



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

***Monday, June 8, 2020 @ 7:00 PM
(By Video Conference)***

*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
June 8, 2020 – 7:00 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
- 5. Adoption of Previous Meeting Minutes**
 - 5.1 May 11, 2020 Regular Meeting
- 6. Business Arising from Minutes**
 - 6.1 May 11, 2020 Regular Meeting
- 7. Reports**
 - 7.1 Chief Administrative Officer Report
 - 7.2 Fire Department Statistical Report
 - 7.3 Police Department Statistical Report
 - 7.4 Development Permit Summary Report
 - 7.5 Bills List – Town
 - 7.6 Summary Income Statement - *Nil*
 - 7.7 Credit Union Centre Report
 - 7.8 Mayor's Report
 - 7.9 Federation of Prince Edward Island Municipalities Report – Councillor Mann
 - 7.10 Heart of the Island Initiative (STEP) Report – Deputy Mayor Pickering
 - 7.11 Kensington and Area Chamber of Commerce Report – Councillor Mann
 - 7.12 PEI 55 Plus Games – Councillor Gallant

8. New Business

8.1 Request for Decisions

8.1.1 RFD2020-30 - Paver Stone Replacement - Town Hall

8.1.2 RFD2020-31 - Town Hall Sidewalk Repair and Walkway Replacement

8.1.3 RFD2020-32 - Proposed Development Control Bylaw Amendment – Section 4.24 – Accessory Structures

8.1.4 RFD2020-33 - Kensington Lagoon Upgrades - Tender Recommendation

8.1.5 RFD2020-34 -Development Permit Application – PEI Crematorium (PID No. 901694)

8.1.6 RFD2020-35 -Development Permit Application – 55 Broadway Street North

8.2 Other Matters

9. Correspondence

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

11. Adjournment

**Town of Kensington
Minutes of Regular Council Meeting
Monday, May 11, 2020
7:00 PM**

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

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

Visitors: Allison Jenkins – Journal Pioneer

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 7:03 PM and welcomed Council members, staff and visitors to the virtual meeting of Kensington Town Council.

2. Approval of Tentative Agenda

2.1 *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to approve the tentative agenda for the May 11, 2020 regular meeting of Town Council with the addition of item 8.1.6 – Cogsdale Software Upgrade. Unanimously carried.*

3. Declaration of Conflict of Interest

3.1 Councillor Spencer declared a conflict with item 8.1.2.

4. Delegations / Presentations

4.1 *Nil*

5. Approval of Minutes of Previous Meeting

5.1 *Moved by Councillor Toombs, seconded by Councillor Gallant to approve the minutes from the February 24, 2020 special meeting of Town Council. Unanimously carried.*

5.2 *Moved by Councillor Spencer, seconded by Councillor Bernard to approve the minutes from the April 27, 2020 regular meeting of Town Council. Unanimously carried.*

6. Business Arising from Minutes

6.1 February 24, 2020 Special Meeting

6.1.1 *Nil*

6.2 April 27, 2020 Regular Meeting

- 6.2.1** Councillor Gallant inquired if a letter has been sent to the Province regarding the water drainage issue on Broadway Street N. It was confirmed that a letter had been sent.
- 6.2.2** Councillor Gallant inquired if a letter was sent to the property owner of 40 Woodleigh Drive requesting them to move the garbage disposal containers away from the roadway. Mr. Baker confirmed a letter had not been sent at this time and a conversation would be held with the property owner prior to a formal letter being sent.
- 6.2.3** Councillor Spencer noted that it is great to see the Department of Transportation sweeping additional streets in Town.

7. Reports

7.1 Chief Administrative Officer Report

- 7.1.1** *Moved by Councillor Spencer, seconded by Councillor Toombs to adopt the May 2020 CAO Report as prepared by CAO, Geoff Baker. Unanimously carried.*
- 7.1.2** Councillor Spencer suggested the contractor completing the boardwalk replacement at the Railyards speak with the owners of the Island Stone Pub to limit the disruption of customers during business hours.

7.2 Fire Department Statistical Report

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

7.3 Police Department Statistical Report

- 7.3.1** *Moved by Councillor Toombs, seconded by Councillor Bernard to approve the March 2020 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

- 7.4.1** *Moved by Deputy Mayor Pickering, seconded by Councillor Spencer to approve the May 2020 Development Permit Summary Report. Unanimously carried.*

7.5 Bills List

- 7.5.1** *Moved by Councillor Spencer, seconded by Councillor Toombs to approve the March 2020 Bills in the amount of \$208,048.49. Unanimously carried.*

7.5.2 *Moved by Councillor Gallant, seconded by Councillor Bernard to approve the February 2020 Water & Pollution Control Corporation Bills in the amount of \$9,017.32. Unanimously carried.*

7.5.3 *Moved by Councillor Toombs, seconded by Councillor Spencer to approve the March 2020 Water & Pollution Control Corporation Bills in the amount of \$17,601.79. Unanimously carried.*

7.6 Summary Income Statement

7.6.1 *Nil.*

7.7 Credit Union Centre Report

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

7.7.2 Councillor Gallant inquired what work had been completed at the FitPlex during the Covid-19 closure. Mr. Baker confirmed that the gym has been completely painted and disinfected and additional signage has been installed. Councillor Gallant suggested that a protective barrier could be installed at the FitPlex desk and perhaps Mr. Wood could move his office to the FitPlex during the summer months. Mayor Caseley indicated that it would be difficult for Mr. Wood to spend the summer in the FitPlex as he has many other duties and tasks to complete.

7.7.3 Councillor Spencer inquired if additional staff would be required at the FitPlex following its re-opening. Mayor Caseley noted they are awaiting protocols from the office of the Chief Public Health Officer and decisions will be made based on those recommendations and requirements. Mr. Baker commented that there is potential for a summer student position; the process of re-opening of the FitPlex is ongoing.

7.8 Mayor's Report

7.8.1 *Moved by Councillor Bernard seconded by Councillor Spencer to approve the Mayors report for the month of May 2020 as presented by Mayor Caseley. Unanimously carried.*

7.8.2 Mayor Caseley encouraged Council & residents to participate in the Women's Institute Roadside Clean-up day on May 23, 2020. Waste can be set along the roadside in clear plastic bags and will be picked up by the Public Works department.

7.8.3 Councillor Toombs inquired about the spring cleaning of the EVK Swimming Pool. Mr. Baker confirmed that staff will work with Island Hot Tubs and review options for ensuring proper maintenance should the pool be unable to open for the 2020 summer season.

7.9 Federation of PEI Municipalities (FPEIM) Report

7.9.1 FPEIM held a virtual Q&A meeting with Dr. Morrison and invited municipal officials to participate. Mayor Caseley, Councillor Mann and CAO Baker participated in the meeting.

7.10 Heart of the Island Initiative (STEP) Report

7.10.1 The “Discover Heart of PEI: Kensington and area photo scavenger hunt” initiative has been started. More details can be found on their Facebook and Instagram Accounts.

7.10.2 Committees will soon be wrapping up meeting for the summer months.

7.11 Kensington Area Chamber of Commerce (KACC) Report

7.11.1 *Nil.*

7.12 PEI 55 Plus Games

7.12.1 Councillor Gallant confirmed that the 55+ Games supported Councils decision to cancel the summer games and give their blessing to work with the Town in 2021.

8. New Business

8.1 Request for Decisions

8.1.1 Annual Line Painting Program (2020)

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

BE IT RESOLVED that Kensington Town Council award the 2020 street line painting program to On the Go Property Maintenance Inc. as per their quote dated April 8, 2020 in the amount of \$3,135.00 plus HST.

Unanimously carried.

Councillor Spencer declared a conflict and excused himself from the meeting at 7:41pm.

8.1.2 Railyards Fence Replacement

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

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with the removal and replacement of approximately 350 feet of fencing between the Railyards and Kent Building Supplies

on a 50/50 cost sharing basis between the Town of Kensington and Kent Building Supplies;

BE IT FURTHER RESOLVED THAT that the Town of Kensington's financial contribution to the Railyards Fence Replacement Project is \$7,772.50 plus HST based on material costs of \$7,624.80 and a labour cost of \$7,920.00.

5 for – 1 abstention (Spencer). Motion carried.

- 8.1.2.2** Councillor Gallant inquired if Kent Building Supplies was approached to partner with the Town to repair the broken pavement near their rear entrance gate. Mr. Baker confirmed that Kent was not contacted and expressed concern that the driveway is also used by delivery trucks to surrounding businesses and noted that the damaged areas appear to be on Town property.

Councillor Spencer returned to the virtual Council Meeting.

- 8.1.2.3** Town Council discussed the replacement of an additional section of fence (approx. 253 ft.) located behind the freight shed. It was determined that the fence provides privacy to surrounding property owners and Council would like to have it replaced at the same time as the Kent section of fence.

Moved by Deputy Mayor Pickering, seconded by Councillor Toombs to approve the CAO to proceed with the removal and replacement of approximately 253 ft. of fence behind the Railyards Freight Shed not to exceed the amount of \$12,500 plus HST and removal of any required trees. Unanimously carried.

8.1.3 Credit Union Centre – Rural Growth Initiative Funding Application

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

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with submitting a funding application to the Province of PEI to facilitate the 2020 Kensington Credit Union Centre Upgrades Project. Town Council understands that they will be responsible for any future operations and maintenance costs associated with and resulting from the project.

Unanimously carried.

8.1.4 Kensington and Area Soccer Club – Loan Guarantee Request

- 8.1.4.1** *Moved by Councillor Toombs, seconded by Deputy Mayor Pickering*

BE IT RESOLVED THAT Kensington Town Council provide a loan guarantee to the Malpeque Bay Credit Union, on behalf of the

Kensington and Area Soccer Club, in the amount of \$100,000 to facilitate their construction of a Soccer Clubhouse. Town Council understands that the \$100,000, including all associated interest and fees, is to be repaid by the Kensington and Area Soccer Club through their annual contributions (\$20,000 per year for 5 years) from Cavendish Farms.

Unanimously carried.

8.1.5 Dodge Charger Police Interceptor Replacement

8.1.5.1 Moved by Councillor Mann, seconded by Councillor Toombs

BE IT RESOLVED THAT Kensington Town Council rescind the following resolution from their April 27, 2020 regular meeting:

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

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

Unanimously carried.

8.1.5.2 Moved by Councillor Toombs, seconded by Councillor Mann

BE IT RESOLVED THAT Kensington Town Council rescind the following resolution from their April 27, 2020 regular meeting:

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

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

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

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

- i. repayable in full by Town Council over an amortization period not to exceed 5 years.*

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

iii. Advances repayable on demand.

Unanimously carried.

8.1.5.3 Moved by Councillor Toombs, seconded by Deputy Mayor Pickering

BE IT RESOLVED THAT Town Council authorize the CAO to proceed with the purchase of a 2018 Ford Taurus Police Interceptor from Martins River Auto as per their quote in the amount of \$19,500 plus HST;

BE IT FURTHER RESOLVED THAT Town Council authorize the CAO to proceed with the installation of required emergency equipment on the 2018 Ford Taurus Police Interceptor in the amount of \$4,776.32 plus applicable taxes.

Unanimously carried.

8.1.5.4 Moved by Deputy Mayor Pickering, seconded by Councillor Toombs

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

AND WHEREAS Town Council has authorized the purchase of a 2018 Ford Taurus Police Interceptor;

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 \$24,276.32 from the Scotiabank, under the following terms:

i. repayable in full by Town Council over an amortization period not to exceed 5 years.

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

iii. Advances repayable on demand.

Unanimously carried.

Chief Sutherland excused himself from the Council Chamber at 8:22 pm.

8.1.6 Cogsdale Software Upgrade – 2020

8.1.6.1 Moved by Councillor Spencer, seconded by Councillor Toombs

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with updating the Town's Cogsdale financial software as per Cogsdale's quote dated May 11, 2020 in the amount of \$7,800.00.

Unanimously carried.

Deputy Mayor Pickering declared a conflict and excused herself from the meeting at 8:25 pm.

8.2 Other Matters

- 8.2.1** Mayor Caseley presented Town Council with a request from the Heart of the Island's Beautification & Signage working committee requesting the Town to allow them to add a small sign to the existing Town of Kensington welcome signs.

Moved by Councillor Spencer, seconded by Councillor Mann to allow the Heart of the Island committee to attach a sign to the existing Town of Kensington welcome signs. 5 for -1 abstention. Motion carried.

Deputy Mayor Pickering returned to the meeting at 8:30 pm.

- 8.2.2** Councillor Toombs noted that some fence panels alongside Commercial Street had fallen down and requires repairs.
- 8.3.3** Councillor Gallant inquired if there was any additional information on the sidewalk replacement for Victoria Street W. Mr. Baker confirmed that the Town has not been given any further details regarding the project start date, but anticipates it going to tender this week.
- 8.3.4** Councillor Gallant noted that Prince Edward Island Association of Exhibitions made an announcement cancelling all large festivals across PEI due to Covid-19; including the Kensington Harvest Festival.

9. Correspondence

- 9.1** A Thank You card from the District 6 Women's Institute for donating pins and re-usable bags to their event.

10. In-Camera

- 10.1** *Nil*

11. Adjournment

Moved by Councillor Toombs, seconded by Deputy Mayor Pickering to adjourn the meeting at 8:38 PM. Unanimously carried.

Geoff Baker,
CAO

Rowan Caseley,
Mayor

Town of Kensington		
CAO Monthly Report for Council - June 2020		
Item #	Project/Task	Status
1	Exempt Staffing Policy	NO UPDATE The exempt staffing policy is still being reviewed by the Mayor and CAO. It will be provided to Town Council in draft form once completed.
2	Pandemic Planning	Operational Plans have been developed to allow the town hall and FitPlex facilities to open. Staff continue to work on Plans around the operation of the EVK pool and the ball fields.
3	Victoria Street West Sidewalk Replacement	The Province's Tender for this project closed on June 3, 2020. The work is scheduled to be completed by September 25, 2020.
4	Official Plan and Zoning Bylaw 5 Year Review	NO UPDATE The Official Plan and Development Control Bylaw review is postponed until such time as the municipal restructuring application has been completed to enable new residents an opportunity to participate in the process.
5	Asset Management	I anticipate receiving the formal asset management plan sometime throughout the month of June.
6	Railyards/Boardwalk Renovation and Upgrade Project	The train station roof replacement has been completed. The carpentry component within the train station has been completed. The boardwalk replacement portion has begun, the area around the train station has bee completed. It is anticipated that the section around the Liquor store will be replaced starting on Monday, June 8, 2020.
7	Investing in Canada Infrastructure Program (ICIP) - Lagoon Upgrades	The project has been tendered and closed. A Request for Decision has been circulated with the tentative agenda package recommending that a contract be awarded to Kildare Construction.
8	2019-2024 Gas Tax Capital Investment Plan	NO UPDATE We have been provided with formal approval of all projects included within the Town's Gas Tax Capital Investment Plan (including the paving of the Seniors Centre Parking area).
9	Emergency Warming/Reception Centre	Work has begun on the generator installation.
10	Sidewalk Maintenance	Staff have begun putting together a list of required sidewalk maintenance for 2020.
11	Fire Department Rescue Vehicle	NO UPDATE Work is progressing on the construction of the rescue vehicle. It is anticipated that the truck will be delivered as per the original schedule.
12	EVK Pool	Staff have begun completing required maintenance of the pool to allow it to open on July 1st. Life guards have been hired. Staff continue to work on an operational plan.
13	Wastewater Treatment Plant Blowers	Funds have bee included in the 2020/21 Capital Budget to replace the existing sensors associated with the Blower Variable Frequency Drive (VFD) as well as for the installation of a second VFD on Blower #2. To date, I have not completed any work on this project however I will prioritize it over the next few weeks to enable us to move forward.
14	Water and Wastewater Bylaw	NO UPDATE I have begun drafting the required Bylaw to allow the town to operate the water and wastewater system as a department of the town. It will be presented to Town Council for consideration once completed.

