



Town of Borden-Carleton

Oct 11, 2022 - 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 13, 2022

5. COMMITTEE REPORTS:

5.1 Police Report

5.2 Fire Report:

5.3 Recreation Director's Reports:

5.4 Properties and Planning Report:

5.5 Finance and Administration Report:

5.51 Cash Flow Report Sept 2022

5.52 Disbursement Listing Sept 2022

5.53 Staffing Update

5.54 EMO Response/Report

5.55 Audit Progress Update

5.6 Public Works/ Streets and Lights Report:

5.7 Water and Sewer Report:

6. EXTERNAL REPORTS:

6.1 BADC Report:

6.2 Destination Borden-Carleton:

7. CORRESPONDENCE

INFORMATION ITEMS:

- 7.1 Atlantic Planners Institute - Invite to attend their Conference in Charlottetown Oct 19-21st
- 7.2 Dept of Environment, Energy & Climate Change – Permit for Read Road Sewer main.
- 7.3 EMO PEI – Thanking all the Municipal EMO operations on coping with the recent hurricane that hit the province.

ACTION ITEMS

8. UNFINISHED BUSINESS

- 8.1 Housing Development Update
- 8.2 Request to Province to Take Over Town Roads
- 8.3 2nd Reading & Adoption Revised Tax Refund Policy
- 8.4 2nd Reading Policy Recognition of Service – Volunteer Firefighters

9. NEW BUSINESS

- 9.1 Municipal Election Timetable
- 9.2 Ratify – Tender Award – New Sewer Read Road
- 9.3 Tender – Snow Removal 2022/23 – 2024/25
- 9.2 Tender – Operation of Gateway Arena Canteen

10. IN CAMERA -MGA Section 119

- MGA 119(e) Contract Discussions



Town of Borden-Carleton

Minutes

Sept 13, 2022 - 20 Dickie Road, Borden-Carleton, PE

7:00pm

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

ALSO, PRESENT: Chief Administrative Officer Jim Wentzell
Four (4) Citizens

1. CALL TO ORDER:

The meeting was called to Order by Mayor Charles Mackenzie at 7:00pm

2. DISCLOSURE OF CONFLICT OF INTEREST

Part VI, Section 23 of the Municipalities Act, which maintains that

No member of Council shall derive any profit or financial advantage from his/her position as a member of Council and, where a member of Council has any pecuniary interest in or is affected by any matter before the Council, shall declare his/her interest therein and abstain from voting and discussion thereon.

No one declared a Conflict of Interest for this meeting.

3. ADOPTION OF THE AGENDA

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

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

CARRIED 6-0 (R#22-09-04)

4. APPROVAL OF PREVIOUS MINUTES:

It was duly moved and seconded that the minutes of the July 12 2022 regular Council meeting be adopted as presented.

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

CARRIED 6-0 (R#22-09-05)

It was duly moved and seconded that the minutes of the Sept 01 2022 special Council meeting be adopted as presented

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

CARRIED 6-0 (R#22-09-06)

It was duly moved and seconded that the minutes of the Sept 06 2022 special Council meeting be adopted as presented.

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

CARRIED 6-0 (R#22-09-07)

5. COMMITTEE REPORTS:

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

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

Moved by Councillor Nicole Arsenault, seconded by Councillor Eric Stewart

CARRIED 6-0 (R#22-09-08)

Fire Report:

Councillor Nicole Arsenault presented the Fire Chief's Report for the month.

It was duly moved and seconded that the Fire Chief's report for August be accepted as presented

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

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

Recreation/Arena Reports: Report included in package. Councillor Larry Allen presented the Recreation Director's for the month of August 2022

It was duly moved and seconded that the Recreation Director's Report be accepted as presented.

Moved by Councillor Larry Allen, seconded by Councillor Nicole Arsenault.

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

Fall/Winter Programs

Circulated to members of Council was a Draft Fall & Winter Program Listing as circulated by the Recreation Director.

Canteen Financial Statement 2021-22

The CAO circulated a financial statement on the operations of the Canteen at the Gateway Arena for 202/22. The Canteen has an operating loss of \$12,715.

It was agreed that a RFP for the Operation of the Canteen at the Arena be issued.

Properties and Planning Report:

Councillor Laurel Palmer-Thompson gave a verbal report on the Properties and Planning Committee.

It was duly moved and seconded that the Properties and Planning Committee Report be accepted as presented.

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

CARRIED 6-0 (R#22-09-11)

Finance and Administration Report: Report included in Package

5.51 Cash Flow Report August 2022

5.52 Disbursement Listing August 2022

Councillor Eric Stewart presented the CAO & Finance Report for August

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

Town \$ 68,422.78

Arena 1,321.86

Utilities 325,896.87

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

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

CARRIED 6-0 (R#22-09-12)

Meeting with Federal Housing Minister

Circulated to Council was a Housing Needs Discussion Paper presented to Federal Housing Minister at a meeting attended by the Mayor and CAO. The Federal government is making available funding to enable more and more Housing across Canada.

Obituary - Queen Elizabeth II

Members of Council were informed that Queen Elizabeth II, UK's longest-serving monarch, has died at Balmoral on September 8, 2022, aged 96, after reigning for 70 years.

It was duly moved and seconded that condolences to the Royal Family from the Town of Borden-Carleton be posted on the Town's Facebook pages

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

CARRIED 6-0 (R#22-09-13)

Public Works/ Streets and Lights Report

Councillor Barb Wood gave a report on the activities of the Public Works/Streets and Lights Committee

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

Moved by Councillor Barb Wood, seconded by Councillor Nicole Arsenault

CARRIED 6-0 (R#22-09-14)

Water and Sewer Report:

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

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

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

CARRIED 6-0 (R#22-09-15)

6.0 EXTERNAL REPORTS:

BADC Report:

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

Destination Borden-Carleton:

Councillor Laurel Palmer-Thompson gave a verbal report on the activities of Destination Borden-Carleton for the past month.

