



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

Monday, April 25, 2016 @ 6:30 PM

55 Victoria Street
Kensington, PEI
C0B 1M0

Phone: (902) 836-3781

Fax: (902) 836-3741

Email: mail@townofkensington.com

Web Site: www.kensington.ca

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

**Town of Kensington
Committee of Council Meeting
Monday – April 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 – March 29, 2016**
- 6. Business Arising from Minutes – March 29, 2016**
- 7. Staff Reports**
 - a. CAO's Report
 - b. Fire Department Statistical Report
 - c. Police Department Statistical Report
 - d. Development Permit Summary Report
 - e. Financial Report (Summary Income Statement & Bills List)
 - f. Community Gardens Complex Report
- 8. New Business**
 - a. Kensington Area Soccer Club Land Transfer Request – Memo attached
 - b. Kensington Storm Drainage Project
 - c. Emergency Measures Plan – Memo attached
 - d. Chamber of Commerce Website Funding Request
 - e. Fire Department Policy Development
 - f. Kensington Annual Clean-up Day
 - g. 2016 Pothole Patching Program – Memo attached
 - h. Kensington Library Capital Request – Slat Wall
 - i. 5 Year Capital Plans
 - j. 2016/17 Community Gardens Complex Ice Rental Rates – Memo attached
 - k. Kensington Vipers Donation Request – Request Attached
 - l. Indian River Festival Advertising Opportunity – Request Attached
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session) – Two items**
 - a. One item of a human resources nature
 - b. One item of a land nature
- 12. Adjournment**

**Town of Kensington
Committee of Council Meeting
Tuesday, March 29, 2016
6:30 PM**

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

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

Regrets: Deputy Mayor Rodney Mann

Visitors: Colin MacLean, Journal Pioneer

1. Calling of Meeting to Order

1.1 Mayor Caseley called the meeting to order at 6:30 PM and welcomed Council members, staff and visitors. Mayor Caseley presented the recently completed 2014 Centennial Celebrations Photo Album for Council to view.

2. Adoption of Agenda (Additions/Deletions)

2.1 *Moved by Councillor Doucette, seconded by Councillor MacLean to approve the agenda for the March 29, 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.

3.2 Mayor Caseley declared a conflict with agenda item 8.J - 2 North Street Property Disposal.

4. Delegations, Special Speakers and Public Input

4.1 Nil

5. Adoption of Previous Meeting Minutes

5.1 *Moved by Councillor Spencer, seconded by Councillor Mill to approve the Committee of Council meeting minutes from February 22, 2016 with the date amendment to section 8.5.1. Unanimously carried.*

6. Business Arising from Minutes

- 6.1** Councillor Spencer inquired about the status of the request of an advertisement in the CTPP annual tourism booklet. The CAO confirmed that CTPP have agreed to provide a full page advertisement in their 2016 booklet.

7. Staff Reports

7.1 CAO's Report

- 7.1.2** *Moved by Councillor MacLean, seconded by Councillor Pickering to adopt the March 2016 CAO's Report as prepared by CAO, Geoff Baker. Unanimously carried.*

7.2 Fire Department Statistical Report

- 7.2.1** *Moved by Councillor Spencer, seconded by Councillor MacLean to adopt the February 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 Mill, seconded by Councillor Doucette to approve the February 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 MacLean to approve the Development Permit Summary Report for March 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 Councillor Pickering to approve the total Bills Lists for February 2016 in the amount of \$385,523.82, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

- 7.5.2** *Moved by Councillor Mill, seconded by Councillor Spencer to approve the Summary Income Statements for February 2016, as prepared by Deputy Administrator, Wendy MacKinnon. Unanimously carried.*

7.6 Community Gardens Complex Report

- 7.6.1** *Moved by Councillor Doucette, seconded by Councillor Pickering to approve the February 2016 Community Gardens Complex Report as prepared by CGC Manager, Robert Wood. Unanimously carried.*

- 7.3.1** Mayor Caseley inquired if a review had been completed on the Community Gardens Complex ice rental rates. The CAO will follow up with the Community Gardens Complex Manager. It is anticipated that a review and recommendation would be brought forward at the April meeting of Committee of Council.

8. New Business

8.1 Encouraging 2016 Census Participation

- 8.1.1** The CAO spoke about the importance of the upcoming 2016 Census. Staff have begun spreading awareness through social media outlets and will continue as new items are released by Statistic Canada. There were discussions on incorporating the provided colouring page into Canada Day Celebrations.

8.2 Question for Cabinet Minister's Forum

- 8.2.1** Mayor Caseley opened the floor to accept questions from Council to be asked at the upcoming Cabinet Ministers Forum at the FPEIM Annual Meeting. No questions were provided.

8.3 Emergency Measures Procedure Draft

- 8.3.1** A draft copy of the Emergency Measures Procedure was distributed for the Committee's review and consideration. Committee members were requested to review the document in advance of the April meeting of Town Council.

8.4 Historic Plaque Unveiling at Train Station

- 8.4.1** Mayor Caseley discussed the official unveiling of the Historic Plaque at the Train Station which will be held on April 30th, 2016 at 10:00am. Staff will organize and send invitations in support of the unveiling.

8.5 5 year Capital Plan for Fire Department

- 8.5.1** Discussion was held on the need to develop a 5 Year Capital Plan for the Fire Department. Staff will begin to compile and develop the Capital Plan for Council's consideration. Input from Town Council is encouraged.

8.6 5 year Capital Plan for Town of Kensington

- 8.6.1** Discussion was held on the need to develop a 5 Year Capital Plan for all departments of the Town of Kensington, including the Water and Pollution Control Corporation. Staff will begin to compile and develop the Capital Plans for Council's consideration. Input from Town Council is encouraged.

8.7 5 year Capital Plan for Community Gardens Complex

8.7.1 Discussion was held on the need to develop a 5 Year Capital Plan for the Community Garden's Complex. Staff will begin to compile and develop the Capital Plans for Council's consideration. Input from Town Council is encouraged.

8.8 Kensington and Area Chamber of Commerce Request for Financial Support – Website Development

8.8.1 A discussion was held regarding the Kensington and Area Chamber of Commerce request for financial support towards the proposed website development to encourage economic development within Kensington Area. Council affirmed their support for the project however, it was determined that more information was required before the Committee could make a recommendation to Town Council on providing financial support for the project. Staff will attempt to garner the required information for Committee's consideration.

8.9 Subdivision/Consolidation Request – Ramsay Fish Holdings Ltd.

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

WHEREAS a request has been received from Key Murray Law, on behalf of Ramsay Fish Holdings, to subdivide PID No. 934372 into two separate parcels, being Parcel A and Lot 2004-A, and to subdivide PID No. 878744 into two separate parcels, being Parcel B and the remaining portion of PID No. 878744, as per Subdivision Plan No.151-13763-S01;

AND WHEREAS a request has been received from Key Murray Law, on behalf of Ramsay Fish Holdings, to consolidate Parcel A and Parcel B to form Lot 15-1, and to consolidate Lot 2004-A with the remaining portion of PID No. 878744, as per Subdivision Plan No. 151-13763-S01;

AND WHEREAS the proposed subdivisions and consolidations have been reviewed against the Town's Development Control Bylaw and are found to be in compliance therewith;

THEREFORE BE IT RESOLVED that approval be granted to Ramsay Fish Holdings to subdivide PID No. 934372 into two separate parcels, being Parcel A and Parcel 2004-A, and to subdivide PID No. 878744 into two separate parcels, being Parcel B and the remaining portion of PID No. 878744 as per Subdivision Plan No. 151-13763-S01 drawn by WSP;

BE IT FURTHER RESOLVED that approval be granted to Ramsay Fish Holdings to consolidate Parcel A and Parcel B to form Lot 15-1, and to consolidate Lot 2004-A and 2 the remaining portion of PID No. 878744, as per Subdivision Plan No. 151-13763-S01 drawn by WSP.

Unanimously carried.

8.10 2 North Street Property Disposal

Mayor Caseley declared a conflict and excused himself from the Council Chambers at 7:32 pm and Councillor Spencer assumed his seat as Chair.

- 8.10.1** A discussions were held regarding the DV8 Consulting report on the disposal and development of the 2 North Street Property.

Moved by Councillor Pickering, seconded by Councillor Mill THAT the Committee recommend to Town Council to proceed with the disposal of a property located at 2 North Street to Rowan Caseley et al at a price of \$12,000 for the purpose of developing a private parking lot. 3 in favor (Mill/Pickering) Councillor Spencer, as acting Chair, voted in favour of the motion. – 2 opposed (MacLean/Doucette) Motion carried.

Mayor Caseley resumed his seat as Chair at 8:06 pm.

8.11 Development Control Bylaw - Proposed Text Amendments

- 8.11.1** A copy of the report from Dv8 Consulting outlining proposed text amendments to the Development Control Bylaw was distributed to Committee for review.

- 8.11.2** *Moved by Councillor Spencer, seconded by Councillor Doucette THAT the Committee give direction to the CAO to proceed with the scheduling of a Public Meeting to solicit comments from the Public on the proposed text amendments to the Development Control Bylaw. Unanimously carried.*

9. Councillor Issues/Inquiries

- 9.1** Nil

10. Correspondence

- 10.1** A letter from the Bowl for Kids Sake 2016 requesting financial donations - *Declined*

11. In-Camera (Closed Session)

- 11.1** Nil

12. Adjournment

- 12.1** *Moved by Councillor Pickering, seconded by Councillor MacLean to adjourn the meeting at 8:12 PM. Unanimously carried.*

Wendy MacKinnon,
Deputy Administrator

Rowan Caseley,
Mayor



Chief Administrative Officer's Report

April 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:

Water and Sewer

Pleasant Street Lift Station Replacement

Driveway construction to begin in May 2016. All operational issues have been worked out with the station. Further outstanding capital project items.

Inflow and Infiltration Study (I & I)

At the March meeting of Town Council, Councillors authorized the CAO to make application to the Municipal Servicing Component (MSC) of the Gas Tax Program to undertake an I & I study on the Town's sewer system. The deadline for application was April 18, 2016.

As per earlier information provided to Town Council by email, it was agreed to defer the project to late 2016, early 2017.

Streets and Sidewalks

Kensington Storm Water Project

The design of the storm water project is complete and the tender officially closed on Wednesday, April 13th. The tenders are currently being reviewed for completeness and compliance. It is anticipated that a recommendation on the project will be made at the May meeting of Town Council.

Operational and Ongoing Items

Fire Department Policy Development

A draft Fire Bylaw has been provided by W.G. Hogan Fire Safety Specialties. The Bylaw has been reviewed by staff and comments have been provided back to the consultant. As of the writing of this report staff have not heard back from the consultant in regards to the comments provided. Once the draft is finalized it will be provided to Committee for consideration.

Annexation of 149 Kelvin Grove Road

No current update available. We are still awaiting IRAC's decision.

Wellfield Protection Plan

Several meetings have been held with the Kensington North Watershed Association (KNWSA) to discuss ways in which the Town and the KNWSA can work collaboratively to develop a formal wellfield protection plan for the Town. As some Councillors may be aware, the Town purchased property in the vicinity of the wellfield in 2007 to provide a development buffer to further protect the Town's water system. Staff of the Town and the KNWSA continue to discuss the plan's development and potential funding sources to see the plan through completion.

Collective Bargaining Negotiations

The current Collective Bargaining Agreement (CBA) between the Town of Kensington and the Canadian Union of Public Employees is set to expire in April of 2016. Attempts have been made to set a negotiating schedule prior to the agreements expiry however no dates that worked for everyone could be found. Negotiating dates have currently been set from May 9th to the 13th and May 23rd to the 25th (if required). It is anticipated that the agreement will be negotiated by Town staff with legal assistance, if required, provided by Ian Pickard of McInnis Cooper. Further and more detailed information will be provided at the April Committee of Council meeting.

Development Control Bylaw Amendments

Several text amendments are required to be made to the Town's Development Control Bylaw. A report from Hope Parnham of DV8 Consulting was circulated at the April Town Council meeting. Direction was provided to the CAO to move forward with the scheduling of a Public meeting as per the requirements of the Planning Act. To date, staff have not scheduled the public meeting.

Unightly Premises

Several complaints have been received from neighbouring property owners in regards to an unsightly property located at 105 Victoria Street West. A letter was sent to the owner of the

property by registered mail as per the terms of the Town's Unsightly Premises Bylaw. A period of 20 days was given to bring the property up to an acceptable community standard. At the expiry of the 20 days no action had been taken on the property. Public Works staff were directed to go on the property and remove unsightly items, including detached eavestroughing a mattress and box spring, and other items. An invoice will be generated and forwarded to the property owner.

5 Year Capital Plans

Staff are in the process of developing 5 year capital plans for the town, the Fire Department and the Water and Pollution Control Corporation. Once the plans are developed in draft form they will be presented to Town Council for their consideration. It is anticipated that draft plans will be completed by senior departmental staff within two weeks and provided to the CAO accordingly.

Preparations for the Summer Season

Public works staff are busy preparing items for the summer season. Picnic tables and benches will be placed throughout the town. Sidewalk sweeping has been underway for the past week as time permits. The street sweeper has been taken out of storage and is being prepared to undertake street sweeping operations. It is anticipated that street sweeping will begin shortly.

Water Detailed Chemical Analysis

Public works staff recently completed the required (every three years) detailed chemical analysis samples of the Town's well system. The samples were submitted to AGAT Laboratories, out of Fredericton, NB. The analytical results have been received and are currently being reviewed by staff. In total 56 samples were taken from the well system.

Pothole Patching

A memo has been circulated with the tentative agenda package regarding the 2016 pothole patching program. Asphalt plants are scheduled to open around the middle of May. Given the 2016 program is approved by Town Council it is anticipated that work will be completed by the end of May early June.

FPEIM Municipal Toolkit

The FPEIM are in the process of developing a Municipal Toolkit to help Municipalities meet their development needs. I have been invited to sit on an advisory committee to help provide insight on the toolkit's development. It is anticipated that one face to face meeting will be held in the near future with future insight being provided through email and/or teleconference.

Respectfully Submitted,

Geoff Baker, CAO

[illegible]

[illegible]

Year to Date Approved Building Permit Summary Report

Building Permit Category	January	February	March	April	May	June	July	August	September	October	November	December		Total Building		Total Building		Total Estimated
														Permit Count		Permit Fees \$		Construction Value \$
Single family dwelling (new)														0				
Semi detached dwelling (new) - permits, not units														0				
Multi unit residential (new)				1										1		\$200		\$375,000
Modular/Mobile (new)														0				
Residential additions/alterations														0				
Modular/mobile renovations														0				
Accessory Buildings		1												1		\$100		\$4,000
Other - signs, etc.														0				
Institutional (new)														0				
Institutional renovations/additions				1										1		\$150		\$350,000
Commercial (new)														0				
Commercial renovations/additions														0				
Industrial (new)														0				
Industrial renovations/additions														0				
Agriculture														0				
Demolition														0				
Totals	0	1	0	2	0	0	0	0	0	0	0	0		3		\$450		\$729,000

BUILDING PERMITS SUMMARY
April 2016

PERMIT NUMBER	DATE PERMIT ISSUED	PROPERTY NUMBER	APPLICANT'S NAME AND ADDRESS	TELEPHONE NUMBER	PERMIT STATUS	N E W	R E N	O T H	TYPE	ESTIMATED COST	ESTIMATED START AND COMPLETION DATE
03-16		780189	Branch #9, Kensington Legion 30 Garden Drive	902-303-2767	Pending Approval			x	INST	\$350,000	Start: May 2016 Finish: September 2016
					DESCRIPTION:	72x44 Addition to existing building					
											Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish:
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						
										\$	Start: Finish :
					DESCRIPTION:						

TYPE OF CONSTRUCTION

- R

Residential Single
- D

Residential Duplex
- M

Residential Multi-Family
- A

Agricultural
- I-C

Industrial (commercial)
- INST

Institutional
- ED

Educational
- O

Other

**TOWN OF KENSINGTON
APPLICATION FOR BUILDING PERMIT**

1. Name and Address of Applicant Branch #9 Kensington Legion c/o Bill Drost Project Manager
 Telephone (902) 303-2767

2. Property Address 30 Garden Drive Property Number _____

3. Property Status:
 Land purchased from Kensington Lions Club Year Purchased 2015
 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) Relocation of Existing Legion facilities and building addition

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 XXX
 Repairing _____ Remodelling _____
 Describe Project: The Legion plans to add a piece on the existing building that is 44' x 72' in size
plus 2 vestibules 8'x16'. The new addition will house VLTs, pool table, shuffle board, a bar and
two new washrooms.

Ground floor: Length 72 Feet. Width 44 Feet.
 Number of Stories 1 Number of Bedrooms 0

Type of Foundation	External Wall Finish	Roof Material	Chimney
Poured Concrete _____	Siding _____	Asphalt _____	Brick _____
Concrete block _____	Wood shingles _____	Steel <u>XXX</u>	Prefab _____
Pier _____	Steel <u>XXX</u>	Other _____	Other <u>n/a</u>
Other <u>Slab</u>	Other _____		

8. Water Supply: Private _____ Municipal XXX

9. Sewerage System: Private _____ Municipal XXX

10. Estimated cost of Project: \$350,000

11. Name and Address of Contractor or Chief Contractor Project manager is Bay Winds Consulting /
Bill Drost, Project will be tendered when permit is approved.

