

TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING

Tuesday, November 14th, 2023 at 7:00 p.m.

20 Dickie Road, Borden-Carleton, PE

AGENDA

1. CALL TO ORDER:

- 1.1 Appoint Chair for the Council Meeting

2. DISCLOSURE OF CONFLICT OF INTEREST:

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

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

Declaration(s) -

3. ADOPTION OF THE AGENDA:

4. APPROVAL OF PREVIOUS MINUTES:

- 4.1 Regular Council Meeting – October 10th, 2023
- 4.2 Council In-Camera meetings Oct 18, Oct 25, Nov 8th (Notation Only)

5. PUBLIC PRESENTATIONS:

6. COMMITTEE REPORTS:

- 6.1 Police Report: RCMP Report for October 2023
 - 6.1.1 Confirmation RCMP will attend Council meetings on a quarterly basis
- 6.2 Fire Department Report:
 - 6.2.1 Volunteer Firefighter Applications (2)
- 6.3 Recreation Director's Report:
- 6.4 Properties and Planning Report:
 - 6.4.1 Planning Board Meeting Minutes Oct 25 2023
 - 6.4.2 Planning Permits Issued Sept 9, 2023-November 11 2023
 - 6.4.2 Feedback Request on Proposed Legislative Changes to the *Planning Act*
- 6.5 Finance and Administration Report:
 - 6.5.1 Cash Flow Report for October 2023
 - 6.5.2 Disbursement Listing October 2023
- 6.6 Other Reports
 - 6.6.1 CAO Update – Various Activities
 - 6.6.3 Public Works/Streets and Lights Report for October/November 2023
 - 6.6.4 Sewer/Water Report November 2023

7. EXTERNAL REPORTS:

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 *AMA PEI* – Executive members of new PEI administrators association
- 8.2 Arsenault Brothers Holdings – Sale of land/buildings Harbourview Lane to province for \$2,419,600
- 8.3 Central PEI Community Navigator – List of new navigators appointed
- 8.4 CBC – PEI based lobster processing plants in Borden-Carleton file for Creditor Protection in NB
- 8.5 CBC- Concerns raised about burning of debris from Fionia at Fabrication Yard
- 8.6 *Department of Municipal Affairs* – November, 2023 Newsletter Ex
- 8.7 FPEIM – Newsletter October 2023
- 8.8 *Institute of Public Administration Canada (IPAC)* – Invite to Panel Discussion on Building a Resilient Workforce – November 20th, 2023
- 8.9 PEI Coalition for Women in Government – Invite to Zoom meeting on November 15th Fostering Resilience in Women Municipal Leaders
- 8.10 Town of Borden-Carleton Annual Council/Staff Christmas Party Dec 15th
- 8.11 Town of Borden-Carleton – Fall flushing of Water Hydrants – Nov 18th
- 8.12 Town of Borden-Carleton – Winter Parking Ban Dec 1st – Apr 30th

ACTION ITEMS:

- 8.13 Amherst Cove Consolidated School- Request for Donation to their annual Breakfast Program
- 8.14 *Department of Municipal Affairs* – Annual Disclosure Forms (Deadline Nov 30th)
- 8.15 *Department of Municipal Affairs* – Mandatory Code of Conduct Training Module for Council Members (Deadline March 31, 2024)

9. UNFINISHED BUSINESS:

- 9.1 Update on PEI Discovery and Research Centre
- 9.2 Update on Fabrication Yard Development
- 9.3 Request for Proposals (RFP) – Year-Round-Housing – 70 Read Road

10. NOTICE OF MOTIONS:

- 10.1 Employee Annual Bonus Policy

11. NEW BUSINESS:

- 11.1 Borden-Carleton EMO Revised Plan

12. IN-CAMERA:

MGA Section 119:

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

13. ADJOURNMENT:



TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING MINUTES

October 10th, 2023 – 20 Dickie Road Borden-Carleton, PE

7:00pm

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

REGRETS: Councillor Eric Stewart

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

ALSO PRESENT: 5 Members of the public

1. CALL TO ORDER:

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

2. DISCLOSURE OF CONFLICT OF INTEREST:

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

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

When item 11.4 was discussed Councillor Barb Wood and Councillor Laurel Palmer-Thompson declared a conflict of interest.

3. ADOPTION OF THE AGENDA:

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

MOTION CARRIED (5-0) (RR#23-10-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 It was duly moved by Councillor Nicole Arsenaault and seconded by Councillor Laurel Palmer-Thompson THAT the minutes of the September 12th, 2023 regular Council meeting be adopted as presented.

MOTION CARRIED (5-0) (RR#23-10-02)

4.2 It was duly moved by Councillor Barbara Wood and seconded by Councillor Ashley Steele THAT the minutes from the September 19th, 2023 special council meeting be approved as presented.

MOTION CARRIED (5-0) (RR#23-10-03)

5. PUBLIC PRESENTATIONS: Nil

6. COMMITTEE REPORTS:

6.1 Police Report:

The RCMP report for the month of September 2023 submitted by Cpl Alan Beaton was presented by Councillor Nicole Arsenault.

Council expressed interest in having a representative from the RCMP attend council meetings quarterly.

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

MOTION CARRIED (5-0) (RR#23-10-04)

6.2 Fire Department Report:

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

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

MOTION CARRIED (5-0) (RR#23-10-05)

Direction was provided to the CAO to bid up to \$60,000 on a pumper tanker fire truck (to be used as a Tanker only) that will be part of an auction closing on October 13th, 2023.

6.3 Recreation Director's Report:

The Recreation Director's Report for the month of September 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 September 2023 be accepted as presented.

MOTION CARRIED (5-0) (RR#23-10-06)

6.3.1 Gateway Arena Rink Dance Report

An extensive statistical report was written for the Gateway Arena Dave Doyle dance that will serve as reference material for future events. The dance was attended by 167 persons and had a surplus of 3,215. Without the sponsors, the Dance would have incurred a 2,035 loss.

6.4 Properties and Planning Report:

6.4.1 RV/Travel Trailer Scenarios

It was agreed that Planning Board needs to schedule a meeting to discuss and review the Land Use Development Bylaw in respect to RV/Travel Trailers.

XXXXXXXXXXXX

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

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

6.5.1 Cash Flow Report September 2023

6.5.2 Disbursement Listing September 2023

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

Monthly totals: Town \$105,895.92
 Arena \$ 4,268.82
 Utility \$ 21,006.47

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

MOTION CARRIED (5-0) (RR#23-10-07)

6.5.3 CAO Update – Various Activities

The CAO reported to Council on various activities during the past month. Included was a report that the 14 largest property taxpayers in the Town contribute to 50% of the Town's property tax revenue.

6.6 Public Works/Streets and Lights Report for September/October 2023

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

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

MOTION CARRIED (5-0) (RR#23-10-08)

6.7 Water and Sewer Report October 2023

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

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

MOTION CARRIED (5-0) (2023-10-09)

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 *FPEIM – Semi-Annual Meeting Agenda – October 14th, 2023*
- 8.2 *Department of Municipal Affairs – September 25th, 2023 Newsletter*
- 8.3 *Environment Energy and Climate Change – Results of Pesticide Monitoring Program*
- 8.4 *Kinkora Regional High School – Donation Request for Annual Fundraiser*
- 8.5 *Invitation from MLA Jamie Fox – Meeting with Hon. Michael Barret October 12th, 2023*

ACTION ITEM:

8.5 *FPEIM – 2023 FPEIM Semi-Annual Meeting – Saturday, October 14th, 2023*
Four members of Council and the CAO are registered for this meeting. Appointment of three voting delegates will be done in a random draw.

8.6 *Kinkora Regional High School – Donation Request for Annual Roast Beef Dinner Fundraiser*

It was duly moved by Councillor Nicole Arsenault and seconded by Deputy Mayor Larry Allen THAT the Town of Borden-Carleton to donate the amount of \$25.00 to Kinkora Regional High School in support of their annual roast beef dinner fundraiser.

MOTION CARRIED (5-0) (RR#23-10-10)

8.7 *Invitation from MLA Jamie Fox – Meeting with Hon. Michael Barrett – October 12th, 2023*

Deputy Mayor Larry Allen, Councillor Laurel Palmer-Thompson, and Councillor Barbara Wood indicated that they would attend the meeting with Hon. Michael Barrett on October 12th, 2023 in Kinkora at 7:00 p.m.

9. UNFINISHED BUSINESS:

9.1 Update on PEI Discovery and Research Centre

The CAO reported that First Nations were onboard to support a Discovery and Science Centre in Borden-Carleton. Representation from the Discovery Centre, First Nations and the Town were invited to a meeting with the Minister of Environment Energy & Climate Change on Friday, October 6th, 2023 to discuss a Discovery & Science Centre for the board.

The Minister stated that his department was working on establishing such a Centre that he hoped would be established within the next six months and would be located in Charlottetown.

9.2 Update on Fabrication Yard

The Department of Finance indicated that they will have preliminary site plans for Council to review in October of 2023 for the future plans of the Fabrication Yard. The department hopes to have finalized plans for use of the land by the end of the year.

9.3 MRSB Chartered Professional Accountants – Utility Rate Review

The CAO has been in discussion with Michelle Burge from MRSB to commence the Town's Water and Sewer Utility Rate Study.

9.4 Heat Pump Tender – Gateway Arena/ Marine Rail Park

Resolution to Rescind Motion #RR#23-09-14

Moved by Councillor Nicole Arsenault
Seconded by Councillor Barbara Wood

BE IT RESOLVED

THAT Resolution RR#23-09-14 related to the awarding of the tender for heat pumps at the Gateway Arena and the Marine Rail Park be rescinded as the quotation did not meet provincial certification for funding.

Be IT FURTHER RESOLVED

THAT Town Council award the tender for the heat pumps at the Gateway Arena and the Marine Rail Park to Doc Dawson Enterprises at a cost of \$17,800 plus GST,

MOTION CARRIED (5-0) (RR#23-10-11)

10. NOTICE OF MOTIONS:

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

Moved by Deputy Mayor Larry Allen
Seconded by Councillor Nicole Arsenault

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;

AND WHEREAS the Employee Code of Conduct Policy, policy #2023-HR-01, be hereby read a second time at this meeting;

BE IT RESOLVED

THAT the Town of Borden-Carleton Employee Code of Conduct Policy #2023-HR-01 be hereby approved and formally adopted.

MOTION CARRIED (5-0) (RR#23-10-12)

11. NEW BUSINESS:

11.1 EMO Issues

11.1.1 Database – Draw for Generator/Emergency Kit

An Emergency Preparedness informational flyer was distributed to residents the week of September 18th, 2023 to encourage and remind people to be prepared to take care of themselves for the first 72 hours during an emergency.

The flyer contained a request for information from residents so that the Town can identify the most vulnerable in the community and at the same time increase communication with residents during an emergency situation by establishing of a resident database.

