Borden-Carleton would once again love to be involved with the Black History Monday Flag raising.

Thank you,
Holly

--

Holly Bernard
Borden-Carleton Recreation Director

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: December 4, 2023 4:07 PM
To: 'Joanne V Smith'
Subject: FW: Coalition for Protection of PEI Lands Media Release

From: Joan diamond <coalitionforpeilands@gmail.com>
Sent: November 27, 2023 10:41 AM
Subject: Coalition for Protection of PEI Lands Media Release

Good morning,

Please be advised that the Coalition for the Protection of PEI Lands has released the attached media release to all PEI new outlets. Thanks in advance for any support you may offer on this urgent matter.

https://docs.google.com/document/d/17qOBcguW5X6TefdoDg2hYahWBfUKX2_ttxD_sZzIOrU/edit?usp=sharing

Joan Diamond, on behalf of the Coalition for the Protection of PEI Lands



Borden-Carleton
The coastal heart of PEI!

November 2023

TOWN OF BORDEN_CARLETON WINTER PARKING



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

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

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

THANK YOU

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.

Current Council as of December 13th, 2022

- Mayor - Randy Ahearn
- Deputy Mayor - Larry Allen
- Councillor - Nicole Bernard-Arsenault
- Councillor - Eric Stewart
- Councillor - Ashley Steele
- Councillor - Laurel Palmer-Thompson
- Councillor - Barb Wood



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

Borden-Carleton Library Hours

- Monday 10:00am-2:00pm
- Wednesday 4:00pm-8:00pm
- Saturday 9:00am-1:00pm

TOWN OF BORDEN-CARLETON

TOWN COUNCIL MEETINGS FOR 2024

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

SCHEDULE OF COUNCIL MEETINGS 2024	
Meeting Dates	
February 11	
March 17	
March 26	
May 14	
June 11	
July 9	
September 10	
October 8	
November 17	
December 10	

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

OPEN TO THE PUBLIC



Borden-Carleton
Annual Christmas Eve Skate
 Sunday, December 24th
 1:00-3:00PM

Gateway Arena (246 Main St)
 Come out for an afternoon of skating, Christmas lights, decorations, snacks, warm drinks, a visit from Santa, family, friends and a beautiful Town tradition that we have built over the past 15 years!

This year we will be selling tickets on prizes with all proceeds going to the South Shore Food Share!

We hope to see you all out for this wonderful event full of Christmas Cheer!



**SANTA IS COMING TO TOWN...
 ON THE FIRETRUCK**

Santa and his good friends at the Borden-Carleton Fire Department will be making their rounds on Sunday, December 17th.

Starting around 5pm they will leave the Fire Hall and head out on their regular route.

Be sure to head out to the end of your driveway for a chance to say hi to Santa, and see some Christmas lights.

Thank you to the Borden-Carleton Fire Department for all of their hard work to make this event such a great success as well as making it a big part of the Town's Christmas Traditions!



Borden-Carleton Fire Department 5th
Annual Food Drive
 Saturday, December 16th
 10:00am – 2:00pm

Borden-Carleton Fire Hall (244 Borden Ave)

Ceretti's Grocery and Hardware

The men and women of our local volunteer fire department will be on hand to collect any non-perishable food items as well as any monetary donations people may have in support of the South Shore Food Share!



Christmas In the Park

Sunday, December 3rd
 Marine Rail Park

6:30pm – Santa's Shop Opens

7:00pm- Santa & Mrs. Claus arrive

Tree lighting & visit with Santa in the Gazebo

Come down to the Marin Rail Park to enjoy some Christmas Music, ad the festive Lighthouse Lightshow! Mingle and get your picture taken with Christmas characters. Warm your hands by the fire with your neighbour at one of our bonfire pits, and be sure to bring all your letters to Santa for the Canada Post drop box.



EMERGENCY PREPAREDNESS



Are you prepared?

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

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

GATEWAY ARENA CANTEEN

The Gateway Arena Canteen is now open for business. It is once again being run by the Town of Borden-Carleton.

It is open Monday to Friday 11:30-1:30, evening and weekends will depend on games at the arena.

To place your order, please call or text
902-786-5013

For a full menu please check out the Gateway Arena Facebook page or visit the Canteen.



GATEWAY ARENA

ICE TIME AVAILABLE

PRIVATE ICE RENTAL \$170/HOUR

BIRTHDAY RENTAL \$120/HOUR

CALL 902-437-2410 TO BOOK



GATEWAY ARENA PUBLIC SKATES

MONDAYS – 3:15-4:00PM

THURSDAYS – 3:15-4:15PM

SUNDAYS – 12:45-1:45PM

Please note these are subject to change when needed!

Senior's Tea

Upcoming dates: Nov 22nd, Dec 13th, Jan 24th and Feb 28th

Location: 190 Howatt St., Building B, common room at 11:00 AM.

Sandwiches, sweets, tea and coffee are supplied.



Thank you to everyone who came out to our HALLOWEEN skate, it was a wonderful turnout. Above is a picture of all of our costume winners!

