



## Town of Borden-Carleton

### Minutes

Oct 11, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

**PRESENT:** Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn, Councillor Barb Wood, Councillor Nicole Arsenaault, Councillor Eric Stewart, Councillor Larry Allen, Councillor Laurel Palmer-Thompson

**ALSO, PRESENT:** Chief Administrative Officer Jim Wentzell  
One (1) Citizen

#### **1. CALL TO ORDER:**

The meeting was called to Order by Mayor Charles Mackenzie 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 Deputy Mayor Randy Ahearn

CARRIED 6-0 (R#22-10-01)

#### **4. APPROVAL OF PREVIOUS MINUTES:**

It was duly moved and seconded that the minutes of the Sept 13 2022 regular Council meeting be adopted as presented.

Moved by Councillor Barb Wood, seconded by Councillor Larry Allen.

CARRIED 6-0 (R#22-10-02)

**5. COMMITTEE REPORTS:**

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

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

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

**CARRIED 6-0 (R#22-10-03)**

**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 Sept be accepted as presented**

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

**CARRIED 6-0 (R#22-10-04)**

It was noted that the Firefighters Annual Dinner was held on Oct 7<sup>th</sup> and long service awards were presented to three firefighters on behalf of the town.

**Recreation/Arena Reports:** Report included in package. Councillor Larry Allen presented the Recreation Director's for the month of Sept 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 6-0 (R#22-10-05)**

**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 Eric Stewart

**CARRIED 6-0 (R#22-10-06)**

The CAO was requested to circulate to Council a list of Development Permits (Planning Decisions) issued by the Town as part of the monthly Council package.

**Finance and Administration Report:** Report included in Package

**5.51 Cash Flow Report Sept 2022**

**5.52 Disbursement Listing Sept 2022**

Councillor Eric Stewart presented the CAO & Finance Report for Sept

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

Town 83,524.10

Arena 2,696.68

Utilities 27,175.08

**It was duly moved and seconded that the Finance and CAO's report for August be accepted as presented**

Moved by Councillor Eric Stewart, seconded by Councillor Larry Allen

**CARRIED 6-0 (R#22-10-07)**

**5.53 Staffing Update**

The CAO reported that interviews for the position of Administrative Assistant to the CAO would be held on Oct 13<sup>th</sup> and interviews for the position of Accounting Technician would take place on Oct 20<sup>th</sup>.

**5.54 EMO Response/Report**

The CAO circulated a report and notes on the Town's EMO response to the Hurricane Fiona that hit PEI Sept 23-24<sup>th</sup>. Council & the EMO coordinators along with staff will discuss further how better the Town and citizens can be better prepared for such emergencies. The CAO will contact the Legion to follow up with the acquisition of a Back Up Generator for the Legion as the Legion will be the primary Comfort station for the Town.

**5.55 Audit Progress Update**

The CAO reported that the Auditors completed their field work in two days and additional information will be given to them as requested. It is hoped that the audited statements would be available prior to the end of October.

**Public Works/ Streets and Lights Report**

Councillor Barb Wood gave a 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 August be accepted as presented.**

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

CARRIED 6-0 (R#22-10-08)

**Water and Sewer Report:**

Deputy Mayor Randy Ahearn gave a report on the activities of the Water/Sewer Utilities for the past month.

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

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

CARRIED 6-0 (R#22-10-09)

**6.0 EXTERNAL REPORTS:**

**BADC Report:**

Councillor Barb Wood gave a verbal report on the activities of the BADC for the past month. They hoped to add a couple new Board members in the near future to the BADC.

**Destination Borden-Carleton:**

Councillor Laurel Palmer-Thompson gave a verbal report on the activities of Destination Borden-Carleton for the past month. She stated that they were planning Christmas in the Park to take place on Dec 4<sup>th</sup> and would be looking for volunteers to help out with this event.

**It was duly moved and seconded that the Report of the Destination Borden-Carleton committee be accepted as presented.**

Moved by Councillor Laurel Palmer-Thompson, seconded by Councillor Larry Allen.

CARRIED 6-0 (R#22-10-10)

**7. CORRESPONDENCE**

**INFORMANTION ITEMS:**

7.1 Atlantic Planners Institute - Invite to attend their Conference in Charlottetown Oct 19-21<sup>st</sup>

7.2 Dept of Environment, Energy & Climate Change – Permit for Read Road Sewer main.

7.3 EMO PEI – Thanking all the Municipal EMO operations on coping with the recent hurricane that hit the province.

**ACTION ITEMS**

None.

