



Town of Borden-Carleton

Regular Council Meeting

Tuesday, September 12<sup>th</sup>, 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) -

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**3. ADOPTION OF THE AGENDA:**

**4. APPROVAL OF PREVIOUS MINUTES:**

- 4.1 Regular Council Meeting – July 18<sup>th</sup>, 2023; and
- 4.2 Special Council Meeting - July 25<sup>th</sup>, 2023

**5. PUBLIC PRESENTATIONS:**

- 5.1 Michelle Burge, Partner, MRSB Chartered Accounts – Presentation of Draft Audited Financial Statements for the Town of Borden-Carleton (March 31, 2023)

**6. COMMITTEE REPORTS:**

- 6.1 Police Report: RCMP Report for August 2023
- 6.2 Fire Department Report:
- 6.3 Recreation Director's Report:
- 6.4 Properties and Planning Report:
  - 6.4.1 Development Permit Approvals August 2023
- 6.5 Finance and Administration Report:
  - 6.5.1 Cash Flow Report for August 2023
  - 6.5.2 Disbursement Listing August 2023
  - 6.5.3 CAO Update – Various Activities

**7. EXTERNAL REPORTS:**

**8. CORRESPONDENCE:**

**INFORMATION ITEMS:**

- 8.1 *FPEIM* – Call for nominations for the Bruce H. Yeo Memorial Award
- 8.2 *Department of Municipal Affairs* – Newsletter
- 8.3 Borden-Carleton August Newsletter

- 8.4 *Lamborghini Group* – Marine Rail Park
- 8.5 *Royal Canadian Legion* – Request for Donation
- 8.6 Immigration Refugees and Citizenship Canada – *Welcoming Week* September 8-17, 2023

**ACTION ITEMS:**

**9. UNFINISHED BUSINESS:**

- 9.1 Participation in PEI Discovery and Research Centre
- 9.2 Update on Fabrication Yard Development

**10. NOTICE OF MOTIONS:**

- 10.1 First Reading of Employee Code of Conduct Policy - #2023-HR-01

**11. NEW BUSINESS:**

- 11.1 Discussion; New Signs for the Municipality and Gateway Arena
- 11.2 Resolution – Transfer of Gas Tax Funds
- 11.3 Tender – Paving of Streets
- 11.4 Tender – Heat Pumps – Rail Park and Gateway Arena

**12. IN-CAMERA:**

MGA Section 119:

*119(1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved.*

*119(1)(d) human resource matters.*

**13. ADJOURNMENT:**



**Town of Borden-Carleton**

**Regular Council Meeting Minutes**

**July 18<sup>th</sup>, 2023 – 20 Dickie Road Borden-Carleton, PE**

**7:00pm**

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

**REGRETS:**

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

**ALSO PRESENT:**  
6 persons from the general public

**1. CALL TO ORDER:**

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

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

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

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

There were no conflicts of interests declared at this council meeting.

**3. ADOPTION OF THE AGENDA:**

**It was duly moved by Councillor Eric Stewart. and seconded by Deputy Mayor Larry Allen THAT the agenda be approved as presented.**

**MOTION CARRIED (6-0) (RR#23-07-01)**

**4. APPROVAL OF PREVIOUS MINUTES:**

**It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Barb Wood. THAT the minutes of the June 13<sup>th</sup>, 2023 regular Council meeting be adopted as presented.**

**MOTION CARRIED (6-0) (RR#23-07-02)**

## **5. PRESENTATIONS:**

### **5.1 Chad and Nic Howatt – Objection to DP Murphy Inc application to IRAC for a Retail Gas Outlet in Borden-Carleton**

A letter was received from Chad & Nic Howatt dated June 30 2023 to IRAC expressing their objection to a Gasoline Retail's Vendor's license being approved to DP Murphy Inc proposed for the corner of Dickie Road and the TCH PID #686592.

Chad Howatt discussed with Council that another gas station was not needed and that it would affect both his business and Chad Cerruti's business negatively. Both his business and Cerruti's have been in the community for decades and employ local people. He felt the Town was in the danger of losing its only grocery store if IRAC approved another gas station. He and his brother Nic would like to see the Town write a letter of objection to the granting of a license for another gas station in the Town.

Chad Cerruti and his lawyer Derek Key were present at the meeting and stated that the granting of a retail gas license to Dan Murphy to be located at the corner of Dickie Road and Industrial Drive would put their business in danger of closing and that would have a negative effect on the community. IRAC has received many letters from the community stating they were opposed to the granting of a gasoline retail license.

During the discussion, members of Council stated they were very supportive of both businesses as they were valuable assets to the community.

Mr. Key circulated to members of Council Sections 14-17 Rules of Practices & Procedures of the PEI Regulatory & Appeals Commission (IRAC) and felt the Town could be a "Friends of the Commission Intervener" and as such could express the concerns of the community.

The CAO suggested that the Town discuss this possibility with the Town's solicitor and seek his advice on this matter.

Following the discussion, the Mayor thanked those appearing before Council and it was agreed that the Town would seek legal advice to determine how the Town could make Council's support of business in the community know to IRAC.

Many members of Council stated that as individuals they would be expressing their concerns and objections to IRAC to the granting of an additional gas retail license in the Town.

## **6. COMMITTEE REPORTS:**

### **6.1 Police Report:**

The RCMP report for the month of June 2023 submitted by Acting Sergeant Logan were presented by Councillor Nicole Arsenault.

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart THAT the policing reports for the Town of Borden-Carleton be accepted as presented.**

**MOTION CARRIED (6-0) (RR#23-07-03)**

A discussion took place on the traffic jams and traffic delayed from vehicles leaving the province after weekend music festivals and what responsibility the festivals should have for traffic heading for the Confederation Bridge as well as the need for more RCMP presence in the Town to help alleviate traffic bottlenecks and improve traffic flow.

**It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Barb Wood THAT a meeting be set up with the organizers of the weekend music festivals along with the RCMP, Strait Crossing and provincial traffic officials to discuss improving traffic flow through the town in the future**

**MOTION CARRIED (6-0) (RR#23-07-04)**

## **6.2 Fire Department Report:**

The Fire Department report for the month of June 2023 was presented by Councillor Nicole Arsenault.

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart THAT the Fire Chief's report submitted by Fire Chief Shawn Jessome be accepted as presented.**

**MOTION CARRIED (6-0) (RR#23-07-05)**

### **6.2.1 New Firefighter**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barb Wood THAT Anna Jesulaitis be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.**

**MOTION CARRIED (6-0) (RR#23-07-06)**

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

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

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

**MOTION CARRIED (6-0) (RR#23-07-07)**

During the discussion of the Recreation Director's report members of Council inquired whether the Town would be hosting a dance at the Arena in September. The CAO stated that there had not been any discussions in respect to hosting a dance this year. Members of Council stated that they would like to have a meeting with staff to discuss a dance being held in September.

### **6.3.1 Canada Day Photo Contest**

**The CAO reported that three photos were received to be judged in the Town's Canada Day Photo contest. After reviewing the three submissions, it was agreed to rate the photos as follows:**

- 1<sup>st</sup> Place - submitted by Jordan Jessome**
- 2<sup>nd</sup> Place – submitted by Monica Winn**
- 3<sup>rd</sup> Place – Tanya Howatt**

#### 6.4 Properties and Planning Report:

6.4.1 A report of the development permits issued for the month of June 2023 was circulated to Council.

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

**It was duly moved by Councillor Laurel Palmer-Thompson, and seconded by Deputy Mayor Larry Allen THAT the Properties and Planning Committee report be accepted as presented.**

**MOTION CARRIED (6-0) (RR#23-07-08)**

Councillor Palmer-Thompson stated that there was confusion with residents in respect to the determination of the buffer zone and set back requirements for coastal parcels of land. The CAO was requested to seek clarification on what the buffer and set back requirements are for developments in the Town.

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

Councillor Eric Stewart presented the Finance and Administration report for the month of June 2023.

6.4.1 Cash Flow Report June 2023

6.4.2 Disbursement Listing June 2023

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

Monthly totals: Town \$194,411.20

Arena \$3,652.60

Utility \$31,690.52

**It was duly moved by Councillor Eric Stewart and seconded by Deputy Mayor Larry Allen THAT the Finance and Administration reports be accepted as presented.**

**MOTION CARRIED (6-0) (RR#23-07-09)**

#### 6.4.3 CAO Update – Various Activities

The CAO circulated members of Council and update on various activities during the past month.

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

#### **8. CORRESPONDENCE:**

##### **INFORMATION ITEMS:**

8.1 *The Terry Fox Foundation – 43<sup>rd</sup> annual Terry Fox Run* – Invitation to the Town of Borden-Carleton to participate in the run.

- 8.2 *Immigration Refugees and Citizenship Canada – Welcoming Week September 8-17, 2023*  
 8.3 *Ombuds PEI – Best Practices: A Guide to Closed Council Meetings & Committee Meetings*  
 8.4 *Local Choice PEI – Electoral Reform at the Municipal Level*  
 8.5 *Department of Housing, Land and Communities’ – Fiona Support Initiative*  
 8.6 *Federation of PEI Municipalities – Housing Accelerator Fund Portal*  
 The CAO will explore the possibility of the Town applying for funding under the Housing Accelerator Fund.  
 8.7 *Community Conservation Research Network – Coastal Communities Face the Future* (short film)

**Action Items:**

- 8.8 *Baseball PEI* – Donation request of ice time for fundraising auction

**It was duly moved by Councillor Eric Stewart and seconded by Councillor Barb Wood THAT** the Town of Borden-Carleton donate one hour ice time to Baseball PEI for the organization’s upcoming online auction in support of Team PEI U15 Provincial baseball team to travel to Laval, Quebec from August 23<sup>rd</sup> to August 28<sup>th</sup>, 2023.

**MOTION CARRIED (6-0) (RR#23-07-10)**

**9. UNFINISHED BUSINESS:**

**9.1 Housing Issues Update: Read Road**

The CAO reported that the Paynter Brothers have signed the revised LOI and they are still targeting a Fall start for the first building.

**9.2 Participation in PEI Discovery and Research Centre:**

The CAO reported that the PEI Discovery Centre has still not decided for the location of the Discovery Centre as others have expressed interest in the Centre.

**9.3 Update on Fabrication Yard Development:**

The CAO reported that the Province has engaged a consultant to develop a site plan for use of the Fabrication Yard. They will be making a presentation to Council as the next step before a planning report is completed and a Public meeting is held.

The CAO was requested to contact our Planner about his availability to represent the Town and oversee an application for development on the Fabrication Yard which is in the Comprehensive Development (CDA) Zone.

