



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

Monday, August 12, 2019 @ 7:00 PM

55 Victoria Street

Kensington, PEI

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***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
August 12, 2019 – 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**
 - 4.1 Presentation to Retired Kensington Volunteer Firefighter Jed Burt.
 - 4.2 Presentation from Representatives of the 2020 PEI 55+ Games.
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 July 8, 2019 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 July 8, 2019 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 Kensington and Area Chamber of Commerce Report – Councillor Bernard
 - 7.11 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
- 8. New Business**
 - 8.1 Request for Decisions
 - 8.1.1 RFD2019-44 - Public Works Storage Building Upgrades – Floor and Insulation
 - 8.1.2 RFD2019-45 – Credit Union Centre - Rural Growth Initiative Community Revitalization Program

- 8.1.3 RFD2019-46 - Kensington Fire Department – Rescue Fire Vehicle Purchase
- 8.1.4 RFD2019-47 - Asset Management Plan – Public Sector Partnership Funding Application

8.2 Prince Edward Island 55 Plus Games - *Discussion*

8.3 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera) – One Item of a Confidential Nature - Section 119(1)(e) of the Municipal Government Act.

11. Adjournment



Agreement to Host between Town of Kensington and the 55+ Games Society

This agreement between the PEI 55+ Games Society and the Town of Kensington outlines the conditions under which the two parties agree to cooperate in the hosting and staging of the Vogue Optical 55+ PEI Summer Games during the week of _____ 2018.

Under the terms of this agreement the 55+ Games Society assumes the responsibility for organizing and presenting The Games in a manner that provides physical, social, and intellectual interaction among a wide range of PEI seniors while showcasing the hospitality and vitality of the host community.

The host municipality agrees to support the initiative through the provision of office and meeting space, technical and communication infrastructure, a staff liaison, and other supports as may be negotiated between the host committee and the municipality.

Specific responsibilities include:

55+ Games Society

- In partnership with host committee, plan and deliver well organized events to enhance the integrity of the 55+ Games Society and host community
- Ensure appropriate recognition of and showcase the community in all public relation initiatives
- Provide support and economic advantage to area businesses through facilities rental
- Encourage Games participants to patronize area businesses during the Games and afterwards

City of Summerside:

- Assign a staff liaison to the host committee
- Use of Town facilities at standard rental prices when feasible to stage Games events
- Provide an Event Assistant as staff support for 8-12 weeks to help organize the Games
- Provide office space for Event Assistant with necessary technical and communication services
- Involvement of Town officials in official opening ceremonies and other celebration events that are part of the Games
- Assist in the identification of volunteers from within the community to enhance individual events
- Provide sponsorship support of the Games as deemed appropriate by Town Council
- Promote the Games and the Town involvement in the event

55 Plus Games



Prince Edward Island

Signed & Dated:

Geoff Baker
Town of Kensington

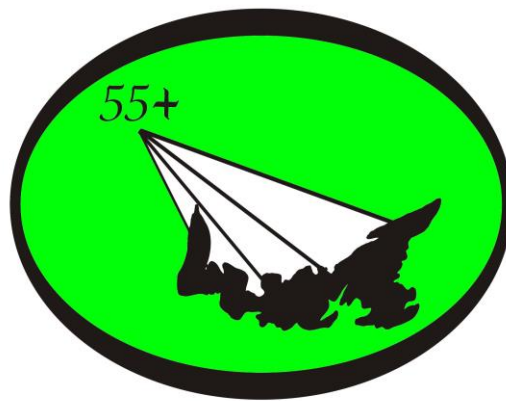
Dhuey Pratt
55+ Games Society, President

PEI 55+ Games Host Committee Timeline

Main Responsibilities	6 Months	5 Months	4 Months	12 Wks	11 Wks	10 Wks	9 Wks	8 Wks	7Wks	6 Wks	5 Wks	4Wks	3Wks	2Wks	1 Week	Games	1 Week	2 Wks	2 Months
Host Community Representative																			
- Confirm Chair	<div></div>																		
- Committee Finalized	<div></div>	<div></div>																	
- Book major venues	<div></div>																		
- Plan how to fund Games Ass't	<div></div>	<div></div>																	
- Hire Games Assistant							<div></div>	<div></div>											
Chair																			
- Obtain Sponsors			<div></div>	<div></div>	<div></div>	<div></div>	<div></div>												
- Develop Cancellation Protocols								<div></div>	<div></div>										
- Final Games Report																		<div></div>	<div></div>
Host Committee																			
- Draft Registration Form			<div></div>	<div></div>	<div></div>														
- Registration Form Finalized						<div></div>	<div></div>	<div></div>	<div></div>										
- EAP Reviewed/Updated										<div></div>	<div></div>								
- Attend Meetings			<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
- Record Meeting Minutes																			
- Distribute Registration Forms									<div></div>	<div></div>	<div></div>	<div></div>							
- Cancel low participation events														<div></div>	<div></div>				
Event Coordinator(s)		<div></div>	<div></div>																
- Event Chairs finalized				<div></div>	<div></div>	<div></div>	<div></div>	<div></div>											
- Venues finalized				<div></div>	<div></div>	<div></div>													
- Event Chair Meeting											<div></div>	<div></div>							
- Update/contact Event Chairs									<div></div>				<div></div>		<div></div>				
Treasurer																			
- Open Bank Account							<div></div>	<div></div>											
- Issue Refunds																	<div></div>		
- Close Bank Account																		<div></div>	<div></div>
- Final Financial Report																		<div></div>	<div></div>
Ceremonies Coordinator																			
- Opening Ceremonies planned				<div></div>	<div></div>	<div></div>	<div></div>												
- Closing Ceremonies planned				<div></div>	<div></div>	<div></div>	<div></div>												
- Closing Ceremonies Program													<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
- Plan/Hold Volunteer Debrief									Plan	<div></div>							Hold	<div></div>	
Communications Coordinator																			
- Obtain Promo Opportunities				<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>							
- Prepare/Circulate Event Posters										<div></div>	<div></div>	<div></div>	<div></div>	<div></div>					
- Forward results to PSO's/Clubs																<div></div>	<div></div>	<div></div>	<div></div>
Registration Closes														<div></div>					
Key Dates are highlighted in Yellow																			
Responsibilities are assigned to the person/position designated to ensure they are completed on time																			
This timeline is designed to use as a tool to help show the inter-relationship between positions and responsibilities																			
This timeline may be helpful in Committee meetings to co-ordinate progress																			



55 Plus Games



Prince Edward Island

Hosting Manual



December 14, 2016

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55+ GAMES OVERVIEW

The PEI 55+ Games Society is a community based volunteer and non-profit organization formed in 1997 to promote a healthy lifestyle among Prince Edward Island seniors. To assist in achieving that goal, the Society organizes and stages a series of event and competitions called 'The Games'. The purpose of the Games is to encourage physical, social, and creative achievements through participation and friendly competition as well as engendering a sense of community spirit by providing the opportunity and catalyst for bringing seniors, their families, and the community at large together.

To assist the Society in fulfilling its mandate, a host committee is formed to organize and host each event. This guide is provided to assist local host committees in the planning and delivery of the PEI 55+ Winter and Summer Games. It is a template for effective planning while allowing flexibility to accommodate the characteristics of and facilities available in different communities. Host committees are subject to the Constitution and policies of the PEI 55+ Games Society.

HOST COMMUNITY RESPONSIBILITIES

- Assign a staff liaison to the host committee
- Use of Town facilities when feasible to stage Games events
- Provide an Event Assistant as full-time staff support for 8-12 weeks to help organize the Games
- Provide office space for an Event Assistant with necessary technical and communication services
- Involvement of Town officials in official opening ceremonies and other celebration events that are part of the Games
- Assist in the identification of volunteers from within the community to enhance individual events
- Provide sponsorship support of the Games as deemed appropriate by Town Council
- Promote the Games and the Town involvement in the event

PEI 55+ GAMES SOCIETY RESPONSIBILITIES

- Approve registration form in consultation with the host committee
- Provide updated technical packages
- Provide ongoing support in the execution of the Games, through the role of the Executive Director (ED)
- Select Games Ambassador
- Seek sponsorship opportunities, in particular at the Platinum, Gold, and Silver levels
- Share files and planning documents from previous Games

HOST COMMITTEE RESPONSIBILITIES

- Determine Games events
- Plan and organize the provincial Games, following the guidelines established by the 55+ Games Society
- Create a budget and open a bank account for the event
- Seek sponsorship opportunities, in particular at the Friend of the Games level
- Report on progress and submit final report to the 55+ Games Society

HOST COMMITTEE STRUCTURE

There are a number of ways to organize a successful 55+ Games. The provincial society recommends the formation of a separate local host committee for each set of Games made up of 8-10 members. Each host committee will function under the direction of a chairperson who brings a background of participation and interest in sports, a commitment to the mandate of the 55+ Games and good organizational skills. Each member of the host committee should oversee an area of planning. The 55+ Games Society recommends the following at a minimum: Chairperson, treasurer, event chair coordinator, communications coordinator, and ceremonies coordinator. The main responsibilities of each role are:

CHAIRPERSON

- Preside over all meetings of the Host Committee
- Communicate procedures and policies to host committee members
- Monitor the progress of each sub-committee in carrying out their mandate
- Promote Games participation
- Execute cancellation policy, if necessary
- Handle issues and complaints during the Games
- Draw up a list of potential local sponsors, with assistance from the ED & 55+ Games Society
- Ensure any sponsorship agreements are serviced i.e. that the sponsor has received value for money
- Supervise wrap-up activities: reports, thank-you letters, final financial statements etc
- Submit a final event report to the PEI 55+ Games Society

TREASURER

- Prepare a budget to reflect financial requirements for revenue & expenses
- Establish financial management systems and procedures
- Set up a bank account with two signing officers to handle income and expenditures
- Provide regular financial updates at host committee meetings
- Control bank deposits and payments
- Ensure financial transactions are supported with authorized receipts
- Submit a final financial report to the host committee chair for inclusion in the event final report
- Close the bank account when all funds have been collected and all payments disbursed

- Record minutes of all meetings until an event assistant is hired

EVENT CHAIR COORDINATOR (or CO-COORDINATORS)

- Determine facility needs for each event
- Book facilities
- Ensure each facility has the necessary equipment for each event, working with the event chair
- Identify event chairs for all events
- Act as main liaison between the host committee and event chairs
- Ensure event chairs receive all updates from the host committee
- Support event chairs in the execution of their task
- Provide registration updates to event chairs and at host committee meetings

COMMUNICATIONS COORDINATOR

- Review public relations plan included in hosting manual
- Execute public relations plan with any modifications for host community that are required, both prior to during and immediately following the Games

CEREMONIES COORDINATOR

- Plan official opening and closing events, in consultation with host committee
- Plan closing celebration ceremony, often a banquet
- Plan any other celebration activities such as community concert, ceilidh, etc.
- Planning for ceremonies includes, but is not limited to: booking a facility (in consultation with venue manager), selecting caterer, negotiating menus and prices, inviting special guests, arranging speakers and/or entertainment, determining order of the day, recruiting an MC, organizing room set-up and decorations, assisting with the distribution and collection of tickets, determining cost of tickets, and arranging any special awards
- Ensure adequate infrastructure for approved events, for example stage, lectern, banners, sound system, projector, screen, etc.
- Develop protocols for medal ceremony and arrange for presenters and photographers, as required
- Determine volunteer thank-you/wrap-up event

OTHER TASKS for Committee Members

- Work in cooperation with the ED to complete the Games registration form
- Assist in the distribution of registration forms to ensure widespread circulation
- Establish timelines and procedures for the collection and recording of registration forms
- Assist in the collection of tickets at the closing banquet or other celebratory event
- Seek local sponsors at the Friends of the Games level (\$200), either cash or in kind, as well as for door prizes, when necessary

Also on the host committee:

55+ GAMES REP

- Act as an experienced resource to the host committee in the execution of 55+ Games
- Liaise between the host committee and the PEI 55+ Games Society

MUNICIPAL REP

- Assist the venue manager in booking suitable facilities within the community when feasible
- Liaise between the host committee and the host Municipality
- Promote the Games within the community, in support of the communications director

55+ GAMES EXECUTIVE DIRECTOR

- Provide ongoing support during the planning and execution of the Games
- Deliver all 55+ Games equipment to the host committee, including medals
- An ex-officio member of the host committee

HOST COMMITTEE STAFF (EVENT ASSISTANT)

- Maintain registration database, including collection of fees
- Notify Host Committee members of upcoming meetings
- Arrange meeting location, prepare and distribute agendas
- Attend meetings and prepare and distribute minutes of meetings
- Prepare and distribute event binders to event chairs
- Prepare letters and reports, as required by the chair
- Prepare letters of thanks to sponsors and others, to be sent following the event
- Other duties as required
- NOTE: It is not always possible to obtain funding for an event assistant. In those cases, the host community, host committee, and the PEI 55+ Games Society will need to co-operate to share these tasks
- See appendix for job timeline

EVENT CHAIRS

The event chairs are the backbone of a successful Games. These are the volunteers who are in charge of hosting an individual event (see proposed list below).

Responsibilities:

- Recruit volunteers as required, with assistance from the volunteer coordinator
- Identify list of needs for event
- Inspect facilities to ensure they are adequate for the competition
- Ensure all necessary equipment is available for the event
- At registration deadline and in conjunction with the host chair, recommend to host committee cancellation of event(s) due to limited registration
- Prepare a schedule based on registration and in line with the event technical package
- Ensure all participants are properly registered and confirm actual participants following the event
- Extend welcome to participants and circulate information from the host committee at the start of the event
- Oversee the identification of winners and presentation of medals
- Ensure event results are provided to the communications coordinator immediately following the competition
- Return all supplies and equipment, along with event technical package to the Games office
- At the conclusion of the Games prepare a report with recommendations for future events, to be included in the chairmen's final report
- Promote the event to ensure participation
- Coordinate provision of appropriate refreshments

PROPOSED EVENTS

The PEI 55+ Games Society encourages the inclusion of new or different events in each set of Games. It is normal for the event list to vary from season to season and from one host community to another depending on facilities and local customs. Listed below is a sample offering for each set of Games based on past experience.

Summer	Winter
10km / 5km Run	Auction 45
Auction 45	Badminton
Bocce	5 Pin Bowling
5 Pin Bowling	Checkers
Car Rally	Contract Bridge
Contract Bridge	Cribbage
Cribbage	Crokinole
Crokinole	Cross Country Skiing
Cycling (Trail, Road, Time Trial)	Curling
Darts	Darts

Duplicate Bridge Golf – Men’s, Women’s, Mixed Best Ball Horseshoes Lawn Bowling Nature/History walk Pickleball Scrabble Softball - Slow Pitch Walking - Predicted Time Washer Toss	Duplicate Bridge Hockey - Men’s, Women’s Pickleball Pool- 8 Ball Scrabble Skating Snowshoeing Squash Stick Curling Swimming Table Tennis Walking - Predicted Time
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EVENT TECHNICAL PACKAGES (BINDERS)

Each event chair will be given a technical binder which lays out how each event is to be conducted and the rules that govern that event. The Event Technical Packages are the responsibility of the Board of Directors of the PEI 55+ Games Society and it is their duty to ensure that these binders are up-to-date. Copies can be found in the appendix.

CEREMONY EXPECTATIONS

CELEBRATION

Social events are a crucial part of the 55+ Games. Each host committee is encouraged to include celebration events in the plans for the Games.

Historically, a closing banquet is held on the Friday of the Games which features a sit-down dinner and the presentation of some awards (such as a presentation to the Games Ambassador). The banquet can vary from a turkey dinner to a lobster dinner or anything the host committee feels adequate for the occasion. Tickets for a closing banquet are generally sold as part of the registration form as final numbers need to be confirmed with the caterer in advance. The price of tickets should, in general, cover the cost of the meal and typically fall in the \$15-\$20 range. In the past, Games participants have been allowed to bring guests to the closing banquet.

Some other recommendations based on past Games recommendations:

- Special guests should include: municipal representatives from the current host, municipal representatives from the upcoming host, provincial government representatives, PEI 55+ Games Society president, the Games Ambassador and spouse, representatives from major sponsors including Vogue Optical, etc.
- Do not present event medals during the celebration event as it makes it long and tedious
- Provide a slideshow of photos from the week
- 50/50 tickets can be sold at this event to increase Games revenues
- If presenting to the Games Ambassador, also consider a token of appreciation for the spouse

- The banquet should be held on Friday afternoon when all morning events will be completed

Other events a host committee may consider:

- Community concert: a free or low cost event held in conjunction with a wellness expo
- Ceilidh: held on Friday or Saturday night at a local hall or pub
- Wellness expo: in the past during the Winter Games, a free wellness expo has been hosted on Friday afternoon with booths set up from local companies or organizations that provide health or wellness services to seniors. Past exhibitors have included: the Tai Chi Society, Vogue Optical, Murphy's Pharmacy, PEI Heart & Stroke Foundation, etc.

OPENING

Due to the nature of the 55+ Games, the Opening Ceremony is more of a media event, than a participant event, though participants are invited to attend. However, there is no time when all participants are in the same area so not all would be in the community for the opening ceremony. The format for the Opening Ceremony is at the discretion of the host committee with the following recommendations by the PEI 55+ Games Society:

- Hold on Monday or Tuesday, depending on event schedule
- Special guests should include: municipal representatives from the current host, municipal representatives from the upcoming host, provincial government representatives, PEI 55+ Games Society president, the Games Ambassador and spouse, representatives from major sponsors including Vogue Optical, etc.
- Allow speaking time for special guests
- Ceremony should include raising the PEI 55+ Games Society flag in a prominent community location
- Winter Games should also raise the hosting banner
- Host Committees are encourage to be creative while keeping this a low cost event
- An active community event can be held in conjunction with the Opening, such as a group nature walk or a group skate

MEDALS

Medals should be presented, whenever possible, at the conclusion of each event. A protocol should be developed by the ceremonies chair so that all medal ceremonies throughout the Games are similar. The PEI 55+ Games Society recommends the following:

- Event chairs should be given a script to follow for the medal presentation
- Photos should be taken of the winners, either individually or as a group. Photos can be taken by the event chairs or photographers could be arranged to take pictures throughout the Games.
- Board members of the PEI 55+ Games Society can be available to present medals if scheduled in advance.
- Medals should be put on the winners and worn for photographs
- Winners often 'donate' their medals back to the organization

EVENT ADMINISTRATION POLICIES

CANCELLATION

The Postponement and Cancellation Protocol for weather cancellations should be amended every year and placed in the event binder for every event chair. In the case of low registration, the event chair should recommend cancellation to the host committee and contact any registered participants or team captains to advise them of cancellation.

REFUNDS

In the event of the complete cancellation of an event:

- If registrants are registered for only that event, they will be refunded all administration fees.
- If individuals are registered to participate in multiple events, they will only be reimbursed for the cancelled activities and they will not be refunded the \$5 Games Administration Fee.
- Refunds will also be issued if the banquet is cancelled.

If people fail to show up for their event, refunds will not normally be issued. If events are postponed due to weather and the committee receives requests for refunds based on extenuating circumstances, decisions will be made on a case by case basis. The same extenuating circumstances criteria is normally used for banquet refund requests received no later than noon on the Wednesday of Games week.

Unless events are cancelled, no refunds will be issued unless participants forward individual written requests to the organizing committee within one week of the last day of the Games.

GAMES ADMINISTRATION FEE

All participants are required to pay a \$5 administration fee at every 55+ Games. This fee covers, among other things, insurance fees and the cost of medals. These fees are payable by the host committee to the PEI 55+ Games Society at the conclusion of the event. Life Members of the PEI 55+ Games Society are exempt from this fee. A list of Life Members can be provided to the host committee by the ED Director upon request.

EVENT REGISTRATION FEES

Each event scheduled during the Games should have a minimum event fee of \$5. This fee is in addition to the Games administration fee. Event fees are determined by the host committee and should cover the cost of hosting the event. Any exception to this policy should be approved by the PEI 55+ Games Society.

AWARDS

Gold, silver, and bronze medals are awarded to the top 3 competitors in every event of the 55+ Games except for demonstration events.

DEMONSTRATION EVENTS

Occasionally, host committees wish to add new or different events to the Games in a demonstration capacity. As a rule, demonstration events have no event fee and no awards are presented. Demonstration events must be approved by the PEI 55+ Games Society.

LATE REGISTRATION

The host committee should set a registration deadline approximately 10 days prior to the start of the Games. There are a large number of registrations, many of which come right at the deadline. The host committee will need time to process the forms and put together schedules.

Generally, late registrations will not be accepted. However, exceptions can be made on a case by case basis, usually in consultation with the event chair. Some events may seek a few late registrations in order to make their schedule work better. For example, singles crokinole is easier to schedule with an even number of participants. Also, in cases where some teams have only a portion of their participants registered, the remainder are allowed to register late, rather than having to refund participants or cancel an event. The overall goal of having as many seniors participate as possible should be considered when considering late registration requests.

Any late registration requests should be approved by the event chair and the host committee chair.

PUBLIC RELATIONS PLAN

- The Communications Coordinator is responsible for the Public Relations Plan with the support of the ED of the PEI 55+ Games Society.
- It is important to consistently refer to the event by the same title: [Title Sponsor] PEI 55+ Winter Games or [Title Sponsor] PEI 55+ Summer Games.
- The 55+ Games logo should be used as is without being stretched or amending the colours.

Before the Games

- Seek opportunities to promote the 55+ Games in the local media. For example: a promo spot with Boomer on Compass, articles in the Voice for Island Seniors, press releases to local newspapers, etc.
- Prepare general event posters and event specific newspapers. Ensure these are posted around the host community in places seniors congregate, example at the local seniors club, as well as in venues province-wide, example at all bowling alleys. Whenever possible, leave registration forms at these locations.
- Promote within the host community as much as possible.

During the Games

- Recruit photographers to ensure that each event is recorded with both action shots and photos of the medal winners.
- Update the 55+ Games website daily with results and photos.
- Update 55+ Games social media multiple times throughout the day with results and photos.
- Recognize sponsors as much as possible during the week by including them in photographs and social media.
- Gather stories that occur during the Games such as first time participants winning medals, multiple medallists, unique feats such as an eight ender in curling, repeat winners, etc.

After the Games

- Compile all the results and stories from the week into a press release. Include photos from the weeks. All photos sent to the press need to include the names of those in the photo.
- Ensure all participants names are spelled correctly prior to distributing the press release.
- Forward the press release to all local media as well as event sponsors, when applicable.

REGISTRATION & FINANCIAL CONTROLS

COLLECTION

Registration forms and fees are usually collected in three ways: mail-in to the PEI 55+ Games Society office, drop-off at the PEI 55+ Games office, and drop-off at the event office or other suitable location in the host community. It is important that registration forms are reviewed immediately when they are dropped off to ensure they are filled out properly, signed, and the fees are correct. Any errors that cannot be corrected right away should be noted on the front of the registration form.

RECORDING

Whenever possible, the event assistant is responsible for recording all registration information in a master spreadsheet. This spreadsheet is a key component to organizing a successful Games as it will track all participants and their events, as well as all administration fees. It is the main task for the event assistant. Any errors that are noted on the front of the registration form should be addressed immediately.

DEPOSITING

The amounts to be deposited should match the registration database. It is recommended that the host committee treasurer reconcile the bank deposit with the registration database and do all the bank deposits. This is to ensure that more than one person is responsible and to help prevent mistakes. Once registrations start to arrive, there will be large amounts of cash and cheques to be deposited; deposits may have to be done 2 or 3 times a week in the final weeks leading up to the registration deadline.

PETTY CASH

The host committee may wish to have a small amount of petty cash on hand at the registration drop-off locations to assist with making change for participants registering and for making small purchases, such as office supplies. If used, standard petty cash protocols should be followed, including the keeping of all receipts.

FINAL REPORT TEMPLATE

The host committee chair must submit a final report to the PEI 55+ Games within 60 days of the event. The report should include the following:

- Report of the Host Committee Chair- this report should provide an overview of the Games, participant totals, appropriate thank-you's, event highlights, event issues, and recommendations for the PEI 55+ Games Society and future host committees, etc.
- Financial Report- see template
- Registration Breakdown- a list of participant numbers by event
- Event Chair recommendations- event chairs are asked to submit a brief report to the host committee chair for inclusion in the final report. Their report should include any organizing tips and recommendations for future events.

55+ GAMES EVENT ASSISTANT TASK GUIDELINE

1ST WEEK

- Collect office and event supplies from 55+ Games Society ED
- Get familiarized with organization, look through last year's files
- Get very familiarized with Database for upcoming year
- Get familiarized with 55+ Games website. (How to login, update, news articles etc.)

2ND WEEK

- Send sponsorship letters to possible and returning sponsors. Also, confirm who is making the follow up call to each business after letters have been sent. (1 week after by Host Chair or President)
- Make a phone call to each facility for verbal confirmation and to let them know you will be sending a confirmation letter stating location, time, date and price. Prices should be set up in advance but if not this should be taken care of right away. Make sure you tell them the letter is not considered an invoice and one should be sent after the event.
- Registration forms should be finalized this week by Host Committee and 55+ ED
- Get familiarized with the registration form, times, dates, facility, events

3RD WEEK

- If the registration form is ready and the database is updated proceed to start mailing out to participants. Events, schedule and location should be in place no later than 8 weeks prior.
- Those who have correct e-mails do not need to be sent a form in the mail. You can send e-mails with the form attached or they can get it off the website www.55plusgamessociety.ca.
- Make sure the website is updated with correct forms and information for upcoming events
- Also mail registration forms to sporting facilities throughout PEI.
- Get binders ready for first Host Committee meeting, as this meeting is orientation for the event chairs. Also print an event coordinator sheet so you can fill in those event chairs whose information you don't have yet. In relation to event chairs you should have a blank event data sheet for each person so they can fill it out and send it back to you stating what their event will need in way of supplies.
- Once organized create a one page flyer or poster for upcoming games.

4TH WEEK

- Become familiar with each facility. Drive to each venue with registration forms and get to know each contact. Also drop off forms to Vogue Optical and to the senior active living organizations in the area.
- Once forms are out start working on media. Be creative with promotions and marketing. Send information on upcoming games to newspapers and radio stations.
- E-mail event chairs to let them know the event data sheets with supplies need to be collected by the end of the week. Remind them to put everything they will need, as they will not get what they don't ask for. Once all are in make an event supplies list that is needed for each individual event. If you need any supplies, get them.
- Once forms start coming in, stay on top of them. Check each over and make sure all information is correct. If they still owe money, call them and tell them right away.

- Also some forms will be returned as people have moved etc. You will need to call them and get their new address and update it in the database.

5TH & 6TH WEEK

- If possible rules for each event should be updated this week.
- Data entry will be taking place most of this week, as forms should be arriving in good numbers. (All participants need a receipt.)
- The only other main thing is to keep on the media promoting early entries to the games and letting all the papers and radio stations know about the deadline for registration forms.
- Create a volunteer list for each individual event.
- In relation to money contact the treasurer and set a day, maybe twice a week for pick up. Also keep track of each deposit, how much and date.
- Also press release in Sport Pei promoting the games should be sent in before Feb 1st to run on the second Tuesday of February.

7TH & 8TH WEEK

- The main focus for the next two weeks is getting the database finished.
- Once the database is finalized make sure the curling, hockey, and bowling are given registration lists right away along with their binders if possible, so they can get draws made up.
- Once the schedules are made for hockey, curling, and bowling post it on the website and ask event chairs to call all the team captains for their playing times.
- Pick up any supplies for events that have not been picked up yet
- If the database is finished start making up event binders so they are ready as soon as possible.

9TH WEEK (WEEK OF GAMES)

- If database is not finished get it done first.
- Pick up sponsor signage at Vogue Optical.
- Produce a media kit for marketing, announcements, schedules, ceremonies, history, ambassadors etc. send in to media
- Send an email out to all event chairs to pick up their binders on Monday along with their volunteer list and go over with each chair what they must do before and after their event (results need to be given to you or the person in charge of communications right away so the results can be posted on the website immediately and in the newspaper the next day)
- Call all event chairs and make sure they have everything they need for their event, also find out who is setting up the morning or evening before and if they need help, find someone for them.
- Day of Games try to make an appearance to each event and help whenever you can.

10TH, 11TH, & 12TH WEEK

- Return any sponsor signage not collected
- Process any refunds that are necessary
- Collect event evaluations and comments from event chairs
- Assist with compiling final report
- Organize supplies and create inventory list
- Prepare thank-you letters for sponsors
- Organize electronic files and submit to 55+ ED
- Return supplies to 55+ office in Charlottetown

REFRESHMENT GUIDELINES

As the Games continue to grow, refreshments have begun to be expected at certain events. However, the addition of refreshment can increase expenses and should be considered carefully. It is important to remember that all event fees should cover the cost of hosting the event. In order to assist the host committee, the PEI 55+ Games recommends the following:

- Water be provided at active events: running, bocce, cycling, golf, horseshoes, ring toss, table tennis, lawn bowling, softball, hockey, skating, walking, badminton, curling, snowshoeing, squash, stick curling, and cross-country skiing.
- Tea & Coffee be provided at most recreation events: auction 45, contract bridge, cribbage, crokinole, duplicate bridge, scrabble, and checkers.
- Snacks are also sometimes provided at the recreation events listed above. These can include muffins, squares or candy (crokinole always has licorice all-sorts!). In order to cover this expense, these events often hold a 50/50 draw among the participants. If 50/50 draws are used, the host committee should determine the cost of tickets so they are the same at each event.
- The event chairs are responsible for organizing refreshments and should submit receipts for reimbursement from the host committee. A budget of \$1/person is a guideline for spending. This would be adjusted for events that occur over multiple days.
- Some events are often held on the same day and get a lot of the same participants, particularly auction 45 and cribbage. In these cases, it is important to have options for lunch available for participants to purchase. This could mean either having a canteen set up to sell sandwiches or advising a nearby restaurant that a large number of seniors may be coming on the day and having a special menu available or any other suitable option.
- Some recent host committees have had success with sourcing refreshments from local business as in kind donations. The committee should ensure that all information on items procured is relayed to the event chair via the event chair coordinator.

55+ GAMES BUDGET & REPORTING TEMPLATE
INCOME & EXPENSE STATEMENT

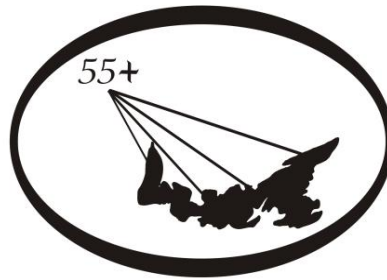
Income	Projected Budget Cash	Projected Budget In Kind	Actual Cash	Actual In Kind
Administration Fees (\$5)				
Event Fees				
Banquet				
Other Celebration Events				
Fundraising (silent auction, 50/50 draws, etc.)				
Government Grants				
Sponsorship:				
Sponsor 1				
Sponsor 2				
Sponsor 3				
Total Income				

Expenses	Projected Budget Cash	Projected Budget In Kind	Actual Cash	Actual In Kind
Facilities Rentals:				
Facility 1				
Facility 2				
Officials				
55+ Membership Administration Fees				
Signage				
Medical				
Medals				
Other Awards & Prizes				
Public Relations				
Event Supplies				
Event Hospitality				
Volunteer Recognition				
Host Committee				
Bank Fees				
Refunds				
Postage/Printing				
Staff Wages				
Office Supplies				
Banquet				
Other Celebration Events				
Total Expenses				
Net Revenue				

HOST COMMITTEE TIMELINE

Coming soon!

55 Plus Games



Prince Edward Island

EIGHT BALL POOL

Age Groups:	Male and Female	55+ Singles
	Male and Female	70+ Singles

Rules:

1. Players will be allowed to use their own cues.
2. Rules, as adopted from the Billiard Congress of America.
3. Tournament shall be round robin format. Type of round robin will be determined by the number of entries.
4. Total points at the end of the competition will determine the standing for medals.
5. Ties qualifying for medals will be broken by a sudden death game.

Medals: 4 Gold, 4 Silver, 4 Bronze

Event Supplies

Equipment Available:

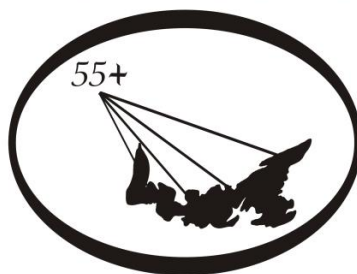
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting 8 Ball Pool:

- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- The event chair is responsible for creating the round robin schedule
- Often this event is run with a round robin with all participants regardless of category. Medals are awarded based on highest points in each category. A double round robin may be used if time allows
- Medals are awarded based on points earned during the round robin. There are no playoffs.
- When creating the schedule care should be taken to ensure that each player gets lots of game but that the event doesn't run too long. This is especially important if the event is run on a weeknight.
- A volunteer will be needed to record scores as games finish and to assist with checking in participants.
- Recent participation has ranged from 5-12.

55 Plus Games



Prince Edward Island

45s

Age Groups: 55+ Open Pairs

Rules:

1. The first dealer is determined by a cut of the cards. Aces are low. Cuts before a deal are to the dealer's right. Each player receives five cards.
2. The dealer turns up trump (top card of the deck). If an ace is turned up, the dealer must take it or it becomes a dead card.
3. Each player will deal once per game.
4. Each event is 10 games (or "tables").

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- 36 decks of cards
- Pencils for each table
- Scoresheets
- Markers
- 50/50 tickets
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting 45s:

- Whenever possible, this event should be held on the same day as the Cribbage or Auction 45 event as people often like to participate in both but don't want to come back on multiple days.
- The facility selected should be big enough to accommodate a minimum of 100 people but ideally closer to 140. If there are space restrictions, this should be noted on the registration form to indicate the maximum number of participants possible.
- Small 4 foot card tables are recommended but 8 foot tables can be used if that's all that is available.
- It is important to start on time and stay on time, especially if this event is held in the morning.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. In the card events, there is usually a case or two of pairs who do not show up or of a substitute arriving for someone who couldn't make it. All substitutes need to fill out and sign a registration form in order to play.
- The event chair is responsible for creating a rotation plan to keep the event moving.
- Each team should play a minimum of 10 games.
- Participants will expect a 50/50 draw to take place. Proceeds must be returned to the host committee. The host committee should set the 50/50 prices to ensure they are the same at all events. A float will be required.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- In addition to refreshments, lunch options should be provided for participants as

many will be there for the morning and afternoon with only a 45-60 minute break. Traditionally, a luncheon in the \$5-\$7 range has been made available at the venue for participants. This would need to be arranged with the host committee and volunteers would be needed to collect payment.

- Volunteers will be needed to record scores as games finish and to assist with checking in participants and selling 50/50 tickets. The event chair may consider having a “spare pair” of volunteers on hand who can play if it helps even out the tables.
- Recent participation has ranged from 130-148.

