



***Tentative Agenda for Committee of
Council Agenda***

Monday, April 24, 2017 @ 6:30 PM

*55 Victoria Street
Kensington, PEI
COB 1M0*

Phone: (902) 836-3781

Fax: (902) 836-3741

Email: mail@townofkensington.com

Web Site: www.kensington.ca

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

**Town of Kensington
Committee of Council Meeting
Monday – April 24, 2017 – 6:30 PM**

- 1. Call to Order**
- 2. Adoption of Agenda (Additions/Deletions)**
- 3. Declaration of Conflict of Interest**
- 4. Delegations, Special Speakers and Public Input**
 - a. Morgan Palmer, Healthy Eating Program Officer, Province of PEI
- 5. Adoption of Previous Meeting Minutes – March 27, 2017**
- 6. Business Arising from Minutes – March 27, 2017**
- 7. Staff Reports**
 - a. CAO's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Bills List
 - f. Summary Income Statement
 - g. Community Gardens Complex Report
- 8. New Business**
 - a. COC Memo – Liquor License Request, Home Place Inn
 - b. COC Memo – Kensington Police Service Vehicle
 - c. Town of Kensington Banner Replacement – Discussion
 - d. Public Parking Lot Development - Discussion
- 9. Councillor Issues/Inquiries**
- 10. Correspondence - Nil**
- 11. In-Camera (Closed Session)**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, March 27, 2017
6:30 PM**

Council Members Present: Mayor Rowan Caseley; Councillors Spencer, Pickering, Doucette and MacLean

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

Regrets: Deputy Mayor Mann, Councillor Mill

Visitors: Resident, Beth Paynter

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 6:30 PM and welcomed Council members, staff and visitors.

2. Adoption of Agenda

2.1 *Moved by Councillor Pickering, seconded by Councillor Doucette to approve the agenda for the March 2017 Committee of Council meeting. Unanimously carried.*

3. Declaration of Conflict of Interest

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

4. Delegations, Special Speakers and Public Input

4.1 Nil

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the Committee of Council meeting minutes from February 27, 2017. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired if there was any report available on the Annual Fire District meeting. Mr. Baker had not received any information on the meeting at this

time.

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor MacLean to recommend to Town Council the adoption of the February 2017 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.1.2 Mr. Baker reported that the Towns solicitor confirmed there is no conflict of interest and is in the process of dealing with the Unsightly Property located at 21 Barrett Street.

7.1.3 Councillor Pickering inquired about the purchase of the sound system for the Train Station Gazebo. Mr. Baker noted that the quotes received were higher than anticipated and are being reviewed. Further information will be provided as it becomes available.

7.1.4 Councillor Pickering requested that Council be given the requirements and expectations of the volunteer crossing guard positions. Mr. Baker will forward details to Council.

7.2 Fire Department Statistical Report

7.2.1 *No Report*

7.3 Police Department Statistical Report

7.3.1 *Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council the adoption of the February 2017 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor Spencer, seconded by Councillor Pickering to recommend to Town Council the adoption of the Development Permit Summary Report for March 2017 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Councillor Pickering seconded by Councillor Doucette to recommend to Town Council the approval of the General Bills List for February 2017 in the amount of \$217,727.56. Unanimously carried.*

7.5.2 *Moved by Councillor Doucette seconded by Councillor Spencer to recommend to Town Council the approval of the Water and Pollution Control Bills List for February 2017 in the amount of \$6,642.73 as*

prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.

7.5.3 *Moved by Councillor Pickering seconded by Councillor MacLean to recommend to Town Council the adoption of the Summary Income Statements for February 2017, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.6 Community Gardens Complex Report

7.6.1 *Moved by Councillor Pickering seconded by Councillor Doucette to recommend to Town Council the adoption of the Community Gardens Complex Report for February 2017, as prepared by CGC Manager, Robert Wood. Unanimously carried.*

7.6.2 *Moved by Councillor Spencer, seconded by Councillor Pickering to recommend to Town Council the purchase of a new Treadmill and Elliptical Trainer as quoted by Spartan Fitness at the cost of \$10,405.72 taxed included. Unanimously carried.*

7.6.3 Councillor Spencer noted a need for additional TV's in the Fitplex.

Councillor Pickering declared a conflict and excused herself from the Council Chambers at 6:58 pm.

8. New Business

8.1 Liquor License Request, 49 Broadway Street

8.1.1 Council discussed a request from the owners of the Seafood Market at 49 Broadway Street North to support their request to apply for a liquor license. Council referred the matter back to staff to bring further details to the April Regular Meeting of Council, specifically as it relates to the lack of parking.

Councillor Pickering returned to the Council Chambers at 7:05 pm.

8.2 Town of Kensington Development Permit Application

8.2.1 *Moved by Councillor MacLean, seconded by Councillor Spencer*

THAT Committee of Council recommends to Town Council the approval of a development permit application from the Town of Kensington to construct a gazebo at the Alysha Toombs Memorial Park, the removal of the trees will be determined after the placement of the structure.

Unanimously carried.

8.3 Streets Transfer to PEI

8.3.1 Council discussed the Street Transfer report as prepared by Mr. Baker.

8.3.2 Resident Beth Paynter requested clarification on the matter. Mayor Caseley provided clarification.

8.3.3 *Moved by Councillor Spencer, seconded by Councillor Doucette that Committee of Council recommend to Town Council that staff continue with the process and send a letter to the Minister of Transportation, Infrastructure and Energy requesting that the Province of Prince Edward Island take ownership of all town owned streets within the Town of Kensington and that the streets be formally deeded to the Province of Prince Edward Island. Unanimously carried.*

8.3.4 Councillor Spencer inquired if the street sweeping will be continued under the change of ownership. Mr. Baker will inquire and report to Council.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley informed Council of the Public Schools Branch Special Meeting of the Board of Directors on Monday, April 3, 2017 at the Bluefield Senior High School. The meeting is regarding the consideration of recommendations regarding the school closures and Council was encouraged to attend.

9.2 Town Council will review chapters 4-7 of the book “13 Ways to Kill a Community” on Thursday, March 30 at 6:00 pm.

9.2 The FPEIM AGM will be hosted by the City of Charlottetown on Monday, April 24, 2017 at the Rodd Charlottetown. Those wishing to attend can RSVP to Wendy MacKinnon.

10. Correspondence

10.1 An invitation from the Kensington & Area Chamber of Commerce to the Annual Presidents Dinner on Thursday, April 20 at the Loyalist Lakeview Resort in Summerside. Council members wishing to attend are asked to RSVP with Wendy MacKinnon.

10.2 A donation request from the Big Brothers Big Sister of Prince Edward Island. – *No action*

10.3 A letter from the PEI Nurses’ Union requesting the Town to purchase an advertisement in the 2017 Nurses’ Planner. – *No action*

10.4 A letter from FCM with information regarding the FCM Legal Defence Fund and a request for a financial donation of \$50.00 plus HST.

Moved by Councillor Doucette, seconded by Councillor MacLean to recommend to Town Council the donation of \$50.00 plus HST to the FCM Legal Defence Fund. Unanimously carried.

11. Other

11.1 Mayor Caseley discussed the current status of the Kensington Welcome Centre. He noted that the mandate of the Town of Kensington would not include the day to day operations of the Welcome Centre.

12. In-Camera (Closed Session)

12.1 *Moved by Councillor Doucette, seconded by Councillor Pickering to commence into a Committee of the Whole meeting at 7:51 PM. Unanimously carried.*

12.2 *Moved by Councillor Spencer, seconded by Councillor Doucette to come out of the Committee of the Whole meeting at 8:00 PM. Unanimously carried.*

13. Adjournment

13.1 *Moved by Councillor MacLean, seconded by Councillor Pickering to adjourn the meeting at 8:01 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor

Town of Kensington
Committee of Council
Updated Project/Task List

Project/Task	Status
Unightly Property - 21 Barrett Street	All relevant information has been provided to legal counsel.
Emergency Measures Organization	Geoff to contact David Elliott and set up meeting to move EMO Plan forward.
Exempt Staffing Policy	Wendy to provide draft policy. Geoff to finalize prior to presentation to Town Council.
Memorial Forest Request - Kensington Lions Club	Geoff contacted Environment Canada to determine if the proposal is permitted on eco-gifted property. Waiting for return call from EC.
5 Year Capital Plan	Departmental managers to provide draft plans and Geoff to finalize prior to consideration by Town Council.
Relocation of "Welcome to Kensington" Sign - Charlottetown Road	Geoff to review options and provide information to Town Council.
Regulatory Requirements Re: CGC Summer Camp	A brief summary of this issue has been provided in March GCG Report. Town Council to consider whether or not they want to proceed with the program in 2017.
Review Pool Shut down Procedures	Geoff will review procedures with Ralph to determine if more efficient options available.
Sound system Quotes - Gazebo Musical Nights	One quote received to date. Robert to solicit additional quotes prior to consideration by Town Council. Staffing also to be determined in managing the program.
Roots - Public Garden Request	Mayor Caseley and Councillor Pickering reviewed the initial proposal and determined more detail was required prior to moving forward.
Ballfield Dugout Replacement	Dugout replacement contract awarded to GBB Construction. Dugouts are set to be completed by May 31, 2017.
Fire Hydrant Adoption Recognition Policy	No tangible action has been taken to date.
Financial Policy Development	Wendy to provide draft policies as time permits. Geoff to finalize prior to presentation to Town Council for consideration.
Wellfield Protection Plan	Geoff and Barry Murray currently investigating funding opportunities and researching Terms of Reference.
Paint "Welcome to Kensington" Signage	Geoff to ensure this work is carried out in the Spring.
Provincial Adoption of National building Code	Geoff to research.
Crossing Guard Volunteers	Town Councillors to speak to neighbours, friends, residents to generate interest in volunteering for crossing guard duty. Geoff to provide Councillor with applicable information.
Reinstallation of Speed Radar Sign	Speed radar sign has been re-installed. And appears to be working properly.
Re-Zoning Application - BST Property	Geoff to schedule Public Meeting and provide report to Town Council.
Fire Department Policy Development	Geoff to provide comments back to consultant on first two sections.
Duplicate Power Poles	Geoff to continue to monitor duplicate power poles and update Town Council as required.
Sidewalk Replacement Quotations	quotations accordingly.
Fire Department Radio System	Temporary system has been installed on fire hall.
Provincial Policing Review	Town Council agreed to have CAO sit on Provincial Committee. Updates to be provided to Town Council as discussions progress.
Town Mapping Project	All ads have been sold. Only a few left to design. Town should have a draft map within one week. Anticipated that map will be printed late April.
Street Transfer to Province of PEI	Correspondence has been sent to Minister Biggar as directed by Town Council.
CGC Parking Area Demarcation	Geoff to solicit quotations as part of the Town's annual line painting program.

Town of Kensington
Committee of Council
Updated Project/Task List

Project/Task	Status
Garden Drive No Parking on East Side	Geoff to provide a letter to the Province requesting consideration to have no parking along the east side of Garden Drive.
Purchase of Elliptical and Treadmill for Fitplex	Elliptical and Treadmill have been ordered.
Seafood Market Liquor License Application	Geoff and Mayor Caseley met with the developers. They are to provide solutions for parking prior to being re-considered by Town Council.
Correspondence to Minister Biggar re: Street Ownership Transfer	Complete
27 School Street Property Disposal	Geoff advised Coulson Realty to take the property off the market. Complete.
Low Risk Alcohol Drinking guidelines	Kim Caseley has promoted as per Council's direction on the Town's Social Media. Additional pamphlets have been provided to the police department for circulation.
BST Re-Zoning Application (Webster)	First Reading given to Bylaw. Second Reading and Formal adoption to be given at the May meeting of Town Council.

Fire Department Occurrence Report 2017

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	1	1											2	10.00%
Motor Vehicle Accident	2	2	1										5	25.00%
Emergency Response - Fuel Spill, etc													0	0.00%
Fire Related														
Smoke Investigation													0	0%
Outside Fire - Brush, Grass, Utility Pole, etc.			1										1	5%
Structure Fire - House, Building, Vehicle, etc.	3		2										5	25%
Alarms	2	1	3										6	30%
Total Fire Related	5	1	6	0	0	0	0	0	0	0	0	0	12	
Total Incidents	8	4	7	0	0	0	0	0	0	0	0	0	19	
Mutual Aid Call Out	1												1	5%
Total Incidents (Including Mutual Aid Provided by KFD)	9	4	7	0	0	0	0	0	0	0	0	0	20	100%
Mutual Aid Call in	1												1	
Average Firefighter Attendance	14	16	14											
Regular Monthly Training - No. of Firefighters	18	18	18											
Training School - Level 1, etc. - No. of Firefighters														
Call Area														
Kensington	0		1										1	5.26%
Malpeque CIC	2		1										3	15.79%
Zone's 1 to 5	5	4	5										14	73.68%
Other	1												1	5.26%

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
911 Act	1	2	1										4	2.44%
Abandon Vehicle		2											2	1.22%
Abduction													0	0.00%
Alarms	4	3											7	4.27%
Animal Calls													0	0.00%
Arson													0	0.00%
Assault PO													0	0.00%
Assault with Weapon													0	0.00%
Assaults (Level 1)													0	0.00%
Assistance Calls	12	13	11										36	21.95%
Breach of Peace													0	0.00%
Breach of Recognizance													0	0.00%
Break and Enter (business)	1												1	0.61%
Break and Enter (other)													0	0.00%
Break and Enter (residence)													0	0.00%
Carry concealed weapon													0	0.00%
Child Pornography													0	0.00%
Child Welfare													0	0.00%
Coroner's Act		1											1	0.61%
Crime Prevention													0	0.00%
Criminal Harassment	1												1	0.61%
Dangerous Driving													0	0.00%
Disturbing the Peace													0	0.00%
Dog Act			1										1	0.61%
Driving while disqualified													0	0.00%
Drug Charges		1											1	0.61%
Excise Act													0	0.00%
Fail to Comply Probation													0	0.00%
Fail to comply undertaking													0	0.00%
Fail to remain at scene of accident													0	0.00%
Family Relations Act	1	2											3	1.83%
Fingerprints taken													0	0.00%
Fire Prevention Act													0	0.00%

Police Department Occurrence Report Summary 2017														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act		1											1	0.61%
Forcible confinement													0	0.00%
Fraud		1	1										2	1.22%
Harrassing Phone Calls	2												2	1.22%
Impaired Driver			1										1	0.61%
Information Files			2										2	1.22%
Injury Accidents													0	0.00%
Liquor Offences	1		1										2	1.22%
Litter Act			1										1	0.61%
Lost and Found			1										1	0.61%
Luring Minors													0	0.00%
Mental Health Act	3	2	2										7	4.27%
Mischief													0	0.00%
Motor Vehicle Accidents	3	3											6	3.66%
Motor Vehicle Act	8	4	2										14	8.54%
Municipal Bylaws													0	0.00%
Off Road Vehicle Act													0	0.00%
Other Criminal Code			1										1	0.61%
Person Reported Missing		1											1	0.61%
Possession of restricted weapon													0	0.00%
Property Check	1		3										4	2.44%
Resist Arrest													0	0.00%
Roadside Suspensions													0	0.00%
Robbery													0	0.00%
Sexual Assaults / Interference		1											1	0.61%
STEP (Integrated Traffic Enforcement)													0	0.00%
Sudden Death													0	0.00%
Suspicious Persons / Vehicle	1		1										2	1.22%
Theft Of Motor Vehicle													0	0.00%
Theft Over \$5000													0	0.00%
Theft Under \$5000		2											2	1.22%
Traffic Offences													0	0.00%
Trespass Act		2											2	1.22%

**Year To Date Approved Development Permits Summary Report
Committee of Council Meeting April 2017**

Permit Category	January	February	March	April	May	June	July	August	September	October	November	December	Total Building Permits	Total Building Permit Fees	Total Estimated Construction Value
New Modular/Mobile Home		1											1	\$200.00	\$500,000.00
New Other				1									1		\$6,000.00
New Residential Accessory Structure	1												1		\$1,200.00
New Residential Deck/Fence/Pools				1									1	\$50.00	\$5,000.00
Total:	1	1		2									4	\$250.00	\$512,200.00

DEVELOPMENT PERMIT REPORT

For the period April 01, 2017 to April 21, 2017

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							

Other

03-17	04/10/2017	80648	Town of Kensington - 55 Victoria Street	902-836-3781	Approved	New	Other	\$6,000.00	04/03/2017	05/01/2017
			25 Garden Drive				Description: Construct a new 12x16 gazebo on posts			

Sub Total: \$6,000.00

Residential Deck/Fence/Pool

04-17	04/21/2017	1037266	Greg Burness - 30 Sunset Drive	902-432-4474	Approved	New	Residential Deck/Fence/Pool	\$5,000.00	05/01/2017	05/31/2017
			30 Sunset Drive				Description: Construct additional fence and stairs to attach existing decks.			