**10. NEW BUSINESS:**

**10.1 Island Regulatory Appeals Commission (IRAC) – Notice of Application for New Retail Gasoline Outlet (PID# 686592) – Borden-Carleton**

Circulated to members of Council was a copy of Notice of application to IRAC for a Retail gasoline outlet license from D P Murphy Inc on their property at the corner of Dickie Road and the TCH, PID 686592

In addition, the Town had posted a Notice on social media outlining that the Town's role is in respect to the issuing of a Development Permit and Gasoline Retail sales are permitted in the Highway Commercial (HC) Zone providing certain conditions are met.

#### 10.2 Insurance Coverage 2023:

**It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Ashley Steele THAT** the Town of Borden-Carleton accept the new values for Insuring Town properties as received from Intact at an additional premium of \$3,452 for 2022/23

**MOTION CARRIED (6-0) (RR#23-07-11)**

#### 11. IN-CAMERA:

**It was duly moved by Councillor Nicole Arsenault. and seconded by Councillor Ashley Steele** to go into in-camera to consider matters pursuant to *MGA s. 119(d) human resource matters, including labour relations or employee negotiations.*

**MOTION CARRIED (6-0) (RR#23-07-12)**

Council went into in-camera at 9:05pm

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

**MOTION CARRIED (6-0) (RR#23-07-13)**

Council returned to open session at 9:40pm

**It was duly moved by Councillor Ashley Steele, and seconded by Deputy Mayor Larry Allen THAT** Council accept the resignation of the CAO Jim Wentzell to take effect upon his replacement being hired.

**MOTION CARRIED (6-0) (RR#23-07-14)**

#### 12. ADJOURNMENT:

Council meeting adjourned at 9:45pm.

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Mayor, Randy Ahearn

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CAO, Jim Wentzell





**Town of Borden-Carleton**  
**Special Council Meeting Minutes**

**July 25<sup>th</sup>, 2023 – 20 Dickie Road Borden-Carleton, PE**

**6:30pm**

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

**REGRETS:**

**STAFF PRESENT:** Chief Administrative Officer, Jim Wentzell  
Assistant to CAO, Joanne Smith  
Recreation Director, Holly Bernard

**ALSO PRESENT:**

**1. CALL TO ORDER:**

Mayor Randy Ahearn called the meeting to order at 6.36 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.*

There were no conflicts of interests declared at this council meeting.

**3. IN-CAMERA: Discussions with Town Solicitor**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart**

**THAT** Council move into a closed session as per Section 119(1)(e) and (f) of the *Municipal Government Act of PEI*.

Council went into in-camera at 6.37 p.m.

**s. 119(1)(e)** a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations; and

**s. 119(1)(f)** the conduct of existing or anticipated legal proceedings.

**MOTION CARRIED (6-0) (RR#23-07-15)**

**RETURN TO OPEN SESSION**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart**

**THAT** Council move back to a public meeting.

**MOTION CARRIED (6-0) (RR#23-07-16)**

Council returned to open session at 8:04 p.m.

**ALSO PRESENT:** 30 Members of the public in attendance.

**4. NEW BUSINESS:**

**4.1 IRAC Application – Gasoline Retail License**

**It was duly moved by Councillor Laurel Palmer Thompson and seconded by Councillor Larry Allen**

**THAT** the Town Solicitor write a letter to the Island Regulatory Appeals Commission (IRAC) as part of public record for the comment portion on the DP Murphy application for a retail gasoline bar to be submitted to IRAC by July 28<sup>th</sup>, 2023.

**MOTION CARRIED (6-0) (RR#23-07-17)**

A copy of the letter sent to IRAC is attached to these minutes as Appendix "A".

The Town Solicitor and members of Council responded to questions from the public that were in attendance at the meeting.

**4.2 Discussion – September Dance (Event Budget from 2022)**

**It was duly moved by Councillor Larry Allen and seconded by Councillor Barb Wood**

**THAT** the Town of Borden-Carleton will hold a dance at the Gateway Arena on Saturday, September 9<sup>th</sup>, 2023.

**MOTION CARRIED (6-0) (RR#23-07-18)**

For clarification, Council stated that the dance would be held regardless of the number of tickets sold.

**4.3 Approval of two new Firefighters for Borden & Area Fire Department**

**4.3.1 New Firefighter – Kyle Wigney**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Larry Allen**

**THAT** Kyle Wigney be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.

**MOTION CARRIED (6-0) (RR#23-07-19)**

#### 4.5.2 New Firefighter – Mary MacDonald-Pickering

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barb Wood**

**THAT** Mary MacDonald-Pickering be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.

**MOTION CARRIED (6-0) (RR#23-07-20)**

#### 4.4 CBCL Condition of Town Streets

The Town of Borden-Carleton engaged CBCL Limited to assess the condition of the asphalt streets so that the Town could use the results of the assessment to plan future street resurfacing.

On June 13, 2023 CBCL completed a site visit to Borden-Carleton. Asphalt defects were noted such as: longitudinal and transverse cracks, map cracking, potholes, wheel truck rutting and abrasion.

The condition of the asphalt streets in the Town of Borden-Carleton following the assessment completed by CBCL deemed that Church, Kirkpatrick, George, and Miller Streets have the highest percentage of fair and poor condition states.

The estimated costs of the resurfacing project to range between \$75,813 and \$139,332 for Church, Kirkpatrick, George and Miller Streets in the Town of Borden-Carleton.

**It was duly moved by Councillor Barb Wood and seconded by Councillor Eric Stewart**  
**THAT** Council call for proposals of the resurfacing of Church, Kirkpatrick, George and Miller Streets.

**MOTION CARRIED (6-0) (RR#23-07-21)**

#### 5. ADJOURNMENT:

Council meeting adjourned at 8:52 p.m.

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

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

July 27, 2023

Sent by Email

Allison MacEwen  
Prince Edward Island Regulatory & Appeals Commission  
P.O. Box 577  
Charlottetown, PE C1A 7L1  
Email: [amacewen@irac.pe.ca](mailto:amacewen@irac.pe.ca)

Dear Mr. MacEwen:

RE: Public Comment on PD527 – New Retail Gasoline Outlet Application – D.P. Murphy (the “Application”)

I am writing to you on behalf of the Town of Borden-Carleton (the “Town”) as part of the public comment process in the aforementioned Application. As the Commission may already be aware, there is significant public interest with respect to this Application.

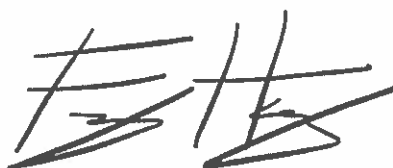
The Town is not in a position to make comment with respect to the Application, but wishes to note for the Commission that the Town itself has heard from a substantial number of its residents expressing their concern, including concerns raised by residents in attendance at recent council meetings. Many of those comments and concerns question how another retail gas outlet and convenience store in Borden-Carleton may impact necessary local services, including the provision of hardware store and grocery store offerings. Additional and frequent concerns raised by residents question how the proposed Application will affect local traffic congestion, roadway safety, and noise from large transport trucks which residents fear have the potential to congregate around this type of use.

**Filip Hrga | Associate**

Direct 902 888 2872 Main 902 888 1033 Fax 902 436 7131 Email [fhrga@coxandpalmer.com](mailto:fhrga@coxandpalmer.com)  
Holman Centre, 250 Water Street, Suite 401, South Tower Entrance

As noted, the Town takes no position either for or against the Application, but respectfully requests that the Commission explore and deliberate the impact the proposed Application may have on other necessary local service offerings as they are essential to Borden-Carleton's residents and travellers alike, all of which form the motoring public.

Yours very truly,  
Cox & Palmer

A handwritten signature in black ink, appearing to read 'F. Hrga', with a stylized flourish at the end.

Filip Hrga  
Town Solicitor

CC: Mayor Randy Ahearn  
Deputy Mayor Larry Allen  
Councillor Ashley Steele  
Councillor Laurel Palmer-Thompson  
Councillor Eric Stewart  
Councillor Barb Wood  
Councillor Nicole Bernard-Arsenault  
Jim Wentzell, Chief Administrative Officer

**Filip Hrga | Associate**

Direct 902 888 2872 Main 902 888 1033 Fax 902 436 7131 Email [fhrga@coxandpalmer.com](mailto:fhrga@coxandpalmer.com)  
Holman Centre, 250 Water Street, Suite 401, South Tower Entrance



**TOWN OF BORDEN-CARLETON**

**RESOLUTION**

**DATE:** Regular Council Meeting – Tuesday, September 12<sup>th</sup>, 2023

**MOTION NUMBER:**

**Approval of Audited Financial Statements 2022-2023**

**MOTION CARRIED** .....

**MOTION LOST** .....

**MOTION WITHDRAWN** .....

**Moved by**  
**Seconded by**

**BE IT RESOLVED THAT** the Town Council approve the 2022-2023 Audited Financial Statements for the Town of Borden-Carleton as prepared by MRSB Chartered Professional Accountants for the period ending March 31, 2023.

**TOWN OF BORDEN-CARLETON**  
**Consolidated Financial Statements**  
**March 31, 2023**

\* Please see separate  
file

Draft for discussion purposes only



**BORDEN-CARLETON  
MAYOR'S  
POLICING REPORT  
AUGUST, 2023**

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



The East Prince Detachment reports a total of 23 police files created for service to Borden-Carleton, during the month of August, 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

On August 18<sup>th</sup>, 2023, at approximately 4:15 PM, Members of the Provincial Priority Traffic Unit, completed a Checkstop on the Dickie Road in Borden-Carleton.

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

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



OCCURRENCES	August 2023	Year to Date
Assaults (All Categories)	1	2
Break and Enters (Residence & Business)	0	2
Causing Animals Unnecessary Suffering	1	1
Assistance to Organization	0	2
Crime Prevention	1	1
Abandoned Vehicle	0	1
Theft of Bicycle	1	1
Theft of Motor Vehicle	0	0
Theft Under \$ 5000	2	17
Theft Over \$ 5000	0	0
Drugs ( Possession )	0	1
Criminal Harassment	1	3
Drugs (Trafficking )	0	0
Information File	0	1
Firearms Act	0	1
Traffic Violations	6	45
Traffic Collision	0	2
Trespass Act	2	3
Failure to Comply with Undertaking	0	1

Roadside Suspension	0	1
Liquor Act	0	1
Cannabis Act – Offences Only	0	1
Uttering Threats against a Person	0	2
Causing a Disturbance / Mischief (including public intoxication)	1	10
Impaired Operation of Motor Vehicle	2	4
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	1	20
Neighbor Dispute	0	1
False Alarms	2	8
Use/Traffick/Possess a Forged Document	0	1
Sudden Death	0	2
Wellbeing Check	1	3
Suspicious Person/Vehicle	0	3

911 Act	0	2
Items Lost/Found	0	2
Dangerous Driving	0	2
Fraud	1	3
Mental Health Act	0	4
<b>Total Calls for Service</b>	<b>23</b>	<b>158</b>

Provincial Charges/Warnings for the month:

TRAFFIC	August 2023	Year to Date
Speeding Violation Charge	1	13
Other Non-Moving Traffic Violation Charge	1	7
Warning Issued	1	13
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.