55 Plus Games



Prince Edward Island

AUCTION 45

Age Groups: 55+ Open Pairs

Rules:

1. Deal: The first dealer is determined by a cut of the cards. Aces are low. Cuts before a deal are to the dealer's right. Each player receives five cards dealt in batches of 3-2 or 2-3. The 4 cards for the kitty are also dealt 2 cards at a time after each deal to the dealer. If there is a misdeal, there will be a new deal by the same dealer.
 - if any hand has the wrong number of cards,
 - if fails to adhere to his chosen dealing plan,
 - if a card is exposed during the deal.
2. Bidding: The bidding starts with the player to the dealer's left and continues clockwise. Each player in turn may either bid or pass. Bids are made in multiples of 5, up to 30, with no suit being mentioned. Each bid must be higher than the preceding bid, except that the dealer in his turn can say "I hold" as his bid. This means that he bids the same as the last bid; he has the right to name the trump if no one bids higher than he. After the dealer holds, each player in turn who has not passed may bid again. This continues until all players but one have passed. The winning bidder shall have 2 options: (1) naming the trump suit before claiming the kitty; or (2) discard their hand and looking at the kitty before declaring trump, once they have discarded their hand no cards may be taken from it. A side having 100 or more points must bid at least 20.
3. Play: The player to the left of the winning bidder makes the opening lead. The hand is played out in tricks. If unable to follow the suit led, any card may be played. A trick is won by the highest trump played on it, or the highest card of the suit led if no trump are present. A hand must follow suit to a lead, if able, with the following exceptions:

- Even though able to follow to a non trump lead, a player may trump if he pleases
- The three highest trumps (5, Jack or Ace of Hearts) have the privilege of reneging when a lower trump is led. For example, if the trump six is led, a player holding any of these three top trumps without lower trumps may discard instead of following suit (if he has lower trump also, he must play a trump). But there is no reneging against a higher trump. For example, if the trump Jack is played, the holder of the five may renege but not the holder of the Ace of Hearts.

4. Scoring: Each trick counts 5, and the highest trump in play counts an additional 5. After the hand, each side counts what they have taken. If the bidder's side has taken at least the amount of the bid, they score all they have won. If this side fails, the amount of the bid is deducted from its score. The other side in either case always scores what it has won in tricks. If a side bids and makes 30 (all the points), they score 30.

5. Rules of Play: Each table will play a total of 4 hands per game. Game winners will be the team with the highest score after 4 hands. Team who wins the first game will move after each game. Should a team, or team member have a mobility concern they will remain at the same table, and the opposing team will move to said table.

6. Wrong Number of Cards: After the first bid, but before the opening lead, if any hand is found to be wrong, it must be rectified. A short hand must draw additional cards from the stack. A long hand has the excess drawn out by the player to his right and placed face down. If any hand is found to be wrong after the opening lead, it is discarded and play continues without this hand. The side of the player with the wrong hand may not score for the deal, and if it made the trump its bid is scored as a loss.

7. Exposed Card: After the opening lead, if a player illegally exposes any of the three highest trumps, he must discard his hand and his side cannot score. If this was a player on the bidding team, the bid is scored as a loss. If a lower card is exposed, it is left face up on the table and must be played at the first legal chance to do so.

8. Total points at the end of the competition will determine the standing of medals.

10. Ties among pairs qualifying for medals will be broken by a sudden death game.

11. All pairs must have the same partners throughout the competition except for special circumstances.

12. If there is a late start to the event, the event chairs may determine that only 10 games will be played instead of 12, to aid in time delay.

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- 36 decks of cards
- Pencils for each table
- Scoresheets
- Markers
- 50/50 tickets
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Auction 45:

- Whenever possible, this event should be held on the same day as the Cribbage event as people often like to participate in both but don't want to come back on multiple days.
- The facility selected should be big enough to accommodate a minimum of 100 people but ideally closer to 140. If there are space restrictions, this should be noted on the registration form to indicate the maximum number of participants possible.
- Small 4 foot card tables are recommended but 8 foot tables can be used if that's all that is available.
- It is important to start on time and stay on time, especially if this event is held in the morning.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. In the card events, there is usually a case or two of pairs who do not show up or of a substitute arriving for someone who couldn't make it. All substitutes need to fill out and sign a registration form in order to play.
- The event chair is responsible for creating a rotation plan to keep the event moving.
- Each team should play a minimum of 10 games.
- Participants will expect a 50/50 draw to take place. Proceeds must be returned to the host committee. The host committee should set the 50/50 prices to ensure they are the same at all events. A float will be required.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- In addition to refreshments, lunch options should be provided for participants as

many will be there for the morning and afternoon with only a 45-60 minute break. Traditionally, a luncheon in the \$5-\$7 range has been made available at the venue for participants. This would need to be arranged with the host committee and volunteers would be needed to collect payment.

- Volunteers will be needed to record scores as games finish and to assist with checking in participants and selling 50/50 tickets. The event chair may consider having a “spare pair” of volunteers on hand who can play if it helps even out the tables.
- Recent participation has ranged from 130-148.



BOCCE

Age Categories: Open Pairs

Rules:

1. Each team will consist of 2 players. Each player will throw 2 balls from the same end of the court to consist of an end played. The lead will throw the first 2 balls and the skip the second 2.
2. A coin is tossed to determine which team throws first. The team winning the toss has the choice of throwing first or last. The team throwing first throws out the pallino. If the pallino does not stay within the playing area the other team will throw it but this does not change the order of throwing the balls. If the pallino lands within 1 foot of the boundary of the court, the referee will centre it on the playing surface. If neither team's throw stays within the playing surface, the referee will centre the pallino on the playing surface.
3. After the first end, the team which wins the end throws out the pallino and throws the first ball.
4. When throwing, a player will not go beyond the delivery line. Nor shall any player go beyond the delivery line during the end. The referee will determine who is closer for the purposes of who throws next.
5. When playing an end, the team which has the ball closest to the pallino does not throw until the other team gets a ball closer. Once a team has thrown all its balls, the opposition will throw the remainder of their balls in an attempt to score bonus points.
6. If a team knocks the pallino out of bounds, the other team is awarded 2 points and the end is finished.
7. A game will consist of 6 ends or 10 points which-ever comes first.
8. The game is scored the same as curling. One point is scored for each ball closer to the pallino than any of the opposition's balls. One player from each team shall be designated to help with measuring.

9. Medals will be awarded to the teams with the best winning records. When teams have similar records, the team which won between the tied teams in round robin play will be declared the winner. If this does not break the tie, then the team with the greatest points differential during the competition will be declared the winner.

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- 4 sets of bocce balls
- 4 wooden scoreboards
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Bocce:

- Venue for this event needs to be level and firm on short cut grass or turf. Each court should be 60' x 13'. Each line/boundary, including a centre line should be marked with pylons. The centre of the cone should be used to establish in bounds.
- Volunteers may be needed to record scores and act as referees. If the schedule allows, player not playing during that round may serve in this role.
- Referees will need equipment to measure distance to determine which ball is closer.
- A round robin format is typically used. In the event of a large number of registrations, divisions may be created.
- The event chair is responsible for creating the draw schedule.
- Be sure to explain the rules fully to all participants.
- Recent participation has ranged from 8-14

55 Plus Games



Prince Edward Island

5 PIN BOWLING

Categories:	55+ Men's POA	55+ Men's Scratch
	55+ Women's POA	55+ Women's Scratch
	65+ Men's POA	65+ Men's Scratch
	65+ Women's POA	65+ Women's Scratch
	75+ Men's POA	75+ Men's Scratch
	55+ Mixed Team POA	
	65+ Mixed Team POA	
	75+ Mixed Team POA	

Rules:

1. The Canadian 5 Pin Bowler's Association Official Rules shall apply unless hereby stipulated.
2. Scratch: Playing format will be decided by the sport chairperson in relation to the number of entries. Total points at the end of the competition will determine the standing for medals.
3. Pins Over Average teams will consist of 5 players of any gender.
4. Total points at the end of the competition will determine the standings for medals.
5. In the event of a tie between teams for medals, a one game tie breaker will be played.
6. All players must have a bowling average that is certified by and on record with their bowling centre.
7. Bowlers are guaranteed a minimum of 3 games during the competition.
8. The foul line is not used during this competition

Medals: 27 Gold, 27 Silver, 27 Bronze

Event Supplies

Equipment Available:

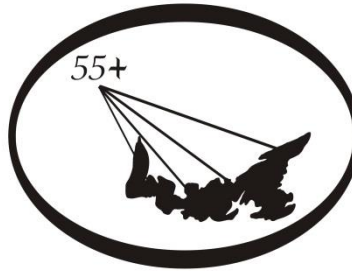
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Bowling:

- Bowlers often fail to put their POA on their registration form. If this is missing, it should be available at their bowling alley or by contacting the individual.
- Bowlers frequently register incorrectly for this event. The event chair should review the category with participants as they check in to ensure they are in the right one.
- Recently there has been discussion amongst the bowlers about combining some divisions, particularly the POA divisions, to create more competition. If the event chair decides to do this, it is advisable to review the changes with the participants prior to the start of the competition. Also, contact the 55+ Games office.
- If there are more bowlers than available lanes, the event chair is responsible for creating the schedule, if required. Once the schedule is ready, it should be sent to the 55+ Games office for publication on the website and in local newspapers. The event chair may also want to contact the team captains to advise them of their first game.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- Recent participation has ranged from 52-70 in team bowling and 27-42 in singles bowling. Numbers have been declining slightly in this event each of the past few years.

55 Plus Games



Prince Edward Island

CONTRACT BRIDGE

Age Groups: 55+ Open Pairs

1. The provisions of the laws of Contract Bridge shall apply.
2. Play is a round robin format with four hands per round.
3. High card cut will determine first dealer.
4. Cards may not be picked up until the deal is completed. If a misdeal is declared the same person will re-deal, with the player on the left remaking the cards, and the one on the right cutting again.
5. A misdeal is also declared if a 10 honour card or a face card is exposed during the deal. The same re-dealing procedure is followed.
6. Two throw-ins per round only. The third throw-in counts as a played hand. In the event of a throw-in, the dealer deals again.
7. One bids must be played.
8. Honours must be scored before the next hand is dealt.
9. Once vulnerable, you remain so until the four hands are completed.
10. Players may not check on the last trick once the lead has been made.
11. Player may not play from the dummy before the person on their left has played. No one

else may touch or play a card from the dummy.

12. The penalty for revoking (reneging) is the value of two tricks awarded to the opponent if tricks are won during or after the reneging.
13. The cards must be played to the last trick.
14. There are two score cards at each table. A member of each pair is to keep score. Opponents will initial each other's card before they are handed in.
15. Total points at the end of the round robin(s) will determine the standings for medal playoffs and the order of finish.
16. All pairs must have the same partners throughout the competition except for special circumstances.
17. Ties among pairs qualifying for the playoffs will be broken by a round of four hands.
18. 100 points are needed for a game. If a bid is doubled, multiply by two. If redoubled, multiply by four.
19. Game Scores:
 - Two game 700 points
 - Quick game 500 points
 - Slow game 300 points
 - Part game 50
 - Little slam: Not vulnerable 500, Vulnerable 750
 - Grand slam: Not vulnerable 1000, Vulnerable 1500
 - Honours 100/150
20. Overtricks:
 - Undoubled, each: Not vulnerable and Vulnerable- Trick Value
 - Doubled: Not vulnerable 100, Vulnerable 200
 - Redoubled: Not vulnerable 200, Vulnerable 400

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

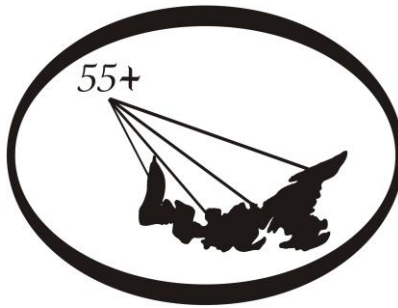
- 10 decks of cards
- Pencils for each table
- Scoresheets
- Markers
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Contract Bridge:

- Small 4 foot card tables are recommended but 8 foot tables can be used if that's all that is available.
- It is important to start on time and stay on time, especially if this event is held in the morning as participants may be in another event in the afternoon.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. In the card events, there is usually a case or two of pairs who do not show up or of a substitute arriving for someone who couldn't make it. All substitutes need to fill out and sign a registration form in order to play.
- The event chair is responsible for creating a rotation plan to keep the event moving.
- Depending on the number of teams entered a double or triple round robin may be used to ensure enough games per team.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- Volunteers will be needed to record scores as games finish and to assist with checking in participants. The event chair may consider having a "spare pair" of volunteers on hand who can play if it helps even out the tables.
- Recent participation has ranged from 25-30.

55 Plus Games



Prince Edward Island

CRIBBAGE

Age Groups: 55+ Open Pairs.

Rules:

1. The provisions of the Laws of Cribbage shall apply except as hereby Stated:
 - (a) One game of 121 points constitutes a match.
 - (b) No penalty or extra premium for a skunk.
 - (c) As soon as a player pegs out, no further counting can be done.
 - (d) Cut for crib in each game. Lowest card wins the deal.
 - (e) When counting, cards must be placed face up on the table.
 - (f) In the event of a misdeal, the dealer will deal again.
 - (g) Jacks cannot be counted for pegging out if a player's peg is past the 115th hole. This refers to Jacks that are "cut" only.

(h) Any points missing cannot be counted once a player has finished moving his peg.

(i) Suit in the hand counts four;

Suit in the hand plus the deck card counts five;

Suit in the crib plus the deck card counts five;

Suit in the crib only, does not count.

(j) No muggins allowed (players get whatever they have).

(k) The Opposition must concur your score before you peg.

2. Tournament shall be round robin format. In the event of a tie, an extra game shall be played.
3. The scoring system will be based on accumulated points from game to game. No game may be conceded.
4. If one or both players of a pair are five minutes late for the start of a game, the pair forfeits two points for each five minute delay, to a maximum of ten minutes. A game defaulted for time delay will award the opponents with 121 game points.
5. Total points at the end of the round robin will determine the standing for medals.
6. Ties among the pairs, qualifying for the medals, will be broken by a sudden death game to 121 points.
7. All pairs must have the same partners throughout the competition except for special circumstances.

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- 36 decks of cards
- 36 cribbage boards
- Pencils for each table
- Scoresheets
- Markers
- 50/50 tickets
- Water
- Clipboard
- Medals

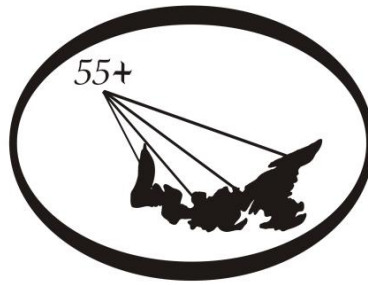
If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Cribbage:

- Whenever possible, this event should be held on the same day as the Auction 45 event as people often like to participate in both but don't want to come back on multiple days.
- The facility selected should be big enough to accommodate a minimum of 100 people but ideally closer to 140. If there are space restrictions, this should be noted on the registration form to indicate the maximum number of participants possible.
- Small 4 foot card tables are recommended but 8 foot tables can be used if that's all that is available.
- It is important to start on time and stay on time, especially if this event is held in the morning.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. In the card events, there is usually a case or two of pairs who do not show up or of a substitute arriving for someone who couldn't make it. All substitutes need to fill out and sign a registration form in order to play.
- The event chair is responsible for creating a rotation plan to keep the event moving.
- Each team should play a minimum of 10 games.
- Participants will expect a 50/50 draw to take place. Proceeds must be returned to the host committee. The host committee should set the 50/50 prices to ensure they are the same at all events. A float will be required.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.

- In addition to refreshments, lunch options should be provided for participants as many will be there for the morning and afternoon with only a 45-60 minute break. Traditionally, a luncheon in the \$5-\$7 range has been made available at the venue for participants. This would need to be arranged with the host committee and volunteers would be needed to collect payment.
- Volunteers will be needed to record scores as games finish and to assist with checking in participants and selling 50/50 tickets. The event chair may consider having a “spare pair” of volunteers on hand who can play if it helps even out the tables.
- Recent participation has ranged from 60-110.

55 Plus Games



Prince Edward Island

CROKINOLE

Age Groups: Men's Singles
Women's Singles
Open Doubles

Rules:

1. Tables will be numbered.
2. Players will play 4 rounds (1 game) at a table before moving to the next table. Winners will move up, losers will move down.
3. Rules of play and the scoring system are those of the PEI crokinole championships. They will be distributed to each player immediately prior to the start of the competition. Each player/team will have a score card. Win/loss/tie and number of centres (20's) will be recorded and initialized by the opponent at the end of each game.
4. In the preliminary round, each player/team will play 6 games (24 rounds). The standings after 6 rounds will determine the medals

5. For doubles competition, organizers may either (a) allow players to select their own partner and partner un-partnered players by drawing from a pool, or (b) draw all teams from the pool of registered players.
6. To start the game, one player will take two discs, one of each color; shake them leaving one in each hand. An opposing player will choose a hand. The color in that hand will indicate which team begins play. Play always proceeds in a clockwise fashion.
7. Neither the board nor seats of players may be moved during the game.
8. All players must keep their fingers, hands, and discs off the board unless it is their turn to shoot.
9. To shoot, place the disc on the board with any portion of it touching the starting line. Each player will shoot discs only from within his particular quadrant of the board. A disc placed on a quadrant line must not be more than half way over the line.
10. The first player will try to shoot his disc into the centre 20 hole. If it successfully lands completely within the hole, the disc is removed and set aside to count as 20 points at the end of the round. If it does not land in the 20 hole, and yet is still on the playing surface, the next player must shoot at that opposing disc in an effort to knock it into the ditch. If he misses or in any way does not touch that opposing disc, his disc must come off the playing surface and be placed in the ditch. Caroms-bouncing off a post or other disc, or combination shots are allowed. In caroms shot, if the opponent's disc is not touched, both the played disc and any of the shooters same color discs that have been moved, must be placed in the ditch. A shot that bounces off the playing surface and bounces back on is considered out of play and is removed to the ditch. Any other discs that it may have touched will remain where they are.
11. A disc that touches the shooting line, after it is played or has been hit, does not count and will be removed to the ditch.
12. When a round is finished (all discs have been played), the person sitting to the left of the player who started the previous round will begin a new round.
13. At the end of each round, each player or team will take count of their discs within each circle. Centre counts 20 points, inner circle counts 15 points, middle circle counts 10

points, and the outer circle counts 5 points for each disc. Discs touching circle lines will count the lesser amount. The difference between the total count on the board for the two teams is recorded as the winner of that round. At the end of 4 rounds the totals for each round plus all the 20's accumulated is recorded for each player.

14. Ties are broken by centre's count. If still tied, they remain tied.

Medals: 4 Gold, 4 Silver, 4 Bronze (+ 2 Gold)

Event Supplies

Equipment Available:

- Pens/Pencils for each table
- Scoresheets
- 50/50 tickets
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Crokinole:

- The doubles and singles events should be held on the same day
- The tables required are essential for a good crokinole event. They should be sturdy 4 foot square tables. The tables should be set up the night before, whenever possible, and will need to be carefully checked to ensure they are level.
- The venue should be kept at an adequate room temperature as condensation can be created on the boards if temperatures fluctuate.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. All substitutes need to fill out and sign a registration form in order to play.
- The event chair is responsible for creating a rotation plan to keep the event moving.
- Participants will expect a 50/50 draw to take place. Proceeds must be returned to the host committee. The host committee should set the 50/50 prices to ensure they are the same at all events. A float will be required.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- In addition to refreshments, a lunch has traditionally been part of the crokinole event. If kitchen facilities are available, the group will often do their lunch as a group. Alternatively, a luncheon in the \$5-\$7 range can be made available at the venue for participants. This would need to be arranged with the host committee and volunteers would be needed to collect payment.
- Volunteers will be needed to record scores as games finish and to assist with checking in participants and selling 50/50 tickets.
- Recent participation has ranged from 34-48.



CYCLING- TRAIL RIDE

Categories: Not Applicable

Rules:

1. Event is 10km and should take place on a suitable trail.
2. This event is participatory only. No medals are awarded.
3. This event is a group ride.

Medals: Not Applicable

Event Supplies

Equipment Available:

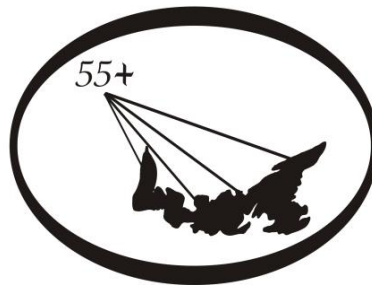
- Water
- Clipboard

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Cycling- Trail Ride:

- Venue for this event should be on a cycling trail.
- Volunteers may be needed to lead or trail the group.
- The event chair is responsible for determining the full route of the ride and for ensuring safety along the trail.
- Because there is no event fee for this event, participants who register don't always show up for the ride. Others may show up without registering (if they are not in other events, they will need to fill out a registration form and pay the \$5 administration fee). Often the weather on the day of the event will impact attendance at this event.
- Recent participation has ranged from 5-16

55 Plus Games



Prince Edward Island

CURLING

Categories: 55+ Mixed 65+ Mixed
 Men's Open Women's Open

Rules:

1. The Canadian Curling Association rules shall apply unless hereby stipulated.
2. Mixed teams will consist of 2 male and 2 female players playing in alternate positions.
3. A round robin format is preferred with each team being guaranteed 3 games.
 Rules for breaking ties must be posted.
4. The number of ends per game will be either 6 or 8 as determined by the event coordinator.
5. In the event of a tied game, each player will deliver 1 rock in the extra end.
6. A team may concede at any time.
7. Substitution may take place in the event that one or two players on a team are unable to compete. A team must have at least 2 of its original players.
8. Practice time is at the discretion of the event coordinator. Each team throwing their rocks up and back prior to the first game is recommended.
9. Teams shall play a maximum of 2 eight or 3 six end games per day

Medals: 16 Gold, 16 Silver, 16 Bronze

Effective 14/12/16

Event Supplies

Equipment Available:

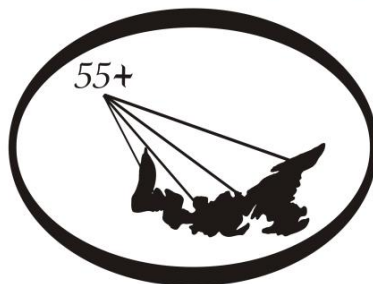
- Markers
- Bristol Board
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Curling:

- The event chair is responsible for creating the draw. Whenever possible, consideration should be given to those travelling the furthest distance when scheduling the early games. Consideration should also be given to not give the same teams the early games each day, if possible.
- The schedule should allow a minimum of 2 hours per game.
- When there are enough teams, bronze and gold medal games should be played. When there are only a few teams in a division, best of 3 may apply.
- Once the draw is ready, it should be sent to the 55+ Games office for publication on the website and in local newspapers. The event chair may also want to contact the team skips to advise them of their first game.
- The event chair should communicate the tie breaking rules to all participants before the event starts and post them at the venue.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- The event chair should consult with the hosting club as they may wish to provide a small lunch option. This has proved modestly profitable for some clubs in recent years.
- Volunteers will be needed to record scores as games finish and to assist with checking in participants.
- Recent participation has ranged from 12-17 teams. The women's division has not run for several years.

55 Plus Games



Prince Edward Island

DARTS

Age Groups:	Male and Female	55+ Singles
	Male and Female	70+ Singles

Rules:

1. National Darts Federation of Canada Rules will be in effect unless hereby specified.
2. Singles competitions will consist of 301 point games where the double out ruling is in effect.
3. If necessary, there will be a sectional round robin competition in the singles competition. The top two finishers in each section will play off for the medals.
4. The round robin format for singles consist of 3 game matches with each game played to 301 points. The knockout playoffs in singles will be the best two out of three games (also played to 301).
5. A throw consists of three darts unless a game finished in less.
6. The scoring system will be based on wins and losses with one point for a win and zero points for a loss. A best out of three will be used for each game.

7. In the event of a tie between two or more players with only a portion of these advancing to the knockout playoffs, there will be one game of 701 points with all players tied playing concurrently on the same board. The first player to finish will be awarded the first available playoff position.
10. Play is continued until all available playoff positions are filled.
11. In the event of a tie between two or more players who will all advance to the knockout playoff round regardless of a tie-breaker results, final positions shall be determined by count back, that is, on the basis of the games played amongst each other in the round robin.
12. A clock-type dart board with 20 segments divided by wire will be used.
13. The centre of the dart board is 5 feet 8 inches from the floor with the "20" division uppermost.
14. An imaginary line running from the middle of the "20" division, through the middle of the bull to the floor, should be vertical.
15. The minimum throwing distance is 7 feet 9 and ½ inches.
16. The toe line (oche) is 3 feet long, running parallel to the board and clearly marked.
17. Players must bring their own darts. The weight, length and configuration must conform to the specifications set by the NDFC rules.

Medals: 4 Gold, 4 Silver, 4 Bronze

Event Supplies

Equipment Available:

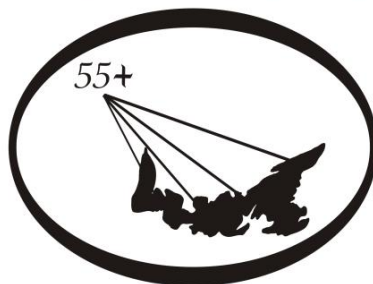
- Markers
- Bristol board
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Darts:

- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- The event chair is responsible for creating the round robin schedule
- Often this event is run with a round robin with all participants regardless of category. Medals are awarded based on highest points in each category. A double round robin may be used if time allows
- When creating the schedule care should be taken to ensure that each player gets lots of game but that the event doesn't run too long. This is especially important if the event is run on a weeknight.
- A volunteer will be needed to record scores as games finish and to assist with checking in participants.
- Recent participation has ranged from 15-18.

55 Plus Games



Prince Edward Island

DUPLICATE BRIDGE

Age: 55+ Open Partners

Rules:

1. Enter with a partner
2. The provisions of the Laws of Duplicate Bridge, as published by the American Contract Bridge League, shall apply.
3. The Howell system will be played.
4. Team score card must be signed after each match by one member of the opposing team.
5. Standard Duplicate Bridge scoring will be used.
6. If a tie, two medals for tied position and none for the following position.

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- 10 decks of cards
- Pencils for each table
- Scoresheets
- Markers
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Duplicate Bridge:

- Small 4 foot card tables are recommended but 8 foot tables can be used if that's all that is available.
- It is important to start on time and stay on time, especially if this event is held in the morning as participants may be in another event in the afternoon.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. In the card events, there is usually a case or two of pairs who do not show up or of a substitute arriving for someone who couldn't make it. All substitutes need to fill out and sign a registration form in order to play.
- The event chair is responsible for creating a rotation plan to keep the event moving.
- Depending on the number of teams entered a double or triple round robin may be used to ensure enough games per team.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- Volunteers will be needed to record scores as games finish and to assist with checking in participants. The event chair may consider having a "spare pair" of volunteers on hand who can play if it helps even out the tables.
- Recent participation has ranged from 25-30.

55 Plus Games



Prince Edward Island

GOLF

Age Categories: 55+ Women

65+ Women

75+ Women

55+ Men

65+ Men

75+ Men

Rules:

1. Rules of the Royal Canadian Golf Association and the Canadian Ladies Golf Association shall apply.
2. In the event that two or more players are tied, the tie will be broken by regression.
3. Competitors can play in either the competitive or the recreation division. The competitive division is a low gross event with no handicaps.
4. The recreation division will use the Callaway System rules as set forth in the Canada Games Activities Manual:
 - a. Dependant on the golfer's score, a certain number of holes will be deducted from their gross score to determine a "handicap". The holes used for this deduction will be pre-determined prior to the commencement of play, but golfers will not be informed of which holes they are until after the competition is complete. No more than 'double par' can be deducted for any full hole taken off. The Modified Callaway Scoring System is depicted in the table at the bottom.
NOTE: The normal Callaway scoring system has been modified to ensure that the golfers play the game, not the system.

b. Modified Callaway Scoring System

a	b	c	d	e	Handicap Adjustment
68	69	70	71	72	no handicap
73	74	75	76	77	½ worst hole
78	79	80	81	82	worst hole
83	84	85	86	87	1-1/2 worst holes
88	89	90	91	92	2 worst holes
93	94	95	96	97	2-1/2 worst holes
98	99	100	101	102	3 worst holes
103	104	105	106	107	3-1/2 worst holes
108	109	110	111	112	4 worst holes
113	114	115	116	117	4-1/2 worst holes
118	119	120	121	122	5 worst holes
123	124	125	126	127	5-1/2 worst holes
128	129	130	131	132	6 worst holes
133	134	135	136	137	6-1/2 worst holes
138	139	140			7 worst holes
-2	-1	0	+1	+2	Handicap Adjustment

All Players' scores are adjusted to a maximum of twice par on all holes.

Look up the adjusted score in the table and see the number of holes to deduct.
Round up. If a player has a deduction of ½ a hole and his designated hole score is

a 7 then he may deduct 4 (3.5 rounded up). Once the deductions are made look in the column where the adjusted net score scored is found and apply the number in the bottom row.

(The scores on the last two holes played may not be used for adjustments. If a shotgun start is used, the scorecard must clearly indicate which hole the golfers started out on).

Hole #	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total
Par	4	4	4	3	4	5	3	4	3	34	4	5	3	4	4	3	4	5	4	36	70
Score	8	7	6	4	5	7	6	5	9	57	7	6	5	7	8	7	8	6	5	59	116

The player scored a 9 on the par three ninth hole. We adjust this down to twice par which makes it a 6 and we deduct the adjustment (3) from the total score. The adjusted total for this golfer is 113 (116-3). 113 lies in a row in the table which shows this golfer gets to subtract the first 4 ½ holes pre-designated by the tournament officials.

As an example, let's say that the first five holes designated by the officials were #'s 4, 7, 9, 13 & 16. Looking at the score card above, we would then deduct the following scores (4, 6, 6, 7 & 4 {half of 8} = 27), which applied to the adjusted gross score would be 113 – 27 = 86. Going back into the above table, we find 86 is in Column **d**. Next we look down column **d**, and at the bottom we have a +1 which we apply to the golfer and the final Calloway score is 87.

Medals: 12 gold, 12 silver, 12 bronze

Event Supplies

Equipment Available:

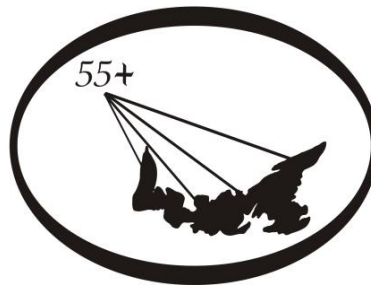
- Markers
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Golf- Individual:

- The golf course selected should be confirmed as early as possible. Whenever possible, it is advisable to have a rain date.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- Depending on the availability of the course and numbers of participants, this event can be a shot gun start or various tee times. A shot gun start is preferable so players are finishing at similar times and will be at the course for the medal presentations, however, this may not always be possible.
- The event chair is responsible for creating the schedule for the event. We do offer golfers the opportunity to list who they wish to play with. These requests should be respected whenever possible.
- If tee times are scheduled, these should be send to the PEI 55+ Games office as soon as possible for publication on the organization's website and in the newspaper. If possible, participants could be called.
- Refreshments: Water should be provided to all participants. Generally the golf courses do not allow other refreshments to be given out unless purchased on site.
- Volunteers may be needed to record scores as players finish, particularly with the Callaway event, and to assist with checking in participants.
- Recent participation has ranged from 20-52.

55 Plus Games



Prince Edward Island

GOLF- 4 PERSON SCRAMBLE

Age Categories: Open Men's
 Open Women's
 Open Mixed

RULES:

The rules of Golf Canada will govern play subject to the following adjustments:

1. All 4 team members must tee off on each hole, then select which of the 4 drives they like the best and mark that spot with a tee or ball marker.
2. All team members hit their 2nd shot from within 1 club length of the selected shot positions, no closer to the hole.
3. This procedure is followed for each successive shot until the ball is holed out.
4. The ball position selected for each putt will be marked with a ball marker and all 4 putts will be attempted from within 12 inches of this position, no closer to the hole. The 1st ball to go in the hole is to be used for the team score on that hole.
5. If the ball the team chooses to play lies in a hazard or the rough, it cannot be dropped outside the hazard or rough even if relief is within 1 club length away.
6. Men will tee off from the white tees and women from the red tees.
7. In the event of a tie for any medal in any division, the tie will be broken by retrogression.

Medals: 12 gold, 12 silver, 12 bronze

Event Supplies

Equipment Available:

- Markers
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Golf- Individual:

- The golf course selected should be confirmed as early as possible. Whenever possible, it is advisable to have a rain date.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- This event can be a shot gun start whenever possible.
- The event chair is responsible for creating the schedule for the event.
- Refreshments: Water should be provided to all participants. Generally the golf courses do not allow other refreshments to be given out unless purchased on site.
- Volunteers may be needed to record scores as players finish.
- Recent participation has ranged from 23-29 teams.

55 Plus Games



Prince Edward Island

HOCKEY

Age Groups: Men's 55+ Men's 60+
 Men's 65+ Women's 55+

1. Men's- All players participating in the tournament must be 55 years of age on or before December 31, in the year of the event. Proof of age in the form of a driver's license, birth certificate, or other legal document must be available. (Note: If a protest is put in against your team and you are found to have an underage player, you will forfeit all your points and that player will be suspended for the remainder of the tournament.) Exceptions can be made for the goaltending position, at the discretion of the event chair, Games coordinator, and PEI 55+ Games Society President, allowing goaltenders up to 5 years younger than the age bracket.

Women's- All players participating in the tournament must be 55 years of age on or before December 31, in the year of the event. Players aged 50-54, who have participated in the 55+ Games in the past may continue to play. Exceptions can be made for the goaltending position, at the discretion of the event chair, Games coordinator, and PEI 55+ Games Society President.

2. All players must play 1 game to qualify to play in the Championship Game.
3. Games will consist of 2 - 25 minute periods of straight time, stop time in the last 2 minutes of the game if the goal spread is 2 goals or less.
4. There will be a flooding of ice between games and the players are not allowed on the ice until the Zamboni has exited.
5. There will be a 5-minute warm-up session for the two teams once flooding is completed.

