



Town of Borden-Carleton
Regular Council Meeting Agenda

Oct 12, 2021 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

1. CALL TO ORDER:

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, SEPT 14, 2021

4.2 SPECIAL MEETING, SEPT 20, 2021

XX. SPECIAL ORDER OF BUSINESS

X.1 Michelle Burge -MRSB

Presentation 2019/20 and 2020/21 Audited Financial Statements

5. COMMITTEE REPORTS:

5.1 Police Report: Report included in package.

5.2 Fire Report: Report included in package.

5.3 Recreation/Arena Reports: Report included in package.

5.3.1 PEI Vac Pass Information

5.4 Properties and Planning Report:

5.4.1 Borden-Carleton Public Library 2020 Report

5.5 Finance and Administration Report:

5.6 Public Works/ Streets and Lights Report:

5.7 Water and Sewer Report:

6. EXTERNAL RE PORTS:

6.1 BADC Report:

6.2 Destination Borden-Carleton:

7. CORRESPONDENCE

INFORMANTION ITEMS:

7.1 South Shore Pharmacy – Planning Flu Shots at the Legion on Oct 27th

7.2 Dept of Environment – Permit to KOA Campground to install Water/Sewer line for 27 Campsites to be hooked up at Paynter Lane.

7.3 Intact Insurance – Informing the Town to expect increase in the cost of Automobile Insurance & Deductibles

ACTION ITEMS

7.4 Kinkora Regional High School-Request for donation-Annual Roast Beef Dinner Fundraiser

7.5 Royal Canadian Legion – Request for Municipal Tax Grant for 2021/22

7.6 Royal Canadian Legion – Request for a prize donation for their Annual Draw Dec 4th

7.7 Maritime Electric – Scheduling conversion of Street Lights to LED (what type)

8. UNFINISHED BUSINESS

8.1 Housing Development Update (Will be discussed In Camera)

8.2 Water Tower Project

8.2.1 Tender for Water Storage tank Upgrade

6.2.2 IRAC Approval Permit for Water Storage Tank Upgrade

8.3 Trail Development Project

8.31 Funding Offer & Meeting on Oct 13th

9. NEW BUSINESS

9.1 Tender- Fire Dept Bunker Gear

9.1 Resolution : Credit Card Application

10. IN CAMERA -MGA Section 119

MGA 119 (e) Contractual Discussions (Housing)

MGA 119(d) Human Resource Matters



Town of Borden-Carleton

Minutes

Sep 14, 2021 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

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

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

1. CALL TO ORDER:

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.

2. ADOPTION OF THE AGENDA

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

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Larry Allen

CARRIED 6-0

4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved and seconded that the minutes of the June 08, 2021 regular Council meeting be adopted as presented.

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

CARRIED 6-0

5. COMMITTEE REPORTS:

Police Report: Report included in package. Councillor Nicole Arsenault presented the Police Reports for July and August as submitted by the RCMP.

It was duly moved and seconded that the Police Report be accepted as presented

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

CARRIED 6-0

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 be accepted as presented

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

CARRIED 6-0

The CAO reported that the province has approved a 50% grant towards the cost of Bunker Gear for the Fire Dept. Additional funding is being sought as well as a contribution from the Fire District.

The mayor reported he attended the Fire Dept's Annual supper held on Sept 11th.

Recreation/Arena Reports:

5.3 Recreation/Arena Reports: Report included in package. Councillor Larry Allen presented the report of the Recreation Director for the month,

It was duly moved and seconded that the Recreation/Arena Report be accepted as presented.

Moved by Councillor Larry Allen, seconded by Councillor Nicole Arsenault

CARRIED 6-0

5.4 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 Laura Palmer-Thompson, seconded by Councillor Eric Stewart.

CARRIED 6-0

Councillor Palmer advised that a special Properties and Planning Committee will be held at 6:00pm on Monday Sept 20th to discuss a report from the Planner for a Development Agreement for multi-unit housing at 228 Carleton Street.

The CAO was requested to consider having a qualified person hired next summer to be responsible for the planting and maintaining the flower beds in the Town.

5.5 Finance and Administration Report: Report included in Package

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

Moved by Councillor Eric Stewart, seconded by Councillor Nicole Arsenault

CARRIED 6-0

5.6 Public Works/ Streets and Lights Report: Verbal Report.

5.6.1 Status- Meeting Request with Minister of Transportation

Councillor Barb Wood gave a verbal report on the activities of the Public Works/Streets and Lights Committee. She identified a few maintenance items that the CAO was requested to act upon

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

Moved by Councillor Barb Wood, seconded by Deputy Mayor Randy Ahearn

CARRIED 6-0

The CAO reported that he and the mayor met on Aug 31st with the Minister, Deputy Minister and Steven Yeo from the Dept of Transportation and discussed a need for a Round a bout at the intersection of Hwy 10 and Hwy 1 as well as the need to widen Hwy 10 from Dickie Rd to Hwy 1

5.7 Water and Sewer Report: Report included in Package.

Councillor Randy Ahearn presented the Water/Sewer Report as prepared by Alan Nesbit.

It was duly moved and seconded that the Water/Sewer Report be accepted as presented.

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Eric Stewart.

CARRIED 6-0

EXTERNAL REPORTS:

BADC Report:

Councillor Barb Wood gave a verbal report on the activities of the BADC.

Destination Borden-Carleton:

Councillor Laurel Palmer-Thompson gave a verbal report on the activities of the Destination – Carleton Committee. A meeting was held with Barbara Weeks (CDC) in respect to the future management of certain projects for the Town including Destination Borden-Carleton Phase 2 and Trail Development in the Town.

7. CORRESPONDENCE

INFORMANTION ITEMS:

- 7.1 Dept Health & Wellness- Advising of an Arena support grant in the amount of \$8,500 for 2020-21.
- 7.2 Honorable Wayne Easter MP – Advising that the Gas tax Fund can now be used towards Fire Hall infrastructure.
- 7.3 EMO PEI – Offering Beginning Level EMO courses online to interested individuals.
- 7.4 Nature PEI – Announcing Campaign “Combating Kindness-Don’t feed the Foxes”
- 7.5 Koraleigh Ahearn - Thanking Council for being one of the recipients G C Bell Memorial Scholarship.
- 7.6 Kinkora Regional High School – Thanking the Town for placing an Ad in their yearbook.

ACTION ITEMS

- 7.7 Julian Peter MP Looking for Council’s endorsement of two motions in Parliament: Motion M-1 for Green New Deal and Motion M-94 to stop the Trans Mountain pipeline project

No action was taken on this item of correspondence.

8. UNFINISHED BUSINESS

8.1 RCMP Policing Extended Service Agreement

A letter was received from Justice and Public Safety advising that the province will not be recovering retroactive pay from the Town of Borden-Carleton for the RCMP pay increase and furthermore after reassessing Policing costs under the Extended agreement the amount recovered for Policing from the Town for 2021-22 will be reduced to \$98,287. (Was 145,000)

It was duly moved and seconded that Council thank the Dept of Justice and Public Safety for reviewing Policing costs and that the Town will remain a partner of the Extended Policing agreement.

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

CARRIED 6-0

8.2 Housing Development Update

8.2.1 Special Council meeting Sept 20 (following Properties & Planning meeting)

A special Council meeting will be held on Monday Sept 20 2021 immediately following a meeting of the Properties and Planning Committee to consider a Development Agreement for Housing on 228 Carleton St and sale of property.

8.3 Water Tower Project

The CAO reported that permits from the province are pending and that the Upgrade of the water tower will not take place this fall.

8.4 Gateway Days Update (PEI Events Innovation Fund)

The CAO stated that due to the COVID-19 restrictions in place at this time in PEI that he and the Recreation Director felt it would be very difficult to hold Gateway Days in the Town at the end of September.

It was duly moved and seconded that all activities for Gateway Days be cancelled for 2021.

Moved by Deputy Mayor Randy Ahearn, seconded by Councillor Larry Allen.

CARRIED 6-0

8.5 Province of PEI Tax Sale Notification Process.

The CAO reported that the province has agreed to the Town's request and that municipalities will be given advance notice whenever a property tax sale is scheduled in their municipality.