12. Dates of expected start and finish of project: May 2016 - September 2016

13. Moving a building (Describe) n/a

14. Demolishing a building (Describe) n/a

15. Please provide a diagram of proposed construction

APR 15 2016

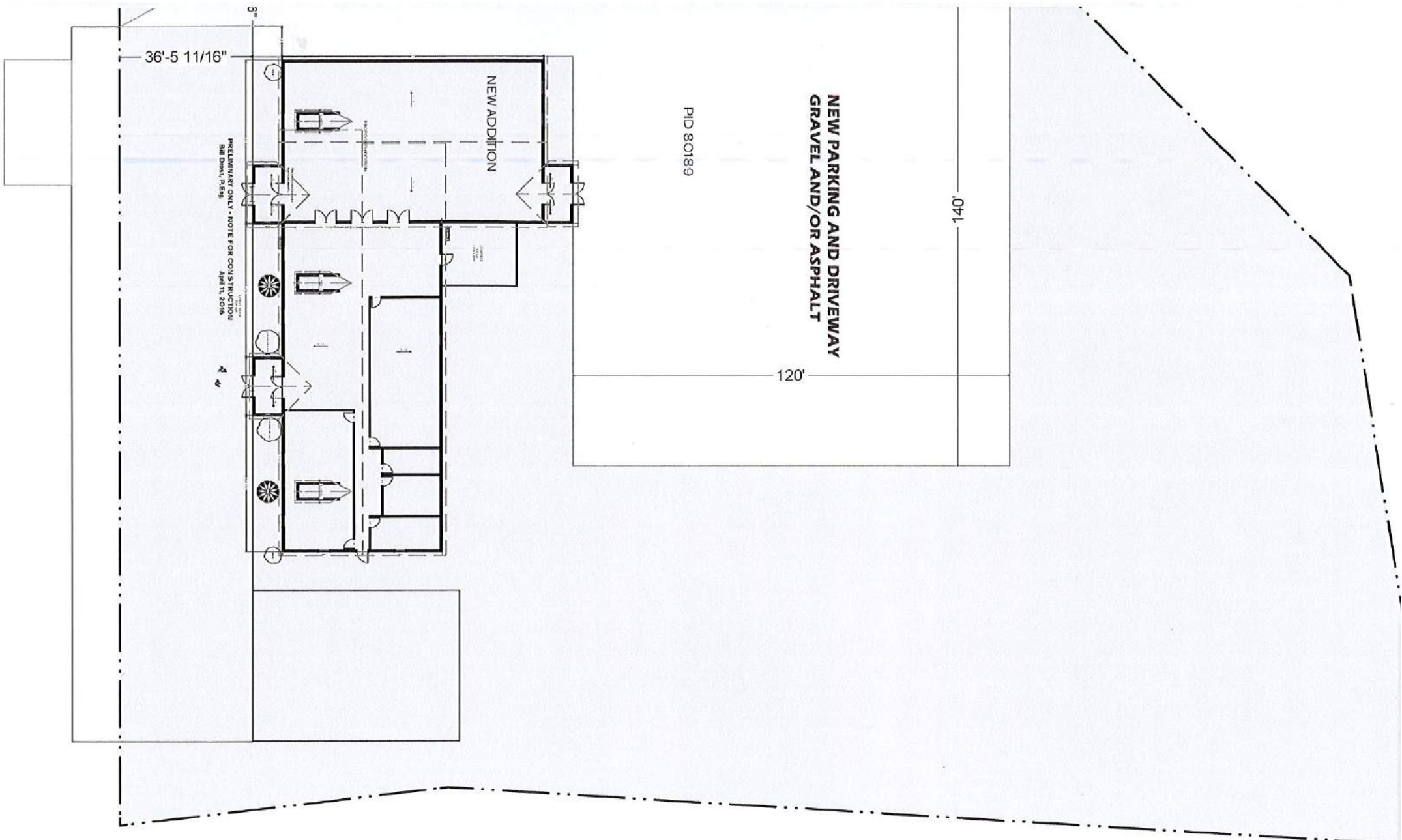
28

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

Signature of Applicant_____

Date: April 11, 2016_____

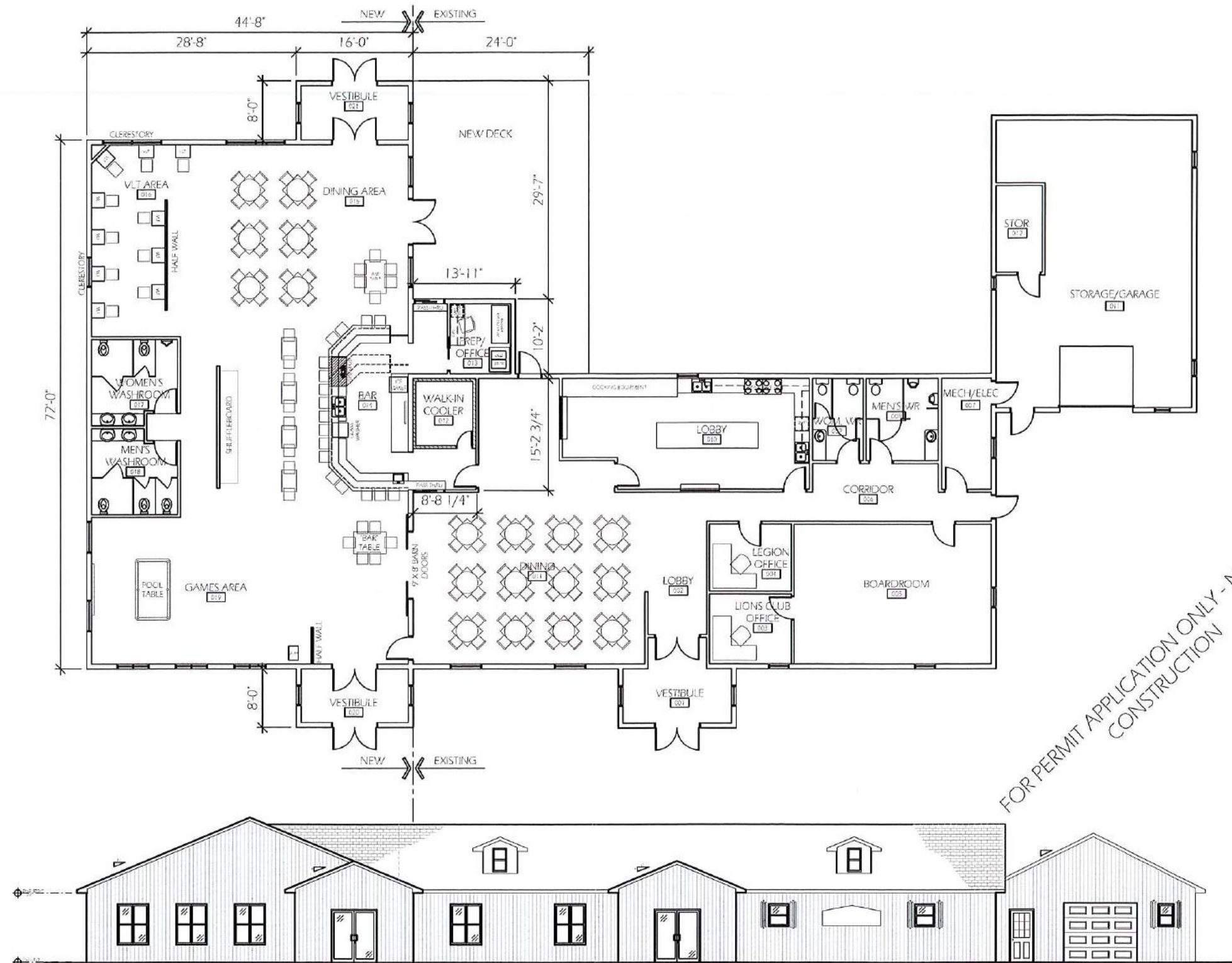
Please note this Permit is for twelve-months only. If work is not started by that time please reapply.



PROJECT DESCRIPTION:
Former Lions Club Addition
SITE PLAN

SHEET TITLE:

NO.	DESCRIPTION	BY	DATE



FOR PERMIT APPLICATION ONLY - NOT FOR CONSTRUCTION

ARCHITECTURE + SUSTAINABLE DESIGN

SableARC
STUDIOS

49 Water Street, Charlottetown PE C1A 1A3 - t. 902.816.0216
rhaggis@sablearc.com / www.sablearc.com

Kensington Legion Relocation

Kensington, PEI

Sheet Title:

**Proposed
Building Addition**

Client: Bill Drost

Issue Date: 2016-04-07

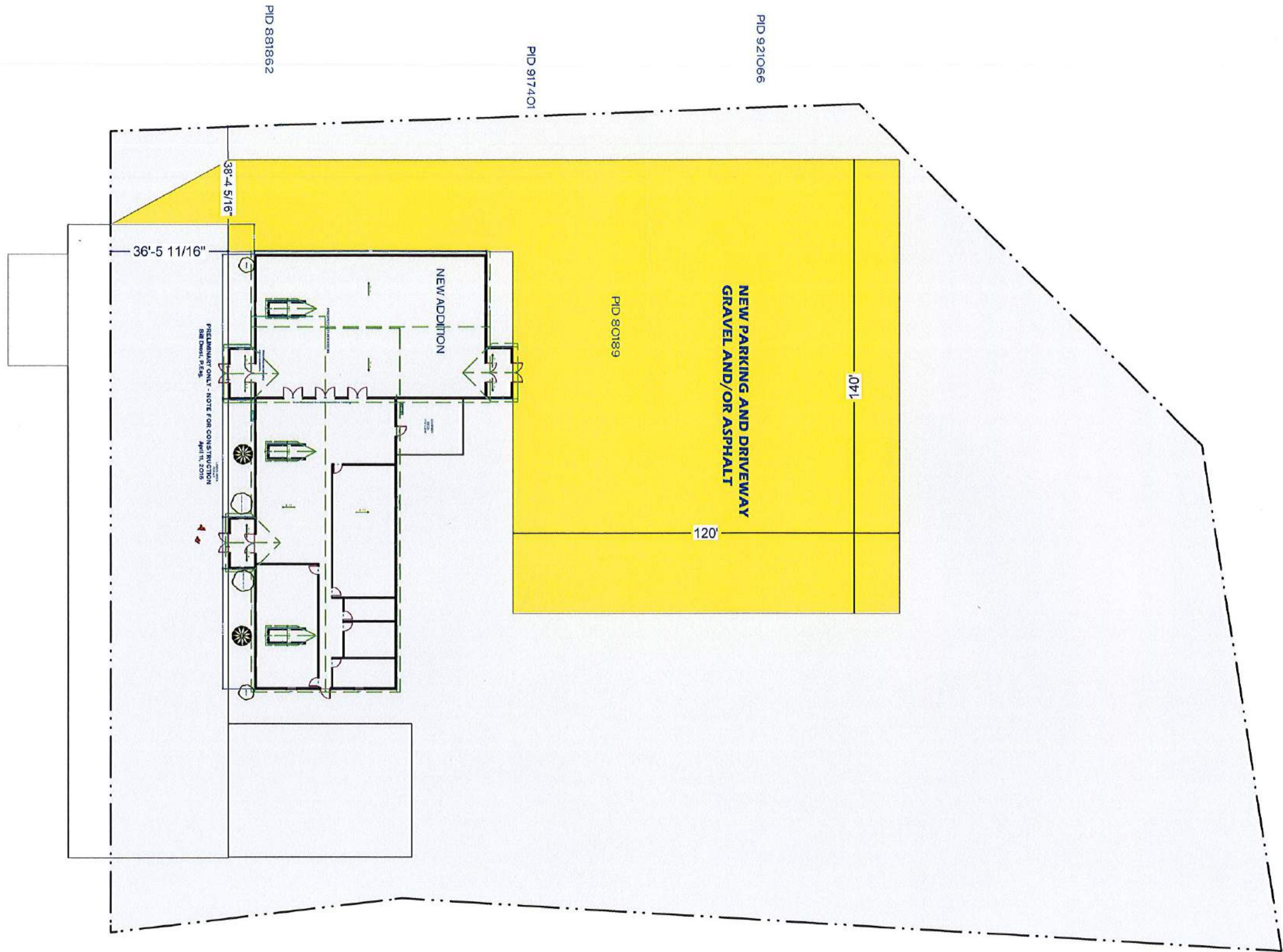
Scale: 1" = 16'

Drawn By: DW

Project No:

1608

SK-1



PROJECT DESCRIPTION:
Former Lions Club Addition
SITE PLAN

SHEET TITLE:

NO.	DESCRIPTION	BY	DATE

NO SCALE
B. Drost
B. Drost

11-04-16

1

Town of Kensington Bills List March 2016

A1 - Vacuums	306883	\$365.79
Amalgamated Dairies Limited	3916067013	\$31.94
Amalgamated Dairies Limited	3916065005	\$40.42
Amalgamated Dairies Limited	3916071011	\$38.67
Amalgamated Dairies Limited	3916084014	\$37.99
Amalgamated Dairies Limited	3916078013	\$29.23
Amalgamated Dairies Limited	3916091013	\$45.26
ADL Foods	2232662	\$987.14
ADL Foods	2233611	\$22.30
ADL Foods	2230221	\$230.41
ADL Foods	2230625	\$554.52
ADL Foods	2231919	\$52.46
ADL Foods	2231669	\$699.02
ADL Foods	2232341	\$110.00
Aliant	4191159	\$203.52
Aliant	4194972	\$30.21
Andrew Griffin	MARCH 2016 RRSP	\$866.80
Bell Mobility	365182	\$205.49
Brenda MacIsaac	MARCH 2016 RRSP	\$409.50
Campbell's Plumbing and Heating	7439	\$91.20
Campbell's Plumbing and Heating	7492	\$285.00
Capital Foodservice	2000188	\$306.63
Capital "T" Electric	224	\$156.54
Canadian Union of Public Employees	MARCH 2016 UNION DU	\$704.70
D Alex MacDonald	95603	\$670.05
DC Tire Sales & Service	77678	\$304.38
Eastlink	780402	\$105.91
Eastlink	795530	\$55.47
Eastlink	804660	\$52.38
Eastlink	LIBRARY MAR 2016	\$122.22
Eastlink	MAR 24, 2016	\$598.81
Eastlink	FIRE HALL MARCH 2016	\$52.38

Elizabeth Hubley	MARCH RENT 2016	\$798.00
Frito Lay Canada	43759095	\$117.12
Frito Lay Canada	43758866	\$106.81
Frontline Outfitters	25166	\$417.24
Geo Net Technologies Inc	11-2297	\$12,540.00
Geoff Baker	MARCH 2016 MILEAGE	\$327.12
Green Diamond	991255	\$849.30
Hewitt Rentals Inc	5159774 001	\$105.46
Hewitt Rentals Inc	5159223 001	\$70.30
Hewitt Rentals Inc	5161383 001	\$70.30
Hewitt Rentals Inc	5163060001	\$140.61
Holland College	539060	\$225.00
Irving Oil	123674	\$132.26
Irving Oil	235428	\$299.29
Irving Oil	219462	\$243.73
Irving Oil	28987	\$321.30
Irving Oil	824064	\$31.42
Irving Oil	730529	\$348.01
Irving Oil	530174	\$294.64
Irving Oil	528768	\$426.65
Irving Oil	953258	\$152.17
Irving Oil	627645	\$140.42
Irving Oil	631343	\$231.12
Irving Oil	526178	\$10.70
Irving Oil	832027	\$313.91
Irving Oil	832790	\$412.13
Irving Oil	621894	\$228.82
Irving Oil	656801	\$273.61
Irving Oil	620792	\$486.40
Irving Oil	31273362	\$131.62
Irving Oil	31250632	\$551.93
Irving Oil	567506	\$132.42
Irving Oil	31284379	\$185.22
Irving Oil	124628	\$221.65

Irving Oil	31289637	\$91.37
Irving Oil	837650	\$79.87
Irving Oil	31278706	\$48.05
Island Petroleum	7940	\$295.28
Island Petroleum	9341	\$171.22
Island Petroleum	9340	\$209.73
Island Petroleum	1739	\$187.48
Island Petroleum	3300	\$322.94
Island Petroleum	6889	\$400.88
Island Petroleum	6888	\$441.78
Island Technology Professionals	521	\$140.00
Island Towing	11994	\$171.00
KD Construction Inc.	441513	\$855.00
Kensington Figure Skating Association	790228	\$500.00
Kensington Metal Products Inc.	33554	\$81.80
Kensington Metal Products Inc.	33555	\$32.55
Kensington Minor Hockey	790227	\$500.00
Kent Building Supplies	836426	\$14.40
Kent Building Supplies	837006	\$124.48
Kent Building Supplies	839802	\$11.16
Kent Building Supplies	839913	\$23.45
K'Town Auto Parts	20S164813	\$86.94
K'Town Auto Parts	20S165181	\$63.30
K'Town Auto Parts	20S165215	\$16.36
Kensington & Area Chamber of Commerce	73841	\$256.50
Kubota Canada Ltd	MARCH 2016	\$262.21
Langille Sharpening Service Inc	2613	\$102.60
Langille Sharpening Service Inc	54798	\$68.40
Lee Pidgeon Electrical Ltd	002897	\$95.76
Lewis Sutherland	LSEXP0316	\$125.96
Lewis Sutherland	MARCH 2016 RRSP	\$938.34
MacInnis Express (1983) Ltd	173112	\$153.00
Maritime Electric	20STEWART0316	\$77.53
Maritime Electric	28STEWKSP0316	\$190.96

