



**TOWN OF BORDEN-CARLETON**  
**REGULAR COUNCIL MEETING**

**Tuesday, October 10<sup>th</sup>, 2023 at 7:00 p.m.**  
**20 Dickie Road, Borden-Carleton, PE**

**AGENDA**

**1. CALL TO ORDER:**

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

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

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

Declaration(s) -

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**3. ADOPTION OF THE AGENDA:**

**4. APPROVAL OF PREVIOUS MINUTES:**

- 4.1 Regular Council Meeting – September 12<sup>th</sup>, 2023
- 4.2 Special Council Meeting – September 19<sup>th</sup>, 2023

**5. PUBLIC PRESENTATIONS:**

**6. COMMITTEE REPORTS:**

- 6.1 Police Report: RCMP Report for September 2023
- 6.2 Fire Department Report:
- 6.3 Recreation Director's Report:
  - 6.3.1 Gateway Arena Rink Dance Report
- 6.4 Properties and Planning Report:
  - 6.4.1 RV/Travel Trailer Scenarios
- 6.5 Finance and Administration Report:
  - 6.5.1 Cash Flow Report for September 2023
  - 6.5.2 Disbursement Listing September 2023
  - 6.5.3 CAO Update – Various Activities
- 6.6 Public Works/Streets and Lights Report for September/October 2023
- 6.7 Sewer/Water Report October 2023

**7. EXTERNAL REPORTS:**

**8. CORRESPONDENCE:**

**INFORMATION ITEMS:**

- 8.1 *FPEIM* – Semi-Annual Meeting Agenda – Saturday, October 14<sup>th</sup>, 2023
- 8.2 *Department of Municipal Affairs* – September 25<sup>th</sup> 2023 Newsletter

### 8.3 *Environment Energy and Climate Change* – Results of Pesticide Monitoring Program

#### **ACTION ITEMS:**

- 8.4 *Kinkora Regional High School* – Donation Request for Annual Fundraiser
- 8.5 *Invitation from MLA Jamie Fox* – Meeting with Hon. Micheal Barrett October 12<sup>th</sup>, 2023

#### **9. UNFINISHED BUSINESS:**

- 9.1 Update on PEI Discovery and Research Centre
- 9.2 Update on Fabrication Yard Development
- 9.3 Heat Pump Tender – Arena/Marine Rail Park

#### **10. NOTICE OF MOTIONS:**

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

#### **11. NEW BUSINESS:**

- 11.1 EMO Issues
  - 11.1.1 Database – Draw for Generator/Emergency Kit
  - 11.1.2 EMO Plan – Royal Canadian Legion
  - 11.1.3 Department of Justice – Royal Canadian Legion – Reception Centre Designation
- 11.2 IRAC Procedural Order – DP Murphy Inc. – Application for Petroleum License
- 11.3 Draft RFP – Read Road Housing
- 11.4 Consideration Grant for BADC (sewer)

#### **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

September 12<sup>th</sup>, 2023 – 20 Dickie Road Borden-Carleton, PE

7:00pm

**PRESENT:** Mayor Randy Ahearn, Deputy Mayor Larry Allen, Councillor Barb Wood, Councillor Nicole Arsenault-Bernard, Councillor Eric Stewart, Councillor Laurel Palmer-Thompson (arrived at 7:15 p.m.) and Councillor Ashley Steele.

**REGRETS:**

**STAFF PRESENT:** Chief Administrative Officer, Jim Wentzell  
Assistant to CAO, Joanne Smith  
Accounting and Finance Officer, Henry Le

**ALSO PRESENT:** Michelle Burge, MRSB Chartered Professional Accountants (departed at 7:50 p.m.)  
3 members of the public

**1. CALL TO ORDER:**

Mayor Randy Ahearn called the meeting to order at 7:02 p.m.

This meeting of Town Council is a historic first for the Town of Borden-Carleton as it is the first fully electronic meeting with members of Council and staff utilizing iPads to view the information for the Council meeting, and the various items were also projected on screen for public viewing and use by the auditors who presented the Town's audited statements to Council.

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

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

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

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

**3. ADOPTION OF THE AGENDA:**

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

MOTION CARRIED (6-0) (RR#23-09-01)

#### 4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved by Councillor Eric Stewart and seconded by Councillor Barbara Wood THAT the minutes of the July 18<sup>th</sup>, 2023 regular Council meeting be adopted as presented.

MOTION CARRIED (6-0) (RR#23-09-02)

It was duly moved by Councillor Eric Stewart and seconded by Councillor Nicole Arsenault THAT the minutes of the Special Council meeting held on July 25<sup>th</sup>, 2023 be approved as presented.

MOTION CARRIED (6-0) (RR#23-09-03)

#### 5. PUBLIC PRESENTATIONS:

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

Michelle Burge from MRSB Chartered Professional Accountants Inc. presented the consolidated financial statements for the Town of Borden-Carleton for the period ending March 31<sup>st</sup>, 2023.

It was moved by Councillor Eric Stewart and seconded by Councillor Larry Allen THAT the audited financial statements for the fiscal year ending March 31<sup>st</sup>, 2023 be approved by Town Council as prepared by MRSB Chartered Professional Accountants Inc.

MOTION CARRIED (6-0) (RR#23-09-04)

#### 6. COMMITTEE REPORTS:

##### 6.1 Police Report:

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

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

MOTION CARRIED (6-0) (RR#23-09-05)

##### 6.2 Fire Department Report:

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

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

MOTION CARRIED (6-0) (RR#23-09-06)

### 6.3 Recreation Director's Report:

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

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

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

### 6.4 Properties and Planning Report:

Councillor Laurel Palmer-Thompson gave a report of the permits issued for the month of August 2023 to Council.

**It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Ashley Steele THAT** the Properties and Planning Committee report be accepted as presented.

**MOTION CARRIED (6-0) (RR#23-09-08)**

### 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 August 2023.

#### 6.5.1 Cash Flow Report August 2023

#### 6.5.2 Disbursement Listing August 2023

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

Monthly totals: Town	\$ 64,781.97
Arena	\$ 1,262.90
Utility	\$126,639.08

**It was duly moved by Councillor Eric Stewart and seconded by Councillor Nicole Arsenault THAT** the Finance and Administration report be accepted as presented.

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

#### 6.5.3 CAO Update – Various Activities

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

#### Sponsorship for the Rink Dance

The CAO reported that August was a busy month in efforts to solicit sponsorship for the Rink Dance that was held on September 9<sup>th</sup>, 2023.

The response to letters requesting corporate sponsorship to aid in the event costs were well received by recipients. The sponsorship campaign yielded a successful outcome for the Town.

#### **Summer Staff**

The Town was fortunate to have summer staff and received funding for these positions.

#### **New Website**

A new website was established for the Town and the accommodation for electronic council meetings has been launched.

#### **Emergency Preparedness**

An Emergency Preparedness informational flyer will be distributed to residents to encourage and remind people to take care of themselves for the first 72 hours during an emergency.

Staff plan to create a database of the most vulnerable or at risk in the community so that the Fire Department are aware of these individuals during an emergency event.

#### **Memorandum of Understanding (MOU)**

The CAO is endeavoring to have an MOU signed between the Royal Canadian Legion and the Town. It is the understanding that the Legion would be designated as a warming center for the community during an emergency event.

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

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

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

- 8.1 *FPEIM* – Call for nominations for the Bruce H. Yeo Memorial Award
- 8.2 Department of Municipal Affairs Newsletter
- 8.3 Borden-Carleton August Newsletter
- 8.4 Lamborghini Group – Visit to Marine Rail Park on September 16<sup>th</sup>, 2023

##### **ACTION ITEM:**

- 8.5 Royal Canadian Legion – Request for donation to elimination draw

**It was duly moved by Councillor Eric Stewart and seconded by Councillor Larry Allen THAT** the Town of Borden-Carleton give two (2) twenty-five-dollar (25) gift cards to the Royal Canadian Legion Branch #10 as a prize in their annual elimination draw to be held on December 9<sup>th</sup>, 2023.

**MOTION CARRIED (6-0) (RR#23-09-10)**

- 8.6 *Immigration Refuges and Citizenship Canada – Welcoming Week* September 8-17, 2023

#### **9. UNFINISHED BUSINESS:**

##### **9.1 Participation in PEI Discovery and Research Centre**

The Town has expressed support in the project for a PEI Discovery and Research Centre in Borden-Carleton and in being a willing participant in making the facility a reality. The CAO reaches out to the organization every couple of weeks for updates on the project.

## **9.2 Update on Fabrication Yard**

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

## **10. NOTICE OF MOTIONS:**

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

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

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

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

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

**MOTION CARRIED (6-0) (RR#23-09-11)**

## **11. NEW BUSINESS:**

### **11.1 Discussion: New Signs for the Municipality and Gateway Arena**

The Town is interested in having electronic signs installed at Gateway Arena. Research is being conducted by staff on digital signage for the municipality.

A second sign is planned for outside of the Fire Station. Digital signs would enhance communication in the Town by providing the ability to broadcast information about an emergency situation, advertise for Town events and meetings.

The digital sign would be crucial for displaying emergency alerts, advisory notices and help to bolster the Town's safety measures during an emergency event.

### **11.2 Resolution – Transfer of Gas Tax Funds**

**Moved by Councillor Barbara Wood and Seconded by Councillor Eric Stewart**

**WHEREAS** Council has included in its five-year capital plan the repaving of the streets in the Town;

**AND WHEREAS** CBCL Limited has completed tenders for the repaving of portions of Church Street, Kirkpatrick Street, George Street, and Miller Street;

**AND WHEREAS** Council wishes to finance the paving of these streets through the Gas Tax Fund;

**AND WHEREAS** in order to do so would require a reallocation of the Town's Gas Tax Funds; therefore

**BE IT RESOLVED THAT** the Town of Borden-Carleton request the province to transfer the Gas Tax allocated to the various projects as follows:

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

**MOTION CARRIED (6-0) (RR#23-09-12)**

### **11.3 Resolution: Tender – Paving of Streets**

**Moved by Councillor Larry Allen and Seconded by Councillor Barbara Wood**

**WHEREAS** CBCL Limited issued a tender repaving of portions of Church Street, Kirkpatrick Street, George Street, and Miller Street on behalf of the Town of Borden-Carleton;

**AND WHEREAS** two bids were received in response to this tender call that was posted on the Construction Association of PEI Tender website;

**BE IT RESOLVED THAT** the Town upon, and pursuant to the recommendation of the CAO, award the contract for the repaving of four Town streets in Borden-Carleton to Curran & Briggs, the low bidder, in the amount of ninety-eight thousand nine hundred dollars (\$98,900.00) plus GST.

**MOTION CARRIED (6-0) (RR#23-09-13)**

### **11.4 Resolution: Tender – Heat Pumps – Rail Park and Gateway Arena**

**Moved by Councillor Nicole Arsenault and Seconded by Councillor Ashley Steele**

**WHEREAS** the Town of Borden-Carleton was approved for provincial funding under the Community Revitalization program for two heat pumps for the Marine Rail Park and the Gateway Arena;

**AND WHEREAS** a tender invitation was extended to several firms to tender on the supply of 2 units, the installation and the commissioning of the heat pumps;

**AND WHEREAS** two bids were received in response to this tender call;



**BE IT RESOLVED THAT** the Town upon, and pursuant to the recommendation of the CAO, award the contract for the heat pumps to be installed at the Marine Rail Park and Gateway Arena in Borden-Carleton to Greenfoot Energy Solutions, in the amount of fifteen thousand, two hundred dollar and eighty dollars (\$15,280.00) plus GST.

**MOTION CARRIED (6-0) (RR#23-09-14)**

**12. IN-CAMERA:**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart to go into 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 (6-0) (RR#23-09-15)**

Council went into in-camera at 8:37 p.m.

**It was duly moved by Councillor Barb Wood and seconded by Councillor Eric Stewart THAT Council move back to a public meeting.**

**MOTION CARRIED (6-0) (RR#23-09-16)**

Council returned to open session at 9:40pm

**13. LOI with Paynter Brothers – Sale of Land at 20 Dickie Road in the Town of Borden-Carleton**

**Moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Nicole Arsenault**

**Whereas the Town of Borden-Carleton on Oct 20, 2022 had entered into a LOI with Paynter Brothers Ltd; and**

**Whereas the parties agreed to revise and extend the LOI on July 2023 ; and**

**Whereas in good faith the town voluntarily extended the timeline first to July 31 2023 and then to August 31, 2023 to Paynter Brothers Ltd to meet the terms of the LOI; and**

**Whereas as of Sept 12, 2023 the terms of the LOI have not been met; therefore**

**Be it Resolved that The Town of Borden-Carleton discontinue negotiations with Paynter Brothers Ltd for the development of 70 Read Road and terminate the LOI as of Sept 12, 2023.**

**MOTION CARRIED (6-0) (RR#23-09-17)**

It is Council's intent to reissue an RFP for development of 70 Read Road.

