



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

Monday, July 11, 2022 @ 7:00 PM

55 Victoria Street
Kensington, PEI
C0B 1M0
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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
Monday, July 11, 2022 – 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 June 13, 2022 Regular Meeting
 - 5.2 June 16, 2022 Public Meeting
- 6. Business Arising from Minutes**
 - 6.1 June 13, 2022 Regular Meeting
 - 6.2 June 16, 2022 Public 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 MacRae
- 7.13 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 Request for Decisions

- 8.1.1 RFD2022-25 - Development Permit Application A&R Adventures Inc. - 49 Broadway Street
- 8.1.2 RFD2022-26 - Flagpole Repair & Installation
- 8.1.3 RFD2022-27 - Town of Kensington Website Re-Design - RFP Evaluation
- 8.1.4 RFD2022-28 - EV Charger Installation
- 8.1.5 RFD2022-29 - Special Permit Use - 61 Broadway Street North
- 8.1.6 RFD2022-30 - Development Control Bylaw and Official Plan Amendment - PID No. 762559

8.3 Other Matters

9. Correspondence

10. Committee of the Whole (In-Camera)

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, June 13, 2022
7:00 PM**

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

Staff Members Present: Chief Administrative Officer, Geoff Baker; Deputy Chief
Administrative Officer, Wendy MacKinnon; Municipal Clerk,
Kim Caseley

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 May 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 Deputy Mayor Pickering, seconded by Councillor Spencer to approve the tentative agenda for the June 2022 regular meeting of Town Council. Unanimously carried.*

3. Declaration of Conflict of Interest

- 3.1** *Nil.*

4. Delegations / Presentations

- 4.1** *Nil.*

5. Approval of Minutes of Previous Meeting

- 5.1** *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the minutes from the May 9, 2022, regular meeting of Town Council. Unanimously carried.*
- 5.2** *Moved by Councillor MacRae, seconded by Deputy Mayor Pickering to approve the minutes from the May 25, 2022 public meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

- 6.1** **May 9, 2022 Regular Meeting**

6.1.1 *Nil.*

6.2 May 25, 2022 Public Meeting

6.2.1 *Nil.*

7. Reports

7.1 Chief Administrative Officer Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Toombs to adopt the May 2022 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor MacRae, seconded by Councillor Spencer to approve the April 2022 Fire Statistical report as prepared by Fire Chief, Rodney Hickey. Unanimously carried.*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Gallant, seconded by Councillor Toombs to approve the April 2022 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 Deputy Mayor Pickering to approve the June 2022 Development Permit Summary Report as prepared by Municipal Clerk, Kim Caseley. Unanimously carried.*

7.5 Bills List

7.5.1 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the April 2022 Bills in the amount of \$206,081.83. Unanimously carried.*

7.5.2 *Moved by Councillor Mann, seconded by Councillor Toombs to approve the April 2022 Capital Expenditures in the amount of \$301,182.12. Unanimously carried.*

7.5.3 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the April 2022 Water & Sewer Utility Bills in the amount of \$6,813.35. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Moved by Councillor Mann, seconded by Councillor Spencer to approve the Summary Income Statement for the month of April 2022. 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 March 2022. Unanimously carried.*

7.7.2 Councillor Spencer noted that the recent changes made at the FitPlex look great.

7.8 Mayor's Report

7.8.1 *Moved by Deputy Mayor Pickering, seconded by Councillor MacRae to approve the Mayor's report for the month of June 2022 as presented by Mayor Caseley as amended. Unanimously carried.*

7.8.2 Mayor Caseley noted a correction in his report to reflect the keys of the new Fire Tanker were presented to Captain, Mark Wall.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 FPEIM discussed the need to review the PID numbering process when properties are subdivided. Some municipalities experience confusion as two parcels maintain the same PID number following the land subdivision process.

7.9.2 Election of Vice-Presidents was held. Councillor Mann was re-elected as Vice-President of Cities and Towns.

7.9.3 FPEIM met with Honourable Gudie Hutchings and discussed some rural issues on PEI.

7.10 Heart of PEI Initiative Report

7.10.1 The Heart of PEI project co-ordinator has resigned; this position will be filled once funding from ACOA has been confirmed for the upcoming year.

7.10.2 The Heart of PEI is selling garden flags for \$30.00 as a fundraiser.

7.10.3 Upcoming art installations will be happening in the next few weeks in Stanley Bridge, Malpeque and the Town of Kensington.

7.10.4 The Storyboard Panel project is about 80% completed.

7.10.5 The Heart of PEI song was launched on June 13, 2022.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 *Nil.*

7.12 PEI 55 Plus Games

7.12.1 The dates for the 55+ Games have been extended and will start on September 10, 2022, and the opening ceremonies will be held at KISH at 9:00 am.

7.12.2 Councillor Gallant requested that Town Council support a 55+ Games volunteer appreciation BBQ. Town Council supported the request.

7.12.3 Sponsorship letters have been sent out.

8. New Business

8.1 Request for Decisions

8.1.1 Town Hall/Police Department Parking Area Re-Paving

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

BE IT RESOLVED THAT Town Council award a contract to Hynes Paving to complete the repaving of the Town Hall parking area and Police Department apron as per their quote dated April 30, 2022, in the amount of \$53,950.00 plus HST.

Unanimously carried

8.1.1.2 *Moved by Councillor Mann, seconded by Councillor Toombs*

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

AND WHEREAS Town Council has authorized a capital project to proceed with re-paving the town hall parking area and police department apron at a cost of \$53,950.00 plus HST;

AND WHEREAS a portion of the underground storm sewer system located underneath the town hall parking area may require repair, replacement and/or removal;

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

BE IT RESOLVED that the Town of Kensington be empowered to borrow up to \$100,000 from the Scotiabank, under the following terms:

i. repayable in full by Town Council over an amortization of 10 years.

- ii. at a negotiated interest rate, with interest payable monthly.*
- iii. advances repayable on demand.*

Unanimously carried.

8.1.2 55+ Games Chequing Account & Signing Authority

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

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to open a new chequing account at the Provincial Credit Union – Malpeque Branch for purpose of the 55+ Games and appoint the Mayor, Chief Administrative Officer, Deputy Administrator, Ivan Gallant, and Cindy Doucette as legal signing authority.

Unanimously carried.

8.2 2021/22 Financial Statements

8.2.1 *Moved by Councillor Mann, seconded by Deputy Mayor Pickering*

BE IT RESOLVED THAT Town Council approve the 2021/2022 Audited Financial Statements as prepared by Arsenault Best Cameron Ellis Chartered Accountants.

Unanimously carried.

8.3 Other Matters

8.2.1 A Public Meeting will be held on June 16, 2022, at 6:00 pm at the Murray Christian Centre for the rezoning application for Sharon and Garth MacEwen on Rosewood Drive.

8.2.2 Mayor Caseley requested that Town Council consider updating the mileage rate for Town employees using their personal vehicles for Town purposes.

Moved by Councillor Spencer, seconded by Deputy Mayor Pickering,

BE IT RESOLVED THAT Kensington Town Council set the mileage rate, payable in cents per kilometer for the use of privately owned vehicles driven on authorized Town business travel, at the CRA Kilometric rates for PEI, as modified from time to time.

Unanimously carried.

- 8.2.3** Mayor Caseley read the Reconciliation Recognition Award that was presented to the Town of Kensington by the Epekwitk Assembly of Councils.
- 8.2.4** Mayor Caseley provided Council with information regarding the Main Street Funding Application. Mr. Baker will provide additional details to Town Council via e-mail once the official approval documents are received.
- 8.2.5** Councillor Spencer thanked the staff and volunteers for a great job at the Annual Kensington Police Service Bike Rodeo. He noted that many of the bikes had low tire pressure and suggested that air pumps be purchased for each of the police vehicles as a community engagement initiative.
- 8.2.6** Councillor Spencer noted that Linwood Drive road repairs have not been completed and the holes are very large. Mr. Baker confirmed that the Department of Transportation did issue the tender for repairing the street, but no timeline has been provided.
- 8.2.7** Councillor Mann noted that the sidewalk and roadwork on Barrett Street look great and inquired if the Canada Post community mailbox will be returning to its original location. Mr. Baker confirmed that the current location of the mailbox was intended to be a tentative solution during the construction of Barrett Street. The Town has not received a request for a permanent relocation.
- 8.2.8** Councillor Spencer requested that the Linwood Drive Canada Post mailbox be relocated to a more appropriate location and suggested along Pleasant Street behind the EVK Swimming Pool. Council requested that staff propose the relocation to Canada Post.
- 8.2.9** Councillor Gallant inquired about future plans to add lighting to the confederation trail through the Town of Kensington. Mr. Baker confirmed that it has been discussed and that staff has been looking for appropriate funding for a project of this nature.

9. Correspondence

- 9.1** A Thank You from the Kensington United Church for being recognized as the 2022 Good Neighbour Award.
- 9.2** Thank You from the Community of Malpeque Bay for the Town's support and guidance through the Covid-19 pandemic.
- 9.3** Crime Stoppers thank you for the Town's financial support.
- 9.4** Community Navigator Newsletter for May
- 9.5** A Thank You card from the KISH Relay for Life.

10. In-Camera (Closed session)

10.1 *Nil.*

11. Adjournment

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to adjourn the meeting at 8:01 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor

**Town of Kensington
Minutes of Public Meeting
Thursday, June 16, 2022
6:00 PM**

Presiding: Mayor Rowan Caseley

Council Members Present: Councillors Mann, Toombs, MacRae, and Spencer

Staff Members Present: Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon, Administrative Assistant, Kim Caseley

Regrets: Deputy Mayor Pickering and Councillor Gallant

Visitors: Nil

Mayor Caseley called the meeting to order at 6:00 PM and explained the purpose of the meeting.

PURPOSE:

The purpose of this meeting is to allow residents and other interested persons an opportunity to make representation concerning the following proposed amendment to the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw:

- To re-zone PID No. 762559 (Lot B36 – Rosewood Drive) from Single Residential (R1) to Low Density Residential (R2) for the purpose of constructing a semi-detached (duplex) residential dwelling.
- To amend the Official Plan General Land Use Map in order to accommodate the above zoning designation.

Mayor Caseley outlined the Bylaw amendment process for the meeting attendees:

The proposed Bylaw amendment was initially considered by Town Council at their regular Council meeting, held on May 9, 2022 where Town Council authorized staff to move the proposed amendment forward to a public meeting to solicit comments/feedback from the community.

A notification ad was placed in the Guardian newspaper on June 4, 2022, in accordance with the PEI Planning Act and the Town's Development Control Bylaw.

In addition to the newspaper ad, notification letters were delivered to all property owners within 500 feet of the subject property, as required by the Town's Development Control Bylaw.

A copy of the notification letter and a location map of the subject property are available this evening for public viewing.

Following this public meeting, staff will have a report completed for Town Council prior to their formal consideration of the amendment which is planned for July 11, 2022.

Mayor Caseley opened the floor for public comments on the application.

There were no public in attendance and no comments/questions.

Moved by Councillor Toombs, seconded by Councillor MacRae that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:00 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor

Town of Kensington		
CAO's Report - June 2022		
Item #	Project/Task	Status
1	Xplornet Internet Antenna	NO UPDATE We have been informed that the antenna installation will begin in the Spring of 2022. There have been delays in securing required materials due to the COVID pandemic.
2	Official Plan and Zoning Bylaw 5 Year Review	A Town Hall Meeting was held on May 25, 2022 at 6pm at the Murray Christian Centre. Two Kensington property owners were in attendance. A public survey was also issued and closed the week of June 20th. The consultant will now begin the process of drafting the Official Plan document and once in draft form will start to draft the new Bylaw.
3	Business Park Lot Sales	Thus far two lots (lots 21-6 and 21-26) and a portion of a lot has been sold. Staff continue to deal with several prospective purchasers in the interest of disposing of lots to enable further development of the park.
4	Wastewater Treatment Plant Mechanical Upgrades	All equipment has been installed and is currently being used to control the plant. There have been a few issues with the placement of the lagoon dissolved oxygen sensor which is causing alarm and false reading issues. Staff are working with WSP and the contractor to solve the issues.
5	Anti-Racism, Inclusion and Diversity Strategy	NO UPDATE Staff recently completed a six-week professional development opportunity on Inclusion and Diversity in the workplace. We continue to research potential policy and strategy development for the town. Staff recently completed a 'psychological safety in the work place' course offered through WCB. Mayor Caseley and I recently met with the Canadian Congress on Inclusiveness, Diversity & Workplace Equity around future professional development opportunities.
6	Police Study/Service Model Review	NO UPDATE I have begun to put together the formal implementation plan around the Policing Study that was completed in 2020. It is noted that a lot of the recommendations provided in the report have already been implemented, however no formal strategy was put in place at the time to inform Council on the implementation of specific items. I hope to have it completed over the next month or so, as time permits.
7	Barrett Street Sidewalk	This project is substantially complete.
8	Town Hall Chair Lift	NO UPDATE 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. Thus far, I have met with the Provincial Elevator Inspector, the Provincial Fire Marshal's Office and a contractor. I expect to receive a contractor quote shortly for the installation of a lift appropriate for the Town Hall. I have also reached out to a structural engineer to discuss how a lift can be installed at the Town Hall.
9	Commercial Street/Broadway Street Intersection	NO UPDATE A meeting was held with the Department of Transportation on March 3rd. They continue to investigate potential solutions around this intersection. It was committed that we would receive potential solutions during the month of June however to date, no update has been provided.
10	Confederation Trail Road Crossings	NO UPDATE We are informed by the Department of Transportation that the requested Confederation Trail crossings will be installed in June, 2022 and may not be located at the exact points where the trail crosses the road. Users will however be directed to the crosswalk locations at the trail termination points. The Broadway Street North crossing may result in the removal of a parking space, which may have a positive impact on the Commercial Street/Broadway Street intersection safety issues. The Province committed to installing the lighted beacons as requested. The Province also agreed to the installation of lighted beacons at the school crosswalk which is also scheduled to be installed in June, 2022.
11	Kensington Business Park	AJL has completed road construction through the Brown property. They expect to place asphalt over the next week or so, depending on weather. Commissioning of the lift station and installation of the generator is expected within the next two weeks.
12	Broadway Street South Water and Sewer Main Extension Project	The tender documents have been completed and will be issued on June 29th and will be open for approximately 2 weeks.
13	Broadway Street South Sidewalk Extension	The tender documents have been completed and will be issued on June 29th and will be open for approximately 2 weeks. It will be combined with and tendered as a part of the Broadway Street South Water and Sewer Main Extension Project.
14	Relocation of Town of Kensington Signs	The Public Works Supervisor has identified, in consultation with the Provincial Department of Transportation, the new locations for the signage. We are currently waiting on the contractor to complete the required work.
15	Kensington Wellfield Upgrades	This project is substantially complete and generally operating within its originally designed parameters. This has been a difficult project and I thank Public Works and water and sewer staff, WSP, and the contractor for their patience in working through the myriad of issues around this project.
16	Victoria Street East Sidewalk Extension	Contracts have been sent to the contractor (Curran and Briggs). Construction was delayed until after the end of the school year so there would be minimal interruption with the end of the school year and graduation festivities. Construction should begin on July 4, 2022.
17	Electric Vehicle (EV) Chargers	A funding application has been submitted to facilitate the installation of eight EV chargers throughout the Town. It is envisioned that four will be installed in the rail yards area, two at the town hall, and two at the Credit union Centre. The chargers will be pay per use. The funding program (through the Province of PEI) will fund the supply and installation up to 75%.
18	QUAD Trax ATV Club	I met with representatives from the QUAD Trax ATV Club on Tuesday, March 22, along with representatives from the Central Coastal Tourism Partnership and the Kensington Area Chamber of Commerce. The ATV Club are seeking ways to provide access to Kensington's core area. They are currently in consultation with the Kensington Police Service. Further information will be provided as discussions progress.
19	Website	An RFP for the development of a new website for the town was issued on May 6, 2022 and closed on June 3, 2022. The proposals have not been reviewed at this point in time, however they will be reviewed and a recommendation brought forward to the July regular meeting of Town Council.
20	Dog Bylaw	NO UPDATE Staff continue to work on a new "Animal Control Bylaw" for the Town to replace the current "Dog Bylaw". Changes are currently being proposed for the Provincial <i>Dog Act</i> which may impact the timeline around the Town's proposed Bylaw.
21	Flag Repair and Replacement	The Flag replacement project was included in a recent funding application made to ACOA's Rediscover Main Street funding program which was approved. The flag replacement includes the replacement of the flag pole at the Town Hall, the relocation of the flag pole at the gazebo area, and the installation of a fifth flag pole at the clock area. Some of the ground work has been completed and we are hopeful to have the work completed prior to July 1.
22	Broadway Street South Sidewalk Replacement	Survey information was received from Locus on May 19th. The design drawings are being worked on right away and all effort is being made to tender it as quickly as possible.
23	Parking Area Re-Surfacing	It is anticipated that the town hall parking area will be resurfaced during the week of July 11th or 18th.

Item #	Project/Task	Status
24	Old Ice Surface - Asphalt Resurfacing	It is anticipated that the outdoor ice surface will be resurfaced during the week of July 11th or 18th.
25	KISH Tennis Court Upgrades	The wind breaks have been installed. An accessory structure is being constructed by students at KISH to house supplies such as pickleball nets, etc. The accessory structure should be placed in its location over the next week or so, as the students complete the construction.
26	CHANCES Day Care - 61 Broadway Street North	A memo has been circulated with the committee of council tentative agenda package recommending approval of the special permit use to allow a day care to be operated out of the commercial property.
27	ACOA Rediscover Main Street Project	The project applied for includes an expansion of the Summer Music Series, planting of additional gardens in the rail yards area, installation of shade sails, flagpole installation and replacement (various locations), additional banner flags for the rail yards area, expansion of the existing boardwalk for the installation of a local vendor stand and the addition of live wood carving demonstrations by local indigenous artists. The funding program will cover 75% of all costs associated with the project.
28	Credit Union Centre Upgrades	NO UPDATE An application was recently made, as per Council's direction, to the Invest in Canada Infrastructure Program to facilitate various upgrades to the Credit Union Centre, including the installation of a 100 kw solar panel system, replacement of the ice plant, installation of additional heat reclamation units, installation of LED lights over the ice surface, a complete replacement of the rink boards, glass and safety netting, installation of a water purification system, resurfacing of the parking area and painting of the entire facility (outside). We are hopeful for a quick turnaround on the funding approval to allow the project to proceed in 2022. Some project components, specifically the replacement of the ice plant, may have to wait until 2023 due to the inability to access materials.
29	PID 762559 - Bylaw and Official Plan Amendment	A memo has been circulated with the committee of council tentative agenda package recommending first reading and approval.
30	Road Resurfacing - Various	The Provincial tender for street resurfacing closed on June 2, 2022. Several sections of streets allocated for resurfacing have been completed. It is anticipated that the remainder will be completed over the next week to two weeks.
31	New Employees/Summer Staff	Several staff have been hired through various summer employment funding programs. Brittany Wagstaff has been hired as a public works assistant. Amra Causivic has been hired part time in the Sale of Services department. Keanna Reeves has been hired to support the 55+ Games and will be housed at the Fitplex. Zack Desroches has been hired for the summer at help with Credit Union Centre maintenance and to support summer operations and event hosting. Lauren Holland has been hired as the EVK pool supervisor with Logan Proud and Cameron MacDougall hired as lifeguards.
32	Credit Union Centre Rental Rates	Staff are currently evaluating the rental rates at the Credit Union Centre. Research is being conducted and further information will be provided to Town Council if any recommendations are to be brought forward.

Kensington Fire Department Occurrence Report 2022

[illegible]

MAY 2022

The Kensington Fire Department responded to **9** (nine) calls in May and the average attendance for the fire calls was **13**. Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
May 9 17:16 pm	Vehicle Fire	Burlington Rd.	16	2
May 9 19:43 pm	Tractor Fire (turned over to New London as it was in their district)	Wharf Rd. Long River	15	2
May 10 09:54 am	MFR	Victoria St. East	6	1
May 11 10:50 am	Truck Fire	Blue Shank Rd.	10	3
May 15 03:54 am	MVC	New Annan	14	1
May 18 14:50 pm	Structure Fire	Kelvin Grove	17	5
May 24 12:08 pm	Brush Fire	Clermont Road	11	3
May 25 05:45 am	Commercial Fire Alarm	Kensington	7	stand down at hall
May 29	MFR - Extraction from beach	Thunder Cove	16	1

17:38 pm				
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May 3 - Association meeting with 24 present.

May 5 - Chief Rodney Hickey attended a Mutual Aid meeting in O'Leary.

May 12 - Island EMS used the Fire Hall for a table-top exercise in emergency response.

