



***Tentative Agenda for Regular
Meeting of Town Council***

***Monday, April 27, 2020 @ 7:00 PM
(By Video Conference)***

*55 Victoria Street
Kensington, PEI
C0B 1M0*

Phone: (902) 836-3781

Fax: (902) 836-3741

Email: mail@townofkensington.com

Web Site: www.kensington.ca

***Please ensure all cell phones and other electronic devices are turned
off or placed on non-audible mode during the meeting.***

**Town of Kensington
Regular Meeting of Town Council
April 27, 2020 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 March 9, 2020 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 March 9, 2020 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List
 - 7.6 Summary Income Statement
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor's Report
 - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
 - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann
 - 7.12 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 Request for Decisions

8.1.1 RFD2020-17 - 2016 Dodge Charger Replacement - Police Cruiser

8.1.2 RFD2020-18 - Kensington Police Study - Model Review - Consulting Contract

8.1.3 RFD2020-19 - Town of Kensington Harassment Policy – Policy #01-103-20

8.1.4 RFD2020-20 - Kensington Wellfield System Upgrades - Tender Recommendation

8.1.5 RFD2020-21 - Memorandum of Understanding (MOU) – Use of Murray Christian Centre as a Reception Centre -Shelter Facility

8.1.6 RFD2020-22 - Development Permit Application – M&S Rentals Inc

8.1.7 RFD2020-23 -Railyards Lamp Posts – Pole Banner Supply and Installation

8.2 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera) - *Nil*

11. Adjournment

Town of Kensington
Minutes of Regular Council Meeting
Monday, March 9, 2020
7:00 PM

Council Members Present: Mayor Rowan Caseley; Deputy Mayor Pickering;
Councillors: Toombs, Gallant, and Mann

Staff Members Present: Chief Administrative Officer, Geoff Baker; Deputy Chief
Administrative Officer, Wendy MacKinnon; Administrative
Assistant, Kim Caseley; Police Chief, Lewie Sutherland

Regrets: Councillor Bernard & Councillor Spencer

Visitors: Allison Jenkins – Journal Pioneer
Rudy Croken – Resident
Jean Pendelton – Resident
Paula Aylward - Resident

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:00 PM and welcomed Council members, staff and visitors.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Gallant, seconded by Deputy Mayor Pickering to approve the tentative agenda for the March 9, 2020 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 *Nil*

4. Delegations / Presentations

4.1 Mayor Caseley opened the floor to Mr. Rudy Croken.

Mr. Croken - presented Town Council with concerns regarding the excessive water that collects on the road near his property on Broadway Street North as well as other areas around Town. Mr. Croken addressed his concern for the public safety of pedestrians and drivers as the water that collects freezes during the colder months of the year. Mr. Croken provided Town Council with some background information regarding the history of his many requests to the Town and Province over his 45 years of living at his current residence. He has requested that Town Council do something to alleviate some of the water that collects and to ensure proper water drainage plans for all future land development.

Mayor Caseley – acknowledged Mr. Croken’s concerns and committed to sending a letter to the Provincial Government regarding future plans to provide additional storm water systems for proper drainage. Mayor Caseley noted the Town had completed a stormwater management plan for that area, which was provided to the Province as part of the process of them taking over the Town streets.

Rudy Croken, Jean Pendleton, and Paula Aylward excused themselves from the Council Chamber at 7:35 pm.

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the minutes from the February 10, 2020 regular meeting of Town. Unanimously carried.*

6. Business Arising from Minutes

6.1 February 10, 2020 Regular Meeting

6.1.1 *Nil*

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to adopt the March 2020 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the January 2020 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to approve the January 2020 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

Chief Sutherland excused himself from the Council Chamber at 7:40 pm.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Toombs, seconded by Councillor Mann to approve the March 2020 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Deputy Mayor Pickering to approve the January 2020 Bills in the amount of \$31,975.16. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Toombs, seconded by Councillor Mann to approve the Summary Income Statement for the month of January 2020. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the Credit Union Centre report for the month of January 2020. Unanimously carried.*

7.8 Mayor's Report

7.8.1 *Moved by Deputy Mayor Pickering seconded by Councillor Mann to approve the Mayors report for the month of March 2020 as presented by Mayor Caseley. Unanimously carried.*

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 The Department of Transportation, Infrastructure and Energy released details about its Sustainable Communities Initiative for Municipalities.

7.9.2 FPEIM is requesting proposals from qualified Chartered Accounting firms to conduct the annual audit of its financial statements for a five-year period beginning with the 2019-20 fiscal year.

7.10 Heart of the Island Initiative (STEP) Report

7.10.1 Members recently attended a PEI Rural Beautification Society meeting. Deputy Mayor Pickering noted the session was very informative and compliments the mandate of the Heart of the Island Initiative.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 Provided Heart of the Island updates to the KACC Board.

7.11.2 The AGM was held and welcomed John Davison as President and Iain McCarville as Vice-President.

7.12 PEI 55 Plus Games

- 7.12.1** The committee held their first meeting with 5 volunteers. Their next meeting will be held on April 6, 2020 at 7:00 pm, anyone interested in volunteering is welcome to attend.

8. New Business

8.1 Request for Decisions

8.1.1 Access to Information and Protection of Personal Information Bylaw (Bylaw # 2020-01) – Second Reading and Formal Adoption

8.1.1.1 *Second Reading*

Moved by Deputy Mayor Pickering, seconded by Councillor Toombs

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a first time at a regularly scheduled meeting of Town Council on February 10, 2020;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby read a second time.

Unanimously carried.

8.1.1.2 *Approval of Second Reading*

Moved by Deputy Mayor Pickering, seconded by Councillor Gallant

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a

first time at a regularly scheduled meeting of Town Council on February 10, 2020;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby approved.

Unanimously carried.

8.1.1.3 Formal Adoption

Moved by Deputy Mayor Pickering, seconded by Councillor Mann

WHEREAS Division 5, Section 147 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that regulates access to information collected within their jurisdiction;

AND WHEREAS Division 5, Section 148 of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 mandates a Town Council to enact a bylaw that protects personal information collected by the municipality;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a first time at a regularly scheduled meeting of Town Council on February 10, 2020;

AND WHEREAS the Town of Kensington Access to Information and Protection of Personal Information Bylaw was read and approved a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Access to Information and Protection of Personal Information (Bylaw #2020-01) be hereby formally adopted.

Unanimously carried.

8.1.2 Town of Kensington Records Retention Bylaw (Bylaw #2020-02) – Second Reading and Formal Adoption

8.1.2.1 Second Reading

Moved by Councillor Toombs, seconded by Councillor Gallant

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-

12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a first time at a regularly scheduled meeting held on February 10, 2020;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby read a second time.

Unanimously carried.

8.1.2.2 Approval of Second Reading

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a first time at a regularly scheduled meeting held on February 10, 2020;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby approved.

Unanimously carried.

8.1.2.3 Formal Adoption

Moved by Councillor Toombs, seconded by Councillor Gallant

WHEREAS the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1., and related regulations require municipalities to manage and retain municipal records;

AND WHEREAS subsection 117(1) of the Municipal Government Act, R.S.P.E.I. 1988, c M-12.1 requires council to provide a schedule for the management and disposal of all records and other documents that are required to be maintained by the municipality;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a first time at a regularly scheduled meeting held on February 10, 2020;

AND WHEREAS the Town of Kensington Records Retention Bylaw was read and approved a second time at this meeting;

BE IT RESOLVED THAT the Town of Kensington Records Retention Bylaw (Bylaw #2020-02) be hereby formally adopted.

Unanimously carried.

8.1.3 2020/21 -2022/23 Credit Union Centre Ice Rental Rates

8.1.3.1 Moved by Deputy Mayor Pickering, seconded by Councillor Mann

BE IT RESOLVED THAT that Town Council consider and approve Ice Rental rates at the Credit Union Centre for the 2020/21 through 2022/23 ice rental seasons as follows:

Minor Sport Hockey		2020/21	2021/22	2022/23
Monday to Friday, Open to 3:30pm		\$ 115.00	\$ 120.00	\$ 125.00
Monday to Friday, 3:30pm to 9:30pm	Prime	\$ 165.00	\$ 167.50	\$ 170.00
Monday to Friday, 9:30pm to Close		\$ 150.00	\$ 152.50	\$ 155.00
Saturday, Open to Close	Prime	\$ 165.00	\$ 167.50	\$ 170.00
Sunday, Open to Noon		\$ 150.00	\$ 152.50	\$ 155.00
Sunday, Noon to Close	Prime	\$ 165.00	\$ 167.50	\$ 170.00
Birthday Party		\$ 125.00	\$ 130.00	\$ 135.00
Other Hockey Users				
Monday to Friday, Open to 3:30pm		\$ 115.00	\$ 120.00	\$ 125.00
Monday to Friday, 3:30pm to 9:30pm	Prime	\$ 170.00	\$ 172.50	\$ 175.00
Monday to Friday, 9:30pm to Close		\$ 150.00	\$ 152.50	\$ 155.00
Saturday, Open to Close	Prime	\$ 170.00	\$ 172.50	\$ 175.00
Sunday, Open to Noon		\$ 150.00	\$ 152.50	\$ 155.00
Sunday, Noon to Close	Prime	\$ 170.00	\$ 172.50	\$ 175.00
Birthday Party		\$ 125.00	\$ 130.00	\$ 135.00

3 for – 1 opposed (Gallant). Motion carried.

8.1.3.2 Moved by Deputy Mayor Pickering, seconded by Councillor Mann

BE IT RESOLVED THAT that Town Council consider and approve Ballfield Rental rates at the Credit Union Centre for the 2020 through 2022 seasons as follows:

Ballfield		2020	2021	2022
Minor Ball/Team		\$ 300.00	\$ 300.00	\$ 300.00
Tournaments per Field		\$50/day	\$50/day	\$50/day
Recreation		\$ 375.00	\$ 375.00	\$ 375.00
Per Fields		\$100/day	\$100/day	\$100/day
1 Games (2 to 2.5 hours)		\$ 35.00	\$ 35.00	\$ 35.00
Staff for Tournaments		\$15/hour	\$15/hour	\$15/hour

3 for – 1 opposed (Gallant). Motion carried.

8.1.4 2020/21 Town of Kensington Financial Plan

8.1.4.1 Moved by Councillor Mann, seconded by Councillor Toombs

WHEREAS Section 150(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. requires a council to, on or before March 31 in each year, to adopt by resolution a financial plan for the upcoming fiscal year;

BE IT RESOLVED that Town Council approve the Town of Kensington 2020/21 Financial Plan with operational revenue estimates projected at \$2,388,156 and operational expenditure estimates projected at \$2,384,611.

BE IT FURTHER RESOLVED that Town Council approve the 2020/21 Water and Pollution Control Corporation with operational revenue estimates projected at \$622,059 and operational expenditure estimates at \$688,160.

BE IT FURTHER RESOLVED that Town Council approve the 2020/21 Capital Expenditure Plan and the 2020 – 2025, 5 Year Capital Expenditure Plan, as presented.

Unanimously carried.

8.1.5 2020/21 Town of Kensington Property Taxation Rates

8.1.5.1 Moved by Deputy Mayor Pickering, seconded by Councillor Mann

WHEREAS Section 160(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. and Section 5.2 of the Town of Kensington's Tax Rate Groups Bylaw requires the town to establish tax rates by resolution;

BE IT RESOLVED THAT the 2020/21 municipal property tax rates for the Town of Kensington of \$0.55/\$100 of assessment for Non-Commercial properties and \$1.30/\$100 of assessment for Commercial properties be hereby adopted and approved.

Unanimously carried.

8.1.6 2020/21 Town of Kensington and Water and Pollution Control Corporation Operating Lines of Credit

8.1.6.1 Moved by Councillor Mann, seconded by Councillor Gallant

WHEREAS Section 166(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money on a short-term basis for the purpose of financing operating expenditures;

AND WHEREAS Town Council currently carries short term borrowing in the amount of \$150,000 for the General Account and \$75,000 for the Water and Pollution Control Corporation Account;

AND WHEREAS no change is being proposed in the amounts to be borrowed for the 2020/21 fiscal year;

AND WHEREAS the amounts to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED THAT Kensington Town Council approve an operating line of credit of \$150,000.00 from Scotiabank for the General Account with the Chief Administrative Officer, or his designate, and the Mayor, or his designate, being authorized as legal signing officers, under the following terms:

i. An interest rate of Prime, less 0.25% per annum with interest payable monthly; and

ii. Advances repayable on demand;

BE IT FURTHER RESOLVED THAT Kensington Town Council approve an operating line of credit of \$75,000.00 from Scotiabank for the Water and Pollution Control Corporation Account with the Chief Administrative Officer, or his designate, and the Mayor, or his designate, being authorized as legal signing officers, under the following terms:

i. An interest rate of Prime, less 0.25% per annum with interest payable monthly; and

ii. Advances repayable on demand;

Unanimously carried.

8.1.7 Tangible Capital Asset Capitalization and Amortization Policy Amendment

8.1.7.1 Moved by Councillor Toombs, seconded by Councillor Gallant

WHEREAS Town Council adopted a Policy on March 11, 2019 to provide direction to staff on the capitalization and depreciation of tangible capital assets;

AND WHEREAS staff have reviewed the policy and are recommending Town Council's consideration of amending the policy to change the amortization rate associated with fire apparatuses to more closely align with their actual typical life span;

BE IT RESOLVED that Town Council amend the Town of Kensington Tangible Capital Asset Capitalization and Amortization Policy such that the amortization rate for vehicles is changed from 6.67% to 5%.

Unanimously carried.

8.1.8 Rescue Vehicle Purchase – Borrowing Resolution

8.1.8.1 Moved by Deputy Mayor Pickering, seconded by Councillor Toombs

BE IT RESOLVED THAT Town Council rescind the following resolution from their August 12, 2019 regular meeting:

“WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for the completion of a capital project;

AND WHEREAS Town Council has authorized the purchase of a new custom-built rescue vehicle for the Kensington Fire Department;

AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$286,959.02 from the Scotiabank, under the following terms:

i. repayable in full by Town Council over an amortization period not to exceed 15 years.

ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.

iii. Advances repayable on demand.”

Unanimously carried

8.1.8.2 Moved by Deputy Mayor Pickering, seconded by Councillor Toombs

WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for the completion of a capital project;

AND WHEREAS Town Council has authorized the purchase of a new custom-built rescue vehicle for the Kensington Fire Department from METALFAB Ltd;

AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;

AND WHEREAS the total cost of the rescue vehicle is \$365,665.29; funded as follows: \$78,000 from the Fire District Committee; \$242,681.00 from the Town of Kensington’s long-term debt; and \$44,984.29 from the Fire Dept long-term debt;

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$287,665.29 from the Scotiabank;

i. repayable in full by Town Council over an amortization period not to exceed 20 years.

ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.

iii. advances repayable on demand.

Unanimously carried.

8.2 Other Matters

8.2.1 Councillor Gallant expressed he was happy to see Mr. Croken address Town Council on his concerns and acknowledged that the water in the area has been an issue for many years. He would like to see the issue addressed.

8.2.2 Councillor Gallant commented that the signs at the Fitplex have been installed, but unfortunately there are members who are still not following the posted rules.

He would like to see more enforcement in regards to proper cleaning of machines and changing from outdoor to indoor footwear.

8.3.3 Councillor Toombs requested that the brick work outside of the Town Hall be addressed and a cost of repair brought forward for consideration.

8.3.4 Mayor Caseley and Town Council discussed the preferred material for the replacement of the fence along the Train Station parking lot and Kent Building Supplies. Town Council agreed that a wooden fence was the preferred building material.

Deputy Mayor Pickering excused herself from the Council Chamber at 8:23 PM and returned at 8:25 PM.

9. Correspondence

9.1 Information from the Central Coastal Region inviting the Town to advertise in their 2020 Tour Map/Booklet. – *No action*

9.2 A sponsorship request from the Rural Beautification Society.

Moved by Deputy Mayor Pickering, seconded by Councillor Gallant to approve a Major Sponsorship of \$1,000.00 for the 2021 Rural Beautification Society competition book and awards dinner. Unanimously carried.

10. In-Camera

10.1 *Nil*

11. Adjournment

Moved by Deputy Mayor Pickering, seconded by Councillor Gallant to adjourn the meeting at 8:43 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Council - April 2020		
Item #	Project/Task	Status
1	Exempt Staffing Policy	The exempt staffing policy is still being reviewed by the Mayor and CAO. It will be provided to Town Council in draft form once completed.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	Both Bylaws were given second reading and formal adoption at the regular March meeting of Town Council. The Bylaws have been processed however in light of the current pandemic situation they have not been filed with Municipal Affairs.
3	Victoria Street West Sidewalk Replacement	I have been provided a copy and have reviewed the 95% design drawings. I am informed that the designs are now completed and have been provided to the Province. It is expected that the project tender will be issued within the next two weeks.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	I have reached out to the project consultant to determine when we will start to receive the project deliverables. The project was scheduled to be completed in mid-March, however the current pandemic situation has likely slowed progress on the project.
6	Railyards/Boardwalk Renovation and Upgrade Project	The train station roof replacement has been completed. There remains some clean up around the train station which is expected to be completed shortly. The tender for the mechanical upgrades is expected to be issued by May 1, 2020. Work on the boardwalk replacement is ready to proceed as soon as we are given permission by the Public Health office.
7	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	Designs are being finalized for this project. WSP are currently working on a lagoon draw down plan to submit to the Province for approval. It is expected that this project will be tendered on May 13, 2020.
8	2019-2024 Gas Tax Capital Investment Plan	We have been provided with formal approval of all projects included within the Town's Gas Tax Capital Investment Plan (including the paving of the Seniors Centre Parking area).
9	Emergency Warming/Reception Centre	The generator has been refurbished at Sansom's facility in Dieppe, NB and transported back to the Town. The contract for the installation of the concrete pad, wiring and automatic transfer switch was awarded to RIKS Electric with a 20 week construction schedule. We are currently awaiting approval from the Public Health office to be able to commence the work. A MOU to guide the operation of the facility has been circulated with the tentative agenda package for consideration and approval.
10	Unightly Property - 105 Victoria Street West	I have worked with the Town's legal counsel to complete the required statement of claim to apply a lien against the property. I understand the statement has been submitted electronically to the Provincial Supreme court.
11	Fire Department Rescue Vehicle	NO UPDATE Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule.
12	Duplicate Power Poles	NO UPDATE I understand the Bell has been throughout the Town removing excess wire as a result of Hurricane Dorian. I have not had the opportunity at this point to survey the duplicate power poles to determine how many remain.

Item #	Project/Task	Status
13	Wastewater Treatment Plant Blowers	Funds have been included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. I hope to have a recommendation to bring forward at the May meeting of Town Council requesting approval to proceed with this work.
14	Water and Wastewater Bylaw	NO UPDATE I have begun drafting the required Bylaw to allow the town to operate the water and wastewater system as a department of the town. It will be presented to Town Council for consideration once completed.
15	Welcome to Kensington Signs	NO UPDATE The screw pile bases for the "welcome" sign on Malpeque road has been completed. The "welcome" sign on the Kelvin Road has been dismantled in preparation for installing the support piles but ground froze before we could complete. The wood structures were left on location and the sign faces are stored in our shop until the ground can be excavated. The Park Road industrial park composite sign aluminum frame has been repaired, remounted on foundations, and secured for winter with ground anchors and guy wires. Stone pillars have been mostly reconstructed but temperatures and conditions would not allow for concrete pouring to fill the pillar voids and finish caps. These can be completed when we have 2 or 3 days of above freezing temperatures. The Gerald McCarville Drive industrial park sign base repair has not been started yet and will also need warmer temperatures to complete. We will continue to monitor weather and ground conditions and complete this work as soon as possible.
16	Disaster Financial Assistance	NO UPDATE Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim.
17	Kensington Area Soccer Club - Clubhouse	The Development Permit application has been approved by Town Council. I assisted the Soccer Association in completing the Provincial building Permit application. It is anticipated that construction will proceed during the 2020 construction season.
18	Train Station Basement	NO UPDATE Direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
19	Municipal Restructuring	I am informed by IRAC that the Town's application has been received. The IRAC Notice's were published and requested written submissions from interested parties. I understand that several submissions were received prior to the deadline. While everything remains on hold due to the current pandemic situation, IRAC will make a determination as to whether or not a public hearing will be required.
20	Policing Model Review	A Request for Decision has been circulated with the tentative agenda package requesting Council's consideration of awarding a contract to Presidia Security Consulting to complete the Study.
21	Police Interceptor Replacement (Charger)	A Request for Decision has been circulated with the tentative agenda package requesting Council's consideration of replacing the Dodge Charger police interceptor with a 2019 Ford Explorer.
22	Police Interview Room - Sound Proofing	This project is complete.
23	2020/2021 Financial Plan	The financial plan, as approved by Town Council on March 9, 2020 has been submitted and filed with the Province of PEI.

Item #	Project/Task	Status
24	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	A request for decision has been circulated with the tentative agenda package requesting Council's consideration of awarding a contract to AJL Limited to complete the construction of the project.
25	Harassment Policy	Staff have been working on the development of a Harassment Policy for Town management and employees. A copy of the Policy is circuited with the tentative agenda package for Council's consideration and review.
26	Medical Centre Lease Renewal	A new 5 year lease has been negotiated with the Province of PEI for the Kensington Medical Centre resulting in a 3% rental rate increase.

FEBRUARY 2020

The Kensington Fire Department responded to 9 calls during the month of February and the average attendance for the fire calls was 17. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Feb. 3	MVC – multiple vehicles	Rte. 2 Springfield	25	3
Feb. 4	MVC – multiple vehicles	Rte. 2 New Annan	18	2
Feb. 8	MVC – single vehicle	Rte. 2 Traveller's Rest	13	2
Feb. 10	Structure Fire	Rte. 2 Springfield	21	3
Feb. 16	Commercial Fire Alarm	G. McCarville Dr. Kensington	10	1
Feb. 16	ATV Accident	Rte. 20, Darnley	16	3
Feb. 24	MVC	Blue Shank Rd.	18	2
Feb. 27	Utility pole on fire	Spring Valley Rd.	15	1
Feb. 29	MFR	Rte. 2 Norboro	18	1

In lieu of a meeting, the fire department attended a Celebration of Life for CJ Waite in Emerald...25 firemen attended.

The firemen were invited to an appreciation supper on February 29 at the Kensington Legion, put on by the Ladies' Auxiliary.

Training was held on February 18 with 15 firefighters attending.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report February 2020

KPS received 1 false alarm during the month.

February 28 @ 1644hrs – KISH, member attended.

Year To Date Approved Development Permits Summary Report
2020

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Institutional		1												1	
New Residential Accessory Structure		1	1											2	
New Single Family Dwelling		1		2										3	
Other Commercial	1	1												2	
Total:	1	1												8	

Total Estimated Construction Value
\$220,000.00
\$23,000.00
\$767,500.00
\$10,700.00
\$1,021,200.00

DEVELOPMENT PERMITS REPORT

For the period March 10, 2020 to April 23, 2020

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction		Value	Estimated Start	Estimated Finish
			Property Address								
Single Family Dwelling											
		1070374	Braeden Stewart - 42 Broadway Street S		Pending Formal App	New	Single Family Dwelling		\$187,500.00	05/11/2020	09/30/2020
			7 Linwood Drive				Description:	Construct new single family dwelling.			
		762559	Grant Paynter - 5 Gary's Lane, North Granville		Pending Formal App	New	Single Family Dwelling		\$360,000.00	05/11/2020	09/30/2020
			25 Rosewood Drive				Description:	Construct new single family dwelling			

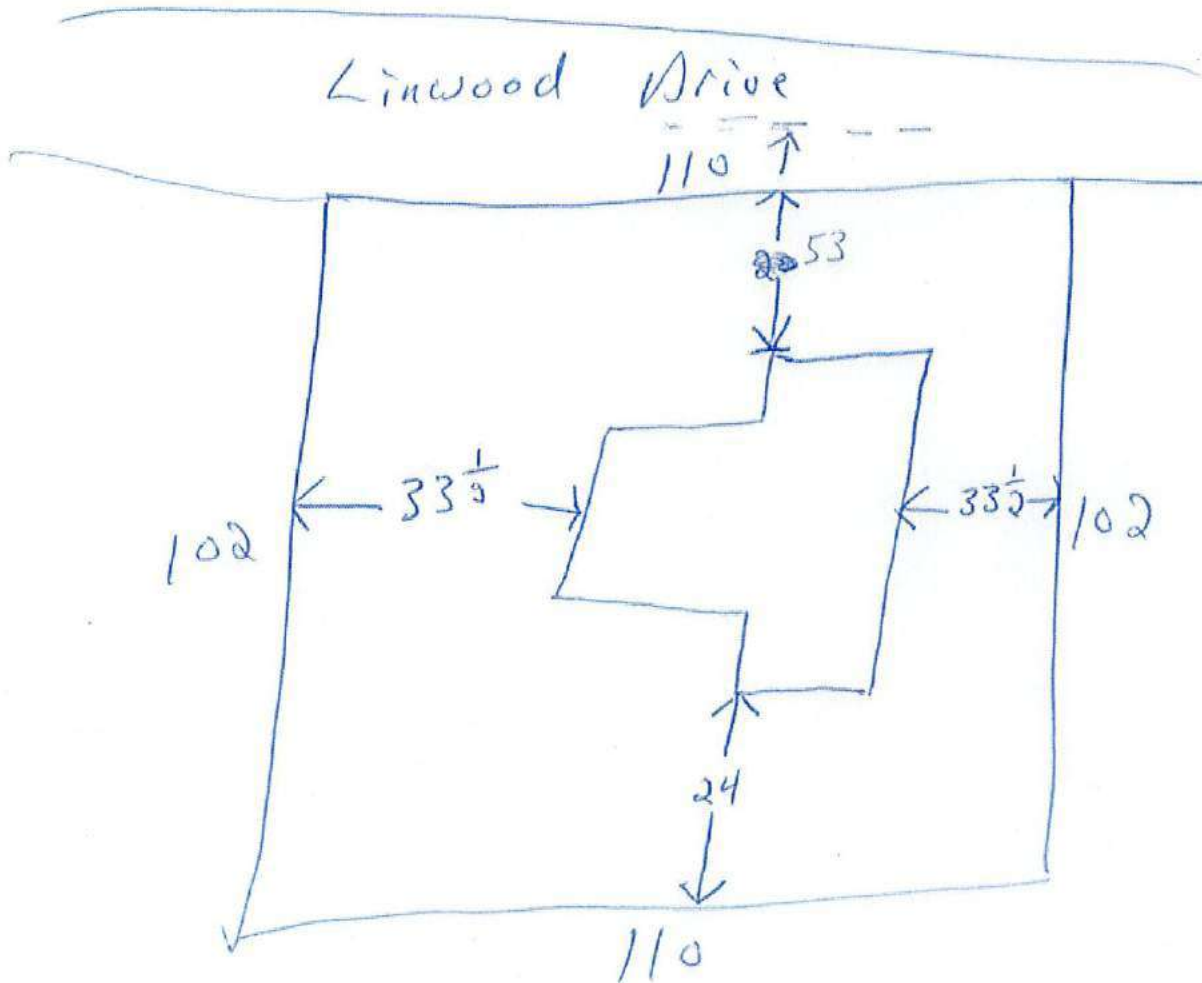
Sub Total: \$547,500.00

Total: \$547,500.00

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant Braeden Stewart 42 Broadway St. Kensington PE
Telephone 902-439-8966
2. Property Address Linwood Drive Kensington Property Number 1070374
3. Property Status:
Land purchased from Pam James Year Purchased 2020
If lot is located in an approved sub-division, please give
Name of Sub-Division: Linwood Drive Subdivision Lot No. 03-10
4. Proposed Use:
Building or addition to be used for: Single Family Dwelling Duplex Store
Private Garage Commercial Garage Private Storage Building
Other (describe)
5. Location of property to be developed:
Located on North South X East West side of Street
Between the property of and the property of Capital T Electric
6. Size of Property:
Road frontage 110 Property depth 102 Area 11,220 sq. ft.
7. Description of project and details of structure:
Works proposed consists of: New Construction X Addition to existing
Repairing Remodelling
Describe Project: Constructing a new single family dwelling
- | | | | |
|--|---|---|--|
| Ground floor: Length <u>58</u> Feet. | Width <u>43</u> Feet. | | |
| Number of Stories <u>1</u> | Number of Bedrooms <u>3</u> | | |
| Type of Foundation
Poured Concrete <u> </u>
Concrete block <u> </u>
Pier <u> </u>
Other ICF <u> </u> | External Wall Finish
Siding vinyl <u> </u>
Wood shingles <u> </u>
Steel <u> </u>
Other <u> </u> | Roof Material
Asphalt <u>X</u> <u> </u>
Steel <u> </u>
Other <u> </u> | Chimney
Brick <u> </u>
Prefab <u> </u>
Other None <u> </u> |
8. Water Supply: Private Municipal X
9. Sewerage System: Private Municipal X
10. Estimated cost of Project: 187,500
11. Name and Address of Contractor or Chief Contractor Bellevue Construction
12. Dates of expected start and finish of project: May 10/20-Sept 30/20
13. Moving a building (Describe)
14. Demolishing a building (Describe)
15. Please provide a diagram of proposed construction

- a) Draw boundaries of your lot.
b) Show existing and proposed buildings.
c) Indicate the distance between buildings.
d) Show location of driveway.
e) Indicate distance to property lines and center of road.

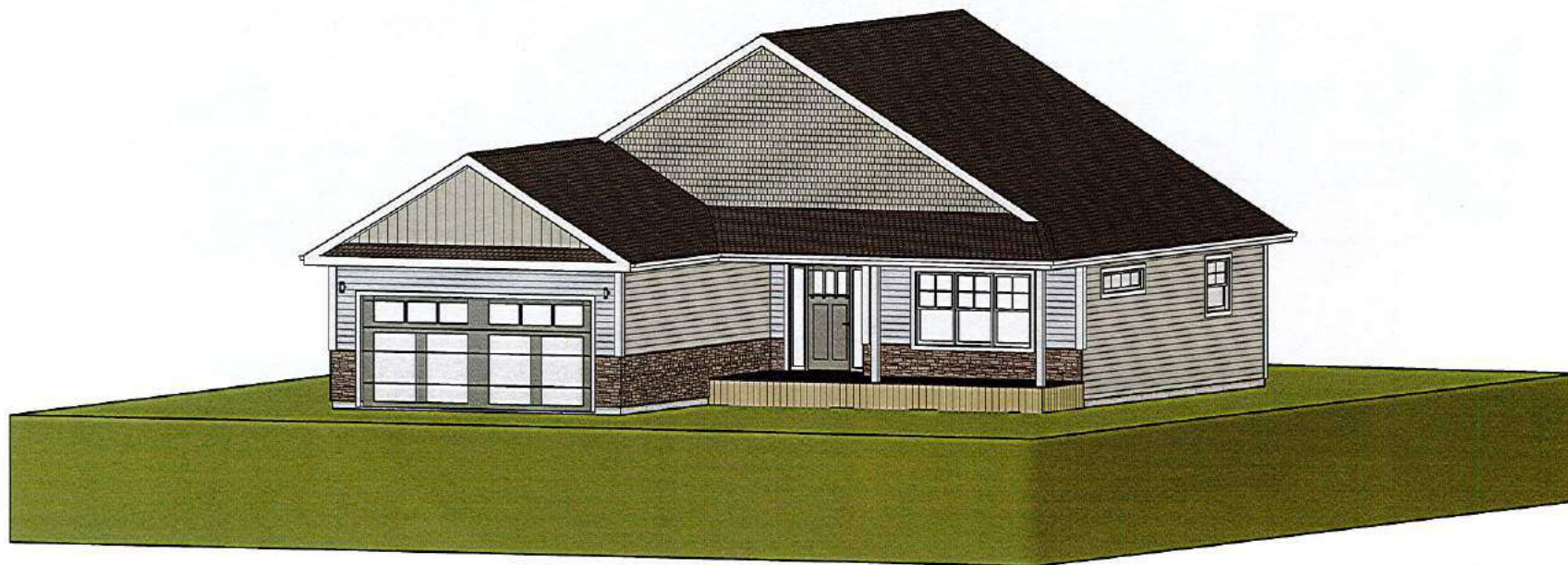


Signature of Applicant

[Handwritten Signature]

Date: April 7/20

Please note this Permit is for twelve-months only. If work is not started by that time please reapply.



