

Town of Borden-Carleton

Special Council Meeting

Jan 05, 2021 – 240 Main St, Borden-Carleton, PE

Royal Canadian Legion

7:00pm

**PRESENT:** Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn, Councillor Barb Wood, Councillor Nicole Arsenault, Councillor Larry Allen, Councillor Laurel Palmer-Thompson

**ALSO, PRESENT:** Interim Chief Administrative Officer Jim Wentzell, Planner Greg Morrison  
Applicants: Barry and Donna King (Melanda's Wood Camping and RV Camping Limited)  
Citizens: Jocelyn Cacal, Monique Larsen, Arthur Ranahan, Steven Green, Marica Green, Margaret Ann Wedge, Hal Sanderson, Edmund Paynter, Shelley Paynter, Laurel Lidstone, Austin Martin

**REGRETS:** It was reported that the Honorable Jamie Fox, MLA Borden-Kinkora and Minister of Fisheries and Communities, had planned to attend to attend tonight's meeting but was unable to due to health reasons.

**1. CALL TO ORDER:**

Mayor Charles Mackenzie called the meeting to order at 7:00pm who stated that the purpose of the meeting was to receive written or oral submissions in respect to a REZONING REQUEST-An application by Melanda's Wood Camping and RV Camping Limited to Rezone PID# 778936 from the Residential (R1) Zone to the Highway Commercial (C) Zone.

**2. COVID-19 PRECAUTIONS**

It was noted that all participants in the meeting wore masks and seating was arranged to allow adequate social distancing.

**3. REZONING REQUEST PUBLIC PARTICIPATION PROCESS**

**3.1 CAO'S Report**

Jim Wentzell, Interim CAO reported that at a meeting of Town Council held on November 19, 2020 Council passed a resolution to move to the Public Participation phase of the rezoning process and that all requires of the Planning Act to inform the public of the public hearing had been met. A copy of the

CAO's report is attached to these minutes as Appendix "A". In addition, on Jan 4<sup>th</sup> 2021 notice of the meeting was broadcasted on CBC Radio and CBC News online.

### **3.2 Planner's Report and Recommendations**

Greg Morrison, Planning Consultant gave a presentation to those present of his report dated November 19, 2020 on the rezoning application. He outlined the positive and shortcomings of the rezoning request and answered questions as put to him from those present at the meeting.

His recommendation to Council was to proceed to public Consultation, the following:

- Amend Appendix 1 – General Land use Plan of the Official Plan in order to change the designation for PID#778936 from Residential to Commercial; and
- Amend Appendix "A" Zoning Map of the Zoning and Development Bylaw in order to rezone PID#778936 from the Residential (R1) Zone to the Highway Commercial (C2) Zone

A copy of Mr. Morrison's report is attached to these minutes and marked as Appendix "B"

**3.3 Barry and Donna King**, owners and operators of the KOA Campground and the applicants requesting the Re-Zoning then gave a presentation that showed in more detail their plans to expand the RV Park and the reasons for doing so. They gave a history of their involvement of campgrounds in NS and PEI in the past and that the expansion was required to conform with COVID-19 restrictions and to make the site economically viable by expanding to 100-120 sites in total including a number of luxury sites. Mr. and Mrs. King answered various questions as put to them by those present.

### **3.4 Submissions Received**

The CAO reported that one written submission was received signed by 11 residents of Paynter Lane (adjacent to the property being considered for rezoning) that stated that "they do not wish Paynter Lane used as a through fare to the KOA campsite with there expansion. There is a daycare on the Lane and also school aged children. We do not have a problem with expansion but we also do not want sites within 150-200 feet to the nearest property.". A copy of the submission is attached to these minutes as "Appendix "C".

Comments made during the Planner's and Mr. Kings presentations included:

- Two citizens were concerned that by rezoning the property to Commercial would open the property up to other Commercial uses in the future. (Mr. King stated it was his intention to make the RV Park economically viable and it was their intention to continue operating it as a Park)
- Mr. King stated there was no intention to use Paynter Lane for RV vehicles to enter or exit the Park and outlined that their road would be looped to enter and exit from the Highway.
- Mr. King agreed that a buffer be maintained between the RV lots and neighboring properties and RV owners as well do not wish to be close to residences.
- In respect to the Walking Trail behind the Campground, Mr. King outlined that none of the additional lots would be closer to the trail than existed at present.

**3.5 Other written or verbal submissions**

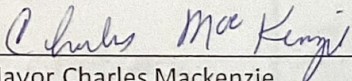
No one present expressed a desire to make a presentation at this meeting.

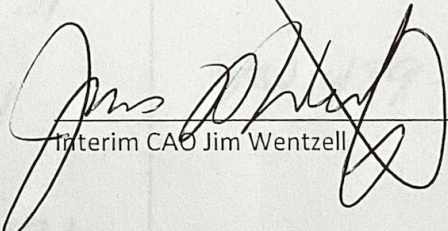
**4. NEXT STEPS**

It was pointed out that no decision on the Re-zoning application would be made at this meeting and that a final decision would be made after further discussion by the Town's Planning and Properties Committee and Town Council

**4. ADJOURNMENT:**

There being no further business, the Mayor thanked those who attended the meeting and the meeting adjourned at 7:45 pm.

  
\_\_\_\_\_  
Mayor Charles Mackenzie

  
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Interim CAO Jim Wentzell



NAME	CIVIC ADDRESS	PHONE #
● DONNA KING	43 FIRST ST.	902-853-4110
BARRY KING	" " "	" " "
GREG MORRISON	260 Sumner St	902 388 8096
Chh m.../p	2613 Hwy 10	902 437-3037
Jocelyn Cacal	23650 Trans Canada Highway	506-232-4789
MONIQUE LARSEN	380 BRADFORD RD	902-439-0421
Arthur RAMPHAN	244 Carleton St	902-437-2565
A. Renaud	192 Howard St	
Steven Green	23688 TCH	902 439-4177
MARIA GREEN		
MA Wedge	855 - 3030	
✓ HAL SANDERSON	437 2007 ←	29 Painter Ln
✓ Edmund Bayto	437 2200	15 Painter Lane
✓ Shelley Painter	437 2200	
Laura Lidstone	215 Carleton Street	902 855-2788
Austin Martin	23672 Trans Can HW	902 432 0644

THOSE WHO ATTENDED  
 JAN 5 Meeting  
 2021



Police District RCMP Members have reported 782 hours providing policing services to the Town of Borden-Carleton, during the month of December 2020.

162 of these hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations.

## BORDEN-CARLETON

### MAYOR'S

### POLICING REPORT

### December, 2020

Police presence in the Town of Borden-Carleton has been maintained due to COVID-19 related screening at the Confederation Bridge. RCMP, in conjunction with other Provincial Police agencies, have maintained 24/7 patrolling measures and police presence in the Town of Borden-Carleton and to the Confederation Bridge. In the past month, Criminal Breach measures were implemented by Health PEI authorities in early December, and as a result, the RCMP Detachment was suspended for a short period. During this time, no Criminal Record checks were processed for residents of Borden-Carleton.

The first significant snowfall of the season occurred on December 27th, 2020, as an RCMP responded to several reports of traffic collisions nearby. Borden-Carleton and the Albany Y. No serious injuries were reported. A total of seven calls for service were received during the month of December. Summary Offences were issued for driving without a valid license and driving with no valid vehicle registration.

## East Prince RCMP Detachment

### “L” Division

## Prince Edward Island

Prince District RCMP Members have reported 782 hours providing policing services to the Town of Borden-Carleton, during the month of December 2020.

182 of these hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations.

Police presence has greatly increased over these past few months, due to COVID 19-related screening at the Confederation Bridge. RCMP, in conjunction with other Provincial Police agencies, have been providing additional 24/7 patrolling measures and police presence to the Town of Borden-Carleton and to the Confederation Bridge. 600 hours were devoted to this purpose, this past month.

Circuit Breaker measures were implemented by Health PEI authorities in early December, and as a result, front desk service at the East Prince Detachment was suspended for a short period. During this time, no Criminal Record checks were processed for residents of Borden-Carleton.

The first significant snowfall of the season arrived on December 22<sup>nd</sup>, 2020, and as a result, road conditions deteriorated rapidly throughout the day. Prince District RCMP responded to several reports of traffic collisions nearby Borden-Carleton and the Albany Y. No serious injuries have been reported.

A total of seven calls for service were received during this past month, and one Summary Offence Charge under the Provincial Highway Traffic Act was issued to a driver, for having no valid Vehicle Registration.



