



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

Monday, December 13, 2021 @ 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
December 13, 2021 – 7:00 PM**

- 1. Call to Order/Land Acknowledgement**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 November 8, 2021 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 November 8, 2021 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 – Town
 - 7.6 Bills List Water and Sewer Utility
 - 7.7 Summary Income Statement
 - 7.8 Credit Union Centre Report
 - 7.9 Mayor’s Report
 - 7.10 Federation of Prince Edward Island Municipalities Report – Councillor Mann

- 7.11 Heart of PEI Initiative Report – Deputy Mayor Pickering
- 7.12 Kensington and Area Chamber of Commerce Report – Councillor Gallant
- 7.13 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 Request for Decisions

- 8.1.1 RFD2021-73 - Kensington Fire Department - Water Tanker Vehicle Purchase - Borrowing Resolution
- 8.1.2 RFD2021-74 - Subdivision - Consolidation of Lands of the Town of Kensington & Achieve Marketing Inc
- 8.1.3 RFD2021-75 - Kensington Lagoon Mechanical Building Upgrades Project – Tender Award

8.2 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera) – *One matter under Section 119(e) of the Municipal Government Act*

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, November 8, 2021
7:00 PM**

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

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

Visitors: Kyle Reid – Journal Pioneer

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 to the November meeting of Kensington Town Council. Mayor Caseley acknowledged that the land on which we gather is the traditional and unceded territory of the Mi'kmaq First Nation.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the tentative agenda for the November 2021 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 *Nil.*

4. Delegations / Presentations

4.1 Mayor Caseley acknowledged November 8, as National Aboriginal Veterans Day and November 11 as Remembrance Day. Mayor Caseley will lay a wreath on behalf of the Town of Kensington at the Kensington Remembrance Day service. Council, staff and visitors were asked to stand for a moment of silence.

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor MacRae, seconded by Councillor Spencer to approve the minutes from the October 12, 2021 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 **October 12, 2021 Regular Meeting**

6.1.1 *Nil.*

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to adopt the October 2021 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Deputy Mayor Pickering, seconded by Councillor MacRae to approve the September 2021 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to approve the September 2021 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor MacRae, seconded by Councillor Spencer to approve the November 2021 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the September 2021 Bills in the amount of \$539,961.07. Unanimously carried.*

7.5.2 *Moved by Councillor Gallant, seconded by Councillor Mann to approve the September 2021 Water & Sewer Utility Bills in the amount of \$9,191.92. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor MacRae to approve the Summary Income Statement for the month of September 2021. Unanimously carried.*

7.7 Credit Union Centre Report

7.7.1 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the Credit Union Centre report for the month of September 2021. Unanimously*

carried.

7.8 Mayor's Report

7.8.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to approve the Mayor's report for the month of November 2021 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Mayor Caseley presented a 50th Wedding Anniversary Certificate to Mike & Isabell Smith.

7.8.3 Mayor Caseley and Councillor Mann recently attended the FPEIM Semi-Annual Meeting on November 6, 2021.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 FPEIM held their Semi-Annual meeting on November 6, 2021, at the Credit Union Place, Summerside.

7.9.2 The Federation recently made updates to their Records Management Policy.

7.9.3 FPEIM is evaluating a Group Insurance Plan for Municipalities.

7.9.4 The annual financial statements were approved by the board.

7.10 Heart of the Island Initiative Report

7.10.1 A few artists have submitted art installation proposals for potential display around the area.

7.10.2 The Heart of PEI Initiative hosted an event for capitalizing on Island Trails – Developing Key Drivers Towards Sustainable Communities on October 14, 2021 at the Stanley Bridge Heritage Centre. Another event is planned for February to discuss motorized trails.

7.10.3 An online fundraiser will be launched in the coming weeks.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 The Annual Awards Gala will be held on November 25, 2021 at the New London Community Complex.

7.12 PEI 55 Plus Games

7.12.1 *Nil.*

8. New Business

8.1 Request for Decisions

8.1.1 Former Blacksmith Shop – Demolition and Removal

8.1.1.1 *Moved by Deputy Mayor Pickering, seconded by Councillor MacRae*

WHEREAS a fire occurred at a town owned building, formerly the James Mullally Blacksmith Shop and the Go! Fish Eatery, located at 29 Commercial Street, on May 16, 2021;

AND WHEREAS Coles Associates were retained by PE Claims Services Inc. to provide engineering services to conduct an independent review and to offer an opinion on the current structural condition of the burnt structure;

AND WHEREAS it is the opinion of Coles Associates Ltd. that the building's structural elements are severely damaged by the fire, should not be salvaged, and would require a full replacement;

AND WHEREAS the Town of Kensington retained the services of WSP Engineers to provide engineering services to conduct an independent review and to offer a second opinion on the structural integrity of the structure;

AND WHEREAS it is the opinion of WSP Engineers that the floor system, three of the four walls and roof system all have significant fire damage which has resulted in section loss and reduced structural capacity of the main structural components of the building and that the structural systems cannot be rehabilitated and require full structural replacement;

BE IT RESOLVED THAT Town Council authorize the CAO to proceed with having the former James Mullally Blacksmith Shop, located at 29 Commercial Street, demolished, and removed, through its insurance company as quickly as reasonably possible.

Unanimously carried.

8.1.2 Town of Kensington Mandatory Vaccination Policy (Policy #02-103-21)

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

BE IT RESOLVED THAT Kensington Town Council approve the Town of Kensington Mandatory Vaccination Policy (Policy #02-103-21) effective immediately.

Unanimously carried.

8.1.3 Kensington Police Service – Flash Modification and Procurement

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

BE IT RESOLVED THAT Kensington Town Council adopt the newly updated police flash as presented;

BE IT FURTHER RESOLVED THAT authorization be given to the CAO to proceed with the purchase of 250 police flashes from Craig Boan Enterprises as per their quote of \$600.00 plus HST and Shipping.

Unanimously carried.

Chief Sutherland excused himself from the Council Chamber at 7:37 pm.

8.1.4 2021 Annual Christmas Bonus

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

THAT Town Council authorize the CAO to administer the 2021 Christmas bonuses to all exempt staff in the amount of \$400.00 net to each employee.

Unanimously carried.

8.1.5 2021 Annual Radio Christmas Greeting – MBS Radio

8.1.5.1 *Moved by Deputy Mayor Pickering, seconded by Councillor Toombs*

BE IT RESOLVED THAT Town Council approve a contract with MBS Radio to facilitate 28 – 15 second Christmas greetings on the following radio stations: Q93, SPUD 102 and CFCY, as per the MBS Radio quote dated November 3, 2021, in the amount of \$436.00 plus HST.

Unanimously carried.

8.1.6 Development Control Bylaw Amendment – Section 10.8 – Second Reading & Formal Adoption

8.1.6.1 *Second Reading*

Moved by Deputy Mayor Pickering, seconded by Councillor Toombs

WHEREAS Section 10.8 – Dwellings in Commercial Buildings, of the Town of Kensington Development Control Bylaw contains ambiguous language, is unclear, and restricts staff from being able

to provide clear direction to developers;

AND WHEREAS DV8 Consulting and Town staff have reviewed Section 10.8 of the Development Control Bylaw and recommend that the Bylaw be amended to provide clarity around the section;

AND WHEREAS a public meeting to hear public comments and concerns was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS the Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

BE IT RESOLVED THAT Kensington Town Council give second reading to amend the Zoning and Subdivision Control Bylaw by striking Section 10.8 from the Bylaw in its entirety and to replace it with a new Section 10.8, as follows:

10.8 Dwellings in Commercial Buildings

Where dwelling units are permitted above commercial uses:

- a) No dwelling unit, or any part thereof, shall be located below a commercial use.*
- b) Dwelling units may be permitted on the same floor as commercial uses provided that they are completely segregated from the commercial uses and have a separate entrance which serves the dwelling units.*

Unanimously carried.

8.1.6.2 *Approval of Second Reading*

Moved by Deputy Mayor Pickering, seconded by Councillor Spencer

WHEREAS Section 10.8 – Dwellings in Commercial Buildings of the Town of Kensington Development Control Bylaw contains ambiguous language, is unclear, and restricts staff from being able to provide clear direction to developers;

AND WHEREAS DV8 Consulting and Town staff have reviewed Section 10.8 of the Development Control Bylaw and recommend that the Bylaw be amended to provide clarity around the section;

AND WHEREAS a public meeting to hear public comments and

concerns was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS the Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

AND WHEREAS the Bylaw amendment was read a second time at this meeting;

BE IT RESOLVED THAT Kensington Town Council approve second reading to amend the Zoning and Subdivision Control Bylaw by striking Section 10.8 from the Bylaw in its entirety and to replace it with a new Section 10.8, as follows:

10.8 Dwellings in Commercial Buildings

Where dwelling units are permitted above commercial uses:

- a) No dwelling unit, or any part thereof, shall be located below a commercial use.*
- b) Dwelling units may be permitted on the same floor as commercial uses provided that they are completely segregated from the commercial uses and have a separate entrance which serves the dwelling units.*

Unanimously carried.

8.1.6.3 *Formal Adoption*

Moved by Deputy Mayor Pickering, seconded by Councillor Spencer

WHEREAS Section 10.8 – Dwellings in Commercial Buildings of the Town of Kensington Development Control Bylaw contains ambiguous language, is unclear, and restricts staff from being able to provide clear direction to developers;

AND WHEREAS DV8 Consulting and Town staff have reviewed Section 10.8 of the Development Control Bylaw and recommend that the Bylaw be amended to provide clarity around the section;

AND WHEREAS a public meeting to hear public comments and concerns was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS the Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

AND WHEREAS the Bylaw amendment was read and approved a second time at this meeting;

BE IT RESOLVED THAT Kensington Town Council formally adopt an amendment to the Zoning and Subdivision Control Bylaw by striking Section 10.8 from the Bylaw in its entirety and to replace it with a new Section 10.8, as follows:

10.8 Dwellings in Commercial Buildings

Where dwelling units are permitted above commercial uses:

- a) No dwelling unit, or any part thereof, shall be located below a commercial use.*
- b) Dwelling units may be permitted on the same floor as commercial uses provided that they are completely segregated from the commercial uses and have a separate entrance which serves the dwelling units.*

Unanimously carried.

8.1.7 Development Control Bylaw Amendment – Map Amendment to include 38 Business Park Lots and Application of Industrial (M1) Zoning Designation – Second Reading and Formal Adoption

8.1.7.1 Second Reading

Moved by Councillor Mann, seconded by Deputy Mayor Pickering

WHEREAS the Kensington Town Council are in the process of constructing a 38-lot business park subdivision;

AND WHEREAS the business park subdivision is being constructed on lands which were recently brought inside the Town's boundary as part of its 2020 boundary restructuring application and therefore are not currently included in the Town's Development Control Bylaw;

AND WHEREAS Town Council are desirous of applying an Industrial (M1) Zoning designation to the 38 business park properties;

AND WHEREAS a public meeting to hear public comments and concerns on the proposed Development Control Bylaw amendment

was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS the Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

BE IT RESOLVED THAT Town Council give second reading to amend the Zoning and Subdivision Control Bylaw to include the 38 properties in the new business park and to apply an Industrial (M1) Zoning designation to the 38 lots, as per Survey Plan #19257-S01 dated May 7, 2021, and revised on July 27, 2021.

Unanimously carried.

8.1.7.2 Approval of Second Reading

Moved by Councillor Mann, seconded by Councillor Toombs

WHEREAS the Kensington Town Council are in the process of constructing a 38-lot business park subdivision;

AND WHEREAS the business park subdivision is being constructed on lands which were recently brought inside the Town's boundary as part of its 2020 boundary restructuring application and therefore are not currently included in the Town's Development Control Bylaw;

AND WHEREAS Town Council are desirous of applying an Industrial (M1) Zoning designation to the 38 business park properties;

AND WHEREAS a public meeting to hear public comments and concerns on the proposed Development Control Bylaw amendment was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS the Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

AND WHEREAS the Bylaw amendment was read a second time at this meeting;

BE IT RESOLVED THAT Town Council approve second reading to

amend the Zoning and Subdivision Control Bylaw to include the 38 properties in the new business park and to apply an Industrial (M1) Zoning designation to the 38 lots, as per Survey Plan #19257-S01 dated May 7, 2021, and revised on July 27, 2021.

Unanimously carried.