Item #	Project/Task	Status
15	Welcome to Kensington Signs	NO UPDATE The screw pile bases for the "welcome" sign on Malpeque road has been completed. The "welcome" sign on the Kelvin Road has been dismantled in preparation for installing the support piles but ground froze before we could complete. The wood structures were left on location and the sign faces are stored in our shop until the ground can be excavated. The Park Road industrial park composite sign aluminum frame has been repaired, remounted on foundations, and secured for winter with ground anchors and guy wires. Stone pillars have been mostly reconstructed but temperatures and conditions would not allow for concrete pouring to fill the pillar voids and finish caps. These can be completed when we have 2 or 3 days of above freezing temperatures. The Gerald McCarville Drive industrial park sign base repair has not been started yet and will also need warmer temperatures to complete. We will continue to monitor weather and ground conditions and complete this work as soon as possible.
16	Disaster Financial Assistance	NO UPDATE Information for the claim to the Disaster Financial Assistance program is still being collected. Once insurance proceeds have been reconciled and all work has been completed and invoices received a final claim will be submitted. We would expect this to be completed over the next month or so. It is difficult at this point in time to provide a firm timeline on the submittal of the claim.
17	Kensington Area Soccer Club - Clubhouse	I, and Mayor Caseley, attended a sod turning ceremony on Monday, May 25, 2020 with representatives from the Soccer Club, the Province of PEI and Cavendish Farms. It is expected that construction of the facility will begin shortly.
18	Train Station Basement	NO UPDATE Direction was given to the CAO to proceed with the placement of gravel/stone in the basement of the Train Station. No action has been taken on this to date.
19	Municipal Restructuring	I understand that a public hearing on the town's restructuring application will be scheduled for some time in the Fall of 2020.
20	Policing Model Review	All relevant information has been provided to the consultant. I understand that consultation interviews are currently underway with staff and Councillors. A public consultation survey has been drafted and will be circulated electronically and by mail. Staff will endeavour to get the survey out by June 12, 2020.
21	Police Interceptor Replacement (Charger)	The police interceptor has been purchased as directed by Town Council. The interceptor is being used however the police equipment still needs to be installed.
22	Investing in Canada Infrastructure Program (ICIP) - Wellfield Upgrades	The construction contract for this project has been awarded. I am informed that the Certificate of Approval to begin the project has been issued by the Provincial Department of Environment.

APRIL 2020

The Kensington Fire Department responded to 3 calls during the month of April and the average attendance for the fire calls was 18 . Following is the breakdown of calls:

Date	Call Details	Location	# Firefighters	# Trucks
April 5	Brush fire	Darnley	18	1 - stand down en route
April 20	Grass fire	Margate	18	1 - stand down en route
April 24	Grass fire	Norboro	19	4

All training and meetings cancelled until further notice due to COVID-19.

Two trucks participated in a drive-by parade on April 24 to show support for RCMP and other police agencies.

Rodney Hickey
Chief

[illegible]

[illegible]

[illegible]

Police Report April 2020

KPS received 5 false alarms during the month.

April 10 @ 1140hrs – Frosty Treat, member attended.

April 24 @ 0512hrs – Frosty Treat, member attended.

April 26 @ 1011hrs – Frosty Treat, member did not attend.

April 28 @ 0913hrs – Frosty Treat, member attended.

April 29 @ 1344hrs – Kensington Liquor Store, member did not attend.

Please note on the police report the number of assistance calls includes 5 calls that are COVID 19 related.

Year To Date Approved Development Permits Summary Report
2020

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total	
New Institutional		1												1	
New Multi-unit Family Dwelling				1										1	
New Residential Accessory Structure		1	1		2									4	
New Residential Deck/Fence/Pools						1								1	
New Single Family Dwelling		1			2									3	
Other Commercial	1	1												2	
Total:	1	1												12	

Total Estimated Construction Value
\$220,000.00
\$1,947,000.00
\$28,000.00
\$3,500.00
\$767,500.00
\$10,700.00
\$2,976,700.00

DEVELOPMENT PERMITS REPORT
For the period May 09, 2020 to June 04, 2020

Permit Number	Date Permit Issued	PID	Applicant's Name & Address	Telephone Number	Permit Status	Work Type	Type of Construction		Value	Estimated Start	Estimated Finish
			Property Address								
Residential Deck/Fence/Pools											
12-20	06/03/2020	1061027	Adrien Bernard - 2 Brookins Drive		Approved	New	Residential Deck/Fence/Pools		\$3,500.00	05/29/2020	05/31/2020
			2 Brookins Drive				Description:	Construct 6ft fence			

Sub Total: \$3,500.00
Total: \$3,500.00



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

For Office Use Only	
Permit #:	12-20
Date Received:	May 26/20
Date Approved:	June 3/20
PEI Planning:	June 3/20
Permit Fee: \$	50.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 2 Brookings Dr. Property Tax Number (PID): 1061027-000
Lot No.: _____ Subdivision Name: _____ Current Zoning: R1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
Shed.

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: Adrien Bernard Address: 2 Brookings Dr.
Phone: _____ Cell: 902-888-9425 Kensington PE
Email: adrienanne77@gmail.com Postal Code: C0B 1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Justin Stone Address: Summerside
Phone: _____ Cell: 902-439-0878
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 type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input checked="" type="checkbox"/> Decks/Fence/Pools	

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

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

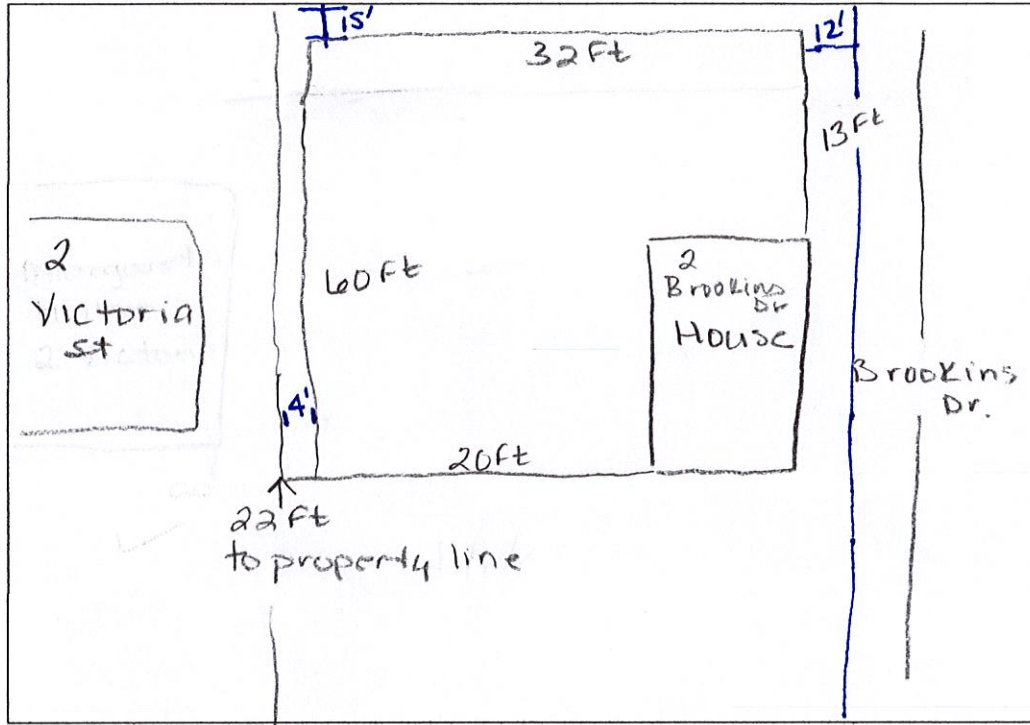
Detailed Project Description: 6 foot privacy fence adjacent to house.

Estimated Value of Construction (not including land cost): 3500.00

Projected Start Date: May 29/20 Projected Date of Completion: May 31/20

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

Aileen Bernard Date: May 24/20

Town of Kensington Bills List April 2020

ADL Foods	2418940	\$598.52
ADL Foods	2419004	\$26.66
Advance Rentals	1206145 PW	\$78.94
Aliant	7617899	\$230.78
Aliant	7620431	\$30.48
Andrew Griffin	APR 2020 RRSP	\$501.28
Bell Mobility	2-392432	\$201.25
Brenda MacIsaac	APR 2020 RRSP	\$147.78
Canadian Tire	2020-04-07 CUC	\$86.19
Combat Computer Inc	62464 DIAGNOSTIC FEE	\$28.75
Combat Computer Inc	62514 COPIES	\$8.73
Combat Computer Inc	62104 REWIRE POLICE TECH STATION	\$672.18
Combat Computer Inc	62105 SET UP POLICE TECH STATION	\$553.37
Combat Computer Inc	62234 COPIES	\$10.05
Combat Computer Inc	62513 COPIES	\$3.70
Combat Computer Inc	62759 JULY, AUG, SEPT BACKUPS	\$413.83
Combat Computer Inc	62233 COPIES	\$19.61
Canadian Union of Public Employees	APR 2020 UNION DUES	\$395.46
Eastlink	11766473	\$104.59
Eastlink	11932715	\$97.69
Eastlink	11932976	\$23.00
Eastlink	11932203	\$766.96
Eastlink	12008190	\$145.94
Eastlink	12064208	\$104.59
Elizabeth Hubley	LIBRARY APR 2020 RENT	\$805.00
Federation of PEI Municipalities	3304 DUES	\$3,468.63
Frontline Outfitters	47584 POLICE - 8 BALL CAPS	\$234.74
Geoff Baker	APR 2020 MILEAGE	\$328.06
Hank Pollard	24 MOURNING RIBBONS	\$144.00
Callbeck's Home Hardware	342648 CUC FITPLEX	\$83.88
Irving Oil	322159	\$78.38
Irving Oil	6261111	\$286.34

Irving Oil	724257	\$281.05
Irving Oil	627258	\$65.02
Irving Oil	23135	\$78.56
Irving Oil	237928	\$485.60
Irving Oil	38656	\$157.39
Irving Oil	33402584	\$21.28
Irving Oil	33407973	\$1,732.76
Irving Oil	242439	\$74.00
Irving Oil	741289	\$174.34
Irving Oil	720679	\$49.71
Irving Oil	718720	\$107.13
Irving Oil	724090	\$9.34
Irving Oil	325992	\$93.45
Island Petroleum	9585	\$305.19
Island Petroleum	9586	\$371.12
Island Towing	14433 POLICE	\$115.00
K&D Pratt Group Inc	232694 FIRE SCBA ANNUAL TEST	\$552.00
Kensington Agricultural Services	43668 PW	\$21.21
Kensington Agricultural Services	43886 PW	\$22.64
Kent Building Supplies	1242474	\$33.28
Kent Building Supplies	1242327	\$11.26
Kent Building Supplies	1242317	\$9.41
Kent Building Supplies	1240410	\$58.45
Kent Building Supplies	1237133	\$36.18
Key Murray Law	247498 PAT GLOVERS PROPERTY	\$1,850.90
K'Town Auto Parts	26909	\$104.77
Lewis Sutherland	APR 2020 RRSP	\$655.52
Lewis Sutherland	MARCH 20 MILEAGE	\$195.99
Lewis Sutherland	APRIL 20 MILEAGE	\$121.73
Maritime Electric	FIRE HALL APR 20	\$348.51
Maritime Electric	STREET LIGHTS APR 20	\$2,905.90
Maritime Electric	SPEED RADAR APR 20	\$105.13
Maritime Electric	TRAIN STN APR 20	\$574.68
Maritime Electric	ART CO-OP APR 20	\$327.37

Maritime Electric	EVK POOL APR 20	\$61.38
Maritime Electric	CAR CHARGER APR 20	\$31.71
Maritime Electric	CUC BALLFIELD APR 20	\$28.26
Maritime Electric	CUC RINK APR 20	\$2,157.62
Maritime Electric	CUC SIGN APR 20	\$117.06
Maritime Electric	SENIOR CNT APR 20	\$219.88
Maritime Electric	TOWN HALL APR 20	\$1,092.05
Maritime Electric	LIBRARY APR 20	\$172.73
Maritime Electric	PW SHOP APRIL 20	\$139.82
Mark Illsey	APRIL 2020 ICE RENTAL REFUND	\$2,150.00
Malpeque Bay Credit Union	APR 2020 RRSP	\$1,504.74
Medacom Atlantic Inc	11677	\$251.16
Mid Isle Electric	8663 FIRE EXT LIGHTING	\$225.40
Mid Isle Electric	8696 CUC WASHROOM FIXTURE	\$115.00
MJS Marketing & Promotions	2693017 MAYORS MESSAGE	\$632.50
Murphy's Kensington	968559	\$39.04
Orkin Canada	1321190	\$44.28
Orkin Canada	1321048	\$73.03
Orkin Canada	1322047	\$28.75
Princess Auto	1092412 PW	\$195.34
Ralph Wadman	FITPLEX PAINTING APR	\$4,840.00
Robert Wood	APRIL 20 MILEAGE	\$56.40
Rowan Caseley	APRIL 30, 2020	\$56.40
Mikes Independent	01 7361	\$10.33
Mikes Independent	01 3220	\$11.50
Scotia Securities	APR 2020 RRSP	\$407.68
Scotiabank Visa	16490130 HENRY SCHEIN - DISINFECTING WIPES	\$238.59
Scotiabank Visa	CHILDREN WISH DONATION	\$250.00
Scotiabank Visa	KIDS HELP PHONE DONATION	\$50.00
Scotiabank Visa	APRIL 7, 2020 CUC FITPLEX CURTAINS	\$132.19
Staples	APRIL 23, 20	\$49.65
Suncor Energy Products Partnership	APRIL 2020	\$227.41
Superior Sanitation	706558	\$230.00
Superior Sanitation	706556	\$80.50

Superior Sanitation	706557	\$184.00
Superior Sanitation	706559	\$207.00
T & K Fire Safety Equipment Ltd	254031 POLICE MASKS	\$330.63
Tanya Beairsto	21 DETAILED POLICE CAR	\$40.00
Telus	APRIL 2020	\$990.96
Toshiba Finance	APRIL 16, 2020	\$607.20
Vail's Fabric Services Ltd	351126	\$193.90
Vistaprint	APRIL 6, 20 CUC SIGN	\$97.74
Water & Pollution Control Corporation	APRIL 2020 W&S	\$197.28
Water & Pollution Control Corporation	CUC APRIL 2020 W&S	\$534.15
Yellow Pages Group	00705691	\$17.65
Yellow Pages Group	752139	\$23.17
Subtotal		<u>\$42,079.31</u>
Payroll		\$73,997.64

Capital Purchases

Combat Computer Inc	62465	\$1,243.73
Subtotal Capital		<u>\$1,243.73</u>

Total Bills		<u>\$117,320.68</u>
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TOWN OF KENSINGTON – MEMORANDUM

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

April 2020

The Ice Surface was shut down due to COVID-19 on March 13, 2020.
The Fitplex was shut down due to COVID-19 on March 16, 2020.