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

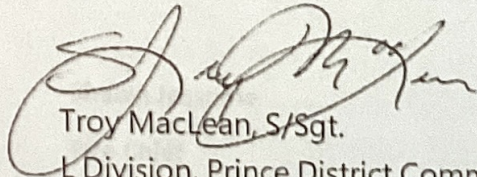
OCCURRENCES	Dec 2020
False Alarms	1
Abandoned Vehicle	1
Dog Act	1
False Alarm	1
Fraud	1
Traffic Violations	1
Mischief (Obstruct Enjoyment of Property)	1
Total Calls for Service	7

At midnight on December 12<sup>th</sup>, 2020, Members of East Prince RCMP conducted a Checkstop Operation on Route 1 in Borden-Carleton. Vehicles were stopped to detect impaired drivers and to check for violations under the Provincial Highway Traffic Act. No charges or written warnings were issued.

A second Checkstop Operation was carried out at approximately 11:00 PM on December 23<sup>rd</sup>, 2020, on Route 1 in Borden-Carleton. One warning under the Provincial Highway Traffic Act was issued to a driver.

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

On behalf of Prince District RCMP, we sincerely hope that you, your families, and all residents of Borden-Carleton had a happy and peaceful Holiday season. Sending warm wishes for a joyful start to the New Year and brighter days ahead in 2021.



Troy MacLean, S/Sgt.

L Division, Prince District Commander

Ph: 902 436 9300

Fax: 902 432 6515



Report to Council, Tuesday January 12

## Borden- Carleton Fire Department

Report Jan 12, 2020

The Fire Dept is recommending Three (3) persons to be approved as Firefighters with the Borden-Carleton Fire Dept

Madison Jessome, 225 Borden Ave, Age 18

Carson MacTavish, 1251 Nooman Shore Road, Age 18

Jover Reyes, 18 Muttant Lane, Age 39

Shawn Jessome

Fire Chief

Holly

Report to Council, Tuesday January 12<sup>th</sup>

The canteen will be good to start running on Monday the 11<sup>th</sup>. We had a great inspection on Friday.

We are back up to 3 cohorts at the arena. When the circuit breaker was put into effect on December 7<sup>th</sup> we were bumped down to only being allowed to have 2. This means we can have an on ice group, and off ice group (incoming teams) and then a spectators group.

A big thank you to the amazing managers and COVID liaisons for our minor hockey teams. They are doing a great job of keeping track of the people coming in for games and practices. Hockey PEI requires them to keep track of all of their own players as well as opposing team players and staff. The arena has a sign in sheet for spectators.

The skating program will be starting back up on Sunday, January 10<sup>th</sup>. We had decided to delay it with the cancellation of the third cohort on December 7<sup>th</sup> as most children in it had not skated before and preferred their parent(s) to be in the building while on the ice.

There will be a come try disc golf on Saturday January 9<sup>th</sup> at the ACC soccer field put on my Central Region Sport and Recreation Council as well as Disc Golf PEI.

We have applied for Summer Camp workers through the Federal Government and also have applied for the \$8500 arena grant through the Province.

Holly



**Borden-Carleton**

*The coastal heart of PEI!*

## Properties and Planning Committee

Meeting Date: January 11, 2021

### Site Information Summary

**Subject Property:**

PID #778936

**Applicant:**

Barry King – Melanda's Wood Camping and RV Park Limited

**Existing Land Use:**

Vacant Land

**Proposed Land Use:**

Campground

**Existing Bylaw Zoning:**

Residential (R1)

**Proposed Bylaw Zoning:**

Highway Commercial (C2)

**Existing Official Plan Designation:**

Residential

**Proposed Official Plan Designation:**

Commercial

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### Request

The applicant, Barry King, has made a request to the Town of Borden-Carleton to rezone PID #778936 from the Residential (R1) Zone to the Highway Commercial (C2) Zone in order to expand the existing campground. The application also includes an amendment to the land use designation in the Official Plan from Residential to Commercial.

### Development Context

The purpose of rezoning the subject property, PID #778936, is to expand the Borden / Summerside KOA which is currently located along the Trans Canada highway. The subject property is located within the block of the Trans Canada Highway, Highway 10, Dickie Road and Industrial Drive. The uses within said blocks includes, but not limited to, Master Packaging Inc., Carleton Motel & Coffee Shop, Pizza Donair Hub, Confederation Trail and residential dwelling units. The block contains a mix of Residential (R1) zoning and Highway Commercial (C2) zoning.

## Public Consultation

A public meeting of Council was held on January 5, 2020 at the Royal Canadian Legion Branch 10, 240 Main Street.

At the meeting, the applicant, Barry King, presented the proposed development plan should the rezoning request be approved. Mr. King indicated that KOA campgrounds are branded as KOA Journey, KOA Holiday or KOA Resort. The request is to operate the Borden / Summerside KOA under the Journey model which includes wide drive aisles and campsites to allow easy access for large, luxury recreational vehicles. These premium sites will include 50 amp sites instead of narrow sites with only 30 amps or less of electricity. These premium sites would rent for \$48 to \$60 per night compared to a typical rate of \$20 per night.

The Journey model makes sense for the applicant as it has access from the Trans Canada Highway and is a central location within Prince Edward Island. The property has amenities such as a pool, playgrounds, music hall, laundry and access to the Confederation Trail. The intention is that residents of a KOA Journey would stay 2-3 nights and move around the Island to the next campground.

Because a number of existing campsites on the property are very narrow, the applicant would be looking to scale back the existing sites, making each one larger as well as add additional campsites. By doing so, each site becomes considered more premium and the number of sites on the property would be more manageable for a locally owned business. The total number of sites on the property may be reduced but they would each be high quality sites.

The proposed addition, as shown in Appendix "F", would allow for 10 pull through sites and eight back in sites. Mr. King indicated that future expansion to the south in the future may allow 10-20 more sites for a total of approximately 120 on the entire property.

The concerns / comments raised by the public included:

- *How far will the proposed addition be from the Confederation Trail?*

Mr. King was unsure of the exact distance but noted that the treed buffer along the property line adjacent to the Confederation Trail would not be disturbed. He also noted that in the existing campground, the sites that back onto the Confederation Trail are closer than the proposed sites.

- *With the field behind being farmed regularly, the property owner did not want to be responsible for dust that may be associated with this operation, affecting the proposed campsites.*

Mr. King noted that the existing sites that back onto the Confederation Trail have never complained about the farming operation and does not see any issue moving forward.

- *Is there any traffic planned for Paynter Lane? Currently a daycare is located along Paynter Lane and a school bus picks up children at the end of the street.*

Mr. King indicated that they must regulate access from the campground and having the main primary access on the Trans Canada Highway is difficult enough to regulate, let alone a second main access. The intention is that the traffic will loop back into the main access as shown on the site plan in Appendix "F". Paynter Lane will operate as an access for emergency vehicles only as it has in the past; the amount of traffic will not increase. Mr. King also explained the possibility of gating the access to ensure this remains a residential street. Further, a 200 ft buffer is expected between the proposed addition and the residences on Paynter Lane.

The CAO for the Town of Borden-Carleton also indicated that a petition was received, signed by 23 residents of Paynter Lane, indicating that they are opposed to this rezoning request if it includes through traffic into their neighbourhood.

- *Is the intention to rezone the entire property?*

Mr. King indicated that all of PID #778936 is being requested to be rezoned; however, PID #778944 which is also owned by the applicant, will remain in the Residential (R1) Zone. For reference, PID #778944 is located behind the existing Carleton Motel and a number of residential properties along Paynter Lane. While all of PID #778944 is being requested to be rezoned, it will not be fully developed. A campground beyond 120 campsites would be too difficult to manage and tourists do not like campsites near the Trans-Canada Highway.

- *What will happen to the property along the Trans-Canada Highway once rezoned as it opens up the property to allow for a number of additional uses.*

Mr. King indicated that he has no intention to sell or develop the portion of land along the Trans-Canada Highway and is confident that future owners of the campground would agree as they do not want commercial uses such as a car dealership or manufacturing use encroaching on the campsites.

Residents of PID #591479 indicated that, while you can say it will not be developed, they are still concerned as the property across the street, which was once a jewelry store, is not a fish plant.

Notwithstanding, commercial uses would typically be located along arterial and collector roads with low density residential dwellings being located along local streets.

## Official Plan

The purpose of the Official Plan is to guide the physical development of the Town. In review of this application, there are a number of applicable objectives, goals, and policies.

Section 3.4 of the Official Plan identifies the number of residential lots in the rural area as well as the amount of existing commercial. Table 4 illustrates that there is 426.53 acres of residential land which accounts for 13.11% of total land area; the majority of which is being used for agricultural uses. There is 77.57 acres of highway commercial land which accounts for 2.38% of the total land area and agricultural zoned land / vacant land which accounts for 63.96% of the total land area.