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

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

CARRIED 6-0 (R#22-09-16)

7. CORRESPONDENCE

INFORMANTION ITEMS:

- 7.1 Thank You from Quianna Harvey for being selected to receive the G. C. Bell Community Scholarship for 2022.**
- 7.2 Age Friendly Communities – Available to meet with the Town to outline the activities of their organization.**
- 7.3 Breaking Barriers Association – Inviting people to participate in a Zoom meeting to discuss problems within the RCMP and legislation planned to deal with the problems.**
- 7.4 Canada PEI Infrastructure Program - Advising the deadline for Intake projects under the Municipal Strategic Program will be January 20 2023**
- 7.5 Canada PEI Infrastructure Program – Deadline for Capital Investment Program funding applications is Oct 28 2022**
- Dept of Agriculture & Land – Proposed Amendments to the Special Planning Area Regulations under the Planning Act and inviting comments from municipalities.**
- 7.6 Dept of Communities and Fisheries – Seeking expressions of interest in respect to their Youth on Board program**
- 7.7 Dept of Municipal Affairs – September Newsletter**
- 7.8 FPEIM- informing of the Dept of Health and Wellness “Harm Reduction Services and Support in PEI**
- 7.9 Justice and Public Safety- Advising Policing costs for the Town will increase from \$98,287 to \$105,303 for 2022/23**
- PEI Community Navigator – Announcing PEI Neighbor Week – Sept 19th – 24th**
- 7.10 Senior’s Secretariat – Announcing a grant of \$4,000 for the Town’s Senior’s Strong program for 2022/23**
- 7.11 Trees Canada – Encouraging Canadians to celebrate National Tree Day Sept 21st**
- 7.12 – Town of Borden-Carleton – August Newsletter**

ACTION ITEMS

- 7.13 Royal Canadian Legion Requesting the Town provide a prize towards their annual elimination draw being held on Dec 3 2022.**

It was duly moved and seconded that the Town donate two gas gift cards to the Legion for their annual elimination draw.

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

CARRIED 6-0 (R#22-09-17)

8. UNFINISHED BUSINESS

8.1 Housing Development Update

The CAO circulated an update on various housing developments being proposed for the Town.

8.2 Read Road Sewer Project – Revised Funding

The Canada PEI Infrastructure Secretariat will allow the Town to allocate additional Direct Contribution Gas Tax funds to the Read Road Sewer project. An amount of \$274,870 will be added to the funds previously allocated for this project.

8.2 Request to Province to Take Over Town Roads

The province has acknowledged the Town's request to take over all roads in the Town and Department staff have started the process for the Town's request to be considered.

8.3 2nd Reading & Adoption Revised Tax Refund Policy

2nd Reading of the Revised Town Tax Refund Policy was tabled to be discussed at the October 11th Town Council meeting.

The CAO was requested to send a copy of the existing Town Policy to members of Council. A brief discussion took place in respect to whether persons living in cottages year-round would be eligible for the tax rebate and whether properties rented out as short-term rentals would be eligible for the rebate.

9. NEW BUSINESS

9.1 Dates of 2021-22 AUDIT (SEPT 09-21 2022)

The Auditors (MRSP) will be conducting the Annual Audit of the Town between Sept 09 and Sept 21st.

9.2 1st Reading Policy Recognition of Service – Volunteer Firefighters

It was duly moved and seconded that Council give 1st Reading of Policy 2022-22-01 Town of Borden-Carleton Recognition of Service – Volunteer Firefighters.

Moved by Councillor Nicole Arsenault, seconded by Councillor Barb Wood

CARRIED 6-0 (R#22-09-18)

It was noted two additional Firefighters would be recognized for in excess of 20 years' service under this policy: Fir Chief Shawn Jessome and Deputy Fire Chief Larry Allen.

10. IN CAMERA -MGA Section 119

MGA 119(d) Human Resource Matters (Council/Staffing)

It was duly moved and seconded that Council Go into Camera

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

CARRIED 6-0 (R#22-09-19)

Council went into Camera at 8:00 pm

Council Returned to Open Session at 8:24 pm

Approval of Office Positions

It was duly moved and seconded that Council approve the full-time office positions for the Town of Borden-Carleton as requested by the CAO: Administrative Assistant to the CAO; and Accounting Technician.

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

CARRIED 6-0 (R#22-09-20)

There being no further business to come before the meeting, the meeting adjourned at 8:30 pm

Mayor Charles Mackenzie

CAO Jim Wentzell

Jim Wentzell

From: Getson, Christina <Christina.Getson@rcmp-grc.gc.ca>
Sent: October 7, 2022 3:37 PM
To: Alicia Wentzell
Cc: badmin@borden-carleton.ca
Subject: RE: Reports for Council Meeting

Hello!

Unfortunately we do not have the Police Report reviewed and signed by our District Commander, as of yet. I hope it to be ready to forward out to you, first thing Tuesday morning!

Our apologies for the delay – it is just about complete, however we are still awaiting some data to be added to the report.

Thank you for understanding, and I hope you have a wonderful long weekend. I will touch base first thing Tuesday!

Kind Regards,

Christina

From: Alicia Wentzell <accounts@borden-carleton.ca>
Sent: October 4, 2022 4:01 PM
To: Getson, Christina <Christina.Getson@rcmp-grc.gc.ca>
Cc: badmin@borden-carleton.ca
Subject: Reports for Council Meeting

Hello,

We would appreciate receiving your report for the next Council meeting being held on Oct 11th, by 4:00 pm this Friday Oct 7th.

Thank you,

Alicia Wentzell
Administrative Assistant
Town of Borden-Carleton
accounts@borden-carleton.ca
Phone: (902) 437-2225
Fax: (902) 437-2610

Recreation Director

Report to Council, Tuesday October 11th

As you all know the arena sustained significant damage to the roof from Hurricane Fiona. Dennis and The Paynter Brother's were able to roll the steel back to cover and seal the hole for now which is what the insurance company had asked us to do. We are now waiting on an adjuster to come out and for the time being the upstairs will be closed to the public.

The Arena is set to open on October 22nd as long as everything with ice making goes as planned. MCM Refrigeration was out on Wednesday, October 5th to start the plant and dehumidifier and so far everything is going great. Arthur will be starting back on Monday, October 10th.

The ball field fence is still set to be started mid to late October. We will be doing the base line fences, back stop and dug outs. We will be keeping the home run fence.

We have calls in looking for quotes for a heat pump at the maintenance shop. We are hoping to have a new one installed by November.

The Marine Rail Park will soon be closed for the winter. With the temperature steadily dropping now, Dennis will be shutting the water off to the building. It was a very busy summer at the park with up to 18 buses a day as well as having a couple production companies there doing some filming, and Canada Games using it for their announcements of both the 2023 Canada Games Host Province and the Torch Relay host communities.

November 2nd the Town of Borden-Carleton will be kicking off the PEI portion of the Canada Games Torch Relay. This will be taking place in the afternoon with an after party. A list of all Torch Bearers will be released to public soon.

We are revising the programming for the fall/winter months. We just had to move around a few dates and reschedule some due to the hurricane and also from Holly having COVID.

FINANCIAL REPORT FOR SEPT 2022

Below is a Cash Flow, Cash Balance and Loan Balance Report.

