



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

***Monday, November 28, 2016 @ 6:30 PM***

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

**Town of Kensington  
Committee of Council Meeting  
Monday – November 28, 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 – October 24, 2016**
- 6. Business Arising from Minutes – October 24, 2016**
- 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. Memo - Home Based Business Request
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) - NIL**
- 12. Adjournment**

**Town of Kensington  
Committee of Council Meeting  
Monday, October 24, 2016  
6:30 PM**

**Council Members Present:** Mayor Rowan Caseley; Deputy Mayor Rodney Mann  
Councillors Spencer, Doucette, Mill and Pickering

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

**Visitors:** Colin MacLean – Journal Pioneer

**Regrets:** Councillor MacLean

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**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**

**2.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to approve the agenda for the October 2016 Committee of Council meeting with the addition of item 8.D – 2016 Loan Consolidation. 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 Mill, seconded by Councillor Pickering to approve the Committee of Council meeting minutes from September 26, 2016. Unanimously carried.*

**6. Business Arising from Minutes**

**6.1** Mayor Caseley commented that the National Teen Driver Safety Week event scheduled for October 22 was postponed due to weather conditions and is

rescheduled for Saturday, November 5, 2016.

- 6.2** Councillor Spencer inquired if Mr. Baker had further information regarding the abandoned utility poles throughout Town. There are no further updates available at this time and staff will contact the utility companies to determine a time line for their removal.
- 6.3** Mayor Caseley inquired if Mr. Baker was in contact with David Elliott regarding the available positions within the Town of Kensington Emergency Measures Plan being filled. Mr. Baker will follow up report back to Council as time permits.

## **7. Staff Reports**

### **7.1 CAO's Report**

- 7.1.1** *Moved by Deputy Mayor Mann, seconded by Councillor Spencer to adopt the October 2016 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

### **7.2 Fire Department Statistical Report**

- 7.2.1** *Moved by Councillor Doucette, seconded by Councillor Pickering to recommend to Town Council the adoption of the September 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 Pickering, seconded by Councillor Mill to recommend to Town Council the adoption of the September 2016 Police Statistical Report as prepared by Chief Sutherland. Unanimously carried.*

### **7.4 Development Permit Summary Report**

- 7.4.1** *Moved by Councillor Doucette, seconded by Councillor Spencer to recommend to Town Council the adoption of the Development Permit Summary Report for October 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 Spencer, seconded by Deputy Mayor Mann to recommend to Town Council the approval of the General Bills List for September 2016 in the amount of \$146,266.77 and the Water and Pollution Control Bills List in the amount of \$15,382.90 as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*
- 7.5.2** *Moved by Deputy Mayor Mann, seconded by Councillor Pickering to recommend to Town Council the adoption of the Summary Income*

*Statements for September 2016, 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 Spencer to recommend to Town Council the adoption of the September 2016 Community Gardens Complex Report as prepared by CGC Manager, Robert Wood. Unanimously carried.*

**8. New Business**

**8.1 Police Services False Alarm Bylaw**

**8.1.1** *Moved by Councillor Spencer, seconded by Councillor Mill to direct staff to distribute the Police Services “False Alarm Bylaw” to local businesses and the Chamber of Commerce for feedback. Unanimously carried.*

**8.1.2** Prior to the Police Services False Alarm Bylaw being distributed to the business community for review, Section 7.1 will be amended to indicate that if the key holder of the property is not attending the alarm call, Kensington Police Service will not respond.

**8.2 Kubota Lease Update**

**8.2.1** Committee members reviewed the available options for the purchase of the currently leased Kubota tractor and the re-lease of a new Kubota tractor.

**8.2.2** *Moved by Councillor Spencer, seconded by Councillor Pickering to recommend to Town Council the purchase of the currently leased Kubota tractor and a new wind breaker cab from Kensington Agricultural Services for a combined cost of approximately \$5,899.86. Unanimously carried.*

**8.3 Driveway/Driveway Culvert Policy**

**8.3.1** *Moved by Councillor Spencer, seconded by Councillor Doucette to receive Mr. Bakers report on Driveway/Driveway Culvert Policy as information and direct staff to investigate alternative service options for the Town. Unanimously carried.*

**8.4 2016 Loan Consolidation**

**8.4.1** *Moved by Deputy Mayor Mann, seconded by Councillor Doucette,*

*BE IT RESOLVED THAT it be recommended to Town Council to approve the consolidation of the following Scotiabank Water and Pollution Control Corporation loans with an amortization period of 20 years at a floating rate of interest, identified as follows:*

<u><i>Credit #</i></u>	<u><i>Loan Name</i></u>	<u><i>Outstanding Balance</i></u>
17	<i>Sewage Lagoon</i>	<i>\$130,260.64</i>
7	<i>Generators</i>	<i>\$29,914.76</i>
8	<i>Wind Turbine</i>	<i>\$185,015.18</i>
9	<i>Sewer Broadway and Water infilling</i>	<i>\$118,320.44</i>
11	<i>NCI Water Extension</i>	<i>\$267,196.00</i>
13	<i>Water Infilling (consolidation)</i>	<i>\$72,443.52</i>
14	<i>Water and Sewer Extension</i>	<i>\$482,079.32</i>
15	<i>Due to/from consolidation</i>	<i>\$246,423.40</i>
23	<i>2013 Capital Loan</i>	<i>\$29,432.00</i>
LOC	<i>Operating Line</i>	<i>\$160,000.00</i>
<i>Total</i>		<i>\$1,721,085.26</i>

*Unanimously carried.*

**8.4.2** *Moved by Councillor Mill, seconded by Councillor Spencer,*

*BE IT RESOLVED THAT Town Council approve the consolidation of the following Scotiabank Town of Kensington (General) loans with an amortization period of 12 years at a floating rate of interest, identified as follows:*

<u><i>Credit #</i></u>	<u><i>Loan Name</i></u>	<u><i>Outstanding Balance</i></u>
26	<i>2016 Dodge Charger</i>	<i>\$30,997.80</i>
27	<i>2016 Trackless</i>	<i>\$117,511.97</i>
6	<i>Train Station</i>	<i>\$25,764.14</i>
3	<i>Town Hall Consolidation</i>	<i>\$282,678.44</i>
19	<i>Property Consolidation</i>	<i>\$180,044.90</i>
20	<i>12 School Street</i>	<i>\$32,083.25</i>
18	<i>Dehumidifier System</i>	<i>\$13,976.00</i>
4	<i>2012 Street Upgrades</i>	<i>\$99,469.58</i>
21	<i>Storm Sewer Design</i>	<i>\$29,166.75</i>
22	<i>2013/14 Capital Loan</i>	<i>\$120,722.00</i>
12	<i>2013 Ford Taurus</i>	<i>\$3,685.00</i>
24	<i>2015 Gas Tax Loan</i>	<i>\$436,084.00</i>
LOC	<i>Operating Line</i>	<i>\$325,000.00</i>
<i>Total</i>		<i>\$1,697,183.83</i>