9. NEW BUSINESS

9.1 Tenders Paving Arena Parking Lot & Service entrance

The CAO reported two quotations were received for Paving of the Arena Parking lot and some miscellaneous Paving.

It was duly moved and seconded that Council thank Council accept the tender received from Curran & Briggs Limited for Paving at the Arena plus miscellaneous paving at a cost of \$70,162 (inclusive of HST)

Moved by Councillor Barb Wood, seconded by Councillor Eric Stewart

CARRIED 6-0

9.2 Consolidated Financial Statements 2019/20)

The Audited Consolidated Financial statements for 2019/20 was circulated to Council. The auditors will be at the October Council meeting to formally present both the 2019/20 and 2020/21 audited statements

9.3 Arena Rental Rates 2021/22

It was duly moved and seconded that Council approve the Arena rental rates for 2021/22 and 2022/23 and circulated to members of Council

Moved by Councillor Barb Wood, seconded by Councillor Eric Stewart

CARRIED 6-0

9.4 Resolution – Allocation Gas Tax Funds.

Project 3.4.5 Town of Borden-Carleton Recreation Complex

Whereas on March 30, 2021 Council approved the 2021 Capital Budget for the Town and Arena; and

Whereas the town no longer considered a new Recreation Complex a priority project within the next five years;

Therefore, Council withdraws the allocation of funding in the amount of \$321,170 from Gas Tax Project 3.4.5 Town of Borden-Carleton Recreation Complex that had been allocated under the Capital Investment Plan Direct Allocation

Moved by Nicole Arsenault, seconded by Councillor Barb Wood.

CARRIED 6-0

NEW Project – Arena Paving.

Whereas on March 30, 2021 Council approved the 2021 Capital Budget for the Town and Arena, and the 2021-22 Budgets included Paving projects within the Town

Therefore, the CAO be directed to make application for Paving within the Town under the Capital Investment Plan Direct Allocation Component for the project described below:

Parking Lot Renewal & Paving Expansion for Deliveries & Water Control
Cost \$71,610 (net of HST refunds)

The Council understands and commits that it will be responsible for its' designated share of the total eligible costs of the project, and will assume responsibility for any and all operating and maintenance costs resulting from the project.

The Council understands and commits that it will be responsible for its' designated share of the total eligible costs of the project, and will assume responsibility for any and all operating and maintenance costs resulting from the project.

Moved by Nicole Arsenault, seconded by Councillor Barb Wood.

CARRIED 6-0

9.5 Resolution Additional Capital Projects for Provincial Funding

It was duly moved and seconded that Council submit the following projects for funding under the Canada Community Building Fund Municipal Strategic Component

New 6" Sewer line Read Rd from Carleton St to Industrial Drive Cost TBD

New 6" Sanitary Sewer Industrial Drive Read Rd to Siliker's Glass Property Cost TBD

New 6" Watermain/including Hydrant Industrial Drive to Siliker's Glass Property Cost TBD

Moved by Councillor Deputy Mayor Randy Ahearn, seconded by Councillor Larry Allen

CARRIED 6-0

9.6 Provincial Paving Project – Read Road

It was duly moved and seconded that Council request the Province of PEI to add the Paving of Read Road from Carleton St to Industrial Drive to their 5 Year Capital Budgeting.

Moved by Councillor Larry Allen, seconded by Councillor Eric Stewart

CARRIED 6-0

10. IN CAMERA -MGA Section 119

MGA 119 (e) Contractual Discussions

It was duly moved and seconded that Council Go into Camera to discuss Contractual items pertaining to Proposals received for Housing Development in the Town.

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

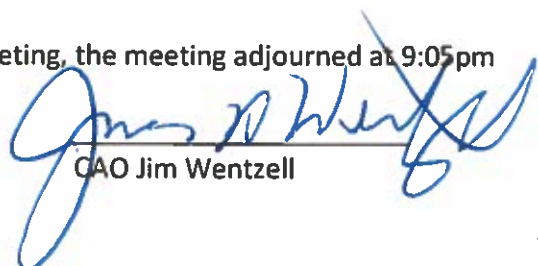
CARRIED 6-0

Council went into Camera at 8:33pm

Council Returned to Open Session at 9:04pm

There being no further business to come before the meeting, the meeting adjourned at 9:05pm

Mayor Charles Mackenzie



CAO Jim Wentzell



Town of Borden-Carleton

Special Council Meeting Minutes

Sept 20, 2021 - 20 Dickie Road, Borden-Carleton, PE

6.06 pm

Mayor Charles Mackenzie, Deputy Mayor Randy Ahearn, Councillor Barb Wood, Councillor Larry Allen, Councillor Laurel Palmer-Thompson, Councillor Nicole Arseneault, Councillor Eric Stewart.

ALSO, PRESENT: Chief Administrative Officer Jim Wentzell
Town Planner/Development Officer Derek French
Town Solicitor Filip Hrga
6 Citizens (during Open Session of meeting)

1. CALL TO ORDER

The meeting was called to Order by Mayor Charles Mackenzie at 6:06 pm. It was noted that this meeting was advertised to commence immediately following a meeting of the Properties & Planning Committee and that meeting adjourned at 6:06pm

2. DISCUSSIONS RE CONTRACT NEGOTIATIONS

2.1.1 Development Agreement 228 Carleton Street

The purpose of this meeting was for Council to discuss with the Town planner and Town solicitor terms of a proposed Development Agreement for the construction of three 4-unit buildings at 228 Carleton Street and to consider a Purchase and Sale Agreement of the land to the developer.

3. MOTION TO GO IN CAMERA (Section 119(1)(e))

It was duly moved and seconded that Council go In Camera as permitted under Section 119(1)(e) of the Municipal Government Act to discuss with the Town Planner and Town Solicitor terms of a Development Agreement and Purchase and Sale agreement for the construction of three 4-unit buildings at 228 Carleton Street.

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

CARRIED 6 - 0

Council went into Camera at 6:10pm

4 RETURN TO OPEN SESSION

It was duly moved and seconded that Council return to Open Session.

Moved by Councillor Nicole Arsenault, seconded by Councillor Larry Allen

CARRIED 6 - 0

Council returned to Open session at 7:02 pm

5. MOTIONS

5.1.1 Development Agreement 228 Carleton Street

It was duly moved and seconded that Council approves the Development Agreement between the Town of Borden-Carleton and Arsenault Bros Holdings Inc for the construction of three 4-unit buildings at 228 Carleton Street subject to changes discussed in camera at tonight's meeting.

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

CARRIED 6 - 0

5.1.2 Purchase & Sale Agreement 228 Carleton Street

Whereas the Town of Borden-Carleton issued an Expression of Interest for the Sale and Purchase of 228 Carleton Street for the purpose of much needed Housing in the Town, and

Whereas after reviewing all proposals received, Council agreed to negotiate a Development Agreement with Arsenault Bros Holdings Inc for the construction of three 4-unit buildings at 228 Carleton St; and

Whereas the sale price exceeds the appraised value of the property; and

Whereas a Letter of Intent was signed by both parties on June 23, 2021; and

Whereas Council has approved the Development Agreement with Arsenault Bros Holdings Inc for the construction of three 4-unit buildings at 228 Carleton St;

Therefore, Council approves the Agreement of Purchase and Sale between the Town and Arsenault Bros Holdings Inc as circulated for the property at 228 Carleton St, PID 380733 and that the Mayor Charles Mackenzie and the Chief Administrative Officer James Wentzell be authorized to sign the agreement on behalf of the Town.

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

CARRIED 6 - 0


6. QUESTIONS FROM THE GENERAL PUBLIC

The Mayor asked those present if they had any questions in respect to the proposed housing for the Town.

Several citizens present asked questions in respect to the Development that were responded to either by Council or staff. The general consensus was that it was good to see the start of residential development in the Town and that it was hoped that other developments would occur in the future.