8.1.7.3 Formal Adoption

Moved by Councillor Mann, seconded by Councillor Spencer

WHEREAS the Kensington Town Council are in the process of constructing a 38-lot business park subdivision;

AND WHEREAS the business park subdivision is being constructed on lands which were recently brought inside the Town's boundary as part of its 2020 boundary restructuring application and therefore are not currently included in the Town's Development Control Bylaw;

AND WHEREAS Town Council are desirous of applying an Industrial (M1) Zoning designation to the 38 business park properties;

AND WHEREAS a public meeting to hear public comments and concerns on the proposed Development Control Bylaw amendment was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS the Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

AND WHEREAS the Bylaw amendment was read and approved a second time at this meeting;

BE IT RESOLVED THAT Town Council formally adopt an amendment to the Zoning and Subdivision Control Bylaw to include the 38 properties in the new business park and to apply an Industrial (M1) Zoning designation to the 38 lots, as per Survey Plan #19257-S01 dated May 7, 2021, and revised on July 27, 2021.

Unanimously carried.

8.1.8 Development Control Bylaw Amendment – Permitted Uses in the Industrial (M1) Zone – Second Reading and Formal Adoption

8.1.8.1 *Second Reading*

Moved by Councillor Toombs, seconded by Councillor Gallant

WHEREAS Kensington Town Council are desirous of expanding the range of permitted uses in the Industrial (M1) Zone, as contained in the Town of Kensington Development Control Bylaw, to provide additional flexibility on the range of land uses permitted on Industrially zoned lands;

AND WHEREAS a public meeting to hear public comments and concerns on a proposed Development Control Bylaw amendment was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS The Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

BE IT RESOLVED THAT Town Council give second reading to amend the Town of Kensington Development Control Bylaw, by inserting the following section before Section 13.2.1 under the existing subheading “permitted uses”, as follows:

- 1) Uses as permitted in the General Commercial (C1) Zone subject to the regulations of Section 10 for uses permitted in the C1 Zone, excluding the following uses:*
 - a. Hotels, Motels or other Tourist Establishments*
 - b. Institutional Buildings*
 - c. Funeral Homes*
 - d. Multi-Unit Dwellings*
 - e. Child care facilities*
 - f. Dwelling units in a commercial building*

Unanimously carried.

8.1.8.2 *Approval of Second Reading*

Moved by Councillor Toombs, seconded by Councillor Spencer

WHEREAS Kensington Town Council are desirous of expanding the range of permitted uses in the Industrial (M1) Zone, as contained in the Town of Kensington Development Control Bylaw, to provide additional flexibility on the range of land uses permitted on Industrially zoned lands;

AND WHEREAS a public meeting to hear public comments and concerns on a proposed Development Control Bylaw amendment was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS The Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

AND WHEREAS the Bylaw amendment was read a second time at this meeting;

BE IT RESOLVED THAT Town Council approve second reading to amend the Town of Kensington Development Control Bylaw, by inserting the following section before Section 13.2.1 under the existing subheading “permitted uses”, as follows:

- 1) Uses as permitted in the General Commercial (C1) Zone subject to the regulations of Section 10 for uses permitted in the C1 Zone, excluding the following uses:*
 - a. Hotels, Motels or other Tourist Establishments*
 - b. Institutional Buildings*
 - c. Funeral Homes*
 - d. Multi-Unit Dwellings*
 - e. Child care facilities*
 - f. Dwelling units in a commercial building*

Unanimously carried.

8.1.8.3 Formal Adoption

Moved by Councillor Toombs, seconded by Councillor Gallant

WHEREAS Kensington Town Council are desirous of expanding the range of permitted uses in the Industrial (M1) Zone, as contained in the Town of Kensington Development Control Bylaw, to provide additional flexibility on the range of land uses permitted on Industrially zoned lands;

AND WHEREAS a public meeting to hear public comments and concerns on a proposed Development Control Bylaw amendment was held on September 28, 2021 in accordance with the Prince Edward Island Planning Act and the Town of Kensington Development Control Bylaw;

AND WHEREAS The Bylaw amendment was read and approved a first time at a regular meeting of Town Council, duly held on October 12, 2021;

AND WHEREAS the Bylaw amendment was read and approved a second time at this meeting;

BE IT RESOLVED THAT Town Council formally adopt an amendment to the Town of Kensington Development Control Bylaw, by inserting the following section before Section 13.2.1 under the existing subheading “permitted uses”, as follows:

- 1) Uses as permitted in the General Commercial (C1) Zone subject to the regulations of Section 10 for uses permitted in the C1 Zone, excluding the following uses:***
 - a. Hotels, Motels or other Tourist Establishments***
 - b. Institutional Buildings***
 - c. Funeral Homes***
 - d. Multi-Unit Dwellings***
 - e. Child care facilities***
 - f. Dwelling units in a commercial building***

Unanimously carried.

8.1.9 Subdivision of Lands of GP Development Inc. – PID No. 880880

8.1.9.1 Moved by Councillor Spencer, seconded by Councillor Toombs

WHEREAS a subdivision plan (Plan #21365), and a request has been received from GP Development Inc., owner of lands described as PID No. 880880, for Town Council’s consideration of subdividing the property and designating Lot 82 as a building lot;

AND WHEREAS the proposed subdivision plan has been reviewed against the Town’s Development Control Bylaw and is found to be in general compliance therewith;

BE IT RESOLVED THAT Subdivision Plan #21365, dated November 5, 2021, drawn by Derek A. French Professional Services Inc. be hereby approved and that Lot 82, as indicated on Subdivision

Plan #21365, be hereby approved as a low density residential (R2) building lot.

Unanimously carried.

8.2 Other Matters

8.2.1 *Nil.*

9. Correspondence

9.1 An email with an advertising opportunity in Saltscapes Magazine 2022 Issues – *Received for information*

9.2 An email from Cpl. L. Yuill, Kensington Police Service, expressing his appreciation to the Town's Public Works Department for their response and assistance directing traffic and helping to clean up the scene following a motor vehicle accident at the intersection of Broadway St. and Victoria St.

9.3 Information package on Age-Friendly Prince Edward Island.

9.4 An email from Peggy Miles with PEI Community Navigators, seeking feedback from municipal representatives related to the creation of an online regional directory.

10. In-Camera (Closed session)

10.1 *Nil.*

11. Adjournment

Moved by Councillor Toombs, seconded by Councillor Gallant to adjourn the meeting at 8:10 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report for Town Council - November 2021		
Item #	Project/Task	Status
1	Xplornet Internet Antenna	No schedule has been provided at this point in time as to when the antenna will be installed.
2	Property Taxation Issues	A meeting is scheduled for Thursday, November 25th, with the FPEIM, other Municipal CAO's, and representatives of the Province of PEI to discuss issues and to gain clarity around commercial and non-commercial property taxation, more specifically, around the methodology associated with property tax assessments, timing of assessments and access to timely information to facilitate budget development.
3	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE We have been advised by the Province that amendments are forthcoming to the Provincial Planning Act and as such are being encouraged to delay the update of the Bylaw and Official Plan review. Further information will be provided to Town Council as the Provincial amendments are made. Unfortunately this will result in a further delay to this project.
4	Asset Management	NO UPDATE All asset management files have been received. I am trying to set up a meeting with the consultant to ensure a proper interpretation of the asset class forecasts and next steps in the development of the asset management plan.
5	Business Park Lot Sales	We continue to progress towards the sale of Business Park Lots. A, process, an application, and a purchase and sale agreement template has been developed and should be available for public viewing shortly. We are working towards the commissioning of the water and sewer systems, power systems, communications, etc. to facilitate development permitting.
6	Wastewater Treatment Plant Mechanical Upgrades	The tender for the project was scheduled to close on November 18th. In anticipation that no bids were forthcoming, an addendum was issued to extend the closing date to November 24th. Contractors were contacted by WSP and encouraged to submit bids on the project. It is anticipated that bids will be received by the 24th.
7	Municipal Restructuring - Frosty Treat 2	Approval of the boundary restructuring application has been received. Staff will work towards including the property within the Town's land use plan through the Official Plan and Development Control Bylaw Updates project.
8	Police Study/Service Model Review	NO UPDATE Other project work and requirements have consumed the greater majority of my time in recent months. I have begun working on the implementation plan for Town Council's consideration, however at this point I have not found an opportunity to complete it. I will continue to dedicate time and resources to this project as other priority items are completed.
9	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	The project is nearing substantial completion. The generators and related components are all installed and operational, the Chlorine Analyzer has been adjusted and appears to be working correctly such that the chlorine injection rate can be monitored continuously and remotely. The new SCADA system has been installed and is working correctly. Staff have been provided training on the use of all systems.
10	Federal MP Constituency Office	A request was received from Federal MP, Heath MacDonald for office space in Kensington to allow him to maintain a constituency office in the community. The current space, on the top floor of the town hall, allocated to the Red Cross, has been made available for this purpose. The Red Cross are moving in to the former MADD office space and MADD are relocating from the town hall permanently as we understand their Prince County Chapter to be no longer operational.
11	Active Transportation Fund	NO UPDATE The Victoria Street East portion of the project was awarded to Curran and Briggs. It is likely that this work will not proceed until the spring of 2022. We were initially advised by the Provincial Department of Transportation that the Barrett Street portion of the project would proceed in 2021, however we have been recently informed that it will not proceed until the Spring of 2022 due to the volume of projects they have to complete before the end of the 2021 construction season. The Broadway Street South portion of the project will be further planned once we receive official word on the Town's Funding application to the ICIP Funding program for the installation of water and sewer along the same stretch of Broadway Street South. The Mayor provided correspondence to Barrett Street residents to inform them of the Province delaying the project to next Spring.
12	Town Hall Chair Lift	A request was received from one of the tenants on the lower floor of the Town Hall requesting the Town's consideration of installing a chair lift at the Town Hall, to facilitate easier access for those with mobility issues. While no commitment was provided, staff have begun to research potential solutions, pricing, funding eligibility, etc. Mayor Caseley and I have a meeting scheduled for November 22nd with the Provincial Elevator/Lift inspector to review potential options to improve accessibility at the Town Hall.
13	Commercial Street/Broadway Street Intersection	NO UPDATE At a meeting held on March 8, 2021 with Stephen Yeo and Alan Aitken of the Provincial Department of Transportation, a commitment was made that the Province would review the parking layout at the Commercial Street/Broadway Street Intersection. Several requests have been for updates on the review process, however to date, no response has been received.
14	Confederation Trail Road Crossings	NO UPDATE The Province has committed to providing lighted (flashing beacon) pedestrian crossing signs at two Confederation Trail road crossings within the Town. It was committed that the signs would be installed by the end of May, 2021. The beacon signs were proposed to be installed at the Victoria Street East road crossing and the Broadway Street North road crossing. Additional signage may be installed in the future at other crossings in the Town. To date none of the signs have been installed, nearly six months after they were committed to being installed. I have made several requests to the Department of Transportation for a status update on when the signs will be installed to which I have received no response.
15	Kensington Business Park	Road A - Sewer main, manholes and services completed including pressure testing, vacuum testing and video inspection from Road B intersection to Sta. 0+240 (MH 5). Watermain, Hydrants and services completed including pressure testing from Road B Intersection to Victoria Street intersection. Placement of Watermain from Road A to existing main to be completed next week. Sewer Force main has been installed and tested from Road B intersection to Sta. 0+280. Storm main and catch basins are completed to Sta. 0+240 (CB 4). Road has been constructed to gravel grade from Road C intersection to Sta. 0+285, fine grading to be completed. Curb placement currently in progress to be completed by November 19th. Road A will be curbed to Sta. 0+290. Asphalt base to be placed next week from Road C intersection to Sta. 0+290. ROW through Brown property has been stripped and foundations removed. Road B - Sewer main, manholes and services completed including pressure testing, vacuum testing and video inspection. Watermain, Hydrants and services competed including pressure testing. Disinfection to be completed. Storm main and catch basins completed. Curb has been placed from Road C intersection to Sta. 0+050. Remaining curb to be completed with Road A by the end of this week. Asphalt Seal Placed from Road C intersection to Sta. 0+050. Remainder of Road B has been constructed to gravel grade and asphalt base will be placed next week with Road A. Road C - Sewer main, manholes and services completed including pressure testing, vacuum testing and video inspection. Watermain, Hydrants and services competed including pressure testing. Disinfection to be completed. Storm man and catch basins completed. Curb has been completed. Asphalt seal has been placed. New Driveways to Trailside Plaza/Bottle Exchange currently under construction to be completed this week. The lift station chamber installation has been completed but no piping, pumps, or electrical yet.
16	Mandatory Vaccination Policy	The Vaccination Policy has been implemented as approved by Town Council. Several "proof of vaccinations" have been received, to date.