Fitplex

Fitplex was repainted, sanitized, and equipment serviced.

Arena

Arena has been cleaned and sanitized
Minor repairs have been started; painting will begin as weather warms.

Kensington Cash

No draws due to COVID 19

Ball Fields

Fields have repaired, dragged and rolled and are ready when permitted
Fences have been repaired
Netting has been requested to be put up on the Don Clark Field

Senior Center

Closed due to COVID 19

Upcoming Events

All upcoming events are TBA

Town of Kensington
Credit Union Centre Monthly Statistical Data
2020

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	270	265	245	245									1025
Attendance	1490	1550	700	0									3740
Day Passes Sold	28	22	10	0									60
Memberships Sold	42	33	12	0									87
Monthly Payment Memberships	54	52	51	0									157
Arena													
Hours Rented	158	169	62	0									389
Preschool (Free)	3	4	2	0									9
Adult Skate	3	4	2	0									9
Donated Ice Time	0	10	0	0									10
Total Hours Rented	164	187	68	0									419
Storm Days (no rentals)	4	2	0	0									6

2019

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



Mayor's Report to Town Council

June 8, 2020

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

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

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

COVID 19 Protocols:

The town office is now operational for residents to pay their water and sewer bills. Office staff and police department staff are meeting people by appointment only. Everyone including staff need to sign in every day to ensure we have adequate contact tracing should we experience a COVID infection. Additional protocols are in place to meet Health PEI recommendations. Thank you to Mr. Baker and his staff for their patience throughout the last several weeks and we welcome all those who have been working from home back to the office. You were missed.

The FitPlex was opened on June 1 from noon to 9pm for the first 2 weeks with a change in hours after that. We need to staff the facility at this time when open. Mr. Wood has advised he has had over 90 people through the doors and they are impressed with the changes and improvements made during the closure. They have made positive statements and are very complimentary on how the gym looks, love the spacing to protect users and the floor layout. We owe Robert a vote of thanks for all his efforts to make sure the painting, cleaning, relocations of equipment, etc. were all done before we opened the doors. Additionally Robert has developed procedures to ensure proper cleaning, sanitizing and operational protocols are in place, with staff monitoring to ensure compliance.

EVK Memorial Pool is tentatively planned to open July 1, with the final decision on whether we are able to provide swimming lessons still being reviewed. Specific operation protocols are being developed and every effort is being made to protect the health of staff and visitors. We have extra students hired for the summer to assist in extra cleaning and sanitizing.

Public Washrooms - Cleaning and sanitizing procedures are being developed for the opening of the public washrooms at the railyards and they should be opened starting the week of June 8, 2020. We may need to have restricted hours for open washrooms, depending on the final recommended sanitizing procedures and the staff available to complete the tasks.



Pandemic Impact – The financial impact to the Town of Kensington due to closures will be noticeable but not devastating. When we approved our budget we did not have the new equalization grants and property tax assessments numbers for 2020 – 2021. It looks like we will have an extra \$3,000 per month revenue over budget. This will help to offset our lost revenue from having back check shut down from March 19 to June 1. We will incur some extra cleaning and sanitizing expenditures over the next few months, but have benefitted from the province providing student employment grants to help offset this cost. While these additional costs may be significant they can be absorbed at this time. We do have many major capital projects in 2020. It will be a busy construction summer and we look to Mr. Baker to juggle all these extra requirements of his time. All these capital projects were in our plan for 2020 so the financial impact has already been budgeted. This year looks like it will be a busy residential construction season as well and this will help us bounce back from the pandemic impact in the next few years. We are fortunate to have had such great success weathering this pandemic to date on Prince Edward Island thanks to the strong leadership of Health PEI and the Provincial Government.

Soccer Clubhouse – Mr. Baker and I attended a sod turning ceremony at the soon to be constructed Kensington Soccer Clubhouse to be built near the Queen Elizabeth Elementary School soccer field. The building will be located on land transferred to the Town of Kensington from the Public Schools Branch a few years ago for the purpose of constructing the soccer facility. Minister Fox and Minister Mackay were in attendance representing the province along with Mr. Bill Meisner from Cavendish Farms. The Province of Prince Edward Island and Cavendish Farms are major financial contributors for the construction of the soccer facility. This building will be a great addition to this soccer field complex and will provide much needed wash rooms and storage area for the Kensington Soccer Association. Mr. DJ Welton, the current Kensington Soccer Association president was in attendance along with a few soccer players. DJ Welton has been a great driving force getting this project completed and we thank him and his committee for their efforts and leadership. Another great benefit for the youth in the area and an example of the commitment of area residents to ensure we have continued opportunity for youth sport.

Dr. Peter MacKean Retirement – As most of you know, Dr. Peter MacKean has retired from his active medical practice at the end of May, 2020. I took the opportunity to make a presentation of a Certificate of Appreciation to him from the Town of Kensington to recognize his outstanding service to his patients in the area. We wish him well in his retirement and many years of good health. Dr. MacKean has been a great advocate for the Kensington Health Centre and has provided 37 years of dedicated medical service to many patients over the years.

KISH and QEES Graduates of 2020 – Due to COVID 19, this is an unusual year for students graduating from KISH and QEES. They will not be able to have their traditional graduating exercises. Therefore, I have arranged with the principals of each school to present a Certificate of Congratulations from the Town of Kensington to each student to recognize their accomplishment. Our annual Town of Kensington Scholarship to a grade 12 student, will be presented after the selection committee at KISH make their recommendation to the Town. This as well will be presented by the KISH staff subject to all the Health PEI guidelines. We extend our congratulations to all graduates and express our appreciation to all teachers and staff for the extra efforts they are taking to make this graduating year as meaningful as possible.

Rowan Caseley
Mayor – Town of Kensington

Town of Kensington - Request for Decision

Date: June 2, 2020	Request for Decision No: 2020-30 (Office Use Only)
Topic: Town Hall Paver Stones Replacement – Front Entrance	
Proposal Summary/Background: At a recent meeting of Town Council, the CAO was requested to solicit a quote for the replacement of the paver stones at the front entrance of the town hall. A quote was requested from Creative Gardening to complete the required work. In addition, staff requested a quote to complete repair work on the paver stones in front of the Town Clock located in the Rail Yards area. The quote to complete the required work came in as follows: <ul style="list-style-type: none">• Town Hall Entrance - \$9,465.00 plus HST• Town Clock Area - \$485.00 plus HST Town Councillors are requested to consider the preceding information and direct the CAO accordingly.	
Benefits: <ul style="list-style-type: none">• Will increase the aesthetics of the town hall entrance.• Will replace all of the paver stones at the town hall entrance.• Will address a safety issue (tripping hazards) for patrons entering the town hall facility.	
Disadvantages: <ul style="list-style-type: none">• There is currently no budget allocated for this work in the Town's 2020/21 Capital Plan.	
Discussion/Comments: It is recommended that Town Council complete the work as contemplated above at the quoted prices provided. It is further proposed that Town Council delay the replacement of the filtration system at the EVK Pool until 2021/22 to allow funds to be re-profiled in to the current project. 2020/21 Capital Budget - EVK Pool Filtration System Replacement - \$20,000.00 Paver Stone Replacement (RFD2020-30) - \$9,950.00 Town Hall Sidewalk and Walkway Replacement (RFD2020-31) - \$7,750.00	

Options:

1. Proceed with the paver stone replacement at the town hall and repairs to the rail yards area as proposed.
2. Not proceed.
3. Refer the matter back to staff for further direction and deliberation.

Costs/Required Resources:

\$9,950.00 plus HST (HST fully recoverable)

Source of Funding:

2020/21 Capital Fund

Recommendation:

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

BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with the replacement of the paver stones at the entrance to the town hall and repairs to the paver stones in the vicinity of the town clock as per the quote of Creative Gardening dated May 19, 2020 in the amount of \$9,950.00 plus HST.

Creative Gardening

5755 Rustico Road
RR 3 Hunter River, Prince Edward Island C0A 1N0
Canada

QUOTE

Quote No.: 262
Date: 05/19/2020
Page: 1
Ship Date:

Sold To:

The Town of Kensington
Doug Killam
55 Victoria Street
Kensington, Prince Edward Island

Ship To:

The Town of Kensington
Doug Killam
55 Victoria Street
Kensington, Prince Edward Island

Business No.: 80547 0549RP0001

Business No.:		80547 0549RP0001				
Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
			To supply the labour, materials and equipment to...			
			*** Town Hall Office ***			
			** Remove existing paverstones from front entrance area of the Town hall			
			** Regrade the gravel subbase up to proper levels			
			** Replace with new stones.(Oaks brand in Colonade)			
	1		** Old stones to be set aside for town	H	9,465.00	9,465.00
			** All work,materials and clean up included			
	1		** Town Clock **	H	485.00	485.00
			** To lift stones in damaged area, front left of the clock , regrade base and replace existing stones			
			Subtotal:			9,950.00
			H - HST 15% GST			1,492.50
Shipped by						
Comments					Total Amount	11,442.50
Sold By:						

Town of Kensington - Request for Decision

Date: June 2, 2020	Request for Decision No: 2020-31 (Office Use Only)
Topic: Town Hall Sidewalk Repair and Walkway Replacement	
Proposal Summary/Background: <p>Maintenance staff have identified issues with the sidewalk in the vicinity of the Town Hall and the walkway at the west end of the town hall building (vicinity of generator and entrance to day care). Two sidewalk sections at the entrance to the town hall have been identified for replacement and the walk way at the west end of the building, measuring only 4 feet, is too thin for our sidewalk clearing equipment. This results in tearing up the grass around the walkway that needs to be repaired annually.</p> <p>It is proposed and recommended that the walkway at the west end of the Town Hall be replaced in its entirety and that two pads at the front of the town hall be repaired. Quotes were requested from Sharpe Construction and Owen MacDonald Construction with only one quote being received from Owen MacDonald. Sharpe's indicated that they do not have time right now to complete the required work. Owen MacDonald's quote came in at \$7,750.00 plus HST.</p> <p>The work will generally include the replacement of two broken sidewalk blocks in the front of the town hall. The work on the western end of the property will generally include the excavation of the existing walkway, supply and installation of shale, wire mesh and 4000 strength sidewalk (6' x 80' x 5" thick). The area to be replaced will include underneath the garbage receptacle area and at both back steps.</p>	
Benefits: <ul style="list-style-type: none">• Will increase the aesthetics of the town hall property.• Will allow the safer use of snow clearing equipment around the town hall facility.• Will reduce the potential for tripping hazards around the town hall.	
Disadvantages: <ul style="list-style-type: none">• There is currently no budget allocated for this work in the Town's 2020/21 Capital Plan.	
Discussion/Comments: <p>It is recommended that Town Council complete the work as contemplated above at the quoted prices provided. It is further proposed that Town Council delay the replacement of the filtration system at the EVK Pool until 2021/22 to allow funds to be re-profiled in to the current project.</p> <p>2020/21 Capital Budget - EVK Pool Filtration System Replacement - \$20,000.00</p> <p>Paver Stone Replacement (RFD2020-30) - \$9,950.00</p> <p>Town Hall Sidewalk and Walkway Replacement - \$7,750.00</p>	

Options: <ol style="list-style-type: none"> 1. Proceed with the sidewalk replacement at the town hall as proposed. 2. Not proceed. 3. Refer the matter back to staff for further direction and deliberation. 	
Costs/Required Resources: \$7,750.00 plus HST (HST fully recoverable)	Source of Funding: 2020/21 Capital Fund
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>BE IT RESOLVED THAT Kensington Town Council authorize the CAO to proceed with the replacement of the sidewalk at the west end of the town hall facility and repairs to two sidewalk pads on south end of the town hall facility as per the quote of Owen MacDonald Construction dated April 27, 2020 in the amount of \$7,750.00 plus HST.</i>	

Owen MacDonald Construction
 421 Central Street
 Summerside PE
 C1N 3N5
 902-432-9363 902-436-3228

473427

Town of Kensington
 Sidewalk Replacement
 town hall

DATE April 27/20
NUMERO DE DEMANDE DE RENSEIGNEMENTS INQUIRY NUMBER
DATE DE LIVRAISON APPROXIMATIVE ESTIMATED DELIVERY DATE
CONDITIONS TERMS

NOUS VOUS REMERCIONS DE NOUS DONNER L'OCCASION DE PRÉSENTER LES SPÉCIFICATIONS ET LES PRIX SUIVANTS.
 WE THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE FOLLOWING PRICES AND SPECIFICATIONS.