We monitor all accounts on a regular basis to prevent any overdraft charges

TOWN OF BORDEN-CARLETON CASH FLOW REPORT

September 30 2022

BANK ACCOUNTS	Opening	EFT Receipts	Cheques	Closing
Account	Balance	Deposits	EFT Payments	Balance
ARENA	21,560	475	1,382	20,653
TOWN	147,797	66,493	92,404	121,886
UTILITIES	96,106	8,330	28,797	75,639
Total Cash Flow	265,463	75,298	122,583	218,178

ACTIVITY APRIL 2022 RESERVES	Opening	Deposits	Transfers	Closing
	Balance		EFT Payments	Balance
Gas Tax ACCT	485,309	41	0	485,350

ACTIVITY APRIL 2022 LOANS	Opening	Deposits	Principal Only	Closing
	Balance		EFT Payments	Balance
Fire Truck 71-9	115,518		1,667	113,851
Sewer 72-9	454,441		2,627	451,814
Sewer Mains 74-9	68,586		278	68,308
Storm Drains 75-9	68,586		278	68,308
Water/Sewer 79-9	310,526		0	310,526
Total Loans Outstanding	1,017,657	0	4,850	1,012,807

Deposits & Bill Payments

We balance Cash and make deposits daily. This includes the Town, Utilities and Arena including the Canteen

We issue cheques and Transfer payments every two weeks on the same week Payroll is completed. This ensures all bills are paid on time.

Debit Card expenses realized as funds are transferred to the Debit Card Account

Credit Card expenditures realized monthly when paid out of the Town account

We ensure no account endures overdraft charges

Town of Borden-Carleton**Cheque Log for 1001 Credit Union Current Account from Sep 01, 2022 to Sep 30, 2022**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
15751	Payment	Beaulieu Lucas	50.00	Sep 06, 2022
15752	Payment	Paynter, April	50.00	Sep 06, 2022
15753	Payment	MacDonald-Pickering, Mary	50.00	Sep 06, 2022
15754	Payment	Arsenault, Darlene	125.00	Sep 06, 2022
15755	Payment	Murphy, Krista	50.00	Sep 06, 2022
15756	Payment	MacKenzie, Judy	25.00	Sep 06, 2022
15757	Payment	Crossman, Kelsey	50.00	Sep 06, 2022
15758	Payment	Hagen, Krista	50.00	Sep 06, 2022
15759	Payment	Noonan, Bev	25.00	Sep 06, 2022
15760	Payment	Paynter, Shelley	75.00	Sep 06, 2022
15761	Payment	Blundell, Georgina	75.00	Sep 06, 2022
15762	Payment	Peters, Brittany	50.00	Sep 06, 2022
15763	Payment	Paynter, Roger	50.00	Sep 06, 2022
15764	Payment	Stuckey, Glen	150.00	Sep 06, 2022
15765	Payment	DesRoche Trent	200.00	Sep 06, 2022
15766	Payment	Allen, Natalie	200.00	Sep 06, 2022
15767	Payment	Allen, Emily	50.00	Sep 06, 2022
15768	Payment	Allison, Jessica	150.00	Sep 06, 2022
15769	Payment	Walsh, Deanna	100.00	Sep 06, 2022
15770	Payment	Town of Borden Carleton	200.00	Sep 06, 2022
15771	Payroll	Bernard, Dennis	1,310.90	Sep 09, 2022
15772	Payment	Nooann, Gary	50.00	Sep 06, 2022
15773	Payment	Paynter, Ross	100.00	Sep 06, 2022
15774	Payment	Blanchard, Ryan	150.00	Sep 06, 2022
15775	Payment	McCarville, Ben	25.00	Sep 06, 2022
15776	Payment	Noonan, Sharon	100.00	Sep 06, 2022
15777	Payment	Ceretti's Grocery & Hardware	2,139.87	Sep 08, 2022
15778	Payment	Xerox Canada LTD	384.64	Sep 08, 2022
15779	Payment	Prince Edward Island Potato Board	1,058.00	Sep 08, 2022
15780	Payment	Minister of Fiance Justice & Public Safety	26,325.75	Sep 08, 2022
15781	Payment	HiTech Communications	5,619.43	Sep 08, 2022
15782	Payment	Callbeck's Home Hardware	3,543.43	Sep 08, 2022
15783	Payment	Waddel, John	100.00	Sep 06, 2022
15784	Payment	Allen, Larry	200.00	Sep 14, 2022
15785	Payment	Jessome, Shawn	200.00	Sep 14, 2022
15786	Payroll	Bernard, Dennis	1,384.85	Sep 23, 2022
15787	Payroll	Perry, Frankie	1,000.41	Sep 23, 2022
15788	Payroll	Wentzell, Alicia	1,213.17	Sep 23, 2022
15789	Payroll	Bagnall, Brandon	947.93	Sep 23, 2022
15790	Payroll	Henry, Laurie	941.70	Sep 23, 2022
15791	Payroll	Bernard, Holly	1,492.77	Sep 23, 2022
15792	Payroll	Wentzell, Jim	1,772.97	Sep 23, 2022
15793	Payroll	Ranahan, Arthur	163.51	Sep 23, 2022
15794	Payment	Ceretti's Grocery & Hardware	17.31	Sep 20, 2022

15795	Payment	Jim Wentzell	54.00	Sep 20, 2022
16703	Payment	Ahearn, Randy	197.08	Sep 01, 2022
16704	Payment	Allen, Larry	197.08	Sep 01, 2022
16705	Payment	Bernard Arseneault, Nicole	197.08	Sep 01, 2022
16706	Payment	MacKenzie, Charles	252.08	Sep 01, 2022
16707	Payment	Palmer Thompson, Laurel	197.08	Sep 01, 2022
16708	Payment	Stewart, Eric	177.08	Sep 01, 2022
16709	Payment	Wood, Barb	197.08	Sep 01, 2022
16710	Payment	Holly Bernard	70.00	Sep 01, 2022
16728	Payment	MINISTER OF FINANCE.	150.00	Sep 06, 2022
16729	Payment	House Front Production Services	800.00	Sep 06, 2022
16730	Payment	Murphy Paul	400.00	Sep 06, 2022
16731	Payroll	Wentzell, Alicia	1,213.17	Sep 09, 2022
16732	Payroll	Wentzell, Jim	1,772.97	Sep 09, 2022
16733	Payroll	Bernard, Holly	1,492.77	Sep 09, 2022
16734	Payroll	Bagnall, Brandon	1,026.97	Sep 09, 2022
16735	Payroll	Perry, Spencer	228.46	Sep 09, 2022
16736	Payroll	Nicks, Shannon	660.77	Sep 09, 2022
16737	Payroll	Perry, Frankie	1,000.41	Sep 09, 2022
16738	Payroll	Ranahan, Arthur	163.51	Sep 09, 2022
16739	Payroll	Henry, Laurie	1,020.74	Sep 09, 2022
16740	Payroll	Gallant, Arthur	612.07	Sep 09, 2022
16741	Payroll	Howatt, Sydney	330.52	Sep 09, 2022
16742	Payment	Malone, Debby	100.00	Sep 06, 2022
16743	Payment	Vincent Carol	25.00	Sep 06, 2022
16744	Payment	Platts, Shelby	50.00	Sep 06, 2022
16745	Payment	Walsh, Lorna	50.00	Sep 06, 2022
16746	Payment	McCarville, Olivia	75.00	Sep 06, 2022
16747	Payment	Dougay, Lawson	50.00	Sep 06, 2022
16748	Payment	Stewart, Melanie	25.00	Sep 06, 2022
16749	Payment	Riley, Jody	50.00	Sep 06, 2022
16750	Payment	Leard, Kate	175.00	Sep 06, 2022