May 16 - Radio Club, hosted by Rodney Mann, had a meeting at the Fire Hall.

May 17- Monthly training with 21 present

May 18 - Kensington & Kinkora High Schools used the Fire Hall for a session on Farm Tractor Safety.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report May 2022

There were 2 alarm calls to report for this month.

May 25 @ 2200hrs – Haunted Mansion, member did not attend.

May 31 @ 0750hrs – Credit Union, member did attend.

May 16 Assist RCMP with an assault file.

Year To Date Approved Development Permits Summary Report
2022

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
Addition Residential Deck/Fence/Pools					1									1	
New Multi-unit Family Dwelling				1										1	
New Residential Accessory Structure				1	1	3								5	
New Residential Deck/Fence/Pools				1	1	1								3	
New Semi Detached Dwelling							1							1	
Renovation Residential additions/alterations				3										3	
Residential Deck/Fence/Pools				1										1	
Total:				1										15	

Total Estimated Construction Value
\$3,500.00
\$1,236,600.00
\$28,000.00
\$44,000.00
\$450,000.00
\$175,000.00
\$1,937,100.00

For the period June 08, 2022 to July 08, 2022

Residential Accessory Structure											
12-22	06/16/2022	786186	Jason Gallant - [REDACTED]	[REDACTED]	Approved	New	Residential Accessory Structure		\$3,000.00	06/16/2022	09/30/2022
			22 Gerald McCarville Drive				Description:	Construct 10'x10' shed with 10'x10' covered deck area			
13-22	06/20/2022	1130939	Laurie Williams - [REDACTED]	[REDACTED]	Approved	New	Residential Accessory Structure		\$3,000.00	06/27/2022	07/31/2022
			8 Rosewood Drive				Description:	Construct new 7'x7' shed			

14-22	06/20/2022	472175	Jessica Batiot-McCarthy - [REDACTED]	[REDACTED]	Approved	New	Residential Deck/Fence/ Pools		\$6,000.00	06/22/2022	07/31/2022
			5 Linwood Drive				Description:	Construct new 20'x16' deck			

15-22	07/06/2022	1100049	Todd Murphy - [REDACTED]	[REDACTED]	Approved	New	Semi Detached Dwelling		\$450,000.00	10/01/2022	03/31/2023
			13 Brookins Drive				Description:	Construct new residential duplex			

Total: \$462,000.00

Total: \$462,000.00



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0
Tel: 902-836-3781
Fax: 902-836-3741
Email: CAO@kensington.ca
Website: www.kensington.ca

For Office Use Only	
Permit #:	12-22
Date Received:	June 16/22
Date Approved:	June 16/22
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 22 Geraldine McEaville Dr Property Tax Number (PID): 786186
Lot No.: _____ Subdivision Name: _____ Current Zoning: R3

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

Apartment Building

Land Purchased from: _____ Year Purchased: _____

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

2. Contact Information

APPLICANT Name: Tyson Gallant Address: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED] Postal Code: [REDACTED]

Same as Above: ☒ Name: Tyson Woods Address: _____
OWNER Phone: _____ Cell: _____
Email: [REDACTED] Postal Code: _____

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

3. Infrastructure Components

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

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>2</u>	<u>2</u>	Width <u>10.5</u> Length <u>10.5</u> <u>20</u>

Detailed Project Description: 20x10 Shed with small
deck for sitting.

Estimated Value of Construction (not including land cost): \$3000

Projected Start Date: June 16/22 Projected Date of Completion: Sept 30/22

Please provide a diagram of proposed construction:

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

See attached

I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant

Date: June 16/22



Re: Mini barn

From: Tyson Woods [REDACTED]

To: [REDACTED]

Date: Sunday, November 21, 2021, 11:00 a.m. AST

Sorry I kept forgetting to reply to you.

You can put one at the back of the property as long as it is properly finished. It would need to be painted or have siding on it. It would need to have proper roofing like shingles or tin.

I don't know if it requires a building permit to do so?

On Fri., Nov. 12, 2021, 12:40 p.m. Jason Gallant <[REDACTED]> wrote:

Hi Tyson. I was just wondering if you would mind if I built a mini barn back by the tree line for storage. I am getting a quote on materials from castle today.

Sent from my iPhone



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0
Tel: 902-836-3781
Fax: 902-836-3741
Email: CAO@kensington.ca
Website: www.kensington.ca

For Office Use Only	
Permit #:	13-22
Date Received:	June 13/22
Date Approved:	June 20/22
PEI Planning:	
Permit Fee: \$	100.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 8 Rosewood Drive Property Tax Number (PID): 1130939
Lot No.: A20 Subdivision Name Princeton Village Current Zoning: Residential

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

House

Land Purchased from Kelly Built Homes Inc Year Purchased 2022

Location of Development	Property Size
<input type="checkbox"/> North <input type="checkbox"/> East SW corner <input checked="" type="checkbox"/> South <input checked="" type="checkbox"/> West	Road Frontage _____ Acreage 0.43 Property Depth _____ Area sq. ft. _____

2. Contact Information

APPLICANT Name: Laurie Williams Address: [REDACTED]
Phone: [REDACTED] Cell: [REDACTED]
Email: [REDACTED] Postal Code: [REDACTED]

Same as Above: ☒

OWNER Name: _____ Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

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

3. Infrastructure Components

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

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	0	0	Width 7 Length 7

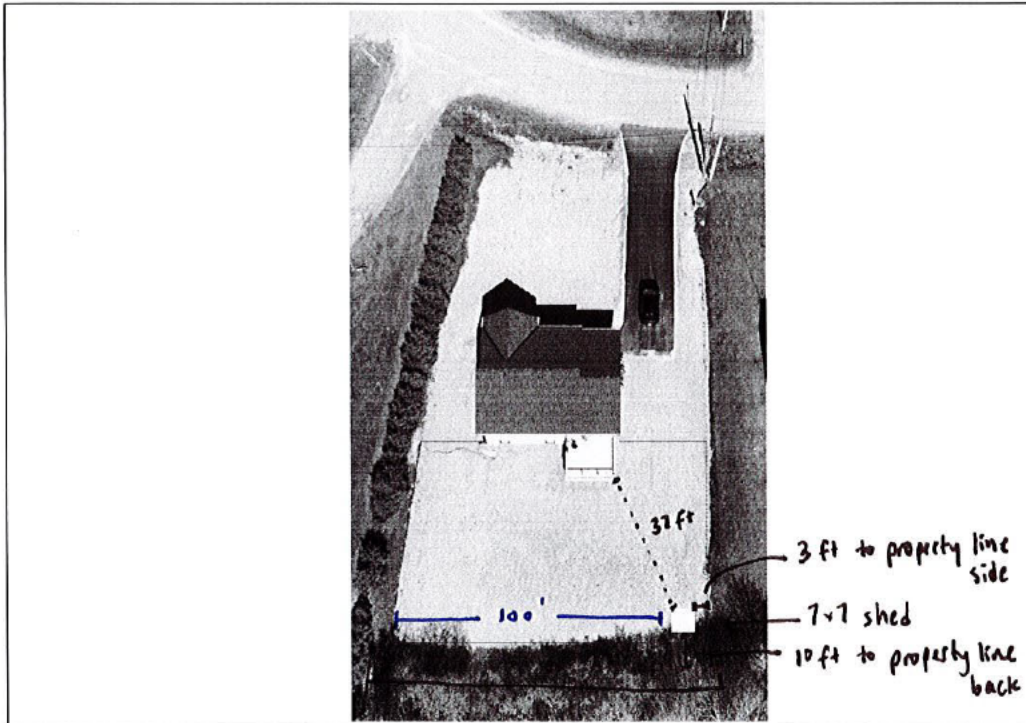
Detailed Project Description: 7 ft x 7 ft backyard shed and base to be installed by Canadian Tire.
Shed is "Keter Artisan Outdoor Storage Shed". Base is pressure treated wood on
cement piers at corners and across the foundation.

Estimated Value of Construction (not including land cost): 3,000

Projected Start Date: tbd **Projected Date of Completion:** 1 day to complete

Please provide a diagram of proposed construction:

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



I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant

Date: June 13, 2022



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0
Tel: 902-836-3781
Fax: 902-836-3741
Email: CAO@kensington.ca
Website: www.kensington.ca

For Office Use Only

Permit #: 14-22
Date Received: June 17/22
Date Approved: June 20/22
PEI Planning:
Permit Fee: \$ 50.00 ☐ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 5 Linwood Dr Property Tax Number (PID): 472175
Lot No.: 03-9 Subdivision Name _____ Current Zoning: R1

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

Single family home

Land Purchased from Jeff Thompson Year Purchased 2020

Location of Development		Property Size	
<input type="checkbox"/> North	<input type="checkbox"/> East	Road Frontage <u>138'</u>	Acreage <u>0.31</u>
<input checked="" type="checkbox"/> South	<input type="checkbox"/> West	Property Depth <u>108'</u>	Area sq. ft. _____

2. Contact Information

APPLICANT Name: Jessica Batiot - McCarthy Address: _____
Phone: _____ Cell: _____
Email: _____ Postal Code: _____

Same as Above: ☒

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

3. Infrastructure Components

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

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	Width <u>20</u> Length <u>16</u>

Detailed Project Description: Build a 16x20 deck w/ screw pile foundations on the rear of our home. The labour will be done by ourselves + Screw piles by a contractor

Estimated Value of Construction (not including land cost): \$6000

Projected Start Date: June 2022 Projected Date of Completion: July 2022

Please provide a diagram of proposed construction:

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

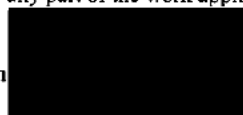


I DO SOLEMNLY DECLARE & CERTIFY:

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

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

Signature of Applicant



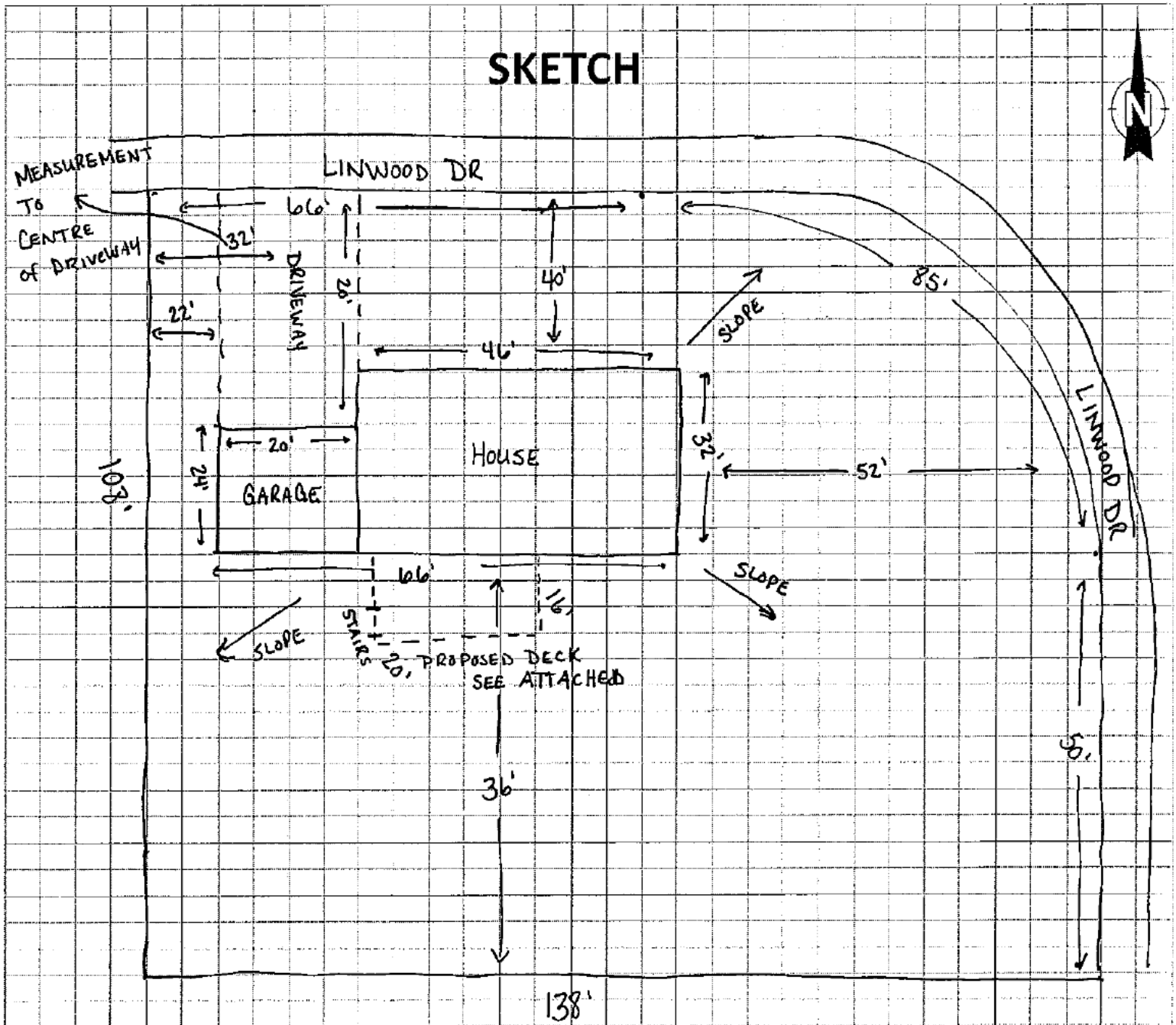
Date: June 14, 2022

Building & Development Permit Application Sketch

Pursuant to the Planning Act

Note: This sketch is required as part of the Building & Development Permit Application. The information below must be checked, where applicable, and shown to scale in the sketch provided.

- | | |
|--|---|
| ✓ Show property boundaries and dimensions | ✓ Show roads |
| ✓ All structures including exterior dimensions | ✓ Setback from side and rear yard property lines |
| ✓ Distance of structures from centre of roads | ✓ Distance from watercourse, top of bank, and sand dune |
| ✓ Location of driveway from the centre to the nearest property boundary | ✓ Natural slope of the land |
| ✓ Location of well, septic tank, and field tile and show distances from structures | ✓ Separation distance between well and septic system |



[Redacted Signature]

Property Owner's Signature or Applicant

June 14, 2022

Date

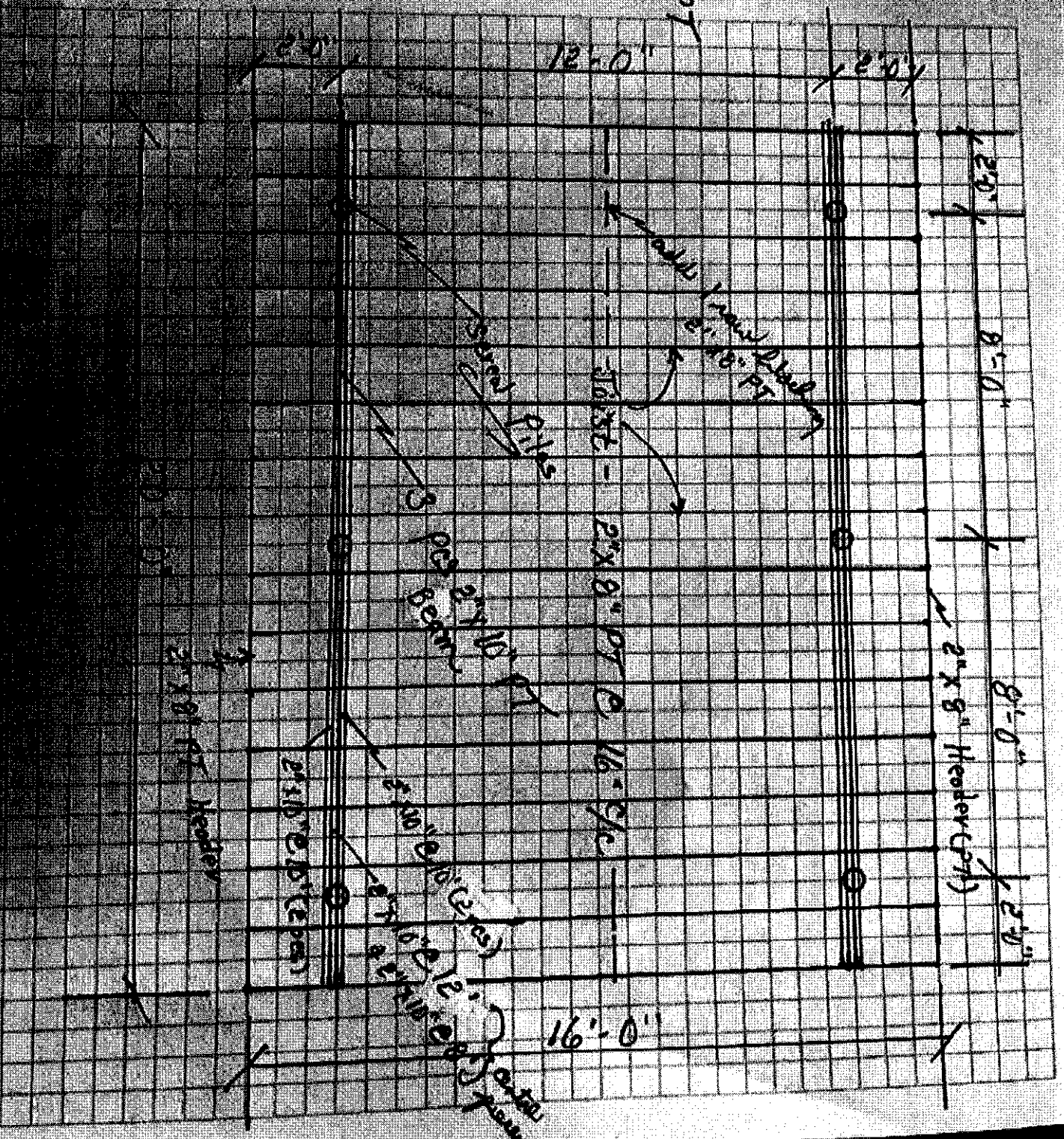
190 Greenwood Drive
P.O. Box 1325
Summerside, P.E.I.
Canada C1N 4K2

Tel: 902 436-9258
Fax: 902 438-7678

Decking
5/4" x 6" PT

Ryan Naye

height off ground = 72 1/2" # of stairs - 9 w/ 10 risers height of railing = 43"



Railing Width - 1.5"



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0
Tel: 902-836-3781
Fax: 902-836-3741
Email: CAO@kensington.ca
Website: www.kensington.ca

For Office Use Only

Permit #: 15-22
Date Received: July 4/22
Date Approved: July 6/22
PEI Planning:
Permit Fee: \$ 200.00 ☒ Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 13 Brookins Dr Property Tax Number (PID): 1100049-000
Lot No.: 15 Subdivision Name: Brookins Current Zoning: R2
Are there any existing structures on the property? ☒ No ☐ Yes, please describe:

Land Purchased from Mike + Karen Clark Year Purchased: 2020

Location of Development		Property Size	
<input type="checkbox"/> North	<input type="checkbox"/> East	Road Frontage <u>75.54</u>	Acreage
<input type="checkbox"/> South	<input type="checkbox"/> West	Property Depth <u>146.38</u>	Area sq. ft. <u>12900</u>

2. Contact Information

Name: Todd Murphy Address: [Redacted]
APPLICANT Phone: [Redacted] Cell: [Redacted]
Email: [Redacted] Postal Code: [Redacted]

Same as Above: ☒

Name: [Redacted] Address: [Redacted]
OWNER Phone: [Redacted] Cell: [Redacted]
Email: [Redacted] Postal Code: [Redacted]

Name: Todd Murphy Address: [Redacted]
CONTRACTOR, ARCHITECT OR ENGINEER Phone: [Redacted] Cell: [Redacted]
Email: [Redacted] Postal Code: [Redacted]

3. Infrastructure Components

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

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

4. Development Description

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

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>1</u>	<u>4</u>	<u>4</u>	Width <u>58'</u> Length <u>54'</u>

Detailed Project Description: Construction of Duplex

Estimated Value of Construction (not including land cost): 450.000

Projected Start Date: Oct 1 2022 Projected Date of Completion: March 2023

Please provide a diagram of proposed construction:

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

See Attached.

I DO SOLEMNLY DECLARE & CERTIFY:

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
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3. Providing that the Town of Kensington and/or its agents or employees are acting in good faith in the administration of the Town Bylaws, I waive all rights of actions against Town of Kensington and/or its agents or employees in respect of any damages which may be caused through the operation of any provision(s) of its Bylaw or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaw or regulations adopted by the Town of Kensington.
4. I assume responsibility for damage to any Town property including: sidewalks, curbs, streets or other infrastructure and I irrevocably agree to bear the cost of remediation repair or replacement of any Town damaged by myself or by any contractors, agents or employees working on the property which is the subject of this application to the complete satisfaction of the Town of Kensington.
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6. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
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8. I understand that all Development Permits are valid for 12 months and subject to a 21-day appeal period following approval as stated under the PEI Planning Act.