Sub Total: \$5,000.00

Total: \$11,000.00

TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT

1. Name and Address of Applicant GREG BURNES 30 SUNSET DR.
KENSINGTON PE COB LMO Telephone (902) 432-4474 (C)

2. Property Address 30 SUNSET DRIVE Property Number 1037266

3. Property Status:
Land purchased from DOUG GALLANT Year Purchased 2017
If lot is located in an approved sub-division, please give
Name of Sub-Division: _____ Lot No. _____

4. Proposed Use:
Building or addition to be used for: Single Family Dwelling ___ Duplex ___ Store ___
Private Garage ___ Commercial Garage ___ Private Storage Building ___
Other (describe) _____

5. Location of property to be developed:
Located on North ___ South East ___ West ___ side of _____ Street
Between the property of _____ and the property of _____

6. Size of Property:
Road frontage _____ Property depth _____ Area _____ sq. ft.

7. Description of project and details of structure:
Works proposed consists of: New Construction ___ Addition to existing ___
Repairing ___ Remodelling ___

Describe Project: TO ADD 150' OF 6' FENCING
AROUND THE SOUTH SIDE OF MY
PROPERTY - one foot inside of property line
WOODEN FENCE. ADDING WOODEN STAIRS FROM UPPER DECK TO

LOWER DECK.

Ground floor: Length _____ Feet. Width _____ Feet.

Number of Stories _____ Number of Bedrooms _____

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete ___	Siding ___	Asphalt ___	Brick ___
Concrete block ___	Wood shingles ___	Steel ___	Prefab ___
Pier ___	Steel ___	Other ___	Other ___
Other ___	Other ___		

8. Water Supply: Private ___ Municipal

9. Sewerage System: Private ___ Municipal

10. Estimated cost of Project: \$ 5,000

11. Name and Address of Contractor or Chief Contractor ROBERT KEOGH
BEDEQUE

12. Dates of expected start and finish of project: MAY 1 - 3

13. Moving a building (Describe) NO

14. Demolishing a building (Describe) NO

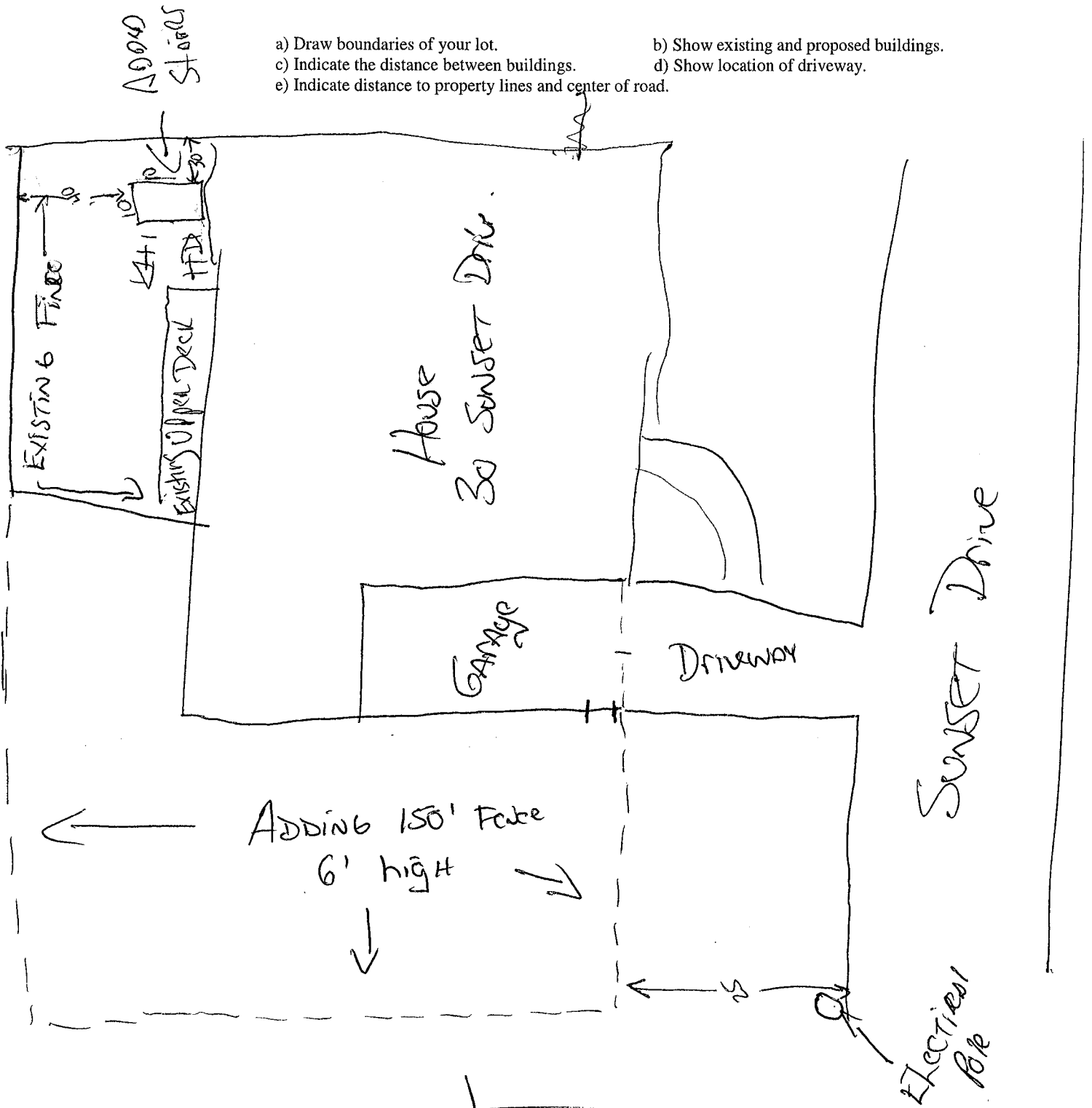
15. Please provide a diagram of proposed construction

RECEIVED
APR 18 2017

04-17

PK

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



Signature of Applicant

[Handwritten Signature]

Date: April 15, 2017

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

Town of Kensington Bills List March 2017

A1 - Vacuums	324613	\$343.15
Amalgamated Dairies Limited	4917062018	\$67.33
Amalgamated Dairies Limited	4917076017	\$92.29
Amalgamated Dairies Limited	4917079022	\$5.80
Amalgamated Dairies Limited	4917083018	\$75.81
Amalgamated Dairies Limited	4917090018	\$49.35
Amalgamated Dairies Limited	4917089022	\$26.59
Amalgamated Dairies Limited	5422	\$41.21
Amalgamated Dairies Limited	5299	\$33.73
ADL Foods	2290296	\$242.71
ADL Foods	2291047	\$843.03
ADL Foods	2289715 P	\$867.71
ADL Foods	2288439	\$571.49
ADL Foods	2288436	\$523.92
ADL Foods	2288804	\$757.56
ADL Foods	2291954	\$334.29
ADL Foods	2291441	\$303.85
Aliant	POL 5098111	\$30.48
Aliant	CGC 5094683	\$218.42
Andrew Griffin	MAR 2017 RRSP	\$761.16
Andrew Griffin	MAR 2017 MILEAGE	\$47.00
Bell Mobility	2-371945	\$201.25
Brenda MacIsaac	MAR 2017 RRSP	\$409.50
C & M Inc.	549	\$690.00
Capital Foodservice	2098775	\$680.51
Combat Computer Inc	27587	\$74.75
Combat Computer Inc	46777	\$317.69
Commercial Construction	MARCH 2017	\$3,864.00
Community Safety Net	2017 DONATION	\$258.75
Canadian Union of Public Employees	MARCH 2017 DUES	\$730.36
Dunk River Industries	10617	\$132.85
DV8 Consulting	DV8-17-002	\$517.50

Eastlink	01830602	\$614.13
Eastlink	01830999	\$74.19
Eastlink	01831375	\$23.58
Eastlink	01897644	\$118.34
Eastlink	FIRE 01747764	\$55.20
Elizabeth Hubley	MARCH 2017 RENT	\$805.00
FCM	ORD-05329-C3S4V2	\$57.50
Frito Lay Canada	43754215	\$113.52
Frito Lay Canada	43754119	\$162.47
Frito Lay Canada	43754311	\$115.41
Frito Lay Canada	43754014	\$128.32
Geoff Baker	MAR 2017 MILEAGE	\$301.17
Green Diamond	1175860	\$406.99
Gulf Storm Atom	MARCH 2017 DONATION	\$50.00
Hewitt Rentals Inc	5243517 001	\$115.53
Hewitt Rentals Inc	5246087 001	\$115.53
Hewitt Rentals Inc	5244982 001	\$115.53
Hewitt Rentals Inc	5241914001	\$154.04
Hewitt Rentals Inc	5247054 001	\$115.53
Holland College	MARCH 10, 2017	\$229.99
Irving Oil	31796688	\$348.94
Irving Oil	31802522	\$1,152.15
Irving Oil	31791021	\$262.16
Irving Oil	31785086	\$166.43
Irving Oil	622965	\$207.36
Irving Oil	717758	\$263.56
Irving Oil	717183	\$262.02
Irving Oil	38118	\$536.53
Irving Oil	401251	\$486.59
Irving Oil	730821	\$153.36
Irving Oil	841120	\$501.13
Irving Oil	50447	\$351.11
Irving Oil	63631	\$275.82
Irving Oil	763147	\$281.33