*Unanimously carried.*

**8.4.3 Moved by Councillor Doucette, seconded by Councillor Pickering,**

***BE IT RESOLVED THAT Town Council approve the consolidation of the following Scotiabank Kensington Fire Department loans with an amortization period of 12 years at a floating rate of interest, identified as follows:***

<u><b>Credit #</b></u>	<u><b>Loan Name</b></u>	<u><b>Outstanding Balance</b></u>
<b>2</b>	<b>Fire Hall</b>	<b>\$146,909.26</b>
<b>10</b>	<b>Fire Truck</b>	<b>\$178,107.33</b>
<b>Total</b>		<b>\$325,016.59</b>

***Unanimously carried.***

**8.4.4 Moved by Councillor Spencer, seconded by Councillor Mill**

***BE IT RESOLVED THAT Town Council approve an operating line of credit of \$150,000.00 for the Scotiabank General Account # XXXXXX. Any two of the Mayor, Town Manager and Deputy Administrator are authorized for signing authority. Unanimously carried.***

**8.4.5 Moved by Councillor Pickering, seconded by Councillor Doucette,**

***BE IT RESOLVED THAT Town Council approve an operating line of credit of \$75,000.00 for the Scotiabank Water and Pollution Control Corporation Account # XXXXXXXX. Any two of the Mayor, Town Manager and Deputy Administrator are authorized for signing authority. Unanimously carried.***

**9. Councillor Issues/Inquiries**

**9.1 Moved by Councillor Spencer, seconded by Deputy Mayor Mann to recommend to Town Council a 1.5% rental increase to all applicable, single year lease tenants. Unanimously carried.**

**9.2 Mayor Caseley inquired about the 2016 Town Christmas Party, it was confirmed it will be held on Monday, December 5, 2016. Staff will determine location and time and report back to Council.**

**9.3 Deputy Mayor Mann encouraged all Council members to read the proposed Municipalities Act and provide feedback.**

**10. Correspondence**

**10.1** An email from Bob Andrews outlining information and upcoming consultations regarding the in-depth review of Island schools.

**10.2** A financial donation request from the Kensington Meals on Wheels.

*Moved by Councillor Mill, seconded by Councillor Pickering to recommend to Town Council the approval of a \$1,200.00 donation to Kensington Meals on Wheels. Unanimously carried.*

**11. In-Camera (Closed Session)**

**11.1** *Nil*

**12. Adjournment**

**12.1** *Moved by Councillor Mill, seconded by Councillor Spencer to adjourn the meeting at 8:16 PM. Unanimously carried.*

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Wendy MacKinnon,  
Deputy Administrator

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Rowan Caseley,  
Mayor





## **Chief Administrative Officer's Report**

November 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. Further consideration will be given and a recommendation provided as to whether or not it is feasible for the Town to move forward with the project in 2017.

#### **Kensington Sidewalk Replacement Plan Project**

The funding application for the Kensington Sidewalk Replacement Plan Project was submitted on Monday, September 19, 2016, as directed by Town Council. The application was submitted recognizing the \$35,000 approved contribution from the Provincial Infrastructure Fund. Approval of the revised scope was received on September 23<sup>rd</sup>. Staff will work as quickly as possible to complete the work during the Fall of 2016. A Request for Quotations is being developed, as per the terms of the Town's Procurement Policy, for the project and will be issued as soon as it is complete. If the project cannot be completed in 2016, all preparations and contract negotiations will be completed to allow the project to proceed as early as possible in 2017.

## **Operational and Ongoing Items**

### **Disposal of 2 North Street**

The disposal of 2 North Street is now complete as per Council's direction.

### **Duplicate Power Poles**

I have spoken to Maritime Electric (ME) again in regards to duplicate utility poles throughout the Town. They have requested an updated list of poles. Staff have completed the updated inventory and will provide to ME shortly. ME will review the poles and respond to the Town accordingly. If any of the infrastructure on the poles belong to other utilities it will be upon the Town to contact the utilities to arrange for their removal.

### Disposal of Gorman and Walker Property

A purchase and sale agreement has been drafted and signed between the Town of Kensington and William Cousins to initiate the process of selling PID No's 78329 and 668137. A closing date has been set for December 15, 2016. It is understood that the Town will be disposing of the properties at a total purchase price of \$386,400.00 plus applicable taxes.

I have requested Locus Survey's to create a subdivision plan for the portion of the Gorman property that the Town will be reserving for the purpose of Wellfield Protection. It is anticipated that the subdivision plan will be ready for presentation at the December 12, 2016 regular meeting of Town Council.

Further, the Town may be required to re-zone a portion of the Gorman property. As part of the development of the Town's zoning map in 2012 the Town erroneously zoned a 300 foot wellfield buffer the full extent of the Gorman property as Environmental Reserve, which was not required. The buffer should have been set as a 300 foot buffer around the Pleasant Street Well. Therefore, a portion of the Environmental Reserve should be re-zoned back to its original Agricultural designation.

### Municipal Government Act and Revenue Sharing

A considerable amount of time has been spent over the past month or so in regards to the new Municipal Government Act and a new revenue sharing agreement for municipalities. I have attended at least six meetings over the past month with more planned for the near future. The meetings are attended by CAO's from PEI's six largest municipalities as well as staff and Deputy Minister's from the Province of PEI. We continue to participate in positive conversations that will hopefully provide for an Act that meets PEI's unique circumstances and a revenue sharing agreement which provides sufficient revenues (long term and predictable) to enable us to continue to deliver a high quality of local services.

### Fire Department Policy Development

The draft Fire Protection and Emergency Services Bylaw was presented at the September 26<sup>th</sup> Committee of Council meeting. There were no concerns brought forward by Councillors, therefore the Bylaw was recommended for first reading. A final copy of the Bylaw is circulated with the October 11<sup>th</sup> regular meeting of Town Council along with a recommendation that first reading and approval be given.

Staff continue to work with W.G. Hogan Fire Safety Specialties on specific policy development for the Fire Department. It is anticipated that the Policy Manual and Standard Operating Procedures will be in final draft form by the end of November. Meetings have been planned with Mr. Hogan and representatives from the Fire department to review the policies developed thus far. The work required to complete the Master Plan is scheduled to be undertaken throughout October and November with a draft to be provided to the Town prior to the end of February, 2017. The Master Plan will require the following:

1. Fire Department governance and administration assessment;

2. Department management and staffing assessment;
3. Organizational and chain of command assessment;
4. Community risk assessment;
5. Water supply assessment;
6. Mutual Aid assessment;
7. Facilities, apparatus and equipment assessments;
8. Document development and drafting.