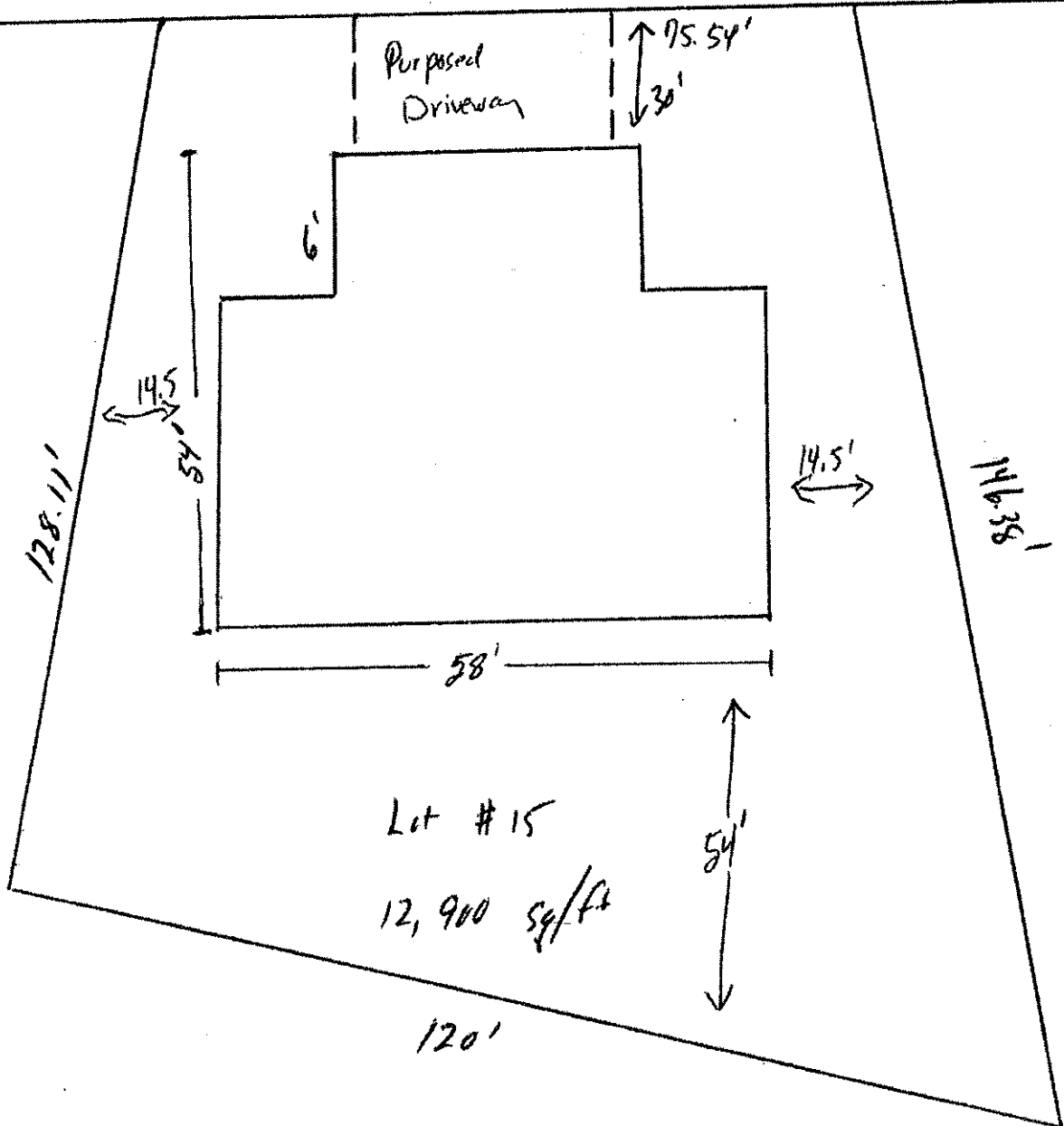
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

Date:

Jan 14/22

BROOKINS Dr.





REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

LIVING
 SPRING VALLEY BC
 KENSINGTON, PE
 (402) 836-4284
 london@springvalleybc.ca

Plot Plan

PROVIDED FOR:
Brookins Duplex 2021

DATE:

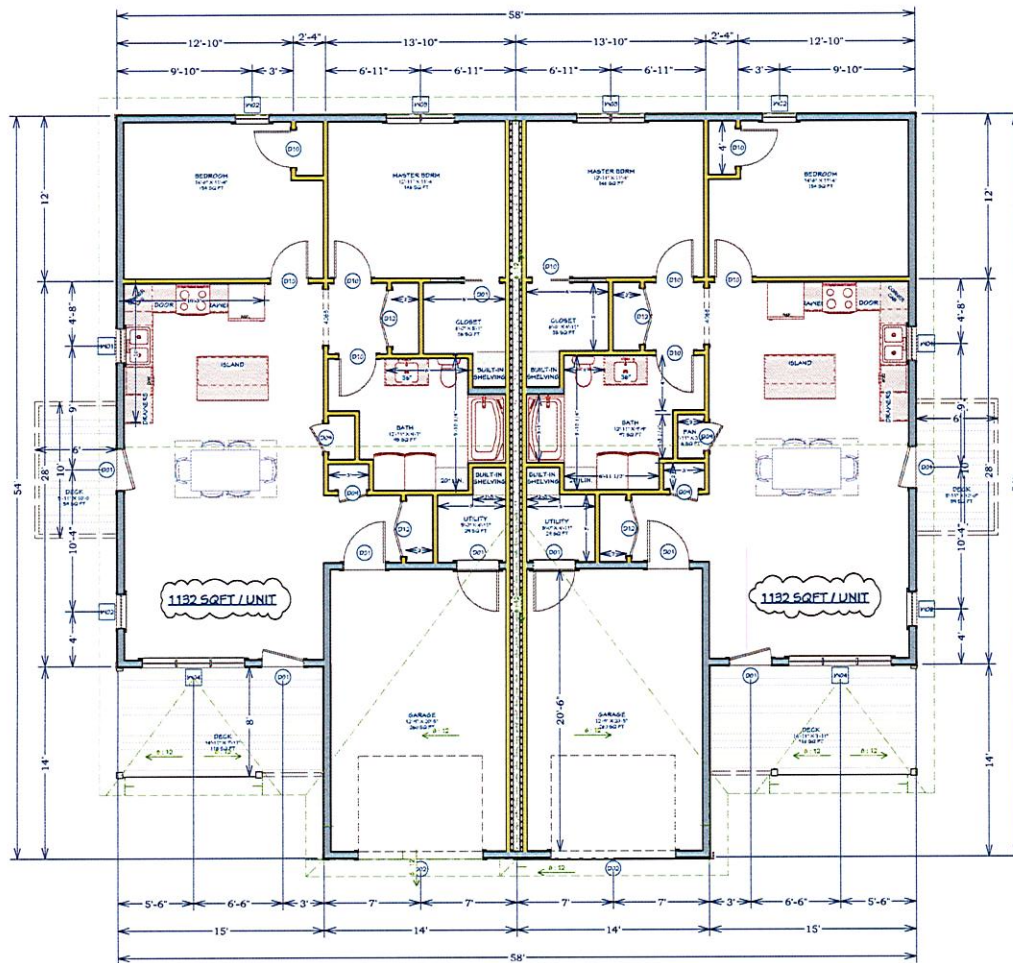
2/25/2021

SCALE:

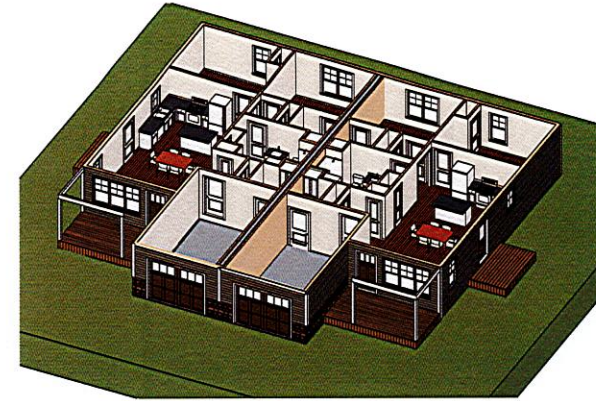
AS NOTED

SHEET:

A-3



LIVING AREA
2132 SQ. FT.



WINDOW SCHEDULE			
NUMBER	QTY	WIDTH	HEIGHT
W01	2	30"	40"
W02	4	30"	56"
W03	2	60"	56"
W04	2	90"	56"

INT. DOOR SCHEDULE			
NUMBER	QTY	WIDTH	HEIGHT
D01	1	30"	80"
D09	4	24"	80"
D10	9	32"	80"
D12	4	48"	80"

EXT. DOOR SCHEDULE			
NUMBER	QTY	WIDTH	HEIGHT
D01	8	36"	80"
D02	2	108"	84"



REVISION	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

LIVING
SPRING VALLEY BC
KENSINGTON, PE
(902) 836-4284
landon@springvalleybc.ca

1st Floor Plan

Brookins Duplex 2021

PROVIDED FOR:

DATE:

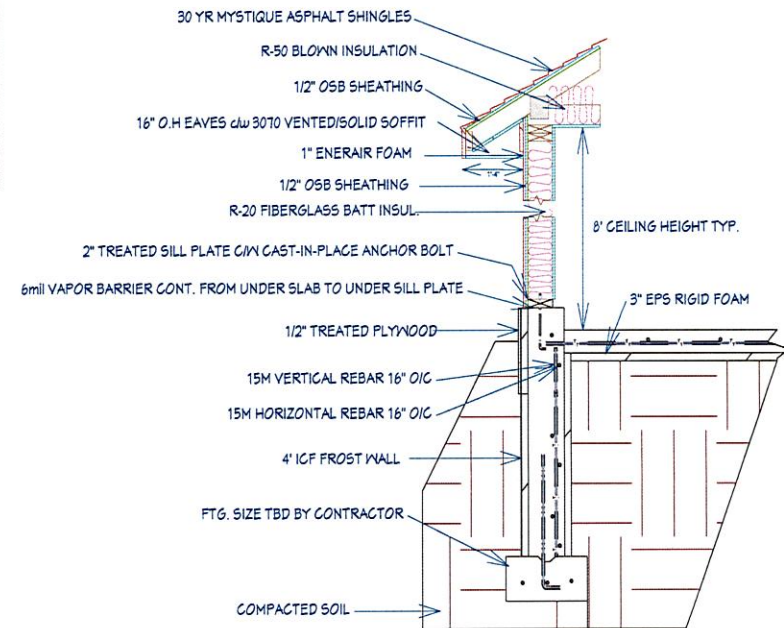
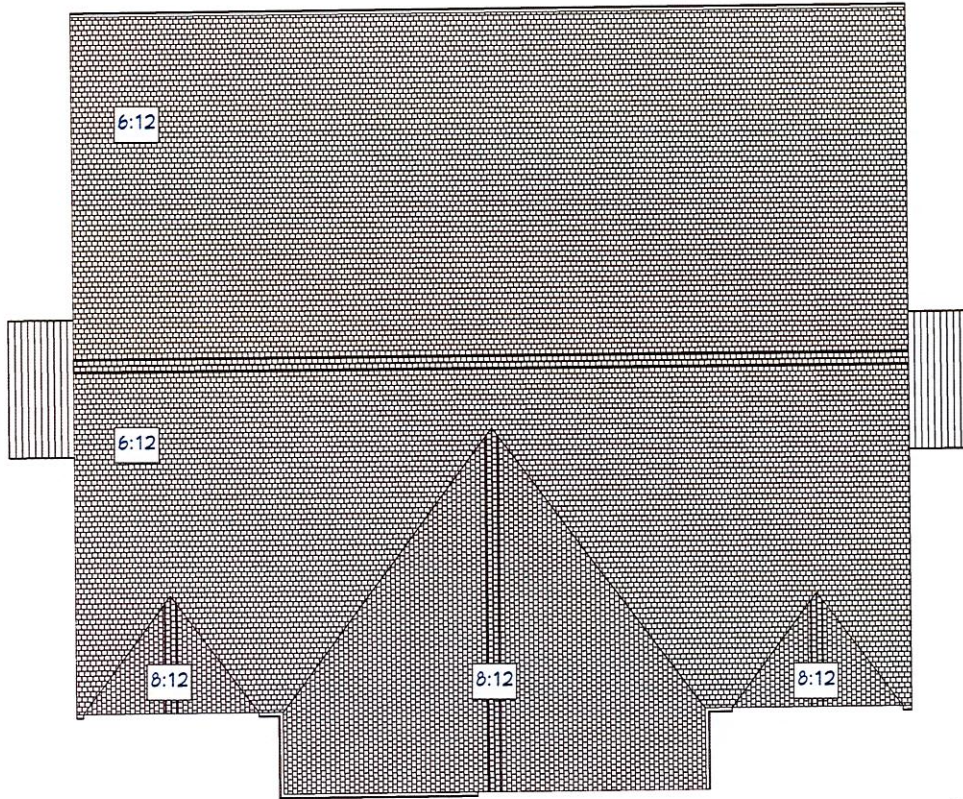
2/25/2021

SCALE:

AS NOTED

SHEET:

A-4



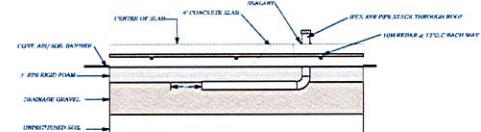
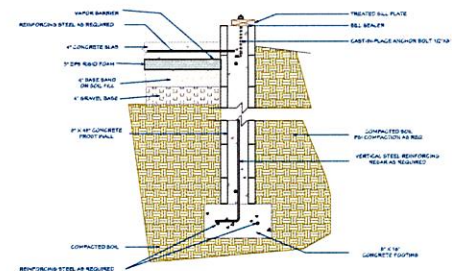
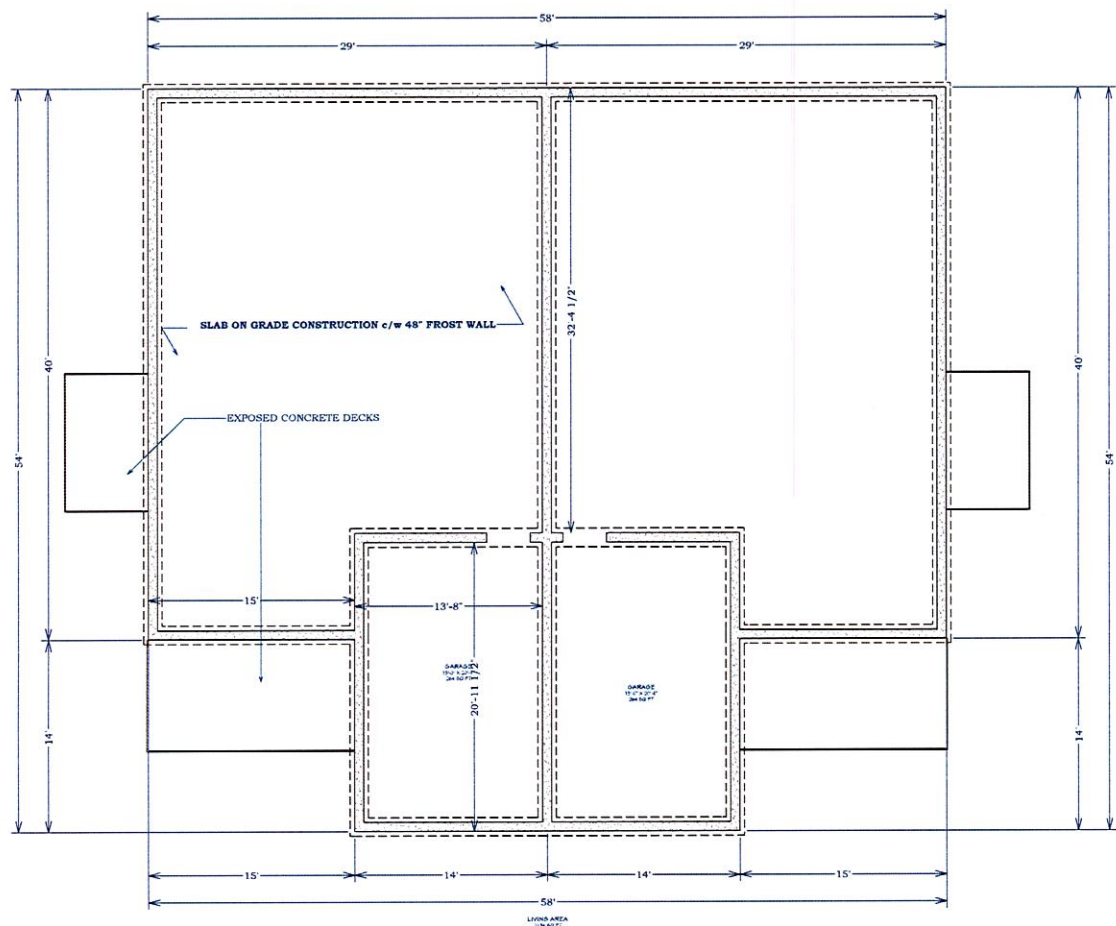
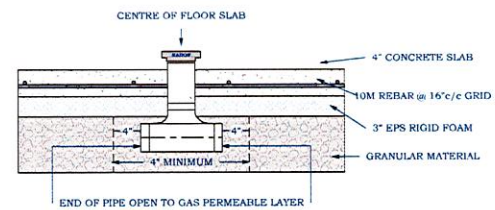
REVISION TABLE	REVISION	DATE	BY	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

LWG
 SPRING VALLEY BC
 KENSINGTON, PE
 (902) 836-4284
 landon@springvalleybc.ca

Roof Plan

PROVIDED FOR:
Brookins Duplex 2021

DATE:
 2/25/2021
 SCALE:
 AS NOTED
 SHEET:
A-5

RADON SUCTION PIT ELEVATION

REVISION TABLE	
NUMBER	DATE
1	11/11/11
2	11/11/11
3	11/11/11
4	11/11/11
5	11/11/11
6	11/11/11
7	11/11/11
8	11/11/11
9	11/11/11
10	11/11/11
11	11/11/11
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LWG
SPRING VALLEY BC
KENSINGTON, PE
(902) 836-4289
london@springvalleybc.ca

Foundation Plan

PROVIDED FOR:

Brookins Duplex 2021

DATE:

2/25/2021

SCALE:

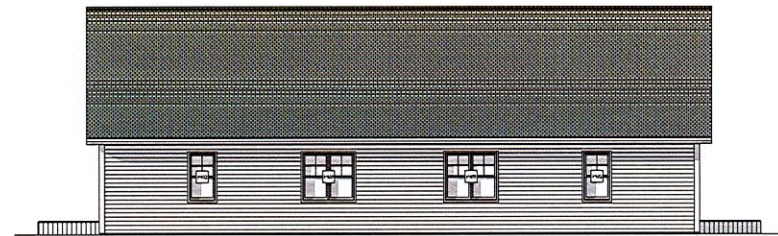
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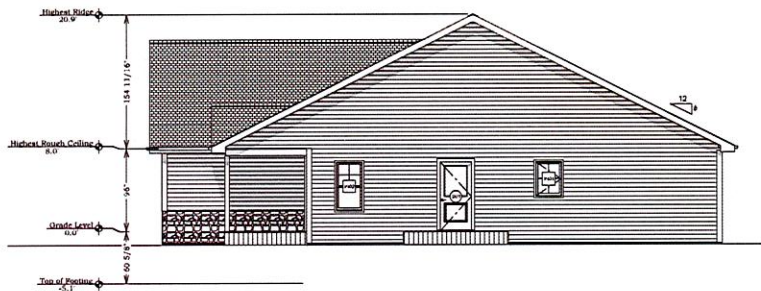
A-6



FRONT ELEV.
1/8"=1'-0"



REAR ELEV.
1/8"=1'-0"



RIGHT ELEV.
1/8"=1'-0"



LEFT ELEV.
1/8"=1'-0"



REVISION TABLE	NUMBER	DATE	REVISION	DESCRIPTION

LIVING
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landon@springvalleybc.ca

Exterior Elevations

Brookings Duplex 2021

PROVIDED FOR:

DATE:

2/25/2021

SCALE:

AS NOTED

SHEET:

E-1

GENERAL NOTES:

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

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

PLEASE SEE ADDITIONAL NOTES CALLED OUT ON OTHER SHEETS.

