



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

Monday, July 25, 2016 @ 6:30 PM

*55 Victoria Street
Kensington, PEI
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off or placed on non-audible mode during the meeting.***

**Town of Kensington
Committee of Council Meeting
Monday – July 25, 2016 – 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**
- 5. Adoption of Previous Meeting Minutes – June 27, 2016**
- 6. Business Arising from Minutes – June 27, 2016**
- 7. Staff Reports**
 - a. CAO's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Summary Income Statement
 - f. Bills List
 - g. Community Gardens Complex Report
- 8. New Business**
 - a. Provincial Infrastructure Fund Application – Victoria Street West Sidewalk Replacement
 - b. Proclamation Request – Prostate Cancer Awareness Month
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session)**
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Monday, June 27, 2016
6:30 PM**

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

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

Regrets: Deputy Mayor Rodney Mann

1. Calling of Meeting to Order

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

2. Adoption of Agenda (Additions/Deletions)

2.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to approve the agenda for the May 24, 2016 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 Pickering, seconded by Councillor Doucette to approve the Committee of Council meeting minutes from May 24, 2016. Unanimously carried.*

6. Business Arising from Minutes

6.1 Councillor Spencer inquired on when the green space development at the corner of Woodleigh Drive and Victoria Street E. was scheduled to begin. Mr. Baker was not aware of the schedule at this point in time but will follow up and advise the Committee accordingly.

7. Staff Reports

7.1 CAO's Report

7.1.1 *Moved by Councillor Spencer, seconded by Councillor Doucette to adopt the June 2016 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.1.2 Mayor Caseley informed Council that funding has not yet been approved for the Musical Nights at the Kensington Railyards.

7.1.3 Councillor Spencer noted that the majority of the line painting has been completed but noted that the one way arrows for Francis Street had not been done. The CAO will follow up and ensure it gets completed.

7.2 Fire Department Statistical Report

7.2.1 *Moved by Councillor MacLean, seconded by Councillor Pickering to recommend to Town Council the adoption of the May 2016 Fire Chiefs Report as prepared by Deputy Fire Chief Hickey. Unanimously carried.*

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 May 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

7.4 Development Permit Summary Report

7.4.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to adopt the Development Permit Summary Report for June 2016 as prepared by Administrative Assistant, Kim Caseley. Unanimously carried.*

7.5 Financial Report (Summary Income Statement & Bills List)

7.5.1 *Moved by Councillor MacLean, seconded by Councillor Spencer to recommend to Town Council the adoption of the Summary Income Statements for May 2016, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.5.2 *Moved by Councillor Pickering, seconded by Councillor Spencer to recommend to Town Council the approval of the combined Bills Lists for May 2016 in the amount of \$158,704.26, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.6 Community Gardens Complex Report

- 7.6.1** *Moved by Councillor MacLean, seconded by Councillor Pickering to recommend to Town Council the adoption of the May 2016 Community Gardens Complex Report as prepared by CGC Manager, Robert Wood. Unanimously carried.*

Councillor Mill arrived to the meeting at 6:55 pm.

8. New Business

8.1 Home Based Business Request

- 8.1.1** *Moved by Councillor Doucette, seconded by Councillor Pickering,*

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the request from Catherine Gallant to operate a home based bookkeeping business out of a property located at 17 Pleasant Street be approved subject to full compliance with the Development Control Bylaw.

Unanimously carried.

8.2 Kensington Fire Department Thermal Imaging Camera Purchase Request

- 8.2.1** *Moved by Councillor MacLean, seconded by Councillor Pickering,*

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the Kensington Fire Department be authorized to proceed with the purchase of a BUL-T4X Thermal Imaging Camera Bundle from MicMac Fire Safety Source Ltd. as per their quote dated May 18, 2016 in the amount of \$15,162.00 including HST.

Unanimously carried.

8.3 2015 Capital Borrowing

- 8.3.1** *Moved by Councillor MacLean, seconded by Councillor Spencer,*

BE IT RESOLVED that Committee of Council recommend that Town Council authorize the borrowing of \$136,589.18 from the Scotiabank repayable in full by Town Council over an amortization period not to exceed 5 years at a floating rate of interest, to finance capital purchases made by the Town of Kensington and the Community Gardens Complex in 2015.

Unanimously carried.

8.4 Outdoor Volleyball Court Concerns

8.4.1 *Moved by Councillor Pickering, seconded by Councillor Mill to direct staff to proceed with the installation of a rope style dividing fence between the water tower property and the crematorium property located in the Kensington Industrial Park to prohibit vehicles from accessing the water tower through the crematorium property. Unanimously carried.*

8.5 Don Clark Ballfield Concerns

8.5.1 Council discussed the safety concerns around base/soft balls from the Don Clark Ballfield being hit into neighbouring properties.

Moved by Councillor Spencer, seconded by Councillor Pickering to approve the purchase and installation of safety netting at the Don Clark Ballfield, along Stewart Street, as per the quote from GSD Utility Services Ltd. dated June 27, 2016 in the amount of \$3,505.50 HST included. Unanimously carried.

8.5.2 Councillor Spencer suggested that the Slow Pitch teams which have been renting the ballfield be requested to pay additional fees to assist in the cost of the net installation.

9. Councillor Issues/Inquiries

9.1 Mayor Caseley spoke regarding the safety concern and the requirement of a sidewalk in front of the Frost Treat Dairy Bar located at 109 Victoria Street West. Mr. Baker will contact the property owner and the Department of Transportation to discuss the concerns and potential options to improve the circulation of pedestrian traffic in the area.

10. Correspondence

10.1 A letter from Canadian Union of Postal Workers (CUPW) regarding the upcoming Canada Post Review and welcoming the Town's input. – *Referred to Town Council for consideration.*

10.2 A letter from the Kensington Historical Society requesting the Town to assist in finding a location to display their wall mounted displays and floor cases. – *No action*

10.3 An invitation from MP Wayne Easter to join him on Wednesday, July 13 at the Hunter River Community Centre for a Community Climate Change Consultation.

10.4 A request for a golf hole sponsorship in the 9th PCH Foundation Woman's Golf Classic. *Referred to Town Council for consideration.*

11. In-Camera (Closed Session)

11.1 *Nil*

12. Adjournment

12.1 *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



Chief Administrative Officer's Report

July 2016

Each monthly CAO's report provides an opportunity to provide a snapshot to Town Council, our residents and other key stakeholders of some of the key work of staff. The report shall also serve as a reporting mechanism to Town Council on specific directions given to staff through the CAO.

