



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

**Tuesday, September 10, 2024 at 7:00 p.m.**

**20 Dickie Road, Borden-Carleton, PE**

**MOTIONS**

**1. CALL TO ORDER:**

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

Those Absent: Councillor Laurel Palmer-Thompson

Staff Present: Chief Administrative Officer Jim Wentzell, Administrative Assistant to CAO Alicia Wentzell

Others: Michelle Burge MRSB

ALSO PRESENT: N/A

**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 member of Council declared a conflict of interest at the meeting

**3. ADOPTION OF THE AGENDA:**

**It was duly moved Nicole Arsenault, seconded by Deputy Mayor Larry Allen THAT the Agenda be adopted as circulated.**

**MOTION CARRIED (4-0) (RR#24-09-01)**

**4. APPROVAL OF PREVIOUS MINUTES:**

**4.1 Regular Council Meeting – July 23, 2024**

**It was duly moved Ashley Steele, seconded Barb Wood THAT the minutes of the July 23, 2024 regular Council meeting be adopted as presented.**

**MOTION CARRIED (4-0) (RR#24-09-02)**

#### **4.2 Special Council Meeting – August 27, 2024**

**It was duly moved Barb Wood, seconded Deputy Mayor Larry Allen THAT** the minutes of the August 27, 2024 regular Council meeting be adopted as presented.

**MOTION CARRIED (4-0) (RR#24-09-03)**

#### **5. PUBLIC PRESENTATIONS/ INVITED GUEST**

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

Michelle Burge from MRSB Chartered Professional Accountants Inc. presented the consolidated financial statements for the Town of Borden-Carleton for the period ending March 31<sup>st</sup>, 2024

**It was moved by Councillor Ashley Steele and seconded by Councillor Barb Wood THAT** the audited financial statements for the fiscal year ending March 31<sup>st</sup>, 2024 be approved by Town Council as prepared by MRSB Chartered Professional Accountants Inc.

**MOTION CARRIED (4-0) (RR#24-09-04)**

#### **6. STAFF REPORTS:**

##### **6.1 Police Report: July & August 2024**

##### **6.2 Fire Department Report: No report Received for July & August 2024**

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

##### **6.3.1 Reg Rodgers Memorial Field Usage 2024**

**It was agreed that staff would review the rates charged for the use of the Town's playing fields with any recommendations to be considered when drafting the 2025/26 budgets for the Town**

##### **6.4.1 Planning Report: (Development Permit Approvals**

A list of development permits issued between July 20 and Sept 9 2024 was circulated to members of Council.

##### **6.4.2 CAO Land Use Bylaw vs Building Code Conflicts**

Council agreed with staff's opinion, that until the Land Use bylaw is reviewed, that the Town allow the National Building Code standards apply to development applications that are not subject to a development agreement with the Town.

That being said, all applications shall still comply with sections of the bylaw pertaining to the size, height, set backs, compatibility, style and being similar to existing buildings on the lot and the neighbourhood.

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

##### **6.5.1 Cash Flow Report August 2024**

##### **6.5.2 Disbursement Listing August 2024**

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

	Monthly Totals
Town	\$ 71,18.09
Arena	\$ 2,409.38
Utility	\$25,118.79

### 6.6 CAO-Sewer & Water Utilities Billings Interim Report

It was agreed Council meet in a special session and discuss with staff what is the fairest way of billing Water & Sewer service in the Town and still comply with the provincial water & sewer regulations.

### 6.7 CAO-Borden-Carleton Organizational Chart as of Sept 23 2024

A staffing organization chart for the Town of Borden-Carleton was circulated to members of Council showing the current staffing and staff hierarchy as of Sept 23 2024.

**It was moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT** the staff reports noted under Section 6.0 be received.

**MOTION CARRIED (4-0) (RR#24-09-05)**

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

### 8. **CORRESPONDENCE:**

#### **INFORMATION ITEMS:**

- 8.1 Dept of Finance – Replacement of Lights at Gateway Village
- 8.2 FPEIM - Newsletter August 2024 – (Borden-Carleton feature)
- 8.3 Recreation PEI- Newsletter August 2024
- 8.4 Senior’s Secretariat -Providing the Town \$2,000 to support Senior’s activities.
- 8.5 Borden-Carleton Newsletter – September 2024

#### **ACTION ITEMS:**

- 8.6 Amherst Cove Consolidated School – Request support for their breakfast program

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barb Wood THAT** the Town of Borden-Carleton contribute \$1,000 to the Amherst Cove Consolidated School breakfast program for 2024/25

**MOTION CARRIED (4-0) (RR#24-09-06)**

### 8.7 Municipality of Strait Shores NB – Request to enter into a Mutual Aid agreement Re. Fire Services

**It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT** the Town advise the Municipality of Strait Shores NB that the Town is unable to enter into a Mutual Aid agreement for Fire Services as Firefighters in PEI are not covered for WCB to attend fires off PEI.