Residents were encouraged to have the completed form returned to Town staff by October 5th, 2023 so that they would be eligible to be entered into a draw to win a Champion generator and a 72-hour emergency kit for their efforts.

Prize Draw –

Winner of the generator - Cindy Murray
(Ticket drawn from a hat by Councillor Ashley Steele).

Winner of the 72-hour emergency kit – Sherri Jessome
(ticket drawn out of a hat by Councillor Laurel Palmer-Thompson)

11.1.2 EMO Plan – Royal Canadian Legion

The EMO plan of the Royal Canadian Legion as a Reception Centre for the Town was finalized during the past month, signed by the CAO and filed with EMO PEI.

11.1.3 Department of Justice – Royal Canadian Legion – Reception Centre Designation

The Royal Canadian Legion Branch #10 located at 240 Borden Avenue has been designated as a Reception Centre for the Town of Borden-Carleton. A letter was received from Jason Thistle, the Emergency Management Coordinator for the PEI Emergency Measures Organization with the Province.

The Reception Centre has officially been recognized as a designated provincial Reception Centre after the submission of a Reception Centre Plan and satisfying the provincial criteria for the establishment of a Reception Centre.

11.2 IRAC Procedural Order – DP Murphy Inc. – Application for Petroleum License

It was agreed that Council would discuss the IRAC Procedural Order with the Town solicitor before responding to IRAC and the developer.

11.3 Draft Request for Proposals (RFP) – Read Road Housing

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Barbara Wood THAT Town Council approve the issuing of the Request for Proposals (RFP) for the development of Year-Round Housing of Read Road as circulated by the CAO with a closing date of November 10th, 2023 at 4:00 p.m.

MOTION CARRIED (5-0) (RR#23-10-13)

11.4 Consideration Grant for BADC (sewer)

A conflict of interest was declared by Councillor Laurel Palmer-Thompson and Councillor Barbara Wood who did not participate in the discussion, nor voted on this matter.

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT Council give a one-time grant to the Borden Area Development Corporation (BADC) up to \$2,000 towards the repairs to their sewer infrastructure at 221 Carleton Street address in Borden-Carleton.

MOTION CARRIED (3-0) (RR#23-10-14)

12. IN-CAMERA:

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

MOTION CARRIED (5-0) (RR#23-10-15)

Council went into in-camera at 8:20 p.m.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Ashley Steele THAT Council move back to a public meeting.

MOTION CARRIED (5-0) (RR#23-10-16)

Council returned to open session at 9:20pm

13. ADJOURNMENT:

Council meeting adjourned at 9:20 pm

Mayor, Randy Ahearn

CAO, Jim Wentzell

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

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

The East Prince Detachment reports a total of 14 police files created for service to Borden-Carleton, during the month of October, 2023.

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

Community approved APP's are:

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

Prince District RCMP Members have reported 167 hours providing policing services to the Town of Borden-Carleton, during the month of October 2023. A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to local community and school activities.

On October 18th, 2023, RCMP conducted proactive patrols in Borden-Carleton, for School Bus Safety Week. Police followed behind school buses along their routes to ensure the safety of students boarding and travelling. No infractions were noted.

This past month, East Prince RCMP Detachment Services Assistants processed 17 Criminal Record Checks for residents of Borden-Carleton, for various reasons, including employment and volunteering.



OCCURRENCES	October 2023	Year to Date
Assaults (All Categories)	0	3
Break and Enters (Residence & Business)	0	2
Causing Animals Unnecessary Suffering	0	1
Assistance to Organization	0	2
Crime Prevention	0	2
Abandoned Vehicle	0	1
Theft of Bicycle	0	1
Theft of Motor Vehicle	0	0
Theft Under \$ 5000	0	22
Theft Over \$ 5000	0	0
Drugs (Possession)	0	1
Criminal Harassment	0	3
Drugs (Trafficking)	0	0
Information File	0	1
Firearms Act	0	1
Traffic Violations	5	55
Traffic Collision	0	4

Trespass Act	0	3
Failure to Comply with Undertaking	0	1
Roadside Suspension	0	1
Fail to Stop or Remain at Accident	1	1
Liquor Act	0	1
Cannabis Act – Offences Only	0	1
Uttering Threats against a Person	1	3
Causing a Disturbance / Mischief (including public intoxication)	1	11
Impaired Operation of Motor Vehicle	0	5
Sexual Assault/Interference	0	1
Distribute Intimate Image without Consent	0	1
Immigration & Refugee Protection Act	0	1
Failure/Refusal to Comply with Alcohol Demand	0	1
CheckStops	1	22
Neighbor Dispute	0	1
False Alarms	1	9
Use/Traffick/Possess a Forged	0	1

Document		
Sudden Death	0	2
Wellbeing Check	1	5
Child Welfare Act	1	1
Suspicious Person/Vehicle	1	4
911 Act	0	3
Items Lost/Found	0	3
Dangerous Driving	0	2
Fraud	0	3
Mental Health Act	1	5
Person Reported Missing	0	1
Total Calls for Service	14	192

Provincial Charges/Warnings for the month:

TRAFFIC	October 2023	Year to Date
Speeding Violation Charge	1	16
Other Non-Moving Traffic Violation Charge	2	9
Warning Issued	1	15
Liquor Act Charge	0	1
Cannabis Charge	0	1

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

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

POLICE RESOURCE			
RCMP	Sgt Neil Logan	902.439.9300	
RCMP	Dispatch	902.566.7112	
Kensington Police	Chief Lewis Sutherland	902.836.4499	
Summerside Police	Chief Sinclair Walker	902.432.1201	
Charlottetown Police	Chief Brad MacConnell	902.629.4172	
Hospital	Prince County - Summerside	902.438.4200	
	QEH - Charlottetown	902.894.2111	
Ambulance Services	Island EMS	911	info@islandems.ca Or
	James Orchard	902.393.6112	james.orchard@islandems.ca
	EMS GM & Chief		

Joanne V Smith

From: Getson, Christina (RCMP/GRC) <Christina.Getson@rcmp-grc.gc.ca>
Sent: November 9, 2023 1:30 PM
To: Joanne V Smith
Subject: Borden-Carleton Council Meetings - 2024 RCMP Attendance

Good Afternoon, Joanne:

As discussed previously, this message will serve to confirm that RCMP would be honored to attend Borden-Carleton Quarterly Meetings, beginning January 9th, 2024.

Of course, we would also like to mention that there is always a chance that a police officer may not be able to attend, last minute, if there is a priority emergency request that we must respond to. I trust this is acceptable.

We would request a reminder sent a few days prior to, if that is acceptable, to confirm the date/time/location! Thank you 😊

Kind Regards,

Christina Getson
East Prince RCMP
902-436-9300

BORDEN-CARLETON FIRE DEPT.

MONTHLY REPORT

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

DATE	INCIDENTS	LOCATION	MEMBERS
Nov 2	Alarm Call	ALBANY	5

Borden-Carleton Fire Department Application Form for Volunteer Firefighters

*Applicant must be at least 18 years of age

Name: T.J. Foley

Address: 22051 TCH

Home Phone: 9027865890

Occupation: Truck driver

Date of Birth: 06/06/82

List ANY medical conditions &/or medications taken daily:

N/A

Fear of Heights Yes No

Physically Fit Yes No

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

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

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

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

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

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

Date: 10/26/23

Applicant: 

Fire Chief: 

Approved

Nov 9, 2023

Borden-Carleton Fire Department Application Form for Volunteer Firefighters

*Applicant must be at least 18 years of age

Name: Ross Fwynter

Address: 3626 North Carleton Rd RR2

Home Phone: cell - 902 - 439-4748

Occupation: finish carpenter

Date of Birth: May 25th 2000

List ANY medical conditions &/or medications taken daily:

Fear of Heights Yes No

Physically Fit Yes No

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

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

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

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

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

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

Date: Oct 12th / 2023

Applicant: Ross Fwynter

Fire Chief: Shawn Fox

Approved
By
Membership
Oct 12, 2023

Tuesday, November 14th

Recreation Directors Report

The arena is now for open for the season, it opened on October 21st for rentals. Thank you to Dennis and Arthur for their hard work getting the ice in and painted. We had Amherst Cove School there on the first day to break it in for us.

The canteen at the arena is also now open, we opened for our first lunch on Monday, November 6th. It will be open for lunches Monday to Friday and we will open in the evenings when there are games on. Weekends will depend on rentals.

Seniors' tea is still going on each month. They really enjoy the tea/coffee, sweets and sandwiches and love being able to chat with other seniors. Each month the numbers are different but it ranges from 15-25 people each month.

The Marine Rail Park is bow closed up for the Winter. The garbage cans and planters will be taken in soon and the water has been drained from it.

We are expecting the heat pumps to be installed at both the arena and Marine Rail Park by the end of this week (November 17th).

The Staff and Council Christmas party will be on Friday, December 15th at the Legion. Invites have been sent out. 6pm social hour followed by the meal at 7pm.

Holly will be reaching out to local businesses in the coming weeks to ask for donations for the Christmas Eve Skate which ill be taking place on December 24th from 1-3pm. We are looking to upgrade some of our decorations this year.

Santa will be on the Firetruck on Sunday, December 17th. They will leave the fire hall right around 5. On December 16th they fire department will be holding their annual food drive at the fire hall and Cerettis.



Town of Borden-Carleton

Planning Board Meeting Minutes

October 25, 2023 - 20 Dickie Road, Borden-Carleton, PE

8:00pm

PRESENT: Councillor Laura Palmer-Thompson (Chair), Councillor Larry Allen, Councillor Nicole Arseneault, Mayor Randy Ahearn,

ALSO, PRESENT: Councillor Barb Wood, Councillor Eric Stewart, Councillor Ashley Steele
Chief Administrative Officer Jim Wentzell, Development Officer Derek French

1. CALL TO ORDER:

Councillor Laura Palmer-Thompson called the meeting to Order at 8:00p

2. PURPOSE OF THE MEETING

The purpose of the meeting is to discuss the use of RV's and Camper Trailers in the Town and to give direction to our Development Officer to enable proposed revisions to the Town's Land Use Bylaw to be drafted for consideration by Town Council.

3. DISCLOSURE OF CONFLICT OF INTEREST

Part VI, Section 23 of the Municipalities Act, which maintains that *No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.*

No one present declared a Conflict at this meeting.

4. NEW BUSINESS

4.1 Discussion Paper – Use of RV's and Camper Trailers in the Town.

A discussion paper prepared by the CAO outlining scenarios whereby RV's and Camper Trailers are used in the Town was circulated to those present.