Irving Oil	639386	\$398.95
Irving Oil	747511	\$472.28
Irving Oil	224427	\$342.58
Irving Oil	246494	\$253.52
Irving Oil	31756698	\$149.94
Irving Oil	31779425	\$421.72
Island Petroleum	7586	\$329.03
Island Petroleum	3373	\$389.13
Island Petroleum	00205221643702	\$217.38
Island Petroleum	00205221657645	\$307.61
Island Petroleum	4273	\$210.50
Island Petroleum	4272	\$217.46
Island Petroleum	0123	\$304.33
Island Petroleum	9118	\$347.68
Island Technology Professionals	669	\$140.00
Jason Rice	MAR 16, 2017 50/50	\$145.00
Kensington Figure Skating Association	KENS CASH SHARE	\$500.00
Kensington Food Basket	48	\$26.15
Kensington Minor Hockey	KENS CASH SHARE	\$500.00
Kent Building Supplies	939931	\$13.06
Kent Building Supplies	938281	\$18.35
Key Murray Law	225313	\$575.00
K'Town Auto Parts	20S183736	\$47.71
K'Town Auto Parts	20S184379	\$3.71
K'Town Auto Parts	20S184613	\$7.12
Kensington & Area Chamber of Commerce	74162	\$57.50
Langille Sharpening Service Inc	57143	\$103.50
Langille Sharpening Service Inc	57299	\$103.50
Lewis Sutherland	MAR 2017 MILEAGE	\$126.90
Lewis Sutherland	ALYSHA TOOMBS PARK	\$1,720.00
Lewis Sutherland	MAR 2017 RRSP	\$920.22
Maritime Electric	ART CO-OP MAR 17	\$211.30
Maritime Electric	EVK POOL MAR 17	\$44.06
Maritime Electric	FIRE HALL MAR 17	\$401.44

Maritime Electric	STREET LIGHTS MAR 17	\$3,102.93
Maritime Electric	TOWN HALL MAR 17	\$1,216.27
Maritime Electric	TRAIN STATION MAR 17	\$626.15
Maritime Electric	RADAR SIGNS MAR 17	\$102.78
Maritime Electric	CAR CHARGER MAR 17	\$28.65
Maritime Electric	20 STEWART ST MAR 17	\$68.85
Maritime Electric	PW SHOP MAR 17	\$149.49
Maritime Electric	CGC BALLFIELD MAR 17	\$28.26
Maritime Electric	CGC RINK MAR 17	\$8,305.07
Maritime Electric	CGC SIGN MAR 17	\$73.47
Maritime Electric	SENIOR CO-OP MAR 17	\$50.37
Maritime Electric	LIBRARY MAR 17	\$318.32
Malpeque Bay Credit Union	MAR 2017 RRSP	\$2,644.48
McInnes Cooper	2017007591	\$2,876.38
MD Charleton Co Ltd	48977	\$2,580.54
Medacom Atlantic Inc	008699	\$251.16
Micmac Fire & Safety Ltd	NS-00841820	\$989.00
Minister of Finance	291382	\$23.00
MJS Marketing & Promotions	2594015	\$373.75
MJS Marketing & Promotions	2595058	\$51.75
MJS Marketing & Promotions	2595014	\$207.00
MJS Marketing & Promotions	2593022	\$51.75
Norht Star Minor Hockey Association	MAR 2017 DONATION	\$50.00
Orkin Canada	IN-7576452	\$28.75
Orkin Canada	IN-7576101	\$57.50
Par-T-Perfect PEI	2017001 DEPOSIT	\$492.28
PEI Womens Institute	MAYOR GALA DINNER	\$75.00
PEI Firefighter Association	DUES2017-12	\$1,074.65
Pepsico	46322558	\$1,299.41
Petty Cash	MARCH 16, 2017 POLIC	\$300.00
Pitney Bowes	3200413340	\$194.55
Pitney Bowes	POSTAGE MAR 2017	\$1,200.00
Provincial Auto Parts Ltd	996-457008	\$128.75
Minister of Finance and Municipal Affairs	ANNEXATION REFUND	\$1,750.00

Purolator Courier Ltd	434227357	\$87.20
Robert Hartlen	MARCH 2017 EXP	\$82.57
Robert Wood	MARCH 2017 EXP	\$131.60
Rowan Caseley	MARCH 2017 EXPENSE	\$133.95
Saunders Equipment Ltd	66336	\$662.35
Saunders Equipment Ltd	0000066277	\$293.79
Mikes Independent	01 7585	\$19.35
Mikes Independent	01 5697	\$18.39
Mikes Independent	01 1460	\$20.00
Mikes Independent	03 8393	\$14.28
Mikes Independent	01 6101	\$11.98
Mikes Independent	01 6789	\$41.93
Scotia Securities	MAR 2017 RRSP DOUG K	\$544.66
Scotiabank Visa	325143	\$22.94
Scotiabank Visa	5501245946 A	\$114.49
Scotiabank Visa	MPWWA SEMINAR DOUG	\$293.25
Scotiabank Visa	STAPLES 5501245946	\$328.48
Scotiabank Visa	WCB CONF REG VICKI C	\$175.00
Scotiabank Visa	IRVING 1009	\$609.50
Scotiabank Visa	WCB 1ST INSTALLMENT	\$7,895.72
Scotiabank Visa	STAPLES MAR 9, 17	\$74.22
Scotiabank Visa	WCB REG WENDY	\$175.00
Scotiabank Visa	PICKLEBALL NET	\$228.85
Sheila Brander	MAR 9, 2017 50/50	\$1,700.00
Sheila Brander	K'TOWN CASH WINNER	\$130.00
Suncor Energy Products Partnership	MARCH 2017	\$626.20
Superior Sanitation	605815	\$80.50
Superior Sanitation	605816	\$184.00
Superior Sanitation	605817	\$230.00
Superior Sanitation	605818	\$184.00
T & K Fire Safety Equipment Ltd	226558	\$1,060.88
T & K Fire Safety Equipment Ltd	227221	\$189.75
T & K Fire Safety Equipment Ltd	227172	\$402.50
Telus	MARCH 2017	\$908.62

The Royal Canadian Legion	0025	\$37.00
Traci Campbell	MARCH AEROBICS	\$208.00
Transcontinental	185104	\$496.52
Transcontinental	1617	\$182.85
Vail's Fabric Services Ltd.	277360	\$104.42
Water & Pollution Control Corporation	MARCH 2017 W&S	\$214.90
Wet n' Wild Car Wash	237368	\$90.00
Yellow Pages Group	17-4151228	\$21.05
Subtotal		<hr/> \$83,062.13
March Payroll		\$118,163.26
Total March Bills		<hr/> \$201,225.39 <hr/>

Water and Pollution Control Corporation Bills List March 2017

Aliant	W&S 5097412	\$111.78
Aliant	5056494	\$121.85
Campbell's Concrete Ltd	227554	\$493.81
Campbell's Plumbing and Heating	8417	\$848.88
Campbell's Plumbing and Heating	8418	\$86.25
Kensington Country Store	028100003259	\$98.22
Kensington Septic Service	1990	\$575.00
Maritime Electric	WAT TOWER MAR 17	\$174.96
Maritime Electric	PUMP CONT BLDG MAR17	\$194.71
Maritime Electric	LIFT STATION MAR 17	\$275.47
Maritime Electric	PUMP WEST #1 MAR 17	\$826.17
Maritime Electric	PUMP EAST #2 MAR 17	\$126.35
Maritime Electric	PUMP EAST#2 MAR 17	\$125.80
Maritime Electric	WELL #3 MAR 17	\$335.50
Maritime Electric	SEWER PUMP MAR 17	\$51.55
Maritime Electric	SEWER TREAT MAR 2017	\$83.86
Minister of Finance	170313042	\$368.00
Minister of Finance	DOUG OPER CERT EXAM	\$50.00
Northern Power Systems	009705/091637	\$1,406.36
Rogers Plumbing & Heating	12046	\$224.25
Toombs Plumbing & Heating Ltd	0000053655	\$624.57
Toombs Plumbing & Heating Ltd	53683	\$1,063.75
Total W&S Bills		<u><u>\$8,267.09</u></u>