QUANTITE QUANTITY	DESCRIPTION	PRIX UNITAIRE UNIT PRICE	MONTANT AMOUNT
	Replace two broken blocks of Sidewalk in front of Townhall		7750 00
	Excavate existing sidewalk on west side of building at Town Hall. Supply shale, wire mesh, and 4000 strength concrete. Sidewalk 6 feet x 80 feet x 5 inches thick 20x4 pad 5 inches thick for garbage cans and block 5'x5'x5" brick step		
VEUILLEZ MENTIONNER LE NUMERO DE PROPOSITION DE PRIX CI-DESSUS QUAND VOUS FAITES VOTRE COMMANDE. PLEASE REFER TO THE ABOVE QUOTATION NUMBER WHEN PLACING YOUR ORDER.		HST # 839977980RT0001	TPS / GST TVH / HST
LES PRIX CI-DESSUS SONT VALIDES PENDANT _____ JOURS. ABOVE PRICES GOOD FOR <u>30</u> DAYS.			1162 50
SIGNATURE _____		TVP / PST	
		TOTAL	8912 50

DEVIS/PROPOSITION DE PRIX
 QUOTATION/PROPOSAL

Town of Kensington - Request for Decision

Date: June 4, 2020	Request for Decision No: 2020-32 (Office Use Only)
Topic: Proposed Development Control Bylaw Amendment – Section 4.24 – Accessory Structures	
Proposal Summary/Background: <p>A request has been received from a Kensington property owner to allow the placement of a third accessory structure on their property. Currently, Section 4.24 (1)(g) of the Town’s Development Control bylaw states that “Accessory uses, buildings and structures shall be permitted on any lot but shall not...(g) exceed a maximum of two (2) buildings per property.</p> <p>Staff have completed some research and found that other Prince Edward Island Municipal Development Control Bylaws permit the placement of a third accessory structure on properties greater than 3 acres in size.</p> <p>It is requested that Town Council consider an amendment to the Bylaw to permit a third accessory structure on properties that exceed 3 acres in size through the addition of the words “where the property is 3 acres in size or less” to Section 4.24(1)(g) and the addition of a new Section 4.24(1)(h) – “exceed a maximum of three (3) buildings per property, where the property area is greater than 3 acres.”</p> <p>For clarity, the amendment being proposed is as follows:</p> <p>Section 4.24 Accessory Structures</p> <ol style="list-style-type: none">1) Accessory uses, buildings and structures shall be permitted on any lot but shall not:<ol style="list-style-type: none">g) exceed a maximum of two (2) buildings per property, where the property area is 3 acres in size or less.h) exceed a maximum of three (3) buildings per property, where the property area is greater than 3 acres.	
Benefits: <ul style="list-style-type: none">• N/A	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: <p>It is recommended that Town Council consider the amendment as proposed and authorize staff to move the proposed amendment forward to a public meeting to solicit the opinion of residents.</p>	

Options:

1. Proceed with the Bylaw amendment process as proposed.
2. Not proceed with the Bylaw amendment process.
3. Refer the matter 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:

That Town Council direct staff to proceed with a Development Control Bylaw amendment process to permit a third accessory structure on properties that exceed three acres in size.

4.20. Construction Plans

Council may require the applicant to submit a Construction Plan for the development addressing such details as construction phasing, stockpiling of soil, temporary screening or fencing, erosion or run-off control measures, heavy truck access and any other item which could in the opinion of Council present a nuisance or hazard during construction.

4.21. Permits And Compliance With Other Bylaws

- 1) Nothing in this Bylaw shall exempt any person from complying with the requirements of any other Bylaw of the municipality or from obtaining any license, permission, authority, or approval required by any other Bylaw of the municipality or any legislation or regulation of the Province of Prince Edward Island or the Government of Canada.
- 2) Where the provisions of this Bylaw conflict with those of any other Bylaw of the municipality or regulation of the Province or the Government of Canada, the higher or more stringent provision shall prevail.

4.22. Site Work

No person shall carry out any site work in any zone which, when judged by reasonable community living standards, can be considered improper activity such as to create a nuisance, hardship or other inconvenience to persons in the vicinity.

4.23. Authorization for Inspection

An application for a development permit shall constitute authorization for inspection of the building or land in question by an officer or agent of the Town for the purpose of ensuring compliance with the provisions of this Bylaw.

4.24. Accessory Structures

- 1) Accessory uses, buildings and structures shall be permitted on any lot but shall not:
 - a) be used for human habitation except where a dwelling is a permitted accessory use;
 - b) be located within the front yard or flanking side yard of a lot;
 - c) be built closer than three (3.0') feet (0.9 m.) to any lot line;
 - d) except in an industrial zone, commercial zone or on a farm property exceed fifteen (15.0') feet (4 m.) in height above grade, unless a special permit has been issued by Council allowing a greater height in order to achieve architectural harmony with the main building or within the neighbourhood;
 - e) except in an industrial zone, commercial zone or on a farm property exceed 50% of the total floor area of the main building on the lot;
 - f) be built within seven (7) ft. of the main building on the lot;
 - g) exceed a maximum of two (2) buildings per property.
- 2) All accessory buildings shall be included in the calculation of maximum lot coverage as described in the Lot Requirements for the applicable zone. Satellite dishes, wind

turbines or similar structures greater than 3 feet in diameter shall not be erected in any zone in the Town unless a special permit has been issued by Council.

- 3) Notwithstanding the above provisions, Council may issue a special development permit for an accessory structure located within the front yard or flanking side yard of a lot, where Council is satisfied the structure will be architecturally compatible with adjacent structures and no permanent injury would be caused to adjoining properties, subject to such conditions as Council may impose.

4.25. Garden Suites

Garden Suites (accessory buildings for human habitation which are located in the rear yard of a single-family dwelling) are not a permitted use in the Town.

4.26. Accessory Apartments

An accessory apartment for habitation may be constructed within any existing single family dwelling if the owner of the dwelling, upon written application to the Council, satisfies the Council that all applicable provisions of the Bylaw have been met.

- a) Accessory apartments are permitted within the main building or in an accessory building but in any case shall not be larger than 25% of the gross floor area devoted to the main use;
- b) Accessory apartments shall not contain more than 2 bedrooms;
- c) that adequate off street parking will be provided in the side or rear yard of the building. Parking will not be permitted in the front yard.
- d) that all other provisions of this Bylaw remain applicable to the dwelling and Council may require such changes to the exterior of the dwelling as may be necessary to ensure compliance with this Bylaw, whether in connection with the construction of the accessory apartment.
- e) that any water and sewer upgrades must be reviewed and approved by the Town prior to any construction.

4.27. Permits Posted

All permits shall be posted by the developer in a location easily visible for viewing.

4.28. Moving of Buildings

No building shall be moved within or into the area covered by this Bylaw without a development permit and such other permits as may be required by law.

4.29. Height Regulations

The height regulations of this Bylaw shall not apply to church spires, water tanks, flag poles, lighting standards, television or radio antennae, ventilators, skylights, chimneys, clock towers, wind turbine towers or utility poles.

Town of Kensington - Request for Decision

Date: June 4, 2020	Request for Decision No: 2020-33						
Topic: Kensington Lagoon Upgrades - Tender Recommendation							
Proposal Summary/Background: <p>The Town recently issued tender documents through WSP for the completion of upgrades to the town's wastewater lagoon system. The work generally includes Sludge removal, berm reinforcement and the installation of a baffle on the outlet pipe of Cell #2 (lower lagoon). The work includes the construction of placement areas for dewatering bags, supply and installation of dewatering bags, dredging of Cell #2 to remove sludge to be placed in dewatering bags, draw down of Cell #2 to facilitate berm reinforcement and baffle installation, berm reinforcement, including berm reconstruction where required, and the fabrication and installation of a baffle on the outlet pipe of Cell #2.</p> <p>The Lagoon Upgrades Project tender closed on June 2, 2020 with three bids being received from AJL Limited, Island Coastal Services Ltd. and Kildare Construction.</p> <table><tr><td>AJL Limited</td><td>\$560,050.00 incl HST</td></tr><tr><td>Island Coastal Services Ltd.</td><td>\$504,933.97 incl HST</td></tr><tr><td>Kildare Construction</td><td>\$435,849.54 incl HST</td></tr></table> <p>The tenders were reviewed by WSP with all three bids being considered compliant. It is recommended that the contract be awarded to Kildare Construction, in the amount of \$435,849.54 incl HST. Their construction schedule is set for a total of 15 weeks seeing the construction completed by October 25, 2020. As the project currently sits, we are awaiting approval of the lagoon draw down plan from the Provincial Department of Environment and as such, awarding the contract will be conditional upon receiving the appropriate regulatory approval.</p>		AJL Limited	\$560,050.00 incl HST	Island Coastal Services Ltd.	\$504,933.97 incl HST	Kildare Construction	\$435,849.54 incl HST
AJL Limited	\$560,050.00 incl HST						
Island Coastal Services Ltd.	\$504,933.97 incl HST						
Kildare Construction	\$435,849.54 incl HST						
Benefits: <ul style="list-style-type: none">• Will result in greater capacity of the wastewater lagoon system through sludge removal.• Will provide for the reinforcement of the existing berms.							
Disadvantages: <ul style="list-style-type: none">• None noted.							
Discussion/Comments: <p>It is recommended by the CAO and WSP that Town Council proceed with the award of the aforementioned tender to Kildare Construction as they are determined to provide the best value to the Town.</p>							
Options: <ol style="list-style-type: none">1. Award the tender to Kildare Construction, as recommended.2. Not award the tender.3. Refer the matter back to staff for further deliberation.							

<p>Costs/Required Resources:</p> <p>\$378,999.60 plus HST (HST recoverable)</p> <p>Engineering Estimate - \$38,125.00</p> <p>Total \$417,124.60</p>	<p>Source of Funding:</p> <p>2020/21 Capital Plan</p> <p>Invest in Canada Infrastructure Fund - \$390,000.00</p> <p>Town of Kensington (Long Term Borrowing) - \$140,800.00</p> <p>(Based on budget estimates – funding will ultimately be based on actual expenditures)</p>
<p>Recommendation:</p> <p>That Town Council consider and adopt the following resolution:</p> <p><i>BE IT RESOLVED THAT Kensington Town Council award the contract for the Kensington Lagoon Upgrades project to Kildare Construction as per their tender submission in the amount of \$435,849.54 including HST.</i></p>	



June 04, 2020

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

Subject: Kensington Lagoon Upgrades - 2020 - Tender Recommendation

Dear Mr. Baker:

Tenders were received for the above project at 2:00 PM, Tuesday, June 02, 2020, and have been reviewed and verified and are attached for your reference.

A summary of the tenders is as follows:

<u>Low Bidder</u>	<u>Bid Amount</u>	<u>Construction Duration</u>
Kildare Construction	\$435,849.54	July 02/2020 – Oct 25/2020 = 15 Construction Weeks
<u>Other Bidders</u>		
Island Coastal Services	\$504,733.97	July 13/2020 – Sept 11/2020 = 9 Construction Weeks
AJL Limited	\$560,050.00	July 14/2020 – Sept 04/2020 = 8 Construction Weeks

I have reached out to the low bidder, Kildare Construction (Tyler O'Rourke), as I have not worked with this contractor in the past. I have satisfied myself that the contractor does understand the requirements and has the necessary experience to complete the project.

It is therefore recommended that, once approvals from Environment and IRAC are received, the contract be awarded to the low bidder, Kildare Construction, in the amount of \$435,849.54, including HST, if the necessary funds are available.

Copies of the tender documents are enclosed for your records. Please contact me if there are any questions regarding the above.

Best regards,

Luc Van Hul, FEC, P.Eng.

LVH/gd

cc: Morley Foy, P.Eng. - Dept. of Environment, Water and Climate Change

Heather Walker – Island Regulatory and Appeals Commission

Encl.

WSP ref.: 191-14830-00

195 MacEwen Road
Summerside, PE
Canada C1N 5Y4

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

BID REVIEW

KENSINGTON LAGOON UPGRADES

- 2020

TOWN OF KENSINGTON

			-- C O N T R A C T O R S --					
Item	Description	Quantity	Kildare Construction		Island Coastal		AJL Limited	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization and Demobilization	1 L.S.	\$30,000.00	\$30,000.00	\$72,000.00	\$72,000.00	\$34,900.00	\$34,900.00
2	Dewatering Bags - supply & install	1 L.S.	\$60,000.00	\$60,000.00	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00
3	Construction of levelled dewatering cell	1 L.S.	\$48,000.00	\$48,000.00	\$59,000.00	\$59,000.00	\$108,000.00	\$108,000.00
4	Chain-Link Security Fence	140 m	\$142.00	\$19,880.00	\$160.71	\$22,499.40	\$110.00	\$15,400.00
5	Lagoon Cleaning	110 BDMT	\$408.36	\$44,919.60	\$1,490.91	\$164,000.10	\$1,275.00	\$140,250.00
6	Lowering Cell #2	1 L.S.	\$25,000.00	\$25,000.00	\$14,000.00	\$14,000.00	\$37,850.00	\$37,850.00
7	Lagoon Cell #2 Berm Repairs							
	- Rip-Rap Placement	400 m	\$155.00	\$62,000.00	\$100.00	\$40,000.00	\$145.00	\$58,000.00
	- Slope Repair & Rip-Rap Placement	120 m	\$260.00	\$31,200.00	\$158.33	\$18,999.60	\$230.00	\$27,600.00
8	Inlet Baffle	1 L.S.	\$38,000.00	\$38,000.00	\$2,400.00	\$2,400.00	\$19,000.00	\$19,000.00
9	Cash Allowance	1 L.S.	\$20,000.00	<u>\$20,000.00</u>	\$20,000.00	<u>\$20,000.00</u>	\$20,000.00	<u>\$20,000.00</u>
			Subtotal =	\$378,999.60	Subtotal =	\$438,899.10	Subtotal =	\$487,000.00
HST (15%)				<u>\$56,849.94</u>		<u>\$65,834.87</u>		<u>\$73,050.00</u>
			Tender Amount =	\$435,849.54	Tender Amt =	\$504,733.97	Tender Amt =	\$560,050.00
Construction Schedule →			July 02/20 - Oct 25/20 = 15 construction weeks		July 13/20 - Sept 11/20 = 9 construction weeks		July 14/20 - Sept 04/20 = 8 construction weeks	

TENDER FORM FOR:
KENSINGTON LAGOON UPGRADES
~ 2020 ~

KENSINGTON, PEI

TO: TOWN OF KENSINGTON
55 VICTORIA STREET EAST
KENSINGTON, PE
C0B 1M0

Kildare Construction Ltd (Name of Tenderer)

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

hereby tender and offer, in accordance with the said documents, to enter into a Contract with the Town of Kensington, defined as the Owner, within the time prescribed, to furnish all materials, labour, equipment, matters and things, and to do all work necessary to construct, complete and ready for use within the time stated, in strict accordance with the documents pertaining to the said Contract for the total sum of Four Hundred thirty Five thousand Eight hundred Forty nine dollars - 54 Dollars (\$ 435,849.54) or such other sum as may be ascertained in accordance with the Contract. The aforesaid sum is made up as stated in appended Tender Price Breakdown forming part of this Tender and includes all costs, including but not limited to, Harmonized Sales Tax on materials to be incorporated into the work.

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

In the event of this tender being accepted within 60 days of the time stated for the closing of receipt of tenders, and our failing or declining to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may be forfeited in lieu of damages to which the Owner may be entitled by reason of our failure or refusal to enter into a contract.

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

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

Dredging, Screening & Polymer Addition
Cell area Bays, Zip-Pap Banks.
outFlow Baffle

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

- Fence : Eastern Fence
- Geotube supply and tech support - Bird stars & fence
- Dredge Pump supply - Canada Pump & power. ^{Geotube}

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

- a) Execute the most recent edition of the "Standard Construction Document" CCDC-4 (Unit Price Contract).
- b) Furnish a Ten Percent (10%) Certified Cheque as Performance Deposit or a Fifty Percent (50%) Performance Bond and a Fifty Percent (50%) Labour and Materials Bond.
- c) To commence work on July 2nd 2020 and
(Month) (Day) (Year)

complete the entire work included in the contract on or before

October 25th 2020.
(Month) (Day) (Year)

Resulting in a total number of construction weeks of 15.