### Wellfield Protection Plan

Staff continue to work with the Kensington North Watershed Association on the development of a formal wellfield protection plan for the Town. 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. This may or may not be an appropriate way to approach funding the project. I met with Barry Murray on November 8, 2016 to discuss alternative funding strategies. An external funding opportunity is currently being investigated that would allow the project to proceed.

### 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.

### Community Gardens Complex Naming Rights Contract

A draft of the naming rights contract has been approved by management of the Malpeque Bay Credit Union. The contracts have been finalized and are awaiting signatures.

### Police Department False Alarm Bylaw

A copy of the 'draft' Kensington Police Service False Alarm Bylaw has been prepared and provided to the business community for comments/concerns. The bylaw was sent to approximately 24 local businesses and was circulated through the local Chamber of Commerce. The response deadline was set for December 14, 2016. Further, the Bylaw will be placed on the Town's website and Facebook.

### Musical Nights at the Kensington Railyards (Tourist Activities)

We have received approval (via email) that the town's funding application to the Tourism PEI Innovation Fund. The Town has been approved for \$4,000 in funding. We have received 60% of the approved funds and are currently evaluating how to best utilize the funds. Further information will be provided as plans are finalized.

### Mural Lights – Masonic Lodge Building

Capital 'T' Electric has installed one of the three required lights to light the murals that have been placed on the west facing wall of the Masonic Lodge building. Due to the construction on the adjacent property the installation of the lights has been delayed.

#### Electronic Speed Radar Signs

We have been encountering some issues with the speed radar signs losing power and shutting down periodically. All of the signs, at one point or another have lost power. We have spoken to the supplier and it has been recommended that we increase the voltage to the lights to 14V. Capital 'T' Electric have been contracted to complete the required work under the guidance of the manufacturer. While no schedule has been firmed at this point it is hoped that the work will be completed throughout November.

#### Kubota Tractor Lease Agreement

Kensington Agriculture has been advised that the Town will be buying out the residual value of the Kubota BX2660. Repairs are being made to the tractor and the wind breaker cab has been ordered. We are hopeful that the tractor will be returned and ready for use in early December.

#### Map Development

The project is moving forward in partnership with Revolution Media and the Kensington Area Chamber of Commerce (KACC). The KACC have agreed to take on responsibility for the sale of advertisements to facilitate the creation of the map, printing and distribution. The goal is to have the map available for distribution in March/April 2017. The ad prices have been set as follows:

- Small ads: Regular cost is \$175
- Medium ads: Regular cost is \$275
- Large ads: Regular cost is \$350

*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			4	2		1			10	16.13%
Motor Vehicle Accident	2	1	2	1	3	3	1	2		2			17	27.42%
Emergency Response - Fuel Spill, etc													0	0.00%
Fire Related														
Smoke Investigation	1					1							2	3%
Outside Fire - Brush, Grass, Utility Pole, etc.	1			5	1	3	1		1	4			16	26%
Structure Fire - House, Building, Vehicle, etc.		1		1	1								3	5%
Alarms	2		1		1	1		4	3				12	19%
Total Fire Related	4	1	1	6	3	5	1	4	4	4	0	0	33	55%
Total Incidents	8	2	3	8	6	8	6	8	4	7	0	0	60	
Mutual Aid Call Out						1		1					2	3%
Total Incidents (Inclcluding Mutual Aid Provided by KFD)	8	2	3	8	6	9	6	9	4	7	0		62	100%
Mutual Aid Call in													0	
Average Firefighter Attendance	12	15	16	22	15	15	13	14	12	14				
Regular Monthly Training - No. of Firefighters	24	22	22	18	18	20	18		15	19				
Training School - Level 1, etc. - No. of Firefighters	3	1	1											
Call Area														
Kensington	3		1	4	1	3	1	2	1	1			17	27.42%
Malpeque CIC	2		1	2	1	1	1	2	1	2			13	20.97%
Zone's 1 to 5	3	2	1	2	4	4	4	4	2	4			30	48.39%
Other						1							1	1.61%

[illegible]

Police Department Occurrence Report Summary 2016														
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	% Total
Firearm Act	1				1	1	1	1					5	0.66%
Forcible confinement													0	0.00%
Fraud					1	3		2	1				7	0.93%
Harrassing Phone Calls						3		2		1			6	0.80%
Impaired Driver			2	1		1	1	4	3	2			14	1.86%
Information Files		1	2	3	2	5		4	1	2			20	2.65%
Injury Accidents													0	0.00%
Liquor Offences	2		1	1	1	1	1		1				8	1.06%
Litter Act	2												2	0.27%
Lost and Found	1		2	2	4	6	3	3	3				24	3.18%
Luring Minors													0	0.00%
Mental Health Act		1		2	2		2			3			10	1.33%
Mischief		3	3			3		5	4	1			19	2.52%
Motor Vehicle Accidents	4	3	1	3	2	2	1	4	1				21	2.79%
Motor Vehicle Act	4	5	6	2	2	5	10	11	3	5			53	7.03%
Municipal Bylaws	1			1	2	1	3	2	1				11	1.46%
Off Road Vehicle Act	1			1	1								3	0.40%
Other Criminal Code													0	0.00%
Person Reported Missing / wellbeing					2				2				4	0.53%
Possession of restricted weapon													0	0.00%
Property Check	2		1	2	2	2	5	2					16	2.12%
Resist Arrest													0	0.00%
Roadside Suspensions	1		1										2	0.27%
Robbery													0	0.00%
Sexual Assaults / Interference	1									1			2	0.27%
STEP (Integrated Traffic Enforcement)	1							1	1				3	0.40%
Sudden Death								1					1	0.13%
Suspicious Persons / Vehicle	1		2	3	4	1	1	2	4	3			21	2.79%
Theft Of Motor Vehicle							1						1	0.13%
Theft Over \$5000													0	0.00%
Theft Under \$5000	3	3	3	3	3	2	6	1	4	2			30	3.98%
Traffic Offences													0	0.00%
Trespass Act	1		1					1	1				4	0.53%



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Year To Date Approved Development Permits Summary Report  
2016

