



TOWN OF BORDEN-CARLETON

REGULAR COUNCIL MEETING MINUTES

November 14th, 2023 – 20 Dickie Road, Borden-Carleton, PE

7:00pm

PRESENT: Councillor Nicole Arsenault-Bernard, Councillor Eric Stewart, Councillor Laurel Palmer-Thompson, Councillor Barb Wood, and Councillor Ashley Steele.

REGRETS: Mayor Randy Ahearn and Deputy Mayor Larry Allen

STAFF PRESENT: Chief Administrative Officer, Jim Wentzell
Assistant to CAO, Joanne Smith

ALSO PRESENT: Three (3) members of the general public was present at the meeting.

1. CALL TO ORDER:

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Nicole Arsenault THAT Councillor Eric Stewart be appointed as Acting Mayor for the Council meeting.

MOTION CARRIED (4-0) (RR#23-11-01)

Acting Mayor Eric Stewart called the meeting to order at 7:01 p.m.

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.

3. ADOPTION OF THE AGENDA:

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

MOTION CARRIED (4-0) (RR#23-11-02)

4. APPROVAL OF PREVIOUS MINUTES:

4.1 It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Nicole Arsenault THAT the minutes of the October 10th, 2023 regular Council meeting be adopted as presented.

MOTION CARRIED (4-0) (RR#23-11-03)

4.2 It was noted that Council held in-camera meetings on October 18th, 2023, October 25th, 2023 and November 8th, 2023.

5. PUBLIC PRESENTATIONS: Nil

6. COMMITTEE REPORTS:

6.1 Police Report:

The RCMP report for the month of October 2023 submitted by Sgt. Neil Logan was presented by Councillor Nicole Arsenault.

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

MOTION CARRIED (4-0) (RR#23-11-04)

6.1.1 Confirmation RCMP to Attend Meetings on a Quarterly Basis

It has been confirmed that the RCMP will be meeting with Council on a quarterly basis beginning in January 9th, 2024.

6.2 Fire Department Report:

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

It was duly moved by Councillor Nicole Arsenault and seconded by Laurel Palmer-Thompson THAT the Fire Chief's report for October 2023 submitted by the Fire Chief Shawn Jessome be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-05)

6.2.1 New Firefighters

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Barbara Wood THAT T.J. Foley be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.

MOTION CARRIED (4-0) (RR#23-11-06)

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Laurel Palmer-Thompson THAT Ross Paynter be accepted as a volunteer firefighter with the Town of Borden-Carleton Fire Department.

MOTION CARRIED (4-0) (RR#23-11-07)

6.3 Recreation Director's Report:

The Recreation Director's Report for the month of October 2023 was submitted and found in the Council package and presented by Nicole Arsenault.

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

MOTION CARRIED (4-0) (RR#23-11-08)

6.4 Properties and Planning Report:

6.4.1 Planning Board Meeting Minutes October 25th, 2023

Planning Board met on October 25th, 2023 to discuss the use of recreational vehicles and camper trailers in the Town. The Development Officer, Derek French was also in attendance to provide input into the Town's Zoning and Development Bylaw (Bylaw #04-15)

Recommendations will be made to Town Council on possible development control bylaw amendments that could be made to address the use of these vehicles in the Town's Zoning and Development Bylaw that currently prohibits them as a primary use. In the meantime, clarification was provided to staff in respect to the use of recreational vehicles and travel trailers in the Town.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Barbara Wood THAT the Planning Board Meeting Minutes from October 25th, 2023 be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-09)

6.4.2 Planning Permits Issued September 9th, 2023 to November 11th, 2023

Councillor Laurel Palmer-Thompson gave a report of the development permits issued for the period of September 9th, 2023 to November 11th, 2023.

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councilor Barbara Wood THAT the Properties and Planning Committee Report be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-10)

6.4.3 Feedback Request: Proposed Legislative Amendments to the *Planning Act*

The province is inviting island residents to share their opinion on potential changes to the *Planning Act*. The public can view the proposed changes and provide input by written submission until November 20th, 2023.