Item #	Project/Task	Status
17	Invest in Canada Infrastructure Fund - Broadway Street South Water and Sewer Main Extension Project	The application was submitted prior to the required deadline. We await formal approval of the project.
18	Blacksmith Shop/Go! Fish	The Blacksmith Shop was demolished and removed on Tuesday, November 9 as directed by Town Council.
19	Collective Bargaining Agreement Negotiations	Negotiations were held over four days September 27, 28 and October 1 and 15. While no agreement has been reached at this point in time, significant progress was made and only a couple of issues remain outstanding. With some Police department staff accepting positions with other organizations recently, the Local's bargaining committee requires reorganization. It is anticipated that discussions will begin in January of 2022.
20	Relocation of Town of Kensington Signs and Speed Radar signs	NO UPDATE Public Works staff are busy completing other maintenance items currently. The signs will be relocated as expeditiously as possible. I have scouted new locations for the signs and will discuss these with the Province, as we are placing the signs within their right of way.
21	Rural Growth Initiative Funding Application	The application has been submitted. At this point in time we have not received any indication as to whether or not the project will be approved for funding. Staff made a subsequent application for the project through an ACOA funding program, which we hope to receive word on shortly. We are hopeful that we will receive formal notification on the applications prior to the holiday season.
22	Water Meter Upgrades Project	The contractor has installed the required software and 95 of the 222 radio transmitters have been installed. It is expected that the remaining radio transmitters will be installed throughout November and December. The installed radio transmitters have been working as expected and has created efficiency in the meter reading process.
23	Development Control Bylaw and Official Plan Amendments - Section 10.8, 13.1, and map amendments	All documentation to facilitate the completion of the five Bylaw amendments and the Official Plan amendment have been prepared and submitted to the Minister of Communities for approval.
24	Annual Sewer Line Cleaning and Video Inspection	The annual maintenance has been completed with no major problems reported.
25	Fire Department Tanker Truck	The tender closed on November 17th with two proposals received. The proposals are being evaluated by representatives of the Fire Department, myself and Mayor Caseley. It is anticipated that an award recommendation will be presented to Town Council at their regular December meeting.
26	Rural Municipality of Malpeque Bay - Emergency Measures - Reception Center	Information will be presented to Town Council with respect to the potential for sharing the Murray Christian Centre as an emergency reception center.
27	Senior Center Renovation	The wall separating the upper and lower floors of the Senior's Center facility will be installed in the next 3 to 4 weeks.

OCTOBER 2021

The Kensington Fire Department responded to 5 (plus 2 stand down) calls in October. The average attendance for the fire calls was 15. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
Oct. 4	Single Vehicle MVC	Springfield	12	2
Oct. 14	Commercial Fire Alarm	Kensington	12	2
Oct. 18	Single Vehicle MVC	Norboro	19	2
Oct. 19	Residential Fire Alarm	Kensington	stand down	
Oct. 20	Commercial Fire Alarm	Kensington	stand down	
Oct. 20	ATV Rollover	Emerald	16	3
Oct. 25	Assist RCMP in missing person search	Hamilton	17	2

No Association meeting was held this month.

Training was held on **October 26** with 20 members present.

Rodney Hickey
Chief

[illegible]

Police Department Occurrence Report Summary 2021														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Fire Prevention Act	1	1			1			1					4	0.56%
Firearm Act						1							1	0.14%
Forcible confinement													0	0.00%
Fraud	2	1		2		1		1	1	1			9	1.27%
Funeral Escorts	1	2	1	1	1	2	1	3	2	2			16	2.25%
Harrassing Communication						1	1	1	3				6	0.85%
Impaired Driver	1	1	1	2				5	1	1			12	1.69%
Information Files	1									4			5	0.70%
Injury Accidents													0	0.00%
Liquor Offences	1			1		1			2				5	0.70%
Litter Act			1										1	0.14%
Lost and Found	2		3		1	1	2	3	3	3			18	2.54%
Luring Minors													0	0.00%
Mental Health Act	2		2				1			2			7	0.99%
Mischief		2	1	2		2		3	1	2			13	1.83%
Motor Vehicle Accidents	2		2	4		1	2	2	3	1			17	2.39%
Motor Vehicle Act	4	5	5	5	9	3	6	5	8	11			61	8.59%
Municipal Bylaws	2	1	1	1		1	5	2					13	1.83%
Off Road Vehicle Act		3	1					3		2			9	1.27%
Other Criminal Code			1			1							2	0.28%
Person Reported Missing					1				2				3	0.42%
Possession of restricted weapon													0	0.00%
Property Check							1						1	0.14%
Resist Arrest													0	0.00%
Roadside Suspensions						2		1					3	0.42%
Robbery													0	0.00%
Sexual Assaults / Interference													0	0.00%
STEP (Integrated Traffic Enforcement)		1				3				1			5	0.70%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle				2	2	1	2	2	1	1			11	1.55%
Theft Of Motor Vehicle		1					1						2	0.28%
Theft Over \$5000							1						1	0.14%
Theft Under \$5000	3	1	1				4	2	1				12	1.69%

Police Department Occurrence Report Summary 2021														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Trespass Act	1							1		3			5	0.70%
Trespass at Night					2								2	0.28%
Uttering Threats						1	1						2	0.28%
Wellbeing Check	2	1	2			2	2		1	1			11	1.55%
SOTS Issued	17	23	24	26	45	32	49	35	27	27			305	43%
Total Incidents	53	58	56	60	78	66	95	86	74	84			710	100%
HTA Warnings	12	3	20	2	1	2	2	1	12	11			66	
Fine Revenue	\$2,712.50	\$3,207.00	\$3,808.00	\$5,142.00	\$7,196.00	\$4,901.00	\$5,864.00	\$5,054.50	\$3,260.50	\$4,247.50			45,393.00	
Foot Patrols in hours	2	2	3	2	3	4	4.00	3	4	3			30	
Community policing school	6	4	6	7	6	9			8	15				
Record Checks A (BC)	9,403	8,280	12,310	15,656	9,800	10,437	10,298	10,875	12,814	12,070			111,943	
Record Checks C (KPS)	6	4	3	16	8	8	10	8	15	11			89	
KPS assisting other agencies		1		1				2		1			5	
Other agencies assisting KPS		2	3										5	

Police Report October 2021

There were 7 alarm calls to report for this month.

October 1 @ 2100hrs Kensington Ag – member attended.

October 16 @ 2300hrs Kensington Co-op – member attended.

October 17 @ 0001hrs Kensington Co-op – member attended.

October 18 @ 0535hrs Bakin Donuts – member attended.

October 21 @ 1800hrs Kensington Co-op – member attended.

October 22 @ 2000hrs Kensington Co-op – member attended.

October 23 @ 1900hrs 85 Broadway Street – member attended.

The 1 assistance file was taking a statement for Halifax Police.

Assist RCMP Oct 23 – Possible suicidal person

**Year To Date Approved Development Permits Summary Report
2021**

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential additions/alterations			1			1								2	
Addition Residential Deck/Fence/Pools									1					1	
New Industrial									1					1	
New Multi-unit Family Dwelling							1							1	
New PSI				1										1	
New Residential Accessory Structure	2			1	1			3		2				9	
New Residential Deck/Fence/Pools						2		1						3	
New Semi Detached Dwelling							1							1	
New Single Family Dwelling	1	1	2	1		1				3				9	
Other Residential Accessory Structure										1				1	
Renovation Commercial						1		1						2	
Renovation Multi-unit Family Dwelling									1					1	
Total:									1					32	

Total Estimated Construction Value
\$117,000.00
\$5,000.00
\$50,000.00
\$1,500,000.00
\$200,000.00
\$116,800.00
\$47,200.00
\$360,000.00
\$2,739,000.00
\$96,000.00
\$30,000.00
\$5,261,000.00

Five Year Approved Development Permits Summary Report 2017 - 2021

Development Permit Category	2017	2018	2019	2020	2021	Total Permits	Total Estimated Construction Value
Addition Commercial	1	1				2	\$26,500.00
Addition Industrial				3		3	\$135,000.00
Addition Institutional							
Addition Residential additions/alterations	2			1	2	5	\$156,300.00
Addition Residential Deck/Fence/Pools	1		1	1	1	4	\$16,400.00
Addition Single Family Dwelling		1				1	\$45,000.00
Demolition	1		1	1		3	\$21,862.50
New Commercial				1		1	\$3,500.00
New Industrial	1	1	1		1	4	\$376,000.00
New Institutional			1	1		2	\$670,000.00
New Modular/Mobile Home	2		1			3	\$1,250,000.00
New Multi-unit Family Dwelling	1			1	1	3	\$3,747,000.00
New Other	1					1	\$6,000.00
New PSI					1	1	\$200,000.00
New Residential Accessory Structure	6	8	4	12	9	39	\$237,750.00
New Residential Deck/Fence/Pools	5	3	2	4	3	17	\$168,200.00
New Semi Detached Dwelling	2	2	1	1	1	7	\$2,270,000.00
New Single Family Dwelling				6	9	15	\$4,226,500.00
Other Commercial				3		3	\$25,700.00
Other Demolition			1			1	\$4,800.00
Other Institutional			1			1	\$59,000.00
Other Modular/Mobile Home	1					1	\$400.00
Other Residential Accessory Structure					1	1	
Other Residential additions/alterations				1		1	\$98,000.00
Other Residential Deck/Fence/Pools	1					1	\$2,500.00
Other Single Family Dwelling							
Renovation Commercial	1	1		1	2	5	\$168,000.00
Renovation Multi-unit Family Dwelling					1	1	\$30,000.00
Renovation Other		1				1	\$5,000.00
Renovation Residential additions/alterations	1	1	1			3	\$162,000.00
Renovation Residential Deck/Fence/Pools			1	2		3	\$24,000.00
Renovation Single Family Dwelling			1			1	\$40,000.00

Development Permit Category	2017	2018	2019	2020	2021		Total Permits		Total Estimated Construction Value
Residential additions/alterations		1					1		\$3,500.00
Total Count:	27	20	17	39	32		135		
Total Estimated Value:	\$1,964,250.00	\$843,700.00	\$1,699,662.50	\$4,410,300.00	\$5,261,000.00				\$14,178,912.50

Town of Kensington Bills List October 2021

Adam MacDonald	SECONDMENT EXP OCT21 REIMBURSABLE	\$2,002.21
Amalgamated Dairies Limited	4921288020	\$47.82
Amalgamated Dairies Limited	4921303014	\$33.19
ADL Foods	2470177	\$227.84
ADL Foods	2469975	\$1,421.79
Aliant	8668934	\$30.48
Aliant	8667052	\$231.28
Andrew Griffin	OCT 2021 RRSP	\$538.90
Bell Mobility	2-401360	\$201.25
Bev Semple	SEPT 2021 CROSSWALK	\$60.00
Bev Semple	OCT 2021 CROSSWALK	\$80.00
Black & McDonald Limited	80-1241008 CUC ICE PLANT START UP	\$6,198.07
Brenda MacIsaac	OCT 2021 RRSP	\$304.52
Capital "T" Electric	911 PW INSTALL SHOP LIGHT	\$235.75
Capital "T" Electric	898 TOWN HALL REPAIR CENATAPH LIGHT	\$460.00
Capital "T" Electric	907 TOWN HALL PHOTO EYE FOR SIGN	\$179.40
Caseley's	82537 TENT RENTAL	\$770.50
Cavendish Agri Services Limited	888955 CUC	\$95.45
CIBC Securities Inc	OCT 2021 RRSP	\$474.36
Combat Computer Inc	79478 SENIOR CENTRE INTERNET	\$559.38
Combat Computer Inc	80388 CUC UPS REPLACEMENT	\$350.74
Combat Computer Inc	80780 TOWN HALL SET UP KIM'S OFFICE	\$950.52
Combat Computer Inc	80387 TOWN HALL SERVICE CALL FOR TV	\$86.25
Combat Computer Inc	80390 POL CAR SERVICE CALL	\$189.74
Combat Computer Inc	79996 COPIES	\$156.02
Combat Computer Inc	80386 POL SERVICE CALL FOR MONITOR	\$291.50
Combat Computer Inc	79479 POL SERVICE CALL FOR SET UP	\$107.81
Copper Shore Electric	1287 RECEPTACLE FOR TV IN CHAMBER	\$189.95
Credit Union Financial Management	OCT 2021 RRSP	\$759.08
Cummins Sales and Service	AT-41038 PW EQUIPMENT PARTS	\$43.02
Canadian Union of Public Employees	OCT 2021 UNION DUES	\$567.88
Dakota VanColen	SECONDMENT EXP OCT21 REIMBURSABLE	\$1,194.87