Building 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
Addition Institutional					1									1		\$150.00		\$350,000.00
New Commercial							1							1		\$300.00		\$450,000.00
New Multi-unit Family Dwelling				1		1								2		\$400.00		\$1,125,000.00
New Residential Accessory Structure		1			1	1								3		\$250.00		\$11,800.00
New Residential Deck/Fence/Pools										1				1		\$50.00		\$2,500.00
New Semi Detached Dwelling											1			1		\$200.00		\$255,000.00
New Single Family Dwelling						1								1		\$200.00		\$97,500.00
Other Demolition						1			1					2		\$100.00		
Other Residential additions/alterations											1			1		\$50.00		\$40,000.00
Renovation Commercial					1									1		\$150.00		\$85,000.00
Renovation Single Family Dwelling							1				1			2		\$200.00		\$140,000.00
Total:		1		1	3	4	2		1	1	3			16		\$2,050.00		\$2,556,800.00

BUILDING PERMITS REPORT

For the period November 15, 2016 to November 22, 2016

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								
Demolition											
16-16	11/21/2016	78808	Thomas Blackett - 1392 Marks Road, Long River PE	902-886-3239	Approved	Other	Demolition		\$40,000.00	11/21/2016	03/01/2017
			6 Russell Street				Description:	Demolition of accessory buildings and house renovations.			

Sub Total: \$40,000.00

Total: \$40,000.00

**TOWN OF KENSINGTON  
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant Thomas Blackett  
1392 Marks Road Long River Telephone 902-886-3239
2. Property Address 6 Russel Property Number 78808
3. Property Status:  
Land purchased from National Bank of Canada Year Purchased 2016  
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: New Floors Cabinets Bath Room Remodel  
Small But Multiple wall Repairs Basement Floor  
Windows painting Repair small Garage  
Back Deck. Removal of Horse Barn.
- 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: 30,000 to 40,000
11. Name and Address of Contractor or Chief Contractor  
Thomas Blackett
12. Dates of expected start and finish of project: Now To Mar
13. Moving a building (Describe) \_\_\_\_\_
14. Demolishing a building (Describe) Horse Barn and maybe the small Garage
15. Please provide a diagram of proposed construction

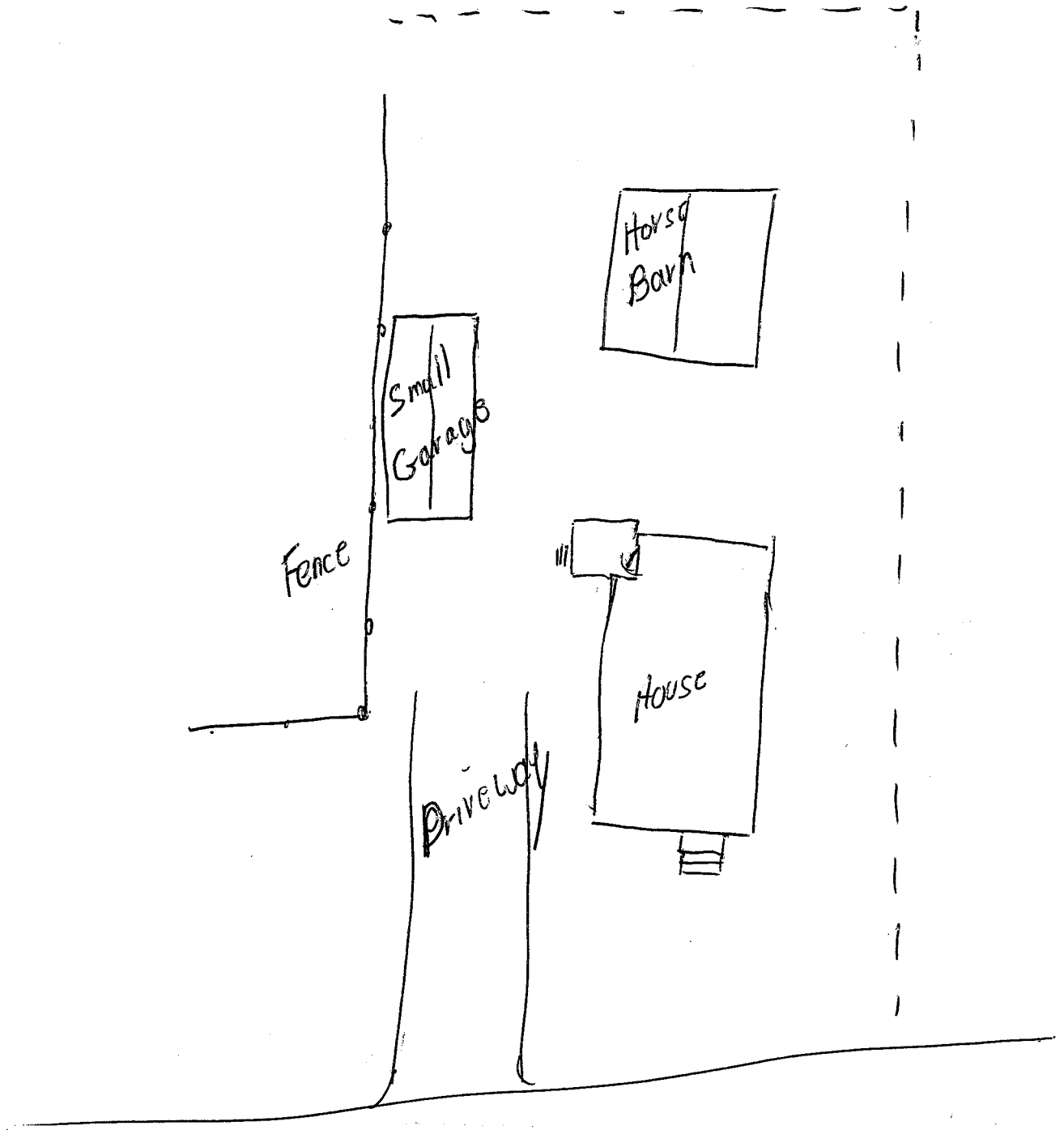
Approved  
Nov 21/16

RECEIVED  
NOV 21 2016

16-15

PD

- 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.