Maritime Electric	25BALLCAN0316	\$28.01
Maritime Electric	25GARRINK0316	\$7,730.39
Maritime Electric	25GARSIGN0316	\$36.17
Maritime Electric	25GARKINDER0316	\$56.46
Maritime Electric	LIBRARY0316	\$342.15
Maritime Electric	CNSTN0316	\$788.69
Maritime Electric	FARMMARK0316	\$233.07
Maritime Electric	25SCHOOLSWRM0316	\$65.76
Maritime Electric	CARCRG0316	\$28.58
Maritime Electric	55VICTEAST0316	\$1,150.45
Maritime Electric	FIREHALL0316	\$441.74
Maritime Electric	100WHPSLITE0316	\$3,150.91
Maritime Electric	4SPRADAR0316	\$99.60
Malpeque Bay Credit Union	MARCH 2016 RRSP	\$2,534.10
Minister of Finance	284328	\$92.83
Minister of Finance	MARCH 1, 2016 LOAN	\$5,868.89
MJS Marketing & Promotions	2554061	\$51.30
MJS Marketing & Promotions	2554010	\$182.40
Moase Plumbing & Heating	24669	\$484.50
Mount Zion Lodge No 12	MARCH 4, 2016	\$75.00
Murphy's Kensington	161761	\$21.58
Orkin Canada	6796387	\$57.00
Orkin Canada	6833456	\$28.50
PEI Womens Institute	GALA DINNER	\$75.00
Pepsico	07075205	\$785.75
Pitney Bowes	3200161596	\$192.85
Robert Wood	RWEXP0316	\$150.40
Rowan Caseley	RCEXP0316	\$58.75
Mikes Independent	03 8856	\$10.26
Mikes Independent	01 5803	\$19.76
Mikes Independent	03 0106	\$41.10
Scotia Securities	DOUG K MAR 2016 RRS	\$524.88
Scotiabank Visa	00000000000014040	\$2,023.85
Sherry's Heating Service	2006	\$295.20

SSQ Insurance Company Inc	6011021	\$1,470.00
Staples	890317	\$228.84
Stephen Manning	TRAINING EXPENSE	\$10.69
Summerside Chrysler Dodge (1984) Ltd	90627	\$56.95
Superior Sanitation	578511	\$182.40
Superior Sanitation	578508	\$79.80
Superior Sanitation	578509	\$182.40
Superior Sanitation	578510	\$228.00
T & K Fire Safety Equipment Ltd	218956	\$234.56
T & K Fire Safety Equipment Ltd	219696	\$461.93
Telus	MARCH 31, 2016	\$530.91
The Panel Shop	997.92	\$3,264.16
Traci Campbell	790231	\$286.00
Transcontinental	171754	\$181.26
Vail's Fabric Services Ltd	253863	\$103.51
Water & Pollution Control Corporation	54060	\$213.64
Workers Compensation Board of PEI	WCB 1ST INSTALLMENT	\$715.93
WEL Holdings Ltd	TAX INCENTIVE MAR 16	\$3,256.54
Yellow Pages Group	16-2644507	\$20.86
Subtotal		<hr/> \$76,377.58
March Payroll		\$122,651.84
Total March Bills		<hr/> \$199,029.42 <hr/>

CIP Project

WSP Canada Inc	0542974	\$21,614.40
Total March Bills & CIP Project		<hr/> \$220,643.82 <hr/>

Water and Pollution Control Corporation Bills List March 2016

Aliant	W&S 4152446	\$120.79
Aliant	4194201	\$103.98
C & M Inc.	FIRST AID TRAINING	\$171.00
Davis & Henderson Ltd	MAR 18, 2016	\$212.73
Kensington Country Store	560197	\$85.06
Kensington Septic Service	1446	\$769.50
Maritime Electric	23WPUMPBLD0316	\$236.87
Maritime Electric	PUMPE20316	\$199.50
Maritime Electric	21PLADLFTSTN0316	\$289.04
Maritime Electric	28SEWTREAT0316	\$101.50
Maritime Electric	WSPUMW#10316	\$474.17
Maritime Electric	WSINDPKWTR0316	\$204.24
Maritime Electric	WSWELL#30316	\$579.46
Maritime Electric	WS19VICPUMP0316	\$100.66
Minister of Finance	160331064	\$319.20
Minister of Finance	160309040	\$319.20
MPWWA	5489	\$62.70
Northern Power Systems	007580	\$57,772.83
Sansom Equipment Ltd	S00-586047	\$3,591.91
Sansom Equipment Ltd	SOO-585640	\$11,521.18
Les Gestions Techn'O Logic Inc.	771	\$62.02
Veranova	Refund of W&S Overpayment	\$43.83
Total W&S Bills		\$77,341.37

CIP Project

Duffy Construction Ltd	6780	\$3,622.00
WSP Canada Inc	0533117	\$17,185.84
		<u>\$20,807.84</u>

Total March W&S Bills & CIP Project		<u><u>\$98,149.21</u></u>
--	--	----------------------------------

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

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$77,200.11	\$76,525.00	\$675.11	\$230,393.43	\$242,465.00	-\$12,071.57	\$957,760.00	24%
Police Service	\$2,084.85	\$1,700.00	\$384.85	\$8,537.95	\$5,100.00	\$3,437.95	\$20,400.00	42%
Town Hall Rent	\$7,796.40	\$7,793.00	\$3.40	\$31,165.20	\$31,379.00	-\$213.80	\$101,516.00	31%
Recreation			\$0.00				\$5,200.00	0%
Sales of Service	\$26,903.20	\$32,300.00	-\$5,396.80	\$72,484.90	\$96,900.00	-\$24,415.10	\$387,600.00	19%
Subtotal Revenue	\$113,984.56	\$118,318.00	-\$4,333.44	\$342,581.48	\$375,844.00	-\$33,262.52	\$1,472,476.00	23%
GENERAL EXPENSES								
Town Hall	\$11,147.84	\$13,770.00	\$2,622.16	\$34,490.38	\$38,860.00	\$4,369.62	\$153,095.00	23%
General Town	\$34,753.35	\$41,351.00	\$6,597.65	\$112,128.16	\$140,642.00	\$28,513.84	\$374,091.00	30%
Police Department	\$43,674.11	\$41,641.00	-\$2,033.11	\$97,135.90	\$106,383.00	\$9,247.10	\$421,992.00	23%
Public Works	\$31,279.10	\$35,890.00	\$4,610.90	\$84,005.18	\$86,170.00	\$2,164.82	\$239,895.00	35%
Train Station	\$2,417.48	\$2,604.00	\$186.52	\$7,892.65	\$7,662.00	-\$230.65	\$26,823.00	29%
Recreation & Park	\$6,537.88	\$7,025.00	\$487.12	\$8,197.64	\$9,075.00	\$877.36	\$72,250.00	11%
Sales of Service	\$19,037.04	\$20,050.00	\$1,012.96	\$41,445.27	\$48,330.00	\$6,884.73	\$184,330.00	22%
Subtotal Expenses	\$148,846.80	\$162,331.00	\$13,484.20	\$385,295.18	\$437,122.00	\$51,826.82	\$1,472,476.00	25%
Net Income (Deficit)	-\$34,862.24	-\$44,013.00	-\$9,150.76	-\$42,713.70	-\$61,278.00	-\$18,564.30		
Community Gardens Complex								
Community Gardens Revenue	\$40,840.79	\$42,600.00	-\$1,759.21	\$115,988.56	\$107,600.00	\$8,388.56	\$411,200.00	28%
Community Gardens Expenses	\$43,659.42	\$48,235.00	\$4,575.58	\$118,470.66	\$118,685.00	\$214.34	\$411,200.00	29%
Net Income (Deficit)	-\$2,818.63	-\$5,635.00	-\$2,816.37	-\$2,482.10	-\$11,085.00	-\$8,602.90		
Fire Department								
Fire Revenues	\$20,586.16	\$20,188.00	\$398.16	\$61,758.56	\$60,564.00	\$1,194.56	\$242,256.00	25%
Fire Department Expenses	\$17,040.21	\$18,851.00	\$1,810.79	\$51,623.48	\$57,903.00	\$6,279.52	\$242,256.00	21%
Net Income (Deficit)	\$3,545.95	\$1,337.00	-\$2,208.95	\$10,135.08	\$2,661.00	-\$7,474.08		
Consolidated Net Income (Deficit)	-\$34,134.92	-\$48,311.00	-\$14,176.08	-\$35,060.72	-\$69,702.00	-\$34,641.28		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$46,533.00	\$45,408.00	-\$1,125.00	\$137,084.45	\$136,224.00	-\$860.45	\$544,896.00	25%
Water & Sewer Expenses	\$52,689.07	\$42,835.00	-\$9,854.07	\$168,541.59	\$128,505.00	-\$40,036.59	\$544,896.00	31%
Water & Sewer Net Income (Deficit)	-\$6,156.07	\$2,573.00	\$8,729.07	-\$31,457.14	\$7,719.00	\$39,176.14		

TOWN OF KENSINGTON – MEMORANDUM

TO: GEOFF BAKER, CAO
FROM: ROBERT WOOD, COMMUNITY GARDENS COMPLEX
MANAGER
SUBJECT: FEBRUARY COMMUNITY GARDENS COMPLEX REPORT
DATE: 22/04/2016
ATTACHMENT: STATISTICAL REPORT

March 2016

Fitplex

Statistical Report Attached.

Programming:

Monday	Arthritis aerobics- Aerobics- Multi-Fit-	Arthritis Society Krista Shields	1.00pm-2.00pm 7.00-8.00 pm
Tuesday	Seniors Aerobics- Boot Camp-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Wednesday	Arthritis aerobics-	Arthritis Society	1.00pm-2.00pm
Thursday	Seniors Aerobics- Hi-Lo-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Saturday	Boxer-fit	Traci Campbell	8.00am-9.00am

Hours

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

Arena

Statistical Report Attached.

Note: James Rogers is retiring after 18 years of service to the Community Gardens Complex

Kensington Cash

March, 2016	330.00	
	330.00	
	332.00	
	300.00	
	300.00	Total 1562.00
No Winners Drawn		

Programming\Special Events

- Hosted Figure Skating Ice Show
- Hosted Novice A tournament
- Hosted 3 Kensington Viper Games and 1 Kensington Wild game.

Upcoming Events

- Kensington Vipers Playoffs continue

Items for Council's Consideration:

Modified Arena Opening Date:

Previous 3 years

- Opened on Sept 1, (Ice Plant turned on Aug 23)
- Rentals for the First Week of Sept Averaged 10 hours
- Rentals for Second Week of Sept Averaged 20 hours
- Rentals for Third and Fourth weeks Average 35 hours
- Kensington Wild rent 4.5 hours\week for the first two weeks of Sept.

Original Agreement with Kensington Wild included opening the rink by Sept 15 and training camp would be held in arena that had summer ice-S'side, Cornwall, Evangeline, Ch'Town

-Wild are having an identification camp in S'side in August (They did this last year as well) where they have ice-times and attract players.

-Minor Sports-Soccer -Baseball hold provincials the first two weekends of Sept and affects rentals

-Extremely hard on Ice Plant and cement floor in hot weather

-Electric Bill of 10,000.00 (75 hours of rentals to pay for it)

Suggested Opening Date: September 12 (Ice Plant turned on Sept 4 to make ice)

-Minor Hockey plan on booking ice for a school starting this week (up to 15-20 hours per week)

-Matrix Hockey will hold conditioning and tryouts starting this week (12-15 hours per week)

-Wild are in Hockey tournament Sept 9-11 in Moncton (where they pick their team from) and Ice would be ready for them (3 practice hours and 2.5 game per week)

-Starting this date would allow the rink more time to prepare surface after Harvest Festival is Over (Aug 20-24)

-Less wear and tear on Ice Plant –evenings get cooler

-Crapaud - Rustico are not opening until Mid – late October allows for additional rentals

Tender for Arena Spray Paint Package from Summerside Credit Union Place:

Includes-Mixing tanks-spray applicator-225 foot hose-gas powered pump-110 volt mixer.

-Equipment new - \$5500.00.

-CGC borrows this equipment each year to paint the ice from Summerside and they purchased new equipment and will not lend out the new.

-Recommend putting in a tender for up to \$500.00.

If we do not get this then we will have to rent (if possible).

Respectfully Submitted,

Robert Wood, Community Gardens Complex Manager

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: PROPOSED LAND TRANSFER – TOWN OF KENSINGTON,
KENSINGTON AREA SOCCER ASSOCIATION, DEPARTMENT OF
EDUCATION, QUEEN ELIZABETH ELEMENTARY SCHOOL
DATE: 22/04/2016

Recommendation:

It is requested that Committee of Council consider and make the following recommendation to Town Council for their consideration at their May 9, 2016 regular meeting through the following resolution(s):

WHEREAS the Kensington Area Soccer Association has requested that Town Council consider taking ownership of a parcel of property located on the Queen Elizabeth Elementary School to facilitate the construction of a washroom facility;

WHEREAS Town Council previously agreed to take ownership of the property subject to the signing of a Memorandum of Understanding between the Town of Kensington and the Kensington Area Soccer Association providing for the long term ownership, operations and maintenance and capital construction of the property and building;

AND WHEREAS the English Language School Board, through the Department of Transportation, Infrastructure and Energy, have agreed to transfer a parcel of property including a right of way, as identified on survey plan No. G-15-44 drawn by GIS Innovations Ltd., to the Town of Kensington;

BE IT RESOLVED THAT Committee of Council recommend that Town Council agree to take ownership of a parcel of property including a right of way, as identified as Lot 2015-1 on survey plan No. G-15-44 drawn by GIS Innovations Ltd., including all associated operations and maintenance;

BE IT FURTHER RESOLVED THAT Committee of Council recommend to Town Council that a Memorandum of Understanding (MOU) between the Kensington Area Soccer Association and the Town of Kensington be hereby approved and that the Chief

Administrative Officer and the Mayor be hereby authorized to sign the MOU on Town Council's behalf.

BE IT FURTHER RESOLVED THAT Committee of Council recommend to Town Council that preliminary approval be given to subdivide PID No 498220, being lands owned by the English Language School Board (Province of PEI), into two separate parcels, Lot 2015-1 and the remainder of PID No. 498220, as per survey plan No. G-15-44 dated July 29, 2015 drawn by GIS Innovations Ltd.

Background:

In April of 2014 the Kensington Area Soccer Club (KASC) made a request to Town Council to consider taking ownership of a portion of property owned by the English Language School Board (ELSB) located at the Queen Elizabeth Elementary School (QEES) property for the purpose of constructing a washroom facility.

It was identified by the KASC that any players utilizing the soccer fields at the QEES fields are having to run to local businesses in the area for washroom facilities, as washroom facilities are not available adjacent to the fields. As a club, KASC are seeking to provide washroom facilities for both their players and opposing players.

Town Council, at the time, agreed to take on ownership of the property and directed me to draft a letter of support for the project as well as to make contact with the ELSB to indicate the Town's desire to take ownership of the property and the washroom facility including any associated operation and maintenance expenses. *A copy of the letter from the KASC and the letter of support from the Town is circulated with this memo.*

Responsibility for construction and operational costs of the facility were to be assumed by the KASC through a formal Memorandum of Understanding between the Town of Kensington and the KASC. *A copy of the draft MOU is being provided with this memo.*

The washroom facility would consist of a wood framed structure housing two washrooms, an office and storage space. The building itself would be approximately 800 square feet in size with a total footprint of approximately 1600 square feet including decks, stairs and a ramp. *Conceptual drawings of the building, provided by KASC, are circulated with this memo.*

The ELSB have agreed to the transfer of the property to the Town of Kensington. Currently they are awaiting final copies of the survey plan, showing the parcel to be transferred prior to drafting the appropriate transfer documents. Once a survey plan is provided by the KASC, a draft of the deed of conveyance will be provided to the Town for review. *A copy of the preliminary survey plan will be made available for councilors at the April 25, 2016 Committee of Council meeting.*



Kensington & Area Soccer Club

PO Box 728

Kensington, PE

C0B 1M0

Town of Kensington

PO Box 418 Kensington, PE

C0B 1M0

Dear Mayor & Councillors,

I am writing this letter as President of the Kensington and Area Soccer Club requesting the assistance in acquiring land to potentially construct a washroom facility on the property of Queen Elizabeth Elementary School in Kensington. The Kensington and Area Soccer Club is a non-profit organization providing soccer programs for the community's youth from U-4 to the senior level. Annually we have nearly 300 registered members.

For years now we have seen players run to local establishments as washroom facilities are not available for the Soccer Club adjacent to the playing fields in Kensington. As a club we are looking to provide this to our members.

For this project to become reality we need lands to place the structure on. Through meetings with the English Language School Board KASC has requested lands to place the structure on. Attached map on the following page (fig. 1) there is a layout of the QEES grounds with field locations and preferred project sites as identified by X_#1 and X_#2. The ELSB has seemed receptive of this idea but expressed that they would prefer to give the land to the Town and requested a document stating such.

By this letter we are requesting that the Town of Kensington provide a letter, through KASC to the ELSB, supporting the land transfer to the Town of Kensington.

Our future vision is to construct a facility. Attached is a proposed sketch of what the new structure would consist of (fig. 2 and fig. 3). It is a wood framed structure consisting of two washrooms, an office and storage space. The building itself leaves a footprint of 800ft² including the decks, stairs and ramp the total footprint is 1600ft². Without varying from the Building Bylaws in the Town of Kensington expected minimum lot size would be 6500 ft². But before we move forward with building ideas the parcel of property needs to be secured for this project to become reality. If this is obtained KASC will work with the Town to proceed with any future development on the said parcel.

We look forward to any input or questions that the Town may have as without the land requirement the KASC will be unable to proceed.

