



Town of Borden-Carleton

Dec 12, 2022 – 240 Main St (Legion), Borden-Carleton, PE

6:00pm

AGENDA

Community MEET & GREET(Social) (6:00-7:00pm)

The public is invited to socialize with members of the Council & Staff, enjoy light refreshments & snacks and to witness the swearing in of the newly elected Council.

7:00pm

1. CALL TO ORDER:

2. ORDER OF THE DAY

- 2.1 Swearing in of Mayor by CAO
- 2.2 Swearing in of Councilors by CAO

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) - _____

3. ADOPTION OF THE AGENDA

4. APPROVAL OF PREVIOUS MINUTES:

- 4.1 REGULAR MEETING Nov 09, 2022

5. NEW BUSINESS

- 5.1 Appointment of Deputy Mayor
- 5.2 Interim Appointment to Standing Committees
- 5.3 Signing Officers – Town of Borden-Carleton
- 5.4 Meeting Schedule for 2023

6. ADJOURNMENT

Note: Staff are working on several Bylaws for Council's consideration including a new Procedures' Bylaw governing Council & Committees. The current bylaw was last revised in 2004. We are also examining the Committee structure and terms of reference to reflect various legislation now in effect.



Borden-Carleton
The coastal heart of PEI!



Town of Borden-Carleton Invitation to the Swearing In of a New Council Term of Office 2022-2026

The Town of Borden-Carleton is inviting members of the public to the swearing in ceremony of new Council members.

Mayor: ^{*}Randy Ahearn

Councillors: Larry Allen
Nicole Arsenault-Bernard
Laurel Thompson-Palmer
Ashley Steele
Eric Stewart
Barbara Wood

Come meet and greet while enjoying refreshments with Council.

Monday, December 12, 2022

Time: 6:00 p.m. to 7:00 p.m.

Council Meeting to follow at 7:00 p.m.

Place: Royal Canadian Legion
240 Main Street, Borden-Carleton



Come out and meet your new Town Council!

Town of Borden-Carleton
20 Dickie Road
Borden-Carleton, PE C0B 1X0

Everyone welcome!



Town of Borden-Carleton

Minutes

Nov 08, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

PRESENT: Councillor Barb Wood, Councillor Nicole Arsenault, Councillor Eric Stewart, Councillor Larry Allen, Councillor Laurel Palmer-Thompson

ABSENT: Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn

ALSO, PRESENT: Chief Administrative Officer Jim Wentzell

1. CALL TO ORDER:

As neither the Mayor or the Deputy Mayor were present, Councillor Larry Allen 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 one declared a Conflict of Interest for this meeting.

3. ADOPTION OF THE AGENDA

It was duly moved and seconded that the agenda, as presented be adopted.

Moved by Councillor Eric Stewart, seconded by Councillor Barb Wood.

CARRIED 4-0 (R#22-11-01)

4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved and seconded that the minutes of the Oct 11, 2022 regular Council meeting be adopted as presented.

Moved by Councillor Nicole Arsenault, seconded by Councillor Barb Wood.

CARRIED 4-0 (R#22-11-02)

5. COMMITTEE REPORTS:

Police Report: Reports included in package. Councillor Nicole Arsenault presented the Police Reports for Oct 2022 as submitted by the RCMP.

It was duly moved and seconded that the Police Reports for Oct be accepted as presented

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

CARRIED 4-0 (R#22-11-03)

Fire Report:

Councillor Nicole Arsenault presented the Fire Chief's Report for the month.

It was duly moved and seconded that the Fire Chief's report for Oct be accepted as presented

Moved by Councillor Nicole Arsenault, seconded by Deputy Councillor Barb Wood

CARRIED 4-0 (R#22-11-04)

New Fire Fighter

It was duly moved and seconded that Calvin Sutherland be accepted as a Volunteer Firefighter with the Borden-Carleton Fire Dept.

Moved by Councillor Nicole Arsenault, seconded by Councillor Barb Wood

CARRIED 4-0 (R#22-11-05)

Recreation/Arena Reports: Report included in package. Councillor Larry Allen presented the Recreation Director's for the month of Oct 2022

It was duly moved and seconded that the Recreation Director's Report be accepted as presented.

Moved by Councillor Larry Allen, seconded by Councillor Nicole Arsenault.