6. No body checking. A minor, major, and a game misconduct penalty can be assessed at the discretion of the referee.
7. A minor penalty will be assessed to a player who contacts or tries to contact the puck with the stick above his shoulders.
8. Three minor penalties in one game will result in game misconduct for that player.
9. Minor penalties will result in a penalty shot for the opposing team. No time will be served. A major penalty is a seven (7) minute penalty if assessed in running time and five (5) if assessed in stop time.
10. A fighting penalty is a major penalty. Any player receiving a major penalty for fighting is ejected from the game and suspended from the tournament.
11. Any other major penalty will result in a game misconduct penalty being assessed. Any major penalty or misconduct or game misconduct penalty in the last 5 minutes of the game will result in suspension from the next game.
12. Any match penalty will result in suspension from the tournament.
13. Each team must have a total of eleven (11) players, 1 goalie and ten (10) skaters to start a game. Failure to do so will result in that team forfeiting the game.
14. A forfeited game will stand as a 3-0 score.
15. Helmets are mandatory.
16. No slap shots allowed. (Minor penalty will be called).
17. Dressing rooms must be vacated within 30 minutes of completed game, if required.
18. Protests must be presented by the team representative to the referee or the 55+ Games Event Chair before, during or immediately following the game.
19. Changes to team roster after the registration deadline are subject to the approval of the Event Coordinator. Decisions may be appealed.
20. No player will be permitted to score more than 3 goals in a game including penalty shots. If a 4th goal is scored, it will be disallowed and the face off will take place at centre ice. This rule does not apply to sudden death overtime or to shootouts.

21. Teams in the 60+ division will be allowed to use goalies that are eligible for the 55+ division.

22. Following preliminary play, ties will be broken as follows:

- a. Record against each other. If still tied;
 - b. Goal differential in games with 7 being the major number for any game.
Example: Summerside 11, Charlottetown 2. Summerside would be a plus 7 for game. If still tied;
 - c. Most goals scored between tied teams. If still tied;
 - d. Fewest goals scored between tied teams. If still tied;
 - e. Least penalized team amongst tied teams. If still tied;
 - f. Toss of a coin.
- There will be two (2) championship games.

First and second place teams play for Gold and Silver medals.

Third and fourth place finishers play for the Bronze medals.

Championship games that end up tied will be decided by a shoot-out.

Three players from each team will shoot. If still tied after the three have shot, 3 different players will shoot. After this the tie will be broken by a one-on-one sudden death shoot-out. No player can repeat until all players on bench at the completion of the game have shot. No suspended players from game can participate in shoot out.

Medals: 48 Gold, 48 Silver, 48 Bronze

Event Supplies

Equipment Available:

- Markers
- Bristol board
- Clipboard
- Medals
- Water

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Hockey:

- The format for the hockey event has generally been a double round robin in the men's divisions and a single round robin in the women's division with the winners decided by points.
- The event chair is responsible for creating the schedule. Each team should play 4 games, if possible. Crossover between divisions may be necessary to ensure enough games per team.
- Ideally, evening games for the women's and the men's 55+ division is recommended.
- When creating the schedule consideration should be given to the distance that teams have to travel by scheduling games for those travelling the furthest later in the day, whenever possible.
- Typically, teams play 2 games per day. Whenever possible, there should be a rest day between competition days for the 65+ division. The schedule is usually structured with the women's division playing on Monday, the 65+ division on Tuesday and Thursday, and the other two divisions sometime during Tuesday, Wednesday, and Thursday. This leaves Friday available in case of storm delays.
- Whenever possible, avoid back to back games with no rest in between.
- Players in the 65+ division can split their role on a team with each player playing half the games for the team. They would only pay half of the event fee though both would need to pay the Games administration fee.
- Players are able to register as individuals. The event chair should work with whoever is in charge of registration to identify these individuals and find them a team to play on.
- Registration in the hockey event has been an ongoing issue. There have been recent improvements which have minimized the number of players who register on the day of the event. The provincial board is continuing efforts to send out the message that late registration is not acceptable and to encourage teams to register as a group. Moving forward, no teams should be scheduled for games if they don't have enough players registered to field a team.
- The event chair is responsible for volunteers to complete the gamesheets and to have qualified officials for each game.

Recent participation has been 2-3 teams per division.

55 Plus Games



Prince Edward Island

LAWN BOWLING

Age Categories: 55+ Men's Doubles 70+ Men's Doubles
55+ Women's Doubles 70+ Women's Doubles
55+ Mixed Doubles 70+ Mixed Doubles

Rules:

1. The rules of the Canadian Lawn Bowls Association shall apply unless otherwise specified below.
2. Games will consist of a minimum of eight (8) ends and a maximum of twelve (12) ends.
3. A round robin format will be used if time permits. If teams are tied after round robin play, the record between tied teams will break the tie. If necessary, due to 3 or more teams being tied, the ratio of the total aggregate points for and against during the competition will be used to determine the tied team's placing.
4. A double knockout may be used depending on the number of teams.
5. Ties at the end of a game will be played off with full extra ends until the tie is broken.
6. Two points will be awarded per win and zero for a loss during the round robin.
7. The draw, including game times, will be posted 24 hours in advance of play commencement. The game times or dates for play will not be altered after being posted, unless the tournament chair notifies teams and obtains the agreement from competing teams.

Medals: 12 Gold, 12 Silver, 12 Bronze

Event Supplies

Equipment Available:

- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Lawn Bowling:

- This event is typically hosted at the Sherwood Lawn Bowling Greens as there is no other suitable facility on PEI.
- The event chair is responsible for creating the draw schedule. It is important to ensure that teams all get the same number of games.
- Refreshments are often provided for participants. The event chair is responsible for organizing this with a budget of roughly \$1/person. The event chair should submit all receipts to the host committee for reimbursement.
- Recent participation has ranged from 20-34.

55 Plus Games



Prince Edward Island

PICKLEBALL

Age Categories: Open Mixed Pairs
 Open Women's
 Open Men's

Rules:

1. The tournament will follow the International Federation of Pickleball rules.
2. In the event of time restrictions, no time outs will be allowed.
3. The event chair will determine the tournament format.
4. Following preliminary play, ties will be broken in the following order:
 - a. Record against each other
 - b. Point differential in games against each other
 - c. Most points between tied teams
 - d. Fewest points allowed between tied teams
 - e. Toss of a coin

Medals: 6 Gold, 6 Silver, 6 Bronze

Event Supplies

Equipment Available:

- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Pickleball:

- Venue selection is important. The game is played on a badminton court. There should be at least 5 feet of clearance behind the base lines in order to ensure a safe event.
- The event chair is responsible for create the draw schedule. It is important to ensure that teams all get the same number of games.
- Each game will take approximately 15 minutes to play.
- Past event chairs have limited the number of pairs in each division in past tournaments to ensure a schedule that will fit in the time available (3-4 hours).
- This event should be run with one night featuring men's & women's divisions and a second night/day featuring mixed pairs. If time allows.
- PEI currently has active pickleball groups in Souris, Cornwall, and Stratford. These groups are a great resource for planning this event.
- Pickleball requires a specialized net (portable) and balls. Contact the community clubs for use of their equipment. Players will have their own rackets.
- Recent participation has ranged from 20-28. Participation in the Summer Games is more popular as many of the participants in this event winter in the south.

55 Plus Games



Prince Edward Island

RUNNING

Age Categories: Open Men's Open Women's

Rules:

1. This event is a mass start event.
2. This event is a race so whoever crossed the line first wins.
3. Runners must stay on course at all times.

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

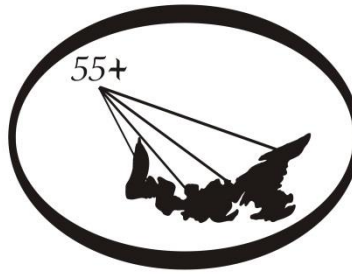
- Pin-on numbers for each runner
- 2 stopwatches
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Running:

- Generally this event has been run on a trail or a suitable location off the road.
- The host committee, in consultation with the Event Chairs will be responsible for choosing the distance. Generally, the event is a 5km or a 10km run.
- Volunteers may be needed to record times.
- The event chair is responsible for mapping out the course.
- More divisions may be created if there is sufficient registration. For example: 55+ Men's and 65+ Men's. If more division are created, please request more medals.
- This event does not currently have an established base of return participants. In order to be successful, it may be necessary to recruit some participants by strategic promotion.
- Recent participation has ranged from 3-4.

55 Plus Games



Prince Edward Island

SCRABBLE

Age Groups: 55+ Open Singles

1. Each player will play 3 games.
2. Games will last for 50 minutes. After 50 minutes, “time” will be called and play will continue only until both players have had an equal number of turns for the game. Players MUST replenish their racks if tiles remain in the bag.
3. Both players will keep a running total of the game score. If there is any controversy, a ruling will be made by the event chair. BOTH scoresheets with matching game totals must be turned in to the scoring official at the end of each game.
4. When 1 player has played all tiles, the game is over. That player will increase their score by double the total value of the unplayed tiles on their opponent’s rack. If time expires first, each player will reduce their score by the total value of the tiles remaining on their rack.
5. The pairings for Game #1 will be determined by a random draw of all registered participants.
6. Following Game #1, a “king-of-the-hill” pairing system will be used. Players will be ranked first by the number of wins and next by their point spread. For Games #2 and #3, the top players will play each other (#1 v #1), followed by the next highest ranking players (#3 v #4), and so on. Adjustments may be made to avoid players competing against each other in consecutive games.
7. In the event of an odd number of registered participants, a non-competitor will enter the tournament to give an even number of players. This player will be ranked lowest for all games and is not considered in the final rankings.

8. Players will follow the proper order of play:
- Play your word
 - If a blank is played, state the letter it represents
 - Declare the score for your play (Opponents may now challenge)
 - Record the score on your scoresheet
 - Draw tiles to replenish your rack (Opponents may no longer challenge)
8. Challenges
- After a player has declared their score for their turn, the opponent may challenge any word (or words) formed on that play. Players have until their opponent has drawn a tile to challenge the play. If they do not challenge right away (when the opponent has declared the score), but are considering a challenge, they must call “hold” to notify the opponent to not draw any tiles until a challenge decision is made. Participants are reminded that scoring then drawing quickly to avoid being challenged is considered bad etiquette.
 - It is good etiquette for a player to say “ok” or “good” to inform an opponent that their play is accepted and there will be no challenge.
 - To make a challenge, call “challenge” and alert the Word Judge.
 - The challenged word(s) must be written on a supplied challenge slip and passed to the Word Judge, who will determine if the word is acceptable or not.
 - If the word(s) is acceptable, the challenger will lose their turn, scoring (0).
 - If the word(s) is unacceptable, the player will return the tiles to the rack, score 0, and play passes to the challenger.
9. References to be used are the current Official Scrabble Player’s Dictionary and Webster’s Dictionary for longer words. The dictionaries can only be used when a player challenges their opponent’s word.

Medals: 1 Gold, 1 Silver, 1 Bronze (+ 1 Gold for highest scoring word)

Event Supplies

Equipment Available:

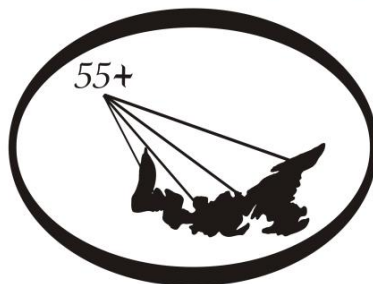
- Current Official Scrabble Player's Dictionary
- 2 pieces of Bristol board
- Scrabble scorecards
- Pencils
- 2-3 Markers
- 1 extra scrabble board
- Water for each participant
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Scrabble:

- Player's will be asked if they can bring their own boards. A list should be provided to you of who is bringing boards.
- Refreshments: the scrabble players will often bring their own snacks to share with the group. The event chair should arrange for coffee/tea and supply a few extra munchies. Refreshment budget is roughly \$1/person.
- Be sure to record scores on large pieces of Bristol board following each round of play
- An extra gold medal is often awarded for the highest scoring word
- In the event of an odd number of participants, have a volunteer ready to fill in as a non-competing participant or be prepared to play yourself
- Recent participation has ranged from 8-15

55 Plus Games



Prince Edward Island

SKATING

Categories: Open 55+

Rules:

1. The event will be predicted time.
2. Participants must enter their predicted time with the official timer before the event starts.
3. The event will consist of 20 laps.
4. Pylon markers will be placed on the faceoff circle dots in each of the four corners.
5. Any skater who does not skate outside the pylons will be disqualified.
6. Any skater who has been deemed by the officials to have deliberately or carelessly interfered with another skater will be disqualified.
7. The use of any timing device will lead to automatic disqualification.
8. The 3 skaters (male or female) who finish closest to their predicted times will be awarded gold, silver, and bronze medals.

Medals: 1 Gold, 1 Silver, 1 Bronze

Event Supplies

Equipment Available:

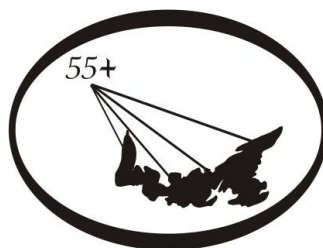
- Pin-on numbers for each skater
- 2 stopwatches
- Water for each participant
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Skating:

- Volunteers will be needed to time participants, roughly 1 volunteer per 2-3 skaters
- Be sure to explain the rules fully to all participants
- If possible, remove any clocks that will be visible to participants.
- This event does not currently have an established base of return participants. In order to be successful, it may be necessary to recruit some participants by strategic promotion.
- Recent participation has ranged from 3-8

55 Plus Games



Prince Edward Island

SLO-PITCH SOFTBALL

Age Groups: Men's 55+

1. Men's & Women's- All players participating in the tournament must be 55 years of age on or before December 31, in the year of the event. Proof of age in the form of a driver's license, birth certificate, or other legal document must be available. (Note: If a protest is put in against your team and you are found to have an underage player, you will forfeit all your points and your team and players will be suspended for the remainder of the event.)
2. Teams will play two games depending on the number of teams registered.
3. Games will consist of 5 innings, approximately 1 hour of play each.
4. Teams will bat until 3 players are out or until the team scores 5 runs, except for the final innings.
5. In a team's 1st game, the fifth inning will be open and be completed regardless of score. In a team's 2nd game, the fifth inning is open but only completed if a different team is winning.
6. A special ball will be used for the women's team event.
7. Metal cleats are not allowed.
8. There will be no sliding.
9. There will be a safety line from home plate and first base. Runners must cross the line to be safe. Runners touching the base will receive a warning.
10. Substitutions are allowed as necessary.
11. Protests must be presented by the team representative to the umpire or the 55+ Games Event Chair before, during or immediately following the game.
12. Changes to team roster after the registration deadline are subject to the approval of the Event Chair. Decisions may be appealed.

Medals: 15 Gold, 15 Silver

Event Supplies

Equipment Available:

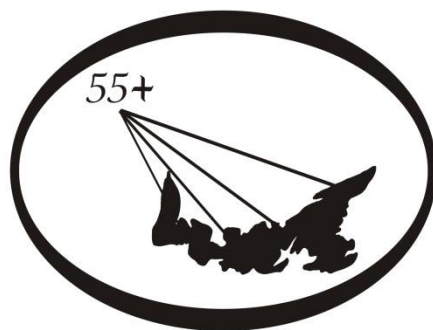
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Softball:

- This event is typically held on a Saturday afternoon.
- If there is sufficient interest, a women's division can be created. If there are not enough, the event can be mixed.
- In recent history, two teams have participated in the event. Individual participants may also register and be placed on a team. The event chair may need to try to find a few extra players in order to make the event successful.
- The event chair is responsible for the format of the event, in consultation with the teams. For example, if there are only 2 teams playing, the format could be 2 5-inning games played with runs as the tie breaker or the format could be one 9 inning game.
- The event chair is responsible for ensuring the field is prepared, including bases, and for scheduling umpires.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated. All participants must have completed the registration form and paid the fee.
- Recent participation has ranged from 13-25.

55 Plus Games



Prince Edward Island

SNOWSHOEING

Age Group: Open 55+

Rules:

1. The event will be 2 or 3 km predicted time, depending on the trails location.
2. All participants must record their predicted time with the official timer before the event starts.
3. All participants will be asked to remove wrist watches or any other easily accessed timing devices before beginning the event.
4. The 3 participants (male or female) who finish the closest to their predicted times will be awarded the gold, silver and bronze medals.
5. If a tie, two medals will be awarded for the tied position and none for the following position.

Medals: 1 Gold, 1 Silver, 1 Bronze

Event Supplies

Equipment Available:

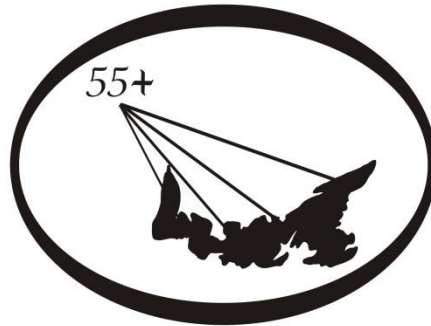
- Pin-on numbers for each snowshoer
- 2 stopwatches
- Water for each participant
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Snowshoeing:

- Volunteers will be needed to time participants, roughly 1 volunteer per 2-3 snowshoers
- The course needs to be measured in advance and should be clearly marked. Spray paint has been used to mark start and finish lines.
- Be sure to explain the rules fully to all participants
- If possible, remove any clocks that will be visible to participants.
- This event does not currently have an established base of return participants though it is gaining in popularity. In order to be successful, it may be necessary to recruit some participants by strategic promotion.
- Recent participation has ranged from 3-8

55 Plus Games



Prince Edward Island

SQUASH

AGE CATEGORIES:

55+ Men's Singles
55+ Women's Singles

RULES INFORMATION

1. The official rules of Squash will apply.
2. A minimum of ten (10) minutes will be allowed for resting between games.
3. A round robin format is recommended

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Squash:

- The event chair is responsible for creating the event draw.
- Depending on the number of participants, all may play in one division.
- Volunteers may be needed to record scores as games finish, especially if the event chair is also playing.
- Several attempts have been made to run this event in recent years however there has never been enough participants to run it. Squash PEI as well as the Spa in Charlottetown and the Fit Stop in Summerside have helped with promotion. UPEI may also allow promotional posters.
- The key getting participants at the 55+ Games in newer events, is often personal recruitment. The event chair may have to recruit people to play as a personal invitation goes a lot further than a poster.

55 Plus Games



Prince Edward Island

STICK CURLING

Categories: Mixed Open Women's Open

Rules:

1. The Canadian Curling Association rules shall apply unless hereby stipulated.
2. Each team will consist of 2 curlers. In the mixed division, curlers can be of any gender.
3. A round robin format is preferred with each team being guaranteed 3 games. Rules for breaking ties must be posted.
4. There will be 6 ends per game.
5. One member of each team stays at each end of the rink, and must not cross centre ice.
6. Sweeping/brushing is allowed by the delivering team only from the hog line to the back line or by the opposition team from the tee line to the back line at the playing end.
7. Each stone must be delivered with a curling stick, from a standing or sitting (in a wheelchair) position. The stone must be released before the stone reaches the hog line. Except for wheelchair curlers, the delivery must start from the hack with right handed curlers from the left side and left handed curlers from the right side.
8. The two delivering curlers alternately deliver six stones each per end, while their teammates skip that end. Then roles are reversed.
9. The first 3 stones delivered in an end may not be removed from play before delivery of the fourth stone of that end. If that happens, the delivered stone is removed from play and all other stones are returned to their original position.

10. Each team may call a maximum of two 1 minute time outs (and meet at centre ice) during a game. During an extra end, one additional time out is allowed. When a time out is called, the opposing team may consult near centre ice at the same time.
11. In the event of a tied game, each player will deliver 3 rocks in the extra end.
12. A team may concede at any time.
13. Substitution may take place in the event that one player on a team is unable to compete.
14. Each team will be allowed 3 practice rocks up and back prior to the first game. The last practice rock from the far end for each team will be a draw to the t-line. The rock must finish on the side of the ice which matches the colour being thrown. The team with the rock closest to the t-line will have the choice of throwing the last rock of the first end.

Medals: 4 Gold, 4 Silver, 4 Bronze

Event Supplies

Equipment Available:

- Markers
- Bristol Board
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Curling:

- The event chair is responsible for creating the draw. Whenever possible, consideration should be given to those travelling the furthest distance when scheduling the early games. Consideration should also be given to not give the same teams the early games each day, if possible.
- The schedule should allow a minimum of 1 hour per game.
- When there are enough teams, bronze and gold medal games should be played. When there are only a few teams in a division, best of 3 may apply.
- Normally teams will not play more than 3 games per day however 4 games may be necessary on the last day if playoffs are needed.
- Once the draw is ready, it should be sent to the 55+ Games office for publication on the website and in local newspapers. The event chair may also want to contact the team skips to advise them of their first game.
- The event chair should communicate the tie breaking rules to all participants before the event starts and post them at the venue.
- Participants should be checked in as they arrive and the participant list should be updated to keep an accurate record of who participated.
- Refreshments: The event chair should arrange for coffee/tea and supply a few extra munchies such as cookies or muffins. Refreshment budget is roughly \$1/person.
- The event chair should consult with the hosting club as they may wish to provide a small lunch option. This has proved modestly profitable for some clubs in recent years.
- Volunteers will be needed to record scores as games finish and to assist with checking in participants.
- Recent participation has ranged from 12-15 teams.

55 Plus Games



Prince Edward Island

SWIMMING

Competitive Categories:	Men's 55+	Women's 55+
	Men's 65+	Women's 65+
	Men's 70+	Women's 70+

Competitive Events:	50 M Breaststroke
	100 M Breaststroke
	50 M Backstroke
	100M Backstroke
	50 M Freestyle
	100 M Freestyle
	Individual Medley

Recreation Categories & Events: Open (100m Any Stroke)

Competitive Rules:

1. National Swimming Rules shall apply.
2. Each person may enter any three (3) of the 7 events offered.
3. Swimmers are required to touch the end of the pool during turns.
4. Starts are permitted from the edge of the pool or push off in the water supported by hands on the end of the pool. There will be no block starts.

5. False Start Rules: Any competitor who commits a false start during a third or subsequent attempt at a start shall be disqualified, no matter if the competitor has been blameless in previous attempts at starting that race.

Recreation Rules:

1. This is a predicted time event.
2. All participants must record their predicted time with the official timer before the event starts.
3. Whenever possible participants will remove wrist watches or any other easily accessed timing devices before beginning the event.
4. Each swimmer will have 2 trials to swim 100m. Their final score will be the average of both trials.
5. Swimmers are required to touch the end of the pool during turns.
6. Starts are permitted from the edge of the pool or push off in the water supported by hands on the end of the pool. There will be no block starts.
7. The 3 swimmers (male or female) who finish closest to their predicted times will be awarded gold, silver, and bronze medals.

Medals: 1 Gold, 1 Silver, 1 Bronze per event held

Event Supplies

Equipment Available:

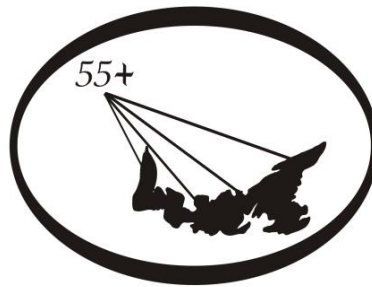
- 2 stopwatches
- Water for each participant
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Swimming:

- Volunteers will be needed to time participants, roughly 1 volunteer per lane.
- The event chair is responsible for creating the race draws.
- Lanes required will depend on participation but 3 is the recommended amount.
- Be sure to explain the rules fully to all participants.
- If possible, remove any clocks that will be visible to participants for the recreation event.
- It has been suggested that holding this event in the evening may increase participation however, this has not been tested.
- This event does not currently have an established base of return participants and has not had enough participants to run since 2012. In order to be successful, it may be necessary to recruit some participants by strategic promotion.
- Recent participation has ranged from 2-3 registered.

55 Plus Games



Prince Edward Island

WALKING

Age Groups: Open 55+

Rules:

1. The event will be 2 km predicted time
2. All participants must record their predicted time with the official timer before the event starts.
3. All participants will be asked to remove wrist watches or any other easily accessed timing devices before beginning the event.
4. The 3 walkers (male or female) who finish closest to their predicted times will be awarded gold, silver, and bronze medals.
5. If a tie, two medals for tied position and none for the following position.

Medals: 1 Gold, 1 Silver, 1 Bronze

Event Supplies

Equipment Available:

- Pin-on numbers for each walker
- 2 stopwatches
- Water for each participant
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Walking:

- Volunteers will be needed to time participants, roughly 1 volunteer per 2-3 walkers
- Be sure to explain the rules fully to all participants
- If possible, remove any clocks that will be visible to participants.
- This event does not currently have an established base of return participants. In order to be successful, it may be necessary to recruit some participants by strategic promotion.
- Recent participation has ranged from 3-8

55 Plus Games



Prince Edward Island

WASHER TOSS

Categories: 55+ Open Pairs

Rules:

1. Boxes should be placed 20 feet apart, measuring from the front of the box.
2. One player from each team will be designated to toss from each end of the pitch. When tossing the players front foot must be behind the front of the box at that end of the pitch.
3. The player from each team will toss their four washers in succession, following which the score for that end of play will be determined by the players at the other end of the pitch. At the start of the game, the team to toss first will be determined by a coin toss. Once a score has been made, the team to score last will toss first.
4. The winning team will be the first team to reach or exceed 21 points.
5. After each team's player has tossed their 2 washers the score for that end will be determined. Only 1 team can score on a single end. The score for the washers thrown is as follows:

- a. 3 points- in the middle cup
- b. 2 points- inside the box
- c. 1 point- outside the box but close enough that it can be touched by the scoring stick while the stick is touching the box

Washers outside the box can count anywhere around the box. Leaners and washers which go under the box will be considered the same as a washer touching the box. Washers of different colour at equal distance outside the box cancel.

Washers of different colours in the same area, middle cup or box, cancel.

For washer of different colours outside the box the closest to the box scores. If 3 or 4 washers are within scoring distance outside the box, a team may score 2 points if both their washers are closer than the opponent's.

Note: Only one team can score in an end. However, either team's washer which has not been cancelled eliminates all washers of the other team in a lower position. For example: with a yellow washer in the middle cup, a silver washer in the box, and a yellow washer in the scoring area outside the box, the yellow team scores 3 only.

6. Medals will be awarded to the teams with the best winning records. When teams have similar records, the team which won between the tied teams in round robin play will be declared the winner. If this does not break the tie, then the team with the greatest points differential during the competition will be declared the winner.

Medals: 2 Gold, 2 Silver, 2 Bronze

Event Supplies

Equipment Available:

- 4 sets of washer toss boxes with washers
- 4 scoring sticks
- 4 wooden scoreboards
- Water
- Clipboard
- Medals

If you need other equipment, please advise the Event Chair Coordinator as soon as possible.

Notes on hosting Washer Toss:

- Venue for this event should be relatively flat and on grass.
- Volunteers may be needed to record scores.
- A round robin format is typically used. In the event of a large number of registrations, divisions may be created.
- In the event of a large number of registrations, games may be reduced to 15 points at the discretion of the event chair.
- The event chair is responsible for creating the draw schedule.
- Be sure to explain the rules fully to all participants.
- Recent participation has ranged from 10-16

**Town of Kensington
Minutes of Regular Council Meeting
Monday, July 8, 2019
7:00 PM**

Council Members Present: Mayor Rowan Caseley; Councillors: Spencer, Toombs, Bernard, 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: Deputy Mayor Pickering

Visitors: Jack Spencer & Bev Semple – Crossing Guard Volunteers

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 Toombs, seconded by Councillor Bernard to approve the tentative agenda for the July 8, 2019 regular meeting of Town Council with the addition of the Audited Financial Statements Approval. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Mayor Caseley discussed that members of Town Council or staff who believe they may have a conflict of interest on any matter that will be discussed at this meeting should declare that potential conflict at this time, withdraw at the time of discussion and vacate the Council Chambers during deliberation and decision.

4. Delegations / Presentations

4.1 Mayor Caseley presented Jack Spencer and Bev Semple with certificates of appreciation for their volunteer work as Crossing Guards during the school months.

Jack Spencer and Bev Semple excused themselves from the Council Chamber at 7:04 pm.

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the minutes from the June 10, 2019 regular meeting of Town Council with the amendment to 1.1 to read Deputy Mayor Pickering. Unanimously carried.*

6. Business Arising from Minutes

6.1 June 10, 2019 Regular Meeting – Nil

7. Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Bernard to adopt the July 2019 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor Gallant, seconded by Councillor Toombs to approve the May 2019 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Gallant, seconded by Councillor Bernard to approve the May 2019 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

Chief Sutherland excused himself from the Council Chamber at 7:12pm.

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the July 2019 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Gallant to approve the May 2019 Bills in the amount of \$162,07.88. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the Summary Income Statement for the month of May 2019. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Bernard, seconded by Councillor Spencer to approve the Credit Union Centre report for the month of May 2019. Unanimously carried.*

7.7.2 Councillor Spencer inquired about the membership decrease at the Kensington Fitplex. Mr. Baker will speak with Mr. Wood regarding the current membership

numbers and how to potentially grow it.

7.8 Mayor's Report

7.8.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the Mayors report for the month of July 2019 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Mayor Caseley and Council discussed the signage options for the frame structure located in front of the Island Stone Pub. Staff will continue to work with the graphic designer and complete the project.

7.8.3 Mayor Caseley and Council discussed the option of hosting the Canada Day Celebrations in the Credit Union Centre in future years. Celebrations were moved at the last minute due to weather conditions. Council was asked to think about the option and staff will ask residents to complete an online poll and provide feedback.

7.8.3.1 Councillor Spencer expressed that the Canada Day Celebrations are the kick off to summer and feels that the celebrations should be held outside, weather pending.

7.8.3.2 Councillor Gallant noted that the celebrations were at one time held at the arena.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 The Town of Souris will host the FPEIM Semi Annual Meeting and the AGM will be hosted by the City of Summerside the Spring of 2020.

7.10 Kensington Area Chamber of Commerce (KACC) Report

7.10.1 Councillor Bernard provided updates from the Kensington & Area Chamber of Commerce. President Christine Cousins has resigned, Past President Rosalie Profit has been assisting with the transition. The Chamber summer student, Terry Gallant has started for the summer while Julia Cameron is off. Councillor Bernard commented that the Open House event held at the Haunted Mansion had missed the mark on its purpose, many visitors were not aware they were attending a Chamber of Commerce event. The Board is working on updating the current Chamber Bylaws, as they are out of date.

7.11 Heart of the Island Initiative (STEP) Report

7.11.1 *Nil.*

8. New Business

8.1 Request for Decisions

8.1.1 Kensington Fire Department – Half-Ton Truck Purchase

8.1.1.1 Moved by Councillor Spencer, seconded by Councillor Toombs

BE IT RESOLVED THAT Kensington Town Council approve the purchase of a 2019 F-150 SuperCrew ½ Ton Truck from D Alex MacDonald Ltd. as per their quote dated May 7, 2019 in the amount of \$41,027.85 including HST and further that staff be directed to move forward with the installation of the required emergency lighting and siren, I-Pad and Accessories, Radio's and a box cap at an estimated additional cost of \$12,000 to \$15,000.

Unanimously carried.

8.1.1.2 Moved by Councillor Spencer, seconded by Councillor Gallant,

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 ½ ton truck from D. Alex MacDonald for the Kensington Fire Department, including the purchase and installation of required accessories;

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 up to \$55,000.00 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.***

Unanimously carried.

8.1.2 Train Station Boardwalk Renovation and Replacement

8.1.2.1 Moved by Councillor Bernard, seconded by Councillor Gallant

BE IT RESOLVED THAT Kensington Town Council allocate all current unallocated funds from the 2014-2019 direct allocation under the Gas Tax Program in the amount of \$169,461.54 to the Kensington Train Station/Boardwalk Renovation and Replacement Project.

Unanimously carried.

8.1.2.2 *Moved by Councillor Bernard, seconded by Councillor Gallant*

BE IT FURTHER RESOLVED THAT Kensington Town Council allocate \$72,538.46 of their 2019/20 one-time top-up funding under the Gas Tax Program to the Kensington Train Station/Boardwalk Renovation and Replacement Project.

Unanimously carried.

8.1.3 Ty Doucette Ball Tournament - Ballfield Donation

8.1.3.1 *Moved by Councillor Gallant, seconded by Councillor Toombs*

BE IT RESOLVED THAT Kensington Town Council waive the rental fees for the Credit Union Centre Ballfields from July 12, 2019 to July 14, 2019 to support a fundraising tournament in support of Ty Doucette.

Unanimously carried.

8.1.4 Donation to Ballfield Batting Cage Replacement – Kensington Area Minor Baseball Association

8.1.4.1 *Moved by Councillor Toombs, seconded by Councillor Bernard,*

BE IT RESOLVED THAT Kensington Town Council donate \$1,000.00 to the Kensington Area Minor Baseball Association to support their efforts in replacing the Credit Union Centre Ballfield Batting Cage.

Unanimously carried.

8.2 Development Permit Applications

8.2.1 Kensington Legion – Accessory Structure/Transport Container

8.2.1.1 Council directed Mr. Baker to forward the Kensington Legion's Development Permit Application for an accessory structure to Hope Parnham for review.

8.3 Audited Financial Statements

8.3.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the 2018/2019 Audited Financial Statements as prepared by Arsenault Best Cameron Ellis Chartered Accountants. Unanimously carried.*

8.4 Other Matters

- 8.4.1** Councillor Spencer inquired about the removal of the flower bed located in front of the Frosty Treat Dairy Bar. Mr. Baker noted that he anticipated that it will be addressed by the Department of Transportation during the re-surfacing work on Victoria Street W.
- 8.4.2** Councillor Gallant noted that he has received complaints regarding the current food quality, service and appearance of the Frosty Treat. Following Council discussions, it was determined that Mayor Caseley would contact the business owner to bring the concerns to their attention.
- 8.4.3** Councillor Bernard brought forward concerns that the retired firefighters of the Kensington Volunteer Fire Department have not historically received recognition by the Town for their years of service. It was confirmed that retired firefighters have been recognized and the most recent retirees will be recognized in the next month. Staff are currently working on a policy which will include protocol for future retirees.
- 8.4.4** Mayor Caseley noted that Mr. Baker will be on vacation from July 10-24.
- 8.4.5** Mayor Caseley provided updates from Island Waste Management regarding the recent decrease in service. It was noted that they are working on making changes and training new staff.
- 8.4.6** Mayor Caseley proposed that Town Council consider hiring a consultant to draft an annexation proposal to be submitted to IRAC. Mr. Baker will request a cost estimate and report back to Town Council.

9. Correspondence

- 9.1** A Thank You card from Sandi Clark, the 2019 Citizen of the Year recipient.
- 9.2** A Thank You card from KISH Grad Executives for the Town's support to the 2019 Safe Prom and Safe Grad events.
- 9.3** A Thank You card from Susan Rogers and the "Still the Water" production team.
- 9.4** A Thank You card from the QEES Graduating Class.
- 9.5** A Thank You card from Hillary Jane MacLean, recipient of the 2019 Town of Kensington Educational Scholarship.
- 9.6** A letter from Maritime Electric regarding their "Trees for Life" program.