BUILDING PERFORMANCE:

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

TO THE BEST OF MY KNOWLEDGE THESE PLANS ARE DRAWN TO COMPLY WITH OWNER'S AND/ OR BUILDER'S SPECIFICATIONS AND ANY CHANGES MADE ON THEM AFTER PRINTS ARE MADE WILL BE DONE AT THE OWNER'S AND / OR BUILDER'S EXPENSE AND RESPONSIBILITY. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ENCLOSED DRAWING. SPRING VALLEY BUILDING CENTRE IS NOT LIABLE FOR ERRORS ONCE CONSTRUCTION HAS BEGUN. WHILE EVERY EFFORT HAS BEEN MADE IN THE PREPARATION OF THIS PLAN TO AVOID MISTAKES, THE MAKER CAN NOT GUARANTEE AGAINST HUMAN ERROR. THE CONTRACTOR OF THE JOB MUST CHECK ALL DIMENSIONS AND OTHER DETAILS PRIOR TO CONSTRUCTION AND BE SOLELY RESPONSIBLE THEREAFTER.

ELECTRICAL DATA & AUDIO NOTES:

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

ELECTRICAL NOTES:

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

AUDIO:

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

DATA / CABLE:

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

GRADING NOTES:

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



REVISION	DATE	BY	DESCRIPTION

LIVING
SPRING VALLEY BC
KENSINGTON, PE
(902) 836-4284
landon@springvalleybc.ca

Details Page 2

PROVIDED FOR:
Brookins Duplex 2021

DATE:
2/25/2021
SCALE:
AS NOTED
SHEET:
D-1

Town of Kensington Bills List May 2022

11104667 Canada Corp	415 FAMILY VIOLENCE WALK - CHILI	\$50.00
A1 - Vacuums	411047	\$184.18
ADL Foods	2487035P	\$581.21
ADL Foods	2487343P	\$541.93
ADL Foods	2487811P	\$44.65
ADL Foods	2488436P JANITORIAL SUPPLIES	\$1,498.62
Aliant	INV9046756	\$347.77
Aliant	INV9048429	\$30.48
Andrew Griffin	MAY 2022 RRSP	\$534.20
B & K Cleaning	34 MEDICAL CENTRE FLOOR WAXING	\$2,185.00
Bell Mobility	2-405158	\$201.25
Bev Semple	MAY 2022 CROSSWALK	\$80.00
Buffie Boily Photographic Arts	UPDATE COMPOSITE	\$379.27
Brenda MacIsaac	MAY 2022 RRSP	\$312.08
Building Blocs Home Improvements	850898 EVK POOL ROOF AND DOOR	\$1,271.58
Canadian Tire	66026430 0010010011 BASKETBALL NETS	\$194.24
CIBC Securities Inc	MAY 2022 RRSP	\$421.76
Combat Computer Inc	OFFICE COMPUTERS REPAIR	\$129.38
Combat Computer Inc	IVAN'S LAPTOP REPAIR	\$345.00
Combat Computer Inc	55 PLUS GAMES EMAIL	\$96.26
Combat Computer Inc	TOWN OFFICE SERVICE CALL	\$86.25
Combat Computer Inc	COPIES	\$195.48
Combat Computer Inc	BACK UP INSTALLATION	\$465.58
Combat Computer Inc	MICROSOFT PROGRAM JASON GRIFFIN	\$220.80
Combat Computer Inc	POLICE SERVICE CALL	\$40.25
Controls & Equipment	HVAC & TEMP CONTROL SERVICING	\$543.95
Credit Union Financial Management	MAY 2022 RRSP	\$908.38
Canadian Union of Public Employees	MAY 2022 UNION DUES	\$509.57
Diversified Divers Inc	FIRE CASCADE CYLINDER	\$549.24
Eastlink	18287946	\$23.00
Eastlink	18287706	\$109.19
Eastlink	18326980	\$157.44

Eastlink	18339694	\$114.94
Eastlink	18287182 MAY 2022	\$834.22
Elizabeth Hubley	MAY 2022 RENT	\$805.00
Frontline Outfitters	POLICE UNIFORM ALTERATIONS	\$250.96
GBS Technologies	BSIDEIN1301 CELL PHONE UPGRADES	\$2,811.33
GBS Technologies	55 PLUS CELL PHONE	\$231.50
Geoff Baker	MAY 2022 MILEAGE	\$320.54
Heart & Stroke Foundation	KILLIAM MEMORIAL DONATION	\$50.00
Holland College	POLICE BOOTS / DUTY BELT	\$353.19
Callbeck's Home Hardware	WIND SCREENS	\$81.77
Irving Oil	532591	\$148.28
Irving Oil	667465	\$975.99
Irving Oil	938669	\$636.47
Irving Oil	34483855	\$178.88
Irving Oil	143222	\$1,126.17
Irving Oil	117755	\$92.00
Irving Oil	0018218100459	\$479.40
Irving Oil	27582	\$253.10
Irving Oil	34498009	\$768.55
Irving Oil	525383	\$437.64
Island Petroleum	00205221999690	\$316.87
Island Petroleum	00205221999691	\$30.85
IWK Foundation	IWK000021 DONATION	\$1,000.00
Jack Spencer	APRIL 22 CROSSWALK	\$150.00
Jack Spencer	MAY 2022 CROSSWALK	\$90.00
Jamie Perry	APRIL 2022 CROSSWALK	\$220.00
Jamie Perry	MAY 2022 CROSSWALK	\$230.00
Jordan MacLean	MILEAGE MAY 22	\$423.59
Kenmac Auto Body Ltd	REMOVAL OF POLICE VEHICLE DECALS	\$772.11
Kensington Agricultural Services	WHIPPER SNIPPER REPAIR	\$264.44
Kensington Country Store	02810173560	\$6.89
Kensington Food Basket	10110003854	\$6.98
Kensington Metal Products Inc.	LAMP POST / FLAG POLE REPAIR	\$81.51
Kensington Septic Service	EVK POOL REMOVE WATER FROM POOL	\$425.50

Kent Building Supplies	3001208908	\$51.65
Kent Building Supplies	30001314050	\$55.46
Kent Building Supplies	3001316816	\$23.26
Kensington & Area Chamber of Commerce	75396 HEART OF PEI DONATION	\$3,450.00
Kensington & Area Chamber of Commerce	75415 MEETING REGISTRATION	\$100.00
Landon Yuill	TRAINING	\$90.24
Landon Yuill	MILEAGE MAY 22	\$45.12
Lewis Sutherland	MAY 2022 RRSP	\$713.40
Malpeque Fine Iron Products Inc	TRAIN STATION MUSIC NOTE REPAIR	\$333.50
Maritime Electric	TOWN HALL MAY 22	\$1,269.63
Maritime Electric	RINK MAY 22	\$4,899.98
Maritime Electric	POLICE CAMERAS MAY 2	\$13.42
Maritime Electric	RADAR MAY 22	\$110.70
Maritime Electric	FIRE HALL MAY 22	\$448.68
Maritime Electric	FREIGHT SHED MAY 22	\$175.00
Maritime Electric	LIBRARY MAY 22	\$139.50
Maritime Electric	SENIOR CENTER MAY 22	\$140.36
Maritime Electric	CUC SIGN MAY 22	\$57.95
Maritime Electric	CANTEEN BALL MAY 22	\$33.64
Maritime Electric	WORKSHOP MAY 22	\$172.20
Maritime Electric	TRAIN STATION MAY 22	\$1,060.19
Maritime Electric	EVK POOL MAY 22	\$60.10
Maritime Electric	CAR CHARGER MAY 22	\$111.09
Maritime Electric	ST LIGHTS MAY 22	\$2,849.94
Mary's Bake Shoppe	FAMILY VIOLENCE WALK	\$30.75
Malpeque Bay Credit Union	MAY 2022 RRSP	\$1,240.90
McInnes Cooper	LEGAL FEES	\$314.58
Medacom Atlantic Inc	INV013607	\$261.63
Medacom Atlantic Inc	INV013539	\$261.63
Megan Moase	2022 DONATION	\$250.00
Minister of Finance	335568 TIRE TAX	\$20.00
Minister of Finance	PROPERTY TAX MAY 2022	\$13,523.85
Minister of Finance	335773 SALT	\$387.59
MJS Marketing & Promotions	POOL NOTICE AD	\$569.25

MJS Marketing & Promotions	FISHING DERBY AD	\$339.25
MJS Marketing & Promotions	CITIZEN / YOUTH OF THE YEAR AD	\$569.25
New London Community Complex	DEPOSIT FOR 55 PLUS GAMES	\$150.00
Orkin Canada	C-3374504	\$53.02
Orkin Canada	C-3374475	\$105.46
Orkin Canada	C-3374472	\$31.05
Par-T-Perfect PEI	2022026 DEPOSIT FOR CANADA DAY	\$214.00
Prince County Hospital Foundation	INV-000702 DONATION	\$5,000.00
Pitney Bowes	LEASE	\$194.55
Purolator Courier Ltd	POLICE DEVICE SHIPMENT	\$50.50
Recreation PEI Inc	2179 ANNUAL FEE	\$126.50
Mikes Independent	346018885	\$40.48
Scotia Securities	MAY 2022 RRSP	\$1,451.06
Scotiabank Visa	STOKES - DEPUTY CHIEF EPAULETS	\$186.90
Scotiabank Visa	POLICE URBAN TACTICAL	\$142.69
Scotiabank Visa	KIDS HELP PHONE MAY 22	\$50.00
Scotiabank Visa	MAY 2022 ZOOM	\$23.00
Scotiabank Visa	03421-7435928 CANVA	\$159.75
Scotiabank Visa	66231392 POSTAGE	\$31.92
Scotiabank Visa	467187 ANNUAL FEE	\$75.00
Scotiabank Visa	HARVEST FESTIVAL MEETING MAY 22	\$60.50
Sign Station Inc	69250 SURVEILLANCE SIGNS	\$138.63
Sisters Cleaning	707074 JANITORIAL SERVICE	\$1,365.65
Sisters Cleaning	707075 JANITORIAL SERVICE	\$1,365.74
Sisters Cleaning	707077 JANITORIAL SERVICE	\$1,365.65
Sisters Cleaning	707078 JANITORIAL SERVICE	\$1,092.05
Skir Enterprises	PROMOTIONAL HAND SANITIZERS	\$155.37
Source for Sports	TENNIS NETS	\$1,017.75
Spartan Fitness	TREADMILL REPAIR	\$295.96
Special Olympics PEI	MAY 2022 DONATION	\$100.00
Spring Valley Building Centre Ltd	BALLFIELD MAINTENANCE	\$176.50
Spring Valley Building Centre Ltd	SENIOR CENTER DOOR KNOB	\$148.84
Spring Valley Building Centre Ltd	973192 TENNIS COURT SUPPLIES	\$223.49
Spring Valley Building Centre Ltd	TOWN BENCH PAINT	\$137.93

Spring Valley Building Centre Ltd	975273 PAINT	\$25.20
Summerside Practicar	POLICE SUV RENTAL	\$247.88
Suncor Energy Products Partnership	POLICE FUEL APRIL 22	\$1,032.31
Superior Sanitation	0000780405	\$251.85
Superior Sanitation	0000780404	\$280.60
Superior Sanitation	0000780403	\$224.25
Superior Sanitation	0000780402	\$98.90
T & K Fire Safety Equipment Ltd	ULC ALARM MONITORING	\$276.00
T & K Fire Safety Equipment Ltd	FIRE 3 PAIRS OF BOOTS	\$736.81
Tanya Beairsto	POL SUV DETAIL	\$75.00
Telus	MAY 2022	\$994.36
The Crosswalk Safety Society of Nova Scotia	22014 CROSSWALK FLAGS	\$395.00
Uline	PRIVACY SCREEN FOR TENNIS COURTS	\$349.84
Vail's Fabric Services Ltd	400107	\$215.46
Visual Printing	BILL PAPER / ENVELOPES	\$1,973.40
Water & Pollution Control Corporation	W&S MAY 2022	\$785.23
Wet n' Wild Car Wash	937242	\$110.00
Subtotal		<u>\$86,182.38</u>
Payroll		\$97,921.31
Subtotal Bills and Payroll		<u>\$184,103.69</u>
Hummingbird Creative	2733 W&S EXTENSION SIGNAGE	\$1,284.52
Locus Surveys Ltd	19257-04 BUS PARK SURVEY UPDATED	\$985.55
Mid Isle Electric	11340 UPGRADE ELECTRICAL SERVICE	\$2,379.93
Spartan Fitness	352380 WEIGHT BENCHES	\$1,153.43
WSP Canada Inc	1110172 WELLFIELD SYSTEM UPGRADE	\$60.38
WSP Canada Inc	1110189 BUSINESS PARK	\$4,602.88
Subtotal Capital		<u>\$10,466.69</u>
Total Bills		<u><u>\$194,570.38</u></u>

Water and Sewer Utility Bills List May 2022

Aliant	INV9018946	\$138.46
Aliant	INV9048131	\$190.16
Atlantic Purification Systems Ltd	227630 UV LIGHTS	\$3,531.78
Kensington Septic Service	5408 PUMPER TRUCK	\$106.38
Maritime Electric	WELL 3 MAY 22	\$655.89
Maritime Electric	SEWEAGE TREAT MAY 22	\$2,514.80
Maritime Electric	PUMP 1 MAY 22	\$583.81
Maritime Electric	PUMP EAST MAY 22	\$229.86
Maritime Electric	WATER TOWER MAY 22	\$125.09
Maritime Electric	SEWAGE PUMP MAY 22	\$78.60
Maritime Electric	LIFT STATION MAY 22	\$262.57
Maritime Electric	PUMP CONTROL MAY 22	\$188.28
Maritime Electric	PUMP CONTROL MAY 22A	\$187.47
Minister of Finance	220503127 WATER ANALYSIS	\$414.00
Minister of Finance	W&S PROP TAX 1ST INS	\$938.17
Sansom Equipment Ltd	INV-FR-11373 BUFFER SOLUTION	\$255.59
Total W&S Bills		\$10,400.91

TOWN OF KENSINGTON
Income Statement Comparison of Actual to Budget for May 2022

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$99,470.72	\$112,003.00	-\$12,532.28	\$197,916.44	\$206,606.00	-\$8,689.56	\$1,420,136.00	14%
Police Service	\$21,711.02	\$27,376.00	-\$5,664.98	\$51,199.06	\$54,752.00	-\$3,552.94	\$339,618.00	15%
Town Hall Rent	\$8,795.83	\$8,500.00	\$295.83	\$17,291.66	\$17,000.00	\$291.66	\$105,800.00	16%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	-\$4,500.00	\$4,500.00	0%
Sales of Service	\$35,832.83	\$38,125.00	-\$2,292.17	\$66,717.68	\$73,750.00	-\$7,032.32	\$412,700.00	16%
Subtotal Revenue	\$165,810.40	\$186,004.00	-\$20,193.60	\$333,124.84	\$356,608.00	-\$23,483.16	\$2,282,754.00	15%
GENERAL EXPENSES								
Town Hall	\$22,594.30	\$14,487.00	\$8,107.30	\$39,132.99	\$26,774.00	\$12,358.99	\$155,930.00	25%
General Town	\$41,256.45	\$41,517.00	-\$260.55	\$157,731.37	\$172,697.00	-\$14,965.63	\$601,802.00	26%
Police Department	\$47,629.48	\$43,722.00	\$3,907.48	\$96,021.28	\$91,054.00	\$4,967.28	\$612,005.00	16%
Public Works	\$24,175.72	\$42,569.00	-\$18,393.28	\$52,822.26	\$73,906.00	-\$21,083.74	\$439,805.00	12%
Train Station	\$4,547.31	\$5,250.00	-\$702.69	\$9,036.32	\$9,860.00	-\$823.68	\$60,290.00	15%
Recreation & Park	\$7,773.03	\$9,155.00	-\$1,381.97	\$10,417.46	\$13,650.00	-\$3,232.54	\$106,905.00	10%
Sales of Service	\$12,676.17	\$16,001.00	-\$3,324.83	\$26,488.06	\$32,002.00	-\$5,513.94	\$207,619.00	13%
Subtotal Expenses	\$160,652.46	\$172,701.00	-\$12,048.54	\$391,649.74	\$419,943.00	-\$28,293.26	\$2,184,356.00	17%
Net Income (Deficit)	\$5,157.94	\$13,303.00	-\$8,145.06	-\$58,524.90	-\$63,335.00	\$4,810.10		
Credit Union Centre								
Credit Union Centre Revenue	\$17,897.57	\$21,250.00	-\$3,352.43	\$66,981.07	\$36,000.00	\$30,981.07	\$395,000.00	17%
Credit Union Centre Expenses	\$22,200.64	\$18,066.00	\$4,134.64	\$67,847.59	\$46,294.00	\$21,553.59	\$386,958.00	18%
Net Income (Deficit)	-\$4,303.07	\$3,184.00	-\$7,487.07	-\$866.52	-\$10,294.00	\$9,427.48		
Fire Department								
Fire Revenues	\$23,557.00	\$23,557.00	\$0.00	\$57,114.00	\$47,114.00	\$10,000.00	\$282,684.00	20%
Fire Department Expenses	\$24,145.16	\$23,106.00	\$1,039.16	\$50,092.04	\$46,812.00	\$3,280.04	\$313,322.00	16%
Net Income (Deficit)	-\$588.16	\$451.00	-\$1,039.16	\$7,021.96	\$302.00	\$6,719.96		
Consolidated Net Income (Deficit)	\$266.71	\$16,938.00	-\$16,671.29	-\$52,369.46	-\$73,327.00	\$20,957.54		
							\$75,802.00	
Water and Sewer Utility								
Water & Sewer Revenue	\$55,625.76	\$56,665.00	-\$1,039.24	\$110,950.55	\$113,330.00	-\$2,379.45	\$687,180.00	16%
Water & Sewer Expenses	\$61,633.98	\$61,034.00	\$599.98	\$119,249.46	\$121,168.00	-\$1,918.54	\$743,308.00	16%
Water & Sewer Net Income (Deficit)	-\$6,008.22	-\$4,369.00	-\$1,639.22	-\$8,298.91	-\$7,838.00	-\$460.91		

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO

FROM: ROBERT WOOD, CUC MANAGER

DATE: MAY 2022

SUBJECT: MAY 2022 - CREDIT UNION CENTRE REPORT

ATTACHMENT: STATISTICAL REPORT/CURRENT HARVEST FESTIVAL PROGRAM

MAY 2022

Fitplex

- Hours of operation are 5:00 am – 10:00 pm daily.
- Staffed Hours are Monday to Friday 4:00 pm-8:00 pm.
- Day passes are allowed.
- No number restrictions in May and allowed to operate at full capacity.
- New Treadmill, 2 benches, dumbbell set, and 3 barbells have arrived.
- Old benches are being re-upholstered.

Arena

- Black and MacDonald pushed back to first week of June to start the install of the condenser due to shortage of staff.
- Painting and general repairs are started inside the arena.
- Skateboard Park equipment ordered.
- Paving expected in June for Old Ice Surface area.

Kensington Cash Draw

• May 5	192.00
• May 12	198.00
• May 19	194.00
• May 26	200.00
Total	<u>784.00</u>

Ball Fields

- The ballfield fencing beside the senior center was damaged from snow and staff straightened the bars and replaced the top cap on both fields where needed.
- Infield was re-graded by the edge of the infield \outfield by staff to reduce the buildup of 1\4 minus.
- The safety netting on the Don Clark field was installed in early May.
- Opening Date for fields was May 19,2022.
- Minor ball and Men's Recreation League have the fields booked for the summer and KISH is playing 3 games in May \June.

Senior Center

- Pollinator garden has been created by the senior centre by the Kensington North Watershed Association.