There being no further business to come before the meeting, the meeting adjourned at 7:20 pm

Mayor Charles Mackenzie



CAO Jim Wentzell

**TOWN OF BORDEN-CARLETON
CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2021

DRAFT FOR DISCUSSION PURPOSES

SEPERATE
FILE
CIRCULATED



**BORDEN-CARLETON
MAYOR'S
POLICING REPORT
September, 2021**

**East Prince RCMP Detachment
“L” Division
Prince Edward Island**

Prince District RCMP Members have reported 209 hours providing policing services to the Town of Borden-Carleton, during the month of September 2021.

A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to community activities.

A total of eleven (11) calls for service were received during this past month. One Summary Offence Charge was issued under the Provincial Highway Traffic Act, in Borden- Carleton, for Speeding.

Six Criminal Record Checks were completed for residents of Borden-Carleton, this past month.

OCCURRENCES	September 2021
Assistance to Provincial Agency	1
False Alarm	2
Mental Health Act	2

WellBeing Checks	2
Crime Prevention	1
Motor Vehicle Act	1
Traffic Violations	1
Traffic Collision	1
Total Calls for Service	11

Highway Traffic Act Violations	September 2021
Speeding	1

In September Prince District received a new unmarked Ford Explorer Police Interceptor with reflective subdued RCMP decals. Prince District looks forward to the new enforcement potential and opportunities this vehicle will afford.



On September 11th, 2021, at approximately 4:30 PM, East Prince RCMP responded to a 911 complaint at a residence on the Dickie Road in Borden-Carleton. Police responded to the scene immediately, where it was noted that a male had barricaded himself inside the residence with possible weapons. The scene was contained to a lone male in a single residence with no threat to others. Police Dog Services , Crisis Negotiators, and other tactical supports were dispatched to the residence. Members on scene and a trained negotiator were able to diffuse the situation quickly and the male surrendered peacefully without incident.

Prince District officers had prepared to run a bicycle rodeo in mid September within the community Borden-Carleton. Due to weather the event was cancelled.

A new school year is upon us, and as such, Members of East Prince RCMP are assigned to act as School Liaison Officers to Amherst Cove Consolidated Elementary School. For the 2021-2022 School Year, Constables Roman Grygorchuk and Matthew Lefurgey have been assigned, and will be attending the school in the near future to review the SAFE School Plan.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.



S/Sgt. Troy MacLean,
District Commander
Prince District RCMP
902-436-9300

Sgt. Neil Logan
Operations NCO
Prince District RCMP
902-436-9300

Borden – Carleton Fire Dept.

Monthly Report

Vehicle Issues

2004 GMC Pumper	
2002 Sterling Tanker	
2005 Ford Rescue	
2014 Freightliner Pumper	

Calls for the Month

Date	Call Type	Location	# of Members
Sept 19	Alarm	BORDEN-CARLETON	7
Oct 2	Mutual Aid to Kirkcra (Structure Fire)	KIRKCR	12
Oct 3	Alarm	BORDEN-CARLETON	4
Oct 5	MEDICAL	BORDEN-CARLETON	6
Oct 8	MVA	BORDEN-CARLETON	5

RECREATION DIRECTOR

Report to Council, Tuesday October 12th

The paving has been completed at the arena and the new entrance to the park has now been established and signs will be put up to make people aware that it is for authorized vehicles only which would include;

Staff vehicles for unloading and picking up

Town Tractor

Construction vehicles

And most importantly, emergency vehicles.

The garbage dumpsters will be relocated to the Zamboni side of the Arena

Dennis spent a lot of time in the last couple weeks fixing some on the boards/puck board that needed to be replaced, as well as freshening up the players boxes with some newer puck board.

Arthur spent some time this week, cleaning up and panting the beams to help with any drips that have some rust in them from getting on the ice. The new staging purchased made this job safer and quicker.

Matt from MCM was out and started up the plant, the ice making process has now begun. We are hoping to be up and going on Oct 16th.

Holly Bernard

Sept 26, 2021

**Gateway Arena Info
IMPORTANT CHANGES FOR 2021-22**

- ✓ **Opening Date for ARENA – SATURDAY OCT 16th**
- ✓ **Arena Ice Rental Rates increase \$5 for 2020-21 (Two-tier rental system)**

	<u>Base rate/hr</u>	<u>HST</u>	<u>Total/hr</u>
Youth/School Aged Teams	\$117.39	17.61	\$135.00
All other Users	\$130.43	19.57	\$150.00
Noon time Skates	FREE		
Borden-Carleton School Skates	FREE		
All Other Skating	\$1.75/person	0.75	\$2.00/person (\$5.00 family)
- ✓ **Pre-booking of ice- time required:**
On-line Booking system in place for 2021-22 (see available ice time)
- ✓ **Customer Information Sheet required from all Users booking the Arena**
- ✓ **Individuals and One Time users – Payment required at Time of Use:**
- ✓ **Established Teams and Organizations can Apply for Credit Approval**
- ✓ **Only Customers in good standing will be granted Credit Privileges**
- ✓ **Invoices will be net 10 days following date of Invoice: Interest charged 2% per month**
- ✓ **Payment options: Cheque; Debit; e-transfer (accounts@borden-carleton.ca) or Cash.**
- ✓ **COVID-19 Protocols will be in place and enforced to protect users, spectators and staff**
- ✓ **Enhanced Cleaning will be conducted for the health & safety of all**

INQUIRES: HOLLY BERNARD , Recreation Director
902 437-2410 borden-carletonrec@gmail.com

Town of Borden-Carleton
PO Box 89
Borden-Carleton PE C0B 1X0
Tel: 902-437-2225 Fax: 902-437-2610
www.borden-carleton.ca

Gateway Arena Frequency Asked Questions

Why are Arena Rental rates increasing?

It has been several years since ice rental rates have increased. The Town subsidizes the operation of the Arena in the amount of \$25-50,000 per year. In addition, our operating costs have increased over the years: electricity, repairs, labour, supplies. To improve the finances of the Arena there will be a \$5 across the Board increase for 2021/22 and another \$5 across the board increase in 2022/23.

Why is pre booking of Ice time required?

We try to accommodate all requests for use of the Arena. This is a challenge when two groups want the same ice time. In addition, pre booking helps us in planning staff hours and when cleaning of dressing rooms re COVID-19 requirements.

We hope to have an Online Booking system so you will be able to see online what ice time is available at anytime,

Why does the Arena close around March 21st each year?

Our Electric meter is a Demand Meter and read by Maritime Electric on the 23rd of each month. We are billed on the highest demand set each month and the plant only has to run for 15 minutes after the 23rd and we would be billed at that Demand for April. We would require \$6,000 in bookings between March 23th - April 21st to stay open later than March 21st.

Why am I now being asked to fill out a Customer Information Sheet? I never had too before!

We are improving our records systems for communicating, accounting and audit purposes. It gives us a contact person for every group using the Arena and knowledge who is responsible for each group. Even one-time users will be required to fill out a Customer Information sheet.

Why do I now have to apply for Credit?

We need to know who is responsible for the bills being issued and so users are fully aware of payment terms. To keep rates to a minimum and to manage the Arena Cash flow better, we will require payment within 10 days of issuing an invoice. Most groups have their fees collected up front so this shouldn't cause any hardship to you the user

Only Users in Good standing (no outstanding balances) will be granted credit privileges.

Will interest be charged on Outstanding Accounts?

For accounts paid on time, no interest will be charged. Overdue accounts will be charged interest monthly at a rate of 2% per month.

What are my Payment Options?

We prefer debit, or e-transfers sent to: accounts@borden-carleton.ca

What else is NEW?

Users will be required to sign off on ice time used every time is used. This is for audit and accountability.

We may be installing cameras around the Arena for Security purposes

Canteen services schedule to be established with separate call in/text number for Canteen Orders.

COVID-19 Safety Plan

Users of the Arena are required to be knowledgeable of and adhere to the Arena Covid-19 Safety Plan and all provincial health regulations and restrictions. Please note these requirements are subject to change at any time and may affect the use of the Arena

**PEI Vax Pass Information for the Sport and Recreation Sector
Information Bulletin #2 – October 7, 2021**

Thank you for the many questions as we continue to work with the CPHO to get clarification on the roll out of the VaxPass program in the sport and recreation sector. As we've learned last year in the roll out of operation plans, the consistent application of the policy across the sector makes it easier on everyone. As such, we will continue to synthesize all the information from the CPHO with a sport and recreation lens. Ultimately the Public Health Order and public health measures guidance information is the guiding documents for the Vaxpass which can be found on the provincial government website.