Total Town Cheques issued September 2022 65,027.56

J829	EFT RWAM	RWAM Insurance Administrators Inc	340.66	Sep 01, 2022
J896	50291491 Al	Cash, Bell Aliant	266.35	Sep 03, 2022
	Credit Card	Consolidated Credit Union	1,002.49	Sept 07 2002
	EFT WCB	Workers Compensation Board	1,340.31	Sept 08 2022
J872	EFT ME	Maritime Electric	392.88	Sep 15, 2022
J682	EFT ME	Maritime Electric	1,828.04	Aug 22, 2022
J899	BS	CU CHARGES	91.70	Sep 29, 2022
J864	EFT RG	Receiver General for Canada	10,500.83	Sep 12, 2022
EFT LOAN	Online	Loan Payment 71 - Fire truck	2,151.15	Aug 18 2022
EFT LOAN	Online	Loan Payment - 75 Storm Drains	582.13	Aug 18 2022

Online Payments Town September 2022 18,496.54

TOTAL ALL PAYMENTS TOWN September 2022 83,524.10

Borden Carleton Sewer and Water Utility

Cheque Log for 1001 Cash in bank from Sep 01, 2022 to Sep 30, 2022

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3208	Payment	WSP Canada Inc.	13,506.73	Sep 08, 2022
3209	Payment	WSP Canada Inc.	249.00	Sep 20, 2022
3210	Payment	Prince County Wastewater Management Services	5,750.00	Sep 20, 2022
Total Utilities Cheques issued September 2022			19,505.73	
	BS	CU CHARGES	11.45	Sept 09 2022
J1627	BS	CU CHARGES	5.75	Sep 20, 2022
J1761	BS	CU CHARGES	18.95	Sep 29, 2022
J1762	BS	CU CHARGES	5.00	Sep 29, 2022
J1609	EFT ME	Maritime Electric	2,268.22	Sep 15, 2022
J1626	EFT ME	Maritime Electric	127.53	Sep 20, 2022
EFT LOAN	Online	LOAN 72 -Sewer	4,634.63	Sept 14 2022
EFT LOAN	Online	LOAN 75 -Sewer	597.82	Sept 19 2022
Online Payments Utilities September 2022			7,669.35	
TOTAL ALL PAYMENTS Utilities September 2022			27,175.08	

Gateway Arena

Cheque Log for 1001 Credit Union Current Account from Sep 01, 2022 to Sep 30, 2022

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
6217	Payment	Ceretti's Grocery & Hardware	81.97	Sep 07, 2022
6218	Payment	Jet Ice Limited	1,620.88	Sep 20, 2022
Total Arena Cheques issued September 2022			1,702.85	
JE#	Source #	Comment	Credits	Date
	EFT IE	Irving Energy Distribution and Marketing	92.00	Sept 08 2022
	EFT EL	Eastlink	122.79	Sept 08 2022
J383	BS	CU CHARGES	28.70	Sept 09 2022
J394	EFT ME	Maritime Electric	725.39	Sept 15 2022
J401	BS	CU CHARGES	5.00	Sept 29 2022
J400	BS, CU CHAR	BANK CHARGES	19.95	Sept 29 2022
Online Payments Arena August 2022			993.83	
TOTAL ALL PAYMENTS Arena September 2022			2,696.68	

STAFFING

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: October 5, 2022 7:40 PM
To: Charles MacKenzie (Judy@pei.sympatico.ca); Randy Ahearn (randahearn@msn.com); Larry Allen (allenlarry@live.ca); Nicole Arsenault (nicole.a.2241@gmail.com); Eric Stewart (judge58@hotmail.com); Barb Wood (johnandbarb@pei.sympatico.ca); Laurel Palmer-Thompson (laurelynnthompson@yahoo.com)
Cc: Holly Bernard; 'rmbordencarleton@gmail.com'; 'Alicia Wentzell'
Subject: Update - Administrative Assistance to the CAO

Hi All

Applications for the position of Administrative Assistant to the CAO closed on Friday Sept 30th. We received 108 applications. Of those, 19 applications were from persons residing in PEI. We will review all 19, short list them to the best 4 or 5 and conduct interviews next Thursday, October 13th.

In respect to the Accounting Technician, applications will close this Friday October 7th.

Jim Wentzell
CAO
902 437 2225

Accounting Technician
Closed ~~Sept~~ Oct 7, 2022
Received - 19 Applications
Of those 5 reside in PEI
will interview 3 persons Oct 20/22

EMO RESPONSE HURRICANE FIONA Town of Borden-Carleton

The Town was very fortunate as we did not incur the destruction and power loss that hit other parts of the province.

Most of our residents/businesses had power restored within two days.

We opened the comfort centre Sat & Sunday and a number of persons used it to charge phones. A couple people used the showers at the Arena.

There was property damage caused by the wind, rain and falling trees. The Town's major damage was to the roof at the Arena.

Staff worked throughout the storm and used a generator to pump the lift stations as needed.

Attached to this memo is EMO Notes and observations as a result of this storm. It's apparent we do not have adequate resources to respond to a hurricane this strong. We were lucky that this was not in the dead of winter. The Legion is not equipped yet for a winter storm. We will follow up on this with the Legion

Council and our EMO Coordinators should meet over the next month to discuss how best we can improve our EMO response. One of the new employees will be assigned to work on what is needed.

The Province needs to look at EMO on a regional basis , not have every municipal unit duplicating effort

Jim Wentzell
CAO

I left space on the pages of notes for feedback and suggestions from Staff and Council. Please forward your comments to the Town Office

EMO NOTES SEPT 28 2022

Staffing

Inadequate: One staff person for Arena (Holly)
One staff person for Office (Alicia)
One staff person for Properties/Streets (Dennis)
One staff person for Water/Sewer (Brad) plus Dennis most of the time.
Fire Dept Volunteers (Fire Hall)

No back up/replacement staff for extended power outages or damage to Town property
Dennis requires a helper (with a driver's license) for many tasks
No back up/replacements to cover for sickness/people away/COVID
No volunteer netbook set up to provide lunches, blankets

Action:

Comfort Centres

Legion is supposed to be official Comfort station but no back up generator there as yet
Arena is OK in the off season but again, no back up generator
Fire Hall has backup generator, powers doors, and upstairs room. Not ideal but adequate for charging phones, take out for water/food
School???