Very generally, the CAO is responsible for the overall operation and administration of the Town including providing leadership to senior staff and providing business, policy guidance and technical advice to Town Council, and implementing Council decisions and directives, ensuring the timely delivery of programs and services, and a fiscally responsible budget while championing the programs and policies of Council.

Capital Project Updates:

Streets and Sidewalks

Kensington Storm Water Project

The construction of this project has been deferred to 2017.

Victoria Street West Sidewalk Replacement

An application to the Provincial Infrastructure Fund has been developed to replace a portion of the sidewalk along Victoria Street West from approximately the Broadway Street/Victoria Street Intersection to Imperial Street. A copy of the application has been circulated with the July Committee of Council tentative agenda package for the Committee's consideration.

Operational and Ongoing Items

Fire Department Policy Development

A second draft of the proposed Fire Bylaw has been provided by W.G. Hogan Fire Safety Specialties. The Bylaw has not been reviewed by staff at the time of writing this report. I am hopeful that the Bylaw will be provided to Town Councilors at their August Committee of Council meeting and that first reading can be given to the Bylaw at the September regular meeting of Town Council.

Annexation of 149 Kelvin Grove Road

IRAC has informed the Town that their report and recommendation for annexation of a property located at 149 Kelvin Grove Road was forwarded to the Minister of Communities, Land and Environment on Wednesday, June 8, 2016.

Kensington Ballfield Concern

As per Committee of Council's direction a contract was awarded to GSD Utility Services Inc. for the installation of backstop netting at the Don Clark Ballfield. The netting has been installed.

Outdoor Volleyball Courts

Committee of Council has directed me to move forward with the installation of rope style fencing between the water tower property and the crematorium property to prevent vehicles that require access to the water tower from going on to the crematorium property. A contract has been awarded to Building Blocs to complete the installation.

Wellfield Protection Plan

It was recommended by the Province of PEI that the Town apply to an applicable Infrastructure Fund for the development of the Wellfield Protection Plan. To date no application has been made and other opportunities to complete the project are being explored.

5 Year Capital Plans

Staff continue to work on the completion of a five year capital plan as time permits. Once the plans are developed in draft form they will be presented to Town Council for their consideration.

EVK Pool

The EVK Pool has been operational since July 1st, 2016 with no operational issues noted.

Kensington Area Soccer Club – Land Transfer

Mayor Caseley and I have signed off on the required land transfer deeds with the Province of PEI.

The Land Acquisition and Operation Agreement with the Kensington Area Soccer Club is nearing completion, with revisions made to the draft by the Town. The Agreement has been forwarded to the Soccer Club for their consideration. It is anticipated that the Agreement will be finalized and signed shortly, to allow the construction of the soccer club house to proceed.

Community Gardens Complex Naming Rights Contract

As Councillors may recall, it was agreed and approved that the Town would enter into a contract with the Malpeque Bay Credit Union for the naming rights associated with the Community Gardens Complex. This item has been outstanding for quite some time. The contract is in the process of being drafted by Key Murray Law.

Police Department False Alarm Policy

Staff continue to work on the development of a False Alarm Policy for the Kensington Police Service. It is hoped that a policy will be vetted through Committee of Council at their August meeting.

Sidewalk Maintenance/Replacement

The Public Works Department has developed a list of badly deteriorated sidewalk areas. The list is in the process of being finalized. The Public Works Supervisor has been on leave for the past two weeks which has caused some delays. Once the list is complete staff will solicit quotes to complete any required work. Further information will be provided to Town Council as this project progresses.

Musical Nights at the Kensington Railyards

A funding application was originally drafted and submitted to Tourism PEI's Innovation Fund to offset costs associated with a new tourism related program called "Musical Nights at the Kensington Railyards". The program would involve the presentation of live, local music on Wednesday evenings from 6:30 to 8:30. Tourism PEI responded to the application and requested slight modifications to the application. The application was modified and re-submitted on July 15, 2016.

Water and Sewer Issues

There was a break in the force main from the Pleasant Street Lift Station on Tuesday, July 19, 2016. Toombs Plumbing and Heating completed a repair of the line break within 2 hours of it being noticed. There was a hair line crack around the circumference of the line in the vicinity of the Pleasant Street seniors housing units. This is the second break in the line since the new lift station on pleasant street was commissioned. Staff are trying to determine the direct cause of the breaks. Further information will be provided as the potential causes are identified.

Water and Sewer staff are in the process of completing maintenance of the sewage lagoons. There was a significant amount of duckweed on the surface of the lagoon, which is typically caused by an insufficient wind regime across its surface. Staff met with the Provincial Department of Environment on site on Monday, July 18th to determine a course of action to remove the duckweed and to improve conditions. Staff have begun to clear the lagoon berms of vegetation growth and will remove the duckweed once this maintenance has been completed.

Respectfully Submitted,

Geoff Baker, CAO

Fire Department Occurrence Report 2016

Description	January	February	March	April	May	June	July	August	September	October	November	December	YTD total	% Total
Medical First Responder	2			1									3	8.33%
Motor Vehicle Accident	2	1	2	1	3	3							12	33.33%
Emergency Response - Fuel Spill, etc													0	0.00%
Fire Related														
Smoke Investigation	1					1							2	6%
Outside Fire - Brush, Grass, Utility Pole, etc.	1			5	1	3							10	28%
Structure Fire - House, Building, Vehicle, etc.		1		1	1								3	8%
Alarms	2		1		1	1							5	14%
Total Fire Related	4	1	1	6	3	5	0	0	0	0	0	0	20	57%
Total Incidents	8	2	3	8	6	8	0	0	0	0	0	0	35	
Mutual Aid Call Out						1							1	3%
Total Incidents (Inclcluding Mutual Aid Provided by KFD)	8	2	3	8	6	9	0	0	0	0	0		36	100%
Mutual Aid Call in													0	
Average Firefighter Attendance	12	15	16	22	15	15								
Regular Monthly Training - No. of Firefighters	24	22	22	18	18									
Training School - Level 1, etc. - No. of Firefighters	3	1	1											
Call Area														
Kensington	3		1	4	1	3							12	33.33%
Malpeque CIC	2		1	2	1	1							7	19.44%
Zone's 1 to 5	3	2	1	2	4	4							16	44.44%
Other						1							1	2.78%