The proposed changes to the *Planning Act* include clarifying the appeal process for planning decisions of municipalities and the provincial government to implement restrictions on who can appeal. Under current legislation anyone is able to file an appeal whereas the proposed amendments to the *Planning Act* defines an "*aggrieved person*" as *people or organizations directly affected by the development* and this change will limit who can file a notice of appeal.

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

Councillor Ashley Steele presented the Finance and Administration report for the month of October 2023.

6.5.1 Cash Flow Report October 2023

6.5.2 Disbursement Listing October 2023

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

Monthly totals: Town \$135,527.23
 Arena \$ 6,532.83
 Utility \$108,102.76

It was duly moved by Councillor Ashley Steele and seconded by Councillor Barbara Wood THAT the Finance and Administration report be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-11)

6.6 Other Reports

6.6.1 CAO Update – Various Activities

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

Hiring of the CAO

The research into hiring a recruitment firm to assist with the hiring process has been conducted. The CAO has consulted with Municipal Affairs and the Federation of PEI Municipalities on the hiring of a CAO and Council should engage the firm of their choosing to carry out recruitment for the position.

Issuing of Building Permits

CAO has requested that the province provide the Town with copies of building permits that are issued to properties of the Town.

Assessment of Properties located partially in the Town

CAO has requested that the province include properties on the assessment roll of the incorporated area when it is partially in an unincorporated area and in an incorporated municipality for taxation and planning bylaw purposes.

Assessment of Unincorporated Areas of PEI

The CAO has obtained a breakdown of the taxable assessment for all of the unincorporated property in the province, including the assessment for the Borden-Carleton Fire District. The CAO will prepare an analytical report of the data for the December 14th, 2023 Council meeting.

EMO Preparedness

An MOU has been signed with the Royal Canadian Legion Branch #10 and they have received funding for the backup generator. The Emergency Management Plan has an organizational chart, team members have been confirmed from the Legion, Strait Crossing and Amherst Cove School.

6.6.2 Public Works/Streets and Lights Report for October/November 2023

Councillor Barbara Wood gave a report on the activities of the Public Works and Lights Committee.

It was duly moved by Councillor Barbara Wood and seconded by Councillor Nicole Arsenault THAT the report from the Public Works/Streets and Lights Committee be accepted as presented.

MOTION CARRIED (4-0) (RR#23-11-12)

It was noted that all streetlighting is out in Gateway Village.

6.2.3 Water and Sewer Report November 2023

A report included in the Council package summarizing activities of the Water and Sewer utilities for the month of November 2023.

It was duly moved by Councillor Ashley Steele and seconded by Councillor Nicole Arsenault THAT the water and sewer utilities report for the month of November 2023 be approved as presented.

MOTION CARRIED (4-0) (2023-11-13)

The CAO informed Council that civic numbers have been assigned to the lift stations and electric bills are now linked to each civic address.

7. EXTERNAL REPORTS: No external reports this month.

8. CORRESPONDENCE:

INFORMATION ITEMS:

- 8.1 AMA PEI – Executive Members of new PEI Administrators Association
- 8.2 Arsenault Brothers Holdings – Sale of land/buildings Harbourview Lane to Province for \$2,419,600
- 8.3 Centre of PEI Community Navigator – List of New Navigators Appointed
- 8.4 CBC – PEI Based lobster processing plants in Borden-Carleton file for Creditor Protection in NB
- 8.5 CBC- Concerns raised about burning of debris from Fiona at Fabrication Yard
- 8.6 *Department of Municipal Affairs* – November, 2023 Newsletter
- 8.7 *Department of Municipal Affairs* – Mandatory Code of Conduct Training Module for Council Members
- 8.8 *Institute of Public Administration Canada (IPAC)* – Invite to Panel Discussion on Building a Resilient Workforce – November 20th, 2023 @10:30 a.m. CAST Bldg. Holland College
- 8.9 PEI Coalition for Women in Government – Invite to Zoom meeting on November 15th, 2023 Fostering Resilience in Women Municipal Leaders
- 8.10 Town of Borden-Carleton Annual Council/Staff Christmas Party – December 15th, 2023
- 8.11 Town of Borden-Carleton – Fall Flushing of Water Hydrants – November 18th, 2023
- 8.12 Town of Borden-Carleton – Winter Parking Ban December 1st, 2023 – April 30th, 2023