Thank you,

Blair Murphy

Blair Murphy, President, KASC



Mayor: Gordon Coffin
Chief Administrator Officer: Geoff Baker
Deputy Administrator: Wendy MacKinnon
Incorporated 1914

September 8, 2014

Attention: John Cummings
English Language School Board
234 Shakespeare Drive
Stratford, PE
C1B 2V8

Dear Mr. Cummings:

It is my understanding that representatives of the English Language School Board (ELSB) have met with Blair Murphy, President of the Kensington Area Soccer Club (KASC), and have identified a suitable area of land within the Queen Elizabeth Elementary School property to enable the KASC to move forward with plans to construct a washroom/change room facility.

The Town of Kensington is offering its support to the KASC in this endeavor. As such, the Town is prepared to take ownership of the property, building and provide long term maintenance to the facility. It is understood that maintenance would form part of a memorandum of understanding between the KASC and the Town, that would see the KASC complete any required maintenance of the facility.

I would be pleased to discuss this matter further with you and can be reached at (902) 836-3781.

Best Regards,

Geoff Baker
Chief Administrative Officer
Town of Kensington

C.c. Blair Murphy, President, Kensington Area Soccer Club.

AGREEMENT REGARDING ACQUISITION & USE OF LAND

DRAFT

BETWEEN:

Kensington & Area Soccer Club Inc., a body corporate,
duly incorporated in compliance with the terms
of the *Companies Act, RSPEI*;

(Hereinafter called the "Club")

OF THE FIRST PART

AND:

Town of Kensington, a body corporate and politic

(Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the English Language School Board, successor to Regional School Board Administrative Unit 2, is the owner of a 0.92 acre parcel of land at Kensington, Prince County, Province of Prince Edward Island, with said parcel of land being on the westerly margin of the right of way leading southerly from Victoria Street to the Queen Elizabeth Elementary School and shown as Lot 2015-1 on a plan of survey entitled "Plan Showing Lot 2015-1 A Portion Of Property Of Regional Administrative Unit 2", prepared by G.I.S. Innovations Ltd. on July 29, 2015 as Drawing # G-15-44 (hereinafter referred to as the "Land":

WHEREAS the Town intends to take title to the Land by means of a Deed of Conveyance from the English Language School Board, successor to Regional School Board Administrative Unit 2;

WHEREAS the Town and the Club have agreed that the said Land shall be used by the Club for the construction and use as a soccer clubhouse;

AND WHEREAS the Town and the Club have agreed to enter this agreement to set out the terms of usage of the said lands and the responsibilities and agreements of the Town and the Club;

NOW THEREFOR THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of the parties hereto, the sum of \$ 1.00 now paid by the Club to The Town (the receipt whereof is hereby acknowledged), and other good and valuable consideration, the parties hereto, agree as follows:

1. The Town shall move forward and make all efforts to have a Deed of Conveyance executed by the English Language School Board, successor to Regional School Board Administrative Unit 2 to the Town of the 0.92 acre parcel of land, together with right of way, at Kensington, Prince County, Province of Prince Edward Island, with said parcel of land being on the westerly margin of the right of way leading

southerly from Victoria Street to the Queen Elizabeth Elementary School and shown as Lot 2015-1 on a plan of survey entitled "Plan Showing Lot 2015-1 A Portion Of Property Of Regional Administrative Unit 2", prepared by G.I.S. Innovations Ltd. on July 29, 2015 as Drawing # G-15-44. The said Land, being outlined in red on the plan of survey hereto annexed as Schedule "A";

2. Upon receipt and registration of the Deed of Conveyance for the said land, with right of way, the Club and Town further agree as follows:

- a) The parties agrees that the subject lands shall be utilized for the Club's construction of a club house, to be used by the Club and its members in relation to and for the benefit of its members and youth playing soccer in the area and under the jurisdiction of the Club.
- b) The Town shall lease to subject the Club for a period of ten (10) years, renewable at the option of the Club. The lease rate shall be _____.
- c) The Town agrees that the Club shall not be responsible for paying any property taxes in relation to the subject property, nor shall any building permit fee be chargeable by the Town in relation to the building to be constructed upon the subject Land.
- d) The Club shall be responsible to have engineering approved drawings of the proposed water and sewer lines submitted to the Town for approval. The Club shall also be responsible to negotiate with the English Language School Board for connection of any Easements in relation to water and sewer hook-up.
- e) The Club shall be responsible for paying water dues to the Town during the months of the soccer season but not during the months when the club house on the property is not so utilized.
- f) The Club shall be responsible for all maintenance relating to the new building to be located on the subject Land, and all future capital upgrades. Grass cutting, cleaning, garbage removal, winterization, spring start-up costs shall be the responsibility of the Club. The Town shall be at liberty to inspect the subject property to ensure that it is in accordance with its standards. Should the Town determine that there are any legitimate shortfalls in that regard, the Club shall take actions to make corrections regarding same.
- g) The Club shall work with the local utility and negotiate Easements with the relevant land owners in order to provide electricity to the club house to be located on the said Land. The Club shall be responsible for all ongoing electrical charges and fees, relative to the subject property.
- h) The Club shall maintain all fire and liability insurance relative to the subject property and in this regard, the Club shall acquire and maintain liability

coverage at a minimum of \$2,000,000.00, showing the Town as the co-insured on such property.

- i) The Town shall take all steps to have the property re-zoned, if necessary, in order to permit the establishment of a soccer club house on the subject Land.
- j) The Club shall be responsible to administrator, run and maintain the club house on the subject property and shall have all control over when the facility shall be utilized and have all power of who else may be able to utilize the subject premises.
- k) The Club shall be responsible for all costs in relation to the construction of the club house to be erected on the subject Land.
- l) In the event that the Club discontinues its operations for a period of one (1) year, the Club shall be entitled to sell the building from the subject property, to be moved, and the Town shall have the right of first refusal in order to purchase the subject building.

CONDITIONS PRECEDENT

- 3. (a) The Town and Club's obligations under this Agreement are conditional upon a Deed of Conveyance being executed by the English Language School Board, successor to Regional School Board Administrative Unit 2 to the Town of the 0.92 acre parcel of land, together with right of way, at Kensington, Prince County, Province of Prince Edward Island, with said parcel of land being on the westerly margin of the right of way leading southerly from Victoria Street to the Queen Elizabeth Elementary School and shown as Lot 2025-1 on a plan of survey entitled "Plan Showing Lot 2015-1 A Portion Of Property Of Regional Administrative Unit 2", prepared by G.I.S. Innovations Ltd. on July 29, 2015 as Drawing # G-15-44;
 - (b) This Agreement is conditional upon the Club being able to acquire Easements for water, sewer and electrical utilities to service the subject property in order to maintain the subject property in accordance with the intentions hereof.
4. This Agreement should be construed in accordance with and governed by the Laws of the Province of Prince Edward Island and the parties hereto irrevocably attorn to the jurisdiction of the Courts of Prince Edward Island.

EXECUTION

5. In witness whereof the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

SIGNED, SEALED AND DELIVERED)
in the presence of:)
)
)
)
)
)
)
_____)

Kensington & Area Soccer Club Inc.
per:

SIGNED, SEALED AND DELIVERED)
in the presence of:)
)
)
)
)
)
)
_____)

Town of Kensington
per:

SCHEDULE "A"

COORDINATES EXPRESSED IN FEET		
POINT	EASTING	NORTHING
14	341200.20	405315.33
15	341299.56	405094.73
50	341250.30	404753.31
51	341180.39	405031.67
52	341289.69	405089.51
53	341344.88	404935.24
54	341379.49	404793.59
55	341378.61	404786.36

NOTE:
IT IS NECESSARY TO HAVE APPROVAL STAMPING ON THIS PLAN BEFORE
DEEDS ARE PREPARED.

G.I.S. Innovations Ltd.

674 Water Street, Summerside, P.E.I. C1H 4J1
Phone 902-436-0336

TITLE
PLAN SHOWING LOT 2015-1 A PORTION OF PROPERTY
OF REGIONAL SCHOOL BOARD ADMINISTRATIVE UNIT 2

LOCATION KENSINGTON, LOT 19, PRINCE CO., P.E.I.

SCALE	1" = 50'	FILE	2015-K-2	SHEET	OF
DATE	JULY 29 2015	DRAWING	G-15-44		

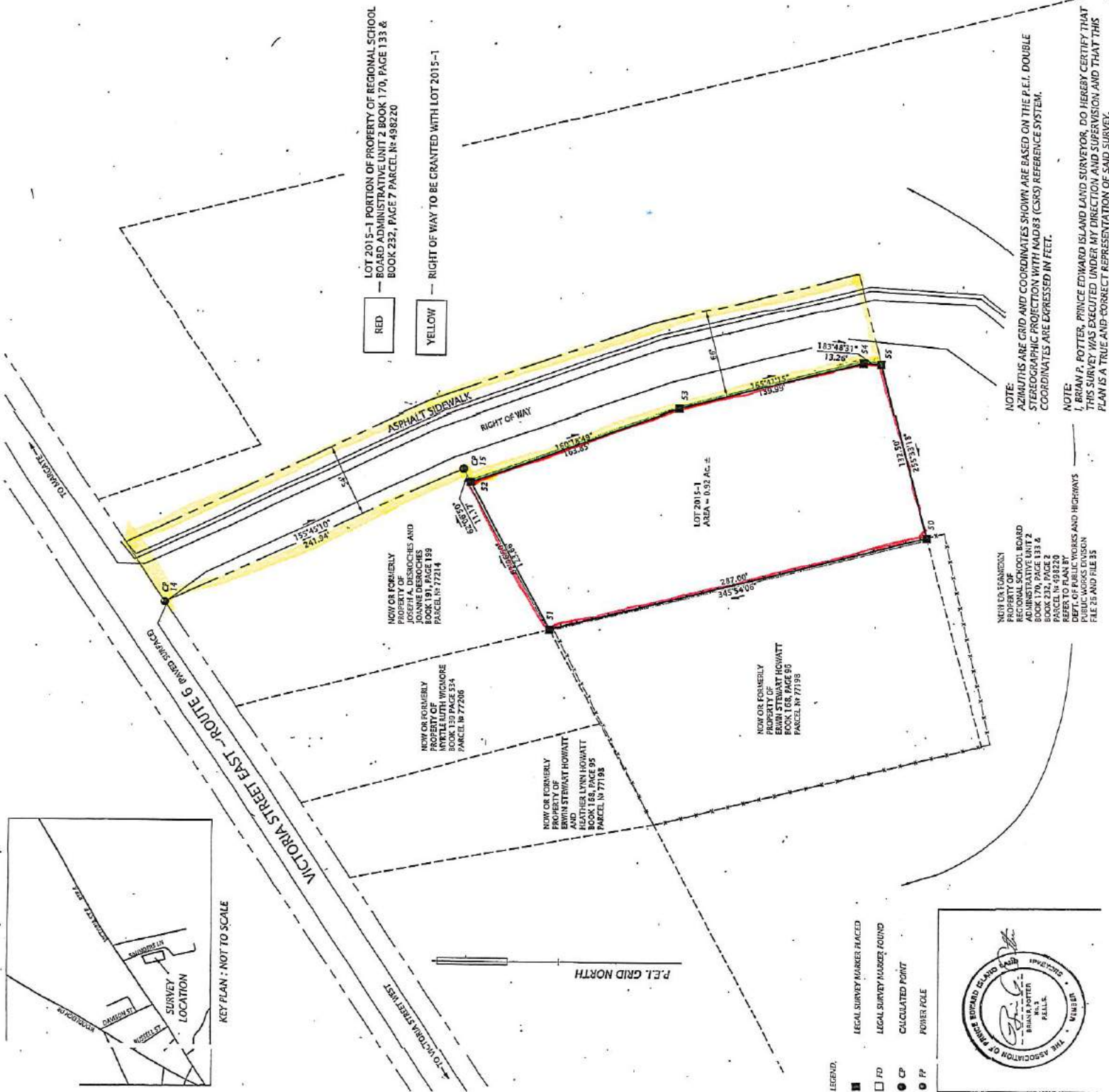


Fig. 2



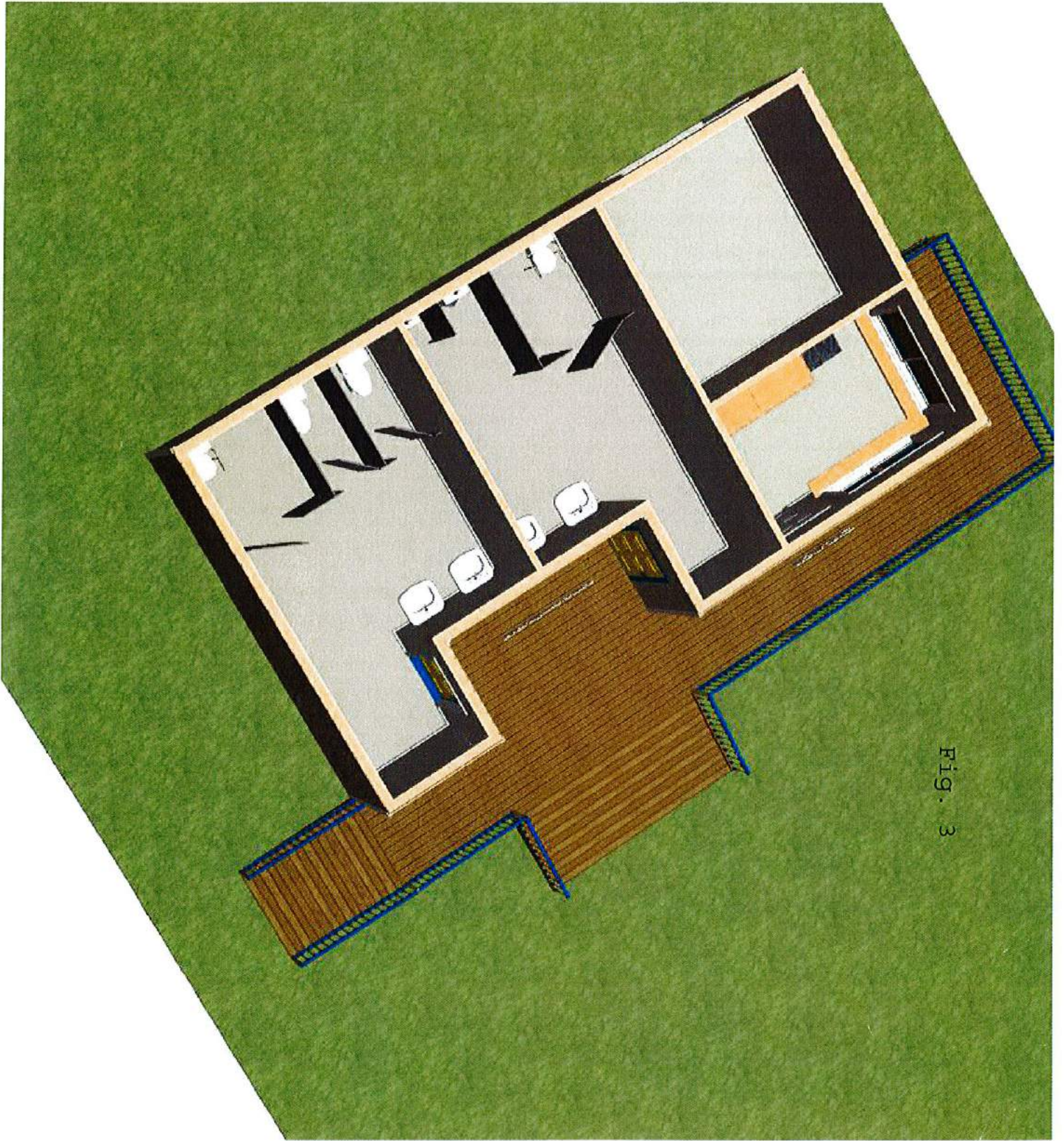
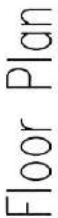
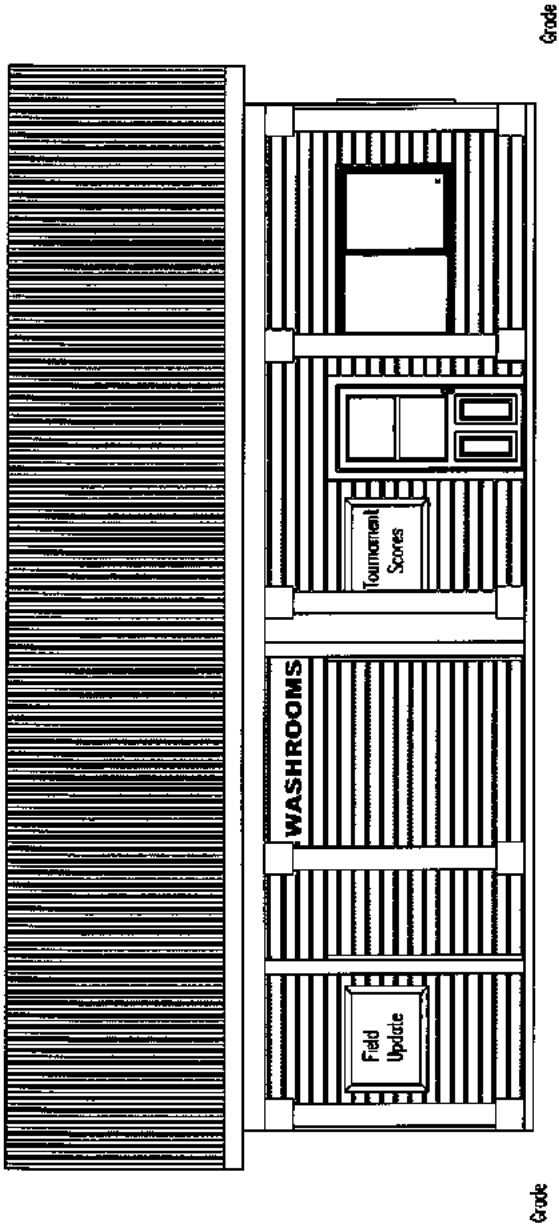
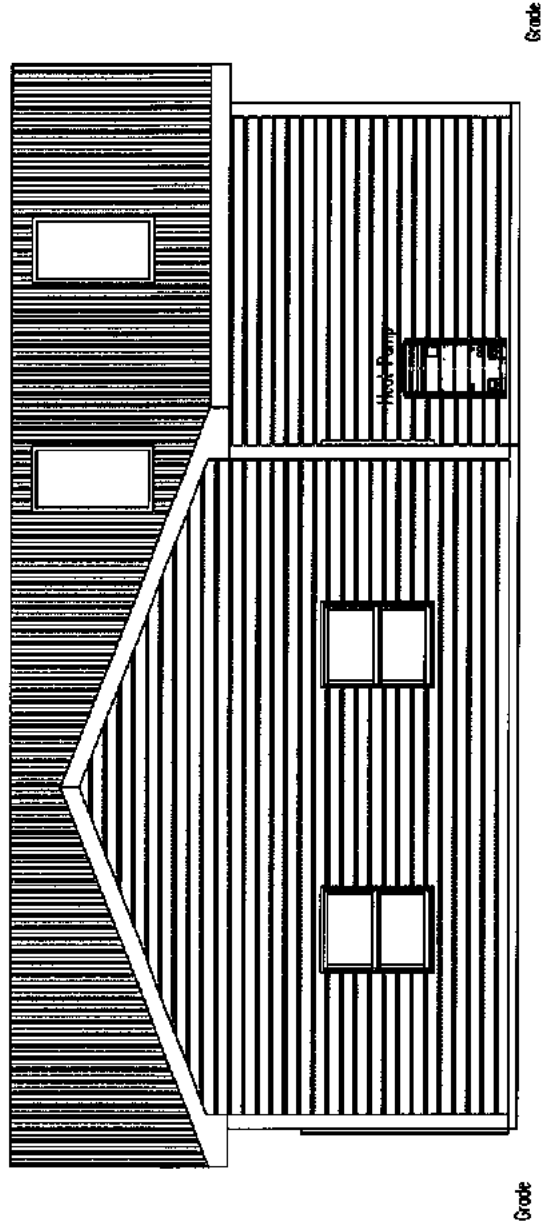