Central Community PEI Navigator

- Nothing to report

Upcoming Events

- June 4 Fishing Derby
- June 11 Bike Rodeo
- June 25 WI Mutt Show
- July 1 Canada Day Celebrations
- July 2-3 Fly Ball Dog Show
- July 15-17 U15 Provincial Girls softball Team Tournament
- July 23-24 Danny Hughes Memorial Men's rec Ball Tournament
- Aug 7 and Aug 13 Kensington Minor Ball Tournaments
- Aug 20-25 Kensington Harvest Festival

Town of Kensington

Credit Union Centre Monthly Statistical Data

2022

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	220	225	232	240	245								1162
Attendance	821	1078	1230	1250	1200								5579
Day Passes Sold	0	0	12	15	15								42
Memberships Sold	16	35	40	38	35								164
Monthly Payment Memberships	55	55	57	55	55								277
Arena													
Hours Rented	119	138	160	120	0								537
Preschool (Free)	0	4	4	4	0								12
Adult Skate	0	4	4	4	0								12
Donated Ice Time	0	0	0	0	0								0
Total Hours Rented	115	146	168	128	0								557
Storm Days\Covid Shutdown (no rentals)	18	3	0	0	0								21

2021

[illegible]

Schedule

Saturday

7.30am-10.30am	Shriners Pancake Breakfast- Legion
8.30am	Malpeque Bay Credit Union Road Race-Stanchel
2pm	Parade
3-4	BBQ -Credit Union Centre
4-7	Washer Toss Tournament, Mussels Entertainment- Legion

Sunday

8.30 am	Harvest Festival Golf Tournament Sponsored by PE AQUA FARMS 4 person Scramble- Eagles Glenn Golf Course \$400.00 per team Includes Cart, Green Fee and Meal On course food and Beverages Sponsored by: Kensington Food Basket Ship to Shore Restaurant 18 Individual Hole prizes to be won.(closest to pins, long drives, straightest shot, closest to PE Aqua Farm Box, Closest to Kensington Food Basket Shopping Cart and many more plus a BBQ to be won (sponsored by Castle Building Supplies on hole 17)
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Monday

9-Noon	Reg Hiltz Memorial Flower Show
9-Noon	WI Handicraft and Food \ Vegetable Show
6pm	Flower Show Awards
6.30pm	Opening Ceremonies- Guest Speaker Craig Savill
7pm	Youth Ambassador Talent Portion
7.30pm	Youth Ambassador Formal Portion
8pm	Entertainment Allison Blaquiere
8.45pm	Winner awarded

Tuesday

1-4pm	Lions Auction Card Party
7-8.30	Youth Talent Competition sponsored by PEI Mutual
4-8.30	Skate Board Competition and demos
6-8.30	Softball Allstar Game and Skills Derby
6-8.30	Kensington Minor Ball Showcase

Wednesday

1-8.30pm	3 on 3 Ball Hockey Tournament
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Friday

7.00-8.30pm	Ultimate Fishers Challenge
9-10pm	Jimmy Flynn and Terry Kelly
10-10.30pm	Ultimate Fishers Finals
11-12pm	Jimmy Flynn and Terry Kelly



Mayor's Report to Town Council

July 11, 2022

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, CTV, and CBC on the Friday afternoon prior to the meetings.

Canada Games 2023 Torch Relay – Municipal Clerk Kim Caseley and I attended the launch of the Canada Games 2023 Torch Relay in Borden Carleton. Kim is the Town of Kensington's contact for the Torch Relay Team, with assistance from Lynn Ann Hogan. The Torch will be travelling through Kensington. Nominations are being called for names to be considered by the Relay Committee for carrying the Torch.

Central Development Corporation AGM – I attended the Annual General Meeting of the Central Development Corporation on behalf of the Town of Kensington.

Under the Spire Music Festival Open House – It was an honour to be asked to attend the open house and bring greetings from the Town of Kensington for the new branded "Under the Spire Music Festival" formerly called the Indian River Music Festival being held at the St. Mary's Historical Church in Indian River.



KISH 2022 Graduation – I had the pleasure of attending the KISH 2022 Graduation and to present the Town of Kensington Scholarship to Rhinnah Stokes.

QEEs Grade 6 Graduation – I attended the BBQ and cupcake graduation celebration at the Alysha Toombs Park Gazebo. This was sponsored by the Provincial Credit Union – Malpeque Bay Branch. The children and parents were so appreciative of being remembered at graduation time. Thank you to all who volunteered and helped to make it a great success.

Scotiabank – I had a conversation with the District Vice President of Scotiabank regarding their decision to move the local Scotiabank from the Town of Kensington in the next year or two. They are well aware of our displeasure, not only because we are losing a long-established financial institution from our town but also because of the impact it will have on the farming, fishing, tourism community as well as local residents. I am told the decision is final. I also expressed my displeasure with large corporations not considering rural areas and not being considered for a new a modern branch as opposed to large, populated areas. Why do rural residents always have to travel to the populated areas? Since they are planning to move from our Town, I will be sending a letter to their property management department requesting the Town of Kensington be considered first before they make any decisions on the disposition of the building.

The Mutt Show – The Kelvin Grove Women’s Institute hosted the first Mutt show (fundraising event) at the Alysha Toombs Park. This was a fun event where dogs could be judged for things like longest tail, longest tongue, best original costume, etc. They had great support from the community and businesses alike. They registered over 30 dogs and everyone seemed to be having a great time. Thank you to the organizers and all the other judges who assisted the Kelvin Grove WI. Maybe they will consider making this an annual event.

Heart of PEI Mural unveiling – I joined with the artist Renee Laprise for the official unveiling of the new mural which has been installed beside the Confederation Trail close to the building housing C & B Corner Café. The theme of the painting is “I love you this much”. In attendance were Don Quarles – Chair of Heart of PEI Committee, Julie Corbett – Executive Director of Kensington and Area Chamber of Commerce and Pat Spiteri – owner of the building. Thanks to Town of Kensington Public Works Department for arranging for the installation of the Mural and to Pat and Karen Spiteri for allowing this show piece to be installed in such a



prominent location.

Meeting with Minister Brad Trivers – Mr. Baker and I met with Hon Brad Trivers, Minister of Social Housing and Development to discuss the expectation the Town of Kensington had for the resolution we had forwarded to the Federation of Prince Edward Island Municipalities to lobby the province for support for rural subdivision development across rural Prince Edward Island. We expressed our concern that our resolution to the Federation (who lobbied the government on behalf of rural PEI) missed the mark on our request. We wanted to help developers in rural areas cover a portion of the infrastructure costs to develop subdivisions and not look for support for developers who are building housing units. Rural lots typically do not sell for the same dollars as they do in higher populated areas such as Charlottetown, Summerside, Stratford and Cornwall. However, the development costs are about the same or more.

Proclamation – As this year marks the 230th anniversary of the exodus of Black Loyalists from Halifax to Freetown, Africa. Unfortunately it reflects another stain on our Canadian past when 15 ships were loaded with Black Loyalists and returned to Africa. I have been requested by the “**#1792Project Team**” and agreed to issue a proclamation to honour and recognize the significance and impact of this anniversary. This request is being made to all municipalities across Canada and will help bring awareness to the actions of our Canadian History. I will forward a copy of the Proclamation when completed but it is just being drafted as I write this report, which will “**Declare 2022 as the 230th Anniversary Year of the Black Loyalists Exodus**”.

Rowan Caseley, Mayor

Town of Kensington

Town of Kensington - Request for Decision

Date: July 7, 2022	Request for Decision No: 2022-25 (Office Use Only)
Topic: Development Permit Application – A&R Adventures Inc. (49 Broadway Street N.)	
Proposal Summary/Background: A development permit application from A&R Adventures Inc., owner of the property located at 49 Broadway Street N. (PID No. 77859) for the construction of a landing and stairway emergency fire exit at the rear of the building. The application was considered by Councillors at their regular Committee of Council meeting held on June 27, 2022 where a recommendation was put forward to Town Council for approval.	
Benefits: <ul style="list-style-type: none">• N/A	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: Construction of the landing and stairway had been started prior to the issue of a Development Permit and the contractor was requested by Town staff to stop construction until the appropriate permits were secured. The development permit application has since been received and reviewed against the Town's Development Control Bylaw and Official Plan and is found to be in general compliance therewith. The applicant will be required to secure a building permit from the Province of PEI once a development permit is approved by the Town. The upper level of the building has been rented to a local business as additional office space and as such the emergency exit was a requirement of the rental agreement.	

Options:

1. Approve the development permit application, as proposed.
2. Not approve the development permit application.
3. Refer the matter(s) back to staff for further direction and deliberation.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

BE IT RESOLVED THAT Kensington Town Council approve a development permit application for A&R Adventures Inc. for the construction of a fire escape deck and stairway located at 49 Broadway Street N., subject to full compliance with the Town's Development Control Bylaw and all other applicable municipal, provincial, and federal legislation and regulations.



Mailing Address:
55 Victoria Street E
PO Box 418
Kensington, PE
C0B 1M0
Tel: 902-836-3781
Fax: 902-836-3741
Email: CAO@kensington.ca
Website: www.kensington.ca

For Office Use Only	
Permit #:	
Date Received:	June 21/22
Date Approved:	
PEI Planning:	
Permit Fee: \$	100.00 <input type="checkbox"/> Paid

* DOUBLED.

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 49 Broadway St Property Tax Number (PID): 77859
Lot No.: N/A Subdivision Name N/A Current Zoning: C1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Existing legally non-conforming office building of commercial use

Land Purchased from Coulson Realty Ltd. Year Purchased 2016

Location of Development		Property Size	
<input type="checkbox"/> North	<input type="checkbox"/> East Deck/Fire escape	Road Frontage <u>16.49m</u>	Acreage <u>0.14</u>
<input type="checkbox"/> South	<input checked="" type="checkbox"/> West	Property Depth <u>33.77m</u>	Area sq. ft. <u>5985</u>

2. Contact Information

APPLICANT Name: A&R Adventures Inc. Address: 149 Industrial Cres
Phone: 902-388-4523 Cell: _____ Summerside, PE
Email: tessa@robertsgroupinc.com Postal Code: C1N 5P8

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Paynter Brothers Contracting Ltd. Address: 149 Industrial Cres
Phone: 902-303-2154 Cell: _____ Summerside, PE
Email: jeff@paynterbrothers.ca Postal Code: C1N5P8

3. Infrastructure Components

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

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

4. Development Description

☐ New Building ☐ Renovate Existing ☐ Addition ☐ Demolition ☒ Other Deck/Fire Escape

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

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
<u>2</u>	<u>0</u>	<u>2</u>	Width _____ Length _____

Detailed Project Description: Creation of a deck and stairs to act as a fire escape for the back end of the building

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

Projected Start Date: May 2022 Projected Date of Completion: May 2022

Please provide a diagram of proposed construction:

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

See attached.

I DO SOLEMNLY DECLARE & CERTIFY:

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

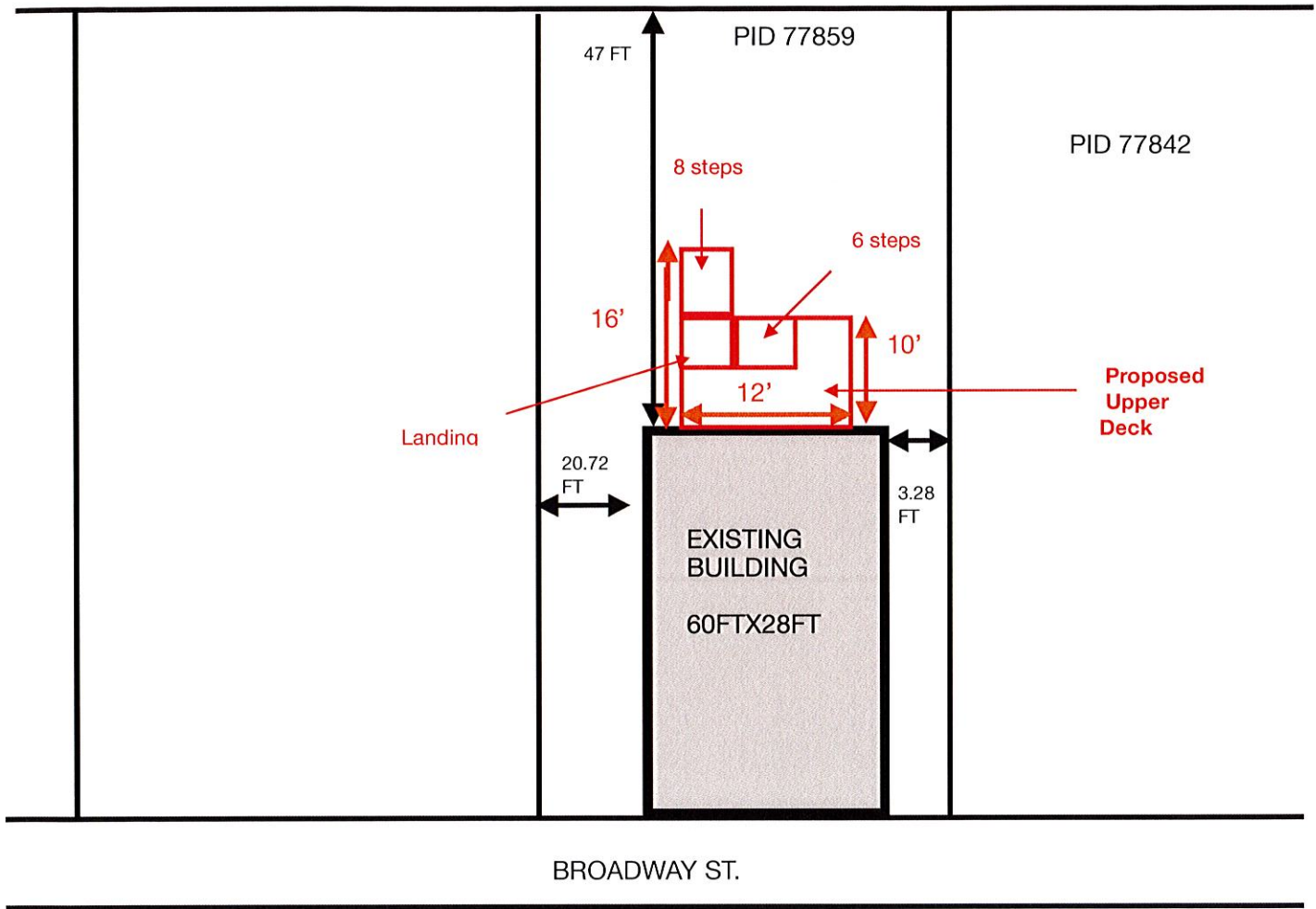
Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature of Applicant

[Handwritten Signature]

Date:

[Handwritten Date: May 11/22]



Town of Kensington - Request for Decision

Date: July 7, 2022	Request for Decision No: 2022-26 (Office Use Only)
Topic: Flagpole Repair & Installation	
Proposal Summary/Background: <p>The Town has recently been approved for the Summer Music Series Reinvigoration & Railyards Enhancement Project application through ACOA's Rediscover Main Streets Funding Program. Details of the application were circulated via email to Town Council by the CAO on June 17, 2022.</p> <p>The project includes repairs to the five existing flagpoles at the Railyards, the installation of an additional flagpole at the clock area, the installation of a replacement flagpole at the Town Hall, and the relocation of the flagpole located at the Gazebo.</p> <p>The additional pole at the clock area will allow the Town to fly a specialized flag for organizations such as the Pride Flag, Family Violence, Bedford Peewee Hockey Exchange, etc.</p> <p>A portion of this project was actioned in May with the possibility that the installation of the new flagpole would be completed prior to Pride Month and the relocation of the existing pole located at the Gazebo would be completed prior to Canada Day. Due to shipping delays and receiving the materials, these deadlines were not met but have since been completed.</p> <p>It is proposed that the project be sole sourced to Sign Craft PEI as they are the sole service provider located on the Island. The Town's Procurement Policy states that purchases may be made from less than the minimum of three suppliers when suppliers are not reasonably available, having regard to the value of the goods and services, the shipping or travel cost, and the amount of time available before the goods and services are required to be available.</p> <p>A copy of the quotation from Sign Craft PEI is attached to this Request for Decision.</p>	
Benefits: <ul style="list-style-type: none">• Will provide necessary repairs to existing flagpoles.• Will provide the Town with the required additional flagpole.	

<ul style="list-style-type: none"> Will replace the existing flagpole at the Town Hall. 													
Disadvantages: <ul style="list-style-type: none"> N/A 													
Discussion/Comments: <p>It is recommended that Town Council proceed with the award of a contract to Sign Craft for the repair of 5 (five) existing flagpoles, relocation of one flagpole, and supply installation of two new flagpoles to be located at the Town Hall and Kensington Railyards.</p> <p>The original estimate dated April 22, 2022, as submitted with the Rediscover Mainstreet Funding application was estimated at \$21,790.00 inc. HST. A revised estimate dated July 8, 2022, was re-submitted to the Town in the amount of \$24,329.04 inc. HST and broken down as follows:</p> <table> <tr> <td>Supply and install one new 30' Flagpole</td><td>\$5,965.53</td></tr> <tr> <td>Supply and install one new 20' Flagpole</td><td>\$4,878.03</td></tr> <tr> <td>Move & install existing flagpole</td><td>\$1,868.28</td></tr> <tr> <td>Repairs to existing flagpoles</td><td>\$7,098.85</td></tr> <tr> <td>Shipping & Handling of new Flagpoles</td><td><u>\$1,345.00</u></td></tr> <tr> <td>Total</td><td>\$21,155.69 plus HST</td></tr> </table>		Supply and install one new 30' Flagpole	\$5,965.53	Supply and install one new 20' Flagpole	\$4,878.03	Move & install existing flagpole	\$1,868.28	Repairs to existing flagpoles	\$7,098.85	Shipping & Handling of new Flagpoles	<u>\$1,345.00</u>	Total	\$21,155.69 plus HST
Supply and install one new 30' Flagpole	\$5,965.53												
Supply and install one new 20' Flagpole	\$4,878.03												
Move & install existing flagpole	\$1,868.28												
Repairs to existing flagpoles	\$7,098.85												
Shipping & Handling of new Flagpoles	<u>\$1,345.00</u>												
Total	\$21,155.69 plus HST												
Options: <ol style="list-style-type: none"> Award a contract to Sign Craft PEI, as recommended. Not award the contract and attempt to issue a competitive bidding document to secure additional quotes. Not proceed with the project. Refer the matter(s) back to staff for further deliberation. 													
Costs/Required Resources: <p>\$5,288.92 plus HST Town Funding</p> <p>\$15,866.77 plus HST ACOA –</p>	Source of Funding: <p>ACOA – Rediscover Main Streets (75%)</p> <p>General Revenue – Municipal Capital (25%)</p>												

Rediscover Main Streets Total Project Cost: \$21,155.69 plus HST	
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>BE IT RESOLVED THAT Town Council award a contract to Sign Craft PEI for the Town of Kensington Flagpole Repair and Installation project as per their quote dated July 8, 2022 in the amount of \$21,155.69 plus HST.</i>	



Sign Craft

20 Cobirt Drive
Charlottetown, PE C1E 0C9
Ph: (902) 628-6282
FAX: (902) 892-2866
Email: signs@signcraftpei.com
Web: www.signcraftpei.com

Created Date: 08/07/2022 7:09:27AM
Salesperson: Shawn Blanchard
Email: sblanchard@signcraftpei.com
Not Specified: (902) 892-3275

Prepared For: Town of Kensington
Contact: Kimberly Caseley, Administrative Assistant
Office Phone: (902) 836-3781

Entered by: Shawn Blanchard

Email: kcaseley@townofkensington.com
Address: PO Box 418
Summerside, PE C0B 1M0

Description: Flag poles - repair/supply

		Quantity	Unit Price	Subtotal
1	Product: Sign Installation SC Description: Supply and install one new 30' flagpole with internal halyard, including concrete base. Town Hall Parts Misc: • 1 Ea., 30' flagpole-internal halyard, cap top	1	\$5,965.53	\$5,965.53
2	Product: Sign Installation SC Description: Supply and install 20' Flagpole with internal halyard and cap top, including concrete base. Additional flagpole for Railyard Clock Parts Misc: • 1 Ea., 20' flagpole-internal halyard, cap top	1	\$4,878.03	\$4,878.03
3	Product: Sign Installation SC Description: Install new concrete base and move existing flagpole. Railyard by gazebo. Parts	1	\$1,868.28	\$1,868.28
4	Product: Sign Service SC Description: Replace top cap, internal halyard and hardware for 5 existing flagpoles. 1@30' Railyard Gazebo 2@25' Railyard clock 2@20' Railyard clock Reported Issue: Misc: • 1 Ea., 30' hardware kit, cap top • 2 Ea., 25' hardware kit, cap top • 2 Ea., 20' hardware kit, cap top	1	\$7,098.85	\$7,098.85
5	Product: Shipping & Handling SC * Description: Shipping - one 30' and one 20' flagpole. • 1 Package(s) to be shipped on 28/04/2022	1	\$1,345.00	\$1,345.00



Sign Craft

20 Cobirt Drive
Charlottetown, PE C1E 0C9
Ph: (902) 628-6282
FAX: (902) 892-2866
Email: signs@signcraftpei.com
Web: www.signcraftpei.com

Estimate #: 38853

Page 2 of 2

Notes

Due to unprecedented material supply shortages, pricing is subject to variability, and product availability, at time of estimate approval.

Estimate Total:	\$21,155.69
Subtotal:	\$21,155.69
Taxes:	\$3,173.35
Total:	\$24,329.04

Payment Terms: Net 30; Balance due in 30 days.

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Other: _____

☐ Changes required, please contact me.

