



TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING

Tuesday, November 12, 2024 at 7:00 p.m.

20 Dickie Road, Borden-Carleton, PE

MINUTES

1. CALL TO ORDER:

Those PRESENT: Deputy Mayor Larry Allan, Councillor Barb Wood, Councillor Nicole Arsenault, & Councillor Ashley Steele

Those Absent: Mayor Randy Ahearn

Others Present:

Staff: CAO Cora Lee Dunbar, Deputy CAO Holly Bernard, Administrative Assistant to CAO Alicia Wentzell.

Others: 1 (#)

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 conflict of Interest at the meeting

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 (4-0) (RR#24-11-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 Regular Council Meeting – Oct 8, 2024

It was duly moved Councillor Barb Wood, **seconded** Councillor Ashley Steele **THAT** the minutes of the Oct 8, 2024, regular Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#24-11-02)

4.1 Special Council Meeting – Oct 18, 2024

It was duly moved Councillor Nicole Arsenault, **seconded** Councillor Barb Wood **THAT** the minutes of the Oct 18, 2024, Special Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#24-11-03)

5. PUBLIC PRESENTATIONS/ INVITED GUEST

6.1 Police Report: Oct 2024

A discussion took place with Sgt Chris Flemming in respect to traffic concerns whenever concerts and festivals are held during the tourist season.

It was advised that the Town send a representative to the meetings held by Tourism PEI when festivals are being discussed.

6.2 Fire Department Report Oct 2024

6.3 Recreation Director's Report Oct 2024:

An advertising contract for Advertising on the new Zamboni has been agreed to with the Consolidated credit Union

Dogall Canteen is now open for business. It has started out with a smaller menu until new equipment arrives in the next week or so. After that he will add to his menu and also start doing breakfast.

6.4 Planning Report: (Development Permit Approvals)

A list of development permits issued between Oct 5th 2024 - Nov 5 2024 was circulated to members of Council.

6.5 Finance and Administration Report:

6.5.2 Disbursement Listing Oct 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	\$90,834.35
Arena	\$ 6,696.91
Utility	\$19,538.30

6.6 Sewer/Water Report Oct 2024

The Sewer/Water system operator Brad Paugh will now be providing a monthly report to the CAO Cora Lee Dunbar. It is noted that flushing of the water Hydrants took place in October and Cleaning of the Sewer Lift Stations will take place in November.

- Note: Annual maintenance – lift station cleaning- same as last year also, flushing sewer lines done around the same time.

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

MOTION CARRIED (4-0) (RR#24-11-04)

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

8. **CORRESPONDENCE:**

INFORMATION ITEMS:

- 8.1 *Department of Municipal Affairs* – November 2024 Newsletter Ex (Jim, Holly, & Cora Lee attended AMA semi-Annual meeting.
- 8.2 FPEIML – Newsletter October 2024 (Mayor Randy Ahearn, Councilors Barb Wood, Nicole Arsenault and CAO Cora Lee Dunbar attended FPEIML meeting.)
- 8.3 Town of Borden-Carleton Annual Council/Staff Christmas Party Dec 14
- 8.5 Town of Borden-Carleton – Winter Parking Ban Notice Dec 1st – Apr 30th
- 8.6 Town of Borden-Carleton- Newsletter November 2024
- 8.7 BADC Event – Dutch Thompson -Harbour Hall Nov 22nd
- 8.8 BADC Christmas in the Park Dec 1, 6:00pm

ACTION ITEMS:

8.9 *Department of Municipal Affairs* – Annual Disclosure Forms

The CAO reminded members of Council that Annual Disclosure Forms are required to be filed with the Town Office no later than November 30th each year

9. WORK-IN-PROGRESS

9.1 Municipal By-Election – Update November 2024

Nominations to fill two vacancies on Town Council close on Friday Nov 15, 2024, and if more than two nominations are received a By-Election will take place on December 2, 2024

9.2 Quotations – Electronic Signage

A staff report on the Quotations received for the installation of programable electronic LED signage was included in the Council package. Due to the cost of the signs, it was recommended that only one sign be purchased at this time.