A handwritten signature in black ink, appearing to read 'Travis Gallant', with a large, stylized initial 'T'.

Cpl. Travis Gallant

A/Ops NCO

Prince District RCMP

902-436-9300

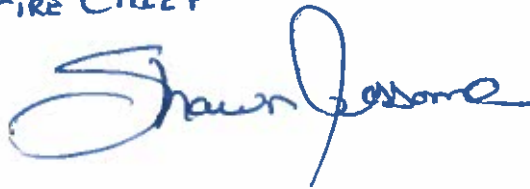
BORDEN-CARLETON FIRE DEPT.

MONTHLY REPORT

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

DATE	INCIDENTS	LOCATION	MEMBERS
July 12	MEDICAL CALL	BORDEN - CARLETON	9
July 18	ALARM CALL	BORDEN - CARLETON	9
July 19	ALARM CALL	BORDEN - CARLETON	7
Aug 5	MEDICAL CALL	BORDEN - CARLETON	7
Aug 6	MEDICAL CALL	BORDEN - CARLETON	6
Aug 6	MEDICAL CALL	BORDEN - CARLETON	11
Aug 7	MEDICAL CALL	BORDEN - CARLETON	6
Aug 7	MEDICAL CALL	BORDEN - CARLETON	7
Aug 8	MEDICAL CALL	BORDEN - CARLETON	7
Aug 10	ALARM CALL	BORDEN - CARLETON	13
Aug 13	MEDICAL CALL	ALBANY	12
Aug 13	MOTOR VEHICLE ACCIDENT	CONFEDERATION BRIDGE	12
SEPT 1	MOTOR VEHICLE ACCIDENT	ALBANY	15
SEPT 2	MOTOR VEHICLE ACCIDENT	ALBANY	10

FIRE CHIEF



**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
JUNE 15	MEDICAL	BORDEN-CARLETON	7
July 2	MEDICAL	BORDEN-CARLETON	10
July 7	Motor Vehicle Accident	Albany	11
July 12	MEDICAL	BORDEN-CARLETON	9

Tuesday, September 12<sup>th</sup>

## Recreation Directors Report

Dog Flyball Championship is back at the Gateway Arena this month. September 23<sup>th</sup> & 24<sup>th</sup> will bring in dogs from all over the Maritimes to compete in the agility competition. Competition will take place on both days from 9:00am to 3:00pm. Free admission for everyone!

We would like to thank all of the sponsors who have graciously donated towards our Rink Dance.

### **Friend of the Community - \$10-\$99**

Webavee Web Development

### **Event Sponsor - \$100-\$499**

Township Chevrolet

Fitzgerald and Snow

Green's Auto Detail & Sales

Cox & Palmer

Silliker's Glass

MCM Refrigeration

Compass Tech

CBCL

Prince County Auto Parts

Callbeck's Home Hardware

### **Major Sponsor - \$500 +**

Lone Oak Brewing Co.

Clinton Hills Weddings & Events

Anonymous

Anonymous



After the Flyball Dog Championship we will be shifting gears to the rink season. Floors will be swept and mopped and then the plant will be prepared to be turned on to start making ice for the 2023-2024 arena season.

The Summer Day Camp has now wrapped up for another year. Thank you to Morgan, Kloey and Karli for facilitating this, Summer. We had great numbers ranging from 12 (when we only had 2 staff members), to 21 on our busiest week.

The equipment from the fitness center will soon be for sale. We are taking a full inventory and will be posting on social media when it is ready for people to buy. We also advertised in the newsletter to watch our social media pages for updates.

We have been collecting the materials that we need to redo the upstairs floor, walls and ceilings at the arena after finally getting the roof fixed after Hurricane Fiona. Dennis will soon be starting the work that needs to be done.

The ball field had a busy summer. It was used every Tuesday, Wednesday and Thursday by the Provincial Whitecaps Softball teams, we had a few coed softball tournaments, Bedeque Baseball used it here and there and the Charlottetown Fawcett's used in a few Sundays to prepare for nationals.

# PEI Planning Decisions

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

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

The following municipalities are not covered by this site:

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

For municipal contact information search the Municipal Directory

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

Showing results 1-1 of 1

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
1009737	126 Dickie Road, Borden-Carleton, PE, C0B 1X0, BORDEN-CARLETON	Development Permits	New Development - Solar Panel System - Roof Mounted	Approved	2023-09-08

Showing results 1-1 of 1

Published date: September 22, 2022

## Housing, Land and Communities

## FINANCIAL REPORT FOR AUGUST 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 AUGUST 31 2023

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	49,556	21,369	1,291	69,634
TOWN	204,742	78,117	66,556	216,303
UTILITIES	134,514	98,442	131,492	101,464
<b>Total Cash Flow</b>	<b>388,812</b>	<b>197,928</b>	<b>199,339</b>	<b>387,401</b>

ACTIVITY AUGUST 2023 RESERVES	Opening	Deposits	Transfers	Closing
	Balance	EFT Payments	EFT Payments	Balance
Gas Tax ACCT	205,722	50,015	75,000	180,737

ACTIVITY AUGUST 2023 LOANS	Opening	Deposits	Principal Only	Closing
	Balance	EFT Payments	EFT Payments	Balance
Fire Truck 71-9	97,181		1,667	95,514
Sewer 72-9	425,544		2,627	422,917
Sewer Mains 74-9	66,102		79	66,023
Storm Drains 75-9	66,102		79	66,023
Water/Sewer 79-9	294,104		1,493	292,611
<b>Total Loans Outstanding</b>	<b>949,033</b>	<b>0</b>	<b>5,945</b>	<b>943,088</b>

#### Deposits & Bill Payments

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

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

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

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

We ensure no account endures overdraft charges

## Town of Borden-Carleton

## Cheque Log for 1001 Credit Union Current Account from Aug 01, 2023 to Aug 31, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16833	Payment	Ahearn, Randy	252.08	Aug 01, 2023
16834	Payment	Palmer Thompson, Laurel	197.08	Aug 01, 2023
16835	Payment	Wood, Barb	197.08	Aug 01, 2023
16836	Payment	Steele, Ashley	197.08	Aug 01, 2023
16837	Payment	Stewart, Eric	177.08	Aug 01, 2023
16838	Payment	Allen, Larry	197.08	Aug 01, 2023
16839	Payment	Bernard Arsenault, Nicole	197.08	Aug 01, 2023
16847	Payment	Pressed 4 Time	25.88	Aug 09, 2023
16848	Payment	Prince Edward Island Potato Board	1,058.00	Aug 09, 2023
16849	Payment	Bernard Welding Limited	219.66	Aug 09, 2023
16850	Payment	Ceretti's Grocery & Hardware	1,067.99	Aug 09, 2023
16851	Payment	Callbeck's Home Hardware	100.71	Aug 09, 2023
16852	Payment	Quoc Bao Le	492.20	Aug 09, 2023
16853	Payment	Orkin Canada	40.25	Aug 09, 2023
16854	Payment	Derek A. French	1,674.69	Aug 09, 2023
16855	Payment	Xerox Canada LTD	90.94	Aug 09, 2023
16856	Payment	A D L Foods	378.20	Aug 09, 2023
16857	Payroll	Bagnall, Brandon	998.59	Aug 10, 2023
16858	Payroll	Bernard, Dennis	1,388.72	Aug 10, 2023
16859	Payroll	Bernard, Holly	1,550.29	Aug 10, 2023
16860	Payroll	Clyke, Kloey	1,098.98	Aug 10, 2023
16861	Payroll	Ranahan, Arthur	171.63	Aug 10, 2023
16862	Payroll	Henry, Laurie	1,014.39	Aug 10, 2023
16863	Payroll	Vuong Hai Yen, Le	1,149.09	Aug 10, 2023
16864	Payroll	Bernard, Morgan	1,102.27	Aug 10, 2023
16865	Payroll	Perry, Frankie	1,042.45	Aug 10, 2023
16866	Payroll	Wentzell, Jim	1,839.16	Aug 10, 2023
16867	Payroll	Quoc Bao, Le	1,583.25	Aug 10, 2023
16868	Payroll	Smith, Joanne	1,428.24	Aug 10, 2023
16869	Payroll	Stewart, Logan	18.57	Aug 10, 2023
16870	Payroll	Warren, Karli	735.64	Aug 10, 2023
16871	Payment	PEI Inflatables Inc.	908.50	Aug 10, 2023
16872	Payment	Xplore Business	178.24	Aug 22, 2023
16873	Payment	Callbeck's Home Hardware	209.67	Aug 22, 2023
16874	Payment	HiTech Communications	2,461.92	Aug 22, 2023
16875	Payment	Xerox Canada LTD	353.28	Aug 22, 2023
16876	Payment	Green Diamond Equipment	83.78	Aug 22, 2023
16877	Payroll	Quoc Bao, Le	1,583.25	Aug 24, 2023
16878	Payroll	Bernard, Holly	1,550.29	Aug 24, 2023
16879	Payroll	Wentzell, Jim	1,839.16	Aug 24, 2023
16880	Payroll	Smith, Joanne	1,428.24	Aug 24, 2023
16881	Payment	Callbeck's Home Hardware	18.00	Aug 22, 2023
16882	Payment	Bernard, Holly	160.48	Aug 23, 2023
16883	Payment	Pressed 4 Time	139.73	Aug 23, 2023

Town of Borden-Carleton

Cheque Log for 1001 Credit Union Current Account from Aug 01, 2023 to Aug 31, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16884	Payroll	Ranahan, Arthur	171.63	Aug 24, 2023
16885	Payroll	Vuong Hai Yen, Le	1,149.09	Aug 24, 2023
16886	Payroll	Henry, Laurie	1,003.66	Aug 24, 2023
16887	Payroll	Perry, Frankie	1,042.45	Aug 24, 2023
16888	Payroll	Bagnall, Brandon	998.59	Aug 24, 2023
16890	Payroll	Warren, Karli	775.13	Aug 24, 2023
16891	Payroll	Clyke, Kloey	1,002.08	Aug 24, 2023
16892	Payroll	Bernard, Morgan	1,089.32	Aug 24, 2023
16893	Payment	Association of Municipal Administrat	100.00	Aug 23, 2023
16894	Payroll	Bernard, Dennis	1,388.72	Aug 24, 2023
<b>Total Town Cheques issued Aug 2023</b>			<b>41,319.56</b>	