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY:
LWS
lws@springvalley.ca
TEL: (902) 896-1291
FAX: (902) 896-5654



Linwood House

SPRING VALLEY
BUILDING CENTRE

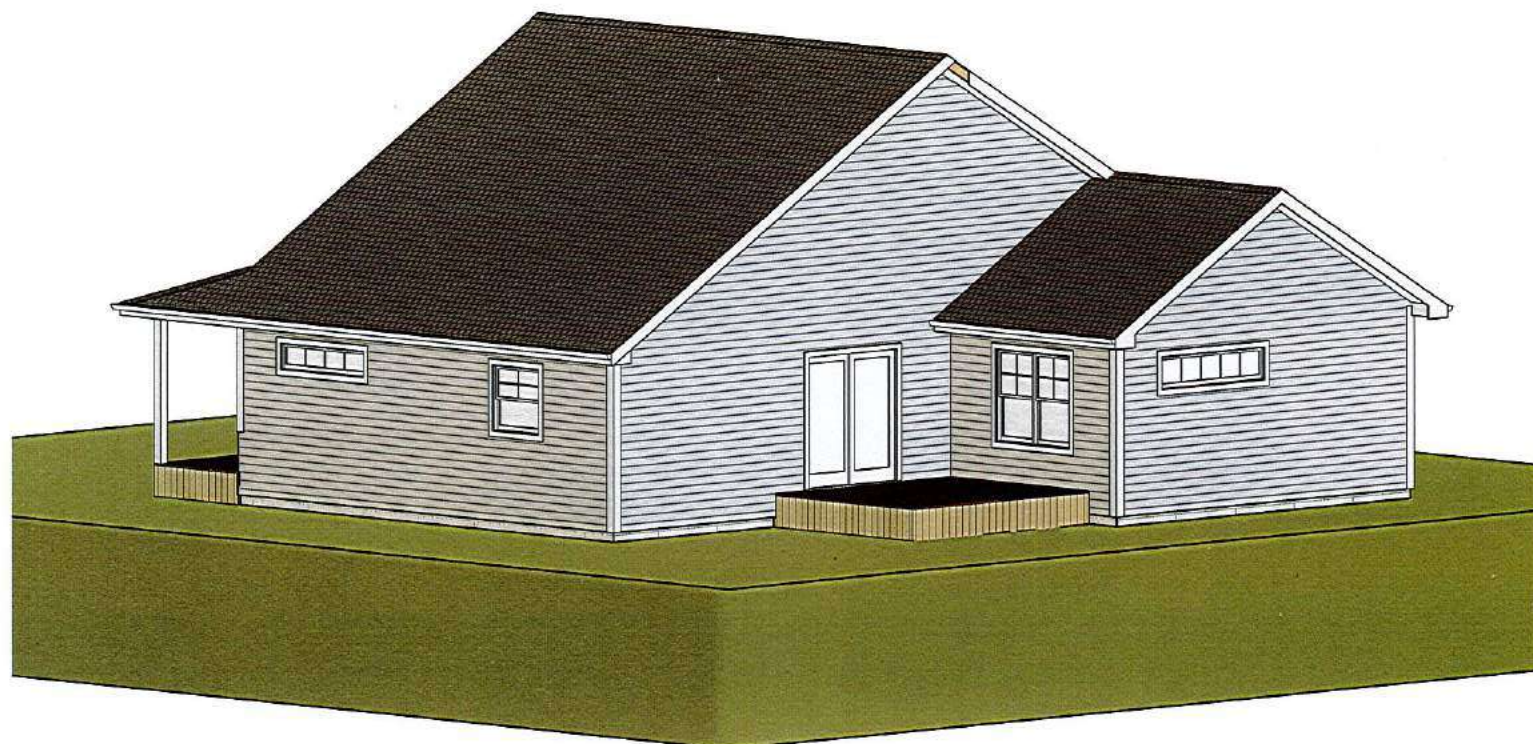
DATE:

10/30/2019

SCALE:

1/8" = 1'0"

SHEET:



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY:
LMS
lms@springvalley.bc.ca
TEL: (822) 856-4281
FAX: (822) 856-3634



Linwood House

SPRING VALLEY
BUILDING CENTRE

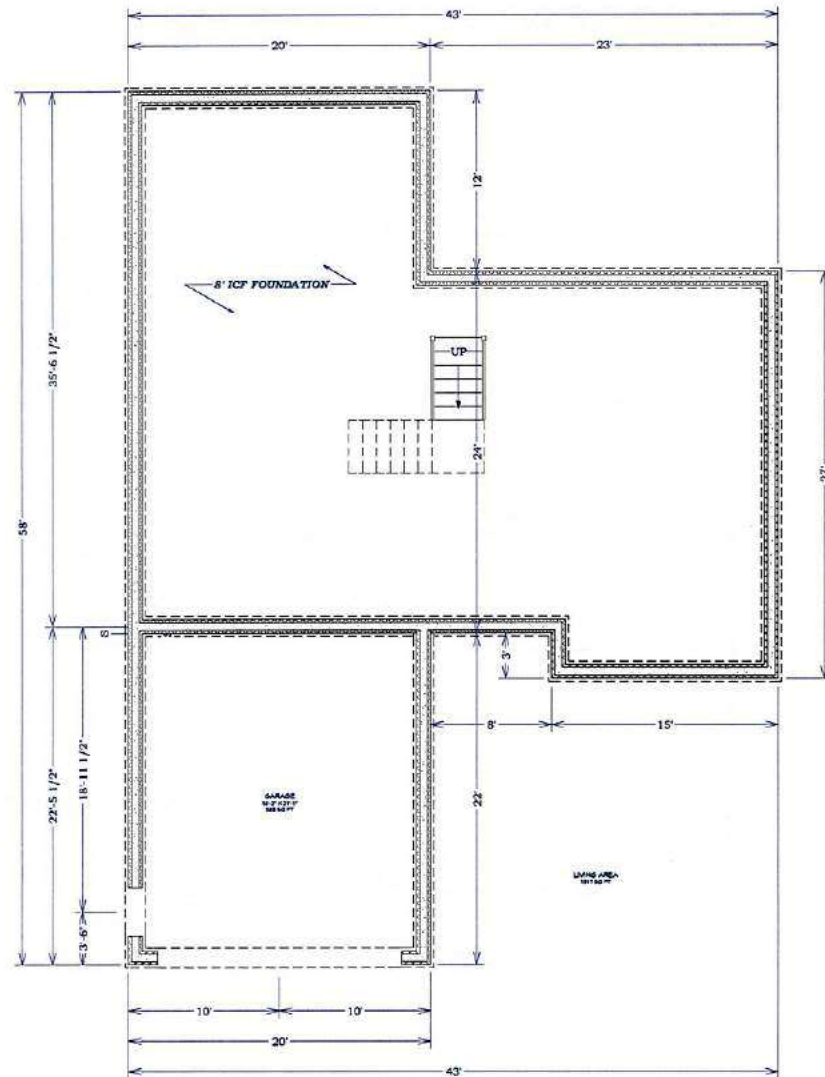
DATE:

10/30/2019

SCALE:

1/8" = 1'-0"

SHEET:



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY:
LMS
lms@springvalley.bc.ca
TEL: (403) 334-1284
FAX: (403) 334-3084



Linwood House

SPRING VALLEY
BUILDING CENTRE

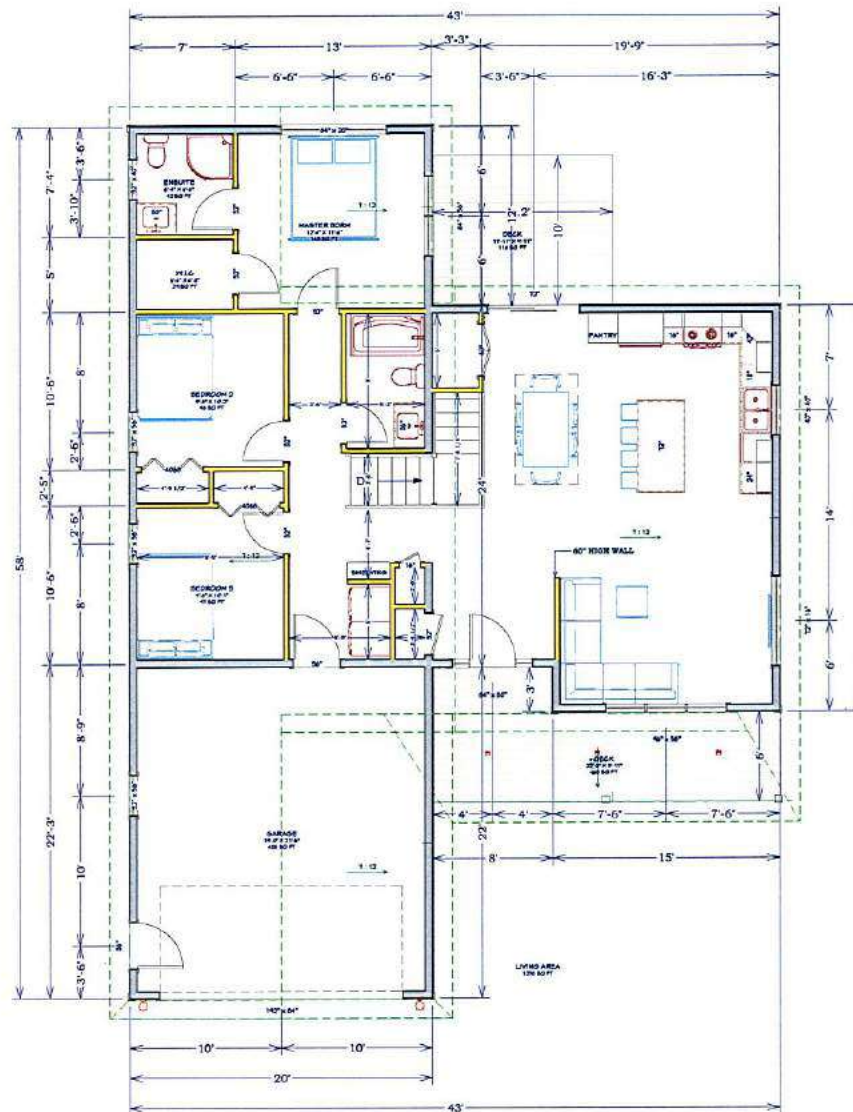
DATE:

10/30/2019

SCALE:

1/8" = 1'0"

SHEET:



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY:
LWIS
linwood@springvalley.bc.ca
TEL: (403) 596-4294
FAX: (403) 596-5094



Linwood House

SPRING VALLEY
BUILDING CENTRE

DATE:

10/30/2015

SCALE:

1/8" = 1'0"

SHEET:



FRONT ELEVATION
N.T.S



REAR ELEVATION
N.T.S

SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS, IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY: LING
ling@springvalleybc.ca
TEL: (902) 884-4284
FAX: (902) 888-5884



Linwood House

**SPRING VALLEY
BUILDING CENTRE**

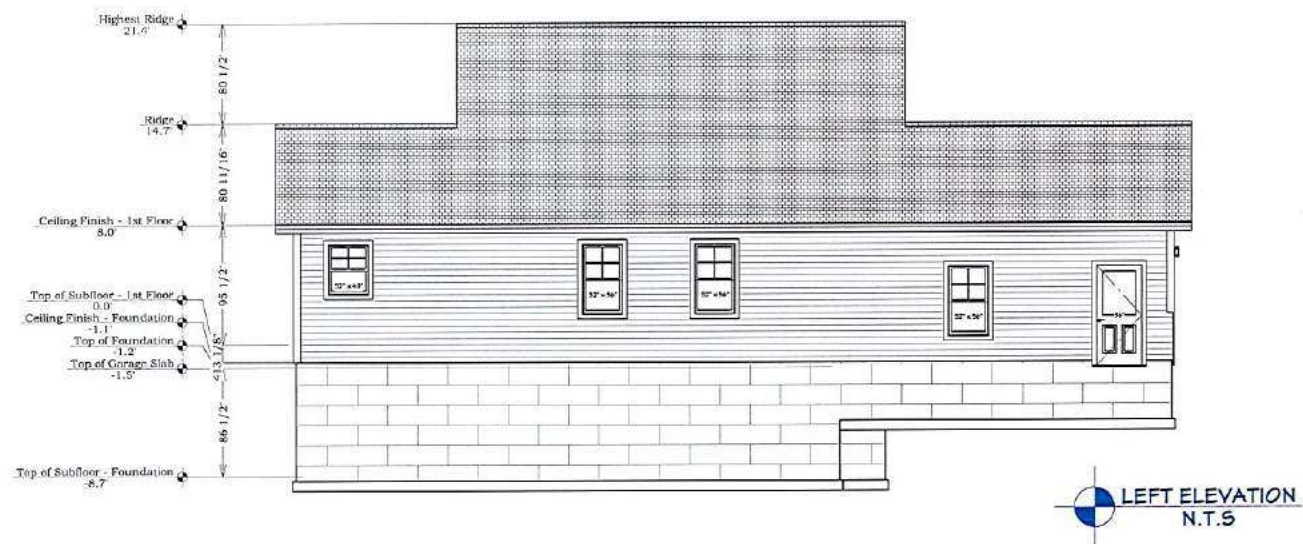
DATE:

10/30/2019

SCALE:

1/8" = 1'-0"

SHEET:



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY:
LVS
linwood@springvalley.bc.ca
TEL: (403) 536-4291
FAX: (403) 536-3094



Linwood House

SPRING VALLEY
BUILDING CENTRE

DATE:

10/30/2019

SCALE:

1/8" = 1'0"

SHEET:

GENERAL NOTES:

THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/ DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN, IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES. CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

HEAT LOSS CALCULATIONS SHALL COMPLY WITH THE REQUIREMENTS OF REGIONAL AND LOCAL CODES. SEE CALCULATIONS. PORCHES, DECKS, FOUNDATION, FIREPLACE ENCLOSURES, AND GARAGE AREAS NOT INCLUDED IN LIVING AREA. ALL EXHAUST FANS TO BE VENTED DIRECTLY TO THE EXTERIOR. ALL PENETRATIONS OF THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULK OR FOAM.

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Spring Valley Building Centre is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

ELECTRICAL, DATA, & AUDIO NOTES:

HOME OWNER SHALL DO A WALK-THRU WITH RELEVANT INSTALLERS TO VERIFY THE EXACT LOCATION FOR OUTLETS, LIGHTS, SWITCHES, CABLE, DATA, PHONE, AUDIO, ETC.

ELECTRICAL NOTES:

1. ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. OR G.F.I.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.
2. PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.
3. CIRCUITS SHALL BE VERIFIED WITH HOME OWNER PRIOR TO WIRE INSTALLATION.
4. FINAL SWITCHES FOR TIMERS AND DIMMERS SHALL BE VERIFIED WITH HOME OWNER.
5. FIXTURES TO BE SELECTED BY HOME OWNER.

AUDIO:

1. LOCATE SPEAKERS AND AUDIO CONTROLS AS INDICATED IN THE PLAN; RUN CIRCUIT OF SPEAKER WIRING TO AUDIO HOME PANEL SPECIFIED BY FLOOR;
2. AUDIO SPEAKERS TO BE APPROVED BY HOME OWNER;
3. LOCATE JACKS AS INDICATED IN THE PLAN; INSTALL DATA / CABLE PANEL SIMILAR TO "ON Q". SYSTEM TO BE APPROVED BY HOME OWNER.

DATA / CABLE:

LOCATE SECURITY PANELS AS INDICATED IN THE PLAN; SYSTEM TO BE APPROVED BY HOME OWNER.

GRADING NOTES:

1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
2. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
3. FINAL GRADE TO CONVEY SURFACE DRAINAGE TOWARD ROCK CHANNELS AND DISPERSION TRENCHES.
4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.
5. PLACE FILL SLOPES WITH A GRADIENT STEEPER THAN 3:1 IN LIFTS NOT TO EXCEED 8 INCHES, AND MAKE SURE EACH LIFT IS PROPERLY COMPACTED.

DRAWN BY:
LVS
lvs@springvalleybc.ca
TEL: (902) 886-4361
FAX: (902) 886-3064



Linwood House

SPRING VALLEY
BUILDING CENTRE

DATE:

16/30/2019

SCALE:

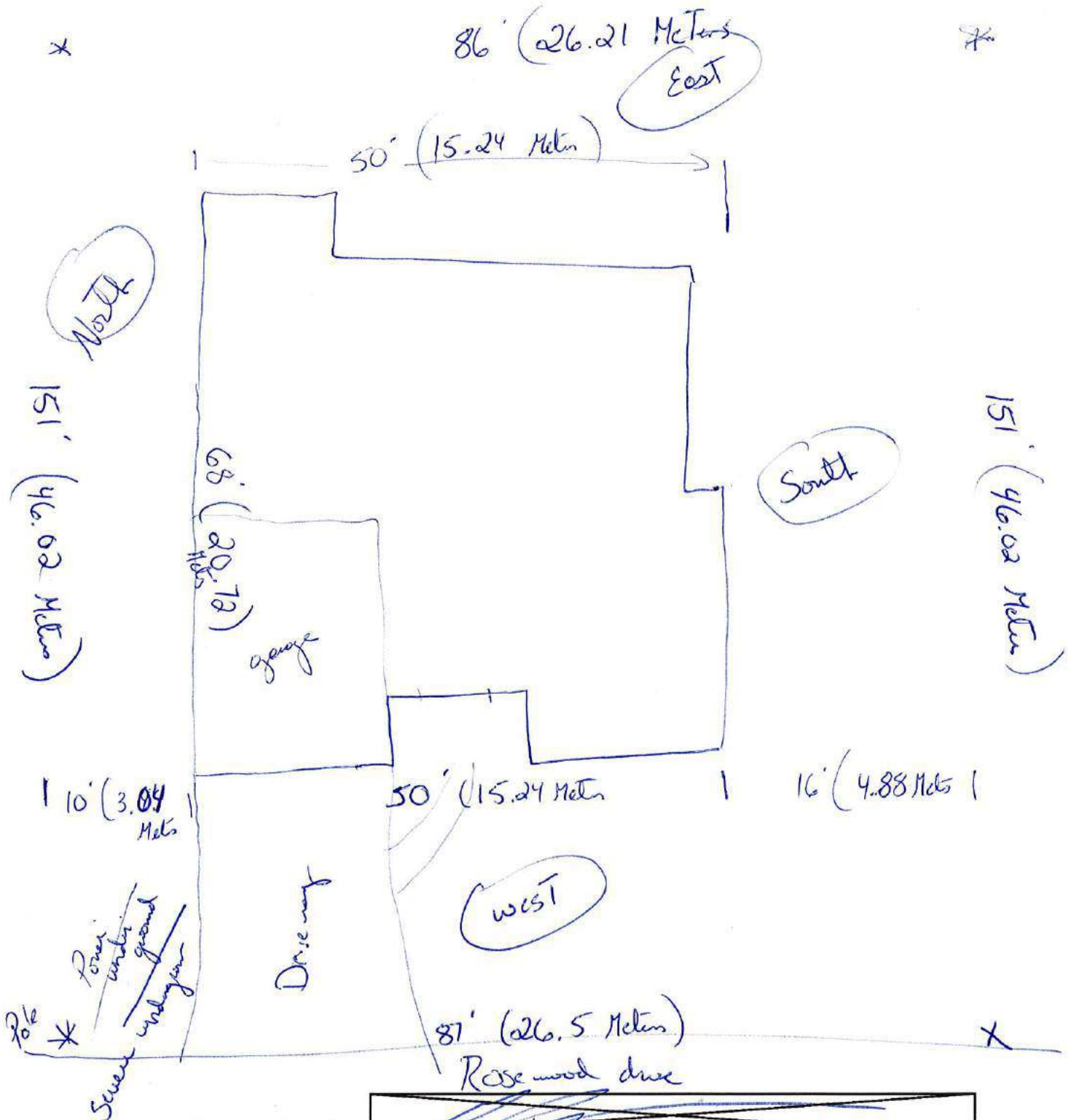
1/8" = 1'0"

SHEET:

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant Stant Ruyter on Behalf of
North - Sharon Macdon Telephone 902 439 3886 (Stant)
2. Property Address B-37 Kensington PE Property Number lot B37 Refer drawing
09258A
3. Property Status:
Land purchased from Sandra Casely Year Purchased 2020
If lot is located in an approved sub-division, please give
Name of Sub-Division: Rosewood Drive Lot No. 19 Prince County
delimited
as lot B37
4. Proposed Use:
Building or addition to be used for: Single Family Dwelling ☒ Duplex ☐ Store ☐
Private Garage ☐ Commercial Garage ☐ Private Storage Building ☐
Other (describe) _____
5. Location of property to be developed:
Located on North ☐ South ☐ East ☐ West ☐ side of East Street
Between the property of Andre Wadood and the property of Sandra Casely empty lot
6. Size of Property:
Road frontage 87' (26.54m) Property depth 151' (46.02m) Area 13,137 sq. ft.
7. Description of project and details of structure:
Works proposed consists of: New Construction ☒ Addition to existing ☐
Repairing ☐ Remodelling ☐
Describe Project: New single family dwelling
- Slab 4' front wall
- Ground floor: Length 68' Feet. Width 50' Feet.
Number of Stories 1 Number of Bedrooms 3
- | | | | |
|---|----------------------|---|---------|
| Type of Foundation | External Wall Finish | Roof Material | Chimney |
| Poured Concrete <input checked="" type="checkbox"/> | Siding <u>Vinyl</u> | Asphalt | Brick |
| Concrete block | Wood shingles | Steel <input checked="" type="checkbox"/> | Prefab |
| Pier | Steel | Other | Other |
| Other | Other | | |
8. Water Supply: Private ☐ Municipal ☒
9. Sewerage System: Private ☐ Municipal ☒
10. Estimated cost of Project: 360,000
11. Name and Address of Contractor or Chief Contractor Stant Ruyter Construction Inc
5 Sany Lane North granville PE C0A1E0
12. Dates of expected start and finish of project: May - September
13. Moving a building (Describe) _____
14. Demolishing a building (Describe) _____
15. Please provide a diagram of proposed construction _____

- Draw boundaries of your lot.
- Show existing and proposed buildings.
- Indicate the distance between buildings.
- Show location of driveway.
- Indicate distance to property lines and center of road.



Signature of Applicant

Date: April 12th 2020

Please note this Permit is for twelve-months only. If work is not started by that time please reapply.

平

86

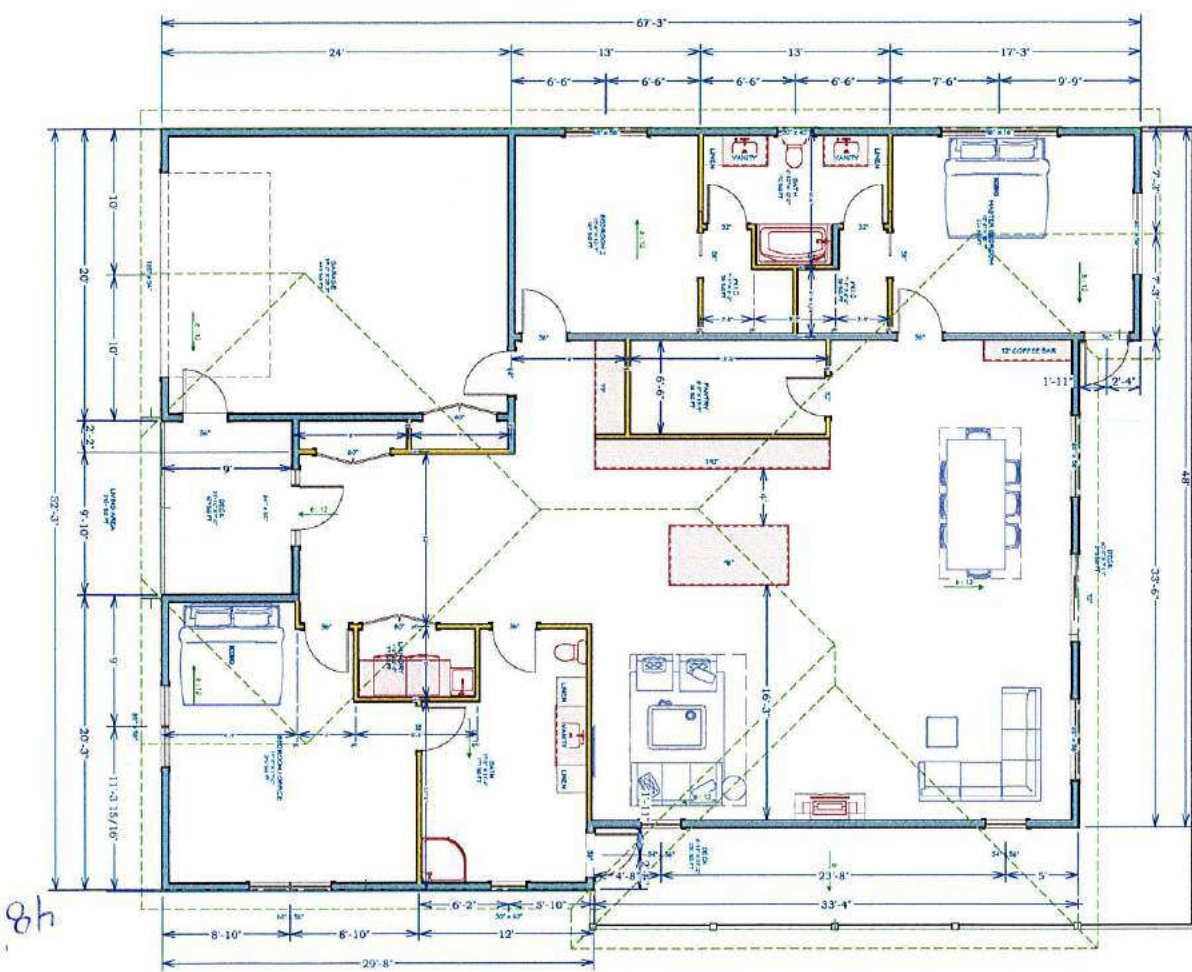
X

15.

151



87' Fin 2k Te Fin



CERTIFICATE OF INCUMBENCY


CANADA
PRINCE EDWARD ISLAND
COUNTY OF PRINCE

I, **SANDRA CASELEY** of Kensington, Prince County, Province of Prince Edward Island,
MAKE OATH AND SAY AS FOLLOWS:

1. That I am the President of **CASELEY FARMS LTD.**, being the Grantor herein named in the attached Deed of Conveyance and as such have personal knowledge of the matters herein deposed to.
2. None of the lands described in the Deed of Conveyance are occupied by any shareholder of the Company as a Matrimonial Home, within the meaning of the *Family Law Act* S.P.E.I., 1995, nor does the ownership of a share in Company entitle the owner or owners thereof to occupy as a Matrimonial Home any of the lands described in the Deed of Conveyance.
3. That the Corporate Seal of the company affixed to the within Indenture is the Corporate Seal of **CASELEY FARMS LTD.** and was thereto affixed by order of the Board of Directors to and for the uses and purposes therein expressed and contained.
4. That the name "Sandra Caseley" subscribed to the within Indenture is the signature of me, the President, and was thereto subscribed by order of the Board of Directors of the said Company to and for the uses and purposes therein expressed and contained.
5. That the President is the duly authorized signing officer of the said Company and has been authorized and instructed by the company, as evidenced by a Resolution to execute the within Indenture.

SWORN TO at Summerside, Prince County,)
Province of Prince Edward Island, this 9th)
day of April A.D. 2020.)


SANDRA CASELEY


COMMISSIONER FOR TAKING)
AFFIDAVITS IN THE SUPREME COURT)

THIS INDENTURE made the 9th day of April in the year of our Lord
two thousand and twenty.

IN PURSUANCE OF THE ENACTMENTS RESPECTING SHORT FORMS OF INDENTURES:

BETWEEN:

CASELEY FARMS LTD., a body corporate, duly incorporated under the
Laws of the Province of Prince Edward Island,

(hereinafter called the Grantor)

OF THE ONE PART

AND:

SHARON MacEWEEN of New London, Queens County,
Province of Prince Edward Island,

(hereinafter called the Grantee)

OF THE OTHER PART

WITNESSETH that in consideration of One Dollar of lawful money of Canada now paid by the Grantee
to the Grantor (the receipt whereof is hereby acknowledged), the said Grantor DOETH grant unto the
Grantee, her heirs and assigns forever, all and singular the lands described in Schedule "A" hereto
annexed.

TOGETHER WITH all the rights, privileges, easements, advantages and appurtenances to the said
lands belonging or appertaining or thereunto now or heretofore holden, used, occupied or enjoyed.

TO HAVE AND TO HOLD the said lands and premises with their appurtenances unto and to the use
of the Grantee, her heirs and assigns forever.

SCHEDULE "A"

ALL that parcel of land situate, lying and being at Kensington, Lot 19, Prince County, Province of Prince Edward Island, being shown and delineated as Lot B37 on a Plan of Survey entitled "Plan of Survey Showing Lots B34 to B37, Lots B40 and B41, Being a Subdivision of Lands of Caseley Farms Ltd.", prepared by Locus Surveys Ltd. on October 8, 2010 as Drawing Number 09258A, approved by Kensington Town Council on October 12, 2010, and being more particularly bounded and described as follows, that is to say:

COMMENCING at a point where the Easterly margin of Rosewood Drive Extension (Parcel RD-2) intersects the Northwesterly angle of Lot B36 as shown on the aforementioned Plan of Survey, said commencement point also being marked by Survey Marker Number 9480 and having co-ordinates Easting 339007.211 feet and Northing 401020.477 feet;

THENCE on an azimuth of $8^{\circ} 55' 48''$ a distance of Eighty-Five Point Five Nine (85.59) feet to a point marked by Survey Marker Number 6507 and having co-ordinates Easting 339020.495 feet and Northing 401105.028 feet;

THENCE on an azimuth of $98^{\circ} 55' 48''$ a distance of One Hundred Fifty Point Zero Zero (150.00) feet to a point marked by Survey Marker Number 6508 and having co-ordinates Easting 339168.677 feet and Northing 401081.744 feet;

THENCE on an azimuth of $188^{\circ} 55' 48''$ a distance of Eighty-Five Point Five Nine (85.59) feet to a point marked by Survey Marker Number 9486 and having co-ordinates Easting 339155.392 feet and Northing 400997.193 feet;

THENCE on an azimuth of $278^{\circ} 55' 48''$ a distance of One Hundred Fifty Point Zero Zero (150.00) feet to the point or place of commencement.

CONTAINING an area of ZERO POINT TWO NINE (0.29) ACRES OF LAND, a little more or less.

All azimuths are grid azimuths. All dimensions are given in feet.



(1) The said Grantor covenants with the said Grantee (2) that it has the right to convey the said lands to the said Grantee notwithstanding any act of the said Grantor. (3) AND that the said Grantee shall have quiet possession of the said lands (4) free from all encumbrances. (5) AND the said Grantor covenants with the said Grantee that it will execute such further assurances of the said lands as may be requisite. (6) AND the said Grantor covenants with the said Grantee that it has done no act to encumber the said lands. (7) AND the said Grantor releases to the said Grantee all its claims upon the said lands.

IN WITNESS WHEREOF the Corporate Seal of the Grantor was hereunto affixed, duly authenticated by its proper officer in that behalf on the day and year first above written.

The Corporate Seal of Caseley Farms Ltd.
was hereunto affixed, and Sandra Caseley
signed her name in authentication thereof
in the presence of:



Commissioner for Deeds

) CASELEY FARMS LTD.

) Per:

)

)

)

)

)

)

)



DATED: 9th day of April A.D. 2020

BETWEEN:

CASELEY FARMS LTD.