There are a number of sections in the Official Plan which support new residential development / retaining the land which is currently zoned residential:

**Section 3.4.1** - The Town is in need of land for new residential development in order to attract new residents associated with the established industries, as well as to encourage residents to remain in the community. Opportunities for infilling are limited; however, more will be created as infrastructure is extended in the Carleton area.

**Section 4.0** - In general, Borden-Carleton's planning vision can be described as:

*Borden-Carleton will facilitate choices for residential living and beneficial economic development,*

**Section 4.0 (Goals)** - Maintain existing and increase potential for new residential areas which are desirable and attractive for healthy, safe and enjoyable living.

**Section 5.2** - The Town is in need of land for new residential development to attract new residents as well as to encourage residents to remain in the Town. Opportunities for infilling exist on the eastern fringe of the old Borden town site as well as areas off the Dickie Road and will continue as infrastructure is extended into the Carleton area.

**Section 5.2 (Objectives)** - To provide opportunities through zoning provisions for new residential subdivision development.

**Section 5.2 (Objectives)** - To ensure that in general, future residential development occurs in locations where appropriate municipal services are available or can be provided with funding available.

**Section 5.2 (Policies)** - Borden-Carleton shall, where at all possible, make land available for residential use in areas designated on the General Land Use Plan to accommodate a variety of residential uses.

**Section 5.2 (Policies)** - Borden-Carleton shall guide new residential development to areas with existing servicing infrastructure.

**Section 5.2 (Policies)** - Borden-Carleton shall encourage residential infill land use in all existing residential areas.

On balance, the Official Plan also supports the development of additional commercial land use to service the needs of neighbourhood residential and tourism related developments.

**Section 3.4.2** - The Town will need to consider the location of future commercial land uses.

**Section 3.4.2** - Some buffering from adjacent residential areas is required but to some extent the neighbourhood businesses are integrated into the Town and have relatively low intrusion into the residential area. Landscaping compatible with surrounding neighbourhoods will be required of new

development and existing business operators will be encouraged to improve the appearance of their properties.

**Section 4.0 (Goals)** - Increase the economic base by accommodating in appropriate locations the expansion and diversification of beneficial industrial and commercial land uses.

**Section 5.3** - Borden-Carleton desires that future commercial development occurs in an orderly manner and in appropriate locations. Highway commercial development must be high quality and complementary to the Town's role as the gateway to the Province. The benefits of developing businesses which serve the traveling public are to be maximized, while balancing the potential negative impacts on the Town as a whole.

**Section 5.3 (Objectives)** - To facilitate highway commercial development which is complementary to the Town's role as gateway to the Province.

**Section 5.3 (Objectives)** - To provide for compatible commercial development to adequately serve the needs of neighbourhood residents, which supports the development of the PEI #1 parcel as a focal point for tourism related development.

**Section 5.3 (Policies)** - To strengthen and broaden the Town's economic base, Borden-Carleton shall guide commercial land uses to appropriate locations to promote: compatibility among land uses, especially adjacent uses; development of the PEI #1 parcel as a focal point for tourism related development; and effective and efficient use of infrastructure.

**Section 5.3 (Policies)** - Borden-Carleton shall encourage commercial development in the following areas: PEI #1 - Gateway Village; PEI #2 - Trans Canada Highway; and PEI #3 - Industrial Park.

**Section 5.3 (Policies)** - Borden-Carleton shall accommodate highway commercial uses which are designed to be attractive to the traveling public; and do not impact adjacent residential land uses, through a development agreement process which incorporates community site development standards and provincial government regulations.

## Analysis

In addition to the support in the Official Plan relating to the retention / development of residential land / dwelling units, there are other factors that are worth analyzing as part of the decision.

Paynter Lane is currently a dead end residential street. There is potential for Paynter Lane to be expanded in the future with an extended cul-de-sac or either a connect to Dickie Road across the Confederation Trail or to the Trans Canada Highway, with the latter being less likely due to the Department of Transportation, Infrastructure and Energy's regulations pertaining to highway access. Should the rezoning of the subject property, PID #778936, be approved and the campground extended, it would likely eliminate the ability for Paynter Lane to be extended and allow access to Dickie Road or the Trans-Canada Highway at some point in the future. Further, the rezoning of PID #778936 would allow the campground to abut Paynter

Lane which would limit the open space buffer which currently exists from adjacent residential dwelling units and may create potential land use conflicts as the campground expands. Rejecting the rezoning of PID #778936 would leave the ability for Paynter Lane to extend at some point in the future and allow the possibility of connecting to Dickie Road.

Notwithstanding the above, there are a number of additional positive attributes to allowing the existing campground to be expanded that should be considered.

The proposed development would allow for additional taxes for the Town as well as expanding on the tourism base that the Town is known for. With available nightly accommodations in the Town limited, the proposed expansion of the campground would allow tourists to remain in the Town which would create an economic spin off for other businesses in Gateway Village and residents of Borden-Carleton.

The proposal was also reviewed by Derek French to determine the suitability of the proposed development to connect to existing municipal infrastructure. Mr. French indicated that:

*I reviewed the elevations that were taken from the end of Paynter Lane to the existing camping sites. There is suitable grade to allow for gravity sewer service to the existing municipal infrastructure on Paynter Lane. Water service could also be extended into the proposed development to allow potable water servicing. It is understood that any costs to extend the services to the development will be the full responsibility of the applicant.*

Should the subject property be rezoned, regulations in the Zoning and Development Bylaw including, but not limited to the following, would apply:

**Section 8.2.** - Where a Commercial Zone abuts a Residential, Recreation and Open Space, or Public Service and Institutional Zone the following standards shall apply to an abutting yard within the Commercial Zone:

1. the minimum side and rear yard requirement for the abutting yard shall be 6.10 m. (20 ft.) and all areas within the abutting yards, excluding areas for parking, shall be landscaped, with grass or other vegetative cover in combination with wood, decorative concrete, stone, brick or other common landscaping material;

At the public meeting, the applicant indicated that his intention is to maintain a 200 ft buffer between the proposed campground expansion and the existing residential dwelling that abut the subject property.

It should also be noted that should the rezoning request be approved, all permitted uses as outlined in Section 10.2A of the Development Bylaw would be permitted on the subject property, not only Park and Recreational Uses (campground). These uses include, but are not limited to, shopping centres, restaurants, automobile service stations, hardware stores, etc... While the applicant has indicated that they have no intention on selling any portion of the property once it is rezoned, the opportunity exists should the rezoning be approved.



## Summary

Below is a quick summary of the application's positive attributes and shortcomings:

Positive Attributes	Shortcomings
<ul style="list-style-type: none"><li>▪ Increases economic tax base.</li><li>▪ Compliments the Town's role as a gateway to the Province.</li><li>▪ Provides tourism related commercial development.</li><li>▪ Additional commercial development along the Trans Canada Highway.</li><li>▪ Development which is attractive to the travelling public.</li><li>▪ The majority of the public's concerns were addressed by the applicant at the public meeting.</li></ul>	<ul style="list-style-type: none"><li>▪ Reduces the amount of land that is available to accommodate a residential subdivision in a serviced area.</li><li>▪ Opportunities for residential infilling are limited.</li><li>▪ Land use conflicts may arise with the expansion of commercial land uses into a residential area.</li><li>▪ Significantly reduces the opportunity for Paynter Lane to extend at some point in the future.</li></ul>

## Conclusion

There are both positive and negative attributes that can be attributed to this rezoning request. There is very little land available in serviced areas within the Town that can accommodate a residential subdivision. There is a good job base within the Town in the manufacturing sector; however, it has been a challenge to provide housing for the many of the employees. With the current housing crisis being experienced Province wide, there is little housing stock available and the Town of Borden-Carleton is no exception. The lack of available housing has resulted in a situation where the Town has evolved as a place for employment but has limited opportunity for housing.

Notwithstanding, this proposal also has merit in that it will help to increase the tourism base within the Town. Extension of the campground will provide accommodations for travelers; therefore, increasing their stay within the Town and creating economic spinoffs within the area. In 2018, a tourism master plan (Destination Borden-Carleton) was developed. The master plan's main objective was to increase Borden-Carleton's destination potential. The plan developed a strategy for increasing the tourism base within the Town. Some of the objectives of the master plan are to increase tourism based activities within the area and to find ways to retain visitors and increase their length of stay.

## Town of Borden- Carleton

At the public meeting, the applicant worked to alleviate the majority of concerns presented by the public resulting in a positive consensus within the community. This proposal presents both opportunities and challenges for the Town, but ultimately it is recommended that the rezoning and future land use amendment be approved with conditions.