A Signature of Applicant *John Blum*

2 Date: NOV 18 2016

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

21-01

## Town of Kensington Bills List October 2016

A&R Adventures Inc	B45 AD	\$228.00
Amalgamated Dairies Limited	337358	\$44.15
Amalgamated Dairies Limited	337353	\$61.32
Amalgamated Dairies Limited	4916275009	\$75.36
Amalgamated Dairies Limited	4916277024	\$44.50
Amalgamated Dairies Limited	4916281024	\$28.78
Amalgamated Dairies Limited	4916284015	\$55.73
Amalgamated Dairies Limited	4916288027	\$14.63
ADL Foods	2269075	\$412.41
ADL Foods	2268370	\$228.87
ADL Foods	2269354	\$273.83
ADL Foods	2269967	\$193.64
ADL Foods	2270943 P	\$729.85
ADL Foods	2271969 P	\$391.21
Aliant	INV4726879	\$217.30
Aliant	4730580	\$31.46
Andrew Griffin	OCT RRSP 2016	\$484.78
Bell Mobility	369212	\$201.25
AL Bell Ltd	0614	\$620.16
Bill Hogan	OCT 17, 2016	\$4,050.00
Brenda MacIsaac	OCT 2016 RRSP	\$273.00
Building Blocks Home Improvements	1068	\$1,011.10
Campbell's Plumbing and Heating	8016	\$57.50
Capital Foodservice	2065337	\$503.91
Capital Foodservice	2059656	\$687.08
Capital "T" Electric	311	\$181.93
Capital "T" Electric	287	\$309.78
Carleton Uniforms Inc	67977	\$2,071.84
Combat Computer Inc	1000023678	\$69.67
Combat Computer Inc	721974	\$355.06
Combat Computer Inc	1000023478	\$149.50
Canada Revenue Agency Tax Centre	HST RETURN OCT 2016	\$11,622.08

Canadian Union of Public Employees	OCT 2016	\$482.75
D Alex MacDonald	721977	\$61.58
D Alex MacDonald	101820	\$25.35
Davis & Henderson Ltd	OCT 12, 2016	\$286.68
Eastlink	FIRE 01230916	\$52.38
Eastlink	FIRE 01217471	\$63.92
Eastlink	TOWN 01201431	\$111.33
Eastlink	LIBRARY 01181048	\$61.86
Eastlink	01255675	\$62.43
Eastlink	01107018	\$612.03
Elizabeth Hubley	OCTOBER 2016 RENT	\$798.00
Federation of PEI Municipalities Inc.	2889	\$228.00
Frito Lay Canada	337356	\$162.44
Frito Lay Canada	43751920	\$136.60
Geoff Baker	OCT 2016 MILEAGE	\$317.25
Green Diamond	1103688	\$299.81
Green Diamond	437376	\$172.96
Hewitt Rentals Inc	5217771	\$105.18
Hewitt Rentals Inc	5216294001	\$70.12
Hewitt Rentals Inc	5214316 001	\$140.23
Irving Oil	31584971	\$418.82
Irving Oil	340897	\$158.39
Irving Oil	OCT INTEREST	\$19.35
Irving Oil	27560	\$53.40
Irving Oil	229928	\$204.56
Irving Oil	208029	\$92.00
Irving Oil	31579176	\$498.16
Irving Oil	31573228	\$200.76
Irving Oil	222170	\$208.45
Irving Oil	330893	\$376.12
Irving Oil	354509	\$190.55
Irving Oil	634790	\$372.53
Irving Oil	731690	\$91.90
Irving Oil	848036	\$259.67

Irving Oil	430584	\$334.18
Island Petroleum	00205221200001	\$326.54
Island Petroleum	337359	\$388.79
Island Petroleum	337354	\$635.53
Transcontinental Atlantic Media Group	CH00180460	\$97.76
June Caseley	K'TOWN CASH OCT 20	\$350.00
Kensington Agricultural Services	79273	\$144.56
Kensington Agricultural Services	437377	\$63.25
Kensington Agricultural Services	79884	\$8.65
Kensington Agricultural Services	20503	\$245.35
Kensington Vipers	DONATION	\$750.00
Kent Building Supplies	908826	\$15.76
Kent Building Supplies	909273	\$11.25
K'Town Auto Parts	20S1777226	\$53.61
K'Town Auto Parts	20S176588	\$75.27
Kensington & Area Chamber of Commerce	73968	\$23.00
Kubota Canada Ltd	OCT 2016 LEASE	\$264.63
Langille Sharpening Service Inc	56018	\$69.00
Lewis Sutherland	OCT MILEAGE	\$114.21
Lewis Sutherland	OCT 2016 RRSP	\$613.48
Linkletter's Welding Ltd	371626	\$8.98
MacInnis Express (1983) Ltd	178217	\$95.38
MacInnis Express (1983) Ltd	178809	\$30.87
Maritime Electric	WORKSHOP	\$119.23
Maritime Electric	20 STEWART	\$71.10
Maritime Electric	55 VICTORIA ST. E	\$1,439.24
Maritime Electric	4SPEED RADARLTS	\$102.12
Maritime Electric	CAR CHARGER-	\$29.38
Maritime Electric	100 W HPS ST LIGHT	\$3,214.59
Maritime Electric	FIRE- HALL	\$418.28
Maritime Electric	SHOWER- ROOMS	\$130.89
Maritime Electric	FARMERS- MARKET	\$289.18
Maritime Electric	CN STATION-	\$741.68
Maritime Electric	LIBRARY-	\$189.42



Maritime Electric	KINDERGARTEN	\$51.59
Maritime Electric	SIGN	\$39.93
Maritime Electric	RINK	\$9,520.69
Maritime Electric	CANTEEN BALLFIELD	\$28.81
Malpeque Bay Credit Union	OCT 2016 RRSP	\$1,640.24
McInnes Cooper	2016027915	\$379.04
Metalfab	18364	\$35.17
Mid Isle Electric	5484	\$188.61
Minister of Finance	SEPT 2016	\$2,300.00
Minister of Finance	OCTOBER 2016	\$2,300.00
MJS Marketing & Promotions	2579013	\$51.75
MJS Marketing & Promotions	2579008	\$115.00
MJS Marketing & Promotions	2577055	\$155.25
Orkin Canada	7263609	\$28.75
Orkin Canada	7263404	\$57.50
Pitney Bowes	3200272120	\$194.55
Pitney Works	OCT 6, 2016	\$1,884.07
Precise Plumbing & Heating	OCT 19, 2016	\$172.50
Provincial Auto Parts Ltd	996-444690	\$489.88
Provincial Auto Parts Ltd	996-444200	\$98.27
Provincial Auto Parts Ltd	996-444271	\$100.84
Right on Board Locksmith	4900	\$380.65
Road Trax Sales and Service	161415.	\$555.41
Road Trax Sales and Service	243869	\$541.16
Road Trax Sales and Service	243867	\$467.82
Robert Wood	OCT MILEAGE	\$150.40
Rodney Hickey	OCT 15	\$95.94
Rowan Caseley	OCT EXPENSE REPORT	\$84.60
Mikes Independent	01 0897	\$24.90
Mikes Independent	03 4319	\$18.95
Mikes Independent	721966	\$92.01
Mikes Independent	337355	\$9.47
Scotia Securities	OCT 16 RRSP DOUG KIL	\$431.48
Scotiabank Visa	214418 ROGERS ELEC	\$146.53