VaxPass Events

All organized sport and recreation activities are Vaxpass events. Even though participants 18 years of age and under are considered exempt from showing their Vaxpass these are still considered Vax Pass Events. This includes training sessions, practices and games.

There is no requirement to contact trace for any Vaxpass event (participants or spectators)

Public Health Guidance for VaxPass Events

- Cohorts must be formed of participants of up to 200 people indoors and 400 people outdoors
- There is no limit on the number of cohorts*
- Physical distancing is not required within the cohort
- Physical distancing must be observed between cohorts. Ice cohort can't mix with spectator cohort, there should be a 2M/6ft distance between cohorts. This is also true for any type of line up (entry/exit, washrooms).
- Non-Medical masks are required to be worn while at indoor events. The spectators the entire time they are in the facility, participants when they are moving through public areas and in change rooms. They can be removed once they go to begin their activity. Non-medical masks are not required at outdoor activities.

*All arenas and facilities would have submitted an operational plan last year. The majority of them would have had three cohorts approved (1 on-ice cohort, 1 next to go on-ice cohort and 1 spectator cohort). Under the Vaxpass setup, you can continue to have those three cohorts with the spectator cohort now allowing you to have up to 200 spectators so long as you have space for 200 in your facility. If you wanted to add more than 200 spectators you would be required to submit a new operational plan to envhealth@ihis.org indicating your plan for keeping the additional cohorts separated.

VaxPass Sport and Recreation Roles

- Participant/Athlete, proof of vaccination required (those 18 years and under exempt)
 - If the group includes athletes has a combination of 18 and under and 19 and over all participants must show proof of vaccination
- Coaches/program leaders, proof of vaccination required
- Volunteers & Support Roles (including minor officials), proof of vaccination required
- Referees and Officials, considered an employee, proof of vaccination not required unless stated by their sport organization or the facility

- Spectators, proof of vaccination required for those 12 and older (3-month grace period as of their date of birth for spectators who just turn 12 years old). Under 12 are exempt.

VaxPass Timing for Arenas/Programs

The timing of arrivals and departures should follow the same as the operational plans from last year.

- On-Ice cohort, arrive 30 minutes prior to the ice time and depart within 15 minutes afterwards
- Spectator cohort, enter the facility about 5-10 minutes before the start time (once the spectators at the ice before your activity has vacated the facility)

Maintaining a Vaxpass List

Section 23(b) of the Public Health Act states:

with the written consent of a patron, a business, service or organization may keep a record of the fact only (not the proof of COVID-19 vaccination or proof of medical exemption) that a patron has provided proof of COVID-19 vaccination or proof of medical exemption to satisfy the requirements of this Order, in relation to a patron who frequently accesses the business, service or organization. For greater certainty, a business service or organization may only keep a record of the fact recorded under this clause until this Order expires or the sections of this Order requiring businesses, services or organizations to require proof of vaccination or proof of medical exemption are revoked

This part of the order indicates that an organization, where there is a frequent relationship between a patron (spectator) and the organization (a team), there can be a system in place where the patron provides proof of vaccination that is verified and signed by both the patron and the verifier. This can be kept on file and used during subsequent visits (ie. Future practices and games). The organization is not allowed to keep a record of the proof of vaccination only that it has been presented, observed and verified.

This means a sport team can keep a list of consistent spectators (parents, grandparents, etc) and have those spectators sign a form indicating the proof of vaccination has been presented, checked and confirmed. If a team or organization believes this will assist in making the position of Vaxpass checker easier/quicker, it can be a strategy that can be used. It doesn't have to be used, but it is an option.

This document/form would then be placed in a binder and the binder would be on site each time Team ABCDE was using the facility. As spectators entered, they would only be required to indicate who they are (with ID if required) and the Vaxpass checker just needs to confirm they have already showed proof of vaccination and it has been verified. For those attending for the first time or haven't signed and consented for the organization to keep record of their vaccination status, they would be required to show their vaccination status each time they attend.

All spectators should continue to bring their proof of vaccination to their activities on the chance that the signed consent form isn't on site.

For a sample form for a sporting or recreation group please see Appendix A (next page)

Appendix A

**Proof of Vaccine Verification Form
TEAM ABCDE**

By signing in the space below, I am allowing Team ABCDE to record the fact that I have provided proof of vaccination, it has been checked and it will kept on file for future events.

Please make sure the "verified by" signature is legible.

Athlete's Name	Frequent Supporters	Signed by the Supporter	Verified by
Jane Brown	Violet Brown (mother)	<i>V Brown</i>	Sally Black
	Red Brown (father)	<i>Red Brown</i>	Sally Black
	June Brown (grandmother)	<i>June Brown</i>	Sally Black
	John White (Her boyfriend)		
Player B	Player B's Mom (her name)		
	Player B's Dad (his name)		
	Player B's Sister (her name)		
	Player B's Brother (his name)		
And so on...			

When Violet, Red and June come to the next game, they just need to show ID of who they are (unless the person checking them in knows them) but John still needs to show proof of vaccination. All of them should have their proof of vaccination with them just in case.



**BORDEN-CARLETON PUBLIC
LIBRARY**

2020 Annual Report



Public Library
Service

BY THE NUMBERS

*statistics from January 1st - December 31st, 2020

LIBRARY CARDS

546 people have Borden-Carleton library cards

CIRCULATION

3,096 books, DVDs, CDs, magazines, etc.
were checked out

PROGRAMS

111 children and adults attended library
programming

COMPUTER USAGE

44 sessions on public access computers



BORDEN-CARLETON PUBLIC LIBRARY

**Town of Borden- Carleton
CAO Financial & Admin Report
October 2021**

Financial Items

The provincial requires Financial Statements from Municipalities be submitted by Oct 15th. As our Audit is finished and we have the Audited statements for both 2019/20 and 2020/21 we will meet that deadline.

The next task (which I hope to complete before Dec 31st) is to identify the flaws in the alignment of accounts so that meaningful financial statements can be generated.

As I said in September, now that I have gone through an Audit, I am now in a better position understanding municipal Finance in PEI and will be better prepared to complete the following:

Improve on the Budgeting Process

Planning in advance Capital expenditures so projects are delayed.

Review of Water/Sewer Rates

Developing meaningful monthly financial statements that can be reviewed by the Finance Committee

Over 90% of Year End JE's to be completed inhouse

Earlier Budgeting

I want to do the 5- Year Capital budget in November. That way there will be more time to apply for grants, be able to tender earlier and get the work done sooner. I want to start the Operating Budget process in December.

Financial Accounting Status for the Town. Arena and Utilities

Since the Audit we have been working towards ensuring the finances are kept up to date on a regular basis. Routines have been established. Bank reconciliations for all accounts have been completed up to August 31st.

We are balancing the Accts Receivable, billings, and the Bank on a constant basis. Follow up on receivables has improved.

Holly and I have implemented improved financial controls for the Arena and Canteen and will monitor cash flow constantly. The canteen will have their own phone for taking orders and people will be able to order via text message. All users of the Arena have been notified of the Arena rates for 2021/22 and the tightening up of Credit and payment processes. The Canteen (managed by Holly) will be operated on a fixed schedule 7 days per week and this gives the citizens and workers in the area, an option to get Lunch or Dinner.

We have been testing an Online ice booking system but will not implement it until the processes are worked out. The Gym is available at times staff are present. Both users and staff of our facilities are required to be vaccinated for the safety and health of all.

The completion of 21 GST/HST returns have paid off with refunds of over \$20,000 received between the Town and Arena.

Staffing

This year we will have three employees' part of the ice time maintenance scheduling.

We will be using COVID-19 funds received and hire back one of our summer employees to assist with cleaning, screening users at the Arena (including the Gym) now that COVID -19 restrictions are in place including Vac Passes. That same person will also take on in an interim basis, the cleaning of the Town Hall, Library & Fire Hall.

I still have not filled the full-time position at Town Hall but hope to over the Winter months.