GRANTOR

AND:

SHARON MacEWEN

GRANTEE

DEED OF CONVEYANCE

McCABE LAW
P.O. Box 300
193 Arnett Avenue
Summerside, PE
C1N 4Y8
(902) 436-4296
CM 19589/4451



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR AN OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY: LMG
london@springvalleybc.ca
TEL: (902) 836-4284
FAX: (902) 836-3634



MacEwen Residence

SPRING VALLEY
BUILDING CENTRE

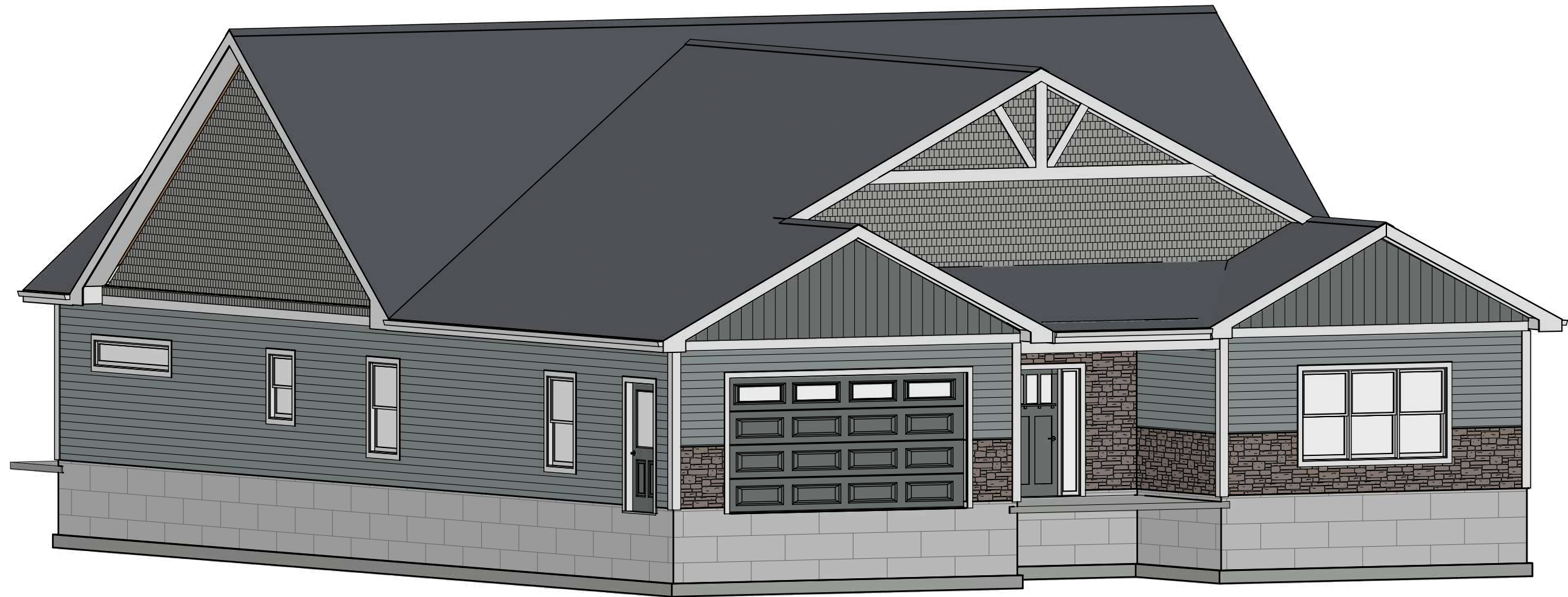
DATE:

4/23/2020

SCALE:

1/8" = 1'0"

SHEET:



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANT OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

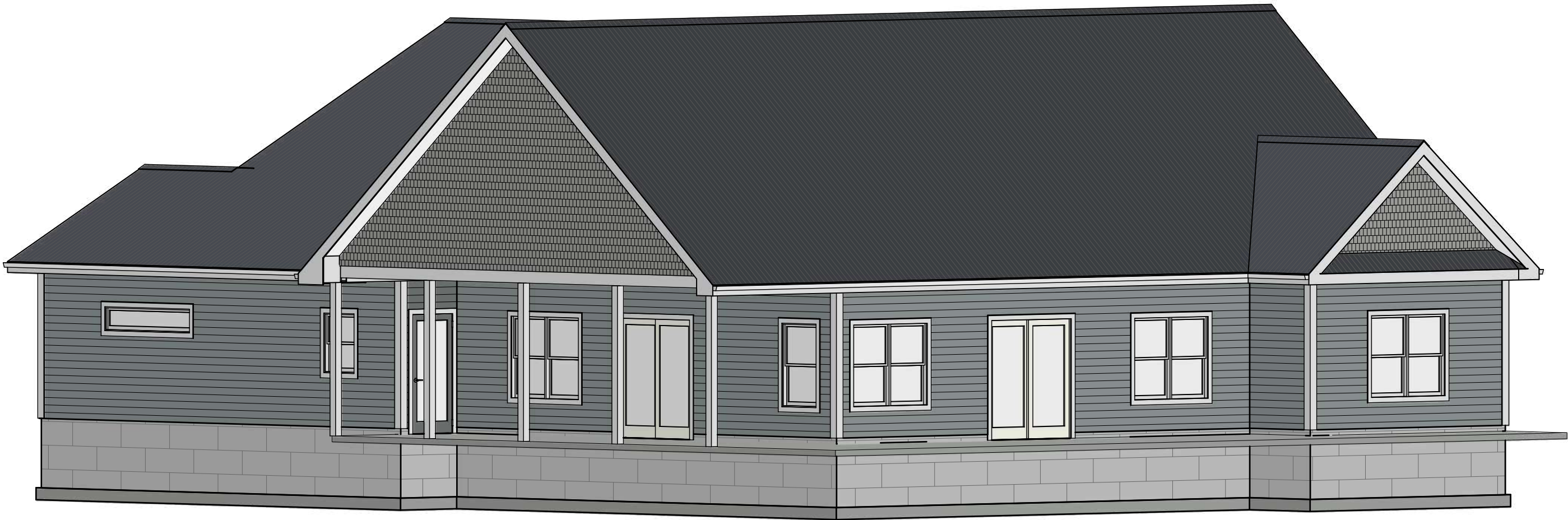


DRAWN BY: LMG
london@springvalleybc.ca
TEL: (902) 836-4284
FAX: (902) 836-3634

SPRING VALLEY
BUILDING CENTRE

MacEwen Residence

DATE:
4/23/2020
SCALE:
1/8" = 1'0"
SHEET:



SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR AN OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



MacEwen Residence

SPRING VALLEY
BUILDING CENTRE

DATE:

4/23/2020

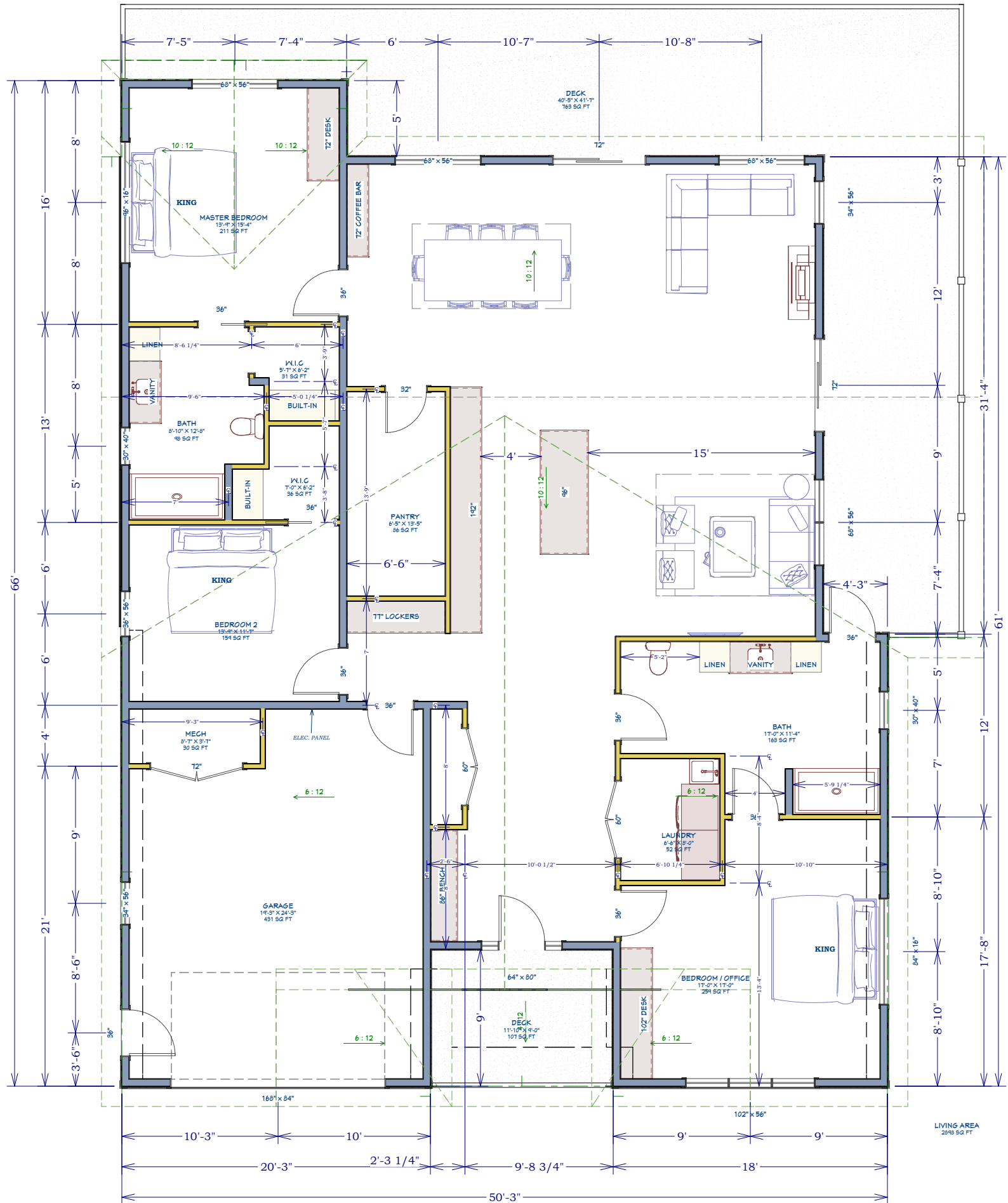
SCALE:

1/8" = 1'0"

SHEET:

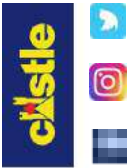
DRAWN BY:

LNG
london@springvalleybc.ca
TEL: (902) 836-4284
FAX: (902) 836-3634



SCALE: 1/8"=1'-0"

SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR AN OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



MacEwen Residence

SPRING VALLEY
BUILDING CENTRE

DATE:

4/23/2020

SCALE:

1/8" = 1'0"

SHEET:

DRAWN BY: LMG
lmg@springvalleybc.ca
TEL: (402) 836-4284
FAX: (402) 836-3634



FRONT ELEVATION
N.T.S



REAR ELEVATION
N.T.S

SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANT OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY: LMG
london@springvalleybc.ca
TEL: (902) 836-4284
FAX: (902) 836-3694



MacEwen Residence

SPRING VALLEY
BUILDING CENTRE

DATE:

4/23/2020

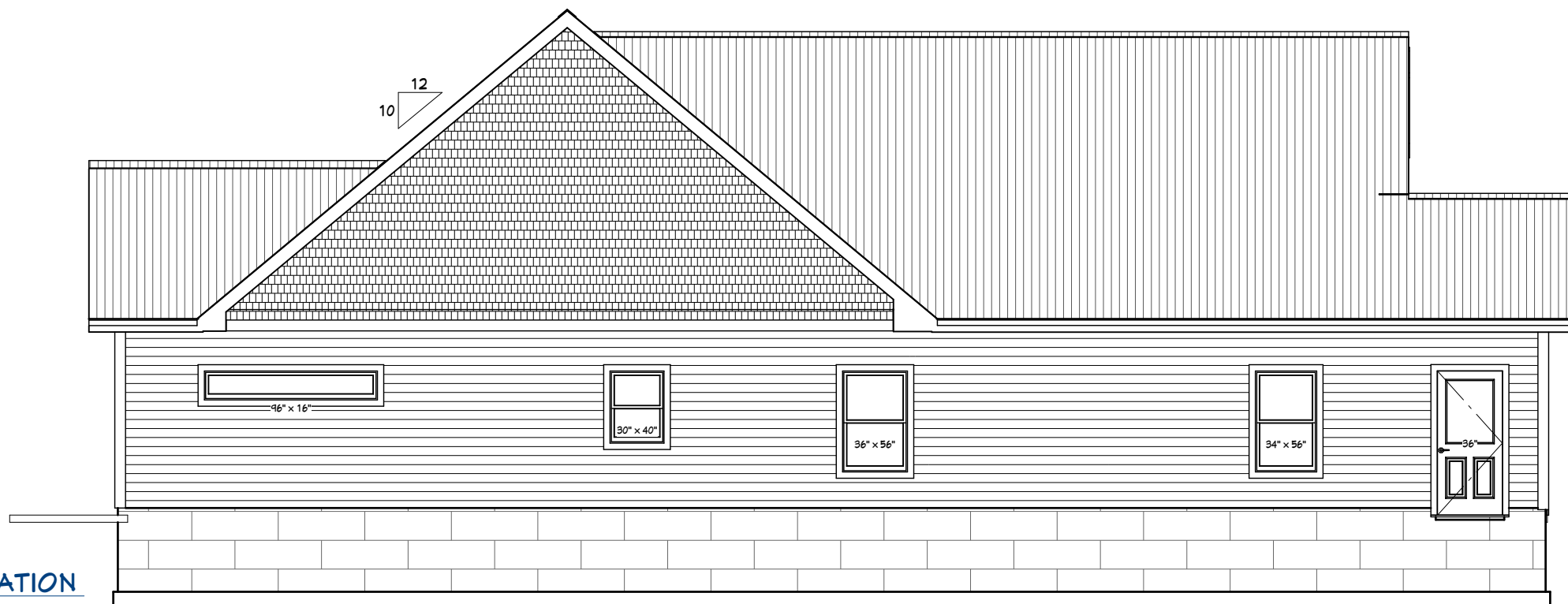
SCALE:

1/8" = 1'0"

SHEET:



RIGHT ELEVATION
N.T.S



LEFT ELEVATION
N.T.S

SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANT OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

DRAWN BY: LMG
london@springvalleybc.ca
TEL: (902) 836-4294
FAX: (902) 836-3634



MacEwen Residence

SPRING VALLEY
BUILDING CENTRE

DATE:

4/23/2020

SCALE:

1/8" = 1'0"

SHEET:

GENERAL NOTES:

THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/ DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN, IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES. CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

HEAT LOSS CALCULATIONS SHALL COMPLY WITH THE REQUIREMENTS OF REGIONAL AND LOCAL CODES. SEE CALCULATIONS. PORCHES, DECKS, FOUNDATION, FIREPLACE ENCLOSURES, AND GARAGE AREAS NOT INCLUDED IN LIVING AREA. ALL EXHAUST FANS TO BE VENTED DIRECTLY TO THE EXTERIOR. ALL PENETRATIONS OF THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULK OR FOAM.

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Spring Valley Building Centre is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

SPECIFICATIONS AND AMENITIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSONS' INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANT OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

ELECTRICAL, DATA, & AUDIO NOTES:

HOME OWNER SHALL DO A WALK-THRU WITH RELEVANT INSTALLERS TO VERIFY THE EXACT LOCATION FOR OUTLETS, LIGHTS, SWITCHES, CABLE, DATA, PHONE, AUDIO, ETC.

ELECTRICAL NOTES:

- 1. ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. ORG.F.I.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.
- 2. PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.
- 3. CIRCUITS SHALL BE VERIFIED WITH HOME OWNER PRIOR TO WIRE INSTALLATION.
- 4. FINAL SWITCHES FOR TIMERS AND DIMMERS SHALL BE VERIFIED WITH HOME OWNER.
- 5. FIXTURES TO BE SELECTED BY HOME OWNER.

AUDIO:

- 1. LOCATE SPEAKERS AND AUDIO CONTROLS AS INDICATED IN THE PLAN; RUN CIRCUIT OF SPEAKER WIRING TO AUDIO HOME PANEL SPECIFIED BY FLOOR;
- 2. AUDIO SPEAKERS TO BE APPROVED BY HOME OWNER;
- 3. LOCATE JACKS AS INDICATED IN THE PLAN; INSTALL DATA / CABLE PANEL SIMILAR TO "ON Q". SYSTEM TO BE APPROVED BY HOME OWNER.

DATA / CABLE:

LOCATE SECURITY PANELS AS INDICATED IN THE PLAN; SYSTEM TO BE APPROVED BY HOME OWNER.

GRADING NOTES:

- 1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
- 2. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
- 3. FINAL GRADE TO CONVEY SURFACE DRAINAGE TOWARD ROCK CHANNELS AND DISPERSION TRENCHES.
- 4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.
- 5. PLACE FILL SLOPES WITH A GRADIENT STEEPER THAT 3:1 IN LIFTS NOT TO EXCEED 8 INCHES, AND MAKE SURE EACH LIFT IS PROPERLY COMPACTED.



MacEwen Residence

SPRING VALLEY
BUILDING CENTRE

DATE:

4/23/2020

SCALE:

1/8" = 1'0"

SHEET:

DRAWN BY: LMG
london@springvalleybc.ca
TEL: (402) 836-4284
FAX: (402) 836-3634

Town of Kensington Bills List February 2020

ADL Foods	2413083	\$210.28
ADL Foods	2412964	\$421.68
ADL Foods	2414133	\$328.88
ADL Foods	2414132	\$492.21
ADL Foods	2414374	\$636.76
ADL Foods	2413241	\$687.05
ADL Foods	2413598	\$381.41
Aliant	7499845	\$129.04
Aliant	7500357	\$30.48
Alleymar Enterprise Ltd	25937	\$56.93
Alleymar Enterprise Ltd	17838	\$62.82
Amalgamated Dairies Limited	4920059016	\$38.79
Amalgamated Dairies Limited	4920031018	\$59.30
Amalgamated Dairies Limited	4920038014	\$56.18
Amalgamated Dairies Limited	4920045017	\$90.06
Amalgamated Dairies Limited	4920052020	\$43.74
Andrew Griffin	FEB 2020 RRSP	\$501.28
Bell Mobility	2-390929	\$207.29
Bev Semple	FEB 2020 CROSSWALK	\$80.00
Brenda MacIsaac	FEB 2020 RRSP	\$289.22
Campbell's Concrete Ltd	255385 MANHOLE COVER	\$414.52
Canadian Union of Public Employees	FEB 2020 UNION DUES	\$586.39
Combat Computer Inc	60903 - NEW POL COMPUTERS	\$12,613.20
Combat Computer Inc	60479 - CUC KEY FOBS	\$575.00
Combat Computer Inc	60884 - FEB - JUNE 2020 ICLOUD BACKUP	\$775.96
Combat Computer Inc	60834 - SERVER EXTERNAL DRIVE	\$848.10
Combat Computer Inc	60835 - SERVER POWER SUPPLY	\$172.50
Combat Computer Inc	60836 - FIXED WENDY PRINTER	\$86.25
Combat Computer Inc	60905 - FIXED CPL COMPUTER/CAMERA	\$1,880.99
Combat Computer Inc	60881 - POL ANTIVIRUS	\$69.00
Combat Computer Inc	60480 - CAMERA RENTAL	\$690.00
Commercial Construction	FRONT STREET FEB 20	\$4,019.25

Commercial Construction	TOWN HALL FEB 20	\$663.50
Commercial Construction	FIRE HALL FEB 20	\$1,138.50
Commercial Construction	CUC FEB 20	\$897.00
Cooke Insurance Agency Ltd.	493470	\$45,192.00
Cooke Insurance Agency Ltd.	493469	\$13,160.00
D.W Mechanical	1758	\$281.75
DC Tire Sales & Service	104158	\$70.14
Discount Car & Truck Rental	I-4910005238	\$496.39
Driveline Truck & Trailer Inc	13994 FIRE TRUCK SWITCH	\$340.88
Driveline Truck & Trailer Inc	13967 FIRE TRUCK STARTER	\$1,203.28
Eastlink	11171210	\$104.59
Eastlink	11336520	\$97.69
Eastlink	11336786	\$23.00
Eastlink	11336185	\$753.40
Elizabeth Hubley	FEB 2020 RENT	\$805.00
Frito Lay Canada	43758679	\$183.26
Frito Lay Canada	43758964	\$221.74
Frito Lay Canada	43758898	\$112.37
Frito Lay Canada	43758744	\$180.96
GBS Technologies	435684 CELL PHONE CASES & SCREENS	\$586.50
Geoff Baker	FEB 2020 MILEAGE	\$316.31
Irving Oil	423508	\$243.95
Irving Oil	329250	\$647.76
Irving Oil	328708	\$366.22
Irving Oil	132422	\$273.02
Irving Oil	546297	\$134.78
Irving Oil	152697	\$412.00
Irving Oil	48569	\$165.11
Irving Oil	846489	\$404.05
Irving Oil	845272	\$136.04
Irving Oil	326115	\$242.28
Irving Oil	39629	\$542.40
Irving Oil	40511	\$234.78
Irving Oil	26979	\$354.67

Irving Oil	217768	\$335.95
Irving Oil	546663	\$658.04
Irving Oil	723547	\$443.05
Irving Oil	748426	\$392.64
Irving Oil	727195	\$534.67
Irving Oil	773853	\$233.51
Irving Oil	349134	\$138.82
Irving Oil	33289788	\$131.98
Irving Oil	33311124	\$643.08
Irving Oil	33317566	\$34.80
Irving Oil	33324046	\$281.82
Island First Aid Service	SI-11899	\$46.00
Island First Aid Service	SI-11901	\$22.99
Island Mobile Communciations	6896 FIRE PAGERS	\$149.50
Island Petroleum	9568	\$309.56
Island Petroleum	9569	\$184.39
Island Petroleum	9570	\$249.66
Island Petroleum	9571	\$305.15
Island Petroleum	9572	\$196.97
Island Petroleum	9573	\$336.99
Island Petroleum	9574	\$326.77
Island Petroleum	9575	\$173.53
Jack Spencer	FEB 2020 CROSSWALK	\$120.00
Jamie Perry	FEB 2020 CROSSWALK	\$120.00
Kays Wholesale	Z03563	\$493.13
Kays Wholesale	Z03507	\$791.23
Kenmac Auto Body Ltd	02398 PW TRUCK REPAIR	\$345.00
Kensington Skating Club	SILVER SPONSOR FEB20	\$500.00
Kim Mullett	DRE TRAINING EXP	\$62.00
Krislyn Holdings Inc	GENERATOR DEL/PICK UP	\$977.50
Langille Sharpening Service Inc	64589	\$138.00
Lewis Sutherland	FEB 2020 MILEAGE	\$190.82
Lewis Sutherland	FEB 2020 RRSP	\$677.60
MacInnis Express (1983) Ltd	206543	\$176.24

MacInnis Express (1983) Ltd	205612	\$176.24
Malpeque Bay Credit Union	FEB 2020 RRSP	\$1,494.26
Maritime Electric	LIBRARY FEB 20	\$245.28
Maritime Electric	TOWN HALL FEB 20	\$1,444.15
Maritime Electric	SENIOR CNT FEB 20	\$304.42
Maritime Electric	CUC SIGN FEB 20	\$104.87
Maritime Electric	CUC RINK FEB 20	\$9,945.67
Maritime Electric	CUC BALLFIELD FEB 20	\$28.26
Maritime Electric	PW SHOP FEB 20	\$174.36
Maritime Electric	STREET LIGHTS FEB 20	\$2,908.81
Maritime Electric	SPEED RADAR FEB 20	\$105.13
Maritime Electric	CAR CHARGER FEB 20	\$33.34
Maritime Electric	FIRE HALL FEB 20	\$386.31
Maritime Electric	EVK POOL FEB 20	\$60.36
Maritime Electric	ART CO-OP FEB 20	\$364.77
Maritime Electric	TRAIN STN FEB 20	\$808.97
Mary's Bake Shoppe	24	\$15.00
Mary's Bake Shoppe	FAMILY VIOLENCE WALK	\$76.00
Medacom Atlantic Inc	011534	\$251.16
Mid Isle Electric	8856 CUC WATER HEATER WIRING	\$134.55
Mikes Independent	01 6754	\$32.26
Mikes Independent	01 3489	\$39.01
Mikes Independent	01 1272	\$34.14
Mikes Independent	01 4653	\$45.36
Minister of Finance	BUSINESS PARK PROP TAX	\$77.79
Minister of Finance	315147 SALT	\$969.91
MJS Marketing & Promotions	2690012	\$51.75
Moase Plumbing & Heating	31171 FITPLEX	\$57.50
Moase Plumbing & Heating	31212 CUC TAPS/REPAIR	\$232.81
Orkin Canada	1086945	\$73.03
Orkin Canada	1087088	\$44.28
Orkin Canada	1087897	\$28.75
Pepsico	49663555	\$1,483.61
Potts Sleigh Rides	134386 WINTER CARNIVAL	\$400.00

Princess Auto	1052669	\$109.18
Receiver General for Canada	20200045321 POL RADIO FEES	\$275.94
Revolution Media	2689-2019	\$155.25
Robert Wood	FEB 20 MILEAGE	\$131.60
Rowan Caseley	FEB 2020 MILEAGE	\$51.70
Saltwire Network	28558	\$98.90
Scotia Securities	DOUG K FEB 20 RRSP	\$514.50
Scotiabank Visa	FEB 20, 20 MAYOR DINNER MEETING	\$66.49
Scotiabank Visa	FEB 24, 2020 ANNUAL FEE	\$75.00
Scotiabank Visa	114561489 POL CAR REPAIR	\$718.75
Scotiabank Visa	114561490 POL CAR REPAIR	\$253.00
Scotiabank Visa	SPECTRUM FEB 5, 20 FIRE RADIO FEES	\$485.44
Spartan Fitness	319278 INSPECTED FITPLEX EQUIPMENT	\$305.90
Spring Valley Building Centre Ltd	K27177	\$91.08
Spring Valley Building Centre Ltd	26865	\$91.08
Staples	550443-4112	\$698.10
Suncor Energy Products Partnership	FEB 2020	\$1,093.37
Superior Sanitation	700941	\$207.00
Superior Sanitation	700940	\$230.00
Superior Sanitation	700939	\$184.00
Superior Sanitation	700938	\$80.50
Telus	FEB 2020	\$592.88
Tops to Floors	3007 CUC FLOORS	\$495.00
Traci Campbell	FEB 2020 FITPLEX CLASSES	\$338.00
Vail's Fabric Services Ltd	347324	\$215.46
Walmart	FEB 5, 2020 FITPLEX SHOWER CURTAINS	\$117.50
Water & Pollution Control Corporation	FEB 2020	\$201.44
Workers Compensation Board of PEI	1350 CONFERENCE REGISTRATION	\$175.00
Workers Compensation Board of PEI	FEB 2020 1ST INSTALL	\$6,701.05
Yellow Pages Group	20-7813886	\$17.83
Yellow Pages Group	00414855	\$23.17
Subtotal		<u>\$146,667.49</u>
Payroll		\$93,171.15

Capital Purchases

Metalfab	20213 FIRE TRUCK CHASSIS	\$126,500.00
Sommers Generator System	40002092-00 GENERATOR REFIT	\$14,056.45
WSP Canada Inc	0902555 ICIP LAGOON REPAIRS	\$3,559.25
Subtotal Capital		<hr/> \$144,115.70
Total Bills		<hr/> \$383,954.34 <hr/>

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: FEBRUARY 2020 CREDIT UNION CENTRE REPORT
DATE:
ATTACHMENT: STATISTICAL REPORT

February 2020

Fitplex

Programming: Aerobics\Fitness Classes Programming

Mondays 9 am	Darcey Busch
Mondays 6.30pm	Kensington Wild
Tuesdays 4.00pm	Darcey Busch
Tuesdays 6.30pm	Traci Campbell
Wednesdays 8.30am	Darcey Busch
Wednesdays 6.30pm	Kensington Wild
Thursday 4.00pm	Darcey Busch
Thursday 6.30pm	Traci Campbell
Saturday 8.30am	Traci Campbell
Sundays 4.00pm	Peewee Matrix

Hours

Key FOB Entry	5:30 AM – 12:00 Midnight Daily
Staffed	4:00 PM – 8:00 PM Monday – Thursday

Arena

6 Wild home games and 3 Vipers home games.
Hosted Kensington Wild Showcase
Hosted KMHA initiation jamboree
ADL Ice Competition Feb 22,2020

Kensington Cash

Feb, 2020	\$220.00
	\$224.00
	\$216.00
	<u>\$218.00</u>
	<u>Total \$878.00</u>

Ball Fields

Nothing to report

Senior Center**Activities at the senior center on a weekly basis**

- Exercise classes
- Story Board
- Leather working
- Meetings
- Painting
- Touch therapy

Upcoming Events

Kensington Figure Skating Ice Show March 6,2020

Aaron Doyle Mardi Gras Tournament March 26-29,2020

Shane Cormier Memorial Tournament Pee wee A April 3-5,2020

KISH High School Hockey Tournament April 6-11,2020

Town of Kensington
 Credit Union Centre Monthly Statistical Data
 2020

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	265											535
Attendance	1490	1550											3040
Day Passes Sold	28	22											50
Memberships Sold	42	33											75
Monthly Payment Memberships	54	52											106
Arena													
Hours Rented	158	169											327
Preschool (Free)	3	4											7
Adult Skate	3	4											7
Donated Ice Time	0	10											10
Total Hours Rented	164	187											351
Storm Days (no rentals)	4	2											6

2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Total Members	270	262	258	250	242	230	218	215	226	245	255	260	2931
Attendance	1525	1420	1200	1140	1080	950	875	820	1011	1225	1350	1300	13896
Day Passes Sold	26	18	20	22	20	22	20	15	21	25	24	20	253
Memberships Sold	44	32	25	22	20	21	18	19	22	37	24	30	314
Monthly Payment Memberships	54	53	52	53	51	52	50	49	50	51	52	52	619
Arena													
Hours Rented	149	144	135	110	0	0	0	0	58	158	175	140	1069
Preschool (Free)	4	4	3	0	0	0	0	0	0	0	4	4	19
Adult Skate	4	4	3	0	0	0	0	0	0	0	4	4	19
Donated Ice Time	0	10	0	7	0	0	0	0	0	0	0	0	17
Total Hours Rented	157	162	141	117	0	0	0	0	58	158	183	148	1124
Storm Days (no rentals)	2.5	2	1	1	0	0	0	0	11	0	0	0	17.5



Mayor's Report to Town Council

April 27, 2020

The Mayor's Report to Town Council is an opportunity for the Mayor to provide feedback to Council, Staff, Residents and other interested Stakeholders about activities of the Mayor on their behalf since the last Council meeting. It will include as much as possible a summary of information from meetings and discussions on behalf of the Town of Kensington. Any decisions to be made on behalf of the Town will be brought forward to Council for decisions.

The Mayor is the designated spokespersons for the town and communicates decisions made by Town Council. The Mayor chairs the monthly Town Council Meetings and the monthly Committee of Council meetings. All efforts are made to keep discussions and decisions transparent as we represent the town on behalf of the residents. Agenda's (along with supporting information) for Committee of Council meetings and Town Council meetings are posted on the town website on the Friday afternoon prior to the meeting. (www.kensington.ca)

Committee of Council meetings are held on the 4th Monday of each month (except July and August and December) at 6:30 pm and Town Council meetings are held on the 2nd Monday of each month at 7:00 pm. The agenda's (along with supporting information) are emailed to the County Line Courier, Journal Pioneer and CBC on the Friday afternoon prior to the meetings.

COVID-19 Pandemic – Staff are continuing to carry out the essential operations of the Town of Kensington ensuring all precautions are in place to minimize exposure to the Covid-19 virus. The Town Hall building is closed to the public, however, we need to continue to provide water and sewer services, police and fire services, and maintain our financial obligation to our customers. Kensington Police Services are continuing to operate under public health guidelines. Some staff are working from home with work being dropped off to them as required. Essential staff are working in the office but the office is closed to only essential work. On behalf of Town Council, I want to thank our staff and volunteers who are working to maintain the essential services of Kensington. Your commitment and dedication during this pandemic is greatly appreciated not only by Town Council but by all the people who look to the town for information and support.

Nova Scotia Tragedy – Words will never be enough to express the feelings and emotions we all have regarding the senseless mass killing of so many people in Nova Scotia. We have lowered our flags on Monday morning April 20 to half-mast to remember the victims and their families. The flags will remain at half-mast for one week until Monday, April 27, 2020. I have sent an expression of sympathy to Mayor Christine Blair of Colchester County, Nova Scotia on behalf of all councillors, staff, residents and business owner in Kensington. On Friday, April 24 at noon, our Kensington Police Services and Kensington Fire Department joined with other first responders to do a drive by parade of emergency vehicles past the RCMP detachment in Schurmans Point. This drive by parade is to display solidarity and support of the RCMP and as an expression of sympathy for the loss of an RCMP officer in Nova Scotia. Chief Sutherland will be laying a bouquet of flowers on behalf of the Kensington Police



Services and the Town of Kensington. Our prayers and sympathy go out to all who have been affected, whether they be family friends, acquaintances or neighbours by this massacre.

Business Park Land – We have had to provide an extension to the purchase and sale agreement to extend the closing date for the additional parcel of land for our Business Park behind Pine Acres RV property. Survey work, vacations and legal requirements are taking longer than initially expected. The closing date now is being set to close on or before June 12, 2020. There do not appear to be any unexpected issues at this time and we anticipate this new closing date will be sufficient. We have verbally agreed with the seller of the property that the Town would be willing to rent the parcel for farm land another year for farm land. However, no agreements have been made with the current owner or any farmer.

Rural Beautification Society of Prince Edward Island – As Council will remember, we approved at our last Council meeting to become a major sponsor for the Rural Beautification Society of Prince Edward Island in 2020 as this was the 75th year since the Rural Beautification Society started. I have been in touch with the Executive Director of the Society and their Board of Directors have elected to not proceed with their 75th program celebration this year due to the risk of exposing judges, etc. to the Covid-19 virus in 2020. The Board have elected to move the 75th celebration to 2021. They welcome the Town of Kensington as a major sponsor and will be in touch in the fall of 2020 to get any information required before the program is promoted in 2021.

Canada Day – Currently we are not sure what will be taking place this year on Canada Day. Whether we are able to hold a large public gathering will depend on Health PEI guideline. If we are not able to hold our annual Canada Day Celebrations, we will recognize the day with some form of virtual celebration which we will figure out as required. After last year's celebration being moved indoors because of inclement weather at the Credit Union Centre, we received feedback for the Town to consider moving Canada Day Celebrations inside every year. The reasons given were that it was deemed better for seniors with more seating available, easier to set up ahead of time, prevents last minute changes if weather not suitable, etc. There are pro's and con's to either decision. However, no decision was made and Town Council was asked to reflect on this and we were to discuss in the spring before the event was planned in 2020. Kim Caseley was asked to use social media to receive feedback, but I am not sure if any feedback has been received as yet. Obviously if weather is inclement, we would move inside at the last minute. Council should reflect on this and be prepared to debate which direction we should take. We will need to make a decision in May if we are going to plan the event inside the Credit Union Centre as opposed to outside.

Provincial State of Emergency – As a result of the provincial state of emergency being declared by the Province of Prince Edward Island, Kensington Police Services along with other municipal police services have been called on to assist with policing at the Confederation Bridge. Initially they will be scheduled for two shifts per day for 9 scheduled days starting on Sunday May 3 and ending May 31. Chief Sutherland has already worked out this schedule with the province, which is mainly Sunday and Monday shifts. Chief Sutherland has been provided a car for this specific purpose from the Atlantic



Police Academy which will be left at the Bridge for use as needed by our police officers. Thank you to the Atlantic Police Academy for their assistance in providing the police vehicle.

Kids Help Phone – (1-800-668-6868) Most Councillors are aware of past requests for financial donations from the Town of Kensington to support Kids Help Phone but no action was taken. One of the reasons given in the past was the uncertainty of the usage for Prince Edward Island youth. You may have noticed in the press recently where the Kids Help Phone has shown an increase of 70% usage by Prince Edward Island youth. I have received several emails within the past two weeks with feedback on the benefits and as expected looking for the town to consider donating. I will include a copy of the donation form to my report. I would ask Councillors to please give this request further consideration. As you can see on the donation form it gives an idea of how much each level of support will provide for the donation given. With Covid-19 going on now and potentially in the future, I believe it is most important we ensure the Town of Kensington does its part in assisting children in need. I would ask Councillors to please consider this matter seriously. I would further request Town Council pass a motion to donate to this worthy cause. Perhaps we could consider setting up a monthly gift of at least \$50 per month (\$600/year). This can be set up to pay monthly and will ensure continuity of this program to our youth. Thank you for considering this request.