Yours truly,

Tyler O'Rourke P.Eng
Signature

June 2nd 2020
Date

el Oll
Signature

June 2nd 2020
Date

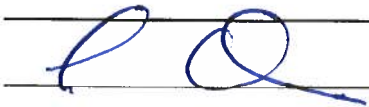
Schedule of Unit Prices
Kensington Lagoon Upgrades
- 2020 -
Town of Kensington

Item #	Description	Quantity	Unit Price	Total Price
1.	Mobilization and Demobilization	1 L.S.	\$ <u>30,000.⁰⁰</u>	\$ <u>30,000.⁰⁰</u>
2.	Dewatering Bags: supply and installation (80% fill capacity) (Geobag GT500 or equivalent).	1 L.S.	\$ <u>60,000.⁰⁰</u>	\$ <u>60,000.⁰⁰</u>
3.	Construction of levelled dewatering cell, including removal of existing fence, excavation, grading, compaction, placement of Type 7 drainage gravel or Geotextile Filtration Fabric (GFF), geotextile and sump pit for collection and disposal of liquid collected from dewatering bag, etc. (see Special Provisions #15).	1 L.S.	\$ <u>48,000.⁰⁰</u>	\$ <u>48,000.⁰⁰</u>
4.	Chain-Link Security Fence, supplied and installed including but not limited to excavation, concrete footings, 1.8m high fence complete with access gates, reinstatement, etc.	140 m	\$ <u>142.⁰⁰</u> 1 ⁰⁰	\$ <u>19,880.⁰⁰</u>
5.	Lagoon Cleaning, including biosolids removal, conditioning and dewatering of biosolids, pumping, monitoring and all related work (see Special Provisions #16).	110 BDMT	\$ <u>408.³⁶</u>	\$ <u>44,919.⁶⁰</u>
6.	Lowering Cell #2 of the Kensington Lagoon, including, but not limited to, all labor, equipment, pumping, environmental controls, etc.	1 L.S.	\$ <u>25,000.⁰⁰</u>	\$ <u>25,000.⁰⁰</u>
7.	Lagoon Cell #2 Berm Repairs including, but not limited to excavation, supply and placement of select borrow, geotextile Fabric and rip-rap, environment protection, reinstatement, etc.			
	- Rip-rap placement	400 m	\$ <u>155.⁰⁰</u>	\$ <u>62,000.⁰⁰</u>
	- Slope repair and rip-rap placement (rodent damage areas).	120 m	\$ <u>260.⁰⁰</u>	\$ <u>31,200.⁰⁰</u>
8.	Inlet Baffle, supplied and installed including all materials, fabrication, connections, field adjustments, etc.	1 L.S.	\$ <u>38,000.⁰⁰</u>	\$ <u>38,000.⁰⁰</u>

Item #	Description	Quantity	Unit Price	Total Price
9.	Cash Allowance	1 L.S.	\$ <u>20,000.00</u>	\$ <u>20,000.00</u>
Subtotal =				\$ <u>378,999.⁶⁰</u>
HST (15%) =				\$ <u>56,849.⁹⁴</u>
Total Tender Amount = (supplied and installed)				\$ <u>435,849.⁵⁴</u>

BDMT = Bone Dry Metric Ton

Contractor Kildare Construction Ltd
Rylee O'Rourke P.Eng.

Signature 

Date June 2nd 2020

ADDENDUM NO. 1

To the Specifications and Drawings
for
Kensington Lagoon Upgrades
- 2020 -
Summerside, PEI



195 MacEwen Road
Summerside, P.E.I.
C1N 5Y4

Dated: May 25, 2020
Summerside, P.E.I.

- .1 **Precedence:** This Addendum forms an integral part of the Contract Documents covering all aspects of this Project and it to be read in conjunction therewith. Should points arise which are at variance, this Addendum shall take precedence.
- .2 **Purpose:** The purpose of this Addendum is to add to, clarify and/or to amend the Specifications and Drawings.
- .3 **Content:** The Addendum comprises of 2 pages of text, including this cover sheet.
- .4 This addendum is to be signed by the bidder and submitted with the Tender Form.

Kildare Construction Ltd
Company Name

[Signature]
Contractor's Signature

Addendum No. 1

**Kensington Lagoon Upgrades
– 2020 –**



May 25, 2020

General:

1. Bidders are advised that the **tender closing** has been moved to **Tuesday, June 2nd** and tenders can be dropped off between 11:00:00 AM and 2:00:00 PM at the Kensington Town office located at 55 Victoria Street East.
2. Bidders are advised that the top of the sludge has a layer of dead vegetative matter from the previous season and will likely have current growth at the time of construction. The additional vegetative matter may have impacts on the selection of sludge dredging equipment and schedule. The contractor is to complete their own inspection of vegetative layer prior to tender and/or mobilization.
3. Bidders are advised that all sludge is to be screened prior to being pumped into dewatering container. The maximum acceptable screen size is 15mm.

A handwritten signature in blue ink, consisting of a stylized 'K' followed by a large, circular flourish.

Contractor's Signature

TENDER FORM FOR:
KENSINGTON LAGOON UPGRADES
~ 2020 ~

KENSINGTON, PEI

TO: TOWN OF KENSINGTON
55 VICTORIA STREET EAST
KENSINGTON, PE
C0B 1M0

ISLAND COASTAL SERVICES LTD.

(Name of Tenderer)

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

hereby tender and offer, in accordance with the said documents, to enter into a Contract with the Town of Kensington, defined as the Owner, within the time prescribed, to furnish all materials, labour, equipment, matters and things, and to do all work necessary to construct, complete and ready for use within the time stated, in strict accordance with the documents pertaining to the said Contract for the total sum of FIVE HUNDRED AND FOUR THOUSAND, SEVEN HUNDRED AND

THIRTY-THREE

97/100

Dollars

(\$ 504,733.97) or such other sum as may be ascertained in accordance with the Contract. The aforesaid sum is made up as stated in appended Tender Price Breakdown forming part of this Tender and includes all costs, including but not limited to, Harmonized Sales Tax on materials to be incorporated into the work.

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

In the event of this tender being accepted within 60 days of the time stated for the closing of receipt of tenders, and our failing or declining to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may be forfeited in lieu of damages to which the Owner may be entitled by reason of our failure or refusal to enter into a contract.

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

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

EARTH EXCAVATION AND SITE PREPARATION

LOWERING OF CELL

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

FENCING - EXETER FENCE PRODUCTS LTD

SLUDGE REMOVAL - BISHOP WATER

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

- a) Execute the most recent edition of the "Standard Construction Document" CCDC-4 (Unit Price Contract).
- b) Furnish a Ten Percent (10%) Certified Cheque as Performance Deposit or a Fifty Percent (50%) Performance Bond and a Fifty Percent (50%) Labour and Materials Bond.
- c) To commence work on July 13 2020 and
(Month) (Day) (Year)

complete the entire work included in the contract on or before

SEPT. 11 2020.
(Month) (Day) (Year)

Resulting in a total number of construction weeks of 9.

Yours truly,

Obblain MacLellan
Signature

JUNE 2, 2020
Date

Signature

Date

Schedule of Unit Prices
Kensington Lagoon Upgrades
- 2020 -
Town of Kensington

Item #	Description	Quantity	Unit Price	Total Price
1.	Mobilization and Demobilization	1 L.S.	\$ <u>72,000.⁰⁰</u>	\$ <u>72,000.⁰⁰</u>
2.	Dewatering Bags: supply and installation (80% fill capacity) (Geobag GT500 or equivalent).	1 L.S.	\$ <u>26,000.⁰⁰</u>	\$ <u>26,000.⁰⁰</u>
3.	Construction of levelled dewatering cell, including removal of existing fence, excavation, grading, compaction, placement of Type 7 drainage gravel or Geotextile Filtration Fabric (GFF), geotextile and sump pit for collection and disposal of liquid collected from dewatering bag, etc. (see Special Provisions #15).	1 L.S.	\$ <u>59,000.⁰⁰</u>	\$ <u>59,000.⁰⁰</u>
4.	Chain-Link Security Fence, supplied and installed including but not limited to excavation, concrete footings, 1.8m high fence complete with access gates, reinstatement, etc.	140 m	\$ <u>160.⁷¹</u>	\$ <u>22,499.⁴⁰</u>
5.	Lagoon Cleaning, including biosolids removal, conditioning and dewatering of biosolids, pumping, monitoring and all related work (see Special Provisions #16).	110 BDMT	\$ <u>1,490.⁹¹</u>	\$ <u>164,000.¹⁰</u>
6.	Lowering Cell #2 of the Kensington Lagoon, including, but not limited to, all labor, equipment, pumping, environmental controls, etc.	1 L.S.	\$ <u>14,000.⁰⁰</u>	\$ <u>14,000.⁰⁰</u>
7.	Lagoon Cell #2 Berm Repairs including, but not limited to excavation, supply and placement of select borrow, geotextile Fabric and rip-rap, environment protection, reinstatement, etc.			
	- Rip-rap placement	400 m	\$ <u>100.⁰⁰</u>	\$ <u>40,000.⁰⁰</u>
	- Slope repair and rip-rap placement (rodent damage areas).	120 m	\$ <u>158.³³</u>	\$ <u>18,999.⁶⁰</u>
8.	Inlet Baffle, supplied and installed including all materials, fabrication, connections, field adjustments, etc.	1 L.S.	\$ <u>2,400.⁰⁰</u>	\$ <u>2,400.⁰⁰</u>

Item #	Description	Quantity	Unit Price	Total Price
9.	Cash Allowance	1 L.S.	\$ <u>20,000.00</u>	\$ <u>20,000.00</u>
Subtotal =				\$ <u>438,899.10</u>
HST (15%) =				\$ <u>65,834.87</u>
Total Tender Amount = (supplied and installed)				\$ <u>504,733.97</u>

BDMT = Bone Dry Metric Ton

Contractor ISLAND COASTAL SERVICES LTD.
P.O. Box 151
CHARLOTTETOWN, P.E.I. C1A 7K4
Signature D. Blain Mac Larchlan
Date JUNE 2, 2020



BID BOND

Bond No.: HS8028006-25

Bond Amount: 10% OF TENDER AMOUNT

ISLAND COASTAL SERVICES LTD. as Principal, hereinafter called the Principal, and THE GUARANTEE COMPANY OF NORTH AMERICA a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in Canada as Surety, hereinafter called the Surety, are held and firmly bound unto TOWN OF KENSINGTON as Oblige, hereinafter called the Oblige, in the amount of 10% OF TENDER AMOUNT 00/100 Dollars (10% OF TENDER) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written tender to the Oblige dated the 2ND day of JUNE, 2020, for

KENSINGTON LAGOON UPGRADES - 2020

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Oblige's bid documents, or, if no time period is specified in the Oblige's bid documents, within Sixty Days (60) days from the closing date as specified in the Oblige's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Oblige takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Oblige the difference in money between the amount of the bid of the Principal and the amount for which the Oblige legally contracts with another party to perform the work if the latter amount be in excess of the former.

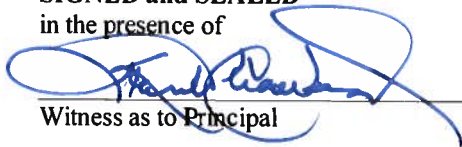
The Principal and the Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Oblige named herein, or the heirs, executors, administrators or successors of the Oblige.

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this Bond dated 2ND day of JUNE, in the year 2020.

SIGNED and SEALED
in the presence of


Witness as to Principal

ISLAND COASTAL SERVICES LTD.


Principal

THE GUARANTEE COMPANY OF NORTH AMERICA


TOM A. SEAR, Attorney-in-fact

Westway 2, 120 Western Parkway, Suite 208, Bedford, Nova Scotia B4B 0V2 | Tel: 902.425.4700 1.800.565.0013 | Fax: 902.425.4702



Proud Supporter of Bidders
Displaying this Symbol

Excellence, Expertise, Experience ... Every time | theguarantee.com



SURETY'S CONSENT

Date: 02 June 2020

No: HS8028006-25

WHEREAS **ISLAND COASTAL SERVICES LTD.**(Principal) has submitted a written tender to **TOWN OF KENSINGTON** (Obligee) dated the 2ND day of **JUNE, 2020**.

concerning: **KENSINGTON LAGOON UPGRADES - 2020**

and the condition of this obligation being such that the Principal shall have the tender accepted within **SIXTY (60)** days from the closing date of tender,

we, **THE GUARANTEE COMPANY OF NORTH AMERICA**, a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in the Province of **P.E.I.** as Surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Obligee, the following bond(s):

1. - a contract performance bond (50%) of the contract price not exceeding the maximum sum of:
FIFTY PERCENT OF THE AMOUNT OF TENDER
2. - a labour and material payment bond for (50%) of the contract price not exceeding the maximum sum of:
FIFTY PERCENT OF THE AMOUNT OF TENDER

This consent shall be null and void unless an application for the said bond(s) is made within thirty (30) days following the award of the contract.

THE GUARANTEE COMPANY OF NORTH AMERICA



TOM A. SEAY, ATTORNEY-IN-FACT

Westway 2, 120 Western Parkway, Suite 208, Bedford, Nova Scotia B4B 0V2 | Tel: 902.425.4700 1.800.565.0013 | Fax: 902.425.4702



Excellence, Expertise, Experience ... Every time | theguarantee.com

ADDENDUM NO. 1

**To the Specifications and Drawings
for
Kensington Lagoon Upgrades
- 2020 -
Summerside, PEI**



195 MacEwen Road
Summerside, P.E.I.
C1N 5Y4

Dated: May 25, 2020
Summerside, P.E.I.

- .1 **Precedence:** This Addendum forms an integral part of the Contract Documents covering all aspects of this Project and it to be read in conjunction therewith. Should points arise which are at variance, this Addendum shall take precedence.
- .2 **Purpose:** The purpose of this Addendum is to add to, clarify and/or to amend the Specifications and Drawings.
- .3 **Content:** The Addendum comprises of 2 pages of text, including this cover sheet.
- .4 This addendum is to be signed by the bidder and submitted with the Tender Form.

ISLAND COASTAL SERVICES LTD.
Company Name

Oblain MacLennan
Contractor's Signature

Addendum No. 1

**Kensington Lagoon Upgrades
– 2020 –**



May 25, 2020


General:

1. Bidders are advised that the **tender closing** has been moved to **Tuesday, June 2nd** and tenders can be dropped off between 11:00:00 AM and 2:00:00 PM at the Kensington Town office located at 55 Victoria Street East.
2. Bidders are advised that the top of the sludge has a layer of dead vegetative matter from the previous season and will likely have current growth at the time of construction. The additional vegetative matter may have impacts on the selection of sludge dredging equipment and schedule. The contractor is to complete their own inspection of vegetative layer prior to tender and/or mobilization.
3. Bidders are advised that all sludge is to be screened prior to being pumped into dewatering container. The maximum acceptable screen size is 15mm.

A handwritten signature in black ink, reading 'D. Blair MacLennan'. The signature is written in a cursive style with a horizontal line underneath.