Moved by Councillor Spencer, seconded by Councillor Bernard to submit an application for the Maritime Electric "Trees for Life" program. Unanimously carried.
- 9.7** An e-mail from the Rotary Club of Charlottetown requesting the Town to purchase an advertisement in their 2020 Rotary Advertising Supplement. – *Received.*

10. In-Camera

10.1 Nil

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Spencer to adjourn the meeting at 8:32 PM. Unanimously carried.

Geoffrey Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Town Council - August 2019		
Item #	Project/Task	Status
1	Exempt Staffing Policy	A contract was awarded to Resolve HR to complete the policy. The project is scheduled to begin the week of August 12th. There is no timeline for completion at this point in time. It will be communicated through the September CAO's report and following the project kick-off meeting.
2	Access to Information and Protection of Privacy Bylaw, Records Retention and Disposition Bylaw, Procurement Bylaw	NO UPDATE A new deadline of December 23, 2019 has been provided by the Province for the completion of these Bylaws. Staff will begin to work on these Bylaws to ensure the new deadline is met.
3	Victoria Street West Sidewalk Replacement	NO UPDATE The project has been deferred to 2020. The Province has agreed to include the sidewalk replacement project with their storm sewer replacement project and as such will provide design/tender services for the project at no additional cost to the town.
4	Official Plan and Zoning Bylaw 5 Year Review	DV8 Consulting continues to work on the project. It is anticipated that a public meeting will be scheduled in September/October and the project will be completed by December of 2019.
5	Asset Management	The Town continues to progress Asset Management on a couple of different fronts. We continue to work under the Provincial Cohort program which has provided a unique learning experience in asset management theory and implementation. Public Sector Partners continue to complete the actual asset management plan on the town's behalf. A RFD has been circulated with the tentative agenda package requesting Council's approval to submit a funding application to cover 75% of the cost of the project.
6	Ballfield Batting/Pitching Cages	Town Council has agreed to contribute \$1000 to the cost of the replacement of the ball field batting cage and to include the replacement in the Credit Union Centre Upgrades project funding application to the Community Revitalization Program, to offset 50% of the cost.
7	Railyards/Boardwalk Renovation and Upgrade Project	proceed with the project under the Gas Tax Program. The Tender documents to solicit bids to complete the project will be issued under three separate components; Mechanical, Roofing and General Carpentry, and are anticipated to be advertised within the next week. It is anticipated that work will be gin in early October.
8	Investing in Canada Infrastructure Program (ICIP)	We have been advised that we have been approved for the Lagoon Upgrades Project under the ICIP. The total estimated cost of the project is \$555,000 with the town's contribution to the project in the amount of \$141,565.
9	Re- Zoning of PID No 801500 - Rocky Arsenault	Completed
11	Unsightly Property - 105 Victoria Street West	The Dangerous and Unsightly Property Notices were served on the property owner on July 29, 2019. A Notice was sent by registered mail and two Notices were posted publicly on the property. The Notices provide a period of 30 days to bring the property into compliance with the Unsightly Property Bylaw.
12	Transport Container on Legion Property	The development permit application has been forwarded to DV8 consulting for review and recommendation.
13	Fire Department Rescue Vehicle	The RFP closed on July 18, 2019. A request for decision has been circulated with the tentative agenda package requesting Council's consideration of awarding a contract to METALFAB Ltd.
14	Duplicate Power Poles	NO UPDATE A concern was brought forward prior to June's Council meeting that there are still some duplicate power poles located throughout the community. Staff have contacted Bell and they have indicated that they will be removing these poles, and maintaining others throughout the summer months.
15	Wastewater Treatment Plant Blowers	Quotes have been requested to the replacement of a broken pressure gauge on Blower #2 and the repair/replacement of the oxygen level display. The quotes have not yet been received. Staff will proceed with the work once the quotes are received.
16	W&PCC Report	I am still waiting to hear back from Municipal Affairs on dissolving the Water and Pollution Control Corporation and assuming it as a department of the Town. I have spoken to IRAC and have determined that the Corporation can be dissolved as any other. A Bylaw will be required to authorize the construction, management, maintenance and operation of the utility. Once this is complete the Water and Sewer system can be operated as any other department. I will continue seek advice from Municipal Affairs and will provide a complete report to Town Council at their September regular meeting.
17	Architects Association of PEI - Fun Times Day Care Accessory Structure	We have been contacted by the Architects Association in regards to the recently issued Development Permit Application for an accessory structure on the Fun Times Day Care property. The Association are indicating that architectural drawings were required to facilitate the issuance of the permit. I have advised the contractor to cease work on the project until such time as clarification is received from the Association on the project.
18	Kensington Fire Department 1/2 Ton Truck Procurement	The truck has been ordered and is expected to arrive in four weeks.
19	Unsightly Property - 39 Woodleigh Drive	The Police chief has spoken to the owner of the property and it was committee to that the grass would be mowed accordingly. It is noted that as of the drafting of this report, the grass has not been mowed. We will reach out to the property owner again prior to enforcing the Unsightly Property Bylaw.

Item #	Project/Task	Status
20	Kensington Area Soccer Club - Clubhouse	I have been provided with no further update on this project. The Mayor and I met with a representative from the Soccer Club and we are advised that they are intent on proceeding with the construction of a club house this year. As such, they have requested the Town's input into the development process. Staff will continue to provide information and advice as the project progresses. A development permit application to Town Council will be required.
21	Train Station Basement	At the last Council meeting, 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.
22	Public Works Storage Building Upgrades	A Request for Decision is circulated with the tentative agenda package recommending that the contract to complete the required work be awarded to Sharpe Construction.
23	Backcheck Contract	It is confirmed that the current Backcheck Contract is operational until 2023 subject to annual review by both parties. The agreement was signed in 2015 for a three year period, being able to be extended in one year increments to a maximum of 5 years.

Kensington Fire Department

Occurrence Report 2019

[illegible]

JUNE 2019

The Kensington Fire Department responded to 6 calls during the month of June and the average attendance for the fire calls was 14. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
June 10	Structure fire	103 Victoria St.	17	2
June 11	Motorcycle accident	Wilmot Valley Rd.	15	2
June 16	Commercial fire alarm	Traveller's Rest	9	Stand Down
June 17	Smell of smoke	Rte 20 Sea View	7	Stand Down
June 17	Fuel leaking from truck	Imperial St.	17	1
June 28	MVC	Rte 6 Margate	17	1

There was no training held this month.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report June 2019

KPS received 2 false alarms during the month.

Jun 5 @ 0614hrs – Kensington Agriculture, member did not attend.

Jun 19 @ 0849hrs – Kensington Fire Hall, member did not attend.

Year To Date Approved Development Permits Summary Report
2019

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential Deck/Fence/Pools							1							1	
New Industrial				1										1	
New Residential Accessory Structure					2		2							4	
New Residential Deck/Fence/Pools						1	1							2	
New Semi Detached Dwelling					1									1	
Other Demolition						1								1	
Other Institutional					1									1	
Renovation Residential additions/alterations			1											1	
Renovation Residential Deck/Fence/Pools				1										1	
Renovation Single Family Dwelling					1									1	
Total:					1									14	

Total Estimated Construction Value
\$900.00
\$250,000.00
\$25,100.00
\$32,500.00
\$310,000.00
\$4,800.00
\$59,000.00
\$60,000.00
\$5,000.00
\$40,000.00
\$787,300.00

DEVELOPMENT PERMITS REPORT

For the period July 06, 2019 to August 09, 2019

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							

Residential Accessory Structure

14-19	07/29/2019	498196	Peggy Holland - 13 Pleasant Street	902-315-0770	Approved	New	Residential Accessory Structure	\$7,000.00	07/12/2019	08/09/2019
			13 Pleasant Street				Description:	Construct new 12x14 shed with lean-to roof to existing shed. 6' Fence structure to existing deck.		
12-19	07/08/2019	1096940	Sean MacIsaac - 4B Brookins Drive	902-439-7299	Approved	New	Residential Accessory Structure	\$1,200.00	07/08/2019	10/31/2019
			4B Brookins Drive				Description:	Construct new 8x10 shed		

Sub Total: \$8,200.00

Residential Deck/Fence/Pools

11-19	07/08/2019	1056142	Paul Gaudet - 14 Sunset Drive Apt #7	780-983-5475	Approved	Addition	Residential Deck/Fence/Pools	\$900.00	07/08/2019	08/30/2019
			14 Sunset Drive				Description:	Expand existing deck and deck roof		
13-19	07/26/2019	721290	Pat O'Connor - 37 Sunset Drive	902-439-1591	Approved	New	Residential Deck/Fence/Pools	\$2,500.00	07/26/2019	07/31/2019
			37 Sunset Drive				Description:	Construct veranda to front of house		

Sub Total: \$3,400.00

Total: \$11,600.00



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only	
Permit #:	14-19
Date Received:	July 26/19
Date Approved:	July 29/19
PEI Planning:	Aug 9/19
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 13 Pleasant St Property Tax Number (PID): 498196
Lot No.: _____ Subdivision Name _____ Current Zoning: _____
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
house, garage, deck
Land Purchased from Nick MacLean Year Purchased 2014

Location of Development	Property Size
<input checked="" type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West	Road Frontage _____ Acreage _____ Property Depth _____ Area sq. ft. _____

2. Contact Information

APPLICANT Name: Percy Holland Address: 13 Pleasant St
Phone: _____ Cell: 902 315-0770
Email: pholland13@hotmail.ca Postal Code: C0B 1M0
Same as Above: ☒
Name: _____ Address: _____
OWNER Phone: _____ Cell: _____
Email: _____ Postal Code: _____
CONTRACTOR, ARCHITECT OR ENGINEER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

4. Development Description

☒ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other _____

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input checked="" type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input checked="" type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete	<input checked="" type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

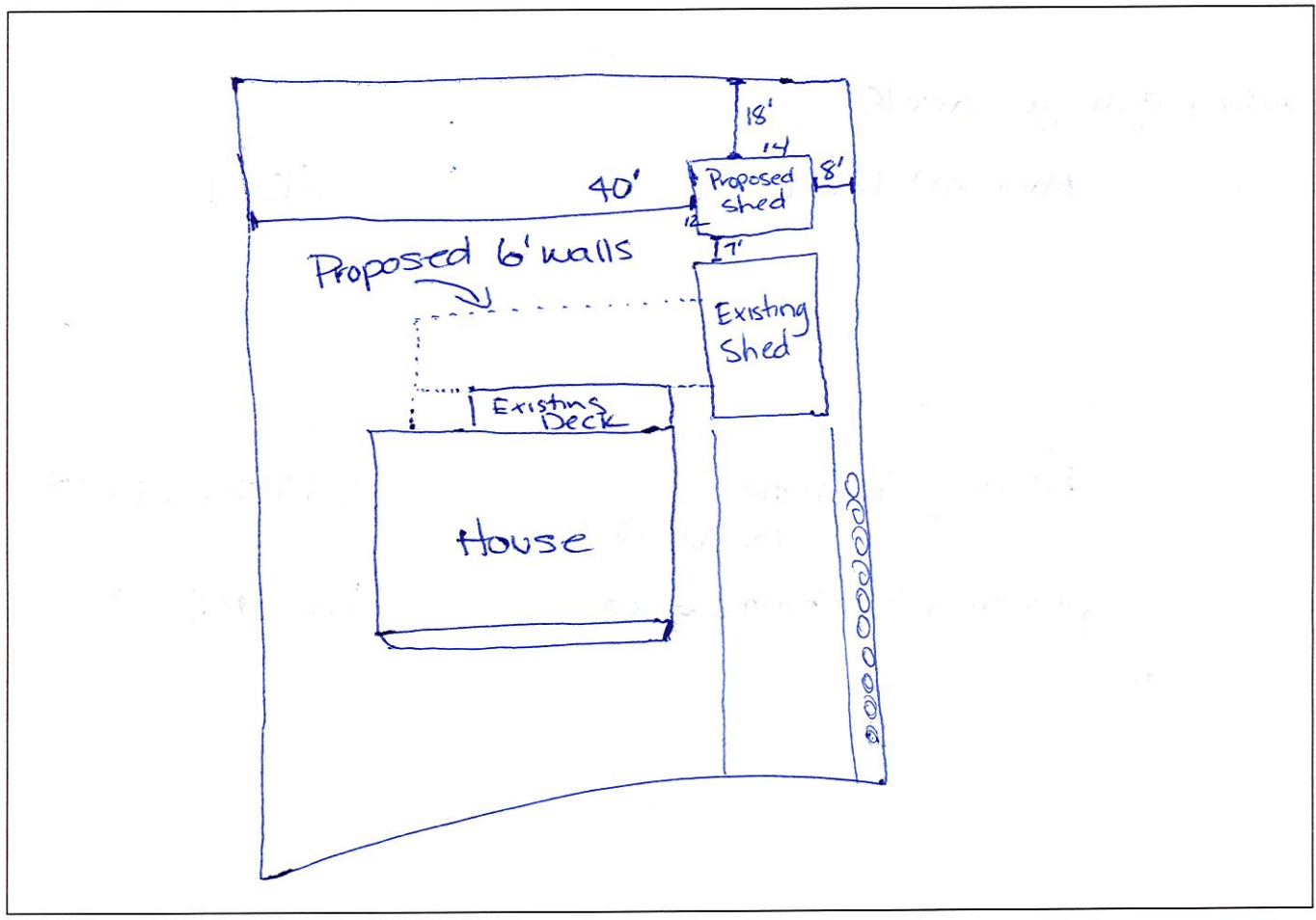
Detailed Project Description: To construct a new 12x14 shed
with lean to roof to existing shed.
- to fence in existing deck with 6" fence.

Estimated Value of Construction (not including land cost): 7000

Projected Start Date: July 3 2019 Projected Date of Completion: July 2020

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.



I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are subject to a 21-day appeal period as stated under the PEI Planning Act.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant [Signature] Date: July 29, 2018



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
COB 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only

Permit #: 12-19
Date Received: July 5, 2019
Date Approved: July 8, 2019
PEI Planning: July 8, 2019
Permit Fee: \$ 100.00 ☒ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 1B BROOKINS DRIVE Property Tax Number (PID): 1096940
Lot No.: _____ Subdivision Name _____ Current Zoning: RES R3
Are there any existing structures on the property?: ☒ No ☐ Yes, please describe:

Land Purchased from PAM JAMES Year Purchased 2018

Location of Development	Property Size
<input type="checkbox"/> North <input checked="" type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West	Road Frontage _____ Acreage _____ Property Depth _____ Area sq. ft. _____

2. Contact Information

APPLICANT Name: SEAN MACISAAC Address: 1B BROOKINS DRIVE
Phone: _____ Cell: (902) 439-7299 KENSINGTON, PEI
Email: N/A Postal Code: COB 1M0

Same as Above: ☒
OWNER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: SAME AS ABOVE Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

Water Supply ☐ Municipal ☐ Private Sewage System ☐ Municipal ☐ Private

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

4. Development Description

☒ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☐ Other _____

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input checked="" type="checkbox"/> Accessory Building	<u>8'x10' SHED</u>
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete <input type="checkbox"/> Slab <input type="checkbox"/> Pier <input type="checkbox"/> Other	<input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Shingles <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Asphalt <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Brick <input type="checkbox"/> Prefab <input type="checkbox"/> Other

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

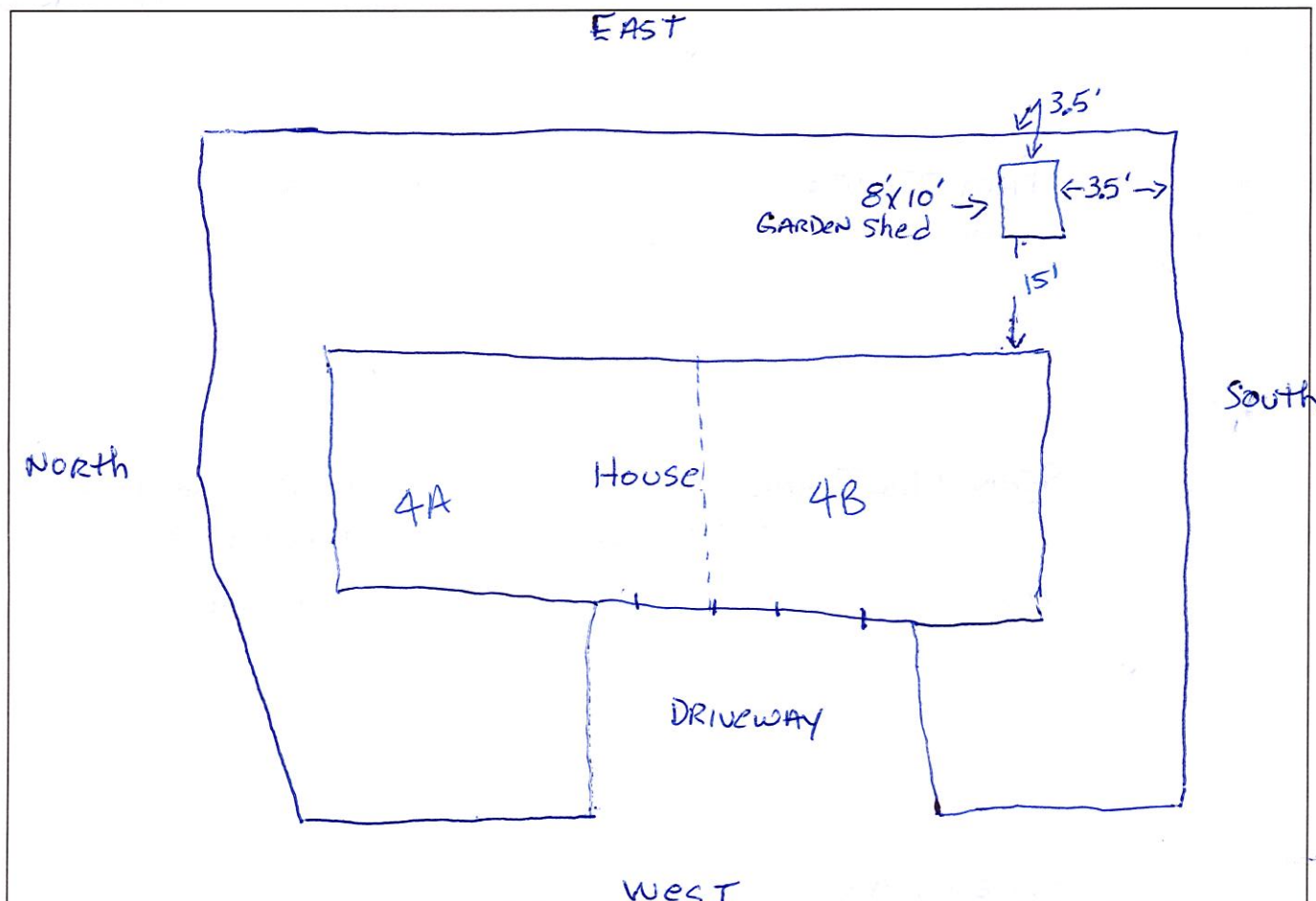
Detailed Project Description: 8' x 10' GARDEN shed (Gambrel style)

Estimated Value of Construction (not including land cost): APPROX \$1000 - \$1200

Projected Start Date: July 8, 2019 Projected Date of Completion: Oct 31, 2019

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.



I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

[Signature]

Date:

July 7/19



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only	
Permit #:	11-19
Date Received:	July 8, 2019
Date Approved:	July 8, 2019
PEI Planning:	July 8, 2019
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 14 SUNSET DR. #7 Property Tax Number (PID): 1056142
Lot No.: _____ Subdivision Name _____ Current Zoning: _____
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe: _____

Land Purchased from _____ Year Purchased _____

Location of Development	Property Size	
<input type="checkbox"/> North <input type="checkbox"/> East	Road Frontage _____	Acreage _____
<input type="checkbox"/> South <input type="checkbox"/> West	Property Depth _____	Area sq. ft. _____

2. Contact Information

APPLICANT Name: PAUL GAUDET Address: 14 SUNSET DR #7
Phone: _____ Cell: 1-780-983-5475 KENSINGTON P.E.I.
Email: jap.gaudet@gmail.com Postal Code: C0B 1M0

Same as Above: ☐
OWNER Name: HEATHER PETERS Address: _____
Phone: 902-218-1254 Cell: _____ CHARLOTTETOWN P.E.I.
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

3. Infrastructure Components

Water Supply ☐ Municipal ☐ Private Sewage System ☐ Municipal ☐ Private

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☒ Other DECK ADDITIONS - FLOWER PLAZERS

<input type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input checked="" type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Vinyl Siding	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick
<input type="checkbox"/> Slab	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Steel	<input type="checkbox"/> Prefab
<input type="checkbox"/> Pier	<input type="checkbox"/> Steel	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
			Width _____ Length _____

Detailed Project Description: Expand existing deck in 2 sections.

1. 6x6 w/ part Fenced wall

2. 2x6 w/ part Fenced wall

3. 6x8 Temporary roof.

Estimated Value of Construction (not including land cost): \$900.00

Projected Start Date: July 2019

Projected Date of Completion: August 2019

Please provide a diagram of proposed construction:

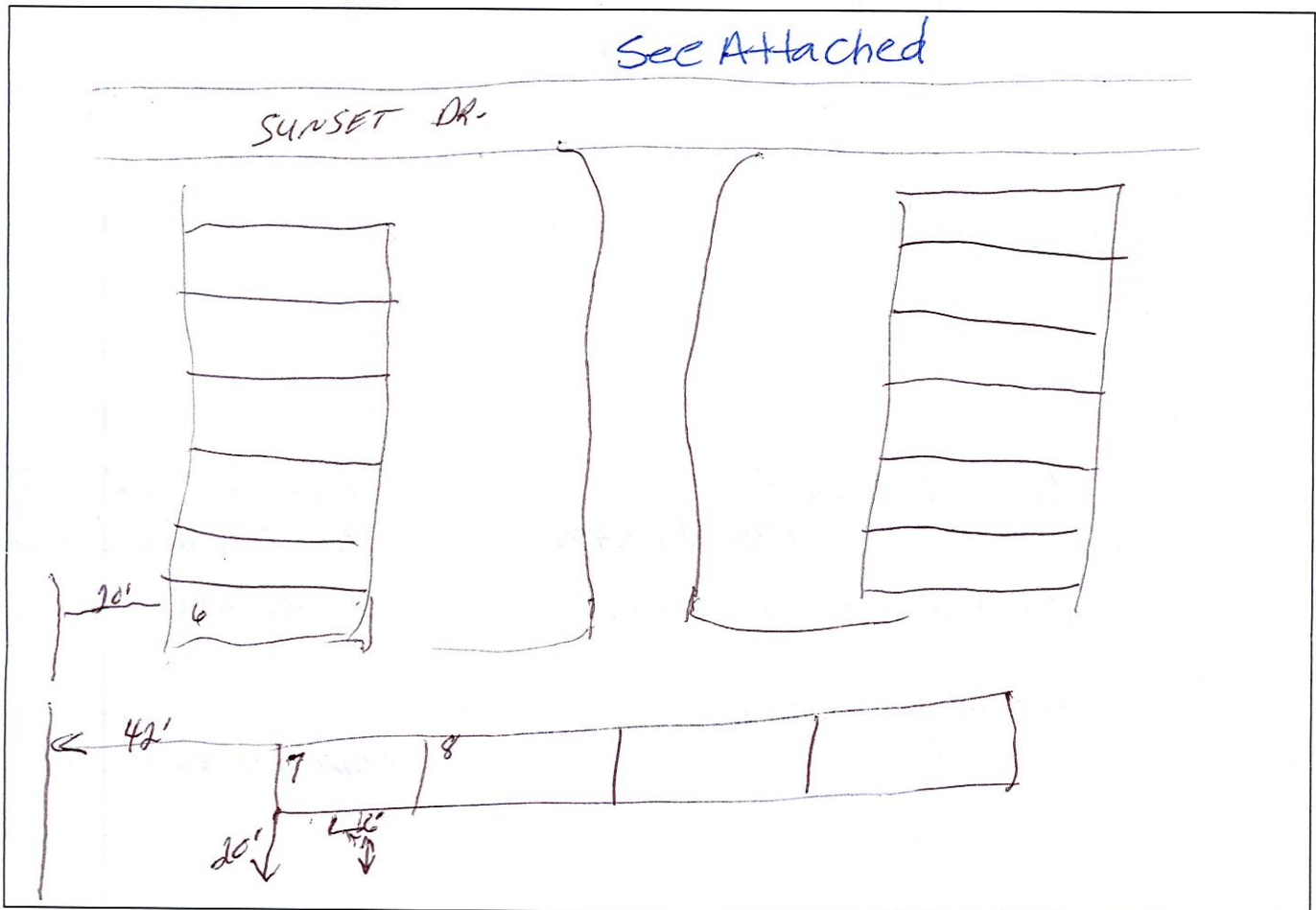
a) Draw boundaries of your lot.

c) Indicate the distance between buildings.

e) Indicate distance to property lines.

b) Show existing and proposed buildings.

d) Show location of driveway.



I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
7. I agree to comply with all laws of Canada, Province of Prince Edward Island, and Bylaws of the Town of Kensington pertaining to the construction/and use of the development applied for herein.
8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

Paul Gaudet

Date:

July 8/19



Paul Gaudet <japgaudet@gmail.com>

Deck

1 message

hthrptrs@gmail.com <hthrptrs@gmail.com>
To: japgaudet@gmail.com

Fri, Jul 5, 2019 at 5:39 PM

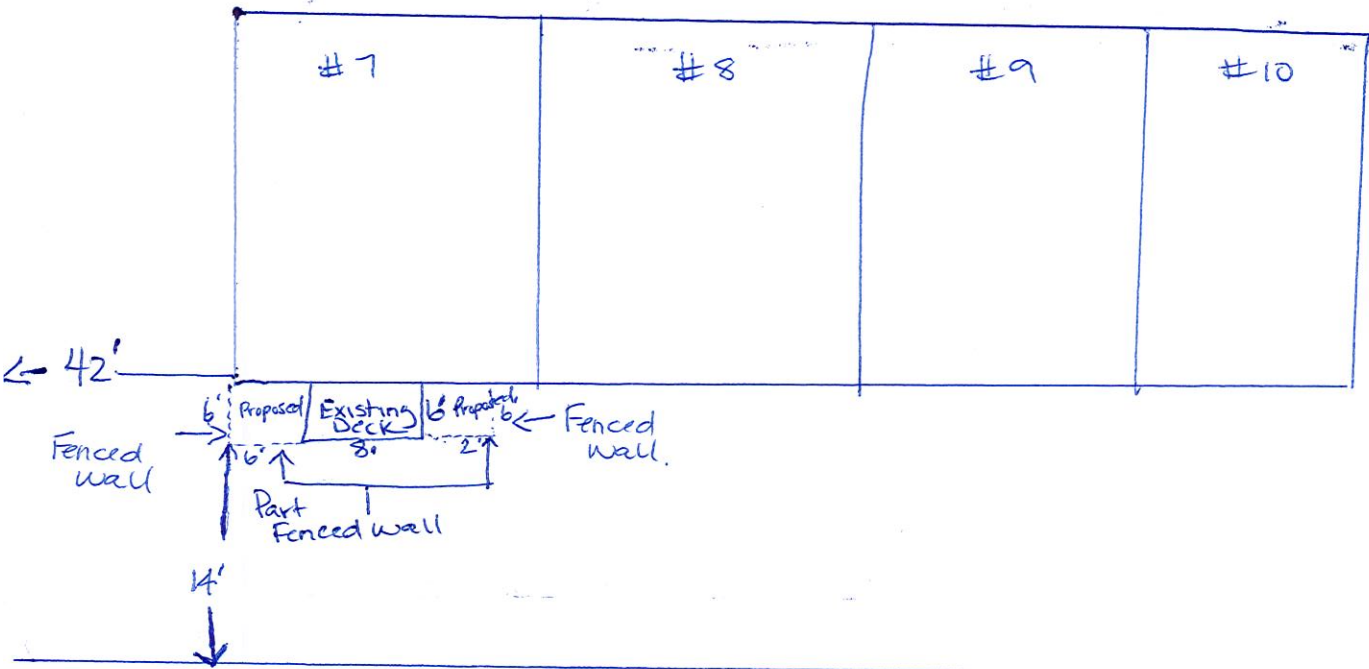
Please be advised that I give permission for the Gaudet's to have an additional deck installed to the back of their apartment unit

Thanks

Heather Peters
HLM Enterprises Ltd

Sent from my iPhone

DRIVEWAY





Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0

Tel: 902-836-3781
Fax: 902-836-3741
Email: townmanager@townofkensington.com
Website: www.kensington.ca

For Office Use Only

Permit #: 13-19
Date Received: July 26, 2019
Date Approved: July 26, 2019
PEI Planning: July 26, 2019
Permit Fee: \$ 50.00 ☒ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 37 SUNSET DR. Property Tax Number (PID): 721290-000
Lot No.: 19 Subdivision Name _____ Current Zoning: R1

Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:

HOUSE, BABY BARN

Land Purchased from BRIAN PAYNTER Year Purchased 2019

Location of Development	Property Size
<input checked="" type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> South <input checked="" type="checkbox"/> West	Road Frontage _____ Acreage 0.28 Property Depth _____ Area sq. ft. _____

2. Contact Information

APPLICANT Name: PAT O'CONNOR Address: 37 SUNSET DR
Phone: _____ Cell: 902-439-1591 P.O. Box 817
Email: piece6@hotmail.com Postal Code: C0B 1M0

Same as Above: ☒
OWNER Name: ~~CAPE TRAVEL COMPANY~~ Address: ~~HUNTER RIVER~~
Phone: ~~902-964-2211~~ Cell: ~~902-439-7930~~
Email: _____ Postal Code: _____

CONTRACTOR, ARCHITECT OR ENGINEER Name: CAPE TRAVEL COMPANY Address: HUNTER RIVER, PEI
Phone: 902-964-2211 Cell: 902-439-7930
Email: _____ Postal Code: _____

3. Infrastructure Components

Water Supply ☒ Municipal ☐ Private Sewage System ☒ Municipal ☐ Private

Entrance Way Permit (Department of Transportation and Infrastructure Renewal) ☐ Attached

4. Development Description

☐ New Building ☐ Renovate Existing ☒ Addition ☐ Demolition ☐ Other _____

<input checked="" type="checkbox"/> Single Family (R1)	<input type="checkbox"/> Commercial (C1)	<input type="checkbox"/> Public Serv./Institution (PSI)	<input type="checkbox"/> Other
<input type="checkbox"/> Semi-Detached (R2)	<input type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

Type of Foundation	External Wall Finish	Roof Material	Chimney
<input checked="" type="checkbox"/> Poured Concrete <input type="checkbox"/> Slab <input type="checkbox"/> Pier <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Shingles <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Brick <input type="checkbox"/> Prefab <input type="checkbox"/> Other

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	3	2	Width 28 Length 52

Detailed Project Description: Add veranda to front of house.

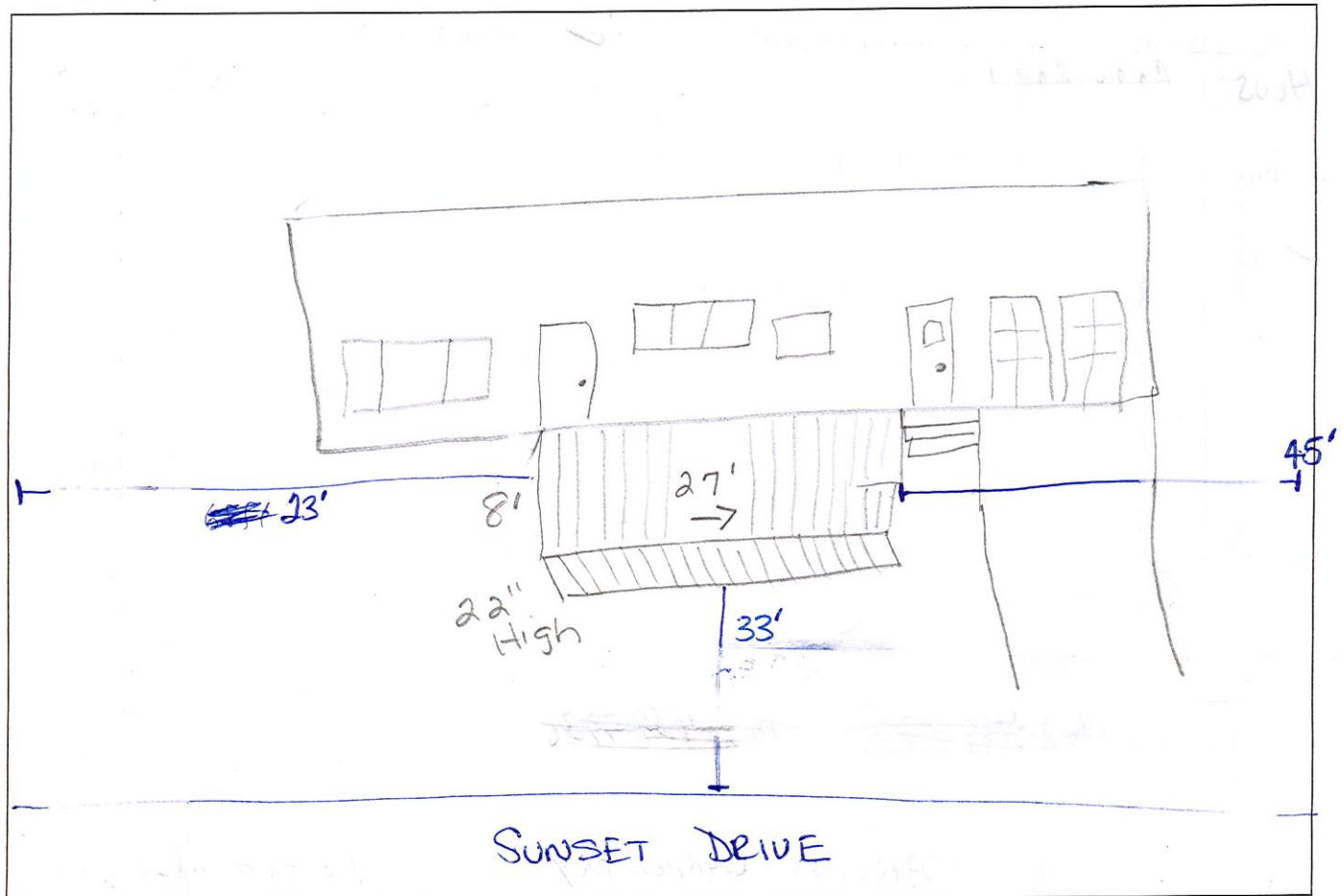
Estimated Value of Construction (not including land cost): \$2500.00

Projected Start Date: July 22/19 Projected Date of Completion: July 31/19

Please provide a diagram of proposed construction:

- a) Draw boundaries of your lot.
- c) Indicate the distance between buildings.
- e) Indicate distance to property lines.