TOWN OF KENSINGTON
Income Statement Comparison of Actual to Budget for March 2017

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$93,320.00	\$75,436.00	\$17,884.00	\$247,185.14	\$230,198.00	\$16,987.14	\$1,081,858.00	23%
Police Service	-\$250.25	\$4,000.00	-\$4,250.25	\$6,004.50	\$12,000.00	-\$5,995.50	\$48,000.00	13%
Town Hall Rent	\$7,852.96	\$7,830.00	\$22.96	\$23,558.88	\$23,490.00	\$68.88	\$93,960.00	25%
Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
Sales of Service	\$37,660.30	\$27,000.00	\$10,660.30	\$96,600.10	\$73,000.00	\$23,600.10	\$359,950.00	27%
Subtotal Revenue	\$138,583.01	\$114,266.00	\$24,317.01	\$373,348.62	\$338,688.00	\$34,660.62	\$1,588,268.00	24%
GENERAL EXPENSES								
Town Hall	\$12,043.39	\$12,422.00	\$378.61	\$32,603.18	\$34,740.00	\$2,136.82	\$146,118.00	22%
General Town	\$46,128.68	\$56,046.00	\$9,917.32	\$170,489.32	\$176,514.00	\$6,024.68	\$528,502.00	32%
Police Department	\$46,867.42	\$47,877.00	\$1,009.58	\$110,918.69	\$106,499.00	-\$4,419.69	\$431,072.00	26%
Public Works	\$30,119.17	\$34,514.00	\$4,394.83	\$88,655.24	\$83,104.00	-\$5,551.24	\$237,433.00	37%
Train Station	\$1,710.53	\$2,685.00	\$974.47	\$6,936.57	\$7,905.00	\$968.43	\$27,795.00	25%
Recreation & Park	\$6,543.29	\$7,025.00	\$481.71	\$8,512.45	\$9,075.00	\$562.55	\$72,250.00	12%
Sales of Service	\$20,653.54	\$19,171.00	-\$1,482.54	\$44,514.54	\$46,279.00	\$1,764.46	\$184,382.00	24%
Subtotal Expenses	\$164,066.02	\$179,740.00	\$15,673.98	\$462,629.99	\$464,116.00	\$1,486.01	\$1,627,552.00	26%
Net Income (Deficit)	-\$25,483.01	-\$65,474.00	-\$39,990.99	-\$89,281.37	-\$125,428.00	-\$36,146.63		
Community Gardens Complex								
Community Gardens Revenue	\$50,730.84	\$40,600.00	-\$10,130.84	\$129,710.01	\$108,800.00	\$20,910.01	\$402,900.00	32%
Community Gardens Expenses	\$44,047.06	\$46,738.00	\$2,690.94	\$112,954.25	\$109,194.00	-\$3,760.25	\$363,616.00	31%
Net Income (Deficit)	\$6,683.78	-\$6,138.00	-\$12,821.78	\$16,755.76	-\$394.00	-\$17,149.76		
Fire Department								
Fire Revenues	\$21,288.25	\$20,214.00	\$1,074.25	\$62,514.75	\$60,642.00	\$1,872.75	\$242,568.00	26%
Fire Department Expenses	\$18,512.66	\$19,213.00	\$700.34	\$60,373.58	\$58,989.00	-\$1,384.58	\$242,568.00	25%
Net Income (Deficit)	\$2,775.59	\$1,001.00	-\$1,774.59	\$2,141.17	\$1,653.00	-\$488.17		
Consolidated Net Income (Deficit)	-\$16,023.64	-\$70,611.00	-\$54,587.36	-\$70,384.44	-\$124,169.00	-\$53,784.56		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$47,776.54	\$46,297.00	-\$1,479.54	\$140,069.89	\$138,964.00	-\$1,105.89	\$555,637.00	25%
Water & Sewer Expenses	\$47,632.81	\$43,653.00	-\$3,979.81	\$146,209.68	\$131,589.00	-\$14,620.68	\$555,637.00	26%
Water & Sewer Net Income (Deficit)	\$143.73	\$2,644.00	\$2,500.27	-\$6,139.79	\$7,375.00	\$13,514.79		

TOWN OF KENSINGTON – MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, CAO
FROM: ROBERT WOOD, CGC MANAGER
SUBJECT: MARCH 2017 COMMUNITY GARDENS COMPLEX REPORT
DATE: 21/04/2017
ATTACHMENT: STATISTICAL REPORT

March 2017

Fitplex

Programming: Aerobics Programming

Monday Krista Shields Multi Fit 7:15 PM – 8:15 PM

Tuesday Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM
Traci Campbell Hi-lo Aerobics 6:30 PM – 7:30 PM

Wednesday Body for Life program 7:30 PM – 9:30 PM – Terry Adams \Krista
Ramsay

Thursday Krista Shields Seniors Aerobics 9:00 AM – 10:00 AM
Traci Campbell Boxer-fit Aerobics 6:30 PM – 7:30 PM

Friday Krista Shields Multi Fit 6:00 PM – 7:00 PM

Saturday Traci Campbell Aerobics 8:30 AM – 9:30 AM

Sunday Krista Shields Multi Fit 6:00 PM – 7:00 PM

Hours

Key FOB Entry 5:45 AM – 12:00 Midnight Daily
Staffed 4:00 PM – 8:00 PM Monday - Thursday

Krista Shields is a new employee starting last week of March and is a certified fitness trainer.

Arena

- Arena operations ran normal and we had no storm days throughout March 2017
- Hosted the Novice A tournament, Atom AA Provincial's for minor hockey ,a mens rec tournament and Vipers Playoffs and Wild Playoffs
- Zamboni issue was fixed when a new throttle cable and bushings were ordered from Saunders Equipment arrived and then were installed by Bells Service Center..

Vipers indicated they would like arena open until April 15 and hopefully series would be wrapped up by then.

High School Hockey tournament to run April 3-8, 2017

Kensington Cash

Feb, 2017	\$260.00
	\$220.00
	\$230.00
	<u>\$220.00</u>
	<u>Total \$930.00</u>

Three winners in march,2017

Ball Fields

Wendell Warren will be replacing dugouts by May 31, 2017.

Owen Simpson has been contacted to roll out and install the safety netting along the Lowther St/Stewart Street intersection.

Summer Camp

We have been informed by the Province that the Kensington summer camp will need to be licensed this year under the Early Childhood Education guidelines to enable the continuation of the Town's summer camp program. A copy of the Application Form and Guidelines are attached. At minimum the Town will require 2 certified instructor's\staff

plus one 18 year old (or older) for every 15 registered children and any staff under 18 will not qualify for the 1 to 15 ratio. The Town typically relies on provincially funded student employment programs to staff the summer camp program.

Town Council should consider whether or not the Town will continue to offer the summer camp program. I have also received concerns from a local early childhood education program that customers are leaving their centre for the summer months because of the reduced price offered through the Town's program.

Harvest Festival:

- Nothing new to report

Upcoming Events

- Playoffs- Vipers
- Harvest Festival 50th Anniversary
- Canada Day Celebrations
- Ballfields preparations

DEPARTMENT OF EDUCATION, EARLY LEARNING AND CULTURE

EARLY LEARNING AND CHILD CARE

LICENCE APPLICATION GUIDELINES

Section 1 – General Information

- Upon receipt of the application for a licence, the Registrar to the Early Learning and Child Care Board will arrange for the Fire Marshal, or an inspector, appointed under the *Fire Prevention Act* R.S.P.E.I. 1988, Cap.F-11, to inspect the premises of the centre in accordance with the *Fire Prevention Act* and regulations.
- Upon receipt of the application for a licence, the Registrar to the Early Learning and Child Care Board will arrange for an inspection in accordance with the *Public Health Act* R.S.P.E.I. 1988, Cap. P-30.1.
- The time frame for completion of inspections depends on the length of the waiting list for inspections at the time of the application. Also, final approval may be delayed if renovations are required for the proposed facility (for example, requirement for exit stairs or additional washroom facilities).

Section 2 – Comprehensive Business Plan

Applicant(s) must submit the following information, typed and double spaced:

Description of the Business: Sole Proprietorship, Corporation, or Partnership.

Sole Proprietorship

If the applicant is a sole proprietorship, please submit a copy of a valid declaration filed respecting the sole proprietorship, in accordance with section 53 of the *Partnership Act* R.S.P.E.I. 1988, Cap. P-1, if applicable.