**14. ADJOURNMENT:**

Council meeting adjourned at 9:50pm

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

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



Town of Borden-Carleton

Special Council Meeting Minutes

Sept 19, 2023 – 20 Dickie Road Borden-Carleton, PE

7:00pm

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

**REGRETS:**

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

**ALSO PRESENT:**  
Town Solicitor Filip Hrga & Development Officer Derek French

**1. CALL TO ORDER:**

Mayor Randy Ahearn called the meeting to order at 7:00 p.m. and stated that the purpose of the meeting was to discuss interpretation of the Town's Land Use Bylaw with the Town Solicitor and the Town's Development Officer in respect to Temporary Uses.

**2. IN-CAMERA:**

**It was duly moved by Councillor Nicole Arsenault. and seconded by Councillor Nicole Arsenault** to go into in-camera to consider matters pursuant to MGA 119(1)(e) *a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;*

**MOTION CARRIED (6-0) (RR#23-09-18)**

Council went into in-camera at 7:05pm

**It was duly moved by Councillor Nicole Arsenault. and seconded by Deputy Mayor Larry Allen** that Council moves back to a public meeting.

**MOTION CARRIED (6-0) (RR#23-09-19)**

Council returned to open session at 8:05pm

### 3. DIRECTION TO STAFF

As the Land Use Bylaw is not clear in respect to temporary uses and not clear in respect to what zones Travel Trailers and RV use may be permitted uses, Council directed staff not to issue any temporary permits for travel travels and RV uses in the Town until such time as the Bylaw can be amended to clarify such uses.

### 4. ADJOURNMENT:

Council meeting adjourned at 8:10pm.

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

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



BORDEN-CARLETON  
MAYOR'S  
POLICING REPORT  
SEPTEMBER 2023

East Prince RCMP Detachment  
“L” Division  
Prince Edward Island

The East Prince Detachment reports a total of 20 police files created for service to Borden-Carleton, during the month of September, 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

Cst. Trent Lafferty has been assigned as the 2023-2024 School-RCMP Liaison for Amherst Cove Consolidated School. He will be in regular contact with the School for safety visits (lockdown drills) and will be popping by to say hello to students and staff.

On September 9<sup>th</sup>, 2023, at 11:00 AM, Members of the Prince District RCMP completed a Checkstop on the Dickie Road in Borden-Carleton. Approximately 30 cars were checked for violations under the Provincial Highway Traffic Act, and no violations were noted.

As requested by the Borden-Carleton Recreation Department, Members of East Prince RCMP conducted extra patrols through the streets, late on September 9<sup>th</sup>, 2023, to ensure a peaceful and speedy exit from dance attendees at the Gateway Arena.

Prince District RCMP Members have reported 145 hours providing policing services to the Town of Borden-Carleton, during the month of September 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.

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

OCCURRENCES	September 2023	Year to Date
Assaults (All Categories)	1	3
Break and Enters (Residence & Business)	0	2
Causing Animals Unnecessary Suffering	0	1
Assistance to Organization	0	2
Crime Prevention	1	2
Abandoned Vehicle	0	1
Theft of Bicycle	0	1
Theft of Motor Vehicle	0	0
Theft Under \$ 5000	5	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	50
Traffic Collision	2	4
Trespass Act	0	3
Failure to Comply with Undertaking	0	1
Roadside Suspension	0	1
Liquor Act	0	1
Cannabis Act – Offences Only	0	1
Uttering Threats against a Person	0	2
Causing a Disturbance / Mischief (including public intoxication)	0	10
Impaired Operation of Motor Vehicle	1	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	21
Neighbor Dispute	0	1
False Alarms	0	8
Use/Traffick/Possess a Forged Document	0	1
Sudden Death	0	2
Wellbeing Check	1	4
Suspicious Person/Vehicle	0	3
911 Act	1	3
Items Lost/Found	1	3
Dangerous Driving	0	2
Fraud	0	3
Mental Health Act	0	4
Person Reported Missing	1	1
<b>Total Calls for Service</b>	<b>20</b>	<b>178</b>

Provincial

Charges/Warnings for the month:

<b>TRAFFIC</b>	<b>September 2023</b>	<b>Year to Date</b>
Speeding Violation Charge	2	15
Other Non-Moving Traffic Violation Charge	0	7
Warning Issued	1	14



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.



Cpl. Alan Beaton  
Supervisor/Investigator  
Prince District RCMP  
902-436-9300

Sept 21

MEDICAL CALL

BORDEN-CARLETON

Sept 25

Smell of Smoke

BORDEN-CARLETON

Oct 4

MEDICAL CALL

CAPE TRAVERSE

Fire Chief

Shawn JESSOME

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

Tuesday, October 10th

## Recreation Directors Report

The arena is set to open on October 21<sup>st</sup> for ice rentals. This will be when Southside Minor Hockey will be ready to start their regular ice times. MCM Refrigeration was in and got the plant running and the process of ice making has begun. We have reached out to the Elementary school to see if they would like to use the ice for free on October 20<sup>th</sup>.

Dennis and Arthur have been working on the rooms upstairs at the arena to get them back in working order. So far, a good amount of flooring has been laid, the ceiling in the minor hockey room has been fixed and base board has been put back on.

Now that we have to new Zamboni, we will be starting the process to find sponsor(s) to have their business name on the sides of it. Holly has done some research with other rinks on what they charge based on the amount of activity each rink has (Ex: Civic Center has the Islanders), or if some rinks had a deal when buying their Zamboni (Ex: Rustico Lions Club will have sponsorship on their Zamboni forever as they paid it in full).

All of our Summer Staff is now done for the season. Thank you to Laurie, Frankie, Brandon, Morgan, Kloey and Karli for doing such a great job all summer. We rely highly on them to fulfill big positions over the Summer while we tend to the other jobs at hand. Wishing them all a wonderful winter season.

The Marine Rail Park is now open Monday to Friday 8am-4pm as we are now down to just our full-time staff and arena staff. We have changed the signage down there to state this so there is no confusion. Once we are ready to close up the park for the Winter, we will post new signs saying Park Closed for Winter.



**Borden-Carleton**

*The coastal heart of PEI!*

# REPORT

## DAVE DOYLE DANCE

September 2023

<b>TOWN OF BORDEN-CARLETON</b>		<b>RINK DANCE</b>	
<b>SPECIAL PERFORMER :</b> DAVE DOYLE BAND	<b>♀ GATEWAY ARENA</b> 246 Main Street, Borden-Carleton, PE	<b>\$20.00</b> <b>TICKET</b>	<b>SATURDAY SEPT 9TH</b>
<b>BAR: 9PM-1AM</b> <b>MUSIC: 9PM - 1AM</b>	<b>THIS IS A 19+ EVENT</b>		
			245

## **PURPOSE OF THIS REPORT**

Records from past dances were not readily available to know the true costs of operating a Dance and to give information on the feasibility of operating such dances in the future. Keeping proper records on such events will allow Council & staff to make better decisions in hosting such events.

From this dance, we have a better idea of how much liquor to purchase and what brands, what % percentage of sales to expect at the door, what the true costs of various aspects of the dance were

## **TIMING IS EVERYTHING**

To be successful, these events need to be set several months in advance so that proper promotion can happen. And the chosen band should reflect a combination of availability, popularity and affordability. And is the event a stand-alone event or part of a larger event (Canada Day/Bridge fest/Gateway Days)

## **HOW THIS EVENT WAS PROMOTED**

A flyer was sent to all residents in the Town

Posters were put up in several communities in the province and at several locations in the Town  
Postings were put on several Facebook Pages and repeated a couple times (shared by others)

It was advertised in the newspaper

Emails were sent to persons who purchased tickets for the previous Ellis Family Dance

## **AVAILABILITY OF TICKETS**

Tickets were available at the Town Office (including after hours) by telephone, email paid either by cash, debit or e-transfer.

Other tickets were sold by some Council members

Tickets were available at the Door.

## **SPONSORSHIP**

Even though the dance was more of an ordinary dance, there was a concern that was a possibility the dance would operate at a deficit that would fall back to the taxpayers of the Town. As Council had decided the dance would proceed regardless of ticket sales, staff made a conscious effort to obtain sponsors of the dance. Over 83 letters and emails were sent to businesses in the town and businesses that the Town, Arena and Utilities had business dealings with.

We had a great response to our request for sponsors: 14 sponsors totaling \$5,250 . Without sponsors the dance would have incurred a deficit.

# The Town Of Borden-Carleton Rink Dance Sponsorship Board

## A BIG THANK YOU TO ALL OUR SPONSORS

### Major Sponsor - \$500 +

Lone Oak Brewing Co. - Clinton Hills Weddings & Events  
Anonymous - Anonymous

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

Township Chevrolet - Fitzgerald and Snow - Cox & Palmer  
Silliker's Glass - MCM Refrigerator - Compass Tech  
CBCL - Prince County Auto Parts - Callbecks's Home Hardware

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

Webavee Web Development



## STAFFING

The dance was staffed by 11 individuals who were paid an honorarium of \$100 each and in addition the Recreation Director and CAO were there to coordinate activities.

Set up – Tables/Chairs/Stage/Power – 3 Town staff

Two Bars – 3 persons each

Door Sales/Admission – 2 persons

Bar Ticket/50/50 Sales – 2 persons

Cleanup (During Dance) – 1 person

Cleanup after the Dance – 1 person plus Recreation Director plus CAO

Tear Down (Monday following Dance) – 3 Town Staff

## OTHER

There were 10 security persons hired

We rented 150 chairs & 15 tables

We borrowed chairs & tables from the Legion

We rented four Porta Pottis

## FINANCIAL

Total Tickets Sales = 167 persons

For every \$20 ticket sold, we would only end up with \$8.40 (9.00 chair rental/2.60 GST)

Without Sponsors the Dance operated at a Loss. (\$2,035)

We had 14 sponsors totaling \$5,250

The net Profit to the Town with Sponsors was \$3,214

The operation of the Bar realized net profit of \$1,166 for the Bar.

## Income Statement Dave Doyle Dance

<b>Revenue</b> .....		
Tickets Sales	3,340.00	
Draw 50/50	101.00	
Snacks Sales	95.00	
Drinks Sales	3,952.00	
Total Sales	<u>7,488.00</u>	
Less GST collected on sale	<u>-976.70</u>	
Net Income	<u><b>6,511.30</b></u>	
<b>Expenses</b> .....		
Purchases- Drinks & Snacks	2,675.98	
Less: Licquor Returned	-936.38	
Less: Inventory Sold (cost)	<u>-399.81</u>	
Net Cost of Goods Sold (net of GST)	1,339.79	
Signs + Posters	1,026.38	
Advertising	569.25	
Wages	1,100.00	
Band	1,568.19	
Chairs & Tables	1,559.85	
Security	1,293.75	
Portapotties	460.00	
Other	537.81	
Total Expenses	<u>9,455.01</u>	
Less GST Paid (All Other Costs but Bar)	<u>-908.51</u>	
	<u><b>8,546.50</b></u>	
<b>Profit (Loss) *</b>	<u><b>-2,035.20</b></u>	
<b>Add Sponsor received</b>	<u><b>5,250.00</b></u>	
<b>Net Profit (With Sponsorship)</b>	<u><b>3,214.80</b></u>	
<b>Operation of BAR</b>		
Sales	3,206.09	
Less: Net Purchases	1,339.79	
Gross Profit Bar	1,866.30	
Less: Labour	<u>700.00</u>	
<b>NET PROFIT BAR</b>	<u><b>1,166.30</b></u>	