Scotiabank Visa	STAPLES 5500848670	\$255.48
Sign Station Inc	41074	\$166.64
Superior Sanitation	0000594119	\$80.50
Superior Sanitation	0000594121	\$184.00
Superior Sanitation	0000594122	\$230.00
Superior Sanitation	0000594123	\$184.00
Tara LeBlanc	76881	\$621.00
Tara LeBlanc	76870	\$171.00
Telus	OCT 2016	\$828.41
Traci Campbell	SEPT-OCT HOURS	\$364.00
Transcontinental	CH001890460	\$97.76
Vail's Fabric Services Ltd	267852	\$104.42
Yellow Pages Group	16-3511831	\$21.05
Subtotal		<hr/> \$70,680.42
October Payroll		\$79,439.55
<b>Total October Bills</b>		<hr/> <b>\$150,119.97</b> <hr/>

## Water and Pollution Control Corporation Bills List September 2016

Aliant	INV4686396	\$121.85
Aliant	4729810	\$115.38
Campbell's Concrete Ltd	INV224898	\$143.98
Capital "T" Electric	309	\$95.21
Kensington Country Store	437379	\$98.22
Kensington Country Store	437378	\$16.39
Kensington Septic Service	1845	\$345.00
Maritime Electric	PUMP WEST -1	\$1,057.52
Maritime Electric	WELL -3	\$1,091.21
Maritime Electric	ADDITIONAL LIFT STAT	\$152.59
Maritime Electric	SEWAGE PUMP-	\$60.71
Maritime Electric	IND PK WATER TOWER	\$145.17
Maritime Electric	PUMP EAST #2-	\$215.07
Maritime Electric	PUMP CONTROL BUILDNG	\$103.05
Maritime Electric	WELL #3 OCT 16	\$618.55
Maritime Electric	PUMP WEST 1 OCT 2016	\$462.13
Maritime Electric	28 STEWART STSEWAGE	\$28.81
Minister of Finance	160930098	\$364.80
Sansom Equipment Ltd	S00-590398	\$171.50
Sansom Equipment Ltd	S00-590485	\$173.01
<b>Total W&amp;S Bills</b>		<b>\$5,580.15</b>

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

	Current Month			Year to Date				
GENERAL REVENUE	Actual	Budget	Variance	Actual	YTD Budget	Variance	Annual Budget	% Full Year
General Revenues	\$82,023.08	\$76,485.00	\$5,538.08	\$798,184.93	\$804,790.00	-\$6,605.07	\$957,760.00	83%
Police Service	\$9,859.60	\$1,700.00	\$8,159.60	\$47,117.10	\$17,000.00	\$30,117.10	\$20,400.00	231%
Town Hall Rent	\$8,512.90	\$7,793.00	\$719.90	\$87,586.50	\$85,930.00	\$1,656.50	\$101,516.00	86%
Recreation	\$0.00	\$0.00	\$0.00	\$4,080.00	\$4,200.00	-\$120.00	\$5,200.00	78%
Sales of Service	\$35,479.40	\$32,300.00	\$3,179.40	\$301,978.30	\$323,000.00	-\$21,021.70	\$387,600.00	78%
Subtotal Revenue	\$135,874.98	\$118,278.00	\$17,596.98	\$1,238,946.83	\$1,234,920.00	\$4,026.83	\$1,472,476.00	84%
GENERAL EXPENSES								
Town Hall	\$12,409.30	\$11,740.00	-\$669.30	\$120,121.58	\$127,900.00	\$7,778.42	\$153,095.00	78%
General Town	\$18,725.70	\$20,001.00	\$1,275.30	\$292,450.57	\$309,599.00	\$17,148.43	\$374,091.00	78%
Police Department	\$32,438.15	\$32,471.00	\$32.85	\$353,545.86	\$356,750.00	\$3,204.14	\$421,992.00	84%
Public Works	\$13,108.63	\$12,490.00	-\$618.63	\$207,173.88	\$205,460.00	-\$1,713.88	\$239,895.00	86%
Train Station	\$1,960.01	\$2,104.00	\$143.99	\$23,725.10	\$21,790.00	-\$1,935.10	\$26,823.00	88%
Recreation & Park	\$1,517.64	\$2,025.00	\$507.36	\$70,760.87	\$68,750.00	-\$2,010.87	\$72,250.00	98%
Sales of Service	\$13,086.14	\$14,140.00	\$1,053.86	\$143,176.67	\$156,050.00	\$12,873.33	\$184,330.00	78%
Subtotal Expenses	\$93,245.57	\$94,971.00	\$1,725.43	\$1,210,954.53	\$1,246,299.00	\$35,344.47	\$1,472,476.00	84%
Net Income (Deficit)	\$42,629.41	\$23,307.00	-\$19,322.41	\$27,992.30	-\$11,379.00	-\$39,371.30		
Community Gardens Complex								
Community Gardens Revenue	\$38,423.48	\$39,100.00	-\$676.52	\$307,758.92	\$341,500.00	-\$33,741.08	\$411,200.00	75%
Community Gardens Expenses	\$34,662.11	\$35,700.00	\$1,037.89	\$314,673.11	\$339,795.00	\$25,121.89	\$411,200.00	77%
Net Income (Deficit)	\$3,761.37	\$3,400.00	-\$361.37	-\$6,914.19	\$1,705.00	\$8,619.19		
Fire Department								
Fire Revenues	\$20,811.16	\$20,188.00	\$623.16	\$199,106.68	\$201,880.00	-\$2,773.32	\$242,256.00	82%
Fire Department Expenses	\$21,811.21	\$16,401.00	-\$5,410.21	\$179,167.06	\$182,360.00	\$3,192.94	\$242,256.00	74%
Net Income (Deficit)	-\$1,000.05	\$3,787.00	\$4,787.05	\$19,939.62	\$19,520.00	-\$419.62		
Consolidated Net Income (Deficit)	\$45,390.73	\$30,494.00	-\$14,896.73	\$41,017.73	\$9,846.00	-\$31,171.73		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$44,828.31	\$45,408.00	\$579.69	\$452,334.37	\$454,080.00	\$1,745.63	\$544,896.00	83%
Water & Sewer Expenses	\$41,881.44	\$42,835.00	\$953.56	\$486,762.55	\$439,350.00	-\$47,412.55	\$544,896.00	89%
Water & Sewer Net Income (Deficit)	\$2,946.87	\$2,573.00	-\$373.87	-\$34,428.18	\$14,730.00	\$49,158.18		

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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CAO  
**SUBJECT:** SEPTEMBER COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** 22/11/2016  
**ATTACHMENT:** STATISTICAL REPORT

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**October 2016**

**Fitplex**

**Programming: Aerobics Programming**

Monday	Krista Shields Multi Fit 7:15 pm to 8:15 pm
Tuesday	Krista Shields Seniors Aerobics 9:00 am to 10:00 am Traci Campbell Hi-lo Aerobics 6:30 pm to 7:30 pm
Thursday	Krista Shields Seniors Aerobics 9:00 am to 10:00 am Traci Campbell Boxer-fit Aerobics 6:30 pm to 7:30 pm

**Hours**

Key FOB Entry	5.45 am to 12:00 Midnight Daily
Staffed	4:00 pm to 8:00 pm Monday to Thursday

**Arena**

Arena Hosted a Mid Isle Matrix Jamboree in October. The mild weather continued to be an issue with higher humidity than in previous years.