USEFUL PHONE NUMBERS

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

Flu/Covid Shot Clinic

Thank you to Lisa from the South Shore Pharmacy for coming out to administer Flu and Covid Vaccines. If you were not able to get yours yet, you can visit the pharmacy to get one today!



EMO Contest Winners



Thank you to everyone who sent in the forms for our EMO contest. It was a great way for us to learn about what people do and do not have when an emergency situation happens.

Congrats to our prize winners – Cindy Murray won the generator and Sherri Jessome won the 72-hour emergency kit.

Library Hours/Events

Borden-Carleton Library Hours:

Monday 10:00am-2:00pm

Wednesday 4:00pm-8:00pm

Saturday 9:00am-1:00pm

On November 22nd the Knitting and Rug hooking club will display their work from 2-4pm at the library. All are welcome to attend!

Happy New Years!

NEED HOUSING – Register with the Province



Seniors Housing Program

Applying for Seniors Housing



Applying for Family Housing

Housing Offices

Summerside
120 Heather Moyse Drive
Summerside, PE I C1N 5L2
Telephone: (902) 888-8436
Facsimile: (902) 438-4194

DeptHLC@gov.pe.ca

Borden-Carleton Legion

Elimination Draw

Saturday, December 9th

8:00pm

1 grand prize of \$1000

25 prizes of \$100

Lots of miscellaneous prizes

Please come out and support our local legion, it will be a fun night you won't want to miss!

For more information call 902-855-2660

New Year's Levee

Royal Canadian Legion Borden-Carleton Branch #10 in conjunction with Town Council will be hosting a levee from 11:00am-2:00pm. Snacks and Moose Milk will be provided!

Merry Christmas and Happy Holidays

On behalf of the Mayor, Council and Town Staff, we would like to wish everyone a very Merry Christmas and a safe, healthy and

NEW YEAR'S LEVEE

2024

Happy New Year!

ROYAL CANADIAN LEGION BRANCH 10 & THE TOWN OF BORDEN-CARLETON

JOINTLY

HOSTING A NEW YEAR'S LEVEE

AT THE LEGION 240 MAIN ST, BORDEN-CARLETON

MONDAY, JANUARY 01 2024

11AM – 2PM

DECEMBER 2024 UPDATES

Proposed Science Discovery Centre

No new update. The Board of the PEI Science & Discovery Centre has requested a meeting with the Province to discuss the province's position on the location of a Discovery Centre for the Province.

Development of the Fabrication Yard

The province has requested the Town to review possible permitted uses for development of the Fabrication Yard. At present, permitted uses are Uses allowed in all other Zones in the Town. Clarification is required on what Industrial Uses may be a permitted use and Council will be reviewing the list of Industrial Uses in Camera at the end of the meeting.

It is expected a public meeting will be held in early 2024 so that an RFP can be issued by the province in 2024

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 22, 2023 3:46 PM
To: Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Laurel Palmer-Thompson (laurellynthompson@yahoo.com); Nicole Arsenault (nicole.a.2241@gmail.com); 'ericstewart76@yahoo.ca'; Barb Wood (johnandbarb@pei.sympatico.ca); 'ashleydawnsteele@gmail.com'
Cc: Holly Bernard; 'Joanne V Smith'
Subject: Housing Proposals Read Road.

Hi All

The RFP for Housing for Read Road closed on November 17th. We received three responses to the RFP and they were opened today by myself, Holly & Henry.

I will recap the proposals and then prepare a Report for Council. If anyone wants to see what has been submitted, Joanne will have them for viewing.

My initial thoughts are: Since we only have three proposals that we should meet with all three. They are all different and have their own unique features.

Proposals Received:

ALC Management Ltd

Property to be developed in three areas

Area A – 12 single family homes (1,100/1,220 sq ft) to be sold

Area B -26 Townhouses(1,406/1,536 sq ft) to be rented

Area C -Mix of 8 single homes, 4 duplexes and 2 quad units (some rented/some sold)

Construction : Start Fall 2024 in phases

Purchase Land from Town

Andrew Pond Estates Inc

Proposed to be two areas

Provincial Level: 32 rental units (16 per block)

Federal level: 42 rental units (possible side units sold)

Construction : Start May 2024 in phases

Purchase Land from Town

APM Royal LePage Commercial (Pan American Properties Inc)

Proposing one 18 unit building (allows for Expansion to 30 rental units)

Proposal doesn't address additional phases

Construction Start: ASAP

In lieu of land purchase, proposal is to provide 50% equity in the project to the Town

We can discuss the next steps when Council next meets

TOWN OF BORDEN-CARLETON



Request for Proposals
LED Event Signs
RFP: BC-2023-12

1. Organization

This Request for Proposals (RFP) is organized into nine parts that are listed below:

1. Organization
2. Overview
3. Scope of Work
4. Proposal Requirements
5. Proposal Submission and Guidelines & Inquiries
6. Evaluation of Submissions
7. Other Terms and Conditions
8. Bid Submission Format

2. Overview

The Town of Borden-Carleton is looking for two outdoor wall mounted LED digital signs to promote community events. The objective of this project is two signs with a one-sided LED digital display, which is programable. The quality of the sign is the most important aspect of the Scope of Work

3. Scope of Work

There are two components to this RFP:

- (1) The supply of two outdoor Programable LED Signs**
- (2) The installation and electrical connection of the signs to the Town buildings. The Town may as an option have the signs installed by a local contractor (negotiable item)**

3.1 Sign #1

The Town of Borden-Carleton is requesting a RFP for the design, supply, and delivery and installation of a single sided LED sign, including frame, posts and other installation material, to be able to be installed on the front wall at the Gateway Arena 246 Main Street. Borden-Carleton PE COB 1X0

This sign to be used to post info on events being held at the Arena that night or in the future.