SIGN: _____ Date: ____ / ____ / ____

Print Date: 08/07/2022 1:18:35PM

Tax ID: 73290 7274

E-transfer payments: accounting@signcraftpei.com

Town of Kensington - Request for Decision

Date: July 7, 2022	Request for Decision No: 2022-27 (Office Use Only)
Topic: Town of Kensington Website Re-Design – RFP Evaluation	
Proposal Summary/Background: <p>Town Council included \$15,000 in their capital budget for 2022/23 for the re-development/re-design of the Town's website. Staff issued a Request for Proposals (RFP) on May 6, 2022 which closed on June 3, 2022, to solicit proposals from qualified website developers. The RFP was advertised on the Province of PEI's tendering website and the Town's website. Ten responses were received to the RFP. The proposals were evaluated under a two-envelope system where the technical component was received and evaluated separately from each costing submission. This provided for an evaluation based on technical merit as opposed to being based solely on cost and should result in the overall best value for the town.</p> <p>A copy of the RFP is circulated with this Request for Decision. It should provide Councillors with a clear definition of the objectives and general work plan required to complete the project.</p>	
Benefits: <ul style="list-style-type: none">• Will provide the Town with an updated website.• Will allow for more website accessibility.• Will provide for more functionality.• Should result in an overall better experience for users.• Will allow staff a greater ability to manage and input content.	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: <p>Staff are seeking an end-to-end solution, with a supplier providing ongoing maintenance for software upgrades/implementations, new development, technical support, and website hosting. Day to day content management and messaging will remain with Town staff.</p>	

The Town is considering a new website design for the following reasons (from RFP):

- a. Kensington needs a site that is easily accessed and readable from a mobile device;
- b. A fully accessible website to engage users with visual, hearing, and manual impairments and to ensure we are accessible to all;
- c. Updated in appearance, additional content, and content organization;
- d. A contemporary site with a distinct path for those visiting the Town and those working and living in the Town. The site should hold all public content at the same time maintaining a fresh and vibrant site for those visiting.

The goals of the website re-development are to provide (from RFP):

- a. A comprehensive resource of information for residents, visitors, and businesses;
- b. A tool for marketing to and attracting tourists;
- c. Increase public engagement and communication;
- d. Easily maintained and updated by Town staff with the ability to allow customization and future expansion;
- e. Easy for end-users to navigate and search, a user-intuitive site structure, and a detailed site map;
- f. Compliant with accessibility requirements, specially WCAG 2.0 and Level A (minimum);
- g. Owned and copyrighted by the Town;
- h. Support easy browsing via mobile and tablet devices (responsive design);
- i. The design shall be a collaboration of ideas from the Town and the project team.

Ten proposals were received in response to the RFP and were evaluated by the CAO and Town Clerk, Kim Caseley. The proposals were reviewed against the following qualitative criteria and scored accordingly: Understanding of the project, Project methodology, Qualification and experience of firms, Project team, Past performance, and references. Project schedule and Cost. The results of the evaluation (ranked out of a possible 100 pts) were as follows:

Activis	81
AtlanticMobi	70
AARK Canada Inc.	52
Upanup	91

Alberta TechWorks	61
Graphcom	91
Newfound Marketing	84.5
Results Marketing	95
GHD	84
Insight Studio	86
<p>Based on the formal review and evaluation of the proposals it is recommended that the contract for the Town of Kensington Website Re-Development project be awarded to Results Marketing Inc. out of Charlottetown as per their proposal in the amount of \$18,175.00 plus HST and that a five-year contract be awarded to Results Marketing in the amount of \$1,912.00 plus HST for hosting/security.</p> <p>It is further recommended that Town Council authorize the CAO (through the contract award) to increase the capital budget for this project from its original \$15,000 to \$20,087 which will include the 5-year hosting/security contract.</p>	
<p>Options:</p> <ol style="list-style-type: none"> 1. Award the contract to Results Marketing, as recommended. 2. Award the contract to one of the other proponents. 3. Not award the contract. 4. Refer the matter(s) back to staff for further direction and deliberation. 	
<p>Costs/Required Resources:</p> <p>\$18,175 plus HST for Website Development</p> <p>\$1,912 plus HST for Hosting/Security (5-year contract)</p> <p>Total \$20,087 plus HST</p>	<p>Source of Funding:</p> <p>General Revenues – Municipal Capital</p>

Recommendation:	

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

WHEREAS the Town of Kensington issued a Request for Proposals on May 6, 2022 requesting proposals from qualified website developers to complete a website re-development for the Town;

AND WHEREAS Results Marketing Inc. successfully met the requirements of the RFP process and, following a formal and independent review of all proposals, were deemed to provide best value to the town;

BE IT RESOLVED THAT Kensington Town Council award a contract to Results Marketing Inc. to re-develop the Town's website as per their proposal in the amount of \$18, 175.00 plus HST;

BE IT FURTHER RESOLVED that Kensington Town Council authorize the CAO to enter a 5-year contract with Results Marketing for the provision of website hosting and security at a total cost of \$1,912.00 plus HST.



**REQUEST FOR PROPOSALS
FOR MUNICIPAL WEBSITE DESIGN &
SUPPORT SERVICES**

**TOWN OF KENSINGTON
55 VICTORIA STREET E.
PO BOX 418
KENSINGTON, PE
C0B 1M0**

PROPOSALS DUE: JUNE 3, 2022

1.0 GENERAL

1.1 Introduction

The Town of Kensington is requesting proposals from qualified proponents to influence, design, develop, and host its website www.kensington.ca. The Town's website is increasingly becoming the first point of contact with residents, stakeholders, and visitors to the Town and requires some key updates and modernization.

1.2 Definitions

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

1.3 Context

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

The Town has a population of just over 1800 residents (2021 Census) and a land area of just over 315 hectares. Approximately 20% of the population is under the age of 20 and approximately 25% is 65 years of age or older.

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

The Town is currently developing a new 38 lot business park to address recent growth constraints, such as a short supply of developable commercial/industrial property. In May of 2021, the Town expanded the municipal boundary to include an additional 106 properties, ensuring the Town is well situated to accommodate more growth. A range of retail services, excellent schools, a variety of churches, and meeting places, including recreational facilities, are all located within a compact urban environment. The Town's location leaves it well-positioned to continue to grow and develop. Ongoing tourism and seasonal residential growth along the north shore should also continue to strengthen the Town's commercial sector.

Local governance is provided by a Mayor and Town Council with day-to-day management provided by a Chief Administrative Officer. The town is responsible for the provision of the following services:

- Sewer Treatment and Collection and Central Water Supply
- Fire Protection
- Police Protection
- General Government and Administration Services (including Subdivision, Land Use, and Development Control)
- Public Works and Maintenance Services (all road maintenance activities provided by the Province of PEI)
- Recreation Services (Credit Union Centre, EVK Swimming Pool, Parks/Green Space)

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

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

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

The proponents shall submit two (2) copies of the sealed proposal, clearly labelled with the proponent's name and address, and the name of the project: "Website Design & Support Services".

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

The proposals are to be submitted to:

Town Hall
Town of Kensington
55 Victoria Street E
P. O. Box 418
Kensington, PE
C0B 1M0

Attention: Kim Caseley, Municipal Clerk

No later than 4:00 pm on June 3, 2022.

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

2.2 Contact and Addenda

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

Kim Caseley
Town of Kensington
55 Victoria Street
P. O. Box 418
Kensington, PE
C0B 1M0

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

Email: kcaseley@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 **June 3, 2022**. It is the responsibility of proponents to check the PEI Tendering website for any addenda to this Request for Proposals. Verbal explanations or instructions will not be binding.

2.3 Proponents Requirements

- The successful proponent may be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island.
- The successful proponent will be expected to provide proof of Professional Liability Insurance, in the amount of \$2 million per occurrence.

3.0 TERMS AND CONDITIONS

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

3.1 Validity of Offer

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

4.0 PROPOSAL REQUIREMENTS AND EVALUATION

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

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

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

4.1 Understanding of the Project

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

4.2 Work Plan/Project Methodology

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

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

4.3 Qualifications and Experience of Firms

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

The proponent must demonstrate previous experience on projects of similar scope and scale. A description of a maximum of five (5) projects completed by the prime consultant and three (3) for each sub-consultant shall be included. Descriptions of projects shall be limited to two single-sided pages each including photographs and graphics.

The project descriptions should include:

- description of the project,
- key personnel and their roles and responsibilities on the project,

-
- client reference, including client name, email address, and telephone number.

4.4 Project Team

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

The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference.

Curriculum vitae for each project team member and backup should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

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

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

4.5 Past Performance and References

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

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

4.6 Project Schedule

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

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

4.7 Financial Proposal

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

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

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

4.8 Evaluation of Proposals

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

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

4.9 Proposal Submission Format

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

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

5.0 TERMS OF PAYMENT

The selected proponent shall be reimbursed monthly for work completed. Monthly invoices shall include backup for all disbursements (time sheets will not be required but may be requested). The invoice shall

include the project title, purchase order number, a description of the work completed, and a billing summary.

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

6.0 TERMS OF REFERENCE

6.1 Background

Kensington's current website www.kensington.ca was created by an external organization and launched in 2012. The current website is built on a WordPress platform and its content is primarily managed by town staff, additions to the framework of the site are completed by the original developer. Town staff should be able to update the content management system of the website and visuals as needed.

The Town is considering a new website design for the following reasons:

- a. Kensington needs a site that is easily accessed and readable from a mobile device;
- b. A fully accessible website to engage users with visual, hearing, and manual impairments and to ensure we are accessible to all;
- c. Updated in appearance, additional content, and content organization;
- d. A contemporary site with a distinct path for those visiting the Town and those working and living in the Town. The site should hold all public content at the same time maintaining a fresh and vibrant site for those visiting.

Current website content will be updated and migrated to the new website by the vendor in consultation with Municipal Staff.

6.2 Objectives

The Town is seeking the services of a qualified web development firm for the design and creation of a new dynamic and modern municipal website that not only delivers information but invites engagement and showcases Kensington's assets, facilities, and services. The proposal is expected to show a clear understanding of the final product and indicate a fixed price for the project's completion.

The goals for the website redesign are:

- a. A comprehensive resource of information for residents, visitors, and businesses;
- b. A tool for marketing to and attracting tourists;
- c. Increase public engagement and communication;
- d. Easily maintained and updated by Town staff with the ability to allow customization

and future expansion;

- e. Easy for end-users to navigate and search, a user-intuitive site structure, and a detailed site map;
- f. Compliant with accessibility requirements, specially WCAG 2.0 and Level A (minimum);
- g. Owned and copyrighted by the Town;
- h. Support easy browsing via mobile and tablet devices (responsive design);
- i. The design shall be a collaboration of ideas from the Town and the project team.

6.3 Scope of Work

Site Requirements

If chosen as the successful bidder, vendors must include a detailed description of how the following preferred requirements would be achieved:

- Twitter, Facebook, YouTube and Instagram plugins
- Newsfeed with current events and announcements
- Credit Union Centre schedules (arena/ballfield)
- Utility payments
- Website analytics (Google)
- Community event calendar
- Document Management functionality (agendas, meeting recordings, minutes, development permits etc.)
- Application forms (development permits, volunteer firefighters, dog registration etc.)
- Ability to support video content (Council meetings)
- Other features and technology available at the developer's discretion

6.4 Selected Proponents Responsibilities

The selected proponents responsibilities will include, but not necessarily be limited to:

- **A detailed workplan**, including design, planning, project management, and

implementation of the new website;

- **Meet with key Town staff** to discuss the project requirements and work plan at the commencement of the project;
- **Report to Town staff** regarding the progress and completion of the workplan;
- **A separate cost proposal** for ongoing support services and hosting fees over a one-year period, including troubleshooting by phone or email;
- **Train key staff** in the use of the content management system and provide a manual for reference;
- **Fulfil project requirements** as outlined in the Objectives and Scope of Work (section 6.2 and 6.3 of this RFP)

6.5 Town's Responsibilities

The Town's responsibilities will include:

- Review proposals and select successful proponent;
- Provide selected proponent with existing information;
- Collaborate with proponent on new content;
- Review all deliverables and provide comments to the selected proponent.

6.6 Project Submission Formats

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

6.7 Proposed Schedule

Request for Proposal Issued	May 6, 2022
Deadline for Issuing Addenda	May 27, 2022
Submission of Proposal	June 3, 2022
Award of Contract	June 13, 2022
Completion of Draft Website	September 30, 2022
Website Soft Launch/Official Launch	October 28, 2022

Town of Kensington - Request for Decision

Date: July 7, 2022	Request for Decision No: 2022-28 (Office Use Only)
Topic: EV Charger Installation	
Proposal Summary/Background: <p>The Town recently received approval for 75% funding through the PEI Electric Vehicle Charger Funding Program (Zero Emission Vehicle Infrastructure Program) with the Province of Prince Edward Island – Department of Environment, Energy and Climate Action for the supply and installation of four <u>dual</u> EV charging stations. Dual chargers are mounted on a singular bollard stand and house 2 charging units.</p> <p>The Electric Vehicle Charging Station project was identified as a priority in consultation with residents, and stakeholders, and was included in Kensington Town Council's 2022/23 Capital Budget. Supporting residents, Islanders, and visitors with an environmentally minded alternative to gas-powered vehicles is an ever-growing demand.</p> <p>The project includes four (4) new Dual EV Charging stations within the Town, for a total of 8 Level 2 charging units for public use. Installation of the units is anticipated to be completed by the fall of 2022, depending on unit availability. A copy of the Leviton evr-green 4000 specification list is included with this RFD.</p> <p>In consultation with electrical wholesalers, Town staff evaluated the Leviton EV Chargers against the Flo EV Chargers. The Leviton EV Charging units are the recommendation for this project for their overall cost and user compatibility.</p>	
Benefits: <ul style="list-style-type: none">• Will provide user-pay EV Chargers within the Town• Will provide additional EV Chargers to residents and visitors	
Disadvantages: <ul style="list-style-type: none">• N/A	

Discussion/Comments:

Town staff issued a Request for Quotations to four local electrical contractors and received one quote in response. It is proposed that the supply and installation of four dual EV Charging units be awarded to Copper Shore Electric as per their quote dated June 20, 2022.

Charging Station Locations:

- a) Kensington Railyards (parking area by Broadway Street N.)
- b) Credit Union Centre
- c) Town Hall (Victoria Street on-street parking)
- d) Kensington Railyards (freight shed location)

Options:

- 1. Award a contract to Copper Shore Electric, as recommended.
- 2. Not award the contract and attempt to issue a competitive bidding document to secure additional quotes.
- 3. Refer the matter(s) back to staff for further deliberation.

Costs/Required Resources:

\$51,000 + HST (PEI Electric Vehicle Charger Funding Program)

\$17,000 + HST (Town Funding)

Total Project Cost:

\$68,000 + HST

Source of Funding:

PEI Electric Vehicle Charger Funding Program (75%)

General Revenue – Municipal Capital (25%)

Recommendation:

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

BE IT RESOLVED THAT Town Council award a contract to Copper Shore Electric for the Town

of Kensington Water EV Charger Installation project as per their quote dated June 20, 2022 in the amount of \$68,000 plus HST.



evr-green® 4000

Level 2 Networked Public Use Charging Stations

Whether you are the driver of an EV, a commercial business owner, a utility company or a landlord, Leviton has the charging station for you.



The First
ENERGY STAR®
Certified EV Charger

Evr-Green® 4000

Level 2 Networked Public Use Charging Stations

Integrating design and functionality with superior reliability and durability, Evr-Green® charging stations are ideal for workplace, commercial or outdoor public charging.

Hassle-Free Cord Management

- Self-retracting cord is always off the ground when not in use
- Ultra-reliable second-generation gravity operated mechanism

LCD Display

- Provides animated charging instructions in a clear, simple format
- Readable in daylight with automatic brightness control
- 5.7 inch 640X480 resolution active matrix display
- Full motion 30 fps video support
- Allows for custom video so that you may communicate with your users or deliver special advertising messaging
- Download up to 60 seconds of full-motion, full-color video*
(* Video service plan required)

Multi-Format RFID Card Reader

- ISO 15693, ISO 14443 and NFC
- Accepts ChargePoint cards as well as Visa, MasterCard, AmEx, and Discover contactless credit cards

Common Applications

- Office buildings
- MDU settings
- Municipalities
- Educational Institutions



Listed by Underwriters
Laboratories Inc.



— FEATURING — —chargepoint+ NETWORK SERVICES

ChargePoint™ Network Services let you control access, set pricing, display advertising, monitor station status, and generate usage reports while providing 24/7/365 call center support to drivers.



The First
ENERGY STAR®
Certified EV Charger

Gateway Design

- Removes the need for distance restrictions between chargers
- Stations are configured into optimal radio groups for better communication

Designed for Accessibility

- Buttons provide audio feedback
- Multiple languages supported (English, French, Spanish)

Energy and Power Management

- Dual head stations allow a single 40 A circuit to be shared between two parking spaces (Power Sharing Kit included)
- Power select options to use in a 20 A or 30 A dual pole circuit
- Single vehicle charges at full 6.2/7.2 kW (30 A @ 208/240 V) and two vehicles simultaneously charge at 3.3/3.8 kW (16 A @ 208/240 V) each
- Real-time energy measurement controlled within the modem and communicated through the cloud
- 15 minute interval recordings of energy use and station status
- Time of day (TOD) pricing

Ordering Information

Component Options

Description	Cat. No.	
Head Unit	Single Head	CPHU1
	Dual Head	CPHU2
Mounting Mechanism	Bollard Body	CPMBX
	Wall Mounting Body	CPMEX
Mount Cap	Bollard Cap	CPCAP-B
	Wall Mount Cap	CPCAP-W
Cable Management Assembly		CPCBX
Concrete Mounting Kit (for Bollard Mounting Versions)		CPCMK

Typical Configurations

Description	Components
Single Head Bollard	CPHU1, CPMBX, CPCAP-B, CPCBX, CPCMK
Dual Head Bollard	CPHU2, CPMBX, CPCAP-B, CPCBX, CPCMK
Single Head Wall Mount	CPHU1, CPMEX, CPCAP-W, CPCBX
Dual Head Wall Mount	CPHU2, CPMEX, CPCAP-W, CPCBX

BOLLARD (FREE-STANDING) STATIONS

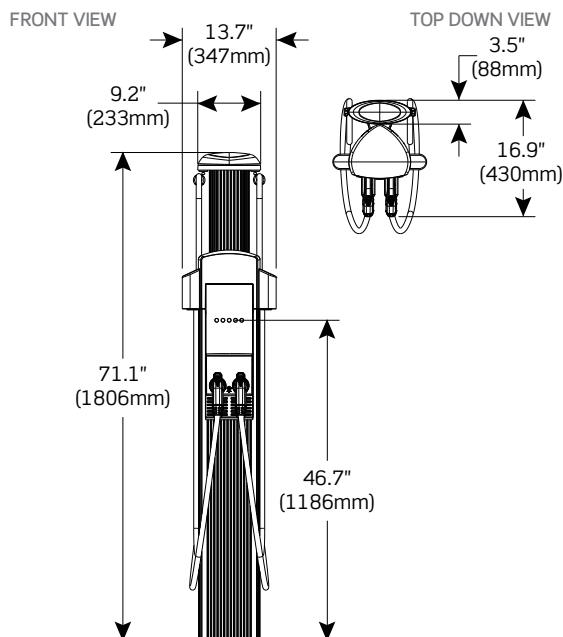


WALL MOUNT STATIONS

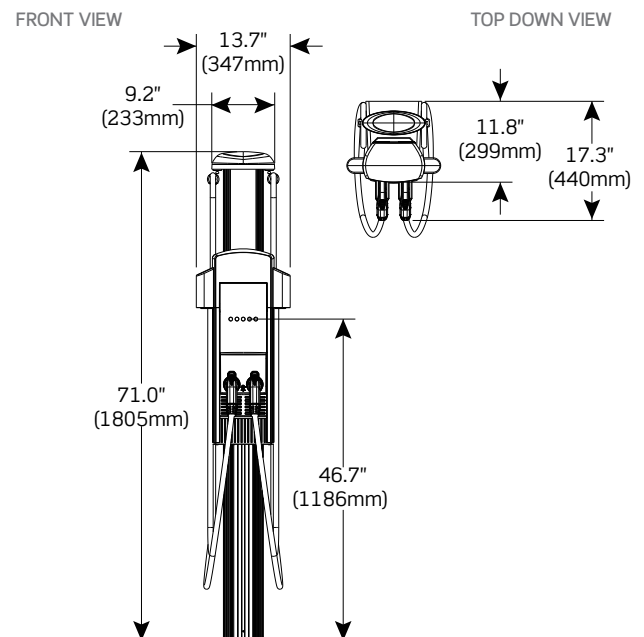


Dimensions

Bollard (Free-Standing) Stations



Wall Mount Stations



Specifications

Electrical Input	Single Port	Dual Port
AC Power Input Rating – Standard	208/240 VAC 60 Hz single phase @ 30 A	208/240 VAC 60 Hz single phase @ 30 A x 2
AC Power Input Rating – Power Sharing	n/a	208/240 VAC 60 Hz single phase @ 32 A
Input Power Connections – Standard	One 40 A branch circuit	Two independent 40 A branch circuits
Input Power Connections – Power Sharing	n/a	One 40 A branch circuit
Required Service Panel Breaker – Standard	40 A dual pole (non-GFCI type)	40 A dual pole (non-GFCI type) x 2
Required Service Panel Breaker – Power Sharing	n/a	40 A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)	
Wiring – Standard	3-wire (L1, L2, Earth)	5-wire (L1, L1, L2, L2, Earth)
Wiring – Power Sharing	n/a	3-wire (L1, L2, Earth)
Station Power	8 W typical (standby), 15 W maximum (operation)	
Electrical Output		
AC - Standard	7.2 kW (240 VAC @ 30 A)	7.2 kW (240 VAC @ 30 A) x 2
AC - Power Sharing	n/a	7.2 kW (240 VAC @ 30 A) x 1 OR 3.8 kW (240 VAC @ 16 A) x 2
Functional Interfaces		
Connector(s) Type	SAE J1772™	SAE J1772™ x 2
Charging Cable Length	18’ (5.5 meters)	18’ (5.5 meters) x 2
Overhead Cable Management System	Yes	
LCD Display	5.7” full color, 640x480, 30 fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, 14443, NFC	
Locking Holster	Yes	Yes x 2
Safety and Connectivity Features		
Ground Fault Detection	20 mA CCID with auto retry	
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection	
Plug-Out Detection	Power terminated per SAE J1772™ specifications	
Power Measurement Accuracy	+/- 2% from 2% to full scale (32 A)	
Power Report/Store Interval	15 minute, aligned to hour	
Local Area Network	2.4 GHz Wi-Fi (802.11 b/g/n)	
Wide Area Network	LTE Category 4	
Safety and Operational Ratings		
Enclosure Rating	Type 3R per UL 50E	
Safety Compliance	UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625	
Surge Protection	6 kV @ 3000 A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.	
EMC Compliance	FCC Part 15 Class A	
Operating Temperature	-40°F to 122°F (-40°C to 50°C)	
Operating Humidity	up to 85% @ +50°C (122°F) non-condensing	
Non-Operating Humidity	up to 95% @ +50°C (122°F) non-condensing	
Terminal Block Temperature Rating	221°F (105°C)	
Additional Services		
Service Plans	Includes 1-year parts warranty	

NOTE: All 4000 series stations require a network service plan per port. A 1-year prepaid commercial cloud plan is included.

