



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING
February 11th 2025, 6:00PM
20 Dickie Road, Borden-Carleton, PE
AGENDA

1. CALL TO ORDER:

2. DISCLOSURE OF CONFLICT OF INTEREST:

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

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

Declaration(s) -

3. ADOPTION OF THE AGENDA:

4. APPROVAL OF PREVIOUS MINUTES:

4.1 Regular Council Meeting – Dec 9th, 2024

5. PUBLIC PRESENTATIONS/ INVITED GUESTS

6. STAFF REPORTS:

6.1 Police Report: RCMP Report for Jan 2025

6.2 Fire Chief's Report – Report for Dec 2024 & Jan 2025

6.3 Recreation Director's Report

6.4 Planning Dept Report

6.4.1 Development Permit Approvals Dec 5, 2024- Jan, 2025 - One Permits

issued

6.5 Finance and Administration Report:

6.5.1 Cash Flow Report for Jan 2025

6.5.2 Disbursement Listing Jan 2025

6.5.3 Budget Progress Report

6.5.4 Provincial Court Receipts

6.6 Sewer/Water Report Dec 2024- Jan 2025

7. EXTERNAL REPORTS:

NIL

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 Department of Municipal Affairs – Newsletter (moving forward – subscribe)
- 8.2 PEI Cares – Fireworks
- 8.3 Federation of PEI Municipalities – Memorandum
- 8.4 Canada Post Review – Deadline Feb 14th
- 8.5 Lagoon House – door has been ordered
- 8.6 Summerside Lifehouse Emergency Shelter

ACTION ITEMS:

9. WORK IN PROGRESS

- 9.1 Housing Development Read Rd – Update
- 9.2 Town of Borden-Carleton – Proposed changes to bylaw 2018-01 Fees and charges bylaw
- 9.3 Working remotely policy – being revised
- 9.4 Active Transportation Fund – Submitted
- 9.5 Firehall heat pump and fans – Update
- 9.6 Arena LED Sign – Update
- 9.7 Coldest Night – Team
- 9.8 Provincial Housing – 4th building

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

- 11.1 Lions Club -Interested in establishing a club in Borden-Carleton
- 11.2 Canada Games Baseball – Donation request
- 11.3 CDC – Community Housing Fund Application
- 11.4 Federation of PEI Municipalities – Nomination for Vacancy on Board (Feb 14th)

12. QUESTIONS (DISCUSSION ITEMS) COUNCIL

- 12.1 Federation of PEI Municipalities – Board Position Nomination
- 12.2 Read Rd Subdivision

13. IN-CAMERA: (Several Items)

MGA Section 119:

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

14. ADJOURNMENT:



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING
Monday, December 09, 2024, at 6:00 p.m.
20 Dickie Road, Borden-Carleton, PE
MINUTES

1. CALL TO ORDER:

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

Those Absent: Nil

Others Present: Staff CAO Cora Lee Dunbar, Deputy CAO Holly Bernard, Administrator Assistant Alicia Wentzell

Others: (3)(2) Councillor Elect Marcia Green & Councillor Elect Patricia Marshall

The meeting was called to Order by the Mayor at 6:00pm and welcomed those present to witness the swearing in of two new members of Town Council who were duly elected on Dec 2, 2024.

1A. SPECIAL ORDER OF THE DAY

1A.1 Report By-Election

A report was circulated to members of the Council by the Chief Electoral Officer Cora Lee Dunbar of the results of the Councillor By-Election held on December 2, 2024.

The official count of the votes has been completed with no changes to the Unofficial results that occurred on December 2, 2024

Number of Eligible Votes = 507

Number of Cancelled/Rejected Ballots - 0

Number of Ballots Counted = 110

Percentage of % persons who Voted = 21.7%

Voted cast for:

Green, Marcia = 86

Marshall. Patricia = 80

Noonan, Kendra = 37

The Chief Electoral Officer hereby proclaims that Marcia Green and Patricia Marshall are declared elected as Councillors for the Town of Borden-Carleton for the term ending Dec 6, 2026, being the two candidates who received the highest number of votes.

1A.2 Swearing in of Councillors by CAO

Mayor Randy Ahearn called on the CAO Cora Lee Dunbar to swear in the new members of Council.

The two new Councillors were sworn in individually and each of them recited and signed the Oath of Office. Sworn in as Councillors were Marcia Green and Patricia Marshall. Councillor Marcia Green and Councillor Patricia then took their seats at the Council table.

The Mayor congratulated both candidates on their election to the Town Council, thanked them for their interest in serving the citizens of the Town and hoped that they would find their time with the Town Council both challenging and rewarding in the delivery of services to the citizens of the Town.

2. DISCLOSURE OF CONFLICT OF INTEREST:

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

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

Declaration(s) – No one declared a conflict.

3. ADOPTION OF THE AGENDA:

It was duly moved Councillor Nicole Arsenault seconded by Councillor Ashley Steele THAT the Agenda be adopted as circulated.

MOTION CARRIED (6-0) (RR#24-12-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 Regular Council Meeting – Nov 12, 2024

It was duly moved Councillor Barb Wood, seconded Councillor Ashley Steele THAT the minutes of the Nov 12, 2024, regular Council meeting be adopted as presented.

MOTION CARRIED (6-0) (RR#24-12-02)

5. PUBLIC PRESENTATIONS/ INVITED GUEST

6. STAFF REPORTS:

6.1 Police Report: Nov 2024

6.2 Fire Department Report Nov 2024

6.3 Recreation Director's Report Nov 2024:

6.4 Planning Report: (Development Permit Approvals)

No development permits were issued between Nov 5th 2024 – Dec 5th

6.5 Finance and Administration Report:

6.5.1 Cash Flow Report for Nov 2024

6.5.2 Disbursement Listing Nov 2024

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

	Monthly Totals
Town	\$88,131.63
Arena	\$ 9,361.46
Utility	\$14,415.69

6.6 Sewer/Water Report Nov 2024

Following the discussion of the Staff Reports:

It was moved by Councillor Barb Wood and seconded by Councillor Nicole Arsenault THAT the staff reports for the month of November 2024 noted under Section 6.0 be received.

MOTION CARRIED (6-0) (RR#24-12-03)

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

8.1 *Department of Municipal Affairs* – November 2024 Newsletter Ex

8.2 FPEIM – Newsletter Nov 2024

8.3 Life house Summerside- Coldest Night Walk Event

8.4 Town of Borden- Carleton Dec 2024 Flyer

8.5 Amherst Cove Consolidation School- Donate/Sponsor Family for Christmas

8.6 Navigator Event-

8.6.1 Event -Town Hall Nov 21, 2024- Resident Care Worker Program

8.6.2 Event Dec 13, 2024 - Christmas Karaoke Night - Legion

ACTION ITEMS: Nil

9. WORKING PROGRESS

9.1 Request for Speed Bumps – Carleton St – update received

On Dec 6 Alan Aiken Traffic Operations Engineer at PEI Transportation & Infrastructure Renewal responded to an email sent Aug 6 in respect to the Town of Borden Carleton putting speed humps on Carleton Street. Alan stated he reviewed with Chief and Western Traffic Manager.

They are not opposed to seasonal installation of Temporary Traffic humps on Carleton St near Belvedere Avenue. Exact locations to be mutually agreed to, and he suggested the Town of Borden-Carleton contact Trevor Paynter to work out the details.

9.2 Housing Development Read Road -Application for Funding to FPEIM

The developer has been approved for funding through the FPEIM MIF housing program for a housing development on Read Road. The next step is for the developer to finalize the site plan for Council's review and to enter into a Purchase and Sale Agreement and a Development Agreement with the Town for the housing project.

9.3 Working Remotely Policy (under Development)

9.4 Revised Fees Policy (under development)

9.5 Sidewalks – Quote received from OTG Property Services to repair sections of sidewalks in the Town in need of repair. CAO Cora Lee Dunbar talked with Tom Noonon and Mayor Randy Ahearn and the decision was made to wait until the spring to repair the sidewalks due to the extra cost if done in the winter.

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

11.1 Dept of Environment, Energy and Climate Action- WWTP Sludge Inventory

It was agreed that the CAO obtain quotes on Sludge Inventory Study for the Town's main sewer lagoon. (The cost to clean the sludge from the lagoon could cost between \$500,000 to 2 million dollars.) It is recommended to be done every 25 years. The lagoon has never been done and the first step would be to have a sludge inventory undertaken by a qualified engineering firm.

11.2 Central Community Navigator- Learn to Skate Program

It was recommended by staff that the Town partner with the Central Community Navigator organization and make the Arena available at no cost, for a Learn to Skate program.

It was moved by Councillor Nicole Arsenault and seconded by Councillor Larry Allen THAT the Council agree to donate the ice time for the Learn to Skate program being proposed by the Community Navigator.

MOTION CARRIED (6-0) (RR#24-12-04)

11.3 Coastal Entrance Solutions Quote- New Doors for the lagoon house/ Arena
Quote from Central Entrance Solutions for parts to repair the door at the Lagoon House and Arena at a cost of 2,810.00 plus GST.

It was moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT. Deputy CAO Holly Bernard additional quotes for the repair of both doors.

MOTION CARRIED (6-0) (RR#24-12-05)

11.4 Active Transportation Fund

The AT Fund was announced in late 2019 as part of the Sustainable Transportation Action Plan. The AT Fund helps build new walking and bike paths, install paved shoulders, and better connect existing walking and cycling trails to improve and grow PEI's active transportation network.

Applications can be submitted anytime during the year, however only those submitted by January 17, 2025, will be considered for the next fiscal year.

Applications received after this deadline will be considered and evaluated for the following application deadline, unless the projects submitted do not exhaust the entire fund. In this case, projects can be considered for the current intake period.

Funding:

- **First Year:** \$1 million
- **Matching Contribution:**
 - **First \$75,000:** 100% funded by the AT Fund
 - **Amount over \$75,000:** 50% funded by the AT Fund

It was moved by Councillor Ashley Steele and seconded by Councillor Barb Wood THAT the CAO Cora Lee Dunbar submit an application to the Active Transportation Funding to improve the use of town streets walking and biking purposes.

MOTION CARRIED (6-0) (RR#24-12-06)

11.5 CDC- Community Housing Fund Application

In 2023 the Central Development Corporation applied for funding for a housing project for workers under the Canadian Mental Health Association Community Fund. They would like the Town's support to have a Housing Study undertaken to outline the housing needs in Borden-Carleton.

CAO Cora Lee is meeting with CDC on Dec 10, 2024, to discuss this project further.

11.6 Elevator- Quote requested from Henkel Elevator Services

A Quote of \$38,600.00 for an Elevator to make the Council chambers accessible to all of the public was received.

No action was taken on this quote at this time.

12. QUESTIONS (DISCUSSION ITEMS) COUNCIL

12.1.1 Discuss when the 3rd row of houses will be development on Carleton Street

A copy of a letter written by the former CAO to the Dept of Housing dated June 1, 2024, inquiring when the third building of 5 housing units would be built on Harbourview Lane as per the development agreement with the Town. The Town has not received a response to this letter.

The CAO Cora Lee Dunbar was requested by Councillor to look further into when they plan on developing the 3rd row of houses on Carleton Street.

12.1.2 Discuss heat pump for Fire Hall Bay

The Deputy CAO Holly Bernard stated to Council that they can apply for rural initiative growth funding with the provincial government on Jan 1 2025 for the heat pump.

13. 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.*

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

MOTION CARRIED (6-0) (RR#24-12-07)

Council went into in-camera at **6:44** pm

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

MOTION CARRIED (6-0) (RR#24-12-08)

Council returned to open session at 8:14 pm

14.. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at **8:14** pm.

Mayor, Randy Ahearn

CAO, Cora Lee Dunbar

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

BORDEN-CARLETON
MAYOR'S
POLICING REPORT
JANUARY 2025

East Prince RCMP Detachment
“L” Division
Prince Edward Island



Assistance to Organization	1	1
Crime Prevention	0	0
Abandoned Vehicle	0	0
Theft of Bicycle	0	0
Theft of Motor Vehicle	2	2
Theft Under \$ 5000	1	1
Theft Over \$ 5000	0	0
Drugs (Possession)	0	0
Criminal Harassment	0	0
Drugs (Trafficking)	0	0
Information File	0	0
Firearms Act	0	0
Dog Act	0	0
Traffic Violations	5	5
Traffic Collision	3	3
Trespass Act	0	0
Failure to Comply with Undertaking/Court Order	1	1
Roadside Suspension	0	0
Fail to Stop or Remain at Accident	0	0
Liquor Act	0	0
Cannabis Act – Offences Only	0	0
Uttering Threats against a Person	0	0
Causing a Disturbance / Mischief (including public intoxication)	0	0
Impaired Operation of Motor Vehicle	0	0
Sexual Assault/Interference	0	0
Distribute Intimate Image without Consent	0	0

Excise Act	0	0
Sextortion	0	0
Abduction – under 14 by lawful caregiver	0	0
Possession of Weapon for Dangerous Purpose	0	0
Fire Prevention Act	0	0
Litter Act	0	0
Operation of Motor Vehicle While Prohibited	1	1
Possession of Property Obtained by Crime	1	1
Total Calls for Service	21	21

Provincial Charges/Warnings for the month:

TRAFFIC	January 2025	Year to Date
Speeding Violation Charge	0	0
Other Non-Moving Traffic Violation Charge	0	0
Other Moving Traffic Charge	0	0
Warning Issued	3	3
Liquor Act Charge	0	0
Cannabis Charge	0	0

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

Alicia Wentzell

From: shawn jessome <s_jessome@yahoo.com>
Sent: February 10, 2025 7:46 PM
To: Alicia Wentzell
Cc: Holly Bernard; accountant@borden-carleton.ca; bradpaugh567@msn.com; Christina Getson
Subject: Re: Respective Reports for Feb 6th, 2025 Regular Town Council Meeting

Sorry for the late response to this email as it went into my junk mail.

Following is the Calls for the Fire Dept. Since the last council meeting.

Dec 13	Water Rescue	Borden-Carleton	15 Members
Dec 18	Medical Call	Borden-Carleton	9 Members
Dec 20	MVC	Borden-Carleton	11 Members
Dec 21	Water Rescue	Augustine Cove	11 Members
Jan 1	MVC	Albany	17Members
Jan 1	Medical Call	Albany	11Members
Jan 5	MVC	Borden-Carleton	11Members
Jan 9	Mutual Aid Call	South Melville	13Members
Jan 9	Alarm Call	Albany	7Members
Jan 17	Alarm Call	Borden-Carleton	9 Members
Jan 27	ATV Rescue	Cape Traverse	10Members

Thank You
Shawn Jessome
Fire Chief
Sent from my iPhone

On Jan 28, 2025, at 3:59 PM, Alicia Wentzell <admin@borden-carleton.ca> wrote:

Hi All,

The next Council meeting for the Town of Borden-Carleton is scheduled for **Tuesday, Feb 11, 2025 at 6:00pm.**

This email serves as a reminder to have your respective reports submitted by noon on **Thursday, Feb 6th, 2025** in order for them to be included in the Council package.

Thank you in advance for your time and submissions.

Kind Regards,

Recreation Report

February 11th, 2025

Once again, the Gateway Arena was asked to host games from the North River Minor Hockey Sweetheart Tournament which is in its 17th year. We have 25 games being played out of the rink starting on Friday, February 7th to 9th. Thank you to Art, Laurie and Dennis for working hard and keeping up with the amount of cleaning and traffic that comes along with this tournament. Thank you to the board for always booking at the Gateway Arena. Looking forward to next year's tournament already!

The new LED sign has been installed at the arena, we are now just waiting on the electrician to come and hook it up. The sign looks great and we can not wait to start using it!

The heat pump has been installed at the fire hall. We are now waiting on the electrician to come and hook it up as well as the new fans that will be installed to force the heat down.

Senior Tea's are still a great hit, we get 16-24 people at each one. They love the interaction and social aspect of it. We were lucky enough to get the Senior's Secretariat Grant to help cover the costs of these monthly get togethers.

We are looking into partnering with NHL Streets and Southside Minor Hockey Association to deliver a 6-week ball hockey program for children in the area. We are in the early stages of planning and seeing if with partnering with minor hockey they will bring the volunteers we would need to facilitate this program.

A big thank you to Paynter Brother's Contracting and the Consolidated Credit Union for sponsoring the Christmas Eve Skate once again this year. It was a great success and we believe it was one of the most attended years. Thank you to Dennis, Art, Laurie and Alicia for helping get the arena ready. We also like to send a thank you to Kyle Wigney for playing Santa, he always does such a great job.

On February 5th we welcomed the Black Culture Society to our Town to raise the flag for Black History Month which is celebrated all of February. Thank you to Mayor Ahearn, Councilor Marshall, staff and members of the public for coming out and celebrating this event with us. The Pan-African flag will now fly at the fire hall the full month of February.

The new bunker gear that was ordered with the help of the Rural Growth Initiative Fund has been delivered.