[illegible]

[illegible]

Police Department Occurrence Report Summary 2016														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Trespass at Night			1										1	0.28%
Uttering Threats				1	1								2	0.56%
SOTS Issued	20	15	13	10	2	3							63	18%
Total Incidents	68	60	64	58	48	58							356	100%
HTA Warnings	10		2	7									19	
Fine Revenue	4,400.00	1,853.50	2,010.00	1,190.00	550.00	780.00							10,783.50	
Foot Patrols in hours	2.5	6	5	3	3.5	2							22	
Community policing school	3	5.5	4	6	6.5	2								

Year to Date Approved Development Permit Summary Report

Development Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total Development Permit Count		Total Development Permit Fees \$		Total Estimated Construction Value \$
Single family dwelling (new)						1								1		\$200		\$97,500
Semi detached dwelling (new) - permits, not units														0				
Multi unit residential (new)				1		1								2		\$400		\$1,125,000
Modular/Mobile (new)														0				
Residential additions/alterations							1							1		\$100		\$100,000
Modular/mobile renovations														0				
Accessory Buildings		1			1	1								3		\$250		\$11,800
Other - signs, fence etc.														0				
Institutional (new)														0				
Institutional renovations/additions				1										1		\$150		\$350,000
Commercial (new)																		
Commercial renovations/additions					1									1		\$150		\$85,000
Industrial (new)														0				
Industrial renovations/additions														0				
Agriculture														0				
Demolition						1								1		\$50		
Totals	0	1	0	2	2	4	1	0	0	0	0	0		10		\$1,300		\$1,769,300

TOWN OF KENSINGTON
Income Statement Comparison of Actual to Budget for June 2016

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$90,267.93	\$86,885.00	\$3,382.93	\$475,438.39	\$485,918.00	-\$10,479.61	\$957,760.00	50%
Police Service	\$780.00	\$1,700.00	-\$920.00	\$11,432.60	\$10,200.00	\$1,232.60	\$20,400.00	56%
Town Hall Rent	\$7,796.40	\$7,793.00	\$3.40	\$54,854.40	\$54,758.00	\$96.40	\$101,516.00	54%
Recreation	\$920.00	\$600.00	\$320.00	\$1,360.00	\$600.00	\$760.00	\$5,200.00	26%
Sales of Service	\$33,210.70	\$32,300.00	\$910.70	\$166,308.00	\$193,800.00	-\$27,492.00	\$387,600.00	43%
Subtotal Revenue	\$132,975.03	\$129,278.00	\$3,697.03	\$709,393.39	\$745,276.00	-\$35,882.61	\$1,472,476.00	48%
GENERAL EXPENSES								
Town Hall	\$9,337.47	\$11,840.00	\$2,502.53	\$72,452.72	\$77,895.00	\$5,442.28	\$153,095.00	47%
General Town	\$26,409.44	\$22,501.00	-\$3,908.44	\$195,947.83	\$216,545.00	\$20,597.17	\$374,091.00	52%
Police Department	\$36,950.89	\$32,371.00	-\$4,579.89	\$195,661.10	\$211,596.00	\$15,934.90	\$421,992.00	46%
Public Works	\$17,581.33	\$27,790.00	\$10,208.67	\$142,284.48	\$150,645.00	\$8,360.52	\$239,895.00	59%
Train Station	\$1,978.58	\$1,604.00	-\$374.58	\$15,017.22	\$13,949.00	-\$1,068.22	\$26,823.00	56%
Recreation & Park	\$12,130.25	\$7,825.00	-\$4,305.25	\$39,982.74	\$37,850.00	-\$2,132.74	\$72,250.00	55%
Sales of Service	\$13,625.33	\$14,140.00	\$514.67	\$82,897.01	\$93,580.00	\$10,682.99	\$184,330.00	45%
Subtotal Expenses	\$118,013.29	\$118,071.00	\$57.71	\$744,243.10	\$802,060.00	\$57,816.90	\$1,472,476.00	52%
Net Income (Deficit)	\$14,961.74	\$11,207.00	-\$3,754.74	-\$34,849.71	-\$56,784.00	-\$21,934.29		
Community Gardens Complex								
Community Gardens Revenue	\$13,886.89	\$23,900.00	-\$10,013.11	\$177,874.93	\$187,600.00	-\$9,725.07	\$411,200.00	43%
Community Gardens Expenses	\$19,012.71	\$21,680.00	\$2,667.29	\$180,256.41	\$201,220.00	\$20,963.59	\$411,200.00	44%
Net Income (Deficit)	-\$5,125.82	\$2,220.00	\$7,345.82	-\$2,381.48	-\$13,620.00	-\$11,238.52		
Fire Department								
Fire Revenues	\$20,586.16	\$20,188.00	\$398.16	\$123,517.04	\$121,128.00	\$2,389.04	\$242,256.00	51%
Fire Department Expenses	\$15,975.82	\$17,751.00	\$1,775.18	\$114,009.45	\$114,956.00	\$946.55	\$242,256.00	47%
Net Income (Deficit)	\$4,610.34	\$2,437.00	-\$2,173.34	\$9,507.59	\$6,172.00	-\$3,335.59		
Consolidated Net Income (Deficit)	\$14,446.26	\$15,864.00	\$1,417.74	-\$27,723.60	-\$64,232.00	-\$36,508.40		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$41,176.85	\$45,408.00	\$4,231.15	\$269,023.61	\$272,448.00	\$3,424.39	\$544,896.00	49%
Water & Sewer Expenses	\$51,757.28	\$43,735.00	-\$8,022.28	\$308,326.47	\$259,710.00	-\$48,616.47	\$544,896.00	57%
Water & Sewer Net Income (Deficit)	-\$10,580.43	\$1,673.00	\$12,253.43	-\$39,302.86	\$12,738.00	\$52,040.86		