JE#	Source #	Comment	Credits	Date
J671	EFTRWAM	RWAM Insurance Administrators Inc	750.07	Aug 01, 2023
J732	Bank Stateme	Payment for Visa August, 2023	4,733.37	Aug 09, 2023
J742	EFT_CRA	Receiver General for Canada	12,275.44	Aug 11, 2023
J760	CU 71	CU LN Payment FIRE TRUCK	2,282.04	Aug 16, 2023
J761	EFTMar	Maritime Electric	457.87	Aug 16, 2023
J772	EFTEastlink	Eastlink	240.71	Aug 18, 2023
J782	CU-75	CU LN 075 PAYMENT STORM SEI	509.00	Aug 21, 2023
J780	EFTBell	Bell Aliant	85.29	Aug 21, 2023
J781	EFTMar	Maritime Electric	1,873.05	Aug 21, 2023
J817	EFTEastlink	Eastlink	169.87	Aug 25, 2023
J831	BS	BS CU Charges	85.70	Aug 31, 2023
<b>Online Payments Town Aug 2023</b>			<b>23,462.41</b>	
<b>TOTAL ALL PAYMENTS TOWN AUG 2023</b>			<b>64,781.97</b>	

Gateway Arena

Cheque Log for 1001 Credit Union Current Account from Aug 01, 2023 to Aug 31, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6334	Payment	Ceretti's Grocery & Hardware	8.04	Aug 09, 2023
6335	Payment	Orkin Canada	73.65	Aug 09, 2023
<b>Total Arena Cheques issued Aug 2023</b>			<b>81.69</b>	

JE#	Source #	Comment	Credits	Date
J320	BS	BS CU Charges August 10 2023	17.25	Aug 10, 2023
J322	EFT	Superior Sanitation Services Limited	14.57	Aug 16, 2023
J323	EFTMar	Maritime Electric	838.87	Aug 16, 2023
J325	EFTEastlink	Eastlink	121.96	Aug 18, 2023
J326	Bank Charge	Pre-Authorized Cheq	5.75	Aug 18, 2023
J328	EFTIrving	Irving Energy Distribution and Marke	157.86	Aug 25, 2023
J330	BS CU Charge	Bank Service Charges August 30 2023	5.00	Aug 30, 2023
J332	BS	BS CU Charges Aug 31 2023	19.95	Aug 31, 2023
<b>Online Payments Arena Aug 2023</b>			<b>1,181.21</b>	
<b>TOTAL ALL PAYMENTS Arena Aug 2023</b>			<b>1,262.90</b>	

**Borden Carleton Sewer and Water Utility**  
**Cheque Log for 1001 Cash in bank from Aug 01, 2023 to Aug 31, 2023**

<b>Cheque No.</b>	<b>Cheque Type</b>	<b>Payee</b>	<b>Amount</b>	<b>Cheque Date</b>
3266	Payment	Curran & Briggs Limited	10,017.31	Aug 17, 2023
3267	Payment	Landmark Construction	75,859.31	Aug 22, 2023
3268	Payment	D and L Contracting- Grass Cutting	1,250.64	Aug 22, 2023
3269	Payment	Prince County Wastewater Management	5,750.00	Aug 22, 2023
3270	Payment	Island Chemicals Inc.	335.00	Aug 22, 2023
3271	Payment	Island Chemicals Inc.	177.33	Aug 22, 2023
<b>Total Utilities Cheques issued Aug 2023</b>			<b>93,389.59</b>	

<b>JE#</b>	<b>Source #</b>	<b>Comment</b>	<b>Credits</b>	<b>Date</b>
J1512	BS	CU LOAN 072	5,409.94	Aug 14, 2023
J1531	EFT	Maritime Electric	68.56	Aug 15, 2023
J1532	EFT	Maritime Electric	94.91	Aug 15, 2023
J1538	EFT	Maritime Electric	2,261.82	Aug 16, 2023
J1551	Bank Charge	Pre-Authorized chq	5.75	Aug 18, 2023
J1547	Bank Stateme	Transfer to Arena, owed balance to	21,225.13	Aug 18, 2023
J1548	EFTEastlink	Eastlink	285.20	Aug 18, 2023
J1571	BS	CU LOAN 074	509.00	Aug 21, 2023
J1611	BS	CU LOAN 079	3,354.22	Aug 30, 2023
J1612	BS CU Charge	CU Bank Service Charges August 3	5.00	Aug 30, 2023
J1619	BS	BS CU Charges August 31 2023	27.95	Aug 31, 2023
J1620	BS	BS CU Charges Aug 31 2023	1.01	Aug 31, 2023

**Online Payments Utilities Aug 2023** **33,248.49**

**TOTAL ALL PAYMENTS Utilities Aug 2023** **126,638.08**

## **CAO Report – Update Various Issues August-Sept 2023**

### **Park & Facility Maintenance**

- Dennis, Laurie & Brandon are maintaining and serve as attendants at the Rail Park this summer. Repairs to the interpretation Centre have been completed and the room is open to the public. We have also been allowing people to view the caboose
- We have recorded times the washrooms at the Rail Park are checked and cleaned.
- Twenty-seven Lamborghini vehicles will be featured at the Rail Park for a photo visit on Sept 16<sup>th</sup>.
- An RFP for Heat Pumps at the Arena and Rail Park have been issued with two tenders received.
- We are purchasing ceiling tiles and flooring to repair damage to the rooms at the Arena caused by Fiona. Insurance proceeds have been received to pay for these costs.
- We need to replace the Rogers Memorial Sign at the Ballfield.

### **Arena Issues**

We have issued an Expression of Interest for Operation of the Arena Canteen this fall. Discussions continue with other Arenas to consider sharing a spare operator.

We are meeting with Minor Hockey to discuss use of our Arena, billings, and having playoffs at the Rink in March.

We are also looking into electronic signage for the Arena.

### **Paving of Side Streets**

Discussions have been held with the province and they will permit the use of Gas Tax Funds to pave additional streets in the Town. A tender was issued with two firms responding. We have held discussions with property owners to determine the street width of Kirkpatrick St

### **EMO Preparedness**

We have drafted an MOU with the Legion to designate the legion as a Comfort Centre for the town. We have also assisted them in their application for funding for a backup generator. We have updated our contact info with EMO PEI and are constantly updating our resource list in our EMO Plan.

In September we will be issuing a flyer reminding citizens to be prepared for the first 72 hours of an emergency and we will continue to work on a database to be aware of persons at risk. We hope to incorporate more info on EMO news on the website and once the Town obtains electronic signage, it will be used to inform citizens about the status of any emergency.

### **Records Management System**

Joanne continues to make progress on a Records management system for the Town and this is her number one priority project for completion. The revised target date for completion of the project is now Sept 30th.



### **Audit**

Throughout the month Henry and I responded to various questions from MRSB in respect to the 2022/23 Audit

### **Planning/Development Issues**

A number of permit issues and development questions were researched during the month with one issue referred to our solicitor for advice.

### **Dave Doyle Dance**

All staff has spent a great deal of time organizing , planning and promoting the dance at the Arena for Sept 9<sup>th</sup>. Over 80 letters and emails went out inviting businesses to sponsor the dance and emails were sent to purchasers of tickets of past dances advising them of tickets available.

### **Electronic Council**

The iPads have been purchased and set up for each member of Council and staff for use at Council meetings. A user's manual developed by Sarah is on each iPad. Training conducted by Sarah on Aug 22<sup>nd</sup> went very well

### **Town Website**

Sarah has given the Town's website a makeover, with current information updated and documents uploaded. We will continue to develop additional pages for the Website and hope to go live before the end of September.

.

END OF REPORT

## **MEMORANDUM**

**To:** FPEIM Member Municipalities  
c/o Chief Administrative Officer

**From:** John Dewey, Executive Director

**Date:** September 5, 2023

**Re:** Call for Nominations for the Bruce H. Yeo Memorial Award

---

The 2023 FPEIM Semi-Annual Meeting will be held on Saturday, October 14, 2023, hosted by the City of Summerside.

I have attached a call for nominations for the Bruce H. Yeo Memorial Award.

Please make note of the following deadline and **distribute the attached documents to all members of council:**

- **Nominations for the Bruce H. Yeo Memorial Award will be accepted until 4:00 pm on September 29, 2023.**

JD



**Jim Wentzell**

---

**From:** Municipal Affairs Division <municipalaffairs@gov.pe.ca>  
**Sent:** August 28, 2023 10:37 AM  
**To:** badmin@borden-carleton.ca  
**Subject:** Shared Services, hurricane preparedness, legislation, and more. 🏠

[View this email in your browser](#)



Dear Jim,

Thank you for taking the time to read this e-newsletter. Please send topic suggestions to [municipalaffairs@gov.pe.ca](mailto:municipalaffairs@gov.pe.ca)

In this e-newsletter:

- Shared Services
- Canada Post rural address changes
- Legislation impacting municipal government
- Association of Municipal Administrators upcoming meeting
- Are you prepared? Hurricane Season
- To Do

---

**Municipal Shared Services**

## Benefits to Shared Services

**Relationship building** – when you reach out and share, you create valuable future relationships.

- **Cost Savings** – if you aren't duplicating efforts there is bound to be cost savings.
- **Reduce Staff Turnover** – if you can give someone a good wage, benefits, and full-time hours then you are more likely to keep them in your municipality. Prevent your Chief Administrative Officer from burning out, share the load and gain the expertise by utilizing shared human resources or contracting out for some services.

**Increased or Improved services** – sharing means you don't need to do it all. If another municipality has a service set up and wants to create an agreement to share, then you add services to your municipality without having to provide the human resources and possibly a more expensive set up.

**Expand your municipal expertise/capacity** – if a neighbouring municipality has professional experts you would love to have on your committee for water and sewer then why not create an arrangement to share those volunteer experts. Contractors are another way to expand your municipal expertise, book keepers, administrative assistants (virtual), bylaw writers, social media experts and more.

**Allows compliance with the MGA** – a shared office, a shared accountant or book keeper allows smaller municipalities to meet deadlines and provide timely customer service to residents.

## What services are municipalities sharing now?

Currently, some municipalities on PEI are sharing emergency management services, office space, staff, transit, and CAOs.

# Did You Know?

## Municipal Government



### WHAT DOES THE MGA SAY ABOUT SHARED SERVICES?

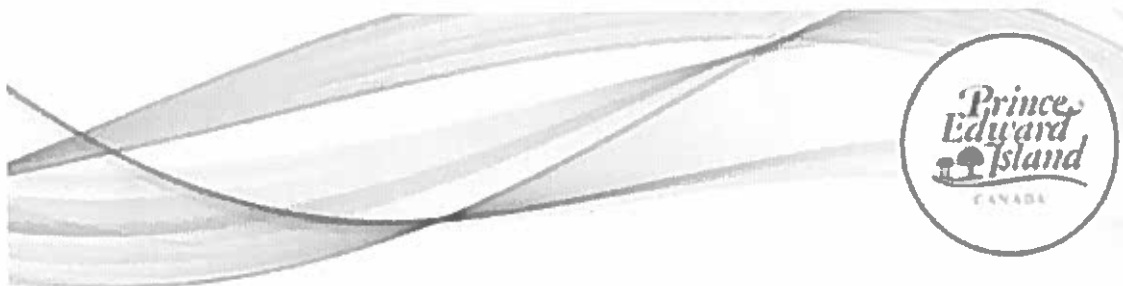
Municipal Government Act allows municipalities to share services. The MGA allows for shared services for municipalities who create a bylaw for the shared services and an agreement is in place outlining the arrangement. (PART 5 - Municipal Administration Section 135 Division 3 - Additional Duties and Powers of a Municipality on page 71 and 72)

### CAN MUNICIPALITIES SHARE OFFICES?

Yes. A shared office is one where your municipality and another municipality have agreed to share space and/or a staff person to provide public services to residents and businesses.