I will be working from outside the Office for the next two months. I have a number of personal issues to deal with in Nova Scotia. I will be on my computer remotely. The ongoing development issues will be dealt with via Email and by telephone.

I still will be directing staff and both staff and members of Council can call me on my Cell phone at any time as if I was in the office.

Administration

- Continuous consultation with the Town Solicitor/Planner in respect to the proposed housing developments.
-
- Continue discussions with officials from the Dept of Municipal Affairs to discuss shared services. (Interest from new CAO for Crapaud)
- Meetings with Holly and Dennis on a continuous basis to complete various projects contained in the 2021/22 Budgets (includes work at the Rail Park, Arena and Memorial Park)
- . Dealt with a number of Zoning questions/civic numbering issues.

Electrical Issues

Over the past 10 days electrical issues have occurred at three Town facilities: The Sewer Plant, the Fire Hall and the Arena. All three involve Panels and main fuses. The Sewer plant was discovered when we saw that the power usage had gone up 400% since March. It is something I will be following up on.

Over the next few months (None of these were tackled over the summer)

There are never enough hours to get everything accomplished. We keep a running list of things to work on. This includes:

- ✓ Draft various By-law amendment: Fees; Mobile Vendors; Code of Conduct; Winter Parking
- ✓ Draft Policies for Town Awards Program; Scholarship Awarding; Plaques for Memorial Park.
- ✓ Revamp the Newsletter, to include profiles on Council & Staff
- ✓ Assign Website Updating and Posting to Facebook to staff
- ✓ Review and Update EMO Plan and EMO Bylaw and Administration Options
- ✓ Funding for continued renovations of the Lighthouse at the RV Park. Submission to ACOA
- ✓ Develop a Formal Crisis Management/Return to Work/Continuity Plan for the Town as required by the Town's Insurance Company
- ✓ Examine the feasibility of whether the Town or the Prov should maintain the streets in the Town
- ✓ Signage and Business Directory Planning for 2021
- ✓ Implement Projects approved under COVID-19 restart Funding.

Jim Wentzell
CAO

End of Report for October 2021

From: Lisa Gallant <ljgallant@yahoo.ca>
Sent: October 9, 2021 7:59 PM
To: Kevin Coady; Gateway Arena
Cc: Borden-Carleton Office
Subject: Re: flu shots

Hello,

Would October 27 work from 10-12? Perhaps the Legion can post it on their sign and the Town can post on Facebook page or on flyers around town? I can send you flyers.

Thanks
Lisa

Lisa Gallant, B.Sc.Pharm

CONFIDENTIALITY NOTICE: Proprietary/Confidential Information belonging to Lisa Gallant and affiliates may be contained in this message. If you are not a recipient indicated or intended in this message (or responsible for delivery of this message to such person), or think for any reason that this message may have been addressed to you in error, you may not use or copy or deliver this message to anyone else. In such case, you should destroy this message and are asked to notify the sender by reply email.

On Tuesday, October 5, 2021, 08:19:56 a.m. ADT, Gateway Arena <bordencarletonrec@gmail.com> wrote:

Hi Lisa,

If you have a date in mind I can contact the legion to see if it is available and I can arrange for some people to help out again.

Holly

On Mon, Oct 4, 2021 at 11:28 AM <bcadmin@borden-carleton.ca> wrote:

Hi Lisa

That would be great. Do you have a specific date/times in mind

Jim Wentzell

CAO

902 437 2225



Environment,
Energy, and
Climate Action

Environnement,
Eau et Changement
climatique



*Drinking Water and
Wastewater Section*

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

*Section de l'eau
potable et des eaux usées*

C. P. 2000, Charlottetown île-
du-Prince-Édouard Canada C
1A 7N8

Permit to Construct or Modify Water Supply System or Wastewater Treatment System

In accordance with the authority provided by sections 2 and 4 of the Water Act R.S.P.E.I. 1988, Cap., Water Supply and Wastewater Treatment System Regulations, permission is granted for the following:

Permit #: P2021-115
Utility Name: Borden & Summerside KOA Campground
Utility Address: Borden-Carleton
Utility ID: S11-313
Engineering Firm: SCL Engineering (2005) INC.
Design Engineer: Chad MacCallum ,P.Eng.
Total Cost: \$167,550
Project: Bordon KOA Expansion 2021
Applicant(s): Melanda's Wood Camping and RV Park Limited

Project Description:

This project involves the addition of 29-3 way campsites as outlined in the project description. Specifically, this project will involve the installation of 247 m of 50 mm series 160 PVC W/M, 377 m of 38 mm series 160 PVC W/M, 56 m of 200 mm SDR35 S/M, 160 m of 150 mm of SDR35 S/M, manholes, meter pit, approved backflow prevention device for water supply, valves, misc. pipe, fittings, sediment control, reinstatement and engineering.

The conditions of the Permit to Construct are as follows:

Approval to Construct

1. This Permit is valid for 12 months from the date of approval.
2. Certificate of Inspection and Record Drawings prepared by an engineer, licensed to practice in P.E.I. as stated in the Water Supply and Wastewater Treatment System Regulations.
3. All work shall be conducted in accordance with approved Watercourse/Wetland Alteration Permits.
4. All ditches and exposed soil shall have proper sediment control systems during construction and must be maintained until reinstatement is complete.
5. All engineering plans and specifications should conform with the latest version of the Atlantic Canada Wastewater Guidelines Manual for Collection, Treatment and Disposal, Water Act and Sewage Disposal Systems Regulations.
6. All engineering plans and specifications should conform with the latest version of the Atlantic Canada Guidelines for the Supply, Treatment, Storage, Distribution and Operation of Drinking Water Supply Systems, Water Act and Water Well Regulations.
7. All engineering plans and specifications shall be adhered to as outlined in the detailed project description and any additional correspondence.
8. The owner shall supply a plan to the department if there is an interruption of water service (pressure less than 20 psi) during the construction. This plan shall be accepted by the department prior to work taking place.
9. The owner and the contractor shall have an "Operational Plan" as defined by the PEI Chief Public Health Office available on-site for inspection.



Intact Insurance Company

Prince Edward Island Policy Holders

Important Information About Your Expiring The Guarantee Company of North America Commercial Automobile Policy Coming up for Renewal with Intact Insurance

10/01/2021

Town of Borden-Carleton
167 Industrial Drive, P.O.Box 89
Borden-Carleton, Prince Edward Island C0B1X0
Expiring GCNA Policy Number: A199450 Expiry date of policy: 12/31/2021

While most coverages on your upcoming Intact Insurance renewal policy will remain the same, there are some changes and additional coverage options you were offered by The Guarantee Company of North America that we would like to notify you about.

Commercial Automobile Policy

The items marked with an (x) represent coverage you currently have that will be reduced, removed, or terms have changed	
Form & Change	<input checked="" type="checkbox"/> Premium Increase <input checked="" type="checkbox"/> Possible increase to existing policy deductibles
	<input type="checkbox"/> PE SEF 43R/43L Removing Depreciation Deduction – depreciation deduction has been decreased from 30 months to 24 months.
	<input type="checkbox"/> GCNA Drivers License Endorsement – Issued under new Intact Driver’s License form. Amended to state a valid driver’s license is required
	<input checked="" type="checkbox"/> GCNA Replacement Cost - Issued under new Intact Replacement Cost Form. Amended to state the coverage applies to Heavy & Light Commercial Vehicles; coverage now has an endorsement premium applied on a per vehicle basis.
	<input type="checkbox"/> GCNA Equipment Endorsement – Not required as coverage is afforded by your provincial auto policy
	<input type="checkbox"/> Other - <input type="checkbox"/> Other -

If you have any questions related to this change or if you would like to know more about the coverage differences between The Guarantee Company of North America and Intact Insurance, please contact your broker.

Your policy prevails at all times, please consult it for full coverage details

Cc/ Hyndman Insurance Group Ltd.