PEI Planning Decisions

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

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

The following municipalities are not covered by this site:

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

For municipal contact information search the [Municipal Directory](#)

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

Showing results 1-1 of 1

PID	Address, Community	Application Type	Application Details	Nature of Decision	Appeal By Date
878280	7379 Cavendish Road, BORDEN-CARLETON	Development Permits	New Addition to Existing Building	Approved	2025-02-05

Showing results 1-1 of 1

Published date: September 22, 2022

Housing, Land and Communities

FINANCIAL REPORT FOR JANUARY 2025

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 JANUARY 31 2025

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	37,176	21,764	24,529	34,411
TOWN	268,995	106,012	137,423	237,584
UTILITIES	216,827	47,109	29,694	234,242
Total Cash Flow	522,998	174,884	191,645	506,237

JANUARY 31 2025 RESERVES	Opening	Deposits	Transfers	Closing
	Balance		EFT Payments	Balance
Gas Tax ACCT	329,122	27	0	329,149

JANUARY 31 2025 LOANS	Opening	Deposits	Principal Only	Closing
	Balance		EFT Payments	Balance
Tanker Truck 70-9	55,500		500	55,000
Fire Truck 71-9	71,650		1,433	70,217
Sewer 72-9	380,887		2,627	378,261
Sewer Mains 74-9	62,141		284	61,857
Storm Drains 75-9	62,141		284	61,857
Water/Sewer 79-9	267,324		1,601	265,723
Total Loans Outstanding	899,643	0	6,728	892,915

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 Jan 01, 2025 to Jan 31, 2025

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
17748	Payroll	Ranahan, Arthur	166.69	Jan 10, 2025
17749	Payroll	Bernard, Dennis	1,737.43	Jan 10, 2025
17750	Payroll	Gallant, Arthur	1,215.33	Jan 10, 2025
1	Payroll	Wentzell, Alicia	1,435.10	Jan 10, 2025
2	Payroll	Bernard, Holly	1,750.10	Jan 10, 2025
3	Payroll	Le, Quoc Bao	1,539.78	Jan 10, 2025
5	Payroll	Dunbar, Cora Lee	2,273.35	Jan 10, 2025
6	Payment	Federation of Canadian Municipaliti	366.07	Jan 09, 2025
7	Payment	On The Go Property Maintenance	15,434.38	Jan 09, 2025
8	Payment	Borden-Carleton Utility	773.18	Jan 09, 2025
10	Payment	Ceretti's Grocery & Hardware	360.43	Jan 09, 2025
11	Payment	Minister of Finance Justice & Public	27,814.50	Jan 09, 2025
12	Payment	Borden-Carleton Firemen's Assoc	9,975.00	Jan 09, 2025
13	Payment	Jessome, Shawn	1,600.00	Jan 09, 2025
14	Payment	Allen, Larry	800.00	Jan 09, 2025
15	Payment	Xerox Canada LTD	85.86	Jan 09, 2025
16	Payment	Dalmac Print- Signs-Cresting	22,345.37	Jan 09, 2025
17	Payment	Fire Safe Headquarters Inc.	30,110.96	Jan 09, 2025
18	Payment	Prince Edward Island Potato Board	2,221.80	Jan 09, 2025
19	Payment	Royal Canadian Legion, BR#10	172.50	Jan 09, 2025
20	Payment	SaltWire Network	316.25	Jan 09, 2025
21	Payment	Xplore Fibre L.P.	356.48	Jan 09, 2025
22	Payment	MJS Marketing & Promotions	287.50	Jan 09, 2025
23	Payment	Kensington & Area Chamber of Con	69.00	Jan 09, 2025
24	Payment	C&R Signs & Embroidery	604.90	Jan 09, 2025
25	Payment	D.C. Tire Sales & Service Ltd.	34.48	Jan 09, 2025
26	Payment	Ahearn, Randy	252.08	Jan 09, 2025
27	Payment	Allen, Larry	147.08	Jan 09, 2025
28	Payment	Steele, Ashley	177.08	Jan 09, 2025
29	Payment	Wood, Barb	177.08	Jan 09, 2025
30	Payment	Bernard Arsenault, Nicole	177.08	Jan 09, 2025
31	Payment	Green, Marcia	197.08	Jan 09, 2025
32	Payment	Marshall, Patricia	197.08	Jan 09, 2025
33	Payment	Orkin Canada	40.25	Jan 23, 2025
34	Payment	Sandstone Surveying and Engineeti	350.75	Jan 23, 2025
35	Payment	Platts Electric	172.50	Jan 23, 2025
36	Payment	Medacom Atlantic Inc.	279.53	Jan 23, 2025
37	Payment	On The Go Property Maintenance	15,911.63	Jan 23, 2025
38	Payment	Good Equipment	136.15	Jan 23, 2025
39	Payment	Royal Canadian Legion, BR#10	233.90	Jan 23, 2025
40	Payment	Minister of Finance Transpotation a	105.00	Jan 23, 2025

Total Town Cheques issued Jan 2025

142,400.71

Town of Borden-Carleton**Cheque Log for 1001 Credit Union Current Account from Jan 01, 2025 to Jan 31, 2025**

JE#	Source #	Comment	Credits	Date
J1574	EFTRWAM	RWAM Insurance Adminstrators Inc	514.14	Jan 02, 2025
J1575	FundsTransfer	Payment Visa Dec, 2024	1,252.74	Jan 06, 2025
J1647	EFTCRA	Receiver General for Canada	12,488.21	Jan 09, 2025
J1648	EFTBell	Bell Aliant	85.29	Jan 10, 2025
J1649	EFTJim	Wentzell, Jim	1,970.15	Jan 10, 2025
J1651	EFTWEX	Wex Canada Ltd	35.00	Jan 13, 2025
J1650	FundsTransfer	Transfer fund to Debit Card	500.00	Jan 13, 2025
J1659	EFTMar	Maritime Electric	1,046.27	Jan 14, 2025
J1660	BS	Pre-Authorised for Simply Payroll	88.48	Jan 15, 2025
J1682	CU 71	CU LN Payment FIRE TRUCK	1,749.44	Jan 16, 2025
J1694	CU-75	PAYMENT STORM SEWER For Ja	567.03	Jan 20, 2025
J1693	EFTMar	Maritime Electric	641.28	Jan 20, 2025
J1706	CU 70	CU LN Payment Tanker Truck	737.21	Jan 22, 2025
J1707	EFTMar	Maritime Electric	1,880.24	Jan 22, 2025
J1695	DD3	Bernard, Dennis	1,482.92	Jan 24, 2025
J1696	DD4	Bernard, Holly	1,750.10	Jan 24, 2025
J1697	DD5	Le, Quoc Bao	1,539.78	Jan 24, 2025
J1698	DD6	Wentzell, Alicia	1,435.10	Jan 24, 2025
J1699	DD7	Gallant, Arthur	1,126.32	Jan 24, 2025
J1700	DD8	Dunbar, Cora Lee	2,273.35	Jan 24, 2025
J1701	DD9	Ranahan, Arthur	166.69	Jan 24, 2025
J1722	EFTPayroll	Wentzell, Jim	2,570.15	Jan 24, 2025
J1728	BS	CU CHARGES	84.95	Jan 31, 2025
Online Payments Town Jan 2025			35,984.84	
TOTAL ALL PAYMENTS TOWN Jan 2025			178,385.55	

Gateway Arena**Cheque Log for 1001 Credit Union Current Account from Jan 01, 2025 to Jan 31, 2025**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6510	Payment	On The Go Property Maintenance Ir	2,099.67	Jan 09, 2025
6511	Payment	Borden-Carleton Utility	490.22	Jan 09, 2025
6512	Payment	Ceretti's Grocery & Hardware	273.91	Jan 09, 2025
6513	Payment	MCM Refridgeration	4,147.44	Jan 09, 2025
6514	Payment	Spring Valley Building Centre	225.80	Jan 09, 2025
6515	Payment	Callbeck's Home Hardware	157.50	Jan 09, 2025
6516	Payment	Monarch Enterprises Ltd.	1,377.70	Jan 09, 2025
6516	Payment	On The Go Property Maintenance Ir	2,099.67	Jan 23, 2025
6517	Payment	Spring Valley Building Centre	135.48	Jan 23, 2025
6518	Payment	Callbeck's Home Hardware	33.09	Jan 23, 2025
6519	Payment	R.CUDMORE ELECTRIC LTD.	2,054.19	Jan 23, 2025
6520	Payment	ADL Foods	190.57	Jan 23, 2025
6521	Payment	Orkin Canada	79.53	Jan 23, 2025

Total Arena Cheques issued Jan 2025 **13,364.77**

JE#	Source #	Comment	Credits	Date
J615	Bk Statement	Bk Charge _ Debit Machine Nov	22.94	Jan 10, 2025
J676	Bk Statement	Bk Charge	35.70	Jan 31, 2025
J648	BS	CU CHARGES	5.75	Jan 20, 2025
J675	BS	CU CHARGES	5.00	Jan 30, 2025
J651	EFTCRA	Receiver General for Canada	243.04	Jan 22, 2025
J639	EFTGFL	Superior Sanitation Services Limitec	584.76	Jan 16, 2025
J633	EFTIrving	Irving Energy Distribution and Marke	1,060.05	Jan 14, 2025
J671	EFTIrving	Irving Energy Distribution and Marke	1,915.19	Jan 27, 2025
J632	EFTMar	Maritime Electric	6,267.22	Jan 14, 2025

Online Payments Arena Jan 2025 **10,139.65**

TOTAL ALL PAYMENTS Arena Jan 2025 **23,504.42**

Borden Carleton Sewer and Water Utility**Cheque Log for 1001 Credit Union Current Account from Jan 01, 2025 to Jan 31, 2025**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3364	Payment	Campbell's Concrete LTD.	379.14	Jan 09, 2025
3365	Payment	Island Chemicals Inc.	432.86	Jan 09, 2025
3366	Payment	Minister of Finance EW&CA	591.10	Jan 09, 2025
3367	Payment	Island Coastal Services LTD.	3,036.00	Jan 09, 2025
3368	Payment	Prince County Wastewater Manage.	4,600.00	Jan 24, 2025
Total Utilities Cheques issued Jan 2025			9,039.10	

JE#	Source #	Comment	Credits	Date
J2968	BS	CU LOAN 072	4,200.44	Jan 14, 2025
J2982	EFTMar	Maritime Electric	516.66	Jan 14, 2025
J3006	bank	CU Charges	5.75	Jan 20, 2025
J3003	BS	CU LOAN 074 for Jan	567.03	Jan 20, 2025
J3004	EFTMar	Maritime Electric	1,985.28	Jan 20, 2025
J3076	bank	CU Charges	5.00	Jan 30, 2025
J3075	BS	CU LOAN 079	2,779.53	Jan 30, 2025
J3097	bank	CU Charges	1.85	Jan 31, 2025
J3094	BS	CU CHARGES	26.45	Jan 31, 2025
Online Payments Utilities Jan 2025			10,087.99	
TOTAL ALL PAYMENTS Utilities Jan 2025			19,127.09	

Town of Borden - Carleton
Statement of Operations - Gateway Arena
Year Ended January 31, 2025

ARENA

	Budget 2024/25	Jan 31 2025	Actual 2023/24	Differences
	1 (\$)	2 (\$)	3 (\$)	4=1-2
Revenues				
Ice rentals	70,000	42,187	68,890	27,813
Canteen Sales	40,000	7,192	42,012	32,808
Grants - salaries	10,000	8,826	10,128	1,174
Grants - recreation	8,500	8,500	8,500	-
Grants - Province of PEI	4,600	0	4,647	4,600
Sign rentals	3,500	2,425	2,075	1,075
Miscellaneous	600	541	786	59
Donations	1,200	600	1,135	600
Gym membership fees	-	0	0	-
Total	138,400	70,271	138,173	68,129
Expenditures				
Amortization of tangible capital asset	22,000	15,854	20,952	6,146
Bad debts	-	0	0	-
Canteen purchases	25,000	4,420	23,836	20,580
Electricity	40,000	26,969	36,846	13,031
Fuel	16,200	9,478	14,325	6,722
Garbage	5,000	5,049	4,890	-49
Insurance	21,044	19,649	17,537	1,395
Miscellaneous	2,600	782	2,343	1,818
Professional fees	3,500	0	3,500	3,500
Property taxes and utilities	5,755	4,805	6,308	950
Repairs and maintenance	14,500	24,270	14,444	-9,770
Salaries and benefits	80,739	0	71,040	80,739
Snow removal	11,500	5,578	9,842	5,922
Telephone	1,560	1,301	1,417	259
Total	249,398	118,155	227,280	131,243
Operating surplus (deficit)	-110,998	-47,884	-89,107	-63,114
Other				
Gas Tax & MCEG	-	0	9,476	-
Other Capital Grants	1,600	0	9,293	1,600
Insurance Proceeds - Capital	-	0	12,800	-
Proceeds from Sale of tangible capital Assets	-	0	2,500	-
	1,600	-	34,069	1,600
Annual surplus	-109,398	-47,884	-55,038	-61,514

**Town of Borden - Carleton
Statement of Operations - Water
Year Ended January 31, 2025**

WATER

		Budget 2024/25	Jan 31 2024	Actual 2023/24	Differences
		1 (\$)	2 (\$)	3 (\$)	4=1-2
	WATER				
Revenues					
	Residential	75,000	73,079	59,434	1,921
	Commercial	53,743	39,968	43,916	13,775
	Interest	2,250	0	2,130	2,250
	Public fire protection service	46,550	45,125	38,000	1,425
	Inspection/connection fees	400	300	800	100
		177,943	158,472	144,280	19,471
Expenditures					
	Operating				
	Certified operator contractor	27,600	23,650	29,150	3,950
	Electricity	20,000	16,607	19,544	3,393
	Repairs and maintenance	8,500	6,902	8,008	1,598
	Water testing	5,000	4,772	4,506	228
		61,100	51,931	61,208	9,169
	General				
	Bad debt	500	0	0	500
	Insurance	3,799	2,870	3,167	929
	Interest and bank charges	200	0	135	200
	Membership and dues	2,000	375	1,897	1,625
	Professional fees	6,000	1,082	3,082	4,918
	Property taxes	350	251	322	99
		12,849	4,578	8,603	8,271
	Other				
	Amortization of tangible capital	56,000	38,667	47,099	17,333
	Interest on long term debt	9,485	7,970	10,736	1,515
		65,485	46,637	57,835	18,848
	Allocation from general government	69,677	58,000	77,376	11,677
		209,111	161,146	205,022	47,965
	Operating surplus(deficit)	-31,168	-2,674	-60,742	-28,494
Other					
	Government transfers for capital	10,000	0	1,683	10,000
		10,000	-	1,683	10,000
	Annual surplus	-21,168	-2,674	-59,059	-18,494

**Town of Borden - Carleton
Statement of Operations - Sewerage
Year Ended January 31, 2025**

SEWER

	Budget 2024/25	Jan 31 2024	Actual 2023/24	Differences
	1 (\$)	2 (\$)	3 (\$)	4=1-2
SEWER				
Revenues				
Residential	127,500	125,306	101,663	2,194
Commercial	90,337	67,575	73,815	22,762
Interest	4,500	4,536	4,975	-36
	222,337	197,417	180,453	24,920
Expenditures				
Operating				
Certified operator contracts	27,200	23,650	29,150	3,550
Electricity	9,500	7,603	8,891	1,897
Repairs and maintenance	13,300	22,494	17,411	-9,194
	50,000	53,747	55,452	-3,747
General				
Bad debt	500	0	0	500
Insurance	3,131	2,434	2,610	697
Interest and bank charges	400	372	309	28
Membership and dues	2,000	375	1,897	1,625
Professional fees	6,000	1,082	3,082	4,918
Property taxes	700	513	675	187
	12,731	4,776	8,573	7,955
Other				
Amortization of tangible capital assets	68,000	56,166	67,399	11,834
Interest on long term debt	41,959	32,201	46,448	9,758
	109,959	88,367	113,847	21,592
Allocation from general government	69,677	58,000	77,376	11,677
	242,367	204,890	255,248	37,477
Operating surplus (deficit)	-20,030	-7,473	-74,795	-12,557
Other				
Government transfers for capital projects	10,000	-145	189,345	10,145
Annual surplus (deficit)	-10,030	-7,618	114,550	-2,412

**Town of Borden - Carleton
Statement of Expenditures - Town
Year Ended Jan 31, 2025**

TOWN

	Budget 2024/25	31/01/2025	Actual 2023/24	Differences
	1 (\$)	2 (\$)	3 (\$)	4=1-2
Expenditures				
Fire Protection				
Amortization of tangible capital a	50,000	39,075	41,997	10,925
Convention & training	4,500	1,884	4,633	2,616
Gas, oil & repairs	6,500	9,137	5,462	-2,637
Honorariums	12,000	12,375	11,595	-375
Insurance	12,682	8,659	9,390	4,023
Interest on long term debt	9,308	7,172	7,353	2,136
Miscellaneous	120	0	521	120
Share of civic building costs	18,500	15,417	15,708	3,083
Supplies	6,000	1,171	6,531	4,829
Telecommunication	8,390	6,224	7,674	2,166
Water charge	46,550	45,125	38,000	1,425
	174,550	146,238	148,864	28,312
General Government				
Advertising & Donation	3,500	4,505	13,116	-1,005
Amortization of tangible capital a	25,000	20,676	24,810	4,324
Community events	1,000	734	443	266
Conference & Travel	1,000	0	457	1,000
Copier Lease	1,350	676	1,352	674
Council Honoraria	17,500	13,170	17,215	4,330
Election	-	1,395	0	-1,395
Interest & Bank charges	1,100	970	1,058	130
Liability insurance	4,866	3,567	4,055	1,299
Memberships	2,500	1,958	2,406	542
Miscellaneous	-	0	0	-
Office	18,800	15,843	21,196	2,957
Professionals fees	24,500	870	22,628	23,630
Property tax rebates	8,000	3,063	6,694	4,937
Rent	12,750	15,787	12,144	-3,037
Repairs and maintenance	5,250	2,984	4,708	2,266
Salaries and benefits	249,741	389,863	226,497	-140,122
Telephone	6,000	5,033	5,553	967
Portion allocate to water and sev-	168,934	-116,000	-154,751	-52,934
	213,923	365,093	209,581	-151,170

**Town of Borden - Carleton
Statement of Expenditures - Town
Year Ended Jan 31, 2025**

TOWN

	Budget 2024/25	31/01/2025	Actual 2023/24	Differences
Police Protection	111,260	111,258	106,852	2
Properties and Planning				
Civic building	26,413	13,177	22,440	13,236
Development Officer	12,000	9,945	6,783	2,055
Library and capsite	2,141	270	90	1,871
Maintenance building	8,204	5,494	6,051	2,710
Marine rail park	14,660	10,046	13,031	4,614
Property tax - Other properties	8,350	5,508	5,440	2,842
Portion of civic building allocated to fire protection	- 18,500	-15,417	-15,708	-3,083
	53,268	29,023	38,127	24,245
Public Works				
Amortization of tangible capital a	23,000	18,871	22,645	4,129
Electricity	22,000	17,985	21,474	4,015
Interest on long term debt	4,388	3,362	4,521	1,026
Repairs and maintenance	22,399	8,645	12,445	13,754
Snow removal	63,775	37,904	60,543	25,871
Tractor, gas and repairs	7,000	11,506	4,866	-4,506
Wages -Streets	15,814	0	15,140	15,814
	158,376	98,273	141,634	60,103
Recreation				
Amortization of tangible capital a	30,000	25,155	30,668	4,845
Repairs & Maintenance- Ball field	3,000	3,009	3,430	-9
Interest on long term debt	-	0	0	-
Miscellaneous	0	0	0	-
Salaries and benefits	127,988	2,374	121,635	125,614
Special events	32,000	25,059	24,152	6,941
Supplies and equipment	2,000	3,743	11,075	-1,743
Travel (Entertainment)	1,150	181	396	969
	196,138	59,521	191,356	136,617

**Town of Borden - Carleton
Statement of Operations - Town
Year Ended Jan 31, 2025**

Town

	Budget 2024/25	31-Jan-25	Actual 2023/24	Differences
	1 (\$)	2 (\$)	3 (\$)	4=1-2
Revenues				
Property taxes	731,340	632,116	712,598	99,224
Grants - municipal support	78,013	70,777	75,907	7,236
Fire Dues	65,000	60,927	70,013	4,073
Grants - Job creation	28,621	59,838	63,983	-31,217
Grants - Recreation	5,000	5,000	5,000	-
Miscellaneous	14,500	10,561	13,370	3,939
Donations	15,500	10,232	42,774	5,268
Fines & Fees	6,000	10,889	6,641	-4,889
Licenses and permits	3,500	5,976	3,300	-2,476
	947,474	866,316	993,586	81,158
Expenditure				
Fire Protection	174,550	146,238	148,864	28,312
General Government	213,923	365,093	209,581	-151,170
Police Protection	111,260	111,258	106,852	2
Properties and planning	53,268	29,023	38,127	24,245
Public Works	158,376	98,273	141,634	60,103
Recreation	196,138	59,521	191,356	136,617
	907,515	809,407	836,414	98,108
Operating surplus (deficit)	39,959	56,909	157,172	-16,950
Other				
Government transfers for capital Inc Arena	126,100	-	159,744	126,100
Gain on sale of tangible capital assets	-	-	-	-
Insurance Proceeds	-	-	49,641	-
	126,100	-	209,385	126,100
Annual surplus	\$166,059	\$56,909	\$366,557	\$109,150