Fig. 3

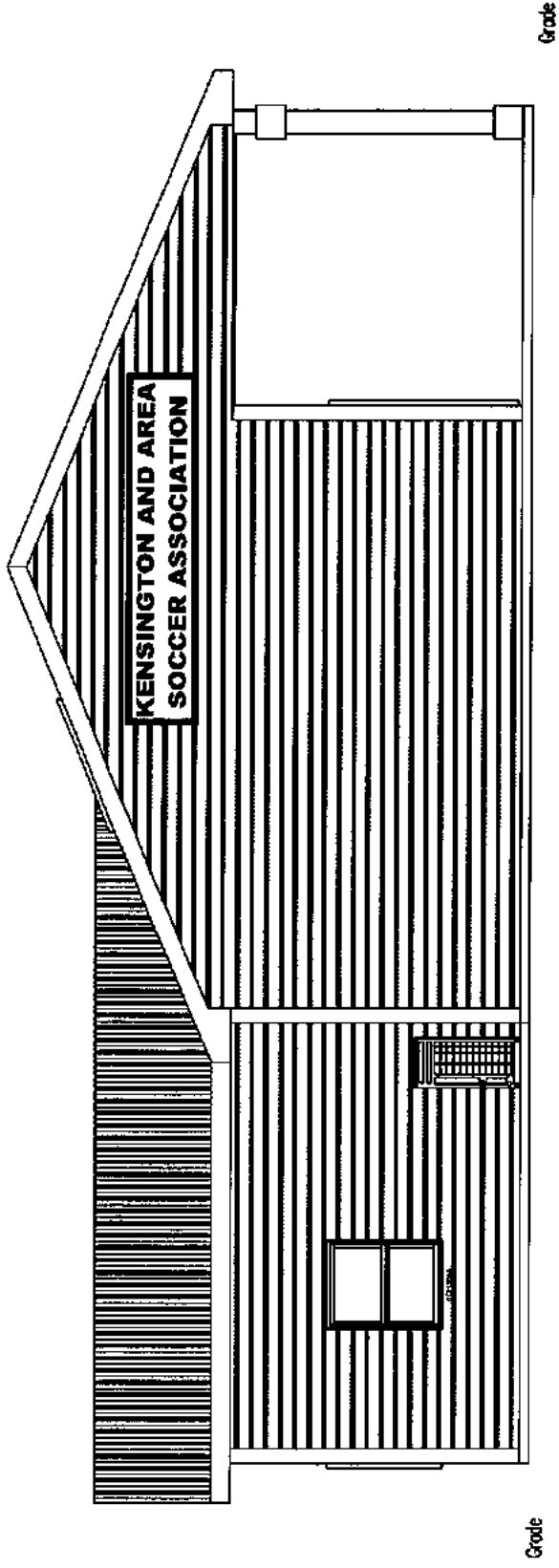




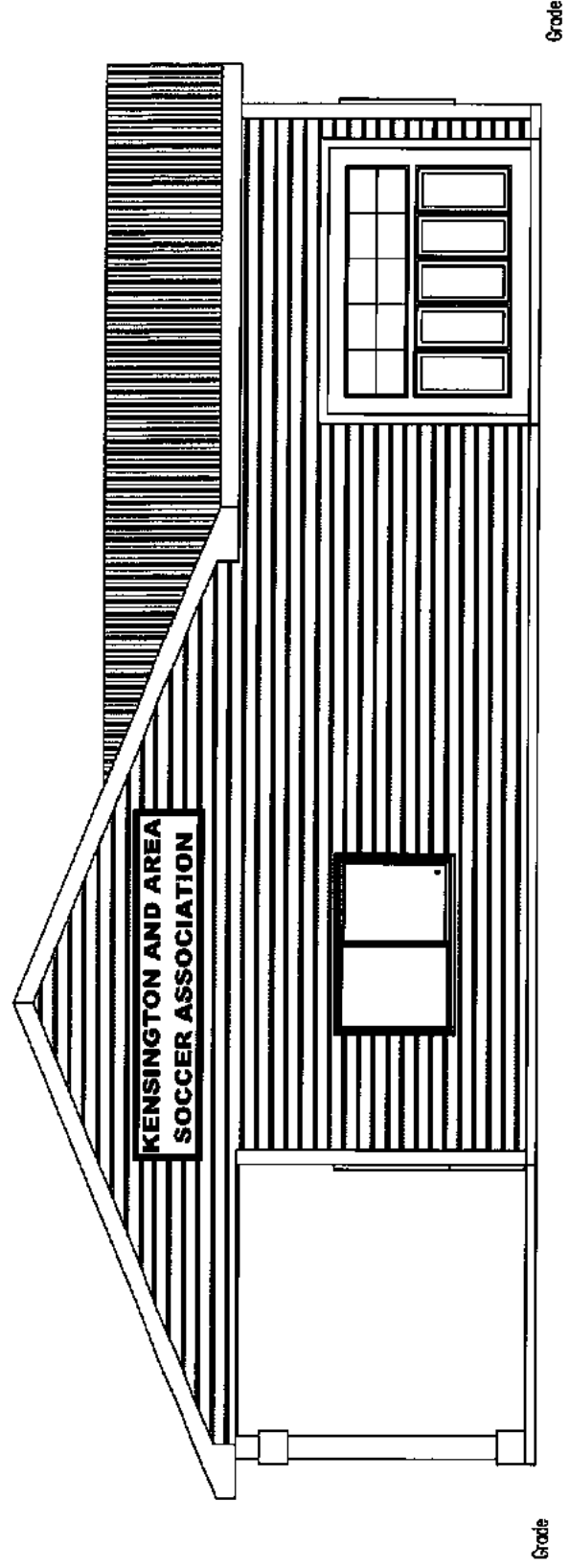
Front Elevation



Rear Elevation



Side A Elevation



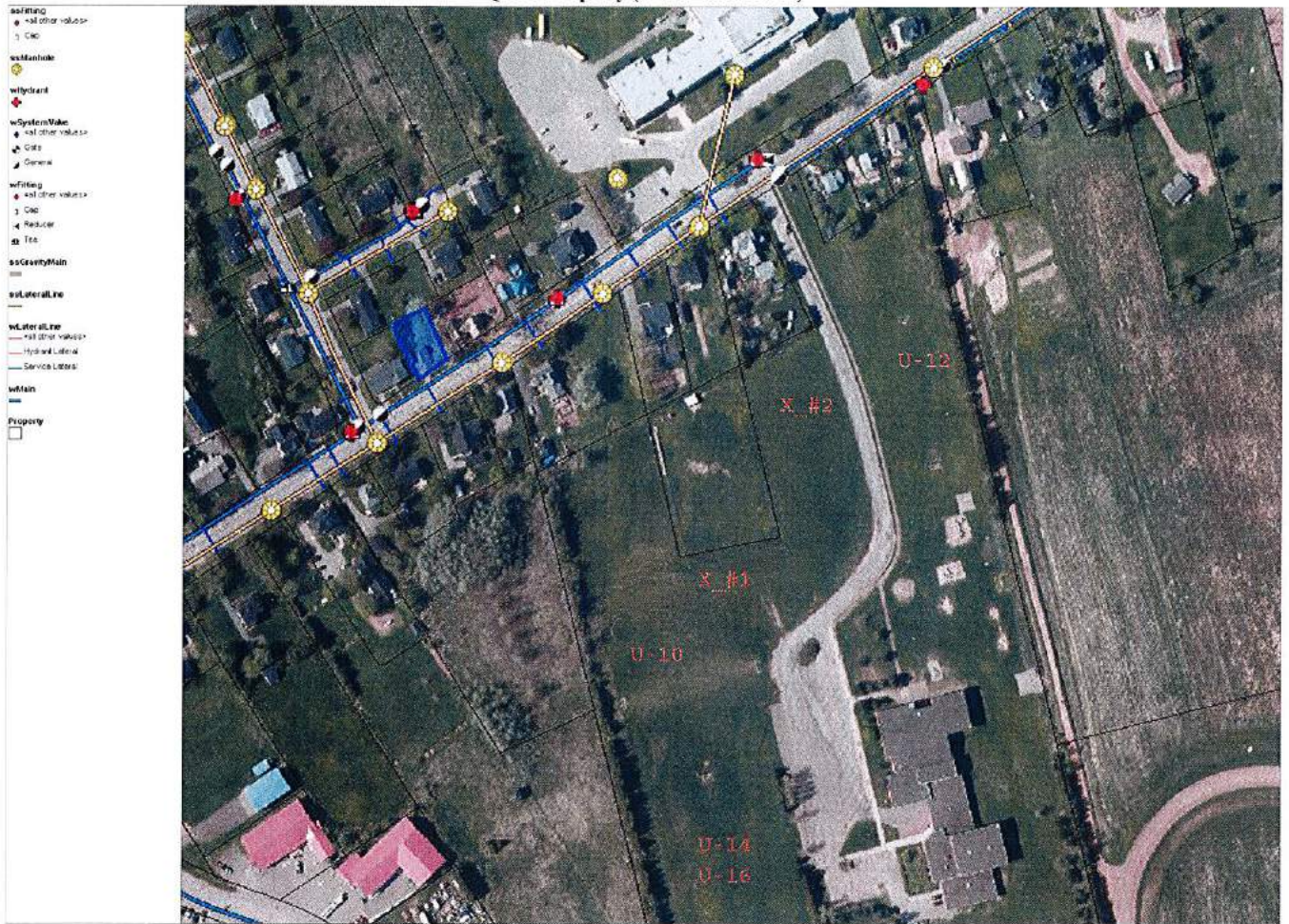
Side B Elevation

Kensington and Area Soccer Association - Proposed Building Cost Estimate

	Estimate
Survey	\$1,000.00
Design	\$5,000.00
Site Work	\$18,000.00
Utilities	\$7,000.00
Building Construction	\$85,000.00
 Total Building Construction	 \$116,000.00
Construction Contingency	\$11,600.00
Total Cost Estimate	\$127,600.00

QEES Property (Water and Sewer)

Fig. 1



TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: TOWN OF KENSINGTON EMERGENCY MEASURES PLAN
DATE: 22/04/2016

Recommendation:

It is requested that Committee of Council consider and make the following recommendation to Town Council for their consideration at their May 9, 2016 regular meeting through the following resolution(s):

WHEREAS Chapter E-6.1 of the Emergency Measures Act, 1990 provides that municipalities may establish a Municipal Emergency Measures Organization, and indicates the actions which may be taken by municipalities to further emergency planning;

AND WHEREAS Kensington Town Council approved an Emergency Measures Plan in 2006, which is required to be updated;

BE IT RESOLVED THAT Kensington Committee of Council recommend that Town Council approve a revised Emergency Measures Plan as presented by the Chief Administrative Officer dated May 9, 2016.

Background:

A draft revised Emergency Measures Plan was circulated to Committee of Council at their regular March meeting. Committee members were requested to review the Plan and to provide any comments or concerns to the CAO prior to the April meeting of Town Council. It was identified by the CAO at the April meeting of Town Council that several revisions were required to the document prior to Town Councillors giving it formal approval. All required revisions have since been made to the Plan, which have been vetted through the PEI Department of Public Safety and the Kensington Emergency Measures Coordinator, David Elliott. Councillors will note specific additions to the Plan as follows:

1. Addition of emergency Fan-Out Procedures
2. Addition of typical Hazard Analysis Questions
3. Addition of Evacuation Procedures
4. Addition of Reception Procedures
5. Addition of Post Emergency Report Requirements
6. Minor wording changes to improve readability
7. Updated emergency contact number.



**TOWN OF KENSINGTON
EMERGENCY MEASURES PLAN**

Approved and adopted by Council resolution on:

Date:

Mayor:

Chief Administrative Officer: _____

TABLE OF CONTENTS

Introduction	1
Purpose	1
Authority	2
Definitions	2
Accounting	3
Review and Amendment	3
Implementation	3
Direction and Control of Town Emergency Operations	3
Requests for Assistance	4
Fan Out	4
Public Information	4
Identification	4
Communications	4
Municipal Responsibilities	5
Mayor and Council	5
Emergency Measures Coordinator	5
Administrative Services Manager	6
Transportation Services Manager	6
Communications Manager	7
Public Information Manager	7
Health Services Manager	8
Fire Services Manager	8
Public Works Manager	8
Police Services Manager	9
Social Services Manager	9
Feeding Services Manager	10
Clothing Services Manager	10
Personal Services Manager	10
Lodging Services Manager	11

Appendices

Appendix A – Emergency Measures By-Law	12
Appendix B – Proclamation – State of Emergency	15
Appendix C – Community Emergency Numbers	16
Appendix D – Mayor, Council and Staff Contacts	17
Appendix E – Other Community Numbers and Contacts	19
Appendix F – List of Managers for each Position	26
Appendix G – Emergency Fan-Out	28
Appendix H – Hazard Analysis Questionnaire	29
Appendix I – Evacuation Procedures	30
Appendix J – Reception Procedures	32
Appendix K – Post Emergency Report	34
Appendix L – Record of Amendments	35

TOWN OF KENSINGTON

EMERGENCY MEASURES PLAN

INTRODUCTION

1. Responsibility for the management of municipal emergency operations rests with the local authority (Mayor and Council). The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other Mutual Aid areas or the Provincial Government through the PEI Emergency Measures Organization.
2. There are certain fundamental principles concerning emergency planning in Canada which are recognized as being essential to effective operations. These include:
 - a. Responsibilities for meeting most emergencies normally rests with those directly affected. Where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government if necessary;
 - b. Operational responsibility for managing emergencies should remain at the local government at which it is possible to effectively manage the emergency situation; and
 - c. Responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.
3. By extension of these principles it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

Purpose

4. The purpose of this plan is to outline the procedures to be followed by the Town of Kensington in order to provide a prompt and coordinated response to an emergency situation or disaster.
5. This plan sets out the basic arrangements applicable to any emergency
6. This plan is designed to provide direction and guidelines, from a single agency response to a fully coordinated, collective response by many agencies and local government, to an emergency or disaster. It may be implemented in part or in whole, depending on the magnitude of the situation. This plan also provides guidance to the Town of Kensington for emergency planning and action.

AUTHORITY

7. This plan is issued by Council of the Town of Kensington, under the authority of:
 - a. The Emergency Measures Act; R.S. PEI 1990
 - b. The Town of Kensington Emergency Measures By-Law dated the 23rd day of March, 2006. (See Annex A)

DEFINITIONS

8. In this plan:
 - a. **Disaster** means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, accident, attack or sabotage which endangers property, the environment or the health, safety or welfare of the civil population;
 - b. **Emergency** means a present or imminent event in respect of which the Minister or the municipality believes prompt coordination of action or special regulation of persons or property must be undertaken to protect the health, safety or welfare of people or to limit damage to property.
 - c. **Minister** means the Minister responsible for administering the PEI Emergency Measures Act
 - d. **Emergency Measures Coordinator** is the individual designated by Council to develop an emergency management program for the municipality of Kensington. This position receives direction from and reports to the Mayor and Council and directs the EMC team.
 - e. **Emergency Measures Committee (EMC)** means representatives from the various Town Departments and otherwise that have been designated the task of producing a realistic assessment of the risks the Town may face and developing a program and plan for emergency response.