ACTION ITEM:

8.13 *Amherst Cove Consolidated School* – Donation Request for their Annual Breakfast Program

It was duly moved by Councillor Nicole Arsenault and seconded by Councillor Ashley Steele THAT Council donate \$1,000 to Amherst Cove Consolidated School to aid in the re-launching of the *Daily Breakfast Program*.

MOTION CARRIED (4-0) (RR#23-11-14)

8.14 *Department of Municipal Affairs* – Annual Disclosure Forms required to be completed by members of Council. (deadline November 30th, 2023)

8.15 Department of Municipal Affairs – Mandatory Code of Conduct Training Module for Council Members (deadline March 31st, 2024)

9. UNFINISHED BUSINESS:**9.1 Update on PEI Discovery and Research Centre**

The PEI Discovery and Research Centre has requested a meeting with the Premier to discuss the province's position in respect to the creation and operation of such a facility in the province.

9.2 Update on Fabrication Yard

Discussions are ongoing with the Town in respect to the types of projects or uses that would be suitable in the Fabrication Yard.

9.3 Request for Proposals (RFP) – Year-Round Housing – 70 Read Road

The Request for Proposals (RFP) for a Year-Round Housing proposal at 70 Read Road was issued on October 11th, 2023. The deadline for receiving proposals from interested proponents for development of the property was extended to November 17th, 2023 after an Addendum to the RFP was issued.

The RFP was advertised on the province's tender and procurement site and the Town's website.

10. MOTIONS:**10.1 Employee Annual Bonus Policy**

It was duly moved by Councillor Barbara Wood and seconded by Councillor Nicole Arsenault THAT the Employee Annual Bonus Policy be approved as presented.

MOTION CARRIED (4-0) (RR#23-11-15)

11. NEW BUSINESS:

11.1 Borden-Carleton Emergency Management Revised Plan

The Town of Borden-Carleton Emergency Management Plan has been updated in accordance with the regulations of the Emergency Measures Organization (EMO).

Resolution: Borden-Carleton Emergency Management Plan Approval

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

WHEREAS the purpose of the Emergency Management Plan for the Town of Borden-Carleton is to achieve a comprehensive management program that will provide a system to mitigate the effects of an emergency or disaster, provide for the safety, health, or welfare of the residents, the protection of property and the environment in the event of such an occurrence in the Town.

AND WHEREAS the Emergency Operations Centre (EOC) has been established at the Town Office, located at 20 Dickie Road in the Town.

AND WHEREAS this Emergency Management Plan clearly defines the roles and responsibilities of each EOC Team Member that will provide a consistent approach for an efficient response in an emergency situation.

BE IT RESOLVED THAT Town Council approve the Town of Borden-Carleton Emergency Management Plan, along with all appendices as presented.

MOTION CARRIED (4-0) (RR#23-11-16)

12. IN-CAMERA:

It was duly moved by Councillor Laurel Palmer-Thompson and seconded by Councillor Ashley Steele 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 1 item under section 119(1)(d) human resource matters.

MOTION CARRIED (4-0) (RR#23-11-17)

Council went into in-camera at 7:45 p.m.

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

MOTION CARRIED (4-0) (RR#23-11-18)

Council returned to open session at 8:05 p.m.

13. ADJOURNMENT:

There being no further business to come before the meeting, the meeting adjourned at 8:05pm

Acting Mayor, Eric Stewart

CAO, Jim Wentzell