### Recommendation

It is recommended to Council that the request to:

- Amend Appendix 1 – General Land Use Plan of the Official Plan in order to change the designation for PID #778936 from Residential to Commercial; and
- Amend Appendix "A" – Zoning Map of the Zoning and Development Bylaw in order to rezone PID #778936 from the Residential (R1) Zone to the Highway Commercial (C2) Zone

in order to expand the existing campground, be approved subject to:

- The signing of a Development Agreement that will outline the terms and conditions of the approval, including:
  - A gate to restrict access onto Paynter Lane be installed;
  - A 200 ft buffer be maintained between the proposed campground addition and the residential properties abutting the subject property; and
  - The addition to the campground be limited to the 18 spaces presented at the Public Meeting plus 30 additional sites in the future.
- Access approval from the Provincial Department of Transportation, Infrastructure, and Energy Capital Projects.

*Greg Morrison*

Greg Morrison, RPP MCIP  
Independent Consultant

**Town of Borden- Carleton  
CAO Financial & Admin Report  
January 12, 2021**

**Financial Statements**

We made great progress during December in ensuring the finances on Sage is in order. We should be in a position to get the Audit commenced for 2019-20 by the end of this month. All monies received from the Prov has been recorded in the proper year. We have also kept the postings for 2020-21 up to date

I am working with Linda to assure all outstanding issues from 2018/19 have been addressed and that the allocation of costs among the three entries is correct for 2019/20. On a go forward basis these entries will be done monthly in house.

I reviewed the Memorandum of Understanding – Municipal Funding that came into effect April 1, 2017 for 10 Cities and Town in the province. Although the Town never signed this agreement, the Prov sent to us in good faith, \$26,753.00 in Top Up funding for 2018/19 and there could be additional funds coming for 2019/20.

Linda continues to work closely with Kim and she is now comfortable with doing the quarterly Utility Billing and Payroll. She has created files for all deposits, cheques issued and electronic transfers by month for the current fiscal year and the previous fiscal year. In addition, we have completed the Arena billings for Nov and Dec and these Invoices were *emailed* to the users of the Arena

**Gateway Arena Finances**

With COVID-19 restrictions constantly changing, we did lose some ice rentals from Minor Hockey and Public Skating in December.

Finally, the Canteen was able to open this week (Monday) as this service is important to the community. We were not able to get interest in the Cleaner's position for the Arena, however the Prov will allow us to use that grant to fund the two Canteen employees.

The Signage rental at the Arena has not been billed since 2018. With COVID-19 restrictions it would not be fair to the businesses to back bill for 2019 and 2020. We will issue bills in 2021 (Business Directory Signage has not been billed either)

## Administration

During the past month, follow up has been made on the following items:

- Follow up with Dept of Municipal Affairs re Vacancy of Town Council
- Financing of Police Costs (still planning to meet with Strait Crossing)
- Signed up with GEOLINC to have access to Property Mapping records Online
- Signed up with ARGIS to be able to view the Water and Sewer mains Mapping online.
- Coordinated meetings/hearing for the Rezoning request of the RV Park
- Comparison of Insurance Costs for 2021 vs 2020
- Implemented a new time Card for use by staff.
- Continue to development Internal Control Accounting Procedures.

## The next two months

There are many tasks that need to be completed in the next two months. These include:

Issuing of T4's and T4A's for 2020

- ✓ WCB Annual Report and Contractors Report
- ✓ Possible Council By-Election
- ✓ Building permit Report for 2020 and coordination with the Province re the Building Code and Issuing of Permits after March 31<sup>st</sup>
- ✓ Review and Update EMO Plan and EMO Bylaw and Administration Options
- ✓ RFP for Housing Options for the Town
- ✓ Funding for continued renovations of the Lighthouse at the RV Park.
- ✓ Develop a Formal Crisis Management/Return to Work/Continuity Plan for the Town as required by the Town's Insurance Company
- ✓ Examine the feasibility of whether the Town or the Prov should maintain the streets in the Town
- ✓ Signage and Business Directory Planning for 2021
- ✓ **BUDGETING BUDGETING BUDGETING (Tax rates need to be set by March 31<sup>st</sup>**
- ✓ Water/Sewer Rate Study

Jim Wentzell  
Interim CAO

Jan 12 2021

Streets and Lights Report

There was a street light out at 227 Borden Avenue. I contacted the Office and they contacted Maritime Electric and the light was fixed the next day.

Tom Noonan's snow plow driver contacted us to have the manholes on Downing Street marked, the signs were not there. They have been marked.

The stop sign/road sign on the corner of Kirkpatrick and Downing was damaged. I contacted the CAO and the sign has been fixed.

There have been some complaints on people parking on the streets all night. We need to post a reminder to our residents that no street parking for the winter months. It makes it way too hard for the plows to clean the streets properly.

bcadmin@borden-carleton.ca

**From:** bcadmin@borden-carleton.ca  
**Sent:** December 31, 2020 2:54 PM  
**To:** 'Mark Willson'  
**Subject:** RE: Town of Borden-Carleton

Hi Mark

I have reviewed the costs of coverage for 2021 vs the cost for 2020. Some of the policies have significant increases and I would have thought these increases would have been brought to our attention with an explanation prior to today's renewal date. Lets get together next week, discuss the coverage and discuss the costs.

I am also used to Cowan recommending additional insurance for municipalizes and costs.

Here is my Recap:

Town of Borden-Carleton	2021	2020	Change
Liability	5,750	5,000	15.00%
Errors and Omissions Liability	1,000	1,000	0.00%
Non Owned Automobile	100	100	0.00%
Environmental Liability	1,000	1,000	0.00%
Comprehensive Crime	773	750	3.07%
Conflict of Interest	400	420	-4.76%
	9,023	8,270	9.11%
Property Coverage	8,350	7,547	10.64%
Equipment Breakdown	1,032	1,012	1.98%
Legal Expense	750	750	0.00%
Vehicle	5,217	4,276	22.01%
	24,372	21,855	11.52%

Jim Wentzell  
CAO  
902 437-2225

**From:** Mark Willson <mark.willson@anchorgroup.com>  
**Sent:** December 30, 2020 3:53 PM  
**To:** bcadmin@borden-carleton.ca  
**Subject:** RE: Town of Borden-Carleton

Good afternoon,

Your policy renews at 12:01 AM tonight so I assume you wish for the policy to remain in place. If not, please advise ASAP.

I sent the terms to you previously and if you have any questions please reach out anytime.

## SEWER & WATER UTILITY REPORT DECEMBER 2020

(Jim Wentzell -CAO)

### Utility Billings

With the July bills not being billed until Oct and the Oct bills issued at the same time, it did cause confusion with some customers as they thought they were being double billed. Discussions were held with a number of customers over the past three months.

Statements were issued in October and again on Nov 30<sup>th</sup>. Customers were advised to avoid additional interest that their account needs to be paid by Dec 31<sup>st</sup>. As a result, over \$18,900 was received in Dec.

By sending out statements a number of past mis-postings were identified. We are confident that the A/Rec is 99% accurate and up to date.

Jan bills were mailed on Jan 4<sup>th</sup> along with statements that included interest on o/s accounts. Letters have been sent to 42 customers that have o/s amounts from 6 months to over 2 years. If satisfactory payment arrangements aren't made by Feb 4<sup>th</sup>, these accounts will be subject to disconnection and legal action.

### Water- Sewer Utility Accounting

A detailed review of the GL A/rec and the GL A/pay was undertaken. There are 10 accounts with o/s balances that are no longer customers of the Utility. These accounts total \$28,161.54. I have discussed these accounts with the Water Utility Chair and will be seeking additional information from former CAO Kevin Coady.

When the Billing system on Sage was created, there was not built-in checks and balances and the accuracy of the billings from one month to another is open for "human error". On a Go Forward basis we will be implementing the following:

- Property Ownership Transfers – Requests to lawyers to provide details on new owners, follow up with delivering info requests to the property, follow up lists established.
- A field will be added to the customer accounts to include the Property Parcel #. This will prevent loss of revenue if balances exist when properties change hands.
- Errors can be made each quarter due to the use of "reoccurring entries". This will be addressed by comparing one quarter's billing with the previous billing.
- All Water/Sewer accounts to be in the Owner's name to protect the Town's lien with o/s amounts.
- Property ownership changes cross referenced with the Assessment Roll from time to time.
- Updating of all customer accounts with email accounts and telephone numbers.