Action:

Formal Agreements for Comfort Stations
Winter time needs greater than summertime needs (Heat/Shelter)Transportation
Liasson with Red Cross
When to Open/When not be open.

Communications

Town's two Facebook pages used

Telephone/Email among employees. EMO coordinators, Mayor, Fire Dept, RCMP and EMO PEI

Advising location/Open Hours. Services at a Comfort station

Problem: Internet down for awhile
Bell Cell system down for awhile
Eastlink Cell system down for awhile
Both Mayor's email and phone not working

Keeping Council/general public informed?

Action:

How do we communicate when power is off and cellphone service down?

Communication Protocols: Re-examine flow of information and direction to staff (priorities)

Alternative email addresses for Town employees (in case town network down) (yahoo/Gmail)

A separate BC EMO Facebook pages, just for EMO messaging

Education: 72 Hour program: Emergency kits, Contact info.

Control Information Overload – Every municipality has an EMO organization- may be confusing.

Liasson with Maritime Electric? (Regional EMO's a better solution)

BC EMO Office

Where is it and where should it be?

If it's the Town Hall, staffing is an issue:

Needs a generator to ensure land lines & computers are working

Use of messages on phone, call forwarding

Hours office will be open

Action:

Should Library be backup location.

Insurance – What is Covered, what is not. Responsibility to minimize damage.

Was confusion with Trees – not insured/property owner must claim damage from trees.

BC EMO Database

At present only database is assessment roll and water/sewer customers
Insufficient information

Action

Circulate flyer to all residents seeking household information: contact info, age groups, ability to look after self for 72 hours, neighbours helping neighbours; who has alternative heat sources, back up generators

Town Administration Preparedness:

Facility checks (a to do list before a storm)

Stock up on certain supplies: gas/diesel. propane; water, batteries, food?

Test all generators and other equipment

Charge all phones

Check lift stations, lagoons, and storm water system

Hold staff briefings

Liasson with Council, EMO coordinators, EMO PEI and Dept of Municipal Affairs

Action

Create a To Do list

Resource List

We have started a Resource list but its far from complete.

Action:

Town of Borden-Carleton
Public Works -Streets- Lights Report
September 2022

Some of activities during the month of September that pertained to Public Works/Streets /Lights include:

The Town truck will be repaired in early October. The company doing the work has to get the necessary parts.

Plans are to clean up the Town maintenance shop site, however we are on a waiting list for a dumpster.

The Snow removal tender for 2023-2026 has been issued. One tender was received.

Town of Borden-Carleton
Sewer – Water Report
September 2022

Some of activities during the month of September that pertained to Sewer and Water include:

During the Hurricane, Dennis & Brad were out most of the weekend providing power to the lift stations to pump the sewage to the lagoon.

The lagoon was not breached during the storm and catch basins were kept clear as much as possible.

Water meters were read on Sept 29th. There are issues with a few meters are being addressed. Both residential and commercial water and sewer accounts were billed the first week in October.

All accounts greater than 6 months in arrears were sent Disconnect Notices if satisfactory payment methods are not made. Twenty-six (26) letters have been sent.

Hydrant Flushing took place on October 8th.

Jim Wentzell

From: Thompson, Laurel <lthompson@charlottetown.ca>
Sent: September 21, 2022 10:28 AM
To: badmin@borden-carleton.ca; Barb Wood; 'Nicole Arsenault'; Randy Ahearn; Larry Allen; 'Charles MacKenzie (Judy@pei.sympatico.ca)'; stewart, eric
Subject: FW: Planning Conference in October

Hi all:

Our annual conference for the Atlantic division of Professional Planners is being held in Charlottetown next month. I thought I would send it around in case anyone is interested in attending. There is a lot of interesting sessions that would also be beneficial for municipal councilors. If anyone is interested in attending the link with information is in the email below.

Laurel

From: Forbes, Alex <aforbes@charlottetown.ca>
Sent: Wednesday, September 21, 2022 9:55 AM
To: Zilke, Robert <rzilke@charlottetown.ca>; Trainor, Emily <etrainor@charlottetown.ca>; Thompson, Laurel <lthompson@charlottetown.ca>
Cc: Catane, Ellen <ecatane@charlottetown.ca>
Subject: FW: Planning Conference in October

FYI

The Atlantic Planners Institute Conference is being held in Charlottetown this year (Oct 19 – 21), with sessions that may be of interest to municipal council members and staff: <https://atlanticplanners.org/events/api-conference-2022/>



**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 #: P2022-51
Utility Name: Borden-Carleton Water and Sewage Utility
Utility Address: 167 Industrial Avenue Borden-Carleton
Utility ID: M003-BC
Engineering Firm: WSP Canada Inc.
Design Engineer: Jonathan Doyle ,P.Eng.
Total Cost: \$537,000
Project: Read Road Sewer Extension
Applicant(s): Town of Borden Carleton

Project Description:

This project involves the extension of water and wastewater system as outlined in the project description. Specifically, the construction will involve the installation 361 m of 200 mm PVC SDR35 S/M, manholes, misc pipe and connections, 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 shall be adhered to as outlined in the detailed project description and any additional correspondence.
7. 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.

Jim Wentzell

From: Bradley MacIsaac <bnmacisaac@gov.pe.ca>
Sent: October 9, 2022 1:27 PM
Subject: Thank you

Good morning,

I am sending this out to every one of you as contacts for my municipalities. The past two weeks have been incredibly challenging for all of us, and I wanted to express my appreciation to all of you for going above and beyond for the residents of your communities and the entire province. I will never be able to comprehend what all of you saw on the ground and everything that you all had to cope with over the past days, many of you gave up time with your own families to step up and take care of your neighbors and friends.

I look forward to getting out and chatting with each of you during the weeks after the provincial emergency operations center decreases in activity. In the meantime, please do not hesitate to reach out to me.

Thank you for everything and I hope you can get some rest over the coming days.

Bradley MacIsaac

A/Provincial Emergency Management Coordinator
Justice and Public Safety
bnmacisaac@gov.pe.ca
Cell: 902-218-0648
Phone: 902-368-5980

Emergency Measures Organization
Government of Prince Edward Island
6th floor, Suite 600, National Bank Tower
134 Kent Street
P.O. Box 911
Charlottetown, PE C1A 7L9
www.PrinceEdwardIsland.ca

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Town of Borden-Carleton
CAO Report RE: Pending Developments
Update September 2022

228 Carleton Street The sewer extension & lateral is expected to be installed during the month of October. No update received from the Developer.