A lengthy discussion took place with consensus on the following:

- RV's and Camper Trailers are not permitted as a primary use in the Town of Borden-Carleton.
- Residents may park and store their own RV/Camper/trailers on their own property adjacent to their residence.
- Visiting RV/Trailers not owned by the property owner are not permitted to stay overnight on a person's property.
- Commercial Use of an RV/Camper Trailer is not permitted unless licensed by the Town and located in a commercial zone. E.g., food truck
- No overnight parking of visiting RV's/camper trailers in the Town except in a licensed campground.

As the present bylaw is not clear, Staff was directed to follow the above viewpoint of Council in considering RV/Trailer Use in the Town until such time as the Land Use Bylaw is reviewed and revised.

It was noted that there were a number of RV's/travel campers being used as a primary use on lots within the Town. A number of these existed prior to the passing of the Land Use Bylaw and would be grandfathered as non-conforming uses. Staff will determine where these RV's/Trailers may exist.

4.2 Comprehensive Development (CDA) Zone

Members of the Committee had a brief discussion on the permitted uses in the Comprehensive Development (CDA) Zone. It was noted that a variety of uses contained in the other Zones in the town are permitted, including mixed use.

13. COMPREHENSIVE DEVELOPMENT AREA (CDA)

13.1 Purpose

The purpose of the CDA Zone is to establish where (on the Zoning Map) the CDA development concept is to be applied and what land uses may be developed. All aspects of the development are handled through a development agreement in conjunction with a CDA development concept plan.

13.2 Permitted Uses

Uses permitted in a CDA Zone shall be those approved by the Authority Having Jurisdiction and may include all those Uses allowed in either the C1 Zone, C2 Zone, M Zone, PSI Zone or OS Zone, and may also include innovative mixed-Use Developments, subject to such conditions as may be stipulated by the Authority Having Jurisdiction.

4.3 The Development Officer stated that an application was received from a resident in the Town proposing to add a sun room to the rear of their house and were planning to use pillars under the sun room. The development officer stated that porches and decks could be erected on posts, however he was seeking direction in respect to sun rooms.

It was felt that a sun room was an addition to a dwelling and would require to be built on a poured or slab foundation. (A wooden foundation would be acceptable as well)

Dwelling means a building or portion thereof designed, intended, or used for residential occupancy, which has frontage on a public street and which is placed on a poured or slab foundation

5. ADJOURNMENT

There being no further business to come before the meeting, the meeting adjourned at 9:30pm

Councillor Laurel Palmer-Thompson (Chair)

CAO Jim Wentzell

PEI Planning Decisions

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

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

The following municipalities are not covered by this site:

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

For municipal contact information search the Municipal Directory

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

Showing results 1-4 of 4

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
1009737	126 Dickie Road, Borden-Carleton, PE, C0B 1X0, BORDEN-CARLETON	Development Permits	New Development - Solar Panel System - Roof Mounted	Approved	2023-09-08
209957	2398 Highway 10, BORDEN-CARLETON	Development Permits	Additional Agricultural Building	Approved	2023-10-09
509281	247 Main Street, BORDEN-CARLETON	Development Permits	Extension to LANDING	Approved	2023-10-11
779785	61 Oswald Road, BORDEN-CARLETON	Development Permits	Summer Cottage	Approved	2023-10-18

Note: 5 Permits have been issued in 2023 for Solar Panels

Showing results 1-4 of 4

Published date: September 22, 2022

NOV 7 2023

Feedback requested on changes to the Planning Act

The Province is inviting Island residents to share their opinion on potential changes to the *Planning Act*.

The *Planning Act* governs provincial and municipal planning including how land is used, what structures are permitted within zones, and development in coastal areas. The changes would clarify the appeal process for planning decisions of municipalities and the provincial government.

"We know that Islanders directly impacted by planning decisions deserve to be heard, but we cannot continue to let developments stall due to procedural roadblocks. If we are going to address our housing supply challenges, we need to reduce barriers to development. These amendments will ensure a clear appeal process is established with timely decisions for applicants, developers and provincial planning authorities."

- Housing, Land and Communities Rob Lantz

People can view the proposed changes and provide their input by written submission at: **Proposed Changes to the *Planning Act*: Public Consultation** until November 20, 2023.

Further legislative and regulatory changes related to accessory dwellings, open space requirements, and minimum development standards are also being considered. Consultation on these proposed changes is forthcoming.

Media contact:

April Gallant

Seniors Communications Officer

Housing, Land and Communities

aldgallant@gov.pe.ca

General Inquiries

Department of Housing, Land and Communities

Sullivan Building

16 Fitzroy Street

Charlottetown, PE C1A 7N8

DeptHLC@gov.pe.ca

November 3, 2023

CONSULTATION DRAFT

AN ACT TO AMEND THE PLANNING ACT (NO. 2)

BILL NO.

2023

BE IT ENACTED by the Lieutenant Governor and the Legislative Assembly of the Province of Prince Edward Island as follows:

1. The *Planning Act* R.S.P.E.I. 1988, Cap. P-8, is amended by the addition of the following immediately after the heading “PART V – APPEALS”:

27.1 Definition

In this Part, “aggrieved person” means, in respect of a decision of the Minister under subsection 28(1) or the council of a municipality under subsection 28(1.1),

- (a) the applicant;
- (b) the Minister;
- (c) a municipality affected by the decision;
- (d) an individual who in good faith believes the decision will adversely affect the reasonable enjoyment of the individual’s property or property occupied by the individual;
- (e) an incorporated organization, the objects of which include promoting or protecting
 - (i) the quality of life of persons residing in the neighbourhood affected by the decision,
 - (ii) the natural environment in the community affected by the decision, or
 - (ii) features, structures or sites having significant cultural or recreational value in the community affected by the decision; or
- (f) an organization, the majority of whose members are individuals referred to in clause (d).

2. (1) Subsection 28(1) of the Act is repealed and the following substituted:

28. Appeals from decisions of Minister

- (1) Subject to subsections (1.2) to (4), an aggrieved person may appeal, by filing a notice of appeal with the Commission, a decision of the Minister made in respect of an application for
- (a) a development permit;
 - (b) a preliminary approval of a subdivision or a resort development;
 - (c) a final approval of a subdivision;
 - (d) the approval of a change of use; or
 - (e) any other authorization that the Minister may grant or issue under the regulations.

(2) Subsection 28(1.1) of the Act is repealed and the following substituted:

Appeals from decisions of council

- (1.1) Subject to subsections (1.2) to (1.4), an aggrieved person may appeal, by filing a notice of appeal with the Commission, a decision of a council of a municipality
- (a) that is made in respect of an application by a person under a bylaw for
 - (i) a development permit,
 - (ii) an occupancy permit, in relation to a matter under this Act or the regulations,
 - (iii) a preliminary approval of a subdivision, or
 - (iv) a final approval of a subdivision; or
 - (b) to adopt an amendment to a bylaw, including
 - (i) an amendment to a zoning map established in a bylaw, or
 - (ii) an amendment to the text of a bylaw.

(3) Subsection 28(1.4) of the Act is amended by the deletion of the words “where a person is dissatisfied by the decision of a council of a municipality to adopt an amendment to a bylaw.”.

(4) Subsection 28(7) of the Act is repealed and the following substituted:

Procedure

- (7) The Commission shall determine its own procedure for appeals under this Part, subject to
- (a) the regulations; and
 - (b) adherence to the rules of natural justice.

(5) Section 28 of the Act is amended by the addition of the following after subsection (11):

Regulations respecting appeals

- (12) The Lieutenant Governor in Council may make regulations in respect of appeals commenced under this Part.

EXPLANATORY NOTES

SECTION 1 amends the *Planning Act* R.S.P.E.I. 1988, Cap. P-8, to add a definition of “aggrieved person” at the beginning of Part V – Appeals.

SECTION 2 amends section 28(1) and (1.1) of the Act to limit appeals that may be brought under those subsections to appeals by an aggrieved person, as defined. The section also amends subsection 28(1.4) of the Act, for consistency with the previous changes. The section amends subsection 28(7) to state that the Commission, in determining its procedure respecting appeals, is subject to the regulations and also to the rules of natural justice. The section also adds a new subsection 28(12) to authorize the Lieutenant Governor in Council to make regulations respecting appeals.

FINANCIAL REPORT FOR OCTOBER 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 OCTOBER 31 2023

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	66,484	414	5,144	61,754
TOWN	189,988	48,021	114,807	123,202
UTILITIES	98,884	84,889	114,742	69,031
Total Cash Flow	355,356	133,324	234,693	253,987

ACTIVITY OCTOBER 2023	Opening	Transfers	Closing
RESERVES	Balance	EFT Payments	Balance
Gas Tax ACCT	391,856	33	391,889

ACTIVITY OCTOBER 2023	Opening	Principal Only	Closing
LOANS	Balance	EFT Payments	Balance
Fire Truck 71-9	93,847	1,667	92,180
Sewe 72-9	420,290	2,627	417,663
Sewer Mains 74-9	65,892	119	65,773
Storm Drains 75-9	65,892	119	65,773
Water/Sewer 79-9	292,612	2,986	289,626
Total Loans Outstanding	938,533	0	931,015

