



Town of Borden-Carleton

Regular Council Meeting Minutes

September 12th, 2023 – 20 Dickie Road Borden-Carleton, PE

7:00pm

PRESENT: Mayor Randy Ahearn, Deputy Mayor Larry Allen, Councillor Barb Wood, Councillor Nicole Arsenault-Bernard, Councillor Eric Stewart, Councillor Laurel Palmer-Thompson (arrived at 7:15 p.m.) and Councillor Ashley Steele.

REGRETS:

STAFF PRESENT: Chief Administrative Officer, Jim Wentzell
Assistant to CAO, Joanne Smith
Accounting and Finance Officer, Henry Le

ALSO PRESENT: Michelle Burge, MRSB Chartered Professional Accountants (departed at 7:50 p.m.)
3 members of the public

1. CALL TO ORDER:

Mayor Randy Ahearn called the meeting to order at 7:02 p.m.

This meeting of Town Council is a historic first for the Town of Borden-Carleton as it is the first fully electronic meeting with members of Council and staff utilizing iPads to view the information for the Council meeting, and the various items were also projected on screen for public viewing and use by the auditors who presented the Town's audited statements to Council.

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.

There were no conflicts of interests declared at this council meeting.

3. ADOPTION OF THE AGENDA:

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT the agenda be approved as presented.

MOTION CARRIED (6-0) (RR#23-09-01)

4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved by Councillor Eric Stewart and seconded by Councillor Barbara Wood THAT the minutes of the July 18th, 2023 regular Council meeting be adopted as presented.

MOTION CARRIED (6-0) (RR#23-09-02)

It was duly moved by Councillor Eric Stewart and seconded by Councillor Nicole Arsenault THAT the minutes of the Special Council meeting held on July 25th, 2023 be approved as presented.

MOTION CARRIED (6-0) (RR#23-09-03)

5. PUBLIC PRESENTATIONS:

**5.1 MRSB Chartered Professional Accountants Inc. – Michelle Burge
Presentation of draft Consolidated Financial Statements 2022-2023**

Michelle Burge from MRSB Chartered Professional Accountants Inc. presented the consolidated financial statements for the Town of Borden-Carleton for the period ending March 31st, 2023.

It was moved by Councillor Eric Stewart and seconded by Councillor Larry Allen THAT the audited financial statements for the fiscal year ending March 31st, 2023 be approved by Town Council as prepared by MRSB Chartered Professional Accountants Inc.

MOTION CARRIED (6-0) (RR#23-09-04)

6. COMMITTEE REPORTS:

6.1 Police Report:

The RCMP report for the month of August 2023 submitted by Acting Sergeant Logan were presented by Councillor Nicole Arsenault.

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

MOTION CARRIED (6-0) (RR#23-09-05)

6.2 Fire Department Report:

The Fire Department Report for the month of August 2023 was presented by Nicole Arsenault.

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT the Fire Chief's report for August 2023 submitted by the Fire Chief Shawn Jessome be accepted as presented.

MOTION CARRIED (6-0) (RR#23-09-06)

6.3 Recreation Director's Report:

The Recreation Director's Report for the month of August 2023 was submitted and found in the Council package and presented by Deputy Mayor Larry Allen.

It was duly moved by Councillor Larry Allen and seconded by Councillor Nicole Arsenault THAT the Recreation Director's report for the month of August 2023 be accepted as presented.

MOTION CARRIED (6-0) (RR#23-09-07)

6.4 Properties and Planning Report:

Councillor Laurel Palmer-Thompson gave a report of the permits issued for the month of August 2023 to Council.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Ashley Steele THAT the Properties and Planning Committee report be accepted as presented.

MOTION CARRIED (6-0) (RR#23-09-08)

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

Councillor Eric Stewart presented the Finance and Administration report for the month of August 2023.

6.5.1 Cash Flow Report August 2023

6.5.2 Disbursement Listing August 2023

A list of cheques and disbursements for the month of August 2023 was included in the report for Council's review.

Monthly totals: Town	\$ 64,781.97
Arena	\$ 1,262.90
Utility	\$126,639.08

It was duly moved by Councillor Eric Stewart and seconded by Councillor Nicole Arsenault THAT the Finance and Administration report be accepted as presented.