### Water/Sewer Plant Operator

With the pending retirement of our Water/Sewer Plants operator, I have begun the process of hiring a replacement. I am exploring three possible options in finding such a person:

- I have contacted two educational institutions to see if they have students who may be interested in pursuing a career in Water/Waste Water management.
- I have contacting the nine licensed contractors in the province to see if they may be interested in the position by contract.
- I will be contacting all municipal units with water/waste water systems to see if there is an interest to share resources that could benefit both municipalities.

(Note: In order to be certified, a person will be required to have one year's experience. Therefore, if a student is hired, that person would need to work under Allan for that one-year period.)



**Town of Borden-Carleton**

P.O. Box 89  
Borden-Carleton, PE C0B 1X0  
Tel: 902-437-2225 Fax: 902-437-2610  
Website: Borden-Carleton.ca

SAMPLE

Borden-Carleton, PE  
C0B 1X0

Jan 01, 2021

Dear \_\_\_\_\_

**Re: Overdue Water/Sewer Utility Account - S \_\_\_\_\_**

Please note that your account with the Borden-Carleton Water and Sewer Utility is in arrears and the total amount owing is \$ \_\_\_\_\_ as of Jan 01, 2021 including interest in the amount of \$ \_\_\_\_\_. (See statement attached)

I must inform you that pursuant to section 5.4 of the Prince Edward Island *Municipal Water and Sewer Utilities General Rules and Regulations*, your water service will be **subject** to disconnection if payment in full has not been received before 4:00 p.m. Monday Feb 01, 2021.

If you are unable to pay your outstanding balance in full by Feb 01, 2021 other payment arrangements, **satisfactory** to the utility, may be made through the municipal office by contacting the undersigned.

Please also note that after Feb 01, 2021, if satisfactory payment arrangements have not been made, this account will be subject to legal action. Additional interest, costs associated with legal action and reconnection costs will be added to your account.

**To prevent undue inconvenience to yourself, I trust you will give this matter your immediate attention.**

Sincerely

James Wentzell  
CAO  
Borden-Carleton Water/Sewer Utility  
[bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)





## Deficiency Walkthrough

**PROJECT:** Borden Carleton  
**PROJECT #:** 1912  
**CLIENT:** Wendy MacIsaac, Chief Administrative Office, Town of Borden Carleton  
**CONTRACTOR:** Parker Developments  
**REVIEW DATE:** 06/05/2020  
**PERFORMED BY:** Greg Munn, AAPEI

---

Site visit and inspection performed on June 5, 2020. Items notes in the previous inspection of March 27 2020 have not been corrected. They include:

To be completed

1. Steel pipe railings on both sides of ramp and stairs shown in the Construction Documents (attached) have not been installed. Top rail is to be 3'-6" above deck level. 1' extensions required at each end.



June 9, 2020

2. Steps were constructed with hinges to move with the ground. This is not acceptable as it is a public entrance for the deck. The steps need to be secured and solid at ground level below frost with continuous railing, with a 1' extension beyond the end. Treads are not wide enough (11" minimum). Steps to be reconstructed to be three 1x6 wide. Landing at deck to be extended to existing deck.



3. Ramp needs pipe railing to be installed with 1' extension at the lower end. Footings need to be anchored and below frost line. Ramp is bouncy and unsecured likely due to frost heaving.



**From:** bcadmin@borden-carleton.ca  
**Sent:** December 10, 2020 12:20 PM  
**To:** 'Janet Wood'  
**Cc:** 'Jamie Fox'; 'Chris Jones'; 'Jason Thistle'; 'Kent MacDonald'; Laurel Palmer-Thompson (laurellynnthompson@yahoo.com); Barb Wood (johnandbarb@pei.sympatico.ca); Derek French  
**Subject:** RE: FW: Lone Oak Brewing Co.

Thank You all

I received a call from Minister Jamie Fox about the signage. When COVID-19 restrictions came into effect in March, the government had two check points for visitors to PEI coming in from the Confederation Bridge. One check point was at Gateway Village and the other bypassed Gateway Village. Sometime later due to staffing limitations the check point in Gateway Village was closed. This did affect the Businesses at Gateway Village. To address the Businesses concerns, the "government" authorized the sign to be erected on a temporary basis, until spring when the matter will be reviewed at that time.

We will monitor this issue and we will expect an application for anyone wishing to erect signage in Borden-Carleton. I do wish to clarify one point in Janet's email. Laurel Palmer-Thompson is not a Planning Officer with the Town. She is a Councillor and Chair of the Properties and Planning Committee. Derek French is the Town's Planning Officer.

Jim Wentzell  
CAO  
902 437 2225

---

**From:** Janet Wood <jewood@gov.pe.ca>  
**Sent:** December 10, 2020 11:28 AM  
**To:** bcadmin@borden-carleton.ca  
**Cc:** Jamie Fox <jdfoxmla@assembly.pe.ca>; Chris Jones <CKJONES@gov.pe.ca>; Jason Thistle <JMTHISTLE@gov.pe.ca>; Kent MacDonald <kentmacdonald@gov.pe.ca>  
**Subject:** Re: FW: Lone Oak Brewing Co.

Hi Jim

No permission was ever given by the Department of Tourism for signs within the Town of Borden Carlton. We have no jurisdiction to authorize signs within Borden Carlton. As per the legal opinion sent to you last month and the letter sent to the Town in 2013 signage is under your administration. Under the Planning Act your bylaws must be in sync with the Highway Signage Act.

Lone Oak was told they would have to apply to the Town and they have had conversations with Laurel Thompson, the Planning Officer for the Town. If illegal signage has gone up in Borden Carlton it will be the Town's responsibility to have it removed.

bcadmin@borden-carleton.ca

*Sign Approved*

**From:** johnandbarb@pei.sympatico.ca  
**Sent:** December 10, 2020 2:32 PM  
**To:** bcadmin@borden-carleton.ca  
**Subject:** Fwd: Town signs Borden Carleton

Hi Jim,

I received this letter from Sharon and this is the last spot we needed permission from to put up the new town signs in the spring, I am not sure if I forward it to you or not it would be better if you could deal with this since I am not sure on all the jargon they talk about, this was something we needed done and no one had time to do it and we had no CAO at the time and that's why I am in the middle of these emails. You can let me know if that's the right move for you to deal with it going forward.

Thanks Barb

----- Original Message -----

**From:** Sharon Slauenwhite <SNSLAUENWHITE@gov.pe.ca>  
**To:** johnandbarb@pei.sympatico.ca  
**Date:** December 8, 2020 at 3:20 PM  
**Subject:** Town signs Borden Carleton

Good Afternoon Ms. Wood

The request to the Department of Transportation, Infrastructure and Energy regarding the Town's plans for new signs was forwarded to me, and I wanted to follow up on this to let you know we are working on this request.

Based on the map forwarded to me, the Town's plan is to place signs on the Government's PID 211086 at the corner of Borden Ave and TCH intersection, on the Finance PEI's PID 847087 at Abegweit Blvd/Carleton St, as well as within the road corridor (not on private property?) at the Intersections of Borden Ave/Main St as well as Borden Ave/Carleton St. Is that correct?

I have contacted the Department's Traffic Operations Engineer, who oversees any request related to sign installations on/near public roads within our Dept and I am waiting for his feedback.

Sharon S.

Sharon N Slauenwhite BA, SR/WA  
Supervisor, Provincial Roads  
Land and Environment Division - Properties Section  
Dept. of Transportation, Infrastructure and Energy  
Phone 902-368-6387  
Fax 902-368-5395  
e-mail snslauenwhite@gov.pe.ca

>>> Carol Craswell 10/7/2020 10:50 AM >>>

Good Morning...Thanks for the below info. I have looped Sharon Slauenwhite, Supervisor Roads and Rights of

**From:** Danny Jenkins <drjenkins@gov.pe.ca>  
**Sent:** January 4, 2021 12:25 PM  
**To:** bcadmin@borden-carleton.ca; Sally Ferguson; Tracey Allen  
**Cc:** Randy Ahearn  
**Subject:** Re: FW: Revenue Sharing MOU

Payment Remittance Advice  
Province of Prince Edward Island

Hi Jim

Your interpretation of the Top-Up grant is spot on. The Top-Up grant you will have received is for the fiscal year 2018-19 whereby the municipality received less than the base year as set out in the MOU. This funding base is provided until March 31, 2022 when the current funding agreement expires. Although Borden-Carleton did not sign onto the agreement, the Province is providing the funding in good faith. The Top-Up grant cannot be calculated until the final claim for MCEG grant for a given fiscal year is processed and the level of funding provided for that period is determined.