### FISCAL CONTROLS

1. We had good fiscal controls in place and all cash transactions were reconciled.
2. The Dance tickets were pre-numbered and un sold tickets accounted for
3. The Door Sales was reconciled with number of tickets given out  
Proceeds from Sale of Drinks were reconciled by tracking number sold vis ticket numbers
4. The 50/50 Draw proceeds were reconciled by tracking numbers sold via ticket numbers
5. All monies for each fund were counted and checked by two persons and cash reports created.
6. Other than the drink cups all remaining inventory was sold at cost (soft drinks sold to Canteen)
7. We reconciled the drinks sold with the number of drinks poured and the numbers were amazingly close: 658 drinks sold; 652 drinks poured

## OTHER COMMENTS & OTHER STATISTICS

- Without Sponsors the Breakeven Point would have been 400 tickets sold (137 more tickets)
- Without sponsors the loss would have been in excess of \$2,000
- A higher priced bank would change the Break even point.
- A higher ticket price would have reduced the breakeven point.
- If there were volunteers instead paid workers, the dance would have saved \$1,100
- Security seemed to be excessive – We hired 10 (6 should have been enough)
- Half of our ticket Revenue goes to Rent Tables & Chairs: Hard to justify purchasing 300-400 chairs plus 40 tables if there are only a couple events at the Arena a year that needs them.
- Capital Cost = \$20,000-\$25,000.
- Look into, if a Dance is less than 200 people, why would we need Porta potties.
- Basically, there was no revenue from the 50/50 draw as we paid the seller \$100
- Of the 167 dance tickets sold 79 were purchased by Borden Residents
- Tickets Sold in Advance 123 (26 Town Hall; 81 Councillors) Tickets sold at Door 44
- The bar profits were higher than anticipated as we calculated pricing on 1.5 oz drinks but poured only 1.0 oz drinks
- For future reference, we can anticipate an average of 4 drinks per person (658 drinks)
- We know how many drinks of each brand of beer, spirits and wine were sold as a guideline in what to purchase in the future
- Decision to have a Dance & Booking of Band needs to be made at least three months in advance
- Staff time to plan such an event utilized both CAO, Recreation Director & Office staff time for a greater part of August meaning time spent on some of the other tasks were not possible
- A dance as part of a bigger event would draw more response.
- An alternative is for another organization or group to rent the Arena for a Dance in Town.
- Tracking who purchases tickets gives us a database to send direct information on similar events
- There are companies/software to enable tickets to be sold online for events, but the customer (purchaser of the tickets) is charged a service charge.

Jim Wentzell/ Holly Bernard  
September 28 2023



Dave Doyle Dance - BAR DRINKS SOLD

Products	Unit	Price		
			Sold	Drinks Sold
Budweiser	Can	1.76	36.00	36.00
Coors Light	Can	1.76	108.00	108.00
Molson Canadian	Can	1.76	45.00	45.00
Alexandre Keith's	Can	1.82	14.00	14.00
Alpine	Can	1.76	23.00	23.00
Colliding Tides	Can	2.90	36.00	36.00
Twisted Teas	Can	2.86	24.00	24.00
Smirnoff Ice Life	Can	2.86	36.00	36.00
White Claw Mixer	Can	8.95	12.00	12.00
<b>Total Can Drinks Sold</b>				<b>334.00</b>
Vodka	Bottle	41.79	2.00	76.00
White Rum	Bottle	41.79	3.50	133.00
Spiced Rum	Bottle	45.79	1.00	38.00
Rye Whisky	Bottle	43.29	1.00	38.00
Red Wine (Cabernet Merlot)	Bottle	48.78	0.50	8.00
White Wine (Pinot Grigio)	Bottle	51.78	1.50	25.00
<b>Total Other Drinks</b>				<b>318.00</b>
<b>TOTAL DRINKS Poured</b>				<b>652.00</b>

OTHER			Items Used
Drinking Cups	Cup	0.10	250.00
Coke	Can	0.68	45.00
7 Up	Can	0.68	29.00
Ginger Ale	Can	0.68	7.00
Pepsi	Can	0.68	1.00
Coke Zero	Can	0.68	8.00
Water	Bottle	0.22	89.00
Diet Coke	Can	0.68	29.00
Sprite	Can	0.68	2.00
Diet Pepsi	Can	0.68	12.00
Cranberry Juice	Bottle	3.77	2.25
Orange Juice	Bottle	1.28	4.00
Ice	Bag		6.00
Snacks	Bag	0.79	22.00
Chocolate	Bar	0.87	8.00
Peanuts	Bar	1.00	4.00

## RV/Travel Trailer Uses Re: Borden-Carleton Land Use Bylaw

### What should be regulated – What should be Exempt Discussion Paper

#### Drafting Revisions to the Land Use Bylaw

This is a follow up to the discussions Council held in respect to Camping Trailers/RV Uses in the Town. The general consensus was that Council did not want RV's/Camping Trailers as a Main Use on a Lot. Our bylaw also states that one can't use an accessory use for habitation purposes

It was stated that the intention was that persons could have a RV/trailer on the lot while construction was taking place to build a cottage or home.

Another issue is that our Bylaw does not state what is the maximum allowed timeline for a temporary use. In addition, should permits be issued for accessory structures for a temporary use such as decks & storage buildings.

A related issue, not discussed by Council is Short Term rentals now licensed by the province.

Before having bylaw amendments drafted by Derek French/Filip Hyra, it is important that the intent of Council is clear and that the bylaw is clear for the uses of RV/Camper Trailers in the Town. I have drafted various scenarios that RV/Camping Trailers may be used and any bylaw amendments should be clear as to the intent of what the permitted uses will be.

#### Scenarios

1. Homeowner has an RV, parks it in the yard for the summer, family wishes to sleep in it during the summer. Usually RV is in the driveway, no property setbacks applied. (May be used just a few nights or used summer long)
2. Same scenario as #1, except Property Owner does not have an RV but may have a friend or relative visiting and wants to locate their RV on the lot for the summer.
3. How is a camper trailer/RV in the yard any different from a tent in the yard that people sleep in overnight?
4. Property Owner has a vacant lot, may wish to park the Camper Trailer/RV on the lot for the summer for use either every day or on weekends
5. Property Owner has a vacant lot, may wish to park the RV on the lot but make it semi-permanent adding a deck and storage building, maybe electricity, well & septic.

6. Same Scenario as #4, Property Owner does not have an RV but may have a friend or relative visiting and wants to locate their RV on the vacant lot for the summer
7. Property Owner may have a lot, put their RV on the lot and invite friends with their RVs to locate on the lot for the summer. (multiple RVs)
8. RVs are staying for a couple nights at such locations as Lone Oak. No permits ever applied for.
9. Property Owner has a vacant lot. Intends to build a home, wants to live in a trailer while construction takes place.
10. Some people own an RV/Camper Trailer. They travel with it to vacation elsewhere. When its not in use, its sits on their property. Some people store their RV's at a campground during the Winter. Others may wish to keep it on their own property year- round.

### Temporary Uses

Clarification of What is a "Temporary Use" Needs to be clear the permit is for up to 120 ??? consecutive days within a calendar year e.g., Can't stay two weeks, leave for two weeks and say they only used 14 days of their 120.

Should there be exemptions where a temporary use shorter than 2 weeks? Not require a permit.

Clarification: Can a Temporary Use be a Main Use or just an accessory use.

Permitting Accessory structures for Temporary Uses.: Decks/ Storage Buildings, should they be temporary uses as well

### Short Term Rentals

Short Term Rentals as a Permitted use is not addressed in our Land Use Bylaw. The province is now licensing Short Term Rentals and before issuing a permit, checks with the Town to see if they are a permitted use. The only response we can give the province now, is that we don't regulate short term uses.

The question is, such they be addressed in our Bylaw. Should they be permitted uses in certain Zones. Comments I have received (to date) include:

- Short term rentals don't just involve renting of cottages, it involves renting of residences as well.
- Some people are nervous having strangers staying next to them not knowing who they are and different people coming and going all the time. (More of an issue when neighbours are side by side (downtown Borden)
- Derek has stated that if the use is in a Zone that permits single family dwellings only, then the dwelling can only be rented by a single family, not half to one family and half to another family at the same time. (Not easy enforceable)

- Then there is the issue of short-term Rentals that could involve RVs/Travel Trailers: Homeowner puts an RV on his property next to his house, either stays in the RV for the summer and rents out the house as an Airbnb, OR stays in the house and rents out the RV for the summer, OR goes elsewhere and rents out both the house and RV for the summer.
- All the scenarios pertaining to RV/Travel Trailers above (#1-#10) could be not for homeowner/friends/family use BUT could be Short Term Rental operations.

I'm requesting that the Planning Committee or Council as a Whole meet and discuss these issues so that a consensus can be reached that will enable proposed changes to the Land Use Bylaw be drafted.

Jim Wentzell  
CAO  
September 29 2023

## FINANCIAL REPORT FOR SEPTEMBER 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 SEPTEMBER 30 2023

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	69,634	750	3,900	66,484
TOWN	216,303	76,310	102,625	189,988
UTILITIES	101,464	12,694	15,274	98,884
<b>Total Cash Flow</b>	<b>387,401</b>	<b>89,754</b>	<b>121,799</b>	<b>355,356</b>

ACTIVITY SEPTEMBER 2023	Opening	Deposits	Transfers	Closing
RESERVES	Balance	EFT Payments	EFT Payments	Balance
Gas Tax ACCT	180,737	211,119		391,856

ACTIVITY SEPTEMBER 2023	Opening	Deposits	Principal Only	Closing
LOANS	Balance	EFT Payments	EFT Payments	Balance
Fire Truck 71-9	95,514		1,667	93,847
Sewer 72-9	422,917		2,627	420,290
Sewer Mains 74-9	66,023		131	65,892
Storm Drains 75-9	66,023		131	65,892
Water/Sewer 79-9	292,612		0	292,612
<b>Total Loans Outstanding</b>	<b>943,089</b>	<b>0</b>	<b>4,556</b>	<b>938,533</b>

### Deposits & Bill Payments

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

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

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

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

We ensure no account endures overdraft charges

## Town of Borden-Carleton

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16895	Payroll	Bernard, Holly	1,550.29	Sep 07, 2023
16896	Payroll	Le, Quoc Bao	1,583.25	Sep 07, 2023
16897	Payroll	Smith, Joanne	1,428.24	Sep 07, 2023
16898	Payroll	Wentzell, Jim	1,839.16	Sep 07, 2023
16899	Payroll	Bernard, Dennis	1,388.72	Sep 07, 2023
16900	Payroll	Ranahan, Arthur	171.63	Sep 07, 2023
16902	Payment	Ahearn, Randy	252.08	Sep 01, 2023
16903	Payment	Allen, Larry	197.08	Sep 01, 2023
16904	Payment	Bernard Arsenault, Nicole	197.08	Sep 01, 2023
16905	Payment	Steele, Ashley	197.08	Sep 01, 2023
16906	Payment	Stewart, Eric	177.08	Sep 01, 2023
16907	Payment	Palmer Thompson, Laurel	197.08	Sep 01, 2023
16908	Payment	Wood, Barb	197.08	Sep 01, 2023
16910	Payment	Xerox Canada LTD	45.98	Sep 06, 2023
16911	Payment	Prince Edward Island Potato Board	1,058.00	Sep 06, 2023
16912	Payment	Ceretti's Grocery & Hardware	1,286.81	Sep 06, 2023
16913	Payment	Good Equipment	186.11	Sep 06, 2023
16914	Payment	Holland College Charlottetown Cent	500.00	Sep 06, 2023
16915	Payment	Minister of Finance Justice & Public	26,713.00	Sep 06, 2023
16916	Payroll	Perry, Frankie	1,042.45	Sep 07, 2023
16917	Payment	Holly Bernard	70.00	Sep 06, 2023
16918	Payroll	Bagnall, Brandon	1,039.35	Sep 07, 2023
16919	Payroll	Henry, Laurie	1,089.53	Sep 07, 2023
16920	Payroll	Gallant, Arthur	580.56	Sep 07, 2023
16921	Payment	Holly Bernard	1,100.00	Sep 06, 2023
16922	Payment	MJS Marketing & Promotions	569.25	Sep 06, 2023
16923	Payment	Dave Doyle	1,500.00	Sep 07, 2023
16924	Payment	PEI Liquor Commission	2,476.50	Sep 07, 2023
16925	Payment	Callbeck's Home Hardware	40.05	Sep 07, 2023
16926	Payment	University of Prince Edward Island	500.00	Sep 19, 2023
16927	Payment	Bernard Welding Limited	268.87	Sep 20, 2023
16928	Payment	CBCL Limited	4,347.00	Sep 20, 2023
16929	Payment	Toursec Production Services	1,293.75	Sep 20, 2023
16930	Payment	Green Diamond Equipment	696.28	Sep 20, 2023
16931	Payment	Cox & Palmer	3,428.22	Sep 20, 2023
16932	Payment	Orkin Canada	40.25	Sep 20, 2023
16933	Payment	Right on Board Locksmith	65.78	Sep 20, 2023
16934	Payment	C&R Signs & Embroidery	886.65	Sep 20, 2023
16935	Payroll	Bernard, Holly	1,550.29	Sep 21, 2023
16936	Payroll	Le, Quoc Bao	1,583.25	Sep 21, 2023
16937	Payroll	Smith, Joanne	1,428.24	Sep 21, 2023
16938	Payroll	Wentzell, Jim	1,852.64	Sep 21, 2023
16939	Payroll	Ranahan, Arthur	171.36	Sep 21, 2023
16940	Payroll	Bernard, Dennis	1,497.69	Sep 21, 2023