Corporation

If the applicant is a corporation, please submit a

- (i) statement of the corporate status of the applicant, and
- (ii) a copy of the letters patent or articles of the corporation.

Partnership

If the applicant is a partnership, please submit a copy of a valid declaration filed respecting the partnership in accordance with section 48 of the *Partnership Act* R.S.P.E.I. 1988, Cap. P-1

Floor Plan	Include clearly defined dimensions of proposed space and intended use.
Management	Please describe the management structure: names, what strengths they bring to the business (experience, expertise, etc.).
Opportunity	<p>The Service: Describe what you will offer. Describe unique or innovative features. Do you have plans to modify or expand in the future?</p> <p>The Market: Who are your potential clients? How does your service satisfy their needs? Are there other types of early learning and child care centres available in your area? If so, what services are they providing? Is enrolment in other centres increasing or decreasing? Why? Strengths and challenges: compare your centre with theirs (size, reputation, location, cost, hours, ages of children, nature of program, etc.).</p> <p>Pricing: Can you offer competitive rates? What are your rates?</p> <p>Promotion: How do you plan to advertise/promote your business?</p>
Service	<p>Location: What makes your location suitable?</p> <p>Facilities: Are facilities owned or leased? State the terms. Will renovations be required? At what cost?</p> <p>Personnel: How many staff do you plan to hire? Will owner be included in child-staff ratio? What additional skills or training will be required for your staff? What will be the cost of training? List the compensation and benefits that will be provided for each position. Include salaries, benefits, overtime, and cost for substitutes.</p> <p>Set Up: How long will it take to acquire facilities, equipment, personnel, etc., and to be ready to begin operation?</p>

Financial Data	Provide a detailed statement of projected income and expenses for your first year of operation, including cash flow trends.
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Section 3 – Comprehensive Service Plan

A comprehensive service plan is a written service plan that demonstrates the applicant's ability to provide a safe and effective early learning and child care program and includes a description of:

- (i) the early learning and child care philosophy under which the services will be provided;
- (ii) a description of how the services will meet the developmental needs of children;
- (iii) the proposed utilization of the centre premises, indoors and outdoors, to provide services;
- (iv) the proposed utilization of community resources to provide services;
- (v) the proposed nature and scope of parental involvement in the services provided at the centre, and
- (vi) a process for ongoing evaluation and improvement of the services.

Service plans shall be organized with a Table of Contents according to the format outlined below.

Service plans are evaluated for compliance with the *Early Learning and Child Care Act and Regulations*.

In order to determine the applicant's ability to provide a safe and effective early learning and child care program, the following information and format is required in the service plan.

The Program	<p>The description of the early learning and child care program shall include:</p> <ul style="list-style-type: none"> - the early learning and child care philosophy under which the services will be provided - approaches for developing and stimulating child development, including the physical, social, intellectual, language, creative and emotional needs of children - specific philosophies of an integrated program for children with exceptional needs - a behaviour management policy that demonstrates a positive approach to behaviour management and guidance; is reasonable and in accordance with circumstances and ages of children; and prohibits physical punishment, verbal or emotional abuse and denial of necessities - description of how behaviour management policies are communicated to parents of children receiving services at the centre - description of how behaviour management policies are
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	<p>communicated to staff members of the centre; how will you ensure staff members comply with the policy?</p> <ul style="list-style-type: none"> - organization of daily routines for each group of children for eating, individual and group activities, indoor and outdoor activities, toileting, nap/rest time, transitions - detailed description of a curriculum framework used for programming - description of one week’s programming - methods for inclusion of children with exceptional needs - methods of ensuring children’s hygiene practices, for example, hand washing before and after eating - food service approach (food provided by licence holder or parents, where is it prepared?) - sample menus for meals and snacks (minimum 2 weeks) - meal time routines – timing of meals and snacks, provision for children with food allergies and special diets - description of emergency evacuation procedures, including staff orientation to procedures and schedule for practicing procedures - description of procedure followed for accident or illness involving a child - description of storage and administration of medication (both indoors and when outdoors)
<p>Parental Involvement</p>	<p>The nature and scope of parental involvement shall be described with regard to methods of:</p> <ul style="list-style-type: none"> - ensuring parent awareness of daily program; - dealing with concerns, expectations of parents; - communicating child's progress to parent; - please submit a copy of your parent handbook - the proposed nature and scope of parental involvement in the services provided at the centre - a process for ongoing evaluation and improvement of the services
<p>Administrative Policies and Procedures</p>	<p>Please submit the following:</p> <ul style="list-style-type: none"> - health and safety policies not previously submitted: diapering (if applicable), transportation of children, activities off premises, staff illness - operating policies and procedures regarding such matters as: hours of operation, holiday closures, fees (including

	<p>acceptable methods of payment), late pick up, admission, fees during vacations, policy for termination of child's space and transportation of children;</p> <ul style="list-style-type: none"> - copy of forms: registration, child attendance, medication administration, accident/incident report, emergency medical treatment, field trips (Sample forms are included in Appendix A
Premises and Equipment	<p>A description of the facility, including:</p> <ul style="list-style-type: none"> - indoor floor plan: - room dimensions - windows – exposure to natural light - exits - floor surfaces - storage for children's belongings - storage of first aid supplies - storage for hazardous materials and equipment - storage of children's records - storage of staff files - storage of other staff records - furnace/ utility area - food preparation, eating and storage areas - washrooms - water sources - sleeping areas - room layout and usage plan showing (can be included in the floor plan) <ul style="list-style-type: none"> - basic furniture: <ul style="list-style-type: none"> - shelving - fixed and moveable - dividers - tables and chairs <ul style="list-style-type: none"> - utilization of the outdoor play space, including a plan showing: <ul style="list-style-type: none"> - fixed equipment - fencing - gates - access from building - list of portable equipment - shaded and sheltered areas - play and protective surfaces, for example grass, asphalt, sand, cushioning <ul style="list-style-type: none"> - inventory of indoor and outdoor equipment, toys and materials

Section 4 – Staffing Plan

The following staffing information shall be included:

- a list of staff member positions and responsibilities
- certification levels of staff
- copy of first aid certification for staff
- personnel policies and procedures for staff supervision, evaluation, and discipline
- an orientation process for staff members with respect to the policies and procedures of the centre
- a description of how the applicant will screen staff members
- policy for use of substitute staff
- names and phone numbers of substitute staff
- a copy of the staff handbook for the centre
- proposed schedule for staff – including assignment to groups and provision for breaks
- a copy of the results of a criminal record check and vulnerable sector search conducted in the Canadian Police Information Centre system, dated not earlier than six months prior to the date of the application, with respect to every associated person of the centre

Note: The *Early Learning and Child Care Act and Regulations* defines associated persons as:

- (a) a person who resides in a residence in which a centre is operated;
- (b) a staff member*;
- (c) an individual operator
- (d) where the operator is a partnership of individuals, each individual partner;
- (e) where the operator is a corporation or a partnership that includes a corporation, the shareholders and directors of the corporation.

“Staff Member” means an individual who works at a centre in either an employment or volunteer capacity.

Appendix A: Sample Forms

1. Field Trip Consent Form
2. Emergency Consent Form
3. Emergency Medical Form
4. Incident Accident Report
5. Permission to Administer Medication

FIELD TRIP CONSENT FORM

I _____ give permission for my child _____
(Name of Parent or Guardian)

to travel to _____ on _____.
(Destination) (Date)

I understand my child will be travelling with _____
(Name of Staff Person, Volunteer)

by _____. Staff and Children will leave the centre at
(Transportation: e.g. personal vehicle, walking)

_____ and returning to the centre at approximately _____.
(Time) (Time)

Notes:

Parent Guardian Signature

Date

Staff Signature

Date



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Emergency Consent Form

[Insert Centre Name]

Full Name of Child _____ Date of Birth _____

Male or Female _____

Address _____

Home Phone: _____

Parent /Guardian _____ Relationship _____

Home Phone _____ Cell Phone _____ Work Phone _____

Parent /Guardian _____ Relationship _____

Home Phone _____ Cell Phone _____ Work Phone _____

Emergency Contact _____ Phone _____

Child's Doctor _____ Phone _____

Child's Dentist _____ Phone _____

Allergies/medications/health conditions _____

It is the policy of name of centre to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact parents/guardians and we need to get immediate medical assistance for the child. Our procedure is to take the child to the nearest emergency service.

Please sign the consent below so that we can take appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.

I hereby give consent for my child, _____, when ill or injured, to be taken to the nearest emergency centre by the staff at [Insert Centre Name] when I cannot be contacted.

I hereby give consent for my child, _____, to receive medical treatment if necessary.