**MOTION CARRIED (3-0) (RR#24-09-07)**

## **8.8 Royal Canadian Legion – Request Donation to their annual elimination draw**

**It was duly moved by Councillor Ashley Steele and seconded by Councillor Barb Wood THAT** the Town of Borden-Carleton give two (2) twenty-five-dollar (25) gift cards to the Royal Canadian Legion Branch #10 as a prize in their annual elimination draw to be held on December 7, 2024

**MOTION CARRIED (3-0) (RR#24-09-08)**

## **9. UNFINISHED BUSINESS**

### **9.1 Municipal By-Election – Appointment of Election Officials/Review Bylaw**

**It was duly moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault**

**THAT** Council appoint Cora Lee Dunbar as the Town’s Municipal Election Officer and Holly Bernard as the town’s Deputy Municipal Election Officer for 2024/25

**MOTION CARRIED (4-0) (RR#24-09-09)**

### **9.2 Quotations – Electronic Signage**

A revised RFP for Electronic LED Wall signage for the Town was issued and closed on September 10 2024. **3** companies submitted proposals that will be reviewed by staff in the near future.

### **9.3 Request for Speed Bumps – Carleton St**

A letter was submitted to the Dept of Transportation requesting permission to install speed bumps on Carleton Street. No response from the department has been received to date.

### **9.4 Fabrication Yard – MLA MATT MacFarlane Public Meeting Sept 17 2024**

A Facebook posting was circulated from the Green Party advising that our MLA Matt MacFarlane would be hosting a public meeting to discuss the RFP process for use of the Fabrication Yard and the involvement of the public in the process.

Council agreed to provide for the meeting a statement from the Town outlining the RFP process and that public input is required under the Town’s land use bylaw once the RFP is closed and submissions rated.

### **9.5 Housing Development Read Road**

The developer advised that he was completing costing and a revised site plan so that an application for funding of the project could be submitted to the FPEIM

A revised plan was received and viewed by Council. A meeting with the developer will be arranged by the CAO.

### **9.6 Councillor Representation outside bodies**

Staff is still compiling a list of potential bodies members of Council could apply for so that the Town had a voice on various organizations. A number of opportunities exist with organizations associated with Engage PEI and Councillors are encouraged to submit an application to serve on bodies that they may be interested in.

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

### **10.1 1st Reading & Adoption of Bylaw 2024-01 Manage & Disposal of Records**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele**

**THAT** Bylaw 2024-01 Manage and Disposal of Records be Read for the first time

**MOTION CARRIED (4-0) (RR#24-09-10)**

**It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Ashley Steele**

**THAT** Council approve the 1st Reading of Bylaw 2024-01 Manage and Disposal of Records.

**MOTION CARRIED (4-0) (RR#24-09-11)**

## **11. NEW BUSINESS:**

### **11.1 Atlantic Aqua Farms -Request for Addition – Environ Meeting Sept 12<sup>th</sup>**

An application was received from Atlantic Aqua Farms to amend their Development Agreement with the Town to construct an addition to their plant at 10 Borden Avenue. The application has been forwarded to the Development Officer.

In addition, Council has been invited to attend a public meeting on Sept 12 2024 at the Legion whereas their proposed expansion will be discussed with the public as required under the Environmental Protection Act.

### **11.2 Revised signing Authority 2024-25-**

**It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele** **THAT** the signing officers for the Town be Mayor Randy Ahearn or Deputy Mayor Larry Allen along with CAO Cora Lee Dunbar or Accountant Henry Le or Recreation Director Holly Bernard

Effective September 23 2024

**MOTION CARRIED (4-0) (RR#24-09-12)**

### **11.3 Panel covering Walls Arena vs Painting (Quotes on Material received)**

The CAO reported that he received two quotes for the supply of vinyl wall covering for rooms at the Arena. Both quotes were similar with the total cost being \$7,500 to 8,500 for 6 rooms (depending on waste)

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele That council perched the necessary panelling to do the six dressing rooms at the Arena from Valley Truss and Metals at the cost of 2.60 per sq ft plus GST.

**MOTION CARRIED (4-0) (RR#24-09-13)**

**11.4 Working Remotely Policy (under Development)**

**11.5 Revised Fees Policy Under development)**

**12. QUESTIONS (DISCUSSION ITEMS) COUNCIL**

None Received for this meeting.

**13. IN-CAMERA:**

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 (5-0) (RR#24-09-14)**

Council went into in-camera at 9:50pm

It was duly moved by Councillor Barb Wood. and seconded by Deputy Mayor Larry Allen THAT Council moves back to a public meeting.

**MOTION CARRIED (5-0) (RR#24-09-15)**

**Council returned to open session at 10:15 pm**

**13. ADJOURNMENT:**

There being no further business to come before the meeting, the meeting adjourned at 10:15 pm.

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Mayor, Randy Ahearn

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CAO, Jim Wentzell