Rowan Caseley
Mayor – Town of Kensington



(<https://kidshelpphone.ca/>)

Français (<https://secure.e2rm.com/registrant/DonationPage.aspx?eventid=219679&langpref=fr-CA>)

How would you like to donate?

One-Time Gift (<https://secure.e2rm.com/registrant/startup.aspx?eventid=219675>)

✓ Monthly Gift (<https://secure.e2rm.com/registrant/startup.aspx?eventid=219679>)

Honour/Memorial Gift (<https://secure.e2rm.com/registrant/startup.aspx?eventid=219677>)

How much would you like to give monthly?

\$21

\$34

\$52

\$50.00

Donor Information

Personal

✓ Organization

Town of Kensington

55 Victoria Street East

PO Box 418

CANADA

Prince Edward Island

Kensington

C0B 1M0

(902) 439-8849

townmanager@townofkensington.com

☐ Yes, I'd like to stay up to date with Kids Help Phone news, programs and appeals. I understand that I can unsubscribe at any time.

Survey Questions

What inspired you to give today?

Payment Information

Card Holder Name



Card Number

Exp MM



Exp YY



CW

(?)


Next



The Standards Program Trustmark is a mark of Imagine Canada used under licence by Kids Help Phone.

An Organization You Can Trust

Kids Help Phone has been accredited since 2013 by Imagine Canada's Standards Program for excellence in nonprofit accountability, transparency, governance, fundraising, and staff and volunteer management.

 (<https://www.youtube.com/user/KidsHelpPhone>)  (<https://www.instagram.com/kidshelpphone/?hl=en>) 
(<https://www.facebook.com/KidsHelpPhone/>)  (<https://twitter.com/kidshelpphone>)

© Kids Help Phone. All Rights Reserved.

Charitable Reg # 13000 5846 RR0001.

Donor Services: 1-800-268-3062

Privacy Policy (<https://kidshelpphone.ca/privacy-policy/>) | **Terms of Use** (<https://kidshelpphone.ca/terms-service/>)

Town of Kensington - Request for Decision

Date: April 21, 2020	Request for Decision No: 2020-17
Topic: 2016 Dodge Charger Replacement – Police Cruiser	
Proposal Summary/Background: <p>The Kensington Police Service currently carries two police cruisers; a 2016 Dodge Charger (marked) purchased in 2015 and a 2017 Ford Taurus (unmarked) purchased ‘refurbished’ in 2019.</p> <p>The Dodge Charger (7B4) was put into service in September of 2015 and has approximately 190,000 kms on the engine. It has been taken out of service twice over the past several weeks due to mechanical issues. Councillors may recall that the transmission was replaced with a used transmission approximately four weeks ago at a cost of approximately \$2,500.00. Further a vehicle was rented as a replacement at the time at a cost of approximately \$300.00. On April 9th the car developed a noise in the front end and it was found that the water pump was loose, leaking and needed to be replaced. Again, the car was taken out of service until the repair could be made. It is apparent, that 7B4 is seeing significant mechanical issues and requires constant repair to keep the vehicle in service. Details on the required repairs are included in the attached memo from Chief Sutherland. The initial cost estimate to make the car roadworthy is approximately \$4,810.45, which does not include the cost of the recently installed transmission and water pump. Further, the all-wheel drive system is not working and it needs to be sent to the dealership for further analysis. Currently the vehicle is parked in the Town Hall parking lot as it is not safe for use by law enforcement. Another vehicle has been rented to provide the police department with a second vehicle at this time.</p> <p>Chief Sutherland was requested to review and analyze five different options related to the replacement or repair of 7B4. The options were:</p> <ol style="list-style-type: none">1. Repair 7B4 and put the vehicle back in service.2. To replace 7B4 with a refurbished 2018 Ford Taurus.3. To replace 7B4 with a 2019 Ford Explorer (SUV).4. To replace 7B4 with a newly manufactured police cruiser.5. To operate the police department with only one vehicle. <p>A detailed analysis of each option and supporting documentation is provided in the attached memo from Chief Sutherland.</p> <p>It is requested that Town Council consider this Request for Decision and the attached memo from Chief Sutherland in their deliberation on the replacement of 7B4.</p>	
Benefits: <ul style="list-style-type: none">• Will provide the police department with a safe vehicle.• Will provide better officer safety and a safer operation.• Will reduce maintenance costs associated with police vehicles.	
Disadvantages: <ul style="list-style-type: none">• None noted.	

Discussion/Comments:

It is recommended by the Chief and the CAO that Town Council move forward with option #3; replacement of 7B4 with a 2019 Ford Explorer. It is felt that this option provides the overall best value to the Town and the Police Department and will provide the department with a safe and efficient police cruiser.

The total cost of the Ford Explorer option including the transfer of the required emergency equipment is \$41,692.19 including taxes broken down as follows:

Purchase price - \$33,875.00 plus HST.

Equipment installation - \$5,324.73 plus HST.

Addition of decals for marked vehicle approximately \$800 plus HST

The mileage on the Ford Explorer is 880 kms. Warranty on the Ford Explorer is 3 years, 60,000 kms bumper to bumper. And 5 years, 160,000 kms on the powertrain. Given that the vehicle was first sold on November 15, 2018, warranties will expire as follows: bumper to bumper – November 15, 2021, Powertrain – November 15, 2023.

Based on the total purchase cost of \$39,199.73 the financial impact to the Town is assessed as follows:

- Total amount to be borrowed: \$39,199.73
- Monthly principal and interest payment (cash flow) - \$704.37
- Monthly depreciation amount - \$653.33

Options:

1. Proceed with the purchase of the 2019 Ford Explorer, as recommended.
2. Proceed with one of the other options provided.
3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:

\$39,199.73 plus HST (HST fully recoverable)

Source of Funding

Long Term Borrowing - \$39,199.73

Recommendation:

It is recommended that Town Council consider and adopt the following resolutions:

Resolution 1

BE IT RESOLVED THAT Town Council authorize the CAO to proceed with the purchase of a 2019 Ford Explorer Police Cruiser from Calgary BMW as per their quote dated April 15, 2020 in the amount of \$33,875.00 plus applicable taxes;

BE IT FURTHER RESOLVED THAT Town Council authorize the CAO to proceed with the installation of required emergency equipment on the 2019 Ford Explorer Police Cruiser through Anderson Automotive as per their quote dated April 3, 2020 in the amount of \$5,324.73 plus applicable taxes;

Resolution 2

WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for the completion of a capital project;

AND WHEREAS Town Council has authorized the purchase of a 2019 Ford Explorer Police Cruiser;

AND WHEREAS the amount to be borrowed will not cause the Town to exceed its legislated debt capacity;

BE IT RESOLVED that the Town of Kensington be empowered to borrow \$39,199.73 from the Scotiabank, under the following terms:

- i. repayable in full by Town Council over an amortization period not to exceed 5 years.***
- ii. at an interest rate of Prime, less 0.3% per annum with interest payable monthly.***
- iii. Advances repayable on demand.***

April 17, 2020

To: Geoff
From: Lewie
Re: 2016 Charger Police 7B4

History:

7B4 has been our most recent marked car and came into service in September 2015, but the model of the car is actually 2016.

Over the past number of months this car has been out of service twice due to mechanical issues. We just recently replaced the transmission in the car and the approximate cost was \$2500, plus I had to rent a vehicle which was another cost of approximately \$300. On April 9, 2020 the car developed a noise in the engine. It was taken to Bell's Irving and they found that the water pump was loose, leaking, and needed to be replaced. Again the car went out of service until the new water pump arrived and was installed on April 14, 2020. Before the car went back in service I took the car for a drive and found it had a serious vibration in the front, and a noise in the back driver's side wheel. I took the car back to Bell's and they found that the brake on the driver's side rear wheel had to be replaced. They also found that the drive shaft that runs the all-wheel drive was out of round, not running true. This is what caused the problem with the transmission several months ago. The drive shaft broke, hit the pavement, and went through the side of the transmission. So now that drive shaft has to be replaced again.

I requested Bruce Bell to get the car running so I could get it back in service.
To fix the car to this point, including new water pump, cost \$1651.

I again requested Bruce Bell to go over the car and tell me if there is anything else that needed to be fixed before the car was put back in service.
April 15, 2020 Bruce Bell requested me to come to his service center.
Bruce advised me of the following things that needed to be fixed before the car should go back into service:

- Driver's side front axle - \$260
- Complete set of brakes - \$1340
- 4 new tires - \$1000
- Front drive shaft that operates the all-wheel drive - \$960
- Driver's side outer tie rod end - \$98
- 4-wheel alignment - \$105

Total cost to put the car back on the road is \$4810.45 (tax in).

Please note: the all-wheel drive system is not working in the car and has to go back to Chrysler to be analyzed.

7B4 now has 190km on it.

Please note: 7B4 is back in our parking lot and is not safe to drive.

End of history.

OPTIONS:

As we discussed in our meeting the other day, there were a number of options that were mentioned.

Option 1:

To repair 7B4 and get it back in service at a price of \$4810.45.

Option 2:

To replace 7B4 with a 2018 black Ford Taurus with police package. This vehicle has 3000km on it and was involved in a head on collision in Fredericton, N.B. It was previously owned by Fredericton City Police and was written off by their insurance company. The car went to auction and was purchased and fixed by Martin's River Auto Ltd., Lunenburg Co, N.S. Firm price on this car is \$19,500. It is still under warranty for the next 3-1/2 years.

Option 3:

To replace 7B4 with a 2019 white Ford Explorer all-wheel drive with total police package. The vehicle is in Calgary, Alta., at a dealership. Vehicle has 880km on it and is under full warranty. Price of this vehicle, including tax and shipping to Moncton, N.B. via train, is \$35,568.75.

Option 4:

We discussed perhaps ordering a new police car, either Ford or Chrysler. Ford now only carries one police interceptor package, the Ford Explorer.

Ford has dropped the Taurus line. They also make a police package F150 truck.

Chrysler now only has one police interceptor package which is on the Dodge Durango. Chrysler, as of January 2020, has dropped the Charger line of police vehicles.

Also within this option discussion, we talked about 4-door police package trucks. Chrysler is not offering a police package truck this year.

If ordering a new Ford or Chrysler product, it's ninety days plus for delivery, as both Ford and Chrysler factories are shut down due to the virus.

Option 5:

It was brought up that perhaps the department could operate with only one police vehicle. Unfortunately, this option does not work for our department as we often, even this week, have had to take away two persons at a time from a crime scene. Often people involved in fights, both persons are arrested and transported in separate police vehicles. Recently at a nasty domestic, both wife and husband were arrested and removed from the residence. Also now Prince County Jail is closed. Our prisoners now have to be transported to Sleepy Hollow in Charlottetown. This leaves us with no emergency vehicle here in Kensington. Sometimes in Sleepy Hollow when placing a female in cells, it takes up to two hours to get them lodged in cells.

End of options.

Discussion of Options

Please be advised that these are my thoughts on the options available to us.

Option 1:

I do not think this a viable option for us to go with as it is another \$4810.45 to get the vehicle back on the road and does not address the issue of the all-wheel drive. I can't even get a quote on it at this point, but it will be costly.

Option 2:

I think this is a viable option for us. I am very concerned about how badly the car was hit, to be written off as it was a head on collision. I would be concerned about the 4-wheel alignment and vehicle not tracking properly. This type of thing can be quite common in this type of vehicle hit. The cost of outfitting this type of vehicle with police equipment would be \$5492.77 (tax in). This would include stripping the police equipment from the current 7B4 and installing new equipment in this vehicle, as the parts in 7B4 will not fit into a Ford Taurus. Total cost of this vehicle would be \$27,917.77 (tax in).

Option 3:

I think this is a viable option for us. To replace 7B4 with a 2019 white Ford Explorer police interceptor 3.7 V6 all-wheel drive. The cost of installing police equipment in this vehicle would be \$6123.44 (tax in). This vehicle is in Calgary, Alta., and would be delivered to Moncton, N.B., CN railyard around May 10 and would have to be picked up by us. Total cost for this vehicle would be \$41,692.19 (tax in).

Option 4:

I think this is not a viable option for us at the present time. If we had a reliable police vehicle, which 7B4 is not, then we could tender on either one of the Ford or Chrysler vehicles. Either one of these vehicles fully equipped is going to be over \$50,000.

Option 5:

I know that this is not a viable option for us. We would not be able to arrest and transport more than one person at a time in the same vehicle. This is not safe for the arrested persons in the back, and is also an officer's safety risk trying to unload two arrested persons from the vehicle at one time.

This ends my discussion of the Options.

My Thoughts on the Options

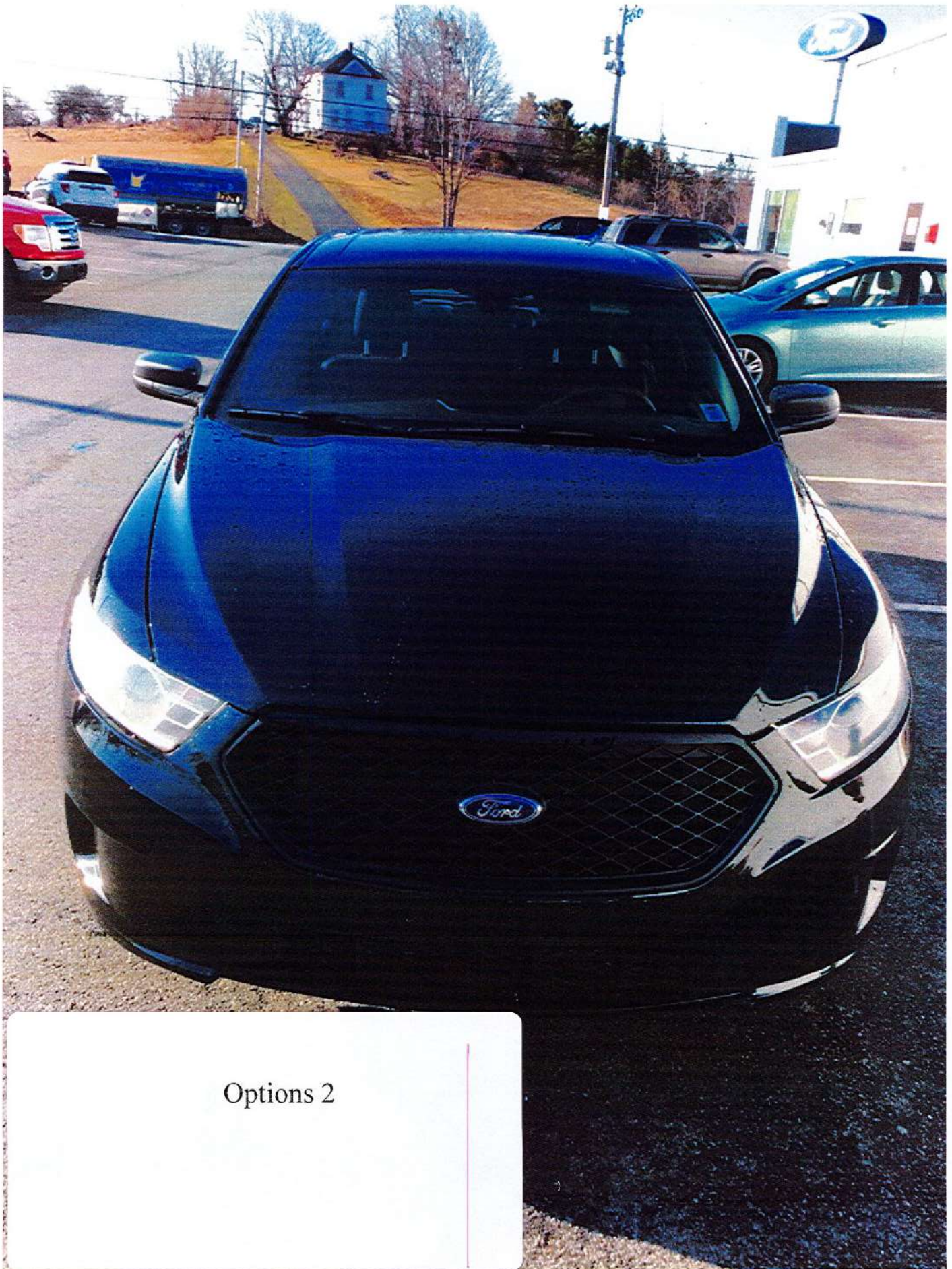
I would please ask you to consider Options 2 or 3. My choice would be Option 3, the Ford Explorer. As I previously said, I am concerned about the 2018 Taurus as I know it took quite a hit in Fredericton and was written off. If we purchased it the permit would be stamped. Another issue we are finding is the cabin in the Taurus is too small for getting arrested persons in the back. We have had two incidents since January 1st this year. I personally arrested a large male for dangerous driving and drugs on Garden Dr. by the post office. I could not get him in the back of 7B3 under any circumstances as he just would not fit. Luckily for me he was a good-natured chap, and he was escorted back to our office in his own vehicle. As of late this week when the arrest was made at the post office for the contraband cigarettes and drugs, we had to put him on his knees and sit him sideways in the back seat to transport him to East Prince Detachment.

I personally think the Ford Explorer would serve as a very well-rounded vehicle for us. The cabin is much bigger than in the Taurus. They are excellent vehicles in winter conditions, and we would have a longer warranty than on the Taurus.

Thank you for allowing me to put this presentation together for you. You will find attached the cost of fixing 7B4 from Bell's; two quotes from Anderson's Automotive, Summerside, one for a Taurus and one for an Explorer. You will also find an invoice for an Explorer including taxes and delivery. I do not have an invoice from Martin's River Automotive, but it will be the same amount as I previously mentioned in the options.

Thanks,

Lewie



Options 2



Option 3

43 Jenkins Ave, Summerside, PEI C1N1E3
Office 902-436-5545 Fax 902-436-4882
admin@andersonautomotive.ca
HST #898849013RT0001



Authorization

Bill To Town Of Kensington - Police Services
P.O. Box 418
Kensington, PE C0B 1M0
Canada

Cell (902) 888-7120 lewis (police services)
Business (902) 836-1079 (police services)
Email policechief@townofkensington.com
Email mail@townofkensington.com

Work Order # 72267
Service Advisor Susan Woodside
Technician NA

Plate PE NEED INFO
Description 2019 Ford Taurus SE V6 3.5L 3496CC 213CID VII
8
VIN
Odometer 0

Appointment 4/15/2020 8:12 AM

Service

Emergency Equipment Service-Diagnose/Repair/Replace/Service

Remove and Replace components as required to access and install materials, and/or perform needed service, adjustments as required. Additional fluids may be required to complete this service. Retest and verify repair as required. Perform final road test where applicable.

Labor to remove equipment from the charger	8 Hour	\$80.51 / Hour	\$644.08 H
Labor to install equipment into 2019 Taurus	24 Hours	\$80.51 / Hour	\$1,932.24 H
901-0083A - Full console	1 Unit	\$718.75 / Unit	\$718.75 H
PK1130ITS2SCA - Silent Patrolman	1 Unit	\$1,381.25 / Unit	\$1,381.25 H
Sub			\$4,676.32

TECH NOTES...

Total Parts		\$2,100.00
Total Labor		\$2,576.32
Total Before Taxes & Miscellaneous Charges		\$4,676.32
(*) Shop Supplies*		\$100.00 H
(H) (HST) Harmonized Sales Tax	15 %	\$716.45
Grand Total		\$5,492.77

Estimate of Deferred Work / This is Not an Invoice

Bill To Town Of Kensington - Police Services
P.O. Box 418
Kensington, PE C0B 1M0
Canada

Plate PE NEED INFO
Description 2019 Ford Police Interceptor Utility Base V6 3.7L
3726CC 227CID VIN R
VIN 1FM5K8AR6KGA22585
Odometer 1
Invoice Date 3/4/2020 3:38 PM

Invoice # 51212
Work Order # 71420
Service Advisor Susan Woodside
Technician David Anderson

Deferred Service

Emergency Equipment Service-Diagnose/Repair/Replace/Service

Remove and Replace components as required to access and install materials, and/or perform needed service, adjustments as required. Additional fluids may be required to complete this service. Retest and verify repair as required. Perform final road test where applicable.

Labor to install equipment			\$1,525.40 H
Silent patrolman, rear cargo partition, window bars, contour console	1 Unit	\$3,769.33 / Unit	\$3,769.33 H
		Sub	\$5,294.73

TECH NOTES...

Total Parts		\$3,769.33
Total Labor		\$1,525.40
Total Before Taxes & Miscellaneous Charges		\$5,294.73
(*) Shop Supplies		\$30.00 H
(H) (HST) Harmonized Sales Tax	15 %	\$798.71
Grand Total		\$6,123.44

"ESTIMATES ARE VALID FOR 14 DAYS". I hereby authorize the above service/repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of service/repairs thereto.
All parts removed will be discarded unless instructed otherwise: Save all Parts_____.

Customer Signature: _____

43 JENKINS AVE, SUMMERSIDE, PEI C1N 1E3
OFFICE 902-436-5545 FAX 902-436-4882
GST/HST #898849013RT0001
www.andersonautomotive.ca

Calgary BMW (o/b 504147 Alberta Ltd.)

Tel: (403) 253-0338

Fax: (403) 253-6638

34 Heritage Meadows Rd SE, Calgary, AB, T2H 3C1

Dealer #: AMVICB199365

GST/HST#: 130877384RT001

Offer to Purchase prepared for: Lewie Sutherland

4/15/2020

pared By: Jason Stevenson (Reg#S2016190)

Home:

Mobile: (902) 288-7120

Quote #: 24033732

2019 Ford Police Interceptor Utility AWD**N22691B**

Ext. Colour: white	Body Style 4-Door Sedan
Int. Colour: black	
Total KMs: 885	
Warranty: N/A	Transmission Automatic
In-Serv. Date:	
VIN: 1FM5K8AR6KGA22585	
Status: Used	
Sp. Status: As Is - Uncertified <input checked="" type="checkbox"/> X	

MSRP OPTIONS

K8A - Police Interceptor Utility AWD	\$36,398.75
TOTAL MSRP	\$36,398.75
LESS: DISCOUNT	(\$4,875.00)
SALE PRICE	\$31,523.75

DEALER OPTIONS AND CHARGES

AMVIC Fee	\$6.25
Shipping to Monton	\$1,750.00
Fuel Pre-Owned	\$0.00
Admin Fee	\$595.00
TOTAL SALES PRICE:	\$33,875.00
LESS: TRADE ALLOWANCE	\$0.00
PLUS: LEASE SHORTFALL ON TRADE	\$0.00
NET DIFFERENCE:	\$33,875.00
GST:	\$1,693.75
PST:	\$0.00
Reviewed & Accepted initial here	\$0.00
CarProof report on vehicle	\$0.00
LIEN PAYOUT / CASHBACK:	\$0.00
TOTAL PURCHASE PRICE:	\$35,568.75
Less Deposit: ()	\$0.00
AMOUNT DUE ON DELIVERY:	\$35,568.75

Vehicle licensing fees not included

TRADE DISCLOSURE:

Year Make Model		
VIN		I hereby transfer to Dealer all my rights, title and ownership in the Trade(s) and I declare I am the sole owner / possessor of same and that there are no mortgages, liens, notes or claims of any kind or nature adverse to my rights of, upon or against said Trade(s) other than stated. I hereby certify that the Trade(s) has never been involved in an accident and/or has never been damaged other than stated. I declare that to the best of my knowledge the odometer as stated indicates the total actual distance travelled by the Trade(s). X
KMs		
Colour		
Lien/Cashback pay to		
Lien / Cashback	\$0.00	
Assigned Value(s)	\$0.00	
Trade Downpayment	\$0.00	
Payable To Customer	\$0.00	

This Vehicle to be acquired for registration in Canada only.

Prices are only valid for the month quoted in, unless otherwise stated. Salesperson is not authorized to approve this quote. All quotations subject to Manager approval (and OAC if appl.) Trade subject to re-inspection upon completion of this transaction. The trade seller is responsible for the trade payout amount and its accuracy.

The Purchaser acknowledges having read the CONDITIONS OF SALE (accompanied or printed on the reverse hereof) and agrees that the same are hereby incorporated by reference and shall constitute part of this agreement as fully as if printed on the face of the agreement and above the Purchaser's signature. Purchaser acknowledges that a partial payment is non-refundable unless a condition is requested. This agreement is not effective unless accepted by an authorized official of the Dealer. The Dealer does not guarantee the Year of this Vehicle.

I acknowledge that the information I provide may be used by you the dealer and shared with associated businesses to i) perform services as may be directly requested by me, ii) provide me with information regarding your products and services and iii) generate statistical data that does not identify me personally. By providing my information to you, I consent to these uses. I may, at any time in writing, withdraw my consent.

Was there anything promised that is not in writing? Yes ☐ No ☒

I / WE HEREBY OFFER TO PURCHASE THE ABOVE VEHICLE SUBJECT TO THE TERMS & CONDITIONS AS EXPRESSED IN THIS AGREEMENT.

**Comments and Promises,
Restrictions, Limitations and Conditions:**

1) \$1,000 Deposit gives first right of refusal and refundable if no approved through council.

X
(Client Acknowledgment)



X
Lewie Sutherland
policechief@townofkensington.com

X
Dealer Acceptance / Reg.#

OASIS
RESULTS:1FM5K8AR6KGA22585

CAN - EN

23-APRIL-2020 /
09:13:11 EST / WEB5
LOCAL TIME: 23-APRIL-2020 /
10:13:12 AM

VEHICLE INFORMATION

VEHICLE DESCRIPTION:
2019 Explorer
 BODY STYLE: **Explorer Police**

ENGINE: **3.7L DOHC V6 Gas.**

ENGINE CALIBRATION:

KTUBKPNA

TRANSMISSION:

6 Speed Auto Transmission 6F55

FUEL TYPE: **Gasoline**

Sold to Fleet: **NO**

VERSION/SERIES: **FORD SERIES**

DRIVE TYPE:

4 WHL L/H FULL TIME DRIVE

AXLE RATIO: **3.65 Ratio**

AXLE CODE: **3J**

WHEEL SIZE:

8 X 18" Steel Wheel

TIRE: **245/55R18 A/S BSW**

Retail sales type: **L**

ADDITIONAL INFORMATION

PAINT COLOR:

Oxford White Solid C/C

PAINT CODE: **YZ**

GROSS VEHICLE WEIGHT:

6342 LB. GVW

RADIO:

SYNC VERSION: **V4 Gen1**

VHR ACTIVATED: **N**

MODEM:

OUTSTANDING FIELD SERVICE ACTIONS

NO CAMPAIGN MESSAGE(S) FOUND

**NO WARNING MESSAGES
 FOUND FOR THIS VIN**

**GENERAL WARRANTY
 INFORMATION**

WARRANTY START DATE:

15-November-2018

BUILD DATE: **12-October-2018**

RELEASE DATE: **04-January-2019**

SALE MILEAGE:

WARRANTY COVERAGE

NO WARRANTY COVERAGE MESSAGE(S) FOUND

EXTENDED COVERAGES

**Competitive make ESP part
 verification**

2176 - CAN 2018 NEW 60/160000 POWERTRAINCARE W/ROADSIDE

STANDARD DEDUCTIBLE: **0 CAD**

OWNER NAME:

. FORD MOTOR COMPANY

OPTIONS:

EXPIRATION DATE:

15-November-2023

DISTANCE: **160000**

RENTAL: **35 UP TO 10 DAYS**

TOWING: **0 CAD**

CONTRACT SOLD BY: **CAN H1057**

ESP CONTRACT START DATE:

15-November-2018

CONTRACT START DISTANCE: 1.OWNER OF VEHICLE MUST MATCH OWNER NAME ON OASIS FOR COVERAGE TO APPLY.

WARRANTY REPAIR HISTORY

**Click Here for Full Warranty
 History**

06-JUNE-2019

DEALER: **Markville Ford Lincoln Limited**

WARRANTY CLAIM NUMBER:

333032

ODOMETER: **000036K**

PART NUMBER	PART DESCRIPTION	QUANTITY	LABOR OP	CONDITION CODE	CONDITION DESC
			19B12B		

COMPLETE SOFTWARE UPDATE FOR VEHICLE

SYMPTOM CODE INFORMATION

GENERAL INFORMATION (***)**

Tel: 902 836-3319

P.O. BOX 163,
KENSINGTON, P.E.I.
C0B 1A0

BELL'S SERVICE CENTER

OPERATED BY A.L. BELL LTD.

"COMPLETE AUTOMOTIVE SERVICE"

— Official Inspection Station —

2701

DATE April 15 20

NAME of Kensington
ADDRESS Market Police Car Requirements

MAKE & MODEL

ODOMETER

SERIAL NO.

LICENSE

PROMISED

DESCRIPTION OF WORK

AMOUNT

Driver's side front axle	\$160.00
Complete front Brakes	1340.00
4 Tires	1000.00
front Drive Shaft	960.00
Dis. side outer tire rod	

2% INTEREST PER MONTH ON OVERDUE ACCOUNTS.

HST REGISTRATION NO. 10011 0044RT

I HEREBY AUTHORIZE THE ABOVE WORK TO BE DONE
TOGETHER WITH NECESSARY MATERIALS.

SIGNATURE _____

I HEREBY ACKNOWLEDGE MY INDEBTEDNESS IN THE
AMOUNT OF _____

\$ _____ BEING THE TOTAL AMOUNT OWING, OR
BALANCE OWING, AS SHOWN HEREON

SIGNATURE _____

TOTAL

SHOP SUPPLIES	98.00
TOTAL LABOUR	420.00
TOTAL PARTS	
SUB-TOTAL	4078.00
MVI	
SUB-TOTAL	
HST	611.70
ENVIRO TAX	
4689	70

Town of Kensington - Request for Decision

Date: April 22, 2020	Request for Decision No: 2020-18 (Office Use Only)						
Topic: Kensington Police Study and Service Model Review – Consulting Contract							
Proposal Summary/Background: <p>A Request for Proposals (RFP) was issued on February 11, 2020 to solicit proposals from qualified consultants to undertake a Policing Study and Service Model Review for the Town. The RFP was advertised on the Province of PEI's tendering website and closed on March 20, 2020. Three responses to the RFP were received from: Presidia Security Consulting, POMAX Consulting, and Perivale and Taylor Consulting. The proposals were reviewed independently by the CAO and Mayor Caseley. The proposals were evaluated under a two-envelope system where the technical component was submitted in a separate envelope than the financial proposal. This allows for an evaluation based on technical merit as opposed to being based solely on cost.</p> <p>A copy of the RFP is circulated with this Request for Decision. It should provide Town Councillors with a clear definition of the objectives and general work plan required to complete the project. The project is scheduled to be completed by October of 2020 however this may be impacted due to the current pandemic situation.</p> <p>Based on the review of the proposals, it is recommended that Presidia Security Consulting be awarded a contract to undertake and complete the Kensington Police Study and Service Model Review as their proposal was deemed to provide the best value and they are capable in all respects to complete the project.</p>							
Benefits: <ul style="list-style-type: none">• Will provide the Town with an assessment its current service model.• Will help the Town in determining an adequate level of policing for the community.• Will provide a review of alternative police service delivery options available to the town.							
Disadvantages: <ul style="list-style-type: none">• None Noted							
Discussion/Comments: <p>The three proposals received in response to the RFP were evaluated by the CAO and Mayor Caseley. The proposals were reviewed against the following qualitative criteria and scored accordingly: Understanding of the project, Project methodology, Qualifications and experience of firms, Project team, Past performance and references, Project schedule and Cost of services. The results of the evaluation (ranked out of a possible 100 points) were as follows:</p> <table style="width: 100%; border: none;"><tr><td style="width: 70%;">Presidia Security Consulting</td><td style="text-align: right;">93</td></tr><tr><td>Perivale & Taylor Consulting</td><td style="text-align: right;">86.5</td></tr><tr><td>POMAX Security</td><td style="text-align: right;">72.5</td></tr></table>		Presidia Security Consulting	93	Perivale & Taylor Consulting	86.5	POMAX Security	72.5
Presidia Security Consulting	93						
Perivale & Taylor Consulting	86.5						
POMAX Security	72.5						

The bids received were as follows:

Presidia Security - \$29,500 plus HST

Perivale & Taylor - \$79,160.00 plus HST

POMAX Security - \$22,727.00 plus HST

Based on the formal review and evaluation of the proposals it is recommended that the contract for the Town of Kensington's Police Study and Service Model Review be awarded to Presidia Security Consulting as per their proposal in the amount of \$29,500.00 plus HST.

\$25,000 has been budgeted by Town Council as part of their 2020/21 Capital Budget for this project. It is recommended that Town Council through the contract award resolution authorize the CAO to allocate an additional \$4,500 for this project. The project is proposed to be 100% funded through the Town.

Options:

1. Award the contract to Presidia Security Consulting as recommended.
2. Award the contract to one of the other proponents.
3. Not award a contract.

Costs/Required Resources:

\$29,500 plus HST (HST is fully recoverable)

Source of Funding:

Municipal Strategic Component of the Gas Tax Program

2018/19 Capital Budget

Recommendation:

It is recommended that Town Council consider and adopt the following resolution as recommended by the CAO:

WHEREAS Town Council desires to undertake a Policing Study and Service Model Review for the Kensington Police Service;

AND WHEREAS the Town issued a Request for Proposals on February 11, 2020 requesting submissions from qualified consultants to complete the Study and Model Review, as per the requirements of the Town's Procurement Policy;

AND WHEREAS Presidia Security Consulting successfully met the requirements of the RFP process and, following a formal and independent review of all proposals, were deemed to provide the best value to the Town;

BE IT RESOLVED that Kensington Town Council award a contract to Presidia Security Consulting to undertake and complete and Police Study and Service Model as per their proposal in the amount of \$29,500.00 plus HST.