3.2 Sign #2

The Town of Borden-Carleton is requesting a RFP for the design, supply, and delivery and installation of a single sided LED sign, including frame, posts and other installation material, to be able to be installed on the front wall at the Borden-Carleton Fire Hall 244 Borden Ave, Borden-Carleton PE COB 1X0

This sign to be used to post info on community events or notices/direction to residents

regarding Town activities including EMO information.



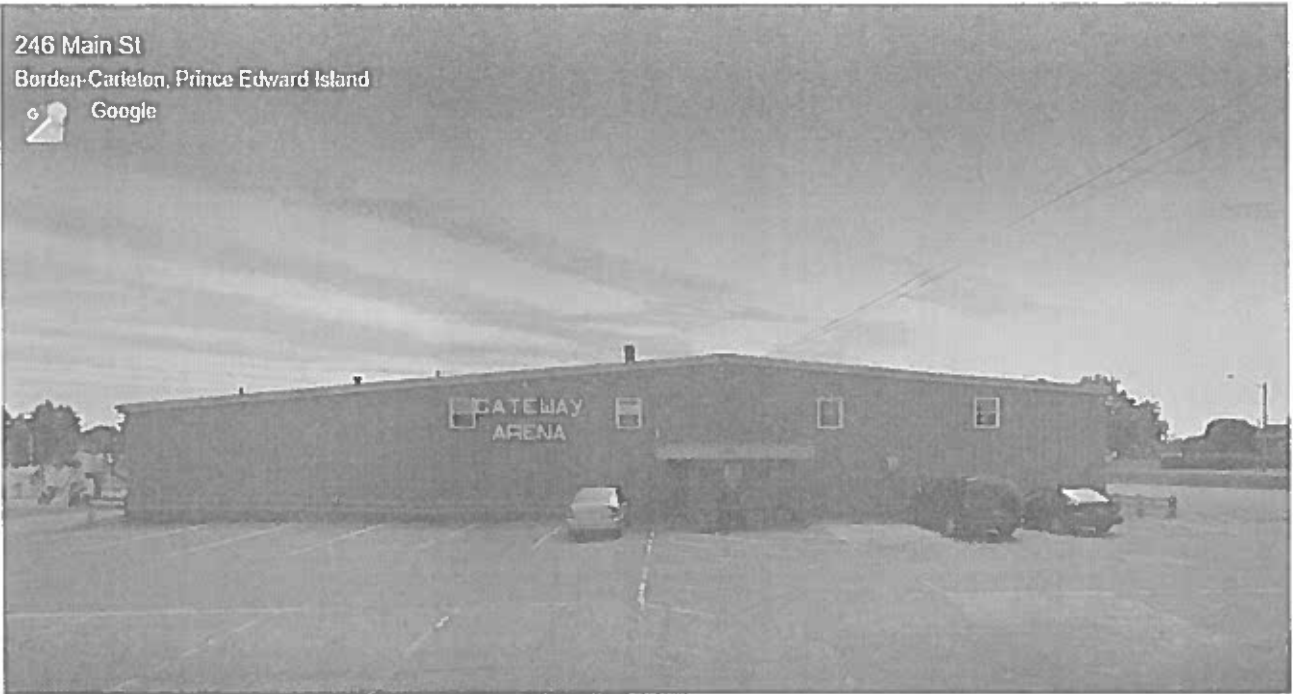
Location for Sign #1



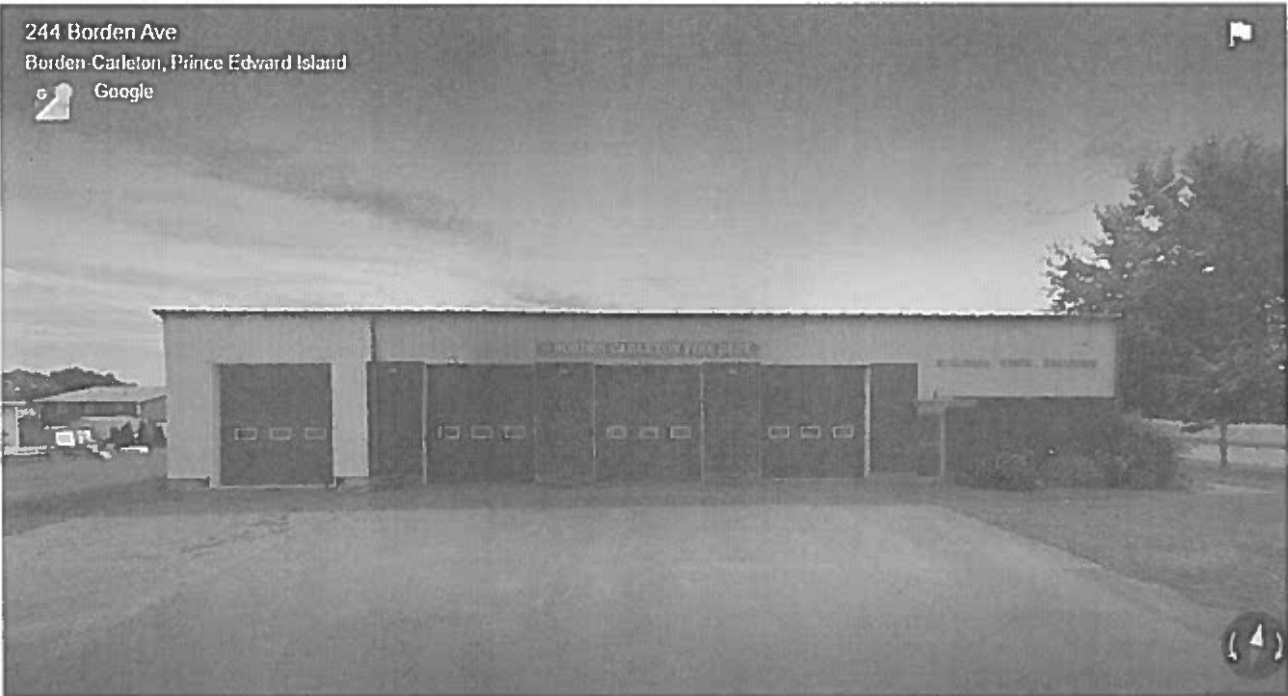
Location for Sign #2



246 Main St
Borden-Carleton, Prince Edward Island
Google



244 Borden Ave
Borden-Carleton, Prince Edward Island
Google



4.Proposal Requirements

The Town is looking for signs with the highest resolution/lowest dot pitch, and with the best warranty that is available.

Please provide all specifications, including, but not limited to:

- Full color
- One-sided display
- Sign measurements - approximately 3''h x 7'w (21 sq .ft)] up to 4'h x 8'w (32 sq ft)
- Resolution and Pitch
- Wireless-g/n connectivity and/or CAT5/6 ethernet connectivity for sign programming . Is an internet connection required.
- please state IP and IK rating of sign and display
- System shall come complete with software package (100% Windows Compatible), and or remote programming devise with full documentation and training session.
- Sign (external) shall be designed to withstand maritime climate
- Electrical requirements (Voltage / Amperage / Wattage)
- Whether the sign is plug in ready or hard wired ready.
- Required periodic service maintenance (filters/cleaning/etc)
- Operating temperature range
- Warranty - 3 year parts and labour minimum
- Display should be designed for accessibility for regular maintenance.
- Outline availability of parts, how service would be carried out
- The successful proponent shall ensure sign meets all current federal and provincial standards and that the sign is fabricated by a CSA certified shop and carries a CSA certified sticker upon completion.

4.1 Company Information, Qualifications and Experience