Town of Kensington Bills List June 2016

ADL Foods	2245038	\$248.22
ADL Foods	2249028	\$28.85
ADL Foods	2249026	\$114.91
Aliant	INV4421029	\$30.21
Aliant	INV4417089	\$208.47
Allan Sonier	CANADA DAY 2016	\$125.00
Allan Sudsbury	61843	\$896.27
Alleymar Enterprise Ltd	10286	\$143.28
AMA PEI	MEMBERSHIP & REGISTR	\$170.00
Andrew Griffin	CIS MEETING MILEAGE	\$41.36
Andrew Griffin	JUNE 2016 RRSP	\$515.16
Andrew Griffin	TRAINING EXPENSE	\$29.61
Angie Lalonde	SUMMER CAMP REFUND	\$350.00
Bell Mobility	366949	\$205.49
AL Bell Ltd	1868	\$20.00
AL Bell Ltd	1882	\$18.24
AL Bell Ltd	1794	\$66.39
AL Bell Ltd	1755	\$92.91
Bev Campbell	CANADA DAY 2016	\$225.00
Blacktop Graphics	16-072	\$3,505.50
Brenda MacIsaac	JUNE 2016 RRSP	\$273.00
Bunny Trails Pet Ranch	CANADA DAY 2016	\$114.00
Campbell's Plumbing and Heating	7743	\$269.72
Capital "T" Electric	253	\$168.91
Combat Computer Inc	20022	\$998.91
Combat Computer Inc	19460	\$699.09
Combat Computer Inc	20067	\$113.43
Combat Computer Inc	20077	\$74.10
Combat Computer Inc	19986	\$66.82
Canadian Union of Public Employees	JUNE 16 UNION DUES	\$549.54
D Alex MacDonald	98130	\$969.00
D.W Mechanical	1539	\$102.60

D.W Mechanical	1538	\$68.40
Dale Sabeau	TAX INCENTIVE REBATE	\$477.40
Desjardins Card Services FCDQ	5500551759	\$113.50
DV8 Consulting	DV8-16-012	\$598.50
Eastlink	JUNE 2016	\$584.97
Eastlink	940957	\$53.72
Eastlink	984537	\$105.91
Elizabeth Hubley	JUNE 2016 RENT	\$798.00
Erskine Ashley	CANADA DAY 2016	\$75.00
Federation of PEI Municipalities Inc.	2810	\$3,044.21
Frontline Outfitters	26559	\$204.44
Frontline Outfitters	26240	\$117.71
Frontline Outfitters	26320	\$88.09
Frontline Outfitters	26239	\$253.21
GBS Mobility	1171	\$17.10
Geoff Baker	JUNE 2016 MILEAGE	\$345.92
House-Front Production Services Inc	21580	\$684.00
Irving Oil	31413931	\$307.49
Irving Oil	224810	\$144.42
Irving Oil	31396519	\$122.79
Irving Oil	225148	\$265.42
Irving Oil	528676	\$133.07
Irving Oil	31402161	\$180.25
Irving Oil	31408219	\$551.05
Irving Oil	537001	\$309.53
Irving Oil	538650	\$412.70
Irving Oil	233376	\$121.84
Irving Oil	31372965	\$148.97
Island Hot Tubs & Pools	11923	\$36.46
Island Hot Tubs & Pools	13617	\$332.85
Island Hot Tubs & Pools	13271	\$428.58
Island Hot Tubs & Pools	12321	\$291.81
Island Petroleum	8175	\$90.85
Kelsey MacLean	MISS TOWN OF K'TOWN	\$400.00

Kensington Agricultural Services	18413A	\$48.10
Kensington Agricultural Services	72429	\$36.13
Kensington Agricultural Services	72500	\$77.09
Kensington Agricultural Services	72718	\$26.00
Kensington Agricultural Services	72915	\$128.46
Kensington Agricultural Services	73272	\$179.85
Kensington Agricultural Services	18278A	\$795.99
Kensington Agricultural Services	18813A	\$71.41
Kensington Country Store	566684	\$74.99
Kensington Country Store	566980	\$128.27
Kensington Country Store	566997	\$47.53
Kensington Country Store	566998/567073	\$81.16
Kensington Country Store	567083	\$569.67
Kensington Country Store	568443	\$18.33
Kensington Country Store	567341	\$85.44
Kent Building Supplies	870743	\$35.17
Kent Building Supplies	858569	\$142.97
Kent Building Supplies	858436	\$66.21
Kent Building Supplies	870033	\$99.41
Kent Building Supplies	869914	\$99.41
Kent Building Supplies	869791	\$34.15
Kent Building Supplies	869606	\$149.11
Kent Building Supplies	869275	\$90.88
Kent Building Supplies	868182	\$50.24
Kent Building Supplies	873586	\$26.79
Kent Building Supplies	873730	\$54.58
Kent Building Supplies	863346	\$29.02
Kent Building Supplies	864004	\$9.51
Kent Building Supplies	863987	\$64.16
Kensington Intermediate Senior High School	2016 YR END/SAFE GRA	\$450.00
K'Town Auto Parts	20S169986	\$10.59
K'Town Auto Parts	20S170404	\$77.03
K'Town Auto Parts	20S170894	\$24.42
Kubota Canada Ltd	JUNE 2016	\$262.21

Lady Slipper Kennel Club	JUNE 2016 DONATION	\$100.00
Lee Pidgeon Electrical Ltd	4403	\$307.80
Lewis Sutherland	JUNE 2016 RRSP	\$613.48
Lewis Sutherland	EXPENSE CLAIM JUNE30	\$117.03
Lori Clark	KENSINGTON CASH WIN	\$1,225.00
Maritime Electric	WORKSHOPJULY20	\$120.58
Maritime Electric	CANTEENBALLFIELDJL20	\$29.72
Maritime Electric	RINKJULY20	\$893.02
Maritime Electric	SIGN JULY20	\$34.84
Maritime Electric	KINDERGARTENJULY20	\$61.21
Maritime Electric	6 COMMERCIALJULY20	\$120.01
Maritime Electric	55 VICTORIAST.EJLY20	\$1,711.97
Maritime Electric	CNSTATIONJULY20	\$857.74
Maritime Electric	FARMERSMARKETJULY20	\$226.05
Maritime Electric	SHOWER ROOMS JULY20	\$426.94
Maritime Electric	FIRE HALL JULY20	\$443.25
Maritime Electric	CAR CHARGER JULY 16	\$33.13
Maritime Electric	4SPEEDRADAR JULY20	\$99.60
Maritime Electric	STREET LGTS JULY 25	\$3,135.35
Maritime Electric	CARCHARGERJULY20	\$33.13
Malpeque Bay Credit Union	JUNE 2016 RRSP	\$1,510.74
Medacom Atlantic Inc	007707	\$248.98
Medacom Atlantic Inc	007791	\$248.98
Minister of Finance	JUNE 2016 LOAN	\$5,868.89
Minister of Finance	160603149	\$91.20
MJS Marketing & Promotions	2566005	\$456.00
MJS Marketing & Promotions	2566010	\$51.30
MJS Marketing & Promotions	2562042	\$142.50
MJS Marketing & Promotions	2562040	\$114.00
MJS Marketing & Promotions	2562004	\$256.50
MJS Marketing & Promotions	2562011	\$51.30
Moase Plumbing & Heating	25039	\$65.83
Murphy's Kensington	JUNE 28, 2016	\$13.42
Nathan Condon	CANADA DAY 2016	\$125.00