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document.

Visit our Website at:
leviton.com/evrgreen
 email: evrgreen@leviton.com

Q-860D

121219

Leviton Manufacturing Co., Inc.
 201 N Service Rd, Melville, NY 11747
 Telephone: 1-800-323-8920 • FAX: 1-800-832-9538
 Tech Line (8:30AM-7:30PM E.S.T. Monday-Friday): 1-800-824-3005

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Copper Shore Electric LTD.

121 Keir Shore Road
Kensington PE C0B 1M0
+1 9024392894
cody@coppershoreelectric.ca
GST/HST Registration No.: 792792467 RT0001



Estimate

ADDRESS	ESTIMATE	1153
Town Of Kensington	DATE	20/06/2022
	EXPIRATION DATE	20/07/2022

DATE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	Labour	HST PE 2016	130	60.00	7,800.00
	Materials (4) Leviton Level 2 Dual Charger Package	HST PE 2016	1	39,100.00	39,100.00
	Materials and labour On The Go Property Management	HST PE 2016	1	8,850.00	8,850.00
	Materials Protective Ballard Caps	HST PE 2016	8	110.00	880.00
	Materials Electrical Package	HST PE 2016	1	8,400.00	8,400.00
	Materials and labour Supply and install new panel in rink for chargers.	HST PE 2016	1	2,370.00	2,370.00
	Inspection Fees	HST PE 2016	4	150.00	600.00

-Labour by Copper Shore Electric Ltd. for 4 dual chargers at points around town, and assist with trenching in various locations.
-Level 2 dual free standing Leviton Car Chargers as per Rexel and Kim. Chargers to be supplied and installed by Copper Shore Electric Ltd.
-On The Go Property Management work includes,
-Pipe for protective bollards,
-Excavator work, trenching and drilling for protective bollards and car charger stands,
-Cement for protective bollards and car charger stands,
-Painting of 8 parking places to signify charger areas.
-Electrical package includes all electrical materials to wire chargers to electrical code.
-Supply and install new panel in rink as existing panel is discontinued and price of breakers are very expensive and rare.
-All electrical inspection fees to be paid by Copper Shore Electric Ltd.

SUBTOTAL	68,000.00
HST (PE) 2016 @ 15%	10,200.00
TOTAL	\$78,200.00

TAX SUMMARY

RATE	TAX	NET
HST (PE) 2016 @ 15%	10,200.00	68,000.00

Accepted By

Accepted Date

Town of Kensington - Request for Decision

Date: July 8, 2022	Request for Decision No: 2022-29 (Office Use Only)
Topic: Special Permit Use – 61 Broadway Street North	
Proposal Summary/Background: A request has been received from CHANCES, the prospective purchasers of a building located at 61 Broadway Street N. (King George Place) PID No. 77974, to operate a childcare facility that will provide 45-60 children and families with after-school care/programming. The property currently holds a General Commercial Zoning (C1) designation which lists Child Care Facilities as a Special Permit Use as stated in section 10.3 of the Town's Development Control Bylaw.	
Benefits: <ul style="list-style-type: none">• Will provide the community with additional childcare spaces which has been identified as an immediate need.	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: Section 10 of the Town's Development Control Bylaw states: 10. General Commercial Zone (C1) 10.3. Special Permit Uses Notwithstanding Section 10.2 above, Council may issue a special development permit for the following uses where it deems the development is appropriate, all other relevant provisions of this Bylaw are met and subject to such conditions as Council may impose: <ul style="list-style-type: none">1) Childcare facilities2) Dwelling units in a commercial building3) Service stations and other activities associated with the automobile trade, except for a scrap yard or body shop.	

Town records indicate that the parking area (PID No. 80051) located at the rear of the building (61 Broadway Street) was previously consolidated to PID No. 77974 in 2017, which the Provincial Registrar of Deeds office has confirmed.

CHANCES is a non-profit, charitable organization that provides a range of child development and parent support services to children from 0-11 years and their families, particularly those experiencing additional life challenges.

The renovations to the building associated with the special permit use may trigger the requirement for a development permit however staff continue to work with the purchaser in that regard.

An aerial photograph of the subject property, correspondence between CHANCES and Town staff regarding the proposed Special Permit Use, as well as a copy of the report and recommendation provided by DV8 Consulting is being circulated with this Request for Decision.

Options:

1. Approve the Special Permit Use, as recommended.
2. Not approve the Special Permit Use.
3. Refer the matter(s) back to staff for further direction and deliberation.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

WHEREAS a request has been made by CHANCES for a Special Permit Use to allow the operation of a childcare facility out of a property located at 61 Broadway Street N. – PID No. 77974;

AND WHEREAS the property is currently zoned General Commercial (C1) within the Town's Development Control Bylaw, which permits Child Care Facilities as a Special Permit Use;

AND WHEREAS staff have evaluated the request against the Town's Development Control Bylaw in consultation with DV8 consulting, and it is found to be in general compliance therewith;

BE IT RESOLVED THAT Kensington Town Council approve a Special Permit Use to operate a childcare facility at 61 Broadway Street N. with the following conditions:

- I. Parents/guardians are to be instructed to use the rear parking lot for regular pick up and drop off and signage should be erected on Broadway St should compliance become an issue, at the cost of the property owner.***
- II. A building permit shall be obtained from the Province of Prince Edward Island for any required renovations and/or the proposed change of use to ensure the building meets National Building Code requirements for a Child Care Facility.***



From: [Lucas Currie](#)
To: kcaseley@kensington.ca
Cc: [Melody vanOmme](#); cao@kensington.ca
Subject: RE: Kensington Building - Special Permit
Date: Thursday, June 9, 2022 12:40:47 PM

Hi Kimberly,

Last time we talked you were requesting responses to your questions surrounding parking/traffic and green space. Please see our responses:

1. Parking and drop-off space – as noted, CHANCES will be purchasing the adjacent parking spot which will offer a clear drop-off space for children being dropped off by parents, reducing traffic issues and safety concerns. Further, we have obtained verbal confirmation from Queen Elizabeth School and the Department of Transportation that they will provide bussing for children from the school which would limit the number of vehicles parking and doing drop-offs.
2. Green space for a playground – there is a green space owned by the Town located right behind the parking lot. If the Town has plans for this space and does not allow CHANCES to use it, Queen Elizabeth School playground is an 8-minute walk away which is comparable to some of our other Smart Play locations, such as Smart Play Spring Park who walk to either Spring Park School or West Kent School.

Please advise us on next steps.

Thanks,

Lucas

From: kcaseley@kensington.ca <kcaseley@kensington.ca>
Sent: May 24, 2022 12:39 PM
To: Lucas Currie <lucascurrie@chancesfamily.ca>
Cc: Melody vanOmme <melodyvanomme@chancesfamily.ca>; cao@kensington.ca
Subject: RE: Kensington Building - Special Permit

Hi Lucas,

I wanted to provide you with a further update on your request from last week. We heard back from our Planning Consultant this morning, she was unable to provide us with a full report and recommendation in time for this evening's Committee of Council meeting. Town Council will meet again for their Monthly Council Meeting on Monday, June 13.

She did note a few initial items that are typically looked at when considering child care facilities:

1. Parking and drop-off space.

A. Traffic/parking is usually only an issue during a short window of time in the morning and late afternoon, but if inadequate space is provided, when parents arrive at the same time it can cause traffic issues, as well as safety concerns.

2. Green space for a playground.

A. Children need to spend time outside. A child care facility should be able to offer that space fenced in within their own property, or in urban centres should be in close proximity to a public green space that they plan to use.

If you have any further detail that could be provided to support your request/plan, as it related to these items, please send them along and I will forward them to our planner.

Please let me know if you have any questions.

Cheers,

Kimberley Caseley
Municipal Clerk
Town of Kensington
902-836-3781
www.kensington.ca
Connect with us on: [Facebook](#) and [Twitter](#)

From: Lucas Currie <lucascurrie@chancesfamily.ca>
Sent: Wednesday, May 18, 2022 1:26 PM
To: kcaseley@kensington.ca
Cc: Melody vanOmme <melodyvanomme@chancesfamily.ca>
Subject: Kensington Building - Special Permit

Hi Kim,

Thank you for your help today. I reached out to Hon. Matthew MacKay and sent the below message on behalf of CHANCES:

CHANCES is a non-profit and charitable organization that exists to provide a wide range of child development and parent support services to children from 0-11 years and their families, particularly those experiencing additional life challenges. CHANCES intends to purchase a building located at 61 Broadway St. in Kensington with the intent of running a 45-60-child afterschool program. This expansion is driven by the dire need for childcare in the Kensington community that has been expressed by various local media outlets. The owners have accepted CHANCES' offer, which is conditional on approval from the CHANCES board by no later than May 25, 2022. As the property is zoned C1 commercial, CHANCES will require a "special permit" to operate a childcare program. As

this is a large investment, it is critical that a special permit be approved before going forward. CHANCES is requesting that the permit review process be expedited to meet the timeline required by the board, or that the Town of Kensington, together with the MLA, provide a letter of intent by May 25, 2022 expressing the Town's interest in approving the special permit.

I will have the owners of the building reach out to you ASAP to request as special permit.

Thank you,

Lucas

June 15, 2022

Town of Kensington
PO Box 418 Kensington, PE
C0B 1M0
Phone: (902) 836-3781
Fax: (902) 836-3741
Email: cao@kensington.ca

Re: 61 Broadway St N (PID 77974) – Special Permit Use application, General Commercial Zone (C1)

Dear Mr. Baker,

I have reviewed the Town of Kensington's *Official Plan and Zoning and Subdivision Control (Development) By-law* with respect to the application for PID 77974 located at 61 Broadway St N. The proposal is for the conversion of an existing building into a child care facility. As per Section 10.3 of the Bylaw, Council may issue a special development permit for a child care facility where it deems the development is appropriate, all other provisions of this Bylaw are met and subject to such conditions as Council may impose.

It is noted that the Official Plan and Bylaw provides no direct guidance on what issues Council should consider to determine if the proposed use is appropriate. Good planning principles suggest that 'child care facilities' are an important (essential) service and that the Town's objectives to "support and strengthen existing local businesses", and "to promote the Town as a commercial location" requires such services in order to support the workers in local businesses. Furthermore in recent public engagement on the review of the Official Plan and Bylaw, public feedback through an online survey included numerous comments on the need for more childcare services in the Town and for more things for 'kids to do'. For these reasons, the proposed use for the Town is deemed to be appropriate.

With regards to the appropriateness of the specific location, the property is centrally located and is within the commercial district where noise and/or traffic concerns are likely not to be a problem for adjacent properties. The location is also ideally located for access to the Confederation Trail active transportation network which will allow for parents to use the trail for drop off/pick up, as well as for the children and staff to use the trail to facilitate 'field trips' within the Town.

While not specified in the Official Plan or Bylaw, there are often two issues raised with regards to proposed childcare facilities which includes: adequate parking and drop-off space, and green space. I will address each below.

1. While traffic and parking is usually only an issue during a short window of time in the morning and late afternoon, if inadequate space is provided when a number of parents

arrive at the same time it can cause traffic issues, as well as safety concerns for the kids. Fortunately this property has a large parking lot on the rear of the building accessible by way of North St*. Should parents use the parking lot rather than short-term parking on Broadway St, traffic congestion can be avoided. Safety concerns can be addressed within the layout of the parking lot as needed.

*Please note that the parking lot is currently shown as PID 80051 in the provincial property records, however Town records indicate that the consolidation of PID 80051 and PID 77974 was approved in 2017 and that the deed has been registered.

2. The importance of greenspace for childcare facilities cannot be underestimated, however many childcare facilities in urban centres make use of public spaces (parks, trails, school yards etc.) and function without greenspace on the premise. Fortunately the proposed property is adjacent to the Confederation Trail which connects safely by way of the Town's sidewalk to the Queen Elizabeth School playground, a short 8-minute walk away.

It is noted that there is also a Town-owned vacant property on North St, which may be casually used by anyone, including the proposed child care center. However this property is not zoned Recreation and Open Space and any use of this property by the applicant (should the proposal be approved) should not be considered an as-of-right agreement to permit use of the vacant lot as a public park. The Town may want to seek a legal opinion with regards to liability and insurance before formally allowing the childcare center to use this space.

With regards to other provisions in the Bylaw being met, there are no specified provisions required for child care facilities in the Bylaw. The existing building will be required to meet Building Code standards for the change of use, and the building permit process will be handled by the Province.

In accordance with Section 10.3 of the Bylaw, I recommend that Council approve the proposed use of a Child Care Facility for the property in question with the following conditions:

- Parents/guardians are to be instructed to use the rear parking lot for regular pick up and drop off and signage should be erected on Broadway St should compliance become an issue.
- The location of the street parking spaces on Broadway adjacent to the property should be evaluated with regards to the accessibility of the property for a school bus drop off location.
- A building permit shall be obtained for the change of use to ensure the building meets National Building Code requirements for a Child Care Facility.

As always, please feel free to contact me with any further questions.

Best regards,



Hope Parnham, CSLA MCIP

Dv8 CONSULTING

CHARLOTTETOWN PE

E. HPARNHAM@OUTLOOK.COM

T. 902-393-1815

Town of Kensington - Request for Decision

Date: July 8, 2022	Request for Decision No: 2022-30 (Office Use Only)
Topic: Development Control Bylaw and Official Plan Amendment - PID No. 762559 (Lot B36 Rosewood Drive)	
Proposal Summary/Background: A request has been received from the owner of a property along Rosewood Drive (Lot B36 – PID 762559), to re-zone their property from its current Single Residential (R1) designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property. Re-Zoning the subject property requires an amendment to the Town’s Development Control Bylaw as well as to the future land use map that is part of the Town’s Official Plan.	
Benefits: <ul style="list-style-type: none">• N/A	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: The proposed Bylaw amendment was initially considered by Town Council at their regular Council meeting held on May 9, 2022 where Town Council approved a recommendation from staff (and DV8 Consulting) that the Bylaw amendment application proceed to a public meeting to solicit opinions/comments from the community. The public meeting was held on June 16 th at 6:00 pm at the Murray Christian Centre with no members of the public in attendance. The Official Plan and Development Control Bylaw amendments were considered by Committee of Council at their regular June meeting where a recommendation was approved to adopt the amendments as proposed. The following information is being circulated with this memo:	

1. Re-Zoning request
2. Initial DV8 report (email)
3. Public Meeting Minutes
4. Public Meeting Advertisement
5. Mapping information

Staff have reviewed the relevant information and the DV8 Consulting initial review report on the proposed Bylaw and Official Plan amendment and are recommending that Town Council proceed with the amendments as proposed.

Options:

1. Approve the Official Plan amendment. Give and approve first reading of the Development Control Bylaw amendment, as recommended.
2. Not approve the amendments.
3. Refer the matter(s) back to staff for further direction and deliberation.

Costs/Required Resources:

N/A

Source of Funding:

N/A

Recommendation:

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

General Land Use Map (Official Plan) Amendment Resolution

WHEREAS a request has been received from the owners of a property located along Rosewood Drive (Lot B36 – PID No. 762559) to change the land use designation of the property from its current Single Residential (R1) designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property;

AND WHEREAS a public meeting to solicit comments/feedback from the public was held on June 16, 2022, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting,

and are recommending that Town Council proceed with the Official Plan General Land Use Map amendment;

BE IT RESOLVED THAT Kensington Town Council approve and adopt an amendment to the General Land Use Map, that is part of the Town's Official Plan to change the land use designation of Lot B36 (PID No. 762559) located along Rosewood Drive, from its current Single Residential (R1) designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property.

First Reading of Development Control Bylaw Amendment

Resolution 1

WHEREAS a request has been received from the owners of a property located along Rosewood Drive (Lot B36 – PID No. 762559) to re-zone their property from its current Single Residential (R1) zoning designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property;

AND WHEREAS a public meeting to solicit comments/feedback from the public was held on June 16, 2022, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Development Control Bylaw amendment;

BE IT RESOLVED THAT Kensington Town Council give first reading to amend the Zoning and Subdivision Control Bylaw to re-zone Lot B36 (PID No. 762559) along Rosewood Drive from its current Single Residential (R1) zoning designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property.

Resolution 2

WHEREAS a request has been received from the owners of a property located along Rosewood Drive (Lot B36 – PID No. 762559) to re-zone their property from its current Single Residential

(R1) zoning designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property;

AND WHEREAS a public meeting to solicit comments/feedback from the public was held on June 16, 2022, in accordance with the PEI Planning Act and the Town's Development Control Bylaw;

AND WHEREAS town staff have evaluated the application, in consultation with DV8 Consulting, and are recommending that Town Council proceed with the Development Control Bylaw amendment;

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

BE IT RESOLVED THAT Kensington Town Council formally approve and adopt first reading to amend the Zoning and Subdivision Control Bylaw to re-zone Lot B36 (PID No. 762559) along Rosewood Drive from its current Single Residential (R1) zoning designation to Low Density Residential (R2) to facilitate the construction of a duplex on the property.

cao@kensington.ca

From: kcaseley@kensington.ca
Sent: Wednesday, April 27, 2022 8:39 AM
To: Sharon MacEwen
Cc: cao@kensington.ca
Subject: RE: rezoning

Good morning,

Thank you for sending this along. As discussed yesterday, we will evaluate which process is best suited to move your request along and be in touch. I anticipate this going to the May 9th Town Council meeting for their consideration.

Cheers,

Kim

From: Sharon MacEwen <sharonmacewen3@gmail.com>
Sent: Tuesday, April 26, 2022 4:28 PM
To: kcaseley@kensington.ca
Subject: rezoning

Hi Kim, just a follow up regarding our discussion earlier today! I would like to apply to rezone property # 762559 on Rosewood Drive, Kensington from a Zone #1 (residential R1) to a Zone #2 (duplex R2) . If you could forward this information to your council on my behalf that would be greatly appreciated . Hope to hear from you soon and thanks for your help and guidance.