Proponents shall include their credentials and documentation of successful experience in past contracts, especially those related to the requirements of this RFP.

The following information shall also be included:

- Contact information
- Company background
- Three (3) LED Sign supply and installation references in Canada

4.2 Project Schedule

Proponents shall provide a schedule showing timelines for start-date, activity, and completion date.

4.3 Cost

Proponents shall provide the total project cost for providing all required equipment, labour and materials to supply the operating LED digital message board.

4.4 Additional Information

Proponents should also include any additional information they consider relevant.

5 Proposal Submission and Guidelines

5.1 All proposals must be received in their entirety at or before 3:00 pm local time on Friday January 12 2024

5.2 Submissions must be clearly marked Project "BC 2023-12 on the outside of the sealed envelope.

5.3 Proposals must be delivered by mail, courier, email, or hand delivered to:

James A Wentzell, CAO
Town of Borden-Carleton
20 Dickie Road – Box 89
Borden-Carleton PE
COB 1X0

bcadmin@borden-carleton.ca

5.4 Submission inquiries to be directed to the CAO Additional information or clarification can be obtained by e-mailing the CAO. All questions of substance (as opposed to administrative issues) will be forwarded, with responses, to the inquirer as well as all others who have received this RFP.

5.5 Applicants must identify their company as well as provide the name, address, and telephone number of a contact person.

5.6 The proposal must be signed by an appropriate authorized official of the firm submitting the proposal.

6 Evaluation of Submissions

6.1 Qualifications

Proponents must demonstrate a comprehensive understanding of the objectives of this Request for Proposals. Understanding and previous experience in all aspects of this RFP documents and implementation of similar projects are essential criteria in the qualifying process. The Town of Borden-Carleton reserves the right to perform inquiries as may be deemed necessary to ensure that competent persons shall be utilized in the performance of the awarded contract.