REQUEST FOR PROPOSALS
FOR A POLICE STUDY/SERVICE MODEL REVIEW

TOWN OF KENSINGTON
P.O. Box 418
KENSINGTON, PE
C0B 1M0

PROPOSALS DUE: MARCH 20, 2020

1.0 GENERAL

1.1 Introduction

The Town of Kensington is inviting proposals from qualified and experienced consultants for an extensive study and analysis of Kensington's current policing service model as well as alternative policing models/options available, for consideration by Town Council. The successful proponent will also be responsible for determining an appropriate policing service level for the Town considering public expectations and the availability of resources.

1.2 Definitions

The Town:	The Town of Kensington, Prince Edward Island.
The RFP:	This Request for Proposals for the provision of consulting services.
The Proponent:	The firm submitting a proposal in response to this RFP.
The Project:	The work and services that are described in the Scope of Work of this Request for Proposal.

1.3 Context

Kensington is centrally located in Eastern Prince County between Malpeque Bay and New London Bay. Route 2 (Veteran's Memorial Highway), which bisects the Town, is the major arterial highway connecting the eastern and western portions of the province. Kensington is 48km west of the Provincial Capital, Charlottetown, and 13km east of Summerside, the second largest city in the Province. It is 38km from the Confederation Bridge and 109km from the Wood Islands Ferry, connecting to Nova Scotia.

Throughout its history Kensington has grown to respond to the changing forces of time and in doing so has continued to thrive as a service centre. Its central location and ease of access have made Kensington an attractive place to live and to do business. Kensington has an arterial road, a collector road and three local roads which are laid out like a spoked wheel leading to the commercial core of the Town. These roads connect Kensington to more than thirty smaller communities which make up its geographical service area (policing provided within current municipal boundary only). The influence of agriculture, fishing and tourism has been a major contributor to the development of the Town.

Kensington covers approximately 3.2 square kilometres and has a population of about 1,619 residents. Kensington's population is continuing to grow, with a population increase of approximately 17% since 2001. And between 2011 and 2016, the population grew 7%, which was significantly higher than the provincial population growth rate.

By age groups, the Town's population distribution (Census 2016) is as follows: 0 to 19 years, 325; 20 to 29 years, 160; 30 to 39 years, 135; 40 to 49 years, 205; 50 to 59 years, 255; 60 to 69 years, 245; 70 to 74 years, 155; 80 and older, 135. The average age of the population is 46.2.

The town is responsible for the provision of the following services:

- Sewer Treatment and Collection and Central Water Supply
- Fire Protection
- Police Protection
- General Government and Administration Services (including Subdivision, Land Use and Development Control).
- Public Works and Maintenance Services (all road maintenance activities provided by the Province of PEI.
- Recreation Services

Providing a rich cultural heritage and progressive attitude, the Town continues to be an attractive community in which to live, raise a family, conduct business or just to visit. Its business and services include a

- Library, community medical centre, day care facilities, dental office, physiotherapist office, veterinary clinic, pharmacy, post office;
- Gift store, flower shop, real estate office, food and beverage establishments, gas stations, hair salons, bed and breakfast facilities, and a variety of other service-related businesses;
- Royal Canadian Legion, clubs, churches, schools (K–12) and fraternal organizations.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

The proponents shall submit two (2) copies of the sealed proposal, clearly labelled with the proponent's name and address, and the name of the project: "Town of Kensington Police Study/Service Model Review".

Proposals shall be submitted using a two (2) envelope system. The first envelope shall include the technical proposal and the second envelope shall include the financial proposal. Each envelope shall be clearly marked as to its contents. Proposals not using the two-envelope system, or which do not have the envelopes clearly marked, may not be accepted and may be returned to the Proponent.

The proposals are to be submitted to:

Town Hall
Town of Kensington
P. O. Box 418
Kensington, PE
C0B 1M0

Attention: Mr. Geoff Baker
Chief Administrative Officer

No later than 2:00 pm on March 20, 2020.

Facsimile transmitted, electronic and late proposals will **not** be accepted.

2.2 Contact and Addenda

All inquiries concerning this Request for Proposal are to be directed to:

Mr. Geoff Baker
Town of Kensington
P. O. Box 418
Kensington, PE
C0B 1M0

Phone: 902-836-3781, Fax: 902-836-3741

Email: townmanager@townofkensington.com

To ensure consistency and fairness to all proponents, the town will use written addenda to issue any clarifications or provide any further information in relation to this Request for Proposals. Any and all addenda will be published on the Province of PEI Tendering website (<https://www.princeedwardisland.ca/en/tenders>) by March 10, 2020. It is the responsibility of proponents to check the PEI Tendering website for any addenda to this Request for Proposals. Verbal explanations or instructions will not be binding.

2.3 Proponents Requirements

- The successful proponent may be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island.
- The successful proponent will be expected to provide proof of Professional Liability Insurance, in the amount of \$2 million per occurrence.
- Proponent must have completed three (3) operational reviews of police services in Canada, with, at minimum, one review being completed in Atlantic Canada.

3.0 TERMS AND CONDITIONS

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Town will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Town of Kensington does not bind itself to accept the lowest price, the highest scored, or any proposal submitted. The Town reserves the right not to award a contract through this Request for Proposals process due to the lack of availability of funding.
- The Town has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Proposals.
- The Town will not be responsible for any proposal that does not indicate the Request for Proposals name and the proponent's name.
- The Town will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Town decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Town and issuing of a Letter of Intent.
- Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.
- The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.

3.1 Validity of Offer

The proposals shall remain open for acceptance for a period of not less than ninety (90) days from the closing date of this Request for Proposal.

4.0 PROPOSAL REQUIREMENTS AND EVALUATION

The Technical Proposal shall include all the information required to evaluate the proposal with the exception of the financial component.

The Technical Proposal will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience, and project team.

The requirements of this project are outlined in Section 6 -Terms of Reference.

4.1 Understanding of the Project

The proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the project. The proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the project and delivery of services.

4.2 Work Plan/Project Methodology

The proponent shall provide a detailed work plan, which demonstrates the proposed project methodology. The work plan should demonstrate the proponents understanding of the project and its major challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

The work plan is the proponent's opportunity to present their project methodology as well as showing an understanding of the project. It is also their opportunity to present innovative ideas or approaches to the project.

4.3 Qualifications and Experience of Firms

The proponent shall present the firm(s) who shall comprise the Project Team. The prime consultant and any sub-consultants shall be identified, and the roles of all firms shall be described.

The proponent must demonstrate previous experience on projects of a similar scope and scale (operational reviews of police services) in Canada, with at least one project in Atlantic Canada. A description of a maximum of three (3) projects completed by the prime consultant, and three (3) for each sub-consultant shall be included. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

-
- description of the project,
 - key personnel and their roles and responsibilities on the project,
 - client reference, including client name, email address and telephone number.

4.4 Project Team

The proponent shall present the Project Team's key personnel, including their roles and responsibilities, including the identification of the Team Lead and the project team member who will act in the capacity of the team lead in case of a contingency.

The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference. Their experience on similar projects should be demonstrated. Curriculum vitae for each project team member should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

Information to be included for each project team member should include:

- Name
- Education (relevant)
- Work Experience
- Similar projects involved and role in this project
- Licensing, certification and/or authorization

4.5 Past Performance and References

As part of the evaluation of the submission, the Town shall review the proponents past performance on similar projects and their references from other clients for similar or related projects.

References shall be obtained from the descriptions of similar projects provided as part of Qualifications and Experience of Firm(s).

4.6 Project Schedule

The proponent shall provide a detailed schedule that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate the project can be completed within the allotted time frame and within budget.

The project schedule will be evaluated based on how closely it meets the project requirements, and how it demonstrates a logical approach to delivering the required services.

4.7 Financial Proposal

The financial proposal shall be submitted in a separate envelope. The envelope shall be clearly marked "Financial Proposal" and include the project title. Failure to clearly mark the envelope may result in the proposal not being accepted.

Disbursements will be considered part of the total contract fee to complete the project. No additional invoicing for disbursements shall be accepted.

At no time shall the total contract fee be exceeded without prior written authorization of the Town of Kensington.

4.8 Evaluation of Proposals

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

Table 1 EVALUATION RATING TABLE	
Rating Factors	Weight Factor
1. Understanding of the Project	5
2. Work Plan/Project Methodology	30
3. Qualifications and Experience of Firms	15
4. Project Team	15
5. Past Performance and References	10
6. Project Schedule	5
Subtotal Technical Submission	80
7. Cost of Services	20
TOTAL	
MAXIMUM TOTAL POINTS	100

4.9 Proposal Submission Format

Submissions shall meet the following formatting or they may not be evaluated.

- Paper Size - 8 ½" x 11";
- Minimum font size - 11-point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

5.0 TERMS OF PAYMENT

The selected proponent shall be reimbursed on a monthly basis for works completed. Invoicing shall include the project title, purchase order number, a description of the work completed, and a billing summary.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

6.0 TERMS OF REFERENCE

6.1 Background

Policing in Prince Edward Island is governed through the PEI Police Act and Regulations, the Municipal Government Act and Ministerial Directives. The Kensington Police Service (KPS) was established in 1926. The Town of Kensington is one of only three municipalities on PEI which currently maintains its own police force. The department consists of a Police Chief, Corporal, one full time constable, one part time constable and two casual constables. In addition to serving the Town, the KPS provides support to the RCMP for calls in the regional service area. Annual police reports indicate that on average, approximately 10% of police calls are in response to provincial *Highway Traffic Act* violations and/or traffic accidents, and 20% of the calls are Assistance Calls (to the RCMP and others).

The Town employs 5 additional administration staff (two full time – three part time) within the KPS who's primary role is to conduct criminal record checks for off-island organizations (contractual) and local residents. The two full time day shift administrative staff also performs oversight and maintenance of the CPIC and PROS systems, court document preparation, monthly and annual report preparation, preparing correspondence, and greeting and directing people attending the KPS in person or by telephone, including assisting with the collection of initial complaint information.

Dispatch and other similar type telecommunication functions is provided through the RCMP Operational Communications Centre.

The KPS does not possess the resources required to handle major crime files. Resources required (forensic specialists, K-9-unit, major investigations, etc.) are provided through an informal (non-contractual) relationship with the RCMP and other police departments, as required and available. Local governance for the town, including oversight of KPS, is provided by a Mayor and Town Council. Day to day management of all town department's is provided by a Chief Administrative Officer. Town Councillors are provided with a detailed, cumulative statistical break down of police calls for service on a monthly basis.

6.2 Objectives

The overall objectives of the project are:

- To provide an assessment of Kensington's current policing model including, but not necessarily limited to, a statistical call volume analysis as well as an assessment of current officer compliment, equipment and other related resources. Assessment should include a complete review of all available demographic and statistical data, costing, areas for improvement, governance and management structure.
- To determine an adequate level of policing service for the community.
- To complete a detailed review of alternative policing options (including advantages and disadvantages of each), i.e. Kensington Police Service expanded area, Summerside Police Service, RCMP, or a hybrid model of available options. The review shall include, at minimum, a comparison of service standards and levels, costing (one-time start-up and ongoing operational), and perceived community impact.
- To determine the level of interest by other parties in expanding the Kensington Police Service area to nearby communities/unincorporated areas beyond the municipal boundary. If enough interest exists, a Phase 2 portion of the project will be developed to conduct a detailed feasibility analysis of this option and develop a plan for implementation (no fee proposal required at this time for a Phase 2 project).

6.3 Scope of Work

The scope of work to be completed by the selected proponent as part of this project is summarized in the following sections. This scope of work is not to be considered all-inclusive. Tasks required to meet the project objectives will be considered to be required under the Terms of Reference unless they are deemed unforeseeable or are required to meet expanded project objectives.

1. Undertake detailed research and analysis that will provide an accurate reflection of criminal activity within the town, including how local policing is impacted by regional criminal activities. Such review shall include an analysis of the policing model and level in Kensington (staffing, equipment, resources, caseload, calls for service, socio-demographics, governance, management structure, accountability, cost, etc.) compared to other similar sized municipalities in Prince Edward Island and Canada. The review shall also include an examination of shared/overlapping policing services with specific attention given to essential policing services provided by external agencies, i.e. RCMP;
2. Conduct a consultation session with Town Council and staff to provide a foundation for the development of guiding principles for effective policing in Kensington;
3. Undertake a public consultation process to ensure meaningful feedback from the public, residents, business owners, social agencies and community associations. The consultation session should include a presentation of the information collected as part of the review/analysis in item 1 above;

-
4. Develop a clear service level statement to determine an adequate level of policing in the community;
 5. Undertake a service model review/analysis to identify possible alternative policing models including, but not necessarily limited to, the Summerside Police Service, the RCMP and an expanded KPS service area. Such review shall provide a comparative costing and clearly articulated advantages and disadvantages of each option/model;
 6. Prepare, provide and deliver a draft and final report to Town Council.
 7. Following consideration and direction by Town Council, the successful proponent may be tasked to further develop an expanded KPS expanded service area and an implementation plan (No fee proposal required at this time).

6.4 Town's Responsibilities

The Town agrees to provide available information and supply the following services to the successful consultant:

- Provision of any relevant maps and plans; the Town of Kensington Official Plan, and amendments thereto; the Town of Kensington Strategic Plan, 2019 - 2024; the Kensington Police Service Annual Reports (categorized by month); the PEI Municipal Government Act and applicable regulations; and the PEI Police Act and regulations.
- Provision of access as required to any facilities on a pre-arranged basis.
- Provision of meeting space at Town facilities for project related meetings.
- Review all deliverables and provide comments to the selected proponent.

6.5 Selected Proponents Responsibilities

The Selected Proponents responsibilities will include, but not necessarily be limited to:

- Meet with Town Staff to discuss the project requirements and workplan at the commencement of the project;
- Review and assess all relevant data and documents;
- Report to Town staff regarding the progress and completion of the workplan, as required;
- Fulfil the requirements of the project to meet its objectives.

6.6 Project Submission Formats

Draft and final reports shall be formatted to standard size paper (8 ½" x 11"), and may be double sided, unless otherwise directed.

6.7 Proposed Schedule

Request for Proposal Issued	February 11, 2020
Deadline for Issuing Addenda	March 10, 2020
Submission of Proposal	March 20, 2020
Award of Contract	April 14, 2020
Submission of Draft Police Service Model Review	September 30, 2020
Submission of Final Police Service Model Review	October 16, 2020



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

RFP for a Police Study/Model Review
Addendum #1
Issued - February 18, 2020

Section 2.3 – Bullet #3 – Remove the words “with, at minimum, one review being completed in Atlantic Canada.”

Section 4.3 (second paragraph) – Remove the words “The proponent must demonstrate previous experience on projects of a similar scope and scale (operational reviews of police services) in Canada, with at least one project in Atlantic Canada.” **And replace with** “The proponent must demonstrate previous experience on projects of a similar scope and scale (operational reviews of police services) in Canada. Preference may be given to direct previous experience in Atlantic Canada.”

END OF DOCUMENT

Town of Kensington - Request for Decision

Date: April 23, 2020	Request for Decision No: 2020-19 (Office Use Only)
Topic: Town of Kensington Harassment Policy – Policy #01-1-103-20	
Proposal Summary/Background: Section 27 of the Prince Edward Island Employment Standards Act requires all employers to develop and maintain a Sexual Harassment Policy. Occupational Health and Safety legislation is scheduled to be passed on July 1, 2020 requiring employers to develop policies around harassment and bullying in the workplace. The purpose of the Town of Kensington Harassment policy is to ensure that Town employees are provided with a workplace that is free of harassment which when not addressed can lead to increased risk of accidents, increased absenteeism, increased turnover, increased stress, decreased productivity, decreased morale, poor customer service and potential legal expenses.	
Benefits: <ul style="list-style-type: none">• Will provide management, staff and Council with clear policy direction on bullying and harassment in the workplace.• Will provide a consistent approach when dealing with harassment issues in the workplace.• Will provide specific workplace expectations to management, staff and Council.	
Disadvantages: <ul style="list-style-type: none">• None Noted	
Discussion/Comments: It is recommended by the CAO that Town Council review and approve the attached Town of Kensington Harassment Policy.	
Options: <ul style="list-style-type: none">1. Approve the Town of Kensington Harassment Policy as recommended.2. Not approve the policy.3. Refer the matter back to staff for further deliberation. .	
Costs/Required Resources: N/A	Source of Funding: N/A

Recommendation:

It is recommended that Town Council consider and adopt the following resolution as recommended by the CAO:

WHEREAS Section 27 of the Employment Standards Act R.S.P.E.I 1988, Cap. E-6.2 requires employers to issue a policy statement on sexual harassment;

AND WHEREAS the Province of Prince Edward Island is scheduled to amend Occupational Health and Safety Legislation effective July 1, 2020 to include requirements for employers around harassment and bullying in the workplace;

AND WHEREAS Town Council are desirous of setting acceptable standards of behavior in the workplace for management and employees;

BE IT RESOLVED THAT the Town of Kensington Harassment Policy, Policy # 01-1-103-20 be hereby formally adopted as presented.



Policy Title:	Harassment Policy	Policy Number:	01-1-103-20
Department:	Administration	Approval/Effective Date:	April 27, 2020

1. **Purpose**

The purpose of this policy is to ensure that all employees of the Town of Kensington are provided with a workplace that is free of harassment which when not addressed can lead to increased risk of accidents, increased absenteeism, increased turnover, increased stress, decreased productivity, decreased morale, poor customer service and potential legal expenses.

2. **Policy Statement**

The Town of Kensington is committed to a healthy, safe and supportive workplace and is committed to providing a work environment that values diversity and where all persons are treated with respect and dignity. It is the right of all employees to work in an environment free from harassment, sexual harassment, and discrimination.

Harassment, sexual harassment, and discrimination (offensive behaviour) affect the workplace and the well-being of individuals and will not be tolerated. Whether the source of the offensive behaviour comes from within the municipality or outside, any allegation of offensive behaviour will be taken seriously and dealt with promptly. This policy promotes awareness, prevention, and prompt resolution of offensive behaviour.

It is the intent of this policy to promote employee involvement in resolving situations. Resolution through the informal process is encouraged, as is the use of mediation, at any stage.

3. **Definitions**

For the purposes of this policy, harassment in the workplace includes personal and sexual harassment, poisoned/toxic work environment and abuse of authority.

3.1 **Personal Harassment**

Personal harassment means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome. It includes inappropriate conduct, comment, display, action or gesture or any bullying that the person responsible for the conduct, comment, display, action or gesture or the bullying knows, or ought reasonably to know, could have a harmful effect on a worker's psychological or physical health or safety that was made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment.

Without limiting the above, personal harassment includes harassment within the meaning of the Prince Edward Island Human Rights Act, i.e., harassment on the basis of the following prohibited grounds of discrimination: age, colour, creed, disability, ancestry or place of origin, nationality, family status, marital status, gender expression, gender identity, political belief, race, religion, sex, sexual orientation, physical size or weight, pregnancy or source of income of any individual or class of individuals;

Examples of behavior that can constitute harassment include, but are not limited to:

- Such acts that intimidate, threaten, coerce or belittle an individual including “bullying”.
- Any discrimination or jokes about an individual’s race, ethnic origin, physical characteristics, sexual orientation or disability which can damage a persons’ self-esteem.
- Acts which isolate, exclude or marginalize an individual from workplace activities.
- Verbal attacks, including swearing, that are threatening to the individual

3.2 Sexual Harassment

Sexual harassment means any inappropriate sexual conduct that is known, or ought reasonably to be known, to the person responsible for the conduct to be unwelcome, including, but not limited to, sexual solicitations or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images, or unwanted physical contact, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services or a contract.

Examples of behaviour that can constitute sexual harassment include, but are not limited to:

- The display of pornographic pictures, photographs or cartoons, unwanted touching, patting, pinching, grabbing, hugging, kissing, brushing against or leering.
- Verbal abuse, intimidation or threat of a sexual nature.
- Physical or sexual assault.
- Inquiries or comments about a person's sex life.
- Telephone calls with sexual overtones.
- Gender-based insults, taunting or jokes causing embarrassment or humiliation.
- Repeated unwanted social or sexual invitations.
- Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance.

3.3 Poisoned/Toxic Work Environment

A poisoned/toxic work environment is characterized by an activity or behaviour, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned/toxic work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee and the display of pornographic or other offensive material.

3.4 Abuse of Authority

Harassment also includes abuse of authority where an individual improperly uses the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner which serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail or coercion.

3.5 Exception

A reasonable action taken by an employer or supervisor relating to the management and direction of the workers or of the workplace is not workplace harassment.

3.6 Workplace

The workplace includes but is not limited to the physical work site, washrooms, training sessions, business travel, conferences, work related social gatherings, the employee's home, etc.

3.7 Complainant

An employee(s) who has made a complaint under this policy, whether formal or informal, alleging that offensive behaviour has occurred. Complainant includes a third-party complainant.

3.8 Discrimination

Means discrimination as defined under Prince Edward Island Human Rights Act.

3.9 Chief Administrative Officer or "CAO"

Means the administrative head of the Municipality as appointed by Town Council under subsection 86(2)(c) of the Prince Edward Island Municipal Government Act or his/her designate.

3.10 Employee

Means any person directly employed by the Town of Kensington, including the CAO and supervisors.

3.11 Town Council

Means the duly elected Mayor and other members of the Council of the Town of Kensington.

3.12 Mayor

Means the duly elected Mayor of the Town of Kensington.

3.13 Formal Complaint

A written allegation of offensive behaviour is to be submitted to the immediate supervisor or the CAO (where the supervisor is the subject of the complaint) on the approved complaint form. A complaint may include a third-party complaint.

Written allegations of offensive behaviour against the CAO shall be made directly to the Mayor, who may appoint a third-party investigator. The complaint process will follow the same procedure as outlined below for the CAO's handling of complaints.

3.14 Informal Complaint

An allegation of offensive behaviour, that is brought to an immediate supervisor or the CAO which is dealt with through an informal process and may include a third-party complaint.

3.15 Non-Employee

Refers to a person who is engaged in work activities at the municipal workplace who is not a direct employee of the municipality. This includes, but is not limited to, volunteers (including, but not limited to, the Mayor, Councillors and committee members), temporary employees, students and contractors.

3.16 Offensive Behaviour

Means harassment, sexual harassment, or discrimination.

3.17 “Reasonably ought to know or have known”

The “reasonably ought to know or have known” standard refers to an objective assessment of how a specific behaviour might generally be received.

3.18 Respondent

An employee(s) against whom allegations of offensive behaviour are made through the formal or informal complaint process and includes a manager who is alleged to have failed to take reasonable action in the circumstances, to protect an employee from offensive behaviour.

3.19 Retaliation

Taking or threatening to take an unjustified employment action against an employee who has made a complaint or participated in an investigation under this policy. Retaliation may include any negative changes in the terms and conditions of an employee's employment, including transfers, changes in work schedule or assignments, negative performance evaluations, unwarranted discipline, harassment, denial of promotion or work schedule requests, or denial of training. Retaliation may also include any offensive behaviour towards the employee by another employee.

Retaliation does not include a complaint or a response to a complaint, made in good faith, under this policy.

4. Accountability

4.1 CAO or Designate

The CAO is responsible for the implementation and administration of this policy. The CAO shall:

- Appoint an investigator or investigators as soon as possible, if deemed required.

- Consult with the investigator or investigators to set a reasonable time frame for the completion of the investigation.
- Review the findings and recommendations.
- Determine the outcome and the appropriate action to be taken.
- Ensure the parties are informed of the outcome in a timely fashion.

4.2 Supervisors

Supervisors are responsible for:

- modeling respectful behavior and ensuring respectful behavior is practiced by employees.
- attending appropriate mandatory respectful workplace training.
- ensuring all employees are provided with an opportunity to attend mandatory respectful workplace training.
- taking action to protect employees and others from offensive behaviour.
- responding to allegations of offensive behaviour through the informal complaint process.
- determining whether an informal complaint is appropriate for resolution under this policy.
- making decisions, with support from the CAO, as to appropriate resolution options.
- determining whether further action is required where an individual wishes to abandon an informal complaint.

5. Guidelines

5.1 Recommended Informal Action

a. Employees

The following suggestions are intended for employees who have been harassed or who have witnessed harassment and wish to attempt to resolve the problem themselves. These suggestions are not pre-conditions for filing a formal complaint.

- Tell Harasser to Stop. If possible, the harasser should be told that the behaviour is offensive and against this policy.
- Keep a Record. The employee should make a note about the incident, including when it happened, and who was present.

- Tell immediate supervisor. In some situations, objecting may be difficult or objections may be ignored. Employees should then bring any concerns to the CAO (if their own immediate supervisor is the harasser).
- The incident and its effects should be explained to the immediate supervisor. A plan of action should be agreed upon and a follow-up meeting scheduled.
- Seek advice. The CAO or designate is available for confidential advice and assistance in resolving discrimination and harassment.
- Victim Support. The resources of the Employee Assistance Program are also available to provide personal supportive counselling for employees experiencing discrimination and harassment in the workplace.

b. Management/Supervisory Responsibilities

The Town Council, CAO and supervisors are responsible for providing a workplace free from discrimination and harassment and for intervening when these problems occur.

The following is a list of measures and informal actions which can often prevent or resolve problem situations without a formal complaint and investigation:

- Set a good example. Supervisors should let their staff know that they take the issue of workplace human rights seriously by supporting this policy and not participating in or ignoring discrimination and harassment.
- Approach employees if something is suspected. Employees may be embarrassed and reluctant to approach their supervisor. Symptoms of harassment or discrimination may include: reduced productivity, changes in behaviour, rumours, increased sick leave, increased resignations, or sudden changes in performance evaluations. Once a victim is aware that these changes have been noticed, he or she may be more willing to discuss the problem.
- Seek Advice. If it is not clear that the employee's problem involves discrimination or harassment, discuss the matter with the CAO or designate. A formal complaint may be needed if the complaint involves: several incidents of harassment over a long period of time, situations which may not be easily corrected, or behaviour which may require discipline.
- Discuss the situation with the alleged harasser. They may be unaware that their behaviour is offensive. Even if the allegations are denied, the discussion should be treated as a warning that inappropriate workplace behaviour will not be tolerated.
- Keep a Record. Supervisors should keep a personal record of all discussions with the victim and alleged harasser, as well as their response to the situation. These notes may be needed later should the behaviour continue or lead to a formal complaint.

c. Complaints Made in Bad Faith

To falsely accuse someone of harassment is a serious offense. When the allegation is determined to be malicious, disciplinary action deemed appropriate will be taken against the individual making the malicious allegations.

d. Complaints Made in Good Faith

No disciplinary action will be taken against an employee for making a complaint of harassment in good faith, whether or not the claim is substantiated.

6. Formal Complaint Process

If informal attempts at resolving the problem are not appropriate or prove ineffective, a formal complaint and investigation may be required.

6.1 Avenues of Complaint

Employees may decide to have their complaint dealt with by either their own immediate supervisors. Immediate supervisors also have the choice of handling a complaint themselves or request that the CAO deal with the matter on their behalf. Complaints of harassment against supervisors shall be made directly to the CAO.

6.2 Right to Complain

All employees have the right to complain about situations they believe to be harassment or discrimination under this policy.

This policy strictly prohibits reprisals against employees because they have complained under this policy or have provided information regarding a complaint. Alleged reprisals are subject to the same complaint's procedures and penalties as complaints of discrimination and harassment.

6.3 Reporting a Complaint

Formal complaints under this policy shall be made in writing on the form provided in Appendix A. and shall contain a written summary of allegations, when the incident(s) occurred, the person(s) involved and the names of witnesses, if any, and the remedy sought. The complaint form shall be signed and dated by the person complaining.

Complaints should normally be reported within six (6) months of the action or behaviour being complained about. Promptness in reporting a complaint protects the rights of both the person making the complaint and the person complained against.

6.4 Who May Complain

A complaint should be filed by the actual victim of alleged harassment or discrimination; however, complaints can also be made by co-workers who witnessed the incidents, or by a third party complaining on behalf of the victim.

Anonymous complaints will be accepted only if a complete investigation can be conducted without identifying the source of the complaint. For example, it is not necessary to know who has complained in

order to resolve a complaint about several people being harassed or about a certain policy that may be discriminatory.

6.5 The Investigation

Within 5 working days of receiving a complaint, the supervisor, or the CAO as the case may be, will conduct an investigation in an effort to resolve the complaint. An external, third party investigator may be appointed to complete the investigation.

A complaint against the CAO shall be made directly to the Mayor. Following the receipt of the complaint, the Mayor may appoint a third-party investigator.

Under this Policy, the supervisor, CAO and/or third-party investigator has the authority to speak with anyone, examine any documents, and enter any work locations which are relevant to the complaint.

All persons named in the complaint have the right to reply to the allegations against them and the right to be accompanied by a representative of their choice in any meeting with the supervisor, CAO or third-party investigator.

Persons not named in the complaint who may have some personal knowledge about the incidents may also be interviewed. These witnesses may also be accompanied by a representative of their choice.

Depending upon the circumstances, it may be necessary to separate the employee and the alleged harasser physically and/or operationally until the investigation is completed.

6.6 Settlement

Depending upon the circumstances, it is often possible to resolve the matter without further investigation or laying of blame. For example, a complaint regarding the circulation of racist cartoons may be resolved simply by circulating a memo in that workplace specifically banning such a practice.

Any settlement would have to be approved by the CAO.

6.7 Confidentiality

All persons involved with a complaint must ensure the matter remains confidential.

In accordance with Freedom of Information and Protection of Privacy legislation, the supervisor, CAO or designate will only release information on a need-to-know basis.

Nothing in this section shall restrict the supervisor or CAO from consulting with an external investigator or legal council.

6.8 Findings and Recommendations

Once the investigation is complete, the CAO will prepare a written report summarizing investigation findings and recommending corrective action if necessary.

Conclusions about whether a specific incident of discrimination or harassment did or did not occur are based upon the balance of probabilities, the same standard used in human rights inquiries and labour arbitration.

If the findings do not support the complaint, the CAO will recommend that no further action is necessary and the matter will be closed.

If, however, it can be concluded that any of the discriminatory incidents or harassment probably happened, the CAO will recommend measures to correct the situation. For example, if a person was denied an interview, they may be given an interview. If someone was harassed, the harassment must cease and the staff of the work unit may also need an information session about their rights and responsibilities under this policy. Corrective action may also include monetary sanctions (e.g., lost wages).

6.9 Final Decision

The person who filed the complaint, those named in the complaint, and the supervisors have the right to review and comment on the findings and recommendations of the CAO.

The CAO will review the report and the comments before making a final decision. The CAO may approve, change or reject any of the recommendations.

6.10 Discipline

Depending upon the circumstances, a founded complaint under this Policy will be considered a form of employee misconduct.

As in any other case of misconduct, corrective action may include discipline which can vary from verbal counselling or a written reprimand to suspension or discharge.

6.11 Time-frame

Complaints will be dealt with on an urgent basis. In most cases the investigation process should be completed within 30 days of the date the complaint was received by the immediate supervisor or CAO.

6.12 Records

No records of a complaint will be placed in the personnel file of an employee who files a complaint or the files of any of the witnesses. The only time a record of a complaint will be placed on the file of a person involved in a complaint is when the resulting corrective action includes discipline of the employee involved in the complaint. This record of discipline is subject to the provisions of the collective agreement. The CAO shall ensure accurate records are kept of all complaints made, and details of remedial actions taken under this Policy.

7. Options

Complainants may, instead of the complaint procedures under this policy, file a complaint under any of the following options where applicable:

- Grievance Procedure - bargaining unit employees may file a grievance pursuant to the applicable collective agreement. For additional information about the grievance procedure, employees may contact their union.
- complaint to the Prince Edward Island Human Rights Commission.
- complaint under the Criminal Code.

Date of Passage: _____

I certify that this policy was adopted by Town Council as indicated above.

Chief Administrative Officer

Date

Appendix A – Complaint Form

Complainant Information		
Complainant Name	Job Title	Date Form Submitted
Complainant Phone #	Supervisor Name	Supervisor Phone #

Information about the alleged harassment		
Date of Incident	Name of Alleged Harasser	Job Title of Alleged Harasser
Is the harassment a repeat occurrence? If yes, please provide date of incidents.		
<p>Has the complainant advised the alleged harasser that they do not like the behaviour and wants it to stop?</p> <p>If no, please explain why?</p> <p>If yes, what was the response?</p>		
<p>Were there any witness(es) to the alleged harassment?</p> <p>If yes, please complete the table below.</p>		

Appendix A – Complaint Form

In your own words, describe the conduct, comments or display you found unacceptable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser(s) for the purpose of investigating this complaint.

Signature: _____ Date: _____

I acknowledge receipt of this complaint.