## Town of Borden-Carleton

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16941	Payroll	Gallant, Arthur	1,103.61	Sep 21, 2023
16942	Payroll	Henry, Laurie	1,003.66	Sep 21, 2023
16943	Payroll	Bagnall, Brandon	998.59	Sep 21, 2023
16944	Payroll	Perry, Frankie	1,041.13	Sep 21, 2023
16952	Payment	Borden-Carleton Fire Dept	2,143.94	Sep 21, 2023
<b>Total Town Cheques issued Sept 2023</b>			<b>74,574.64</b>	

JE#	Source #	Comment	Credits	Date
J841	Bank Statemen	Payment for Visa, Sept 2023	4,344.28	Sep 01, 2023
J840	EFTRWAN	RWAM Insurance Adminstrators Inc	750.07	Sep 01, 2023
J890	EFTEastlink	Eastlink	270.46	Sep 07, 2023
J896	EFTCRA	Receiver General for Canada	12,851.57	Sep 08, 2023
J931	EFTWEX	Wex Canada Ltd	49.30	Sep 13, 2023
J933	EFTMar	Maritime Electric	81.62	Sep 14, 2023
J944	CU 71	CU LN Payment FIRE TRUCK	2,331.93	Sep 18, 2023
J940	EFTMar	Maritime Electric	371.75	Sep 18, 2023
J938	EFTWireless	Eastlink	158.66	Sep 18, 2023
J947	CU-75	CU LN 075 PAYMENT STORM SEV	509.00	Sep 19, 2023
J970	EFTMar	Maritime Electric	1,873.05	Sep 21, 2023
J982	BS	To record payment Visa for Sept, 20	7,641.64	Sep 27, 2023
<b>Online Payments Town Sept 2023</b>			<b>31,321.28</b>	
<b>TOTAL ALL PAYMENTS TOWN SEPT 2023</b>			<b>105,895.92</b>	

## Gateway Arena

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6336	Payment	Callbeck's Home Hardware	285.92	Sep 06, 2023
6337	Payment	Ceretti's Grocery & Hardware	44.91	Sep 06, 2023
6338	Payment	Jet Ice Limited	1,697.61	Sep 06, 2023
6339	Payment	Rexal Canada Electrical Inc Atl Divi	239.47	Sep 20, 2023
6340	Payment	Callbeck's Home Hardware	374.29	Sep 20, 2023
6341	Payment	NGU Enterprise Ltd DBA Dans Muff	90.85	Sep 20, 2023
<b>Total Arena Cheques issued Sept 2023</b>			<b>2,733.05</b>	

JE#	Source #	Comment	Credits	Date
J340	EFT	Eastlink	144.96	Sep 07, 2023
J342	BS	BS CU CHARGES	17.25	Sep 12, 2023
J346	EFT	Superior Sanitation Services Limited	448.45	Sep 18, 2023
J347	EFT	Maritime Electric	892.91	Sep 18, 2023
J350	BS	CU Charge: Bank Charges September 19 2023	5.75	Sep 19, 2023
J360	Bk Statement	Bk Charge _ Debit Machine Sept	5.00	Sep 28, 2023
J362	BS	CU Charges Sept 29 2023	21.45	Sep 29, 2023
<b>Online Payments Arena Sept 2023</b>			<b>1,535.77</b>	
<b>TOTAL ALL PAYMENTS Arena Sept 2023</b>			<b>4,268.82</b>	

## Borden Carleton Sewer and Water Utility

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3272	Payment	Prince County Wastewater Manage	4,600.00	Sep 20, 2023
3273	Payment	WSP Canada Inc.	290.03	Sep 20, 2023
3274	Payment	Minister of Finance EW&CA	347.30	Sep 20, 2023
3275	Payment	Island Coastal Services LTD.	3,105.00	Sep 20, 2023
3276	Payment	WSP Canada Inc.	3,753.12	Sep 21, 2023
<b>Total Utilities Cheques issued Sept 2023</b>			<b>12,095.45</b>	

JE#	Source #	Comment	Credits	Date
J1696	EFT	Eastlink	300.15	Sep 07, 2023
J1727	BS	CU LOAN 072	5,392.76	Sep 14, 2023
J1742	EFT	Maritime Electric	2,675.31	Sep 18, 2023
J1745	BS	CU LOAN 074	509.00	Sep 19, 2023
J1746	BS	CU Charge: Bank Services Charges September	5.75	Sep 19, 2023
J1990	bank	CU Charges	5.00	Sep 28, 2023
J2050	BS	BS CU Charges Sept 29 2023	21.95	Sep 29, 2023
J2051	BS	Service Charge Sept 29 2023	1.10	Sep 29, 2023
<b>Online Payments Utilities Sept 2023</b>			<b>8,911.02</b>	
<b>TOTAL ALL PAYMENTS Utilities Sept 2023</b>			<b>21,006.47</b>	



Town of Borden-Carleton

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

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
16895	Payroll	Bernard, Holly	1,550.29	Sep 07, 2023
16896	Payroll	Le, Quoc Bao	1,583.25	Sep 07, 2023
16897	Payroll	Smith, Joanne	1,428.24	Sep 07, 2023
16898	Payroll	Wentzell, Jim	1,839.16	Sep 07, 2023
16899	Payroll	Bernard, Dennis	1,388.72	Sep 07, 2023
16900	Payroll	Ranahan, Arthur	171.63	Sep 07, 2023
16902	Payment	Ahearn, Randy	252.08	Sep 01, 2023
16903	Payment	Allen, Larry	197.08	Sep 01, 2023
16904	Payment	Bernard Arsenault, Nicole	197.08	Sep 01, 2023
16905	Payment	Steele, Ashley	197.08	Sep 01, 2023
16906	Payment	Stewart, Eric	177.08	Sep 01, 2023
16907	Payment	Palmer Thompson, Laurel	197.08	Sep 01, 2023
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16916	Payroll	Perry, Frankie	1,042.45	Sep 07, 2023
16917	Payment	Holly Bernard	70.00	Sep 06, 2023
16918	Payroll	Bagnall, Brandon	1,039.35	Sep 07, 2023
16919	Payroll	Henry, Laurie	1,089.53	Sep 07, 2023
16920	Payroll	Gallant, Arthur	580.56	Sep 07, 2023
16921	Payment	Holly Bernard	1,100.00	Sep 06, 2023
16922	Payment	MJS Marketing & Promotions	569.25	Sep 06, 2023
16923	Payment	Dave Doyle	1,500.00	Sep 07, 2023
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16927	Payment	Bernard Welding Limited	268.87	Sep 20, 2023
16928	Payment	CBCL Limited	4,347.00	Sep 20, 2023
16929	Payment	Toursec Production Services	1,293.75	Sep 20, 2023
16930	Payment	Green Diamond Equipment	696.28	Sep 20, 2023
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16937	Payroll	Smith, Joanne	1,428.24	Sep 21, 2023
16938	Payroll	Wentzell, Jim	1,852.64	Sep 21, 2023
16939	Payroll	Ranahan, Arthur	171.36	Sep 21, 2023

Town of Borden-Carleton

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

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16940	Payroll	Bernard, Dennis	1,497.69	Sep 21, 2023
16941	Payroll	Gallant, Arthur	1,103.61	Sep 21, 2023
16942	Payroll	Henry, Laurie	1,003.66	Sep 21, 2023
16943	Payroll	Bagnall, Brandon	998.59	Sep 21, 2023
16944	Payroll	Perry, Frankie	1,041.13	Sep 21, 2023
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J931	EFTWEX	Wex Canada Ltd	49.30	Sep 13, 2023
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J938	EFTWireless	Eastlink	158.66	Sep 18, 2023
J947	CU-75	CU LN 075 PAYMENT STORM SEV	509.00	Sep 19, 2023
J970	EFTMar	Maritime Electric	1,873.05	Sep 21, 2023
J982	BS	To record payment Visa for Sept, 2023	7,641.64	Sep 27, 2023
<b>Online Payments Town Sept 2023</b>			<b>31,321.28</b>	
<b>TOTAL ALL PAYMENTS TOWN SEPT 2023</b>			<b>105,895.92</b>	

## FINANCIAL REPORT FOR SEPTEMBER 2023

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TOWN	216,303	76,310	102,625	189,988
UTILITIES	101,464	12,694	15,274	98,884
<b>Total Cash Flow</b>	<b>387,401</b>	<b>89,754</b>	<b>121,799</b>	<b>355,356</b>

ACTIVITY SEPTEMBER 2023	Opening	Transfers	Closing
RESERVES	Balance	EFT Payments	Balance
Gas Tax ACCT	180,737	211,119	391,856

ACTIVITY SEPTEMBER 2023	Opening	Principal Only	Closing
LOANS	Balance	EFT Payments	Balance
Fire Truck 71-9	95,514	1,667	93,847
Sewer 72-9	422,917	2,627	420,290
Sewer Mains 74-9	66,023	131	65,892
Storm Drains 75-9	66,023	131	65,892
Water/Sewer 79-9	292,612	0	292,612
<b>Total Loans Outstanding</b>	<b>943,089</b>	<b>0</b>	<b>938,533</b>

#### Deposits & Bill Payments

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

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

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

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

We ensure no account endures overdraft charges

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

### Sustainability Report- Property Tax Revenue

I circulated to members of Council a report that showed 50% of our property tax revenue are paid by 14 ratepayers with one of the businesses paying 20% of the town's total tax revenue. This is important to know because if any of those 14 ratepayers closed shop, it would have a burden on the other rate payers and affect service delivery. (In fact in recent weeks two of those ratepayers are in receivership)

This is useful information as it is useful when making future development decisions. Additional industrial growth will lesson the risk if a particular business closes. Addition residential development will make the town stronger as well. Growth in both residential & commercial will help cushion future increases in water & sewer rates as well.

### Arena Issues

We did not receive any response to an Expression of Interest for Operation of the Arena Canteen this fall. This means the Town will be operating the Canteen. We are now reviewing pricing, menu items and staffing.

Discussions continue with other Arenas to consider sharing a spare operator. We have researched electronic signage for the Arena and town and hope to issue an RFP in October.

### Gazebo

The Dept of Transportation have informed us that it was their intention to reinstall the posts for the Gazebo the week of October 9<sup>th</sup>-15<sup>th</sup>

### EMO Preparedness

A lot of staff time was spent dealing with EMO issues. This will be discussed further under New Business. We do have to finalize the Town's EMO Plan in the near future

### 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.

### Planning/Development Issues

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

### Town Website

Sarah has given the Town's website a makeover, with current information updated and documents uploaded. We will continue to develop additional pages for the Website. The website is still a work in progress

END OF REPORT

**Jim Wentzell**

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** September 26, 2023 12:14 PM  
**To:** Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Laurel Palmer-Thompson (laurellynnthompson@yahoo.com); 'ericstewart76@yahoo.ca'; Barb Wood (johnandbarb@pei.sympatico.ca); Nicole Arseneault (nicole.a.2241@gmail.com); 'Ashley Steele'  
**Cc:** 'accountant@borden-carleton.ca'; Holly Bernard; 'Joanne V Smith'  
**Subject:** 14 Taxpayers Pay 50% of the Taxes in Borden-Carleton  
**Attachments:** TOP MUNICIPAL TAX PAYERS 2023-24.pdf

Hi All

Thought you may be interested in this interesting statistic. Fourteen (14) property owners pay 50% of the municipal taxes received by the Town. The #1 taxpayer Master Packaging pays almost 20% themselves.