6.2 Conformance with Objectives of the Town

Proponents must demonstrate a comprehensive understanding of the objectives outlined in this RFP and clearly state how these objectives are addressed or accommodated by their proposal.

6.3 Quality of Submission

The quality and clarity of any proposal shall be taken into consideration as part of any evaluation of submissions.

6.4 Cost

Cost will be considered in the evaluation of proposals. Proposals will first be evaluated on the basis of their technical merit.

6.5 Schedule of Work

The proposed schedule must be reasonable and achievable, and the proposed time line will be a consideration in determining the successful proponent.

6.6 Evaluation Process

The Evaluation process of the Town of Borden-Carleton will be based on the following criteria:

- | | |
|--|-----|
| • Company Qualifications and Installation Plan | 10% |
| • Ability to meet/exceed all specifications and requirements | 35% |
| • Warranty & Service Plan | 20% |
| • Cost | 35% |

7 Other Terms and Conditions

7.1 Duration of Proposal

Proposals must remain open to acceptance and are irrevocable for a period of 90 days after the closing date.

7.2 Addenda, Corrections, or Extensions of the Invitation

The Town of Borden-Carleton reserves the right to modify the terms of this RFP at any time prior to closing, at its sole discretion.

7.3 Acceptance of Proposal/ Right to Reject

Failure to comply with any of the terms or conditions contained or referenced in this RFP document may result in the rejection of a proposal. All of the terms, conditions and/or specifications stated or referenced in this RFP are assumed to be accepted by the proponent and incorporated in the proposal. Issuing this RFP implies no obligation on the Town to accept any proposal, or a portion of any proposal submitted.

Following closing, the Town of Borden-Carleton reserves the right to enter into negotiations with one or more proponents to enter into a contract. All proposals will be awarded contingent on budget availability.

7.4 Cancellation

This RFP may be cancelled in whole or in part without penalty, when in the opinion of the Town of Borden-Carleton:

- There has been a substantial change in the requirements after this RFP has been issued;
- Information has been received by the Town of Borden-Carleton after this RFP has been issued that they feel has substantially altered the procurement;
- There was insufficient competition in order to provide the level of service, quality of goods, or pricing required; or
- The Town of Borden-Carleton, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.
- The Town of Borden-Carleton may cancel this RFP, reject all the Proposals, or seek to do the Project through a new RFP or other means.

7.5 Proposals Property of the Town

All physical documents submitted become property of the Town of Borden-Carleton. The Town of Borden-Carleton will not be liable for any costs incurred by a proponent in responding to this RFP, regardless of whether the Town awards the Contract through this process, decides not to go forward with the project, cancel this RFP for any reason, or contracts for the Project through some other process, including by issuing another RFP.

7.6 Accuracy of the RFP Document

While every reasonable effort has been made to ensure the accuracy of this RFP, it is not guaranteed or warranted by the Town of Borden-Carleton to be accurate, nor is it necessarily comprehensive or exhaustive.

7.7 Right to Seek Clarification

The Town of Borden-Carleton reserves the right in their sole discretion to clarify any proposal after closing by seeking further information from that proponent, without becoming obligated to clarify or seek further information from any or all other proponents.

8 Format of Bid Submission

Sign #1 ARENA

Price of Sign	
Delivery to Site	
GST/HST	
TOTAL	

Installation/ Wiring Cost

Sign # 2 Fire Hall

Price of Sign	
Delivery to Site	
GST/HST	
TOTAL	

Installation/ Wiring Cost

Note: All prices to be quoted in CAD funds

END OF RFP DOCUMENT

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: December 8, 2023 10:42 AM
To: 'erhudsonminister@gov.pe.ca'
Cc: 'bobcreed@gov.pe.ca'; Randy Ahearn (randahearn@msn.com); 'brianmatheson@gov.pe.ca'; Barb Wood (johnandbarb@pei.sympatico.ca); 'Danny Jenkins'; 'jdewey@fpeim.ca'
Subject: RE: Request for takeoff Town Streets - Town of Borden-Carleton
Attachments: Strrets Request to Province 2021 updated 2023.pdf

Hello Minister Hudson

Two years ago, the Town of Borden- Carleton wrote to Minister Awlward requesting that the province to take over responsibility for all streets in the town (does not include private roads .Attached is a copy of Council's original resolution and supporting documentation.

Included is a memo from the Dept of Municipal Affairs that points out that we are one of 4 municipalities that own and maintain roads. 3 additional municipalities own roads but they maintained by the province. The province even owns and maintains roads in large municipalities like Cornwall & Stafford and of course the province maintains all the roads in the unincorporated areas of the province.

As an update to our request and for your Dept's information, in 2023 we did recap four of our side streets at a cost of \$100,000. (details attached)

Can your department provide us on an update on our request that was made in 2021?