Dan's Muffler Signs & Decals	53657 JANITOR SHIRTS	\$70.15
Eastern Fence Products	5380 KISH TENNIS COURT	\$4,830.00
Eastlink	17397442	\$161.81
Eastlink	17359471	\$112.12
Eastlink	17359721	\$23.69
Eastlink	17409866	\$110.34
Eastlink	17358946	\$870.43
Enman's Audio Video	30984 TV COUNCIL CHAMBER	\$2,472.48
Family & Friends	OCT 31, 21 FIRE MEAL FOR HALLOWEEN	\$517.50
Family & Friends	OCT 25, 21 MAYOR/GEOFF MEETING	\$78.56
Firstonsite Restoration Ltd	ATSU-BA21065 HST REIMBURSABLE	\$178.79
Frito Lay Canada	43541003	\$134.65
Frito Lay Canada	43540810	\$178.18
Geo Net Technologies	2594	\$50.60
Geoff Baker	OCT 2021 MILEAGE	\$310.67
Graeme Young	WORK BOOTS OCT 2021	\$103.49
Green Diamond	2105663 PW EQUIPMENT OIL	\$399.13
Irving Oil	321924	\$39.47
Irving Oil	947464	\$381.14
Irving Oil	845702	\$784.34
Irving Oil	325506	\$309.28
Irving Oil	321334	\$418.53
Irving Oil	34162618	\$634.95
Irving Oil	34177913	\$452.31
Irving Oil	225606	\$92.00
Irving Oil	34185164	\$1,348.69
Irving Oil	3501	\$76.02
Irving Oil	34192092	\$268.85
Island First Aid Service	SI-15302	\$22.99
Island First Aid Service	SI-14696	\$22.99
Island Hot Tubs & Pools	9129 EVK POOL CLOSING	\$287.50
Island Petroleum	9642	\$419.58
Island Petroleum	9640	\$19.36
Island Petroleum	9641	\$305.26

Jack Spencer	SEPT 2021 CROSSWALK	\$60.00
Jack Spencer	OCT 2021 CROSSWALK	\$90.00
Jamie Perry	SEPT 2021 CROSSWALK	\$220.00
Jamie Perry	OCT 2021 CROSSWALK	\$190.00
Johnstons Towing & Wrecker Service	32309 POL VEHICLE TOWING	\$172.50
Jonah MacDougall	JONAHM EXP OCT21	\$14.41
Karen Murphy	LIGHTS FOR PUMPKIN STANDS	\$78.15
Kays Wholesale	Z09361 CUC	\$710.56
Kensington Agricultural Services	75992 CUC EQUIPMENT R&M	\$219.12
Kensington Agricultural Services	48907 PW KUBOTA TRACTOR R&M	\$185.22
Kensington Metal Products Inc.	57533 PW EQUIPMENT R&M	\$40.88
Kensington Metal Products Inc.	57564 PW EQUIPMENT R&M	\$38.99
Kensington Metal Products Inc.	57367 CUC ICE PLANT PART	\$132.23
Kent Building Supplies	3000527361	\$87.84
Kent Building Supplies	2000415718	\$45.99
Kent Building Supplies	2000408628	\$89.50
Kent Building Supplies	30000534530	\$23.90
Kent Building Supplies	2000403898	\$121.97
Kent Building Supplies	3000575587	\$29.88
K'Town Auto Parts	41668 PW TRACKLESS PARTS	\$145.03
K'Town Auto Parts	41662/5 FIRE PAPER TOWELS	\$130.50
K'Town Auto Parts	41979/5 PW TRACKLESS PARTS	\$28.28
Kensington & Area Chamber of Commerce	75217 DONATION	\$1,000.00
Landon Yuill	LYUILL SEPT21	\$43.24
Langille Sharpening Service Inc	659060	\$230.00
Lewis Sutherland	OCT 2021 RRSP	\$668.60
Lewis Sutherland	LSUTHERLANDEXPSEPT21	\$135.36
MacAusland's Excavation Services	17 CUC ICE PLANT R&M - CONCRETE SONO'S	\$690.00
MacAusland's Excavation Services	0019 PW SIDEWALK R&M	\$19,205.00
MacInnis Express (1983) Ltd	221584	\$17.80
MacInnis Express (1983) Ltd	221527	\$183.36
MacMillan Counselling Services	486451 POL DEBRIEFING	\$270.00
Malpeque Fine Iron Products Inc	101921 CHRISTMAS LIGHTS	\$103.50
Maritime Electric	TRAIN STN OCT21	\$997.49

Maritime Electric	ST LIGHTS OCT21	\$2,838.23
Maritime Electric	CAR CHRGR OCT21	\$166.60
Maritime Electric	RADAR OCT21	\$108.27
Maritime Electric	POL CAM OCT21	\$13.42
Maritime Electric	ART CO-OP OCT 2021	\$226.61
Maritime Electric	EVK POOL OCT 2021	\$121.53
Maritime Electric	FIRE HALL OCT 2021	\$491.07
Maritime Electric	PUB WRKS OCT21	\$129.96
Maritime Electric	CUC BALLFIELD OCT21	\$33.10
Maritime Electric	CUC RINK OCT 21	\$8,142.46
Maritime Electric	CUC SIGN 25 GRDN OCT21	\$186.81
Maritime Electric	SR CENTRE OCT21	\$116.28
Maritime Electric	TOWN HALL OCT21	\$1,263.39
Maritime Electric	LIBRARY OCT21	\$113.95
Mary's Bake Shoppe	29MARY'S 81021	\$18.00
Mary's Bake Shoppe	31 OCT 20, 2021	\$15.00
Malpeque Bay Credit Union	OCT 2021 RRSP	\$648.08
McInnes Cooper	2021027956 UNION NEGOTIATIONS	\$13,992.41
Kensington Meals on Wheels	DONATION SEPT21	\$2,000.00
Medacom Atlantic Inc	012968	\$251.16
Minister of Finance	330332 CUC BOILER INSPECTION	\$258.75
Minister of Finance	328876 POL LOCK UP FEES	\$100.00
MJS Marketing & Promotions	2766015	\$316.25
MJS Marketing & Promotions	2767009	\$51.75
Moase Plumbing & Heating	33629 SENIOR CENTRE R&M	\$89.84
ON THE GO PROPERTY MAINTENANCE INC	203239 PARK & REC	\$1,265.00
Orkin Canada	2901094	\$48.30
Orkin Canada	2901079	\$96.03
Orkin Canada	2901075	\$29.90
Pepsico	09423253	\$1,915.67
Perry Glass Inc.	13258 CUC HARWARE FOR ENTRY DOOR	\$977.50
Princess Auto	1514924 FIRE SUPPLIES	\$131.08
Princess Auto	1514930 FIRE SUPPLIES	\$86.24
Robert Wood	RWOODEXP OCT21	\$188.00

Rogers Plumbing & Heating	14456 EVK POOL CLOSING	\$143.75
Rowan Caseley	OCT 2021 EXPENSES	\$211.98
Saltwire Network	IN24280 HALLOWEEN CURFEW AD	\$227.70
Saunders Equipment Ltd	85878 CUC ZAMBONI R&M	\$164.08
Mikes Independent	IND20211012 PW WATER	\$11.80
Mikes Independent	IND20211027 TOWN HALL JANITOR SUPPLIES	\$55.84
Mikes Independent	02 4366 POL WATER	\$34.14
Mikes Independent	03 8391 BIRTHDAY	\$20.95
Mikes Independent	IND20211013 POL WATER	\$34.14
Mikes Independent	01 5239 CUC HARVEST FESTIVAL	\$115.54
Mikes Independent	03 5148 POL WATER	\$22.76
Scotia Securities	OCT 2021 RRSP	\$415.80
Scotiabank Visa	IRVING OIL	\$11.50
Scotiabank Visa	KIDS HELP PH OCT 21	\$50.00
Scotiabank Visa	DELTA - MAYOR CONF	\$171.58
Scotiabank Visa	ROBERT ANNUAL FEE	\$75.00
Scotiabank Visa	OCT 4, 21 CUC FLEX SEAL WATER PIPES	\$90.79
Scotiabank Visa	WAJAX 6280415 PW PARTS	\$50.16
Scotiabank Visa	ZOOM OCT 2021	\$23.00
Sherry's Heating Service	2904 CUC FURNACE REPAIR	\$611.25
Sign Station Inc	66863 CUC	\$167.07
Spring Valley Building Centre Ltd	939414 SENIOR CENTRE R&M	\$243.75
Spring Valley Building Centre Ltd	226656 CUC R&M	\$135.13
Spring Valley Building Centre Ltd	226774 CUC PROPANE	\$120.68
Spring Valley Building Centre Ltd	226653 CUC PROPANE	\$40.23
Spring Valley Building Centre Ltd	26490 PW TOOLS	\$79.14
Spring Valley Building Centre Ltd	936517 TOWN HALL CHAMBER PAINT	\$98.85
Spring Valley Building Centre Ltd	226407 CUC PROPANE	\$160.91
Spring Valley Building Centre Ltd	227016 CUC PROPANE	\$41.75
Spring Valley Building Centre Ltd	226360 TOWN HALL HAND RAIL	\$32.78
Staples	5506233758	\$467.83
Staples	OCT 13, 2021 CUC	\$55.04
Suncor Energy Products Partnership	OCT 2021	\$1,359.58
Superior Sanitation	760913	\$207.00

Superior Sanitation	760912	\$230.00
Superior Sanitation	760911	\$184.00
Superior Sanitation	760910	\$80.50
T & K Fire Safety Equipment Ltd	266926 FIRE EQUIPMENT FOR NEW FIREFIGHTER	\$1,390.35
T & K Fire Safety Equipment Ltd	267034 PW FIRE EXTINGUISHER SERVICE	\$166.41
Telus	OCT 2021	\$1,217.12
Thomson Reuters Canada	845162946 POL CRIMINAL CODE BOOK	\$123.90
Toshiba Finance	OCT 9, 2021	\$607.20
Uniform Works Limited	42397 POL UNIFORM	\$1,156.61
Walmart	OCT 13, 21 FITPLEX	\$136.65
Water & Pollution Control Corporation	W&S OCT 2021	\$868.87
Water & Pollution Control Corporation	SEPT 2021	\$687.01
Workers Compensation Board of PEI	OCT 31, 2021	\$504.82
Worth Consulting Group	OCT 12, 21 MAYOR/GEOFF MEETING	\$190.00
Yellow Pages Group	02294798	\$19.09
Subtotal		<u>\$111,669.39</u>
Payroll		\$89,380.56
Hummingbird Creative	2690 BUSINESS PARK	\$1,294.76
WSP Canada Inc	1047862 GAS TAX SEWER LAGOON UPGRADES	\$3,481.63
WSP Canada Inc	1048669 ICIP WELLFIELD	\$230.00
WSP Canada Inc	1048849 BUSINESS PARK	\$17,561.94
WSP Canada Inc	1048851 BUSINESS PARK	\$384.79
Subtotal Capital		<u>\$22,953.12</u>
Total Bills		<u>\$224,003.07</u>

Water and Sewer Utility Bills List October 2021

Aliant	8668584	\$178.67
Aliant	8637581	\$138.46
Atlantic Purification Systems Ltd	222272 UV INTENSITY SENSOR	\$3,415.39
Building Blocs Home Improvements	850811 BACKHOE RENTAL WATER LINE KENMAC AUTO	\$281.75
Capital "T" Electric	896 UV LIGHTS FIXED PLUG ENDS	\$139.15
Capital "T" Electric	908 LAGOON PHOTO EYE	\$83.95
Cogsdale	CT0005724 SET UP FOR WATER METER UPGRADES	\$966.00
Environmental Training Institute	DOUG W&S EXAM PREP	\$569.25
Kensington Country Store	02810155618 WATER CLORINATION	\$392.89
Kensington Septic Service	5135 PUMPER TRUCK	\$172.50
Kool Breeze Farms	GCT058935 SOD FOR LAWN	\$27.23
Kool Breeze Farms	GCT058936 SOD FOR LAWN	\$34.04
Maritime Electric	LIFT STN OCT21	\$179.02
Maritime Electric	PUMP E 2 OCT21	\$377.58
Maritime Electric	WATER TOWER OCT21	\$123.22
Maritime Electric	WELL#3 OCT21	\$650.05
Maritime Electric	SEW PUMP OCT21	\$113.11
Maritime Electric	PUMP CTRL BLDG OCT21	\$107.01
Maritime Electric	PUMP WEST #1 OCT 21	\$490.23
Maritime Electric	SEWAGE TREAT OCT 21	\$2,724.17
Minister of Finance	211001111 WATER ANALYSIS	\$447.35
Pickering Plumbing & Heating	1035 SEWER PLUG DEAN THOMPSON	\$230.00
Rogers Plumbing & Heating	14455 FIX WATER LINE KENMAC AUTO	\$820.24
Rogers Plumbing & Heating	14419 DIG UP VALVE BOX 14 PARK RD	\$172.50
Total W&S Bills		\$12,833.76

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO

FROM: ROBERT WOOD, CUC MANAGER

DATE: OCTOBER 2021

SUBJECT: OCTOBER 2021 - CREDIT UNION CENTRE REPORT

ATTACHMENT: STATISTICAL REPORT

October 2021

Fitplex

- Hours of operation are 5:00 am – 9:00 pm daily.
- Starting on October 5, 2021, gym users were required to show proof of vaccine, all users are updated on the computer system who have shown their proof of vaccination and any members who have not, have had their memberships frozen until proof is shown.
- Any new members show their proof of vaccination and are updated as a membership is sold.