Orkin Canada	IN-6992102	\$28.50
Orkin Canada	6991302	\$57.00
Par-T-Perfect PEI	2016036 DEPOSIT	\$388.25
PEI Firefighters Association	C2 - 2867	\$1,324.28
Petty Cash	JUNE 2016	\$154.29
Pitney Bowes	3200209883	\$192.85
Queen Elizabeth Elementary School	2016 YEAR END	\$150.00
Recreation PEI Inc	CGC JUNE 30	\$100.00
Robert Wood	EXPENSECLAIMJUNE30	\$159.80
Rowan Caseley	JUNE EXPENSE	\$149.46
Rural Beautification Society	ENTRY FORM FEE 2016	\$20.00
Saunders Equipment Ltd	62764	\$432.35
Mikes Independent	01 5990	\$11.81
Mikes Independent	052616	\$35.94
Scotia Securities	JUNE 2016 RRSP	\$301.28
Scotiabank Visa	SPEEDY GLASS CGC	\$600.77
Scotiabank Visa	8 BOOKS	\$160.00
Scotiabank Visa	13870	\$61.18
Scotiabank Visa	15980	\$57.27
Scotiabank Visa	EVK POOL PAINT	\$72.94
Scotiabank Visa	BIKE RODEO 2016	\$3,746.04
Scotiabank Visa	IWK FOUNDATION	\$50.00
Scouts Canada	CANADA DAY 2016	\$300.00
Sisters Cleaning	490451	\$273.60
Spring Valley Building Centre Ltd	163092	\$18.15
Spring Valley Building Centre Ltd	162758	\$53.52
Stephen Manning	TRAINING EXPENSE JUN	\$31.01
Greater Summerside Chamber of Commerce	155791	\$57.00
Superior Sanitation	0000585419	\$182.40
Superior Sanitation	0000585418	\$228.00
Superior Sanitation	0000585417	\$182.40
Superior Sanitation	0000585416	\$79.80
Tara LeBlanc	45	\$627.00
Telus	JUNE 2016	\$803.18

Thompson's Appliance Service	36343	\$142.50
Toshiba Finance	14999289	\$532.71
Transcontinental	174911	\$708.37
Vail's Fabric Services Ltd	259370	\$103.51
Valerie Henderson	19	\$420.00
Water & Pollution Control Corporation	56087JUNE	\$129.65
WSP Canada Inc	0563663	\$1,140.00
Subtotal		<hr/> \$61,587.73
June Payroll		\$81,877.99
Total June Bills		<hr/> \$143,465.72 <hr/>

Water and Pollution Control Corporation Bills List June 2016

Aliant	WS4376647	\$120.79
Aliant	INV4420208	\$110.81
G & Cy's Welding & Manufacturing	WS268132	\$369.06
Island Regulatory & Appeals Commission	UW03501 2016 ASSESSM	\$6,729.06
Kensington Country Store	722064	\$85.06
Kensington Country Store	566399	\$85.06
Kensington Septic Service	1528	\$513.00
Kensington Septic Service	1578	\$1,710.00
Maritime Electric	20 STEWART JULY 20	\$73.67
Maritime Electric	WATER TOWER JULY20	\$161.74
Maritime Electric	ADDIT.LIFTJULY20	\$157.38
Maritime Electric	SEWAGEPUMPJULY20	\$66.33
Maritime Electric	PUMP EAST #2	\$205.37
Maritime Electric	PUMPCONTROLJULY20	\$103.69
Maritime Electric	SEWTREAT JULY20	\$28.01
Maritime Electric	PUMP WEST #1 JL19	\$629.35
Maritime Electric	WELL #3 JULY 19	\$599.95
Maritime Electric	SEWTREAT JLUY20	\$28.01
Minister of Finance	160603112	\$364.80
Toombs Plumbing & Heating Ltd	0000051549	\$1,951.28
Toombs Plumbing & Heating Ltd	0000051449	\$1,218.28
WSP Canada Inc	0564174	\$1,482.91
Total W&S Bills		\$16,793.61

TOWN OF KENSINGTON – MEMORANDUM

TO: GEOFF BAKER, CAO
FROM: ROBERT WOOD, COMMUNITY GARDENS COMPLEX
MANAGER
SUBJECT: JULY COMMUNITY GARDENS COMPLEX REPORT
DATE: 22/07/2016
ATTACHMENT: STATISTICAL REPORT AND HARVEST FESTIVAL
PROGRAM

June 2016

Fitplex

- Programming: Aerobics Programming restarts in September

Hours

- Key FOB Entry 5.45am - 12 Midnight Daily
- Staffed 4pm - 8pm Mon - Thursday

Arena

Maintenance:

- Matting replaced in player benches
- Extended player benches

Donated Arena Events:

- Kensington Police Service Bike Rodeo
- 2016 Relay For Life

Kensington Cash

• June, 2016	260.00
	240.00
	210.00
	200.00
Total	910.00

Ball Fields

- Repaired Fencing
- Protective Netting has been installed along Stewart Street

Events

- Danny Hughes Memorial Ball Tournament was held July 15 - 17
- Canada Day Festivities were held on July 1st
- Minor Ball Tournament
- Dog show was held July 15 - 17
- Kensington Summer Camp is ongoing with no issues noted
- Harvest Festival – Theme -Small Town Scarecrows – program attached.