**SHARE OTHER RESOURCES/SERVICES**  
EMERGENCY MANAGEMENT, STAFF  
(ACCOUNTANT, DEVELOPMENT OFFICER,  
BYLAW ENFORCEMENT OFFICER,  
WATER/SEWER OPERATOR), PROCUREMENT,  
RECREATIONAL FACILITIES AND  
PROGRAMMING, FILE STORAGE, TECHNOLOGY,  
COMMUNICATIONS, AND MORE.



### Canada Post Rural Address Change

This is a reminder that in September 2023 the change to the address of some rural residents will be in full effect. The letter to residents of PEI was sent in 2022 with mail being forwarded for one year. September 2023 the forwarding of old addresses will stop. This applies primarily to rural municipalities and unincorporated areas.

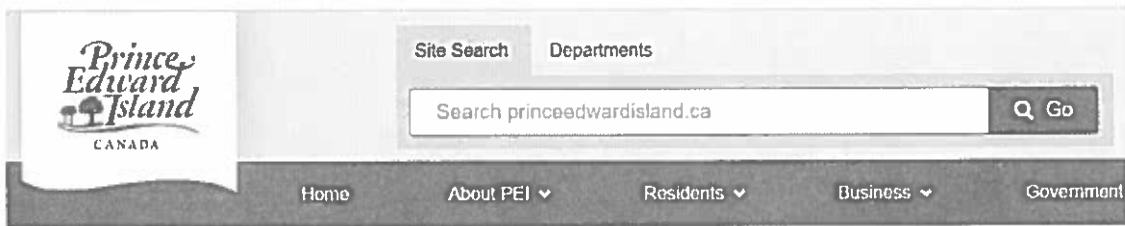
Previous address example:

Civic address plus York, PEI C0A1P0 will now be civic address plus Covehead Road, PEI C0A1P0

**How will this impact municipalities?** If you send bills or invoicing to residents, especially if you have several communities within your municipality, the bills will be returned undeliverable, delaying payments.

**What can I do?** Contact Canada Post to find out your best option for updating your mailing list.

## Legislation impacting municipal government



## Statutes and Regulations

The following is an alphabetical list of the statutes of Prince Edward Island with the regulations made under each statute listed below it. Click on the title to see the consolidated text of the statute or regulation as an Acrobat file. Using the tools on this page, you may also view a list of the statutes and regulations administered by a particular department or entity and search the statutes and regulations for a keyword or phrase.

Questions regarding the statutes, regulations or tables may be directed to the Legislative Counsel Office.

[Table of Public Acts](#)

[Table of Regulations](#)

ALL

A B C D E F G H I J K L M N O P Q R S T U V W Y

In addition to the *Municipal Government Act* and its regulations, there are many other provincial acts and regulations that apply to municipalities. Before creating a municipal bylaw or creating a new service, check the provincial acts and regulations for any limitations in jurisdiction or rules.

---

## Association offers network for administrators



If you're a municipal administrator who could benefit from support and learning, the [Association of Municipal Administrators of PEI](#) can provide you with a helpful network.

A meeting to reactivate the association is scheduled at Milton Community Hall on Friday, Sept. 8, 9 am to 12 pm. The meeting is open to association members: you can join [here](#) or sign up at the meeting. (Fees range \$15-\$45 per administrator; \$100 for an open membership.) The draft agenda includes the annual meeting, election of officers, discussion on the state of municipalities on PEI, and a short session with Municipal Affairs. An optional lunch (\$10) and social time will follow the meeting.

Shari MacDonald, CAO of the [Rural Municipality of Miltonvale Park](#) and association secretary, and John Dewey, executive director of [FPEIM](#), have been working to reactivate the association, which last met in 2019. The goal is to connect municipal administrators, provide support, and offer information and tools to help in your work.

Meeting registration information will be shared soon. [Contact FPEIM](#) for more information.

---

## More funding available to build community resiliency

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](mailto: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	<a href="mailto:emrennie@gov.pe.ca">emrennie@gov.pe.ca</a>
East Prince/Central Queens	Kellie Mulligan	902-887-3975	<a href="mailto:kamulligan@gov.pe.ca">kamulligan@gov.pe.ca</a>
Evangeline	Giselle Bernard (bilingual)	902-854-3680	<a href="mailto:gbbarnard@gov.pe.ca">gbbarnard@gov.pe.ca</a>
Southern Kings/Queens	Sonia Dixon	902-838-0618	<a href="mailto:SDDixon@gov.pe.ca">SDDixon@gov.pe.ca</a>
Eastern Kings	Chris Blaisdell	902-208-0032	<a href="mailto:cwblaisdell@gov.pe.ca">cwblaisdell@gov.pe.ca</a>

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## **Hurricane Season - Be Prepared!**

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

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

Helpful reminders when planning for an emergency include:

- making a household emergency plan to help everyone know what to do in case of emergency;
- updating your preparedness kits, including extra food, pet supplies, water, masks and hygiene products;
- bringing in or tying down furniture, play equipment, barbecues or anything that can become projectiles in the event of high winds;
- ensuring you have fuel for generators and vehicles, as well as propane for outdoor cooking devices such as barbecues;

- replacing batteries in smoke and carbon monoxide alarms; and
- keeping up with the latest information from reliable sources such as following PEI Government, local media, and law enforcement social media channels.

PEI EMO collaborates with the Canadian Hurricane Centre to provide government departments, municipalities, community organizations and agency partners with the latest information so that roles can be fulfilled and everyone is prepared.

“Ocean temperatures are warm this year, which can increase the potential for hurricane formation,” said Warning Preparedness Meteorologist with the Canadian Hurricane Centre Bob Robichaud. “Regardless of the total number of storms in the Atlantic this year, what’s really important is preparing for the storm that can hit you – there is no better time to prepare than now.”

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](#).

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2023

## TO DO LIST

- Audits should be well underway now. If not, call your auditor. The 2023 AMIR has been sent to CAOs.
- Websites and Citizen engagement - Do you have a website? Is it up to date?
- 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](http://Princedwardisland.ca/municipalgovernments)




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Municipal Government Checklist 2023 (and more)

**One stop for Municipal Government Guides - Forms - Submissions**

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

 [Forward to a Friend](#)

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Municipal Affairs PEI  
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Charlottetown, PE C1A 7N8  
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**Borden-Carleton**

*The coastal heart - PEI!*

# AUGUST 2023

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

🌐 [borden-carleton.ca](http://borden-carleton.ca)

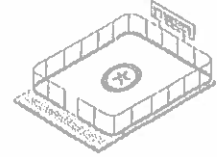
📍 Town of Borden-Carleton

<p>TOWN OF BORDEN-CARLETON</p> <p><b>RINK DANCE</b></p>		<p>◆◆◆◆</p> <p>SATURDAY <b>SEPT 9th</b></p> <p><b>BAR</b> 9PM - 1AM</p> <p><b>MUSIC</b> 9PM - 1AM</p>	
		<p>Ticket <b>\$20</b></p> <p>♀ Gateway Arena</p>	
<p>Amazing Performance By <b>DAVE DOYLE BAND</b></p>		<p><b>19+ EVENT</b> ID will be checked</p>	
<p><b>THANK YOU TO OUR SPONSORS</b></p> <p>MCM Refrigeration    Fitzgerald and Snow    Clinton Hills Weddings &amp; Events    Green's Auto Detail and Sales</p>			
<p>For ticket information or to purchase, call <b>902-437-2225</b> or email <a href="mailto:bordencarletonrec@gmail.com">bordencarletonrec@gmail.com</a></p>			

<p><b>TOWN OF BORDEN-CARLETON</b></p>		<p><b>RINK DANCE</b></p>	
		<p>SATURDAY SEPT 9TH</p>	
<p><b>\$20.00 TICKET</b></p>		<p>♀ GATEWAY ARENA 246 Main Street, Borden-Carleton, PE THIS IS A 19+ EVENT</p>	
<p><b>SPECIAL PERFORMER:</b> DAVE DOYLE BAND</p>		<p><b>BAR: 9PM-1AM MUSIC: 9PM - 1AM</b></p>	

## FOR USE OF RECREATION FACILITIES

For info on the use of recreation facilities, call or email the Recreation Dept at [902.437.2225](tel:902.437.2225) or [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com)



## DOGS FLYBALL CHAMPIONSHIP

September 23rd and 24th (More updates on Facebook)

Location: Gateway Arena

Well-behaved dogs on leash with flat collar or harness welcome (must stay in spectators area, no training collars permitted at NAFA events)

Liquor Basket & Dog Basket Raffle



## LEASH REQUIRED

If you have your dog at any of our parks, please be aware that leashes are required at all times!



## LIBRARY EVENTS

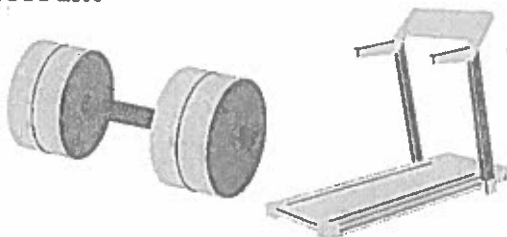
### Roscoe - The Rock Snake

Roscoe will be spending his summer by the library flower bed, and we want to see him grow, paint a rock and add it to Roscoe. We will update his growth on the Gateway Arena and Town of Borden-Carleton Facebook pages!



## GYM EQUIPMENT SALE

With the closing of the Fitness Centre, we will be selling the gym equipment. More information will be posted on our social media account



## COUNCIL'S IPAD TRAINING

The Council attended a tablet training workshop in preparation for the transition to paperless council meetings



## SENIORS *Talk*



Upcoming dates: **Sept 27th, Oct 25th, Nov 22nd, Dec 13th**

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

Sandwiches, sweets, tea and coffee are supplied.

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## BUSINESS OPPORTUNITY

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### Request for Proposals Operation of the Gateway Arena Canteen Concession

The Town of Borden-Carleton is accepting proposals for the operation of the Gateway Arena Canteen for 2023/24. This Canteen, not only offers food services to patrons of the Arena, but also offers lunch and dinner time food choices in the off season to citizens and workers in the community.

