



## 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.

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Mayor, Randy Ahearn

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CAO, Cora Lee Dunbar