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 Oct 01, 2023 to Oct 31, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16945	Payment	Ahearn, Randy	252.08	Oct 01, 2023
16946	Payment	Allen, Larry	197.08	Oct 01, 2023
16947	Payment	Bernard Arsenault, Nicole	197.08	Oct 01, 2023
16948	Payment	Palmer Thompson, Laurel	197.08	Oct 01, 2023
16949	Payment	Steele, Ashley	197.08	Oct 01, 2023
16950	Payment	Stewart, Eric	177.08	Oct 01, 2023
16951	Payment	Wood, Barb	197.08	Oct 01, 2023
16953	Payment	Borden-Carleton Utility	427.41	Oct 04, 2023
16954	Payment	Ceretti's Grocery & Hardware	742.52	Oct 04, 2023
16955	Payment	C&R Signs & Embroidery	173.65	Oct 04, 2023
16956	Payment	Caseley's Tent & Party Rental	1,372.96	Oct 04, 2023
16957	Payment	Orkin Canada	40.25	Oct 04, 2023
16959	Payment	Minister of Finance Justice & Public	1,518.00	Oct 04, 2023
16960	Payment	Holly Bernard	160.48	Oct 04, 2023
16961	Payment	Medacom Atlantic Inc.	536.42	Oct 04, 2023
16962	Payment	Westland Insurance	3,452.00	Oct 04, 2023
16963	Payment	Xplore Business	178.24	Oct 04, 2023
16964	Payroll	Bernard, Holly	1,550.29	Oct 05, 2023
16965	Payroll	Le, Quoc Bao	1,583.25	Oct 05, 2023
16966	Payroll	Smith, Joanne	1,428.24	Oct 05, 2023
16967	Payroll	Wentzell, Jim	1,892.63	Oct 05, 2023
16968	Payment	Holly Bernard	70.00	Oct 01, 2023
16969	Payroll	Perry, Frankie	1,054.76	Oct 05, 2023
16970	Payroll	Bagnall, Brandon	700.07	Oct 05, 2023
16971	Payroll	Gallant, Arthur	1,117.24	Oct 05, 2023
16972	Payroll	Bernard, Dennis	1,435.42	Oct 05, 2023
16973	Payroll	Ranahan, Arthur	173.92	Oct 05, 2023
16974	Payment	Derek A. French	3,155.31	Oct 05, 2023
16975	Payment	Kinkora Regional High School	25.00	Oct 05, 2023
16976	Payment	Xerox Canada LTD	107.07	Oct 17, 2023
16977	Payment	MRSB Chartered Accountants	14,858.00	Oct 17, 2023
16978	Payment	Minister of Finance Employment De	150.80	Oct 17, 2023
16979	Payment	Prince Edward Island Potato Board	1,058.00	Oct 17, 2023
16980	Payment	Cummings Fire & Safety Equipment L	159.92	Oct 17, 2023
16981	Payroll	Bernard, Holly	1,550.29	Oct 19, 2023
16982	Payroll	Le, Quoc Bao	1,583.25	Oct 19, 2023
16983	Payroll	Smith, Joanne	1,428.24	Oct 19, 2023
16984	Payroll	Wentzell, Jim	2,048.63	Oct 19, 2023
16985	Payment	Bernard Arsenault, Nicole	25.58	Oct 17, 2023
16986	Payroll	Bernard, Dennis	1,666.10	Oct 19, 2023
16987	Payroll	Gallant, Arthur	1,331.61	Oct 19, 2023
16988	Payroll	Ranahan, Arthur	176.48	Oct 19, 2023
17002	Payment	Provincial Auto Parts	272.77	Oct 31, 2023
17003	Payment	Callbeck's Home Hardware	39.03	Oct 31, 2023

Town of Borden-Carleton

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
17004	Payment	Prince Edward Island Potato Board	1,058.00	Oct 31, 2023
17006	Payment	Medacom Atlantic Inc.	268.21	Oct 31, 2023
17007	Payment	Xplore Business	178.24	Oct 31, 2023
17008	Payment	Federation PEI Municipalities	431.25	Oct 31, 2023
17009	Payment	Royal Canadian Legion, BR#10	50.00	Oct 31, 2023

Total Town Cheques issued Oct 2023 **52,644.09**

JE#	Source #	Comment	Credits	Date
J1009	EFTRWAN	RWAM Insurance Administrators Inc	750.07	Oct 03, 2023
J1067	EFTCRA	Receiver General for Canada	11,460.05	Oct 06, 2023
J1090	EFT Refund	To refund Permit Fee for Deborah J	46.00	Oct 13, 2023
J1098	CU 71	CU LN Payment FIRE TRUCK	2,221.34	Oct 16, 2023
J1097	EFTEastlink	Eastlink	435.03	Oct 16, 2023
J1111	EFT83727	Maritime Electric	86.35	Oct 17, 2023
J1115	EFTMar	Maritime Electric	373.79	Oct 18, 2023
J1114	rant Fees 2023	To record Public Fire Protection Hyc	38,000.00	Oct 18, 2023
J1121	CU-75	CU LN 075 PAYMENT STORM SEI	509.00	Oct 19, 2023
J1127	EFTMar	Maritime Electric	1,873.05	Oct 23, 2023
J1129	FundsTransfer	Transfer amount to Debit Card	500.00	Oct 25, 2023
J1177	BS	CU CHARGES	84.95	Oct 31, 2023
J1170	ST Taxyear2023	Provincial Treasurer of PEI	26,543.51	Oct 31, 2023

Online Payments Town Oct 2023 **82,883.14**

TOTAL ALL PAYMENTS TOWN OCT 2023 **135,527.23**

Gateway Arena

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6343	Payment	Borden-Carleton Utility	265.89	Oct 04, 2023
6344	Payment	Security First Ltd	282.90	Oct 04, 2023
6345	Payment	Ceretti's Grocery & Hardware	412.00	Oct 04, 2023
6346	Payment	Orkin Canada	147.30	Oct 04, 2023
6347	Payment	Jet Ice Limited	2,041.25	Oct 17, 2023
6348	Payment	Spring Valley Building Centre	179.88	Oct 17, 2023
6349	Payment	Callbeck's Home Hardware	9.91	Oct 17, 2023
6350	Payment	Spring Valley Building Centre	45.16	Oct 17, 2023
6351	Payment	Saunders Equipment	216.89	Oct 31, 2023
6352	Payment	Callbeck's Home Hardware	54.10	Oct 31, 2023
6353	Payment	Orkin Canada	73.65	Oct 31, 2023
6354	Payment	Dennis Bernard	10.03	Oct 31, 2023
6355	Payment	Spring Valley Building Centre	45.16	Oct 31, 2023
6356	Payment	Provincial Auto Parts (1978)Ltd.	17.56	Oct 31, 2023

Total Arena Cheques issued Oct 2023 **3,801.68**

JE#	Source #	Comment	Credits	Date
J375	EFTIrving	Irving Energy Distribution and Marke	293.72	Oct 06, 2023
J381	BS	CU CHARGES	17.25	Oct 11, 2023
J384	EFTEastlink	Eastlink	144.96	Oct 16, 2023
J391	EFT	Superior Sanitation Services Limitec	480.08	Oct 17, 2023
J394	BS	BS CU Charges	5.75	Oct 18, 2023
J393	EFTMar	Maritime Electric	1,109.07	Oct 18, 2023
J399	_Beverly Saun	To record receivable to Utility Inv#91	140.00	Oct 23, 2023
J408	EFT Chad Murpl	To record receivable to Utility	170.00	Oct 24, 2023
J412	Γ - Lucas Beau	To record receivable to Utility	340.00	Oct 26, 2023
J419	BS CU	Bank Charges October 30 2023	5.00	Oct 30, 2023
J428	Bk Statement	Bk Charge _ Debit Machine Oct	25.20	Oct 31, 2023
J429	BS	Bank Charges	0.12	Oct 31, 2023

Online Payments Arena Oct 2023 **2,731.15**

TOTAL ALL PAYMENTS Arena Oct 2023 **6,532.83**

Borden Carleton Sewer and Water Utility

Cheque Log for 1001 Cash in bank from Oct 01, 2023 to Oct 31, 2023

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3277	Payment	Island Chemicals Inc.	177.33	Oct 04, 2023
3278	Payment	Landmark Construction	60,367.55	Oct 04, 2023
3279	Payment	Atlantic Purification Systems Ltd.	67.28	Oct 04, 2023
3280	Payment	Greatario Industrial Storage System	20,010.00	Oct 04, 2023
3281	Payment	Island Coastal Services LTD.	4,657.50	Oct 17, 2023
3282	Payment	Prince County Wastewater Manage	5,750.00	Oct 17, 2023
3283	Payment	Minister of Finance EW&CA	644.00	Oct 17, 2023
Total Utilities Cheques issued Oct 2023			91,673.66	

JE#	Source #	Comment	Credits	Date
J2098	BS	CU LOAN 079	3,591.69	Oct 03, 2023
J2219	BS	CU LOAN 072	5,464.25	Oct 16, 2023
J2220	EFTEastlink	Eastlink	300.15	Oct 16, 2023
J2255	BS	CU Charges	5.75	Oct 18, 2023
J2254	EFT VP2228	Utility Payment in Town Account	211.93	Oct 18, 2023
J2253	EFTMar	Maritime Electric	2,965.99	Oct 18, 2023
J2263	BS	CU LOAN 074	509.00	Oct 19, 2023
J2378	E-transfer	Jardine, Deborah	192.27	Oct 27, 2023
Online Payments Utilities Oct 2023			16,429.10	
TOTAL ALL PAYMENTS Utilities Oct 2023			108,102.76	

CAO Report – Update Various Issues Oct - Nov 2023

Hiring of New CAO

This will be discussed IN CAMERA. We have research HR firms to assist with the Hiring process. (See list attached) I have discussed the issue with the Dept of Municipal Affairs and the FPEIM. Council should choose the firm they wish to use.

Issuing of Building Permits

I have requested that the province provide the Town with a copy of Building Permits when they are issued for properties within the Town.

Assessment of properties located partially in the Town

I have asked the province that when a property is partially in an incorporated municipality and partially in an unincorporated area that the property be included on the assessment roll of the incorporated area for taxation and planning bylaw purposes.

EMO Preparedness

A lot of staff time was spent dealing with EMO issues. An MOU has been signed with the Legion and the Legion have finally received funding for the Back Up Generator and other work at the Legion. . Joanne and I has continued work on the Town's EMO Plan including an Org Chart, team members have been confirmed from the Legion, School and Strait Crossing and the resource list is revised on an ongoing basis

We will continue to work on the EMO Database and have advised the Fire Dept of the residents' dependent on CPAC machines

Grants/Applications/Claims

- Claims were submitted for the Federal & Provincial Summer grants for students hired this summer
- Application & approval obtained to use Gas Tax Funds for Street paving.
- MCEG Capital Grant Claim submitted.
- Work is underway at the Arena in respect to the Fiona Insurance claim funds received.
- Application being completed for the 2024 Canada Summer Works and the 2024 New Horizons Seniors program,
- Once Heat Pumps are installed at the Arena and Rail-park a claim will be submitted
- Discussions are ongoing with the Consolidated Credit Union for Advertising Sponsorship of the New Zamboni.
- Looking into ACOA grant for Comfort Centre funding for such items as Cold storage, storage for emergency items.
- We have refunded to the province the overpayment of the 2021 municipal Tax Credit in the amount of \$22,543.51

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. This project is still a work in progress.

Staff Meeting

I held a staff meeting of all full-time staff including Brad and revised with them the newly passed Employee Code of Conduct Policy, Use of Town Equipment Policy, upcoming budgeting process and a number of other topics. (see attached)

Bid on Fire Tanker

The Town was not successful in the online auction of a Fire Tanker. The truck was sold for a bid of \$76,500

Planning/Development Issues

A number of permit issues and development questions were researched during the month. We did advise all property owners with parking lots the Town's policy in respect to the overnight parking of RV's that will be enforced in 2023

I will be submitting to the province my thoughts on the proposed Planning Act amendments.

Assessment Unincorporated Areas PEI

I have obtained a breakdown of the taxable assessment for all unincorporated property in the province, including the assessment for the Borden Fire District. I will be analysing the information and will submit a report to Council in December.

Assisted Housing Income Levels

I am working on a Report for CMHC and the Province in respect to the need to revise the maximum income levels for more families to be eligible for assisted housing rent in the province.