Minor Hockey and figure Skating started full schedules during the last week of October.

### **Kensington Cash**

#### **October 2016**

Week 1	\$240.00
Week 2	\$260.00
Week 3	\$250.00
Week 4	<u>\$250.00</u>
Total	<u>\$1000.00</u>

### **Ball Fields**

Dugouts on the Don Clark field were damaged during a wind storm and will need to be re-constructed in spring. No other damages reported to the ballfields.

### **Upcoming Events**

- Annual Christmas Parade Planning\Implementation.
- Canada Day Celebrations Grant Forms to be completed.
- Harvest Festival 50<sup>th</sup> Anniversary Planning.

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## TOWN OF KENSINGTON - MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** HOME BASED BUSINESS – 72 BROADWAY ST NORTH  
**DATE:** 21/11/2016  
**ATTACHMENTS:** PROPERTY IMAGES, CORRESPONDENCE

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### **Introduction**

A request has been received from Destiny Getson, owner of a property at 72 Broadway Street North, to operate a home based esthetics business.

Section 2.37 of the Town's Development Control Bylaw defines a "Home Occupation" as an accessory use of a dwelling for gainful employment involving the provision or sale of goods and/or services. Home Based Businesses are regulated under Section 4.41 of the Bylaw; Parking requirements are regulated under Section 5.2.

### **Regulations**

#### **Development Control Bylaw Regulation**

#### **SECTION 4.40. HOME OCCUPATIONS**

A home occupation is a permitted use in a single detached dwelling subject to the following:

- a) Commercial uses permitted as home occupations include:
  - i. Domestic and household arts (dressmaking and tailoring, hairdressing; instruction or tutoring, arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys);
  - ii. Business or professional offices
- b) the dwelling shall be occupied as a residence by the principal operator and the external appearance of the dwelling shall not be changed by the business use.
- c) there shall be no more than two non-resident assistants employed in the business.
- d) not more than 25% of the total floor area of the dwelling shall be occupied by the business.

- e) adequate off-street parking, in accordance with this Bylaw, separate from that required for the dwelling, shall be provided.
- f) there shall be no open storage or display area.
- g) premise signs shall be restricted to a maximum of 400 square inches in total.
- h) domestic and household arts shall include:
  - i. Dressmaking and tailoring
  - ii. Hairdressing
  - iii. Instruction or tutoring
  - iv. Arts and crafts, weaving, painting, sculpture, and repair of garden or household ornaments, personal effects or toys.

## **5. Parking Requirements**

### **5.2. Parking Requirements**

Single Detached Dwelling                      2 Parking spaces/unit

Business and Professional Office        1 Parking space per 300 sq.feet of floor area

The decision to allow the operation of a home based business is supported by the Town's Official Plan (Policy PR-5).

### **Policy PR-5. In-Home Occupations**

It shall be the policy of Council to permit a range of in-home businesses, provided that there are no significant negative impacts on adjacent properties or the immediate neighbourhood.

#### ***Plan Action:***

- The Development Bylaw shall permit the establishment of limited in-home occupations in all single family residences.
- The Development Bylaw shall define the types of business activities which may be permitted in a residence.
- The Development Bylaw shall establish standards for home occupations, which limit potential residential conflicts such as noise, hours of operation, square footage, number of employees, parking, signage, physical changes to the structure, outside storage and any other factors which may represent an impediment to the safety, convenience or enjoyment of neighbouring residents.



## Discussion

I have reviewed the Town's Development Control Bylaw and Official Plan with respect to the request to operate an esthetics studio home based business out of a property located at 72 Broadway Street North and find the proposal to be in general compliance therewith.

The property is owned by George Merrick and Destiny Getson. Ms. Getson is proposed to be the principal operator and only employee of the business. There will be no modifications to the external appearance of the property. It is proposed that a sign will be installed on the property and the sign shall not be larger than 400 square inches in total area.

The area of the home that will be used for the business is approximately 300 sq. ft. Based on a total floor area of 2400 sq. ft.; approximately 12% of the total floor area will be dedicated to the business. This would include 2 – 10' x 12' rooms dedicated solely to the business and a 10' x 11' bathroom/laundry room which will be shared between the household and the business. ( $240 \text{ ft}^2 + 55 \text{ ft}^2 = 295 \text{ ft}^2 / 2400 \text{ ft}^2 = 12.3\%$ )

The parking requirements under the bylaw mandate the minimum requirement for a single detached dwelling at 2 parking spaces. A Business/Professional Office/Personal Service Shop would require an additional 1 parking space per 300 sq ft of floor area. Given the proposed floor area sits at 295 ft<sup>2</sup>, 1 parking space would be required to facilitate the addition of the business to the home. The current parking area (including the attached garage) provides adequate area to facilitate the required parking.

It is not anticipated that significant traffic increases will be generated by the business. I have spoken to both immediate neighbouring property owners and both have indicated that they have no issue with this business being located on the property as proposed.

## Recommendation

It is recommended by the CAO that Committee of Council approve the following resolution to recommend approval of the Home Based Business request as proposed subject to full compliance with the Development Control Bylaw:

***BE IT RESOLVED THAT Committee of Council recommend to Town Council that the request from Destiny Getson to operate an esthetics business out of a property located at 72 Broadway Street North be approved subject to full compliance with the Development Control Bylaw.***



72 Broadway Street North





67 Broadway St N  
Kensington, Prince Edward Island  
[View on Google Maps](#)



Google

Report a problem



35 Pleasant St  
Kensington, Prince Edward Island  
[View on Google Maps](#)



Dear Mr. Baker

I am writing to request a permit/zoning to open a business within my home. I reside at and own 72 Broadway St. Kensington, and I would like to open an esthetics studio in the front of my house. I would be the sole owner and operator of the business. The front portion of my house was used as a doctors office in years past, therefore it is already separated from my living quarters. It will need no renovations or modifications to the inside or outside of the structure. Therefore no construction will take place. I feel this business will be an asset to the community. I have 14 years experience in the industry and strive to learn more advanced techniques and services. I would be the only esthetician in the area that is a CMP (Certified Master Pedicurist). I also have my level one in Podology. This allows me to work safely with an aging population as well as people with diabetes (whom need extra care and advanced awareness to ensure they get the best treatment without causing more harm). My advanced knowledge will be the key to the success of my business. The town of Kensington is growing with new businesses and I would like to be a part of that expanding community.