Town of Kenisngton
Community Gardens Complex Monthly Statistical Data
2016

Category	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fitplex													
Total Members	214	235	230	211	218	210							1318
Attendance	1250	1066	1105	998	889	788							6096
Day Passes Sold	57	70	48	48	38	16							277
Memberships Sold	38	31	16	31	29	20							165
Monthly Payment Memberships	20	31	35	36	46	46							214
Arena													
Hours Rented	176	155	115	37	0	0							483
Preschool (Free)	4	4	4	2	0	0							14
Adult Skate	8	8	8	2	0	0							26
Donated Ice Time		10	12	5	0	0							27
Total Hours Rented	188	177	139	46	0	0							550
Storm Days (no rentals)	3	2	2	0	0	0							7

We would like to thank our silver sponsors for their generous support this summer;
without their support these events would not be able to happen.



49th Annual Kensington Harvest Festival August 20-24, 2016

Theme: Small Town Scarecrows

Brought to you by:



Clark Insurance
Member of the Huestis Insurance Group

FRENCH RIVER GOLF COURSE | PERRINS CLINTON VIEW LODGE | MARITIME CONSTRUCTION | | RED
SANDS GOLF COURSE | KENSINGTON AGRICULTURAL SERVICES | THE HOME
PLACE | KMP | ANDREW'S BUILDING COMPANY | | D ALEX MACDONALD | K'TOWN AUTO PARTS |
TOOMBS HOWARD MACDOUGALL CHARTERED ACCOUNTANTS | KENSINGTON VET CLINIC | GREEN
GABLES/ANDERSON'S CREEK GOLF COURSE | KOOL BREEZE FARMS | CASELEY'S BRIDAL
BOUTIQUE | THOMPSON WELL DRILLING |



Event Schedule

Friday, August 19, 2016

Sponsored by Cavendish Farms

12:00 - 2:00 pm Scotia Bank BBQ Fundraiser in aid of Cohn's & Colitis
1:00 pm (All Day) Kensington Firemen's Beach Volleyball & Entertainment @ Fire hall

Saturday, August 20, 2016

Sponsored by Bell Aliant

7:00 - 10:30 am Shriner's Pancake Breakfast, Kensington Legion
8:30 am 42nd Annual Malpeque Bay Credit Union 25km Foot Race, start at Church of Scotland, Stanchel
9:00 am (All Day) Kensington Firemen's Beach Volleyball & Entertainment @ Fire hall
2:00 - 3:00 pm Bell Aliant Mammoth Street Parade –Theme: Small Town Scarecrows
3:00 - 6:00pm **Family Day- Community Gardens Arena (indoors)**
Admission \$2.00 per person \$5.00 Family
-In door Mini Golf Course
-Bounce Houses including:
New Wrecking Ball Bounce House –and new 3 lane Obstacle Course
Bouncy and a Bounce Castle
-Face Painters
-Balloon Twisters
-Bunny Trails Petting Zoo
-Ice Cream, Community BBQ
-Children's Lip Sing on Stage
-Food Sampling-local Seafood, Island Beef, Potatoes

Sunday August 21, 2016

Sponsored by Tim Hortons

9:00 am (All Day) Kensington Firemen's Beach Volleyball @Fire hall
9:30 am Ecumenical Service, Guest Speaker: Rev. Margie Fagen
Community gardens Arena
1:00pm **Harvest Festival Golf Tournament sponsored by Kensington Food Basket**
4 person Scramble- Eagles Glenn Golf Course
Prizes –Longest drive, Closest to the Hole, Hole In one
And Draw Prizes as well. \$320.00 per team
Includes Cart, Green Fee and Meal after the round.
To register email: Kevin at kevyg13@hotmail.com or Robert at cgardens@pei.aibn.com

Monday August 22, 2016

Sponsored by Murphy's Pharmacy

9:00 - 12:00 pm Reg Hiltz Memorial Flower Show
9:00 - 12:00 pm WI Food and Vegetable Exhibit / WI Handicraft Exhibit Registration
6:00 pm Flower Show Awards
6:30 pm Opening Ceremonies, Guest Speaker: Rachel MacAulay
Clair Mayhew Volunteer of the Year Award
7:00 pm Entertainment-Men of the Harvest
8:00 pm Miss Community Gardens Pageant Talent Portion

Tuesday August 23, 2016

Sponsored by Atlantic Lottery

2:00 - 4:00 pm Seniors Aerobics
6:30 - 7:30 pm Preparation & sampling local PEI products
6:00 - 7:00 pm Unleashed Potential Dog Show
7:00 - 8:30 pm PEI Mutual Youth Talent Contest
8:30 - 9:30 pm Farmers Daughter Pageant
9:30 pm PEI Mutual Youth Talent Contest Winners

Wednesday August 24, 2016

Sponsored by Castle Building Supplies

12:00 - 4:00 pm Crokinole, Sponsored by Malpeque Bay Credit Union
6:30 - 7:30 pm Kensington Has Talent- (Talent Show)-ages Under 17
7:30 - 8:30 pm Miss Community Gardens Pageant Evening Wear Portion
9:00 pm Miss Community Gardens Crowning Ceremony

Daily Admission

Family \$15.00
Adult \$7.00
Senior/Student \$5.00
Children under 10 \$3.00
Preschool Free

For more information

Call 836-3509
Visit www.kensington.ca
Email cgardens@pei.aibn.com



Transportation and
Infrastructure Renewal

2016-2017

**Provincial Infrastructure Fund (PIF)
Application Form**

CONTACT INFORMATION	
1. Legal Name of Applicant:	
2. Contact Name:	
3. Mailing Address:	
4. Postal Code:	5. Phone Number:
6. Email Address:	7. Fax Number:

PROJECT INFORMATION		
8. Expected Start Date:	9. Expected Completion Date:	10. Priority Number:
11. Project Category:		
12. Project Title:		
13. Project Description: (Describe the project including the actual physical components of the project.)		
14. Project Rationale: (Describe the problem or objectives you have, and how this project will resolve or meet them.)		

FINANCIAL INFORMATION

15. Eligible Project Costs

PIF Share Requested: \$ _____
 Applicant Share(if required): \$ _____
 Name Other Contributor(s) Share:
 Name: _____
 Share Amount: \$ _____
 Total Eligible Cost: \$ _____

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

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

18. Cashflow

	2016-17
PIF Fund	
Applicant	
Other (specify)	
Other (specify)	
TOTAL	

*Totals in "18. Cash flow" chart must equal totals in "15. Eligible Costs" box.