Thank You

Jim Wentzell
CAO
(on behalf of the Mayor & Town Council)
902 437 2225

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: July 11, 2022 10:19 AM
To: 'jsjaylwardMinister@gov.pe.ca' <jsjaylwardMinister@gov.pe.ca>
Cc: 'bobcreed@gov.pe.ca' <bobcreed@gov.pe.ca>; Charles MacKenzie (Judy@pei.sympatico.ca) <Judy@pei.sympatico.ca>; 'jdfoxmla@assembly.pe.ca' <jdfoxmla@assembly.pe.ca>; Barb Wood (johnandbarb@pei.sympatico.ca) <johnandbarb@pei.sympatico.ca>
Subject: FW: Request for takeoff Town Streets - Town of Borden-Carleton

Hello Minister Awlward

This is a follow up to the Town's request sent January 28th that the province take over the maintenance of Town Streets within the Town of Borden-Carleton. (see attached) As of today's date, we haven't received a response and we are wondering what is the status of our request,

More importantly is the concern in respect to the Town's ability to be able to provide snow removal on our streets this fall (2022). We had a three year snow removal contract that expired April 30 2022. For the past two years our contractor had difficulty obtaining liability insurance coverage . Last year our contractor's liability insurance cost increased from \$23,000 to \$68,000. As a result we were charged a surcharge of 15,000 in 2020/21 and 19,500 in 2021/22 by our contractor on top of the snow removal contract fees.

A number of small contractors can not absorb these higher liability insurance costs and we are concerned whether we will get anyone even to bid on our tender call this fall.

Our request to the province is two fold. The initial request is for the province to take over responsibility for all streets in the Town. In the interim , we are requesting that the province assist the Town by adding the streets in the Town for snow removal to the provincial snow removal contract.

We would appreciate consideration of our request at your earliest convenience.

Thank You

Jim Wentzell
CAO
902 437 2225

From: bcadmin@borden-carleton.ca <bcadmin@borden-carleton.ca>
Sent: January 28, 2022 2:54 PM
To: 'jsjaylwardMinister@gov.pe.ca' <jsjaylwardMinister@gov.pe.ca>
Cc: 'Jamie Fox' <jdfoxmla@assembly.pe.ca>; Charles MacKenzie (Judy@pei.sympatico.ca) <Judy@pei.sympatico.ca>; Barb Wood (johnandbarb@pei.sympatico.ca) <johnandbarb@pei.sympatico.ca>; 'Tracey Allen' <tallen@gov.pe.ca>
Subject: Request for takeoff Town Streets - Town of Borden-Carleton

Hello Minister Aylward

Attached is an official request and resolution of the Town of Borden-Carleton requesting that the Province assume responsibility of all streets within the Town. The reasons for this request are in the letter and resolution.

If you have any questions, don't hesitate to contact me.

Jim Wentzell
CAO
902 437 2225

Note: Hard copy request being mailed to your office.


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

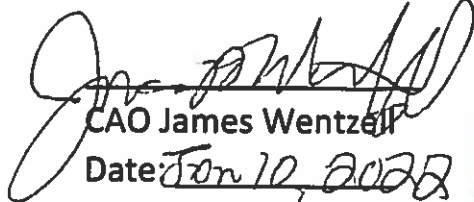
**Council Meeting : DEC 14, 2021
Moved by Councillor: Larry Allen
Seconded by Deputy Mayor Randy Ahearn
Yes 5 No 0
Resolution passed**

**Whereas the Province of PEI are responsible for the roads of the majority of municipalities in the province; and
Whereas, the Town of Borden-Carleton do not have the necessary resources to maintain the Town's roads in a proper and safe manner; and**

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

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


Mayor Charles Mackenzie
Date: Jan 10 2022


CAO James Wentzell
Date: Jan 10 2022

Jim Wentzell

From: Tracey Allen <tallen@gov.pe.ca>
Sent: January 26, 2023 11:26 AM
To: Jim Wentzell; jmc murrer@fpeim.ca; admin@borden-carleton.ca
Subject: RE: Request for information - Policy/Pre Naming of Streets List

Hi Jim, Julie, and Joanne,

The information below might help to narrow down contacting municipalities for the information you are seeking (as up to date as I have):

Of the 58 municipalities in Prince Edward Island, only 4 municipalities own roads and are responsible for most of the maintenance.

- City of Charlottetown
- City of Summerside
- Town of Borden-Carleton
- Town of Souris

3 municipalities have roads ownership only, with the Province being responsible for the maintenance.

- Town of Alberton
- Town of Kensington
- Town of Three Rivers

The Province owns and is responsible for the roads of the remaining 51 municipalities.

Have a great day,
Tracey

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: Thursday, January 26, 2023 9:59 AM
To: jmc murrer@fpeim.ca
Cc: admin@borden-carleton.ca; Tracey Allen <tallen@gov.pe.ca>
Subject: Request for information - Policy/Pre Naming of Streets List

Hi Julie

Could you send an inquiry out to the municipal units. We are wondering if other municipalities create a list of pre-naming of streets to use when new streets are created and if they have a policy or criteria they use in adding names to the list? They can respond direct to Joanne at admin@borden-carleton.ca

Thank You

Jim Wentzell
CAO
902 437 2225

DECEMBER 2024 UPDATES

Sewer Water Utilities Rate Study

The study will not be completed until January 2024. We are working on the Capital budgets and that information is required to be incorporated in the rate study.