**TOWN OF BORDEN-CARLETON - TOP 14 MUNICIPAL TAX PAYERS**

PID #	OWNER	CIVIC #	ADDRESS	va_pcomm	MUN TAXES	"%"
852038	[REDACTED]	23784	TRANS CANADA HWY	#	111,825.00	19.5%
889923	[REDACTED]	200	INDUSTRIAL DR	#	38,700.20	6.8%
878280	[REDACTED]	10	BORDEN AV	#	27,275.58	4.8%
1095025	[REDACTED]	167	INDUSTRIAL DR	#	23,822.40	4.2%
913111	[REDACTED]	169	INDUSTRIAL DR	#	13,498.80	2.4%
1023092	[REDACTED]	0	FABRICATION YARD	0	9,410.13	1.6%
211656	[REDACTED]	23675	TRANS CANADA HWY	#	9,016.02	1.6%
713834	[REDACTED]	672	MURRAY RD - RTE 118	0	8,572.05	1.5%
914184	[REDACTED]	4	BORDEN AV	#	8,488.20	1.5%
1020551	[REDACTED]	100	ABEGWEIT BL	#	7,870.36	1.4%
885012	[REDACTED]	68	INDUSTRIAL DR	#	7,405.21	1.3%
380477	[REDACTED]	250	CARLETON ST	#	7,316.40	1.3%
878298	[REDACTED]	0		#	6,938.40	1.2%
1020569	[REDACTED]	103	ABEGWEIT BL	#	6,633.20	1.2%
					<b>286,771.95</b>	<b>50.0%</b>

Jim Wentzell  
 CAO  
 902 437 2225

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

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

The Paving of the Side streets took place October 6<sup>th</sup>. In addition, as a safety issue, the strip of sidewalk that was removed for the Carleton St Sewer Extension was paved for safety reasons.

A small patch was also paved at the corner of Bulverde and Carleton Streets where trucks take a wide turn.

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

**Town of Borden-Carleton**  
**Sewer – Water Report**  
**October 2023**

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

The quarterly sewer/water bills were issues during the first week in Oct. We had issued disconnect notices for a number of customers with outstanding balances for six months or more. Three of those customers were disconnected. Have since made payment arrangements and their water service has been turned back on.

The new Sewer main on Read Road has been completed and we will have the service line to the Maintenance shop completed in October.

The Dept of Environment were down in September to test our Lagoon and to follow up on complaints they received in respect to smell. The lagoon tests were good. We had the sewer intake at the smaller Lagoon cleaned as there was a build up of sludge. Brad wad out in the lagoon in a boat and checked the build up of sludge in the lagoon. Very little sludge in the bottom of the Lagoon.

We did discover the bypass valve was open and the sewerage was not going into the larger lagoon first. No one seems to know when this bypass was opened.

We still are looking at a cos- effective solution to remove the bullrushes from the lagoon

We still plan to examine the accuracy of our water meters.

During the summer we had a portion of Sewer cleaned on Highway 10 to the Lift station on Paynter Lane. We hope to do a section every year as preventive maintenance.

We have had discussions with MRSB who will be completing the Water sewer rate study in the coming weeks

## Jim Wentzell

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**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** September 21, 2023 1:51 PM  
**To:** Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Laurel Palmer-Thompson (laurelynnthompson@yahoo.com); Barb Wood (johnandbarb@pei.sympatico.ca); 'ericstewart76@yahoo.ca'; 'Ashley Steele'; Nicole Arsenault (nicole.a.2241@gmail.com)  
**Cc:** 'Joanne V Smith'  
**Subject:** FPEIM Semi Annual Meeting - Summerside Oct 14th

Hi All

The 2023 FPEIM Semi-Annual Meeting will be held on Saturday, October 14, 2023, hosted by the City of Summerside at the Credit Union Place, 511 Notre Dame Street. Registration fee for FPEIM member delegate – \$75 + HST

If you plan to attend, online registration is required: <https://fpeim.ca/2021-fpeim-semi-annual-meeting-registration/>

If you plan on going, please register online and let Joanne know you have registered, so we can look after the registration fee.

Each municipality are allowed three voting delegates. If more than three of you plan to go, we will appoint the voting delegates at our October 10<sup>th</sup> Council meeting

Jim Wentzell

cAO

902 437 2225





# Semi-Annual Meeting Agenda



**October 14, 2023**

**Credit Union Place, 511 Notre Dame Street, Summerside**

9:00 am	<b>REGISTRATION, NETWORKING, AND REFRESHMENTS</b>
9:30 am	<b>CALL TO ORDER, LAND ACKNOWLEDGEMENT, AND OPENING REMARKS</b>  Councillor Bruce MacDougall, President, FPEIM Representative of the City of Summerside
	<b>FPEIM BUSINESS</b>  President's Report – Councillor Bruce MacDougall, President, FPEIM Presentation of financial statements and approval of minutes from 2023 annual meeting
10:00 am	<b>FINDING HOPE IN MUNICIPAL CLIMATE ACTION</b> <ul style="list-style-type: none"> <li>• Stephanie Arnold, Strategy + Programs Manager, PEI Climate Services Specialist, CLIMAtlantic</li> </ul>
10:30 am	<b>REFRESHMENT BREAK and door prize draws</b>
10:45 am	<b>RETHINKING LAND USE ON PEI</b> <ul style="list-style-type: none"> <li>• Megan Williams, Manager of Planning, Department of Housing, Land and Communities</li> <li>• Satyajit Sen, Policy and Special Projects Advisor, FPEIM</li> <li>• Presenter – To be confirmed</li> </ul>
12:00 pm	<b>LUNCH and door prize draws</b>  <b>ADDRESS BY HONOURABLE ROB LANTZ, MINISTER OF HOUSING, LAND AND COMMUNITIES</b>

1:00 pm	<p><b>MUNICIPAL SUCCESS STORIES</b></p> <ul style="list-style-type: none"> <li>◦ Mayor Debbie Johnston, Town of Three Rivers – Public Art</li> <li>◦ Mayor Jason Macdonald, Rural Municipality of Hunter River – Random Acts of Kindness</li> <li>◦ Councillor Steven Campbell, Town of Cornwall – Citizens on Patrol</li> <li>◦ Madison Doucette, Project Leader, Town of Tignish – ParticipACTION Community Challenge</li> </ul>
1:45 pm	<p><b>MUNICIPAL ROUNDTABLES</b></p>
2:15 pm	<p><b>PRESENTATION OF BRUCE H. YEO AWARD</b></p>
2:25 pm	<p><b>CLOSING REMARKS</b></p>

**Joanne V Smith**

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**From:** Municipal Affairs Division <municipalaffairs@gov.pe.ca>  
**Sent:** September 25, 2023 2:32 PM  
**To:** Joanne  
**Subject:** Climate Challenge Fund, code of conduct bylaw, audits, 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](mailto:municipalaffairs@gov.pe.ca)

In this e-newsletter:

- Municipal Audits and AMIR - Annual Municipal Information Return
- Code of Conduct bylaw template
- Smart Climate Resilience for Atlantic Canada
- Climate Challenge Fund
- Are you prepared? Hurricane Season
- To Do

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**Reminder**

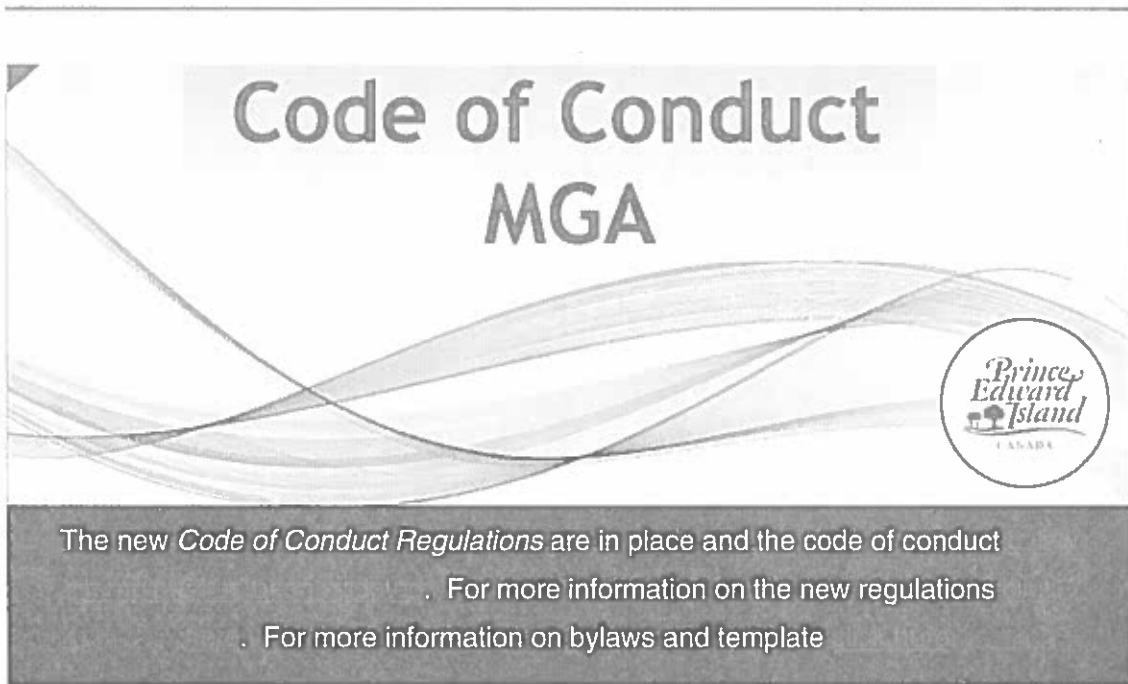
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## Municipal Audits and AMIR - Annual Municipal Information Returns are due October 15, 2023

Any questions please contact Municipal Affairs

To see previous audited statements of municipalities go to the financial search feature.

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The banner features the title "Code of Conduct MGA" in large, bold, grey letters. Below the title is a decorative graphic of overlapping, wavy lines in shades of grey. In the bottom right corner, there is a circular logo for "Prince Edward Island CANADA" with a small tree icon. At the bottom of the banner, there is a dark grey rectangular box containing white text.

**Code of Conduct  
MGA**

The new *Code of Conduct Regulations* are in place and the code of conduct . For more information on the new regulations  
 . For more information on bylaws and template

## Smart Climate Resilience for Atlantic Canada

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In partnership with CLIMAtlantic, Evergreen's Community Solutions Network is delivering an innovation workshop for municipal city staff and Indigenous leaders from across the region of Atlantic Canada who are interested in climate adaptation and resilience, using data and technology approaches.

Join us in Moncton or online to hear from presenters in Atlantic Canada, followed by a presentation from Evergreen on AI, an interactive workshop from CLIMAtlantic, and a networking opportunity for in-person attendees.

**September 28 - The in-person event will take place from 1:00 - 5:00 pm (ADT) and the virtual event will take place from 1:00 - 3:00 pm (ADT).**

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## Apply to the PEI Climate Challenge Fund

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

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

### What is the Climate Challenge Fund (CC Fund)?

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

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

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

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

### Who can apply to the Climate Challenge Fund?

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

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

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

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

## climate-challenge-fund

Applications are due by November 30.

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

If you have any questions about the program, please contact Kurtis Jay at:  
[ClimateChallenge@gov.pe.ca](mailto:ClimateChallenge@gov.pe.ca)

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## More funding available to build community resiliency

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

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

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

## **Who do I contact for more information?**

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

*Emergency Measures Organization - Public Safety Division*

Phone: 902-894-0385

[emo@gov.pe.ca](mailto:emo@gov.pe.ca)

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

Location	Officer	Phone Number	E-mail
West Prince	Ellen Rennie	902-853-0104	<a href="mailto:emrennie@gov.pe.ca">emrennie@gov.pe.ca</a>
East Prince/Central Queens	Kellie Mulligan	902-887-3975	<a href="mailto:kamulligan@gov.pe.ca">kamulligan@gov.pe.ca</a>
Evangeline	Giselle Bernard (bilingual)	902-854-3680	<a href="mailto:gbbarnard@gov.pe.ca">gbbarnard@gov.pe.ca</a>
Southern Kings/Queens	Sonia Dixon	902-838-0618	<a href="mailto:SDDixon@gov.pe.ca">SDDixon@gov.pe.ca</a>
Eastern Kings	Chris Blaisdell	902-208-0032	<a href="mailto:cwblaisdell@gov.pe.ca">cwblaisdell@gov.pe.ca</a>



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

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

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

Helpful reminders when planning for an emergency include:

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

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

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

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

Eligible non-profit community groups and municipalities can now take proactive action by accessing provincial funding to purchase and install



generators at designated reception centres. For more information, visit [Reception Centre Resiliency Fund](#).