It was moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault THAT Council accept the tender from Dalmac Signs, Charlottetown for a 4' x 8' Watchfire Programmable LED Electronic Sign to be installed at the Gateway Arena at an installed price including extended warranty at a cost of \$31,168.99 plus GST.

MOTION CARRIED (4-0) (RR#24-11-05)

An email was sent to from Kellie Mulligan & she responded advising that the change in scope of the project would not affect the provincial funding for the signage project. Indicated the deadline is Dec 31.

9.3 Request for Speed Bumps – Carleton St

Two emails were submitted to the Dept of Transportation requesting permission to install speed bumps on Carleton Street and then a followed-up phone conversation with Alan Aitken Traffic Operations Engineer at PEI Transportation & Infrastructure Renewal responded that he would get back to us at a later date.

9.4 Housing Development Read Road

The CAO reported that Greenside Atlantic Ltd (Daniel Mullins) has submitted an application of Funding to the FPEIM for a Housing Development on town owned properties on Read Road. Sen/Daniel met, application- ok read road. Review committees meeting this week.

9.5 Working Remotely Policy- Under Development

9.6 Revised Fee Policy- Under Development

9.7 Fabrication Yard- Submission of Proposals close Nov 13, 2024

The CAO reported that the RFP issued by the province for development of the Fabrication Yard closes on Nov 13, 2024. The proposals will be reviewed by a committee established by the province that includes the Town's former CAO Jim Wentzell. A report is expected to be presented to Town Council in January 2025

9.8 Sidewalks- Paved Walkways

The CAO reported that Howatt St owned by the town presently had no sidewalks or paved shoulder and would be an ideal location to test out the theory of providing a paved shoulder for pedestrian use. OTG Property Services will be providing a quote to install a paved shoulder on Howatt St.

It was moved by Councillor Barb Wood and seconded by Councillor Nicole Arsenault THAT The Town to ask On the Go Property Service to give a recommend to the Town in respect to what should be done to improve the sidewalks.

MOTION CARRIED (4-0) (RR#24-11-06)

10. NOTICE OF MOTIONS:

11. NEW BUSINESS:

11.1 Discussion-Dates/Starting Time – Regular Council Meetings

A revised meeting schedule for 2025 will be consulted.

Council decided to change Dec 10th meeting to Dec 9th at 6pm.

Council decided regular council meetings will be held at 6pm on the second Tuesday of the month going forward.

11.2 Revised Development Agreement- Atlantic Aqua Farms Ltd

It was moved by Councillor Barb Wood and seconded by Councillor Ashley Steele THAT Council approve the revised Development Agreement with Atlantic Aqua Marine for an addition to their plant on PID 878280 at 10 Borden Avenue and that the Mayor and CAO be authorized to sign the agreement on behalf of the town.

MOTION CARRIED (4-0) (RR#24-11-07)

The Town's solicitor will be registering this document once signed.

11.3 Xerox- Quote to replace Current Photo Copier

It was moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault THAT Council lease a new Xerox Altalink C8145h Color Photocopier from Nova Imprint Business Solutions at a cost of 230.77 per month and \$0.0083 b&w copy and \$0.061 per color copy (plus GST) including full-service toner supplied and maintenance contract.

MOTION CARRIED (4-0) (RR#24-11-08)

12. QUESTIONS (DISCUSSION ITEMS) COUNCIL

None Received for this meeting.

13. IN-CAMERA:

It was duly moved by Councillor Ashley Steele 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#24-11-09)

Council went into in-camera at 8:33 pm

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

MOTION CARRIED (5-0) (RR#24-11-10)

Council returned to open session at 9:06 pm

13. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at **9:07**pm.

Deputy Mayor, Larry Allen

CAO, Cora Lee Dunbar