For a complete proposal package, contact Holly Bernard, Recreation Director at 902-437-2225 or email [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com)

**DEADLINE FOR SUBMISSION: 3:00PM FRIDAY  
SEPT 22, 2023**

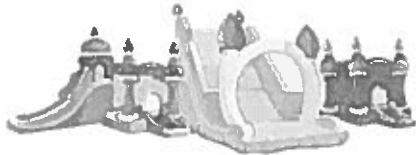
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## BIRTHDAY/INFLATABLES RENTAL

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Looking to book a venue for a birthday?  
Gateway Arena is a great spot for one.  
( \$75 for up to 2 hours )

We also have inflatable bounce houses  
that you can rent for an additional \$50




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## FREE HEAT PUMP & HOME INSULATION PROGRAM

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**Heat Pump:** To be eligible for *free* heat pump, you must have an annual household net income of \$75,000 or less, must own your home, it must be your principle residence, and the property must be valued at \$300,000 or less (tax assessed value).

**Home Insulation:** To be eligible for *free* basement and attic insulation, you must have an annual household income of \$55,000 or less, you must own your home, it must be your principle residence, and the property must be valued at \$300,000 or less (tax assessed value).

For each of the above programs; the resident should contact their local access PEI Office to set up an appointment to complete their application.

All this info can be found on the Government site:

<https://www.princeedwardisland.ca/en/topic/efficiency-pe>




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## THE NICE BOYS

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The Nice Boys is a community give-back initiative with an emphasis on supporting youth and sport in our communities.

**Next meeting on Sept 7th at  
Lone Oak, from 7PM.  
Anyone is welcome!**

To learn more, follow us on  
Instagram or send us an email at  
[theniceboys22@gmail.com](mailto:theniceboys22@gmail.com)

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## A GOOD CITIZEN AND NEIGHBOR

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Hints to be a good citizen/neighbor:

- Do not mow your clippings onto sidewalks / streets
- Noise - early in the morning or late at night, please be respectful to your neighbors
- Keep your dog on a leash when walking your pet & clean up dog waste.

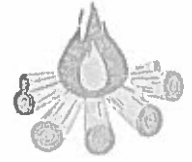




# FIRE AWARENESS

Please keep in mind the following tips to help protect against fire hazards and safety risks:

- Never use a BBQ indoors and never leave your grill unattended
- Test your smoke and carbon monoxide detectors and replace batteries if needed
- Never throw your cigarettes on the ground
- Consider watering your mulch so it does not catch fire



Check for burning restrictions here: <https://www.princeedwardisland.ca/en/feature/burn-restrictions>

**TOWN OF BORDEN-CARLETON**

**TOWN COUNCIL MEETINGS FOR 2023**

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

**SCHEDULE OF COUNCIL MEETINGS 2023**

Meeting Dates

February 14  
March 14  
March 28  
May 9  
June 13  
July 11  
September 12  
October 10  
November 14  
December 12

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

**OPEN TO THE PUBLIC**

Come and Share Your Questions and Concerns!

## CONTACTS

Area Office	902 437 2410
Emergencies (Police/Fire/Medical)	911
Hospital (Prince County)	902 438 4200
Hospital (Queen Elizabeth)	902 894 2111
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

If you are in need of Town services such as:

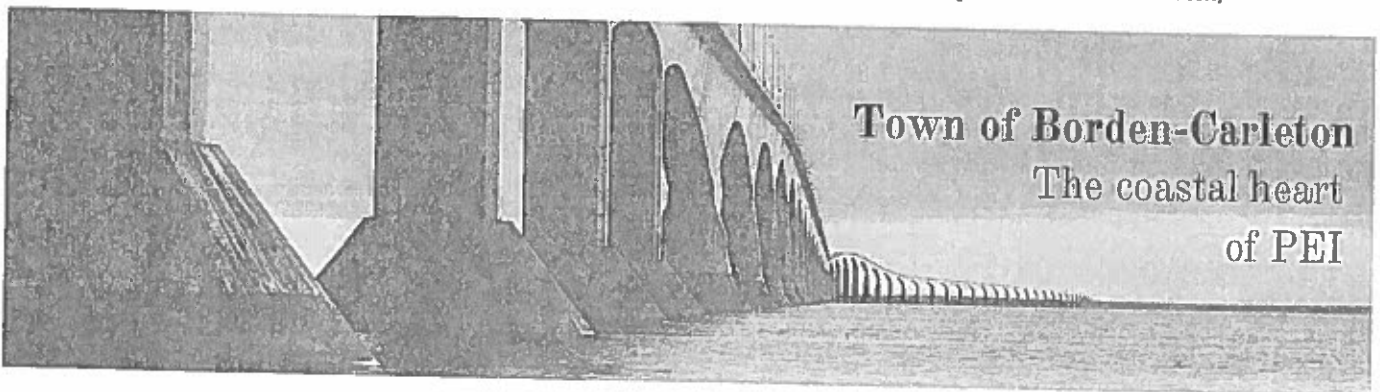
- Waterturning on or off
- Issues with streets or sidewalks
- General inquiries or suggestions
- Information on permits, license or bylaws

Call 902 437 2225 or email [accounts@borden-carleton.ca](mailto:accounts@borden-carleton.ca)

For after hours, leave a message - we will get back to you. Please do not call individual staff members directly

To check for Confederation Bridge Closure, visit: <https://www.confederationbridge.com/> or download their app on your phone.

To report a street light out or power outage, call Maritime Electric at [1.800.670.1012](tel:18006701012) (please have the pole number for them)



## Jim Wentzell

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**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** August 17, 2023 2:10 PM  
**To:** Holly Bernard  
**Subject:** FW: Lamborghini Group - Marine Rail Park

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**From:** Brooke Jamieson <bjamieson@7communications.ca>  
**Sent:** August 17, 2023 2:00 PM  
**To:** bcadmin@Borden-Carleton.ca  
**Subject:** Lamborghini Group - Marine Rail Park

Hi Jim,

Thanks for much for the quick call just now. As promised, here is an email summary our group logistics, and where we'll need your teams support.

**Location:** Marine Rail Park  
**Date:** Saturday, September 16th  
**Arrival Time at Park:** Approx. 10am - 10:30am  
**Lamborghini requests:**

- Parking spaces reserved for (27) Lamborghini's
- Washroom open & cleaned
- Park well maintained for successful photo opportunity

Thank you in advance for your teams support!

Brooke Jamieson  
Account Director  
**7 Communications**  
*Exceptional ideas. Well delivered.*

(M) +1.416.705.7633  
(E) [bjamieson@7communications.ca](mailto:bjamieson@7communications.ca)  
(W) [www.7communications.ca](http://www.7communications.ca)



Royal Canadian Legion  
Borden-Carleton Branch #10

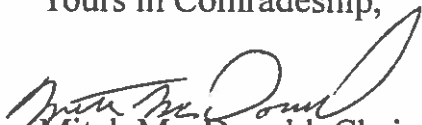
September 6, 2023

Town of Borden-Carleton

I am writing to ask if you would be able to assist The Royal Canadian Legion Branch #10, Borden-Carleton. We are requesting a donation to be given out as a prize at our annual elimination draw coming up December 9 2023  
Proceeds from the draw will go towards our building fund.

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

Yours in Comradeship,

  
Mitch MacDonald, Chairman  
Borden-Carleton Branch #10

P.O. Box 98 Borden-Carleton, Prince Edward Island  
Canada C0B 1X0  
E-mail: [rc110@pei.aibn.com](mailto:rc110@pei.aibn.com)  
Telephone: (902) 855-2660

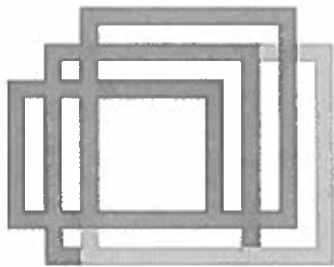
Jim Wentzell

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**From:** Immigration Refugees and Citizenship Canada / Immigration Réfugiés et Citoyenneté Canada <IRCC.COMMDoNotReply-NePasRepondreCOMM.IRCC@cic.gc.ca>  
**Sent:** September 8, 2023 1:01 PM  
**To:** badmin@borden-carleton.ca  
**Subject:** #WelcomingWeek2023 is here! / La #SemaineDeLAccueil2023 est à nos portes!

 Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada  
*La version française suit le texte anglais.*

Canada



WELCOMING  
WEEK

The [Immigration Matters](#) team wishes you a happy #WelcomingWeek2023!

This week, from September 8 to 17, many individuals, organizations and communities throughout Canada and the world will celebrate by hosting events, and sharing stories of inclusion and welcome on social media with the hashtag #WelcomingWeek2023.

It's not too late to participate! Discover our ready-to-use social media posts in our [Toolkit](#), or follow us on [social media](#) to help spread the word by retweeting and sharing our content.

To register an event or to see what others are doing, check out the [Welcoming Week event map and submission form](#).

Thank you for helping us celebrate. Wishing you a great Welcoming Week!

The Immigration Matters Team

### **Participation in the PEI Discovery Centre Project**

Council met with the PEI Discovery & Science Centre representatives on Sept 17, 2023 . The Centre is very interested in locating the facility in Borden-Carleton and there are also other partners interested in participating in the project. The Town is not being asked to provide any capital funding for the project.

Council agreed to invite the Centre to be located in the Town and that the Town would assist in any way possible to assist making the project a reality.

### **Update Development of Fabrication Yard**

On August 30<sup>th</sup> the Mayor & CAO met with a representative from the Dept of Finance to discuss an update on the development of the Fabrication Yard.

The province has hired Sable Engineering to development a draft site plan and concept plan for presentation to Council in respect to the subdividing and use of the fabrication yard.

They have agreed that only permitted uses in the Comprehensive Development Area (CDA) Zone would be considered by the province and they are aware of concerns in respect to hours of operation, noise, odor, and what is suitable for the Town's water and sewer systems



**TOWN OF BORDEN-CARLETON**

**FIRST READING**

**DATE:** Regular Council Meeting – Tuesday, September 12<sup>th</sup>, 2023

**MOTION NUMBER:**

**Employee Code of Conduct Policy - #2023-HR-01**

**MOTION CARRIED** .....

**MOTION LOST** .....

**MOTION WITHDRAWN** .....

**Moved by**  
**Seconded by**

**WHEREAS** Section 86(2)(f) of the Municipal Government Act R.S.P.E.I 1988, Cap. M-12.1 requires a Town Council to establish a code of conduct for its employees that includes conflict of interest rules;

**AND WHEREAS** Town Council of Borden-Carleton are desirous of setting acceptable standards of behavior for employees of the Town;

**BE IT RESOLVED THAT** the Employee Code of Conduct Policy, Policy #2023-HR-01 be hereby read a first time.

# Town of Borden-Carleton

## Employee Code of Conduct

<b>Policy Title:</b>	<b>Employee Code of Conduct</b>	<b>Policy Number:</b>	<b>#2023-HR-01</b>
<b>Administration</b>	<b>Approval/Effective Date</b>		

### Purpose:

1. The Town of Borden-Carleton strives to maintain the highest level of public trust and confidence in the integrity, objectivity, impartiality of the municipality. The purpose of the employee code of conduct is to help employees maintain standards of behavior related to their employment. As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct. Employees shall, at all times, perform their duties and functions in a manner that recognizes a commitment to the well-being of the Borden-Carleton community.