Nicole Morrison Property -Borden Avenue It was the intention to hook on to water and sewer from Downing Street. This would require an easement from BADC as well. We will be reviewing the existing water and sewer lines in the area and determine the active lines.

Ms. Morrison advises they are now looking at a Spring start. Working on plans for a Development Agreement and Building Permit. No new update since last month.

70 Read Road

The letter of Intent has been signed and a draft development agreement created. Prior to finalizing a Purchase and sale Agreement to go to Council, the proposal will go the Planning Board and a public meeting once the necessary documents are received from Paynter Brothers. The Town has received funding towards the cost of extending a Sewer main on Read Road between Carleton St and Industrial Drive.

We did get a response from the developers and they are proposing time line changes to the letter of intent that will be discussed in camera.

Town of Borden-Carleton Municipal Residential Property Tax Incentive Policy 2022-06-01

1.0 Housing Initiative

- 1.1 Construction of a new home with an assessment of at least \$100,000
- 1.2 Construction of a new apartment building assessed at least \$100,000 per dwelling unit.
- 1.3 Incentive applies to initial owner only and terminates once the property is sold. It is not transferable to subsequent owners of the property
- 1.4 Incentive only allowed to be used one time per property. For multi building housing projects built in phases, the incentive will apply as each building is completed and occupied as per signed separate agreement with the developer.
- 1.5 Incentive applies to year-round , owner occupied or tenant property.
- 1.6 Tourism, cottages, seasonal, short- term rentals and non-residential properties are not eligible for the municipal tax incentive.
- 1.7 Change of use of an existing structure will not make the property eligible for a municipal tax incentive.

2.0 Eligible applicants will receive a tax refund as follows:

- 2.1 For owner-occupied single-family homes: a 100% rebate for 5 years on the Municipal portion of their residential property tax.
- 2.2 For apartment buildings, built and 75% occupied prior to December 31, 2025: a 100% rebate for 5 years on the Municipal portion of their residential property tax
- 2.3 For multiple housing projects on the same lot built in phases and an agreement is in place as per section 1.4: a rebate for each building as per the terms outlined in the agreement.
 - 2.3.1 Notwithstanding the terms of the agreement, the rebate of the Municipal portion of the taxes shall not exceed 5 years for each individual building.

- 2.4 For all apartment buildings built and occupied after December 31, 2025 and for all multiple dwelling agreements signed after December 31, 2025, a phased tax incentive will apply once buildings are complete and 75% occupied:
- For year one – 100% rebate for 5 years on the Municipal portion of their residential property tax, and
 - For year two – 80% rebate for 5 years on the Municipal portion of their residential property tax, and
 - For year three – 60% rebate for 5 years on the Municipal portion of their residential property tax, and
 - For year four – 40% rebate for 5 years on the Municipal portion of their residential property tax, and
 - For year five – 20% rebate for 5 years on the Municipal portion of their residential property tax, and

3.0 Administration of the tax incentive program

3.1 An applicant must fill in an application form each year and return it along with a copy of their P.E.I. Real Property Tax bill, to the Municipal Office, 20 Dickie Road (Box 89), Borden-Carleton CoB 1X0 prior to December 31st in any given taxation year.

3.2 The CAO may require proof of payment of property taxes prior to issuing an incentive payment to the property owner.

3.3 Any payment will be issued to the assessed owner of the property.

3.4 The CAO may deduct from the incentive payment, amounts to cover any outstanding fees or other charges owed to the town including and not limited to utility billings, servicing charges, permits, fees and fines.

4.0 interpretation and termination of Incentive Program

4.1 The Council of the Town of Borden-Carleton may amend or terminate the municipal residential property tax incentive by motion of Council at a duly held meeting of the Council.

4.2 If any dispute arises in respect to the application and interpretation of any provisions of this document, the opinion of the Town shall prevail and be final.

First reading: _____

Second Reading: _____

Date Adopted: _____

Revised: June, 2022 J A Wentzell CAO
--

Town of Borden-Carleton
Recognition of Service – Volunteer Firefighters
Policy 2022-09-01

1.0 Volunteer Fighters

- 1.1 The Town recognizes that volunteer firefighters are men and women from the community and district who volunteer their time to serve as 1st responders with the Borden-Carleton and Area Fire Dept
- 1.2 Considerable hours are involved each year to respond to Fire and other emergency calls, attend practices and take the necessary training at their own expense to keep our community safe.
- 1.3 Dedicated individuals continue to serve the community year after year.

2.0 Suitable Recognition for Long Service

- 2.1 On an annual basis Council shall recognize those Firefighters who reach certain milestone serving the Community: 20 Years service; 30 Years service; and 40 years service
- 2.2 Prior to the Annual Firefighters dinner held in September each year, the Fire Chief shall notify the CAO those firefighters who have reached a service milestone as per clause 2.1
- 2.3 Service recognized shall be the service according to the records of the Borden-Carleton and Area Fire Dept.

3.0 Service Award

- 3.1 The Town shall provide to qualified firefighters the following service awards:
 - Upon completion of 20 years service \$200
 - Upon completion of 30 years service \$300
 - Upon completion of 40 years service \$400
- 3.2 The presentations will be made at the Annual Firefighters Dinner held in September each year by a member of Council.

First Reading _____

Second Reading _____

Date Adopted _____

TOWN of Borden-Carleton

2022 Municipal Elections Calendar

Election Dates

Notice of Nominations Ad Publish Date:	07-Oct-22
First Day Office can be open	11-Oct-22
Nominations Open	12-Oct-22
Map of boundaries of each polling division	14-Oct-22
Nominations Open	12-Oct-22
Close of Nominations	21-Oct-22
Publish ad for extended nominations	24-Oct-22
Deadline to correct voter information	25-Oct-22
Ad Notice of Election information/List shared	26-Oct-22
Extended Nomination Day close	28-Oct-22
Advanced Poll	05-Nov-22
Election Day	07-Nov-22
Verification of Results	09-Nov-22
Deadline to request recount	11-Nov-22
MEO recount deadline	14-Nov-22
Deadline to request judicial review	16-Nov-22
Deadline Judicial review/Declaration Day	21-Nov-22

Jim Wentzell, Chief Electoral Officer

Sylvia Magnotta, Returning Officer



Notice of Election & Call for Nominations

TOWN OF BORDEN-CARLETON MUNICIPAL ELECTION



Residents of the Town of Borden-Carleton are hereby given notice that a municipal election will be held on Monday, 07 November 2022 for the election of a Mayor and six (6) Councillors for a four-year term ending 6th of December 2026.