MOTION CARRIED (6-0) (RR#23-09-09)

6.5.3 CAO Update – Various Activities

The CAO reported to Council on various activities during the past month.

Sponsorship for the Rink Dance

The CAO reported that August was a busy month in efforts to solicit sponsorship for the Rink Dance that was held on September 9th, 2023.

The response to letters requesting corporate sponsorship to aid in the event costs were well received by recipients. The sponsorship campaign yielded a successful outcome for the Town.

Summer Staff

The Town was fortunate to have summer staff and received funding for these positions.

New Website

A new website was established for the Town and the accommodation for electronic council meetings has been launched.

Emergency Preparedness

An Emergency Preparedness informational flyer will be distributed to residents to encourage and remind people to take care of themselves for the first 72 hours during an emergency.

Staff plan to create a database of the most vulnerable or at risk in the community so that the Fire Department are aware of these individuals during an emergency event.

Memorandum of Understanding (MOU)

The CAO is endeavoring to have an MOU signed between the Royal Canadian Legion and the Town. It is the understanding that the Legion would be designated as a warming center for the community during an emergency event.

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

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 *FPEIM* – Call for nominations for the Bruce H. Yeo Memorial Award
- 8.2 Department of Municipal Affairs Newsletter
- 8.3 Borden-Carleton August Newsletter
- 8.4 Lamborghini Group – Visit to Marine Rail Park on September 16th, 2023

ACTION ITEM:

- 8.5 Royal Canadian Legion – Request for donation to elimination draw

It was duly moved by Councillor Eric Stewart and seconded by Councillor Larry Allen THAT the Town of Borden-Carleton give two (2) twenty-five-dollar (25) gift cards to the Royal Canadian Legion Branch #10 as a prize in their annual elimination draw to be held on December 9th, 2023.

MOTION CARRIED (6-0) (RR#23-09-10)

- 8.6 *Immigration Refuges and Citizenship Canada – Welcoming Week* September 8-17, 2023

9. UNFINISHED BUSINESS:

9.1 Participation in PEI Discovery and Research Centre

The Town has expressed support in the project for a PEI Discovery and Research Centre in Borden-Carleton and in being a willing participant in making the facility a reality. The CAO reaches out to the organization every couple of weeks for updates on the project.

9.2 Update on Fabrication Yard

The Department of Finance indicated that they will have preliminary plans for Council to review by the end of September 2023 for the future plans of the Fabrication Yard. The department hopes to have finalized plans by the end of the year.

10. NOTICE OF MOTIONS:

10.1 First Reading of Employee Code of Conduct Policy - #2023-HR-01

**Moved by Councillor Nicole Arsenault
Seconded by Councillor Barbara Wood**

WHEREAS Section 86(2)(f) of the Municipal Government Act R.S.P.E.I 1988, Cap. M-12.1 requires a Town Council to establish a code of conduct for its employees that includes conflict of interest rules;

AND WHEREAS Town Council of Borden-Carleton are desirous of setting acceptable standards of behavior for employees of the Town;

BE IT RESOLVED THAT the Employee Code of Conduct Policy, Policy #2023-HR-01 be hereby read a first time.

MOTION CARRIED (6-0) (RR#23-09-11)

11. NEW BUSINESS:

11.1 Discussion: New Signs for the Municipality and Gateway Arena

The Town is interested in having electronic signs installed at Gateway Arena. Research is being conducted by staff on digital signage for the municipality.

A second sign is planned for outside of the Fire Station. Digital signs would enhance communication in the Town by providing the ability to broadcast information about an emergency situation, advertise for Town events and meetings.

The digital sign would be crucial for displaying emergency alerts, advisory notices and help to bolster the Town's safety measures during an emergency event.