Contractor's Signature

KENSINGTON, PEI

Certified Cheque
RETURNED June 02/20
x 

ASL LTD

hereby tender and offer, in accordance with the said documents, to enter into a Contract with the Town of Kensington, defined as the Owner, within the time prescribed, to furnish all materials, labour, equipment, matters and things, and to do all work necessary to construct, complete and ready for use within the time stated, in strict accordance with the documents pertaining to the said Contract for the total sum of Five Hundred & Sixty thousand and fifty

(\$ 560,050.^{00/100}) or such other sum as may be ascertained in accordance with the Contract. The aforesaid sum is made up as stated in appended Tender Price Breakdown forming part of this Tender and includes all costs, including but not limited to, Harmonized Sales Tax on materials to be incorporated into the work.

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

In the event of this tender being accepted within 60 days of the time stated for the closing of receipt of tenders, and our failing or declining to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may be forfeited in lieu of damages to which the Owner may be entitled by reason of our failure or refusal to enter into a contract.

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

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

all on our own- except those listed below-

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

Campbell's Concrete

Bishop Water

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

- a) Execute the most recent edition of the "Standard Construction Document" CCDC-4 (Unit Price Contract).
- b) Furnish a Ten Percent (10%) Certified Cheque as Performance Deposit or a Fifty Percent (50%) Performance Bond and a Fifty Percent (50%) Labour and Materials Bond.
- c) To commence work on 07 14 2020 and
(Month) (Day) (Year)

complete the entire work included in the contract on or before

09 04 2020.
(Month) (Day) (Year)

Resulting in a total number of construction weeks of 8.

Yours truly,



Signature

June 2, 2020

Date

Signature

Date

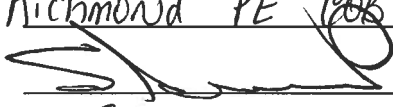
Schedule of Unit Prices
Kensington Lagoon Upgrades
- 2020 -
Town of Kensington

Item #	Description	Quantity	Unit Price	Total Price
1.	Mobilization and Demobilization	1 L.S.	\$ <u>34 900.⁰⁰</u>	\$ <u>34 900.⁰⁰</u>
2.	Dewatering Bags: supply and installation (80% fill capacity) (Geobag GT500 or equivalent).	1 L.S.	\$ <u>26 000.⁰⁰</u>	\$ <u>26 000.⁰⁰</u>
3.	Construction of levelled dewatering cell, including removal of existing fence, excavation, grading, compaction, placement of Type 7 drainage gravel or Geotextile Filtration Fabric (GFF), geotextile and sump pit for collection and disposal of liquid collected from dewatering bag, etc. (see Special Provisions #15).	1 L.S.	\$ <u>108 000.⁰⁰</u>	\$ <u>108 000.⁰⁰</u>
4.	Chain-Link Security Fence, supplied and installed including but not limited to excavation, concrete footings, 1.8m high fence complete with access gates, reinstatement, etc.	140 m	\$ <u>110.⁰⁰</u>	\$ <u>15 400.⁰⁰</u>
5.	Lagoon Cleaning, including biosolids removal, conditioning and dewatering of biosolids, pumping, monitoring and all related work (see Special Provisions #16).	110 BDMT	\$ <u>1 275.⁰⁰</u>	\$ <u>140 250.⁰⁰</u>
6.	Lowering Cell #2 of the Kensington Lagoon, including, but not limited to, all labor, equipment, pumping, environmental controls, etc.	1 L.S.	\$ <u>37 850.⁰⁰</u>	\$ <u>37 850.⁰⁰</u>
7.	Lagoon Cell #2 Berm Repairs including, but not limited to excavation, supply and placement of select borrow, geotextile Fabric and rip-rap, environment protection, reinstatement, etc.			
	- Rip-rap placement	400 m	\$ <u>145.⁰⁰</u>	\$ <u>58 000.⁰⁰</u>
	- Slope repair and rip-rap placement (rodent damage areas).	120 m	\$ <u>230.⁰⁰</u>	\$ <u>27 600.⁰⁰</u>
8.	Inlet Baffle, supplied and installed including all materials, fabrication, connections, field adjustments, etc.	1 L.S.	\$ <u>19 000.⁰⁰</u>	\$ <u>19 000.⁰⁰</u>

Item #	Description	Quantity	Unit Price	Total Price
9.	Cash Allowance	1 L.S.	\$ <u>20,000.00</u>	\$ <u>20,000.00</u> °°
Subtotal =				\$ <u>487,000</u>
HST (15%) =				\$ <u>73,050.</u> °°
Total Tender Amount = (supplied and installed)				\$ <u>560,050.</u> °°

BDMT = Bone Dry Metric Ton

Contractor ASL LTD
84 Caissie Rd.
Richmond PE B0B 1Y0

Signature 

Date June 2, 2020

ADDENDUM NO. 1

**To the Specifications and Drawings
for
Kensington Lagoon Upgrades
- 2020 -
Summerside, PEI**



195 MacEwen Road
Summerside, P.E.I.
C1N 5Y4

Dated: May 25, 2020
Summerside, P.E.I.

- .1 **Precedence:** This Addendum forms an integral part of the Contract Documents covering all aspects of this Project and it to be read in conjunction therewith. Should points arise which are at variance, this Addendum shall take precedence.
- .2 **Purpose:** The purpose of this Addendum is to add to, clarify and/or to amend the Specifications and Drawings.
- .3 **Content:** The Addendum comprises of 2 pages of text, including this cover sheet.
- .4 This addendum is to be signed by the bidder and submitted with the Tender Form.

A32 LTD.

Company Name



Contractor's Signature

Addendum No. 1


**Kensington Lagoon Upgrades
– 2020 –**



May 25, 2020

General:

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2. Bidders are advised that the top of the sludge has a layer of dead vegetative matter from the previous season and will likely have current growth at the time of construction. The additional vegetative matter may have impacts on the selection of sludge dredging equipment and schedule. The contractor is to complete their own inspection of vegetative layer prior to tender and/or mobilization.
3. Bidders are advised that all sludge is to be screened prior to being pumped into dewatering container. The maximum acceptable screen size is 15mm.


A handwritten signature in black ink, consisting of a stylized 'S' followed by a large loop and a horizontal line extending to the right.

Contractor's Signature

Town of Kensington - Request for Decision

Date: June 5, 2020	Request for Decision No: 2020-34 (Office Use Only)
Topic: Development Permit Application – PEI Crematorium	
Proposal Summary/Background: A development permit application has been submitted by Todd Moase, owner of the PEI Crematorium property (12 Gerald McCarville Drive) for the construction of a 24' x 30' addition to the Crematorium building. The addition is to facilitate additional space for the current operation and to allow the installation of more equipment in the future.	
Benefits: <ul style="list-style-type: none">• N/A	
Disadvantages: <ul style="list-style-type: none">• N/A	
Discussion/Comments: The development permit application has been reviewed against the Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.	
Options: <ul style="list-style-type: none">1. Approve the development permit application, as recommended2. Not approve the development permit application.3. Refer the matter back to staff.	
Costs/Required Resources: N/A	Source of Funding: N/A
Recommendation: It is recommended that Town Council consider and adopt the following resolution: <i>BE IT RESOLVED THAT Kensington Town Council approve a development permit application to facilitate the construction of a 24' x 36' addition to the PEI Crematorium Building located at 12 Gerald McCarville Drive subject to full compliance with the Town's Development Control Bylaw and all other applicable municipal, provincial and federal legislation and regulations.</i>	



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

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

For Office Use Only	
Permit #:	
Date Received:	May 14 / 20
Date Approved:	
PEI Planning:	
Permit Fee: \$	150.00 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 12 Gerald McCarville Dr Property Tax Number (PID): 901694
Lot No.: Subdivision Name Current Zoning: m1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:
business

Land Purchased from Prince Edward Island Crematorium/Ben Rheil Year Purchased 2014

Location of Development	Property Size	
<input type="checkbox"/> North <input checked="" type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West	Road Frontage 182	Acreage 0.81
	Property Depth 188	Area sq. ft. 35281

2. Contact Information

APPLICANT Name: Todd Address: 4034 rr#20
Phone: 9024396557 Cell:
Email: peicrematorium@gmail.com Postal Code: C0B1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: Brent Warren 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 checked="" type="checkbox"/> Industrial (M1)	<input type="checkbox"/> Accessory Building	
<input type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

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

Number of Stories	Number of Bedrooms	Number of Bathrooms	Ground Floor (ft)
1	0	1	Width 24 Length 30

Detailed Project Description: Adding an addition on for more room and future plans on bringng n a new machine

Estimated Value of Construction (not including land cost): 60,000-70,000

Projected Start Date: fall 2020 Projected Date of Completion: few weeks

Please provide a diagram of proposed construction:

- a) Draw boundaries of your lot.

c) Indicate the distance between buildings.

e) Indicate distance to property lines.
- b) Show existing and proposed buildings.

d) Show location of driveway.

attached

I DO SOLEMNLY DECLARE & CERTIFY:

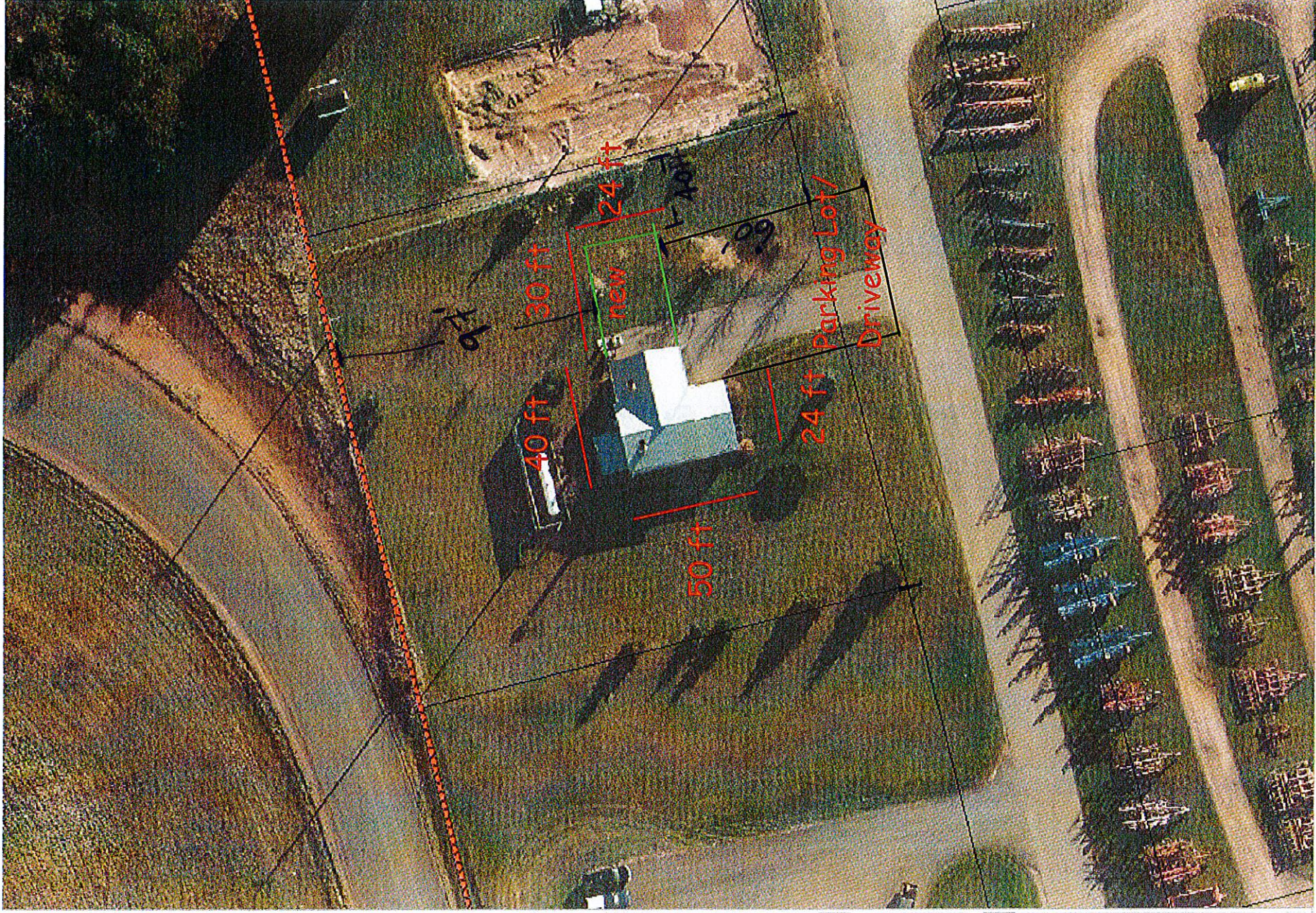
1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the information contained herein, the attached plans, and other included documents are true and complete and the development will be constructed or carried out in accordance with the 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 5/20



Map Scale: 1:696

Town of Kensington - Request for Decision

Date: June 5, 2020	Request for Decision No: 2020-35 (Office Use Only)
Topic: Development Permit Application – 55 Broadway Street North	
Proposal Summary/Background: <p>A development permit application has been submitted by Karen Spiteri, owner of a property located at 55 Broadway Street North for the installation of an emergency fire door and renovation of an existing commercial space (change of use) to a café. The commercial space is located on the first floor of the building (former Family Treasures space) and it is understood that this space was once used as a café style restaurant.</p>	
Benefits: <ul style="list-style-type: none"> • N/A 	
Disadvantages: <ul style="list-style-type: none"> • N/A 	
Discussion/Comments: <p>The development permit application has been reviewed against the Development Control Bylaw and is found to be in general compliance therewith. It is recommended that Town Council approve the application as submitted.</p>	
Options: <ol style="list-style-type: none"> 1. Approve the development permit application, as recommended 2. Not approve the development permit application. 3. Refer the matter back to staff. 	
Costs/Required Resources: N/A	Source of Funding: N/A
Recommendation: <p>It is recommended that Town Council consider and adopt the following resolution:</p> <p><i>BE IT RESOLVED THAT Kensington Town Council approve a development permit application to facilitate the installation of an emergency fire door and conversion of an existing commercial space to accommodate a café style restaurant at 55 Broadway Street North subject to full compliance with the Town’s Development Control Bylaw and all other applicable municipal, provincial and federal legislation and regulations.</i></p>	



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

For Office Use Only	
Permit #:	
Date Received:	May 28/20
Date Approved:	
PEI Planning:	
Permit Fee: \$	150 <input checked="" type="checkbox"/> Paid

DEVELOPMENT PERMIT APPLICATION

1. Property Information

Project Address: 55 BROADWAY ST. N Property Tax Number (PID): 77883
Lot No.: _____ Subdivision Name: _____ Current Zoning: C1
Are there any existing structures on the property?: ☐ No ☒ Yes, please describe:

Land Purchased from ROWAN CASELEY Year Purchased 2018

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: KAREN SPITERI Address: 78 SEASIDE DR.
Phone: _____ Cell: 438 828 9700 MALPELLE
Email: 55broadway61@gmail.com Postal Code: C0B 1M0

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

CONTRACTOR, ARCHITECT OR ENGINEER Name: KRIS GELDART Address: 422 PALMER ST.
Phone: 315-2010 Cell: _____ SUMMERSIDE
Email: kriskoincorporated@gmail.com Postal Code: C1N 1W1

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 checked="" 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 checked="" type="checkbox"/> Multi-Unit Res. (R3)	<input type="checkbox"/> Mini Home (RM1)	<input type="checkbox"/> Decks/Fence/Pools	

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

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

Detailed Project Description: RETURNING CAFE SPACE BACK INTO
PREVIOUS USE - AS A CAFE. CONSTRUCTING NEW
EMERGENCY FIRE DOOR AS PER FIRE MARSHALL'S
REQUIREMENT.