Other

The Town was not successful in the online auction of a Fire Tanker. The truck was sold for a bid of \$76,500

We hope to finalize the sale of Gym Equipment before the end of November

The Old Ice re-surfacer will be sold by Bids in November

The next Newsletter will be issued before the end of November

We hope to have the Town's new website go live before the end of December

As Council knows we are a small staff and its impossible to complete all the tasks requested of us. Our focus is serving the public and responding to their issues and to make progress step by step on the other tasks at hand.

END OF REPORT

Jim Wentzell

From: jdewey@fpeim.ca
Sent: November 9, 2023 1:11 PM
To: 'Jim Wentzell'; 'Tracey Allen'; 'Danny Jenkins'
Cc: 'Randy Ahearn'
Subject: RE: Hiring (HR) Firms

Hi Jim,

Julie checked to see which firms were used by municipalities recently. The information is below.

Three Rivers used MC Advisory - <https://www.mcadvisory.com/>
Stratford used ResolveHR - <https://resolvehr.ca/>
West River used HR Atlantic - <https://hratlantic.ca/>
Charlottetown used Boyden - <https://www.boyden.com/index.html>

Best regards,

John

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: Monday, November 6, 2023 8:53 PM
To: jdewey@fpeim.ca; 'Tracey Allen' <tallen@gov.pe.ca>; 'Danny Jenkins' <DRJENKINS@gov.pe.ca>
Cc: Randy Ahearn <randahearn@msn.com>
Subject: Hiring (HR) Firms

Hi All

As you all know, I will be retiring from the position as CAO for the Town of Borden-Carleton. I am assisting the Town in hiring my replacement. Council would like to use a Hiring Consultant. Do any of you know firms that may have been used by other municipalities or the province in the past here on PEI.

Thank you

Jim Wentzell
CAO
902 437 2225

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 8, 2023 1:40 PM
To: 'Suzanne Pater'
Cc: 'Tracey Allen'; 'jdewey@fpeim.ca'; Randy Ahearn (randahearn@msn.com); 'accountant@borden-carleton.ca'
Subject: Assessment of Properties Partially in incorporated municipalities

Hi Suzanne

I have a request. It is my understanding that some incorporated municipalities have a number of properties (PID #) that are partially within the incorporated municipality and partially within an unincorporated Area.

I would like to request that when ever this occurs that the property be included on the assessment roll of the incorporated municipality. At present we do not receive municipal taxes from these properties and with them being listed in the unincorporated areas, zoning issues could arise.

Thank You

Jim Wentzell
CAO
902 437 2225

From: Suzanne Pater <sepater@gov.pe.ca>
Sent: September 1, 2023 9:40 AM
To: Jim Wentzell <bcadmin@borden-carleton.ca>
Subject: RE: PID 209957 2398 Highway 10

Hello Jim,

That is correct the boundary appears to be going through the middle of this property. Our records show that it is in the Fire District of Borden, so that is why you do not see it on your Assessment Roll. A property cannot be located in both a municipality and Fire District, the assessor identifies which municipality or fire district the property is located within.

Suzanne Pater, CRA
Program and System Coordinator
Taxation and Property Records
sepater@gov.pe.ca
Phone: 902-569-7796
Fax: 902-368-6584

Department of Finance
Government of Prince Edward Island
1st floor, Shawn Building South
www.PrinceEdwardIsland.ca

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 8, 2023 11:04 AM
To: Holly Bernard; 'accountant@borden-carleton.ca'; 'Joanne V Smith'; 'Dennis Bernard'; 'brad paugh'
Subject: Staff Meeting Fri Nov 10th 10am

Hi All

I would like to have a staff meeting this Friday at 10am to discuss a number of items:
There is a new Code of Conduct Policy for employees that we will go over
The Policy on use of Town Equipment will be reviewed
The Staff Employee Handbook needs to be reviewed and updated.
There are certain projects/tasks to discuss that need to be addressed this fall
Where we are on Records/Retention
Plans to implement the Town's new Website and Newsletters completion
Budgeting- We need to start the Budgeting process including the 2024/25 Operating Budget and the 5 year Capital Budgets

If there are items you wish to discuss please send them to me by 4:00pm on Thursday

Thank You

Jim Wentzell
CAO
902 437 2225

staff Sage Training

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: October 15, 2023 6:37 PM
To: 'rppineau@gov.pe.ca'
Cc: 'mlwilliams@gov.pe.ca'; 'accountant@borden-carleton.ca'
Subject: RE: Municipal Payment for Property Tax Installment

Hi Ryan

The Town of Borden-Carleton has agreed that we were overpaid our entitled Municipal Tax Credit for 2022 in the amount of \$22,543.51. Our auditors were aware of this and this amount was reflected in our 2022/23 Audited financial statements.

We would like to pay the full amount of the overpayment right away. Can you arrange for the amount of \$22,543.51 to be deducted from the next advance being transferred to the Town that I believe is scheduled for October 31 2023

Thank You

Jim Wentzell
CAO
902 437 2225

From: Taxandland Taxandland <TAXANDLAND@gov.pe.ca>
Sent: October 10, 2023 11:19 AM
To: bcadmin@borden-carleton.ca; accountant@borden-carleton.ca
Subject: RE: Municipal Payment for Property Tax Installment

Hello Jim,

Thank you for reaching out. I am covering Sally Ferguson's position while she is out on medical leave.

I had tried to respond to Henry's email last week, but the email was returned, there may be a problem with his email address.

With respect to your monthly payments, I have attached here the letter that was mailed to your Municipality in August to explain the difference in your monthly advance payments. Appendix A shows why the payment changed from 58,343 to 57,285 in August.

The change does not reflect the repayment of the 2022 overpayment. The options for the repayment are included in the letter.

Please let me know if you have any other questions.

Thank you,

Margot Williams
Administration Supervisor (Acting)

**Town of Borden-Carleton
Public Works -Streets- Lights Report
October/November 2023**

Some of activities during the months of OCT/NOV that pertained to Public Works/Streets /Lights include:

The Paving of the Side streets was completed early November . In addition, as a safety issue, the strip of sidewalk that was removed for the Carleton St Sewer Extension was paved for safety reasons. For snow plowing purposes, patching was performed around a couple manhole covers. The balance of the paving is scheduled for the week of Nov 13-20th.

The Winter Parking Ban will be in effect between December 1st and April 30th. A notice is being distributed to all residents

We are looking at the condition and redesign of the various entrance signs to the Town.

There still is a plan to assess the Sidewalks in the Town.

We are planning on setting up a meeting in the new year to discuss with the Dept of Transportation, the RCMP, Strait Crossing and the various festivals how to improve traffic flow through Borden-Carleton following such events.

Town of Borden-Carleton
Sewer – Water Report
November 2023

Some of activities during the months of Oct/Nov pertained to Sewer and Water include:

The contractor has informed us that the sewer service to the Maintenance Shop on Read Road and the repair to the Harbour Hall sewer service will be completed the week of Nov 13-20th

The five sewer lift stations were cleaned. There was an issue with the lift station at the end of Read Road we think was caused by a faulty float. This has been fixed.

Two catch basins on Howatt St were lowered to improve water flow. . Asphalt was placed around a couple other catch basins that were causing snow removal problems.

NB Community College has supplied information on their Water/Wastewater Operator Certification Program. This has been circulated to staff

The Dept of Environment conducted sampling of our water wells for a two-month period for PFOS levels as the acceptable levels will be reduced in 2024. The first sampling met the existing guidelines but exceeded the new guidelines. The second sampling met both the existing and new guidelines.

The fall flushing of the Water Mains will take place on Saturday Nov 18th. A notice is being circulated to all residents

There was an electrical problem at one of the Wells that was fixed by Maritime Electric. We had to get a contractor in to repair a water service shutoff on Industrial Drive.

We have been working with MRSB who will be completing the Water sewer rate study in the coming weeks. Information they require is potential capital expenditures over the next 5 years as well as any changes in the utility's regulations.

The smaller Utilities in PEI are governed by provincial regulations and we have sought clarification on some of the regulations including:

- That Residential bills are issued in advance.
- That owners of vacant lots or may not be connected to the services are still liable for payment of service if it is deemed the service is available to their property.

We will be reviewing our accounts for properties not being billed that should be billed.

Water was turned off to the Rail Park and to three businesses at Gateway Village for the Winter.

We have reviewed the Civic numbering for all of our Water and Sewer facilities including the lift stations.

We have requested Greatario to look into repairing water leaks at our Water Tower

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 8, 2023 1:17 PM
To: 'Joanne V Smith'
Subject: FW: Central Water System PFAS Sampling
Attachments: Borden.xlsx

Hi Jim,

Department staff worked with your operator to collect the water sample(s) from your municipal drinking water system and analyzed the sample(s) for PFAS compounds using UESPA Method 533 and 537.1. I've attached the results of these samples. The first sample collected in June met the current guideline (perfluorooctanoic acid – PFOA < 0.2 ug/L and Perfluorooctane-sulfonic acid – PFOS < 0.6 ug/L) published by Health Canada, but it was slightly above the proposed new interim guideline (sum of PFAS compounds < 30 ng/L). As a result, a resample was collected when all the wells were running. This sample result meets the current and proposed guidelines published by Health Canada.

Please take a look at the background information provided below.

Background

- Per- and poly-fluoroalkyl substances (PFAS) comprise over 4,700 human-made substances used as surfactants, lubricants, and repellents (for dirt, water, and grease). In the past, these chemicals were found in certain firefighting foams, textiles (including carpets, furniture, and clothing), cosmetics, and food packaging materials.
- The Federal-Provincial-Territorial Committee on Drinking Water (CDW) establishes the Guidelines for Canadian Drinking Water Quality. The department uses these guidelines as criteria that municipal water utilities must meet. The current guidelines for drinking water for two PFAS compounds, perfluorooctanoic acid (PFOA) and Perfluorooctane-sulfonic acid (PFOS) are 0.2 ug/L and 0.6 ug/L, respectively. Health Canada (HC) has also established screening values for 9 other PFAS compounds.
- In Feb 2023, Health Canada (HC) staff consulted on a draft objective for PFAS in Canadian drinking water. The objective moves from an elemental limit to a class limit. All PFAS compounds from an approved method will be added together and must be below a proposed interim guideline of 30 ng/L. The consultation closed in April 2023, and HC staff are currently reviewing and preparing responses to the comments.
- The proposed interim guideline of 30 ng/L is not a health guideline. It is based on the level that the current treatment technologies can achieve.
- Link to Health Canada
<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality/water-talk-per-polyfluoroalkyl-substances-drinking-water.html>

If you have any questions, please connect with Ben or myself.