Arena

- The new Ice Plant Condenser has been shipped and is at Black and MacDonald headquarters in Moncton. It will be shipped and stored at the Town Maintenance building behind the locked gate until the spring, when it will be installed.
- Startup was easier on the ice plant due to colder temperatures and rentals started a couple days earlier than expected. The Arena was open on October 15, 2021.

- Cohorts for the Arena are 50 people in the dressing rooms, 50 people on the ice surface and 200 people in the stands with the implementation of the Vaccination Pass. Vaccination Pass Attendants (4) have been hired to check for proof of vaccination at the door of the arena.
- The Arena Canteen is open and hours will be determined based on customer use.
- Attendance for the Wild and Vipers games have been low to start the season with the Wild averaging approximately 80 spectators (3 games) and the Vipers averaging approximately 120 spectators (3 games).
- The Kensington\Bedford exchange will be held this season with 2nd year U-13 and 1st year U-15 players who missed last years exchange due to covid restrictions.

Kensington Cash Draw

- **October 7 194.00**
- **October 14 190.00**
- **October 21 192.00**
- **October 28 188.00**
- **Total 768.00**

Ball Fields

- Ballfields are closed for season.

Senior Center

- The Kensington North Watershed Association moved into the bottom level of the Senior's Center on October 15, 2021
- Seniors group have weekly meetings and classes.

Outdoor Ice Surface\ Other Town Venues

- Pricing has been requested for re-surfacing the old ice surface with a 6-inch curb around it which would open up further usage of the area, including a small section of it in the winter for an outdoor ice surface, and possible summer usage of a Skate-Board Park and ball hockey zone and possible other users.
- Lines have been painted at the Kensington Intermediate High School Tennis Courts to include tennis, pickleball and a walking track. Wind screens were ordered and have arrived. Netting options are being looked at for the spring.
- The Kensington Pickleball group have been utilizing the high school facility.
- Plans for 2 sledding hills for this winter season are also being considered with a small children's size hill and a larger hill as well.

Central Community PEI Navigator

- Meeting was held in October and minutes to follow when made available.

Upcoming Events

- The Town of Kensington Annual Christmas Parade will be modified in 2021 due to COVID-19 restrictions. The parade will be held on December 5, 2021 and will include a Santa's convoy, featuring Kensington Police vehicles, a Kensington Fire Truck, the Town Float, and Santa himself. Spectators will be encouraged to welcome Santa to the Town from their residence (where possible). In place of our traditional parade food drive in support of the Kensington Lions Club, food donations can be dropped off at the Credit Union Centre until December 22nd or directly to the Food Bank at 30 Garden Drive.

Town of Kensington

Credit Union Centre Monthly Statistical Data

2021

[illegible]

2020

[illegible]



Mayor's Report to Town Council

December 13, 2021

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 spokesperson 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.

Remembrance Day – On behalf of Town Council, Staff and Residents, I laid a wreath at the Cenotaph in remembrance of all those who served and gave their lives in the protection of our freedom during the two World Wars, Korean War and Afghanistan War.

Heath MacDonald, MP – Mr. Baker and I met with our Federal MP, Heath MacDonald to review outstanding files awaiting approval with the Federal Investing in Canada Fund. We also discussed the opportunity to provide a local constituency office in the Town Hall which could be open as needed and staffed by his employees. This will be convenient for many local area residents who may be needing the services of his department and save them a trip to Cornwall where his main office will be located.

Electric Vehicle Charger – In 2010 or 2011, the Town of Kensington installed an electric vehicle charger in the parking lot of the Train Station and this service received little usage until recently. Up until the end of October, 2021 the usage of this has jumped more than 5 times and the last 6 months have seen the biggest increase with the increase being more than 10 times average usage. We have received feedback from users who come to Kensington regularly and have expressed concern about the availability of the charger as many times it is busy. They have requested the Town of Kensington consider the installation of more electric vehicle chargers and even consider the installation of chargers that users can pay for their consumption as opposed to free service. Kensington is the only location (to date) with a charger between Charlottetown and Summerside. In the Summerside area there are 16 charging stations (as noted on EV Charger map) with some units provided free of charge and others charging \$1.75 to \$2.00 per hour for Level 2 chargers (\$20 per hour for level 3 located at Canadian Tire). The free units appear to be provided mostly by businesses trying to attract customers. I suggest we investigate the possibility of adding more Level 2 - EV Charging Station in Kensington, with the ability to charge for usage via a charge card. This will provide more options for visitors to our Town, and the proliferation of electric vehicle is growing quickly. Mr. Baker has already reached out to Summerside CAO Rob Philpott, to request information and feedback on their EV network. With Councils endorsement, we can investigate this further and bring more information back to Council for approval. Further analysis would reflect around possible



locations, costs, potential funding support, type, etc.

Kensington and Area Chamber of Commerce Gala Awards – The Chamber of Commerce once again hosted the Business Awards and presented Awards to worthy businesses and individuals. It was my pleasure to present the “Citation of Service Award” sponsored by the Town of Kensington. Two worthy recipients received the award in 2021, namely Deputy Mayor Coreen Pickering and John Davison. Both worthy recipients and we appreciate all they do for Kensington and Area.

Elmer Cannon Birthday – The Kensington Legion Branch No. 9 were honoring the military service of Comrade Elmer Cannon, on the occasion of his 96th birthday. I attended the celebration and presented a Birthday Certificate to Comrade Cannon on behalf of Town Council.

Kensington Heritage Library – The Kensington Heritage Library, Friends of the Library Committee met in the Kensington Heritage Library to present Cindy Ramsay, the former Chair of the Friends of the Library Committee with a gift to recognize her 7 years of service and commitment as Chair. Congratulations Cindy and thank you for your service. We are so fortunate to have people willing to accept these responsibilities so we can provide enhanced Library facilities to our users. I presented a gift to Cindy on behalf of the Town of Kensington.

PEI Alliance for Mental Well-Being – Mr. Baker, Deputy Mayor Pickering and I met with Karen Cumberland and Sharon Jollimore to discuss the PEI Alliance for Mental Well-Being. Karen is the Executive Director of this organization which has a goal of ensuring all people living in PEI have an equal opportunity to achieve and maintain the best possible mental well-being throughout their lifetime. We had a very interesting discussion and agreed to further discussions and potentially look at opportunities for collaboration between this organization and the Town of Kensington. More information will be provided at that time.

New Year’s Levee – As of today’s date (subject of course to a directive from the Chief Public Health Office) we are planning to hold our Annual New Year’s Day Levee on January 1, 2022. We have reached out to the Public Health Office and they have advised if we are going to hold one we must adhere to Public Health Protocols such as check Vaccination Pass, check ID, ensure proper sanitizing and wear a facemask. Since we are holding our Levee at Family and Friends Restaurant, we will be following all the protocols for restaurants. The reception part of the Levee will take place from 11:30 am to 12:30 pm, with the Community Awards being presented at 12:30 pm. We need to be out of the facility by 1:00 pm to allow Family and Friends to set up for their Levee after that. We will wear masks in the reception line and greet our guests with a friendly elbow touch or fist pump. I trust all Councillors will be able to attend the Levee and get a great start on 2022.

Rowan Caseley, Mayor
Town of Kensington

Town of Kensington - Request for Decision

Date: November 23, 2021	Request for Decision No: 2021-73 (Office Use Only)				
Topic: Kensington Fire Department – Water Tanker Vehicle Purchase – Borrowing Resolution					
Proposal Summary/Background: The Town recently issued a Request for Proposals (RFP) document for the provision of one Tanker Fire Truck. The RFP closed on November 17, 2021 with two proposals being received from Fort Garry Fire Trucks and, Helie Fire Trucks. The proposals were reviewed by the CAO, Mayor and representatives from the Kensington Fire Department based on the following criteria: <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) The average scoring of the proposals (and corresponding prices) was as follows: <table style="width: 100%;"><tr><td style="width: 40%;">Fort Garry Fire Trucks</td><td style="text-align: right;">82 (\$344,490.00 plus HST)</td></tr><tr><td>Helie Fire Trucks</td><td style="text-align: right;">94.5 (\$286,000.00 plus HST)</td></tr></table> Based on the formal evaluation and scoring of the proposals, and the recommendation from the Fire Department's Truck review committee, it is recommended that the contract for the provision of a new Tanker Fire Truck be awarded to Helie Fire Trucks as their proposal is deemed to provide the best value to the Town. The delivery date on the vehicle is estimated for January 2022. A copy of the RFP is circulated with this Request for Decision.		Fort Garry Fire Trucks	82 (\$344,490.00 plus HST)	Helie Fire Trucks	94.5 (\$286,000.00 plus HST)
Fort Garry Fire Trucks	82 (\$344,490.00 plus HST)				
Helie Fire Trucks	94.5 (\$286,000.00 plus HST)				

Benefits:

- Will result in a new and modern tanker 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, where water supply is not centrally provided.

Disadvantages:

- None noted.

Discussion:

Town Council's Capital Plan for the Fire Department included a new Tanker vehicle for 2020/21 in the amount of \$250,000. It was planned that the purchase would be made through long term borrowing. The total cost of the truck is \$286,000 plus HST (HST fully recoverable). Therefore, it is requested that Town Council increase the budget from \$250,000 to \$286,000, and that the entire amount be covered through long term borrowing (Fire Department).

Based on borrowing \$286,000, a 2.15% interest rate, a 15-year amortization period, the estimated monthly payment is approximately \$1,860.

Options:

1. Award a contract for the purchase of an emergency vehicle to Helie Fire Trucks, as recommended.
2. Award a contract to the other proponent.
3. Not award a contract and re-issue the bid documents.

Costs/Required Resources:

\$286,000 plus HST

HST fully recoverable

*Estimated loan payment \$1,860
per month

Source of Funding:

2021/22 Capital Budget

Long-Term Borrowing \$286,000

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 Helie Fire Trucks for the provision on one (1) Tanker Fire Vehicle as per their proposal dated November 16, 2021 in the amount of \$286,000 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 Tanker 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 \$286,000 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) TANKER FIRE VEHICLE

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

PROPOSALS DUE: NOVEMBER 17, 2021

INTRODUCTION

The Town of Kensington, Kensington Fire Department invites fire apparatus suppliers to submit a proposal, pricing, and delivery for one (1) TANKER FIRE TRUCK, according to the technical specifications, 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 Tanker 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.

-
- 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 November 17, 2021 (Closing) and should clearly be marked **'Tanker Fire Truck'**. Proposals shall be submitted to:

Town of Kensington
P. O. Box 418
Kensington, PE
COB 1M0
Attention: Geoff Baker
Email: cao@kensington.ca

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: cao@kensington.ca

All technical inquiries concerning the specifications contained in Appendix B are to be directed to:

Mr. Rodney Hickey, Fire Chief
Town of Kensington
P.O. Box 418
Kensington, PE
COB 1M0
Phone: (902) 439-1083
Email: firechief@kensington.ca

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 November 12, 2021. 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.

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) Manufacturer's 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
 - 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 truck will form part of the overall proposal evaluation and shall be furnished with each Proponent's proposal.