Date: _____ Signature of Parent/Guardian _____

Signature of Administrator/Director _____

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Funding for this project provided by the
Government of Prince Edward Island

Emergency Medical Form

Name of Child: _____

In the event of a serious injury to my child, and the staff of [Centre Name] are unable to reach me (or my emergency contacts), I hereby give permission for [Centre Name] to act on my behalf in obtaining and/or authorizing emergency medical treatment for my child. I understand that any treatment would be on the advice of a qualified medical physician.

Father: _____
Print Signature Date

Mother: _____
Print Signature Date

Guardian: _____
(if applicable) Print Signature Date

Health Card # _____

Family Doctor _____ Phone Number _____

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Incident Report

Incident/Accident Report		
	Name of Child Involved in the Incident/Accident:	
	Staff Person Who Addressed the Incident/Accident	
	Date of Incident/Accident	
	Time of Day	
	Setting	
	<i>Detailed Description of the Accident/Incident</i>	
	<i>Course of Action Taken or Treatment Provided</i>	
	<i>Additional Comments</i>	
	Report Filed By:	
Parent/Guardian Signature:		

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Government of Prince Edward Island

Permission to Administer Medication

I hereby give my permission to the staff of [Centre Name] to administer:

Name of medication

Prescription number

to my child, _____, according to the medical physician's instructions printed on the prescription container or on the request for administration of non-prescription medication completed by the physician.

Signature of parent/guardian

Date

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Appendix B: Early Childhood Development Association

EARLY CHILDHOOD DEVELOPMENT ASSOCIATION

About the ECDA

We are:

A provincial, non-profit organization committed to promoting and supporting quality early childhood development programs and services for our Island's children and families. The Early Childhood Development Association of PEI was formed in 1974. Annual membership is approximately 420 certified early childhood professionals.

We are Affiliate Members of the [Canadian Child Care Federation](#).

We provide:

- information and guidance linking early childhood knowledge and information to those who need it;
- resources and professional development opportunities for early childhood educators;
- a voice representing healthy child development for PEI children aged 0 years to 8, their families and those educating them;

We work with:

- Early childhood professionals
- Provincial and Municipal Governments and Opposition parties
- Parents and grandparents
- Other early years professionals
- Community and various organizations

Why:

- To support Early Childhood Educators to deliver high quality early learning and child care services and programs for all of PEI's children. Helping families make the early years count.

DEPARTMENT OF EDUCATION, EARLY LEARNING AND CULTURE

EARLY LEARNING AND CHILD CARE

LICENCE APPLICATION FORM

Collection of Personal Information

The information collected on this form will be used for licensing under the Early Learning and Child Care Act and Regulations. The information is collected under the authority of the Early Learning and Child Care Board and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any question about the collection, use or disclosure of your personal information, please contact the Early Learning and Child Care Board, Department of Education, Early Learning and Culture, 902-368-6513.

General Instructions:

- Please PRINT all information clearly.
- Complete all sections of the Application Form.
- In addition to the Application Form, a Comprehensive Business Plan, Comprehensive Service Plan and Staffing Plan must be submitted to the Early Learning and Child Care Board.
- Applicants and Associated Persons must submit a copy of a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of the application.
- Incomplete or illegible applications will not be processed.

CATEGORY OF LICENSE FOR WHICH YOU ARE APPLYING (check only one category):

- Early Childhood Centre
- Family Home Centre
- Preschool Centre
- School-Age Child Centre

Section 1 – Applicant Information

Name of Applicant or Contact Person if Applicant is a Corporation:

Telephone Number (include area code):

Email Address:

Section 2 – Centre Information	
Name of Centre:	
Civic Address of Centre:	
Mailing Address if Different from Above:	
Telephone Number:	Email Address:

Section 3 – Centre Governance (indicate only one):	
<input type="checkbox"/> Private Owner	Name: _____ Address: _____ Registered with Corporate /Business Names Registry (Yes/No): _____
<input type="checkbox"/> Partnership (list all partners)	Organization Name: _____ Name: _____ Address: _____ Name: _____ Address: _____ Name: _____ Address: _____ Legal Status: _____
<input type="checkbox"/> Corporation Officer (1) Officer (2)	Organization Name: _____ Name: _____ Address: _____ Name: _____ Address: _____ Legal Status: _____

Section 4 – Program Information

Sessions (check most appropriate):

- Full Day
- ½ Day (Morning Only)
- ½ Day (Afternoon Only)
- Before or After School
- Before or After School/School Closures

Hours of Operation: _____

Days of Operation (specify): _____

Months of Operation (specify): _____

Enrollment: Total Number of Children Centre Operator Will Allow Per Session: _____

Will The Centre Register Children (check all that apply):

- Birth – 22 Months
- 22 Months – 3 Years
- 3 Years – School Age
- School Age

Section 5 – Application Fee

The application fee for a licence to operate a centre where the operator proposes to provide services at the centre to not more than 25 children is \$75.

The application fee for a licence to operate a centre where the operator proposes to provide services at the centre to more than 25 children is \$150.

The required fee may be paid by cheque or money order made payable to the *Minister of Finance*.

The required fee is due with the completed application.

Section 6 – Declaration and Consent to Share Information

I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Registrar to the Early Learning and Child Care Board to verify the above information.

Date:

Signature:

Is your application complete? Check all that apply.

Note: Only completed applications are reviewed by the Registrar to the Early Learning and Child Care Board. Incomplete or illegible applications will not be processed.

- Comprehensive Business Plan is attached.
- Comprehensive Service Plan is attached.
- Staffing Plan is attached.
- A letter from the Municipality stating the property is correctly zoned for a centre is attached.
- Written verification of required liability insurance is attached.
- Approved declaration for registration of a business name is attached.
- A copy of my results from a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of application is attached.
- If applicable, A copy of the results from a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of application for any individuals associated with the centre is attached.
- Required documentation for a corporation, partnership, or sole proprietorship is attached.
- Application fee is paid.
- This application form is signed and dated.

Send completed application to: Early Learning and Child Care Board
Department of Education, Early Learning and Culture
P.O. Box 2000, 3 Brighton Road
Charlottetown, PE
C1A 7N8

For Office Use Only	
Application Received: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Email Date:	Attached Documents:
<input type="checkbox"/> Application Fee	Staff Signature:
Licence Application Report Prepared: Date: Staff Signature:	
Written Notice of Early Learning and Child Care Board Decision to Applicant: Staff Signature: Date:	

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: HOME PLACE INN – LIQUOR LICENCE LETTER OF SUPPORT REQUEST
DATE: 21/04/2017
ATTACHMENTS: EMAIL REQUEST

A request has been received from Ramona Roberts for a letter of support from the Town of Kensington for a Tourist Home Liquor License for the Home Place Inn. The Home Place was licensed when it was operated as a restaurant however that license ended when the restaurant moved to Broadway 45.

It is indicated in the request that the operators would offer drinks for purchase to guests staying at the inn for an hour or two in the evenings. The menu would be focused on local beer, wine and spirits and service would only be to guests – not to the general public.

The following information regarding Tourist Home Liquor Licenses is taken from the PEILCC Website:

TOURIST HOME LICENSE

The holder of a Tourist Home License may sell and serve liquor upon the licensed premises to guests of the tourist home.

The PEILCC will consider a Tourist Home License if satisfied that:

1. the premises have been designated as an inn, bed and breakfast, guest home or tourist home by an accommodations rating program recognized by the PEILCC;
2. the premises has accommodations of not less than 3 rooms that are rented to the travelling public.

An application for a Tourist Home License shall be accompanied by a non-refundable application fee of \$100.00.

The annual fee for a Tourist Home License is \$125.00 or \$75.00 for 6 months.

RECOMMENDATION

It is recommended that Committee of Council consider the above information and provide a recommendation to Town Council accordingly.

Geoff Baker

From: Ramona Roberts <ramonaroberts1@gmail.com>
Sent: Wednesday, April 19, 2017 1:36 PM
To: Geoff Baker
Subject: Home Place Inn

Hello Geoff,

We are getting the Home Place Inn up and ready after some winter renovations. When we operated the restaurant out of there we had a liquor license but it ended when the restaurant moved up to Broadway 45. We would now like to apply for a different license - a Tourist Home License. Our idea is that we would have an hour or two in the evenings that we may offer drinks for purchase to our guests as a service. It would be a tasting menu focused on local and PEI beer, wine and spirits and we would be serving only to our guests - not to the public.

As always, a letter of support from the community is required. Can you please run this by council and let me know if they have any further questions or if they are willing to endorse?

Below are the criteria (as you can see it is a pretty restricted license) and I have pasted the link to the government website with this info for further reference.

TOURIST HOME LICENSE

The holder of a Tourist Home License may sell and serve liquor upon the licensed premises to guests of the tourist home.