Morley Foy, P.Eng.
Manager (Acting) Drinking Water and Wastewater
Environment, Energy and Climate Action
11 Kent Street, PO Box 2000, Charlottetown
Prince Edward Island
C1A 7N8

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 6, 2023 8:24 AM
To: 'Jim-'
Subject: FW: Water Wastewater Program

From: St. Germain, Amy (NBCC) <Amy.St.Germain@nbcc.ca>
Sent: November 2, 2023 12:40 PM
To: St. Germain, Amy (NBCC) <Amy.St.Germain@nbcc.ca>
Subject: Water Wastewater Program

Good afternoon,

We are reaching out to you today to inform you that our Water/Wastewater Operator Program is ongoing at NBCC. Should you have employees that you wish to send for certification, this program is available to fill your needs.

Attached is the brochure outlining the courses and the different disciplines available for training. I have attached the link to our WWW Operator Program where you will be able to find further information as well as the registration form. I have also attached the brochure for the program for your perusal.

[Water & Wastewater Management \(nbcc.ca\)](#)

Details also embedded immediately below this line: "Additional Information" is also included on this graphic:

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 8, 2023 3:11 PM
To: 'Jennifer Szuhai'
Cc: 'Yaz Nabhan'; 'brad paugh'; 'Dennis Bernard'
Subject: Leaking Borden-Carleton PEI Water Tower

Hello

Not sure who in your company this should be directed to. We are experiencing some leaks in our Water Tower here in Borden-Carleton and would like your company to see if repairs to these leaks can be carried out. Winter is approaching and we are concerned about ice Build up on the side of the tower.

For more information you can contact our Water Utility Maintenance Manager Brad Paugh. He can be reached at 902 439 0210 or email 'brad paugh' bradpaugh567@msn.com

Thank You

Jim Wentzell
CAO
902 437 2225



c: (905) 746-2797
p: (866) 299-3009
a: Eastern Canada 715647 Oxford Rd #4, Innerkip, ON N0J 1M0
a: Western Canada Ste 300, 3665 Kingsway, Vancouver, BC V5R 5W2
w: greatario.com

LET'S BUILD SOMETHING GREAT!

Jim Wentzell

From: lmayne@fpeim.ca
Sent: October 26, 2023 12:48 PM
To: 'Jim Wentzell'
Cc: 'Holly Bernard'
Subject: RE: Municipal Administrators' Association Meeting - Registration
Attachments: AMA Membership Form.pdf

Dear Jim,

The AMA-PEI executive is as follows:

- Bob Brooks, President
- Sonya Martin, Vice-President
- Marsha Empson, Treasurer
- Stephanie Moase, Secretary
- John Dewey, ex officio member from FPEIM

We are in the process of updating the AMA page on our website. In the meantime, I have attached the membership form (which should go to Marsha if you wish to join).

If you have general inquiries, you can contact President Bob Brooks at ruralmunicipalityofbelfast@gmail.com.

I hope that helps.

Best,

Lori

Lori Mayne (she/her)
Communications and Member Services Officer
Federation of PEI Municipalities
(902) 566-1493



From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: Thursday, October 26, 2023 12:41 PM
To: lmayne@fpeim.ca
Cc: Holly Bernard <bordencarletonrec@gmail.com>
Subject: RE: Municipal Administrators' Association Meeting - Registration

Hi Lori

Can you inform me who the executive members are of the Association of Municipal Administrators of PEI and who the contact person is

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: October 16, 2023 3:40 PM
To: Randy Ahearn (randahearn@msn.com); Larry Allen (allendlarry@live.ca); Laurel Palmer-Thompson (laurelynnthompson@yahoo.com); Barb Wood (johnandbarb@pei.sympatico.ca); 'Ashley Steele'; 'ericstewart76@yahoo.ca'; Nicole Arsenault (nicole.a.2241@gmail.com)
Subject: Family Housing Harbourview Lane PID 380733

Hi All

I went on Geolinc and the Arsenault Brothers Buildings built on the Old School Lands was purchased by the Province PEI on August 6 2023.

The sale price recorded is \$2,419,600 or \$300,000 per Unit for the 8 Units

Jim Wentzell
CAO
902 437 2225

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: November 8, 2023 10:43 AM
To: Holly Bernard; 'Admin -Doc Dawson Ent.'
Subject: Central PEI Community Navigators

Good Day:

I trust this email finds you well!

I'm excited to introduce myself as the new Central PEI Community Navigator, working alongside Marla MacDonald to support newcomers in our community.

Our goal is to create a welcoming environment for newcomers and ensure they have easy access to resources and assistance they need. I'm eager to collaborate with you and explore the needs of newcomers in your area. If you know of any newcomers in Central PEI, please share our contact information with them so we can provide the support they require. Feel free to reach out to me or my colleague Marla to discuss how we can assist newcomers in your community.

Central PEI Community Navigators:

Marla MacDonald
marla.macdonald@cbdc.ca
Ph. (902) 598-7560

Kristi Petro
kristi.petro@cbdc.ca
Ph. (902) 786-5441

I look forward to working together to make newcomers feel welcomed and empowered in our community.

Kind regards,

Kristi Petro
Central PEI Community Navigator
kristi.petro@cbdc.ca
Ph. (902) 786-5441



PEI COMMUNITY NAVIGATORS

Program delivered by CBDC Western PEI - West Prince Ventures Limited (WPVL).

Visit Our Website at: www.peicommunitynavigators.com

The information contained in this e-mail may contain information intended for a specific individual and purpose. The information is private and is legally protected by law. If you are not the intended recipient, you are hereby notified that

PEI

PE.I.-based lobster processor files for creditor protection from N.B. court

South Shore Seafoods Ltd. owes \$55m, cites 'extreme volatility' of seafood market

Kerry Campbell · CBC News · Posted: Sep 28, 2023 9:05 AM ADT | Last Updated: 5 hours ago



The company plans to restructure and continue operations. (South Shore Seafood)

[comments](#) 

A seafood distributor based in western P.E.I. is part of a group of companies that has filed for creditor protection in New Brunswick court.

South Shore Seafoods Ltd. and related companies received an order from the Court of King's Bench in Saint John last week. According to court records, the Rosebank-based lobster processor and related companies owe creditors more than \$55 million.

In a letter to suppliers dated Sept. 25 and signed by co-owner Timothy Williston, South Shore cited the "extreme volatility" of the seafood industry over the past few years.

"The South Shore Seafood Group of Companies weathered these storms; however, it had a significant impact on its working capital," the letter states.

PEI

Backbench MLA flags fears about smoke from controlled burn of Fiona debris

Company was contracted to dispose of brush by burning it at site in Borden-Carleton

Brittany Spencer, Cody MacKay · CBC · Posted: Nov 09, 2023 6:00 AM AST | Last Updated: 7 hours ago



PC MLA Jamie Fox says he heard a number of complaints from people in Borden-Carleton who were concerned about smoke caused by a controlled burn of Fiona debris at the old fabrication yard. (Submitted by Jamie Fox)

A Progressive Conservative backbencher says he's concerned about how the province is disposing of debris from post-tropical storm Fiona at a site in Borden-Carleton.

Borden-Kinkora PC MLA Jamie Fox tabled photos showing the plumes of smoke coming from the fabrication yard in Borden-Carleton, where the provincial government has hired a company to burn the debris.

- **Get the news you need without restrictions. Download our [free CBC News App](#).**

Fox said the controlled burn was worrying people in the area, adding that it was environmentally unfriendly, had forced a business to close because of air quality, and was creating concerns among staff at a local school.

"This provincial government hired a company from away to burn over 20,000 cubic metres of Fiona waste located at the Borden yard alone, which is emitting

unbelievable amounts of greenhouse gases," Fox said.

- Satellite images tell the tale of where Fiona took biggest toll on P.E.I. forests
- Thousands of trees planted as project aims to make P.E.I. National Park more resilient to storms like Fiona

Fox directed his questions to Minister of Environment, Energy and Climate Action Steven Myers.

Myers said any environmental policy shouldn't evacuate schools, and that the leftover burnt wood called "bio-char" will be used in farmers' fields to increase nutrients in the soil and reduce farmers' use of nitrogen in fields.

"Your issue is that there was a fire and there was more smoke than was anticipated. I will definitely look into that because I think that is a very serious issue," Myers said.

However, Myers also said the disposal of Fiona-related debris and the controlled burn in Borden-Carleton fell under the Department of Transportation and Infrastructure, not Environment, Energy and Climate Action.

'Smoke was extremely excessive'

In a statement to CBC News, the Public Schools Branch (PSB) confirmed staff at Amherst Cove Consolidated School, located near the burn site, did raise concerns about smoky conditions and were advised to contact the local fire department.



PC MLA Jamie Fox says the controlled burn was 'emitting unbelievable amounts of greenhouse gases and particulates into the environment... [and] caused a business to shut down because of air quality and also a school contemplated being evacuated.' (Legislative Assembly of P.E.I.)

Fire crews sent to the school to do an air quality test confirmed it was safe for students and staff to remain at the school, the PSB told CBC News, and school staff were instructed to temporarily close any open windows and adjust the intakes of the school's air handling systems.

Matt Silliker, whose business Silliker Glass is close to the burn site, said he had to shut it down for a few hours while the burning was happening on Tuesday. He said the wind was blowing smoke from the fire directly into the two buildings he operates.



Matt Silliker, owner of Silliker Glass in Borden-Carleton, said some of his staff experienced some breathing issues as smoke wafted over the area. (Steve Bruce/CBC)

"The smoke was extremely excessive," Silliker said. "There were quite a bit of health and safety concerns. The main one was the smoke being inside the buildings."

He said some of his staff experienced breathing issues and a few didn't come into work Wednesday because they weren't feeling well.

Transportation and Infrastructure Minister Ernie Hudson told CBC News that when he was made aware of the concerns involving smoke from the burn site, the contractor doing the work was contacted right away.

- [Fiona tree debris not picked up yet? Here's what Island crews are doing](#)
- [Fiona storm debris sites on P.E.I. will be closing as of Oct. 31](#)

Hudson said an unexpected change in wind direction while the burn was underway meant control equipment the contractor was using had been turned off, so smoke travelled toward the community. He said the problem was addressed and resolved quickly.

"We were made aware of the occurrence, of what took place, and we will be monitoring it," he said.