- b) Show existing and proposed buildings.
- d) Show location of driveway.



I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the plans and specifications as submitted.
3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
5. Where services are available, properties must be serviced by municipal water and sewer in accordance with the Town of Kensington Water and Pollution Control Corporations minimum standards. I am responsible for costs associated with the connection as outlined in the IRAC (Island Regulatory and Appeals Commission) Regulations. Any connection to water or sewer must be inspected by the Town of Kensington Public Works Department and 24 hrs notice must be given and inspections must be made between the hours of 8 am and 5 pm, Monday to Friday.
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Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

Pato Lorne

Date:

July 17/19

Town of Kensington Bills List June 2019

ADL Foods	2386052	\$126.74
Aliant	6984024	\$238.17
Aliant	6986897	\$30.48
Allan Sonier	CANADA DAY 2019	\$200.00
Andrew Griffin	JUNE 2019 RRSP	\$527.76
Bell Mobility	2-1012373	\$765.51
Bell Mobility	2-386565	\$201.25
AL Bell Ltd	11232	\$78.00
Bev Campbell	CANADA DAY 2019	\$150.00
Bev Semple	JUNE 19 CROSSWALK	\$60.00
Black & McDonald Limited	80-1002679	\$1,283.15
Brenda MacIsaac	JUNE MILEAGE	\$47.00
Brenda MacIsaac	JUNE 2019 RRSP	\$286.88
Brennan Smith	CANADA DAY 2019	\$75.00
Bunny Trails Pet Ranch	CANADA DAY 2019	\$245.00
Campbell's Plumbing and Heating	10403	\$132.83
Capital "T" Electric	676	\$2,101.65
Combat Computer Inc	53782	\$149.49
Combat Computer Inc	53785	\$150.94
Combat Computer Inc	53788	\$344.98
Controls & Equipment	42871	\$543.95
Canadian Union of Public Employees	JUNE 2019 UNION DUES	\$450.76
Curran & Briggs Ltd	43083	\$6,670.00
Eastlink	08813502	\$99.99
Eastlink	08758188	\$135.59
Eastlink	09052772	\$137.89
Eastlink	08979372	\$89.64
Eastlink	08979652	\$23.00
Eastlink	08979050	\$755.13
Elizabeth Hubley	JUNE 2019 RENT	\$805.00
Frontline Outfitters	42809	\$424.41

Geoff Baker	JUNE 19 MILEAGE	\$321.95
Green Diamond	JUNE 18, 2019	\$20.77
Hillary MacLean & Universite De Moncton	2019 SCHOLARSHIP	\$1,000.00
Hummingbird Creative	2500	\$276.00
Hummingbird Creative	2498	\$103.11
Irving Oil	32970681	\$270.57
Irving Oil	32977129	\$193.12
Irving Oil	32963890	\$448.66
Irving Oil	32934509	\$361.39
Irving Oil	32957278	\$301.12
Irving Oil	228669	\$344.02
Irving Oil	38062	\$460.40
Irving Oil	831469	\$503.90
Irving Oil	218184	\$406.63
Irving Oil	429082	\$201.17
Island First Aid Service	SI-10624	\$75.10
Island Hot Tubs & Pools	21676	\$91.98
Island Hot Tubs & Pools	21650	\$118.42
Island Hot Tubs & Pools	21172	\$438.07
Jack Spencer	JUNE 19 CROSSWALK	\$90.00
Jamie Perry	JUNE 19 CROSSWALK	\$210.00
Josh Hood	CANADA DAY 2019	\$400.00
Kensington Agricultural Services	27751	\$419.75
Kent Building Supplies	1162759	\$120.64
Kent Building Supplies	1158432	\$27.59
Kent Building Supplies	1162644	\$72.25
Kent Building Supplies	1159117	\$65.32
Kent Building Supplies	2690101	\$72.20
Kent Building Supplies	1167954	\$18.35
Kent Building Supplies	1166708	\$29.46
Kent Building Supplies	1154769	\$10.47
Kent Building Supplies	1164231	\$115.89
Kent Building Supplies	1167051	\$24.84
Kent Building Supplies	1166997	\$38.09

Kent Building Supplies	1155980	\$259.59
Kim Mullett	JUNE 3, 19 TRAINING	\$57.30
Kensington Metal Products Inc	47364	\$76.28
Kool Breeze Farms	427303	\$581.98
K'Town Auto Parts	19833/5	\$293.66
Laura Woodside	CANADA DAY 2019	\$120.00
Lewis Sutherland	JUNE 19 MILEAGE	\$131.13
Lewis Sutherland	MAY 2019 MILEAGE	\$137.91
Lewis Sutherland	JUNE 2019 RRSP	\$640.76
Maritime Electric	RADAR SIGNS JUNE 19	\$105.13
Maritime Electric	CAR CHARGER JUNE 19	\$31.91
Maritime Electric	FIRE HALL JUNE 2019	\$418.40
Maritime Electric	EVK POOL JUNE 2019	\$479.78
Maritime Electric	ART CO-OP JUNE 19	\$380.01
Maritime Electric	TRAIN STN JUNE 19	\$820.55
Maritime Electric	STREET LIGHTS JUNE 19	\$2,926.70
Maritime Electric	LIBRARY JUNE 19	\$110.96
Maritime Electric	TOWN HALL JUNE 19	\$1,578.32
Maritime Electric	SENIOR CENTRE JUNE 19	\$62.80
Maritime Electric	CUC SIGN JUNE 19	\$187.16
Maritime Electric	CUC RINK JUNE 19	\$1,484.41
Maritime Electric	CUC BALLFIELD JUNE 19	\$28.26
Maritime Electric	PW SHOP JUNE 19	\$162.78
Malpeque Bay Credit Union	JUNE 2019 RRSP	\$1,650.28
MDC	4005565	\$769.47
MDC	4005637	\$142.58
MDC	4005451	\$594.00
Medacom Atlantic Inc	010931	\$251.16
Minister of Finance	309660	\$17.00
Minister of Finance	308777	\$50.00
Minister of Finance	310049	\$414.00
MJS Marketing & Promotions	2670026	\$500.25
MJS Marketing & Promotions	2670011	\$51.75
Moase Plumbing & Heating	30060	\$57.50

Orkin Canada	9378116	\$28.75
Orkin Canada	9378892	\$73.03
Orkin Canada	9378345	\$44.28
Par-T-Perfect PEI	CANADA DAY 2019	\$488.00
PEI Firefighters Association	C2-3495	\$132.58
Pitney Bowes	3201139337	\$161.01
Pitney Bowes	3201144176	\$33.53
Princess Auto	839174	\$198.87
Right on Board Locksmith	6015	\$201.25
Robert Wood	JUNE 2019 MILEAGE	\$159.40
Rowan Caseley	JUNE 2019 MILEAGE	\$176.25
Rural Beautification Society	2019 DONATION	\$300.00
Sansom Equipment Ltd	3498	\$1,594.08
Mikes Independent	03 7247	\$11.78
Mikes Independent	039746	\$11.78
Mikes Independent	03 9056	\$34.14
Scotia Securities	DOUG JUNE 2019 RRSP	\$398.48
Scotiabank Visa	CANVA JUNE 6	\$73.30
Scotiabank Visa	MAY 24 TIM HORTONS	\$65.52
Scotiabank Visa	JUNE 14, ISLAND STONE	\$135.56
Scotiabank Visa	PETRO CAN-YOUTH OF YEAR	\$50.00
Scouts Canada	CANADA DAY 2019	\$250.00
Source for Sports	271	\$580.29
Source for Sports	7934	\$115.00
Source for Sports	7935	\$23.00
Spring Valley Building Centre Ltd	204561	\$44.85
Spring Valley Building Centre Ltd	205045	\$441.90
Staples	514172-8478	\$66.40
Staples	550363-5153	\$682.52
Greater Summerside Chamber of Commerce	158031	\$46.00
Suncor Energy Products Partnership	JUNE 2019	\$709.78
Superior Sanitation	678072	\$207.00
Superior Sanitation	678070	\$184.00
Superior Sanitation	678071	\$230.00

Superior Sanitation	678069	\$80.50
T & K Fire Safety Equipment Ltd	246692	\$276.00
T & K Fire Safety Equipment Ltd	247792	\$266.80
Telus	JUNE 2019	\$737.14
The Crosswalk Safety Society of Nova Scotia	19013	\$393.04
Town of Stratford	201920795	\$3,915.41
Traci Campbell	MAY/JUNE AEROBICS	\$208.00
Vail's Fabric Services Ltd	330527	\$104.42
Valerie Henderson	27	\$450.00
Vistaprint	CUC YARD SIGNS JUNE	\$126.49
Vistaprint	VISTAPRINT - HARVEST	\$54.03
Vistaprint	SUMMER MUSIC NIGHTS	\$321.10
Walmart	JUNE 25, 2019	\$237.24
Walmart	WALMART BIKE RODEO	\$5,203.75
Walmart	WALMART BIKE RODEO	\$195.12
Waugh's Construction Ltd	21179	\$5,520.00
Yellow Pages Group	19-7283694	\$23.17
Subtotal		<u>\$66,619.73</u>
Payroll		\$76,716.46

Capital Purchases

Hummingbird Creative	2501	\$1,600.15
Kerry MacDougall	JUNE 7, 2019 GENERAT	\$1,400.00
Subtotal Capital		<u>\$3,000.15</u>

Total Bills

\$146,336.34

TOWN OF KENSINGTON

Income Statement Comparison of Actual to Budget for June 2019

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$95,409.73	\$97,287.00	-\$1,877.27	\$277,794.70	\$282,909.00	-\$5,114.30	\$1,125,834.00	25%
Police Service	\$1,679.60	\$3,000.00	-\$1,320.40	\$6,669.20	\$9,000.00	-\$2,330.80	\$36,000.00	19%
Town Hall Rent	\$8,008.58	\$8,213.00	-\$204.42	\$23,925.74	\$24,239.00	-\$313.26	\$96,656.00	25%
Recreation	\$1,495.00	\$500.00	\$995.00	\$1,690.00	\$500.00	\$1,190.00	\$3,750.00	45%
Sales of Service	\$38,423.00	\$37,000.00	\$1,423.00	\$122,178.70	\$111,000.00	\$11,178.70	\$444,000.00	28%
Subtotal Revenue	\$145,015.91	\$146,000.00	-\$984.09	\$432,258.34	\$427,648.00	\$4,610.34	\$1,706,240.00	25%
GENERAL EXPENSES								
Town Hall	\$10,697.79	\$12,310.00	-\$1,612.21	\$37,939.80	\$39,605.00	-\$1,665.20	\$162,934.00	23%
General Town	\$36,465.03	\$38,139.00	-\$1,673.97	\$108,326.52	\$122,287.00	-\$13,960.48	\$579,955.00	19%
Police Department	\$34,029.50	\$37,767.00	-\$3,737.50	\$99,689.30	\$104,961.00	-\$5,271.70	\$458,961.00	22%
Public Works	\$10,669.53	\$12,732.00	-\$2,062.47	\$24,730.94	\$40,651.00	-\$15,920.06	\$205,465.00	12%
Train Station	\$3,944.13	\$2,260.00	\$1,684.13	\$9,050.14	\$7,340.00	\$1,710.14	\$31,940.00	28%
Recreation & Park	\$11,246.19	\$9,935.00	\$1,311.19	\$26,830.61	\$31,085.00	-\$4,254.39	\$75,785.00	35%
Sales of Service	\$14,728.80	\$13,948.00	\$780.80	\$43,082.55	\$44,144.00	-\$1,061.45	\$190,071.00	23%
Subtotal Expenses	\$121,780.97	\$127,091.00	-\$5,310.03	\$349,649.86	\$390,073.00	-\$40,423.14	\$1,705,111.00	23%
Net Income (Deficit)	\$23,234.94	\$18,909.00	\$4,325.94	\$82,608.48	\$37,575.00	\$45,033.48		
Credit Union Centre								
Credit Union Centre Revenue	\$10,815.34	\$18,400.00	-\$7,584.66	\$82,532.70	\$67,000.00	\$15,532.70	\$397,700.00	21%
Credit Union Centre Expenses	\$17,632.59	\$20,929.00	-\$3,296.41	\$75,007.42	\$77,827.00	-\$2,819.58	\$397,408.00	19%
Net Income (Deficit)	-\$6,817.25	-\$2,529.00	-\$4,288.25	\$7,525.28	-\$10,827.00	\$18,352.28		
Fire Department								
Fire Revenues	\$20,710.00	\$20,772.00	-\$62.00	\$62,514.50	\$62,316.00	\$198.50	\$249,264.00	25%
Fire Department Expenses	\$13,739.15	\$17,077.00	-\$3,337.85	\$42,465.33	\$53,531.00	-\$11,065.67	\$249,264.00	17%
Net Income (Deficit)	\$6,970.85	\$3,695.00	\$3,275.85	\$20,049.17	\$8,785.00	\$11,264.17		
Consolidated Net Income (Deficit)	\$23,388.54	\$20,075.00	\$3,313.54	\$110,182.93	\$35,533.00	\$74,649.93		
							\$1,421.00	
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$48,653.05	\$49,222.00	-\$568.95	\$147,280.34	\$147,666.00	-\$385.66	\$593,079.00	25%
Water & Sewer Expenses	\$46,494.02	\$49,115.00	-\$2,620.98	\$135,273.57	\$147,345.00	-\$12,071.43	\$590,480.00	23%
Water & Sewer Net Income (Deficit)	\$2,159.03	\$107.00	\$2,052.03	\$12,006.77	\$321.00	\$11,685.77		
							\$2,599.00	

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CUC MANAGER
SUBJECT: JUNE 2019 CREDIT UNION CENTRE REPORT
DATE:
ATTACHMENT: STATISTICAL REPORT

June 2019

Fitplex

Programming: Aerobics Programming

No aerobics for summer season

Hours

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

New Cable Crossover Machine setup and installed by Spartan Athletic', 2019

Machines serviced and inspected by Spartan Athletic

Arena

Summer Maintenance Items Completed to date:

- Warm room painted.
- Home and visiting benches repaired
- Crushed asphalt spread by Fitplex and senior center.
- Sept Ice Bookings are filling up
- Matrix Jamboree Hockey Tournament Sept 27-29,2019

Kensington Cash

June, 2019 \$200.00
 \$210.00
 \$208.00
 \$212.00

Total \$830.00

Ball Fields

Minor Ball has 8 Teams using the fields this season. (Rally Cap, Junior mosquito team 1 and team 2, Mosquito A, Mosquito AA, Peewee AA and Peewee AAA)

Men's Recreation League has 7 teams using the fields this year

July 2-5 Ball Camp booked. - Jean Paul Pendergast

Tournaments booked to date:

Mosquito July 5-6-7

Danny Hughes Memorial July 12-13-14

Mosquito A Aug 16-18

Mosquito AA Aug 30-Sept 1

Steve Noonan Eastern Canadians Sept 6-7-8

Kevin Gallant Co-ed tournament Sept 27-29

Senior Center

Activities at the senior center on a weekly basis

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

Harvest Festival

Theme: Picnic in the Park

Committee meeting held in June and the lineup is finalized for the 2019 festival

Upcoming Events

- Canada Day, 2019
- Lady Slipper Dog Show July, 2019
- Ball camp July 2019
- Minor Ball Tournament July 2019
- Rec Ball Tournament July 2019
- Harvest Festival, 2019
- 2 Minor Ball Tournaments in Aug 2019
- Ball Eastern Canadians Sept 2019
- Rec co-ed Ball Sept 2019

Town of Kensington Credit Union Centre Monthly Statistical Data 2019

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	262	258	250	242	230							1512
Attendance	1525	1420	1200	1140	1080	950							7315
Day Passes Sold	26	18	20	22	20	22							128
Memberships Sold	44	32	25	22	20	21							164
Monthly Payment Memberships	54	53	52	53	51	52							315
Arena													
Hours Rented	149	144	135	110	0	0							538
Preschool (Free)	4	4	3	0	0	0							11
Adult Skate	4	4	3	0	0	0							11
Donated Ice Time	0	10	0	7	0	0							17
Total Hours Rented	157	162	141	117	0	0							577
Storm Days (no rentals)	2.5	2	1	1	0	0							6.5

2018

[illegible]



Mayor's Report to Town Council

August 12, 2019

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.

55 Plus Games – Last year we were approached by the organizers of 55 Plus Games to be the host community for the summer games. Due to many items on the docket at the time and also the timing of the request, Town Council decided not be the host community at that time but agreed we would reconsider the request for a future year. The organizers have approached me recently requesting the Town of Kensington consider hosting the summer games in September 2020. They have agreed to attend our Council meeting and make a presentation to Town Council on the games and answer any questions we may have. I will have Mr. Baker add the hosting agreement, hosting manual and hosting committee timeline spreadsheet to our agenda package for you to review so you can be prepared to ask any questions you may have to make a decision under new business.

Borden-Carleton Presentation – Mr. Baker and I attended a Council meeting in Borden Carleton where I presented the Town of Borden-Carleton with a Certificate of Congratulations on behalf of the Town of Kensington on achieving 100 years since incorporation. Mayor Mackenzie and Councillors were appreciative of being recognized by another municipality.

Roy Paynter Recognition – As Councillors will recall we had a special day of recognition for Roy Paynter on April 6, 2019 celebrating his accomplishment by achieving 4 medals at the Special Olympics. Since then Minister Matt MacKay and I have received calls wondering if the town and/or the province might consider having a more permanent recognition such as naming a street or something else after him. Mr. Mackay and I have discussed this and agree naming a street after him is not



recommended as it affects residents requiring to change addresses, 911 response addresses, and also could impact some streets that already have some historical significance. However, the possibility exists to name something else after Mr. Paynter. The town now owns the playground park behind the Legion and Fun Time Daycare and currently does not have a name attached to it. I am proposing Town Council consider renaming this park the “Roy Paynter Park”. Minister Mackay has agreed he will arrange to cover the cost of providing and installing an appropriate sign. We would coordinate this unveiling with a public ribbon cutting ceremony to recognize this designation and invite Roy and his family to attend.

90th Birthday Presentation – I had the honour and privilege of presenting Grace Jay with a Certificate of Congratulations on behalf of Town Council recognizing her 90th birthday. She was very pleased to have the recognition and arranged for her family to be in attendance.

80th Birthday Presentation – I was unable to attend the birthday celebration for Hon Catherine Callbeck. However I arranged to make a personal presentation to her and congratulate her on her 80th birthday on behalf of the Town Council.

PEI Legislature – I attended the closing day of the PEI Legislature where the budget was passed and closing ceremonies of the minority government were concluded for the spring sitting of the legislature.

Governor’s Plate Reception – At the invitation of Mayor Basil Stewart, I attended the reception of the Governor’s Plate for the Summerside Lobster Carnival.

Summerside Chamber of Commerce Provincial Budget – Mr. Baker and I attended a presentation organized by the Summerside Chamber of Commerce where Hon Darlene Compton, Minister of Finance and Status of Women presented a snapshot of the recently passed provincial budget.

Physician Shortage Resolution – I received a request from Dr. Herb Dickieson requesting the Town of Kensington consider supporting the issue of physician shortage on Prince Edward Island by passing a resolution and forwarding the same to the provincial government. We all know the importance of having sufficient physicians to meet the needs of Islanders and the need to address the shortage that currently exists and from information provided could get worse if not addressed. I am proposing Council give consideration to the following draft resolution and we forward it to the appropriate ministers in the provincial government as well as Dr. Dickieson. I have attached the request from Dr. Dickison to my report.

Prostate Cancer of Canada – Once again the Prostate Cancer of Canada organization have requested the Town of Kensington proclaim September as Prostate Cancer Awareness Month. I have included a draft proclamation with my report which I would request Council support.



Draft Resolution on Physician Shortage:

WHEREAS, the Town of Kensington is concerned with the shortage of family medical doctors on Prince Edward Island;

AND WHEREAS, a recent survey by the Medical Society of Prince Edward Island has indicated that 56% of practicing Island Physicians are planning to reduce or leave their practice over the next 5 years (*Medical Society of Prince Edward Island Survey, 2019*);

AND WHEREAS, we are aware of one family of seniors who moved from Newfoundland and Labrador to Kensington, Prince Edward Island to retire and subsequently decided to sell their property and return to Newfoundland and Labrador because they were not able to obtain a family doctor for needed medical services;

AND WHEREAS, 38% of Islanders place health care as the number one priority (*The Guardian poll April 18, 2019*) and wait times lead to pain and suffering, delayed diagnosis and treatment as well as leads to loss of income and productivity which affects our economy;

AND WHEREAS, we understand there are more than 13,000 Islanders registered (*Physician Registry*) on the wait list for a family physician and this may not include all Islanders who are looking for a family doctor;

AND WHEREAS, the University of Prince Edward Island has proven its ability to provide working professionals through the Atlantic Veterinary College, Faculties of Engineering, Nursing and Education;

AND WHEREAS, studies have shown Physicians have a preference to practice in the area where they have been educated;

BE IT RESOLVED THAT the Town of Kensington calls upon the Government of Prince Edward Island to adopt a facilitated physician recruitment and retention plan, increase physician residency positions and consider the establishment of a Medical Faculty at the University of Prince Edward Island.



Draft Proclamation for Prostate Cancer Awareness Month:

WHEREAS, the Town of Kensington is aware of the most common cancer in Canada among men being Prostate Cancer;

AND WHEREAS, one in seven Canadian men will be diagnosed with the disease;

AND WHEREAS, an estimated average of 11 Canadian men die from prostate cancer every day;

AND WHEREAS, the survival rate for prostate cancer is nearly 100 % when detected early, but 75 % of men die when diagnosed late;

AND WHEREAS, we understand that black men and those with a family history of the disease are at a greater risk;

AND WHEREAS, since Prostate Cancer of Canada was formed in 1994, the death rate has been cut in half;

AND WHEREAS, awareness and conversations about prostate cancer can lead to screening and early detection that saves lives;

BE IT RESOLVED THAT the Town of Kensington supports Prostate Cancer of Canada and everyone committed to raising awareness about Cancer by declaring the month of *September, 2019 Prostate Cancer Awareness Month*.

Rowan Caseley
Mayor – Town of Kensington

July 5, 2019

His Worship Rowan Casely
Mayor, Town of Kensington
P.O. Box 418, 55 Victoria Street
Kensington, PE
C0B 1M0

Dear Mr. Mayor:

I seek the support of your Worship and Council in consideration of an approach to address the existing and growing problem of physician shortages on Prince Edward Island.

As you have no doubt heard, or may be experiencing in your own family or community, more than 13,000 Islanders are registered on the wait list for a family physician. The number of Islanders without a doctor is probably much greater if those not registered are included.

Future forecasts, as outlined by the Medical Society of Prince Edward Island, are that 56% of current practicing physicians are planning to downsize, leave the province or retire over the coming five years. This calls for a decisive action plan to avert further medical treatment delays, loss of work force and business productivity, ER and hospital closures, and even the viability of some of our rural communities.

We have a new government and Premier on Prince Edward Island with an expressed interest in approaching our Island challenges in a fresh and innovative manner.

It is very encouraging to see that Mayor Philip Brown and his Council representing the City of Charlottetown have endorsed a motion requesting our provincial government to adopt a facilitated physician recruitment and retention plan, increase physician residency positions and to commence negotiation and planning for a medical faculty at the University of Prince Edward Island (see enclosures).

I respectfully ask Mayor Casely for your Council's consideration of a motion, comparable to that of Charlottetown City Council, to address the ever-looming physician shortage crisis for the benefit of your residents, community and all Islanders.

I am available to communicate further details by phone, email or, if mutually possible, in person. Thank you for your thoughtful consideration of this proposal.

Sincerely

A handwritten signature in black ink, appearing to read 'H. Dickieson', with a stylized flourish at the end.

Dr. Herb Dickieson
627 Howlan Road
O'Leary, PE C0B 1V0
(902) 856-0259
drhdickieson@gmail.com

Backgrounder:

38% of Islanders place health care as the number one priority (by far) for government in the 2019 Island provincial election, "Health Care Dominates", *The Guardian*, citing a Narrative Research poll, April 18, 2019.

13,000 Island residents have no family doctor, derived from the Physician Registry. (Unregistered Islanders seeking family physicians are not included in this number.)

Wait times have financial impact, as well as increased pain and suffering, and risk of worse medical outcomes, Fraser Institute Study, *The Private Cost of Public Queues for Medically Necessary Care*, March, 2019 (\$2,594 in 2018 on average per Islander, second only to Manitoba). Waiting to see a family physician only adds to the wait time with further suffering, risk of worse outcome, and loss of wages with reduced productivity.

56% of Island physicians plan to reduce or leave their practice over the coming five years with 13% moving out the province, 19% retiring and 24% planning to reduce their practice, *Medical Society of Prince Edward Island survey, 2019*.

Physicians have a preference to practice in the area where they have been educated studies have shown.

Medical Faculty at University of Moncton opened in September, 2006 and admits 24 francophone students per year in affiliation with the University of Sherbrooke in Quebec.

Medical Faculty at University of New Brunswick, Saint John Campus opened in September, 2010 and admits 30 students per year in conjunction with Dalhousie Medical School.

The University of Prince Edward Island has proven its ability to provide working professionals through the Atlantic Veterinary College, the faculties of Engineering, Nursing and Education and other programs. Now is the time to develop a Faculty of Medicine at UPEI.

(Presentation to the City of Charlottetown Strategic Priorities and Intergovernmental Cooperation Committee, May 23, 2019)

Island Family Physician Action Plan

Your Worship Mayor Brown and Councillors, thank you for the opportunity to present to you today a plan to address the present and growing family physician shortage in Prince Edward Island.

A robust physician recruitment and retention action plan is required to address our immediate crisis, but we also must act now to provide for the medium and long-term physician requirements in the province.

To achieve satisfactory recruitment and retention objectives we must work together, at all levels of government and institutions with our practicing Island doctors. As a former legislator and retired family physician, experience makes it clear that we must renew focus on our recruitment and retention strategies now, increase the family physician residency positions for mid-term results, and establish a medical faculty at the University of Prince Edward Island to close the physician gap in the longer term.

We have a choice, to maintain the status quo and fall further behind, or we can be ambitious, and do what other growing, forward-looking centres are doing, and work to achieve our goals.

Here's what we can do to address the serious and growing Island family physician shortage:

*** A facilitated recruitment and retention program** to extend the physician search beyond traditional sources such as reaching to places including Europe. The Island's rural and small town environment could have appeal to many qualified professionals seeking a more pastoral land and seascape lifestyle.

Direct local participation on the recruitment team is essential to the success of any physician enrollment effort. Assignment of billing numbers by Island region is important to ensure adequate disbursement of physician placement to areas of highest need. Island physician communication and input is critical.

Addressing present local service lapses such as high-speed internet is part of the overall requirement to attract skilled professionals to rural Prince Edward Island. Provision of incentives, both in recruitment and retention, must also be part of the package.

*** Immediate doubling, and later tripling of family physician residency positions**, now only at five on the Island, would allow more medical school graduates to complete their education in Island hospitals and clinics; a cost effective way to attract and retain physicians in our province. Preceptor physicians will need our support for this to happen. Results would be apparent in the short and medium-term.

*** A medical faculty at the University of Prince Edward Island** is the "brass ring" to solve the longer term issue of physician supply for our province.

The University of New Brunswick, Saint John campus, graduates 30 doctors per year, and is affiliated with Dalhousie Medical School in Halifax. Moncton University also has a medical faculty educating francophone medical students, this in conjunction with the University of Sherbrooke in Quebec. The concept of a medical faculty at Cape Breton University has been raised to address area physician needs.

Discussions for a medical faculty at UPEI must begin this year with modest initial cost at the planning and negotiation phase. A cost-benefit analysis would provide for evidence-based decision making to guide progress on the project toward having our own medical faculty here at UPEI in Charlottetown.

The Atlantic Veterinary School and UPEI Nursing Program have proven that we are more than capable in this province of operating first class educational institutions to serve our local needs and beyond. We must do the same to address the growing need for Island physicians.

Thank you.

Dr. Herb Dickieson
Retired family physician and former member of the Legislative
Assembly of PEI
Contact: (902) 856-0259
Email: drhdickieson@gmail.com

Rowan Caseley

From: Prostate Cancer Canada <pccmail@prostatecancer.ca>
Sent: August 8, 2019 1:00 PM
To: Rowan Caseley
Subject: Support local families facing prostate cancer / Appuyer les familles locales qui doivent lutter contre le cancer de la prostate

[View in your browser](#) / [Consulez la version en ligne](#)



Dear Mayor Rowan Caseley,

Every day, an average of 11 Canadian men die from prostate cancer. It affects countless Canadian families. We need to encourage more conversations to increase awareness so we can save and improve more lives.

In Prostate Cancer Canada's 25th year, we're celebrating the fact that **the mortality rate has been cut in half** during that time, and are working to decrease the death rate another 50 per cent by 2029. We need your support to spread awareness and help us reach this important goal.

September is Prostate Cancer Awareness Month. Please help us work toward a life without prostate cancer: Join other communities across Canada and **recognize September 2019 as Prostate Cancer Awareness Month. Together we will save and improve more lives.**

A template proclamation can be found below for your reference.

Eagerly awaiting your response,
Prostate Cancer Canada

[Download the proclamation template](#)



PROCLAMATION
Prostate Cancer Awareness Month
September 2019

WHEREAS, prostate cancer is the most common cancer among Canadian men; and
WHEREAS, 1 in 7 Canadian men will be diagnosed with the disease; and
WHEREAS, an estimated average of 11 Canadian men die from prostate cancer every day; and
WHEREAS, the survival rate for prostate cancer is nearly 100 per cent when detected early, but 3 of 4 men will die when found late; and
WHEREAS, black men and those with a family history of the disease are at a greater risk; and
WHEREAS, since Prostate Cancer Canada was formed in 1994, the death rate has been cut in half; and
WHEREAS, awareness and conversations about prostate cancer can lead to screening and early detection that saves lives, and
WHEREAS, the City of _____ supports Prostate Cancer Canada and everyone committed to raising awareness about prostate cancer;
THEREFORE, I, Mayor _____, on behalf of XX City Council, do hereby proclaim **September 2019** as **Prostate Cancer Awareness Month** in the City of _____.

Mayor's signature _____

Mayor's name _____

Mayor of _____

Town of Kensington - Request for Decision

Date: July 30, 2019	Request for Decision No: 2019-44 (Office Use Only)						
Topic: Public Works Storage Building Upgrades – Floor and Insulation							
Proposal Summary/Background: <p>As part of their 2019/20 Capital Budget deliberations, Town Council included a project to upgrade the public works storage building. Staff recently requested quotes to complete the required work from Sharpe Construction, Building Blocs, Kelly's Carpentry and Owen MacDonald Construction.</p> <p>Three quotes were received as follows:</p> <table><tr><td>Sharpe Construction -</td><td>\$16,962.11 plus HST</td></tr><tr><td>Kelly's Carpentry -</td><td>\$24,988.84 plus HST</td></tr><tr><td>Owen Macdonald -</td><td>\$17,700.00 plus HST</td></tr></table> <p>The work required to complete the project will generally include the installation of a concrete floor with 6-inch curb, and insulation of the walls and ceiling. The storage building currently holds the town's parade float, the portable generator and various tools and other supplies/materials. The building is generally damp and not adequately protected from environmental elements, i.e. rain, snow, etc.</p> <p>The 2019/20 capital budget estimate for the project was set at \$15,000.00. The lowest bid received was \$16,962.11 resulting in an overage of \$1,962.11. While a further discussion will be required, it is being recommended that Town Council remove the proposed sidewalk planer from the 2019/20 capital budget, which will leave ample budget to accommodate the overage in the current project.</p>		Sharpe Construction -	\$16,962.11 plus HST	Kelly's Carpentry -	\$24,988.84 plus HST	Owen Macdonald -	\$17,700.00 plus HST
Sharpe Construction -	\$16,962.11 plus HST						
Kelly's Carpentry -	\$24,988.84 plus HST						
Owen Macdonald -	\$17,700.00 plus HST						
Benefits: <ul style="list-style-type: none">• Will ensure that the public works storage building is dry and tempered to facilitate the safe storage of various materials.							
Disadvantages: <ul style="list-style-type: none">• None noted.							
Discussion: <p>It is recommended that Town Council proceed with the project as proposed and to award the contract to complete the required work to Sharpe Construction.</p>							
Options: <ol style="list-style-type: none">1. Award the contract to Sharpe Construction, as recommended.2. Award the contract to one of the other proponents.3. Not award the contract, and cancel the project.							