Kinkora Regional High School

54 Anderson Road
Kinkora, PE Canada
C0B 1N0



Phone: 902-887-2424
Fax: 902-887-7381
kinkorahigh.edu.pe.ca

Principal: Ryan McAleer

Vice Principal: Matt Killeen

September 23, 2021

Town of Borden-Carleton
PO Box 89, Borden-Carleton
PE C0B 1X0

Re: Annual Kinkora Regional High School Roast Beef Supper Donation

Dear Council Members:

Kinkora Regional High School is actively involved in preparations for our Annual Roast Beef Supper Fundraiser being held on Saturday, October 23rd. Due to Covid 19 we will only serve takeout meals for pickup at KRHS and all guidelines set out by the CPHO will be followed.

To help offset some costs of preparing and serving the supper we are asking that you kindly consider matching your last year's donation of \$25.00 to our event.

Over the years the annual supper has emerged as a joint project involving students, staff, parents, local business and organizations. In the past your community has been a great supporter of our school and our students.

This fundraiser is one of the major fund raising events for KRHS and all funds generated from this activity will be used to support activities for the upcoming school year. We are hoping that you are able to support this very worthwhile event.

If you have any questions please feel free to contact the school at 887-2424. Thank you for your support as it is greatly appreciated.

Sincerely,



Tracy Thomson

Administrative Assistant



Royal Canadian Legion
Borden-Carleton Branch #10

20 September 2021

Town of Borden-Carleton
Borden-Carleton PE
C0B 1X0

Re:Property No 380782-000

To Whom it May Concern,

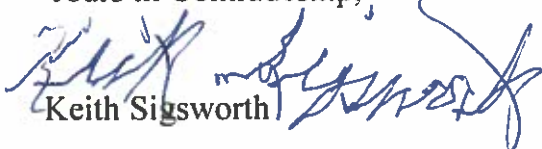
On behalf of the members and officers of the Royal Canadian Legion, Borden-Carleton Branch #10, I am writing to ask for a grant in lieu of Municipal property tax for this property. I am also requesting if this could be done each year for us.

The Royal Canadian Legion is a non-profit organization dedicated to Veterans, Community, Seniors and youth.

Our mission is to serve Veterans, which includes serving military, RCMP and their families, to promote Remembrance and to serve our communities and our country.

Your Consideration for this request is greatly appreciated.
Please advise, you may call my cell 902-439-1668 or contact me at the Branch.

Yours in Comradeship,


Keith Sigsworth

868.54

P.O. Box 98 Borden-Carleton, Prince Edward Island
Canada C0B 1X0
E-mail: rc110@pei.aibn.com
Telephone: (902) 855-2660



Royal Canadian Legion
Borden-Carleton Branch #10

September 13, 2021

Town of Borden-Carleton

I am writing to ask if you would be able to assist The Royal Canadian Legion Branch #10, Borden-Carleton. We are requesting a donation to be given out as a prize at our annual elimination draw coming up December 4, 2021
Proceeds from the draw will go towards our building fund.

I thank you in advance for anything you are able to donate and it will be greatly appreciated.
Please call my cell and advise: 902-439-8114.

Yours in Comradeship,

Mitch MacDonald, Chairman
Borden-Carleton Branch #10

From: Borden-Carleton Office <accounts@borden-carleton.ca>
Sent: September 27, 2021 4:28 PM
To: bcadmin@borden-carleton.ca
Subject: FW: LED Replacement Plan
Attachments: 500026A LED Street Light Replacement Table.docx

From: LeBlanc, Marianne <Marianne.Leblanc@maritimeelectric.com>
Sent: September 27, 2021 12:18 PM
To: 'anytra@borden-carleton.ca' <anytra@borden-carleton.ca>; 'accounts@borden-carleton.ca' <accounts@borden-carleton.ca>
Subject: LED Replacement Plan

Hello,

I am working with one of our capital programs for converting non-LED lights to LED lights, on a five-year plan. You have been selected to completely change out the non-LED lights under your customer name in 2022. The switching to LED will also result in a lower monthly rental fee for the light that will be reflected on your bill after the change has been completed.

We require that the customer (attached to the light account) specify the replacements they want, as MECL is not responsible for lighting design in areas. I attached the LED street light replacement table, you will select a 70-100W HPS replacement with either code L0070 or L0071 (the difference is on long & narrow, or short & wide lights), and for larger lights you select the 150-200W replacement with codes L0072 and L0073.

Can you please fill in column Light Replacement Code with the format "L00XX – FAWS XX" and if you want to change out the arm length, please add " – Change to XX ft arm"

If you have any questions, please let me know.

facility_id	description	short_description	wattage	arm_length	customer_name	COL
12003	Rented	HPS	250	10	TOWN OF BORDEN CARLETON	PRN
12025	Rented	HPS	70	0	TOWN OF BORDEN CARLETON	PRN
12181	Rented	HPS	70	6	TOWN OF BORDEN CARLETON	PRN
12290	Rented	HPS	70	4	TOWN OF BORDEN CARLETON	PRN
12298	Rented	HPS	70	4	TOWN OF BORDEN CARLETON	PRN
12623	Rented	HPS	70	6	TOWN OF BORDEN CARLETON	PRN
110564	Rented	HPS	100	10	TOWN OF BORDEN CARLETON	PRN
198004	Rented	HPS	400	6	TOWN OF BORDEN CARLETON	PRN

Marianne LeBlanc, P.Eng
Electrical Engineer > Operations

3 Fourth Street, West Royalty Industrial Park
Charlottetown, PE C1E 2B4
Mobile > 1-902-388-5399
E-mail > marianne.leblanc@maritimeelectric.com

Out of Office:
Sept 20-24

maritimeelectric.com

**All our energy.
All the time.**



The contents and/or documents accompanying this transmission contain confidential information intended for a specific individual and purpose. The information is private and legally protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited. If you have received the communication in error, please notify the sender immediately and return to Maritime Electric. Thank you.

LED STREET LIGHT REPLACEMENT TABLE

LIGHT TO BE REPLACED WITH ➔		3000K LED LIGHTS			
HIGH PRESSURE SODIUM (W)	EXISTING 4000K AND 5000K LED LIGHTS	PATTERN TYPE ¹	FAWS SETTING ³	MECL STOCK CODE	RATE CODE
70	LED Roadway SAT-24S (44W)	T2 or T3	4	T2 Light - L0070 T3 Light - L0071	619
100	LED Roadway SAT-24S (50W)	T2 or T3	10		625
150	LED Roadway SAT-48S (72W)	T2 or T3	5	T2 Light - L0072 T3 Light - L0073	675
200	LED Roadway SAT-48S (100W)	T2 or T3	10		675

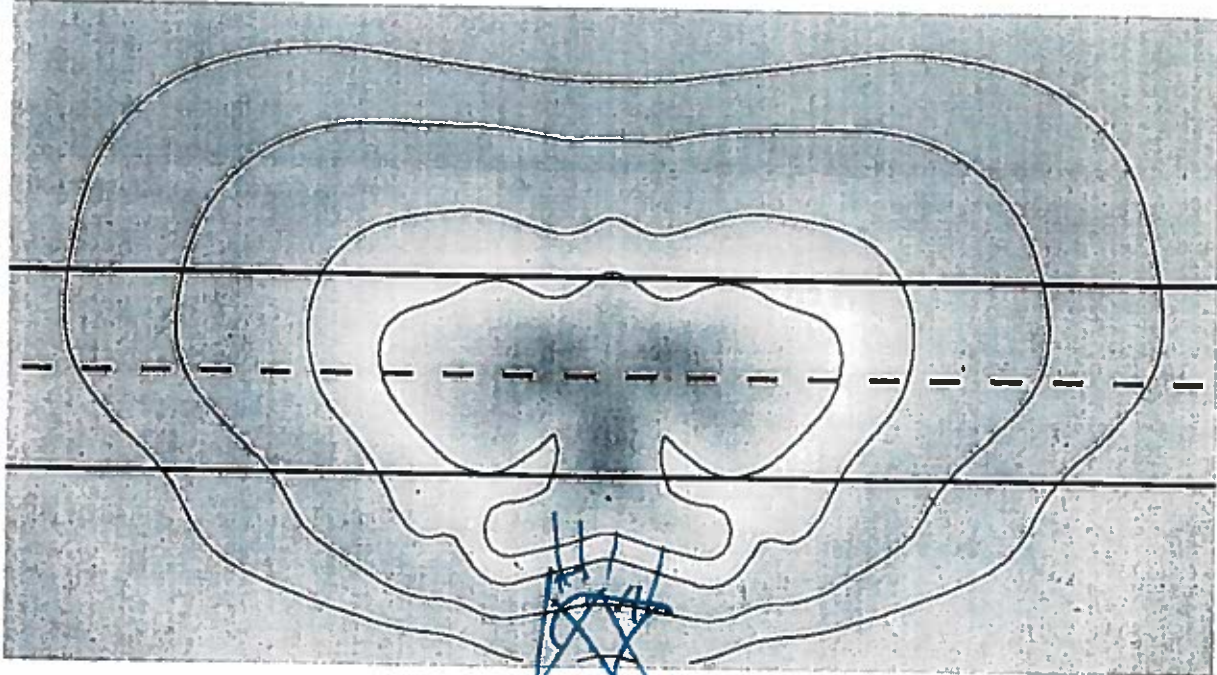
NOTES:

