



TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING MINUTES

February 13 2024 – 20 Dickie Road, Borden-Carleton, PE

7:00pm

PRESENT:

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

REGRETS:

STAFF PRESENT:

Chief Administrative Officer, Jim Wentzell
Alicia Wentzell, Acting Administrative Assistant

ALSO PRESENT:

Sarah Millar, Consolidated Credit Union and four members of the general
public.

1. CALL TO ORDER:

Mayor Randy Ahearn called the meeting to order at 7:00pm

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.

No member of Council declared a Conflict of Interest at the meeting.

3. ADOPTION OF THE AGENDA:

It was duly moved Councillor Eric Stewart and seconded by Deputy Mayor Larry Allen THAT the Agenda be adopted as circulated.

MOTION CARRIED (6-0) (RR#24-02-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 It was duly moved by Councillor Barb Wood and seconded by Councillor Ashley Steele THAT the minutes of the December 12, 2023 regular Council meeting be adopted as presented.

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

4.2 It was noted that Council held an in-camera meetings on January 9th and January 30th, 2024.

5. PUBLIC PRESENTATIONS INVITED GUESTS

5.1 Sarah Millar, Consolidated Credit Union

Sarah Millar, Chief Executive Officer, Consolidated Credit Union of PEI, appeared before Council to discuss opportunity for Consolidated Credit Union to be part of future community events and ways we can service our members.

Ms. Millar stated that the Credit Union was interested in increasing their presence in the community such as having monthly information meetings on various subjects (e.g. online fraud) in the community, offer satellite office services to clients when needed, participate in supporting various activities such as Christmas in the Park and advertising on the Zamboni.

She also mentioned that the Credit Union would be interested in discussing major sponsorship if the Town was to replace the Arena or other projects the Town may undertake in the future.

Members of Council agreed that they would like to participate with the Credit Union in various events and activities in the Town and also welcome discussions on major sponsorships of facilities in the Town.

The CAO will follow up with Ms. Millar on the issues discussed at tonight's meeting. Ms. Millar left the meeting at 7:20pm

6. COMMITTEE REPORTS:

6.1 Police Report:

The RCMP report for the months of December 2023 and January 2024 submitted by Sgt. Neil Logan was presented by Councillor Nicole Arsenault.

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart THAT the policing report for December 2023 and January 2024 for the Town of Borden-Carleton be accepted as presented.

MOTION CARRIED (6-0) (RR#24-02-03)

6.2 Fire Department Report:

The Fire Department Report for the month of December 2023 and January 2024 was presented by Councillor Nicole Arsenault.

It was duly moved by Councilor Nicole Arsenault and seconded by Councillor Eric Stewart THAT the Fire Chief's report for December 2023 and January 2024 submitted by Fire Chief Shawn Jessome be accepted as presented.

MOTION CARRIED (6-0) (RR#24-02-04)

6.3 Recreation Director's Report:

The Recreation Director's Report for the month of January 2024 was circulated to members of Council and presented by Deputy Mayor Larry Allen

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Ashley Steele THAT the Recreation Director's report for the month of January 2024 be accepted as presented.

MOTION CARRIED (6-0) (RR#24-02-05)

6.3 Properties and Planning Report:

6.4.1 Development Permit Approvals

Councillor Laurel Palmer-Thompson gave a report of the development permits issued between December 10th 2023 and February 10, 2024

It was duly moved by Councillor Laurel Palmer-Thompson .and seconded by Councillor Nicole Arsenaault THAT the Properties and Planning Report for the month of January 2024 be accepted as presented.

MOTION CARRIED (6-0) (RR#24-02-06)

6.4 Finance and Administration Report: Report included in the Council package.

Councillor Eric Stewart presented the Finance and Administration report for the month of January 2024.

6.4.1 Cash Flow Report January 2024

6.4.2 Disbursement Listing January 2024

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

	Monthly Totals
Town	\$79,851.49
Arena	\$15,802.89
Utility	\$23,348.25

It was duly moved by Councillor Eric Stewart and seconded by Deputy Mayor Larry Allen THAT the Finance and Administration report be accepted as presented.

MOTION CARRIED (6-0) (RR#24-02-07)

6.4.3 Quarterly Financial Statements (to Dec 31 2023)

Circulated to Council were Quarterly Financial Statements to December 31 2023 for the Town, Sewer Utility, Water Utility and the Arena as developed by the Town's Accountant Henry Le

In the future Council and staff will receive quarterly financial statements that will allow the Town to better manage finances throughout the year and provide information on a timely basis when developing future budgets.

These statements take information from Sage and with mapping formulas used in Excel, create financial schedules that mirror most of the financial schedules contained in the Audited report created by MRSB.

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 Communities in Bloom Program
- 8.2 *Department of Municipal Affairs* – January 2024 Newsletter
- 8.3 Dept of Finance – Grant in Lieu of Taxes for 2023
- 8.4 FCM – Newsletter January 2024
- 8.5 Borden- Carleton Flyer February 2024

ACTION ITEMS: Nil

9. UNFINISHED BUSINESS:

9.1 Request for Proposals (RFP) Electronic Signage

The CAO reported that nine proposals were received from 4 companies to provide an LED Electronic wall sign for both the Arena and Fire Hall. The cost for two signs ranged from \$28,984 to \$64,372.

As the costs were much higher than available funds, it was agreed not to accept any of the tenders and the project would be revisited in the 2024/25 budgeting process. Staff would also look into grants and sponsorship of the signs.

9.2 Hiring of CAO Update (Discussion will be In Camera)

It was reported that 58 applications were received for the position of CAO for the Town. The interviewing committee met and reviewed the applications and felt that none of the applicants fit the position advertised. The position will be readvertised.

9.3 Budget Timeline 2024/25 (Reminder to Council/Staff)

The 2024/25 budget preparation for the Town, Arena and Utilities has begun spearheaded by the Director of Finance Henry Le. As budgets and tax rates have to be approved prior to March 31st a timeline for development of the Operating and Capital budgets was circulated to Town Council and staff.

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

11.1 Review of Fire Safety Act – CAO's Submission

The province is reviewing the Fire Safety Act and has invited submissions from municipalities. The CAO has written a submission requesting that the Act address transparency, openness and financial accountability in respect to Fire services, Fire Departments and Fire Districts.

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT the Council approve the submission to the province prepared by the CAO in respect to the Fire Safety Act and regulations.

MOTION CARRIED (6-0) (RR#24-02-08)

11.2 Responsibility of Excavation Pits

An email was received from the Dept of Environment, Energy and Climate Change asking which municipalities wished to be responsible for excavation pits in their municipality.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Deputy Mayor Larry Allen THAT the Dept of Environment and Climate change that the Town of Borden-Carleton does not regulate excavation pits within the Town and does not accept any responsibility nor liability for excavation pits as it is the Town's understanding such responsibility falls with the Province of PEI.

MOTION CARRIED (6-0) (RR#24-02-09)

12. IN-CAMERA:

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barb Wood.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 1 item under section 119(1)(d) human resource matters.

MOTION CARRIED (6-0) (RR#24-02-10)

Council went into in-camera at 8:00pm

It was duly moved by Councillor Eric Stewart. .and seconded by Councillor Ashley Steele THAT Council moves back to a public meeting.

MOTION CARRIED (6-0) (RR#24-02-11)

Council returned to open session at 8:40pm

13. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at 8:40pm

Mayor, Randy Ahearn

CAO, Jim Wentzell