CARRIED 4-0 (R#22-11-06)

Members of Council praised the Recreation Director for organizing the kick-off of the Torch Relay for the Winter Canada Games. The Canada Games committee were very pleased with the event held in Borden-Carleton.

Properties and Planning Report:

Councillor Laurel Palmer-Thompson gave a verbal report on the Properties and Planning Committee.

It was duly moved and seconded that the Properties and Planning Committee Report be accepted as presented.

Moved by Councillor Laurel Palmer-Thompson, seconded by Councillor Nicole Arsenault.

CARRIED 4-0 (R#22-11-07)

A report on Development Permits issued for the months of Sept & October were circulated to Council.

Finance and Administration Report: Report included in Package

- 5.51 Cash Flow Report Oct 2022
- 5.52 Disbursement Listing Oct 2022

Councillor Eric Stewart presented the CAO & Finance Report for Oct

Included in the report was a list of cheques and disbursements for the month of Oct totaled:

Town	71,551.10
Arena	4,704.94
Utilities	37,162.09

It was duly moved and seconded that the Finance and CAO’s report for Oct be accepted as presented

Moved by Councillor Eric Stewart, seconded by Councillor Barb Wood

CARRIED 4-0 (R#22-11-08)

Public Works/ Streets and Lights Report

Councillor Barb Wood gave a verbal report on the activities of the Public Works/Streets and Lights Committee

It was duly moved and seconded that the Public Works/Streets and Lights Committee Report for the month of Oct be accepted as presented.

Moved by Councillor Barb Wood, seconded by Councillor Nicole Arsenault

CARRIED 4-0 (R#22-11-09)

Water and Sewer Report:

A report on the activities of the Water/Sewer Utilities for the past month was included in the Council package.

It was duly moved and seconded that the Water/Sewer Utilities report for the month of Oct be accepted as presented.

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Nicole Arsenault.

CARRIED 4-0 (R#22-11-10)

6.0 EXTERNAL REPORTS:

BADC Report:

Councillor Barb Wood gave a verbal report on the activities of the BADC for the past month. She outlined for Council activities planned for Christmas in the Park that was being planned by the BADC. It was agreed that the Town would contribute \$500 towards the Christmas in the Park event.

Destination Borden-Carleton:

Councillor Laurel Palmer-Thompson gave a verbal report on the activities of Destination Borden-Carleton for the past month.

7. CORRESPONDENCE

INFORMANTION ITEMS:

7.1 Inclusifyy: Inline Anti-Racism Training for Council & Staff

7.2 Prov of PEI: Announcing the Province will be providing each Fire Dept with a portable generator to be used by the community in the event of a disaster.

7.3 Prov of PEI: Announcing the Province will be providing funding to Fire Depts for disaster related response equipment.

7.4 Prov of NS: Announcing Minimum Wage will increase from \$13.70 to \$14.50 Jan 01/23 and increase to \$15 Oct 01/23

7.5 Royal Canadian Legion: Remembrance Day observance activities for Nov 11/22.

Councillor Laurel Palmer-Thompson would be laying a wreath on behalf of the Town at the service.

ACTION ITEMS

7.6 Dept of Municipal Affairs: List of Locations for Council Orientation Training Sessions

It was recommended that all members of Council attend at least one of the orientation sessions.

7.7 Royal Canadian Legion: Request for Property Tax Rebate for 2022

It was duly moved and seconded that the Royal Canadian Legion Branch #10 be granted a municipal grant rebate for 2022 in the amount of \$910.90

Moved by Councillor Eric Stewart, seconded by Councillor Nicole Arsenault.

CARRIED 4-0 (R#22-11-11)

8. UNFINISHED BUSINESS

8.1 Housing Development Update

The CAO circulated an update on various housing developments being proposed for the Town.

8.2 Request to Province to Take Over Town Roads

Nothing new to report.

8.3 EMO Damage Claim Notice and EMO Planning

The CAO advised that an Insurance Claim will be submitted for damage to the Arena during Hurricane Fiona and that an application will be made to the EMO Disaster Fund for the cleanup and removal of Trees on Town property as a result of the Storm. In addition, updating the Town's EMO plan will be given priority over the next couple of months.