There will also be no parking issues, I have a driveway that will accommodate two vehicles other than my own. There is also parking on the street in front of my house. It will not impact or hinder traffic in anyway. If necessary my hours of operation can be adjusted to respect the churches hours of worship and high volume of vehicles. Also being the sole operator will mean that there will only be one person receiving a service at a time. Therefore parking should not be an issue.

I would be a full service esthetics studio offering the following services - Waxing, hand and foot care - such as pedicures and manicures, nail clipping and trimming for those unable to do so, eyebrow and eyelash tinting. With more services as I grow a larger clientele. Such as facials, eyelash extensions and body treatments.

My Hours of operation will be Tuesday - Thursday 9 AM - 6 PM, Friday - Saturday - 11 AM - 8 PM. Hours will be adjusted to suit the clients need and demand. I will be open later then many other businesses in the area in order to accommodate others who may also work late, and usually miss out on being able to receive services. Hours will also adjust with the season - Winter is generally not as busy for esthetics therefore longer hours may not be needed, Summer the hours may extend or change due to higher demand.

The area I would like to place the business within my home has its own entrance, its own washroom facility and laundry area along with a waiting room. I have also mentioned the idea to my immediate surrounding neighbors and both have said they have no issue with the idea of a home based business beside them.

Thank you for taking the time to read my request. I would like you to know that I will put my heart and soul into making this business a great success. I am willing to do what it takes to make sure I succeed. If you require any more information or have any questions regarding my request please do not hesitate to contact me. Email- [destinygetson@hotmail.com](mailto:destinygetson@hotmail.com) or by phone – 587-986-9626.

Thank you,  
Sincerely  
Destiny Getson

## Geoff Baker

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**From:** Destiny getson <destinygetson@hotmail.com>  
**Sent:** Friday, November 18, 2016 10:20 PM  
**To:** Geoff Baker  
**Subject:** Re: Home business request

Good evening Geoff

I can clarify anything you need. Would you like me to add everything to my request and resend it? In the mean time to answer your questions In order.

1) I will be the sole employee

2) The total square footage of the house is approximately 2400 square feet of living space. Not including the unfinished attic and basement. The area for the salon is approximately 350 square feet and that includes the actual room I would be using (10X12) the entry way (10X12) and the laundry and bathroom (10X11). The main room would be the actual business part with the entry way being used as the entrance and waiting area if needed. Laundry and bathroom would be both used by the business and by household.

3) I have two parking spaces for my vehicles (garage and part of the driveway) this leaves one space within my driveway as well as there is parking out front of my house (two spaces) as well as a parking lot located behind my house that is rarely used.

4) There will be a sign placed In the front window to begin with approximately 2X2 at most 4X2 to begin with. The possibility of a banner sign approximately 4X2 may come in the future but this is not for sure. I may also try to find a fold up metal sign that can be placed in the yard while the business is open to draw attention (this is negotiable if It is against any policies or issues the city has. I would like to make sure I am within all rules and regulations)

Also I noticed that it covers hairdressing in the outline you sent, does Esthetics fall under the same category? It is all within the cosmetology/beauty industry but I just want to make sure.

As mentioned if you would like me to include this in my original request. I have a copy saved on my desk top an can complete it tomorrow. Just let me know

Thank you  
Destiny Getson

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**From:** Geoff Baker <townmanager@townofkensington.com>  
**Sent:** November 18, 2016 3:39 PM

**To:** 'Destiny getson'  
**Subject:** RE: Home business request

Hi Destiny

In regards to your home based business request, can you clarify the following information for me?

1. Will there be any employees for the business or will you be the only employee?
2. What is the total square footage of the home, and what is the square footage of the area to be dedicated to the business?
3. How many parking spaces are available for the home and for the business?
4. Will there be a sign placed on the property (or the home) and if so what would the size of it be?

Thanks, if you can get those answers back to me as soon as possible it would be greatly appreciated.

Geoff Baker, C.E.T.  
Chief Administrative Officer  
Town of Kensington, PE  
Ph: (902) 836-3781  
Fax: (902) 836-3741  
Web: [www.kensington.ca](http://www.kensington.ca)

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Town of Kensington

[www.kensington.ca](http://www.kensington.ca)

Town of Kensington False Alarm Bylaw November 10th, 2016 The Town of Kensington is currently considering the enactment of a "False Alarm Bylaw". Letters have been ...

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**From:** Destiny getson [mailto:[destinygetson@hotmail.com](mailto:destinygetson@hotmail.com)]  
**Sent:** Tuesday, November 01, 2016 9:26 AM  
**To:** Geoff Baker  
**Subject:** Re: Home business request

Mr. Baker

Thank you for your quick response.

I was looking to have it open in December. But I am completely fine with waiting until January. I should have submitted this request a lot earlier. I do not have an exact opening date prepared, as I was waiting for approval before I got to far ahead with plans. I will patiently await the reply either way.

Destiny  
Sent from my iPhone

On Nov 1, 2016, at 9:08 AM, Geoff Baker <[townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)> wrote:

Thank you Destiny. What is your timeline for wanting to open the business?



Typically, this would be presented at the Nov. 28<sup>th</sup> meeting of Committee of Council for discussion and then to the December 12<sup>th</sup> Regular meeting of Town Council for formal consideration. If you are wanting to open the business earlier then I may be able to get it on the agenda for the November 14<sup>th</sup> meeting of Town Council.

Thanks,

Geoff Baker, C.E.T.  
Chief Administrative Officer  
Town of Kensington, PE  
Ph: (902) 836-3781  
Fax: (902) 836-3741  
Web: [www.kensington.ca](http://www.kensington.ca)

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**From:** Destiny getson [<mailto:destinygetson@hotmail.com>]

**Sent:** Monday, October 31, 2016 11:36 AM

**To:** [townmanager@townofkensington.com](mailto:townmanager@townofkensington.com)

**Subject:** Home business request

Good afternoon Mr Baker

I am attaching a request for a business within my home. I stopped in to the city office to enquire how to make a formal request and was told that a request in written form was what I needed. I have never written a request like this so forgive me if I have left anything out. I hope it meets the need and requirements.

Thank you  
Destiny Getson  
72 Broadway St