Supervisor's Signature: _____ Date: _____

Town of Kensington - Request for Decision

Date: April 23, 2020	Request for Decision No: 2020-20						
Topic: Kensington Wellfield System Upgrades - Tender Recommendation							
Proposal Summary/Background: <p>The Town recently issued tender documents through WSP for the completion of upgrades to the town's well system. The work generally includes the installation of water main piping to facilitate 4-log reduction in the town's water system; the installation of a chlorine analyzer and integration with the existing control panel, existing flowmeter and chlorine dosing pump; installation of a Remote Terminal Unit for data logging and remote login by the Town; installation of a 15 ekw diesel generator at the wellfield controls building; and installation of a 45 ekw diesel generator at one of the well head locations.</p> <p>The Wellfield System Upgrades Project closed on April 15, 2020 with three bids being received from AJL Limited, Island Coastal Services Ltd. and Ron's Plumbing and Heating Ltd.</p> <table><tr><td>AJL Limited</td><td>\$313,191.00 incl HST</td></tr><tr><td>Island Coastal Services Ltd.</td><td>\$343,820.33 incl HST</td></tr><tr><td>Ron's Plumbing & Heating Ltd.</td><td>\$388,987.50 incl HST</td></tr></table> <p>The tenders were reviewed by WSP with all three bids being considered compliant. It is recommended that the contract be awarded to AJL Limited, in the amount of \$313,191.00 incl HST. Their construction schedule is set for a total of 6 weeks seeing the project completed by July 3, 2020. Their proposed schedule may be impacted by the current pandemic situation as the Provincial Department of Environment are NOT currently issuing certificates of approval for environmental related projects.</p>		AJL Limited	\$313,191.00 incl HST	Island Coastal Services Ltd.	\$343,820.33 incl HST	Ron's Plumbing & Heating Ltd.	\$388,987.50 incl HST
AJL Limited	\$313,191.00 incl HST						
Island Coastal Services Ltd.	\$343,820.33 incl HST						
Ron's Plumbing & Heating Ltd.	\$388,987.50 incl HST						
Benefits: <ul style="list-style-type: none">• Will provide 4-log reduction within the town's central water system resulting in increased disinfection of the town's water supply.• Will provide emergency back up power for two well heads and the controls building to ensure the town is able to supply and treat water in power failure situations.• Will provide staff with easy access to flow and disinfection data in real time.							
Disadvantages: <ul style="list-style-type: none">• None noted.							
Discussion/Comments: <p>It is recommended by the CAO and WSP that Town Council proceed with the award of the aforementioned tender to AJL Limited as they are determined to provide the best value to the Town.</p> <p>It is further recommended that authorization be given to the CAO to proceed with an application to the Scotiabank to set up short-term borrowing (line of credit) to finance the completion of the two 2020 "Invest in Canada Infrastructure Projects"; being the current Wellfield Upgrades project and the upcoming Lagoon Upgrades project. Based upon the tendered prices on the Wellfield Upgrades project of \$355,000 (including HST and engineering) and the estimated cost of the Lagoon Upgrades project of \$554,623.44 (including HST and engineering), the total amount to be leveraged through short term borrowing is estimated at \$909,623.44. The short-term borrowing is to be repaid through the 73.33% contribution towards each project from the Provincial and Federal governments with the</p>							

residual (26.67% town portion of project cost) converted to long term borrowing following the completion of the projects. Based on the tendered price and cost estimates, the amount anticipated to be converted to long term borrowing to cover the Town's portion of the costs will be \$210,953.54 (HST is fully recoverable).

Options:

1. Award the tender to AJL Limited, as recommended.
2. Not award the tender.
3. Refer the matter back to staff for further deliberation.

Costs/Required Resources:

\$313,191.00 incl HST

Engineering costs estimated at \$41,809.00

Total \$355,000.00

Source of Funding:

2020/21 Capital Plan

Invest in Canada Infrastructure Fund - \$261,000.00
Town of Kensington (Long Term Borrowing) - \$94,000

Recommendation:

That Town Council consider and adopt the following resolution(s):

Resolution 1

BE IT RESOLVED THAT Kensington Town Council award the contract for the Kensington Wellfield System Upgrades project to AJL Limited as per their tender submission in the amount of \$313,191.00 including HST.

Resolution 2

WHEREAS Section 164 of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1. authorizes a Town Council to borrow money for the completion of a capital project;

AND WHEREAS The Town is intent on completing two capital projects in 2020, the Kensington Wellfield Upgrades and Kensington Lagoon Upgrades, which are funded at 73.3% by the Province of Prince Edward Island and the Government of Canada;

AND WHEREAS the total value of the Kensington Wellfield Upgrades and Lagoon Upgrades projects is estimated at \$910,000.00;

BE IT RESOLVED THAT Town Council authorize the CAO to set up short term borrowing (line of credit) in the amount of \$910,000.00 through Scotiabank to finance the Kensington Wellfield Upgrades and Lagoon Upgrades projects under the following terms:

- ***Repayments to be made as progress claims are paid to the Town by the Province of Prince Edward Island and the Government of Canada (including HST reimbursement).***
- ***short term borrowing is interest only, at an interest rate of Prime, less 0.3.***
- ***any residual borrowing upon completion of the capital projects will be converted to long term debt by the Town.***



April 16, 2020

Mr. Geoff Baker, Town Manager
Town of Kensington
P.O. Box 418
Kensington, PE
C0B 1M0

Subject: Kensington Wellfield System Upgrades - Tender Recommendation

Dear Mr. Baker:

Tenders were received for the above project at 1:00 PM, Wednesday, April 15, 2020, and have been reviewed and verified and are attached for your reference.

A summary of the tenders is as follows:

<u>Low Bidder</u>	<u>Bid Amount</u>	<u>Construction Duration</u>
AJL Limited	\$313,191.00	May 25/2020 – July 03/2020 = 6 Construction Weeks
<u>Other Bidders</u>		
Island Coastal Services Ltd.	\$343,820.33	June 15/2020 – Aug. 14/2020 = 9 Construction Weeks
Ron's Plumbing & Heating Ltd.	\$388,987.50	June 22/2020 – July 17/2020 = 4 Construction Weeks

It is therefore recommended that the contract be awarded to the low bidder, AJL Limited, in the amount of \$313,191.00, including HST, if the necessary funds are available. Copies of the tender documents are enclosed for your records.

Please be advised that we are still waiting to receive the Certificate of Approval (COA) from Department of Environment. This means that no award can be made until the COA is issued.

Please contact me if there are any questions regarding the above.

Best regards,

Luc Van Hul, FEC, P.Eng.

LVH/gd
cc: Morley Foy, P.Eng. - Dept. of Environment, Water and Climate Change
Heather Walker – Island Regulatory and Appeals Commission (Permit # UW20/02)
Encl.
WSP ref.: 191-14906-00

195 MacEwen Road
Summerside, PE
Canada C1N 5Y4

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

Town of Kensington - Request for Decision

Date: April 23, 2020	Request for Decision No: 2020-21
Topic: Memorandum of Understanding (MOU) – Use of Murray Christian Centre as a Reception Centre/Shelter Facility	
Proposal Summary/Background: <p>The Town and the Kensington United Church Official Board have developed an MOU to allow the Town to use the Murray Christian Education Centre as an emergency reception/shelter centre. The agreement confirms the willingness of the Board to permit the use of its facilities as a Reception Centre when required by the Town during emergency situations. The facilities included in the MOU include the gymnasium and stage, kitchen and washroom facilities, ramp area (as required) and the lower classroom area. Any other facilities within the property can only be used with the permission of the Board.</p> <p>In February of 2020 Town Council awarded a contract to RIKS Electric to facilitate the installation of a back-up generator at the Murray Christian Education Centre. It is anticipated that this project will commence as soon as Public Health restrictions are lifted.</p> <p>A copy of the MOU is circulated with this Request for Decision.</p> <p>It is recommended that Town Council review the MOU and affirm their support by resolution.</p>	
Benefits: <ul style="list-style-type: none">• Will facilitate the Murray Christian Centre's use as a reception centre for the Town and area residents during emergency situations.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: <p>It is recommended by the CAO that Town Council approve the MOU between the Town of Kensington and the Kensington United Church Official Board and that the CAO and Mayor be authorized to execute the MOU as written.</p>	
Options: <ol style="list-style-type: none">1. Approve the MOU, as recommended.2. Not approve the MOU and refer the matter back to staff for further deliberation.	
Costs/Required Resources: <p>N/A</p>	Source of Funding: <p>N/A</p>

Recommendation:

That Town Council consider and adopt the following resolution:

BE IT RESOLVED THAT Kensington Town Council approve the Memorandum of Understanding between the Town of Kensington and the Kensington United Church Official Board as presented and that the Mayor and CAO be authorized to execute the Agreement on behalf of Town Council.

AGREEMENT REGARDING THE USE OF THE MURRAY CHRISTIAN CENTRE AS A RECEPTION CENTRE/SHELTER FACILITY

THIS MEMORANDUM OF UNDERSTANDING made this _____ day of _____ 20____.

BETWEEN:

The Kensington United Church Official Board

(Hereinafter called the “Board”)

AND:

The Town of Kensington, a body corporate and politic

(Hereinafter called the “Town”)

WHEREAS the Board and the Town desire to use the Murray Christian Education Centre as a temporary shelter for persons affected by emergency situations;

AND WHEREAS the Board agrees to make available all or part of their premises to serve as an emergency shelter according to this Memorandum of Understanding, (hereinafter called Reception Centre);

NOW THEREFOR THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of the parties hereto, the sum of \$1.00 now paid by the Town to the Board (the receipt whereof is hereby acknowledged), and other good and valuable consideration, the parties hereto, agree as follows:

1. Purpose: The purpose of this Memorandum of Understanding is to confirm the willingness of the Board to permit the use of its facilities as a Reception Centre when required by the Town during emergency situations. Such facilities shall include the gymnasium and stage, kitchen and washroom facilities, ramp area (as required) and the lower classroom area. Any other facilities within the property may only be used with the permission of the Board.
2. Shelter Management: The Town will have sole responsibility for the operation of the Reception Centre and will designate a Reception Centre Manager, to manage related activities. The Board will provide the Town with a facility key along with access to thermostat(s) with either a key or internet access.
3. Determination of Shelter Opening: The Town, through its Chief Administrative Officer and/or Mayor, (who may consult with Kensington’s Emergency Measures Coordinator), will be the sole determining authority as to when the facility will be opened and used as a Reception Centre. The Town shall advise the Board, through its designated representative, as soon as reasonably possible following the opening of the facility as a Reception Centre.
4. Back-Up Emergency Power: The Town agrees, at its sole expense, to provide emergency back-up power to the facility including, but not limited to, a power generator, associated wiring, transfer switch and concrete pad. The location of the generator shall be mutually agreed on between the parties and shall be insured by the Town.
5. Use of Volunteers: The Reception Centre Manager may use volunteers from the Canadian Red Cross or other organizations to assist with Reception Centre operations depending

upon the scope of the emergency. All volunteers will work under the guidance of the Reception Centre Manager.

6. Condition of Facility: The Town agrees that it shall exercise reasonable care in the conduct of its activities in the facility and further agrees to replace or reimburse the Board for supplies used and usual damage incurred in the operation of the facility as a Reception Centre. No modifications to the facility shall be made without approval from the Board.
7. Review: Following the use of the facility as a Reception Centre, the Board and the Town may, at the request of either party, meet to address any issues around the use of the facility as a Reception Centre.
8. Kitchen Use: The Board shall make the existing kitchen facilities available to the Town during an emergency situation, to enable the feeding of Reception Centre occupants.
9. Custodial Services: The Town will take full responsibility for cleaning and sanitation services resulting from the use of the facility as a Reception Centre.
10. Security: The Reception Centre Manager, as he or she deems necessary and appropriate, will coordinate with the Kensington Police Service regarding any public safety issues at the shelter.
11. Signage: The Reception Centre Manager may post signs within the Reception Centre and directional signs outside the Centre. Such signs shall be removed when the Centre is closed.
12. Media Relations: The Board will not issue press releases or other publicity concerning the Reception Centre. The Board will refer all media questions about the Centre to the Town.
13. Closing the Centre: The Reception Centre Manager shall notify the Board, or its designated representative, upon the closing of the Reception Centre. Before vacating the facility, the Centre Manager shall ensure that all Reception Centre related equipment has been removed or stored appropriately within the facility.
14. Expense Reimbursement: The Board will obtain approval from the Town prior to undertaking any actions that will require reimbursement from the Town. Any request for reimbursement must be accompanied by supporting invoices.
15. Insurance: Both the Board and the Town shall carry General Liability Insurance coverage in the amounts of at least \$2,000,000 per occurrence. Each party shall be named as an additional insured on said policies.
16. Indemnification: Both parties agree that they shall defend, hold harmless, and indemnify the other party against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the other party during the use of the facility as a Reception Centre.
17. Term: This Memorandum of Understanding shall be renewed every ten years and begins on the date of the last signature below.
18. Termination: Either party may terminate this agreement at any time by providing six (6) months written notice.

19. Designated Representatives: The following shall be the designated representatives of the parties to this agreement. Either party may change their designated representative by providing notice in writing to the other party.

Town of Kensington:

Geoff Baker, CAO
PO Box 418
55 Victoria Street East
Kensington, PE
C0B 1M0
(902) 439-8849 (c)
townmanager@townofkensington.com

Kensington United Church:

Rev. Robert McCarthy, Minister
PO Box 841
17 School Street
Kensington, PE
C0B 1M0
(902) 836-4819 (h), (902) 439-4267 (c)
kensingtonunited@bellaliant.net

20. Governing Law: This Memorandum of Understanding shall be construed in accordance with and governed by the Laws of the Province of Prince Edward Island and the parties hereto irrevocably attorn to the jurisdiction of the courts of Prince Edward Island.

In witness whereof the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

SIGNED, SEALED AND DELIVERED
In the presence of:

Kensington United Church Official Board
per:

SIGNED, SEALED AND DELIVERED
In the presence of:

Town of Kensington
per:

Town of Kensington - Request for Decision

Date: April 23, 2020	Request for Decision No: 2020-22 (Office Use Only)																		
Topic: Development Permit Application – M&S Rentals Inc.																			
<p>Proposal Summary/Background:</p> <p>A development permit application has been submitted by M&S Rentals Inc. for the construction of three 6-unit residential buildings at the end of Brookins Drive (PID No. 77271). A copy of the application is being circulated with this Request for Decision.</p> <p>The property is zoned multi-unit residential (R3) and as such is subject to the regulations in Section 9 of the Town's Development Control Bylaw as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Proposed Lot Area = 75,358.8 sq ft</td> <td style="width: 50%;">Required = 55,000 sq ft</td> </tr> <tr> <td>Proposed Lot Frontage = 283 ft</td> <td>Required 475 ft</td> </tr> <tr> <td colspan="2">(Section 4.11 allows Town Council to waive the Lot frontage requirement on a cul-de-sac)</td> </tr> <tr> <td>Proposed Front yard setback = 15 ft</td> <td>Required = 15 ft</td> </tr> <tr> <td>Proposed Rear yard setback = 30 ft</td> <td>Required = 15 ft</td> </tr> <tr> <td>Proposed Side yard = 28 ft</td> <td>Required = 10 ft</td> </tr> <tr> <td colspan="2">Height - no issue for one storey building</td> </tr> <tr> <td>Proposed Lot Coverage = 15, 360 sq ft = 0.35 acres = 20%</td> <td>Required 35% max</td> </tr> <tr> <td>Proposed Parking = 27 spaces</td> <td>Required = 1.5 x 18 units = 27 spaces</td> </tr> </table> <p>The Provincial Fire Marshall's have been requested to review the development and to confirm the maximum number of units permitted on a dead-end street (cul-de-sac). I still await their confirmation in that regard.</p> <p>We are unsure at this point as to when the development will be permitted to proceed based on the current pandemic situation. We are informed by Provincial Inspection Services (entity responsible for the issuance of "Building" Permits) that we are permitted to have Town Council review and approve the permit, however until we receive permission from the Provincial Public Health Office, we cannot issue the development permit. It is apparent that once a development permit has been issued by the Town, that the developers then need to make application to the Province for a Building Permit.</p>		Proposed Lot Area = 75,358.8 sq ft	Required = 55,000 sq ft	Proposed Lot Frontage = 283 ft	Required 475 ft	(Section 4.11 allows Town Council to waive the Lot frontage requirement on a cul-de-sac)		Proposed Front yard setback = 15 ft	Required = 15 ft	Proposed Rear yard setback = 30 ft	Required = 15 ft	Proposed Side yard = 28 ft	Required = 10 ft	Height - no issue for one storey building		Proposed Lot Coverage = 15, 360 sq ft = 0.35 acres = 20%	Required 35% max	Proposed Parking = 27 spaces	Required = 1.5 x 18 units = 27 spaces
Proposed Lot Area = 75,358.8 sq ft	Required = 55,000 sq ft																		
Proposed Lot Frontage = 283 ft	Required 475 ft																		
(Section 4.11 allows Town Council to waive the Lot frontage requirement on a cul-de-sac)																			
Proposed Front yard setback = 15 ft	Required = 15 ft																		
Proposed Rear yard setback = 30 ft	Required = 15 ft																		
Proposed Side yard = 28 ft	Required = 10 ft																		
Height - no issue for one storey building																			
Proposed Lot Coverage = 15, 360 sq ft = 0.35 acres = 20%	Required 35% max																		
Proposed Parking = 27 spaces	Required = 1.5 x 18 units = 27 spaces																		
<p>Benefits:</p> <ul style="list-style-type: none"> • Will provide for the construction of 18 residential units in the town. • Will provide 9 provincially funded affordable housing units in the town. 																			
<p>Disadvantages:</p>																			

- None noted.

Discussion/Comments:

The development permit application has been reviewed against the Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.

Options:

1. Approve the development permit application, as recommended
2. Not approve the development permit application.
3. Refer the matter back to staff.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

BE IT RESOLVED THAT Kensington Town Council approve a development permit application for M&S Rentals Inc. to facilitate the construction of an 18-unit housing complex on PID No 77271 subject to:

- *Confirmation from the Provincial Fire Marshalls Office of the number of residential units permitted at the end of a dead-end street;*
- *Confirmation from the Provincial Public Health Office that construction can proceed.*
- *Subject to the issuance of a Building Permit from the Province of Prince Edward Island, unless it is determined that a Provincially issued Building Permit is not required;*

BE IT FURTHER RESOLVED THAT Kensington Town Council waive the frontage requirements for the development according to Section 4.11 of the Town's Development Control Bylaw as in Town Council's opinion, adequate and safe access is being provided, and the lot width at the building line measures at least as much as the minimum lot frontage for the applicable zone.

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant M & S Rentals Inc.
Telephone 802-439-5046
2. Property Address Brookins Drive Property Number 77271
3. Property Status:
Land purchased from Pam James Year Purchased 2020
If lot is located in an approved sub-division, please give
Name of Sub-Division: N/A Lot No. _____
4. Proposed Use:
Building or addition to be used for: Single Family Dwelling _____ Duplex _____ Store _____
Private Garage _____ Commercial Garage _____ Private Storage Building _____
Other (describe) 3-6 unit buildings
5. Location of property to be developed:
Located on North _____ South _____ East ☒ West _____ side of Brookins Street
Between the property of _____ and the property of _____
6. Size of Property:
Road frontage _____ Property depth _____ Area 6.95 acres sq. ft.
7. Description of project and details of structure:
Works proposed consists of: New Construction ☒ Addition to existing _____
Repairing _____ Remodelling _____
Describe Project: Construction of 3-6 unit buildings.

- Ground floor: Length See plan Feet. Width _____ Feet.
Number of Stories 1 Number of Bedrooms as per plan
- | | | | |
|-----------------------|----------------------|---|--|
| Type of Foundation | External Wall Finish | Roof Material | Chimney |
| Poured Concrete _____ | Siding <u>vinyl</u> | Asphalt <input checked="" type="checkbox"/> | Brick _____ |
| Concrete block _____ | Wood shingles _____ | Steel _____ | Prefab <input checked="" type="checkbox"/> |
| Pier _____ | Steel _____ | Other _____ | Other _____ |
| Other _____ | Other _____ | | |
8. Water Supply: Private _____ Municipal ☒
9. Sewerage System: Private _____ Municipal ☒
10. Estimated cost of Project: 1,947,000
11. Name and Address of Contractor or Chief Contractor Bellevue Construction

12. Dates of expected start and finish of project: Approximate May 1st- September

13. Moving a building (Describe) _____
14. Demolishing a building (Describe) _____
15. Please provide a diagram of proposed construction

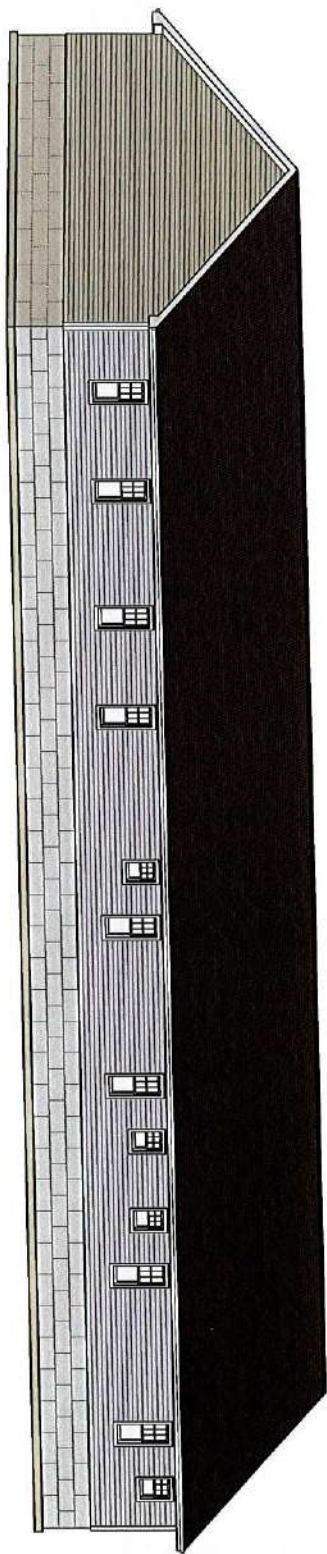
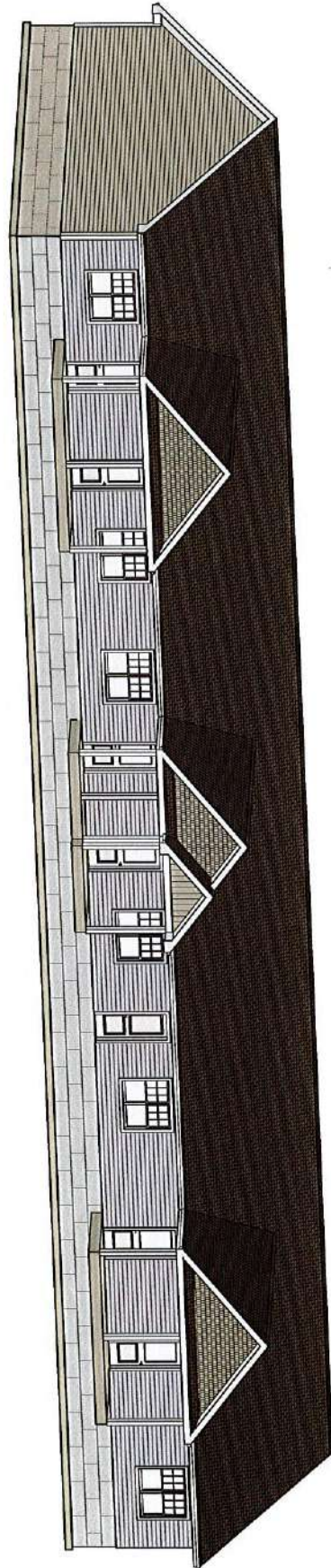
- a) Draw boundaries of your lot.
- b) Show existing and proposed buildings.
- c) Indicate the distance between buildings.
- d) Show location of driveway.
- e) Indicate distance to property lines and center of road.

Signature of Applicant

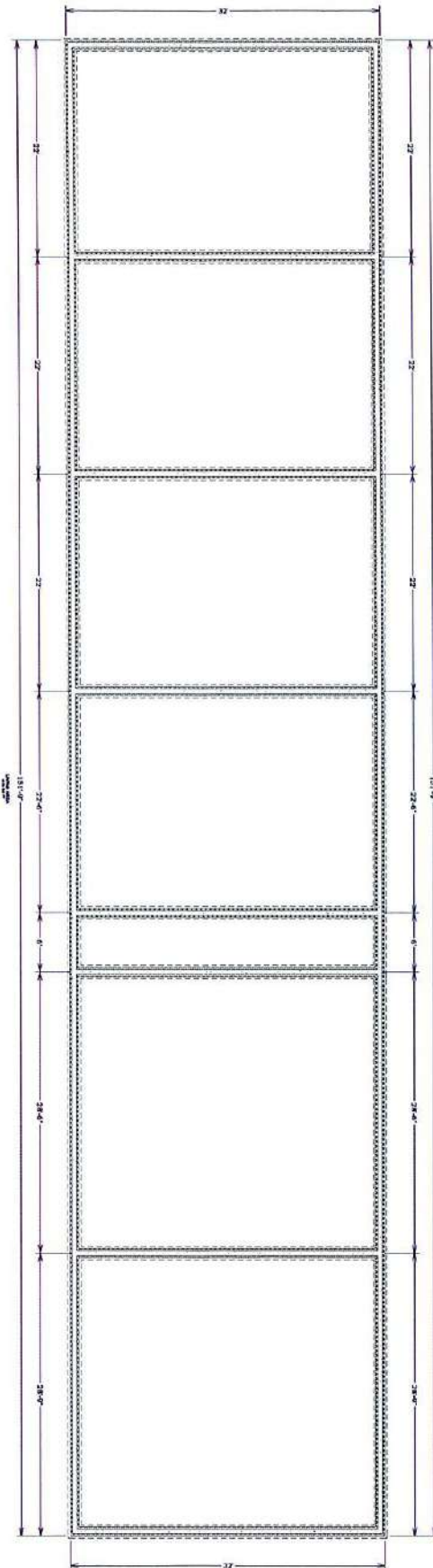


Date: April 2/20

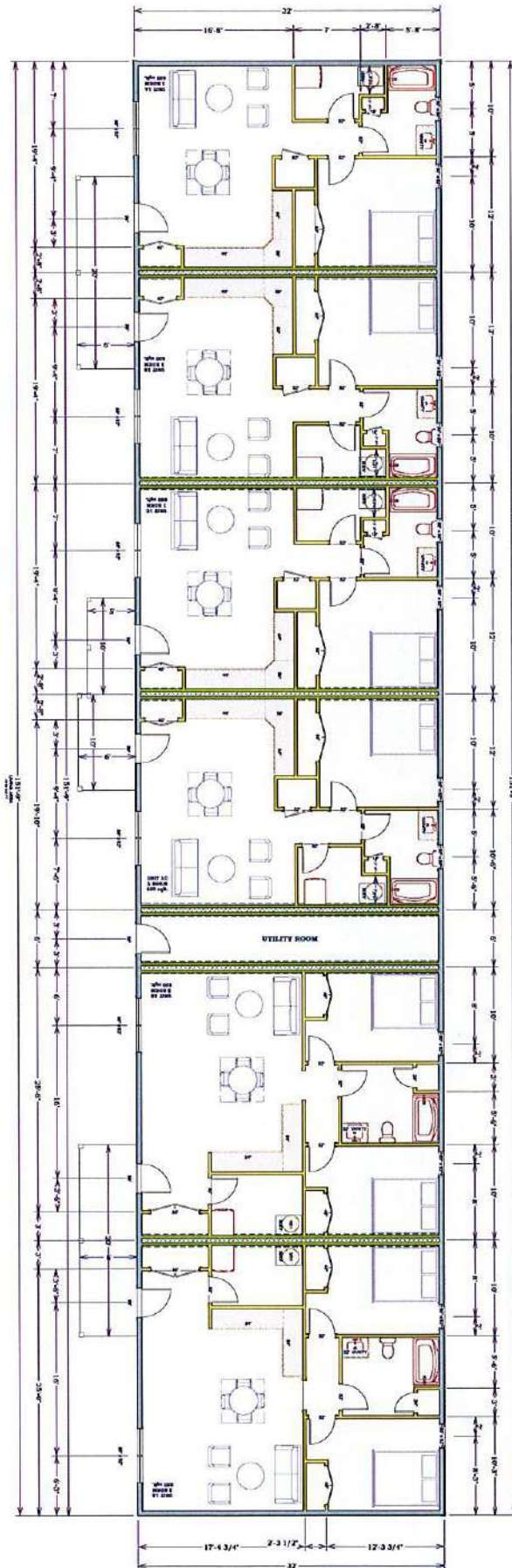
Please note this Permit is for twelve-months only. If work is not started by that time please reapply.



SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT CORRECTLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONVENIENCES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



SPECIFICATIONS AND MATERIALS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVES. ANY REVISIONS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSMAN'S INTERPRETATION AND MAY NOT CONFORM TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCEPTATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE, REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONVENIENCES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SHEET:

SCALE:
1/8" = 1'-0"

10/28/2019

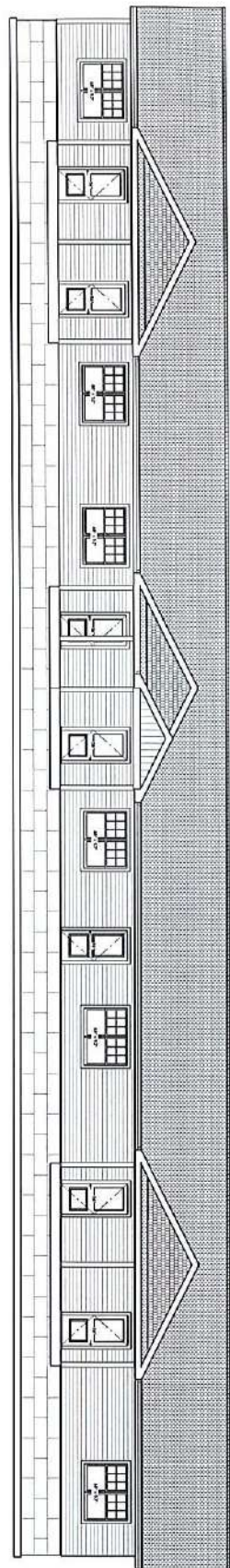
DATE:

SPRING VALLEY
BUILDING CENTRE

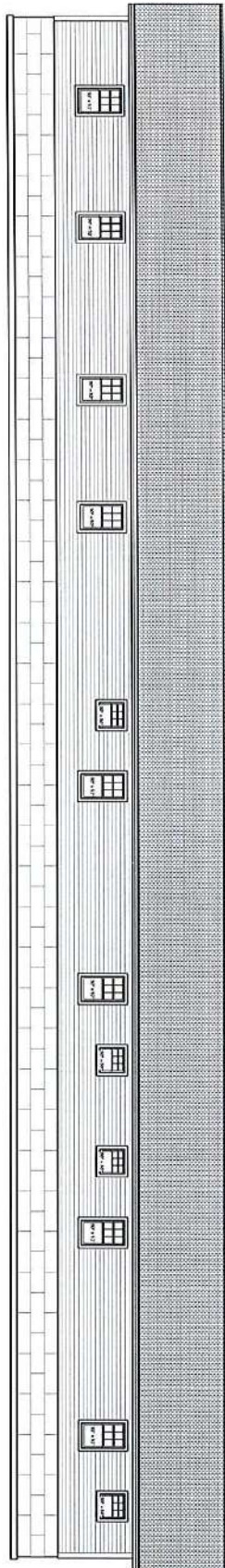
Brookins Unit #1



DRAWN BY: LMG
lmg@springvalleybc.ca
TEL: (402) 836-4284
FAX: (402) 836-3034

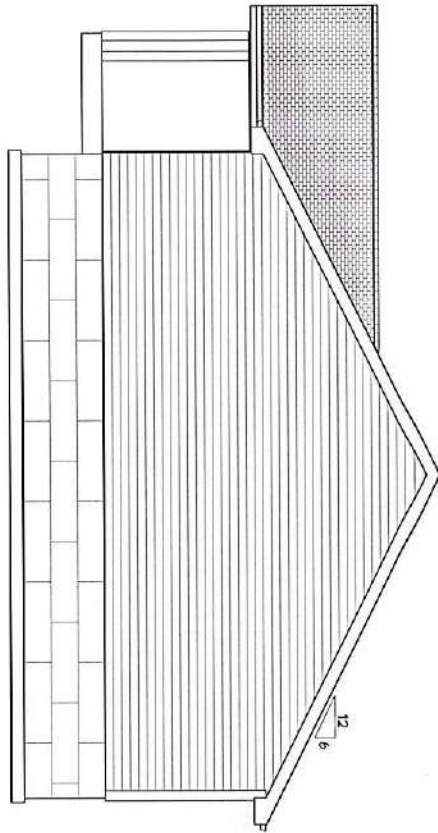


FRONT ELEVATION
N.T.S

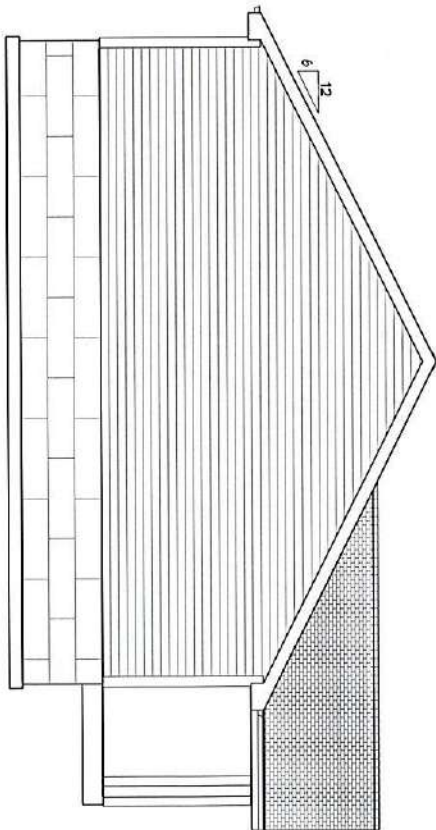


REAR ELEVATION
N.T.S

SPECIFICATIONS AND MATERIALS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY ENGINEERS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A PRELIMINARY INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDERS AND/OR DEVELOPERS OF THIS DOCUMENT NEED ANY FORM OF ACCREDITATION OR NEED ANY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDERS AND/OR THE DEVELOPERS TO OBTAIN SUCH ACCREDITATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE AGREES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDERS AND/OR DEVELOPERS OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSES. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