Town of Borden-Carleton

General Ledger Report Apr 01, 2024 to Feb 07, 2025 Current

Sorted by: Transaction Number

Date	Comment	Source #	JE#	Debits	Credits	Balance
160	Fines					-
May 24, 2024	Prov Court Fine for Apr, 2024	812105	J265	-	62.25	62.25
Jul 05, 2024	Prov Court Fine, May 2024	812116	J511	-	765.30	827.55
Jul 17, 2024	Provincial Court Fine, June 2024	812117	J587	-	65.00	892.55
Aug 30, 2024	Provincial Court Fine July 2024	812124	J913	-	1,141.05	2,033.60
Oct 01, 2024	Provincial Court Fine, August, 2024	812132	J1046	-	4,260.20	6,293.80
Oct 25, 2024	Provincial Court Fines	687059	J1185	-	265.00	6,558.80
Oct 25, 2024	Provincial Court Fines	687061	J1186	-	286.25	6,845.05
Jan 03, 2025	Provincial Court, October 2024	253402	J1572	-	2,141.19	8,986.24
Jan 03, 2025	Provincial Court, November 2024	253403	J1573	-	1,872.68	10,858.92
				-	10,858.92	

Town of Borden-Carleton

General Ledger Report Apr 01, 2023 to Mar 31, 2024 Last year

Sorted by: Transaction Number

Date	Comment	Source #	JE#	Debits	Credits	Balance
160	Fines					
May 01, 2023	Provincial Court Fines - Cheque#0...	Rec#812020	J113	-	162.00	162.00
May 18, 2023	Provincial Court Fines - Cheque #0...	Rec#812024	J226	-	72.75	234.75
Jun 30, 2023	Court Fines; cheque #10177	812036	J486	-	506.28	741.03
Jul 20, 2023	Provincial Court Fines Cheque #01...	812043	J594	-	2,205.15	2,946.18
Aug 29, 2023	Provincial Court Fines Cheque #01...	812057	J823	-	324.63	3,270.81
Sep 22, 2023	PEI Courts Payout Cheque #010287	812065	J972	-	41.25	3,312.06
Oct 26, 2023	Provincial Court Fines Cheque #01...	812073	J1144	-	729.75	4,041.81
Dec 29, 2023	Prov Court fines #10419	812086	J1548	-	400.49	4,442.30
Jan 23, 2024	Provincial Court Fines	812090	J1645	-	350.00	4,792.30
Feb 29, 2024	Provincial Court Fines	812094	J1857	-	854.19	5,646.49
Mar 18, 2024	Provincial Court Fines	294772	J1942	-	480.00	6,126.49
Mar 31, 2024	Fine for March 2024	Provincial Co...	J2076	-	514.25	6,640.74
				-	6,640.74	

MONTHLY WATER & WASTEWATER MAINTENANCE REPORT

MONTH: DECEMBER
YEAR: 2024

LOCATION: TOWN OF BORDEN-CARLETON
OPERATOR: BRAD PAUGH

WELL-HOUSE METER READINGS

DATE	SYSTEM METER	CHLORINE LEVEL	RESIDUAL
Dec. 2, 2024	1505128	36	0.48
Dec. 3, 2024	1505735	32-52	0.46
Dec. 5, 2024	1506947	48	0.44
Dec. 7, 2024	1507782	44	0.47
Dec. 9, 2024	1508854	40	0.44
Dec. 10, 2024	1509339	39	0.42
Dec. 11, 2024	1510198	36	0.43
Dec. 13, 2024	1511806	28-48	0.45
Dec. 15, 2024	1512946	43	0.44
Dec. 17, 2024	1514005	38	0.46
Dec. 19, 2024	1515696	29-49	0.44
Dec. 20, 2024	1516417	46	0.47
Dec. 22, 2024	1517115	42	0.48
Dec. 23, 2024	1517779	41	0.46
Dec. 24, 2024	1518545	40	0.41
Dec. 26, 2024	1519127	40	0.28
Dec. 27, 2024	1520024	40	0.36
Dec. 28, 2024	1520413	39	0.38
Dec. 29, 2024	1520766	39	0.39
Dec. 30, 2024	1521402	36	0.43
Dec. 31, 2024	1521785	33-53	0.43

WELL-HOUSE – MAINTENANCE RECORDS

CHLORINE PURCHASED: No new maintenance issues noted.

CONTROL PANELS: No new maintenance issues noted.

WELL MAINTENANCE: Well #3 was sampled this month and is back online. We now have 4 out of 5 wells online.

BACK-UP GENERATOR: No new maintenance issues noted.

WATER TOWER: No new maintenance issues noted.

OTHER MAINTENANCE ISSUES NOTED:

Dec. 20th – Chlorine injector was plugged. The line was cleared and is functioning normally.

Dec 28th – MECL had to be called in to repair an electrical failure that caused a partial power failure in the wellhouse preventing the wells from running. MECL made their repairs, and full power was restored and wells resumed operation as usual.

MONTHLY WATER & WASTEWATER MAINTENANCE REPORT

MONTH: DECEMBER
YEAR: 2024

LOCATION: TOWN OF BORDEN-CARLETON
OPERATOR: BRAD PAUGH

LIFT STATIONS – VISUAL CHECKS						
DATE	L.S. #1: MacDougal Steel (Industrial Dr.)	L.S. #2 Payntor Lane	L.S #3 Box Plant	L.S. #4 Fabrication Yard (Read Rd.)	L.S. #5 Confederation Cove	L.S. #6 Town Office
Dec. 2, 2024	✓	✓	✓	✓	✓	✓
Dec. 3, 2024	✓	✓	✓	✓	✓	✓
Dec. 5, 2024	✓	✓	✓	✓	✓	✓
Dec. 7, 2024	✓	✓	✓	✓	✓	✓
Dec. 9, 2024	✓	✓	✓	✓	✓	✓
Dec. 10, 2024	✓	✓	✓	✓	✓	✓
Dec. 11, 2024	✓	✓	✓	✓	✓	✓
Dec. 13, 2024	✓	✓	✓	✓	✓	✓
Dec. 15, 2024	✓	✓	✓	✓	✓	✓
Dec. 17, 2024	✓	✓	✓	✓	✓	✓
Dec.19, 2024	✓	✓	✓	✓	✓	✓
Dec. 20, 2024	✓	✓	✓	✓	✓	✓
Dec. 22, 2024	✓	✓	✓	✓	✓	✓
Dec. 23, 2024	✓	✓	✓	✓	✓	✓
Dec. 24, 2024	✓	✓	✓	✓	✓	✓
Dec. 26, 2024	✓	✓	✓	✓	✓	✓
Dec. 27, 2024	✓	✓	✓	✓	✓	✓
Dec. 28, 2024	✓	✓	✓	✓	✓	✓
Dec. 29, 2024	✓	✓	✓	✓	✓	✓
Dec. 30, 2024	✓	✓	✓	✓	✓	✓
Dec. 31, 2024	✓	✓	✓	✓	✓	✓

LIFT STATIONS – MAINTENANCE RECORDS
LIFT STATION CLEANING: Cleanings were completed in November.
PUMP MAINTENANCE: No new maintenance issues noted.
ALARM SYSTEMS: No new maintenance issues noted.
CONTROL PANELS: No new maintenance issues noted.
OTHER MAINTENANCE ISSUES NOTED: No new maintenance issues noted.

MONTHLY WATER & WASTEWATER MAINTENANCE REPORT

MONTH: DECEMBER
YEAR: 2024

LOCATION: TOWN OF BORDEN-CARLETON
OPERATOR: BRAD PAUGH

UV BUILDING & LAGOONS - MAINTENANCE RECORDS

UV LIGHT CLEANING/REPLACEMENT: Lights cleaned this month.

SUMP PUMP MAINTENANCE: No new maintenance issues noted.

ELECTRICAL MAINTENANCE: Electrical failure caused by corrosion was noted. Temporary repairs have been done; however, we will require an electrical to do some more permanent repairs to the GFCIs and breakers.

LAGOON - VISUAL INSPECTION: No new maintenance issues noted.

LAGOON - VALVE MAINTENANCE: No new maintenance issues noted.

OTHER MAINTENANCE ISSUES NOTED: No new maintenance issues noted.

OTHER ROUTINE MAINTENANCE

HYDRANT FLUSHING: No new maintenance issues noted.

WATER SHUT-OFF REQUESTS: Dec. 31st – Esso car wash required their water to be shut off due to water line freezing and busting. Water remains turned off until they complete the necessary repairs.

OTHER MAINTENANCE: Dec. 19th – Sewer line flushing completed on Carleton St., Main St. and Paynter Ln. We will continue hopefully in the Spring or when budget allows.

MONTHLY WATER & WASTEWATER MAINTENANCE REPORT

MONTH: JANUARY
YEAR: 2025

LOCATION: TOWN OF BORDEN-CARLETON
OPERATOR: BRAD PAUGH

WELL-HOUSE METER READINGS

DATE	SYSTEM METER	CHLORINE LEVEL	RESIDUAL
Jan. 2, 2025	1522520	50	0.44
Jan. 4, 2025	1523198	45	0.42
Jan. 5, 2025	1523650	42	0.46
Jan. 7, 2025	1524748	36	0.44
Jan. 9, 2025	1525879	30-50	0.43
Jan. 11, 2025	1526703	45	0.46
Jan. 13, 2025	1527165	42	0.44
Jan. 14, 2025	1527887	38	0.46
Jan. 16, 2025	1529161	30-50	0.47
Jan. 18, 2025	1529947	46	0.45
Jan. 20, 2025	1530719	41	0.44
Jan. 21, 2025	1531452	39	0.47
Jan. 23, 2025	1533012	28-48	0.47
Jan. 24, 2025	1533754	45	0.45
Jan. 26, 2025	1535294	35	0.48
Jan. 27, 2025	1535453	34	0.48
Jan 28, 2025	1537011	24-47	0.49
Jan. 29, 2025	1537632	43	0.46
Jan. 31, 2025	1538897	37	0.48

WELL-HOUSE – MAINTENANCE RECORDS

CHLORINE PURCHASED: 4 jugs of chlorine purchased January 8, 2025.

CONTROL PANELS: No new maintenance issues noted.

WELL MAINTENANCE: No new maintenance issues noted.

BACK-UP GENERATOR: No new maintenance issues noted.

WATER TOWER: I am still concerned over the leaks in the water tower. I'm afraid the ice build up will cause further problems. Have we had any luck getting a hold of Greatario? I've attached a picture to this report showing the ice build up and the pile on the ground beside the tower.

OTHER MAINTENANCE ISSUES NOTED: No new maintenance issues noted.

MONTHLY WATER & WASTEWATER MAINTENANCE REPORT

MONTH: JANUARY
YEAR: 2025

LOCATION: TOWN OF BORDEN-CARLETON
OPERATOR: BRAD PAUGH

UV BUILDING & LAGOONS - MAINTENANCE RECORDS

UV LIGHT CLEANING/REPLACEMENT: UV lights were cleaned January 6th, 2025.

SUMP PUMP MAINTENANCE: No new maintenance issues noted.

ELECTRICAL MAINTENANCE: Buchanan's was on site January 13th and did some repairs to breakers and electrical outlets. The heater is shorted out and not repairable. I recommend replacing the heater as it keeps the UV building dry, which is good for the building and all the electrical components. I can inquire about a quote if you want to proceed with replacing the unit.

LAGOON - VISUAL INSPECTION: No new maintenance issues noted.

LAGOON - VALVE MAINTENANCE: No new maintenance issues noted.

OTHER MAINTENANCE ISSUES NOTED: No new maintenance issues noted.

OTHER ROUTINE MAINTENANCE

HYDRANT FLUSHING: No new maintenance issues noted.

WATER SHUT-OFF REQUESTS: The old carwash at the Esso still has the water turned off. I've been there several times however; they are not ready for water as they don't have the heating system sorted out. They're supposed to reach out when they are ready.

OTHER MAINTENANCE: No new maintenance issues noted.

Alicia Wentzell

From: Municipal Affairs Division <municipalaffairs@gov.pe.ca>
Sent: January 15, 2025 1:13 PM
To: Joanne
Subject: Municipal Affairs January 2025 Newsletter

[View this email in your browser](#)



Dear Joanne,

Happy New Year! We look forward to working with you all in 2025!

In this e-newsletter:

Municipal Affairs

- [Reminder to Post Meeting Dates](#)
- [Moodle Platform Migration to the Cloud](#)

Land

- [The Applied Community Planning Graduate Certificate at NBCC](#)
- [Municipal Planning Authority Reminder](#)

Housing

- [The Climate Toolkit for Housing and Infrastructure](#)

- Short Term Rental Enforcement Fund
- Supports for Housing Developers

Climate Change & Emergency Management

- Municipal Climate Resiliency Grants Program
- Active Transportation Fund
- Municipal Flood Resilience in Action Training

Other

- Provincial Youth Cyberviolence Prevention Strategy Survey
- Important Reminders

Municipal Affairs resources can be found here:

www.princeedwardisland.ca/municipal-governments

Reminder of Requirement to Post Meeting Dates



A reminder that municipalities are required to post their meeting dates, with a minimum of 6 meetings a year. Please see section 110 of the *Municipal Government Act* below for reference.

Schedule of meetings

- (3) A council shall establish and publish, by electronic means or notification, an annual schedule of meetings for the conduct of six meetings each year shall be open to the public.

Public notification

- (4) Other means of public notification for the purposes of subsection 110(3) shall include, but not be limited to, newsletters and newspaper advertisements.

MGA s.110

Moodle Platform Migration to the Cloud



We are moving our on-line Moodle courses to a new cloud-based platform this month! This change will not affect your accounts—your current login credentials and course completions will transfer over seamlessly.

Please don't start any courses until February, as any progress made may be lost once your account moves over.

All current council members who have an account for the *Code of Conduct* course will automatically gain access to the other Moodle courses.

Thank you for your patience, and stay tuned for further updates!

The Applied Community Planning Graduate Certificate



The Applied Community Planning graduate certificate at the New Brunswick Community College (NBCC) gives you the skills to guide rural and urban planning, community development, and public policy to help shape vibrant, healthy, and resilient communities.

Professional planners are catalysts for change. Enrolling in the Applied Community Planning program at NBCC can prepare you to play a pivotal role in shaping sustainable, inclusive, and thriving communities.

NBCC offers this course through two delivery formats:

- Online Part-Time Delivery: Starts September 2025, approximately 2 years in duration.

- Blended Full-Time Delivery: Starts September 2025 in Moncton and consists of in-person and online delivery, one year in duration.

For more information, please visit: [Applied Community Planning](#).

Municipal Planning Authority



A friendly reminder that municipalities that have planning authority **are required to post their planning decisions online** - either through your own portal or through a provincial portal. The provincial portal can be accessed here: <https://www.princeedwardisland.ca/en/service/enter-planning-decisions-for-pe-municipalities>. Training is available. For more information, please email landsdivision@gov.pe.ca.

Municipalities that have planning authority are also **required to register approved subdivisions**. Upon approval of a subdivision, the approved, stamped plans must be registered at the applicable registry office.

Municipalities located in Kings or Queens County can send approved plans to the Charlottetown Registry. If located in Prince County, approved plans go to the Summerside Registry.

The Climate Toolkit for

Housing, Infrastructure and Communities Canada (HICC) is implementing an initiative to help communities across Canada build resilient and low-carbon housing and infrastructure. The *Climate Toolkit for Housing and Infrastructure* provides a suite of open-access tools, resources, and support services to help

infrastructure owners and decision-makers develop projects that build resilience and contribute to Canada's path to net-zero emissions. The toolkit includes:

- a Help Desk to provide direct support and guidance on incorporating climate considerations;
- a Roster of Climate and Infrastructure Experts to share technical advice; and
- an online Platform with new and improved climate tools and resources.

The initiative provides supports for a variety of infrastructure sectors while integrating nature-based solutions, including:

- buildings and housing development;
- water, wastewater, and stormwater;
- public transit and transportation; and
- solid waste.

For more information, please visit: [Climate Toolkit for Housing and Infrastructure](#).

Short-Term Rental Enforcement Fund



The Government of Canada announced the launch of the new \$50 million Short-Term Rental Enforcement Fund (STREF). The fund will support the enforcement of restrictions on short-term rentals, which are keeping too many homes off the market across the country.

The STREF will support municipalities and Indigenous communities with existing strict regulatory regimes to help them increase short-term rental enforcement and compliance activities, such as hiring enforcement staff, managing complaints, and conducting inspections.

The STREF will deliver one-time grant funding to eligible applicants through a [call for proposals](#). **Applications can be submitted starting December 16, 2024 at 9:00 a.m. until January 24, 2025, at 4:00 p.m.**

For more information, and if you have any questions, please contact stref-farlcd@infc.gc.ca.



- The Municipal Infrastructure Fund
 - Provides a non-repayable grant, up to a maximum of \$300,000, to developers creating lots and subdivisions within municipalities in rural PEI with central services (water and/or sewer).
 - Supports the extension of existing municipal central water and wastewater systems, public roads and sidewalks so that more land within the municipality is available for housing.
- Subdivision Development Financing Program.
 - Qualified developers and landowners are eligible for financing at a rate of 2% for a term of five years, covering up to 90% of the costs associated with developing and subdividing vacant land into individual residential lots.
 - Includes professional fees for surveying and subdividing land and costs associated with infrastructure construction.
- Building Acceleration Grant
 - Assists with road infrastructure for pre-existing lots already approved for development.
 - Developers or landowners can receive up to 50% of the total cost of a development, to a maximum of \$25,000 per lot.

For more information on programs to support housing development, visit:
[Supports for Housing Developers](#).

The Municipal Climate Resiliency Grants Program

The Municipal Climate Resiliency Grants Program funds practical solutions to protect people from the effects of climate change and build more resilient communities. To be climate proof, means taking practical actions that build resilience to increasingly severe weather events. Intact builds resilient communities by using their strengths, scale and resources to prevent these events from having a more significant impact.

Intact is investing \$2 million to support practical solutions that will help municipalities address extreme weather events, including floods and wildfires. Each project will be allocated a maximum of \$200,000.

The deadline to submit your application is January 31, 2025.

For more information, please visit [Municipal Climate Resiliency Grants Program](#).

Active Transportation Fund



The active transportation fund has been extended for another year. The \$5 million in funding is designed to help build new walking paths and improve active transportation networks.

Municipalities, Indigenous communities and community groups can apply to help with projects such as multi-use pathways, accessibility equipment, equipment racks, and safety features. Funding is also available for developing long-term active transportation plans and for promoting active transportation initiatives.

The deadline to submit an application is **January 17th, 2025**. To learn more, or to apply online, please visit: [Active Transportation Fund](#).