Costs/Required Resources: \$16,962.11 plus HST (HST fully recoverable)	Source of Funding: 2019/20 Capital Budget (Current Revenue)
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>BE IT RESOLVED THAT Kensington Town Council award a contract to Sharpe Construction to complete the Public Works Maintenance Shop Upgrade project as per their quote dated July 17, 2019 in the amount of \$16,962.11 plus HST.</i>	



Town of Kensington - Request for Decision

Date: August 6, 2019	Request for Decision No: 2019-45 (Office Use Only)																										
Topic: Credit Union Centre – Rural Growth Initiative Community Revitalization Program																											
<p>Proposal Summary/Background:</p> <p>As Councillors are aware (approved by email dated July 10, 2019 from Mayor Caseley), Town staff have made an application to the Province of PEI's Rural Growth Initiative Community Revitalization Program (CRP) to undertake several projects/improvements on the Credit Union Centre Property. The scope of the funding application includes the following projects (and cost estimates inclusive of HST):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Fitplex Flooring Replacement</td> <td style="width: 50%; text-align: right;">\$19,665.00</td> </tr> <tr> <td>2. Rebuild Ice Plant Compressor Unit</td> <td style="text-align: right;">\$10,488.00</td> </tr> <tr> <td>3. Batting Cage Installation</td> <td style="text-align: right;">\$8,929.75</td> </tr> <tr> <td>4. Senior's Centre Heat Pump</td> <td style="text-align: right;">\$7,210.50</td> </tr> <tr> <td>5. CUC Electrical Panel Upgrade</td> <td style="text-align: right;">\$4,191.75</td> </tr> <tr> <td>6. Arena Boards Gate Replacement</td> <td style="text-align: right;">\$22,287.00</td> </tr> <tr> <td>7. Score Clock Replacement</td> <td style="text-align: right;">\$9,778.45</td> </tr> </table> <p style="margin-left: 40px;">(score clock added to project subsequent to Mayor Caseley's approval request email)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total</td> <td style="width: 50%; text-align: right;">\$82,550.45 (rounded to \$82,600.00)</td> </tr> </table> <p>The CRP will cover 50% of qualifying expenditures associated with the projects resulting in the Province providing \$41,300 and the Town providing the same amount. The \$41,300.00 contribution from the Town was proposed to be cost shared by the Town, The Minor Ball Association (MBA) and the Minor Hockey Association (MHA) as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">• Town</td> <td style="width: 50%; text-align: right;">\$28,328.45</td> </tr> <tr> <td>• Minor Ball Association</td> <td style="text-align: right;">\$4,500.00</td> </tr> <tr> <td>• Minor Hockey Association</td> <td style="text-align: right;">\$6,750.00</td> </tr> </table> <p>Funding from the Minor Ball Association has been confirmed. Funding from the Minor Hockey Association is <u>not</u> confirmed.</p> <p>With respect to the new Score Clock, a local business (Mike's Independent Grocer) has agreed to sponsor the clock at a contribution of \$750.00 per year.</p> <p>Staff (and MHA/MBA representative) have requested quotes to complete all of the required projects included in the funding application. The quotes came in as follows:</p> <p><u>Fitplex Flooring Replacement</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Town 'n Country</td> <td style="width: 50%; text-align: right;">\$17,100 plus HST (<u>Low Bidder</u>)</td> </tr> <tr> <td>Kent Building Supplies</td> <td style="text-align: right;">\$23,080 plus HST</td> </tr> </table>		1. Fitplex Flooring Replacement	\$19,665.00	2. Rebuild Ice Plant Compressor Unit	\$10,488.00	3. Batting Cage Installation	\$8,929.75	4. Senior's Centre Heat Pump	\$7,210.50	5. CUC Electrical Panel Upgrade	\$4,191.75	6. Arena Boards Gate Replacement	\$22,287.00	7. Score Clock Replacement	\$9,778.45	Total	\$82,550.45 (rounded to \$82,600.00)	• Town	\$28,328.45	• Minor Ball Association	\$4,500.00	• Minor Hockey Association	\$6,750.00	Town 'n Country	\$17,100 plus HST (<u>Low Bidder</u>)	Kent Building Supplies	\$23,080 plus HST
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Kent Building Supplies	\$23,080 plus HST																										

Rebuild Ice Plant Compressor Unit

Black & McDonald Ltd.	\$7,180.00 plus HST (<u>Low Bidder</u>)
Cimco	\$7,279.00 plus HST

Batting Cage Replacement (One quote requested) (Contract to be awarded by MBA)

Eastern Fence/Atlantic Gym and Sports	\$7,765.00 plus HST
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Senior's Centre Heat Pump

Mid-Isle Electric	\$6,270.00 plus HST (<u>Low Bidder</u>)
Castle Building Supplies	\$7,286.81 plus HST

Credit Union Centre Electrical Panel Upgrade (One quote requested)

Mid-Isle Electric	\$3,645.00 plus HST
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Arena Boards Gate Replacement (One quote requested) (Contract to be awarded by MHA)

Seacor Athletic	\$19,380.00 plus HST
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Score Clock Replacement (A second quote has been requested but not yet received)

Nevco	\$8,503.00 plus HST
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It is recommended that Town Council proceed with approving a resolution to formally authorize the submittal of a funding application to the Community Revitalization Program and that contracts be authorized by Town Council to proceed with the projects to which the Town of Kensington are the project authority.

Benefits:

- Will result in significant improvements to the Credit Union Centre facility.
- Will result in more efficient ice making.
- Will provide the Minor Ball Association with new a batting/pitching cage to replace the one that was destroyed in 2018.
- Will provide the Senior's Centre with a more efficient heating system, and will provide air conditioning in the summer time.
- Will provide a more comfortable environment for Fitplex patrons.

Disadvantages:

- None noted.

Discussion:

Town Council's Capital Plan for the Credit Union Centre 2019/20 totalled \$75,600.00. To date, approximately \$5,100.00 has been expended on a new cable cross over machine for the Fitplex and

approximately \$6,000.00 on ballfield upgrades, leaving approximately \$64,500 unexpended. Part of the 2019/20 Plan called for a new ice plant compressor (approx. \$40,000) which is proposed to be delayed to 2020/21 in favour of the projects included within the current funding application. We are advised that the compressor, with regular annual maintenance, will serve our needs for the 2019/20 ice season.

It is recommended by the CAO that Town Council proceed with approving the funding application and the specific project awards as proposed.

Options:

1. Authorize the submittal of the funding application and contract awards, as proposed.
2. Not authorize the submittal of the funding application or contract awards.

Costs/Required Resources:

\$28,328.45 plus HST

Source of Funding:

2019/20 Capital Budget (MBCU 50/50 Account)

Recommendation:

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

Resolution 1

BE IT RESOLVED THAT Kensington Town Council authorize staff to proceed with submitting a Community Revitalization Program Funding application to the Province of PEI to facilitate the Kensington Credit Union Centre Upgrades project. Town Council understands that they will be responsible for any future operations and maintenance costs associated with and resulting from the project.

Resolution 2

BE IT RESOLVED THAT Kensington Town Council award a contract to Town and Country Carpet One for the replacement of the Fitplex flooring as per their quote dated July 8, 2019 in the amount of \$17,100.00 plus HST.

Resolution 3

BE IT RESOLVED THAT Kensington Town Council award a contract to Black and McDonald Ltd. to rebuild the Credit Union Centre ice plant compressor as per their quote dated July 8, 2019 in the amount of \$7,180.00 plus HST.

Resolution 4

BE IT RESOLVED THAT Kensington Town Council award a contract to Mid- Isle Electric for the supply and installation of a heat pump for the Kensington Senior's Centre as per their quote dated July 12, 2019 in the amount of \$6,270.00 plus HST.

Resolution 5

BE IT RESOLVED THAT Kensington Town Council award a contract to Mid-Isle Electric to Upgrade the Credit Union Centre Electrical Panel as per their quote dated July 12, 2019 in the amount of \$3,645.00 plus HST.

Resolution 6

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to award a contract for the supply of a new score clock for the Credit Union Centre to the appropriate supplier based on provided quotes and the perceived best value to the Town.



Fisheries and
Communities

Rural Growth Initiative Community Revitalization Program Application Form

For Office Use Only

Date Received:

File Number:

Privacy: Personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Access Act* (R.S.P.E.I. 1988, c. F-15.01) as it relates directly to and is necessary for assessing applications under the Rural Growth Initiative Programs. If you have any questions about this collection of personal information, you may contact the Director of Rural Economic Development, Department Fisheries and Communities, PO Box 1180, Montague PE C0A 1R0, 902-836-0910.

CONTACT INFORMATION

1. Legal Name of Applicant: Town of Kensington

2. Contact Name: Robert Wood/Geoff Baker

3. Mailing Address:
PO Box 418
Kensington PE

4. Postal Code: C0B 1M0

5. Phone Number: 902-836-3781

6. E-mail Address: cuc@townofkensington.com

7. Fax Number: 902-836-3741

8. HST #108127416

9. HST Rebate %100

LEGAL SIGNING OFFICERS

10. Please provide signatures (with printed title/position and name) below, indicating they are authorized to sign.

Title/Position	Name	Signature
Mayor	Rowan Caseley	
Admin	Wendy MacKinnon	

PROJECT INFORMATION

11. Expected Start Date:
August 2019

12. Expected Completion Date:
October 2019

13. Priority Number:
1

14. Project Title: Credit Union Centre (Kensington) upgrades

15. Applicant Profile:

Town of Kensington

16. Project Description:

This project is upgrading and adding to the Credit Union Centre (Kensington) and our Senior center on the same property and will make it more energy while also adding additional features for the user groups

17. Project Rationale & Benefits: (Describe the objectives and benefits you have, and how this project will accomplish them.)

This project is working with our local user groups (Minor Ball , Minor Hockey, and Seniors groups) to upgrade our facilities for their increased usage as well as providing a facilities that meet their needs..

PROPOSED PROJECT EXPENDITURES

Item(s)	\$ Cost (Taxes Included) (Please attach quote)
Fitness Center flooring	19,665.00
Compressor rebuild	10,488.00
Batting Cage	8929.75
Heat Pump	7210.50
Electric Panel upgrades	4191.75
Arena Boards Gate replacement	22287.00
Score clock	9778.45
Total Expenditures	82,550.45

ELIGIBLE PROJECT COSTS

(Proposed Project Amount: Round to the nearest \$100)

Provincial Share Requested: 41,300.00 Applicant Share: _____

Other Contributor(s) Share: 41,300.00 Total Eligible Cost: _____

20. List sources and amounts of any "Other Contributor(s)" funding:

Source	Amount	Confirmed	Pending	Verification
Town of Kensington	41,300.00	confirmed		

21. Please provide verification that Applicant's Share of funding is in place. If funds are being borrowed, it is necessary to provide a signed letter from the lending institution confirming that the funds will be made available if the project is approved. Also provide written confirmation from the "Other Contributor(s)" that they also have their funding in place. This must include the source, program name, and amount of funding for this project.

APPLICANT CHECKLIST

22. All applications will be reviewed for completeness. Please review the checklist below to ensure that consideration of your application is not delayed by missing information.

All applications and contracts are subject to program guidelines. For further information, call the Community Development Officer at one of the numbers listed below.

23. The following items must form part of the application:

- a) An accurate description of what the project entails;
- b) Applicant profile;
- c) Non-governmental applicants must provide letters of support;
- d) Evidence that the project's costs are accurate;
- e) Two years of financials and a one year projected showing the ability to support operating & maintenance costs upon project completion; if a business plan is available, please include with the application;
- f) A verification of funding for the applicant's share of project costs. (See Section 19)
- g) A corporate Board of Directors resolution if a non-governmental applicant;
- h) Declaration of tax status form; if the rebate in box 9 is less than 100% this form MUST be completed;
- i) Proof of Commercial General Liability insurance in an amount not less than \$2,000,000 (CAD) inclusive per occurrence against bodily injury and property damages. Government of PEI is to be added as an additional insured under this policy.

I hereby declare that all information contained in and/or attached to this Application is true and accurate to the best of my knowledge.

Administrator/Treasurer

Mayor/Chairperson/President

Date

For information on the Community Revitalization Program or for assistance on submitting the application, please contact the Community Development Officer in your area:

West Prince	Ellen Rennie	(902) 853-0104	emrennie@gov.pe.ca
East Prince/Central Queens	Kellie Mulligan	(902) 887-3975	kamulligan@gov.pe.ca
Evangeline (Bilingual)	Giselle Bernard	(902) 854-3680	gbbarnard@gov.pe.ca
Southern Kings/Queens	Sonia Dixon	(902) 838-0618	sddixon@gov.pe.ca
Eastern Kings	Chris Blaisdell	(902) 687-7083	cwblaisdell@gov.pe.ca

Please return completed application and supporting documents to:

Community Revitalization Program
Rural Economic Development Division
Department of Fisheries and Communities
P.O. Box 1180,
Montague, PE C0A 1R0
Phone: 902-838-0939 / Fax: 902-838-0975
Or Email to: RGPR-CPRMR@gov.pe.ca



The Credit Union Centre in Kensington houses an Arena, two ballfields, Fitness Centre, Senior centre , Ayllsa Toombs park and green space.

The arena has a busy ice rental schedule from September to April and has many user groups including Kensington and Area minor hockey, Kensington Figure Skating club, Kensington jr B vipers, Kensington Major Midget Wild, Gulf Storm hockey, Matrix Hockey, Mens Rec League and more.

In the off season the Arena hosts , bike rodeos, harvest festival,dog show,fishing derby, ball tournaments and other events.

Also a big plus is our seniors centre which hosts weekly exercise classes,leather works,painting,story board, sewing and more.

Our fitness centre has over 220 members and our facilities not only service Kensington but the 26 surrounding communities.

TOWN 'n COUNTRY CARPET ONE

205 MacEwen Road, Summerside. PE C1N 2P4

Ph: 902-436-7710; Fax:902-436-5951; email: dsullivan@eastlink.ca

QUOTATION

Date: July 8, 2019

TO: Robert Wood

Phone: 902-439-9726

RE: Kensington Fitness Centre

Rubber Matting:

¼ Rolls: Solid Black - \$14,000.00

¼ Rolls: 10% chip color - \$17,000.00

¼ 36"x36" mats: 10% chip color - \$26,100.00

Tear up and disposal of existing carpet, move fitness equipment, and install rubber flooring \$3100.00

Please note there are no returns on special orders.

Quote Valid for 30 days

Quote done by: Dawn Sullivan

Credit Union Centre

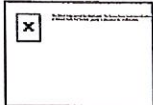
From: Gallant, Jennifer <Gallant.Jennifer@kent.ca>
Sent: August 1, 2019 11:16 AM
To: Credit Union Centre
Subject: Re: Flooring Proposal

Hi Robert. If you used the 1/4" rubber rolled flooring you would be looking at \$23,080.00+HST (\$26,542.00) for an installation cost.

My vendor is not recommending that thin of a floor be used though if free weights are used in the gym as the flooring will not hold up over time.

Thanks,

Jennifer Gallant
Flooring/Installed Sales, Kent Building Supplies
Office: +1 (902) 436-4291
www.kent.ca



From: Credit Union Centre <cuc@townofkensington.com>
Sent: July 30, 2019 12:52:55 PM
To: Gallant, Jennifer <Gallant.Jennifer@kent.ca>
Subject: RE: Flooring Proposal

External Email Alert

Caution: This email originated from outside the organization. If you suspect this email is suspicious, please forward the email to phishing@jdirving.com to notify JDI Security

Ca you get 1\4 inch thick rolls

From: Gallant, Jennifer [mailto:Gallant.Jennifer@kent.ca]
Sent: July 29, 2019 10:51 AM
To: Credit Union Centre <cuc@townofkensington.com>
Subject: Re: Flooring Proposal

Hi Robert. I just finally got my pricing from my vendor on Friday for the rolls of flooring. They also recommend that you glue that type down. Are you wanting it to be glued down? I have emailed my installer and am just waiting to get pricing from him for the installation of the rolls. I anticipate it will be more than the interlocking tiles as more work is involved.

I will email it out to you as soon as I have all the information.

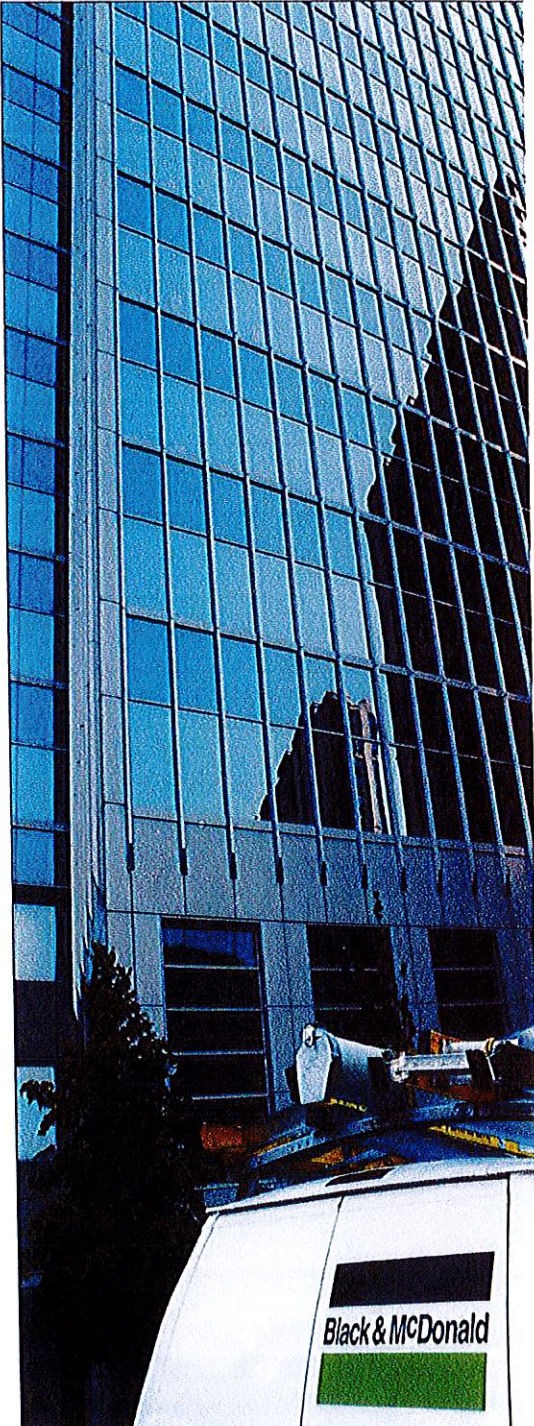
Thanks,

Black & McDonald Limited

71 Loftus Street – Second Level, Moncton, New Brunswick, E1E 2N1

Phone: 506-858-5688 | Fax: 506-388-2286 | Web: www.blackandmcdonald.com

Black & McDonald



Refrigeration Project Proposal prepared for:

**Credit Union Centre
25 Garden Drive
Kensington, PE
C0B 1M0**

Reference to:

**Vilter Compressor Overhaul Pricing,
Our Quote No. 8036-55159**

Attention:

Robert Woods

Dated:

July 8, 2019

Submitted by:

**Black & McDonald Limited
71 Loftus Street
Moncton, New Brunswick
E1E 2N1
Telephone: (506) 858-5688**

Black & McDonald Limited

71 Loftus Street – Second Level, Moncton, New Brunswick, E1E 2N1

Phone: 506-858-5688 | Fax: 506-388-2286 | Web: www.blackandmcdonald.com

Black & McDonald

Thank you for this opportunity to submit the following information and pricing for your consideration.

As per our previous discussions, you have requested pricing to perform a standard overhaul on your existing Vilter compressor.

Black & McDonald Limited would provide the following materials and services to perform this work:

Parts Required:

Please see attached page for a list of parts that would be replaced while performing the standard overhaul.

Labor:

With regards to labor to perform the overhaul, Black & McDonald Ltd. would provide the following:

- All necessary labor to disassemble, inspect, clean, and reassemble the compressor using new parts as listed on the attached page
- All freight allowed to site
- All necessary gases, rags, consumables, etc. as required
- All necessary travel and expenses
- Compressor start-up and commissioning

Black & McDonald Limited Overhaul Budget Price:

\$ 7,180.00

All taxes extra as applicable.

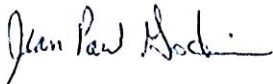
Delivery: Parts are approximately 1 week delivery.

Please note that pricing is quoted to supply and install all parts as listed on the attached page. Any parts required over and above those listed would be extra to pricing.

Please note that pricing above is based on using genuine Vilter replacement parts and not third party or "bogus" parts. Use of third party parts would reduce pricing however are not made specifically to Vilter OEM tolerances.

If you have any questions or require any additional information, please do not hesitate to contact our office at 1-800-770-3922.

Kind Regards,



Jean-Paul Godin,
Industrial Refrigeration Division

Black & McDonald Limited

71 Loftus Street – Second Level, Moncton, New Brunswick, E1E 2N1

Phone: 506-858-5688 | Fax: 506-388-2286 | Web: www.blackandmcdonald.com

Black & McDonald

Vilter Compressor Overhaul Parts

- 6 – Roll Pins
- 12 – Conn. Rod Locknuts
- 6 – O-Ring Seals, Upper
- 6 – Suction Valve Plates
- 6 – Discharge Valve Plates
- 36 – Discharge Valve Springs
- 36 – Suction Valve Springs
- 6 – Gasket, Head Cover & Water Jacket
- 6 – Piston Rings, Oil
- 12 – Piston Rings, Compression
- 1 – Handhole Cover Gasket
- 12 – Conn. Rod Bearings

VALID FOR 30 DAYS.

...

Vilker Overhual

Total	\$7,279.00
-------	------------

BB190077-1

Note: Subject to our Standard Terms and Conditions of Sale, a copy of which is Available Upon Request



Reference # BB190077-1

BUDGET PRICE: \$ 7,279.00; freight and taxes extra

This is a budget price: If the project comes in above or below this budget price then that will be the price invoiced. Please sign the daily service reports.

TERMS OF PAYMENT: 35% Down Payment (\$2,548.00) / Invoiced in full upon completion

ESTIMATED DELIVERY AND/OR INSTALLATION DATE:

Subject to the provisions of Section 3 of the Standard Terms and Conditions, the Vendor estimates that the goods will be ready for shipment approximately 1 weeks from the date of the Vendor's approval, subject to receipt of full information and/or approved drawings, and that installation complete approx. 1 weeks from delivery of the goods.

This Quotation submitted by

Signature:
Name:


Baxter Billard

PURCHASER'S ACCEPTANCE

The Purchaser hereby accepts the quotation contained on this and all the pages contained under Ref #

ACCEPTED THIS day of 20.....

Full legal name of Purchaser

By.....
Signature of Purchaser

PURCHASE ORDER #

Full name of signing officer (please print)

Official title of signing officer

VENDOR'S APPROVAL

Approved this day of 20.....

Full name of authorized officer

CIMCO REFRIGERATION
Division of Toromont Industries Ltd.

Official title of authorized officer

By.....
Signature

33622A	PLATE 300 DISCHARGE VALVE	6
33643A	SPRING 300 DISCHARGE VALVE	36
2176R	O-RING 5.359X5.637 NEOPRENE	6
33621A	PLATE 300 SUCTION VALVE	6
33644A	SPRING 300 HELICAL SUCTION VALVE	36
35381A	SPRING 350ES TAPERED SUCTION VALVE	36
13160P	SCREW 10-32NF-3X1 SOCKET HD	36
2946A	WASHER .312X.195X.035 ALUMINUM	36



EASTERN FENCE PRODUCTS

21 W.B. MacPHAIL DRIVE, CORNWALL, PE C0A 1H5
FAX: 902-629-1700 TELEPHONE: 902-368-2927 TOLL FREE: 1-800-725-6456 EMAIL: pei.sales@easternfence.ca

Quote #19-414

July 4, 2019

Town of Kensington
PO Box 418
Kensington, PE C0B 1M0
Attn: Pat Kelly
Phone: (902) 836-3781
Email: pjkelly@gov.pe.ca
Re: Batting cage

We are pleased to submit our quotation for the supply and installation of commercial fencing. Should you have any questions regarding the size or gauge of materials we have proposed, do not hesitate to contact us.

- Supply and install
- (4) Structures
- 14' (W) x 17' (H)
- 18'' x 48'' concrete footings
- 2 3/8'' Galvanized schedule 40 framework
- Netting and associated work by customer
- Based on clear and level site
- Underground locates by customer
- \$ 4655.00

- All taxes are extra. Price is valid for 30 days only.
- All underground services to be located by the owner/ general contractor prior to our arrival on site (Maritime Electric, Bell Aliant/Eastlink, and Water & Sewer). Eastern Fence Products will not be held responsible for damages to unlocated utilities. Prices reflect the installation of materials in normal soil and on a cleared line. Extra charges will apply for rock conditions.
- Snow removal by others, not included.

Eastern Fence carries complete Workers Compensation coverage and Liability Insurance to protect our employees as well as you our customer. The establishment of property lines and procurement of building permits is the sole responsibility of the customer.

Eastern Fence has been manufacturing and installing quality fence products in Eastern Canada since 1898. We wish to thank you for the opportunity of quoting your fencing needs. We look forward to hearing from you in the near future.

EASTERN FENCE PRODUCTS



Sales Department

WWW.EASTERNFENCE.CA

SUBSIDIARY OF NEW BRUNSWICK WIRE FENCE CO. LTD. EST. 1898





HEAD OFFICE: 420 Faraday street, Quebec (Quebec) G1N 4E5
 Tel: (418) 527-0244 • 1 800 463-5561 Fax: (418) 527-9119 • 1 800 663-8671
 E-Mail: going1@sports-inter.com
www.sports-inter.com

ATLANTIC GYM & SPORTS
 400 English Drive, suite 208
 Moncton (N.-B.) E1E 3Y9

ONTARIO GYM & SPORTS

**WESTERN CANADA
 GYM & SPORTS**

QUOTE

N ° 8702976

DATE
 JULY 05, 2019

CUSTOMER P.O. PAGE
 001

SOLD TO **ZI96KENS**

TOWN OF KENSINGTON

**P.O. BOX 418
 KENSINGTON (I.P.E.)
 COB 1M0**

SHIP TO

**TOWN OF KENSINGTON
 55, VICTORIA STREET EAST**

**KENSINGTON (I.P.E.)
 COB 1M0**

**Price valid
 for
 60 days**

PREPARED BY
 ANTOINE

F.O.B.

SHIPPED BY
 DROP LEVASSE

TERMS
 NET 30 JOURS

TELEPHONE 902-836-3781
 FAX NUMBER 902 836-3741
 E-MAIL pjkelly@gov.pe.ca

PRODUCT CODE	DESCRIPTION	QTY	REMARQUES	U/M	DISC.	NET PRICE	EXTENTION
N8010	A/s:MR. PAT KELLY Tel : (902) 314-0380 Ext: Fax : pjkelly@gov.pe.ca 05/07/2019 AAT SHIPPING INCLUDED						
	BATTING CAGE NET 70'X 14'X 16' JUGS N5007	1				2965.000	2965.00
	OUTDOOR NET INSTALLATION KIT	1		CH		145.000	145.00
	**SHIPPING IS CALCULATED FROM OUR SUPPLIER IN THE UNITED STATES TO KENSINGTON. LOOKING FOWARD TO SERVING YOU THE SALES TEAM						

GOODS REMAIN THE PROPERTY OF ATLANTIC GYM SPORTS UNTIL FULL PAYMENT OF THIS INVOICE.
 NO GOODS MAY BE RETURNED WITHOUT PRIOR AUTHORIZATION.
 ALL CLAIMS FOR DAMAGED GOODS MUST BE MADE WITH THE CARRIER.
 A SERVICE CHARGE OF 2% WILL BE CHARGED MONTHLY (24% PER YEAR) ON ALL ACCOUNTS PAST DUE.

SIGNATURE:

DATE:

SUB TOTAL **3110.00**

R 102039988

HST **466.50**

TOTAL \$ 3576.50

CLIENT

Credit Union Centre

From: Mid-Isle Electric <midisleelectric@pei.sympatico.ca>
Sent: July 12, 2019 9:25 AM
To: cuc@townofkensington.com
Subject: MID-ISLE ELECTRIC QUOTE

MID-ISLE ELECTRIC IS PLEASED TO QUOTE THE FOLLOWING ELECTRICAL WORK.

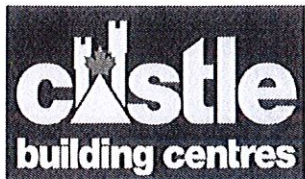
SUPPLY AND INSTALL NEW PANEL C/W BREAKERS IN MAIN ELECTRICAL ROOM
AND CHANGE WIRING IN PANEL.

PRICE \$ 3645.00 HST EXTRA

SUPPLY AND INSTALL 30000 BTU HEAT PUMP C/W WITH 2 INDOOR HEADS IN
KENSINGTON SENIOR CENTER

PRICE \$ 6270.00

TKS BLAKE MACKAY
MID-ISLE ELECTRIC LTD



SPRING VALLEY BUILDING CENTRE LTD.

PAGE NO 1

P.O. BOX 700
KENSINGTON, PE C0B 1M0
HST #867747289
PHONE: (902) 836-4289
2.25% PER MONTH (27% PER ANNUM)
CHARGED ON OVERDUE ACCOUNTS

CUST NO: 20023 JOB NO: 000 PURCHASE ORDER: REFERENCE:

TERMS: NET 30

CLERK: RP

DATE / TIME: 8/5/19 2:54

TERMINAL: 562

SOLD TO:

TOWN OF KENSINGTON
P.O. BOX 418

SHIP TO:

HEAT PUMP FOR SENIORS CENTER
BUILDING

EXP. DATE: 8/19/19

KENSINGTON PE C0B 1M0

TAX: 008 HST 86774 7289 RT0001

ESTIMATE: 796666

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		1	EA	FJM30KOUT	FJM 30K OUTDOOR		1	3300.00 /EA	3,300.00
4		1	EA	FJM18KIN	FJM 18K INDOOR		1	875.00 /EA	875.00
5		1	EA	FJM12KIN	FJM 12K INDOOR		1	725.00 /EA	725.00
6		2	EA	SLDLK92W	WHPVC 90 DEG FLAT ELBOW		2	16.99 /EA	33.98
7		2	EA	SLDLW92W	84016 WHPVC WALL INLET 31/2" DUC		2	25.99 /EA	51.98
8		4	EA	SLDL92W	WHLINE SET WALL DUCT 3-1/2"		4	41.99 /EA	167.96
9		2	EA	PTIF110U28050A	1/4X50 SGL COP TUBE PE W/1/2		2	80.99 /EA	161.98
10		1	EA	PTIF110U38050A	3/8X50 SGL COP TUBE PE W/1/2		1	113.99 /EA	113.99
11		1	EA	PTIF110U48050A	1/2X50 SGL COP TUBE PE W/1/2		1	153.99 /EA	153.99
12		2	EA	MOA84135	FLEXIBLE A/C WHIP 1/2"DIA 6'L		2	26.99 /EA	53.98
13		2	EA	MOA83335	A/C DISCONNECT BOX 60A 240V		2	19.99 /EA	39.98
14		1	EA	29	INSTALL		1	900.00 /EA	900.00 *
15		1	EA	29	ELECTRICAL INSTALL		1	600.00 /EA	600.00 *
16		1	EA	2430	24X30" PATIO STONE (20/LIFT)		1	14.99 /EA	14.99 *
17		1	BG	2943207	116166 ALL PURPOSE GRAVEL 30KG		1	10.99 /BG	10.99
18		1	EA	ALUALS5	ALUM FLOOR STAND 25"LX15"WX17"H		1	82.99 /EA	82.99

TAXABLE 7286.81
NON-TAXABLE 0.00
SUBTOTAL 7286.81

TAX AMOUNT 1093.02

TOTAL 8379.83

TOT WT: 66.00

X

Received By

Po Box 221
Summerside, P.E.I. C1N 4Y8
(902) 436-8277 (phone)
(902) 436-4917 (fax)
(800) 355-3565 (toll free)
seacorathletic@gmail.com

QUOTATION

Seacor Athletic

Date: July 12 2019

To: Credit Union Centre

Phone: 902 836 3509

Ext:

Attention: Robert Wood

Fax:

E-mail: cuc@townofkensington.ca

From: Wendall Bassett

QUOTATION # SB 1984

Re: Budget pricing for new Aluminum Machine Gate for Dasher Boards

Thank you for this opportunity to submit a budget price to supply and install a new Sound Barriers aluminum framed machine gate for the existing dasher boards at the Kensington Arena. The scope of work is as follows:

GENERAL

- Removal and disposal of the existing gate(s) section by owner.
- Concrete work for curb, if required, is NOT included in this scope of work.
- The dasher boards on either side of the gate will be replaced as part of this work. A total of four (4) feet of dashers are included on both sides.

ANCHORING

- The new gates are to be installed onto a concrete apron slab with a 3-1/2" curb.
- On site, epoxy set adhesive anchors or wedge anchors into concrete will be used.

FRAME

- NEW hot dipped galvanized 3" x 3" steel posts welded to plates to be supplied.
- NEW hot dipped galvanized steel stringers to be supplied.
- Steel stringers to be as follows:
 - 1-1/2" x 1-1/2" HSS tube for front bottom, middle and top stringers.

GATES

- One (1) new aluminum machine gate 130" wide for the end of the rink.

HARDWARE

- Each aluminum machine gate complete with heavy-duty adjustable hinges, two (2) sliding closure bars and two (2) heavy-duty, spring loaded adjustable castors.
- High density, stress relieved polyethylene skate threshold shall be 1" thick and 7" deep to cover entire width of all door openings. Fasteners are to be counter-sunk 1/2" deep.

Po Box 221
Summerside, P.E.I. C1N 4Y8
(902) 436-8277 (phone)
(902) 436-4917 (fax)
(800) 355-3565 (toll free)
seacorathletic@gmail.com

QUOTATION

BOARD CLADDING

- New .500" thick high impact white polyethylene board facing.
- New .500" thick, 8" high, polyethylene kick strip, top edge routed to 1/4" radius.
- Colour for the kick strip to be yellow
- New .500" thick polyethylene top sill, top edge, front and back, routed to 1/4" radius.
- Colour for the top sill to be red
- Fasteners are to be 1/4-20 colour-matched Philips flat head type F screws.

GLAZING AND SUPPORTS

- Re-use the existing 48" high, 5/8" thick tempered glass where possible.
- Supply new 48" high, 5/8" thick tempered glass where required.
- Sound Barriers "End" supports are to be provided for the new gate.
- Special size glass will be shipped AFTER the installation has been complete. It will be the responsibility of the facility staff to install these pieces

TO SUPPLY & INSTALL

\$19,380.00 CDN FUNDS

DECLINE _____

ACCEPT _____

FOB: Destination

HST: Extra

Prices firm for 60 days

All payment terms based on Credit Approval (O.A.C)

**INSTALLATION PRICES ARE CALCULATED USING SOUND BARRIERS
NON UNION LABOUR.**

By: _____
Wendall Bassett, Sales Representative

**If you have any questions or require any additional information, please contact
Wendall at 902 432-0237 or our main office at (800) 355-3565.**



Nevco inc.

6068-55, Cedar Pointe Drive

Barrie, Ontario, L4N 5R7

www.nevco.com Tél: (800) 461-8550 Fax: (450) 447-1850

Soumis à

Mr. Robert Wood
KENSINGTON RECREATION/COMMUNITY GARDENS
PO Box 301
Kensington (Prince) PE C0B 1M0
cgardens@pei.aibn.com
Tél.: (902) 836-3509

Utilisateur

Mr. Robert Wood
KENSINGTON RECREATION/COMMUNITY GARDENS
PO Box 301
Kensington (Prince) PE C0B 1M0
Tél.: (902) 836-3509

594

Proposal

6 juillet 2018

NOTE: THE INSTALLATION IS NOT INCLUDE

Option 1

1	Hockey Scrb.Model 4707-RL (18' x 4')	10 190,00 \$
1	MPCW Control	
1	Receiver MPCW - Inside	
0	Transport fees	306,00 \$



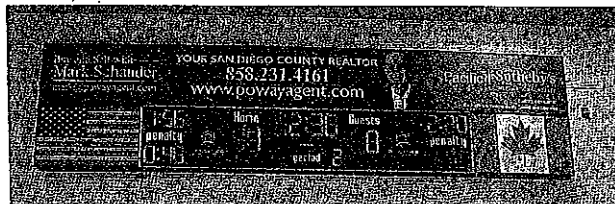
Sub-Total	10 496,00 \$
Taxes	1 574,40 \$
TOTAL	12 070,40 \$

Note:

The AD panel are not include - The lettering will be in english

Option 2

1	Hockey Scrb.Model 4720-RL (16' x 3')	8 197,00 \$
1	MPCW Control	
1	Receiver MPCW - Inside	
0	Transport fees	306,00 \$



Sub-Total	8 503,00 \$
Taxes	1 275,45 \$
TOTAL	9 778,45 \$

Terms and Conditions

- 2- Delay of delivery is 5 weeks
- 3- Choice of color: Tan, electrial blue, midnigt blue, forest green, black teal, red, purple maroon, grey, yellow gold and orange
- 4- Net 30 days
- 6- Warranty of 5 years for scoreboard and 1 year for wireless control



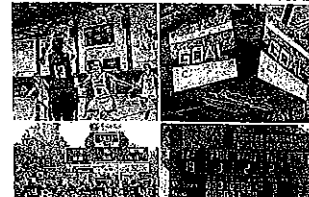
Agence Francyne Caron is your source for high-end sports display products.