RIGHT ELEVATION
N.T.S



LEFT ELEVATION
N.T.S

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSMAN'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DESIGNER OF THIS DOCUMENT REQUIRES ANY FORM OF ACKNOWLEDGMENT OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT HAVE BEEN DUE TO CONSTRUCTION CONTINGENCIES AND ARE APPROXIMATE. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT. ANY UNLAWFUL LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SPRING VALLEY
BUILDING CENTRE

Brookins Unit #1

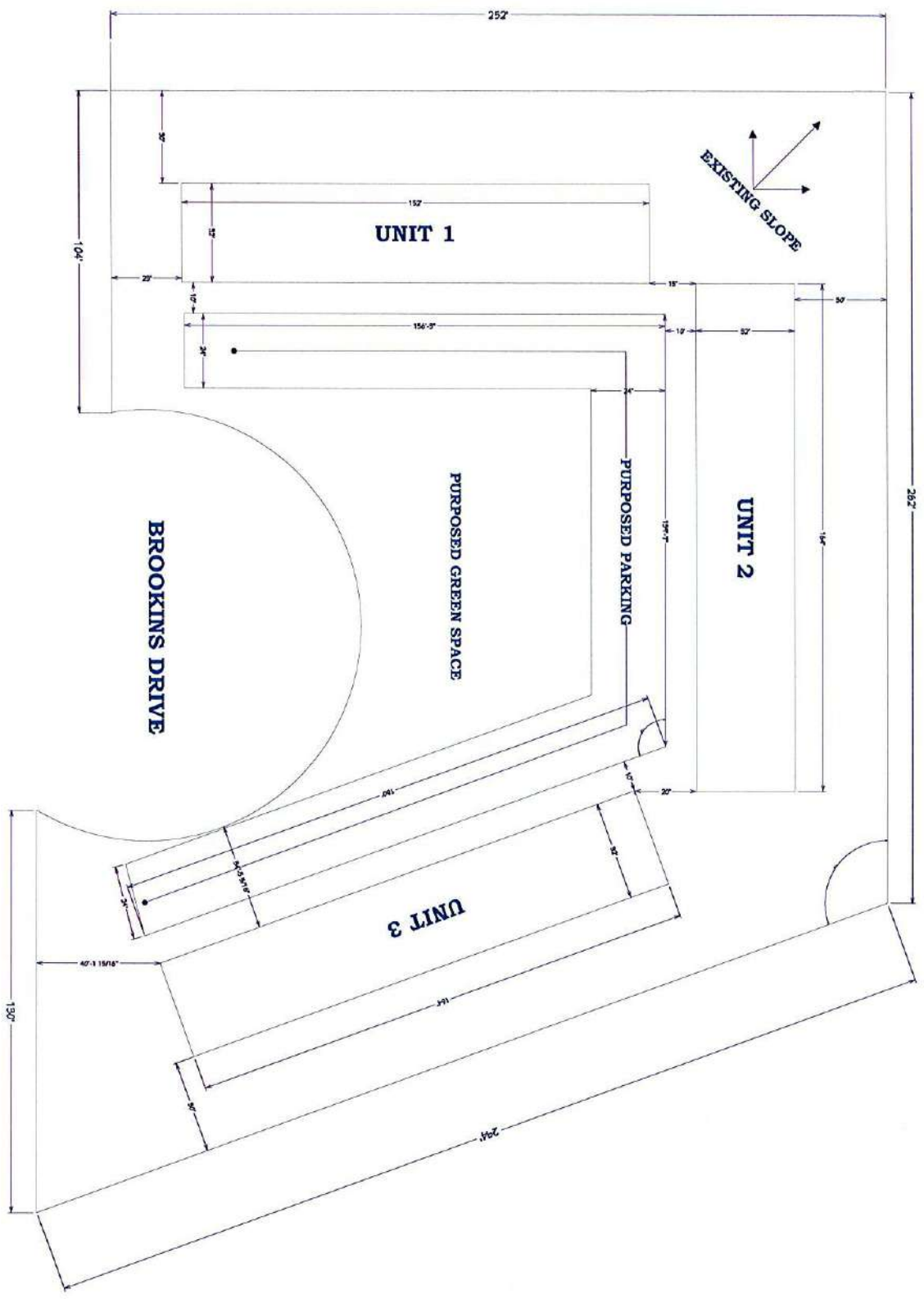


DRAWN BY: LHM
lendon@springvalleybc.ca
TEL: (402) 896-4294
FAX: (402) 896-9694

SHEET:

SCALE:
1/8" = 1'-0"

DATE:
10/28/2015



STATEMENTS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY REVISIONS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DESIGNER'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS, IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE, REPRODUCTION OR SALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

GENERAL NOTES:

THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN. IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES, CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

HEAT LOSS CALCULATIONS SHALL COMPLY WITH THE REQUIREMENTS OF REGIONAL AND LOCAL CODES. SEE CALCULATIONS, PORCHES, DECKS, FOUNDATION, FIREPLACE ENCLOSURES, AND GARAGE AREAS NOT INCLUDED IN LIVING AREA. ALL EXHAUST FANS TO BE VENTED DIRECTLY TO THE EXTERIOR. ALL PENETRATIONS OF THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULK OR FOAM.

To the best of my knowledge these plans are drawn to comply with owner's and/or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Spring Valley Building Centre is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

ELECTRICAL, DATA, & AUDIO NOTES:

HOME OWNER SHALL DO A WALK-THRU WITH RELEVANT INSTALLERS TO VERIFY THE EXACT LOCATION FOR OUTLETS, LIGHTS, SWITCHES, CABLE, DATA, PHONE, AUDIO, ETC.

ELECTRICAL NOTES:

1. ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. OR G.F.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.
2. PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS SO THAT WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.
3. CIRCUITS SHALL BE VERIFIED WITH HOME OWNER PRIOR TO WIRE INSTALLATION.
4. FINAL SWITCHES FOR TIMERS AND DIMMERS SHALL BE VERIFIED WITH HOME OWNER.
5. FIXTURES TO BE SELECTED BY HOME OWNER.

AUDIO:

1. LOCATE SPEAKERS AND AUDIO CONTROLS AS INDICATED IN THE PLAN; RUN CIRCUIT OF SPEAKER WIRING TO AUDIO HOME PANEL SPECIFIED BY FLOOR;
2. AUDIO SPEAKERS TO BE APPROVED BY HOME OWNER;
3. LOCATE JACKS AS INDICATED IN THE PLAN; INSTALL DATA / CABLE PANEL SIMILAR TO "ON Q". SYSTEM TO BE APPROVED BY HOME OWNER.

DATA / CABLE:

LOCATE SECURITY PANELS AS INDICATED IN THE PLAN; SYSTEM TO BE APPROVED BY HOME OWNER.

GRADING NOTES:

1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
2. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
3. FINAL GRADE TO CONVEY SURFACE DRAINAGE TOWARD ROCK CHANNELS AND DISPERSION TRENCHES.
4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.
5. PLACE FILL SLOPES WITH A GRADIENT STEEPER THAN 3:1 IN LIFTS NOT TO EXCEED 8 INCHES, AND MAKE SURE EACH LIFT IS PROPERLY COMPACTED.

REPRESENTATIONS AND WARRANTIES MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONS AND WARRANTIES. TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A PROFESSIONAL INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRED ANY FORM OF ACKNOWLEDGMENT OR THIRD PARTY APPROVAL, IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE FINAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSES. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SPRING VALLEY
BUILDING CENTRE

Brookins Unit #1



DRAWN BY: LWS
lenscon@springvalleybc.ca
TEL: (402) 836-4204
FAX: (402) 836-3634

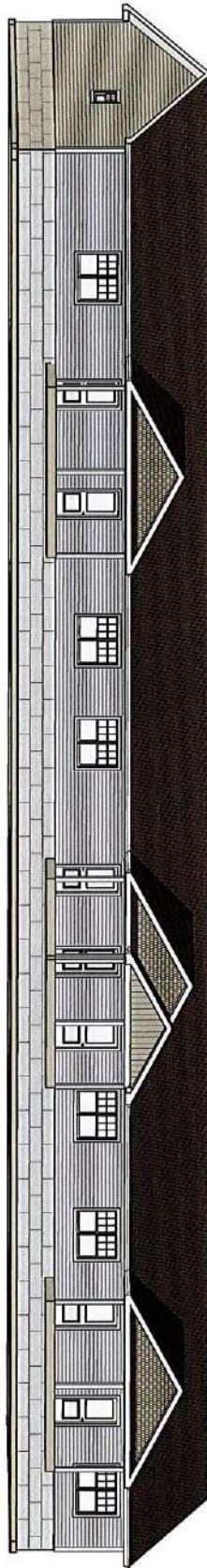
SHEET:

1/8" = 1'-0"

SCALE:

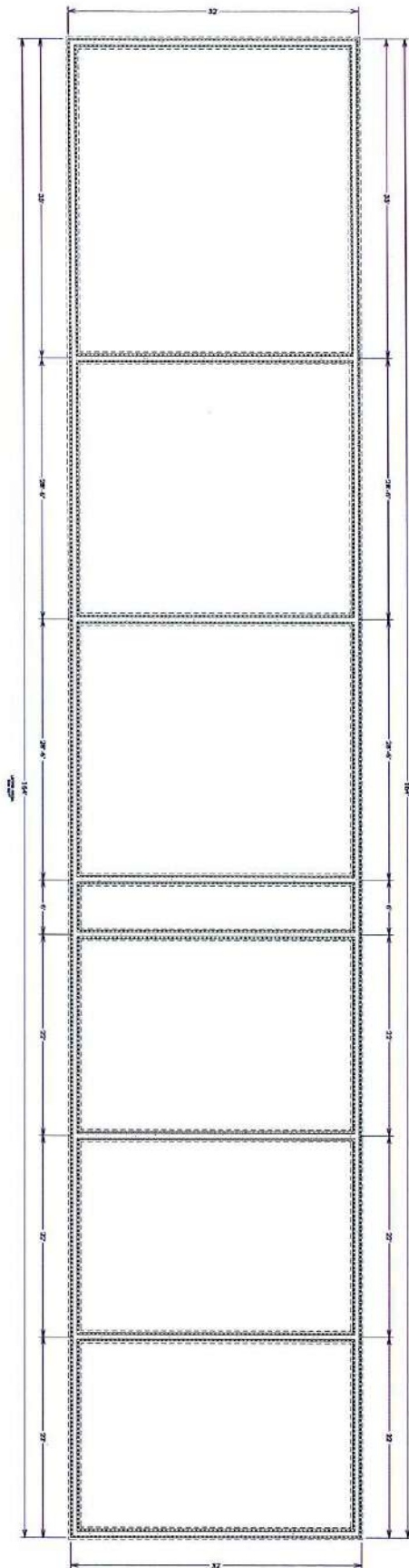
10/28/2013

DATE:



SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY REDRAWINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSES. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SHEET:	SCALE:	DATE:	SPRING VALLEY BUILDING CENTRE	Brookins Unit #3	   	DRAWN BY: LP46 lendon@springvalley.ca TEL: (902) 836-4281 FAX: (902) 836-3634
--------	--------	-------	---	------------------	--	--



SPECIFICATIONS AND AMENDMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INNOVATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT CONFLICT TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUESTS ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SPRING VALLEY
BUILDING CENTRE

Brookins Unit #3



DRAWN BY: LKHG
lendon@springvalleybc.ca
TEL: (902) 836-4281
FAX: (902) 836-3634

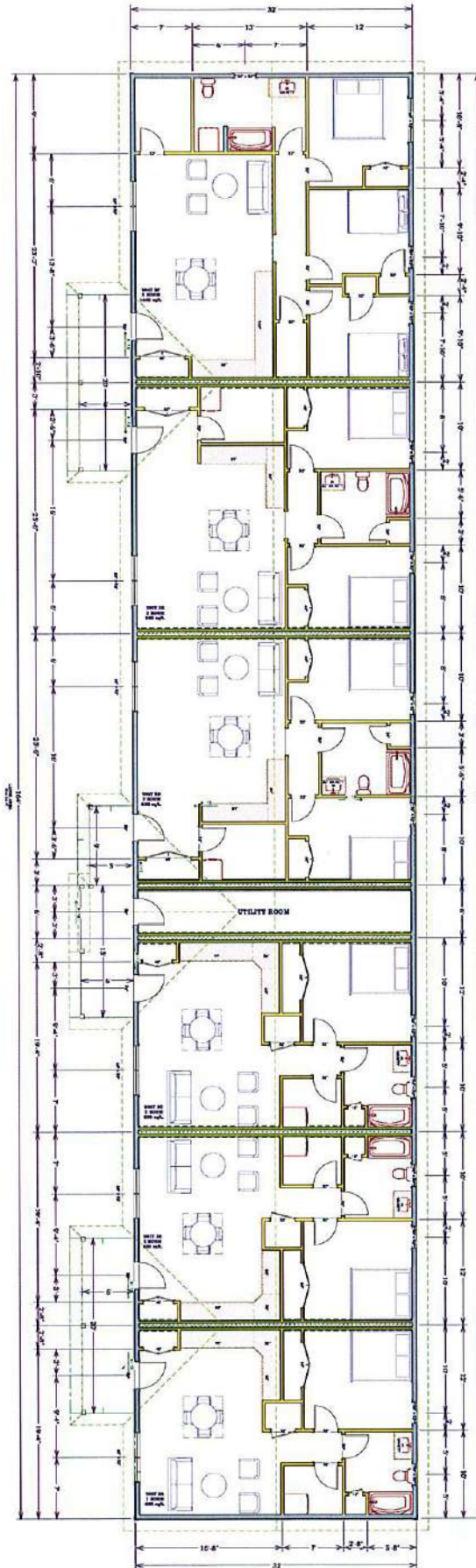
DATE:

10/10/2018

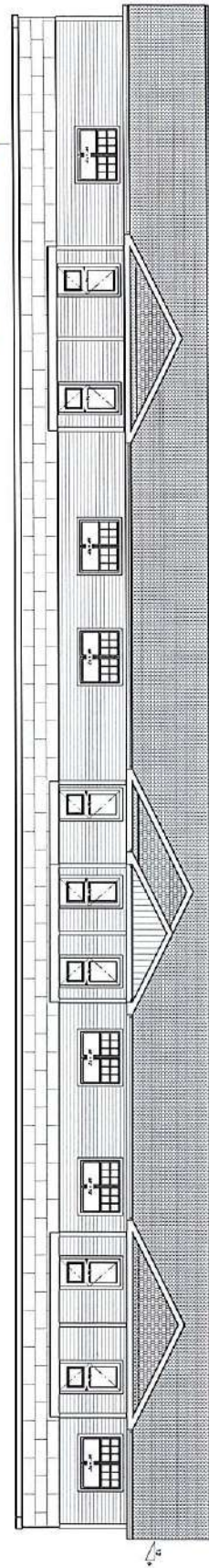
SCALE:

1/8" = 1'-0"

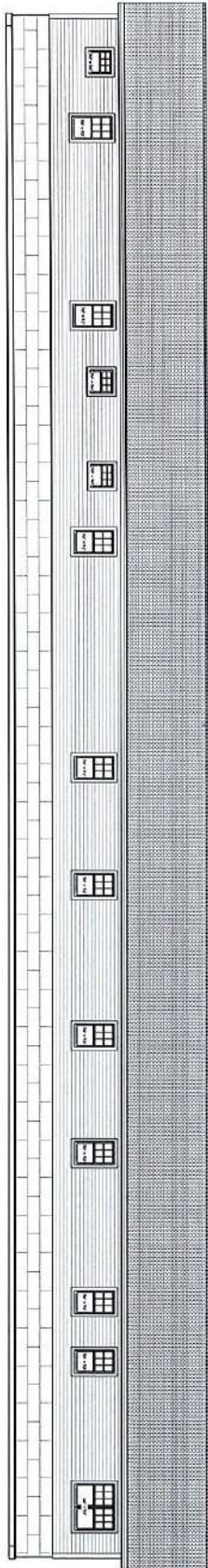
SHEET:



SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

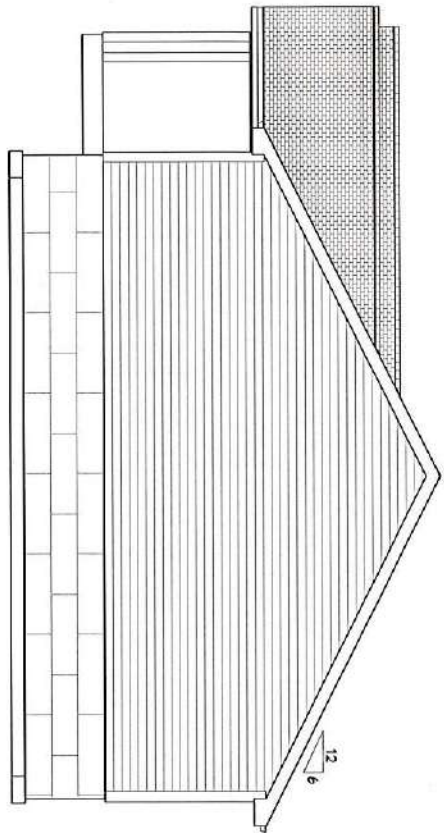


FRONT ELEVATION
N.T.S

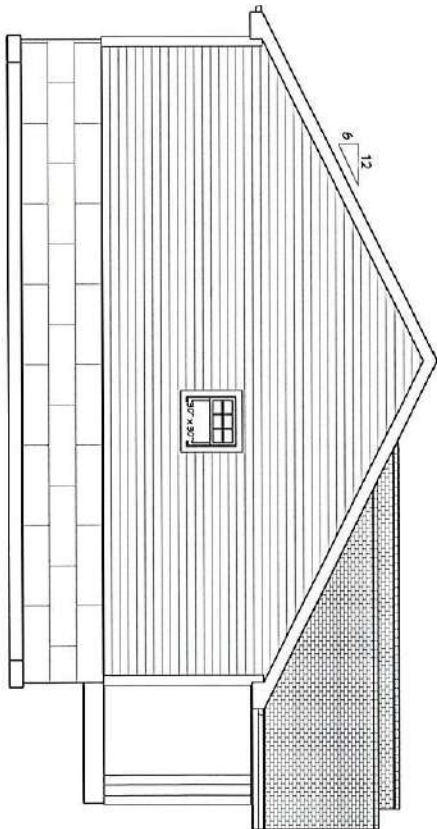


REAR ELEVATION
N.T.S

SPECIFICATIONS AND MATERIALS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THE DOCUMENT REQUIRES ANY FORM OF APPROVED PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ASSURES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE, REPRODUCTION OR RESULT OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



RIGHT ELEVATION
N.T.S



LEFT ELEVATION
N.T.S

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT HAVE VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSES. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SHEET:

SCALE:
1/8" = 1'-0"

DATE:
10/10/2019

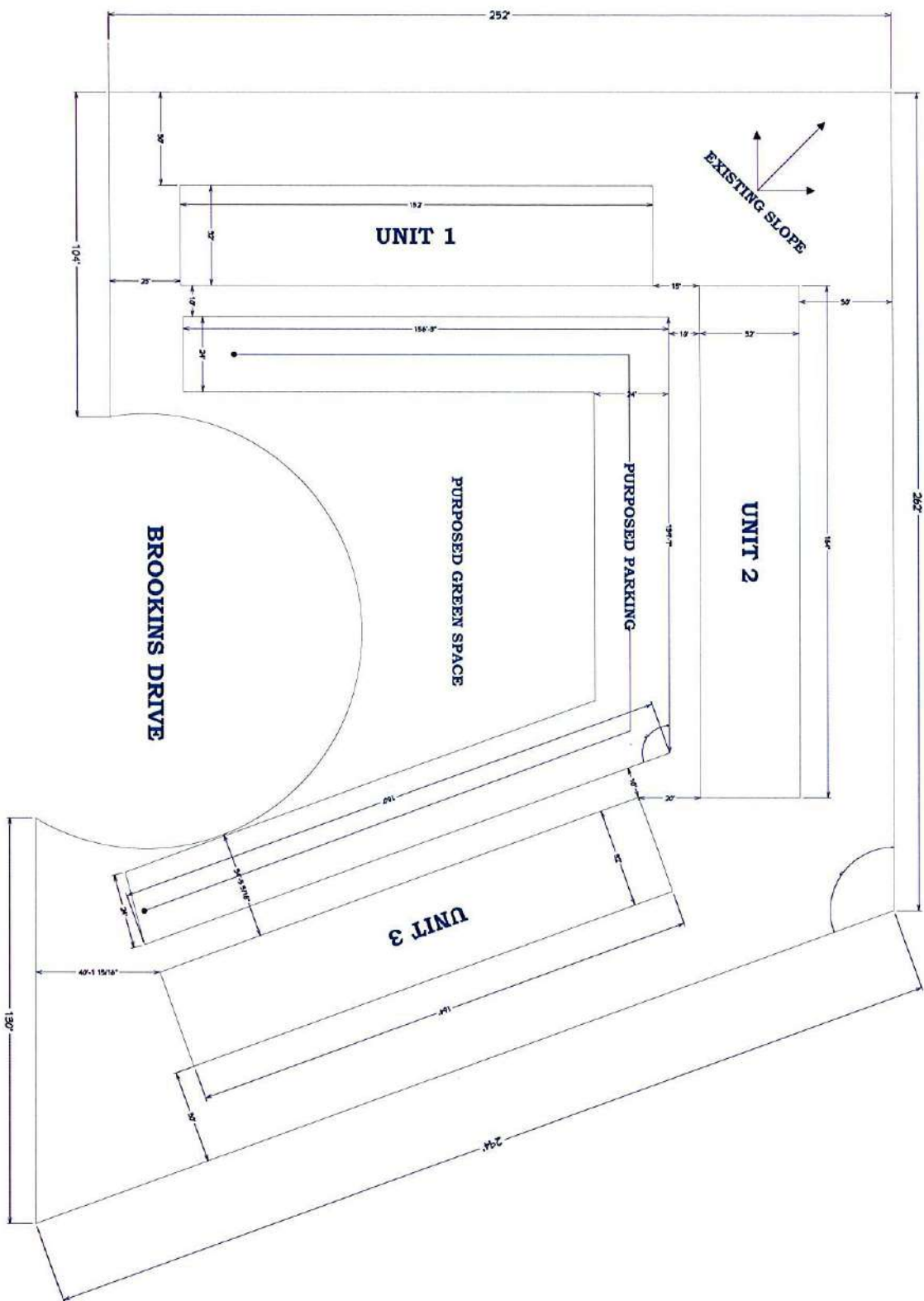
SPRING VALLEY
BUILDING CENTRE

Brookins Unit #3



DRAWN BY: LMG
london@springvalleybc.ca
TEL: (402) 836-4284
FAX: (402) 836-3634

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY REPRESENTATIVE, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSPERSON'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THE DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS, IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACCEPTS NO LIABILITY FOR THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTISE IN THE PROVINCE OF BRITISH COLUMBIA. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



GENERAL NOTES:

THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/ DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN. IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES, CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

HEAT LOSS CALCULATIONS SHALL COMPLY WITH THE REQUIREMENTS OF REGIONAL AND LOCAL CODES. SEE CALCULATIONS, PORCHES, DECKS, FOUNDATION, FIREPLACE ENCLOSURES, AND GARAGE AREAS NOT INCLUDED IN LIVING AREA. ALL EXHAUST FANS TO BE VENTED DIRECTLY TO THE EXTERIOR. ALL PENETRATIONS OF THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULK OR FOAM.

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Spring Valley Building Centre is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

ELECTRICAL DATA & AUDIO NOTES:

HOME OWNER SHALL DO A WALK-THRU WITH RELEVANT INSTALLERS TO VERIFY THE EXACT LOCATION FOR OUTLETS, LIGHTS, SWITCHES, CABLE, DATA, PHONE, AUDIO, ETC.

ELECTRICAL NOTES:

1. ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. OR G.F.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.
2. PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.
3. CIRCUITS SHALL BE VERIFIED WITH HOME OWNER PRIOR TO WIRE INSTALLATION.
4. FINAL SWITCHES FOR TIMERS AND DIMMERS SHALL BE VERIFIED WITH HOME OWNER.
5. FIXTURES TO BE SELECTED BY HOME OWNER.

AUDIO:

1. LOCATE SPEAKERS AND AUDIO CONTROLS AS INDICATED IN THE PLAN; RUN CIRCUIT OF SPEAKER WIRING TO AUDIO HOME PANEL SPECIFIED BY FLOOR;
2. AUDIO SPEAKERS TO BE APPROVED BY HOME OWNER;
3. LOCATE JACKS AS INDICATED IN THE PLAN; INSTALL DATA / CABLE PANEL SIMILAR TO "ON Q". SYSTEM TO BE APPROVED BY HOME OWNER.

DATA / CABLE:

LOCATE SECURITY PANELS AS INDICATED IN THE PLAN; SYSTEM TO BE APPROVED BY HOME OWNER.

GRADING NOTES:

1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
2. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
3. FINAL GRADE TO CONVEY SURFACE DRAINAGE TOWARD ROCK CHANNELS AND DISPERSION TRENCHES.
4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.
5. PLACE FILL SLOPES WITH A GRADIENT STEEPER THAT 3:1 IN LIFTS NOT TO EXCEED 8 INCHES, AND MAKE SURE EACH LIFT IS PROPERLY COMPACTED.

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIVE AND NOT BINDING. ANY CHANGES, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A REPRESENTATIVE INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR OWNER OF THIS DOCUMENT AGREES TO ANY CHANGES OR TECHNICAL DRAWINGS, IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR OWNER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR OWNER'S SIGNATURE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE. THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE.

SPRING VALLEY
BUILDING CENTRE

Brookins Unit #3



DRAWN BY: LKNG
lkng@springvalleybc.ca
TEL: (902) 836-4204
FAX: (902) 836-3634

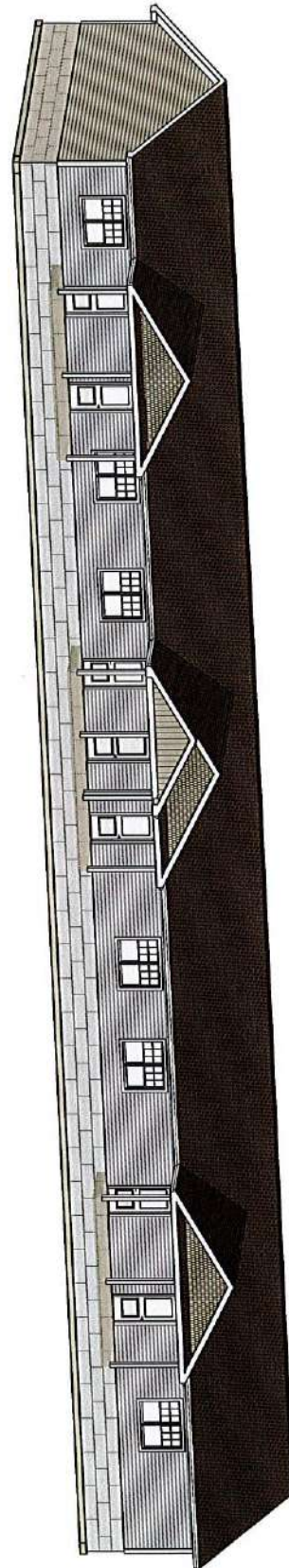
SHEET:

1/8" = 1'0"

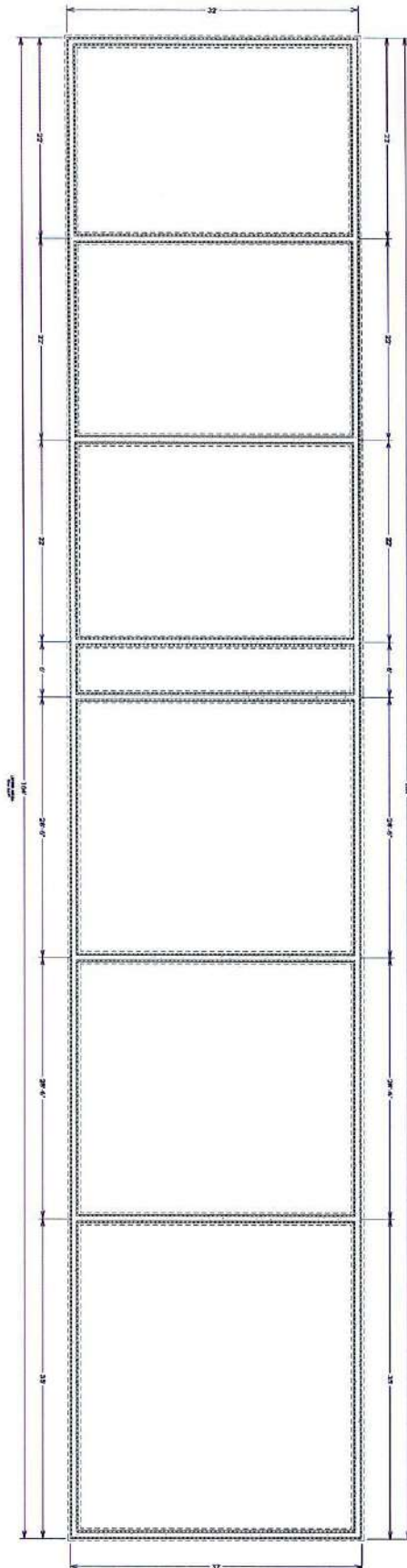
SCALE:

10/10/2019

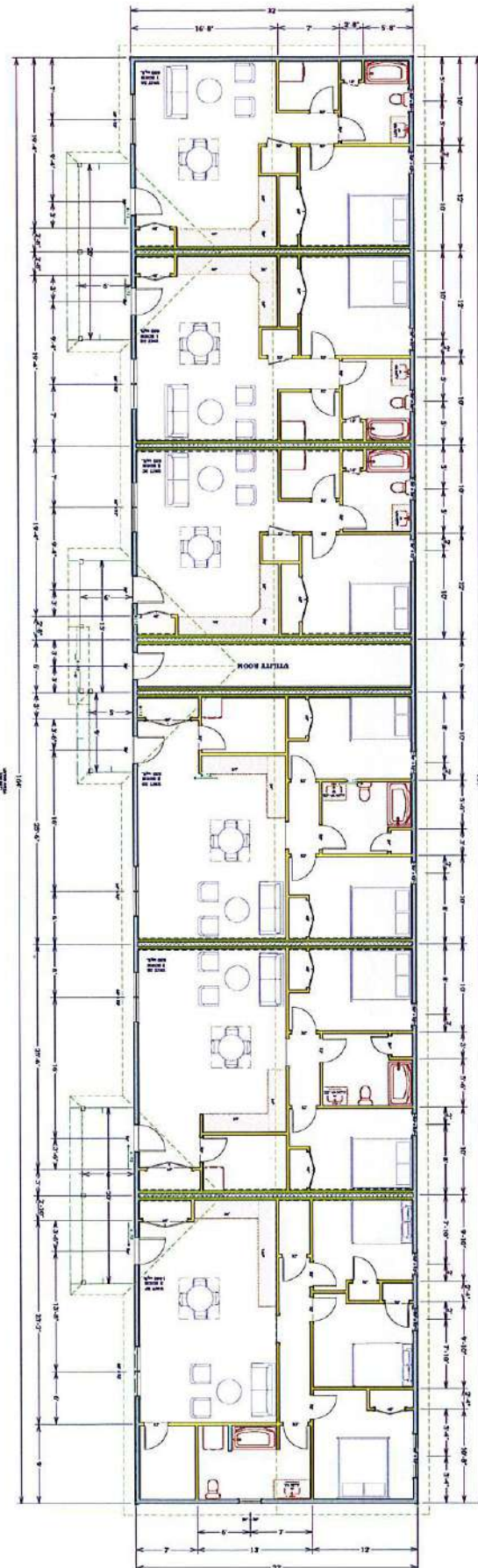
DATE:



SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSMAN'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACKNOWLEDGMENT OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSES. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



SPECIFICATIONS AND MATERIALS LISTED IN THIS DOCUMENT ARE ONLY REPRESENTATIVE AND NOT BINDING. THE DOCUMENT REPRESENTS A DEVELOPER'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCEPTANCE OR THIRD PARTY APPROVAL, IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ASSUMES NO LIABILITY FOR THE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF MANITOBA. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSMAN'S INTERPRETATION AND MAY NOT CONFORM TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SHEET:

SCALE:

DATE:

10/10/2018

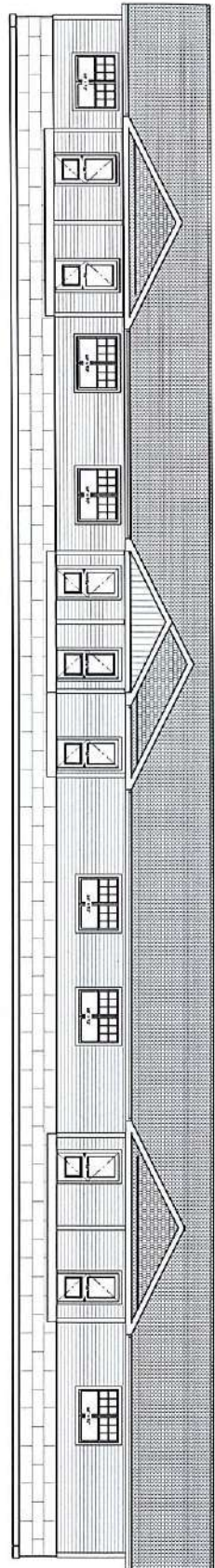
1/8" = 1'-0"