Municipal Flood Resiliency in Action Training



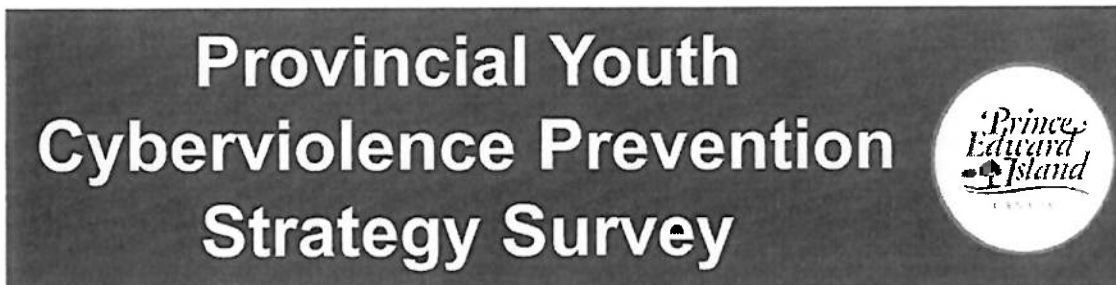
Is your municipality ready to take action to address flood hazards such as heavy rainfall, river flooding, and coastal flooding, providing practical strategies to address challenges and strengthen resilience? Participate in the **Municipal flood resilience in action training** to equip your municipality with information on how to assess and address flood hazards in your community while implementing practical solutions that reduce flood risks and build resilience. The hands-on training leverages the expertise of the Intact Centre on Climate Adaptation and their [Municipal Flood Risk Check-Up](#) tool—a self-assessment questionnaire designed to assess potential flood hazards (flood exposure), and implementation of actions to reduce flood risks (flood preparedness).

Each training session is free, delivered virtually via Zoom, and runs for three hours. Participants will engage in interactive activities, group discussions, and practical, scenario-based exercises designed to help municipalities move from planning to action.

For more information, please visit [Municipal flood resiliency in action training](#).

Training is tailored for specific groups. Participants may select and attend only one session:

- **Small and medium communities:**
 - **English:** January 23, 2025, 12-3 p.m. ET
 - **French:** January 27, 2025, 12-3 p.m. ET
- **Coastal communities:**
 - **English:** February 20, 2025, 12-3 p.m. ET
 - **French:** February 24, 2025, 12-3 p.m. ET
- **Large communities**
 - **Bilingual (simultaneous translation):** February 27, 2025, 12-3 p.m. ET



The Government of PEI is leading the development of a Provincial Youth Cyberviolence Prevention Strategy. As part of the strategy development, a survey was launched to determine the impact and prevalence of cyberbullying amongst youth in PEI.

If you know children and youth between 4 and 24, the PEI Cyberbullying Steering Committee wants to hear from you. Your input will help develop a PEI strategy for cyberbullying among youth.

Complete the anonymous survey [here](#) by **January 27th, 2025**.

For more information about the survey, please contact: justicepolicy@gov.pe.ca.

Please share widely on your municipal social media accounts

Important Reminders

Reminder: Please ensure all of the mandatory bylaws are adopted and updated. Notably, the Code of Conduct Bylaw template has been updated to reflect the new Code of Conduct Regulations.

Reminder: Please ensure municipal reception centre information is up to date.

Please check the Municipal Directory to make sure the current administrative, governance, and population information for your municipality, is correct:

<https://www.princeedwardisland.ca/en/feature/municipal-directory#/service/MunicipalDirectory/MunicipalityLookUpSearch>

Please let us know if you require any updates to this information!

<https://www.princeedwardisland.ca/en/service/request-changes-to-municipal-directory>

For Municipal Government submissions, forms and guidebooks:

<https://www.princeedwardisland.ca/en/information/housing-land-and-communities/municipal-government-submissions-forms-and-guidebooks>



You can send this to council members to ensure they are all informed!

Just click the "forward to a friend" button below to forward to council members.

Alicia Wentzell

From: badmin@borden-carleton.ca
Sent: January 13, 2025 10:39 AM
To: 'Alicia Wentzell'
Subject: FW: Fireworks
Attachments: PEI Cares Vertical - Teal(1).png

Please add to council meeting file
I did make a request for additional information

Thanks
Cora Lee

From: Karla Shalley <peicare2020@gmail.com>
Sent: January 12, 2025 9:56 PM
To: Karla Shalley <jasminethevw@yahoo.ca>
Subject: Fireworks

We, PEI CARES (Companion Animal Rescue Education Society), are reaching out to urge your municipality to take proactive steps to prevent the harm caused by fireworks and encourage safer, more inclusive celebration practices.

It is now common knowledge that fireworks not only harm our companion and farm animals, but also individuals with sensory issues and PTSD, our wildlife, and the environment. Not only are they disruptive, they can also lead to devastating consequences. Here are a few incidents highlighting the harm caused:

- 2024 (Nova Scotia) – A donkey attempted to jump a fence during a fireworks display and lost their life.
- 2023 (North Shore Campground) – A puppy ran away after fireworks went off and was never found.
- 2022 (Nova Scotia) – A dog scared by fireworks ran off and was later found deceased.
- 2016 (Charlottetown) – A dog, frightened by fireworks, ran away and was tragically struck by a car.

While we understand not all municipalities on PEI set off fireworks, this message is relevant for all communities. By raising awareness, we can collectively reduce the risks and promote safer celebrations for animals, people, and the environment.

We recommend the following actions:

1. Raise Awareness – Remind your residents of the provincial regulations around fireworks, which prohibit their use without a special permit. Residents should be encouraged to report any illegal use of fireworks to the Fire Marshal's Office.
2. Encourage Alternatives – Lead by example by planning celebrations that use alternatives to fireworks, such as drone light shows, laser displays, or quieter community-centred events.
3. Educate the Community – Share the stories of animals and families negatively impacted by fireworks to foster empathy and understanding.

We encourage municipalities to reflect and take steps to prioritize safety and compassion. Together, we can create inclusive celebrations that protect all members of our communities, human and animal alike.

If PEI CARES can support your efforts or provide further information, we would be happy to assist.

Thank you for your attention to this critical matter.

Sincerely,
Karla Shalley
PEI CARES (Companion Animal Rescue Education Society)
peicare2020@gmail.com
902.672.3567



MEMORANDUM

To: Mayor, Council, and Chief Administrative Officer of the Towns of Alberton, Borden-Carleton, O'Leary and Tignish, and the Rural Municipalities of Abram-Village, Central Prince, Kinkora, Linkletter, Lot 11 & Area, Malpeque Bay, Sherbrooke, St. Nicholas, Tyne Valley and Wellington

From: John Dewey, Executive Director

Date: January 13, 2025

Subject: Call for Nominations for the FPEIM Board – 1 Prince County Cities/Towns or Rural Municipality representative

There is a vacancy on the FPEIM Board for a Prince County Cities/Towns or Rural Municipality representative.

We are seeking nominations for the vacant seat. Please note that a nomination must be supported by a resolution of the council. The term of office will end immediately following the 2027 annual meeting. A copy of the nomination form is enclosed. The procedure for filling vacancies is provided for under sections 5 and 7 of the FPEIM Constitution.

Nominations must be received by 4:00 pm on February 28, 2025. If your council decides to nominate a member of council to fill a vacancy, please complete the attached nomination form and contact information form and submit it to the FPEIM office before the deadline.

It would be appreciated if you would address this as a matter of importance with your council.

Thank you for your attention to this matter.

JD

FPEIM Nomination Form
Board of Directors

The _____ of _____
(Town, Rural Municipality) (Name of municipality)

nominates _____
(Title) (Name)

to the position of _____ Prince _____ County representative of
(Prince, Queens, Kings)

the _____ Caucus of FPEIM.
(Cities/Towns, Rural Municipalities)

This nomination was approved by Council on _____
(month, day, year)

Signed: _____
Mayor

Seal of municipality _____
CAO

In accordance with section 7, paragraph e of the FPEIM Constitution,
I, _____, hereby advise the chair of the
FPEIM nominating committee that I accept the above nomination, and I intend to serve
if elected.

Nominee

Nominee Contact Information:

Name: _____

Telephone: (home) _____ (office) _____

(cell) _____ (other) _____

Preferred email: _____

Mailing address: _____



CODE OF CONDUCT FOR MEMBERS OF THE BOARD OF DIRECTORS OF THE FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES

1. Purpose

The purpose of this code of conduct is to establish guidelines for the ethical, inter-personal conduct of members of the Board of Directors and support the good governance of the Federation of Prince Edward Island Municipalities.

2. Standards of Conduct

Members shall uphold the law and at all times:

- a. seek to advance the common good of the organization as a whole while conscientiously representing the municipalities they serve;
- b. perform the functions of the office faithfully, diligently and impartially to the best of their knowledge and ability in accordance with the following core values:
 - i) **integrity** – giving the Federation’s interests absolute priority over private individual interests;
 - ii) **honesty** – being truthful and open;
 - iii) **objectivity** – making decisions based on a careful and fair analysis of the facts;
 - iv) **accountability** – being accountable to each other and to the member municipalities for decisions taken; and
 - v) **leadership** – confronting challenges and providing direction on the issues before the Board;
- c. uphold this code as a means of promoting the standards of behaviour expected of Board members and enhancing the credibility and integrity of the board in the broader community.

3. Conduct

Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

Members' primary objectives are to address the needs of the member municipalities in accordance with the Mission and Goals of the Federation. As such, they are entrusted with upholding and adhering to the Constitution of the Federation as well as all applicable provincial and federal laws.

Members shall respect the chair, colleagues, staff and others present during Board meetings or other proceedings of the Federation. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

Members shall treat the President and other Board Members, employees, individuals providing services to the Federation and the public, with dignity, understanding and respect and will endeavour to ensure that the work environment is free from discrimination, bullying and harassment.

4. Respect for Decision-making Process

Members recognize the responsibility of the President to accurately communicate the decisions of the Board, even if they disagree with such decisions, such that respect for the decision-making processes of the Board is fostered.

5. Confidential Information

Members shall not disclose or release confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Federation to do so.

Members shall not use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

6. Gifts and Benefits

Members shall neither give nor accept gifts or favours from any vendor, contractor or others personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization. Members shall not show favouritism or bias toward any vendor, contractor or to others doing business with the Federation.

7. Use of Federation Property and Resources

No member of the Board shall request the use of equipment, materials or property, owned by the Federation, for personal convenience or profit, except where such privileges are granted to the member municipalities.

Members shall ensure that the business of the Federation is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of the Federation's resources.

8. Commitment to Member Municipalities

Members are dedicated to working faithfully towards addressing the needs of the member municipalities in the course of their duties.

No Member shall grant any special consideration, treatment, or advantage to any member municipality or group of member municipalities beyond that which is accorded to all member municipalities.

9. Community Representation

Members shall observe a high standard of professionalism when representing the Federation and in their dealings with members of the broader community.

10. Good Governance

Members accept that effective governance of the Federation is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the Federation to function as a good corporate citizen.

11. Government Relationships

Members recognize the importance of working constructively with all orders of government and other organizations in Prince Edward Island and beyond to achieve the goals of the Federation.

12. Conflict of Interest

Members are committed to making decisions impartially and in the best interests of the Federation. Each recognizes the importance of fully observing the requirements of the acts governing municipalities in Prince Edward Island with regard to the disclosure and avoidance of conflicts of interest.

13. Reporting Violations

A departure from proper conduct reflects adversely on the Federation. Members who have reason to believe that this Code has been breached in any way are responsible for reporting violations of this Code to the President and Board. No adverse action shall be taken against any Board member or employee who, acting in good faith, brings forward such information.

14. Corrective Action

Any reported violation of the Code will be subject to examination by the Board. If a member has breached a provision of the Code, the Board may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand.

I, _____, declare that as a duly elected member of
(insert name of person)

the Board of Directors of the Federation of Prince Edward Island Municipalities, I acknowledge, and without reservation, support the Board Members' Code of Conduct.

Board Member

Declared this ____ day of _____, 20__.

Before me:

Executive Director

**FEDERATION OF PRINCE EDWARD ISLAND MUNICIPALITIES
(FPEIM)**

MEETINGS AND PROCEEDINGS POLICY

1. PURPOSE AND SCOPE

The Federation of Prince Edward Island Municipalities (FPEIM) recognizes the need for a clear and transparent policy to prescribe rules for conducting its Board, Executive, Committee or Sub-Committee meetings. This Policy intends to complement and supplement the requirements contained in the FPEIM Constitution and other policies of the Federation.

2. DEFINITIONS

- (1) "Business Day" means a day other than a Saturday, Sunday or a statutory holiday;
- (2) "Board" means the Board of Directors of the Federation of Prince Edward Island Municipalities;
- (3) "Committee" means a Committee of the Board appointed under sub-section 11 (c) of the Constitution;
- (4) "Constitution" means the Federation of Prince Edward Island Municipalities Constitution
- (5) "Chair" means the presiding officer;
- (6) "Executive" means the Executive of the Federation of Prince Edward Island Municipalities constituted under section 4 of the Constitution;
- (7) "Executive Director" means the Executive Director of the Federation of Prince Edward Island Municipalities appointed under section 6 of the Constitution;
- (8) "Federation" means the Federation of Prince Edward Island Municipalities;
- (9) "Member" means a member of the Board, Executive, a Committee or a Sub-Committee;
- (10) "Place" includes, in respect of information, a notice or other document to be posted, or a meeting to be held by electronic means, the electronic location where the information, notice or document may be found or the electronic meeting may be accessed;
- (11) "Point of Information" means the procedural mechanism by which a member may present or receive information of interest to the Board, Executive, a Committee or a Sub-Committee;
- (12) "Point of Order" means the procedural mechanism by which a member may rise where this policy is believed to have been infringed:
- (13) "Point of Privilege" means the procedural mechanism by which a member may rise to address an incorrect, defamatory or slanderous statement made about the Board,

Executive, a Committee or a Sub-Committee, a member of the Board, Executive, a Committee or a Sub-Committee, or employees of the Federation;

- (14) "Quorum" is the number of members of the Board, Executive, a Committee or a Sub-Committee required to hold a meeting.
- (15) "Sub-Committee" means a Sub-Committee appointed by the Board under sub-section 11 (d) of the Constitution;

3. APPLICATION

- (1) This policy applies to all members of the Board, Executive, a Committee or a Sub-Committee. This policy also applies to the employees of Federation and those who attend or appear before the Board, Executive, a Committee or a Sub-Committee.
- (2) When any matter relating to proceedings arises which is not covered by a provision of this policy, the matter shall be decided by reference to the Bourinot's Rules of Order.
- (3) In the event of any conflict between the provisions of this policy and the Federation's Constitution, the Constitution shall prevail.

4. FIRST MEETING OF A NEWLY ELECTED BOARD MEMBER

A newly elected board member shall not transact any business unless that member has signed the Code of Conduct.

5. REGULAR MEETINGS OF THE BOARD

- (1) The Board shall, by resolution, establish an annual schedule of regular meetings to be held on business days, providing for no fewer than four meetings.
- (2) The Executive Director will provide the annual schedule of regular board meetings to each board member within 5 business days following the adoption of the schedule or, following an election or by-election, within 5 business days following the election of a board member.
- (3) The Executive Director will provide notice to each board member at least 5 business days before the board meeting. The notice shall specify the type of meeting (in-person or electronic) and the date, place and time of the meeting.
- (4) A regular meeting of the Board may be rescheduled:
 - (a) by resolution of the Board;
 - (b) by the President in consultation with the Board if a meeting cannot be rescheduled by the resolution of the Board;
 - (c) by the Executive Director if it is apparent that quorum will not be achievable.
- (5) If a regular meeting is rescheduled, the Executive Director must give at least 5 business days' notice of the rescheduled meeting to all members of the Board. The notice shall

specify the type of meeting (in-person or electronic) and the date, place and time of the meeting.

- (6) A regular meeting of the Board may be cancelled by the President in consultation with the Board. If a meeting is cancelled, members of the Board shall be notified immediately.
- (7) The Board may, by resolution, establish a time limit for any regular meeting and may extend the time limit with a majority vote in favour of the motion to extend the meeting.

6. SPECIAL MEETINGS OF THE BOARD AND MEETINGS OF THE EXECUTIVE

- (1) A special meeting of the Board or a meeting of the Executive will be called by the Executive Director when requested in writing by the President or a majority of the board or executive members.
- (2) The request for a special meeting shall include a statement of the purpose of the meeting.
- (3) A special meeting of the Board or a meeting of the Executive shall be held no later than 21 days after the date that the Executive Director receives the request.
- (4) No business other than the business that Board or Executive has stated in the meeting notice will be transacted at a special meeting unless majority members agree to deal with other matters.
- (5) The Executive Director will provide notice of a special meeting or a meeting of the Executive at least 24 hours in advance of the meeting to the board or executive members. The notice shall specify the type of meeting (in-person or electronic), the nature of the business to be transacted, and the date, place and time of the meeting.
- (6) A special meeting of the Board or a meeting of the Executive may be rescheduled:
 - (a) by resolution of the Board or Executive;
 - (b) by the President in consultation with the Board or Executive, as the case may be, if a meeting cannot be rescheduled by the resolution of the Board or Executive;
 - (c) by the Executive Director if it is apparent that quorum will not be achievable.
- (7) If a special meeting or a meeting of the Executive is rescheduled, the Executive Director must give at least 24 hours' notice of the change to all members of the Board or Executive. The notice shall specify the type of meeting (in-person or electronic) and the date, place and time of the meeting.
- (8) A special meeting of the Board or a meeting of the Executive may be cancelled by the president in consultation with the Board or Executive as the case may be.
- (9) The Board or Executive may, by resolution, establish a time limit for a meeting and may extend the time limit with a majority vote in favour of the motion to extend the meeting.

7. CHAIR OF THE BOARD AND EXECUTIVE MEETINGS

- (1) The President will preside over all board and executive meetings except as otherwise provided, and shall perform the duties as chair, including preserving order, enforcing

rules, policies, deciding points of privilege and order, and advising on points of procedure.

- (2) The Vice-President of the same caucus as President will preside as chair in the President's absence in a board or executive meeting. The Vice-President of the other caucus will preside as chair of a board meeting in the absence of the President and the Vice-President of the same caucus as the President.
- (3) The members of the Board may appoint an acting President and Vice-Presidents where the offices of the President and Vice-Presidents are vacant or the President and Vice-Presidents are absent, incapacitated or otherwise unavailable. The acting President and Vice -Presidents will serve as de-facto Executive.
- (4) The term of an acting President or Vice-President continues only until the office of President or Vice-President is no longer vacant or the President or a Vice-President is no longer absent, incapacitated or otherwise unavailable, unless the appointment is revoked earlier by the Board.

8. MEETING BY ELECTRONIC MEANS

- (1) The Board, Executive, a Committee or a Sub-Committee may conduct meetings by electronic means including but not limited to a teleconference or video conference in accordance with the provisions of this policy.
- (2) The Board, Executive, a Committee or a Sub-Committee may hold a meeting by electronic means where the majority of its members are unable to meet in person.
- (3) The Board, Executive, a Committee or a Sub-Committee may hold a meeting by electronic means upon decision by the majority of its members to that effect.
- (4) A meeting shall only be conducted by electronic means if the electronic means by which the meeting is conducted enables the board, executive, a committee or a sub-committee members participating in the meeting to hear and speak to each other.
- (5) The Executive Director shall ensure that at least 24 hours' notice of an electronic meeting is given to all board, executive, a committee or a sub-committee members advising that the meeting will be conducted by electronic means and the information necessary to access the electronic meeting.

