



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

***Monday, February 22, 2016 @ 6:30 PM***

55 Victoria Street  
Kensington, PEI  
C0B 1M0

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

**Town of Kensington  
Committee of Council Meeting  
February 22, 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**
- 6. Business Arising from Minutes**
- 7. Staff Reports**
  - 7.1 CAO's Report
  - 7.2 Fire Department Statistical Report
  - 7.3 Police Department Statistical Report
  - 7.4 Development Permit Summary Report
  - 7.5 Financial Report (Summary Income Statement & Bills List)
  - 7.6 Community Gardens Complex Report
- 8. New Business**
  - 8.1 Kensington Storm Water Project – Memo attached
  - 8.2 Civic Numbering Policy – Memo attached
  - 8.3 Snow and Ice Control Policy – Memo attached
  - 8.4 Welcome Centre Request for Financial Assistance – Memo attached
  - 8.5 2016 Budget Preparation - Discussion
- 9. Councillor Issues/Inquiries**
- 10. Correspondence**
- 11. In-Camera (Closed Session)**
  - One item of a human resources nature.
- 12. Adjournment**



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

February 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**

The project was substantially completed on January 20, 2016 in general conformance with the specifications as tendered. A generator has been added to the facility to provide emergency power in power failure situations. In addition to safety improvements for staff and the public, increased capacity and efficiency have been added to the station. A number of outstanding items have been identified and are required to be completed prior to release of the contractors 5% guaranteed maintenance holdback. The items remaining to be completed are as follows:

- Wire damper and motor on exhaust louver
- Fix problem with damper end switch on supply fan.
- Adjust manhole covers to finished grade (spring)
- Topsoil and sod (spring)
- Pave cross cuts (spring)
- Repair of driveway (spring)
- Replace Survey Marker at SE corner of property.
- Place warning placards
- Secure guide rails with second bolt
- Test manholes (spring)
- Mandrel test new gravity main
- Video inspection of new gravity main.

## Wind Turbine Generator Replacement

The generator replacement project began on Tuesday, February 16, 2016 and is scheduled to be completed by February 20<sup>th</sup>. The scope of work will include removing the rotor assembly from the nacelle, removing the nacelle from the tower and removing the generator from the nacelle assembly. The new generator will then be installed in the existing nacelle assembly, and the nacelle and rotor will be reassembled. In addition to the generator replacement the turbine will be recommissioned to ensure all of the safety critical systems perform as expected. The total cost of the project is \$97,417.64 USD which is covered through the Town's insurance policy with Royal Sun Alliance.

## Streets and Sidewalks

### School Street Re-Paving & Woodleigh Drive Sidewalk Replacement

The School Street resurfacing project was substantially completed on November 19, 2016. There were a number of additions made to the project based on site conditions encountered throughout the project. The total value of the additions were in the vicinity of \$29,000 which was covered primarily through contingency funds included within the original project budget. Additions included:

Repair Water Services on School Street

Excavate curb box at 31 School Street

Repair step at 31 School Street

Repair retaining wall on Woodleigh Drive

Remove sidewalk on Woodleigh Drive and replace with asphalt

Miscellaneous Asphalt Repairs

## **Operational and Ongoing Items**

### Fire Department Policy Development

A draft Fire Bylaw has been provided by W.G. Hogan Fire Safety Specialties. The Bylaw is currently being reviewed by staff and will be brought forward to Committee of Council once in final draft format. It is hoped that the Bylaw will be presented at the March Committee of Council meeting.

### Annexation of 149 Kelvin Grove Road

An application to annex a property located at 149 Kelvin Grove Road was made by the Town to the Province of PEI. The application has since been forwarded by the Minister to the Island Regulatory Appeals Commission. A hearing has been scheduled for March 3, 2016 at 12:00 pm at the Kensington Town Council Chambers.

### RCMP Dispatch Services

The Memorandum of Understanding (MOU) with the RCMP for the provision of dispatch/communication services to the Kensington Police Service was signed on February 17, 2016. The MOU is scheduled to begin effective March 1, 2016.

### 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 plans 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 9<sup>th</sup> to the 13<sup>th</sup> and May 23<sup>rd</sup> to the 25<sup>th</sup> (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 to Town Council as detailed preparation for negotiations is undertaken.

### Development Control Bylaw Amendments

Several text amendments are required to be made to the Town's Development Control Bylaw. Currently, the required amendments have been identified as follows:

1. We currently carry two definitions of a "parking space". Section 2.59 defines a parking space as ".....nine feet wide and eighteen feet long". Section 5.4(6) defines a parking space as 10 feet wide and twenty feet long.
2. Removal of the word "masonry" from the semi-detached subdivision regulations (Town Council has previously directed staff to move forward on this amendment).

3. Accessory apartment regulations – As per DV8 Consulting Report of November 9<sup>th</sup>, we are recommending moving forward with the amendment to the definition of an Accessory Building (Section 2.1) and the removal of Section 4.25 (Garden Suite).
4. Section 9.5 – R3 lot requirements provide for a minimum height of 2 story's which should be a "maximum" height. Section 11.4 indicates a "C3" zone when no C3 zone exists in the Town.