Joanne V Smith

From: Municipal Affairs Division <municipalaffairs@gov.pe.ca>
Sent: November 1, 2023 10:18 AM
To: Joanne
Subject: Code of Conduct training, legislative input, funding, and more. 🏠

[View this email in your browser](#)



Dear Joanne,

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

In this e-newsletter:

- Reception Centre Resiliency Fund (Generators/Emergency equipment, etc.)
- Code of Conduct Training
- Input on the Policing Act
- Active Transportation Fund
- Climate Challenge Fund
- Enabling Accessibly Fund
- Are you prepared? Hurricane Season
- To Do

Jim Wentzell

From: Federation of Prince Edward Island Municipalities <info@fpeim.ca>
Sent: October 26, 2023 9:21 AM
To: Wendy
Subject: October 2023 FPEIM e-News

FPEIM Newsletter October 2023

[View this email in your browser](#)



Let's build a strong future together

Dear Wendy

this e-Newsletter

- [Semi-Annual Meeting](#)
- [FPEIM calls for interim measures to protect land](#)
- [FPEIM presents on municipal land use](#)
- [Code of conduct training now available](#)
- [Corkum-Gorrill named FCM Municipal Trailblazer](#)
- [Grants and Programs](#)
- [On the Move](#)

(902) 620-3558

Department of Housing, Land and Communities
Government of Prince Edward Island
PO Box 200
Charlottetown, PE C1A 7N8
www.princeedwardisland.ca/municipalgovernments

Good morning,

The Institute of Public Administration Canada (IPAC) Prince Edward Island Chapter invites you to attend a Panel Discussion at the Holland College CAST Building (Triple Room, 3rd Floor), to be held from **10:00 a.m. to 11:30 a.m. on Monday, November 20, 2023.**

Join our panel of experts as they share their knowledge, strategies, and practical insights for building a resilient workforce that can meet the demands of the future. Please see event details attached.

Jamie Aiken, Clerk of Executive Council, Government of PEI
Shannon MacDonald, University of PEI Board of Governors
Catherine Blewett, President, Atlantic Canada Opportunities Agency
Dr. Alexander (Sandy) MacDonald, President, Holland College
Eleanor Mohammed, Chief Administrative Officer, City of Charlottetown

This event is free, and space is limited. **Please RSVP by November 15 at <https://gov.questionpro.ca/WindInSails2023>.**

If you have any questions, please contact our IPAC-PEI team at ipacpei@gmail.com.

Sincerely,
Christopher Gillis
IPAC-PEI Executive Sponsor

Christopher Gillis, MPA, PMP
Deputy Clerk of Executive Council & Deputy Secretary to Cabinet
Deputy Minister, Priorities and Intergovernmental Affairs

Executive Council Office
Government of Prince Edward Island
5th Floor, Shaw South Building
95 Rochford Street
PO Box 2000
Charlottetown, PE C1A 7N8
www.princeedwardisland.ca

THE WIND IN OUR SAILS: BUILDING A WORKFORCE FOR THE FUTURE

IPAC



IAPC

Institute of Public Administration of Canada

Institut d'administration publique du Canada



JAMIE AIKEN
CLERK OF EXECUTIVE
COUNCIL
GOVERNMENT OF PEI



SHANNON MACDONALD
CHAIR, UNIVERSITY OF P.E.I.
BOARD OF GOVERNORS



CATHERINE BLEWETT
PRESIDENT
ATLANTIC CANADA
OPPORTUNITIES AGENCY



**DR. ALEXANDER
(SANDY) MACDONALD**
PRESIDENT
HOLLAND COLLEGE



ELEANOR MOHAMMED
CHIEF ADMINISTRATIVE
OFFICER
CITY OF CHARLOTTETOWN



TIME
10 - 11:30 A.M.



MONDAY,
20 NOV 2023



C.A.S.T. BUILDING
140 WEYMOUTH STREET

PANEL DISCUSSION

Prince Edward Island is a resilient place. Small in stature, and located on Canada's rugged eastern coast, our reputation extends across the country and around the world. Working together, we have withstood the pandemic and one of the strongest storms in Canadian history. In recent years, our workforce has faced adversity, adapted to change, and pressed forward. But there are still challenges ahead. Employers across all sectors are having to reimagine workplace cultures that prioritize mental wellbeing, innovation, and inclusion. Join our panel of experts as they share their knowledge, strategies, and practical insights for building a resilient workforce that can meet the demands of the future.

MODERATOR



CHRISTOPHER GILLIS

DEPUTY CLERK OF EXECUTIVE COUNCIL, DEPUTY
SECRETARY TO CABINET, AND DEPUTY MINISTER OF
PRIORITIES AND INTERGOVERNMENTAL AFFAIRS

**REGISTER AT: [HTTPS://GOV.QUESTIONPRO.CA/WINDINSAILS2023](https://gov.questionpro.ca/windinsails2023)
OR BY E-MAILING IPACPEI@GMAIL.COM**

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: October 26, 2023 4:33 PM
To: Laurel Palmer-Thompson (laurellynthompson@yahoo.com); 'Ashley Steele'; Barb Wood (johnandbarb@pei.sympatico.ca); Nicole Arsenault (nicole.a.2241@gmail.com)
Cc: 'Joanne V Smith'; Holly Bernard
Subject: FW: Virtual FRWML
Attachments: FRWML Virtual Session Graphic.png; FRWML Virtual Schedule Graphic.png

Good afternoon Chief Administrative Officers,

I kindly request that you forward the following message to all the women on your municipal council:

The PEI Coalition for Women in Government is pleased to invite all women Mayors, Councillors and Chief Administrative Officers to our virtual Fostering Resilience in Women Municipal Leaders talk on Wednesday November 15th from 6:30-7:30pm.

Join us on Zoom for an evening to meet three inspiring municipal women leaders from across Atlantic Canada including:

1. The Mayor of the Cape Breton Regional Municipality
2. The Mayor of the Town of Antigonish
3. A Councillor from the City of Saint John

Each guest speaker will do a 10-minute presentation on the topic of being a woman in municipal leadership. Following the presentations, participants will have the opportunity to ask our guests questions in breakout rooms.

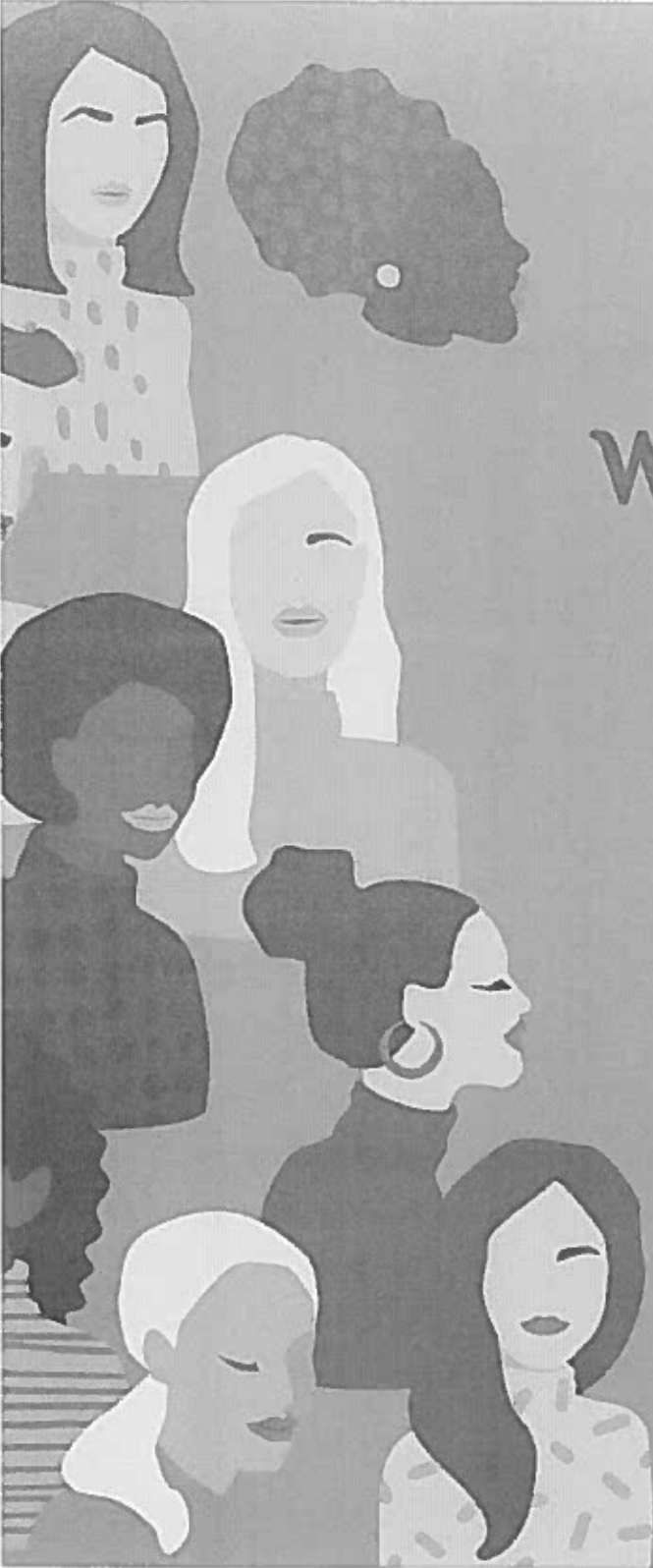
Please register [here](#) on our Eventbrite. As always, this event is free.

We hope you can attend,

--

Kari Kruse
She/Her
Office Manager
PEI Coalition for Women in Government

*We work flexibly at the Coalition - so while it suits me to email now, I don't expect a response or action immediately or outside of your working hours.



Fostering Resilience In Women Municipal Leaders

Via ZOOM

November 15th, 2023

6:30 - 7:30 PM



**PEI Alliance for
Mental Well-Being**



**FEDERATION
PRINCE EDWARD ISLAND
MUNICIPALITIES**

**PRINCE
EDWARD
ISLAND**

**COALITION
FOR WOMEN IN
GOVERNMENT**



TOWN OF BORDEN-CARLETON STAFF CHRISTMAS PARTY

Friday, December 15th

6pm Social hour - 7pm Meal

Borden-Carleton Legion

You and a guest are invited to attend the Town of Borden-Carleton 2023 Staff Christmas Party. Please RSVP to bordencarletonrec@gmail.com by December 1st

Merry Christmas and Happy Holidays

IMPORTANT NOTICE



Town of Borden-Carleton Water Utility

FALL HYDRANT FLUSHING

Saturday November 18 2023 10:00am - 4:00pm

Customers of the Town's Water Utility are advised that the Town will be conducting the Fall Water Hydrant Flushing this Saturday, November 18, 2023 from 10:00am – 4:00pm.

During this flushing:

- ✓ Water will be seen running on the road from the open hydrant
- ✓ Customers may notice mild drop in water pressure.
- ✓ When using water during or after the flushing, turn on your cold water first for a minute before using hot water.
- ✓ The purpose of the flushing is to clear out the water mains of possible sediment and to check that all hydrants are working.

The Town's Utility would like to Thank residents for their understanding and patience during this process.

