



TOWN OF BORDEN-CARLETON
REGULAR COUNCIL MEETING

Tuesday, October 8, 2024 at 7:00 p.m.
20 Dickie Road, Borden-Carleton, PE

Minutes

1. CALL TO ORDER:

Those PRESENT: **Mayor Randy Ahearn, Deputy Mayor Larry Allen, Councilor Nicole Arsenault, Councilor Barb Wood, Councilor Laurel Palmer.**

Those Absent: **Councilor Ashley Steele**

Others Present:

Staff: **CAO Cora Lee Dunbar, Deputy CAO Holly Bernard, Outgoing CAO Jim Wentzell**

Others: **RCMP Sgt Chris Fleming , 1 citizen**

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:

It was duly moved **Deputy Mayor Larry**, seconded by **Councilor Nicole Arsenault** THAT the Agenda be adopted as circulated.

MOTION CARRIED (4-0) (RR#24-10-01)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 Regular Council Meeting – Sept 10, 2024

It was duly moved **Councilor Barb Wood**, seconded **Deputy Mayor Larry** THAT the minutes of the Sept 10, 2024 regular Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#24-10-02)

5. PUBLIC PRESENTATIONS/ INVITED GUEST

Nil

STAFF REPORTS:

6.1 Police Report: Sept 2024

Sgt Chris Fleming was present at the meeting and presented the Police Report for the month of Sept 2024. Sgt Fleming answered various questions as put to him by members of Council.

Sgt Flemming agreed to follow up on ?????

Sgt Flemming then left the meeting.

6.2 Fire Department Report:

The Fire Chief's report for September was circulated to members of Council

6.3 Recreation Director's Report:

6.3.1 Zamboni advertising- Consolidated Credit Union

Included in the meeting package was a layout of the advertising on the Zamboni as per contract with the Consolidated Credit Union. There are ongoing discussions with the Credit Union on possible partnerships with the Town.

6.3.2 Gateway Arena Canteen

The CAO reported that an RFP was issued for the operation of the Canteen at the Gateway Arena for the 2024/25 season. One proposal was received and staff is receiving the proposal and will report back to Council if an agreement can be reached with the potential operator of the Canteen.

6.4.1 Planning Report: (Development Permit Approvals

A list of development permits issued between Sept 9th and Oct 4th 2024 was circulated to members of Council.

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

6.5.1 Cash Flow Report Sept 2024

6.5.2 Disbursement Listing Sept 2024

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

	Monthly Totals
Town	\$ 74,187.27
Arena	\$ 5,900.37
Utility	\$ 34,203.15

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

MOTION CARRIED (4-0) (RR#24-10-03)

7. EXTERNAL REPORTS:

No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

8.1 FPEIM- SEMI ANNUAL MEETING OCT 19, 2024

8.2 ROYAL CANADIAN LEGION- Invitation to Nov 11th Remembrance Day Service

8.3 Department of Finance- Revised time line Street lights Gateway village

ACTION ITEMS:

Nil

9. UNFINISHED BUSINESS

9.1 Municipal By-Election – Appointment of Election Officials/Review Bylaw

An update on the By-election to be held on October 28 2024 was circulated to members of Council. Nominations to fill the vacancy of one Councillor closes on Friday Oct 11th. Jim Wentzell has been appointed the returning Officer for the by-election

9.2 Quotations – Electronic Signage

The proposals received for LED programable electronic signage are still being reviewed by staff.

9.3 Request for Speed Bumps – Carleton St

A letter was submitted to the Dept of Transportation requesting permission to install speed bumps on Carleton Street. No response from the department has been received to date.

9.4 Housing Development Read Road

Staff has requested a meeting with the developer to determine the status of the project of a housing development for Read Road.

10. NOTICE OF MOTIONS:

10.1 2nd Reading & Adoption of Bylaw 2024-01 Manage & Disposal of Records

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Nicole Arsenault THAT Bylaw 2024-01 Manage and Disposal of Records be Read for the second time

MOTION CARRIED (4-0) (RR#24-10-04)

It was duly moved by Deputy Mayor Larry Allen and seconded by Councillor Barb Wood THAT Council approve the 2nd Reading of Bylaw 2024-01 Manage and Disposal of Records and that the Bylaw be adopted as of October 8 2024

MOTION CARRIED (4-0) (RR#24-10-05)

11. NEW BUSINESS:

11.1 Working Remotely Policy (under Development)

Staff is reviewing the Remote Work Policy of the City of Charlottetown and will present a policy for the Town at the next meeting

11.2 Revised Fees Policy Under development)

No update to report at this meeting

11.3 Discussion- Sidewalks

A memo was circulated to Town Council to spearhead discussions on the status and condition of sidewalks in the Town and seeking direction from Council.

Following discussion Council agreed that quotes should be received from Engineering firms to complete an assessment on the sidewalks in the Town with options and cost estimates to repair, replace or remove the sidewalks. Once costs are known, an application will be made to utilize Gas Tax funds to cover the costs of the study.

11.4 Meeting Calendar 2025

The MGA requires that the Town have a minimum of six public meetings per year and that the schedule of meetings be published. A draft meeting Calendar for 2025 was circulated to Council

It was duly moved by Coucillior Barb Wood and seconded Deputy Mayor Larry Allen That Council approve the meeting schedule for 2025.

MOTION CARRIED (4-0) (RR#24-10-06)

12. QUESTIONS (DISCUSSION ITEMS) COUNCIL

Questions received are being discussed under other sections of the Agenda.

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 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#24-10-07)

Council went into in-camera at 7:46 pm

OTHER STAFF AND THE PUBLIC LEAVE THE MEETING AT THIS TIME

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#24-10-07)

Council returned to open session at 8:25 pm

Motions from In Camera (if any)

13. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at _____ pm.

Deputy Mayor Larry Allan

CAO Cora Lee Dunbar