APPLICANT CHECKLIST

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

- | | |
|---|--|
| a) An accurate description of what the project entails; | |
| b) A signed and sealed resolution(s); | |
| c) Evidence that the project's costs are accurate; and | |
| d) A verification of any other funding approval if part of the agreement. | |

NOTE:

All applications and contracts are subject to program guidelines. Please refer to program guidelines for further information, or call the Infrastructure Secretariat office at the number below.

Please return completed application
and supporting documents to:

Infrastructure Secretariat
P.O. Box 2000
75 Fitzroy Street, Suite 303
C1A 7N8

Tel: 902-620-3381
Fax: 902-620-3383
Toll Free: 1-888-240-4411

Email: cpei-infrastructure@gov.pe.ca

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

CAO/Administrator

Mayor/Chairperson

Date

**Please note: Signatures must be sealed with the
Municipal seal.**



Town of Kensington

Incorporated 1914

P.O. Box 418

Kensington, P.E.I.

EOB 1MO



Town of Kensington Resolution

Date Passed: July 25, 2016

Victoria Street West Sidewalk Replacement

Moved by: _____ Seconded by: _____

THAT the Town of Kensington submit an application to the Provincial Infrastructure Fund to fund the Victoria Street West Sidewalk Replacement Project.

The Council understands that all future operations and maintenance costs associated with and resulting from the project will be the responsibility of the Town of Kensington. Unanimously carried.

Geoff Baker, CAO

Rowan Caseley, Mayor

**Kensington Capital Projects
- 2016 -
Preliminary Cost Estimate
Victoria Street**

Sidewalk is to be placed along Victoria Street between Broadway Street and Imperial Street

Item #	Description	Unit of Measurement	Price Per Unit	Total Price
1.	Remove existing concrete	1 L.S.	\$3,000.00	\$3,000.00
2.	Excavation	100 m3	\$15.00	\$1,500.00
3.	Premium Borrow (400 mm)	100 m3	\$17.00	\$1,700.00
4.	Class "A" Gravel (200 mm)	40 m3	\$85.00	\$3,400.00
5.	Tree Guards (if needed)	5 units	\$1,000.00	\$5,000.00
6.	Concrete Sidewalk	105 m	\$200.00	\$21,000.00
7.	Driveway Repairs	1 L.S.	\$3,500.00	\$3,500.00
8.	Topsoil & Sod	400 m2	\$10.00	\$4,000.00
9.	Signallers	300 hrs	\$17.00	<u>\$5,100.00</u>

Subtotal = \$48,200.00
Engineering & Contingency (20%) = \$9,640.00

Subtotal = \$57,840.00
HST (9% Net) = \$5,205.60

Total Estimated Cost = \$63,045.60

Rounded to \$63,000.00

*

Note: The above preliminary cost estimate does not include any costs for relocation of existing overhead utility lines.

Vic W Sidewalk Replacement



Approx. Project Extents

Geoff Baker

To: Rowan Caseley
Subject: RE: Prostate Cancer Awareness Month

From: peter.mallette@prostatecancer.ca
Sent: July 22, 2016 2:29 PM
To: mayor@townofkensington.com
Subject: Prostate Cancer Awareness Month

Dear Mayor Caseley;

Prostate cancer is the most common cancer to affect Canadian men. 1 in 8 men will be diagnosed with the disease in their lifetime. The good news is that the survival rate for prostate cancer can be over 90% when detected early. That's why, during the month of September, we raise awareness for this disease. Please help us encourage men in their 40s, as part of a shared decision making process, to talk to their doctors about getting a PSA test to establish their baseline. This September, please consider proclaiming Prostate Cancer Awareness Month in Kensington and support the estimated 24,000 Canadian men who will be diagnosed this year. Please find attached a draft proclamation.

Thank you for everything you have done and continue to do to support our cause.

Best regards,
Peter Mallette

Peter Mallette

Executive Director, Atlantic Region
peter.mallette@prostatecancer.ca

Prostate Cancer Canada Atlantic Region Réseau Cancer de la Prostate Canada région de l'Atlantique

1809 Barrington Street; Suite 810
Halifax, NS B3J 3K8
W 902 420 9449
C 902 401 4982
TF 1 855 420 1444

1809, rue Barrington, bureau 810
Halifax (Nova Scotia) B3J 3K8
902 420 9449
902 401 4982
1 855 420 1444



Looking for information about prostate cancer? Just found out you have prostate cancer? Help is here. Call 1-855-PCC-INFO (1-855-722-4636) or email support@prostatecancer.ca



Mayor: Rowan Caseley
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

PROSTATE CANCER AWARENESS MONTH PROCLAMATION

WHEREAS, prostate cancer is the most common cancer to affect Canadian men; and

WHEREAS, 1 in 8 Canadian men will be diagnosed with the disease in his lifetime; and

WHEREAS, an estimated 24,000 Canadian men will be diagnosed with prostate cancer this year; and

WHEREAS, the survival rate for prostate cancer can be over 90% when detected early; and

WHEREAS, those with a family history of the disease, or those of African or Caribbean descent, are at a greater risk of developing prostate cancer; and

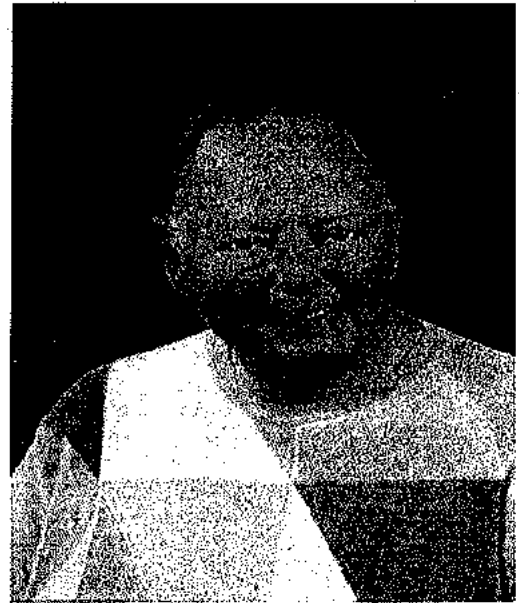
WHEREAS, Prostate Cancer Canada recommends that men get a PSA test in their 40s to establish their baseline;

THEREFORE, I, Rowan Caseley, Mayor of the Town of Kensington do hereby proclaim the month of September, 2016 as Prostate Cancer Awareness Month in the Town of Kensington, Prince Edward Island.