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	October 26, 2021
Submission of Proposal	November 17, 2021
Award of Contract	December 13, 2021 or earlier
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 Tanker 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

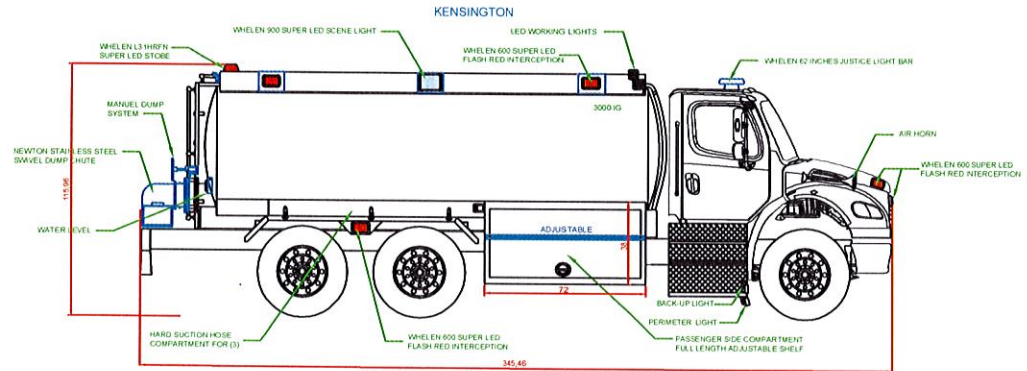
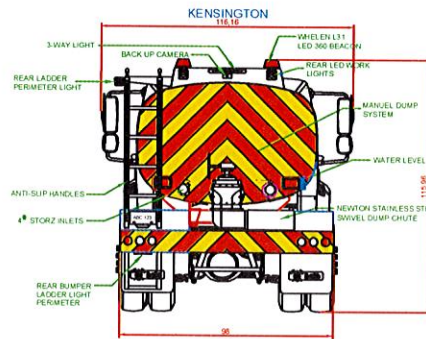
Town of Kensington Fire Department Tanker Truck Specifications

General Information

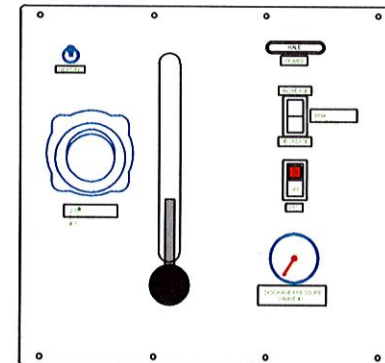
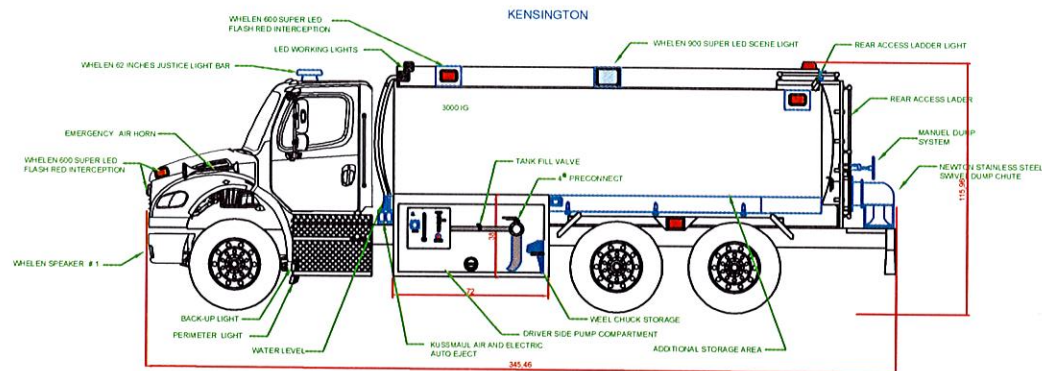
It is the intent of these specifications to describe, in detail, the minimum requirements for a first class, custom built, fire fighting unit. All parts not specifically mentioned which are necessary in order to provide a complete custom motor propelled truck shall be furnished by the bidder and shall 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.			
	CAB AND CHASIS		
1	BRAND: FREIGHTLINER		
2	FIRE TRUCK PACKAGE EMERGENCY VEHICLES BUSINESS SEGMENT		
3	MODEL: M2-106		
4	ENGINE: DD8 7.7L 6CYL. OR CUMMINS L9 350 HP		
5	ENGINE BRAKE: COMPRESSION BRAKE OR EXHAUST BRAKE		
6	BRAKES: AIR BRAKES		
7	EXHAUST: UPRIGHT STACK WITH CHROME SHIELD		
8	TRANSMISSION: AUTOMATIC WITH PTO PROVISION		
9	FRONT AXLE: 16,000 LB.		
10	REAR AXLES: 40,000 LB.		
11	REAR SUSPENSION: AIRLINER 40,000 EXTRA DUTY REAR SUSPENSION		
12	GVWR: 56,000 LB.		
13	FRONT TIRES: MICHELIN X LINE ENERGY Z 315/80R 22.5 20 PLY RADIALS		
14	REAR TIRES: MICHELIN XDN2 11R22.5 14 PLY RADIALS		
15	FRONT WHEELS: ALCOA ULTRA ONE ALUMINUM WHEELS		
16	REAR WHEELS: ALCOA LVL ALUMINUM OUTSIDE WHEELS AND STEEL WHEELS INSIDE		
17	FRONT BUMPER: THREE-PIECE 14 INCH CHROME STEEL BUMPER WITH COLLAPSIBLE ENDS LH WING CUTOUT FOR FEDERAL MS100/ES100/ES100C SPEAKER		
18	DRIVER CONTROLLED TRACTION DIFFERENTIAL FOR BOTH TANDEM REAR AXLES		
19	INTERAXLE LOCK VALVE, DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE		
20	DUAL REAR AIR SUSPENSION LEVELLING VALVES		
21	AIR HORNS		
22	CHROME GRILL		
23	CHROME AIR INTAKE GRILL		
24	DRIVER SIDE AND PASSENGER SIDE POWER WINDOWS WITH SWITCHES ON DOORS		
25	WEST COAST BRIGHT FINISH HEATED MIRRORS WITH RH AND LH REMOTE		
26	DRIVER SIDE AIR RIDE BUCKET SEAT		
27	PASSENGER SIDE AIR RIDE BUCKET SEAT		
28	CENTRE CONSOLE		
29	CAB COLOR RED AND WHITE TO BE PAINTED SAME PAINT CODE AND PAINT SCHEME TO MATCH OTHER KENSINGTON FIRE DEPT. TRUCKS		
30	7" BACK-UP CAMERA WITH COLOR AND SOUND		
31	TWO FRONT HOOKS		
32	TWO REAR HOOKS TO BE MOUNTED UNDER REAR BUMPER		
33	TOWN CREST AND NAME TO BE PUT ON DOORS AND UNIT NUMBER		
34	AUTO AIR EJECT		
35	AUTO ELECTRIC EJECT		
36	120V ELECTRICAL PLUG IN CAB AND DRIVERS SIDE COMPARTMENT		
37	MASTER DISCONNECT SWITCH (HD AMPERAGE)		

38	PUMP: PTO DRIVEN PUMP 350-550 GPM MOUNTED UNDERNEATH TRUCK WITH ONE 2 1/2 OUTLET. RPM CONTROL FOR PUMP.IN SIDE DRIVERS SIDE COMPARTMENT.			
	LIGHTING			
39	WHELEN 62" LIGHTBAR INSTALLED ON TOP OF CAB			
40	PERIMETER LIGHT INSTALLED AT THE REAR OF THE STEP BUMPER			
41	TWO WHELEN L31HFR SUPER LED STROBES INSTALLED ON THE BACK OF THE BODY 360 DEGREES			
42	TWO WHELEN SCENE LIGHTS SERIES 900 INSTALLED ON THE TOP MIDDLE OF THE BODY			
43	TWO LED WORK LIGHTS TOP DRIVER SIDE FRONT BODY			
44	TWO LED WORK LIGHTS TOP PASSENGER SIDE FRONT BODY			
45	TWO LED WORK LIGHTS TOP OF REAR BODY INSTALLED ON EACH SIDE OF THE BACK UP CAMERA			
46	WHELEN INTERCEPTION LIGHT SERIES 600, TWO INSTALLED IN FRONT GRILL,TWO INSTALLED ON EACH SIDE OF THE CAB, TWO INSTALLED ON EACH SIDE OF THE FRONT TOP TANK BODY, TWO INSTALLED ON EACH SIDE OF THE REAR TOP TANK BODY, TWO INSTALLED IN THE MIDDLE OF THE TANK BODY WING AND TWO INSTALLED AT THE BACK OF THE TANK BODY ON EACH SIDE OF THE REAR DISCHARGE.			
47	WHELEN SIREN CONTROLLER 295SLSA1			
48	WHELEN SIREN SA314A			
49	WHELEN SWITCH CONTROL PCC10W			
50	TAIL LIGHT INSTALLED INSIDE REAR BUMPER			
51	EXTRA DOME LIGHT INSIDE THE CAB WITH SWITCH			
52	LED LIGHTING IN COMPARTMENTS			
	<u>RADIOS(2)TO BE SUPPLIED BY KENSINGTON FIRE DEPT. BUT INSTALLED AT THE FABRICATION SHOP</u>			
	LETTERING			
53	REAR NFPA REFLECTIVE CHEVRONS IN RED AND YELLOW TO BE INSTALLED ON REAR OF TANK BODY AND REAR BUMPER. ALL DECALS TO BE SUPPLIED BY MANUFACTURER.			
	TANK BODY			
54	TANK BODY TO BE CONSTRUCTED OUT OF ALUMINUM			
55	TANK DOES NOT NEED TO BE INSULATED			
56	TANK SIZE: 3600 GALLONS-3000 IMPERIAL GALLONS			
57	TANK BODY CAN BE POLISHED ALUMINUM OR PAINTED SAME COLOR AS CAB			
58	REAR DISCHARGE: 10" ROUND MANUAL OPENING GATE VALVE. REAR DISCHARGE TO HAVE AN ATTACHABLE EXTENSION FOR SIDE OR REAR DISCHARGE (NEWTON SWIVEL DUMP)			
59	TWO FOUR INCH FILL LINES INSTALLED AT REAR OF TANK BODY WITH DRAIN RELIEF VALVE TO ELIMINATE PRESSURE STORZ FITTINGS TO BE SUPPLIED BY MANUFACTURER			
60	LED WATER LEVEL INDICATORS ON REAR PASSENGER SIDE AND FRONT DRIVERS SIDE			
61	ACCESS TO TOP OF TANK BODY VIA LADDER AT REAR OF VEHICLE WITH ANTISLIP STEPS			
62	TOP FILL ON TOP OF TANK BODY WITH COVER 20"			
63	OPEN COMPARTMENTS BOTH SIDES OVER FENDERS 11 FEET LONG			
64	COMPARTMENTS BOTH SIDES OF TRUCK BETWEEN THE FUEL TANKS AND REAR WHEELS WITH DOORS FOR STORAGE ILLUMINATED WITH LED LIGHTS AND IN PASSENGER SIDE EQUIPED WITH SLIDING LOWER SHELF AND ADJUSTABLE MIDDLE SHELF. DRIVERS SIDE TO HAVE ADUSTABLE MIDDLE SHELF IF SPACE ALLOWS.APPROX. 60"LONG,38" HIGH, 28" DEEP			
65	TANK TO BE CONSTRUCTED WITH LONGITUDAL AND TRANSVERSE BAFFLES AS PER NFPA			



KENSINGTON PUMP CONTROL PANNEL



Town of Kensington - Request for Decision

Date: December 8, 2021	Request for Decision No: 2021-75
Topic: Subdivision/Consolidation and Disposal of Lands of the Town of Kensington - Achieve Marketing Inc.	
Proposal Summary/Background: A request was received from Kevin Waugh, owner of Achieve Marketing Inc. (Trailside Plaza – PID No. 1022078) requesting Town Council’s consideration of selling a 228 square meter portion of Lot 21-26 within the Kensington Business Park. The lot is the first lot on the right driving into the Kensington Business Park (Road C), located directly adjacent to the Trailside Plaza property. It is proposed that the 228 square meter portion be subdivided from Lot 21-26 and appended to the Trailside Plaza property and disposed of, to Mr. Waugh. Based on the previous lot prices provided to, and approved by, Town Council, the 228 square meter portion would carry a sale value of \$8,500.00 plus HST, including subdivision and legal fees.	
Benefits: <ul style="list-style-type: none">• N/A	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: The subdivision/consolidation was reviewed against the Development Control Bylaw and is found to be in general compliance therewith. It is recommended by the CAO that Town Council approve the subdivision plan as presented and the consolidation of the subdivided land to the lands of Achieve Marketing Inc. It is further recommended that Town Council authorize the CAO to proceed with disposing of the 228 square meter portion of Lot 21-26 to Kevin Waugh (Achieve Marketing Inc.) at a price of \$8,500.00 plus HST.	