DV8 Consulting has been requested to complete a report on the proposed bylaw amendments and any issues relating to each matter. It is anticipated the report will be completed in March of 2016.

#### Transfer of 2 North Street Property

At the January Meeting of Town Council, Councillors approved the CAO to move forward with the disposal of a portion of a property located at 2 North Street. It was the intent that the property disposed of would be developed as a parking area to the benefit of affected properties located along Broadway Street North. It has become apparent that there may be an issue with the proposed development of the property as a parking area, more particularly, issues around access to the property and its intended use. As such a request has been made to DV8 Consulting to review the proposed use of the property and any potential implications under the Town's Development Control Bylaw. A further update will be brought before Committee of Council when the DV8 report is received.

#### 2015 Audit

The 2015 financial audit is now complete. Draft financial statements were presented to the Mayor, CAO and the Deputy Administrator on February 19<sup>th</sup>. The transition to Arsenault, Best, Cameron and Ellis from Grant Thornton was relatively seamless. It is anticipated that the 2015 audited financial statements will be presented to Town Council prior to their March regular meeting.

## Kensington Fire Department Occurrence Report 2015

[illegible]



[illegible]

[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		Building Permit		Building Permit		Estimated Construction
														Count		Fees \$		Value \$
Single family dwelling (new)														0				
Semi detached dwelling (new) - permits, not units														0				
Multi unit residential (new)														0				
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														0				
Commercial (new)														0				
Commercial renovations/additions														0				
Industrial (new)														0				
Industrial renovations/additions														0				
Agriculture														0				
Demolition														0				
Totals	0	1	0	0	0	0	0	0	0	0	0	0		1		\$100		\$4,000

BUILDING PERMITS SUMMARY  
February 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
01-16	Feb 10, 2016		Stephanie Shred Steeves 58 3 <sup>rd</sup> Street	902-439-0707	Approved			X	R	\$4,000	Start: February 2016 Finish: February 2016
					DESCRIPTION:	Construct storage shed 12x16					
										\$	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 Stephanie Shrod Steeves  
Telephone 439-0707

② Property Address 58 3<sup>rd</sup> Street K'ton Property Number \_\_\_\_\_

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

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

⑤ Location of property to be developed:  
Located on North ☒ South \_\_\_\_\_ East \_\_\_\_\_ West 1 side of West Street  
Between the property of \_\_\_\_\_ and the property of \_\_\_\_\_

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

⑦ Description of project and details of structure:  
Works proposed consists of: New Construction ☒ Addition to existing \_\_\_\_\_  
Repairing \_\_\_\_\_ Remodelling \_\_\_\_\_

Describe Project: Storage Shed 12x16

Ground floor: Length 16 Feet. Width 12 Feet.

Number of Stories 1 Number of Bedrooms 0

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

8. Water Supply: Private \_\_\_\_\_ Municipal \_\_\_\_\_

9. Sewerage System: Private \_\_\_\_\_ Municipal \_\_\_\_\_

⑩ Estimated cost of Project: \$4000.00

⑪ Name and Address of Contractor or Chief Contractor ME

⑫ Dates of expected start and finish of project: February 2016

13. Moving a building (Describe) \_\_\_\_\_

14. Demolishing a building (Describe) \_\_\_\_\_

15. Please provide a diagram of proposed construction

RECEIVED  
FEB 12 2016

- 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.