SPRING VALLEY
BUILDING CENTRE

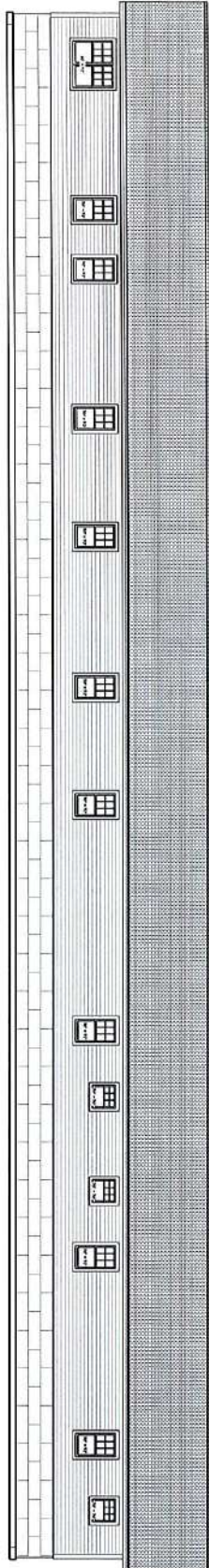
Brookins Unit #2



DRAWN BY: LMG
london@springvalleybc.ca
TEL: (902) 836-4291
FAX: (902) 836-3634



FRONT ELEVATION
N.T.S



REAR ELEVATION
N.T.S

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSMAN'S INTERPRETATION AND MAY NOT CONVEY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

Brookins Unit #2

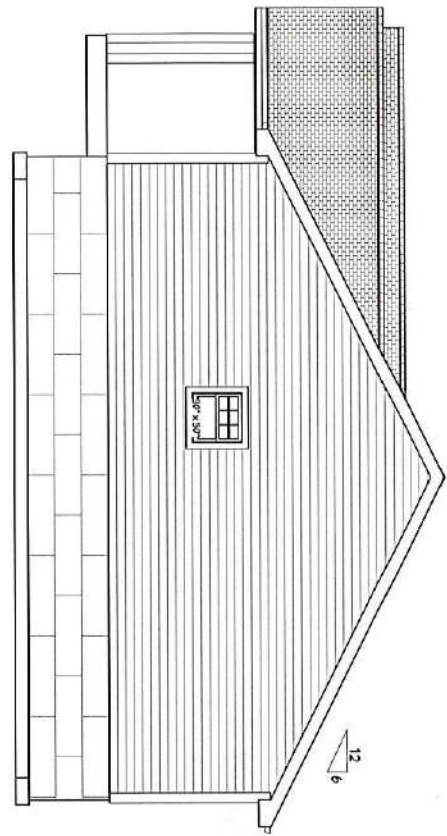
SPRING VALLEY
BUILDING CENTRE



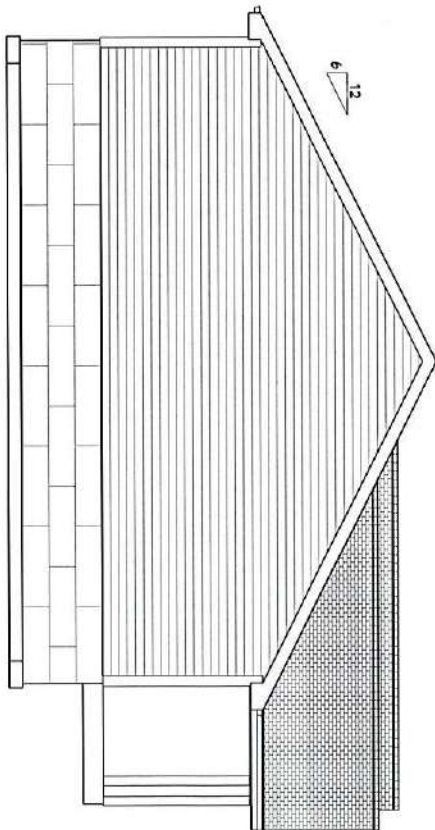
DRAWN BY: LPHS
lendon@springvalleybc.ca
TEL: (402) 856-4284
FAX: (402) 856-3634

SHEET:
SCALE:
1/8" = 1'-0"

DATE:
10/10/2019



RIGHT ELEVATION
N.T.S



LEFT ELEVATION
N.T.S

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INNOVATIVE. ANY RENDERINGS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DEVELOPER'S INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCEPTATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO THE BUILDER AND/OR DEVELOPER OBTAINING REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSES. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SPRING VALLEY
BUILDING CENTRE

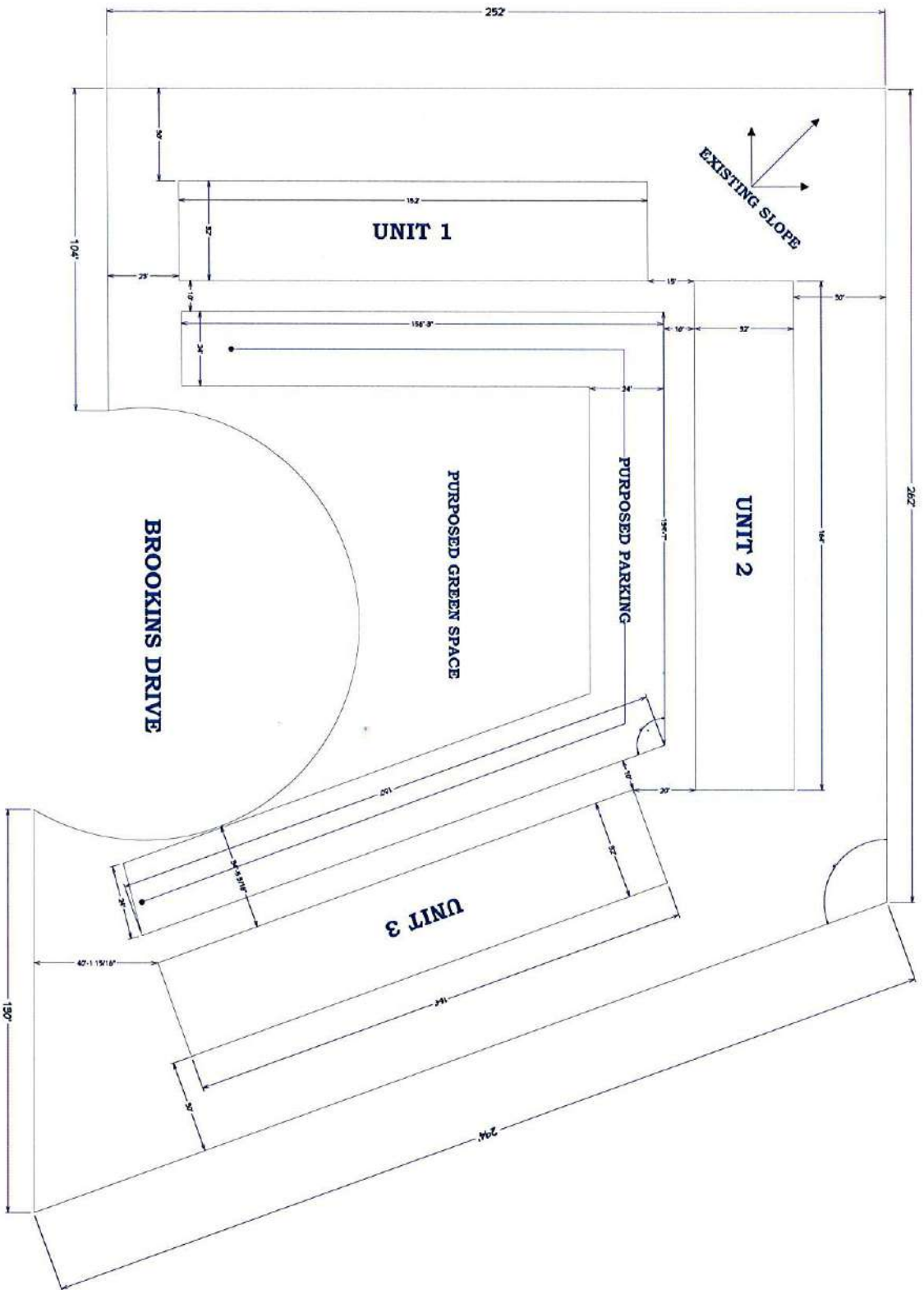
Brookins Unit #2



DRAWN BY: LMK
london@springvalleybc.ca
TEL: (902) 836-4281
FAX: (902) 836-3634

DATE: 10/10/2019
SCALE: 1/8" = 1'-0"
SHEET:

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND INFORMATIONAL. ANY REPRESENTATIONS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A DRAFTSMAN'S INTERPRETATION AND MAY NOT CONFORM TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCREDITATION OR THIRD PARTY APPROVALS IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONTINGENCIES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES REQUIRED DOCUMENTATION AND DRAWINGS APPROVED BY AN ACCREDITED ENGINEER OR ARCHITECT WITH A VALID LICENSE TO PRACTICE IN THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE, REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.



GENERAL NOTES:

THE BUILDER SHALL VERIFY THAT SITE CONDITIONS ARE CONSISTENT WITH THESE PLANS BEFORE STARTING WORK. WORK NOT SPECIFICALLY DETAILED SHALL BE CONSTRUCTED TO THE SAME QUALITY AS SIMILAR WORK THAT IS DETAILED. ALL WORK SHALL BE DONE IN ACCORDANCE WITH INTERNATIONAL BUILDING CODES AND LOCAL CODES.

WRITTEN DIMENSIONS AND SPECIFIC NOTES SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND GENERAL NOTES. THE ENGINEER/DESIGNER SHALL BE CONSULTED FOR CLARIFICATION IF SITE CONDITIONS ARE ENCOUNTERED THAT ARE DIFFERENT THAN SHOWN. IF DISCREPANCIES ARE FOUND IN THE PLANS OR NOTES, OR IF A QUESTION ARISES OVER THE INTENT OF THE PLANS OR NOTES, CONTRACTOR SHALL VERIFY AND IS RESPONSIBLE FOR ALL DIMENSIONS (INCLUDING ROUGH OPENINGS).

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

HEAT LOSS CALCULATIONS SHALL COMPLY WITH THE REQUIREMENTS OF REGIONAL AND LOCAL CODES. SEE CALCULATIONS, PORCHES, DECKS, FOUNDATION, FIREPLACE ENCLOSURES, AND GARAGE AREAS NOT INCLUDED IN LIVING AREA. ALL EXHAUST FANS TO BE VENTED DIRECTLY TO THE EXTERIOR. ALL PENETRATIONS OF THE BUILDING ENVELOPE SHALL BE SEALED WITH CAULK OR FOAM.

To the best of my knowledge these plans are drawn to comply with owner's and/or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Spring Valley Building Centre is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

ELECTRICAL, DATA, & AUDIO NOTES:

HOME OWNER SHALL DO A WALK-THRU WITH RELEVANT INSTALLERS TO VERIFY THE EXACT LOCATION FOR OUTLETS, LIGHTS, SWITCHES, CABLE, DATA, PHONE, AUDIO, ETC.

ELECTRICAL NOTES:

1. ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. OR G.F.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.
2. PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.
3. CIRCUITS SHALL BE VERIFIED WITH HOME OWNER PRIOR TO WIRE INSTALLATION.
4. FINAL SWITCHES FOR TIMERS AND DIMMERS SHALL BE VERIFIED WITH HOME OWNER.
5. FIXTURES TO BE SELECTED BY HOME OWNER.

AUDIO:

1. LOCATE SPEAKERS AND AUDIO CONTROLS AS INDICATED IN THE PLAN; RUN CIRCUIT OF SPEAKER WIRING TO AUDIO HOME PANEL SPECIFIED BY FLOOR;
2. AUDIO SPEAKERS TO BE APPROVED BY HOME OWNER;
3. LOCATE JACKS AS INDICATED IN THE PLAN; INSTALL DATA / CABLE PANEL SIMILAR TO "ON Q". SYSTEM TO BE APPROVED BY HOME OWNER.

DATA / CABLE:

LOCATE SECURITY PANELS AS INDICATED IN THE PLAN; SYSTEM TO BE APPROVED BY HOME OWNER.

GRADING NOTES:

1. CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES.
2. PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING.
3. FINAL GRADE TO CONVEY SURFACE DRAINAGE TOWARD ROCK CHANNELS AND DISPERSION TRENCHES.
4. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED TO REMOVE TREES, VEGETATION, ROOTS AND OTHER OBJECTIONABLE MATERIAL AND STRIPPED OF TOPSOIL.
5. PLACE FILL SLOPES WITH A GRADIENT STEEPER THAN 3:1 IN LIFTS NOT TO EXCEED 8 INCHES, AND MAKE SURE EACH LIFT IS PROPERLY COMPACTED.

SPECIFICATIONS AND AGREEMENTS MENTIONED IN THIS DOCUMENT ARE ONLY REPRESENTATIONAL AND NOT BINDING. ANY REVISIONS, TECHNICAL DRAWINGS AND PLANS SHOWN IN THIS DOCUMENT REPRESENT A PROFESSIONAL INTERPRETATION AND MAY NOT COMPLY TO LOCAL REQUIREMENTS. IF THE BUILDER AND/OR DEVELOPER OF THIS DOCUMENT REQUIRES ANY FORM OF ACCEPTATION OR THIRD PARTY APPROVAL IT IS THE RESPONSIBILITY OF THE BUILDER AND/OR THE DEVELOPER TO OBTAIN SUCH DOCUMENTATION PRIOR TO BEGINNING ANY WORK. ALL DIMENSIONS IN THIS DOCUMENT MAY VARY DUE TO CONSTRUCTION CONVENIENCES AND SITE CONDITIONS. SPRING VALLEY BUILDING CENTRE ACKNOWLEDGES THAT THE SOLE INTENT OF THIS DOCUMENT IS TO PROVIDE VISUAL REPRESENTATION OF RESIDENTIAL STRUCTURES PRIOR TO CONSTRUCTION AND DOES NOT CONSTITUTE A CONTRACT. THIS DOCUMENT IS NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE. THE PROVINCE OF PRINCE EDWARD ISLAND. THESE DRAWINGS ARE THE PROPERTY OF SPRING VALLEY BUILDING CENTRE. THEY MAY NOT BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE. REPRODUCTION OR RESALE OF THESE DRAWINGS IS PROHIBITED WITHOUT THE AUTHORIZATION OF SPRING VALLEY BUILDING CENTRE.

SPRING VALLEY
BUILDING CENTRE

Brookins Unit #2



DRAWN BY: LP45
landon@springvalleybc.ca
TEL: (902) 896-4294
FAX: (902) 896-3654

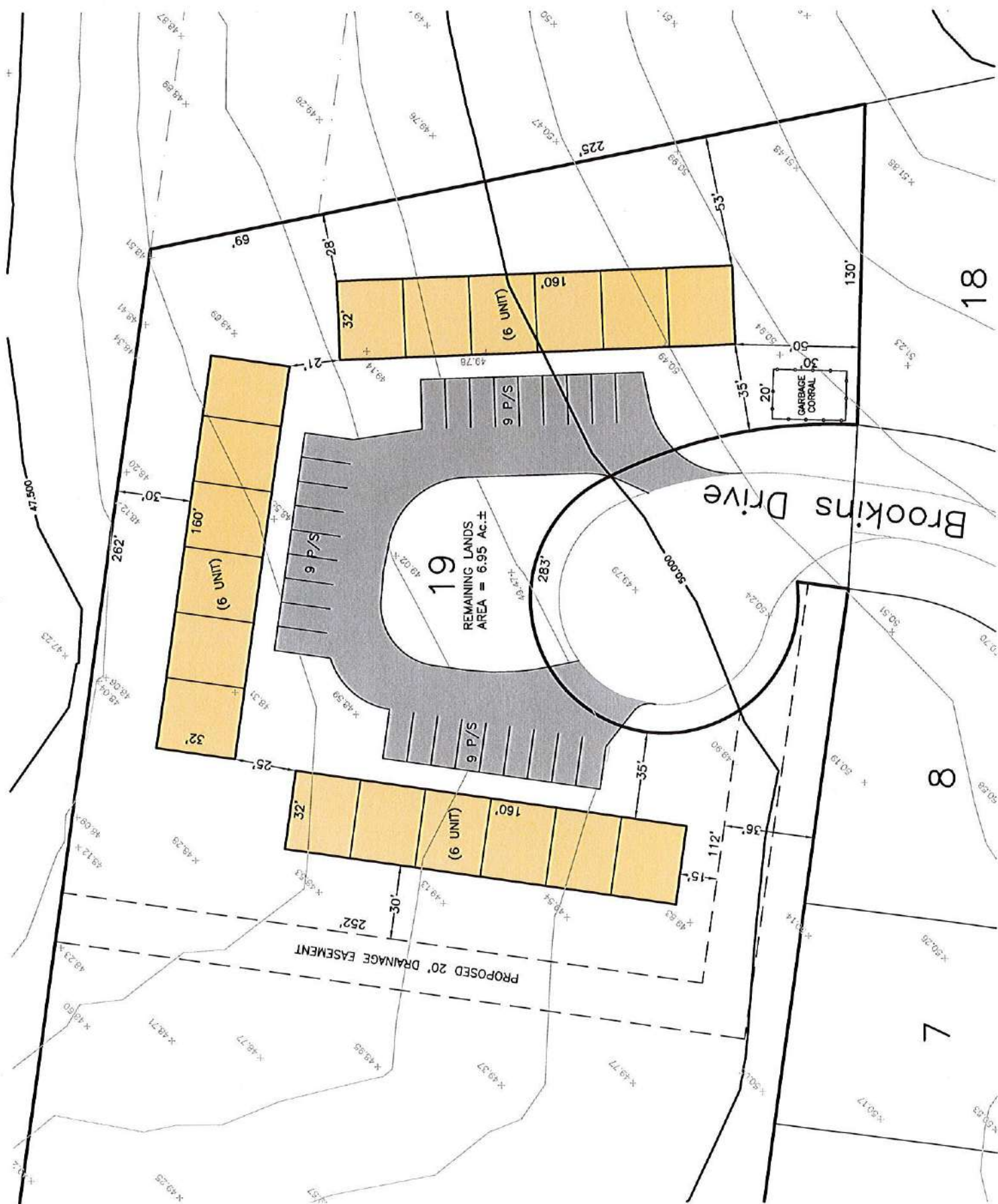
SHEET:

1/8" = 1'0"

SCALE:

10/10/2018

DATE:



Town of Kensington - Request for Decision

Date: April 24, 2020	Request for Decision No: 2020-23 (Office Use Only)
Topic: Railyards Lamp Posts – Pole Banner Supply and Installation	
Proposal Summary/Background: <p>The Town of Kensington has been working with the Heart of PEI initiative to enhance the destination appeal of Kensington and area. The town owns 8 decorative lamp posts located adjacent to the Confederation Trail in the Rail Yards area which have the capacity to hold pole banners. It is proposed that Town Council consider the design and purchase of 16 double sided pole banners (2 per lamp post) to be installed along the Trail. A quote was requested from Hummingbird Creative to complete the required work which includes:</p> <ul style="list-style-type: none">• Retrofitting of the existing lamp posts with banner hardware and adding two lower arms to each post.• Supply of 16 - 24" x 36" banners• Design and layout of the banners• Shipping and Installation <p>The total quoted amount is \$5,367.78 plus HST. A copy of the quote and sample banner layouts are attached to this Request for Decision. The sample banner layouts provided are for information purposes only and provide no indication of the banner designs that will be provided to Town Council for approval.</p> <p>It is recommended that Town Council authorize staff to move forward with the initiative and to begin the design and layout process. All banner designs will be presented to Town Council for consideration and approval prior to being installed.</p>	
Benefits: <ul style="list-style-type: none">• Will help in enhancing the destination appeal of the Town of Kensington and the area.• Will help in marketing the town and area as a destination.• Will showcase images of the Town and of the area encouraging people to spend more time in the area.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion/Comments: <p>It is recommended by the CAO that Town Council authorize staff to move forward with the initiative and to begin the banner layout and design process. It is further recommended that a sole sourced contract be issued to Hummingbird Creative to complete the required work. Hummingbird has designed and installed all of the signage at the rail yards including the map stop sign, the roadside sign (rail yards business listing) and the small sign adjacent to the train station. It is felt that consistency in sign design is key to an effective marketing strategy for the rail yards, the Town and the area.</p>	

Options:

1. Authorize staff to proceed, as recommended.
2. Not authorize staff to proceed.
3. Refer the matter back to staff for further direction and deliberation.

Costs/Required Resources:

\$5,367.78 plus HST (HST fully recoverable).

Source of Funding:

2020/21 Capital Funds

Recommendation:

It is recommended that Town Council consider and adopt the following resolution:

BE IT RESOLVED THAT Kensington Town Council award a contract to Hummingbird Creative to design and install pole banners on the decorative lamp posts along the Confederation Trail in the rail yards area as per their quote dated March 6, 2020 in the amount of \$5,367.78 plus HST.

Quote



Town of Kensington
Town of Kensington
Kensington PEI
C0B 1M0
902-836-3781

Issue date
3/6/2020
Reference
479

Hummingbird Creative
1743 Blue Shank Rd.
Kensington, PE C0B 1M0
902-954-1376
hbcreativedesigner@gmail.com
76615 1880 RT 001

Pole Banners for Train Station - 16 - 24"x36" - Mesh and hardware

Description	Qty	Unit price	Amount
Retrofit light poles at Train Station with banner hardware- adding two lower arms to each pole. Subcontract by Malpeque Fine Iron	8	400.00	3,200.00
16 - 24"x36" - Double Sided, 14oz Mesh vinyl with a 3" lay flat pocket at the bottom and the pocket size at the top will need to be determined, and grommets in all 4 corners	16	77.33	1,237.28
Layout set up fee per individual layout requested by printer.	17	20.00	340.00
Supply design service and proofing to develop banner images	10	45.00	450.00
Shipping		140.50	140.50
Sub-total			\$ 5,367.78
HST Collected			\$ 805.17
Total			\$ 6,172.95



SAMPLES & MOCK-UPS



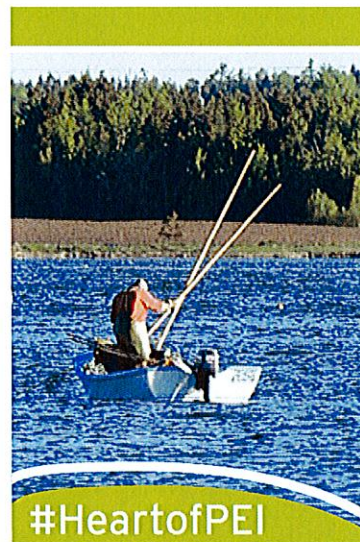
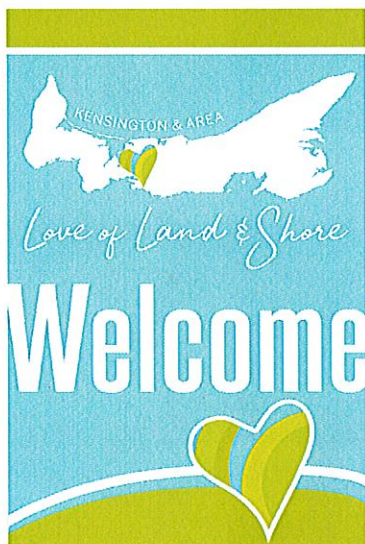
902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0



SAMPLES & MOCK-UPS



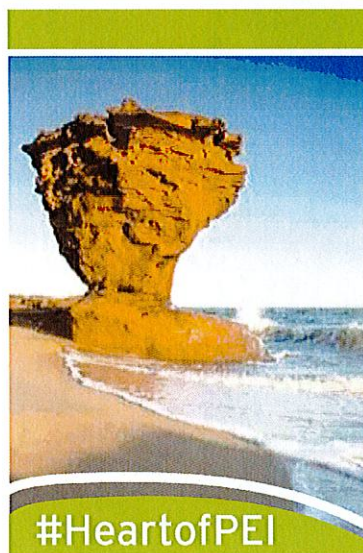
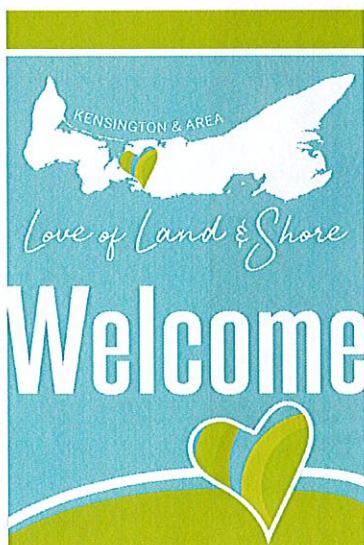
902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0



SAMPLES & MOCK-UPS



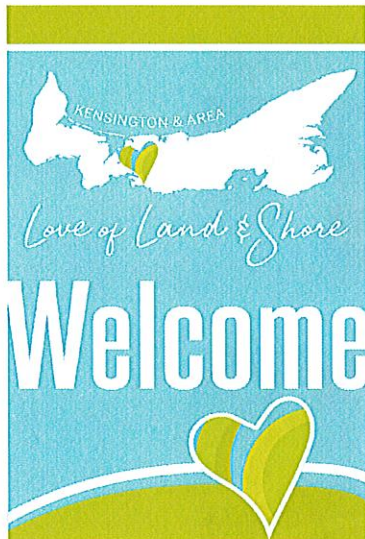
902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0



SAMPLES & MOCK-UPS



902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0



Dear Town of Kensington Mayor & Council,

During these uncertain times, Make-A-Wish® Canada (unified with Children's Wish Foundation on Oct. 1, 2019) remains focused on keeping our wish kids and families, community supporters, volunteers and employees safe. We had to make the difficult decision to postpone our wishes until which time it will be safe to move forward, yet, more and more eligible critically ill children are being referred to us to have their most heartfelt wishes granted. Make-A-Wish remains committed to providing joy to critically ill children at a time in their lives when they desperately need it. Without you, it simply would not be possible to bring the much-needed hope and joy that a life-changing wish delivers, to so many children and families across Canada.

Wishes are an important part of a child's treatment journey. Wishes provide kids hope when they need it most, and research shows they have effects on children's overall well-being and health outcomes. Wishes not only increase hope, they also improve the children's physical and emotional health, making the impossible, possible — helping children replace fear with confidence, sadness with joy and anxiety with hope.

Across Prince Edward Island, we are currently working on 38 wishes for Island children. Eight of these children live West of Summerside, with one living in Kensington.

Every child with a critical illness deserves to enjoy their childhood, but right now, more wishes are waiting than ever before. Together we can shine a light of hope and joy for children in their darkest days, bringing them strength for tomorrow. A donation from your group will help create life changing wishes for children battling critical illnesses.

Thank you for your continued support. Please stay well and stay safe.

Best Regards,

A handwritten signature in cursive script that reads "Beth Corney Gauthier".

Beth Corney Gauthier
Provincial Director
Children's Wish/ Make-A-Wish® Foundation of Canada – PEI Chapter



Thank you for supporting our Prince Edward Island chapter!
Donation Form

Name/Organization: _____

Mailing Address: _____ Postal Code: _____

Phone Number: _____ Email Address: _____

I'd like to make a donation of _____ to help grant wishes to Island children!

___ Cheque enclosed (Made payable to Children's Wish Foundation - PEI Chapter) ___ Cash ___ Credit Card

Credit Card Number: _____ CVV: _____ Expiry date: ____ / ____

To return your donation form please:

1. Mail it to the address listed below or,
2. Send a scanned copy to Beth Corney Gauthier (beth.corneygauthier@childrenswish.ca)

To obtain further information, please contact Beth Corney Gauthier at:

Children's Wish Foundation of Canada, PEI Chapter

39 Eden Street, Midtown Plaza, Suite 7

Charlottetown, PE C1A 2S2

Phone: (902)566-5526

1-800-267-9474

beth.corneygauthier@childrenswish.ca

Wishes Work Wonders!



Land Division

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

Agriculture
and Land

Agriculture
et Terres



Division des terres

31, promenade Gordon
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

March 27, 2020

Notice to all Contractors concerning Development Permits

Our government's top priority is protecting the health and safety of Islanders and limiting the spread of COVID-19 in our province. ***Due to the recent announcement from the Chief Public Health Officer (CPHO) concerning hygiene on construction sites, the Province has suspended the issuance of Development Permits.***

Applicants can continue to submit Development Permit applications by email, fax or mail. Credit card payments may be made by phone (refer to contact information below).

Staff will continue to process Development Permit applications without issuing a final decision. Once COVID-19 concerns are eliminated and the CPHO gives approval for construction to continue, permits will be issued so industry can return to work.

Please be advised that effective March 31, 2020, the Province will be adopting the 2015 Edition of the National Building Code of Canada and the 2017 Edition of the National Energy Code for Buildings. Please direct questions via the contact information below.

Please remember to look after yourselves, your employees and your loved ones at this time.

Sincerely,

Land Division Staff

Contact Information:

Provincial Planning and Inspection Services Sections
31 Gordon Drive, Charlottetown, PE, C1A 6B8
Phone : (902) 368-5280
Fax: (902) 368-5526
Email: landsdivision@gov.pe.ca

Good afternoon,

Approval has been granted to an amendment of the *Building Codes Act Regulations*.

The current wording of the *Building Codes Act Regulations* state that a Building Permit is required for all new projects including those that have a Development Permit, but have not commenced construction prior to the coming into force date of the Regulations (March 31, 2020). Several projects were unable to begin ahead of the new Building Permit requirements, as construction had been paused due to the COVID-19 pandemic.

The amendment will exempt any project from requiring a Building Permit if an application for a Development Permit was made on or before the date the amendment comes into force (slated for Saturday, April 25).

What does this mean?

Any project which had made a valid application for a Development Permit on or before April 25, 2020 will be exempt from requiring a Building Permit. This includes projects that have received a Development Permit and those that are currently in the queue. Building Permits will be required going forward starting April 26, 2020.

When does this take effect?

Saturday, April 25, 2020.

Amendment text:

1. Subsection 44(2) of the *Building Codes Act Building Codes Regulations* (EC177/20) is revoked and the following substituted:

(2) These regulations do not apply to work, in respect of which an application for a development permit, pursuant to

(a) section 32 of the *Planning Act* Subdivision and Development Regulations; or

(b) a municipal bylaw enacted under the *Planning Act*,

was made on or before the date on which these regulations come into force.

2. These regulations come into force on.....

Please direct any questions to the contact information below.

Joshua Collins, FEC, P.Eng.

Acting Manager of Inspection Services

Department of Agriculture and Land

jscollins@gov.pe.ca

902-368-4677



April 27th, 2020

Town of Kensington
55 Victoria Street.
Kensington, PE
C0B 1M0

RE: Heart of PEI Boardwalk Development Concept

Dear Mayor and Council,

On behalf of the Heart of PEI (HOPEI) Working Committee, thank you for your continued support for this important initiative.

The HOPEI working committee is composed of a diverse group of Tourism Operators and Stakeholders that have been working together since early in 2019 with the following positioning strategy for the Kensington and Area (#heartpei);

- "Be a Welcoming & Inclusive Destination"
- "Strengthen Ease of Access & Navigation"

As one of our goals is to strengthen the "Heart of PEI" brand and unify each individual community into one region through attractive and effective signage our objective is to;

- Welcome all visitors/residents;
- Provide ease of access for a Visitor while driving through our region
- Give residents a sense of community pride.

Through Heart of PEI public consultations and roundtable discussions to date, it has been emphasized and noted that the Town of Kensington has a steady and consistent traffic flow of visitors throughout the peak tourism and shoulder seasons. It has also been discussed that the Town has many gas stations; restaurants & grocery stores; but not as many roadside storefront retailers selling Island products to attract residents and visitors to the Downtown core.

On behalf of the committee, we propose "The Boardwalk Development Concept", a concept dedicated to expanding opportunities and offer new retail space for local island vendors. The additional retail locations would give extra offerings and help to attract visitors to the region and encourage them to stay in the Heart of PEI, longer.

902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0



It is the understanding of the Heart of PEI Working Committee the Town property behind the Malpeque Bay Credit Union that is currently vacant, which would be an exceptional location for this opportunity.

Below are several reasons prime real estate in the Town of Kensington would be an excellent location for a "Boardwalk" concept:

- Space for parking is available nearby
- Public washrooms
- Walking and Cycle traffic from the Confederation Trail
- Close proximity to other vendors near the Confederation Trail
- Prospective space for 8-10 new seasonal vendor's to a Town central location
- Potential picnic area for visitors and residents to enjoy
- Economic growth opportunities in the region
- More job opportunities created for Kensington and Area

We would like to request a letter of support from the Town of Kensington to develop a plan for this Boardwalk Concept for the green space located behind the Malpeque Bay Credit Union.

If the council is in support of this project, the letter will be included in a funding application to Innovation PEI and any other government funding opportunities.

As we are in the beginning stages of this concept, we are only seeking permission to proceed with funding applications and not seeking building permits or the purchase of land at this time. If funding is approved through the Province, the next phase of the project will involve sourcing developers interested in taking the Boardwalk concept to the next level. This will involve an RFP process and will require further information from the Town of Kensington at that time.

Sincerely,

Don Quarles

Don Quarles - Chair - 902-992-0211

On behalf of the Heart of PEI Working Committee

902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0