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

Projected Start Date: JUNE 5 / 2020 Projected Date of Completion: JULY 1, 2020

Please provide a diagram of proposed construction:

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

SEE ATTACHED DOCUMENTS / PLANS.

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

Kenneth

Date:

24 MAY 2020

- Welcome, Geoff_Baker
- Administration
- GIS Assets
- Document Link
- Service Requests
- Work Orders
- Resource Manager
- Athletic Fields
- Buildings
- Cultural & Tourism
- Land
- Parks
- Sewer
- Trails
- Water

Map Scale: 1:400



LOCUS SURVEYS LTD.
DRAWING No. 92653

NOW OR FORMERLY
PROPERTY OF
W.E. COUSINS LTD.
BOOK 282, PAGE 5
PARCEL No. 80051

NOW OR FORMERLY
PROPERTY OF
LINWOOD GILL
BOOK 183, PAGE 13
PARCEL No. 80028

NOW OR FORMERLY
PROPERTY OF
WILLIAM E. COUSINS
BOOK 212, PAGE 5
PARCEL No. 80036
WEI DRAWING No. 771285

WAREHOUSE

(3997 TO 506)
R=237.820
A=167.304

BUILDING

WAREHOUSE

BROADWAY ST.

PARCEL

NOW OR FORMERLY
PROPERTY OF
RICK BUTLER
BOOK 514, PAGE 5
PARCEL No. 77883

NOW OR FORMERLY
PROPERTY OF
KENSINGTON BOTTLE EXCHANGE LTD.
BOOK 482, PAGE 51
BIBCO No. 78642

NOW OR FORMERLY
PROPERTY OF
SALLY DARRACH HOLUBITSKY
BOOK 498, PAGE 69
PARCEL No. 78459

NOW OR FORMERLY
PROPERTY OF
MALPEQUE BAY CREDIT UNION
BOOK 477, PAGE 16, BOOK
BOOK 295, PAGE 90
PARCEL No. 78673, 670836

LOCUS SURVEYS LTD. DRAWN

LEASE L-4
AREA = 648.53
LEASE No. 4099
MALPEQUE BAY
CNR PLAN No.

4-24.085

66-16115-24144
A-24085

PARCEL "1A"
AND 1/2 AC. 50 METRES
PROPERTY TO BE CONVEYED
TO PARCEL NO. 7783
NOT TO SCALE

LEASE L-6
91 SO. Mth
2027-31-29,609 614
1-20-51

LEASE L-7
NTS

Re: Permission for emergency door?

1 message

Karen Spiteri <55broadway61@gmail.com>
To: Dawn MacDougall <dtmacdougall@gov.pe.ca>

Wed, May 27, 2020 at 9:51 AM

How long does it typically take to prepare the letter? Thanks

Sent by Karen

On May 25, 2020, at 10:02, Dawn MacDougall <dtmacdougall@gov.pe.ca> wrote:

Hi Karen,

Your request has been approved. The only issue which the managing department raised, is that they would like the stairs to be turned off to the side, instead of coming directly onto the Confederation Trail. If you are agreeable to this, my department will prepare a Letter of Comfort to formalize this encroachment.

Thanks,
Dawn

>>> Karen Spiteri <55broadway61@gmail.com> 5/25/2020 9:29 AM >>>
Hi Dawn,

Just checking in to see if you have heard anything regarding my request? I hate to bother you but I have so much on hold until I hear back from your department. Should I maybe contact the person directly that you forwarded my request to?

Thanks again for your help

Karen

On Tue, May 12, 2020 at 9:52 AM Dawn MacDougall <dtmacdougall@gov.pe.ca> wrote:

Thanks, You too!! Yes, it is a bit overwhelming, but it feels great to be back to a normal routine!
D

>>> Karen Spiteri <55broadway61@gmail.com> 5/12/2020 9:29 AM >>>
Thanks for the email. I really appreciate you keeping me up to date. I'm sure you're swamped with work. Stay well :)

On Mon, May 11, 2020 at 3:28 PM Dawn MacDougall <dtmacdougall@gov.pe.ca> wrote:

Hi Karen,
I forwarded your request to the managing department and the Confederation Trail Maintenance Manager to review your request. Once I have received a reply, I will be in touch to let you know how things are progressing.
Thanks,
Dawn

>>> Karen Spiteri <55broadway61@gmail.com> 4/20/2020 1:36 PM >>>
Hi Dawn,

I was given your contact info by Rowan Caseley in Kensington. I bought the building at 55 Broadway from Rowan two years ago and am hoping to re-open the cafe that used to be in the building. Due to new fire regulations (new since the cafe was last operated), I will have to add an emergency exit to the cafe space. The only real option for this door would be opening onto land which is owned by the province. I am hoping that I could get permission from your office to allow this.

I am attaching some detail shots from the most recent plan of survey of the building and surrounding land as well as photos of the existing building as well as a photoshop mock-up of where the new door would be.

Please let me know what steps I would need to take going forward. With the current state of emergency in place I am not 100% sure this cafe will be able to go ahead this year but am trying to get as many of the logistics done in preparation in case things open up again in time for me to make it happen.

I thank you for your time and consideration in this matter. And I hope you are staying safe and healthy!

Karen
438-828-9700

EXISTING DOOR @ 55 BROADWAY .



PHOTOSHOP SIMULATION OF NEW
EXTERIOR DOOR @ 55 BROADWAY.



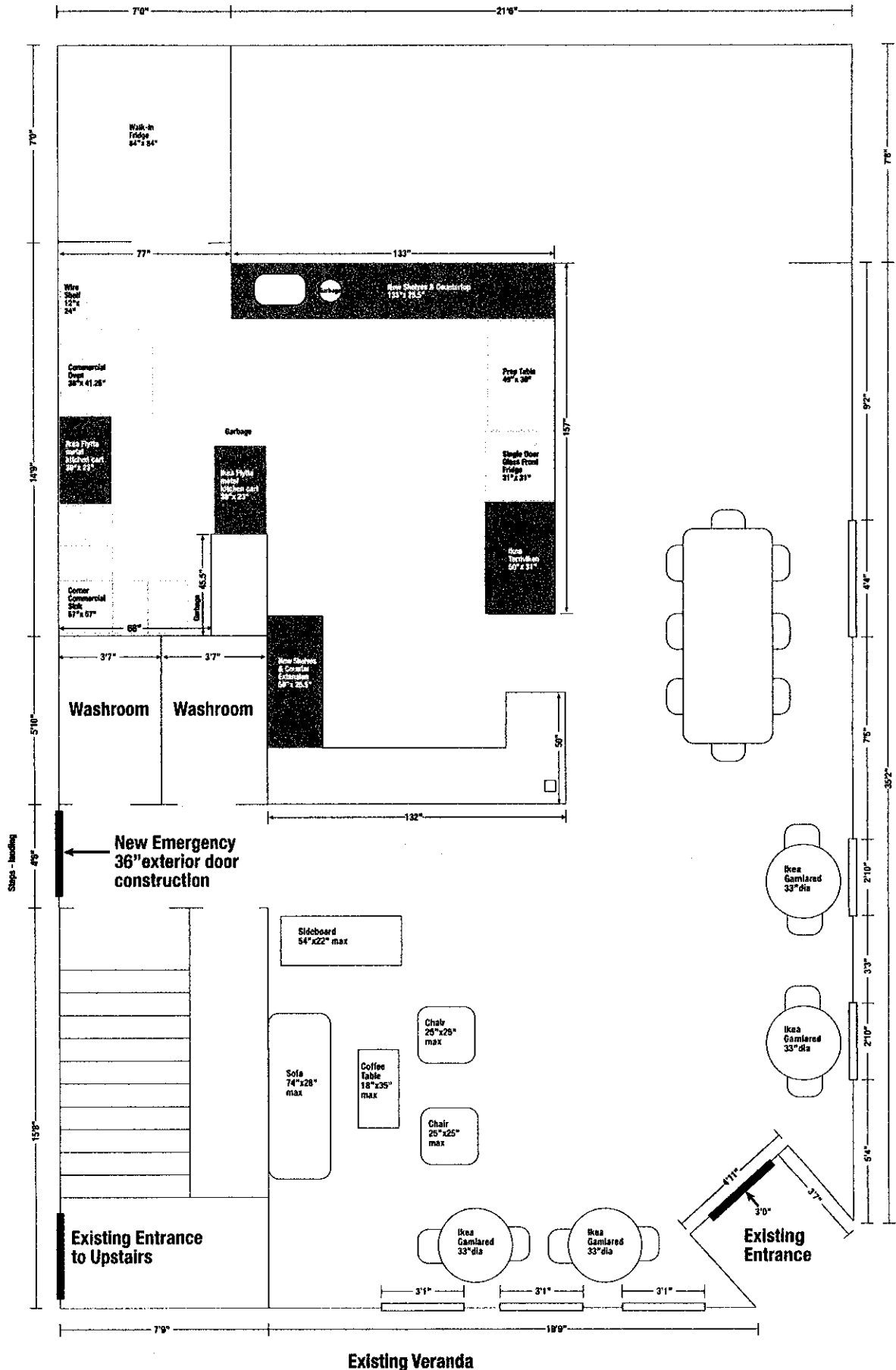
EXISTING
DOOR.

LANDING / STEPS

WELL OFF CONFEDERATION TRAIL

Building continues...other office here

Provincial Land. Confederation Trail



Correspondence

Geoff Baker

From: Donovan McNeely <donovan@lennonhouse.ca>
Sent: May 22, 2020 8:55 AM
To: townmanager@townofkensington.com
Subject: Lennon Recovery House

Hi Geoff!

My name is Donovan McNeely, I am the Fundraising Coordinator for the Lennon Recovery House. We are currently working on completing some renovations on our 3rd floor to start accepting male residents. However, we are in desperate need of funding for this project and COVID is making it difficult to obtain. We do plan on running public campaigns to get what we need but we are also reaching out to the surrounding towns and municipalities to see if there might be an opportunity.

I realize the town's budget may already be used and I imagine your funding may also have been affected by the pandemic but we can really use any and all help we can get with this renovation project. It's crucial, especially now with a spike in mental health concerns and substance abuse, that we reach full capacity to help as many as we can live happy, sober lives.

Is there anything at all that the Town is able to help with? I'm a bit new to fundraising but I'm determined to help them make a difference in the community. Feel free to give me a call as well!

Thank You!

--

Donovan McNeely
Fundraising Coordinator
Lennon Recovery House
902-218-7185
donovan@lennonhouse.ca
www.lennonhouse.ca

Correspondence.



May 21, 2020

Dear Local Business Owner,

The graduates of Kensington Senior High School need your help! This is their big year and Covid 19 has taken all of the fun out of it for them. They will have no Grad Activities, No Grad BBQ, No Senior Skip day, no last few days of school with kids they have been with their whole lives. We want to put a little bit of fun and joy back into it for them and make it as memorable an occasion as possible. While working within the guidelines the Province has set, we are hopefully going to create a socially distanced version of a SAFE PROM. We will have only 37 Graduates, so we are not as challenged as many of the bigger High Schools.

We are looking for Gift certificate donations of any type. If you don't offer gifts certificate's we would encourage you to purchase one from a local business and donate that. We would love to be able to have a gift certificate in the amount of \$25.00 (but we will gladly take donations more or less). Our plan is to combine all of the gift cards together to create a gift basket and sell tickets to raise money to pay for this event. Not only are you supporting graduates, you will be keeping money in the community which is so important right now. Any business or individual who participates in this fundraiser will be recognized in all printed and social media used for advertising. We would love to get 37 gift cards one to represent each Graduate.

Try and remember your graduation year these 2020 Grads will not have anything close to what they deserve but we are determined to give them some great memories that make 2020 something other than the year of the pandemic. Let's make this 2020 Graduation something they will never forget!

Signed,

The Parents of the 2020 Kensington Intermediate Senior High School Graduates

Contact names

BECKY DONALD: 902 439 2632

KRISTEN ROGERSON: 902 314 6035

COURTNEY GORDON: 902 303 5728

JAUNITA BOUCHER: 902-598-8703

**Drop off at Kensington Food Basket
or Sunnybrook Farms Pet Supply**



To: Kensington Town Council,

The Heart of PEI initiative, led by the Kensington and Area Chamber of Commerce and implemented by a dedicated working committee, is requesting the Town of Kensington to support our marketing initiative to enhance the destination appeal of Kensington and area, through the addition of pole banners.

The priorities of the Heart of PEI initiative are to:

- Enhance Destination Appeal
- Strengthen Authentic, Quality Experiences
- Market Kensington & Area as a Destination
- Increase Awareness of Local Operators, Staff & Residents
- Champion 'Unique To The Area' Initiatives

In order to support these priorities, collaborations and partnerships this 'Signage and Beautification' project is one of the many Heart of PEI's 5 Year Tourism Implementation Plan objectives linking surrounding communities in the Heart of PEI.

OPPORTUNITY

Currently, there are Ten (10) lamp poles in the Kensington Train Station area holding prime branding real-estate that is otherwise not being leveraged. It is our hope to utilize nine (9) of these spaces for the 2020 season to help promote Kensington and Area - the Heart of PEI. As this is a season to let islanders know what is in their own backyard, we would like to seize the opportunity to introduce them (if they don't know already) to the wonderful offerings in our neighbourhood.



OBJECTIVE:

Promote and welcome visitors and residents, showcasing images and what the Heart of PEI region has to offer; our authentic experiences, events, and people. In conjunction with additional signage and beautification initiatives, this project would reinforce our branding efforts throughout other areas of the region. We look to encourage additional visitor overnight stays, generate increased interest and engagement in exploring Kensington and Area, rather than driving through the community.

THE VISION:

Each banner will be double-sided and will be displayed with the “Welcome” on the left side of the pole and one relevant full banner image on the right side. Full banner images will show locations and activities including pictures of agricultural and farming scenes, our beaches, camping, music, fishing, family fun, horseback riding, Malpeque Bay Oysters, PEI Lobster, Cycling, our red sand cliffs, Tea Cup Rock, Historic St. Mary’s Church and more.

As visitors and residents walk throughout the Kensington Train Station area, they will see “Welcome” banners highlighting the area, ultimately evoking an emotional response. The ultimate goal is to promote Kensington and Area, the ‘Heart of PEI’ as a destination for years to come. Giving this new vision for Islanders will help promote the area in future years, as they will get to know us better!