SCOREBOARDS • ELECTRONIC DISPLAYS • CLOCKS
VIDEO SCREENS • SOUND SYSTEMS • AND MORE!



Price valid until

04-oct-18



Town of Kensington - Request for Decision

Date: August 7, 2019	Request for Decision No: 2019-46 (Office Use Only)						
Topic: Kensington Fire Department – Rescue Fire Vehicle Purchase							
Proposal Summary/Background: <p>The town recently issued a Request for Proposals (RFP) document for the provision of one Custom Built Rescue/Equipment Style Fire Truck, assembled on a two-door commercial cab and chassis built to both the CAN/ULC S515-M88 current edition and current NFPA Standards. The RFP closed on July 18, 2019 with three proposals being received from Fort Garry Fire Trucks, Carl Thibault Emergency Vehicles and METALFAB Ltd. The proposals were reviewed by the CAO and members of the Fire Department based on the following criteria:</p> <ol style="list-style-type: none">1. The proponent's financial proposal, in Canadian dollars (60 points)2. The proponent's ability to configure an apparatus close to Specifications (20 points)3. The quality and duration of the proponent's proposed warranty period for critical components (10 points)4. The proponent's ability to provide ongoing maintenance, parts and service in a cost efficient, timely manner (5 points)5. Promised delivery date (5 Points) <p>While the representatives of the fire department did not assign a score to their evaluations, they did provide a recommendation (and justification) recommending that METALFAB Ltd. be awarded the contract. The scoring of the proposals by the CAO (and corresponding prices) was as follows:</p> <table><tr><td>Fort Garry Fire Trucks</td><td>72 (\$459,048 plus HST)</td></tr><tr><td>Carl Thibault Emergency Vehicles</td><td>93 (\$363,212 plus HST)</td></tr><tr><td>METALFAB Ltd.</td><td>95 (\$365,665.29 plus HST)</td></tr></table> <p>Based on the scoring, the review by the Fire Department and the negligible cost difference between METALFAB and Carl Thibault (approx. 0.6%) it is recommended that the proposal from METALFAB be accepted by Town Council as their proposal was deemed to provide the best overall value to the town.</p> <p>A copy of the RFP is being circulated with this Request for Decision.</p>		Fort Garry Fire Trucks	72 (\$459,048 plus HST)	Carl Thibault Emergency Vehicles	93 (\$363,212 plus HST)	METALFAB Ltd.	95 (\$365,665.29 plus HST)
Fort Garry Fire Trucks	72 (\$459,048 plus HST)						
Carl Thibault Emergency Vehicles	93 (\$363,212 plus HST)						
METALFAB Ltd.	95 (\$365,665.29 plus HST)						
Benefits: <ul style="list-style-type: none">• Will result in a new and modern rescue vehicle for the fire department.• Will replace an aging vehicle that is due for replacement.• Will provide the fire department with a more efficient response to emergency situations.							
Disadvantages: <ul style="list-style-type: none">• None noted.							

Discussion:

Town Council's Capital Plan for the Fire Department included a new emergency vehicle for 2019/20 in the amount of \$350,000.00. It was planned that the purchase would be made through long term borrowing. The total cost of the truck is \$365, 665.29 plus HST (HST fully recoverable).

The Fire District Committee has an accumulated cash reserve of \$78,706.270 which they have agreed to apply against the purchase of the truck.

As Councillors are aware the Fire Department has an accumulated reserve, at year end March 31, 2019, of \$242,681.00. It is proposed that the Town will assume responsibility for the borrowing of this amount and the residual of the cost of the truck (\$44,278.02). It is further proposed that the borrowed residual in the amount of \$44,278.02 would be repaid to the town through the future accumulated reserve of the fire department. The total amount to be borrowed by the town to facilitate the purchase is \$286,959.02. The impact to the Town's cash flow will be in the vicinity of \$1,900.00 per month.

Options:

1. Award a contract for the purchase of an emergency vehicle to METALFAB, as recommended.
2. Award a contract to one of the other proponents.
3. Not award a contract a re-issue the bid documents.

Costs/Required Resources:

\$365,665.29 plus HST

HST fully recoverable

Source of Funding:

2019/20 Capital Budget

Long Term Borrowing Town \$286,959.02

Fire District Committee Funds \$78,706.27

Recommendation:

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

Resolution 1

BE IT RESOLVED THAT Kensington Town Council award a contract to METALFAB Ltd. for the provision on one (1) Custom Built Rescue/Equipment Style Fire Truck as per their proposal dated July 11, 2019 in the amount of \$365,665.29 plus 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 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.***



REQUEST FOR PROPOSALS

FOR THE PROVISION ONE (1) RESCUE FIRE VEHICLE

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

PROPOSALS DUE: JULY 18, 2019

INTRODUCTION

The Town of Kensington, Kensington Fire Department invites fire apparatus suppliers to submit a proposal, pricing and delivery for one (1) CUSTOM BUILT RESCUE/EQUIPMENT STYLE FIRE TRUCK, assembled on a two-door commercial cab and chassis built to both the CAN/ULC S515-M88 current edition and applicable current NFPA Standards, as stipulated in Appendix B, Technical Specifications and the Request for Proposal documents. The Truck shall conform to all Federal and Provincial motor vehicle safety standards.

DEFINITIONS

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

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.
- The Town reserves the right to reject any Proposal and to accept any proposal notwithstanding any non-compliance with this RFP. The Town may select any Proposal for acceptance or negotiation with the Proponents by selecting the Proposal which the Town, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interests of the Town.
- The acceptance of any proposal is subject to funding and will require approval of Town Council.
- If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the town is not material, the Town may waive the defect and accept the proposal.
- 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.

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- Neither acceptance of a Proposal nor execution of a contract will constitute approval of any activity contemplated in any Proposal that requires any approval, permit, license pursuant to any federal, provincial or municipal statute, regulation or bylaw.
 - 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.
 - 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 the issuing of a Letter of Intent.
 - Proposals will be evaluated as soon as practicable after the closing time.
 - 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. Each proposal should clearly identify any information that is considered to be confidential or proprietary information.
 - Proponents shall base their Proposal on furnishing everything required to complete the manufacture of the apparatus, including all labour, materials, tools, equipment, travel costs and incidentals. Proposals must include a Proponent maximum fee including sub-consultants to complete the purchase as set out in Appendix B, Technical Specifications, and the RFP documents. Prices will be firm for the entire contract period unless this RFP states otherwise.
 - Prices shall be quoted using Appendix A, Quote Sheet and will be in Canadian dollars and inclusive of duty (where applicable), delivery charges (FOB Town of Kensington Fire Department), and exclusive of HST and other taxes and charges which shall be shown separately as applicable.
 - Should the Proponent propose to use a sub-Contractor(s) to carry out any of the requirements, they must list them and the role they will play in the manufacture of the rescue truck.

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- The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal should be delivered by hand, mail or email to the following location no later than 4:00 PM AST on July 18, 2019 (Closing) and should clearly be marked **'Custom Rescue Fire Truck'**. **Proposals shall** be submitted to:

Town of Kensington
P. O. Box 418
Kensington, PE
COB 1M0
Attention: Geoff Baker
Email: townmanager@townofkensington.com

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
COB 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 **July 11, 2019**. 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.

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. The proponent's financial proposal, in Canadian dollars.	60
2. The proponent's ability to configure an apparatus close to Specifications – Appendix B	20
3. The quality and duration of the proponent's proposed warranty period for critical components.	10
4. The proponent's ability to provide ongoing maintenance, parts and service in a cost efficient, timely manner	5
5. Promised delivery date	5
MAXIMUM TOTAL POINTS	100

TERMS OF PAYMENT

Payment for the chassis will be made within ten (10) of its arrival at the manufacturer's (successful proponent's) plant. Payment of the balance, for the body and equipment, will be made upon the delivery and final acceptance of the truck to the Kensington Fire Department.

QUALITY AND WORKMANSHIP

The workmanship must be of the highest quality in its respective field. Special consideration will be given to the following:

- a) Safety: the design of the truck shall reflect best safety practises and shall comply with all applicable standards and regulation.
- b) Performance: the truck must be designed, engineered and constructed with performance in mind. This shall include warranties and other provisions that will extend the longevity of the apparatus.
- c) Accessibility: ease for accessing various components, which require periodic maintenance or monitoring.

Construction must be rugged and design must meet the road and speed requirements as set forth under "Performance tests and requirements" of the NFPA Standard 1901 (2016 Edition).

Welding shall not be employed in the assembly of the truck in a manner that will prevent the removal of major components for service and/or repair.

OPERATION AND SERVICE DOCUMENTATION

The contractor shall supply, at time of delivery, at least two sets of complete Manufacturers Operation, Maintenance Manual and Service Documentation covering the completed apparatus as delivered and accepted. The documentation shall address the inspection, service, and operations of the fire apparatus and all major components thereof. The contractor shall also provide documentation of the following items for the entire apparatus and each major operating system or major component of the apparatus:

- a) Manufacturers name and address
- b) Country of manufacture
- c) Source of service and technical information
- d) Parts and replacement information
- e) Descriptions, specifications, and ratings of the chassis.
- f) Wiring diagrams for low voltage and line voltage systems to include the following information: representations of circuit logic for all electrical components and wiring, circuit identification, connector pin identification, zone location of electrical components, safety interlocks, alternator-battery power distribution circuits, and input/output assignment sheets or equivalent circuit logic implemented in multiplexing systems
- g) Lubrication charts
- h) Operating instructions for the chassis, any major components, and any auxiliary systems
- i) Instructions regarding the frequency and procedure for recommended maintenance
- j) Overall apparatus operating instructions
- k) Safety considerations
- l) Limitations of use
- m) Inspection procedures
- n) Recommended service procedures

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- o) Troubleshooting guide
 - p) Copies of required manufacturer test data or reports, manufacturer certifications, and independent third-party certifications of test results if applicable
 - q) A material safety data sheet (MSDS) for any fluid that is specified for use on the apparatus

WARRANTY

A copy of the warranties for the chassis, body and paint will form part of the overall proposal evaluation and shall be furnished with each Proponent's proposal.

PRE-BUILD MEETING AND FINAL INSPECTION TRIP

A pre-build meeting and a final inspection at the manufacturing facility for two (2) Kensington Fire Department members shall be provided. The costs for the pre-build meeting shall be the responsibility of the bidder.

ISO CERTIFICATION

The manufacturer shall also be certified to operate a Quality Management System under the requirements of ISO 9001. These standards sponsored by the International organization for Standardization (ISO) specify the quality systems that shall be established by the manufacturer for design, manufacture, installation and service. A copy of the certificate of compliance shall be included with the proposal.

DESIGN

The successful bidder shall be solely responsible for the design, construction and material used in the construction of the vehicle. The truck shall be of the latest design and type while using the most current industry construction techniques.

Each bidder shall supply with their bid a detailed drawing consisting of the driver side, passenger side and rear views of the apparatus. This drawing shall be representative of the apparatus being bid. The drawing must include but not be limited to all principle dimensions (height/width/length). Pictures or brochures are also encouraged that represent the quality of construction being proposed.

The apparatus, assemblies, component parts, etc., shall be designed and constructed with consideration to the nature and distribution of the load to be sustained and to the general character of the service to which the apparatus is to be subjected.

The apparatus shall be designed and constructed so component parts can be removed for service and repair with standard tools. Any special tools needed to service any component of the apparatus built or supplied by the component manufacturer shall be supplied with the apparatus. During the design and construction process the apparatus manufacturer shall take into consideration the ease of access to various areas requiring lubrication, inspection, service or adjustment.

The design and materials must be of the highest quality in its respective field. Quality control inspections shall be performed at each step of the manufacturing process.

EXCEPTIONS TO SPECIFICATIONS

Each bidder's response shall include a returned copy of these specifications (Appendix B) indicating compliance or non-compliance with **EACH** area of the specifications. All exceptions, no matter how minor must be indicated.

Exceptions may be listed on a separate sheet (if required) and shall refer to the specification page number and paragraph. It will be mandatory for any prospective bidder that deviates from the proposed specifications, to give a full description of all deviations.

Items not addressed will be considered as being bid with no exception and will be included on the apparatus in the form presented in our specifications. Non-compliance will be grounds for rejection of the completed vehicle - **NO EXCEPTION**. Bidders must follow this process.

Where bidder's specifications and/or construction differ in any way from the bid specification, a full and complete description in the specification will be required. Drawings will also be required to show alternative construction methods. Partial descriptions or general clarifications covering groups or sections of the specifications will be unacceptable.

REQUEST FOR PROPOSALS SCHEDULE

Request for Proposals Issued	June 24, 2019
Submission of Proposal	July 18, 2019
Award of Contract	August 13, 2019
Delivery Date of Rescue Vehicle	TBD

Appendix A

Bid Form

The bidder offers to supply the goods and/or services in accordance with the Request for Proposal documents and accept payment at the unit prices specified in the Bid Form. The Bidder declares that all information, which provided or will be provided to the Town of Kensington is true and understands and agrees to be bound by the Contract documents.

- A. One (1) New Custom Rescue Style Fire Truck as set out in Appendix B, Technical Specifications, and the Request for Proposal documents.

Year: _____ Make: _____ Model: _____

Base Price for supply and delivery: \$ _____

HST \$ _____

Other \$ _____

TOTAL NET BID PRICE \$ _____

- B. The Bidder shall provide their schedule (and guaranteed delivery date) with their bid. The delivery date will be a determining factor in the evaluation and award of a contract. The guaranteed delivery location will be F.O.B. Kensington Fire Department.

Guaranteed Delivery Date: _____

**The above prices include and cover all duties, handling and transportation charges, and all other charges incidental to and forming part of this RFP.

Appendix B

Kensington Fire Department Walk in Rescue Vehicle Specifications				
General Information It is the intent of these specifications to describe, in detail, the minimum requirements for a first class, custom built, fire fighting unit. All parts not specifically mentioned which are necessary in order to provide a complete custom motor propelled truck shall be furnished by the bidder and shall conform in strength and quality of workmanship to that usually provided by the engineering practise indicated in these specifications.				
ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
NOTE: All deviations from these specifications are to be noted in column at the right. The bidder must give full details of the equipment offered.				
	GENERAL INFORMATION			
1	Vehicle data recorder included with chassis The chassis shall be provided with seat belt sensors, seat sensors, a seat belt indication system, and a vehicle data recorder to comply with NFPA 1901.			
2	ULC S515-13 and NFPA 1901-2016 Compliance - Rescue/Equipment The apparatus shall be constructed to ULC S515-13 and NFPA 1901-2016 requirements and the unit shall also meet Department of Transportation regulations. The unit shall also meet Canadian Motor Vehicle Safety Standards.			
3	ULC Testing - Special Services Vehicle - no pump This unit shall be tested by Underwriters' Laboratories of Canada at manufacturing plant in order to ensure compliance with applicable standards. The tests shall include, at minimum: -a weight test, to ensure that the vehicle is not overweight on either axle or in total -a road test, to check acceleration and braking Following the test(s), a plate shall be installed showing the test date, unit serial number, and no load governed speed of the engine. CMVSS certification and safety mark shall also be installed.			
4	Length Overall length should be 30 feet or more.			
5	General Construction The GVWR of the chassis shall be adequate to carry the fully equipped apparatus including full water and other tanks, the specified hose load, unequipped personnel weight, ground ladders, and a miscellaneous equipment allowance in accordance with specified standards.			
6	Operations and Maintenance Manuals At the time of delivery, two (2) copies of complete operation and service manuals shall be provided covering the completed apparatus (body and equipment) as delivered and accepted, including wiring diagrams, lubrication charts, and fire fighting equipment delivered with the apparatus. Chassis manuals shall be those supplied by the chassis manufacturer.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
7	Delivery - FOB Kensington Fire Department The successful bidder shall, at their expense, deliver the apparatus to the Kensington Fire Department. A factory trained and authorized delivery instructor shall then remain with the apparatus to train Fire Department personnel at the Kensington Fire Hall.			
8	Payment Terms Payment for the chassis shall be made within 10 days of chassis arrival at manufacturing plant. Balance for the body and equipment shall be payable when the completed vehicle is delivered to the Kensington Fire Hall.			
9	Equipment Carrying Capacity This vehicle shall be designed to carry an equipment load of minimum 4000 pounds.			
	CHASIS INFORMATION			
10	<ul style="list-style-type: none"> • 2020 M2 106 Freightliner/35,000 lbs GVWR • Interior Convenience Package • CUM L9 350EV HP @ 2000 RPM, 2200 GOV RPM, 1000 LB/FT @ 1400 RPM Cummins exhaust brake • 2 Door Cab • 320 AMP alternator • 14,600 front axle rating • 23,000 Rear axle rating • Leaf Suspension • LN 12V 320 AMP 4962PA PAD MOUNT ALTERNATOR • ALLISON 3000 EVS AUTOMATIC TRANSMISSION WITH PTO PROVISION • Air horns on cab hood controlled by foot switches in cab • WABCO 4S/4M ABS WITH TRACTION CONTROL, WITH ATC OFF-ROAD SWITCH • THREE-PIECE 14 INCH CHROMED STEEL BUMPER WITH COLLAPSIBLE ENDS • MICHELIN X LINE ENERGY Z 315/80R22.5 20 PLY RADIAL FRONT TIRES • MICHELIN XDN2 11R22.5 14 PLY RADIAL REAR TIRES • ALCOA ULTRA ONE 89U64X 22.5X9.00 10-HUB PILOT 5.99 INSET ALUMINUM FRONT WHEELS • ALCOA LVL ONE 88367X 22.5X8.25 10-HUB PILOT ALUMINUM DISC REAR WHEELS • POLISHED FRONT WHEELS; OUTSIDE ONLY • POLISHED REAR WHEELS; OUTSIDE OF OUTER WHEELS ONLY • FRONT WHEEL MOUNTING NUTS • REAR WHEEL MOUNTING NUTS • DUAL 25 INCH ROUND STUTTER TONE HOOD MOUNTED AIR HORNS WITH DUAL LANYARDS• LED HEADLIGHT ASSEMBLY AND INCANDESCENT MARKER/TURN LAMP WITH CHROME BEZEL • DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE • LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS • COMPOSITE EXTERIOR SUN VISOR • RH AND LH ELECTRIC POWERED WINDOWS • HEATER, DEFROSTER AND AIR CONDITIONER • LH AND RH ELECTRIC DOOR LOCKS • (2) DUAL 2.1 AMP USB CHARGERS IN DASH 			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
	<ul style="list-style-type: none"> • SEATS INC 911 UNIVERSAL SERIES HIGH BACK AIR SUSPENSION DRIVER SEAT WITH NFPA 1901-2009/2016 COMPLIANT SEAT SENSOR • SEATS INC 911 UNIVERSAL SERIES HIGH BACK AIR SUSPENSION PASSENGER SEAT WITH NFPA 1901-2009/2016 COMPLIANT SEAT SENSOR • ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN • WOODGRAIN CENTER INSTRUMENT PANEL • WOODGRAIN DRIVER INSTRUMENT PANEL • ELECTRONIC STABILITY CONTROL • NFPA VEHICLE DATA RECORDER AND SEATBELT DISPLAY • (2) OVERHEAD MOUNTED LANYARD CONTROLS: (1) OFFICER AIR HORN AND (1) DRIVER AIR HORN • TWO COLOR CUSTOM PAINT 			
11	Chassis Motor Vehicle Inspection The Chassis shall be inspected no later than 2 weeks prior to delivery to the Kensington Fire department.			
12	Fluid Capacity Plate A permanent plate shall be affixed in the driver's compartment specifying the quantity and type of the following fluids used in the vehicle as applicable: Engine Oil Engine Coolant Transmission Fluid Drive Axle Lubrication Fluid Air conditioning refrigerant Air conditioning lubricant Power steering fluid Transfer case fluid Equipment rack fluid Air compressor system lubricant Front tire cold pressure Rear tire cold pressure			
13	Maximum Riders Sign An accident prevention sign shall be affixed in the cab stating the maximum number of personnel the vehicle is designed to carry per NFPA standards. The sign shall be located in an area visible to the driver.			
14	Seat Belt Warning Labels Signs that state "Occupants must be seated and belted when apparatus is in motion" shall be provided. They shall be visible from each seated position.			
15	Seat Belt Warning Labels - Rescue Interior Seat Signs that state "Occupants must be seated and belted when apparatus is in motion" shall be provided. They shall be visible from each seated position.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
16	Helmet Warning Label Signs that state "Do Not Wear Helmet While Seated" shall be provided. They shall be visible from each seated position.			
17	Tire Pressure Indicators Each tire valve stem shall be equipped with a visual indicator of pressure in the specific tire.			
18	Apparatus Information Label An information label shall be provided in the chassis cab, visible to the driver, stating: "When manufactured, this vehicle was: ** m high ** m long ** kg GVW Changes in height since the apparatus was manufactured shall be noted on this plate by the Fire Department"			
19	Non Removable Key The ignition key shall be made nonremovable from the cab interior by installation of a chain which attaches the key to the cab dash.			
20	Rear Step Warning Label An accident prevention sign shall be located at the rear step area of the vehicle. It shall warn personnel that standing on the step while the vehicle is in motion is prohibited.			
21	Front Mudflaps Provided with Chassis			
22	Rear Mudflaps Heavy duty mudflaps shall be installed behind the rear wheels to guard against road wash and debris.			
23	Fuel Fill Label A label indicating "Ultra Low Sulfur Diesel Only" shall be installed at each chassis fuel tank fill connection.			
24	Aluminum Tread Fuel Tank Covers, Diamond Grip Steps Aluminum tread plate shall be installed on each side over the fuel tank and battery box. Aluminum diamond grip steps shall also be installed to match body steps.			
25	Chassis Cab Painted 2 tone by Chassis OEM The chassis for this vehicle shall be painted 2 tone by the chassis OEM, the body shall be painted to match the colour of the chassis.			
26	Console in Cab A console is installed between the cab seats with the siren, switches, and door ajar warning light. A storage area with hinged cover is also provided, Exterior finish is gray Zolatone.			
27	Extend Exhaust Pipe - RS Front of Rear Wheels The exhaust pipe shall be extended to exit ahead of the rear wheels on the right side in compliance with the chassis manufacturer's specifications for current emissions.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
28	Fuel Fill at Step Fuel Tank Under Cab Fuel fill shall to be located under the cab.			
29	Rear Winch Receiver - Class III/IV, 7 Pin Connectors A Class III-IV receiver shall be installed with a capacity of 6000 pounds trailer weight, 600 pounds tongue weight along with a 7-pole trailer connector and matching plug.			
30	Front Receiver for Winch A Class III-IV receiver shall be installed at the front of the vehicle, bolted directly to the chassis frame rails.			
31	Supply Pintle Hook with Adapter and Pin to Slide in Rear Receiver			
32	Master Battery Disconnect Included with Freightliner Chassis A two-pole master disconnect shall be provided with the chassis to isolate the batteries from electrical loads.			
33	Back-up Alarm Included with Chassis A back-up alarm shall be provided with the chassis and shall be installed at the rear of the unit, wired to operate when the transmission is in Reverse.			
34	Protection Valve Installed for Air Operated Accessories An air pressure protection valve shall be installed to prevent loss of air to brakes from air operated accessories.			
35	Air Outlet A female air outlet fitting shall be installed to allow use of chassis air. The air line is to be plumbed through the air system protection valve to prevent loss of braking air pressure. The location of the air outlet is to be determined by the Kesnington Fire Department.			
36	Auto Eject for Air Inlet - Left Side A auto eject air inlet fitting shall be installed near the driver's door to allow the external air compressor to keep the chassis air brake system charged.			
37	120-volt 20 A Shore Line Connection 120 volt 5-20R duplex receptacle shall be installed in the chassis cab and in the body. It shall be wired to the 120-volt inlet. Exact locations to be determined.			
38	Autocharge 1000 Battery Conditioner w/Battery Saver An Auto charge 1000 15 A/12 VDC battery charger shall be installed in the chassis cab unless otherwise specified. A 3-amp battery saver power supply shall be provided to accommodate parasitic loads such as radio and battery chargers. This unit shall draw 3.5 A/120 VAC maximum.			
39	Electric System Manager – VMUX Multiplexing "VMUX by Weldon" shall be mandatory.			
40	Super Auto eject for 120 v - 20 A with Sealed Enclosure A Super Auto Eject shore line inlet shall be insalled in place of the standard 110-volt shore line connection.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
41	Engine Compartment Light LED LED work lighting shall be installed in the engine compartment.			
42	Chassis Steering Wheel Lined up Prior to Delivery The chassis steering wheel shall be straightened after the body and load is applied - prior to delivery to the Kensington Fire Department.			
43	Rear View Camera system 7" A Rear-view camera with 7" colour LCD monitor in the chassis cab shall be installed to allow the driver to see the blind spot behind the vehicle from the chassis driver's seat.			
44	Intercom to Chassis Cab An Intercom system shall be provided to the chassis cab with hands free speaker/microphone in the crew cab, and a push to talk speaker/microphone with volume control in the chassis cab.			
45	Sealed Pass Through Cab to Body The rear window of the cab shall be removed and a sealed pass through shall be installed from the chassis cab to the body.			
46	GoLight - Model 20204 - White LED with hard wired dash mount remote			
	ELECTRICAL			
47	Base Electrical System - Multiplexing <p>All electrical circuit feeder wiring supplied and installed by the apparatus manufacturer shall be standard alloy copper conductors of a gauge rated to carry 125% of the maximum current for which the circuit is protected.</p> <p>Insulation shall be in accordance with SAE J1128, type SXL, and wired to SAE J1292, for such loading at the potential employed. Voltage drops in all wiring from the power source to the using device shall not exceed 10%.</p> <p>Overall covering of conductors shall be 280 degrees F minimum flame retardant loom or braid. All connections shall be made with lugs or terminals mechanically secured to the conductors. Wiring shall be thoroughly secured in place and suitable protected against heat, oil and physical damage.</p> <p>All body wiring shall be colour coded and marked every 3" as to function. All circuits are to be protected by autoreset circuit breakers. The power distribution panel shall be located in the pump compartment or behind the back wall of the front side compartment depending on the muffler location.</p> <p>Circuits shall be provided with properly rated low voltage overcurrent protective breakers. Such circuit breakers shall be readily accessible and protected against excessive heat, physical damage and water spray. Switches, relays, terminals and connectors shall have a direct current rating of 125% of maximum current for which the circuit is protected. All wiring is to be done to NFPA standards and SAE standards and comply with CMVSS regulations.</p> <p>All body electrical systems shall be multiplexed using the Weldon V-Mux system.</p>			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
48	Warning Light Certification Certification from the warning light manufacturer shall be provided to confirm that the lighting system meets current NFPA 1901 standards.			
49	Low Voltage Electrical System Test is to be Completed and all Associated Documentation shall be Provided.			
50	Rocker Switch Panel with Master Warning Switch A rocker switch panel shall be installed with a Master switch to control all emergency lighting to comply with applicable standards.			
51	Federal PA300 100 Watt Siren A 100-watt siren shall be mounted in the cab with the following functions supported: -yelp, wail, and Priority tone -PA operation, microphone included -manual operation of siren -capability of broadcasting radio transmissions through the siren speaker			
52	Siren Speaker, 100 watt, in Front Bumper A 100-watt speaker shall mounted in the front bumper. The siren is to be accessible to the driver and officer.			
53	One (1) Whelen F4NOQLED LED light Bar NFPA This unit shall be equipped with a full width Whelen LED light bar mounted on the cab, which shall be reinforced to carry the weight. This light shall be controlled from the cab.			
54	Front LED flashers (pr)-Whelen Red LED 400 with Integral Flasher This unit shall be equipped with flashing red LED lights at the front of the vehicle.			
56	Rear LED flashers (pr)-Whelen Red LED 900 with Integral Flasher This unit shall be equipped with flashing red LED lights at the upper portion of the rear of the vehicle.			
57	Front Side Inter Its (pr) - Whelen Red LED 400 with Integral Flasher This unit shall be equipped with flashing red LED lights in the side of the hood (intersection lights).			
58	Body Side Inter Its (pr)-Whelen Red LED 400 with Integral Flasher This unit shall be equipped with flashing red LED lights in the side of the rear fender wells (intersection lights).			
59	Body Side Inter Its (pr)-Whelen Red LED 900 with Integral Flasher This unit shall be equipped with flashing red LED lights in the upper side corners of the vehicle.			
60	Additional Body Side Inter Its (pr)-Whelen Red LED 400 with Integral Flasher This unit shall be equipped with additional flashing red LED lights in the side of the vehicle.			
61	Compartment Lighting - LED Tube Lights in each Compartment (Rollup Doors) Vertical tube type compartment lights shall be provided in each enclosed compartment, and controlled automatically when compartment door is opened.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
62	Door Ajar Warning Light Warning Light is installed to indicate when a compartment or chassis door is open.			
63	Step lights for Body Steps - 4" LED - Rescue Step lights shall be installed to light all body work surfaces, steps, and walkways.			
64	Step Lights for Chassis Steps - LED Lumabar LED step lights shall be installed to light all chassis entry steps.			
65	LED Clearance Its and Reflectors LED clearance and marker, and a license plate light, along with reflectors shall be mounted in accordance with federal regulations.			
66	LED Intermediate Turn Signal/Clearance/Reflector Length >30' An intermediate turn signal, reflector, and clearance light shall be installed ahead of the rear wheels in the body rub rail if the overall length of the vehicle exceeds 30'.			
67	Whelen 64 LED Tail/Brake-Turn-Backup Module (pr) A module including a red tail/brake LED light, an amber LED turn signal and a clear LED back up light in a chrome housing shall be installed at the rear of the unit on each side.			
68	Whelen C9SL Scene light - LS (pr) One pair of C9SL Scene lights shall be supplied and installed on the left side of the body. They shall be installed in each upper corner.			
69	Whelen C9SL Scene Light Rear (PR) One pair of C9SL Scene lights shall be supplied and installed on the rear of the body. They shall be installed in each upper corner.			
70	Whelen C9SL Scene Lights RS (pr) One pair of C9SL Scene lights shall be supplied and installed on the right side of the body. They shall be installed in each upper corner.			
71	Ground Lighting (LED Lumabar) - 2 Door Chassis Lighting shall be installed under chassis steps, operable when the cab door is opened and when the ground light switch is turned on.			
72	Ground Lighting (LED Lumabar) - Rescue Body Lighting shall be installed under the rear step, operable when the ground light switch is turned on.			
73	Installation of Customer Supplied Mobile Radio Customer supplied mobile radio shall be installed in the chassis cab, radio information sheet required to document location, frequencies, etc.			
74	VHF Antenna with Base - Commercial Chassis A VHF antenna shall be supplied and installed on the roof of the vehicle or as outlined in the shop note.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
75	Cellular/TMR Antenna with Base - Commercial Chassis A cellular/TMR antenna shall be supplied and installed on the roof of the vehicle.			
76	12-Volt Power Points for winch - Front and Rear			
77	Rescue Body Interior Lighting Flush Mount - 8 inch RED/WHITE There shall be approximately 8 to 10 ceiling lights. The lights shall be 8" and be red/white capable with a chrome trim.			
78	Supply and Install 120 vol AC Fridge with no Freezer The fridge shall have a locking mechanism that will prevent it from opening in transit. To be wired to Shoreline power and wired to customer supplied Generator.			
79	Command Light - 12 VDC - KL415D-FS-Clear Shall be equipped with 4 Spectra LED lights heads.			
80	120 Volt Wiring for Portable Generator A breaker panel with circuit breakers and devices shall be installed. The line voltage system shall be installed to NFPA standards, and a dielectric voltage withstand test shall be performed as outlined in NFPA 1901.			
81	Automatic 110-Volt Transfer Switch An automatic transfer switch shall be installed to automatically switch up to 30 amps from a shoreline inlet to the on-board generator and vice versa.			
82	Electric Cord Reel with 200' x 12/3 Cable, Lighted Box An electric cord reel with electric rewind shall be installed. 200' x 12/3 cable shall be provided along with a lighted junction box.			
83	Dielectric Strength Test for Line Voltage System The line voltage system on this unit shall be tested per NFPA 1901 using a dielectric strength tester.			
	BODY			
85	Walk in Extruded Aluminum Rescue Body 22' <ul style="list-style-type: none"> The body of the unit shall be designed to ensure correct load distribution on the chassis and shall be constructed of custom aluminum extrusions with aluminum tread plate used for steps and walking surfaces. The body shall be fabricated on a subframe of min. 3" x 3" x 1/4" aluminum square tubing, and shall be attached to the frame of the truck by a spring-loaded mounting system. Full fender liners shall be installed and all compartments shall be of the sweep out type. All compartments are to be equipped with vents and drain holes. Body interior shall be fully insulated and lined with a white plastic finish for ease of cleaning and durability. The walkway area shall be lined with tread plate. Entry door(s) shall be installed as directed by the Kensington Fire Department for entry to the interior of the unit. 			
86	Aluminum Tread Plate Fender Surround - Single Axle The vertical trim around each rear wheel shall be aluminum tread plate.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
87	Integral Aluminum Fender Trim Extruded aluminum trim is installed around each rear wheel and is an integral part of the body.			
88	Diamondback 10" Rear Step The rear step shall be 10 inches deep, made of open strut aluminum with non slip surface, and rigidly reinforced.			
89	Extruded Rub Rail An extruded rub rail shall extend 3/4" beyond the body on each side. It shall be polished aluminum.			
90	Front Left Side Compartment to Interior Floor Compartments are installed on the left side of the unit ahead of the rear wheels to the height of the wheel well opening.			
91	Second Front Left Side Compartments Full Height Compartments shall be installed on the left side of the unit ahead of the rear wheels.			
92	Front Right Side Compartment to Top of Interior Floor Compartments shall be installed on the right side of the unit ahead of the rear wheels to the height of the wheel well opening.			
93	Second Front Right Side Compartments - Intermediate Height Compartments shall be installed on the right side of the unit ahead of the rear wheels to a height above the rear wheels.			
94	Rear Left Side Compartments - Full Height Compartments shall be installed on the left side of the unit behind the rear wheels to a height above the rear wheels.			
95	Rear Right Side Compartments - Full Height Compartments shall be installed on the right side of the unit behind the rear wheels to a height above the rear wheels.			
96	High Side Compartment (over 18") Full height compartments shall be installed above the rear wheels on the side of the body.			
97	Flush Mount Aluminum Entry Door - Rescue Body Rear (pair) The rear entry doors on this unit shall be attached with full length polished stainless-steel piano hinge with a 1/4" pin. They shall be double pan, flush mount doors, fabricated from 3/16" aluminum exterior and 1/8" aluminum interior pan. They shall be equipped with stainless steel "D" handles, and slam type door latches with striker bolts to prevent accidental opening. Gas spring type door checks shall be provided. All doors shall be bolted to the hinges to allow removal for repair if required.			
98	Flush Mount Aluminum Door - Rescue Body Side (single) The side entry door on this unit shall be attached with full length polished stainless-steel piano hinge with a 1/4" pin. It shall be a double pan, flush mount door, fabricated from 3/16" aluminum exterior and 1/8" aluminum interior pan. It shall be equipped with an exterior stainless-steel D handle and an interior lever handle, and slam type door latch with a striker bolt to prevent accidental opening. A gas spring type door check shall be provided. All doors shall be bolted to the hinges to allow removal for repair if required.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
99	Rollup Door - Up to Bottom of Inside Floor The door for this compartment shall be a roll up shutter, custom fitted to the compartment door opening. Finish shall be natural aluminum.			
100	Rollup Door - Intermediate Height The door for this compartment shall be a roll up shutter, custom fitted to the compartment door opening. Finish shall be natural aluminum.			
101	Rollup Door - Full Height The door for this compartment shall be a roll up shutter, custom fitted to the compartment door opening. Finish shall be natural aluminum.			
102	Drip Pan Under Rollup Door Roll (each) A pan shall be installed at the top of the compartment to protect the door roll and to prevent dirt and moisture from dripping on compartment contents.			
103	Pull Down Straps Shall be Supplied and Installed for all Amdor Roll Up Doors			
104	Extruded Aluminum Handrails - Rescue Truck Rear All railing shall be 1-1/4" outer diameter, extruded aluminum non-slip rib type tubing. Two (2) vertical rails shall be mounted on the rear of the body, one (1) each side of door opening.			
105	Extruded Aluminum Handrails - Rescue Truck Rear Interior All railing shall be 1-1/4" outer diameter, extruded aluminum non-slip rib type tubing. Two (2) rails shall be mounted inside the rear of the body, one (1) each side of door opening.			
106	Extruded Aluminum Handrail - Rescue Truck Side Interior All railing shall be 1-1/4" outer diameter, extruded aluminum non slip-rib type tubing. One (1) rail shall be mounted inside the side door opening of the body.			
107	Railing Around Step Well - Rescue Side Entry A railing shall be provided next to the step well to assist in access to the body interior.			
108	Compartment Matting - Plastic Interlocking Tile Compartment floor matting will be installed in each enclosed compartment.			
109	Sliding Vertical Tool Board Sliding vertical tool board(s) equipped with 250-pound capacity sliding hardware and latch to hold in the closed position shall be installed as directed by the Kensington Fire Department.			
110	Fixed Vertical Partition Fixed vertical partition(s) shall be installed as directed by the Kensington Fire Department.			
111	Sliding Tray (ea) - 400 pound capacity - Locking Slides - 88" Wide -Low Profile Sliding tray(s) equipped with 400-pound capacity sliding hardware and latch to hold in the closed position shall be installed as directed by the Kensington Fire Department.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
112	Sliding Tray (ea) - 600-Pound Capacity Sliding tray(s) equipped with 600-pound capacity sliding hardware and latch to hold in the closed position shall be installed as directed by the Kensington Fire Department.			
113	Tip Down Tray - 30-degree, 250-Pound Capacity A 250-pound capacity shelf with sliding hardware to allow 90% extension and 30-degree tip down shall be installed as directed by the Kensington Fire Department.			
114	Adjustable Shelf Adjustable shelf or shelves equipped with aluminum unistruts shall be installed as directed by the Kensington Fire Department.			
115	Radio Shelf for Rescue Interior A fixed aluminum shelf is installed as directed by the Kensington Fire Department.			
116	Paint Exterior - Imron Elite All compartment doors, removable components, flush mounted lights, drip moldings, accessories and other equipment shall be mounted on the body prior to painting, then removed for final finishing to assure paint has been applied to surfaces under all equipment and components. All exterior surfaces of the body except tread plate and polished stainless steel shall be painted to prevent corrosion. The body shall be buffed, primed with acid etching primer, epoxy primed, and painted with 3 full coats of DUPONT ELITE polyurethane enamel.			
117	Undercoat Vehicle with KROWN Rust Protection Entire cab and body shall be treated with KROWN rust protection.			
118	Chassis Wheels not Painted The chassis wheels on the vehicle shall not be painted.			
119	Buffed Finish Compartment Interior The interior of the aluminum compartments shall be buffed to remove scratches and to provide a finished surface.			
120	Lettering - 80 Letters up to 3" tall - 3 colour Lettering consisting of up to 80 letters of a size up to 3" tall shall be applied according to the Kensington Fire Department requirements. The lettering shall be vinyl, in the colour specified by the Kensington Fire Department and shall consist of one colour letter with two colours of shadow.			
121	Reflective Stripe - 4" White A four-inch-high white Scotch lite stripe shall be provided. The stripe shall be applied on a minimum of 50 percent of each side of the unit and 25 percent on the front of the unit.			
122	Reflective Stripe - Red and Yellow Chevron at Rear - Scotch lite An NFPA compliant reflective chevron shall be applied to cover at least 50% of the rear facing vertical surface of the vehicle.			
123	Rescue Body Window - Fixed in Entry Doors Fixed windows shall be installed in the upper portion of the entry door.			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
124	Rescue Body Windows - Sliding in Sides of Body (2 total) Sliding windows shall be installed, one each side near front of body.			
125	SCBA Seat in Rescue Body A seat or seats equipped with SCBA back and bracket with quick release meeting NFPA requirements shall be installed as directed by the Kensington Fire Department. Each seating position shall be equipped with a seat belt. There shall be 2 rearward facing SCBA seats on the right side along the back wall. There shall be 2 frontward facing SCBA seats facing the 2 rearward facing seats. An additional seat shall be installed (Front facing) along the right side of the body rear of the side door ahead of the storage cabinets.			
126	Bench Seat in Rescue Body - No Seat Belts - Extra Long A seat shall be installed as directed by the Kensington Fire Department. This seat shall be designed for use when the vehicle is stationery only. It shall be capable of seating 5 to 6 people and shall be installed along the left side interior wall bellow the storage area.			
127	Desk - Rescue Body A desk shall be available to support fridge and radio storage.			
128	Drop Down Table - Rescue Body A table shall be located as directed by the Kensington Fire Department, consisting of an aluminum table top which folds vertically against the interior side wall of the body when not in use. The Table shall be installed in between of the front facing SCBA seats and the Rear facing SCBA seats.			
129	Walk in Rescue - Interior White Finish and Insulation The interior of the body shall be insulated and finished with a white plastic finish.			
130	Interior Shelving with Doors - Rescue Body Interior space between the exterior compartments and the ceiling of the vehicle shall be equipped with aluminum shelving. Sliding Lexan doors shall be installed with locking pins to prevent movement and rattling when the vehicle is in motion. Finger holes shall be drilled in the Lexan panels to allow sliding the doors open and closed.			
131	Air Conditioner Installation Air Conditioner shall be charged and commissioned by a licensed technician.			
132	Air Conditioner/Heater in Rescue Body Air conditioner shall be RED DOT R-5045-5			