- f. **Emergency Organization Centre (EOC)** is the operations centre where the Emergency Measures Coordinator and EMC team assemble and from where they will coordinate the response to an emergency.
- g. **PEI Emergency Measures Organization (EMO)** means the PEI Emergency Measures Organization established under the section 3 of the Emergency Measures Act which has been mandated to provide the Province with an emergency management system for the protection of persons, property and the environment in response to all emergencies and disasters.

ACCOUNTING

- 9. The Town CAO will be responsible for the accounting of all funds expended or committed in controlling the emergency and for keeping records of the equipment used in operation.

REVIEW AND AMENDMENT

- 10. This guide will be reviewed annually by the Emergency Measures Coordinator, who will be responsible for the preparation of amendments, as required, and their submission to the mayor and Council for review. Once accepted by Council it will be forwarded to the EMO for review.

IMPLEMENTATION

- 11. This plan shall be implemented:
 - a. on the declaration of a State of Emergency by the mayor or in his or her absence the Deputy Mayor or in his or her absence any three members of Council, plus the CAO and Police Chief;
 - b. on a declaration by the Lieutenant Governor in Council, of a state of Provincial State of Emergency.
- 12. This plan may be implemented in part or in full when no state of emergency exists:
 - a. By the Mayor and Council
 - b. By Majority of Council Members
 - c. By the Emergency Measures Coordinator subject to an immediate report to members of Council and prompt ratification of Council.

DIRECTION AND CONTROL OF TOWN EMERGENCY OPERATIONS

13. **The Mayor and Council** - Responsibility for the management of municipal emergency operations rest with the local authority. They are responsible to exercise control over emergency operations. The Mayor and Council have the decision making authority in the event of an emergency involving the Town of Kensington.
14. **The Emergency Measures Coordinator** is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor and Council. He/she acts as liaison between municipal council, the emergency site and the Emergency Measures Organization.
15. **The Emergency Site Manager (ESM)** the emergency site will be under the direct control of the senior police officer present, senior fire chief or as an Emergency Site Manager duly appointed by the Mayor and Council.
16. **The Emergency Measures Organization** - The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated Town/provincial response. Should Town resources be insufficient to deal with the emergency, assistance may be requested from the Provincial Government through the PEI Emergency Measures Organization. The Emergency Measures Organization is responsible for coordinating the interface with the municipalities. The provincial government provides assistance when requested. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency not in a municipality, emergencies on provincial lands) or in a provincially declared emergency the province may assume responsibility for direction and coordination of the emergency.
17. **Municipal Office** - There will be a requirement for a meeting place for municipal officials and decision makers in a potential emergency situation. Meetings will take place in the Municipal Office. If this is not feasible then officials will meet at the Municipal Fire Station. (See Appendix B for list of emergency locations and contacts)

REQUESTS FOR ASSISTANCE

18. Requests for provincial assistance will be made to the PEI Emergency Measures Organization, and should be approved by an elected representative of the Town authority. Requests may be verbal initially but must be confirmed in writing.

FAN OUT

19. In the event of an impending or actual emergency the arrangements for dissemination of information (fan out) are outlined in Appendix C – Proclamation of Emergency.

PUBLIC INFORMATION

20. The Public Information Officer or person so designated for public relations will be responsible for the preparation and release of factual news reports to the media. The spokesperson shall be the Mayor (or other designated person if the Mayor's absence) for all communication with the media.

IDENTIFICATION

21. The Town Emergency Measures Coordinator will issue suitable identification to all personnel and for all vehicles engaged in emergency operations.

COMMUNICATIONS

22. Communications will be by telephone and Town Police Radio System or other means deemed suitable. Additional equipment if required may be obtained from other sources as may be necessary.

MUNICIPAL RESPONSIBILITIES

23. The responsibilities of the various elements and key personnel are outlined below:

MAYOR AND COUNCILORS

24. The Mayor and Council have the final decision making authority in the event of an emergency in the Town. The Mayor and Council may:
- a. declare a state of local emergency;
 - b. maintain continuity of elected government under emergency conditions;
 - c. exercise control over emergency operations;
 - d. decide on the commitment of resources outside the Town boundaries;
 - e. request assistance from Mutual Aid areas and the Government of Prince Edward Island through written agreements, if the situation cannot be controlled by local resources.

EMERGENCY MEASURES COORDINATOR

Reports to: Mayor and Council

25. The Emergency Measures Coordinator is responsible to the Mayor and Council and is responsible for the Emergency Measures Operation Centre Team. Duties include:
- a. initiating the Emergency Operations Centre (EOC) fan out plan when so directed;
 - b. ensuring key personnel are in place as required;
 - c. assuming overall command and control of the Emergency Operations Centre;
 - d. ensuring shift schedules are established;
 - e. ensuring communications are established;
 - f. responding to the requirements of the Emergency Site Manager.
 - g. reporting unusual situations or major events to Emergency Measures Organization;
 - h. ensuring managers take prompt and effective action in response to problems;

- i. ensuring action logs are maintained by all managers;
- j. ensuring that a master log is maintained and safeguarded;
- k. establishing priority of resources in concert with Emergency Operations Centre Managers when conflicts arise;
- l. requesting expert assistance as required;
- m. recommending to the Mayor and Council the need for provincial assistance;
- n. recommending to the Mayor and Council the need to evacuate a specific area;
- o. ensuring evacuation is carried out in accordance with the evacuation;
- p. advising the Mayor and Council when an evacuated area may be re-entered by individuals and when a general re-entry may be initiated;
- q. ensuring re-entry is carried out in accordance with the re-entry guidelines in the Provincial Emergency Measures Plan;
- r. monitoring the capacity of the area resources and if overextended, request assistance through mutual aid and Emergency Measures Organization;
- s. preparing and delivering briefings as the situation dictates;
- t. ensuring that a thorough situation briefing is conducted during shift changes;
- u. informing all managers of major events as they arise;
- v. performing other duties as assigned by the Mayor and Council.

ADMINISTRATIVE SERVICES MANAGER

Reports to: Emergency Measures Coordinator

- 26.** Responsible for administering secretarial, switchboard, security, receptionist, telephone switchboard services resources and financial administration.

Duties include:

- a. assist in setting up the Emergency Operations Centre;
- b. ensuring that only qualified personnel enter the Emergency Operations Centre;
- c. ensuring that (if applicable) the telephone switchboard is manned;
- d. ensuring security is provided for the Emergency Operations Centre area;
- e. ensuring that a reception area is established and staffed to direct visitors and media;
- f. providing secretarial services to the Emergency Operations Centre staff and executive;
- g. ensuring that replacement is thoroughly briefed during shift changes;
- h. maintaining a log of all actions taken;
- i. providing Emergency Measures Organization with amending and updating information pertaining to the Municipal Emergency Plan;
- j. maintaining an up to date list of administrative resources and services;
- k. providing specific services as requested by Emergency Operations Centre managers and arranging janitorial services for the Emergency Operations Centre;
- l. arranging food services for Emergency Operations Centre staff;
- m. maintaining records of all purchases and expenditures;
- n. ensuring staff members are called out when Emergency Operations Centre is activated; and
- o. perform other duties as assigned by the Emergency Measures Coordinator.

TRANSPORTATION SERVICES MANAGER

Reports To: Emergency Measures Coordinator

27. Responsible for coordinating of area emergency transportation services. Duties include:
- a. maintaining an up to date list of all transportation resources in the area;
 - b. determining where specialized vehicles and operators may be obtained depending on the nature of the emergency, and providing them to the Emergency Site Manager when requested;
 - c. providing transportation services when requested by the Emergency Site Manager;
 - d. establishing priorities for the use of resources in concert with other Managers and the Emergency Measures Coordinator;
 - e. selecting evacuation routes and pick-up points as necessary, in concert with the Police Services Manager;
 - f. informing transportation drivers of the locations of the Reception Centers, or other places where evacuees may be housed;
 - g. providing transportation as requested by other Managers;
 - b. providing advice to the Emergency Measures Coordinator when evacuation appears likely;
 - i. updating maps and notice boards as necessary;
 - j. ensuring that replacements are thoroughly briefed during shift changes;
 - k. maintaining a log of all actions taken and performing other duties as assigned by the Emergency Measures Coordinator.

COMMUNICATIONS MANAGER

Reports To: Emergency Measures Coordinator

28. Responsible for the Radio Operators and Message Control Centre. Duties include:
- a. maintaining a list of all communications resources in the area;
 - b. providing communications in support of emergency operations;
 - c. establishing a message control center;
 - d. providing operators for the radio networks and the message center;
 - e. establishing a back-up network using Amateur Radio systems and assigning frequencies;
 - f. responding to the communications needs of the Emergency Site;
 - g. informing the Emergency Measures Coordinator of major problems;
 - h. ensuring that replacement is thoroughly briefed during shift changes;
 - i. maintaining a log of all actions taken; and
 - j. performing other duties as assigned by the Emergency Measures Coordinator.

PUBLIC INFORMATION MANAGER

Reports To: Emergency Measures Coordinator

29. Responsible for coordinating the release of all information (through the Mayor) related to the emergency to the media and the public. Duties include:
- a. maintaining an up to date list of all media services in the area;
 - b. assisting in setting up the Emergency Operations Centre;
 - c. establishing a media briefing center;

- d. keeping the public informed of significant developments occurring during the emergency through the selected spokesperson;
- e. briefing the media periodically through selected spokespersons;
- f. gathering, processing and disseminating information from other managers;
- g. maintaining a log of all actions taken;
- h. ensuring that replacement is thoroughly briefed during shift changes; and
- i. performing other duties as assigned by the Emergency Measures Coordinator.

HEALTH SERVICES MANAGER

Reports To: Emergency Measures Coordinator

- 30.** Responsible for coordinating all area emergency health services. Duties include:
- a. maintaining an up to date list of all health related resources in the area;
 - b. alerting area hospitals of the emergency;
 - c. coordinating the continuation of public health measures including supervision of water supply, waste disposal operations, pest control, and control of communicable diseases;
 - d. selecting emergency morgue facilities and informing all concerned of the location;
 - e. ensuring security is provided at emergency morgues;
 - f. acquiring additional trained medical personnel as required;
 - g. establishing priorities of resources with other Managers, and the Emergency Measures Coordinator;
 - h. informing Emergency Measures Coordinator of significant events;
 - i. updating maps and notice boards as necessary;
 - j. ensuring that replacements are thoroughly briefed during shift changes;
 - k. ensuring Reception Centers are periodically inspected;
 - L maintaining a log of all actions taken; and
 - m. performing other duties as assigned by the Emergency Measures Coordinator.

FIRE SERVICES MANAGER

Reports To: Emergency Measures Coordinator

- 31.** Responsible for coordinating all area emergency fire and rescue services. Duties include:
- a maintaining an up to date list of all fire and rescue resources in the area;
 - b. determining where specialized equipment and operators may be obtained depending on the nature of the emergency;
 - c. providing specialized equipment and operators when requested by the Emergency Site Manager;
 - d. coordinating requests from the Emergency Site Manager for mutual aid;
 - e. providing advice to the Emergency Measures Coordinator when evacuation appears likely;
 - f. ensuring that dangerous goods support agencies are contacted if necessary;
 - g. updating maps and notice boards as necessary;
 - h. ensuring that replacements are thoroughly briefed during shift changes;
 - i. maintaining a log of all actions taken; and

- j. performing other duties as assigned by the Emergency Measures Coordinator.

PUBLIC WORKS MANAGER

Reports To: Emergency Measures Coordinator

32. Responsible for coordinating all area emergency engineering services. Duties include:
- a. maintaining an up to date list of all engineering resources in the area;
 - b. determining where specialized equipment and operators (Generators, Portable Lighting, Heavy Equipment, etc.) may be obtained depending on the nature of the emergency and providing these to the Emergency Site when requested;
 - c. responding to other engineering needs of the Emergency Site Manager;
 - d. coordinating the repair, construction and erection of emergency services;
 - e. establishing priorities for the use of resources in concert with other Managers and the Emergency Measures Coordinator;
 - f. informing the Emergency Measures Coordinator of major events or requirements;
 - g. determining where and how portable water may be obtained and distributed during an emergency;
 - h. updating maps and notice boards as necessary;
 - i. ensuring that replacements are thoroughly briefed during shift changes;
 - j. maintaining a log of all actions taken; and
 - k. performing other duties as assigned by the Emergency Measures Coordinator.

POLICE SERVICES MANAGER

Reports To: Emergency Measures Coordinator

33. Responsible for coordinating all area emergency police and security services. Duties include:
- a. maintaining an up to date list of all police and security resources in the area;
 - b. providing police and security resources when requested by the Emergency Site Manager;
 - c. establishing priorities for the use of resources in concert with the Emergency Measures Coordinator;
 - d. determining where specialized equipment and operators may be obtained depending on the nature of the emergency and providing these resources to the Emergency Site Manager when requested;
 - e. determining evacuation routes in concert with the Transportation Services Manager and the Emergency Site Team;
 - f. providing advice to the Emergency Measures Coordinator when evacuation appears likely;
 - g. providing security for specific facilities as requested;
 - h. updating maps and notice boards as necessary;
 - i. ensuring that replacements are thoroughly briefed during shift changes;
 - j. maintaining a log of all actions taken; and
 - k. performing other duties as assigned by the Emergency Measures Coordinator.

SOCIAL SERVICES MANAGER

Reports To: Emergency Measures Coordinator

34. Responsible for coordinating all aspects of Emergency Social Services. The Social Services Manager is responsible for ensuring that the five components of Emergency Social Services are met in an emergency: feeding, clothing, personal services, lodging and registration and inquiry. Duties include:

- a. ensuring that an up to date list of social services resources are maintained;
- b. providing overall supervision of all social services activities;
- c. predetermining resources that may be required depending on the situation;
- d. informing the Emergency Measures Coordinator of major events as they occur;
- e. responding to the needs of the Emergency Site Manager;
- f. ensuring that replacements are thoroughly briefed during shift changes;
- g. monitoring the capacity of area resources and if overextended requesting assistance through the Emergency Measures Coordinator;
- h. maintaining a log of all actions taken; and
- i. performing other duties as assigned by the Emergency Measures Coordinator.

FEEDING SERVICES MANAGER

Reports To: Social Services Manager

35. Responsible for all feeding services and distribution. Duties include:
- a. maintaining an up to date list of feeding resources in the area;
 - b. determining the feeding requirements of persons displaced by the emergency situation;
 - c. acquiring, transporting and ensuring the distribution of food supplies;
 - d. selecting cooks, food service helpers and others to cater to the feeding of persons at the reception centers or other places;
 - e. monitoring the need for food over an extended period of time;
 - f. maintaining a log of all actions taken;
 - g. updating the Social Services Manager on an ongoing basis; and
 - h. performing other duties as assigned by the Social Services Manager.

CLOTHING SERVICES MANAGER

Reports To: Social Services Manager

36. Responsible for all identified clothing needs. Duties include:
- a. maintaining an up to date list of all clothing resources in the area;
 - b. determining the clothing requirements of persons displaced by the emergency situation;
 - c. acquiring, transporting and ensuring the distribution of clothing at reception centers or other places;
 - d. selecting persons to assist with the distribution of clothing at reception centers or other places;
 - e. monitoring the need for clothing over a prolonged period.
 - f. maintaining a log of all actions taken;
 - g. updating the Social Services Manager on an ongoing basis; and
 - h. performing other duties as assigned by the Social Services Manager.

PERSONAL SERVICES MANAGER

Reports To: Social Services Manager

37. Responsible for coordinating all personal services to help any in need of social services, counsellors or other personal needs. Duties include:
- a. maintaining an up to date list of all Personal Services resources in the area such as - Social Workers, Counsellors, Mental Health Personnel, Clergy, etc.;
 - b. ensuring the personal needs of evacuees are assessed as they arrive at the Reception Centre;
 - c. ensuring qualified people are assigned and available to assess the needs of evacuees;
 - d. contacting and assigning the best qualified person (considering the situation) to ease the fears of the persons affected;
 - e. monitoring the long term need for special care.
 - r. maintaining a log of all actions taken;
 - g. updating the Social Services Manager on an ongoing basis; and
 - h. performing other duties as assigned by the Social Services Manager.

LODGING SERVICES MANAGER

Reports To: Social Services Manager

38. Responsible for dealing with the needs for temporary lodging. Duties include:
- a. maintaining an up to date list of all lodging resources in the area;
 - b. in consultation with the Social Services Manager selecting emergency reception centers or other emergency facilities-as required and confirming availability;
 - c. informing all Emergency Operations Centre staff of the selected sites;
 - d. informing Reception Centre Managers of selected facilities and ensuring that they proceed to the facilities;
 - e. determining if overcrowding of any facility has occurred and initiating remedial action;
 - f. monitoring periodically, the situation at the facilities;
 - g. selecting people to assist the Reception Centre Managers;
 - h. maintaining a log of all actions taken;
 - i. updating the Social Services Manager on an ongoing basis; and
 - j. performing other duties as assigned by the Social Services Manager.

Appendix A

EMERGENCY MEASURES BY-LAW TOWN OF KENSINGTON

A By-Law to establish and maintain a Municipal Emergency Measures Plan for the Town of Kensington and to authorize the Town of Kensington to participate to the full extent of its capabilities in the said plan.