The MCEG is paid on claim and is administered by the Province of PEI's Infrastructure Secretariat (same office that processes your Gas Tax). Generally speaking, the grant is 10% of the cost of capital additions (consistent with your capital asset policy and recorded as tangible capital assets on your financial statements). There are time limits and specifics respecting the program which I encourage you to become familiar with. I encourage you to reach out to the Infrastructure Secretariat for further details. They can be reached at 902-620-3380. My understanding is that the claim for any capital expenditures which occurred in the fiscal year ending March 31, 2020 must be received not later than March 31, 2021.

Best regards, Danny

Danny Jenkins, CPA, CA  
Manager of Municipal Affairs  
Department of Fisheries & Communities  
Province of Prince Edward Island

902-569-7619 Phone  
902-569-7545 Fax  
drjenkins@gov.pe.ca

Physical Address:  
Aubin Arsenault Building, Room 213  
3 Brighton Road  
Charlottetown, PE  
C1A 8T6

Mailing Address:  
P.O. Box 2000  
Charlottetown, PE  
C1A 7N8

Description	Invoice Date	Invoice Amount	Amount Withheld	Discount Taken	Amount
Top-Up Grant 2018-2019	Dec 31, 2019	20,766.00		00	20,766

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## Borden-Carleton Office

**From:** pymtproc@gov.pe.ca  
**Sent:** December 24, 2020 9:20 AM  
**To:** accounts@borden-carleton.ca  
**Subject:** Remittance Advice: Payment Number - 725276

### Payment Remittance Advice Province of Prince Edward Island

Dec 24, 2020

The following payment will be remitted within 24-48 hours. In the event of a future dated payment, it will be remitted on the specified payment date.

<b>From Payer</b>	Province of PEI Legal Entity Payment Processing Section, 105 Rochford Street, P.O. Box 2000 Charlottetown, C1A 7N8 CA	<b>To Payee</b>	BORDEN CARLETON TOWN PO BOX 89 BORDEN, PE C0B 1X0 CA
-------------------	---	-----------------	---

The following payment has been remitted.

<b>Vendor Number</b>	1808344
<b>Payment Number</b>	725276
<b>Payment Date</b>	Dec 24, 2020
<b>Payment Currency</b>	CAD
<b>Payment Amount</b>	26,753.00

#### Remittance Detail

Invoice Number	Invoice Description	Invoice Date	Invoice Amount	Amount Withheld	Discount Taken	Amount	
TOP-UP GRANT- 2018/19 BORDEN	Top Up Grant 2018-2019 Fiscal Year April 1 2018 - March 31 2019 as per the Memorandum of Agreement on Municipal Funding	Dec 28, 2020	26,753.00		.00	26,753.00	
<b>Total</b>						<b>.00</b>	<b>26,753.00</b>

This message was sent from the Province of Prince Edward Island's payment system. For inquiries, call (902) 368-4010 or email [pymtproc@gov.pe.ca](mailto:pymtproc@gov.pe.ca)

**From:** Joe Brennan <Joe.Brennan@cbdc.ca>  
**Sent:** December 1, 2020 3:38 PM  
**Subject:** RE: Get Certified. Stand Out With the Atlantic Canada Certified Site Designation

Good afternoon,

The Atlantic Canada Certified Sites Program is a new initiative that was officially launched on September 18<sup>th</sup>, 2020 and has seen a steady increase in interest from municipalities, developers and property landowners throughout the Atlantic region. The program is managed by the Atlantic Association of CBDCs on behalf of the provincial and federal governments.

Does your municipality own or do you know property owners within your region that own commercial or industrial land that is ready for development? If yes, show the world the potential of your property by becoming an Atlantic Canada Certified Site.

To be eligible sites need to meet the following program requirements:

- Price and Terms of Sale/Lease provided;
- Three-Phase Power;
- Access to water and wastewater;
- A letter from the telecommunications provider indicating the type of telecommunications service available or the cost and time required to provide service to the site;
- Have an Environmental Site Assessment (ESA) Phase 1 completed; and,
- Existing frontage and access from a public right-of-way.

Apply for a user [account here](#) and begin the certification process today!

#### **Why should I get my site certified?**

Certified means development ready. Investors and site selectors know that if your site has been certified, it means lower risk, faster turnaround times, and quicker approvals for them. For you, it means securing investment faster.

#### **How do I get my site certified?**

The Atlantic Canada Certified Site Program is now accepting applications! To become designated as an Atlantic Canada Certified Site, your property must undergo an assessment review conducted by an independent third-party with extensive knowledge of commercial site attraction. Once your site receives its certification, there is an increased chance of selling your property since it will be marketed with an advertising program in national and international markets, providing visibility to global investors and decision-makers.

A certified site designation is issued to properties that have successfully met a set of pre-defined requirements (listed above) commonly used in the commercial and industrial real estate sectors.

#### **What kind of sites can participate?**

The types of sites that can participate are:

- Development Land – Office: 5 Contiguous acres;
- Vacant Buildings – Industrial: Minimum Size of 20,000 sq. ft.; and,
- Development Land – Industrial: 10 Contiguous acres.

There are no limits. Applicants with development land may choose to certify their sites as both office and industrial, certifying them as “flex sites” that can be developed for a variety of uses.

Additional Program Resources:

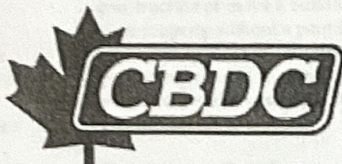
- Website: <https://atlanticcanadacertifiedsites.com>
- Webinar: <https://www.youtube.com/watch?v=hQqzyVK3Zk&feature=youtu.be>.
- Frequently Asked Questions: A PDF copy of the FAQ document can be viewed or [downloaded here!](#)

If you would like to set up a time to discuss the program in more detail, please let me know and I will make the arrangements.

If you have any additional questions please reach out to me at your earliest convenience.

Regards,

**Joe Brennan**  
Senior Program  
Coordinator



Community Business Development Corporation

# ATLANTIC ASSOCIATION

*Business financing, support and advice*

Tel: (902) 747.2232  
Fax: (902) 747.2019

54 Loggie Street, PO Box 40, Mulgrave, Nova Scotia B0E 2G0  
[www.cbdc.ca](http://www.cbdc.ca) Follow us:

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# Gateway Glances – January 2021

## Happy New Year

### Gateway Arena:

Please watch our Facebook page for an open date for our CANTEN

After school skates will be on Mondays from 3:15 to 4:00pm and Thursdays from 3:15-4:15pm starting November 5<sup>th</sup>.  
Shinny will be on Mondays from 4:00-4:45pm and Thursday from 4:15-5:15pm. Must wear full gear (including a neck protector). Starting November 5<sup>th</sup>.  
**Masks are required until you are on the ice.**

**Any parents who come with their kids are asked to please not stand in the hallways, they must go right to the bleachers after getting their kid(s) on the ice.**

Pre-School and Adults skates will be Monday to Thursday from 11am-1pm.

Family skates will vary each week.  
**\*ALL SKATES WILL BE FREE\*  
\*THIS YEAR\***

**Borden Tops Open House:** Borden Tops is always welcoming new members for those who would like to TAKE OFF POUNDS SENSIBLY. Meetings are held on Wednesday nights at 5:15pm with weekly weigh-ins for only \$2.00. Meetings are held at the Royal Canadian Legion. For more information join our Facebook page, or email [ncompanion@upeji.ca](mailto:ncompanion@upeji.ca)

**Zumba with Emily-** every Monday starting at 6:30pm upstairs at the Borden Legion. Cost is \$5.00!!

**Island Petwear -** New Dog Walker Gloves- Grip on fingertips & palm- Open bags with gloves on- Smartphone Friendly! Island Petwear 902-855-3030

### Town of Borden-Carleton Public Notices

#### EMPLOYMENT OPPORTUNITY

The Gateway Arena is hiring a full time cleaner for 12 weeks. The individual must be 30 year of age or older. If interested contact Holly at the Arena or email [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com)

#### Borden-Carleton Public Library

*Reg. Hours:*

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

### Building/Moving Permit

Just a reminder to residents, if you are changing structures on your property you will require a permit. Examples: Adding a deck, a fence, a pool, a storage building or anything else, call the office to see if it requires a permit. If you start construction or move a building to your property without a permit, you can be charged double for the permit, or required to remove the structure in order to comply with regulations, so check first!

### Development Permit

Just a reminder if you wish to change the use of your property: i.e., increase the number of dwelling units, run a business out of your residence or change the zoning of your property, you may require a development permit

### Dogs at Large-

The Town's bylaws prevent dogs being allowed to run at large and dangerous dogs to be muzzled. When walking your dog, be respectful of others and walk with your dog on a leash.