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2023

## TO DO LIST

- Audits should be well underway now. If not, call your auditor. The 2023 AMIR has been sent to CAOs.
- Websites and Citizen engagement – Do you have a website? Is it up to date?
- Review the municipality’s bylaws. Are your bylaws still relevant and up to date? Do you need any MGA mandatory bylaws? Are you sharing services and need a shared services bylaw?

### Municipal Affairs Resources

Budget template, Election Bylaw template, and more.  
[Princedwardisland.ca/municipalgovernments](http://Princedwardisland.ca/municipalgovernments)





Environment,  
Energy and  
Climate Action

Environnement,  
Énergie et  
Action climatique



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

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

August 25, 2023

Mr. Charles McNally  
Borden-Carleton Water Utility  
P.O. Box 89, Borden PE  
C0B 1X0

**RE: Results of Pesticide Monitoring Program**

Dear Mr. McNally:

Thank you for your continued cooperation and participation in our Pesticide Monitoring Program. Water samples have been collected and analyzed for up to 54 pesticide compounds for the past several years from your system.

I have attached the results from 2021 to 2023 below. Only analyses that involved detections are listed, as the full list of analyses would be quite large. The full results from 2004 can be downloaded from the province's Open Data Portal or accessed on the PEI Water Registry at the web addresses below:

- <https://data.princeedwardisland.ca/Environment-and-Food/OD0004-Pesticide-Analysis-For-Drinking-Water/iy5f-ug43>
- <https://peigov.maps.arcgis.com/apps/dashboards/ebab094fedab49cda635b93721f2cac5>

Alternatively, I can provide you with a complete history of the sampling at your property via email. Please contact me at [gsrobertson@gov.pe.ca](mailto:gsrobertson@gov.pe.ca) for details.

If you have any questions on the results or the program in general, please contact me at (902) 314-0046. Thank you once again for your on-going assistance and I look forward to working with you again.

Sincerely,

Glen Robertson,  
Water and Air Specialist



Environment,  
Energy and  
Climate Action

Environnement,  
Énergie et  
Action climatique



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

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

**PESTICIDE ANALYSIS FOR DRINKING WATER REPORT**  
Samples with detections from 2021 to 2023

**Municipal System: Borden Municipality**

**Results:**

Site Name	Date Sampled	Parameter	Concentration Detected	Safe Drinking Water Limit	Units	Safe Drinking Water Limit Source
Borden Municipal	12/14/2022	Chlorantraniliprole	0.09	10100	ng/ml	Human Health Reference Values for Pesticides in Drinking Water Sources

# Kinkora Regional High School

54 Anderson Road  
Kinkora, PE Canada  
COB 1N0



Phone: 902-887-2424  
Fax: 902-887-7381  
kinkorahigh.edu.pe.ca

Principal: Ryan McAleer

Vice Principal: Matt Killeen

September 18, 2023

Town of Borden-Carleton  
PO Box 89, Borden-Carleton  
PE COB 1X0

***Re: Annual Kinkora Regional High School Roast Beef Supper Donation***

Dear Council Members:

Kinkora Regional High School is actively involved in preparations for our Annual Roast Beef Supper Fundraiser being held on Saturday, October 14<sup>th</sup> from 4:00-6:00pm at KRHS. Last year we were pleased to serve 400 takeout meals.

***To help offset some costs of preparing and serving the supper we are asking that you kindly consider matching your last year's donation of \$25.00 to our event.***

Over the years the annual supper has emerged as a joint project involving students, staff, parents, local business and organizations. In the past your community has been a great supporter of our school and our students.

This fundraiser is one of the major fund-raising events for KRHS and all funds generated from this activity will be used to support activities for the upcoming school year. We are hoping that you can support this very worthwhile event.

If you have any questions, please feel free to contact the school at 887-2424. Thank you for your support as it is greatly appreciated.

Sincerely,

  
Ryan McAleer

Principal

## Joanne V Smith

---

**From:** Jim Wentzell <bcadmin@borden-carleton.ca>  
**Sent:** September 28, 2023 8:56 AM  
**To:** Randy Ahearn; Larry Allen; Barb Wood; Laurel Palmer-Thompson; ericstewart76@yahoo.ca; Nicole Arsenault; 'Ashley Steele'  
**Cc:** 'Joanne V Smith'  
**Subject:** FW: Special Meeting (Invitation from Jamie Fox)

Hi ALL

See invitation below from Jamie Fox for three members of Council to attend a meeting on Oct 12<sup>th</sup>. Please let Joanne know if you are interested in attending this meeting.

Thank You

Jim Wentzell  
CAO

---

**From:** Jamie Fox <jdfoxmla@assembly.pe.ca>  
**Sent:** September 27, 2023 5:17 PM  
**To:** cao@kensington.ca; communityofkinkora@eastlink.ca; mbowness@hotmail.com; Carleton,Borden (bcadmin@borden-carleton.ca) <bcadmin@borden-carleton.ca>; 'Community of Crapaud' <admin@communityofcrapaud.com>; Victoria Municipality PEI <victoriamunicipalitepei@gmail.com>  
**Subject:** Special Meeting

Good day,

I am inviting you to meet with the Hon. Michael Barrett, MP for Leeds-Grenville-Thousand Islands & Rideau Lakes.

Mr Barrett is the Shadow Minister for Ethics & Accountable Government and has asked me to arrange this meeting to hear from small Towns on issues specific to these types of municipal Governments.

Mayor Duffy (Kinkora) has offered to host the session which is being set for two hours on the evening of the 12<sup>th</sup> Oct 2023.

I would ask that each municipal government select three members of council to attend. The CAO could be one of the group.

Further, can you advise me of your choices.

Respectfully,

## **UPDATE PEI DISCOVERY & SCIENCE CENTRE**

**October 06 2023**

### **Good News and Bad News**

The Good news is that First Nations is totally on Board for the Discovery & Science Centre and are agreed to its location being in Borden-Carleton.

There has been a set back however. Another group is proposing a Science Centre to be located in Charlottetown. Today, we were invited to a meeting with the Minister of Environment, Energy and Climate Action, the Hon Steven Myers.

The Minister and Deputy Minister was there along with Angela Banks and two others representing the Charlottetown Science Centre. Ron Perry, Tracey Brown, Chief Darlene Bernard, Mike Randall and myself were there representing the PEI Discovery & Research Centre.

The Minister walked into the room and stated he plans to have a science Centre in operation in six months and that it would be in Charlottetown.

The jest of the meeting that there should be one science Centre in the province and that WE were welcome to join their group.

There was good discussion and our group including Chief Bernard supported the Centre to be located in Borden-Carleton and we gave good reasons why it should be in our Town. However, the Minister stated it has to be where the bulk of the population was.

The Discovery Centre Board is going to meet and discuss next steps.

Jim Wentzell  
CAO

# Memo

**To:** Town Council  
**From:** Jim Wentzell, CAO  
**Date:** October 6 2023  
**Re:** UPDATE FABRICATION YARD

---

The province has informed us that they expect to have a site plan proposed for the development of the Fabrication Yard by the 13<sup>th</sup> of October.

They hope to meet with Council in early November to discuss the use of the Fabrication Yard.

They are aware of the developer proposing the site be used for a new Golf Course for the province.

# QUOTATIONS - HEAT PUMPS

September 7 2023

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

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

NOTE: PLUS GST ON BOTH QUOTES

Jim Wentzell

CAO

*Recind premium monthly  
Motion*

133251-QUO-I





**TOWN OF BORDEN-CARLETON**

**RESOLUTION**

**SECOND READING**

**DATE:** Regular Council Meeting – Tuesday, October 11<sup>th</sup>, 2023

**MOTION NUMBER:**

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

**MOTION CARRIED** .....

**MOTION LOST** .....

**MOTION WITHDRAWN** .....

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

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

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

**AND WHEREAS** the Employee Code of Conduct Policy #2023-HR-01 was read a second time at this meeting;

**BE IT RESOLVED THAT** the Employee Code of Conduct Policy, policy #2023-HR-01, be hereby formally approved.

# Town of Borden-Carleton

## Employee Code of Conduct

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

### Purpose:

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

### Preamble:

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

### Definitions:

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

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

**Confidential Information:**

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

**Use of Influence:**

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

**Acceptance of Gifts:**

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

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

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

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

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

#### **Political Activity:**

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

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

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

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

**Conflict of Interest:**

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

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

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

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

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

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

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

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

c) Having an interest in any municipal contract issued by the Municipality.

31. Employees, who attend Council meetings and who are responsible for providing advice/recommendations to Town Council, who wish to declare a conflict of interest in a matter to be discussed during a meeting, shall follow the following steps:

- a. The conflict of interest must be declared as the appropriate time during the meeting; and
- b. The employee must leave the room prior to the discussion of the matter so that it is clear that the employee has not participated in the discussion or attempted to influence the deliberations of Council.

#### **Personal Responsibilities and Obligations:**

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

Everyone must strive to:

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

#### **Enforcement of the Code of Conduct:**

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

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

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

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

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

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

**Penalty:**

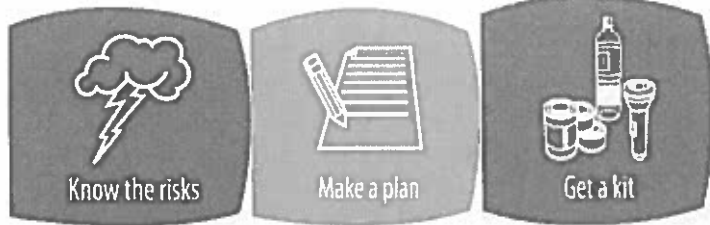
- 37. Any employee who contravenes any section of this code may be subject to:
  - a. Verbal or written warning;
  - b. Suspension without pay;
  - c. Dismissal;
  - d. Such other action or penalty as may be appropriate and permitted by law.

**Date of Approval:**

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

.....  
Mayor, Randy Ahearn

.....  
CAO, Jim Wentzell



# Emergency Preparedness



**IS YOUR FAMILY  
PREPARED?**



**FREE DRAW**  
Return the attached form by Oct 5th  
To WIN a FREE  
72 Hour Emergency Kit



**WIN a 4500watt gas Generator**



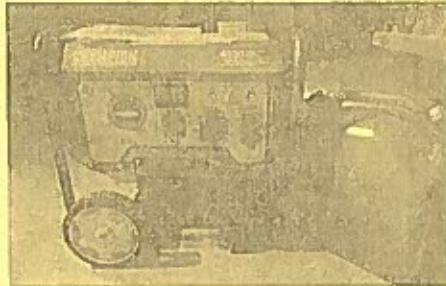
Town of Borden-Carleton  
20 Dickie Road,  
Borden-Carleton PE C0B 1X0  
[admin@borden-carleton.ca](mailto:admin@borden-carleton.ca)  
902 437 2225 (Land Line)





# FREE DRAW

WIN a CHAMPION GENERATOR 4500watt  
Quantity =1 (does not include transfer switch)



WIN a 72 Hour EMERGENCY KIT  
Quantity =1



## BEING PREPARED FOR EMERGENCIES

The Town of Borden-Carleton EMO Committee has developed an EMO Plan for the Town and the next step is to know the community and develop ways of better communicating with citizens in the event of an Emergency.

We encourage citizens to BE PREPARED for the first 72 Hours and the attached information sheet should help you work towards that Goal.

Our next step is to create a Database so that we can communicate with our citizens by either phone or Email. At present we use Facebook but not everyone uses Facebook.