### Preamble:

2. The Code of Conduct operates in addition to other policies, regulations, and administrative directives for employees.

### Definitions:

3. **CAO** – means the Chief Administrative Officer of the Town of Borden-Carleton.
4. **Code of Conduct** – means this employee code of conduct as adopted and amended from time to time by Town Council.
5. **Confidential Information** – means information in the possession of the municipality that the municipality is prohibited from disclosing under the *Municipal Government Act* or other legislation or bylaw. Includes information of any customer, supplier or business that works with or for the Town; items under litigation, personal matters, including Personal Information as identified by the *Freedom of Information and Protection of Privacy Act*; items under negotiations, information supplied in support of a license or other applications, customer lists, vendor information etc., where such information is not a part of the public domain; and information designated as confidential by the Town Council.
6. **Council** – means the Council of the Town of Borden-Carleton and its Committees.
7. **Employee** – includes the CAO, and means all categories of municipal staff, including full-time, part-time, casual (including students and volunteers), temporary and seasonal employees, including those funded through Federal or Provincial employment programs and those hired on contract.
8. **Family Member** – means a spouse or partner of the Employee, a child or parent of the Employee or his or her spouse.

9. ***Municipal Property*** – include, but are not limited to, municipal buildings and land, equipment, supplies, vehicles, computers and electronic devices, electronic networks, documents, whether in hard or digital/electronic format, inventories, tools, electronic equipment, computers, electronic mail, internet services, logos, town permits, town licences, documentation of the municipality such as electronic mail, data sets, images and all the work product.
10. ***Municipality*** – means the Town of Borden-Carleton.
11. ***Non-pecuniary Interest*** – includes family relationships, friendships, position in associations and any other interest that does not involve financial gain or loss.
12. ***Political Activity*** – includes activities to raise and contribute money to campaigns with and aim to advance any individual's or to campaign for an individual or group or furtherance of any issue.
13. ***Pecuniary Interest*** – includes an interest that an individual may have in a matter because of a reasonable likelihood or expectation of an appreciable financial gain or loss for the individual, or another person with whom the individual is associated. Such interest may include a fee, commission or other compensation paid or payable to any person or business.

#### **Confidential Information:**

14. In the course of their duties, employees may have access to confidential information. Employees are expected to keep information confidential, until the information is available to the general public.
15. Employees must not use confidential information concerning the affairs of the municipality to advance their personal interests, the interests of family members or relatives, or the interests of other persons.

#### **Use of Influence:**

16. The Town of Borden-Carleton strives to ensure fairness and objectivity in its decision-making process. Employees shall not improperly use their influence in order to affect the proper outcome of any procedure/matter before the Municipality. Employees shall not give anyone preferential treatment that would advance their personal interests, the interests of family members or relatives, or the interests of any other persons.
17. The improper use of influence shall be immediately reported to the CAO.

#### **Acceptance of Gifts:**

18. Citizens' perception of the integrity of the municipality and its employees is important. Employees shall refuse gifts, hospitality or other benefits that could influence their



judgement and performance of official duties from persons, groups, or organizations having dealings with the municipality.

19. Employees may accept incidental gifts, hospitality or other benefits associated with their official duties and responsibilities if such gifts, hospitality or other benefits:
  - a. Are appropriate, a common expression of courtesy or within the normal standards of hospitality;
  - b. Do not cause suspicion about the objectivity and impartiality of the employee;
  - c. Would not compromise the integrity of the municipality.

#### **Use of Municipal Property:**

20. All municipal property, as defined in section 9 of this code is, and shall remain, the property of the municipality.
21. No employee shall use municipal property or permit municipal property to be used for activities not associated with the performance of their duties unless otherwise permitted by the CAO.

#### **Political Activity:**

22. The municipality recognizes the right of all employees to participate in a personal capacity in political, trade union or professional association activity. At the same time, employees must be and appear to be politically neutral in their official employment duties in order to sustain public trust in local government. Employees should recognize that political activity can give rise to perceived conflicts of interest.
23. Employees who wish to seek election to a position on the Municipal Council, as a member of the provincial legislature or Parliament of Canada shall do so in accordance with the *Municipal Government Act* and/or any other applicable legislation or regulation.

#### **Employee/Council Relations:**

24. The interaction of employees with Council is of critical importance to the municipality. Council fulfils a representative and policy making role on behalf of the municipality and its residents while employees provide policy advice and deliver municipal services to the public, in accordance with Council's policies. Employees must be respectful of Council's role in order to serve the public interest.
25. Employees shall treat all members of Council with professionalism and courtesy, but must not favour, nor be seen to favour, the interests of one Councillor or other elected official over the interests of Council as a whole.
26. Employees shall conduct themselves with decorum at Council meetings. Employees shall show courtesy and not distract from the business of Council during presentations or when other members have the floor. Comments, suggestions or advice from employees should be accurate, respectful and germane to the subject at hand.

27. Employees should direct inquiries from individual Councillors and other elected officials to the CAO, or obtain CAO approval prior to contacting Councillors or other elected officials to provide information about a particular matter.
28. Employees should obtain the approval of the CAO prior to speaking publicly on a matter where they may be perceived to be representing the municipality.
29. Employees shall not utilize municipal funds, goods, services or assets to make political contributions.

### **Conflict of Interest:**

30. Employees shall not make decisions on behalf of the municipality, make recommendations to the municipality, use their position within the municipality, or take any actions on behalf of the municipality in respect of matters in which they have or believe they have a conflict of interest.

Even the slightest impression on impropriety of conflict of interest can have a devastating effect.

Employees are encouraged to familiarize themselves with the types of situations that could give rise to a perception of conflict of interest and to handle themselves accordingly. The avoidance of actual and perceived conflicts of interest is essential to ensuring that the Town fulfills its obligations to the public and to each other. Employees must report each and every time, any real, potential or perceived conflict of interest.

A conflict of interest may exist where an Employee or their Family Member has a Pecuniary Interest in a contract or proposed contract with the Town, interest in a property matter, and where the Employee may or may seem to influence the decision made by the Town with respect to the contract.

Similarly, a conflict may exist where the Employee could influence the decision made in the course of performing their job duties, and also where they could influence the decision through exerting personal influence over the decision-maker, which results in or appears to result in:

- a) An interference with the impartial exercise of an employee's duties and responsibilities of the Town.; or
- b) A gain or an advantage by virtue of an Employee's position with the Town.

The following are a few examples of situations that could constitute a conflict of interest:

- a) Using confidential information concerning the property, government, employees or affairs of the Municipality to advance the financial or personal interest of themselves or others;
- b) Showing favouritism or bias toward any vendor, contractor, or other who does business with the Municipality; and

- c) Having an interest in any municipal contract issued by the Municipality.
31. Employees, who attend Council meetings and who are responsible for providing advice/recommendations to Town Council, who wish to declare a conflict of interest in a matter to be discussed during a meeting, shall follow the following steps:
- a. The conflict of interest must be declared as the appropriate time during the meeting; and
  - b. The employee must leave the room prior to the discussion of the matter so that it is clear that the employee has not participated in the discussion or attempted to influence the deliberations of Council.

**Personal Responsibilities and Obligations:**

32. Compliance with the Code is a condition of employment.

Everyone must strive to:

- a) Uphold laws of all levels of government, and avoid situations where they may become party to a breach, evasion or subversion of the law;
- b) Conduct themselves in a manner that promotes the Town's reputation and ensures continued confidence in the Town system of government;
- c) Treat all persons honestly and fairly, and with proper regard for their rights, entitlements, duties and obligations, and at all times act responsibly in the performance of their duties;
- d) Be professional and courteous with their fellow Employees, Councillors and the public and resolved any work-related disagreement in a mature matter, based on reasonable expectations;
- e) Refrain from gossip;
- f) Advance the common good of the community;
- g) Carry out the duties in a fair, impartial and transparent manner;
- h) Promote the health and safety of others;
- i) Avoid using their position improperly for personal advantage, or for the advantage of another person, business, entity or group;
- j) Avoid using insider information, internal protocols or procedures for personal gain;
- k) Resolve any conflict between personal interests and public duty in favour of the public interest;
- l) Ensure that they take steps to ensure that Personal Information and Confidential Information obtained in the course of their employment is safeguarded and protected in accordance with the *Access to Information & Protection of Personal Information* bylaw; and
- m) Refrain from posting social media comments that could be seen as disrespectful to Council, Council discussions or discussions of management of the Town.

**Enforcement of the Code of Conduct:**

33. It is the responsibility of the CAO to ensure that Employees receive adequate and appropriate information about this Code of Conduct along with a copy of any amendments. The CAO shall to the best of their ability, ensure that the Code is in accordance with polices, procedures and any other related legislative requirements. The

CAO will review the Code on a regular basis to ensure that it continues to reflect the needs and responsibilities of the Town’s Employees and administration.

- 34. Complaints regarding contraventions to this code shall be in writing and may be made by any person.
- 35. Complaints shall be filed with the CAO. If the CAO is the subject of the complaint, it shall be filed with the Mayor.
- 36. The CAO shall have the responsibility for enforcing this code and determining if an employee is in breach of its provisions. The CAO shall have the authority to investigate any complaints with assistance and advice as required. Should the CAO be the subject of a complaint, the Mayor shall have the authority to investigate the complaint with assistance as required.

**How to Report Violations of the Code:**

Where a violation or a suspected violation of this Code occurs, a complaint may be made, orally or in writing, to the CAO.

When such concerns are brought forward, the issue(s) will be treated seriously and in confidence and will be investigated within five (5) business days from the date the concern was raised.

**Penalty:**

- 37. Any employee who contravenes any section of this code may be subject to:
  - a. Verbal or written warning;
  - b. Suspension without pay;
  - c. Dismissal;
  - d. Such other action or penalty as may be appropriate and permitted by law.

**Date of Approval:**

I certify that this policy was adopted by Town Council as indicated above.

.....  
Mayor, Randy Ahearn

.....  
CAO, Jim Wentzell



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

## Reallocation of Gas Tax Funds

Whereas Council has included in its five-Year Capital Plan the repaving of Streets in the Town; and

Whereas CBCL has completed an assessment of the streets in the Town; and

Whereas Council has called tenders for the repaving of portions of Church St, Kirkpatrick St, George St and Miller St; and

Whereas Council wishes to finance the paving of these streets through the Gas Tax fund; and whereas in order to do so would require a reallocation of the Town's Gas Tax Funds; therefore

Be it Resolved that the Town request the province to transfer Gas tax allocated to the various projects as follows

Transfer from: Project 3.5.7 Read Road Sewer	\$92,475.00
Transfer from Project 3.5.8 Gateway Arena Zamboni	\$13,763.00
Transfer from Project 3.5.1 Arena Ice Plant Improvements	\$18,762.00
Change the Scope of Project 3.5.2 Paving Local Roads to include the paving of Church St, Kirkpatrick St, George St and Miller St	
Transfer to Project 3.5.2 Paving Local Roads	\$125,000.00

## Paving of Streets Tenders Received August 2023

The Request for Quotations for Paving of various streets in the Town was posted on the Construction Association of PEI Tender website.