WHEREAS Chapter E-6.1 of the Emergency Measures Act 1990 provides that municipalities may establish a Municipal Emergency Measures Organization, and indicates the actions which may be taken by municipalities to further emergency planning;

AND WHEREAS it is deemed expedient to establish an Municipal Emergency Measures Organization to serve the Town of Kensington to plan for the possibility of emergency situations arising in the Town and to respond effectively to such unforeseen emergencies;

THEREFORE the Council of the Town of Kensington enacts as follows:

1. A Municipal Emergency Measures Organization is hereby established, hereinafter referred to as the Town of Kensington Municipal Emergency Measures Organization.
2. The purpose and objective of the Town of Kensington Municipal Emergency Measures Organization, with the cooperation of the Provincial Emergency Measures Organization, are as follows:
 - a. to maintain a comprehensive program that will enable the Town of Kensington to respond effectively to emergency situations that may occur and to provide for the emergency operation of municipal government;
 - b. to establish plans for the cooperation and mutual assistance between municipal governments in the event of a disaster or emergency;
 - c. to prepare plans for public survival;
 - d. to coordinate the emergency plans of the municipal departments and services having immediate responsibilities in the event of a disaster or emergency;
 - e. to cooperate with authorities of the municipality, neighbouring municipalities and provincial authorities who have been assigned comparable duties;
 - f. to conduct emergency measures courses for the training of personnel who have an emergency role;
 - g. to conduct a public self-help education program related to emergencies; and
 - h. to carry out other similar work within the geographical area encompassed by the municipality.
3. The Mayor and Council shall have the following duties, powers and responsibilities:
 - a. to establish policy for the Town of Kensington Municipal Emergency Measures Organization;

- b. by resolution of the Council, appointment of a Municipal Emergency Measures Coordinator, the Emergency Measures Planning Committee members and such other employees/individuals as may be required to assist the Municipal Emergency Measures Coordinator from wherever possible, within or outside of the municipal administration; and
 - c. name or assign such persons, as it may deem advisable, to perform duties related to continuity of Town government and public survival in the case of an emergency or disaster.
4. The Municipal Emergency Measures Coordinator shall be Chairman of the Planning Committee and be responsible for:
 - a. implementation of the policy as formulated by the Mayor and Council;
 - b. fulfilment of the "Purposes and Objects" as more particularly set out in Section 2 of this By-Law; and
 - c. the performance of other related duties as directed by the Mayor and Council.
5. Until such time as Council decides otherwise, the Town Manager shall be the Municipal Measures Emergency Coordinator.
6. The Emergency Measures Planning Committee may be comprised of the following within the Town of Kensington:
 - Town Manager
 - Town Administrator
 - Director of Police Services
 - Second I/C Police Services or Designate
 - Fire Chief
 - Deputy Fire Chief or Designate
 - Public Works Superintendent
 - Public Works Assistant
 - A representative of the Town medical community
 - Others as the emergency standing committee deems necessary;
7. The Emergency Measures Planning Committee shall:
 - a. be responsible for coordinating or integrating plans for the continued functioning of municipal services which would be required in the event of an emergency; and
 - b. when policy decisions are required, submit the matter to the Mayor and Council in the form of recommendations.
8. The Town Council, when satisfied that an emergency exists or the likelihood that an emergency exists in the Town of Kensington, may declare a State of Local Emergency in respect of the Town. Where the Council of the Town is unable to act promptly in declaring a state of local emergency in the Town pursuant to subsection (2) of the

Emergency Measures Act, the Mayor of the Town may, after consulting a majority of the members of the Council when practicable, declare a state of local emergency in the Town.

I, Frances Salsman, Administrator of the Town of Kensington, do hereby certify that the forgoing is a true and correct copy of a By- Law, duly passed by Council, at a duly called and regularly constituted meeting held on the 23rd day March, 2006.

Town Administrator Frances Salsman

Draft

Appendix B
PROCLAMATION
STATE OF EMERGENCY
(Refer to Emergency Measures Act)

Whereas, _____
(Describe cause, eg Fire, Accident)

At, _____
(Location)

Resulting in _____
(Describe the type of danger, fire, explosion)

I _____
(Name and position of authority)

do herein declare that a state of local emergency exists as of _____
(Date, time)

within the area bordered by _____

(Exact location)

This proclamation is in effect until further notice.

Signature

Date/Time

Appendix C
Community Emergency Numbers

EMERGENCY

Fire **911**

Police **911**

Ambulance **911**

Hospital

Medical Clinic

P.E.I. Emergency Measures Organization 894-0385

Access PEI

120 Water Street

Summerside, PEI

C1N 5L2

Joint Emergency Operation Center

Suite 600, National Tower Bldg.

134 Kent Street

P.O. 2000

Charlottetown, P.E.I. C1A 7N8

Appendix D
Mayor, Council and Staff Contact Numbers

TITLE	NAME	RESIDENCE
TOWN OFFICE		902-836-3781
ELECTED OFFICIALS		
Mayor	Rowan Caseley	902-836-5445 902-432-4492
Deputy Mayor	Rodney Mann	902-836-3550 902-439-206+5
Council	David Doucette	902-836-3011
Council	Mack MacLean	902-836-4690 902-439-5536
Council	Marvin Mill	902-836-3507 902-439-4566
Council	Coreen Pickering	902-629-0170 902-439-8264
Council	Jeff Spencer	902-836-3991 902-888-7066
TOWN STAFF		
CAO	Geoff Baker	902-836-4248 902-439-8849
Deputy Admin	Wendy MacKinnon	902-836-4545 902-439-1059
Admin Assistant	Kimberly Caseley	902-954-0846

Police Chief	Lewie Sutherland	902-836-1046 902-888-7120
Police 2 IC	Andrew Griffin	902-436-7177 902-439-6070
Fire Chief	Allan Sudsbury	902-836-3407 902-888-7379
Deputy Fire Chief	Rodney Hickey Allan MacLeod	902-836-7229 902-439-1083 902-439-5629
Fire Association		902-836-3088
Public Works Supervisor	Ralph Wadman	902-836-3961 902-439-2212
Public Works Assistant	Doug Killam	902-836-3881 902-439-5202
Community Gardens Manager	Robert Wood	902-836-3509 902-439-9726
Emergency Measures Coordinator	David Elliott	902-432-2109
Alternate EMO	Geoff Baker, CAO	902-439-8849

Appendix E
Other Community Contacts

MEDICAL CLINIC	Location	Ph. Number
Dr. C MacNearney	Kensington	902-836-0180
Dr. Reish	Kensington	902-836-0180
Dr. MacKean	Kensington	902-836-0180
Public Health Office	Cathy White	902-836-3863
Summerside Medical Center	Summerside	902-432-8181
HOSPITALS – Health and Safety		
Prince County Hospital	Summerside	902-432-2547
Queen Elizabeth Hospital	Charlottetown	902-894-2111 Emerg. 902-894-2200
VG Hospital	Halifax	902-473-2700
Poison Control Centre (IWK)	Halifax	902-470-8161 800565-8161
Medacom Atlantic (911 Dispatch Center)		902-892-1204
PEI Telecom (RCMP)		902-566-7112
FIRST AID		
St. John's Ambulance	Dartmouth	800-565-5056
Island EMS		902-892-9995
COMMUNITY SERVICES		
Child and Family Services / Child Protection Services	Summerside Charlottetown Toll Free	902-888-8100 902-368-5330 877-341-3101

	After Hours	800-341-6868
Social Assistance Program		902-888-8397
Victims Services	Charlottetown	902-368-4582
	Summerside	902-888-8218
FIRE DEPARTMENTS		
New London Fire Department	Dale Parsons	902-886-2118
Kinkora Fire Department		
New Glasgow Fire Department		
Summerside Fire Department		902-432-1299
Cavendish Farms Fire Department		902-836-7141
Kensington Fire Department		902-836-4831
VETERINIARIANS		
Kensington Vet Clinic	Kensington	902-836-3410
SHELTERS - c/w kitchen facilities		
Kensington Fire Department	Allan Sudsbury	902-836-3407
		902-888-7379
	Rodney Hickey	902-836-7229
		902-439-1549
Kensington Legion	Lester Davison	902-836-3229
KISH School	Donald Mulligan	902-836-8901
QEES School	Rodney MacArthur	902-836-8900
Community Gardens Complex	Robert Wood	902-836-3509
		902-439-9726
Murray Christian Centre	Jamie Mackay	902-888-8868
	or	
	Rev. Robert McCarthy	902-836-4819
		902-439-4267

RESTAURANTS		
The Home Place		902-836-5686
Island Stone Pub		902-836-3063
Lotus Gardens		902-836-5055
Bakin Donuts		902-836-4524
Frosty Treat		902-836-3000
Johnny's Dairy bar		902-836-4144
Greco		902-836-4444
Friends and Family Restaurant		
HOTELS		
Loyalist Country Inn	Water Street	902-436-3333
Causeway Bay Linkletter Motel	Central Street	902-436-2157
Econo Lodge	All Weather Hwy	902-436-9100
Mulberry Motel	Water Street	902-436-2520
Baker's Lighthouse Motel	Summerside	902-436-2992
Quality Inn	Water Street	902-436-2295
Slemon Park Hotel	Summerside	902-432-1780
Clarks Sunny Isle Motel	Water Street	902-436-5665
The Home Place	Kensington	902-836-5686
Victoria Inn	Kensington	902-836-3010
ENVIRONMENTAL		
Department of Environment		800-565-1633
Transportation of Dangerous Goods		613-992-4624 613-996-6666
Occupation Health and Safety		902-628-7513
PEI EMO		902-888-8050 902-892-9365
Jeff Barrett		902-368-6629

Spill Report (Coast Guard)		1-800-565-1633 (24 hours)
CLERGY		
Kensington Presbyterian Church (Victoria St)	Rev. Alan Stewart	902-836-3266
Kensington United Church (School St)	Rev. Robert McCarthy	w 902-836-3347 h 902-836-4819 c 902-439-4267
Kensington Anglican Church (Victoria St)	Rev. Cathy Fagan	w 902-836-3303
Kensington Catholic Church (Broadway St North)	Father	w 902-836-3609
Church of Nazarene (Victoria St E)	Rev. Raymond Hinchey	902-439-1951
Salvation Army	Willis Drover	902-436-6044
Rev. Al Meloche	Police Chaplain	902-836-4666
VOLUNTEER AGENCIES		
Red Cross	Charlottetown	902-628-6262
Red Cross – Local	Peter MacLellan	902-626-5082
Red Oak Shrine Club	Richard Rankin	902-436-6452
Kensington Lions Club		902-836-5060
PEI Snowmobile Association		902-894-7669
SCHOOL BUS OPERATORS		
Erskin Ashley	Kensington	902-836-3152
Dale Johnston		
Todd Moase		
COAST GUARD	Lois Drummond	h 902-887-2996 c 902-439-1390
2 Way Radio Operators		

Rodney Mann		h 902-836-3550 w 902-566-5411 c 902-439-2065
Lloyd Banks		902-836-3612
TAXI CAB		
Team Taxi		902-436-4555
Courtesy Cab		902-436-4232
SNOW PLOUGH DISPATCHER		
Government Garage Dispatcher	Garth Gallant	902-888-8275
District Supervisor	Mike Berrigan	(902) 888-8282
Island Coastal		902-886-2000
Island Coastal	Elmer Parsons	902-940-7543
Police Services		
Policing Services Manager	Gordon Garrison	902-368-4823 902-314-9152
Atlantic Police Academy	Chief Edgar MacLeod Or Deputy Chief Eric Fiander	902-888-6700
Director of Public Safety	Aaron Campbell	902-894-0385
Enforcement Manager – Environment , labour and Justice	Chief Wade MacKinnon	902-368-4808 902-314-0736
TOW TRUCKS		
Johnsons Towing (Island Towing)		902-436-9734
JJ's Towing (Prince Towing)		902-303-4086 902-303-4087
HEAVY EQUIPMENT		
Waugh's Construction	Kenny Waugh	902-436-3880

Commercial Construction	Garth Toombs	902-836-3652
Thompson Backhoe	Garth Thompson	902-888-3358
Island Coastal	Keith Brown	902-886-2000
GENERATORS		
Terry Curley		902-888-7179 902-886-2046
MacEwen Farms		902-886-3020 902-439-0753
Cavendish Farms		902-836-5515
GENERAL CONTRACTORS		
Toombs Plumbing and heating		902-963-2301
Andrew Building Company	Shane Andrew	902-439-3471
Building Blocs Home Improvement	Clark Waite	902-836-5193
SNOW REMOVAL SERVICES		
Commercial Construction	Garth Toombs	902-836-3652
Wade Caseley		w 902-836-3212 c 902-439-1014
Clark Waite		902-836-5193
UTILITIES		
Maritime Electric		800-670-1012 902-368-3468
Bell Aliant		611
East Link		
Irving		
Island Petroleum		
Feasible Fuels		
Noonan Petroleum		

ENGINEERING		
WSP	Luc Van Hul Larry MacQuaid	902-436-2669

Draft

Appendix F
Appointed Managers for EMO

Position	Name	Phone
Emergency Measures Coordinator	David Elliott Alternate – Geoff Baker	902-836-9554 902-432-2109 902-432-4772 902-439-8849
Administrative Services Manager	Wendy MacKinnon Alternate Kim Caseley	902-439-1059 902-954-0846
Transportation Services Manager		
Communications Services Manager	Rodney Mann	902-439-2065
Public Information Manager	Geoff Baker, CAO	902-439-8849
Health Services Manager	Dr. Helga Reish	Home 902-836-4893 Work 902-836-0180
Fire Services Manager	Rodney Hickey Alternate – Allan MacLeod	902-439-1083 902-439-5629
Public Works Manager	Geoff Baker, CAO Alternate – Ralph Wadman	902-439-8849 902-439-2212
Police Services Manager	Lewie Sutherland Alternate – Andrew Griffin	902-888-7120 902-439-6070
Social Services Manager	Rev. Jack Spencer	
Feeding Services Manager		
Clothing Services Manager		
Personal Services Manager		

Lodging Services Manager		
---------------------------------	--	--

Draft

Appendix G

Emergency Fan-Out

Emergency Fan-Out Arrangements

1. When an emergency occurs or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Emergency Measures Coordinator who will then in turn alert the Mayor and Council. The Municipal Emergency Measures Coordinator will instruct the Administrative Services Manager to institute the fan-out.
2. The Municipal Emergency Measures Coordinator will maintain a telephone fan-out chart and will ensure all individuals on the chart are advised of changes in personnel and/or telephone numbers, as they occur.
3. The Emergency fan-out shall include notification to the Mayor and Council (Appendix D) and all Emergency Measures Managers and Committee Members (Appendix F)

Appendix H

Hazard Analysis Questionnaire

Hazard Analysis Questionnaire

The following are some questions that will help in identifying situations that may be appropriate for effective emergency planning in the Town. Additional questions should be identified.

1. Do any industries in the town make, use or store hazardous materials?
2. Are hazardous chemical or radioactive material dump sites located within ten miles of the town?
3. Are hazardous goods transported through the streets of the town?
4. Is the town subject to possible flooding?
5. Do any individuals store chemicals or hazardous materials on their property in or around town?
6. Does the town have only one source of electrical power?
7. Does the town have industry and agriculture which depends heavily on petroleum fuels or products?
8. What is the risk of a fire in the business area of the town and what could be the outcome?
9. Is the town prepared in the event of a forest fire in the surrounding area?
10. What emergency situation may arise from: heavy snowfalls, blizzards, hurricanes, flooding and ice storms.
11. What other possible emergency situations require identification?

Appendix I

Evacuation Procedures

Warning

1. The Police and Fire Departments are usually the first on the scene. If immediate evacuation is necessary, it will be initiated by the Police or Fire Department. The Senior Police and/or Fire Official at the scene will notify the EOC that an evacuation is necessary and they in turn will relay this information to the Mayor and Council.
2. The warning shall state:
 - a. The location;
 - b. Nature of emergency – i.e. fire, gas leak, explosion; and
 - c. If possible, the extent of the area to be evacuated.
3. The Mayor and Council receiving the warning will:
 - a. Notify other officials;
 - b. Declare a state of local emergency, if necessary;
 - c. Order evacuation as required;
 - d. Pass the warning to the citizens;
 - e. Determine number of evacuees and arrange for accommodations; and
 - f. Advise PEI Emergency Measures Organization of actions taken.

Transportation

4. It is anticipated that many will provide their own transportation. Radio and TV broadcasts should indicate that those requiring transport will make their request known to emergency headquarters.

Schools

5. In the event the schools need to be evacuated, the school authorities will transport the students to the nearest safe collection point by school buses and any other means of transportation available. After being evacuated from the danger area the situation will determine where the students will go next. Radio and TV broadcasts should keep parents informed.

Institutions

6. The Town Medical Centre, Dental Offices, Community Care Facility, Apartments, Senior Citizen residences, Schools, Community Gardens Complex and like facilities are expected to have their own evacuation procedures in place in case of an emergency.
7. In the event that circumstances from an external emergency requires the evacuation of any of those facilities mentioned in section 6 above:

- a. The Health Services Manager in conjunction with the facility will ascertain the number of those who require physical assistance; and
- b. The Transportation Services Manager will assist the facility in obtaining sufficient vehicles to carry out the evacuation (Ambulances, Public Works vehicles, School Buses, etc.)

Security

8. Emergency response personnel will check the area involved to ensure that all persons are evacuated.
9. During the emergency period the RCMP or local police will maintain patrols of the evacuated area.