9. NEW BUSINESS

9.1 Petition – Request for Speed Bumps – Dickie Road

A petition was received signed by 31 residents of Dickie Road and surrounding area requesting that safety/ speed bumps be installed on Dickie Road

It was duly moved and seconded that the Town request the Province of PEI to install safety speed humps on Dickie Road and to conduct a traffic study on vehicle use of Dickie Road,

Moved by Councillor Eric Stewart, seconded by Councillor Laurel Palmer Thompson

CARRIED 4-0 (R#22-11-12)

(It was noted that in a prior email from Steven Yo, the Town was advised that the province would not permit Speed humps on Dickie Road.)

9.2 Revised Development Agreement: Arsenault Brothers Holdings -228 Carleton St

It was duly moved and seconded that Council approve the revised Development Agreement with Arsenault Brothers Holdings Inc for multi-family development at 228 Carleton Street.

Moved by Councillor Laurel Palmer-Thompson, seconded by Councillor Barb Wood

CARRIED 4-0 (R#22-11-13)

2022 MUNICIPAL ELECTIONS NOV 07 2022

9.3 The CAO circulated the un-official results of the municipal election held on Nov 07, 2022.

Mayor

Randy Ahearn (Acclaimed)

Councillor

*Larry Allen	164
*Nicole Bernard-Arsenault	156
Krista Hagen	100
Brian O'Connor	105
*Laurel Palmer-Thompson	125
*Ashley Steele	144
*Eric Stewart	145
*Barbara Wood	148

*Elected to Council

Eligible Voters = 513
Additional Voters Sworn in = 16
Voters Advance Poll = 13
Voters Election Day = 209
Total Ballots Cast = 222
No of Rejected Ballots = 1
No of Spoiled Ballots = 0

9.4 Council (Present & New) Holiday Social/Bonuses Dec 09/22 – Legion

It was duly moved and seconded that the Council/staff Christmas Party be held on Dec 9th at the Royal Canadian Legion and that staff bonuses for 2022 be \$200 for full time staff and \$100 for part-time and seasonal staff.

Moved by Councillor Eric Stewart, seconded by Councillor Laurel Palmer-Thompson.

CARRIED 4-0 (R#22-11-14)

9.5 Swearing in of New Council

It was agreed that the Council would hold a meet and greet at the Legion and invite the public to the swearing in of the new Council at the next scheduled Council meeting.

9.6 Draft Consolidated Financial Statements 2021/22

Circulated to members of Council were the draft audited statements for 2021/22. The statements will be reviewed by the CAO and the auditors will be invited to present the statements at a future meeting of Town Council

9.7 Quotes – Heat Pumps Fire Station/Library

Several quotes were received for the supply and installation of Heat Pumps at the Fire Hall/Library

It was duly moved and seconded that the Council accept the proposal from Doc Dawson Enterprises to install three heat pumps at the Fire Hall and Library at a cost of 13,450 plus HST

Moved by Councillor Nicole Arsenault, seconded by Councillor Barb Wood

CARRIED 4-0 (R#22-11-15)

It was noted that the Town would receive a rebate of 1,800 from Efficiency PEI for the installation of the heat pumps. It was also noted the heat pump at the Public Work's maintenance shop was replaced under warranty at no cost to the Town.

10. IN CAMERA -MGA Section 119

MGA 119(1)(b) Confidential Information

MGA 119(1)(f) Possible legal matter

It was duly moved and seconded that Council Go into Camera

Moved by Councillor Eric Stewart, seconded by Councillor Nicole Arsenault

CARRIED 4-0 (R#22-11-16)

Council went into Camera at 8:38pm

Council Returned to Open Session at 9:16pm

There being no further business to come before the meeting, the meeting adjourned at 9:16pm

Councillor Larry Allen

CAO Jim Wentzell

In the past, the Deputy Mayor has been chosen by the Mayor. In discussions with the Mayor, it is suggested that the Deputy Mayor be appointed similar to the method used by a number of municipalities – “who ever receives the most votes at the Polls. (See recommended policy below)

Appointment of Deputy Mayor:

The candidate who received the most votes at the polls of the municipal election shall be appointed Deputy Mayor on their consent to this appointment.