Dated this ____ day of August, 2016.

**Rowan Caseley, Mayor
Town of Kensington**

Tina Rousselle
Alfred St. Onge Memorial Benefit Fundraiser
570 South Drive, Apt#10
Summerside, P.E.
C1N 3Z7
(902)888-4315
rousselle.tina@gmail.com



Date: 06/21/2016
Town of Kensington(Mayor & Council)
PO Box 418
Kensington, PE
C0B 1M0
(902)836-3781

Request for donation for Alfred St. Onge Memorial Benefit
Fundraiser

Attention: Mayor & Council

Dear Mayor & Council,

I, the undersigned, am writing to you on behalf of the late "Alfred St. Onge". Also known as Alfie, he had been diagnosed with Stage 3 Cancer of the liver and of the Esophagus. As one of Alfred St. Onge's friends, I am working towards providing his last wish, a memorial benefit in his honor. I am the coordinator of the fundraising campaign, to gather funds which can be utilized towards our cause.

Can you please help us with a raffle donation or/and a live auction donation because it will be put to good use?

I and other friends of Alfred's who are: Tricia Neill, Heather Zaharychuk, Roland Richard, Stephen D Gallant, Donna M. Clouston, Paulette Halupa are now in the process of organizing/planning a live auction benefit and a raffle. The money generated through our campaign will be used to help the Prince County Hospital Foundation and the Summerside Baptist Church.

Here are the ways that you can help: Providing a raffle item, a live auction item, food for guests or for bake sale, money donation by cash only. Your donation will be listed in our event program. The deadline for donations is: July 30th, 2016.

I thank you in advance for considering our request for donating funds for the Memorial Benefit. Together, we can honor him. If you have any queries about our work, please feel free to contact us at the address or the telephone number provided above.

Thanking you,

Yours sincerely,

Tina Rousselle

MEMORIAL BENEFIT



Alfred St. Onge also known as "Alfie" went to Summerside High School. Was a former Disc Jockey of Bytown Boogie PEI (Disc Jockey business), formerly of Kensington, lived in Summerside. Was a member of the Summerside Baptist Church and had worked with the disabled children for the St. Eleanor's Lions Club, had worked at Curran & Briggs in Summerside and had stage 3 Cancer of the liver and of the Esophagus.

There is going to be a Memorial Benefit for Alfred in his honour on August 13th, 2016 at the St. Eleanors Lions Club in Summerside. Donations are being accepted and you can phone Tina 1-902- 888-4315. We hope all friends and family can come out on this evening in honor of Alfred. Doors will open at 6pm, auction & raffle to take place from 7pm-8:45pm and dance to follow from 9 pm-1:00 am and the money raised will go to the Prince County Hospital Foundation and to the Summerside Baptist Church.

Contact Person: Heather Zaharychuk at 902-436-5923



Environment,
Labour and Justice

Consumer Services

No. 3578

PO Box 2000
Charlottetown, PE C1A 7N8
Tel: (902) 368-4550 / 800-658-1799

Lottery Scheme Licence

(To be used where the prize value does not exceed \$250)

The applicant must be an organization that is non-profit and charitable in nature and performs services of public good or welfare without profit.

1.	Name of the charitable, religious or community organization and contact person: <u>Alfred St Onge (Heather Zaharychok)</u>
2.	Address, Postal Code and Telephone # (The address used should be such that it would reach the contact person who is responsible to manage and conduct this lottery) <u>391 Central St</u> <u>Summerside PEI C1N 3N5</u>
3.	Proceeds of the lottery will be used for (give detail): <u>Cancer expenses</u> <small>(Money raised must be used for the relief of poverty, education, the advancement of a recognized religion, or some other purpose beneficial to the community.)</small>
4.	The Licence is required for: A raffle <input checked="" type="checkbox"/> A cash lottery <input type="checkbox"/> 50/50 <input type="checkbox"/> Other <input type="checkbox"/> : Provide Details: - A license does not make lawful a lottery scheme that is operated on or through a computer, contrary to Section 207(4) of the Criminal Code of Canada. - If ALC tickets are used as raffle prizes, all tickets must clearly indicate that the seller and the purchaser must be 19+ years of age.
5.	Date of Draw/Event: <u>13</u> <u>08</u> <u>2016</u> at: <u>St Eleanor's Lions Club</u> Day Month Year Location of Draw/Event: <u>Summerside</u>
6.	Total value of prizes: <u>↓ 250</u>
7.	Signature of Person Making Application for this Licence: <u>[Signature]</u> Signature Issued by: <u>Paula Waugh</u> at <u>Summerside PE</u> Date: <u>June 8/2016</u>

Terms and Conditions

1. Individuals and commercial operations are not eligible for licensing.
2. Proceeds from lotteries shall be kept separate from all other funds with separate records maintained. Receipts verifying the disposition of proceeds may be requested. Unsold tickets, receipts, and financial documents pertaining to a lottery must be retained for a period of not less than three (3) months from the date of the draw.
3. The Minister may require an audit by an independent auditor in respect of any license.
4. It is recommended that the license number appear on all tickets.
5. It is recommended that ticket purchasers be advised of the rules of the lottery at the time of the purchase of tickets either by postings or by printing them on the ticket or other method that ensures purchasers have access to the rules.
6. **PROCEEDS OF LOTTERIES MUST ONLY BE SPENT ON THE OBJECTIVES SPECIFIED IN THE APPLICATION.**
7. **ALL PRIZES DESCRIBED IN THE APPLICATION MUST BE AWARDED.**
8. Lotteries must be managed and conducted in the manner described in the application. Any changes or amendments to lotteries must be requested in writing to the Consumer Services Section. All other applicable provincial laws must also be observed: e.g. liquor licensing. A lottery license may be revoked if any of the terms or conditions are not met. **It is an offence under the *Criminal Code of Canada* to conduct a lottery scheme without a valid license.**
9. Please review "Frequently Asked Questions" at www.gov.pe.ca./consumerservices.