The Town Office is the Election Office for the Town and is open 8:30am-4:30pm M-F

Procedures for Nominations:

1. The nomination period for the council positions noted above commences on Wednesday, October 12, 2022 and closes at 2:00 pm on Nomination Day on Friday, October 21, 2022.
2. Nominations can be received at the election office 20 Dickie Road, C0B 1X0 by the Municipal Electoral Officer or Returning Officer at the following times:
 - Friday, October 21, 2022 9am to 2pm
 - Between October 12th and October 21st 2022 by appointment
3. A \$10.00 fee is payable to the Town of Borden-Carleton at the time of nomination, which is refundable to any candidate who receives one-half or more of the votes cast for the candidate elected.

Eligibility for Candidates:

1. Not less than 18 years of age;
2. A Canadian citizen;
3. A resident of the Town for a period of six months preceding the date of the election.

The deadline for correcting elector information shall be no later than 11:59 am on Tuesday, October 25, 2022.

For more information contact the Municipal Electoral Officer – MEO Jim Wentzell at 902 437 2225) or bcadmin@borden-carleton.ca . Municipal Election Information can be found at www.peimunicipalelections.ca

Signed this 7th Day of October, 2022
Sylvia Magnotta, Returning Officer
Jim Wentzell, Municipal Electoral Officer.

Jim Wentzell

From: Jim Wentzell <bcadmin@borden-carleton.ca>
Sent: October 3, 2022 10:23 AM
To: 'Doyle, Jonathan'
Cc: Charles MacKenzie (Judy@pei.sympatico.ca); Randy Ahearn (randahearn@msn.com); 'rmbordencarleton@gmail.com'; 'brad paugh'
Subject: RE: Tender Review & Recommendation - Read Road Sewer Extension - Borden-Carleton

Hi Jonathan

Council would like to award the tender to Landmark Construction for the new Sewer Main & services on Read Road at a tendered price of \$364,623.03 . Please advise the contactor.

In addition , can you contact the Dept of Environment in respect to the permit for this job and advise them the Contractor would like to start around Oct 17th.

Thirdly, as mentioned on the phone, there should be a couple water service laterals added to the contract as "EXTRAS" as any development on the vacant lots would require water service as well.

Thank You

Jim Wentzell
CAO
902 437 2225

From: Desroches, Gail <Gail.Desroches@wsp.com>
Sent: September 29, 2022 3:18 PM
To: bcadmin@borden-carleton.ca
Cc: Doyle, Jonathan <Jonathan.Doyle@wsp.com>
Subject: Tender Review & Recommendation - Read Road Sewer Extension - Borden-Carleton

Hi Jim,

Please find attached WSP's letter of tender review and recommendation, along with a copies of bids received, for the Read Road Sewer Extension project.

If you have any questions or require further information, please reach out to Jonathan Doyle at your convenience.

Thank you,



Gail DesRoches
Executive Administrative Assistant

T+ 1 902-436-2669
M+ 1 902-598-6158


WSP Canada Inc.

**Schedule of Unit Prices
Read Road Sewer Extension - 2022
Borden-Carleton, PEI**

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
1.	Sewer Main: PVC DR35 gasketed joints, supplied and installed, including excavation, backfilling, sewer by-pass pumping, compaction, shoring, testing, and dewatering as required. - 200 mm dia. PVC	361 m	\$ <u>625</u>	\$ <u>225,625</u>
2.	Manholes: supplied and installed, c/w RAM-NEK gasket material, waterproof membrane, precast bases, frames and covers, demolition of existing manholes, excavation, backfilling, compaction, shoring, testing and dewatering as required. - 1050 mm dia. - 1200 mm dia. (drop manhole)	10 m 5 m	\$ <u>2,842</u> \$ <u>2,191.20</u>	\$ <u>28,420</u> \$ <u>10,956</u>
3.	Sewer Service Placement: PVC DR35 gasketed joints, locates of existing services, insulation as required, reinstatement of grass, augering, supplied and installed. - 150 mm dia.	31 m	\$ <u>425</u>	\$ <u>13,175</u>
4.	Asphalt Cutting & Resurfacing: including sawcutting, planing, seal, gravel and select borrow.	10 m	\$ <u>390</u>	\$ <u>3,900</u>
5.	Exploratory excavation as per indicated areas on drawings only.	5 ea	\$ <u>500</u>	\$ <u>2,500</u>
6.	Gravel Road Reinstatement: including gravel and select borrow.	500 m ²	\$ <u>49</u>	\$ <u>24,500</u>
7.	Rock Excavation.	10 m ³	\$ <u>150</u>	\$ <u>1,500</u>
8.	Sandstone (Premium Borrow) for utility lines (provisional): supplied and placed as required, including removal of unsuitable material from site.	35 m ³	\$ <u>42.50</u>	\$ <u>1,487.50</u>

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
9.	Cash Allowance	1 L.S.	\$ <u>5,000.00</u>	\$ <u>5,000.00</u>
				Subtotal = \$ <u>317,063.50</u>
				HST (15%) = \$ <u>47,559.53</u>
				Total Tender Amount = (supplied and installed) \$ <u>364,623.03</u>

Contractor Landmark Construction
Po Box 192
Windsor PE
CIE 122

Signature 

TENDER FORM
SNOW REMOVAL SERVICES
For Town of Borden-Carleton
TENDER BC-2022-09-01

Company Name	On the go Property Maintenance Inc.
Mailing Address	302 Bradford Road, Albany PE
Telephone Number	902-432-4527
Authorized Representative	Tom Noonan
Email Address	otgproperty@gmail.com

Certification:

I, Tom Noonan am authorized by the above-named company to submit a tender for Snow Removal services for the Town of Borden-Carleton.

Our Bid is attached as per Schedule A and Schedule B

Signed Tom Noonan Title: owner/operator

Date: Sept 30, 2022

Please sign or initial Schedule A & B

Schedule A

TENDER BC-2022-09-01

COMPANY NAME : On the go Property Maintenance Inc.

It is understood that Companies may BID on either the Streets section (3.1(a)) or the parking lots of the three buildings section (3.1(b)) or BOTH Sections.