Draft

Appendix J

Reception Procedures and Requirements

Reception Centre Requirement

1. Local emergency conditions or conditions in neighbouring communities may necessitate evacuation and the establishment of a reception centre. Mutual aid agreements between municipalities will be part of the ongoing planning of the town to ensure the availability of a designated location.
2. It is not anticipated that evacuees would be assisted for a period of more than one or two days, however the possibility of a longer stay will not be discounted.
3. To receive and accommodate evacuees Reception Procedures will be enacted in whole or in part as required.

Reception

4. A Reception Centre will be selected and set up under the direction of the Social Services Manager.
5. The functions of the Centre may be lodging, feeding, clothing, personal services, registration and inquiry.

Lodging

6. Accommodations will be arranged on a congregate lodging basis in the first instance. Identified buildings will provide congregate accommodation for the numbers shown in Lodging Resources. If a prolonged stay is anticipated or develops, billeting in private homes or commercial accommodations will be considered. The Health Manager will be available for advice on issues of health and sanitation. He/She will also provide some services in the area of consultation and counselling, inspection and nursing.

Feeding

7. Feeding of evacuees will be arranged by the Social Services Manager using volunteer services as shown in Feeding Resources. Cooking facilities in buildings selected to accommodate the evacuees will be activated to provide coffee and a light snack for the evacuees upon arrival and to serve hot meals twice per day for the duration of the reception. If the selected building(s) do not have feeding capabilities, alternate arrangements will be made with local hotels, restaurants and catering groups.

Clothing

8. Clothing of evacuees will be arranged by the Social Services Manager using volunteer services as shown in clothing Resources.

Personal Services

9. Counselling services may be provided by local clergy and if required by referral to Social Services and Community Health Officials. Additional personal services may be arranged by the Emergency Social Services Manager using volunteers as required.

Registration and Inquiry

10. Contact Social Services Manager to establish a Registration and Inquiry Program.

Draft

Appendix K

Sample Post Emergency Report

General

1. The requirements for this report is to provide assistance in the compilation of the Municipal report after the emergency to provide a record of all actions taken by the EMC, and to make recommendations with a view to improving overall response to an emergency or disaster.

Format

2. The format for the report shall be as follows:
 - a. General – a brief description of the emergency.
 - b. Emergency Response Structure – describe the EMC response structure; indicate the extent of the involvement in terms of time, number of personnel involved and material resources used.
 - c. Sequence of Events – in chronological order, list significant actions or events.
 - d. Costs (if applicable and available) – outline the costs incurred during the emergency and the forecast post-emergency costs.
 - e. Comments – list comments; use any appropriate functional headings such as: plans and procedures, command and control, coordination, communications, evacuation, re-entry, supplies and equipment, purchasing and legislation.
 - f. Recommendations – list recommendations, use headings as per paragraph e above.

Attachments

3. Copies of all supporting documents shall be attached such as logs, maps, diagrams, data or statistics which may be useful in preparing the municipal report.

Procedures

4. Agencies involved in the emergency will submit their report to EMO within 30 days following the termination of the emergency. Reports will be collated by EMO who will submit a final report to the Minister within 60 days of termination of the emergency.

Appendix L
Record of Amendments

RECORD OF AMENDMENTS

Amendment No. _____ Amendment Recorded by _____ Date _____

Remarks:

Amendment No. _____ Amendment Recorded by _____ Date _____

Remarks:

Amendment No. _____ Amendment Recorded by _____ Date _____

Remarks:

Amendment No. _____ Amendment Recorded by _____ Date _____

Remarks:

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: 2016 POTHOLE PATCHING PROGRAM
DATE: 22/04/2016

Recommendation:

It is requested that Committee of Council consider and make the following recommendation to Town Council for their consideration at their May 9, 2016 regular meeting through the following resolution(s):

BE IT RESOLVED THAT Committee of Council recommend to Town Council that the contract for the 2016 Town of Kensington street patching program be awarded to Curran and Briggs as per their quote dated April 7, 2016 in the amount of \$8,375.00 plus HST.

Background:

A quote was requested from Curran and Briggs for pothole patching around the Town. The quote was received following an inspection of the roads with PW Supervisor, Ralph Wadman, and a representative from Curran and Briggs.

The work will generally include sweeping, application of tack coat and seal mix.

The quote came in at \$8,375.00 plus HST and includes all areas within Town owned roadways requiring patching.

A further quote was requested from Curran and Briggs to re-pave an approximately 600 square metre area behind the Liquor Store and Freight Shed in the rail yards area. The quote came in at \$13,700.00 plus HST. A copy of the quote is being circulated with this memo for council's consideration.

The 2016 Pothole Patching/Sidewalk Repair budget, as approved by Town Council, was \$15,000 of which \$817.00 has been spent to date. Assuming the 2016 pothole patching quote is approved at \$8,375.00, it will leave \$5,808.00 within this budget line for any remaining asphalt/sidewalk repairs through 2016.

Committee members are requested to consider the re-paving quote provided and determine whether or not to complete the repairs.

PROPOSAL FORM



**Curran & Briggs
LIMITED**

Box 1625, 40 ALLWEATHER HIGHWAY
SUMMERSIDE, PEI, C1N 2V5
TEL: (902) 436-2163 FAX: (902) 436-1528
WWW.CURRANANDBRIGGS.COM

PROUD MEMBER OF



SUBMITTED TO Town of Kensington	PHONE	DATE April 7, 2016
STREET	FAX	JOB LOCATION Kensington
CITY, PROVINCE, POSTAL CODE	ATTENTION Jeff Baker	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

We are pleased to provide the following prices for a patching all the streets belonging to the Town of Kensington.

Total 8,375.00 + HST

SPECIAL NOTES / CONDITIONS

PAYMENT SHALL BE MADE AS FOLLOWS 30 DAYS FROM COMPLETION _____ SPECIAL _____

ALL WORK SHALL BE COMPLETED IN A WORKMANLIKE MANNER AND IN ACCORDANCE WITH STANDARD INDUSTRIAL PRACTICE, ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS OVER THE CONTAINED ESTIMATE SHALL BE EXECUTED BY CURRAN & BRIGGS LIMITED, BUT ONLY UPON THE WRITTEN AND SIGNED AUTHORIZATION OF THE CUSTOMER AND SHALL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTAINED ESTIMATE. THE CUSTOMER SHALL MAINTAIN FIRE AND ALL OTHER INSURANCE COVERAGE ON THE PROJECT. CURRAN & BRIGGS LIMITED ACCEPTS NO LIABILITY FOR DELAYS IN PROJECT COMPLETION AS A RESULT OF STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. CURRAN & BRIGGS LIMITED'S WORKERS ARE FULLY COVERED BY WORKERS' COMPENSATION INSURANCE.

AUTHORIZED SIGNATURE:

NOTE:
THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED
WITHIN **30** DAYS OF THE DATE OF THIS PROPOSAL

ACCEPTANCE OF PROPOSAL:

THE AFFORMENTIONED PRICE, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY
AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO WORK AS SPECIFIED.
PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE:

DATE OF ACCEPTANCE:

PROPOSAL FORM



**Curran & Briggs
LIMITED**

Box 1625, 40 ALLWEATHER HIGHWAY
SUMMERSIDE, PEI, C1N 2V5
TEL: (902) 436-2163 FAX: (902) 436-1528
WWW.CURRANANDBRIGGS.COM

PROUD MEMBER OF



SUBMITTED TO Town of Kensington	PHONE	DATE April 19, 2016
STREET	FAX	JOB LOCATION Kensington
CITY, PROVINCE, POASTAL CODE	ATTENTION Jeff Baker	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

We are pleased to provide the following prices for paving an area approximately 600m² in the Town of Kensington.
Price to include:
Mill and pave areas that have serious deterioration approximately 60m².
Pad areas that are low(ie wheel ruts in loading ramps for liquor store)
Mill a joint where new asphalt will tie into existing asphalt as well as around catch basin.
Tack coat entire area.
Pave 40mm of asphalt seal over entire area.

Total 13,700.00 + HST

SPECIAL NOTES / CONDITIONS

PAYMENT SHALL BE MADE AS FOLLOWS 30 DAYS FROM COMPLETION SPECIAL

ALL WORK SHALL BE COMPLETED IN A WORKMANLIKE MANNER AND IN ACCORDANCE WITH STANDARD INDUSTRIAL PRACTICE. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS OVER THE CONTAINED ESTIMATE SHALL BE EXECUTED BY CURRAN & BRIGGS LIMITED, BUT ONLY UPON THE WRITTEN AND SIGNED AUTHORIZATION OF THE CUSTOMER AND SHALL BECOME AN EXTRA CHARGE OVER AND ABOVE THE CONTAINED ESTIMATE. THE CUSTOMER SHALL MAINTAIN FIRE AND ALL OTHER INSURANCE COVERAGE ON THE PROJECT. CURRAN & BRIGGS LIMITED ACCEPTS NO LIABILITY FOR DELAYS IN PROJECT COMPLETION AS A RESULT OF STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. CURRAN & BRIGGS LIMITED'S WORKERS ARE FULLY COVERED BY WORKERS' COMPENSATION INSURANCE.

AUTHORIZED SIGNATURE :

NOTE:
THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS OF THE DATE OF THIS PROPOSAL

ACCEPTANCE OF PROPOSAL:

THE AFFORMENTIONED PRICE, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE:

DATE OF ACCEPTANCE:

TOWN OF KENSINGTON - MEMORANDUM

TO: COMMITTEE OF COUNCIL
FROM: GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: 2016 COMMUNITY GARDENS COMPLEX ICE RENTAL RATES
DATE: 22/04/2016

Recommendation:

It is requested that Committee of Council consider and make the following recommendation to Town Council for their consideration at their May 9, 2016 regular meeting through the following resolution(s):

BE IT RESOLVED THAT Committee of Council recommend that Town Council consider and approve Ice Rental rates at the Community Gardens Complex for 2016/17 as follows: Primetime - \$160.00/hour, Non-Primetime - \$135.00 per hour (no increase), Birthday and Weekday - \$100.00 per hour (no increase), and Minor Hockey/Figure Skating - \$155.00 per hour.

BE IT FURTHER RESOLVED THAT Committee of Council recommend that Town Council consider and approve Ice Rental rates at the Community Gardens Complex for 2017/18 as follows: Primetime - \$165.00/hour, Non-Primetime - \$140.00 per hour, Birthday and Weekday - \$110.00 per hour, and Minor Hockey/Figure Skating - \$160.00 per hour.

Background:

The following table presents the current ice rental rates as well as proposed rates for 2017/17 and 2017/18. All rates presented include HST.

Current Pricing	2016-2017- Suggested	2017-2018-Suggested
Primetime- 155.00	160.00	165.00
Minor Sport- 150.00	155.00	160.00
Non-Prime- 135.00	135.00	140.00
Weekday\B'Day 100.00	100.00	110.00

For 2015/16 Town Council modified ice rental rates as follows:

Primetime ice rental rates were increased from \$150.00 to \$155.00 and the Weekday\Birthday rates were increased from \$92.00 to \$100.00.

There has been no increase in Minor Sport ice rental rates in the previous 5 years except for the conversion from GST to HST by the Province of PEI.

Factors for consideration:

- Increases to electrical rates
- Increase in rental income (approx. increase of \$1,000.00 in annual revenue for every \$1.00 increase in ice rental rate)
- Future repairs and upgrades to arena\plant\zamboni
- We are currently operating for 8 months of the year compared to 6 months per year, 4 years ago
- October 2016 - 1% HST Increase

Potential impact of ice rental rate increase to minor sport user groups:

- Figure Skating - \$27,000.00 in Ice rentals in 2015-2016 (180 hours approx.)
Approx. \$900.00 increase at a rate increase of \$5.00/hour.
 - \$9.00 per member of 100 approx. children registered
- Minor Hockey - \$50,000.00 in Ice rentals in 2015-2016 (334 hours approx.)
Approx. \$1,670.00 increase at a rate increase of \$5.00/hour.
 - \$7.95 per member of approx. 210 children registered

Comparative Arenas Rates (primetime) for 2016-2017

- | | |
|----------------------|--|
| • Tignish | 178.00 |
| • Cornwall | 160.00 |
| • Credit Union Place | 192.00 |
| • Cody Banks\Simmons | 175.00 |
| • Slemon Park | 165.00 |
| • Rustico | TBA pricing not determined for upcoming season |
| • Crapaud | TBA pricing not determined for upcoming season |
| • Evangeline | TBA pricing not determined for upcoming season |

Mayor and Council

On April 13th the Kensington Moose Plumbing and Heating Vipers won their 7th straight UHL championship with a thrilling 7 game series win vs the Western Red Wings that many have deemed the best hockey series in PEI in recent memory.

With the win it now means we will represent PEI, and as well the town of Kensington at the Don Johnson Cup in St John's Newfoundland on April 26th – May 2nd. This obviously will be a huge expense to us as we will have to fly there. The budget to go there is a minimum \$34118.05 and we already have \$19876.00 to go towards it. This leaves us basically a week to raise the remaining \$14242.05 to get us there. This is where I hope you can help out. We would like to request a donation from the town to help offset these costs. The province has donated \$1500 through Hockey PEI and anything you maybe able to do would be appreciated as well.

I strongly feel that the team brings a lot of pride to the town of Kensington as witnessed with the crowds that attended the playoffs. With the Kensington Wild also winning an Island championship this year the town could be considered the hockey hotbed for the province.

In closing I would like to thank you for your time and if you have any questions please feel free to reach me at 9024398654.

Regards

Pat McIver

Kensington Moose Plumbing and heating Vipers

Geoff Baker

From: Kate Gracey-Stewart <kgraceystewart@gmail.com>
Sent: Tuesday, April 19, 2016 5:32 PM
To: Geoff Baker
Cc: Tara Thibault
Subject: Hello from Indian River Festival for 2016
Attachments: IRF16 Advertising Opportunities_Program.pdf; Kensington-Indian River fest Ad 2015.pdf

Hello Geoff,

Long time no chat! I hope this note finds you doing well.

It is time again to confirm advertising for the 2016 Indian River Festival Program. We would love to have The Town of Kensington back again this year for a full page ad. We truly value your support.

I have attached last year's ad in case it is a simple yes to the renewal! The material doesn't look dated but perhaps you would like to supply a new one. I've also attached the spec sheet if that is the case.

We will follow up the end of the week. In the meantime, please let me know if you have any questions.

Very best,
kate

Kate Gracey-Stewart
KGS Management Services
902-394-4134
kgraceystewart@gmail.com



Dylan Menzie | Atlantic Presenters Association |
Contact East | Indian River Festival | Small Print Board Game Cafe
Andrew Waite & the Firm | Harbourfront Theatre | King's Theatre

----- Forwarded message -----

From: Geoff Baker <townmanager@townofkensington.com>
Date: Thu, Apr 16, 2015 at 11:35 AM
Subject: RE: Hello from Indian River Festival
To: Kate Gracey-Stewart <kgraceystewart@gmail.com>

THE INDIAN RIVER FESTIVAL

2016 Season Program Advertising Opportunities

Now is your chance to advertise in the Season Program for the award-winning Indian River Festival, taking place from June 18 to September 18, 2016. The Festival highlights the very best Canadian artists and continues to draw record breaking audiences to the renowned St. Mary's Church in Indian River, Prince Edward Island.

THE FESTIVAL

- Winner of multiple ECMA and Music PEI awards
- 20 + shows between June and September each year
- Over 6,500 patrons per season—average patron is 40+ with higher than average income
- Past performers include Ben Heppner, Measha Brueggergosman, Natalie McMaster and Matt Andersen

THE PROGRAM

- 5.5" x 8.5" trim size, approximately 74 pages (20 in full colour, including cover)
- Ad space available in b&w and a limited number of colour
- Contains 2016 Festival calendar, performer biographies and in-depth concert descriptions
- Shelf life of June through September
- 10,000 printed

DISTRIBUTION

- approximately 100 people visit the Church daily from early June to late September

AD PURCHASE CONTACT

Contact Kate Gracey-Stewart
Telephone 902-394-4134
kgraceystewart@gmail.com

ADVERTISING REQUIREMENTS

Please ask your service provider to supply ads in press ready PDF or EPS format. Ads will be accepted in JPG and TIF formats only if supplied in high resolution format (300ppi or higher) at the exact sizes provided.

FINAL DIGITAL ARTWORK IS DUE ON OR BEFORE FRIDAY, APRIL 29, 2016. PLEASE EMAIL ADS TO: graphic@eastlink.ca

Should you require further information regarding ad requirements, please contact Kate Westphal at (902) 892-4900.

AD PRICING

1/8 page b&w	90.00	Color	160.00
1/4 page b&w	185.00	Color	350.00
1/2 page b&w	265.00	Color	500.00
Full page b&w	425.00	Color	800.00

1/2 page 4.5"w x 3.75"h

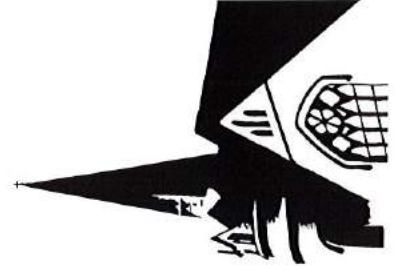
Full page
4.5"w x 7.5"h

or

Full page bleed
5.5"w x 8.5"h
plus additional
.125" bleed area

1/4 page 4.5"w x 1.875"h

1/8 page 4.5" x .875"





Town of Kensington

Kensington is a vibrant and picturesque town at the heart of Prince Edward Island, sitting at the crossroads of PEI's tourist area.

**For a full list of things to do on your stay with us,
visit www.kensington.ca today.**