9. ELECTRONIC PARTICIPATION IN MEETINGS

- (1) Where a board, executive, committee or a sub-committee member is participating in a meeting conducted by electronic means or is participating by telephone or electronic means and there is a report or recommendation to be considered in respect of a matter before the Board, Executive, a Committee or a Sub-Committee, the board, executive, a committee or a sub-committee member shall take part in the debate and vote on that matter only if the member has before him or her a copy of the report or recommendation to be considered.
- (2) A board, executive, committee or a sub-committee members participating by telephone or electronic means are considered to be present at the meeting.

10. MEETING AGENDA

- (1) The agenda for each regular and special meeting of the Board, Executive, a Committee or a Sub-Committee shall be prepared by the Executive Director or his or her designate.
- (2) The agenda for each regular meeting, along with pertinent correspondence, statements and reports, must be sent to each member of the Board, Executive, a Committee or a Sub-Committee by electronic means (or by means requested by the member) no later than 5 business days prior to the meeting.
- (3) The deadline for receipt of agenda materials for a regular meeting by the Executive Director is 10 business days preceding the meeting.
- (4) The Executive Director shall prepare an agenda to be made available to the Board, Executive, a Committee or a Sub-Committee. The agenda shall reflect the matters to be considered, under the following headings, referred to as the Order of Business:
 - (a) call to order and declarations of conflict of interest;
 - (b) approval of Agenda;
 - (c) adoption of Minutes;
 - (d) business;
 - (e) reports;
 - (f) adjournment;
 - (g) items for information.
- (5) The agenda for each special meeting, along with pertinent correspondence, statements and reports, must be sent to each member of the Board, Executive, a Committee or a Sub-Committee by electronic means at least 24 hours prior to the meeting.

11. QUORUM FOR MEETINGS

- (1) A quorum is required at all times for all meetings.
- (2) A quorum for a board meeting is five members of the Board.
- (3) A quorum for a meeting of a Committee, Sub-Committee or the Executive is the majority of members.
- (4) Any act or proceeding of the Board, Executive, a Committee or a Sub-Committee that is adopted at any board, executive, committee or sub-committee meeting at which a quorum is not present is invalid.
- (5) Where the number of board members is reduced to less than five by reason of vacancies, the remaining board member or members shall be considered to be a quorum until elections are held to fill the vacancies.
- (6) Any board, executive, committee or sub-committee member who has a conflict of interest shall not be counted for the purpose of determining whether a quorum is present for discussion and voting on a matter.

- (7) If a quorum is not present within 15 minutes after the time fixed for the meeting, the Executive Director or delegate shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- (8) Where the Executive Director or delegate has confirmed in advance of the meeting that quorum will not be present, the Executive Director or delegate may provide notice of the cancellation of the meeting to the members of the Board, Executive, a Committee or a Sub-Committee, identifying the next meeting.

12. VOTING IN MEETINGS

- (1) Each board, executive, committee or sub-committee member present, except the President, will vote on every matter unless a board member is excused specifically from voting, by resolution, or the board member is prohibited from voting because the member has a conflict of interest. The President will only vote to break a tie.
- (2) No vote of the Board, Executive, a Committee or a Sub-Committee will be taken by ballot or any other method of secret voting and any vote taken by any form of secret voting is of no effect, except in the case of the Vice-President election.
- (3) All votes of the Board, Executive, a Committee or a Sub-Committee, both for and against, will be recorded without name disclosure. Members of the Board, Executive, a Committee or a Sub-Committee may request the chair to have their votes recorded with their name in which case the name shall be recorded.
- (4) The failure or refusal of a member of the Board, Executive, a Committee or a Sub-Committee to vote on a matter that is properly before the Board, Executive, a Committee or a Sub-Committee will be considered a vote in favour except when the member is excused or prohibited from voting.
- (5) Where there are an equal number of votes for and against a motion, the President or the Chair will vote for the purposes of breaking the tie.

13. ADJOURNMENT OF MEETINGS

- (1) All regularly scheduled or special board, executive, committee or sub-committee meetings shall stand adjourned when the Board, Executive, Committee or Sub-Committee has completed all business as listed on the order of business or a motion of adjournment has been passed, whichever is earlier.
- (2) Any business items that remain on the agenda and which have not been addressed at the time of adjournment will be deemed to be postponed until the next regularly scheduled board, executive, committee or sub-committee meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

14. CONDUCT DURING MEETINGS

- (1) Members of the Board, Executive, a Committee or a Sub-Committee shall refrain from:
 - (a) speaking disrespectfully;
 - (b) using offensive language;

- (c) reflecting on a vote of the Board, Executive, a Committee or a Sub-Committee except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members of the Board, Executive, a Committee or a Sub-Committee who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (2) When a member is addressing the Board, Executive, a Committee or a Sub-Committee, all other members will:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (3) Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- (4) Each member or the staff, as the case may be, shall address the President or the Chair, but shall not speak until recognized by the President or the Chair.
- (5) Members of the Board, Executive, a Committee or a Sub-Committee wishing to speak at a meeting shall ensure they do not interrupt another member.
- (6) If more than one member wishes to speak at a meeting at the same time, the President or the Chair will indicate which member will speak first.
- (7) The President or the Chair, with the approval by resolution of the members, may authorize any person to address members only on the topic being discussed at that time and within the time limits specified by the President or the Chair.
- (8) A motion must be seconded to be discussed.
- (9) A motion may be withdrawn at any time before voting subject to no objection from any member.
- (10) The following motions are not debatable by members:
- (a) Adjournment
 - (b) To take a recess
 - (c) Question of privilege
 - (d) Point of order
 - (e) To limit debate on a matter before members
 - (f) On division of a question
 - (g) Postpone the matter to a certain time

(h) To postpone the matter.

15. POINT OF ORDER, INFORMATION OR PRIVILEGE

- (1) A member of the Board, Executive, a Committee or a Sub-Committee may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease and the "point" shall be clearly stated by the member and, if applicable, ruled upon by the President or the Chair.
- (2) A member of the Board, Executive, a Committee or a Sub-Committee may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.
- (3) Where the President or the Chair is called upon to decide a point of order, information or privilege, he or she shall state the question without unnecessary comment and decide the issue citing the rule or authority applicable thereto.
- (4) Whenever a member wishes to appeal any ruling of the President or the Chair or a point of order or point of privilege to the whole of the Board:
 - (a) the motion of appeal shall be made immediately after the ruling is made by the President or the Chair or otherwise the ruling will be final;
 - (b) the member may offer a brief reason for the challenge; and
 - (c) the President or the Chair may state the reason for the decision he or she made.
- (5) Following the motion of appeal and the response, if any from the President or the Chair, the question shall be put immediately without debate.
- (6) The President or the Chair will be governed by the vote of the majority of the members of the Board, Executive, a Committee or a Sub-Committee present.
- (7) Neither the President or the Chair nor the appellant will participate in the vote on an appeal.

16. MOTIONS AND DEBATE

- (1) A motion will not be considered unless it has been seconded.
- (2) Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- (3) When a motion is under debate no other motion may be made, except a motion to:
 - (a) amend a motion;
 - (b) refer a motion to a Committee, a Sub-Committee or the Executive Director for a report back to the Board;
 - (c) postpone a motion to a fixed date;
 - (d) request that a motion be put to a vote;
 - (e) extend the time for a board meeting; or

- (f) adjourn the meeting.
- (4) Notwithstanding any other provisions of this policy, the member of the Board, Executive, a Committee or a Sub-Committee who moved a motion after a motion is under debate may, with the consent of the Board, Executive, a Committee or a Sub-Committee, change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.
- (5) Any motion will be considered in the order in which they were moved.

17. MINUTES OF MEETINGS

- (1) The Executive Director shall ensure that minutes are kept of all board, executive, committee and sub-committee meetings.
- (2) The Executive Director shall ensure that the minutes of meetings record all resolutions, decisions and proceedings of the Board, Executive, a Committee or a Sub-Committee and shall include at minimum:
 - (a) the date and names of all board, executive, a committee or a sub-committee members and employees present at the meeting;
 - (b) the subject matter of the issues discussed; and
 - (c) any decisions made.
- (3) Minutes of the board or executive meetings, when approved, shall be signed by the President and the Executive Director.
- (4) Minutes of committee or sub-committee meetings, when approved, shall be signed by the Chair of the committee or sub-committee and the Executive Director.
- (5) Any member may make a motion amending the minutes to correct any mistakes. The minutes of each meeting are to be approved at the next regular meeting of the Board, Executive, Committee or Sub-Committee and signed by the President, committee or sub-committee chair, or other presiding member, and the Executive Director.

18. COMMITTEES AND SUB-COMMITTEES OF THE BOARD - GENERAL

- (1) The Board may, by resolution, establish standing and/or ad hoc committees or sub-committees that will consider, discuss and debate matters of interest before such matters are forwarded to the Board for decision.
- (2) The Board may also designate the committees' or sub-committees' mandate, term, composition, objectives, tasks, duties and responsibilities, and appoint its members to deal with any matter. The Board may also establish the eligibility criteria for membership and determine the events or circumstances that would result in termination of a committee or sub-committee member.
- (3) A Committee or Sub-Committee will cease to exist when the Board, by resolution, decides that the objectives of the committee or sub-committee have been achieved and tasks have been completed or the Board will, by resolution, dissolve a committee or sub-committee of the Board upon completion of their specific mandate.

19. COMMITTEES AND SUB-COMMITTEE OF THE BOARD - COMPOSITION

- (1) The President and the Executive Director are ex-officio members of every committee which the Board established pursuant to the Federation's constitution and this policy and when in attendance the President possesses all the rights, privileges, powers and duties of the other members of the committee, except the voting rights.
- (2) The President's attendance will not be included for the purpose of determining a quorum for a Committee or a Sub-Committee meeting.
- (3) Each Committee or Sub-Committee will consist of a minimum of three (3) members. A Committee or a Sub-Committee will include one member who will hold the positions of Chair.

20. NOTICE OF COMMITTEE AND SUB-COMMITTEE MEETINGS

- (1) Where a regular schedule of meetings for a Committee or a Sub-Committee is established, publication must be in accordance with section 5 of this policy.
- (2) Where a special meeting of a Committee or a Sub-Committee is called, the Executive Director will follow the procedures for calling a special meeting and ensure that notice of the special meeting is given in accordance with section 6 of this policy.
- (3) Where the date, time or place of a Committee or a Sub-Committee' regular or special meeting is changed, the Executive Director shall ensure notice of the change is given in accordance with section 5 and section 6 of this policy.

21. COMMITTEE AND SUB-COMMITTEE MEETINGS PROCEDURES

- (1) Each Committee or Sub-Committee will meet as required and where a Chair has not been appointed by the Board, members of that Committee or Sub-Committee will select a Chair and if required decide the day and time for holding its regular or special meetings.
- (2) The Chair will preside at every meeting, participate in the debate and shall vote on all motions.
- (3) In the absence of the Chair, one (1) of the other members of the Committee or Sub-Committee will be elected to preside and will discharge the duties of the chair during the meeting or until the arrival of the Chair.
- (4) The business intended to be addressed at the Committee or Sub-Committee meetings will be stated in the meeting agenda.
- (5) If a quorum is not present within 15 minutes after the time fixed for a Committee or a Sub-Committee meeting, the Chair or the Executive Director shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- (6) An act or proceeding of a Committee or a Sub-Committee is not effective unless it is approved and adopted by a resolution at a duly constituted meeting of the Board.

22. REQUEST FOR DECISION FROM THE BOARD, EXECUTIVE, A COMMITTEE OR A SUB-COMMITTEE

Any board, executive, a committee or a sub-committee member wishing to make a request to the Board, Executive, a Committee or a Sub-Committees for action, resolution, support, resources or other will advise the Executive Director or his/her designate of their intention to make a request, in writing, using the prescribed form no later than 5 days prior to the meeting.

23. POLICY PROCEDURES

- (1) The Board may amend or repeal any existing policy.
- (2) A policy or amendments to a policy is only valid if it is formally adopted by a majority of the board members present and voting at meetings of the Board.
- (3) A policy can be proposed by a Committee or Sub-Committee to the Board for consideration.
- (4) If copies of the proposed policy have been made available to the board members at a board meeting or prior to the meeting in which the proposed policy is to be read, the reading may consist of the recitation of the policy name and a brief description of its effect. Where copies of the proposed policy have not been made available to the members at or prior to the meeting, the entire proposed policy will be read word by word.
- (5) A policy adopted by the Board must be printed, signed by the President and the Executive Director, and sealed with the corporate seal of the Federation of Prince Edward Island Municipalities.
- (6) Any amendment to a proposed policy will be read word by word at the board meeting even if copies of the policy with the proposed amendment are made available to the members.
- (7) A policy established by the Board will come into force at the time it is passed unless otherwise provided for in the policy, any other policy or a resolution.

24. EFFECTIVE DATE AND POLICY REVIEW

- (1) This policy shall be effective on the date of approval and adoption below.
- (2) The Board shall review this policy periodically or as required to ensure it is up to date.

Approved by the FPEIM Board at the June 17, 2021 meeting

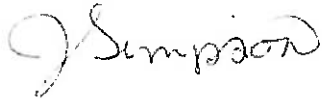
Hello,

As we have indicated in earlier correspondence, the Industrial Inquiry Commission currently examining the structure of Canada Post is accepting submissions from third parties and the public.

As you may know, the deadline for public submissions is **Friday February 14, 2025**.

If you still would like to make a submission, we have included a template letter to help. Please find it attached here for your convenience.

Sincerely,

A handwritten signature in cursive script that reads "Jan Simpson".

Jan Simpson
National President
Canadian Union of Postal Workers

//mlg cope 225

From: Marty Le Gallez <mlegallez@cupw-sttp.org>

Sent: January 30, 2025 3:52 PM

To: 'bcadmin@borden-carleton.ca' <bcadmin@borden-carleton.ca>

Subject: Deadline for Submissions to the Industrial Inquiry Commission Reviewing Canada Post



377, rue Bank Street
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238
fax/télé. 613 563 7861
www.cupw-sttp.org



CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL

January 29, 2025

Randy Ahearn

Mayor

Town of Borden-Carleton

20 Dickie Rd

Borden-Carleton, PE COB 1X0

Dear Mayor Randy Ahearn:

RE: Deadline for Submissions to the Industrial Inquiry Commission Reviewing Canada Post

We are following up from our previous letter about the Industrial Inquiry Commission, under Section 108 of the *Canada Labour Code*, led by William Kaplan. We have included the terms of reference assigned to the Commissioner by Steven MacKinnon, Minister of Labour, on the reverse side of this letter. We have received further information from the Commissioner about the deadline for submissions as follows:

Your submissions will be shared with both Canada Post and the Canadian Union of Postal Workers and will be reviewed as part of the Commission process.

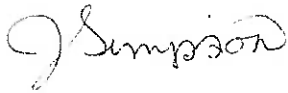
*If you would like to make submissions, please do so by **February 14, 2025**, and send them to: edsc.cdi-iic.esdc@labour-travail.gc.ca **

In our previous letter, we enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We also included a backgrounder with some suggested points to

consider. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

We feel it is vital to maintain good jobs in all communities, expand services to generate new revenue, and to ensure that Canada Post stays universal, public and self-sustaining – now and for future generations. Thank you once again for considering our request. We appreciate anything you can do to help, especially given the very short time frame. For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson

National President

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, Specialists

* This is the **only way** to make a submission to the Commission. At the time of writing, the ESDC email address may still have some technical issues, so please cc: Samuel Quévillon samuel@williamkaplan.com on your emails.

Terms of Reference for the Industrial Inquiry Commissioner

The Minister of Labour, pursuant to the provisions of section 108 of the Canada Labour Code, appoints William Kaplan as an Industrial Inquiry Commissioner to examine the following key issues, in close consultations with the Canadian Union of Postal Workers (CUPW) Rural and Suburban Mail Carriers (RSMC) and Urban Postal Operations Unit (UPO), and Canada Post:

1. *The current collective bargaining dispute and the positions of the parties - with special attention to the underlying causes of the dispute; and more specifically:*
 - a. *The financial situation of Canada Post;*
 - b. *Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands;*
 - c. *The viability of the business as it is currently configured;*
 - d. *The union's negotiated commitments to job security and full-time employment;*
 - e. *The need to protect the health and safety of employees.*
2. *The Commissioner will engage with the parties and produce recommendations for the Minister no later than May 15th, 2025.*

These recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process.

From: Marty Le Gallez <mlegallez@cupw-sttp.org>
Sent: January 21, 2025 1:27 PM
To: 'bcadmin@borden-carleton.ca' <bcadmin@borden-carleton.ca>
Subject: Industrial Inquiry Commission Reviewing Canada Post



377, rue Bank Street
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238
fax/télé. 613 563 7861
www.cupw-sttp.org



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Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL AND MAIL

January 16, 2025

Randy Ahearn, Mayor

Town of Borden-Carleton

20 Dickie Rd

Borden-Carleton, PE COB 1X0

Dear Randy Ahearn:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.

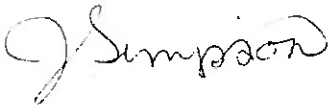
In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson

National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3



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Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

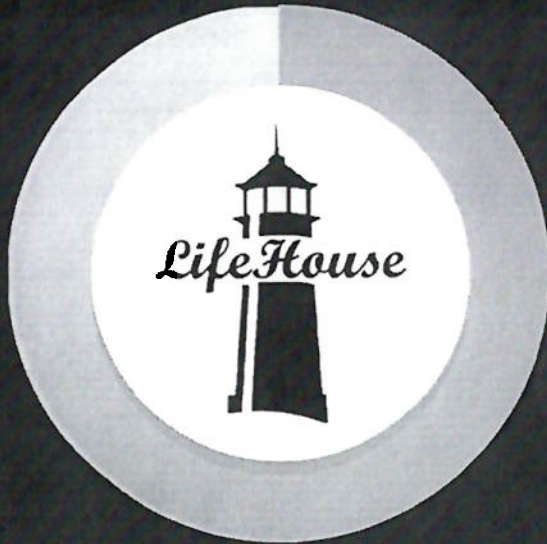
You can find a list of the post offices under the moratorium and how they are protected here: <https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

summerside Lifehouse Emergency Shelter



184 Walkers 46 Teams 29
Volunteers 16 Days Left

The Coldest Night of the Year is a winterrific family-friendly fundraising walk in support of local charities. **Let's change the tune** for people experiencing hurt, hunger, and homelessness... because it's cold out there. Join us on **February 22, 2025** - team up, fundraise, and walk with us!

54% \$63,658
Goal: \$117,000

register
Fundraise and
join us!