Additional regulations for use by the Utility will be drafted as well

Jim Wentzell

CAO

Jim Wentzell

From: Jillian O'Halloran <info@centralcoastalpei.com>
Sent: November 23, 2023 6:28 PM
To: Jim Wentzell
Cc: Joanne V Smith; Randy Ahearn; Barb Wood; Holly Bernard
Subject: Re: Traffic Flow during Major Tourism Events

Hi Jim,

I am sorry for the delay.

The Cavendish Beach Music Festival actually already hosts a roundtable called "Senior Operations Meetings" hosted by EMO. They usually happen 2-3 times annually. Because of my past experience working with the music festival, I know that yourselves and Straitt Crossing would be the only parties you mentioned that aren't constantly invited.

I would suggest contacting Jason Thistle and requesting to be put on the agenda, with attendance from Strait Crossing the Town. The contact at EMO would be Jason Thistle.

jasonthistle@gov.pe.ca

As for Central Coastal Tourism Partnership, I am hoping to have a Borden and Area roundtable this coming fall and this can easily be discussed.

Thanks!
Jill

Jillian O'Halloran (she/her/elle)
Executive Director

📞 O: 902-963-3613 | C: 902-315-1795

✉️ info@centralcoastalpei.com

📍 1-7591 Cawnpore Lane (Cavendish Visitors Centre)
Hunter River, PE | COA 1N0

🌐 www.centralcoastalpei.com #welovepei



everything to love about
Prince Edward Island



*EMO achieves
a meeting early
spring with
parties involved*
JW

On Nov 20, 2023, at 11:18 AM, Jim Wentzell <bcadmin@borden-carleton.ca> wrote:

Hello

I am aware that the Central Coastal Tourism Partnership meeting is being held later this month. I am also aware you frequently have Table Top Discussions as well.

The Town of Borden-Carleton has concerns in respect to the flow of traffic following the event, the bottle neck it creates for people heading to the bridge, the delays to leave the island, the inability for emergency vehicles to get to the town and the inability for local residents to get to their homes.

The Town would like to see a round table discussion of all the players involved to see if improvements can be made for the flow of traffic and the processing of vehicles at the bridge

Participants at the table would include:

Representation from the Tourism industry and the various festivals

Tourism PEI

Town of Borden-Carleton

RCMP

Strait Crossing

Provincial Dept of Tourism

EHS

We feel there are improvements possible and through a table top discussion and pre planning much can be achieved. It may be possible for the Town to host such a meeting.

We hope that the Central Coastal Tourism Partnership would consider our request at your upcoming meetings/workshops

Thank You

Jim Wentzell

CAO

902 437 2225

TOWN OF BORDEN-CARLETON



TOWN COUNCIL MEETINGS FOR 2024

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



SCHEDULE OF COUNCIL MEETINGS 2024

Meeting Dates



February 13

March 12

March 26

May 14

June 11

July 9

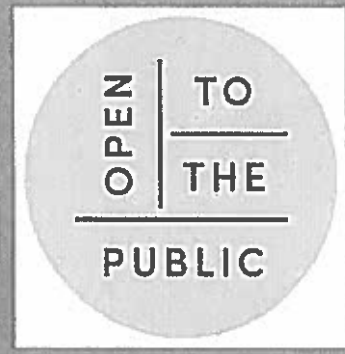
September 10

October 8

November 12

December 10

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

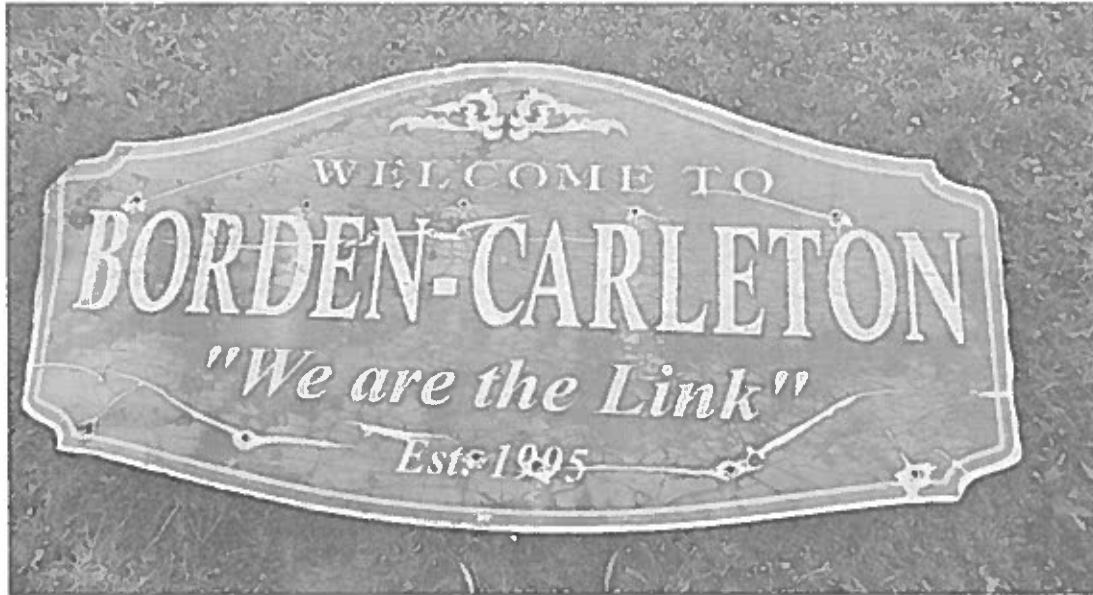


FOR MORE INFORMATION: (902) 437-2225

TOWN OF BORDEN -CARLETON

ENTRANCE TO TOWN SIGNS

CONDITION OF PRESENT SIGNS



PROPOSED NEW ENTRANCE TO TOWN SIGNS – COST \$600 per sign)



Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 26, 2023 1:09 PM
To: Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Barb Wood (johnandbarb@pei.sympatico.ca); 'ericstewart76@yahoo.ca'; Laurel Palmer-Thompson (laurellynnthompson@yahoo.com); Nicole Arsenault (nicole.a.2241@gmail.com); 'Ashley Steele'
Cc: Holly Bernard; 'Joanne V Smith'; 'accountant@borden-carleton.ca'
Subject: FW: Olympia RFP

Hi All

We only received one Bid on the Olympia Ice resurfacers . From Duffy Construction \$2,500 plus taxes. It is for Kinkora's Arena.

They are anxious to know if their bid is accepted. Does anyone object to accepting the bid submitted?

Thank You

Jim Wentzell
CAO
902 437 2225

From: Gateway Arena <bordencarletonrec@gmail.com>
Sent: November 22, 2023 1:07 PM
To: Kevin Coady <bcadmin@borden-carleton.ca>
Subject: Re: Olympia RFP

Thank you, Harrison!

On Wed, Nov 22, 2023 at 1:06 PM Gateway Arena <bordencarletonrec@gmail.com> wrote:

----- Forwarded message -----

From: Harrison Duffy <harrisonduffy@outlook.com>
Date: Tue, Nov 21, 2023 at 2:59 PM
Subject: Re: Olympia RFP
To: Gateway Arena <bordencarletonrec@gmail.com>

Hi Holly

I will Bid \$2500 (plus application sales taxes) on Olympia zamboni

Regards

Harrison Duffy

TOWN OF BORDEN-CARLETON

2024

BUDGET TIMELINE 2024-25

ONE YEAR-FIVE YEAR CAPITAL BUDGETS

Dec 1- Jan 15
Request Staff/Council for items for 5 yr Capital budgets

Jan 15-Jan 31
Staff review submissions .obtain costs

Feb 1-Feb 15
Staff complete Draft 5 yr and 1 yr Capital Budgets

OPERATING BUDGETS TOWN/ARENA/UTILITIES

Jan 1-Jan 31
Review Actuals to Date (YTD protections)
Identify changes/carry over to 2024/25

Feb 1-Feb 10
Staff meet to discuss operating budget needs 2024/25

Feb 12-Mar 8
Draft Operating Budgets for 2024.25
Obtain Assessment info for 2024 (Analyse change from 2023)
Obtain known grants/policing costs foe 2024
Compile Budget Binder for 2024/25

Mar 11 -Mar 14
Budget Notice/Flyer sent to Residents
Finalize Budget Package Operating & Capital Budgets
Including Proposed Tax Rates

MAR 15 – Draft Budgets sent to Council

Mar 19 – Review of Budgets with Town Council

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

Mar 26
Public Council Budget Meeting
Approval of Operating & Capital Budgets for 2024/25
Setting of Tax Ratesfor 2024/25

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

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

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



588 Main Street, PO Box 580, Cornwall, PEI, C0A 1H0
Email: info@sandstoneengineering.ca
Tel: 902-394-2945
www.sandstoneengineering.ca

Job No. 23001

December 8, 2023

Town of Borden-Carleton
C/O Jim Wentzell, CAO
167 Industrial Drive
PO Box 89
Borden-Carleton, PE
C0B 1X0

Re: Development Officer Services

Dear: Mr. Wentzell;

As you are aware Derek A. French Professional Services Inc. has recently been re-branded to Sandstone Surveying and Engineering. The new partnership of Josh Beaton, P.Eng., Joël Legault, P.Eng., Riley Callaghan, PEILS, EIT complete with Mr. French will still provide prompt, professional services in engineering, surveying and planning.

Josh, Joel and Riley are currently apprenticing for their Planning Technician Certificate. They are helping with development application within your Town and other Municipalities.

I have not updated my fees since I started working for you in the fall of 2013.

As of January 1, 2024, our fees shall be as follows:

Derek French, RPP, MCIP, P.Eng., CLS, PEILS; \$125 per hour;
Josh Beaton, P.Eng., \$95 per hour;
Joel Legault, P.Eng., \$85 per hour;
Riley Callaghan, PEILS, EIT, \$85 per hour;
Nicole Muirhead, Admin, \$55.00 per hour; &
Mileage \$0.85 per kilometer.

We are anticipating that Nicole will do all the file preparation and initial research to keep the costs as economical as possible.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Derek A. French
Derek A. French