Options:

1. Approve the lot subdivision/consolidation, as recommended.
2. Not approve the lot subdivision/consolidation.
3. Approve the sale of the lot portion, as recommended.
4. Not approve the sale of the lot portion.
5. Refer the matters back to staff for further deliberation.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

Resolution 1

WHEREAS a request has been received from Kevin Waugh, Owner of Achieve Marketing Inc., for the purchase of a 228 square meter portion of Lot 21-26 (Portion of PID No. 76406) within the Town of Kensington Business Park;

AND WHEREAS Town Council will first have to approve a subdivision of the property from Lot 21-26 (Portion of PID No. 76406) and a consolidation to the lands of Achieve Marketing Inc. (PID No. 1022078), to facilitate the sale of the property;

AND WHEREAS the subdivision/consolidation has been reviewed against the Town of Kensington Development Control Bylaw and is found to be in general compliance therewith;

BE IT RESOLVED THAT approval be granted to subdivide Parcel B from Lot 21-26 (Portion of PID No. 76406), being lands of the Town of Kensington, as per Survey Plan No. 19257-S03, dated December 7, 2021, as drawn by Locus Surveys Ltd;

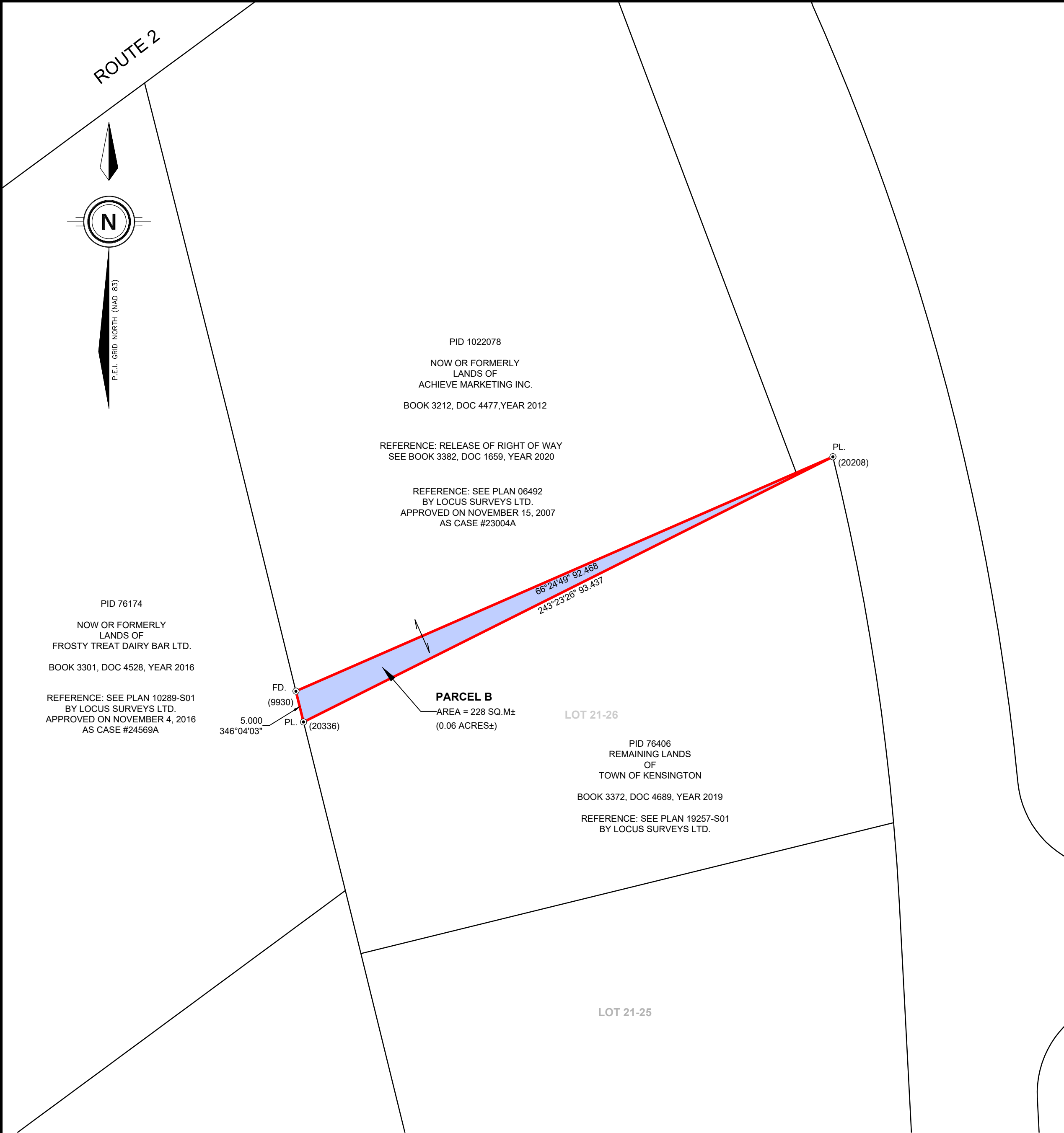
BE IT FURTHER RESOLVED THAT approval be granted to consolidate Parcel B to PID No. 1022078, being lands of Achieve Marketing Inc., as per Survey Plan No. 19257-S03, dated December 7, 2021, as drawn by Locus Surveys Ltd.

Resolution 2

WHEREAS a request has been received from Kevin Waugh, Owner of Achieve Marketing Inc., for the purchase of a 228 square meter portion of Lot 21-26 (Portion of PID No. 76406) within the Town of Kensington Business Park;

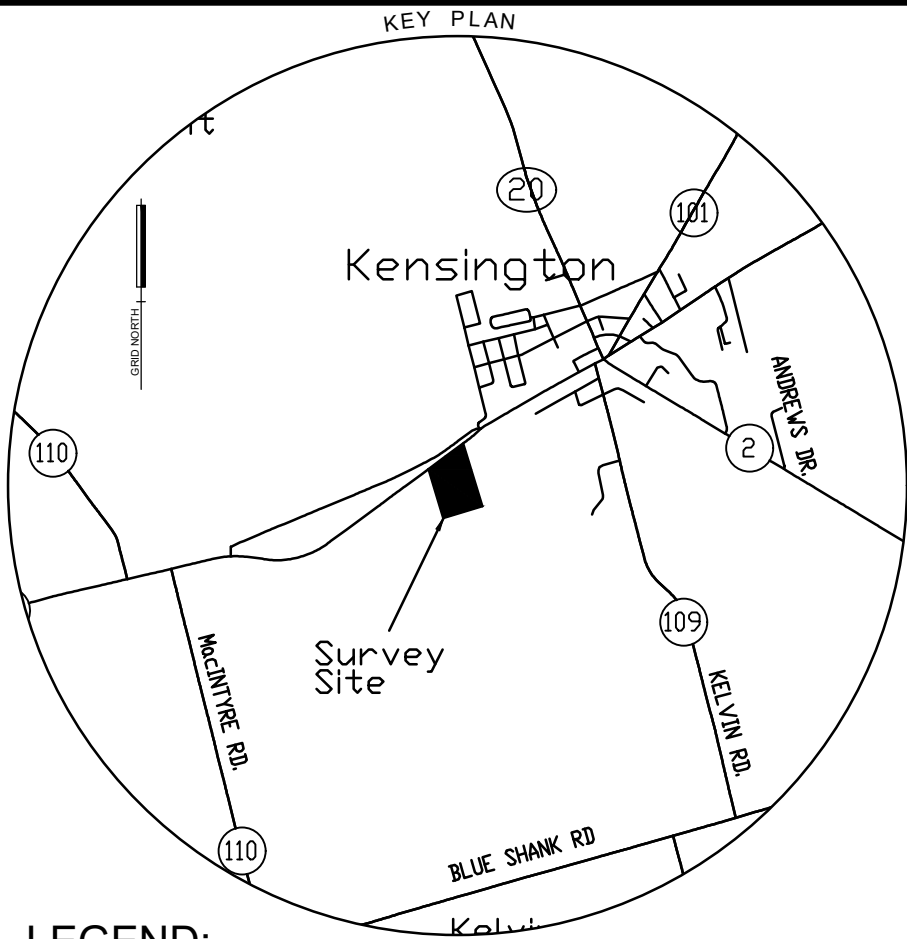
AND WHEREAS the 228 square meter portion (Parcel B – Plan No. 19257-S03) was subdivided from the Town’s property (Portion of PID No. 76406) and consolidated to Achieve Marketing Inc.’s property (PID No. 1022078) at a regular meeting of Town Council held on December 9, 2021;

BE IT RESOLVED THAT Town Council authorize the sale of a 228 square meter portion of lot 21-26 (portion of PID No. 76406), within the Kensington Business Park to Achieve Marketing Inc. at a price of \$8,500.00 plus HST.



NAD83 (C.S.R.S.) COORDINATES
P.E.I. DOUBLE STEREOGRAPHIC PROJECTION
EXPRESSED IN METRES

Point	Northing	Easting
9930	709058.608	350064.579
20208	709095.606	350149.323
20336	709053.755	350065.783



APPROVAL STAMP

LEGEND:

- PL. PLACED SURVEY MARKER
- FD. FOUND SURVEY MARKER
- PL. PLACED
- FD. FOUND
- P.I.D. NO. PROPERTY IDENTIFICATION NUMBER
- SQ.M. SQUARE METRES
- U.M. UNMONUMENTED POINT

NOTES:

FIELD SURVEYS WERE CARRIED OUT ON FEBRUARY 15, 2020.

THIS PLAN IS METRIC AND ALL DISTANCES ARE IN METRES UNLESS OTHERWISE SPECIFIED.

DIRECTIONS ARE AZIMUTHS REFERENCED TO GRID NORTH.

COORDINATES SHOWN HEREON ARE DERIVED FROM OBSERVATIONS TO LOCAL PEI CONTROL MONUMENTS. PLANE COORDINATES PUBLISHED THEREON ARE REALIZED FROM A DOUBLE STEREOGRAPHIC PROJECTION REFERENCED TO A CANADIAN SPATIAL REFERENCE SYSTEM, NAD83 (CSRS).

THE DESIGNATOR, PARCEL B, ORIGINATES WITH THIS PLAN.

PARCEL B IS TO BE APPENDED TO PID 1022078.

FINAL APPROVAL IS REQUESTED FOR PARCEL B.



LOCUS SURVEYS LTD.

16 PARK ROAD
P.O. BOX 35
KENSINGTON, P.E.I.
COB 1M0

PHONE 902-836-3823

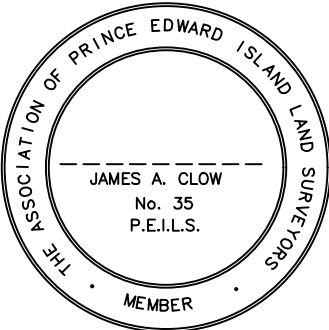
Plan of Survey Showing
PARCEL B, Being a Subdivision of
Lands of TOWN OF KENSINGTON

PID 76406
TOWN OF KENSINGTON
LOT/TOWNSHIP 19
COUNTY OF PRINCE
PROVINCE OF PRINCE EDWARD ISLAND

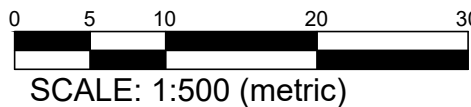
SURVEYOR'S CERTIFICATE

I, JAMES A. CLOW, PRINCE EDWARD ISLAND LAND SURVEYOR, HEREBY CERTIFY THAT THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION AND THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

DATED THIS 7th DAY OF DECEMBER, 2021



DRAFT



DATE: DECEMBER 7, 2021
DWG NO: 19257-S03
DRAWN BY: AW

Town of Kensington - Request for Decision

Date: December 10, 2021	Request for Decision No: 2021-75
Topic: Kensington Lagoon Mechanical Building Upgrades Project – Tender Award	
Proposal Summary/Background: <p>The Town recently issued tender documents, through WSP, for the completion of the Kensington Lagoon Mechanical Building Upgrades project. The tendered project included the replacement of the building roof with a steel roof, installation of a metal ladder and second egress door in the UV Chamber, new Variable Frequency Drives for the Blower system, replacement and reprogramming of the PLC in the existing blower control panel, new dissolved oxygen sensor, and a new cloud-based SCADA system.</p> <p>The lump sum price tendered for the roof replacement portion of the project was \$25,500 which was deemed unreasonably high and is recommended to be removed from the project. It is intended that the Town will secure additional bids (re-tender) in early 2022 to complete the required roof work.</p> <p>The Kensington Lagoon Mechanical Building Upgrades project tender closed on November 24, 2021 with one bid being received from Hansen Electric Ltd.</p> <ul style="list-style-type: none">• Hansen Electric Ltd. \$171,292.50 including HST – with the removal of the roofing component of the project, the bid is recalculated to \$141,967.50 including HST (amount recommended for award). <p>The tender was reviewed by WSP and was deemed a compliant bid. It is therefore recommended that the contract be awarded to Hansen Electric Ltd. in the amount of \$141,967.50 including HST. The construction schedule is set for a total of 13 weeks with the project start date initially set for December 1, 2021 and being completed by March 4, 2021. A revised start date will be negotiated with Hansen Electric Ltd. to enable a start date for the project prior to the end of December, 2021.</p>	
Benefits: <ul style="list-style-type: none">• Will provide a safer working environment for water and sewer utility employees.• Will provide for the proper operation of the lagoon blower system.	

- Will provide for a more efficient operation of the blower system.
- Will ensure the blower system is activated as required (as opposed to a constant 24/7 operation)

Disadvantages:

- None noted.

Discussion/Comments:

It is recommended by the CAO and WSP that Town Council proceed with the award of the tender to Hansen Electric Ltd. as they were the sole bidder, and their tender was deemed compliant.