**donate
direct**
Give to our
official Team

volunteer
Help out on CNOY
Day

about lifehouse emergency shelter

-- **Our Mission** -- LifeHouse Emergency Shelter and Transitional Housing is committed to offering services for women, trans and non-binary individuals and their children who find themselves temporarily homeless due to a variety of factors (e.g. eviction, job loss, violence, exiting treatment programs) and are in a time of transition in their lives.



web: lifehousesu...

























facebook



instagram

READ MORE >

15	Youth Engagement Centre	Marley Durant	5	645.00	
16	CCU Crew	Shannon Kennedy	11	645.00	
17	Summerside Y Service Club	Lauren McBeath	4	500.00	
18	IGSC Tenacious T's	Michelle Dunn	6	470.00	
19	Central Street Christian Church	Robbie Sevilla	4	450.00	
20	Chilly Sole Sisters	Diane Lawlor	2	440.00	
21	Dental Dames	Deborah Lee Butler	5	350.00	
22	Paws For A Cause	Ginger & Cashew Binkley	2	260.00	
23	Wellington	Anne MacGougan	2	225.00	
24	Sky's clouds	Mallory Bailey	1	203.00	
25	LAF and Summerside Lions	Susan Gower	1	145.00	
26	The Anglican Parish of St. Mary & St. John, Summerside	Cole Young	3	125.00	
27	SUPC	Eric Sulit	3	100.00	
28	Dreams Unlimited Childcare	Ken Trenholm	3	75.00	
29	Cold Hands, Warm Hearts	Jillian McArthur	3	60.00	
30	Downtown Summerside	Rose Dennis	3	60.00	
31	BGC - Summerside	Faith Echlin	9	53.40	
32	Key Murray Law	Crystal Wright	1	20.00	
33	Tosh Students Care	Jilian Parayno	4		
34	SIS Owls	Michelle Siliker	1		
35	Parkside Elementary School	Laura Mackinnon	1		
36	RBC Staff and Friends	Kaye Kelly	2		



**Consolidated
Credit Union**
LEAD SPONSOR



**Summerside Y
Service Club**
LEAD SPONSOR



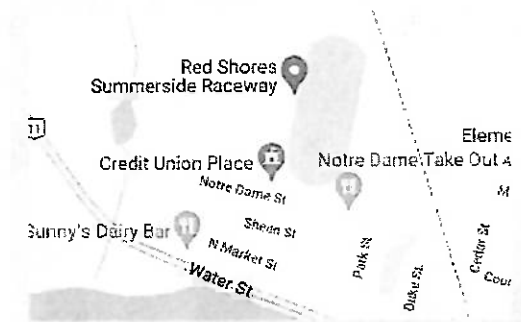
**Buchanan
Electric**
SUPPORTING SPONSOR



**East P...
Women Inform...
Cent...**
SUPPORTING

top challengers

Got a big-hearted business, workplace, group, church, or community? Step up and join the **Challenge** to compete for your local pride in support of CNOY. Check the **National Challengeboard** to see more!



Start/Finish GOOGLE MAP

511 Notre Dame Street,
Summerside, PE, C1N 1T2

Veteran's Convention Centre Conference
Rooms at Credit Union Place

Schedule

- 4:00 pm: Meet Check-in
- 4:45 pm: Muster Gather for
CNOY Race Party

Route Details

- **Route Distances:** Check out
the maps below to see where
we will be walking.

5:00 pm: Meet at

[SHOW MORE](#)

summerside maps

Check out this year's CNOY route maps below:



2km
view + print!

Starting at the CUP, we'll turn at the Boys and Girls Club and loop back at North Market Street



5km
view + print!

From the CUP, we're heading across Notre Dame Street, up Duke, across Maple, then down Granville Street, before we loop back on Water Street to the CUP.

2024 cnoy photos

Special thanks to our many amazing volunteer photographers!





contact us

CNOY Summerside 2025

The CNOY Team *Participant & Donor Services*

Toll Free 1.877.743.3413 / **Phone** 519.603.2230

Email summerside@cnoy.org

Town of Borden-Carleton
Proposed Changes to Schedules Bylaw 2018-01 Fees and Charges Bylaw

To: Cora Lee Dunbar, CAO

From: Jim Wentzell

Date: February 3, 2025

By-law 2018-01 (Excerpt from Section 5)

5. Establishment of Fees

5.1. The Town of Borden-Carleton hereby establishes fees to be charged for licenses, permits, programs and other matters, in accordance with the Act.

5.2. The Town of Borden-Carleton may charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the Town.

5.3. Council may add, delete, or revise fees at any time by resolution, and shall ensure that the fee Schedule to this bylaw is updated upon passage of such a resolution.

Past Practice of Revision to Fees

The schedule to Bylaw 2018-01 has never been updated, although Council has revised Recreation fees in recent years by resolution, Utility fees through the PEI URB, recently establish fees for FOIPOP inquiries and have set fees for Temporary Mobile Vendors. There are also fees contained in other By-laws and planning fees are duplicated in the Land Use Bylaw.

Desired Practices

When Fees are included in individual bylaws, the bylaw can only be changed through 1st Reading, 2nd reading and in the case of the Planning Bylaw, a public meeting.

Bylaw, 2018-01 allows Council to revise fees by resolution of Council and this means by being on an item on a public Town Council meeting Agenda, approved by a Motion of Council, documented in the minutes and the new schedules dated attached to Bylaw 2018-01.

It is best practice if Council reviews all fees when the annual budgets are developed and presented to Council for approval and that all fees established by Council from time to time be schedules of Bylaw 2018-01

Some urgency

The Planning fees have not been updated since 2018, however in 2024 the fees charged by the Town's Development Officer increased from \$40/hr to up to \$125/hr, meaning the current fees charged by the town do not come near to covering the costs of the service.

Proposed Revision to Fees

I have revised the Planning fees being charged by the Town taking into account Fees currently charged by Three Rivers and taking into consideration the difficulties in administering the Town's Land Use Bylaw that increases the time to review and decide on applications received. I have brought together in Schedules other Fees being charged by the Town so that they all can be schedules to bylaw 2018-01.

Schedule A-1 Planning & Development Fees

The proposed permit fees incorporate three elements:

An admin fee

A Permit Fee

Costs.

- All applications have an admin fee to cover review of the application before it's passed on to the Development Officer. This review could be in hour and assisted by myself until staff has the experience and comfort to conduct the review on their own.
- There are times when only an admin fee is charged for a service that can be handled in house without needing to go to the Development Officer: Issuing of Civic Numbers; Accessory buildings under 200 sq ft; Fences under 4'; Demolition Permits, Temporary Permits and Change of Use re Short-Term rentals.
- Fees for construction, including additions will be based on sq footage
- Costs are added when advertising, public meetings, legal work is required.

Schedule A-2 Recreation User Fees

This is a schedule of fees approved by Council when the 2024/25 budgets were approved. I assed a provision for signage at the Ball Field, new fee for Zamboni advertising, Skate sponsorship fees and correction to Shinney Hockey for Youth.

Schedule A-3 Fees for Accessing or Coping of Records

These are fees that Council approved when the FOIPOP Bylaw 2023-02 was approved.

Schedule A-4 Fees for Mobile Vendors & Food Trucks

These fees had been approved by Council by resolution a couple years ago. An increase in the fee is proposed for 2025.

CONCLUSION

It is recommended that Council approve by resolution the Fees and Charges contained in Schedules A-1, A-2, A-3 and A-4 and that the new schedules be attached to Bylaw 2018-01. Such fees to be reviewed on a yearly basis during the annual budgeting process of the Town.

Town of Borden-Carleton Bylaw-2018-01 Fees and Charges Bylaw

Schedule "A-3"

Date Approved by Resolution of Council _____

FEEES FOR ACCESSING OR COPIES OF RECORDS

As per Bylaw 2023-02

Type of information	Timeframe	Photocopying/ printing	Services/Time
<p>Category I – available on demand</p> <p>(bylaw subsection 6(2))</p>	<p>Office Hours/as agreed to between the applicant and Coordinator</p> <p>Monday to Friday</p> <p>8.30 am – 4.30 pm</p>	<p>Max \$0.10 per page B&W</p> <p>Max \$0.25per page Color</p>	<p>No charge permitted</p>
<p>Category II – readily available but not necessarily on hand – (bylaw subsection 6(3)) or available on demand under 6(2) but older than two years</p>	<p>30 days from application to when the fee estimate and access to records or copies if requested must be provided to applicant</p>	<p>Max \$0.10 per page B&W</p> <p>Max \$0.25per page Color</p>	<p>Charged at \$26.00 per hour for Administration Staff.</p> <p>Charged at \$46 per hour for senior staff.</p> <p>Any legal fees charged at cost.</p> <p>Coordinator to provide cost estimate prior to beginning search/retrieval process.</p> <p>Such cost estimate shall not be exceeded without the prior written consent of the applicant.</p>

Category III – Information that cannot reasonably be accessed within 30 days of the application (Bylaw subsection 6(4))	30 days from application the estimate of time and the written estimate of fees must be provided to applicant	Max \$0.10 per page B&W	Charged at \$26.00 per hour for Administration staff.
		Max \$0.25per page Color	Charged at \$46.00 per hour for senior staff. Any legal fees charged at cost. Coordinator to provide cost estimate prior to beginning search/retrieval process. Such cost estimate shall be exceeded without the prior written consent of the applicant.
Category IV – applicant’s own personal information (subsection 10(3) of the Regulations)		Max \$0.10 per page B&W	No charge permitted
		Max \$0.25per page Color	

If similar fees exist in other bylaws of the town, those fees are invalid and the fees applicable are those contained in this schedule and have been approved by Town Council by Resolution.

Town of Borden-Carleton Bylaw-2018-01 Fees and Charges Bylaw

Schedule "A-4"

Date Approved by Resolution of Council _____

OTHER FEES -MOBILE VENDOR LICENSE FEES

	2024	2025
Food Truck/ Mobile Vendor License – Non Resident of Borden-Carleton	1,000 yr	1,200 yr
Food Truck/ Mobile Vendor License – Resident	500 yr	600 yr
Food Truck/ Mobile Vendor License – Registered Non Profit Organization – Non Registered in Borden-Carleton	500 yr	500 yr
Food Truck/ Mobile Vendor – Registered non Profit Organization – Local In Town Organization	no fee	no fee

NOTES:

1. Fees are not proratable
2. Vehicle/Stand must be located off street on private property
3. Permission of Property Owner Required
4. License Subject to obtaining all necessary permits from the Province of PEI
4. Other conditions may apply
- 5. Above Fees subject to GST**

If similar fees exist in other bylaws of the town, those fees are invalid and the fees applicable are those contained in this schedule and have been approved by Town Council by Resolution.

Town of Borden-Carleton Bylaw-2018-01 Fees and Charges Bylaw

Schedule "A-2"

Date Approved by Resolution of Council _____

RECREATION USER FEES

BORDEN-CARLETON RECREATION USER FEES 2025-26 & 2026/27

CLASSIFICATION	Present	2024/25	2025/26	2026/27
Youth	150	155	160	165
Youth (U9)	75	80	85	90
Adults	170	180	190	200
Afternoon				
*Public Skates	Free	Free	Free	Free

Sponsorship of Public/Private Skates	\$100	skate		
	\$250	week		(3 skates)
	\$1,000	month		(12 skates)

School Skates	Free	Free	Free	Free
Outside Schools	\$2 child	\$2 child	\$2 child	\$2 child
Shinney Hockey- Youth	Free	Free	Free	Free
Shinney Hockey (age 19+)	Free	\$5/person	\$5/person	\$5/person
Private Skates	120	130	140	150

FIELD USE *****	Present	2024/25	2025/26	2026/27
Youth	Free	Free	Free	Free
Adults (per evening)	Free	50	50	50
Adults (Tournaments) -day	Free	150	150	150
Adult (tournament (weekend)	Free	250	250	250

OFF SEASON RENTAL	Present	2024/25	2025/26	2026/27
Floor Hockey	\$5/person	\$5/person	\$5/person	\$5/person
Private Parties (3 hrs.)	120	130	140	150
Over 3 hours-per hour	50	50	50	50
*Bouncy Castle for Party	50	55	60	65
Event -per day (no admission)		150	150	150
Event pe day (admission charged)		200 +2/ticket	200 +2/ticket	200 +2/ticket

ADVERTISING BOARD SIGNS	Present	2024/25	2025/26	2026/27
Sign - Regular Board/Fence Sign	143.75	144	150	150
Sign - Arena Boards	201.25	201	225	225
Zamboni Advertising		5,000	5,000	5,000

NOTE: All prices include GST

If similar fees exist in other bylaws of the town, those fees are invalid and the fees applicable are those contained in this schedule and have been approved by Town Council by Resolution.

Town of Borden-Carleton Bylaw-2018-01 Fees and Charges Bylaw

Schedule "A-1"

Date Approved by Resolution Of Council _____

PLANNING AND DEVELOPMENT FEES

911 Civic Numbering	Admin Fee
Research/Issuing Civic Numbering /Filing with 911 single address	\$30
Research/Issuing Civic Numbering /Filing with 911 Multiple addresses	\$50

Development Permit Fees	Admin Fee	Fee per sq ft	Permit Fee Minimum	Permit Fee Maximum
Residential - New Construction	\$25	\$0.20	\$350	\$1,500
Residential - Renovations/additions	\$25	\$0.25	\$200	\$1,500
Commercial/Industrial- New Construction	\$50	\$0.40	\$500	\$3,000
Commercial/Industrial - Renovations/additions	\$50	\$0.40	\$400	\$2,000
Agricultural/Forestry	\$25	\$0.15	\$200	\$1,500
Institutional	\$25	\$0.40	\$500	\$3,000
Accessory Building under 200 sq ft	\$25	\$0.00	\$0	\$0
Accessory building over 200 sq ft residential	\$25	\$0.40	\$100	\$1,500
Accessory Building non-residential	\$50	\$0.20	\$100	\$1,500
Any Other Structure or addition	\$25	\$0.15	\$100	\$1,000

Development Permit Fees (continued)	Admin Fee	Permit Fee Flat Fee
Residential - Multiple Units in the same Building	\$25	\$1,000
Fence under 4' high	\$25	\$0
Pool /Fence over 4' high	\$25	\$100
Change of use	\$25	\$100
Additional Use - Short Term Rental inc letter	\$25	\$100
Demolition structure under 150 sq ft	\$25	N/A
Demolition structure over 150 sq ft	\$25	\$100
Signage -that is not exempt	\$25	\$100
Temporary Permits	\$25	\$75
Other - Special Permit Use	\$25	\$100

Development Permit Fees (continued)	Admin Fee	Permit Fee	Plus Costs
Wind Turbine	\$25	\$200	Yes
Solar array, ground-mounted	\$25	\$100	Yes

Subdivision Application Fees	Admin Fee	Initial Fee	Each Lot
Subdivision—up to 4 lots per subdivision	\$25	\$200	\$150
Subdivision—5 or more lots per subdivision	\$25	\$300	\$125
Lot Consolidation	\$25	\$300	\$50

Variance, Amendment, Rezoning	Admin Fee	Permit Fee	Plus Costs	Deposit
Variance - no meeting required	\$25	\$150	Yes	N/A
Variance - Council approval required	\$25	\$300	Yes	N/A
Official Plan Amendment	\$25	\$400	Yes	\$3,000
Bylaw Amendment/Rezoning	\$25	\$400	Yes	\$3,000
Concurrent Official Plan and Bylaw Amendment (including concurrent amendments to Future Land Use Map and Zoning Map	\$25	\$500	Yes	\$4,000
Agreement Fees	Admin Fee	Permit Fee	Plus Costs	Deposit
Development Agreement \$200	\$50	\$200	Yes	500
Subdivision Agreement \$400	\$50	\$400	Yes	500
Other Agreements	\$50	\$100	Yes	200
General Fees	Admin Fee	Permit Fee		
Permit Extension (prior to expiration of permit)	\$0	\$100 up to six month extension (max 2 extensions)		
Permit Renewal (after expiration of permit)	\$0	Full Fees (12 month Renewal) \$500 or double the Permit Fees whichever is greater		
Permits obtained after work has started	\$50			
Black and white copy of Official Plan or Land Use Bylaw		\$30		
Electronic copy of Official Plan or Land Use Bylaw		no charge		
Zoning Status or Compliance Letter to Owner		\$0		
Zoning Status or Compliance Letter to 3rd Party		\$25		

If similar fees exist in other bylaws of the town, those fees are invalid and the fees applicable are those contained in this schedule and have been approved by Town Council by Resolution.



Town of Borden-Carleton, PE
A Bylaw to Establish Fees and Charges for Municipal Services
Bylaw # 2018-01

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

1. Title

- 1.1. This bylaw shall be known and cited as the “Fees Bylaw”.

2. Authority

- 2.1. The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., and the *Planning Act*, RSPEI 1988 c P-8.

3. Application

- 3.1. This bylaw enables the application of fees and charges for the provision of goods and services and applies to any person upon whom a fee or charge is imposed under this bylaw.
- 3.2. Fees are set out in Schedule “A” that is attached to, and forms part of, this bylaw.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act*.
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Town of Borden-Carleton as appointed by Council.
- 4.3. “Council” means the Mayor and other members of the Council of the Town of Borden-Carleton.
- 4.4. “Councillor” means a member of Council other than the Mayor.
- 4.5. “Lien” means an encumbrance or charge on a property to secure the debt owed by the property owner to the Town of Borden-Carleton.
- 4.6. “License” means a license or permit issued by the Town of Borden-Carleton to own or use something or to do a particular thing.
- 4.7. “Local improvement charge” means a fixed annual charge levied against real property for a specific period by the Town of Borden-Carleton which contributes to capital costs of local improvements such as sewer and water upgrades, among other things.

5. Establishment of Fees

- 5.1. The Town of Borden-Carleton hereby establishes fees to be charged for licenses, permits, programs and other matters, in accordance with the Act.
- 5.2. The Town of Borden-Carleton may charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the Town.



- 5.3. Council may add, delete, or revise fees at any time by resolution, and shall ensure that the fee Schedule to this bylaw is updated upon passage of such a resolution.
- 5.4. The fees set out in the Schedule to this bylaw are subject to the Harmonized Sales Tax (H.S.T.) where applicable.
- 5.5. In addition to the fees established in this bylaw, the Town of Borden-Carleton may also establish fees in other bylaws where those fees are specifically related to the matter addressed in that bylaw.

6. Collection of Fees

- 6.1. The Town of Borden-Carleton may take into revenue, any charges for the operation of a service or municipal utility under the control of Council and any other funds the Town may acquire pursuant to this bylaw or any other bylaw establishing fees.
- 6.2. The fees and charges set out in the Schedule to this bylaw shall come into force and effect on the date of passage of this bylaw, unless otherwise specified.
- 6.3. All fees charged in accordance with this bylaw are owing at the time of the service or supply being rendered or as otherwise outlined in the Schedule to this bylaw.
- 6.4. The fees listed in the Schedules to this bylaw are in addition to any costs incurred by the Town of Borden-Carleton, which costs may be payable in addition to the fees set out in this bylaw.
- 6.5. The Town of Borden-Carleton may by resolution cancel or write off any arrears of fees, penalties or interest charges that are prescribed by bylaw or specified in a resolution that, in the opinion of Council, are no longer collectable from the person, institution, association, group or body that is liable to pay them.