We agree to provide the necessary labour, material and equipment to perform snow removal operations for the Town of Borden-Carleton in accordance with the Tender Form and Agreement for the following prices:

Snow Removal -Streets (3.1(a))	Price	HST	Total	Fuel Cost Inc
Year 1: Fixed Rate: 2022/23	\$5,600.00	\$774.00	\$59,340	\$13,800
Year 2: Fixed Rate: 2023/24	\$54,696.00	\$8204.40	\$62,900.40	\$14,200
Year 3: Fixed Rate: 2024/25	\$57,977.00	\$8696.50	\$66,673.50	\$14,500

Snow Removal -Buildings (3.1(b))	Price	HST	Total	Fuel Cost Inc
Year 1: Fixed Rate: 2022/23	\$16,250	\$2437.50	\$18,687.50	\$5,465
Year 2: Fixed Rate: 2023/24	\$17,225	\$2582.75	\$19,808.75	\$5,895
Year 3: Fixed Rate: 2024/25	\$18,258	\$2738.70	\$20,996.70	\$6,000

IRAC Fuel Pricing Used in Contract Pricing (See 5.4)	Cents per litre
Pump Price Regular Gasoline MIN	1.64
Pump Price Diesel MIN	1.94

Tom Noonan (Company signature or Initial)



REQUEST FOR PROPOSALS

FOR

Operation of Canteen Concession

Gateway Arena

Borden-Carleton

REQUEST FOR PROPOSALS

The Town of Borden-Carleton is inviting proposals to Operate the Canteen Concession at the Gateway Arena for a one-year period with an option for an annual renewal.

THE OPPORTUNITY

During the Winter and Spring, residents and the business community workforce have a limited choices to enable to purchase cooked food for lunch and dinner, and the Canteen has been traditionally been open to provide this necessary community service until the Victoria Day Holiday in May

In addition, between November 1st and March 22nd, the Arena is open to ice rentals for Minor Hockey, skating, ringette and adult ice rentals. The canteen service provides food options for those using the ice and spectators/parents attending the various events.

CANTEEN FACILITIES

The Canteen at the Arena has the following equipment:

- Propane Grill
- Propane Deep Fryer
- Hot Chocolate Machine
- Double Door Refrigerator
- Deep Freeze
- Various Cooking Utensils
- Slow Cooker
- Electric Cash Register
- Debit Machine (optional)
- Arena Canteen Cell phone (Optional)
- Counters
- Exhaust Fan

CONCESSION CONCEPT

Proposals may be received from Individuals or companies proposing to operate the Canteen for a minimum of lunch hours. Dinner times, and when there are spectators in the Arena watching various on ice events that could be scheduled evenings up to 9pm, as well as Saturdays and Sundays.

The operator of the Canteen would be responsible for staffing, scheduling, and the operating expenses of the Canteen including payroll and payroll expenses. They would be required to have their own business # with CRA and WCB

The canteen operator would have the use of existing canteen equipment during the life of the contract.

As use of the Arena fluctuates from day to day, dependence on weather, COVID regulations and other factors, the Town is willing to work with the operator to be fair to both the operator and the Town.

RENTAL CHARGES

As the scope of Revenue is unknown depending upon sales and sales depend upon attendance at the Arena and the response from the community. Instead of setting a fixed monthly rental fee, the concession fee would be as follows:

**5% of the Gross monthly sales including taxes, payable one week following the end of each month; plus
\$200 per month for equipment rental, electricity, water & sewer payable at the beginning of each month.**

FLEXIBILITY

The success of any business is how it is run. In 2021/22 the Canteen had Gross Sales of \$46,000. There were additional hours the Canteen could have been open, but it wasn't. The menu prices weren't adjusted to line up with increasing product costs. The Canteen could have been better promoted. The menu could change. Portions could have been smaller.

YOUR PROPOSAL

The Rental fees are known, so the Town will consider the proposal that in the Town's opinion would provide satisfactory Canteen services to the community and Arena. Proposals received would be based on:

- The applicant's ability to operate a Canteen service
- How hours of Operation would be set
- The Operators vision on what they see how to best operate the Canteen Service; How reliable will be the service, how orders would be received and processed, customer service in general
- financial accountability.

OTHER PROPOSALS WILL BE CONSIDERED

The Town will consider unique proposals from individuals or firms that is different from what the RFP states. The goal is to provide good affordable food service to the community. If you have a better idea, let's hear it.

TERM

The term of the contract will be for one-year terms. Longer term contracts would be considered.

COMPLIANCE

The operator will be required to adhere to all municipal, provincial, and federal regulations and obtain any necessary licenses and permits including a food safety permit,

SUBMITTING A PROPOSAL

Interested persons should complete the attached form and forward by mail or email to: Town of Borden-Carleton P O Box 89 (20 Dickie Road), COB1X0 or bordencarletonrec@gmail.com no later than 3:00pm Wednesday October 5, 2022.

REVIEW OF PROPOSALS

The Town will review proposals received and conduct discussions with those proposals that best suit the needs of the Town and Community. A written contract will be established for the accepted proposal.

RIGHT OF TOWN

The Town reserves the right to accept, reject any of the proposals received and to accept the proposal in the best interest of the Town and community.

QUESTIONS


Any questions on this proposal call should be submitted to Holly Bernard, Recreation Director bordencarletonrec@gmail.com or 902 437 2410

ATTACHMENTS

The following are attached to this document:

- ✓ Proposal Form
- ✓ Existing Menu

**BORDEN-CARLETON GATEWAY ARENA CANTEEN CONCESSION
PROPOSAL FORM 2022/23**

Name of Applicant:	ANNE PEARSE + DALE PEARSE		
Mailing Address:	233 MAIN ST. BORDEN-CARLETON COB 1K0		
Telephone #	519-694-3698	Email address:	anne.m.pearse@gmail.com
Business Number (if any):			
Describe experience (if any) in the fast-food industry	<p>MANAGED NUMEROUS RESTAURANTS & KITCHENS AS WELL AS OWNING 2 PIZZA PLACES. DALE IS A JOURNEYMAN COMMERCIAL BAKER (COMBINED) EXPERIENCE APPROX. 15 YEARS.</p>		
What is your vision on operating the Canteen at the Gateway Arena: Staffing, hours of operation, menu, fair pricing, customer service;	<p>TO INCREASE THE MENU. HAVE EXTENDED REGULAR HOURS HIRE PART TIME HELP AND PRICE ACCORDINGLY TO COSTS. WOULD LIKE TO ADD PIZZA TO MENU IN FUTURE. BAKE OUR OWN BUNS ETC. ALSO TO OPERATE ALL YEAR.</p>		
What is key to you in making the business successful?	<p>ADVERTISING, REGULAR LONGER HOURS. OPERATE ALL YEAR LONG. OUR EXPERIENCE. INCREASING MENU TO INCLUDE PIZZA. OBTAIN PROPANE CONVECTION OVEN & PIZZA OVEN</p>		
Other Comments you have that would entice us to consider you to operate the Gateway Canteen	<p>WE ARE LOCAL BORDEN PEOPLE WITH A LOT OF EXPERIENCE RUNNING A BUSINESS LIKE THIS. HARD WORKING, RELIABLE AND A LOT OF FUN.</p>		
Submitted by: (signature)		Print Name:	ANNE M. PEARSE

DALE PEARSE

I certify I am authorized to submit this proposal on behalf of the applicant named above
Dated: _____