ITEM NO.	REQUEST FOR PROPOSAL SPECIFICATIONS	YES	NO	
133	Compartment SCBA Storage Rack A series of horizontal plastic tubes shall be installed to allow storage of SCBA cylinders in a compartment specified by the Kensington Fire Department. The tubes shall be tipped back to keep the cylinders from sliding out when the vehicle is in motion. There shall be a total of 12 bottles to be stores in a compartment of choice.			
134	Panel Readout for Battery Conditioner A readout for the battery conditioner shall be installed on the pump panel.			
135	ZICO Multiple Extrication Tool Holder The supply and mounting of a Zico multiple extrication tool holder shall be included. Exact spec to be confirmed at pre-construction.			
	ACCESSORIES			
136	Electric Access Step for Rescue 80-19-0700 An electrically operated step is installed under the specified access door to the rescue body. It will operate whenever the park brake is applied unless otherwise specified.			
137	Key Box Inside Body, Non Locking, Interior Light			
138	Warn 10,000lb Zeon 10-S Multi mount winch 80-99-05AA There will be a Warn 10,000 lbs Zeon 10-S multi mount winch supplied with the unit. It will be able to be used on the front and rear receivers.			
139	Dashboard Mount for Customer Supplied IPAD MINI 4			
140	Hose Reel 3/8 Inch X 100 Feet A spring loaded hose reel shall be provided and installed in a compartment of chosen by the Kensington Fire Department during the pre-construction meeting.			
141	QM-Rolo-CPR-TS SCBA Brakets QM-ROLO-CPR-TS SCBA brakets shall be provided and installed to the SCBA seats to allow for proper operation.			
142	Special Drawers under SCBA SEATING in Body There shall be a pull-out drawer under the two-front facing SCBA seats. There shall be a pull-out drawer under the rear facing SCBA seats. There shall be a latching mechanism to allow the drawers to remain closed during transit. They shall be constructed of aluminum and shall be equipped with a gas strut to allow the draw to remain full open when needed.			
143	Storage for Backboards There shall be wall mounted storage for customer supplied back boards. This storage shall be on the right side along the interior wall bellow the interior cabinets. The Kensington Fire Department shall be able to store up to 3 back boards and the storage shall allow for easy removal and easy storage of the back boards. There shall be a method of securing the back boards in order to secure them in place while in transit.			

Town of Kensington - Request for Decision

Date: August 8, 2019	Request for Decision No: 2019-47 (Office Use Only)
Topic: Asset Management Plan – Public Sector Partnership Funding Application	
Proposal Summary/Background: <p>Councillors may recall that in February of 2019, the Town agreed to move forward with the creation of an asset management plan (the Plan) through a partnership with a non-profit organization known as the Public Sector Partners for Progress, through the following resolution:</p> <p><i>“Moved by Councillor Spencer, seconded by Councillor Toombs to direct staff to proceed with signing the Terms of Reference for the Active Asset Management Plan project with Public Sector Partners for the cost of \$1,600.00 plus applicable taxes.”</i></p> <p>The total cost of the creation of the Plan was set at \$8,000.00. It was understood at that time that the Federation of Canadian Municipalities (FCM) had a funding program to offset 80% of the cost of the project however, at that time the program had been completely depleted.</p> <p>Council’s approval of proceeding with the creation of the Plan was with the understanding that the town would commit to their 20% portion of the project (\$1,600.00) and that as funding became available, the Town would make application to fund the remainder of the project cost.</p> <p>FCM has recently announced the re-opening of the applicable funding program, so staff have completed the required application. A resolution of Town Council is required to authorize the submittal of the application.</p>	
Benefits: <ul style="list-style-type: none">• Will help offset the total cost of the Asset Management Plan project.	
Disadvantages: <ul style="list-style-type: none">• None noted.	
Discussion: <p>It is recommended by the CAO that Town Council authorize, through a formal resolution, the submittal of a funding application to the FCM Municipal Asset Management Program. A copy of the completed application is being circulated with this Request for Decision.</p>	
Options: <ol style="list-style-type: none">1. Authorize staff to proceed with submitting the funding application, as recommended.2. Not authorize staff to submit the funding application.	

<p>Costs/Required Resources:</p> <p>The total cost of the project is \$8,000.00.</p> <p>Town Council's financial commitment towards the project is \$1,600 as approved in February 2019.</p>	<p>Source of Funding:</p> <p>General Government – Professional Fees Other</p>
<p>Recommendation:</p> <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i>BE IT RESOLVED THAT Kensington Town Council direct staff to submit a funding application through the Federation of Canadian Municipalities Municipal Asset Management Program for the Asset Management Planning Implementation Project;</i></p> <p><i>BE IT FURTHER RESOLVED that the Town of Kensington commits to conducting the following activities in its proposed Asset Management Planning Implementation Project:</i></p> <ul style="list-style-type: none"> • <i>Study of current data structures;</i> • <i>Derivation of performance measures and trends; and</i> • <i>Integration of asset management processes.</i> <p><i>BE IT FURTHER RESOLVED that the Town of Kensington confirm their financial contribution towards the project in the amount of \$1,600.00.</i></p>	



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Municipal Asset Management Program Application Form

FCM's Municipal Asset Management Program Application Form

IMPORTANT: Before filling out this application form, please read the Municipal Asset Management Program (MAMP) [application guide](#), available on the FCM website.

We encourage you to contact FCM before you submit your application. FCM advisors can help determine if your project is eligible, answer questions and help you prepare a successful application. Contact us at:

programs@fcm.ca

Tel.: 613-907-6208 or 1-877-997-9926

Part A: Applicant information

There are two eligible lead applicant categories:

- » Municipal governments (e.g. towns, cities, regions, districts, etc., and local boards thereof)
- » Municipal partners applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipally owned corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. an indigenous community
 - » *Certain indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- d. a not-for-profit organization with a focus on municipal services

Please note that private-sector entities are not eligible as municipal partners.



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1. Lead applicant information

Please select your organization type from the list below. If you are unsure, please review the [application guide](#), or contact FCM: email programs@fcm.ca or call 613-907-6208 or 1-877-997-9926.

- ☒ Municipal government (e.g. towns, cities, regions, districts, etc., and local boards thereof)

Municipal partner

- ☐ a municipally owned corporation
- ☐ a regional, provincial or territorial organization delivering municipal services
- ☐ an indigenous community
- » *Certain indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- ☐ a not-for-profit organization with a focus on municipal services
- ☐ Other Describe: _____

2. Lead applicant contact information

Organization name

The Town of Kensington

Mailing address

Address

PO Box 418 55 Victoria Street East

City

Kensington

Province/territory

Prince Edward Island

Postal code

C0B 1M0

Tel.

902- 439-8849

Fax (optional)

(area) number

Lead applicant primary contact information

Salutation (optional)

Mr.

First name

Geoff

Last name

Baker

Middle initial (optional)

Title

CAO

Email

townmanager@townofkensington.com

Tel. (work)

(902) 836-3781

Ext.

Cell (optional)

902- 439-8849



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3. Additional lead applicant information

The following demographic information will help FCM understand the reach and results of the Municipal Asset Management Program:

Lead applicant annual operating budget

\$2.94

Number of administrative staff that manage the municipality or lead organization (e.g. senior administrators, finance, public works, planners and other administrative staff)

6 – 10

Part B: Self-assessment

Please complete a self-assessment using the [Asset Management Readiness Scale](#), available for download. Using the results of the self-assessment, fill in the Current State column in the table below.

5. Self-assessment summary – Current State

Competency	Current State <i>What are your current readiness levels?</i>	Notes <i>Provide rationale for assigning each readiness level. What specifically have you done that puts you at the readiness level you have selected?</i>
Policy and governance	Pre-level 1	<ul style="list-style-type: none">-staff and management committed to formalizing asset management program-drafted a set of basic objectives that will guide the development of asset management system-defined expected system benefits and outcomes-establishment of asset management processes recognized as key requirement-focused on implementing optimal strategy to commence formalization effort
People and leadership	Level 1	<ul style="list-style-type: none">-appointed resources to investigate local requirements to scope and introduce tailored asset management system-resources mandated to investigate and assess asset management planning needs, documented through corporate administration-council is aware of resources and required funding for the asset management systems requirements and implementation-engaged academia to define and introduce appropriate asset management system-held internal meetings to discuss and decide on potential asset management team options-strategic, tactical, and operational positions committed to advancing asset management capacities



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Data and information	Level 2	<ul style="list-style-type: none"> -we have basic inventory for major assets, including their general properties: size, material, location, construction date, etc. -asset condition and performance information available for major assets -capital and operating expenditure for some assets captured and strategically linked to asset management and financial information -PSAB inventory of assets available -engineering reports on major assets available -financial information on asset spending available
Planning and decision making	Level 2	<ul style="list-style-type: none"> -informal but similar asset investment planning approach followed by departments -investment needs and priorities based on mix of structured and ad-hoc practices and criteria -our asset investment plans are mainly based on short-term asset, organizational and environmental issues, asset management plan does not exist -capital and operating budgets prepared on a mix of historical values and priorities -varied approach to asset management across organization -future planning heavily dependent on past spending trends - limited asset performance measures available
Contribution to asset management practice	Pre-level 1	<ul style="list-style-type: none"> -asset management training and development approach is informal and largely driven by initiative of staff -some staff conduct targeted research, looking for basic asset management concepts and techniques -mitigating risk of losing information held in minds of long-term staff through improved record keeping -in process of investigating industry groups and resources -targeted research on asset management concepts and techniques -seeking opportunities to attend conferences - focused on advancing state of practice through academic research

Part C: Project description

6. Working title

What is the project's working title? This title will be used publicly to identify the project.

Asset Management Planning Implementation

7. Description

Provide a high-level description of your project. Summarize what you will do and what the project will achieve in 100 words or less. If your application is accepted, this section will be used as the public description of your project.

The project is focused on using already available data from all corporate sources to create performance and corresponding asset expenditure graphs. An opportunity to incrementally shift from historic to performance based planning will become available. The effort will help determine the appropriate cost / benefit ratio with respect to



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whether collection of new data is required or not. Overall, uncertainty in the planning and decision making processes will be minimized. The administration will be in a more advantageous position to provide an environment for sustainable socio-economic community growth with optimized infrastructure management.

8. Activities and deliverables

What are the proposed activities that you want FCM to fund? Please identify one to three activities.

What deliverables do you plan to submit to FCM at the end of this project that will demonstrate you have completed the activities? Please identify **at least one** deliverable per activity.

Please see the [application guide](#) for additional guidance on the level of detail expected.

Activity		Deliverable
Examples: » conduct a needs assessment » collect data on the condition of 200 km of roads » set up a cross-functional asset management committee » training for cross-functional team of managers » update job descriptions to include asset management responsibilities <input type="text"/> Add		Examples: » needs assessment report » condition assessment report for 200 km of roads » asset management committee terms of reference and minutes from first two meetings » training attendance record and copy of training materials » updated job descriptions, and minutes from job description workshop with cross-functional team
Remove	1. Study of current data structures	Executive Summary
		Asset Inventory and Performance Information Maturity
Remove	2. Derivation of performance measures and trends	Multi-Year Plan 2019-2043
		5-Year Plan Project Sheets
Remove	3. Integration of asset management processes	25-Year Asset Performance and Expenditure Projections
		Strategic Asset Management Policy

Note: Please use these same activities to complete the workplan and budget template. In the [workplan and budget template](#), you will be required to break each of these activities down into tasks.



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9. Outcomes

Describe how your proposed activities will improve your asset management capacity. What impact will these activities have on attitudes, behaviours, relationships, actions, policies or practices in your organization?

What impact will these activities ultimately have on your municipality or community?

Why are these activities a priority for you at this time?

As a small municipality we are very constrained with time and resources when it comes to increasing our asset management capacity. This funding will allow us to take advantage of an industry expert conducting research at the University of Waterloo and the Founder of Public Sector Partners for Progress. Which is a Canadian non-profit organization focused on helping small municipalities with respect to asset management as it applies to provision of public infrastructure. One key thing that we will be able to do is visualize our infrastructure assets' future performance according to the decisions we are contemplating. Our cross-departmental communication will be improved in the sense that we will be better able to understand what impacts our decisions may have on infrastructure performance before we make them. Subsequently, our relationships and actions will gain another angle on the everyday work that we do. Through this project we are looking to formalize the technical asset management processes by introducing policies and developing an asset management plan for all of our assets. Ultimately we expect to be able to better understand our future infrastructure needs and have the necessary means to effectively communicate them to our community and higher levels of government. Evidence based decision making and a "living" asset management plan are key long-term goals. The activities noted in this application are necessary in order to start the process of achieving these goals. The strategy and policy will formalize these efforts across the corporation and into the future. Asset Management Planning implementation provides a greater scope of possibilities to consider in creating an environment for economic growth and community prosperity.

Use the [Asset Management Readiness Scale](#) to identify your desired future state. Complete the Desired Future State column below to indicate your intended readiness levels at the end of the funded project. **Note: A project will be considered successful if you advance at least one readiness level in at least one competency on the readiness scale.**

Competency	Current State <i>This column will auto populate based on the readiness levels you identify in Part B.</i>	Desired Future State <i>What are your intended readiness levels at the end of this project?</i>
Policy and governance	Pre-level 1	Level 1
People and leadership	Level 1	Level 1
Data and information	Level 2	Level 3
Planning and decision making	Level 2	Level 3
Contribution to asset management practice	Pre-level 1	Level 1



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10. Human resources

Describe the internal and external human resources who will complete the proposed activities.

- » Who will lead the project? Who will carry out project activities?
- » If you plan to hire external individuals or organizations to carry out project activities, please describe and, if possible, specifically identify them below.
- » Summarize the relevant experience of your proposed project team.

The project will have two co-leads, the CAO (Geoff Baker) and a PhD candidate (Milos Posavljak) from the University of Waterloo and Founder of Public Sector Partners for Progress. Which is a Canadian non-profit organization focused on helping small municipalities with respect to asset management as it applies to provision of public infrastructure. Activities will be carried out by municipal staff, and Public Sector Partners for Progress. Municipal staff includes but is not limited to: CAO, treasurer, clerk, public works manager, and administrative staff. Municipal team members have expert knowledge, skill and experience in managing local community's infrastructure. Public Sector Partners team members have expert knowledge, skill and experience in planning, designing, developing, and implementing asset management processes, plans, and socio-technical systems. The PhD candidate is published in leading Canadian and North American infrastructure asset management literature publications; and has public service experience at provincial, middle tier, and lower tier asset management agencies.

11. Fit with provincial or territorial approach

Describe how this project fits within the asset management approach being implemented within your province or territory.

The project aims to operationalize the high-level perspectives of provincial frameworks, International Infrastructure Management Manual and the ISO 55000 Standard for Asset Management.

12. Challenges and mitigations

What are the one to three most important risks or challenges that could impede the delivery of this project? How will you mitigate these challenges?

Add		Challenge	Mitigation
Remove	1.	A key challenge will be ensuring that the outcomes of the project resonate with existing municipal processes and daily work flows.	Ensure that the project approach builds on top, rather than beside existing processes. This is done by carefully studying organizational information's nature, format, and flow.





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Municipal Asset Management Program Application Form

Part D: Required attachments

Please submit the following with your application

Supporting document		Comments and reference pages
A resolution from council, band council or board of directors, using the sample provided		
 Remove	MAMP_Council_Resolution_Kensington.docx	
A completed workplan and budget template		
 Remove	MAMP_Workplan_Budget_Town_of_Kensington .x lsm	

Part E: Declaration and signature

Please review this declaration and have it executed by an authorized signatory of the applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

I, Geoff Baker, Chief Administrative Officer of
Town of Kensington (herein called the "**Applicant**"), hereby declare, without personal
liability and in my capacity as Chief Administrative Officer of the Applicant, as follows:

1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the "**Agreement**") in respect of the project being applied for (the "**Initiative**") and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
 - a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;
 - b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant's behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
 - c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website;
 - d. the Applicant having incurred costs in connection with the Initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
 - e. the Applicant claiming reimbursement for in-kind costs only, all in accordance with FCM's restrictions regarding such claims.
2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.



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Municipal Asset Management Program Application Form

5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
6. That the Applicant acknowledges and agrees that changes in scope to the Initiative after this date of application may not be accepted by FCM.
7. If the Applicant has engaged or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent: Milos Posavljak

Organization: Public Sector Partners for Progress (non-profit)

By typing my name above and submitting this application, I am providing my signature for the declaration above.



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Municipal Asset Management Program Application Form

Note: The information provided in this application, including all attachments, will be kept confidential. Access to this information will be limited to:

- » *FCM employees and professional representatives who are involved with your Initiative*
- » *persons to whom the applicant has granted access and persons authorized by law*

The information provided in applications, including attachments, is subject to FCM's Privacy Policy.

The system will highlight any incomplete questions

Review

Workplan and Budget - MAMP Funding Offer						Instructions
Lead applicant:	The Town of Kensington					This is the legal name of your organization.
Project title:	Asset Management Planning Implementation					This is the title describing your project in 10 words or less.
Activity	Start date	End date	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)	
Activity 1: Study of current data structures	1-Jul-19	1-Nov-19				Notes: Activities should match those in Section C of the Application Form. Project timeline may not exceed 11 months.
Analyze existing corporate wide information related to infrastructure mangement for all asset classes			\$534	\$0	\$534	Describe the steps that will be taken to complete the activity. Provide details broken down by major tasks needed to achieve the deliverables noted in the Application Form. Identify who will be doing the work.
Determine common information sources, formats, flow and terminology used in existing processes			\$534	\$0	\$534	
Develop corporate wide operationalizing asset management framework, based on exisiting processes			\$534	\$0	\$534	
Analyze which asset performance measures are used at strageic, tactical, and operational levels of			\$534	\$0	\$534	
Derive additional asset performance measures where existing ones require greater flexibility to be			\$534	\$0	\$534	
Activity 1 Subtotals			\$2,670	\$0	\$2,670	
Activity 2: Derivation of performance measures and trends	1-Jul-19	1-Nov-19				If you have only one activity, leave the remaining cells blank.
Deriving from engineering and subject matter expert data, asset deterioration trends for core assets			\$534	\$0	\$534	
Deriving from corporate wide data, asset deterioration rates/trends for other non-core asset classes			\$534	\$0	\$534	
Analyzing maintenance, rehabilitation, and replacement treatments' impacts on asset performance			\$534	\$0	\$534	
Determining impact of capital budget on asset network performance over short, mid, and long terms			\$534	\$0	\$534	
Determining impact of operational budget on asset network performance for short, mid, long terms			\$534	\$0	\$534	
Activity 2 Subtotals			\$2,670	\$0	\$2,670	
Activity 3: Integration of asset management processes	1-Jul-19	1-Nov-19				
Quantifying effects of existing planned budget on future performance of infrastructure asset classes			\$534	\$0	\$534	
Establishing an existing level of service (performance) at most granular levels of each asset class			\$534	\$0	\$534	
Developing 25-year asset expenditure / performance projection scenarios for all infrstructure assets			\$534	\$0	\$534	
Developing processes for updating of asset management scenarios to ensure a "living" document			\$534	\$0	\$534	
Drafting strategy and policy documents for asset management and its relation to existing processes			\$524	\$0	\$524	
Activity 3 Subtotals			\$2,660	\$0	\$2,660	
Total costs			\$8,000	\$0	\$8,000	
				Total eligible costs	\$8,000	
<div> <div>NB: Click on the Calculate Budget button to round off all figures to the nearest \$100.</div> <div>Calculate Budget</div> </div>						
Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain. [Add explanation about contingency here.]						Contingency is not mandatory.
Other Notes: [Add any other relevant details about your workplan and budget here.]						



\$10,000

Hole In One

Sponsored by:
Castle Spring Valley
Building Supplies

Presented by

**PRINCE EDWARD
AQUA FARMS INC.**

EAGLES GLENN-CAVENDISH
**Y GOLF
TOURNAMENT**

SUNDAY, AUGUST 18, 2019 | 1:00PM START
4 Person Scramble | \$350 a Team | Includes Cart, Snacks, Beverages, & Meal

FOR MORE INFORMATION
CALL ROBERT AT 902-836-3509
OR EMAIL
CUC@TOWNOFKENSINGTON.COM

**Kensington
Harvest
FESTIVAL**
August 16-21, 2019

Geoff Baker

From: Kensington Chamber <kensingtonandareachamber@gmail.com>
Sent: July 15, 2019 2:05 PM
To: undisclosed-recipients:
Subject: 2019 Golf Tournament Team

Good afternoon,

I am reaching out to gauge interest for our annual golf tournament. This year the tournament will be held on September 19th at Andersons Creek Golf Club. Right now we are on the hunt for some more teams. The teams, sponsors and everyone involved made the tournament a great success last year and we are planning on making this year more fun and more interactive. For a team of four, it's \$500 taxes in, and for an individual, it is \$125 taxes in. The payment includes green fees, cart, a meal and a drink ticket. If interested, or know anyone who would be interested, feel free to reach the office at kensingtonandareachamber@gmail.com or (902) 836-3209.

Thank you,

Terry Gallant

Special Events Coordinator

Kensington and Area Chamber of Commerce

w. 902-836-3209 c.902-786-8962

www.kensingtonandareachamber.com

Ottawa

Justice Building, Suite 301
294 Wellington Street
Ottawa, ON K1A 0A6
Tel: 613-992-9223
Fax: 613-992-1974



Copy for Senate

Constituency

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Summerside, PE C1N 5P1
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Fax: 902-432-6853
robert.morrissey@parl.gc.ca

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Télé: 613-992-1974

Circonscription

16-263 Heather Moyse Dr.
Summerside, PE C1N 5P1
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Fax: 902-432-6853
robert.morrissey@parl.gc.ca

Robert Morrissey

MEMBER OF PARLIAMENT / DÉPUTÉ
EGMONT

Mr. Rowan Caseley
Mayor
Town of Kensington

Dear Rowan,

Thank you for writing to me regarding the Town of Kensington's resolution concerning the Confederation Bridge toll.

The Confederation Bridge, when envisioned, designed, and constructed, was a mega project for PEI that had significant positive economic benefits for the PEI economy and its residents. Since opening in 1997, the Bridge has saved Islanders hundreds of millions of dollars, as well as the significant time efficiencies now considering the time to cross the Bridge at your convenience compared to the hours spent using the old ferry system. For comparison sake, the cost of the Bridge toll today is less than half of what a comparable ferry crossing would be today.

To keep the Bridge tolls at this low rate compared to the cost of a ferry crossing, the Government of Canada continues to fund the bridge under an agreement negotiated with the Federal Conservative Government of Brian Mulroney. As per this agreement, Strait Crossing Bridge Limited remains an independent operator of the Confederation Bridge and has the authority to amend tolling structure and rates.

There are many examples of transportation links in Canada that use tolls as a funding mechanism, as well as many infrastructure projects that are paid for by the Government of Canada. One example being the power cables linking PEI to New Brunswick, which were mostly paid for by the Government of Canada, the only province in Canada to benefit from this funding option.

I will always advocate for what is in the best interests of Islanders and my constituents. Reliable and cost-effective transportation will continue to be a top priority. As the Prime Minister outlined to Premier King at their recent meeting, the Government of Canada is always open to discussions with the Province of Prince Edward Island on infrastructure needs to make the lives of Islanders easier and more efficient.

Sincerely,



Bobby Morrissey

Member of Parliament for Egmont

cc:

Hon. Dennis King, Premier, Province of Prince Edward Island

Hon. Matthew MacKay, Minister of Economic Growth, Tourism and Culture, PEI

Hon. Steven Myers, Minister of Transportation, Infrastructure and Energy, PEI

Hon. Jamie Fox, Minister of Fisheries and Communities, PEI

Hon. Wayne Easter, Member of Parliament for Malpeque

Hon. Lawrence MacAuley, Member of Parliament for Cardigan

Mr. Sean Casey, Member of Parliament for Charlottetown

Ms. Norma D. McColeman, Deputy-Mayor, City of Summerside

Save the Date

2019 PEI Health Promotion Conference

The Power of Community: Together we can!

"Strengthening collaboration and mobilization for healthy communities"

Wednesday November 6th, 2019

8:30 am - 4:00 pm

Location: Charlottetown, PE (Venue TBA)

Please note: Registration will begin in September when the agenda has been finalized. Watch for further notice.

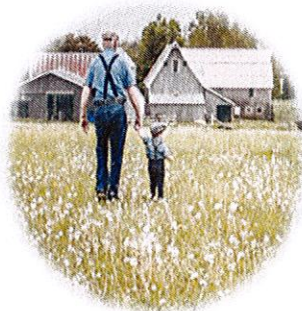


The purpose of this conference is to:

Empower and engage participants to identify and mobilize community assets to promote health and well-being among PEI communities.

Provide an opportunity for information sharing, relationship building and networking among government staff, non-profit agencies and community organizations.

Celebrate existing partnerships and identify new opportunities to collaborate and enhance community mobilization



Correspondence

Geoff Baker

From: Jamie Mackay <youcancontactmeat@gmail.com>
Sent: July 31, 2019 9:07 AM
To: Geoff Baker
Subject: Update from my donated office

I should do this more often to update council re what I do with the office upstairs.

1/Red Cross - Since Jan 1st I have attended roughly 6 fires between Charlottetown and Lot 16. Having the supplies available saves a lot of time going to ChTown and back for supplies as well as offers some people a quiet place to meet after a fire. Recently when nobody was available at the office in ChTown at 6am, I took supplies and rushed to the huge apartment fire in ChTown where I worked with 60 homeless seniors, triage, sorting the most important to help first such as seniors who lost everything in the fire such as heart medications, pain meds for cancer patients, some as old as 90. They needed to be helped and removed from site asap. Having the supplies on hand let me get the fire scene sorted out while the ChTown office prepared stations and supplies to accept all these people and help them.

With Red Cross I am also almost 3/4 of the way through all the Provincial EMO courses which may come in helpful to the town some day.

2/ Medical Equipment Donations - So far in 2019 I have donated 28 pieces of medical equipment, ranging from a \$3000 hospital bed to walkers, wheelchairs, canes and more to people who could not afford them. People from as far as O'Leary to Stratford have come to get this equipment.

3/ Ross' Place - There are 33 raised and roughly 7 in ground gardens and all doing well. Seniors, youth groups, businesses, the police dept and even the town have gardens. I have had multiple tours this summer in to see the place. Recently a group who donated funds that allowed me to buy a mower, whipper snipper etc was in to check on what their money went to and I was told that this was easily the nicest Community gardens out of the many they supported this year and we're very impressed. Another day there was roughly 40 people in on an organized tour set up by Summerside and Area Garden club. They all were very impressed as well.

This is all volunteer work and no income comes out of any of it, in fact 99% of the time it costs me personally so I could not afford to pay rent. So thank you to the town for letting me use this office to do these little projects I enjoy doing.

Jamie MacKay