7. Penalties

- 7.1. The Town of Borden-Carleton may refuse to issue or renew any license or authorization that the Town is authorized under this bylaw, or an Act, to issue or renew to a person who has failed to pay charges, fees, fines or penalties established in the Schedule to this bylaw, including any interest accruing to any of them.

8. Severability

- 8.1. If any provision in this bylaw is deemed to be invalid for any reason, then that provision shall be severed from this bylaw and all remaining provisions shall remain valid and in force.

9. Effective Date

- 9.1. This Fees Bylaw, Bylaw# 2018-01, shall be effective on the date of approval and adoption below.



First Reading:

This Fees & Charges Bylaw, Bylaw# 2018-01, was read a first time at the Council meeting held on the 10th day of April, 2018.

This Fees & Charges Bylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the 10th day of April, 2018.

Second Reading:

This Fees & Charges Bylaw, Bylaw# 2018-01, was read a second time at the Council meeting held on the 15 day of May, 2018.

This Fees & Charges Bylaw, Bylaw# 2018-01, was approved by a majority of Council members present at the Council meeting held on the 15 day of May, 2018.

Approval and Adoption by Council:

This Fees & Charges Bylaw, Bylaw# 2018-01, was adopted by a majority of Council members present at the Council meeting held on the 12th day of June, 2018.

10. Signatures

Dean Sexton

Mayor Sexton(signature sealed)

Anytra Eterovich

Chief Administrative Officer (signature sealed)

This Fees Bylaw adopted by the Council of the Town of Borden-Carleton on June 12, 2018 is certified to be a true copy.



Schedule A

This Schedule forms part of the bylaw and may be changed by resolution of council.

Type of Fees	Fee Structure (Describe the fee structures and list any exemptions or surcharges, etc.)	Fees Due (Set out when fees must be paid)
<p>1. Development / Building permits</p>	<p>Dwelling or other structure(Excluding accessory building) \$150.00</p> <p>Additions to Dwelling or Structure \$40.00</p> <p>Accessory Building \$40.00</p> <p>Demolition \$40.00</p> <p>Moving/Change of Use \$40.00</p> <p>Decks, Pools & Fences \$40.00</p> <p>Special Permit Use \$200.00</p> <p>Development fees for late filing of an application or starting construction without a permit will result in the doubling of fees charged.</p>	<p>Prior to starting project</p>
<p>2. Subdivision</p>	<p>Lot Subdivision \$100.00 per lot</p> <p>Lot Consolidation \$100.00 per lot</p> <p>Change of Use \$100.00 per lot</p> <p>Subdivision Agreement \$200.00 plus applicable Provincial Registry Fees</p> <p>Development Agreement \$200.00 plus applicable Provincial Registry Fees</p>	<p>Prior to starting project</p>
<p>3. Official Plan and/or Zoning Bylaw</p>	<p>Official Plan /Zoning Amendment \$200.00 plus cost</p> <p style="text-align: right;">Bylaw</p> <p>Amendment \$200.00 plus cost</p>	<p>Prior to starting project</p>



Town of Borden-Carleton Fees and Charges Bylaw

	Variance(with public meeting process) \$200.00 plus cost Comprehensive Development Plan \$200.00 plus cost	
4. General	Change of use – Cost of permit for new use Temporary Building, Structures & Signage \$100.00 Seasonal Permit \$100.00 Signage \$100.00 Any other types not specified \$100.00	Prior to starting project
5. Arena Rental	\$ 135.00/ Hour Ice Time \$ 80.00/Birthday Party Municipality may waive fees for non-profit or other similar uses.	Within 30 days
6. Utility Fees	See Utility Bylaw	
7. Dog License	\$10 per dog per year	Start of each new year



For:
Holly Bernard
Deputy CAO
Town of Borden-Carleton
Prince Edward Island

Re:
Active Transportation Plan for the Town of Borden-Carleton

UPLAND Planning and Design is pleased to submit a proposal to prepare an Active Transportation Plan for the Town of Borden-Carleton. Our proposal demonstrates how we can help the Town further achieve its vision of a well-connected, healthy, accessible and achievable active transportation network.

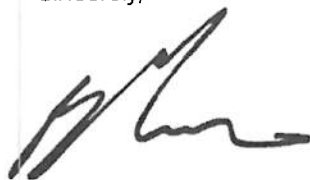
Our multi-disciplinary team has the right skills, expertise, relationships, passion, and understanding to develop a plan that represents the goals of the Town and its residents. Our team has considerable experience with active transportation planning in PEI, having led a province-wide Active Transportation Plan that proposed regional active transportation connections throughout the province and laid the groundwork for policy decisions around building PEI's provincial Active Transportation Network. More recently, UPLAND completed an Active Transportation Plan for the Town of Stratford which is also currently being implemented.

Elsewhere in Atlantic Canada, Upland has prepared over a dozen active transportation plans for the Municipalities of Argyle, Inverness, St. Mary's, Kings County, and Pictou County, the Towns of Kentville, Pictou, and the communities of North Preston, East Preston, North Dartmouth and south-end Halifax. We have also led Trail Plans and Strategies for the Parks Canada, NS Department of Natural Resources and Renewables, the Village of Greenwood, Richmond County, and many trail groups throughout the province.

All our work is inspired by our passion for trails and active transportation. At UPLAND, we are pedestrians, cyclists, paddlers and transit riders eager to improve the conditions for safe and enjoyable active transportation and opportunities for active living and recreation for future generations.

We are truly excited for the opportunity to work with the Town of Borden-Carleton and look forward to your response to our proposal.

Sincerely,



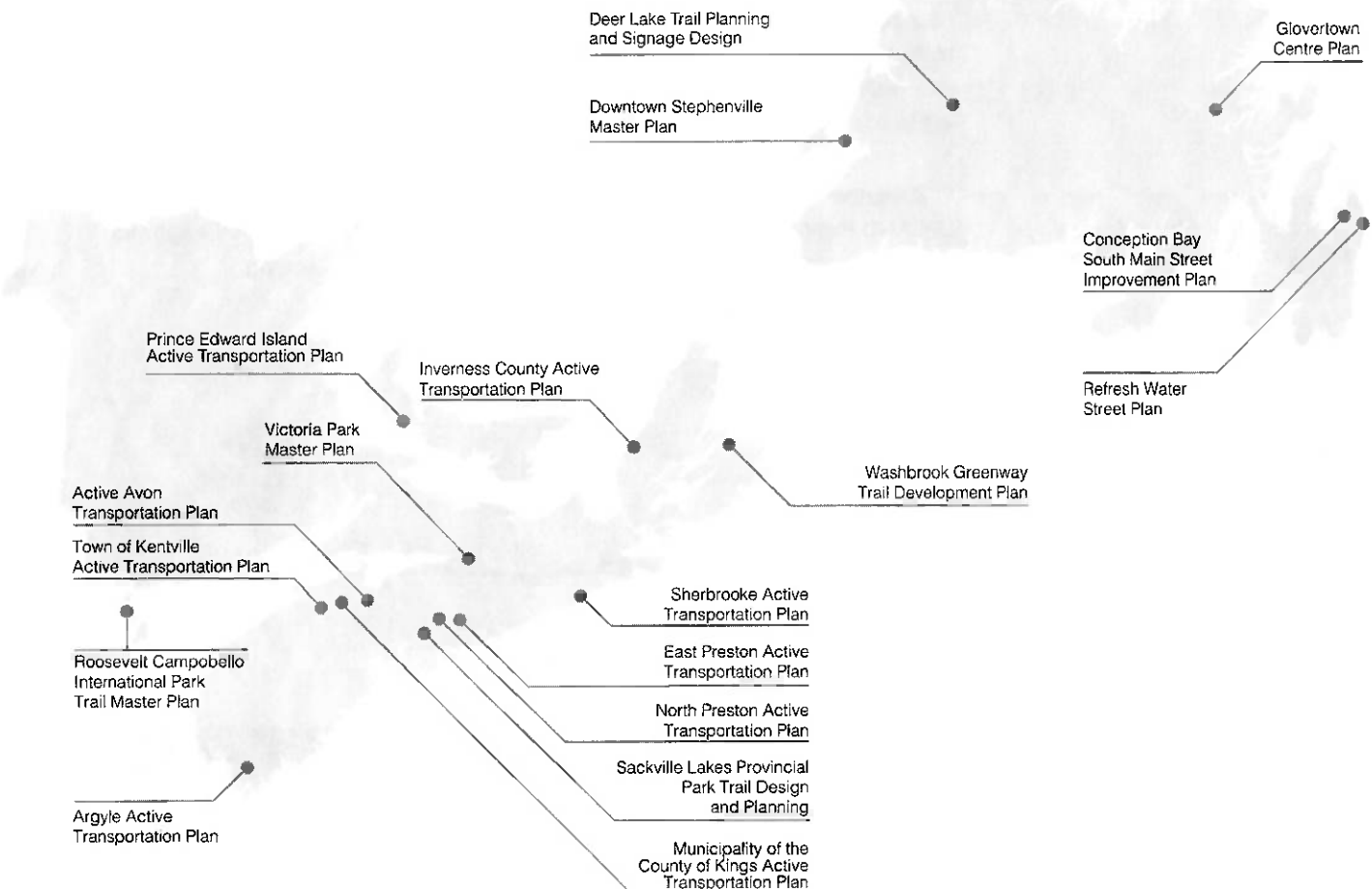
Bruce Mans, MCIP (Partner/Planner)

UPLAND has a strong track record of leading innovative, effective, and holistic engagement and planning projects in communities across Atlantic Canada.

UPLAND Planning and Design has grown into the largest land use planning firm in Atlantic Canada, delivering high-quality, innovative, and context-sensitive planning solutions. Our multi-disciplinary team combines expertise in urban and rural planning, landscape architecture, and public engagement, bringing a wealth of knowledge and passion to every project. Our commitment to excellence and collaborative approach has earned us the trust and respect of clients all over Atlantic Canada.

The map below identifies several of the projects UPLAND has completed or is currently working on across Atlantic Canada. This selection of projects illustrates our experience in active transportation and land use planning.

More information about these projects can be found at uplandstudio.ca.



UPLAND



PEI ACTIVE TRANSPORTATION NETWORK PLAN

Location

Prince Edward Island

Date

2021 - ongoing

Client

The Province of Prince Edward Island

Service Area(s)

Active Transportation, Planning, Community Engagement,

References

Francois Caron
Central Regional Coordinator
PEI Health and Wellness
Email: ircaron@gov.pe.ca
Tel: 902-432-2706

In 2021, UPLAND and CBCL Limited began working with the Province of PEI on the province-wide Active Transportation Network Plan. Once completed, the Plan aims to connect Island communities and promote healthy, sustainable lifestyles.

A public draft of the Network Plan is now available and includes recommendations for active transportation infrastructure, amenities, education and programming, and marketing and promotions. In addition to this, UPLAND has completed Municipal Guidelines for facility design and wayfinding, which can be used by Municipalities and organizations undertaking their own active transportation projects.

Community consultation for this process began with Municipal and stakeholder workshops, stakeholder interviews and focus groups, an online interactive map, survey, and pop-up engagements across the Island. Engagement on the draft followed, with an interactive map, stakeholder workshops, and online open house.

Information on the project is available on the project website at www.peiat.ca



UPLAND



WASHBROOK GREENWAY TRAIL DEVELOPMENT PLAN

Location
Sydney, Nova Scotia

Date
2019 - 2021

Client
Washbrook Greenway Trail
Development Plan Committee

Service Area(s)
Trail Planning
Landscape Architecture
GIS
Active Transportation

References
Marcie McKay
Chair, Washbrook Greenway
Development Plan Committee
(902) 563-2412
marcie.mckay@nshealth.ca

Following significant flood damage along the Washbrook in 2016, the community developed a shared vision for a 2 kilometre long trail that would run alongside the brook. The trail is planned to run from the Baile Ard Trail System to Wentworth Park, linking community facilities along the way. The proposed route will support active transportation while improving storm water management and environmental stewardship of a key environmental asset.

UPLAND began working with the Washbrook Greenway Development Plan Committee to initiate conceptual planning for the trail. The project began with a site

visit and analysis of existing conditions of the geophysical and topographical environment, including slope, tree cover, drainage, floodplains, and property information. The trail is designed to be physically accessible, compatible with local design standards, demonstrate minimal impact on natural systems and adjacent development.

UPLAND has now moved into the Schematic Design phase of the project, working with the Committee to develop a more detailed path alignment and a proposed site plan for the Southend Public Gardens (shown below).



Our proposed work plan describes how our team will accomplish the objectives for this project in an organized, efficient and innovative manner.

For this project, we propose to split the work up into three phases:



Phase 1
Discovery

The first phase is an opportunity for our team to initiate the project and take a deep dive into the project area, its history and its spatial characteristics. The outcomes of this phase will directly inform subsequent project deliverables.

Task 1.1
Start Up Meeting and Site Visit

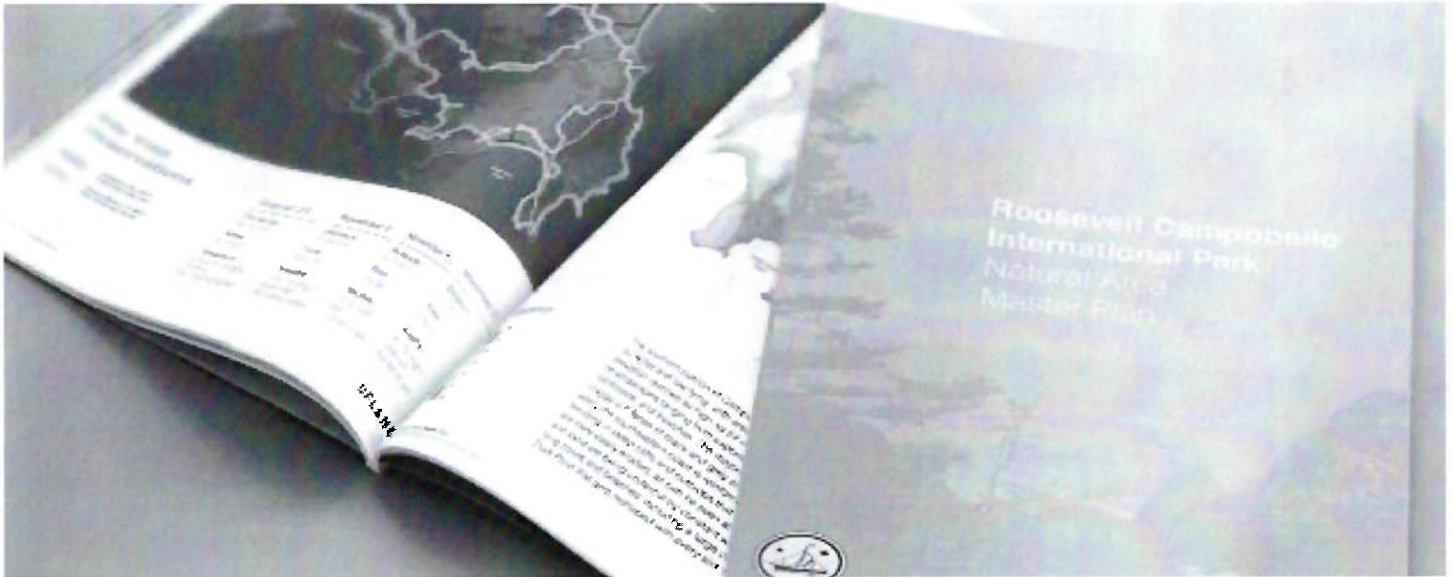
Upon award of the contract, we will have a virtual kick-off meeting with the Town's Project Team. This will be an opportunity for our team to develop a better understanding of the issues and objectives for the project. At this meeting we will discuss and confirm the proposed work plan, scope, and deliverables, and establish lines of communication and areas of responsibility between our team and the Town's Project Team to ensure the project is finished on time and on budget.

Following the start up meeting, will conduct a full-day site visit of the West Hants area, where we will take detailed notes and geo-referenced photographs. Ideally, members of the Town's Project Team will be able to join us, so that we can draw on their extensive local experience and learn more about the context from their perspective. However, this is not a requirement.

Task 1.2
Inventory and Data Collection

We will review all existing plans, reports and policies that are relevant to active transportation, accessibility, physical activity, tourism, and climate change in the region and the surrounding areas, and highlight how they might influence the Active Transportation Plan, such as:

- + Relevant planning documents and land use by-laws;
- + PEI Active Transportation Network Plan;
- + Destination Borden-Carleton;
- + any other relevant plan or document.



Task 1.4
Stakeholder Interviews

Together with the Town's project team, we will generate a list of stakeholders and community partners that have a vested interest in active transportation, and thus, should be consulted directly as part of this project. Based on this list, we will set up a number of virtual meetings with key individuals and organizations. We anticipate meetings with the province, relevant community organizations, key landowners, and more.

Task 1.5
Background Report

We will collate and summarize all the information collected to date in a brief Background Report that will be submitted to the Town's Project Team for review. This report will include a series of maps and graphics that describe the existing active transportation infrastructure in the Town, including sidewalks, trails, waterways, and important roadways.

Included in this report will be a summary of the existing policy framework which will enable and shape any active transportation improvements. The result of this Background Report will be a concise but thorough document that ensures we have a clear understanding of existing conditions, future needs, and potential opportunities, and provides the foundation for our recommendations.



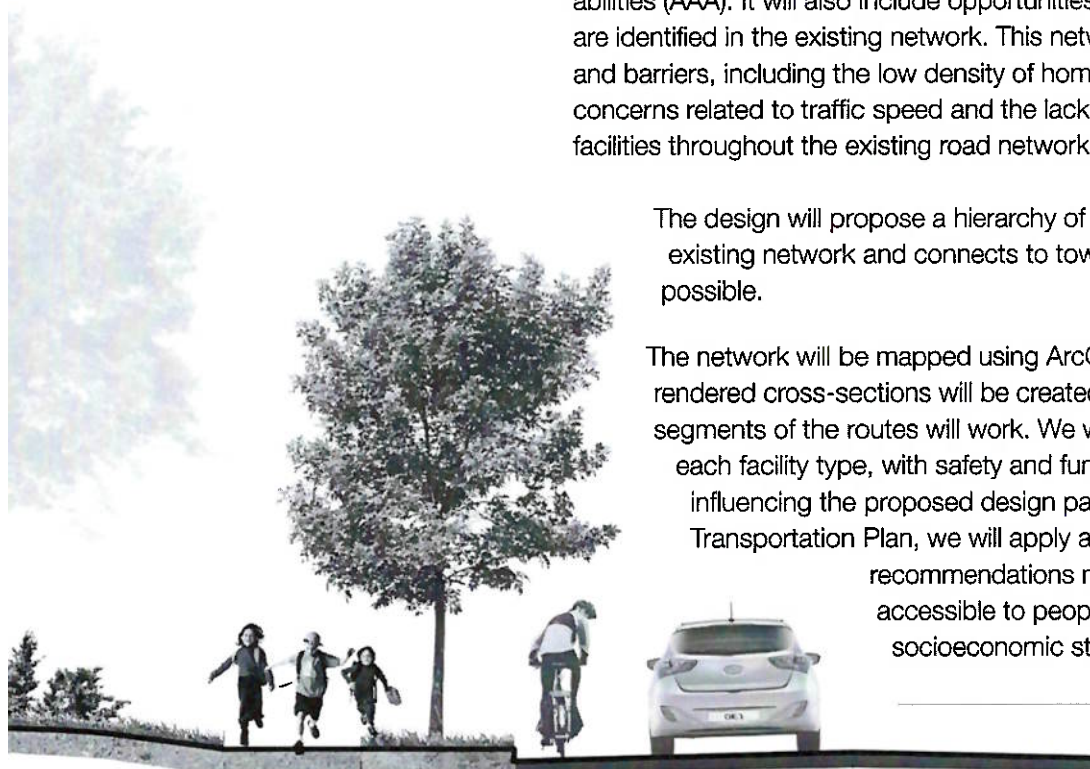
Task 2.2

**Active Transportation
Network**

The most significant component of the plan will be a well rationalized network design that will connect key destinations between the Town of Borden-Carleton, such as schools, places of work, local businesses, service providers, communities, recreational facilities, parks, tourism destinations, and social gathering spots. Based on these destinations, our team will design a high-level active transportation network for the entire study area, including projects aimed at creating accessible, safe, and convenient routes for people of all ages and abilities (AAA). It will also include opportunities for recreational travel, where gaps are identified in the existing network. This network will address known challenges and barriers, including the low density of homes and businesses, and safety concerns related to traffic speed and the lack of dedicated active transportation facilities throughout the existing road network.