For further information contact the Town Office at 902 437 2225 or email admin@borden-carleton.ca

TOWN OF BORDEN_CARLETON WINTER PARKING



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

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

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

THANK YOU



MUNICIPAL GOVERNMENT ACT

Disclosure Statement Form

PURSUANT TO SECTION 107(2)D AND 107(2)E OF THE MUNICIPAL GOVERNMENT ACT

This disclosure statement is (check which applies):

- Annual council member disclosure statement for the year of
Annual spouse disclosure statement for the year of
Post-election council member disclosure statement
Post-election spouse disclosure statement

CITY/TOWN/RURAL MUNICIPALITY OF

Name of Council Member:

Council Member Phone Number:

Council Member E-mail:

Address:

Name of Spouse (if applicable):

Date of Last Disclosure:

Handwritten note: Complete set of Forms sent to members of Council

Note: This form must be completed by each council member within 30 days of being elected and filed with the Chief Administrative Officer in accordance with clause 107(2)(d) of the Municipal Government Act.
Additionally, this form must be completed by each council member by November 30, of each year the member serves on council, and filed with the Chief Administrative Officer in accordance with clause 107(2)(e) of the Municipal Government Act.
If applicable, each Council member shall complete a separate disclosure statement for their spouse and certify that the information is accurate and complete; on both an annual basis, and after an election.
The contact information collected in this form could be used by Municipal Affairs staff for communication purposes.

Jim Wentzell

From: Municipal Affairs <municipalaffairs@gov.pe.ca>
Sent: October 16, 2023 11:14 AM
To: vacant
Subject: RE: Mandatory Code of Conduct Training

Municipal Chief Administrative Officers (CAOs),

The mandatory Code of Conduct training module for all council members is now available. Municipal Affairs requires an e-mail address for each council member to set them up for training. If you have not already provided an e-mail address for each of your council members, please send it along as soon as possible to municipalaffairs@gov.pe.ca. **Council members will have until March 31, 2024, to complete the Code of Conduct Training.**

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

The *Municipal Government Act* Code of Conduct Regulations were adopted on April 1, 2023. The new Code of Conduct Regulations gives municipal councils the framework to establish the expectations, rules and procedures they need to create and maintain a safe and respectful council environment for all members of council, municipal staff, and the public. As a result of the new regulations, it may be necessary to update your municipality's Code of Conduct Bylaw. Where your municipal bylaw conflicts with the Regulations, the provisions in the Code of Conduct Regulations will prevail. A new Code of Conduct Bylaw template has been uploaded to the provincial website: <https://www.princeedwardisland.ca/en/information/housing-land-and-communities/municipal-sample-bylaws>

We understand councils continue to look for direction on code of conduct issues and we hope these regulations provide the necessary tools of good governance, while respecting municipal autonomy to manage their affairs.

If you have any questions or concerns regarding the Code of Conduct Regulations, bylaw, or training please reach out to Municipal Affairs.

Municipal Affairs Division
(902) 620-3558 | municipalaffairs@gov.pe.ca

Department of Housing, Land and Communities
Government of Prince Edward Island
PO Box 200
Charlottetown, PE C1A 7N8
www.princeedwardisland.ca/municipalgovernments

Mandatory Code of Conduct Training for Council Members

The *Municipal Government Act* [Code of Conduct Regulations](#) were adopted April 1, 2023.

The new Code of Conduct Regulations require code of conduct training for all council members as specified by the Minister. As a member of council, you are required to complete the training by **March 31, 2024**.



**ACCESS
LINK**

www.princeedwardisland.ca/counciltraining

YOUR USERNAME

Your username will be sent to you in a private e-mail. Once you login you will be prompted to change your password before continuing with the training module.

Username: JDoe (John Doe)*

Password: Welcome*1

SIGN IN



COURSE MODE OPTIONS

Once you start the course, you will have the option to pick a mode that best suits your needs.

Enhanced Mode

Features

- Audio narration with synchronized onscreen text and images
- All features of Standard Mode
- Requires headphones or speakers

Enhanced Selected

Standard Mode

Features

- Text-based content with images
- Character-based scenarios
- Interactive learning activities and Knowledge Checks
- All interactions can be completed using keyboard controls

Choose Standard



COURSE

SCENARIOS

Throughout the course you will encounter scenarios to help illustrate code of conduct related issues.

Illustrative Scenarios

Throughout this course, you will encounter five scenarios illustrating code of conduct related issues council members may encounter and need to resolve in their work.

Scenario 1: Perspectives

Scenario 2: Lack of Awareness

Scenario 3: Blaming Another's Sensitivity

Scenario 4: A Deeper Conflict

Scenario 5: Conflicts Happen



Course Progress: 7.89%

KNOWLEDGE

CHECK

There are sections that will check your understanding of the materials covered by giving you multiple choice questions to answer.

YOUR

PROGRESS

Throughout the course you can see your progress. If at any point you have to exit the program, your progress will be saved. Once you sign in again you will be taken to the last slide you visited before your exit.

COURSE PROGRESS:

14%

IF YOU HAVE

QUESTIONS

If you are having difficulty accessing or completing the training, please reach out to your CAO or Municipal Affairs.



902-628-5638



municipalaffairs@gov.pe.ca



Amherst Cove Consolidated School

PAUL QUINLAN
Principal

300 CARLETON STREET, P.O. BOX 209
BORDEN-CARLETON, PE COB 1X0
PHONE (902) 437-8525 FAX (902) 437-8527
www.edu.pe.ca/amherstcove

EVAN KILLORN
Vice-Principal

(Date)

(Name of Contributor)

(Name of Business)

(Address)

Dear _____,

The Amherst Cove Consolidated Home & School committee will be re-launching our daily breakfast program for all students in November, 2023. Through no fault of their own, many children arrive at school hungry each day. One of the main motivations for this program is the high unemployment rates and meager means for many families in our small community. We know when healthy food is provided, a child's world changes; they are more alert, able to concentrate, thrive socially, physically and academically. Our parent council is hoping to build partnerships where volunteers, community organizations and businesses come together to make the nutritional needs of children and youth a priority.

School breakfast initiatives rely heavily on donations from the business community. We invite *(Name of business)* to partner with our school to foster the breakfast program. The ACC Home & School is hoping to raise \$10,000 to maintain our programming through the 2023-2024 school years. A financial gift from you will be a big help in reaching our goal.

Our school will acknowledge your support for this important initiative through our monthly school newsletter, promotional materials and our school website. Together we are transforming lives and building brighter futures - but without you, it just wouldn't be possible. Cheques can be made payable to ***Amherst Cove Consolidated School Home & School Association*** or email money transfers can be sent directly to [*parentcouncilacc@gmail.com*](mailto:parentcouncilacc@gmail.com)

Thank you for taking the time to consider this important school initiative for our students at Amherst Cove Consolidated. If you require further information, please do not hesitate to call

Sincerely, 

(Name of Parent)

ACC Breakfast Program Coordinator
(phone & email address)

Home of the Seadogs!

UNFINISHED BUSINESS:

9.1 Update on PEI Discovery and Research Centre

The PEI Research & Discovery Centre has requested a meeting with the Premier to discuss the province's position in respect to the creation and operation of a Research Discovery Science Centre in the province. They are still hopeful it can be located in Borden-Carleton.

An alternative is an alternative project to be located in Borden-Carleton.

9.2 Update on Fabrication Yard Development

Discussions are ongoing with the Town in respect to what types of projects (uses) would be suitable for the Fabrication Yard.

It is hoped that in the near future a proposal will come to the Town, Planning Board and Public meeting.

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

An RFP for year-round housing on the town owned property on Read Road was issued on Oct 11, 2023. An addendum was issued on Nov 7th allowing a second option to the developer in how the land could be acquired.

The RFP was posted on the provincial procurement site and sent directly to over 15 developers.

The closing date to respond to the RFP is Friday Nov 17 2023

Town of Borden-Carleton

Employee Annual Bonus Policy

Policy Title:	Employee Bonus	Policy Number:	#2023-HR-02
Administration	Approval/Effective Date		

Purpose:

1. The purpose of this policy is to formalize in policy format a practice that has been approved each year by Council. Some call it a Christmas Bonus. It has also been called an annual salary bonus. In some jurisdictions they call it a service award.

Preamble:

2. The Town does not offer a pension plan to the employees, nor an RRSP Plan nor a service award. It is of benefit to both the Council and staff and for budgeting purposes that staff are aware of employment benefits of being an employee of the Town, Arena and its utilities.
3. It is also desired that for whom and how the benefit is determined be clear.

Definitions:

4. **Cash** – means either in cash CAD currency, or cheque, or by e-transfer.
5. **Council** – means the Council of the Town of Borden-Carleton and its Committees.
6. **Employee Fulltime** – includes the CAO, Assistant to the CAO, Accountant, Recreation Director, Maintenance Supervisor and any other persons/positions that work at least 35 hours per week on a year-round basis.
7. **Employee Fulltime (Seasonal)** includes a person who works a minimum of 35 hours per week for a minimum of 15 weeks. Includes the Chief Arena Plant Operator, Property Maintenance employee, and assistant to the Maintenance Supervisor
8. **Employee Parttime** – Includes persons who work less than 35 hours a week and is on Payroll in December of any given year: Includes Facility Janitor, Arena Part-time staff, Casual Office staff and Arena Canteen staff.
9. **Employee Contracted** – Includes a person who is responsible for day-to-day operation of a town service such as the Town's Water/Sewer system
10. **Employee Student Employment**- All employees hired for 12 weeks or less to work on an once time basis as a student employee and in most cases employed under a federal or provincial grant.

Bonuses to be Paid

11. On a yearly basis no later than December 15th in any given year, the following cash bonus will be given to the following employees:

Employees Fulltime - \$200
 Employee Fulltime New (3 – 6 months service)
 Employees Fulltime New (less than 3-month service) - \$50
 Employees Fulltime(Seasonal) - \$100
 Employees Parttime - \$50
 Employee Contracted (Year- Round) - \$100

- 12. Employee Student – not eligible for an employment Bonus
- 13. All bonuses paid are a taxable benefit as defined by the Canadian Income Tax Act.
- 14. If positions are added or deleted, the bonus applies to positions that exist at the time the bonus is paid
- 15. If an interpretation is required in respect to the classification or eligibility of an employee’s eligibility for a bonus, the decision will be made by the CAO.
- 16. This policy may be changed at anytime by resolution of Council.

Date of Approval: _____

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

.....

DRAFT

TOWN OF BORDEN-CARLETON

EMO REVISED PLAN

In 2021 the Town of Borden-Carleton passed a revised EMO Bylaw. The last approved Borden-Carleton EMO Plan was passed in 2009 and in 2021 revisions to the plan were developed but never finalized and never approved.

For the past few months Town staff have finalized the revised plan by developing an EMO Team Org Chart, finalized the team members and their duties including representation from the Legion, the School & Strait Crossing.

In addition, an MOU for a Comfort Centre has been signed with the Legion and the EMO resource list has been updated. (This is an ongoing process)

The Funding for the Legion's generator was almost held up because of the Town's new Plan not being adopted.

Under separate Email, you will receive the draft revised Plan. It is not a static document. Even after adoption it will change as new information is received.

Jim Wentzell

CAO

November 12 2023