11.2 Resolution – Transfer of Gas Tax Funds

Moved by Councillor Barbara Wood and Seconded by Councillor Eric Stewart

WHEREAS Council has included in its five-year capital plan the repaving of the streets in the Town;

AND WHEREAS CBCL Limited has completed tenders for the repaving of portions of Church Street, Kirkpatrick Street, George Street, and Miller Street;

AND WHEREAS Council wishes to finance the paving of these streets through the Gas Tax Fund;

AND WHEREAS in order to do so would require a reallocation of the Town's Gas Tax Funds; therefore

BE IT RESOLVED THAT the Town of Borden-Carleton request the province to transfer the Gas Tax allocated to the various projects as follows:

- Transfer from Project 3.5.7 Read Road Sewer \$92,475.00
- Transfer from Project 3.5.8 Gateway Arena Zamboni \$13,763.00
- Transfer from Project 3.5.1 Arena Ice Plant Improvements \$18,762.00
- Change the Scope of Project 3.5.2 Paving Local Road to include the paving of Church Street, Kirkpatrick Street, George Street and Miller Street
- Transfer to project 3.5.2 Paving Local Roads \$125,000.00

MOTION CARRIED (6-0) (RR#23-09-12)

11.3 Resolution: Tender – Paving of Streets

Moved by Councillor Larry Allen and Seconded by Councillor Barbara Wood

WHEREAS CBCL Limited issued a tender repaving of portions of Church Street, Kirkpatrick Street, George Street, and Miller Street on behalf of the Town of Borden-Carleton;

AND WHEREAS two bids were received in response to this tender call that was posted on the Construction Association of PEI Tender website;

BE IT RESOLVED THAT the Town upon, and pursuant to the recommendation of the CAO, award the contract for the repaving of four Town streets in Borden-Carleton to Curran & Briggs, the low bidder, in the amount of ninety-eight thousand nine hundred dollars (\$98,900.00) plus GST.

MOTION CARRIED (6-0) (RR#23-09-13)

11.4 Resolution: Tender – Heat Pumps – Rail Park and Gateway Arena

Moved by Councillor Nicole Arsenault and Seconded by Councillor Ashley Steele

WHEREAS the Town of Borden-Carleton was approved for provincial funding under the Community Revitalization program for two heat pumps for the Marine Rail Park and the Gateway Arena;

AND WHEREAS a tender invitation was extended to several firms to tender on the supply of 2 units, the installation and the commissioning of the heat pumps;

AND WHEREAS two bids were received in response to this tender call;

BE IT RESOLVED THAT the Town upon, and pursuant to the recommendation of the CAO, award the contract for the heat pumps to be installed at the Marine Rail Park and Gateway Arena in Borden-Carleton to Greenfoot Energy Solutions, in the amount of fifteen thousand, two hundred dollar and eighty dollars (\$15,280.00) plus GST.

MOTION CARRIED (6-0) (RR#23-09-14)

12. IN-CAMERA:

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Eric Stewart to go into 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#23-09-15)

Council went into in-camera at 8:37 p.m.

It was duly moved by Councillor Barb Wood and seconded by Councillor Eric Stewart THAT Council move back to a public meeting.

MOTION CARRIED (6-0) (RR#23-09-16)

Council returned to open session at 9:40pm

13. LOI with Paynter Brothers – Sale of Land at 20 Dickie Road in the Town of Borden-Carleton

Moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Nicole Arsenault

Whereas the Town of Borden-Carleton on Oct 20, 2022 had entered into a LOI with Paynter Brothers Ltd; and

Whereas the parties agreed to revise and extend the LOI on July 2023 ; and

Whereas in good faith the town voluntarily extended the timeline first to July 31 2023 and then to August 31, 2023 to Paynter Brothers Ltd to meet the terms of the LOI; and

Whereas as of Sept 12, 2023 the terms of the LOI have not been met; therefore

Be it Resolved that The Town of Borden-Carleton discontinue negotiations with Paynter Brothers Ltd for the development of 70 Read Road and terminate the LOI as of Sept 12, 2023.

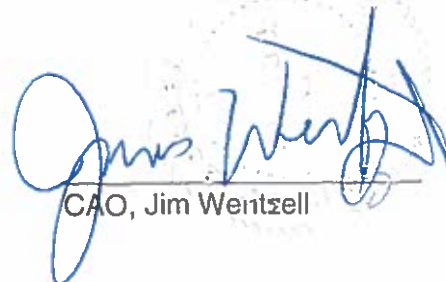
MOTION CARRIED (6-0) (RR#23-09-17)

It is Council's intent to reissue an RFP for development of 70 Read Road.

14. ADJOURNMENT:

Council meeting adjourned at 9:50pm


Mayer, Randy Ahearn


CAO, Jim Wentzell