On the reverse side of this sheet is an Information sheet we are asking residents to complete and return to the Town Office. You can drop it off at the Town Hall, 20 Dickie Road, mail it to us at Box 89 or email it to [admin@borden-carleton.ca](mailto:admin@borden-carleton.ca)

**FOR THOSE WHO RETURN THE FORM by Tuesday October 5<sup>th</sup>, your name will be entered into a draw. There will be two winners; one household will WIN a 72- hour emergency kit and a second household will WIN a 4500-watt champion gas generator**

### IMPORTANT

*If there is someone in your household that depends on electricity for a medical devise or if you know of someone in that situation, please indicate this on the form, so we can ensure that in the event of power failures they are given priority attention. THANK YOU*



Justice and  
Public Safety

Justice et  
Sécurité publique



Public Safety Division

134 Kent Street, Suite 600  
PO Box 911, Charlottetown  
Prince Edward Island  
Canada C1A 7L9

Division de la sécurité publique

134, rue Kent, local 600  
C.P. 911, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7L9

09/25/2023

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

Reception Centre Resiliency Fund Program

Jim,

Please accept this letter as confirmation that PEI EMO has reviewed and approved the Borden-Carleton Legion Reception Center Plan and has confirmed that the center meets the minimum criteria outlined in the Reception Centre Resiliency Fund program. The facility is now recognized as a designated provincial reception center.

To ensure that plans remain current and individuals are familiar with roles, you must provide annual updates or changes to the reception center plan to those involved with the facility's operation, including PEI EMO.

Thank you for continuing to ensure that your community and its residents have the required support in the event of an emergency or disaster.

Yours truly,

Jason Thistle  
Emergency Management Coordinator  
PEI Emergency Measures Organization

Cc: Kellie Mulligan, Community Development Officer



Docket: PD527  
Order: PC23-005

IN THE MATTER of an application by D.P. Murphy Inc. for a retail petroleum outlet license in Borden-Carleton, Prince Edward Island, pursuant to section 20 of the *Petroleum Products Act*, RSPEI 1988, c. P-5.1.

# Procedural Order

Compared and Certified a True  
Copy

Allison MacEwen  
Director, Regulatory Services

BEFORE THE COMMISSION ON Thursday, the 28<sup>th</sup> day of September, 2023.

J. Scott MacKenzie, K.C., Chair  
M. Douglas Clow, Vice-Chair

## **BACKGROUND:**

1. On June 27, 2023, D.P. Murphy Inc. (the "Applicant") filed an application with the Commission for a retail petroleum outlet license (the "Application"). The proposed retail petroleum outlet would be located at the corner of the Trans-Canada Highway and Dickie Road in Borden-Carleton, Prince Edward Island.
2. The Application stated that a "*development permit application is being submitted concurrently to the Town of Borden-Carleton and the Applicant hopes to commence construction later this year*".<sup>1</sup>
3. The Applicant has since advised that the development permit application was submitted to the Town of Borden-Carleton (the "Town") on August 11, 2023. As of August 23, 2023, the Town had not begun its review of the development permit application.
4. A license for a retail petroleum outlet is site-specific. This means that, in addition to a license from the Commission, the Applicant must also obtain the requisite building and/or development permits from the Town.
5. The Commission's Application for Retail Petroleum Outlet License – New Retail Outlet expressly states that, before a retail petroleum outlet license will be issued, the applicant must file (among other things) "*a copy of the building permit or approval in principle from the authority having jurisdiction*".
6. In the present Application, the Applicant has not filed a copy of the development permit or approval in principle for the retail petroleum outlet from the Town. Without, at a minimum, approval in principle for the development, the Application for a site-specific retail petroleum outlet is moot.
7. On August 28, 2023, the Commission advised the Applicant that it intended to issue a Procedural Order holding the Application in abeyance pending receipt of all requisite permits from the Town to allow the development to proceed.<sup>2</sup>
8. Before issuing this Procedural Order, the Applicant was given the opportunity to comment on the Commission's intended approach. The Applicant advised that it did not object and would work with the Commission's intended approach.

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<sup>1</sup> Exhibit A-1 at page 4

<sup>2</sup> Exhibit C-1

**PROCEDURAL ORDER:**

The Commission orders as follows:

1. This Application shall be held in abeyance until the Applicant, D.P. Murphy Inc., files either a copy of the development permit or an approval in principle for the Applicant's development issued by the Town.

**DATED** at Charlottetown, Prince Edward Island, this 28<sup>th</sup> day of September, 2023.

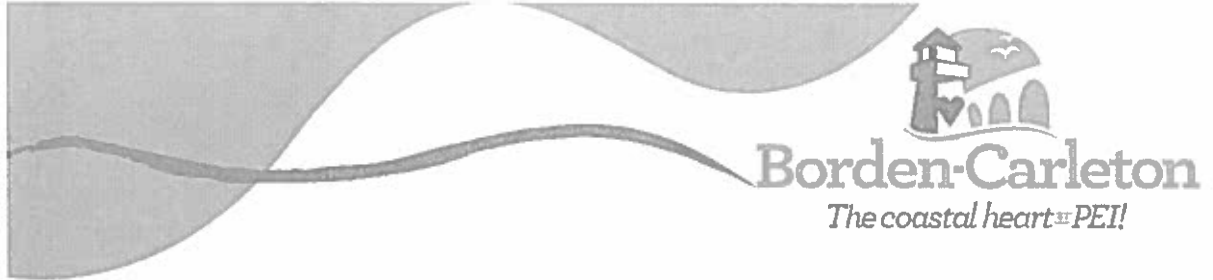
**BY THE COMMISSION:**

*(sgd. J. Scott MacKenzie, K.C.)*

\_\_\_\_\_  
J. Scott MacKenzie, K.C., Chair

*(sgd.) M. Douglas Clow*

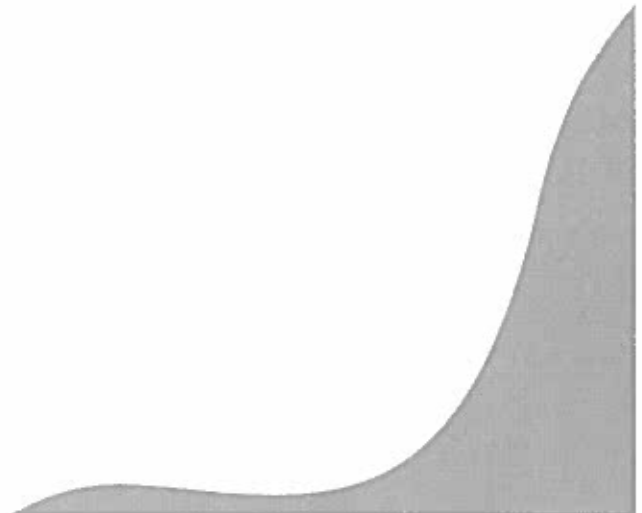
\_\_\_\_\_  
M. Douglas Clow, Vice-Chair



# **TOWN OF BORDEN-CARLETON YEAR-ROUND HOUSING**

## **REQUEST FOR PROPOSALS (RFP) OCTOBER 11 2023**

Town of Borden-Carleton  
PO Box 89  
Borden-Carleton PE C0B 1X0  
Tel: 902-437-2225 Fax: 902-437-2610  
[www.borden-carleton.ca](http://www.borden-carleton.ca)



**Date Issued:**  
**Submission Deadline:**

**October 11, 2023**  
**November 10, 2023**

## Introduction

### 1.1 Background

The Town of Borden-Carleton (the “Town”) has received a number of informal inquiries from individuals and corporations interested in developing various types of housing in the Town. The Town has been promoting Borden-Carleton as a destination for business, residents and visitors to PEI and is committed to showcasing Borden-Carleton with a bright future to encourage economic growth.

There is a need for various types of Housing and the Town sees the potential for the continuous growth over the next several years. The need for housing in the community has increased and the Town sees an opportunity to collaborate with the community to address the need.

With the population of PEI growing and seniors in rural areas wishing to relocate to their nearest municipality, there is an opportunity for community and economic development within Borden-Carleton to grow the population and attract new individuals to the community. The Town owns a number of vacant parcels of land that are surplus to the needs of the Town. It is the intention of the Town to offer two of these lots to developers with the intent to build various types of housing.

### 1.2 Intent

The intent of this Request for Proposals (the Request) is to seek submissions from interested parties (Proponents) for their ideas, concepts, or specific responses to create new housing units within the Town including but not limited to:

- ✓ affordable housing for low-income households
- ✓ housing for modest income individuals & families
- ✓ Single family, duplexes, or multifamily units
- ✓ Mixture of market units and low-income units
- ✓ Housing targeted for families and/or seniors
- ✓ Housing targeted for employees of businesses in the area
- ✓ Condominium Housing

It is expected that proponents will bring forth a wide range of ideas that will support the development of sustainable housing solutions that are holistic in their approach considering

factors such as environment, economic development, accessibility, transportation, and provision of support services, in addition to amenities that support Islanders in need. The concept will be new construction of residential units with the following characteristics:

- Number of Units
- Type of Unit (Seniors and /or Family)
- Unit breakdown (how many and type of units)
- Unit Size
- Intention to be Owner Occupied or Renters

### 1.3 Proposal for Individual Lots to be Considered or for Both Lots Together

Proponents may express an interest in any or all of the following Town owned Parcels of Land:

PARCEL A & PARCEL B– PID # 876375 (subdivided into 2 lots)

**Information on each of these parcels of land are attached to this Expression of Interest**

The town is making these lots available on their own merits. Consideration will be given to the best use of the lots. Your proposal can be a proposal for each of the two lots or one proposal for the two lots together. You may submit more than one proposal.

**Proposals may or may not contain an affordable housing component.** One of the housing needs identified is for low- or middle-income persons whose income levels exceed the income levels set by the province for persons to be eligible for affordable housing, however those individuals would be seeking modest priced housing

Decisions will be made based on the merits of each proposal.

**Proponents can indicate their interest to be considered to develop long term housing accommodations for applicants of Government’s Seniors Housing Program and Family Housing Program. The Province offers support for Affordable Housing Development projects which could be leveraged to support the proposed development. It is the Proponent’s responsibility to seek such funding approval directly with the Province.**

**The province has indicated that they are prepared to support mixed housing units in Borden-Carleton.**

Proponents should consider how they could use effective partnerships across all levels of government, the community, or other contributors that reduce the cost of financing and required debt service costs, thereby increasing the affordability of the units to low- and moderate-income households in the form of reduced rents



EXPRESSION OF INTEREST – ONLY CONCEPT PROPOSAL IS REQUIRED AS A FIRST STEP.

As this is an expression of interest call, concept drawings or sketches and high-level costing is all that is required as a first step.

Proponents should be prepared to include in the costing of their proposals, the intention to pay market value for the parcel of land. (**\$100,000 per lot plus GST as per appraisal in 2022**)

There is both Water and Wastewater service to both lots. In 2022/23 the Town spent approximately \$400,000 to service Read Road with sanitary sewer. Water and sewer services are provided to the property line. The town will provide a financial incentive in the form of a five-year phased rebate on municipal property taxes once the project is completed and occupied.

For certain housing projects, the province may offer a provincial property tax rebate as well.

#### Eligible Proponents

- Private sector landlords/rental property owners
- Individuals/Developers / Contractors : Small/Medium or Large
- Not-for-profit organizations

## 2.0 Submission Instructions

### 2.1 Timing

All submissions in response to this Request must be received by 4:00 p.m. Atlantic Standard Time on the closing date of **November 10, 2023**.

### 2.2 Number of Copies

Three (3) copies of your sealed submission should be clearly marked and provided to:

“Year-Round Housing Proposal”

Town of Borden-Carleton

20 Dickie Road

Borden-Carleton, PE

COB 1X0

General Inquiries: (902) 473 2225

Please note: faxed or emailed submissions will NOT be accepted

## 2.3 Process

All submissions will be stamped with the date and time received.

## 2.4 Communication

All questions or clarifications related to this Request must be directed through the contact listed below:

Mr. James Wentzell  
Chief Administrative Officer  
Town of Borden-Carleton  
Phone: 902-437-2225  
E-mail: [bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)

**No other Municipal employee or municipal official should be contacted with respect to this Request or the submission.**

Any and all information, knowledge or data made available by Proponents shall be treated as confidential information, subject to the Freedom of Information and Protection of Privacy Act, R.S.P.E.I. 1988, Cap. F-15.01.

Verbal answers to questions raised by Proponents will be limited to citing or clarifying the original Request text. Any question that cannot be answered with clarification will be reviewed by the Town and then responded to in written form to all Proponents responding to the Request.

Proponents must designate a responsible member of their organization as the primary point of contact for communication of additional information, and questions and clarification, if any, during the review of submissions.