**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 2<sup>nd</sup> Reading & Adoption Revised Tax Refund Policy

It was duly moved and seconded that Council give 2<sup>nd</sup> Reading of Policy 2022-06-01 Town of Borden-Carleton Municipal Residential Property Tax Incentive and that the Policy be adopted as of Oct 11, 2022

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

CARRIED 6-0 (R#22-10-11)

8.4 2<sup>nd</sup> Reading Policy Recognition of Service – Volunteer Firefighters

It was duly moved and seconded that Council give 2<sup>nd</sup> Reading of Policy 2022-07-01 Town of Borden-Carleton Recognition of Service – Volunteer Firefighters and that the Policy be adopted as of Oct 11, 2022

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

CARRIED 6-0 (R#22-10-12)

**9. NEW BUSINESS**

9.1 Municipal Election Timetable

The CAO and Chief Electoral Officer circulated the Municipal Election Timelines for the November 7<sup>th</sup> Municipal Election. Nominations for a Mayor and six Councilors open on Oct 12<sup>th</sup>.

**Election Dates**

Notice of Nominations Ad Publish Date:	07-Oct-22
First Day Office can be open	11-Oct-22
Nominations Open	12-Oct-22
Map of boundaries of each polling division	14-Oct-22
Nominations Open	12-Oct-22
Close of Nominations	21-Oct-22
Publish ad for extended nominations	24-Oct-22

Deadline to correct voter information	25-Oct-22
Ad Notice of Election information/List shared	26-Oct-22
Extended Nomination Day close	28-Oct-22
Advanced Poll	05-Nov-22
Election Day	07-Nov-22
Verification of Results	09-Nov-22
Deadline to request recount	11-Nov-22
MEO recount deadline	14-Nov-22
Deadline to request judicial review	16-Nov-22
Deadline Judicial review/Declaration Day	21-Nov-22

9.2 Ratify – Tender Award – New Sewer Read Road

It was duly moved and seconded that Council concur with the decision made by email that the construction of a Sewer main on Read Road be awarded to Landmark Construction at a cost of \$364,623.03.

Moved by Councillor Larry Allen, seconded by Councillor Eric Stewart

CARRIED 6-0 (R#22-10-13)

9.3 Tender – Snow Removal 2022/23 – 2024/25

It was duly moved and seconded that Council award the Snow Removal Contract for the Town for 2022/23- 2024/25 at a cost of:

Snow Removal -Streets (3.1(a))	Price	HST	Total	Fuel Cost Inc
Year 1: Fixed Rate: 2022/23	51,600.00	7,740.00	59,340.00	13,800.00
Year 2: Fixed Rate: 2023/24	54,696.00	8,204.40	62,900.40	14,200.00
Year 3: Fixed Rate: 2024/25	57,977.00	8,696.50	66,673.50	14,500.00

Snow Removal -Buildings (3.1(b))	Price	HST	Total	Fuel Cost Inc
Year 1: Fixed Rate: 2022/23	16,250.00	2,437.50	18,687.50	5,465.00
Year 2: Fixed Rate: 2023/24	17,225.00	2,583.75	19,808.75	5,895.00
Year 3: Fixed Rate: 2024/25	18,258.00	2,738.70	20,996.70	\$6,000.00

Moved by Councillor Barb Wood, seconded by Councillor Nicole Arsenault

**CARRIED 6-0 (R#22-10-14)**

9.4 Tender – Operation of Gateway Arena Canteen

**It was duly moved and seconded that Council accept the proposal from Anne & Dale Pearse to operate the Canteen at the Arena for 2022/23 at a fee paid to the Town of \$5% of gross revenue plus \$200 per month.**

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

**CARRIED 6-0 (R#22-10-15)**

9.4 Heat Pumps

**It was duly moved and seconded that Council purchase three Heat Pumps and an electric hot water tank for the Fire Hall/Library.**

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

**CARRIED 6-0 (R#22-10-16)**

It was noted that the Town was also purchasing a new Heat Pump for the Public Works Maintenance shop that had broken down last spring

**10. IN CAMERA -MGA Section 119**

MGA 119(e) Contract Discussions

**It was duly moved and seconded that Council Go into Camera**

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

**CARRIED 6-0 (R#22-10-17)**

Council went into Camera at 8:45 pm

Council Returned to Open Session at 9:00pm

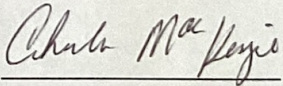
**10.1 Letter of Intent (LOI) Read Road Development**

It was duly moved and seconded that Council accept the revised time lines in the Letter of Intent from Paynter Brothers Ltd for the Development on Read Road

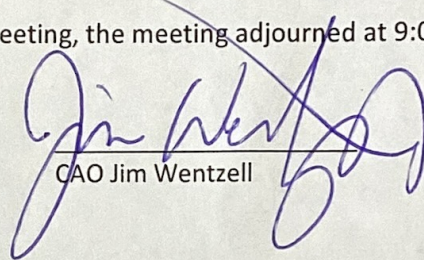
Moved by Councillor Barb Wood, seconded by Councillor Larry Allen.

CARRIED 6-0 (R#22-10-18)

There being no further business to come before the meeting, the meeting adjourned at 9:02pm



Mayor Charles Mackenzie



CAO Jim Wentzell