The PEILCC will consider a Tourist Home License if satisfied that:

1. the premises have been designated as an inn, bed and breakfast, guest home or tourist home by an accommodations rating program recognized by the PEILCC;
2. the premises has accommodations of not less than 3 rooms that are rented to the travelling public.

<http://liquorpei.com/licensing-permits/license-types/>

Thank you for your assistance,

Ramona

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Ramona Roberts
902-439-6480 (p)
902-887-3413 (f)
ramonaroberts1@gmail.com

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: KENSINGTON POLICE SERVICE VEHICLE (7B3 – UNMARKED CRUISER)
DATE: 21/04/2017
ATTACHMENTS:

It is apparent that the turbocharger assembly in the Kensington Police Ford Taurus unmarked vehicle requires replacement. There is a significant smell coming from the turbo and there is a noticeable leak from the right hand turbo. The vehicle is a 2013 model and currently has 191,000 kms on the engine.

The total 2017 budget for police vehicle repairs and maintenance was set by Town Council at \$4,800.00. To the end of March 2017, \$3,251.77 has been expended leaving \$1,548.23 remaining in this budget line. Approximately \$3,000.00 (of the \$3,251.77) has been spent on repairs and maintenance associated with the Ford including brake replacement, replacement of coil springs, replacement of rear control arms, seatbelt repair and other routine maintenance items such as wheel alignment, spark plugs, air filter, etc. It is noted that each police cruiser will require new tires this year at a cost of approximately \$1,000.00 per vehicle.

Staff requested a quote from Ford to replace the turbo. The quote (attached) came in at \$2,164.07 plus HST which would drive the vehicle repairs and maintenance budget over by \$615.84 (not including the aforementioned tire replacements).

Assuming no further maintenance was required on either vehicle in 2017 and based on current maintenance requirements (turbo and tire replacement), the budget for police vehicle repairs is estimated to be over budget at the end of 2017 by a minimum of \$2,615.84.

Quotes were requested from D. Alex Macdonald for a vehicle replacement. A quote was provided for a 2017 Ford Taurus Interceptor with the same police package as the current vehicle. The quote came in at \$30,656.25 plus HST.

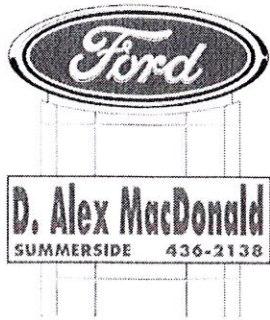
Another quote requested from Chrysler Dodge came in at \$32,365.00 plus HST.

For simplicity in calculation, \$40,000 is being used to project potential impacts on the Town's income statement and cash flow. This would include the cost of changing bar

light's, police package, and any other incidental expenses in preparing a new cruiser for the road.

If the Town were to consider the purchase of a new police vehicle the anticipated annual impact on the Town's income statement is estimated at just over \$8,500.00 (interest and depreciation expense). It is estimated that the Town's cash flow would see a similar impact at \$8,500.00 per year (principal and interest payment).

In the absence of a formal policy on police vehicle replacement/police vehicle repairs and maintenance, it is requested that Committee of Council consider the above information and advise the CAO how they would like to proceed.



D. Alex MacDonald Ford
 25 WATER STREET
 SUMMERSIDE, PEI C1N 1A3
 Website: www.dalexmacdonald.com
 E-mail: service@dalexmacdonald.com

PHONE: (902) 436-2138
 FAX: (902) 436-0232
 HST 101251247 RT
 ALL ITEMS ARE SUBJECT TO HST



Est No: 65
 Tag #:

*** Service Estimate - Customer Copy ***

Auth#: Page 1

Customer No: 6978	Advisor: BRAD (129625)	Expiry Date: 05/18/2017
TOWN OF KENSINGTON PO BOX 418 KENSINGTON, PE C0B 1M0	License No 186317	Stock No 3008
Home: (000)000-0000 Bus: (902)836-4499	Year 2013 Make FORD	Model POLICE Model No P2M
Cell: (902)888-7120 Today: (000)000-0000	Vehicle ID No 1FAHP2MTXDG106439	Selling Dealer D. ALEX MACDONALD
Email: policechief@townofkensington.com	Est Date 04/18/2017	InService Date 06/04/2012
	Location	

Request/Concern	Type	CSR#	TU	Amount
1 06FOZZ19 CUSTOMER STATES THAT WHEN VEHICLE IS UNDER LOAD, SIGNIFICANT SMELL COMING FROM ENGINE AREA, NOTICEABLE LEAK COMING FROM THE RIGHT HAND TURBO.				
06FOZZ19 REPLACE RIGHT HAND (REAR) TURBO	C	129625	10.00	930.00
1 0 SOP AA5Z 6K682 F TURBOCHARGER ASY	CRO			1099.10
1 0 CORE CHARGE CORE CHARGE AA5Z 6K682 F	CRO			350.00
-1 0 CORE C-AA5Z 6K682 F CORE RETURN	CRO			-350.00
1 0 FC9 AA5Z 9450 C GASKET - EXHAUST MAN	CRO			62.20
1 0 SOP AA5Z 6N652 A GASKET	CRO			5.92
3 0 SOP W712806 S900 BOLT	CRO			7.20
1 0 SOP AA5Z 6L612 A GASKET	CRO			19.70
3 1 HR W712829 S900 STUD	CRO			6.90
3 4 HR W714265 S441 NUT	CRO			1.32
1 0 FC9 7T4Z 9450 AA GASKET	CRO			16.73
Request Total				2,149.07

783

2013

191,000 Kms

Turbo Replacement

LABOUR	930.00
PARTS	1,219.07
SUPPLIES	15.00
ENV FEE	0.00
SUBTOTAL	2,164.07
HST	324.61
TOTAL ESTIMATE	2,488.68

The personal information collected on this form and on other documents relating to this transaction is collected in accordance with applicable privacy legislation is governed by D. Alex MacDonald Ltd.'s privacy policy. We provide this personal and transaction information to Ford Motor Company of Canada, Limited to enable Ford to administer your transaction, provide you with requested services, improve automotive-related products and services by conducting customer surveys, and provide you with marketing material which may be of interest to you, as permitted by applicable laws. For the Ford Privacy Policy (www.ford.ca) including use of service providers and U.S. data storage or if you do not want to receive marketing or survey materials from Ford, please call 1-800-565-FORD (3673).

INDEBTEDNESS IS HEREBY ACKNOWLEDGED IN THE SUM OF \$ _____ BEING ALL OF THE BALANCE OWING FOR REPAIRS, PARTS, & ACCESSORIES DESCRIBED IN THIS WORK ORDER.

DATE _____ SIGNATURE _____

QT-TOWN170420

D Alex MacDonald

NICK HEER

CASH

Disclosure

04/20/2017

<u>Customer Information</u>		<u>Vehicle Information</u>		Stock #	BUILD
Contact Code	6978	Year/Make			2017 FORD
TOWN OF KENSINGTON		Model	SEDAN POLICE INTERCEPTOR		
PO BOX 418		Serial #			
KENSINGTON, PE, C0B 1M0		Odometer			
Sales Rep	NICK HEER	Trade Year/Make	N/A		
Contract Date	04/20/2017	Trade Model	N/A		
Payment Date	04/20/2017	Trade Serial#	N/A		
Tax Code	PE HST	Trade Odometer	N/A		

<u>Price Information</u>			
Price	30,600.00	HST Taxable	30656.25
Trade	0.00	HST @ 15.0000%	4598.44
Adjustments	0.00	Payout Lien Amount	0.00
License	20.00	Balance Due	35,274.69
PPSA	0.00	Deposit	0.00
Tire Levy	56.25	Rebate	0.00
Warranty	0.00	Total Obligation	35,274.69
No Protection Selected	0.00		

I/We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

X _____
TOWN OF KENSINGTON

X _____
Dealer Acceptance

New 2017 Dodge Charger AWD HEMI

From: "Brody Ellis" <brody@summersidechrysler.pe.ca>
Date: 04/19/2017 05:19PM
To: <policechief@townofkensington.com>

Hello Lewis,

A 2017 Police Dodge Charger AWD with V8 HEMI, equipped the exact same way as your 2016 that you currently have, with spare tire relocation bracket, deactivate rear doors and windows, and patrol package wiring prep package. Car would be black in color, with HD cloth seats front and rear Vinyl. This would be priced at \$32,365 + taxes and would take about 8-12 weeks to arrive. Let me know if you have any questions. Thank you

Brody Ellis
Summerside Chrysler Dodge
902-436-9141 Office
902-853-5488 Cell