The project is proposed to be funded entirely through the Town's direct allocation under the Gas Tax Program at an original budgeted amount of \$146,000 plus HST (inclusive of engineering and contingency). Depending on the prices we can secure for the roofing portion of the project, the project should be able to be brought in within the allotted budget.

Options:

1. Award the tender, as recommended.
2. Not award the tender.
3. Refer the matter(s) back to staff for further direction and deliberation.

Costs/Required Resources:

\$123,450.00.00 plus HST
(HST fully recoverable)

Source of Funding:

Gas Tax Fund – Direct Allocation

Recommendation:

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

BE IT RESOLVED THAT Kensington Town Council award the contract for the Kensington Lagoon Mechanical Building Upgrades Project to Hansen Electric Ltd. as per their tender submission in the amount of \$123,450.00 plus HST.



December 10, 2021

Mr. Geoff Baker, CAO
Town of Kensington
55 Victoria Street East
Kensington, PE
C0B 1M0

Subject: Kensington Lagoon Mechanical Building Upgrades - Tender Review and Recommendation

Dear Mr. Baker:

Tenders were received for the above project at 2:00 pm, Wednesday, November 24th, 2021, and have been reviewed and verified and are attached for your reference.

A summary of the tenders is as follows:

<u>Low Bidder</u>	<u>Bid Amount</u>	<u>Construction Duration</u>
Hansen Electric Ltd.	\$171,292.50	Dec. 1/2021 to March 4/2022 (13 weeks)

Other Bidders

N/A

It is understood that the Town wishes to award the project with the exclusion of the metal roof (Item #1 on the Schedule of Unit Prices) which Hansen Electric has priced at \$25,500. This will reduce the awarded contract amount to \$141,967.50.

It is therefore recommended that the project be awarded to the sole bidder, Hansen Electric Ltd., in the reduced bid amount of \$141,967.50, including HST, if the necessary funds are available.

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

Best regards,



Justin MacLean, P.Eng.

JM/gd

cc: Heather Walker, IRAC - Permit No. UW21-07

Encl.

WSP ref.: 211-01779-00

TENDER FORM FOR
KENSINGTON LAGOON
MECHANICAL BUILDING UPGRADES
~ 2021 ~

KENSINGTON, PEI

TO: TOWN OF KENSINGTON
P.O. BOX 418
55 VICTORIA STREET EAST
KENSINGTON, P.E.I.
C0B 1M0

HANSEN Electric LTD

(Name of Tenderer)

having carefully examined the site of the proposed works and all documents relating thereto, including the Form of Tender, Information for Tenderers, General Conditions, Specifications, Drawings, accept and agree to the same as forming part and parcel of the Contract for the work described in these documents, and we the undersigned:

hereby tender and offer, in accordance with the said documents, to enter into a Contract with the Town of Kensington, defined as the Owner, within the time prescribed, to furnish all materials, labour, equipment, matters and things, and to do all work necessary to construct, complete and ready for use within the time stated, in strict accordance with the documents pertaining to the said Contract for the total sum of one hundred, seventy one thousand two hundred ninety two Dollars (\$ 171,292.50) or such other sum as may be ascertained in accordance with the Contract. The aforesaid sum is made up as stated in appended Tender Price Breakdown forming part of this Tender and includes all Federal and Provincial Sales Tax on materials to be incorporated into the work.

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

In the event of this tender being accepted within 30 days of the time stated for the closing of receipt of tenders, and our failing or declining to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may be forfeited in lieu of damages to which the Owner may be entitled by reason of our failure or refusal to enter into a contract.

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

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

Carpenter

Mech

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

Brown Construction

Campbell Concrete

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

- a) Execute the most recent edition of the "Standard Construction Document" CCDC-4 (Unit Price Contract).
- b) Furnish a Ten (10) Percent Certified Cheque as Performance Deposit or a fifty (50%) percent Performance Bond and a fifty (50%) percent Labour and Materials Bond.

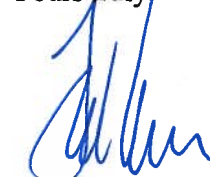
c) To commence work on Dec 1 2021 and
(Month) (Day) (Year)

complete the entire work included in the contract on or before

March 4 2022
(Month) (Day) (Year)

Resulting in a total number of construction weeks of 13.

Yours truly,



Signature

Signature

**Schedule of Unit Prices
Kensington Lagoon
Mechanical Building Upgrades
Town of Kensington**

Item #	Description	Quantity	Unit Price	Total Price
1.	Metal Roof: Supplied and installed, including demolition of existing roofing shingles, gutters, downspouts and fascia to the structure, garbage disposal, ultraviolet style metal roof, including all miscellaneous metals as needed, synthetic underlay, fasteners and snow guards.	1 L.S.	\$ <u>25,500</u>	\$ <u>25,500</u>
2.	Metal Ladder: Supplied and installed, including fabrication, hot dip galvanizing, connections, shipping, labour and materials needed for erection.	1 L.S.	\$ <u>5,000</u>	\$ <u>5,000</u>
3.	Metal Exterior Door: Supplied and installed, including all hardware, demolition of existing window, demolition of timber framing and sheathing, additional framing needed, finishing vinyl siding as required, labour and materials needed to finish.	1 L.S.	\$ <u>10,000</u>	\$ <u>10,000</u>
4.	Electrical Work: Supplied and installed.			
	- New voltage transformers for power loss monitoring	1 L.S.	\$ <u>8,900</u>	\$ <u>8,900</u>
	- New VFDs to control existing blower motors	1 L.S.	\$ <u>26,500</u>	\$ <u>26,500</u>
	- Replacement and reprogramming of PLC in the existing blower control panel	1 L.S.	\$ <u>20,300</u>	\$ <u>20,300</u>
	- New dissolved oxygen sensor	1 L.S.	\$ <u>12,150</u>	\$ <u>12,150</u>
	- Relocating and replacing existing duplex receptacles for the UV system	1 L.S.	\$ <u>500</u>	\$ <u>500</u>
	- New cloud-based SCADA system to monitor the indicated points	1 L.S.	\$ <u>40,100</u>	\$ <u>40,100</u>
			Subtotal =	\$ <u>148,950</u>
			HST (15%) =	\$ <u>22,342.50</u>
			Total Tender Amount = (supplied and installed)	\$ <u>171,292.50</u>

Contractor Hansen Electric
106 Kensington Rd.
Ch'Town PE C1A 5T5
[Signature]

Signature [Signature]



THANK YOU
FOR YOUR DONATION TO KARSI
Kensington and Area Refugee Sponsorship Initiative



Due to your generosity,
we are much closer to bringing
Issack's Family to Canada.

Your contribution to KARSİ is greatly appreciated.

Patricia Bennett
Carolyn Francis

Eleanor Hora
Judy Loo

STEERING COMMITTEE

Judy Loo, Carolyn Francis, Patricia Bennett, Eleanor Hora

Charity Partner - Kensington United Church

Sponsorship Agreement Holder - Roman Catholic Diocese, Charlottetown



IWK Foundation

19611
Town of Kensington
PO Box 418
Kensington PE C0B 1M0



November 29, 2021

Dear IWK Friend and Supporter,

The overwhelming joy of welcoming a new baby quickly turned into intense fear for parents Andrea and Eric Pothier.

They never expected their newborn son, Bruin, would be in the IWK's Neonatal Intensive Care Unit (NICU) fighting for his life. But that is where they found themselves just hours after his birth.

Born six weeks early in Nova Scotia's Annapolis Valley, Bruin lost oxygen and blood flow during delivery.

He was airlifted to the IWK in critical condition.

Andrea could not go with him. She was transported to the IWK by ambulance, while Eric followed behind in his car. They told me what a harrowing drive it was—they braced for the worst and hoped for the best.

Bruin made it to the IWK breathing only with the support of a ventilator. It's what kept him alive in the days to come.

Ventilators are life support machines used for patients, like Bruin, whose breathing is compromised. Many of the IWK's current ventilators were purchased by generous donors, like you. This past support from our community has saved lives.

I'm writing today to tell you that the IWK urgently needs three new specialized Babylog ventilators for the NICU for our tiniest and most vulnerable patients.

I also have some great news to share.

If we are successful in purchasing two ventilators, we have a donor who has committed to purchasing the third. Each ventilator costs \$72,500. Imagine if everyone who receives this letter gives a gift of \$50 or more, together you will help the IWK's NICU save more babies like Bruin.

As a dedicated supporter of the IWK, I'm hoping you will consider giving generously today to help us reach this goal by December 31st. Our critically ill babies are counting on you.

After several days in the NICU, Bruin's condition improved. He was taken off the ventilator and was breathing well on his own. It was a huge victory for him.

However, the situation soon turned dire when Bruin had to be quickly intubated and placed back on the ventilator in the middle of the night less than two days later.

Please turn over...

Donate online at www.iwkfoundation.org/yearend
Call 1-800-595-2266 • Send in the form below

☒ **Yes Jennifer! I'll help buy urgently needed ventilators. Please accept my gift of:**

\$ _____

425598 - YE21 - 6AH

Town of Kensington
PO Box 418
Kensington PE C0B 1M0

- ☐ I have already left a gift to the IWK in my Will.
☐ Please send me information about leaving a gift in my Will.
☐ Please send my tax receipt via email.

Email: _____

☐ I have enclosed a cheque payable to the IWK Foundation.

I prefer to use my

☐ VISA

☐ MASTERCARD

☐ AMERICAN EXPRESS

Card Number: _____ Expiry: _____

Signature: _____

Email: _____

Phone: _____

☐ I'd like to receive updates via email from the IWK Foundation.

An official tax receipt will be issued for gifts of \$20 or more unless otherwise requested. We will not trade/exchange your name with other charities. Payable at RBC.

You see, Andrea was in the NICU alone that night. Eric was not able to be there with them because of COVID-19 visitor restrictions.

While Bruin was able to come off the ventilator again a few days later, they were also dealing with other complications resulting from his traumatic birth including a brain injury.

One thing is for certain—Bruin wouldn't be here today if it wasn't for the ventilator that repeatedly saved his life. It's thoughtful IWK supporters, like you, who made sure he had access to the care and life-saving equipment he so urgently needed. For that, his family is eternally grateful.

A newborn baby is lying in a hospital bed, wearing a white headband and connected to medical equipment. The baby is looking towards the camera. The image is framed by a red border.

After spending 27 days in the NICU, Bruin was finally able to go home. He is followed closely by the IWK and has recently been diagnosed with cerebral palsy—a disorder that affects movement and muscle tone and will impact him for the rest of his life.

However, he hasn't let that stop him! Now 18-months-old, Bruin is making incredible progress. He recently learned to crawl in his own way. His parents tell me he is a happy boy who has the best, most contagious, laugh they've ever heard.

Every gift, regardless of the amount, will get us closer to buying three Babylog ventilators. Together, you can change the future of care and the future of patients like Bruin.

Long Allen

Jennifer Gillivan
President & CEO

PS: This is our last mailing for 2021 and our goal is to purchase all three Babylog ventilators. **A ventilator saved Bruin's life.** Please make a gift today to help critically ill babies in the Maritimes. It's also your last chance to receive a 2021 tax receipt. You will save lives.

PPS: Did you know that if you and 300 other people give a minimum ongoing monthly donation of \$20, together you'd buy a new ventilator?

To give online, please go to www.iwkfoundation.org/yearend

☒ **Yes!** I will become a monthly donor and help IWK patients every day of the year.

I will give a monthly gift of: ☐ \$15 ☐ \$25 ☐ \$35 ☐ \$50 ☐ Other \$

☐ Pre-authorized withdrawal (I have enclosed a void cheque.)

☐ I prefer to use my ☐ **VISA** ☐ ☐ **AMERICAN EXPRESS**

Card number: | | | | | | | | | | | | | | | | Expiry date: |m|m| y|y|

Credit card withdrawal dates: ☐ 1st or ☐ 15th (check one)

Signature: _____ Date signed: _____

☐ I would like to receive email updates on how my gift is making a difference.

☐ Please send my tax receipt via email

Email: _____ Phone: _____

This donation is made on behalf of: ☐ an Individual ☐ a Business

- You can change or cancel your monthly gifts at any time by calling 1-800-595-2266 or emailing foundation@iwk.nshealth.ca.
 - For further information about your right to cancel a PAD Agreement, as well as recourse rights, visit your financial institution or the website www.cdnpay.ca.
 - Allow 2 - 4 weeks for processing of first payment.
 - You will receive one cumulative income tax receipt for the calendar year.
- 5855 Spring Garden Rd, Suite B220
Halifax, NS B3H 4S2
Tel: 902-470-8085 • Fax: 902-470-8000
Toll free: 1-800-595-2266
- www.iwkfoundation.org**
- Charitable registration No.86755 8090 RR00011