1. Type 2 – long & narrow pattern. Type 3 – short & wide pattern.
2. 6' and 10' fixture arms are available for installation.
3. FAWS (Field Adjustable Wattage Switch) to be set to the position indicated.
4. With the 6' arm L0071 can be used as a yard light in urban areas (FAWS at setting 4) and **L0071** can be used as a yard light in rural areas (FAWS at setting 10).

T-3 For city

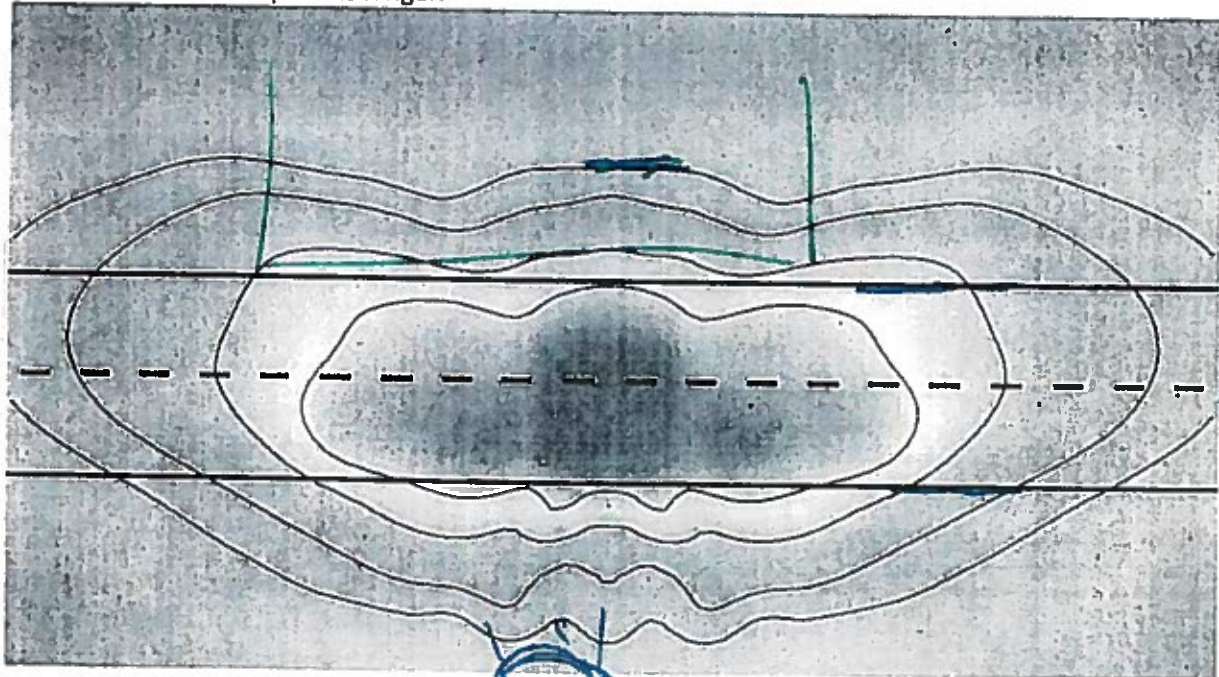
Type 3 (Short-Wide)

Select when using 1 light for an intersection, city streets where you want to light a sidewalk and distance between poles is short.



Type 2 (Long-Narrow)

Select when using 2 lights on opposite corners to light an intersection, narrow streets without sidewalks and distance between poles is longer.





October 07, 2021

Town of Borden-Carleton
167 Industrial Drive
P.O. Box 89
Borden-Carleton, PE
C0B 1X0
Via Email: bcadmin@borden-carleton.ca

Attention: Mr. Jim Wentzell, CAO

Dear Mr. Wentzell:

Subject: Borden-Carleton Water Storage Tower Upgrades - 2021 - Tender Results

Tenders were received for the above project at 1:00 PM, Friday, October 1st, 2021, and have been reviewed/verified and attached for your reference.

A summary of the tenders is as follows:

<u>Low Bidder</u>	<u>Bid Amount</u>	<u>Construction Duration</u>
Greatario	\$400,200.00	May 01/2022 to May 31/2022 = 22 construction days

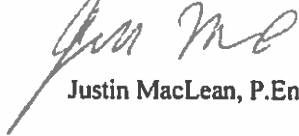
Other Bidders

N/A

It is therefore recommended that the contract be awarded to the sole bidder, Greatario, in the amount of \$400,200.00, including HST, if the necessary funds are available.

A copy of the tender documents is enclosed for your records. Please contact me if there are any questions regarding the above.

Best regards,



Justin MacLean, P.Eng.

LVH/gd
Encl.

cc: 1. Morley Foy, P.Eng. – Dept. of Environment, Energy and Climate Action (Permit #P2021-119)
2. Heather Walker – Island Regulatory & Appeals Commission (Permit # UW21/05)

WSP ref.: 211-08120-00

195 MacEwen Road
Summerside PE
Canada C1N 5Y4

T: +1 902 436 2669
F: +1 902 436 8601
wsp.com

**TENDER FORM FOR
WATER STORAGE TOWER
UPGRADES – 2021
BORDEN-CARLETON, PEI**

TO: TOWN OF BORDEN-CARLETON
20 DICKIE ROAD
BORDEN-CARLETON, PE
C0B 1X0

Greatario Industrial Storage Systems Ltd. (Name of Tenderer)

having carefully examined the site of the proposed works and all documents relating thereto, including the Form of Tender, Instructions to Bidders, General Conditions, Specifications, Drawings, accept and agree to the same as forming part and parcel of the Contract for the work described in these documents, and we the undersigned hereby tender and offer, in accordance with the said documents, to enter into a Contract with the Town of Borden-Carleton, defined as the Owner, within the time prescribed, to furnish all materials, labour, equipment, matters and things, and to do all work necessary to construct, complete and ready for use within the time stated, in strict accordance with the documents pertaining to the said Contract for the total sum of

Four hundred thousand and two hundred dollars and zero cents. Dollars
(\$ 400,200.00) or such other sum as may be ascertained in accordance with the Contract.

The aforesaid sum is made up as stated in appended Tender Price Breakdown forming part of this Tender and includes all costs including but not limited to Harmonized Sales Tax on materials to be incorporated into the work.

WE ENCLOSE HEREWITH: A deposit of Ten (10) Percent of the tendered amount in the form of a certified cheque, bank draft or bid bond issued by a Company licensed to carry on such business in Canada.

In the event of this tender being accepted within 60 days of the time stated for the closing of receipt of tenders, and our failing or declining to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may be forfeited in lieu of damages to which the Owner may be entitled by reason of our failure or refusal to enter into a contract.

IN SUBMITTING THIS TENDER, we recognize the right to the Owner to accept any tender at the prices submitted, or to reject all tenders.

WE SUBMIT HEREWITH a list of trades we propose to execute ourselves:

We will be performing all items in Scope of Work by our own forces.

WE SUBMIT HEREWITH a list of sub-contractors we propose to use on this contract, reserving to us, however, the right to substitute other sub-contractors for any trades in the event of any sub-contractor withdrawing his tender or becoming bankrupt after the date hereof. Any such substitution shall be subject to the prior approval of the Owner.