REQUEST:

The Town of Kensington to support the initiative, provide funding, approve the design and installation of Eighteen(18) banners on nine (9) of the lamp poles in the Kensington Train Station area. In conjunction with the Town and Chamber, the Heart of PEI marketing team will source high-res images that best represent Kensington and Area activities, events, and community. The estimated total amount of the design and installation will be \$6,897.06 including HST and we are requesting support from the Town in the amount of **\$4,138.27**

**investment excludes additional hardware required for bottom banner poles installation.*

See following pages for samples and mock-ups

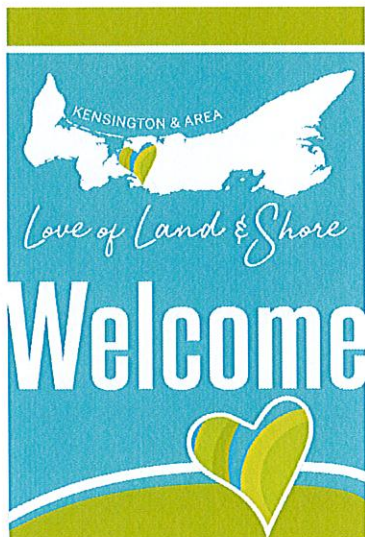
902.432.0405
902.992.0211

#heartofpei
heartofpei@gmail.com

55 Victoria St E
Kensington, PE C0B 1M0



SAMPLES & MOCK-UPS



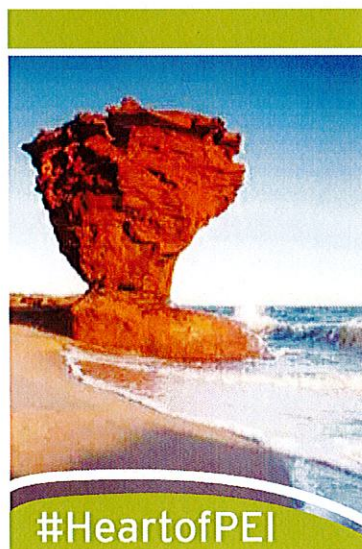
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SAMPLES & MOCK-UPS



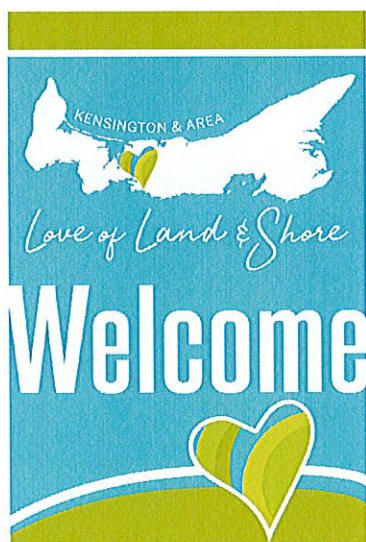
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Correspondence

**C & B
CORNER
CAFE**

Geoff Baker
Town of Kensington

Dear Geoff,

I am writing to ask you to put forward to Kensington Town Council, a request for permission for me to obtain a liquor license for my new cafe at 55 Broadway.

With the permission of council I will be applying for a "Dining Room" license from the PEILCC in order to sell and serve beer, wine and a few mixed drinks (Caesars for example). We would only serve alcoholic beverages from 11:30am until close at 3pm.

We may VERY occasionally host a private function in the evening but as the owner of 55 Broadway I am very mindful of my tenants above the cafe space and would never allow any function to disrupt their peace.

Below is a description of the cafe. I will also attach my semi-completed PEILCC application and a floorpan of the cafe.

Thank you for your consideration. I am more than happy to answer any questions or concerns you may have regarding this application.

Yours Truly,

Karen Spiteri



55broadway61@gmail.com

The Corner Cafe will be a small, inviting neighbourhood cafe offering coffees, teas and other hot and cold drinks in addition to an assortment of hot and cold breakfast and lunch dishes. The intention is for the Corner Cafe to be roughly 60% take-out and 40% eat-in and our operating hours will be 8am-3pm.

Most food items will be prepared in advance and will be on display for selection by customers. The menu will include muffins, cookies, biscuits, sandwiches, (including lobster rolls), salads, daily entrees which may include individual chicken or beef pot pies, fish cakes, mac & cheese, curries, etc. We will also offer a daily soup or two, depending on the season. Some items will be made to order, in particular, the traditional cooked breakfast of "bacon & eggs". We will offer the highest quality food made from fresh local produce for a reasonable price. Our market will be primarily the Kensington and surrounding area and our service and menu will reflect the tastes of this market to the best of our ability.

We will also offer house made pasta, sauces, pickles and preserves for sale to take away as well as a marketplace selection of local items such as MacAusland blankets, Island pottery, locally roasted coffee beans, and a selection of crafts and artworks by local artisans.

We will offer a welcoming space with soft music and a variety of seating options (including an amazing veranda) where guests are free to sit and enjoy a coffee or snack whilst working on their laptop or to gather with friends or colleagues for informal meetings. The Corner Cafe will be a community meeting place for one and all!

Karen Spiteri

PEI LIQUOR
—❧—
ALCOOL Î.-P.-É.

Prince Edward Island
Liquor Control Commission

La Régie des alcools de
l'île du Prince Édouard

PO Box 967
3 Garfield Street
Charlottetown, PE

C1A 7M4

T 902 368 5710

F 902 368 5735

liquorpei.com

APPLICATION FOR LIQUOR LICENSE

TYPE and TERM OF LICENSE (Check):

Type:	Dining Room	<input checked="" type="checkbox"/>	Lounge	<input type="checkbox"/>	Special Premises	<input type="checkbox"/>
	Club	<input type="checkbox"/>	Military Canteen	<input type="checkbox"/>	Tourist Home	<input type="checkbox"/>
	Caterer's	<input type="checkbox"/>	Package Sales	<input type="checkbox"/>		
Term:	Year Round	<input type="checkbox"/>	May 1 - October 31	<input type="checkbox"/>	June 1 - November 30	<input type="checkbox"/>

Note: (a) Application fee, where applicable, and documents cited on PEILCC Checklist must accompany this completed form.

(b) All licenses are subject to an annual License fee.

PART ONE - TO BE COMPLETED BY ALL APPLICANTS

1. Application is hereby made for a _____ License pursuant to the Liquor Control Act and Liquor Control Act Regulations of the Province of Prince Edward Island and the Policies of the Prince Edward Island Liquor Control Commission.

2. The Applicant is (please check one):

- ☒ a person who is nineteen or more years of age and is qualified as required by the Liquor Control Act, Regulations and Commission Policies.
- ☐ a partnership of which each of the partners is nineteen or more years of age and each of the members of which are qualified as required by the Liquor Control Act, Regulations and Commission Policies.
- ☐ a corporation authorized to carry on its business under the laws of Prince Edward Island, whose officer, agent or manager of the corporation who is to be at any time in charge of the premises for which the liquor license is issued is personally qualified as required by the Liquor Control Act, Regulations and Commission Policies.
- ☐ a club or association whose officers, agents, stewards or other persons who are to be at any time in charge of the premises for which the liquor license is issued are personally qualified as required by the Liquor Control Act, Regulations and Commission Policies.

3. Name of Applicant: KAREN SPITERI ("Applicant")

Address: 78 SEASIDE DRIVE, MALPEQUE, PE

Email address: 55broadway61@gmail.com Phone: 438 828 9700 Cell: _____

4. Name of contact person (if different than Applicant, or if the Applicant is a partnership, corporation, club or association): _____ Address: _____

Email address: _____ Phone: _____ Cell: _____

5. Business Name(s), Trade Name(s) and/or Operating Name(s) under which the Premises will be operated:

C & B CORNER CAFE

Civic Address of Premises: 55 BROADWAY ST KENSINGTON PEI C0B1M0

Mailing Address of Applicant (if different than civic address of Premises): P.O. Box 893, KENSINGTON, PEI C0B1M0

6. If the Applicant is a person, the Applicant shall be in personal charge of the Premises: Yes ☒ No ☐

If No or if the Applicant is a partnership, corporation, club or association, the Applicant has appointed the following individual to be in charge of the Premises:

Name: _____

Address: _____

Email address: _____ Phone: _____ Cell: _____

PART TWO - TO BE COMPLETED BY APPLICANT FOR A CLUB OR MILITARY CANTEN LICENSE

N/A

1. Incorporation date or Unit Number: _____
2. Object for which the premises is operated (social, patriotic, athletic, etc.) is attached. _____
3. Attached hereto is an alphabetical list of the members of the Club or Military Canteen certified by the secretary.

PART THREE - TO BE COMPLETED BY APPLICANT FOR A LOUNGE LICENSE

N/A

1. The Applicant currently holds a Dining Room License ☐ Yes ☐ No. If yes, Dining Room License # _____
2. If No, the Applicant has applied for a Dining Room License ☐ Yes ☐ No
3. The location of the lounge is such that food may readily be procured for consumption therein? Yes ☐ No ☐

PART FOUR - TO BE COMPLETED BY APPLICANT FOR A TOURIST HOME LICENSE

N/A

1. Attached hereto is confirmation of Canada Select Designation.

PART FIVE - TO BE COMPLETED BY APPLICANT FOR A CATERER'S LICENSE

N/A

1. The Applicant currently holds a Dining Room License ☐ Yes ☐ No. If yes, Dining Room License # _____
2. If No, the Applicant has applied for a Dining Room License ☐ Yes ☐ No

PART SIX - TO BE COMPLETED BY APPLICANT FOR A PACKAGE SALES LICENSE

N/A

1. The Applicant currently holds a Dining Room, Club or Special Premises License ☐ Yes ☐ No. If Yes, the Dining Room, Club or Special Premises License # _____
2. If No, the Applicant has applied for a Dining Room, Club or Special Premises License ☐ Yes ☐ No
3. The location of Premises is such that food may readily be procured for consumption therein? Yes ☐ No ☐
4. Attached hereto is the list of products intended to be sold with selling price.

PRINCE EDWARD ISLAND
THE LIQUOR CONTROL ACT
REGULATIONS
PERSONAL HISTORY REPORT

This form is to be completed by an individual applicant, by each member of a partnership and by all officers of the corporation and cash employees of the applicant as may be required by the Commission. On completion it is to be attached to the enclosed "Application for License(s)" and will form part of the application form.

(This form must be completed by typewriter or other legible means)

1. Name of establishment for which this report is submitted C&B CORNER CAFE

Location 55 BROADWAY ST KENSINGTON CUBINU
STREET ADDRESS PLACE POSTAL CODE PHONE NUMBER

2. Name in full SPITERI KAREN
SURNAME CHRISTIAN NAME

78 SEASIDE DR MAUPEQUE CUBINU 438 828 9700
STREET ADDRESS PLACE POSTAL CODE PHONE NUMBER

3. Are you over the age of 19 years? YES

4. Have you been convicted during the last ten years for any offence (other than minor traffic offences)? NO If answer is yes, give details of each conviction.

Date	Place	Charge	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

5. Are there any unsatisfied judgments against you? NO
If so, give details

6. Have you, in your personal capacity or in your association with any group, company or corporation, ever been the subject of bankruptcy proceedings? NO If so, give details

7. Have you ever applied for a license for sale of liquor in Canada, or elsewhere, either as an individual, a member of a partnership, or as an officer or director of a corporation? NO

If so, give details

Date of Application	Name of Establishment	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of License	Disposition
_____	_____
_____	_____
_____	_____

8. Have you any interest, direct or indirect, in any business where alcoholic beverages are manufactured or sold? NO

If so, give details _____

9. Will you take any part in the business for which application is to be made?

YES

If so, state in what capacity MANAGER, OWNER, COOK, SERVER

If you are to take any active part in the business, give details of any disability or illness which might affect the performance of your duties NONE

10. State other business interests, if any

OWNER OF BUILDINGS AT 55 BROADWAY + 61 BROADWAY.

11. State educational qualifications including any special courses taken

BACHELOR OF DESIGN IN COMMUNICATION DESIGN - NSCAD - HIGH SCHOOL DIPLOMA - HONOURS - THREE OAKS, SUMMERSIDE.

12. Give details of employment over the past ten years including present occupation

Date from	To	Occupation	Name and address	Employer
JAN 2018	PRESENT	COMMERCIAL BUILDING OWNER	KENSINGTON	SELF EMPLOYED.
JAN 2007	NOV 2017	EVENT MANAGER	BIZ GROUP, DUBAI, UAE	EMPLOYED.
DEC 2002	JAN 2007	" "	DUBAI	SELF EMPLOYED - CONTRACT
SEPT 1988	OCT 2002	GRAPHIC DESIGNER	HALIFAX, NS	SELF EMPLOYED.

STATUTORY DECLARATION

I, KAREN SPITERI do solemnly declare that the particulars furnished by me hereinbefore set out are true and correct statements of fact and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath and by virtue of The Canada Evidence Act.

SWORN before me at the _____
of _____ in the Province of Prince
Edward Island this _____
day of _____ A.D. 20 _____

SIGNATURE

DATE

A COMMISSIONER FOR OATHS IN AND FOR
THE PROVINCE OF PRINCE EDWARD ISLAND

PART SEVEN - TO BE COMPLETED BY ALL APPLICANTS

AFFIDAVIT OF APPLICATION

I, KAREN SPITERI of MALPEQUE, PEI make oath and say that:

1. I am the Applicant named in the within application. ☒ Yes ☐ No

If No, I am the/a(n) _____ (state office) of the Applicant partnership, corporation, military unit, club or association and have the authority to bind the partnership, corporation, military unit, club or association.

2. I have knowledge of the matters herein deposed to.

3. All statements contained within this application and associated documents submitted with this application are true in substance and in fact.

4. I have been convicted for an offence pursuant to the Liquor Control Act, or another offence related to alcohol or liquor. No ☒ Yes ☐

If Yes indicate offence(s) and dates of conviction: _____

5. The Applicant (if the applicant is a corporation, club or association) has been convicted for an offence pursuant to the Liquor Control Act, or another offence related to alcohol or liquor. No ☒ Yes ☐

If Yes indicate offence(s) and dates of conviction: _____

6. I do not hold a Ferment on Premises License issued by the PEI Liquor Control Commission.

7. The Applicant does not hold a Ferment on Premises License issued by the PEI Liquor Control Commission.

8. I am at least 19 years of age.

9. The Applicant has not received any financial subsidies of any kind from any liquor manufacturer, or director, officer or agent of a liquor manufacturer.

10. The Applicant has supplied, or will supply before a license is issued, all information required by the applicable License Application Requirements checklist contained on the website of the PEI Liquor Control Commission.

Sworn before me at the _____)

of _____ in the Province of Prince)

Edward Island this _____)

day of _____ A.D. 20 _____)

)

)

A Commissioner for Oaths in and for the Province)
of Prince Edward Island

Signature of Applicant

(In the case of a partnership, a separate affidavit is required for each partner)

Building continues...other office here