Thank you

Sharon MacEwen (902-439-0754)

From: Hope Parnham <hparnham@outlook.com>
Sent: Friday, May 6, 2022 9:08 AM
To: cao@kensington.ca; kcaseley@kensington.ca
Subject: Re: Development Bylaw & OP Review

Good morning Geoff

I have reviewed the application and IRAC files associated with the parcel (PID No. 762559, Lot B36). Unfortunately because I am travelling today, I'm not going to have time to complete a full report for you today but I am comfortable recommending that council proceed to a public meeting on the application for the following reasons:

- the property meets the minimum requirements of the R2 zone;
- the Official Plan supports residential development of various types and more specifically, development "to accommodate the projected and potential housing needs of the Town."; and
- the street in question is already developed with a range of housing types including semi-detached dwellings on the adjacent lot.

The public meeting is an important step in the rezoning process as it allows anyone with questions or concerns to express their opinions on the application. In this case, considering the previous IRAC decision, the input received by the public will be of particular importance to the final decision on the application.

Please feel free to include a copy of this email with the council package. If council proceeds with the public meeting, I will review the comments received from the public and will prepare a final report on the application at that time.

Best regards
Hope

From: cao@kensington.ca <cao@kensington.ca>
Sent: May 2, 2022 3:03 PM
To: Hope Parnham <hparnham@outlook.com>; kcaseley@kensington.ca <kcaseley@kensington.ca>
Subject: RE: Development Bylaw & OP Review

Hi Hope

We've received an application to re-zone a parcel of property along Rosewood Drive (PID No. 762559, Lot B36 on the attached map). The parcel is currently zoned single residential and the property owner (who is also the resident owner of an adjacent parcel) would like it zoned to low-density to facilitate the construction of a duplex. At this point, we are informed that the duplex would house their children in both units.

This property was the subject of an IRAC appeal back in 2010 where the original land developer wanted the property zoned R2. Town Council denied the application at that time, which was confirmed by IRAC. I anticipate there may be some appetite to re-zone the property to R2 at this time, since there are several duplexes located in the vicinity and it may be more palatable by residents in the area.

Is it possible you can complete an initial review of the application this week (before Friday if possible 🙏)? I would like to put the application before Town Council at their upcoming meeting on May 9th, for their consideration of directing staff to proceed to a public meeting.

**Town of Kensington
Minutes of Public Meeting
Thursday, June 16, 2022
6:00 PM**

Presiding: Mayor Rowan Caseley

Council Members Present: Councillors Mann, Toombs, MacRae, and Spencer

Staff Members Present: Town Manager/Administrator, Geoff Baker; Deputy Administrator, Wendy MacKinnon, Administrative Assistant, Kim Caseley

Regrets: Deputy Mayor Pickering and Councillor Gallant

Visitors: Nil

Mayor Caseley called the meeting to order at 6:00 PM and explained the purpose of the meeting.

PURPOSE:

The purpose of this meeting is to allow residents and other interested persons an opportunity to make representation concerning the following proposed amendment to the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw:

- To re-zone PID No. 762559 (Lot B36 – Rosewood Drive) from Single Residential (R1) to Low Density Residential (R2) for the purpose of constructing a semi-detached (duplex) residential dwelling.
- To amend the Official Plan General Land Use Map in order to accommodate the above zoning designation.

Mayor Caseley outlined the Bylaw amendment process for the meeting attendees:

The proposed Bylaw amendment was initially considered by Town Council at their regular Council meeting, held on May 9, 2022 where Town Council authorized staff to move the proposed amendment forward to a public meeting to solicit comments/feedback from the community.

A notification ad was placed in the Guardian newspaper on June 4, 2022, in accordance with the PEI Planning Act and the Town's Development Control Bylaw.

In addition to the newspaper ad, notification letters were delivered to all property owners within 500 feet of the subject property, as required by the Town's Development Control Bylaw.

A copy of the notification letter and a location map of the subject property are available this evening for public viewing.

Following this public meeting, staff will have a report completed for Town Council prior to their formal consideration of the amendment which is planned for July 11, 2022.

Mayor Caseley opened the floor for public comments on the application.

There were no public in attendance and no comments/questions.

Moved by Councillor Toombs, seconded by Councillor MacRae that there being no further questions or comments on the proposed Development Control Bylaw amendment the meeting adjourned at 6:00 PM.

Geoff Baker,
Chief Administrative Officer

Rowan Caseley,
Mayor



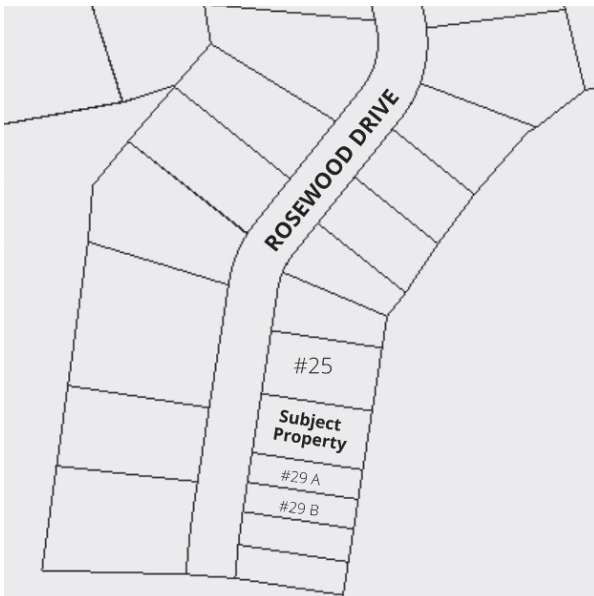
Town of Kensington

Notice of Public Meeting

Take notice that, pursuant to the Planning Act and the Town of Kensington's Zoning and Subdivision Control (Development) Bylaw, a Public Meeting will be held at 6:00 PM on Thursday, June 16, 2022, at the Murray Christian Education Centre, 17 School Street, Town of Kensington.

The purpose of the meeting is to allow residents and other interested persons an opportunity to make representation concerning the following amendment to the Town of Kensington's Official Plan and Zoning and Subdivision Control (Development) Bylaw and the applicants request for a variance as follows:

- To re-zone PID No. 762559 (Lot B36 – Rosewood Drive) from Single Residential (R1) to Low Density Residential (R2) for the purpose of constructing a semi-detached (duplex) residential dwelling.



- To amend the Official Plan General Land Use Map in order to accommodate the above zoning designation.

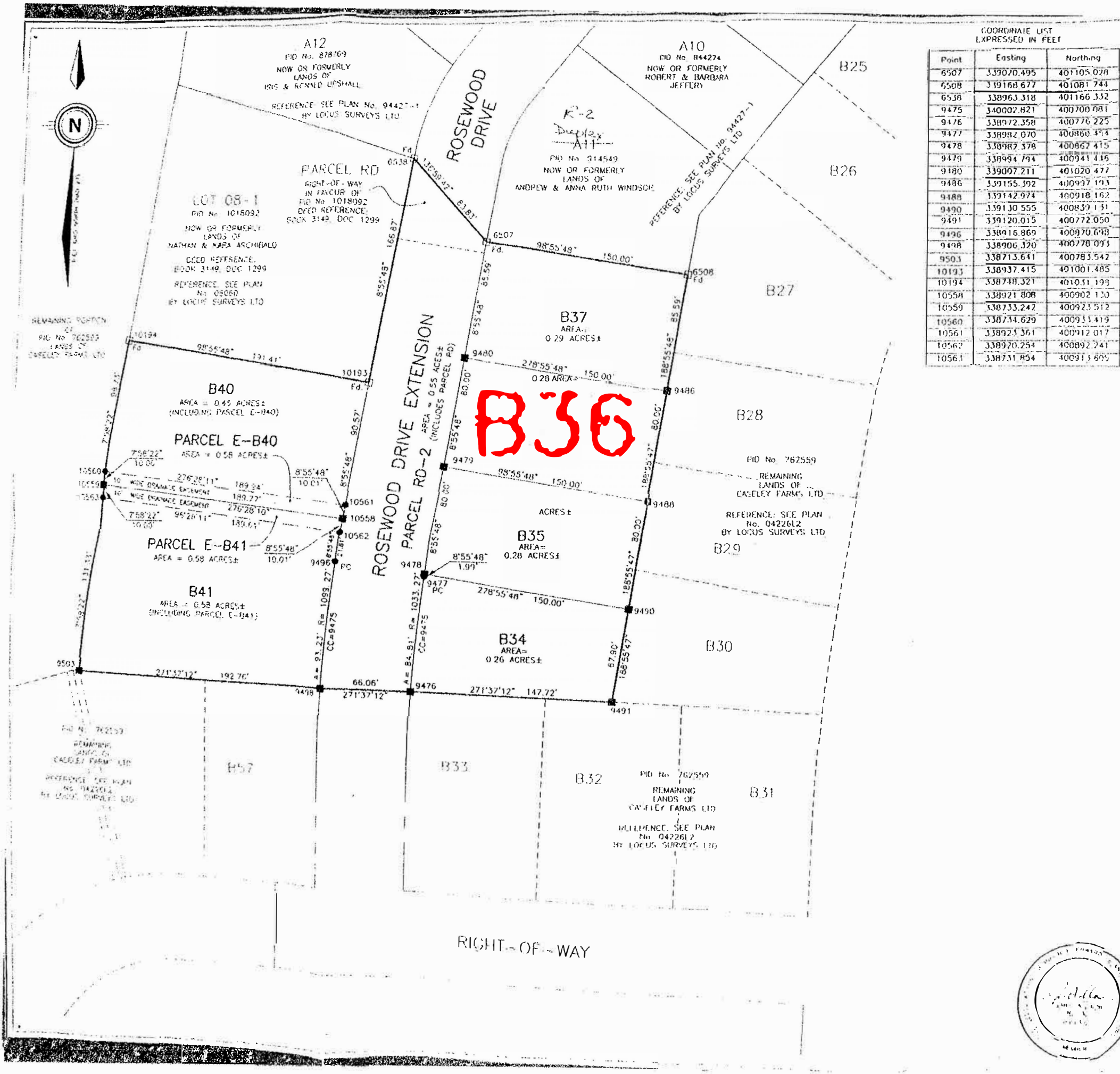
A hardcopy of the Town's Zoning and Subdivision Control Bylaw is available at the Kensington Town Hall or electronic versions can be downloaded from the website at: <http://kensington.ca/>. A copy of the application is also available for viewing at the Kensington Town Hall.

Geoff Baker
Chief Administrative Officer

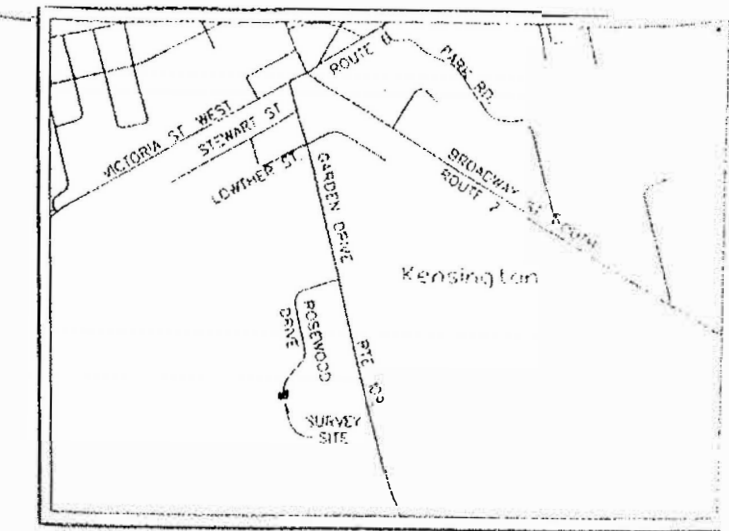
Lot B36 Rosewood Drive

Property





COORDINATE LIST EXPRESSED IN FEET		
Point	Easting	Northing
6507	339070.495	401105.028
6508	339168.677	401081.744
6538	338963.318	401166.332
9475	340002.821	400700.081
9476	338972.358	400776.225
9477	338982.070	400860.454
9478	338987.378	400867.415
9479	338994.794	400941.416
9480	339007.211	401020.477
9486	339155.392	400937.193
9488	339142.074	400918.162
9490	339130.555	400839.131
9491	339120.015	400772.050
9496	338916.869	400970.698
9498	338906.320	400778.093
9503	338713.641	400783.542
10193	338937.415	401001.485
10194	338748.321	401051.193
10558	338921.808	400902.130
10559	338733.242	400923.512
10560	338734.629	400933.419
10561	338923.361	400912.017
10567	338920.254	400892.741
10568	338731.854	400913.695



SCHEDULE "A"
LEGEND

- FOUND SURVEY MARKER
- PLACED SURVEY MARKER
- FOUND
- LANDS DEALT WITH BY THIS PLAN
- RADIUS
- CENTRE OF CURVATURE
- LENGTH OF ARC
- POINT OF CURVATURE
- WITNESS
- CALCULATED POINT
- HYDRO POLE
- FENCE

- NOTES
1. THE FIELD WORK FOR THIS SURVEY WAS COMPLETED ON OCTOBER 5, 2013.
 2. FIELD MEASUREMENTS HAVE BEEN ADJUSTED BY THE LEAST SQUARES RULE AND SCALE FACTOR HAS NOT BEEN APPLIED.
 3. AZIMUTHS ARE GRID.
 4. ALL GRID AZIMUTHS AND COORDINATES ARE REFERENCED TO THE PRINCE EDWARD ISLAND STEREOGRAPHIC PROJECTION, EPOCH 10 JULY 1, 1979.
 5. ALL DIMENSIONS ARE GIVEN IN FEET, UNLESS NOTED.

LOCUS SURVEYS LTD.

8 PARK ROAD
P.O. BOX 15
KENSINGTON, P.E.I.
C1B 1H0

PHONE 362-4681 FAX 362-4681
TOLL FREE NUMBER 1-800-362-4681

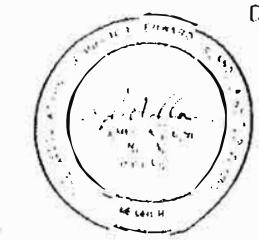
PLAN OF SURVEY SHOWING
LOTS B34 TO B37,
LOTS B40 & B41,
BEING A SUBDIVISION OF LANDS OF
CASELEY FARMS LTD.

SCALE 1" = 50'

KENSINGTON
PRINCE COUNTY

LOT 19
P.E.I.

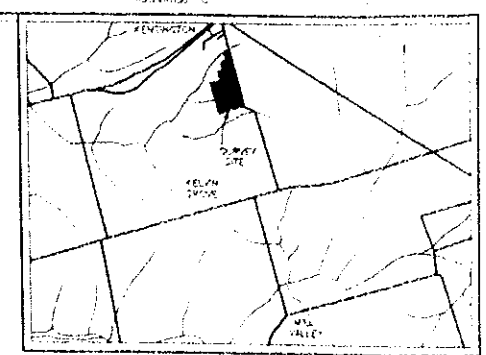
DRAWN BY: N. GALLANT, C.E.T. ORTHO No. 11L 05 6E2
DRAWING No. 09258A P.L.D. No. 762559



I, N. GALLANT, C.E.T., DO HEREBY CERTIFY THAT THE SURVEY WAS CONDUCTED UNDER MY SUPERVISION AND THAT THE PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE SURVEY.



- NOTES**
1. CONTOURS WERE OBTAINED FROM 1:5000 DEMOS AND PHOTOGRAMMETRY
 2. CONTOURS ARE IN 2M INTERVALS



KEY PLAN
1:50,000

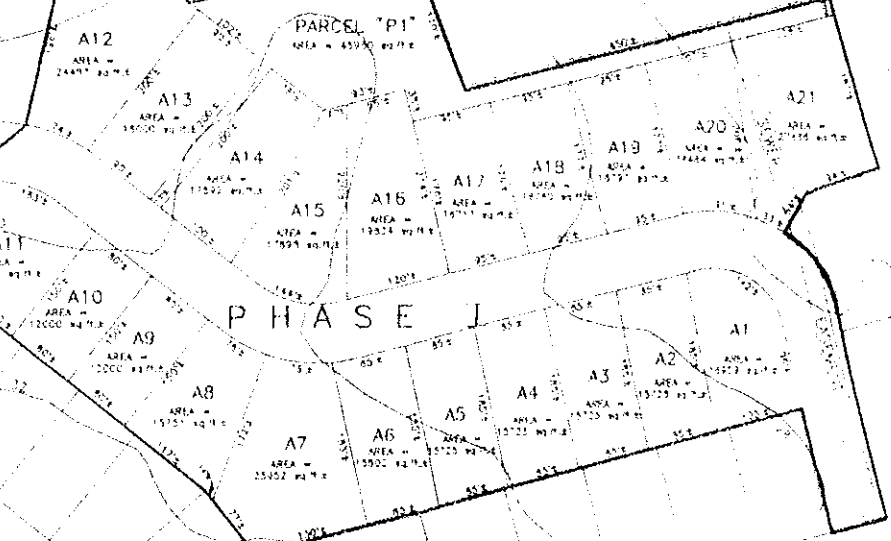
66' WIDE R.O.W.

66' WIDE R.O.W.

66' WIDE R.O.W.

KELVIN GROVE ROAD

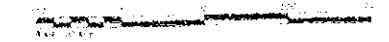
PHASE I



LOCUS SURVEYS LTD.

PLAN SHOWING THE PROPOSED
PRINCETON SUBDIVISION

SCALE 1" = 100'



KENSINGTON
PRINCE COUNTY
DRAWN BY: D.C.
DRAWING NO. 3442/11
PREPARED BY:

PRELIMINARY PLAN ONLY

I wanted to take this opportunity to give a heartfelt "thank you" to Robert Wood and the summer staff at Credit Union Centre for their assistance and hard work in making the Grade 6 Graduation luncheon a huge success.

Thank you to the Kensington Police Department and to Lewis Sutherland and Landon Yuill for leading the parade. The kids really enjoyed their time in the spotlight.

Thanks to the maintenance staff for setting up and removing the town barbeque, arranging picnic tables, and supplying additional garbage cans.

Special thanks to Mayor Rowan Caseley for taking time out of his busy schedule to help at the barbeque as well.

This group of kids (along with many others) have missed out on so many events and activities these past two years. In addition, the annual Grade 6 trip to Magic Mountain was cancelled again this year so having the barbeque luncheon brought back to life was especially important. The weather was perfect, and the kids all had a great time.

Thanks again to everyone who helped make the luncheon a success. We could not have made this happen without the support we received from the Town of Kensington employees.

Sincerely,



Manager Retail Services
Provincial Credit Union

Charlottetown Branch
281 University Avenue
PO Box 681
Charlottetown, PE C1A 7L3

Tel (902) 892-4107
Fax (902) 368-3567

Stratford Branch
10 Kinlock Road
Stratford, PE
C1B 1R1

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June 2022 – Kensington & Area Senior Surfers Annual Report

To: Town of Kensington, Mayor Caseley and Counsellors

Date: June 24, 2022

We have been having our regular monthly meeting, following Covid 19 protocols until they were lifted. Our annual meeting was held on June 13, 2022, where the following positions were filled:

Executive:

Past-President: Louise Weeks

President: Claire Matteau

Vice-President: Linda Stavert

Treasurer: Iva Schurman

Secretary: Kathy McQuaid

Directors:

Nancy MacLeod

Francis Ramsay

Diane Caseley

Auditor:

Eleanor Evans

With Covid 19, many of our programs were cancelled, but we did crafts on our own, having 16 to be safe in our club, until things were lifted we would have 20 or more. We are having Rubys Games day on every Thursday. We are still continuing the games, as we had brought a number of games. Dutch Thompson did a presentation at the center. We started our chair exercises and stopped for summer, as well we were having get together with the students of high school, calling it Seniors and Youth learning from one another, Doing activities at the center, bus trip to the Island Hill farm, Beaconsfield Historical House in Charlottetown, then to Pizza delight for lunch. Was going well until Covid hit again, Both activities were funded by grants.

Our member and Secretary, Iva Schurman is a member of the provincial board as Vice President. As well as Linda Stavert, Vice President of our Senior Surfers as a Director of the PEI Senior Citizen's Federation.

We met every Tuesdays making mitts, scarves, etc , for the Tree of Hope and the Food Bank.

A Christmas Dinner was held in December at Gentleman Jims in Summerside, it was a grant called Gathering after the Covid. Our members donation \$95.00 to food bank.

There were several resolutions sent to the PEISCF.

At this time we would like to thank the Town for our Centre, very much appreciated, and our concerns were met, such as two new locks for both of our doors, Thanks.

Our monthly meetings are held on the second Monday of the month at 1 pm.

We have had a very busy year

Sincerely,

June 2022 – Kensington & Area Senior Surfers Annual Report

Iva Schurman

A handwritten signature in black ink, reading "Iva Schurman". The script is cursive and fluid, with the first letters of the first and last names being capitalized and prominent.

Secretary

Senior Surfers' of Kensington and Area (2021-2022)