N/A - Own Forces

IF WE ARE NOTIFIED OF THE ACCEPTANCE OF THIS TENDER WITHIN THE TIME ABOVE SPECIFIED, WE WILL:

- a) Execute the most recent edition of the "Standard Construction Document" CCDC-4 (Unit Price Contract).
- b) Furnish a Ten (10) Percent Certified Cheque as Performance Deposit or a Fifty (50) Percent Performance Bond and a Fifty (50) Percent Labour and Materials Bond.
- c) Commence work on the 1 day of May, 2022, and complete the entire work included in the contract on or before the 31 day of May, 2022, resulting in a total number of 4 construction weeks.

Yours truly,

Drew Williamson, CFO

Name (printed)



Signature

Name (printed)

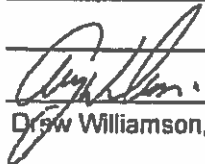
Signature

Schedule of Unit Prices

**Water Storage Tower
Upgrades – 2021
Borden-Carleton, PEI**

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1.	Replacement of the foundation ring – 11 panels, including all labour, materials and removal of old panels to complete the work.	1 L.S.	\$ <u>75,000.00</u>	\$ <u>75,000.00</u>
2.	Replacement of 44 sidewall panels, including all labour, materials and removal of old panels to complete the work.	1 L.S.	\$ <u>255,250.00</u>	\$ <u>255,250.00</u>
3.	Replacement of 30" manways.	2 ea	\$ <u>1500.00</u>	\$ <u>3000.00</u>
4.	Repair of broken pipe bracket support strap.	1 ea	\$ <u>250.00</u>	\$ <u>250.00</u>
5.	Water tower cleaning exterior, interior cleaning 1 ring above working area, decommission and recommission of the water tower (as per the Environmental Procedures, Appendix B).	1 L.S.	\$ <u>9500.00</u>	\$ <u>9500.00</u>
6.	Cash Allowance.	1 L.S.	\$ <u>5,000.00</u>	\$ <u>5,000.00</u>
				Subtotal = \$ <u>348,000.00</u>
				HST (15%) = \$ <u>52,200.00</u>
				Total Tender Amount = (supplied and installed) \$ <u>400,200.00</u>

Contractor Greatario Industrial Storage Systems Ltd.
715647 Oxford Road #4
Innerkip, ON N0J 1M0

Signature 
Drew Williamson, CFO



No. UW21/05

Permit

Issued Pursuant to Section 5 of the *Water and Sewerage Act*

Applicant	Date Application Filed	Engineer
Borden-Carleton Water and Sewerage Utility	Sep-15-2021	WSP/MacLean

Project Description
This project involves the replacement of four epoxy-coated steel panels on the bottom of Borden-Carleton's water tower with new glass-fused steel panels. The tower will be drained, the old panels will be removed and replaced, and the tower will be refilled upon completion of the work. In addition, the lowering and raising of the tower will follow environmental procedures. WSP Project 211-0812.

Cost Estimate \$385,000	IRAC Approval Oct-01-2021
-----------------------------------	-------------------------------------

- Conditions of Permit**
1. Total water project costs, including inspection and engineering, to be funded in accordance with the application dated September 15, 2021.
 2. Project to be awarded via public tendering (minimum of three bidders).
 3. Easement(s) to be obtained where main(s) cross(es) private property (if applicable).
 4. Certificate of inspection by design engineer and detailed final contract costs to be filed with the Commission, when project completed.
 5. Prior to commencement, project must receive approval from the Department of Environment, Energy and Climate Action.
 6. This Permit expires if project not completed within twelve (12) months of the Permit issuance date.

This Permit, when signed below, authorizes the Applicant to proceed with the project described above subject to the conditions contained herein.

Issued at Charlottetown, October 1, 2021

Original Signed by A. MacEwen

Director, Regulatory Services

bcadmin@borden-carleton.ca

From: Barbara Weeks <barb@centralpei.ca>
Sent: September 17, 2021 12:07 PM
To: bcadmin@borden-carleton.ca
Subject: Re: Provincial Active Transportation Fund Borden-Carleton

Hello Jim,

The \$290k is only 56% of the project, is Council prepared to go ahead with this at that rate? Do you have proposals for all of the work? Did you go out to tender for construction? Are any of the companies available to start work this fall?

Barbara Weeks, MBA
Executive Director
Central Development Corporation
902-887-3400

"Success comes from Delegating, Risk-Taking, and having a Good Team"
Sir Richard Branson.



106 Linkletter Avenue, Central Bedeque, PE C0B 1G0

The information contained in this e-mail may contain information intended for a specific individual and purpose. The information is private and is legally protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the comments of this information is strictly prohibited. If you have received this communication in error, please notify the sender immediately by telephone or return e-mail.

From: bcadmin@borden-carleton.ca <bcadmin@borden-carleton.ca>
Sent: September 17, 2021 11:21 AM
To: Barbara Weeks <barb@centralpei.ca>
Subject: FW: Provincial Active Transportation Fund Borden-Carleton

Hi Barb

Here is info on the Trail Development Proposal

Jim Wentzell
CAO
902 437 2225

-----Original Message-----

From: bcadmin@borden-carleton.ca <bcadmin@borden-carleton.ca>

Sent: June 30, 2021 3:44 PM

To: Charles MacKenzie (Judy@pei.sympatico.ca) <Judy@pei.sympatico.ca>

Cc: Holly Bernard <bordencarletonrec@gmail.com>

Subject: FW: Provincial Active Transportation Fund

Hi Olivia

Thank You for your call today.

Attached is information and costing for the Active Transportation (Trails) Project that the Town has been working on. As I mentioned the Town of Borden-Carleton is very interested in developing and extending Trails in our community.. We are excited about this project as it will give people access to walking around and near the Ducks Unlimited Ponds and also tie in under the Confederation Bridge to the Town's Rail Park.

The attached maps give you an idea of the location of the proposed trails. The orange marking shows the existing trail, however they may need upgrading to Confederation Trail standards. . The blue area are new trails proposed.

The cost estimate for the complete project is \$509,283 plus GST. (see attached spreadsheet). The project will probably need to be completed in phases as the Under the Bridge section may be harder to get Environmental approval for and may also require approval from the Federal government. Our MLA Minister Jamie fox is very interested in this project and indicated up to 100% funding was possible.

We also intend to enhance this project with a project application to Trees Canada this fall and to also engage the local school for a project to save the Monarch Butterflies.

If you require additional information, don't hesitate to contact me at your convenience

Jim Wentzell
CAO
902 437 2225

Then membership of the Fire Dept had a meeting Last Thursday to go over the Tenders of the Bunker Gear that are to be purchased. After going over the 3 different brands the members decided that the Tender from Nova Fire was the best way to go. The gear is very light weight and more of a comforting fit. Also if there is an issues arises with the gear they will take the gear and fix it with no questions. We have bought other equipment from this company and have had no issues with them and they are great to deal with.

If there is anymore questions feel free to contact me.

BUNKER
GEAR

Thanks

Fire Chief

Shawn Jessome

bcadmin@borden-carleton.ca

From: bcadmin@borden-carleton.ca
Sent: September 28, 2021 3:17 PM
To: 'Shawn Jessome'
Cc: Larry Allen (allenlarry@live.ca); Charles MacKenzie (Judy@pei.sympatico.ca)
Subject: Fire Dept Bunker Gear Tender Results

Hi Shawn

Below is a summary of Quotes received for new Bunker Gear for the Borden-Carleton Fire Dept. I will send you each of the three quotes received so you have all the paperwork submitted with their quotes.

Please review these quotes and if you need clarification on what is quoted or want to see any of the products before making a decision, please contact the supplier director.

Once everything has been considered, please forward the Fire Dept's Preferred Choice of Gear and I'll get Council's approval to Award the tender. Please include reasons for your Choice.

Thank You

Jim Wentzell
CAO
902 437 2225

Supplier	Quote	GST	TOTAL
Cummings Fire Equip Ltd	41,140.00	6,171.00	47,311.00
Nova Fire Equipment Ltd	44,600.00	6,690.00	51,290.00
Safety Source Fire Inc	41,100.00	6,150.00	47,250.00