## 2.5 Right to Amend

The Town reserves the right to amend or supplement this Request, giving equal information and cooperation to all Proponents, as a result of any amendments before the closing date. Proponents are responsible to revisit the Town's website to obtain any amendments or supplements to this Request. <https://www.borden-carleton.ca/>

## 2.6 Disclaimers

For greater certainty:

- i. by issuing this Request, the Town makes no representations that submissions to this Request by Proponents will result in any obligation for the Town to provide funding to any Proponents or to enter into any contractual arrangements with any Proponent;
- ii. issuing this Request does not in any way whatsoever create any obligation on the Town, contractual or otherwise, to take any further action with respect to submissions to this Request, or to issue any further Expressions of Interest or Request for Proposals with respect to the subject matter of this Request.

The Town reserves the right to obtain any information required to clarify Proponent submissions.

All costs incurred by Proponents to develop and prepare their submissions are at the sole cost of the Proponents.

The Town makes no representation or warranties, expressed or implied, as to the accuracy and/or completeness of the information provided in this Request.

## 3.0 Specifications

### 3.1 Purpose

This Request will create a list of Proponents who may be willing to develop safe, secure units for long term rentals for individuals with low-to-moderate income ("Tenants"). Submissions to this Request may provide the Town with an indication of desired rental rates, when units will be available, and what types of units will be available, and provide information to ensure projects are financially viable.

Proponents may provide units that provide modest, self-contained accommodation of suitable space and size to meet household needs including:

- apartments
- houses
- Condominiums
- other as appropriate

Proponents should provide information to describe proposed amenities available at their locations that would support social housing clients and also provide any other information they deem relevant to their submission.

Proponents should include (on a conceptual basis) the following information to support the project outline:

- range -per unit cost of construction;
- size for each type of unit(s);
- number of accessible units;
- green technology/energy efficiency utilized;
- pre-construction requirements (for example, title, zoning, development, permits, drawings);
- info if the project proposed would be completed in phases.
- previous development experience;
- projected commencement and completion date of project; and
- other such information to demonstrate intent of project.

## 4.0 Submission Format and Content

### 4.1 Submission Format

Proponent submissions must be less than five pages in length but contain sufficient detail to provide an appropriate understanding how the Proponent would address the Specifications outlined in Section 3.0 Specifications. Proponent submissions must include Attachment A, completed, signed and dated for each Parcel of Land; the Proponent is submitting an EOI on.

***Attachment A follows on next Page***

***Information of Parcels of Land at End of Document***



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

## 1.0 Housing Initiative

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

## 2.0 Eligible applicants will receive a tax refund as follows:

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

- 2.4 For all apartment buildings built and occupied after December 31, 2025 and for all multiple dwelling agreements signed after December 31, 2025, a phased tax incentive will apply once buildings are complete and 75% occupied:
- For year one – 100% rebate for 5 years on the Municipal portion of their residential property tax, and
  - For year two – 80% rebate for 5 years on the Municipal portion of their residential property tax, and
  - For year three – 60% rebate for 5 years on the Municipal portion of their residential property tax, and
  - For year four – 40% rebate for 5 years on the Municipal portion of their residential property tax, and
  - For year five – 20% rebate for 5 years on the Municipal portion of their residential property tax, and

### **3.0 Administration of the tax incentive program**

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

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

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

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

### **4.0 interpretation and termination of Incentive Program**

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

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

First reading: July 12, 2022

Second Reading: Oct 11, 2022

Date Adopted: Oct 11, 2022

J A Wentzell, CAO

Attachment A  
Year-Round Development – Expression of Interest

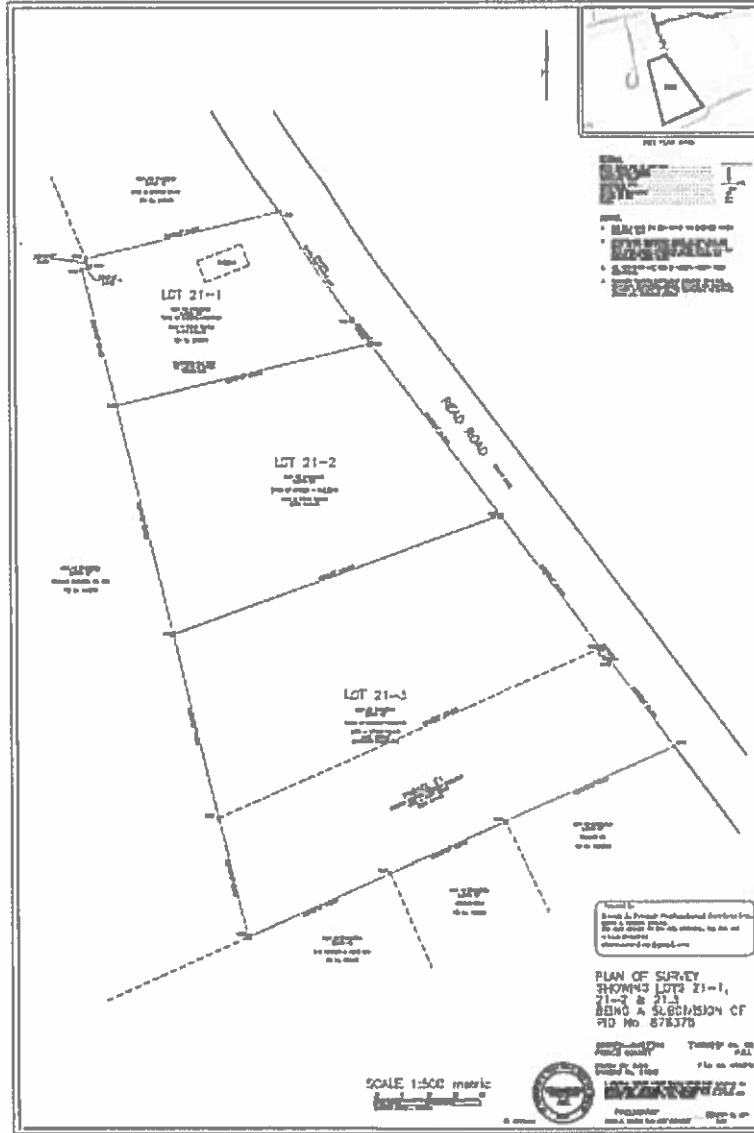
Please fill out this form, naming one person to be the Proponent's contact for the EOI process and for any clarifications or communication that may be necessary	
Full Legal Name of Proponent:	
Full Legal Business Name:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Company Website:	
Proponent Contact (if different from above):	
Proponent Phone:	
Proponent Email:	
Land Parcel ID # 876375	Parcel A <input type="checkbox"/> Parcel B <input type="checkbox"/> Both Parcels <input type="checkbox"/>
Number of Units Proposed:	
Construction Start Date:	
Construction Completion Date:	
Date:	Signature:





# PARCEL "A" & PARCEL "B"

(Proposed Subdivision View) Lots 21-2 & 21-3



Parcel A = Lot 21-2 & Parcel B = Lot 21-3

Note: There is a right of way to Maritime Electric Re: Lot 21-3

# Memo

**To:** Town Council  
**From:** Jim Wentzell, CAO  
**Date:** October 6 2023  
**Re:** Donation Consideration BADC

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A number of months ago a sewer situation occurred at 221 Carleton Street and the sewer was repaired by Grant Clark. This is a shared sewer line with the former church at 225 Carleton Street hooked into the same line. (not a good situation). When the sewer was repaired, it appeared the line from the church had collapsed or was plugged and the contractor disconnected the service for the church.

A town employee was involved with this decision but the BADC was not contacted at that time. The Town should not have been involved. I met with the BADC, contractor and our employee to discuss the issue and the BADC did not feel there was a problem with their sewer. To be helpful, I asked the contractor to run a camera through the sewer to see if there indeed was a problem with the church's sewer.

In late September, the contractor did put a camera in the sewer line. He had a town employee there but again the BADC was not contacted to be there. I was not pleased with either the contractor or our employee.

The bottom line the sewer pipe from the church to where it was connected on the joint use lateral is damaged/plugged. The damage was due to the material used at the time the lateral was installed. It needs to be replaced.

The Town cannot do work on private property. The BADC have limited funds and they need a working sewer in order to use their building.

Whereas the BADC is a non-profit corporation, the Town may give grants to the BADC (A tax exemption is given to them)

Under the circumstances, I am recommending that the Town give a grant to the BADC up to \$2,000 towards the cost of repairing and reconnecting their sewer to the Town's sewer system.

I am also recommending to the two property owners that they have a formal agreement on the shared sewer so that future responsibility for repairs is clear as the Town will not be involved with sewer laterals on private property.

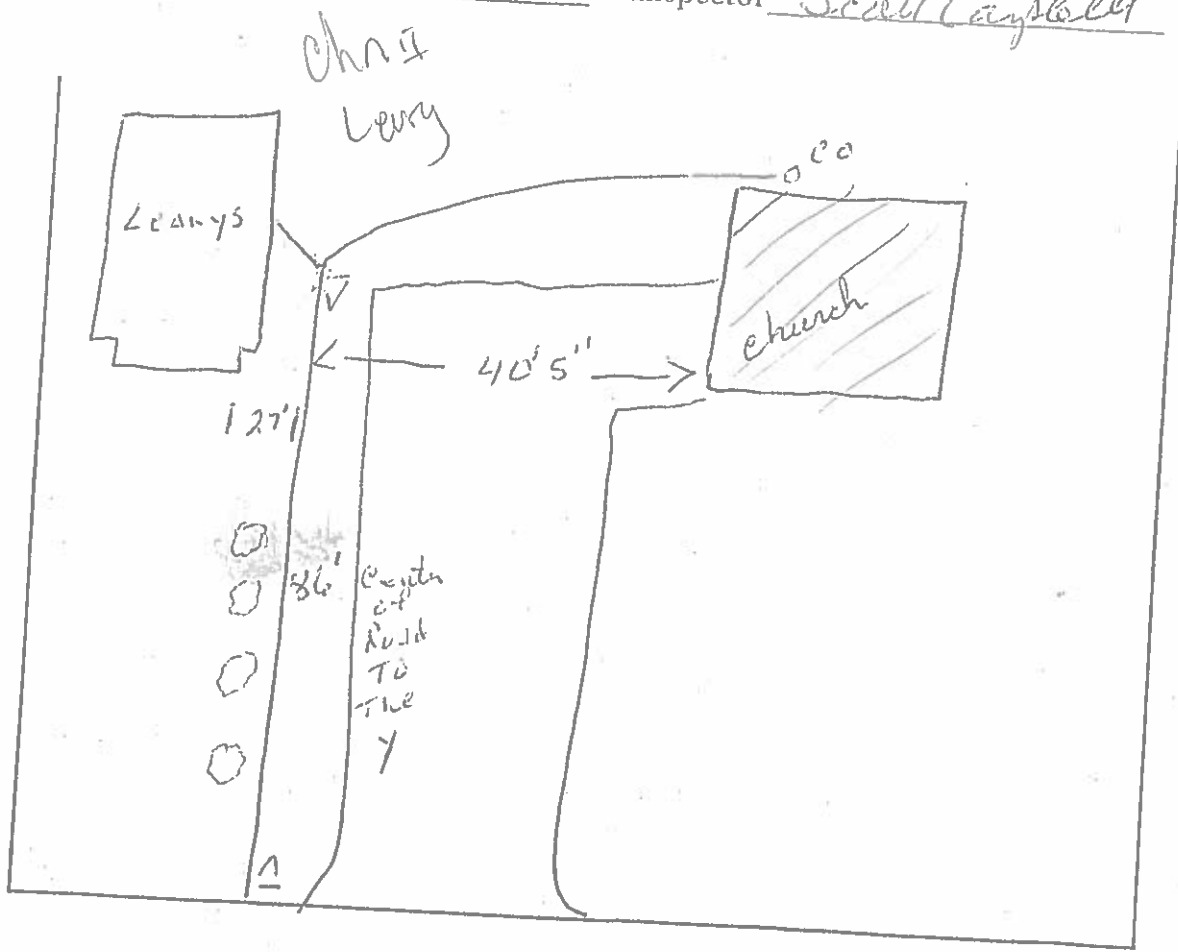
UNIVERSITY OF CALIFORNIA Unity Inspection Form

380238 Carleton

Civic Address 221 Carleton Street Inspection Date Aug. 2007

Service Line Installer John McTague Inside Plumber \_\_\_\_\_

Plumbing Certificate # \_\_\_\_\_ Inspector Scott Campbell



CARLETON STREET

INSPECTION DEFICIENCIES:

New sewer line installed for Leary's and church is tied into it