### No Overnight Street Parking

Starting December 1st until April 30th, no motor vehicle shall be parked or left on the street overnight within Town of Borden-Carleton between the hours of 12:01-8:00am. **Leaving your vehicle parked on the street overnight could result in being towed at your expense!**

**Regular Council Meetings** are the second Tuesday of each month. The next meeting is Tuesday, December 8th at 7:00pm at the Town Office located at 20 Dickie Road.

### Requests for Ice Time

Any individual, organization, school or business wishing to book ice time should contact Holly at the Arena. 902-437-2410 or by email at [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com)

### South Shore Walk in Clinic Hours for January:

Jan 4<sup>th</sup> 1-3pm  
Jan 11<sup>th</sup> 9am-12pm  
Jan 18<sup>th</sup> 9am-12pm  
Jan 22<sup>nd</sup> 1-3pm  
Jan 25<sup>th</sup> 1-3pm

**Clinic:902-730-2070**

**Updated Schedule @  
skipthwaitingroom.com**

### Town of Borden-Carleton Contact information

Town Office: 902 437 2225

Send e-transfers to:

[accounts@borden-carleton.ca](mailto:accounts@borden-carleton.ca)

To contact CAO:

[bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)

### NEW -Now accepting Debit

The Town Hall, Arena and Arena Canteen are now equipped to accept DEBIT CARD payments. Also, still payment by e-transfer is an option.

### Housing Options

Coming in the New Year. Council will be discussing housing needs and housing options. We will be seeking input from the public. The province has shown interest in working with the Town on this important matter

### COVID-19 Operational Support Program for Community Halls

The province will provide grants of up to \$2,500 to assist community halls with expenses such as heat, electricity and insurance to ensure they can continue to operate.

**More info at:**

<https://www.princeedwardisland.ca/en/service/covid-19-operational-support-program-community-halls>  
or

email: [kamulligan@gov.pe.ca](mailto:kamulligan@gov.pe.ca)

### COMMENTS & SUGGESTIONS WELCOME

The Town is only as strong as its citizens. We welcome your comments, concerns and suggestions to make Borden-Carleton a better place to live. If we can serve you better let us know. Call or email the Town Hall.

**Gateway Glances** To have your local news or event published here, send information, by the 23rd of the month to be included in the next issue (first come, first served) to Holly [bordencarletonrec@gmail.com](mailto:bordencarletonrec@gmail.com)

*A friendly reminder that when your dog does its business, it is your responsibility as a good pet owner, a good neighbor and a good citizen to pick it up. Free Poo Bags at 212 Carleton Street. Pop in and get yours. Door is always open.*

Nov 03, 2021

Dear, Jim Wentzell, I am  
writing you to requesting  
sewer service be put into  
my property. At 124 industrial  
drive I am willing to pay for  
the line running from the  
ditch in on my property.  
If there is costs off hooking  
up a pump or other costs too  
hook me up. I am willing to  
talk about this as long as it  
cost effective to me.

yours truly  
Darell Wood

303 1719

O'Connell Wood  
115 Industrial Drive  
Borden-Carleton  
COB 1A0 - 902-437-6303

Dated Jan 7, 2021

RE: Town of Borden-Carleton  
Sewer Service Industrial Drive

To Jim Wentzell  
Interior CAO

I O'Connell Wood would pay for  
the cost to hook my home to the road  
side and addition cost would have to  
be negotiated with me to see if it is  
cost effective to me and you willingness  
to hook my home up to service, like the  
town did for all other residence in the  
community of Borden-Carleton.

O'Connell Wood

437 6303



## Town of Borden-Carleton

P.O. Box 89

Borden-Carleton, PE C0B 1X0

Tel: 902-437-2225 Fax: 902-437-2610

Website: Borden-Carleton.ca

December 16, 2020

Mr. John Flood  
Police Service Manager  
Dept of Justice and Public Safety  
P O Box 2000  
Charlottetown, PE C1A 7N8

### RCMP Policing Costs – Town of Borden-Carleton

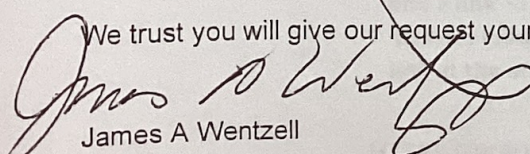
This is a follow up to a meeting Council had with yourself and Staff Sergeant S Troy Maclean of the East prince Detachment of the RCMP to discuss policing services and policing costs. It was a very good meeting and Council appreciates both you and Sgt Maclean for meeting with us.

Council is concerned with the costs of RCMP service to the Town. As you are aware Borden is a small community with a population of 768 persons. We are being billed \$139,516 per year (\$181.86 / capita).

We would like to request that the cost of Policing costs to the Town be reviewed and that the amount required by the Town to pay be reduced or offset by a grant from the province. We feel there are extenuating circumstance that warrant consideration of our request.

- Borden-Carleton is unique that it is a coastal town that serves as a link to PEI from NB whereby 4,000 cars/trucks pass through the town every day. If not for the extra activity from being this link, Borden-Carleton would be like any other coastal community and might not have needed an extended service agreement.
- The burden to the Town increases every time the Bridge is closed as trucks fill the Town, increasing wear and tear on Town streets and road shoulders waiting for the Bridge to open. This activity in itself requires a greater police presence than Borden would otherwise require.
- We feel that Strait Crossing and the Town are receiving the same service from the same RCMP constables at the same time, yet both the Town and Strait Crossing are paying for this service.
- The Town receives no share of the Bridge tolls paid by persons leaving Borden-Carleton and the province. Even a \$25 cent per vehicle toll would generate \$385,000 per year.

We trust you will give our request your every consideration

  
James A Wentzell  
CAO

[bcadmin@borden-carleton.ca](mailto:bcadmin@borden-carleton.ca)  
Cc Honourable Jamie Fox

# BY-ELECTION STEPS

## STEP - 1 RESIGNATION PROCESS



**A letter of resignation is given to CAO and it is suggested a resolution of acceptance by council. Notify Municipal Affairs of vacancy, date of vacancy, reason for vacancy.**

## STEP-2 DATE/OFFICERS

**By council resolution set by-election date (2-3 mths in advance of date) and appoint Municipal Electoral Officer and Deputy Electoral Officer. Notify Municipal Affairs**



## STEP 3 - CALENDAR DATES

**Using the calendar calculate dates for open/close nominations, office opening, publishing, advance poll...  
<https://www.princeedwardisland.ca/en/publication/municipal-election-calendar>**



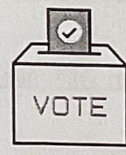
**STEP 4 -NOTICE OF NOMINATIONS  
Posting notice of nominations.**



**STEP 5 - LISTS/NOMINATIONS CLOSE  
Create an elector list.  
Nomination closes - decide to extend, acclamation or proceed to by-election.**

## STEP 6 - ELECTION DAY/RESULTS

**See the link below for more information and a link to the election handbook.  
Submit results to Municipal Affairs at the link at the end of the webpage below.**



[HTTPS://WWW.PRINCEEDWARDISLAND.CA/EN/TOPIC/MUNICIPAL-ELECTIONS](https://www.princeedwardisland.ca/en/topic/municipal-elections)

## Council Member Resigns - Steps to a By-Election

1. Council Member resigns by written letter to Council signed by member and CAO. It is suggested to have a resolution of Council to accept the resignation, to make it public record.
2. Contact Municipal Affairs [municipalaffairs@gov.pe.ca](mailto:municipalaffairs@gov.pe.ca) to inform them of the vacancy.
3. Review this page <https://www.princeedwardisland.ca/en/information/communities-land-and-environment/municipal-election-key-dates> Create several dates for by-election for council to consider. **Note: Election Day must fall on a Monday and be held within six months.**
4. Council by resolution assigns Municipal Electoral Officer (MEO) and sets by-election date.
5. Prepare a By-Election Calendar (available online) to ensure deadline dates are met regarding proper notification (newspaper ads).
6. Open for nominations via guidebook instructions. On Nomination Day, if:

More than one candidate	Proceed with election
Just enough candidates for seats	Candidates will be elected by acclamation
Not enough candidates to fill seats	Nomination period can be extended by 1 week.

7. If acclamation swear in the newly elected official (s) and **file election summary report** with Municipal Affairs.
8. If election will occur follow guidebook instructions and be sure to **file an election summary report** on the completion of the election and results are confirmed.

### Elections Resources

This website <https://www.princeedwardisland.ca/en/topic/municipal-elections> offers information for candidates, election calendar, by-election information, form to file when you complete an election, etc.