### 1.2 Scope of work

Street	From	To	Width (m) *	Length (m) *
Church St	Downing St	Borden Ave	6.4-7.1	61.5
Kirkpatrick St**	Downing St	Borden Ave	5.3-6.6	71.0
George St	Downing St	Borden Ave	5.7	54.9
Miller St	Downing St	Borden Ave	6.1-6.6	67.1

\*Dimensions are approximate, the contractor must verify dimensions prior to submitting their quotation and quantifying the level of patching.

\*\*Excludes the section of Borden Ave that travels between Kirkpatrick St.

The lump sum price to price to cold plane and overlay must include accommodating all existing infrastructure, specifically, but not exclusively to:

- supply and install new grade rings or adjust grade rings,
- accommodate existing driveways,
- repair and blend shoulder material (topsoil and seed),
- provide a milled transition joint at the start and end of the streets at each intersection and match the existing turning radius at each corner (note turning radius is not accounted in the above width), and
- repair all disturbed areas.

The millings are to become the responsibility of the contractor to remove and dispose of offsite in a Provincially Approved manner.

Two Tenders were received :

Curran & Briggs Limited                      \$ 98,900 plus GST

Chapman Brothers Construction            111,000 plus GST

After review staff is recommending that Council accept the tender from Curran & Briggs Limited for the paving of four streets in the town in the amount of \$98,900 plus GST to be funded using monies from the Gas Tax Fund.

Jim Wentzell  
CAO  
Sept 7, 2023

## QUOTATIONS - HEAT PUMPS

September 7 2023

The province has approved funding for two heat pumps for the Rail Park and two heat pumps for the Arena. Several firms were invited to tender on the supply, installation & commissioning of the Heat Pumps with the following bids received:

Supplier	<u>Arena</u>	<u>Rail Park</u>	<u>Total</u>
<u>Greenfoot Energy Solutions</u>	9,250.00	6,030.00	15,280.00
Make 12,000BTU Samsung Windfree; 12 year Parts/10 Year Labour Warranty			
<u>Doc Dawson Enterprises</u>	8,575.00	9,225.00	17,800.00

Model 12,000BTU Keeprite

NOTE: PLUS GST ON BOTH QUOTES

Jim Wentzell

CAO

31/08/2023

# ESTIMATE # 133251-QUO-1

INVEST IN YOUR HOME



**BILL TO** Town of Borden-Carleton - Holly Bernard  
20 Dickie Road  
Borden-Carleton, PE C0B 1X0

**JOB ADDRESS** Town of Borden-Carleton - Holly Bernard  
246 Main Street  
Borden-Carleton, PE C0B 1X0

ITEM	QTY	UNIT PRICE	TOTAL
<b>Samsung WindFree 3.0e 12K</b> Supply and install a Samsung Windfree 3.0e ductless mini-split heat pump. 12 Year Parts & 10 year Labor Premium Limited Warranty.  Indoor units = AR12CSFCMWKN to be mounted in men's and women's washrooms. Outdoor units = AR12CSFCMWKX to be mounted via wall brackets.  Includes all electrical, main disconnect, drain pan heater, heat pump stand/bracket and line-set covered in white slim duct. Built-in WIFI.  AHRI - 210448841 HSPF - 12.0 SEER - 20 Max Cooling capacity at 95°F (35°C) = 12,000 BTU/h Max Heating capacity at 32°F (0°C) = 14,700 BTU/h Max Heating capacity at 5°F (-15°C) = 11,500 BTU/h Max Heating capacity at -5°F (-20°C) = 10,600 BTU/h  <b>*NEW*</b> - As of October 5th, 2020, Greenfoot has obtained a 10-year premium warranty offering that allows homeowners to obtain service without incurring a fee. Some conditions apply, please click <a href="#">HERE</a> to view our warranty document for more details.	2.00	\$4,595.00	\$9,190.00
<b>Electrical permit</b> Electrical permit required by code.	2.00	\$30.00	\$60.00

**Finance for as little as \$148.20 / month OAC. Apply Now!**

Payments made by credit card will incur a platform fee by Jetpay	<b>SUBTOTAL</b>	\$ 9,250.00
\$ 11,009.81	825075997 RT001 TAX	\$ 1,387.50
<b>CREDIT CARD TOTAL</b>	<b>DEBIT/CASH/CHEQUE TOTAL</b>	\$ 10,637.50

Due to high market volatility, all quotes are valid for 15 days and work needs to be completed within 30 days from acceptance of the quote. Subject to availability of equipment at time of order.



**GREENFOOT**  
ENERGY SOLUTIONS

1-800-380-9384 • info@greenfootenergy.ca

**NEW BRUNSWICK**  
 Moncton - 43 Driscoll Crescent, Moncton NB E1E 4G8  
 Edmundston - 310 rue Victoria, Edmundston NB E3Y 2H9  
 Saint John - 145 Somerset Street, Saint John NB E2K 2X4  
 Fredericton - 3-79 Millennium Drive, Hanwell NB E3C 0E2  
 Tracadie-Sheila - 3711 rue principale, Tracadie-Sheila NB E1K 1E3

**PRINCE EDWARD ISLAND**  
 Charlottetown - 2 Aviation Avenue, Charlottetown, PEI C1E 0A1

**NOVA SCOTIA**  
 Halifax - 133 Hsley Avenue Unit H, Dartmouth, NS B3S 1S9

**NEWFOUNDLAND**  
 St. John's - 1090 Topsail Rd. Unit 1B, Mount Pearl, NL A1N 3K2





31/08/2023

# ESTIMATE # 134412-QUO-1

INVEST IN YOUR HOME



**BILL TO** Town of Borden-Carleton - Holly Bernard  
20 Dickie Road  
Borden-Carleton, PE C0B 1X0

**JOB ADDRESS** Town of Borden-Carleton - Holly Bernard  
75 Borden Avenue  
Borden-Carleton, PE C0B 1X0

ITEM	QTY	UNIT PRICE	TOTAL
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**\*\*IMPORTANT\*\***

To qualify for federal and/or provincial rebates, you need to have an **EnerGuide Energy Assessment** done by a licensed NRCAN Service Organisation **PRIOR** to starting the work.

**Samsung WindFree 3.0e 12K**

2.00      \$2,985.00      \$5,970.00

Supply and install a Samsung Windfree 3.0e ductless mini-split heat pump.  
12 Year Parts & 10 year Labor Premium Limited Warranty.

Indoor units = AR12CSFCMWKN to be mounted in left and right wings of building.  
Outdoor units = AR12CSFCMWKX to be mounted via ground stands, on deck.

Includes all electrical, main disconnect, drain pan heater, heat pump stand/bracket and line-set covered in white slim duct. Built-in WIFI.

AHRI - 210448841  
HSPF - 12.0 SEER - 20  
Max Cooling capacity at 95°F (35°C) = 12,000 BTU/h  
Max Heating capacity at 32°F (0°C) = 14,700 BTU/h  
Max Heating capacity at 5°F (-15°C) = 11,500 BTU/h  
Max Heating capacity at -5°F (-20°C) = 10,600 BTU/h

**\*NEW\*** - As of October 5th, 2020, Greenfoot has obtained a 10-year premium warranty offering that allows homeowners to obtain service without incurring a fee. Some conditions apply, please click [HERE](#) to view our warranty document for more details.

**Electrical permit**

2.00      \$30.00      \$60.00

Electrical permit required by code.

Due to high market volatility, all quotes are valid for 15 days and work needs to be completed within 30 days from acceptance of the quote. Subject to availability of equipment at time of order.



1-800-380-9384 • [info@greenfootenergy.ca](mailto:info@greenfootenergy.ca)

**NEW BRUNSWICK**

Moncton - 43 Driscoll Crescent, Moncton NB E1E 4L8  
Edmundston - 880 rue Victoria, Edmundston NB E3V 2H9  
Saint John - 815 Somerset Street, Saint John NB E2K 2X4  
Fredericton - 3-79 Millennium Drive, Hanwell NB E3C 0E2  
Tracadie-Sheila - 3711 rue principale, Tracadie-Sheila NB E1X 1E3

**PRINCE EDWARD ISLAND**

Charlottetown - 2 Aviation Avenue, Charlottetown, PE C1E 0A1

**NOVA SCOTIA**

Halifax - 135 Hsley Avenue Unit H, Dartmouth, NS B3B 1M9

**NEWFOUNDLAND**

St. John's - 1090 Topsail Rd. Unit 1B, Mount Pearl, NL A1A 3K2





**Doc Dawson Enterprises**  
 33315 Western Road  
 Mount Pleasant, Prince Edward Island C0B 1J0  
 Canada  
 docdawsonpe1@hotmail.com

**QUOTE**

Quote No.: 490  
 Date: 09/08/2023  
 Page: 1  
 Ship Date:

Sold To:  
 Town of Borden

Ship To:  
 Town of Borden

Business No.: 8537065880002

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
DLFSHBH12XAK/ DLCSRBH12AAK		Each	Supply an install with all the materials to complete the job according to manufacturer 12 BTU Keeprite Indoor/Outdoor(AHRI206361890) in the girls bathroom	H		3,800.00
DLFSHBH12XAK/ DLCSRBH12AAK		Each	12 BTU Keeprite Indoor/Outdoor(AHRI206361890) in the boys bathroom	H		3,800.00
			Electrical by Platts Electric for rink 400.00 each disconnect and 175.00 for Tandem breakers	H		975.00
DLFSHBH12XAK/ DLCSRBH12AAK		Each	12 BTU Keeprite Indoor/Outdoor(AHRI206361890) Train Station Left side	H		3,800.00
DLFSHBH12XAK/ DLCSRBH12AAK		Each	12 BTU Keeprite Indoor/Outdoor(AHRI206361890)Train Station Right side	H		3,800.00
			Electrical for train station provided by Platts electric as per the conversation in March the maintenance man will pull the <u>customer supplied</u> wire from the fuse panels to the units.Disconnects for units Jack hammer rental and fastners for butler building also included If customer decides not to provide and pull the wire for the electrician an additional 300.00 will be added Warranty 10 Years	H		1,325.00
			These units qualify for PEI Efficiency Rebate			
			Subtotal:			17,500.00
			H - HST 15% GST/HST			2,625.00
Shipped by						
Comments Quote is valid for 30 days. Thank you for your business .					<b>Total Amount</b>	20,125.00
Sold By:						

Handwritten calculations:  
 7,600 + 925 = 8,525  
 7,600 + 1,325 = 8,925  
 8,525 + 8,925 = 17,450  
 17,450 + 300 = 17,750  
 17,750 + 2,375 = 20,125