If the person appointed as Deputy Mayor ceases to be a member of Council, or if the candidate who received the most votes does not consent to the appointment, then the member of Council who received the next highest number of votes at the most recent election shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

If those nominated for Council are acclaimed, then the Councillor with the longest service on Council shall be appointed Deputy Mayor, on their consent to this appointment.

If the person appointed as Deputy Mayor ceases to be a member of Council, then the member of Council with the next longest service on Council shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

Responsibilities of Deputy Mayor: The Deputy Mayor will act in the absence or inability of the Mayor or in the event that the office of Mayor becomes vacant.

Election Results Nov 07 2022 Election

Larry Allen	164
Nicole Bernard-Arsenault	156
Barbara Wood	148
Eric Stewart	145
Ashley Steele	144
Laurel Palmer-Thompson	125
Brian O'Connor	105 (not elected)
Krista Hagen	100 (not elected)

COUNCIL PROCEEDINGS BY-LAW
including
APPOINTMENT OF COMMITTEES

Interim Recommendation

In the past the Mayor would make appointments to the various Committees. The structure and terms of references for Committees of the Town have not been reviewed for a number of years.

In discussions with the Mayor, it is recommended that the attached Committee membership be appointed on an INTERIM basis and that staff undertake a review of the Procedures Bylaw for the Town.

What is recommended is that the committee membership remain the same with those committees that the Mayor was on as a Councillor be replaced with Councillor Ashley Steele.

Background

There are numerous provincial acts and bylaws that stipulate how the Town operates and some of these require creating mandatory committees: Some of the legislation that applies include: Municipal Government Act (MGA); Planning Act; Emergency Measures Act (EMO); and the island regulatory & Appeals Commission Act (IRAC).

The Town has a Procedural Bylaw known as By-law #1, the Administration and General Government Bylaw. This Bylaw was passed August 2004, sixteen years ago, before the MGA and refers to the Community of Borden.

Joanne, our administrative assistant has been working on drafting a new Procedures Bylaw using the Model Bylaw provided by Municipal Affairs as well as using similar bylaws of other municipalities in the Province. We will also be looking at committees and terms of reference for each committee. We hope to have a draft completed for Council' in January 2023

Jim Wentzell

CAO

December 08, 2022

List of Standing Committees

Mayor ex-officio member all committees

Finance and Administration

Chair Eric Stewart

Larry Allen

Barb Wood

Fire & Police

Chair Nicole Bernard

Barb Wood

Ashley Steele

Properties & Planning

Chair Laurel Palmer-Thompson

Larry Allen

Nicole Bernard

Recreation

Chair Larry Allen

Ashley Steele

Barb Wood

Streets and Lights

Chair Barb Wood

Laurel Palmer-Thompson

Eric Stewart

Water And Sewer

Chair Randy Ahearn

Laurel Palmer-Thompson

Larry Allen

EMO

Coordinator Larry Allen

Assistant Coordinator Randy Ahearn

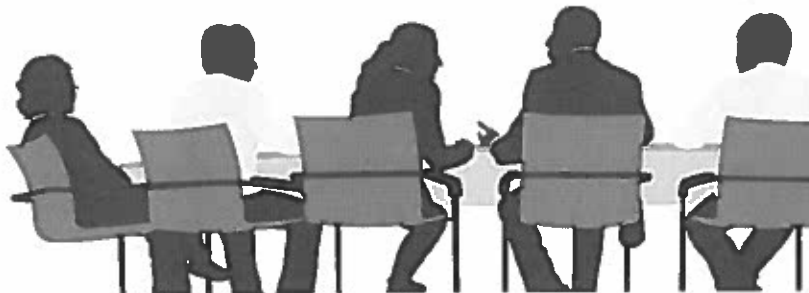
TOWN OF BORDEN-CARLETON



TOWN COUNCIL MEETINGS FOR 2023

**Location: Borden-Carleton Town Office
20 Dickie Road, Borden-Carleton**

Come and Share Your Questions and Concerns



SCHEDULE OF COUNCIL MEETINGS 2023

Meeting Dates



February 14

March 14

March 28

May 9

June 13

July 11

September 12

October 10

November 14

December 12

All Meeting Times are at
7:00 p.m.

OPEN | TO
THE
PUBLIC

FOR MORE INFORMATION: (902) 437-2225