#### Election Guidebook

<https://www.princeedwardisland.ca/en/publication/municipal-elections-guidebook>

#### Municipal Nomination Form

<https://www.princeedwardisland.ca/en/publication/municipal-nomination-form>

#### Municipal Oath of Office

<https://www.princeedwardisland.ca/en/publication/municipal-oath-office>

#### Member Disclosure Statement

<https://www.princeedwardisland.ca/en/publication/council-member-disclosure-statement>

#### Filing an Election Summary Report

<https://www.princeedwardisland.ca/en/service/file-municipal-election-summary-report>

#### Elections PEI – Voters List

Contact for voters list only. **Toll-free:** 1-888-234-VOTE (8683) Tel: 902-368-5895 Email: [info@electionspei.ca](mailto:info@electionspei.ca) All other questions please contact Municipal Affairs.

# LAND PURCHASE OCT 2017 (OLD SCH PROP)

Loan from Water/Sewer Utility

Oct 31 2017

75,000

Term

	PRIN	INT	TOTAL	BALANCE
				75,000.00
Nov-17	625.00	184.38	809.38	74,375.00
Dec-17	625.00	182.84	807.84	73,750.00
Jan-18	625.00	181.30	806.30	73,125.00
Feb-18	625.00	179.77	804.77	72,500.00
Mar-18	625.00	178.23	803.23	71,875.00
	<b>3,125.00</b>	<b>906.52</b>	<b>4,031.52</b>	
Apr-18	625.00	176.69	801.69	71,250.00
May-18	625.00	175.16	800.16	70,625.00
Jun-18	625.00	173.62	798.62	70,000.00
Jul-18	625.00	172.08	797.08	69,375.00
Aug-18	625.00	170.55	795.55	68,750.00
Sep-18	625.00	169.01	794.01	68,125.00
Oct-18	625.00	167.47	792.47	67,500.00
Nov-18	625.00	165.94	790.94	66,875.00
Dec-18	625.00	164.40	789.40	66,250.00
Jan-19	625.00	162.86	787.86	65,625.00
Feb-19	625.00	161.33	786.33	65,000.00
Mar-19	625.00	159.79	784.79	64,375.00
	<b>7,500.00</b>	<b>2,018.90</b>	<b>9,518.90</b>	
Apr-19	625.00	158.26	783.26	63,750.00
May-19	625.00	156.72	781.72	63,125.00
Jun-19	625.00	155.18	780.18	62,500.00
Jul-19	625.00	153.65	778.65	61,875.00
Aug-19	625.00	152.11	777.11	61,250.00
Sep-19	625.00	150.57	775.57	60,625.00
Oct-19	625.00	149.04	774.04	60,000.00
Nov-19	625.00	147.50	772.50	59,375.00
Dec-19	625.00	145.96	770.96	58,750.00
Jan-20	625.00	144.43	769.43	58,125.00
Feb-20	625.00	142.89	767.89	57,500.00
Mar-20	625.00	141.35	766.35	56,875.00
	<b>7,500.00</b>	<b>1,797.66</b>	<b>9,297.66</b>	

# LAND PURCHASE OCT 2017 (OLD SCH PROP)

Loan from Water/Sewer Utility

Oct 31 2017

75,000

Term

75,000.00

Attachment:	PRIN	INT	TOTAL	BALANCE
Apr-20	625.00	139.82	764.82	56,250.00
May-20	625.00	138.28	763.28	55,625.00
Jun-20	625.00	136.74	761.74	55,000.00
Jul-20	625.00	135.21	760.21	54,375.00
Aug-20	625.00	133.67	758.67	53,750.00
Sep-20	625.00	132.14	757.14	53,125.00
Oct-20	625.00	130.60	755.60	52,500.00
Nov-20	625.00	129.06	754.06	51,875.00
Dec-20	625.00	127.53	752.53	51,250.00
Jan-21	625.00	125.99	750.99	50,625.00
Feb-21	625.00	124.45	749.45	50,000.00
Mar-21	625.00	122.92	747.92	49,375.00
Apr-21	625.00	121.38	746.38	48,750.00
May-21	625.00	119.84	744.84	48,125.00
	<b>7,500.00</b>	<b>1,539.53</b>	<b>9,039.53</b>	

## Decision and Property Records

tel: 407-365-4770 - Email: [taxandrecords@cityofmaitland.com](mailto:taxandrecords@cityofmaitland.com)

- Tax rates need to be submitted by March 1<sup>st</sup>
- Check to be in municipal property tax on building
- Monthly Building Permit fees
- Tax and fee rates for Maitland are listed at <http://www.cityofmaitland.com/finance/property-tax>

## MAPCO

This is a website where you can get your tax assessments and file for your property. It is available for viewing or if you have a request for information or how much municipal tax they pay.

Finally, I've attached a draft P&I Municipal Contracts and Resolutions document. If you have any questions, please contact me.

Merry Christmas,

Tracy



**From:** Tracey Allen <tallen@gov.pe.ca>  
**Sent:** December 17, 2020 2:34 PM  
**To:** bcadmin@borden-carleton.ca  
**Subject:** Re: Additional Questions  
**Attachments:** Contacts and Resources for Municipalities draft Dec 17 v4.pdf

Hi Jim,  
(Note my name is spelled Tracey)

1. Municipal street/roads turned over to the Province is a process including inventory and inspection. There is no guarantee they will take them over. Your first step would be a formal letter to the Minister of Transportation via Council resolution. Address/Email here:  
<https://www.princeedwardisland.ca/en/employee/myers-steven>
1. Breakdown of Provincial funding for Borden-Carleton and what the tax revenue is based on? I'll forward your request in a separate email to Danny Jenkins who is our Manager but also former Finance Officer to answer some of your questions. Below are some resources for you.

### Taxation and Property Records

Tel: 902-368-4070 - Email: taxandland@gov.pe.ca

- Tax rates need to be submitted by March 31<sup>st</sup>
- Grants in lieu of on municipal property tax on buildings  
<https://www.princeedwardisland.ca/en/information/finance/grants-lieu-property-taxes-program>
- Monthly Building permit form  
[https://www.princeedwardisland.ca/sites/default/files/forms/building\\_permitsfill.pdf](https://www.princeedwardisland.ca/sites/default/files/forms/building_permitsfill.pdf)
- Tax and fire rates for Municipalities Island wide <https://www.princeedwardisland.ca/en/service/view-property-charges>

### MAPCO

This is a website database where you can get your tax assessments and files for your municipality. It helps with tax planning or if you have a resident request for information on how much municipal tax they pay.

<https://www.princeedwardisland.ca/en/information/finance/land-parcel-information-mapco>

Finally, I've attached a draft PEI Municipal Contacts and Resources document (feedback welcomed) that I'm hoping will help new CAOs.

Merry Christmas,  
Tracey

**bcadmin@borden-carleton.ca**

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**From:** Joshua Collins <jscollins@gov.pe.ca>  
**Sent:** January 11, 2021 12:06 PM  
**To:** bcadmin@borden-carleton.ca  
**Cc:** Jamie Fox; jdewey@fpeim.ca; Colleen Bawn; Tracey Allen  
**Subject:** Re: Issuing of Building permits  
**Attachments:** Municipal Development Permit Record.pdf

Good morning Jim,

The *Building Codes Act* and corresponding Regulations were adopted on March 31 2020, with there being a one year delay to the application of the requirements for single family homes, two unit dwellings (e.g. duplex) and their accessory structures (e.g. detached garages, decks, etc.). The Act and regulations require a building permit to be issued for construction projects to ensure compliance with the National Building Code, and where applicable, the National Energy Code for Buildings.

Subsection 6(5) of the regulations states that a Building Official may withhold the issuance of a Building Permit until satisfied that a development permit has been issued. This will be the process in almost all instances. We ask that the Development Officer for the authority having jurisdiction complete and submit to Inspection Services the attached form which confirms that a development permit has been issued. This form also provides basic information on the project so that the Building Official can verify that the approved project matches the Building Permit application information.

Completed forms can be sent to [landsdivision@gov.pe.ca](mailto:landsdivision@gov.pe.ca)

Please don't hesitate to reach out should you have further questions.

Thank you

**Joshua Collins, FEC, P.Eng.**

Acting Manager of Inspection Services

Agriculture and Land

Inspection Services

31 Gordon Drive | PO Box 2000

Charlottetown PE | C1A 7N8 Canada

Phone (902) 368-4677 | Fax (902) 368-5526

[jscollins@gov.pe.ca](mailto:jscollins@gov.pe.ca) | [www.princeedwardisland.ca](http://www.princeedwardisland.ca)

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Please consider the environment before printing this e-mail.

>>> Tracey Allen 1/8/2021 15:56 >>>

Good afternoon Jim,