The design will propose a hierarchy of route types that expands upon the existing network and connects to town infrastructure wherever possible.

The network will be mapped using ArcGIS software. Easy to understand rendered cross-sections will be created to help illustrate how different segments of the routes will work. We will establish design guidelines for each facility type, with safety and functionality as the main factors influencing the proposed design parameters. Throughout this Active Transportation Plan, we will apply an equity lens to ensure recommendations make active transportation accessible to people of all ages, abilities, socioeconomic status, genders, and races.



Phase 3
Final Active Transportation Plan

Our team will proceed to put the finishing touches on the Final Active Transportation Plan. This phase of work will include edits and updates wherever necessary. It will also include important details on how the plan will be implemented, including bylaw and policy recommendations, phasing and cost estimates.

Task 3.1
Feedback and Revisions

Based on feedback from the Town, our team will then proceed to make final edits and adjustments to the planning documents.

Task 3.2
Implementation Details

At this juncture, our team will also add key implementation details to the plan, including policy recommendations, cost estimates, and phasing:

Policies and Planning

Policy development is a critical tool in helping the Town develop a strong active transportation network. Clearly articulated policy can help support behaviour changes, foster the ongoing development of new facilities, ensure the longevity and maintenance of the system, and ultimately lead to a broader, more integrated active transportation network. The Final Active Transportation Plan will propose changes to any municipal planning documents and policies that address active transportation.

Cost Estimates and Phasing

Our team will develop priorities to identify the ideal sequence of improvements, based on where efforts should be focused to yield maximum active transportation benefits. This will include high level cost estimates of each proposed initiative, as well as opportunities for cost sharing recommendations with regional partners and relevant stakeholders.

Task 3.3
Final Active Transportation Plan

The Final Active Transportation Plan will be presented virtually. We will also submit a digital copy and hard copy, along with all map files as ArcGIS shapefiles, (or AutoCAD or DWG format if requested). All files will be delivered on a compact disc or USB stick. Our work plan includes time for our team to debrief with the client to celebrate the project's successes and ensure they are well equipped to enter the next phase of implementing the plan.

We believe the proposed core scope is sufficient for a thorough and effective planning process, while creating genuine opportunities for stakeholders to provide their input. However, public engagement may improve community involvement and help better inform the final planning documents. If this is desired, these can be completed on an *a la carte* basis.

The following are some suggestions for optional, additional services that can be considered to expand the scope, if desired. We have provided a general description and a draft fee for these services, and can develop more detailed fees and task descriptions with the Town, if there is interest.

Pop Up Sessions

Our team can also host a series of two or three pop-up events throughout the Town that would be held through the region at popular destinations, such as Gateway Arena, Ceretti's, the Visitor Information Centre, etc. The benefit of this format is that our team can meet residents at a convenient location and "come to them" as they are running their daily errands.

Estimated fee: ~\$5,000 + HST

Online Engagement

Our team can create an online engagement tool that will be a useful ongoing resource for residents and stakeholders to contribute their ideas and input - both initially and once the draft plan has been released. Our team will use 'Social Pinpoint' an online engagement platform that uses interactive maps of the project area to enable users to identify key problem areas, barriers, and potential opportunities and connections. Community members are also able to view comments posted by others and 'up-vote' or 'down-vote' those comments. This tool can live on its own website, or as a link on the Town's website.

Estimated fee: ~\$7,500 + HST each






Youth Engagement

Past active transportation projects have cemented for us the idea that youth have a unique perspective on active transportation needs. In order to ensure that the youth of the community are involved in developing objectives for the Plan, we will host a youth-focused design workshop at a local school such as Amherst Cove Consolidated School. The purpose of this workshop will be to seek ideas and opinions from younger residents and to help improve their education and awareness about active transportation. We will bring consultation boards, stickers, markers, and printed maps to the session and work with the youth to think creatively about mapping connections around their school and their other key destinations in order to improve their daily active transportation experience.

Estimated fee: ~\$2,500 + HST

SELECT PROJECT EXPERIENCE (CONTINUED)

Park Design, Urban Design + Placemaking

<p>+ Blue Mountain-Birch Cove Lakes Park Plan Halifax Regional Municipality Halifax, NS</p>	<p>Ongoing</p>	<p>+ Fundy Gateway Master Plan Town of Yarmouth Yarmouth, Nova Scotia</p>	<p>2017</p>
<p>+ Blue Mountain-Birch Cove Lakes Economic Impact Study Nova Scotia Department of Environment Halifax, NS</p>	<p>Ongoing</p>	<p>+ Wigwam Point Master Plan Qalipu First Nation Peterview, NL</p>	<p>2017</p>
<p>+ Maritime Centre for the Environment Concept Plan Saint Mary's River Association Sherbrooke, NS</p>	<p>Ongoing</p>	<p>+ Refresh Water Street Streetscaping Project City of St. John's St. John's, Newfoundland</p>	<p>2016</p>
<p>+ Pictou Waterfront Plan Town of Pictou Pictou, Nova Scotia</p>	<p>2022</p>	<p>+ The Lakes Master Plan Susie Lake Developments Halifax, Nova Scotia</p>	<p>2015</p>
<p> 2022 Award in Planning Excellence Physical Plans and Designs (Atlantic Planners Institute)</p>		<p>+ Victoria Park Master Plan Town of Truro Truro, Nova Scotia</p>	<p>2014</p>
<p>+ Baie Sainte-Marie Public Spaces Master Plan Municipalité de Clare Clare, Nova Scotia</p>	<p>2021</p>	<p>+ Glovertown Centre Plan Town of Glovertown Glovertown, Newfoundland</p>	<p>2014</p>
<p>+ Hubbards Streetscape Plan Hubbards Streetscape Society Hubbards, Nova Scotia</p>	<p>2021</p>	<p>+ Main Street Improvement Plan Town of Conception Bay South Conception Bay South, Newfoundland</p>	<p>2013</p>
<p>+ Red Bay Interpretation Plan Parks Canada Red Bay, Labrador</p>	<p>2020</p>	<p> 2013 Award in Planning Excellence Physical Plans and Designs (Atlantic Planners Institute)</p>	
<p>+ Louisbourg Visitor Experience Enhancement Strategy Develop Nova Scotia Louisbourg, Nova Scotia</p>	<p>2020</p>	<p>+ Port Aux Basques Downtown Study Town Channel-Port aux Basques Port aux Basques, Newfoundland</p>	<p>2013</p>
<p>+ Sherbrooke Streetscape Plan Municipality of Saint Mary's Sherbrooke, Nova Scotia</p>	<p>2019</p>	<p> 2013 Award of Planning Excellence Neighbourhood Planning (Canadian Institute of Planners)</p>	
<p>+ Cape d'Or Master Plan Municipality of Cumberland Advocate Harbour, Nova Scotia</p>	<p>2018</p>	<p>+ Canal Greenway Park and Plaza Design Halifax Regional Municipality Dartmouth, Nova Scotia</p>	<p>2013</p>
<p> 2019 Award of Excellence Planning & Analysis (Atlantic Provinces Assoc. of Landscape Architects)</p>		<p>+ O'Brien Farm Master Plan O'Brien Farm Foundation St. John's, Newfoundland</p>	<p>2012</p>
<p>+ Stephenville Downtown Revitalization Plan Downtown Business Improvement Association Stephenville, Newfoundland</p>	<p>2018</p>	<p> 2013 Regional Citation Award Canadian Society of Landscape Architects</p>	
		<p>+ Dartmouth Cove Planning Study Halifax Reg. Municipality / Waterfront Dev. Dartmouth, Nova Scotia</p>	<p>2012</p>

PROJECT EXPERIENCE (CONTINUED)

Comprehensive Planning

+ Regional Transportation Plan Joint Regional Transportation Agency Halifax, Nova Scotia	2023	+ Plan it Colchester Municipality of Colchester Colchester, Nova Scotia	2024
+ Stephenville Municipal Growth Plan Town of Yarmouth Yarmouth, Nova Scotia	2023	+ Dieppe Urban Growth Strategy and Secondary Plan City of Dieppe Dieppe, New Brunswick	2024
+ Town of Yarmouth Plan Review Town of Yarmouth Yarmouth, Nova Scotia	2024		

PROJECT EXPERIENCE

Sustainable Transportation + Recreation Planning

+ St. Mary's Active Transportation Plan Municipality of the District of St. Mary's Sherbrooke, Nova Scotia	2023	+ MOPC + TOP Active Transportation Plan Municipality of Pictou County & Town of Pictou Pictou County, Nova Scotia	2024
+ HRM Active Transportation Wayfinding Halifax Regional Municipality Halifax, Nova Scotia	2023		

PROJECT EXPERIENCE

Urban Design + Site Planning

+ Site Design Atlantic Splash Adventure Lucasville, Nova Scotia	2023	+ Bally Haly Redevelopment Bally Haly Country Club St. John's, Newfoundland	2023
+ Opinion Letter Newcastle Street Dartmouth, Nova Scotia	2023	+ Site Analysis Pyes Head Road Private Developer Eastern Shore, Nova Scotia	2023

PROJECT EXPERIENCE

Parks + Trails Planning

+ Kelly Point Trail Plan Prospect Peninsula Residents' Association Prospect, Nova Scotia	2023	+ Blue Mountain Birch Cove Park Plan Halifax Regional Municipality Halifax, Nova Scotia	2023
+ Dollar Lake Trail Development Plan Nova Scotia Dept of Natural Resources and Renewables Wyses Corner, Nova Scotia	2023	+ Blue Mountain Birch Cove Detailed Trail Plan Province of Nova Scotia Halifax, Nova Scotia	2024

PROJECT EXPERIENCE (CONTINUED)

- + **Richmond Recreation Plan & Active Living Strategy** 2022
Municipality of the County of Richmond
Richmond County, Nova Scotia

- + **Eastern Nova Scotia Regional Planning Project** 2022
Eastern District Planning Commission
Port Hawkesbury, Nova Scotia

- + **Colchester MPS Engagement** 2022
Municipality of the County of Colchester
Colchester, Nova Scotia

- + **Nova Scotia Housing Needs Assessment** 2022
Province of Nova Scotia
Nova Scotia

- + **Municipal Planning Strategy and Land Use By-Law** 2021
Municipality of the District of Yarmouth
Yarmouth, Nova Scotia



bcadmin@borden-carleton.ca

Subject: information for a new Lions Club

Hello Stewart,

Thank you for the email. This is a great idea.
Please see revised list below.

I will also pass this information onto the mayor today.

Thanks,
Cora Lee

CAO
Town of Borden-Carleton

From: stewmac@nbnet.nb.ca <stewmac@nbnet.nb.ca>
Sent: January 21, 2025 12:45 PM
To: bcadmin@borden-carleton.ca
Subject: information for a new Lions Club

Chief Administrative Officer–

I am seeking your assistance for information for an up-to-date list of Mayor and council members. The list that I have is

- Mayor – Randy Ahearn
- Deputy Mayor Larry Allen
- Councilor – Ashley Steele
- Councilor – Marcia Green
- Councilor – Patricia Marshall
- Councilor – Barb Wood
- Councilor – Nicole Bernard-Arsenault,

Is this list up to date.

The reason that I am inquiring is to talk to each of the council members and the mayor personally either at a face-to-face meeting or through contact by e-mail. My personal choice is a face-to-face meeting. We want to get their thoughts and opinion on the feasibility of chartering a Lions Club in the Kinkora area. We prefer to talk to the Mayor and council prior to investigating the possibility of chartering a new club.

We have been approached by one of the teachers of a school in the area who feels if there was a Lions Club in the area that possibly the Lions could help raise funds to help with the lunch program at the school. We do this in many areas where we have clubs. The Lions motto is, "WE SERVE",

If you could help me out with supplying me with up-to-date info, I would appreciate it and possibly with an idea of we can make contact with them. We have a meeting with a mayor and council in N.B. In February at their meeting of the whole where we can present our case for a new club in their area.

Lions District N 1 Extension Chair PCC (Past Council Chair) Lion Stewart MacDonald
stewmac@nbnet.nb.ca, 1 506 832 7253



Dear Potential Sponsor,

My name is Ben Connolly and I am 15 years old from Summerside, PEI. Recently, I was selected to play on Team PEI for baseball at this upcoming Canada Games in St. John's, Newfoundland and Labrador. I was also fortunate to be selected to play for PEI at this summers Baseball Canada Ray Carter Cup which is being held in Summerside this summer. This tournament will feature the best 15U aged players from across the country. It is a great honour to be able to represent our province at these national events.

I'm going to be busy!

Baseball has been a lifelong passion of mine, and I make sure to always work hard so that I am constantly improving as a player and teammate.

Both teams will be traveling to various off Island tournaments this spring and summer to prepare for the national events and it will cost each of our players thousands of dollars to compete at this elite level. To help offset some of these costs we plan to do some fundraising which includes an online auction of donated items and services. Any sponsorships and/or auction item donations will greatly help with the cost of travel, accommodations and development expenses.

I am reaching out to local businesses like yours in hopes of obtaining an item that can be used in our auction. All proceeds from the auction will go directly to players to help with team fees.

Any donation would be greatly appreciated and would greatly assist in me meeting my goals this summer. I would be willing to provide a photo op to be displayed within your business or on your social media if you wish.

Please reach out to 902-303-9105 with any questions you may have and thank you for your consideration.

Ben Connolly

Central Development Corporation
106 Linkletter Ave. Central Bedeque COA 2G0
Phone 902-887-3400 Fax 902-887-2400



COMMUNITY HOUSING FUND PROFESSIONAL SERVICES

SUMMARY

PROJECT NAME	PROJECT MANAGERS	START DATE	END DATE
Worker Housing project – Borden-Carleton	Barbara Weeks, Executive Director	October 2023	February 2024

BACKGROUND

Economic development in rural Canada can be challenging due to the sparse population and limited resources, but there are many strategies that can be employed to promote growth and development. Here on Prince Edward Island is no exception. Businesses face many challenges that still impact their operations and profitability; Economic uncertainty, The ongoing COVID-19 pandemic, supply chain disruptions, labour shortages, Digital Transformation, Rising Costs, E-Commerce competition at an all time high.

There is a growing emphasis on environmental, social, and governance considerations in business practices. Companies are expected to adopt sustainable practices, reduce their carbon footprint, and demonstrate social responsibility. Meeting these expectations can require significant investments and changes in operations. Businesses must navigate a complex and evolving regulatory landscape. Compliance with laws and regulations related to data privacy, consumer protection, employment practices, and industry-specific regulations can be challenging and time-consuming. Failure to comply can result in legal consequences and reputational damage.

These challenges require businesses to be agile, innovative, and proactive in their strategies to navigate the economic climate successfully. Central Development Corporation is working hard to ensure that we

SCOPE OF WORK

- Stakeholder consultations - Gather information on regulatory requirements, needs and possible locations with funding options available.
- Identify needs within the community that could compliment the development of a partnership for new space. Housing requirements and possible partnerships with other businesses.
- Perform an analysis of the most appropriate options including potential operating structures of the cooperative and financial analysis.
- Architectural plans to accommodate needed units and space required.
- Glass D cost estimates for development and further funding requirements

BUDGET ESTIMATE

	DESCRIPTION	COST ESTIMATE	DEADLINE
Needs Assessment	Background, stakeholder engagement, Business Plan (CDC staff)	\$16,500	October
Architecture	Hire an architect to complete structural design plans	\$20,000	November
Financial	<ul style="list-style-type: none"> • compile financial comparison. • review and complete business plan • Class D estimates 	\$20,000	December 2024
Consultant	Compile Business Plan for development	10,000	January 2024
	TOTAL	\$66,500	

FUNDING ESTIMATE

FUNDING SOURCE	DESCRIPTION	AMOUNT
Community Housing Fund	Through Canadian Mental Health and the Province of PEI	\$50,000
CDC (in kind)	Background work on project	\$16,500
	TOTAL	\$66,500

Good morning,

On behalf of the FPEIM nominating committee, I have enclosed a call for nominations for one vacancy for one Prince County Cities/Towns or Rural Municipalities representative on the FPEIM Board. **The nomination deadline is 4:00 pm on February 28, 2025.** If a member of council is interested in sitting on the FPEIM board, please submit a nomination form to the FPEIM office by the deadline. Please note: nominations require a resolution from council.

Here is some information on the FPEIM Board:

- Board members must be an elected official of a member municipality.
- Regular meetings of the Board are usually the third Thursday of the month from 6:00 pm – 8:00 pm at the FPEIM office. FPEIM provides supper for in-person board meetings.
- The FPEIM board meets 6-7 times per year. One of these meetings is a meeting with the Minister responsible for Municipal Affairs. This meeting is held in the Minister's district.
- Board members usually sit on 1-2 committees that meet a few times/year.
- Board meetings are usually held in-person, but sometimes virtually if the agenda is small. Committee meetings can be held in-person or virtually.
- Board members are paid mileage based on the provincial government rate for any travel to board or committee meetings. Mileage is paid out twice/year – at the end of March and the end of September.
- The normal term of board positions is 4 years. Since this call is to fill a vacancy, the term of office would end immediately following the 2027 FPEIM annual meeting.

It would be appreciated if you would address this as a matter of importance with your council.

Thank you,

If any of the council members are interested in sitting on the FPEIM board, they have to be nominated by a resolution of council, and then fill out the nomination form and contact form attached to the call for nominations.

If any council members have questions about sitting on the board, they can contact us at the FPEIM office.

Thank you,

Julie

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



1 Kirkdale Road
Charlottetown PE C1E 1R3
Tel: (902) 566-1493
Fax: (902) 566-2880