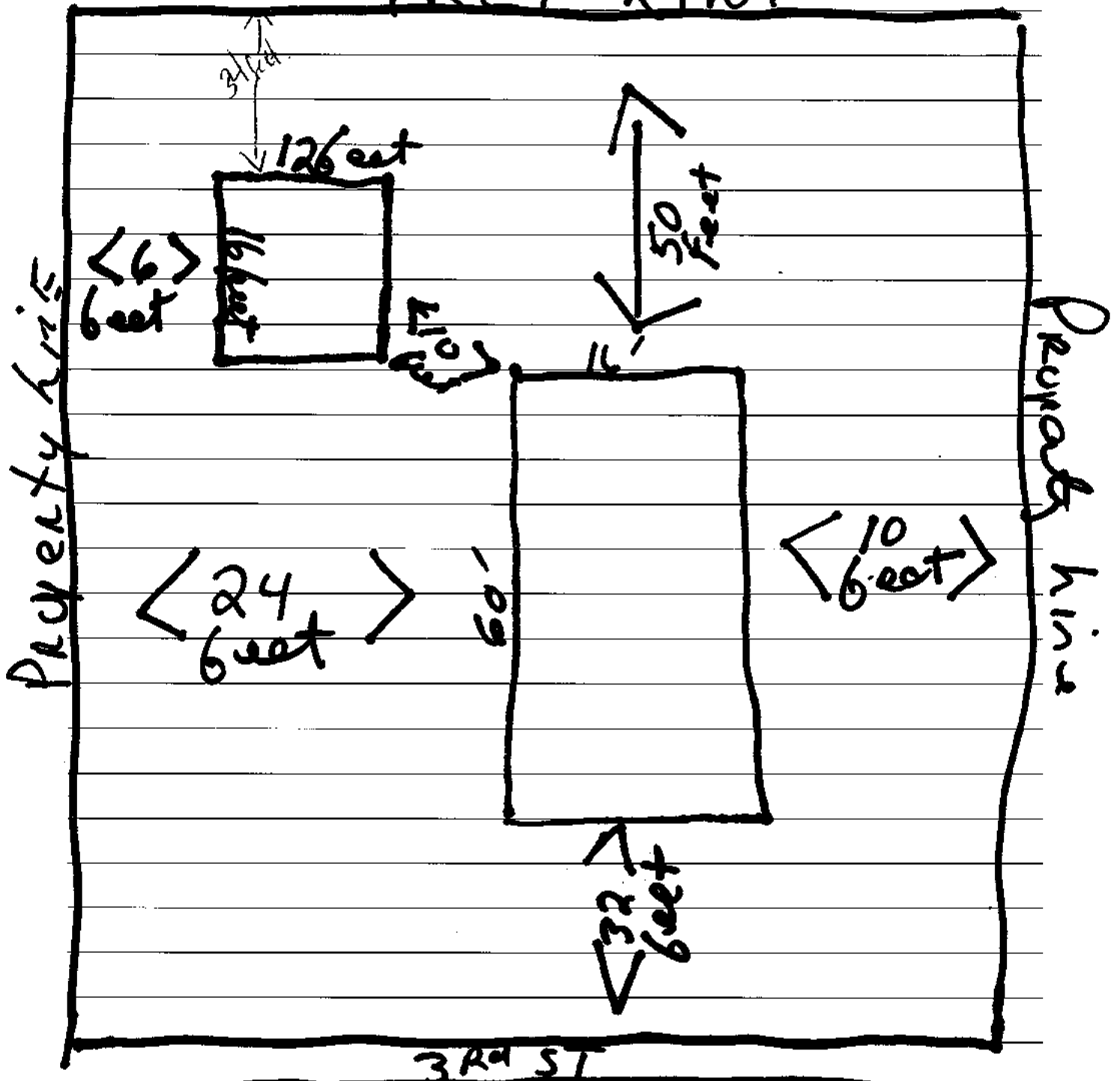
*As attached.*

Signature of Applicant *S. Shind Steers*  
Date: *Feb 2, 2016*

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

# &

TREE LINE



#58 3RD ST

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**TOWN OF KENSINGTON**  
Year End Income Statement Comparison of Actual to Budget for January 2016

GENERAL REVENUE	Current Month			Year to Date			Annual Budget	% Full Year
	Actual	Budget	Variance	Actual	YTD Budget	Variance		
General Revenues	\$77,368.40	\$89,415.00	-\$12,046.60	\$77,368.40	\$89,415.00	-\$12,046.60	\$955,010.00	8%
Police Service	\$4,549.70	\$1,700.00	\$2,849.70	\$4,549.70	\$1,700.00	\$2,849.70	\$20,400.00	22%
Town Hall Rent	\$15,572.40	\$7,768.00	\$7,804.40	\$15,572.40	\$7,768.00	\$7,804.40	\$101,216.00	15%
Recreation			\$0.00	\$3,940.00	\$4,200.00	-\$260.00	\$5,200.00	76%
Sales of Service	\$20,892.00	\$32,200.00	-\$11,308.00	\$20,892.00	\$32,200.00	-\$11,308.00	\$386,400.00	5%
Subtotal Revenue	\$118,382.50	\$131,083.00	-\$12,700.50	\$122,322.50	\$135,283.00	-\$12,960.50	\$1,468,226.00	8%
GENERAL EXPENSES								
Town Hall	\$12,211.83	\$11,845.00	-\$366.83	\$152,911.19	\$161,490.00	\$8,578.81	\$158,638.00	96%
General Town	\$17,562.93	\$28,941.00	\$11,378.07	\$17,562.93	\$28,941.00	\$11,378.07	\$372,592.00	5%
Police Department	\$21,669.75	\$31,372.00	\$9,702.25	\$21,669.75	\$31,372.00	\$9,702.25	\$409,132.00	5%
Public Works	\$11,714.39	\$25,140.00	\$13,425.61	\$11,714.39	\$25,140.00	\$13,425.61	\$259,895.00	5%
Train Station	\$2,009.78	\$2,519.00	\$509.22	\$2,009.78	\$2,519.00	\$509.22	\$29,128.00	7%
Recreation & Park	\$627.11	\$1,025.00	\$397.89	\$627.11	\$1,025.00	\$397.89	\$72,250.00	1%
Sales of Service	\$8,775.39	\$14,365.00	\$5,589.61	\$8,775.39	\$14,365.00	\$5,589.61	\$187,090.00	5%
Subtotal Expenses	\$74,571.18	\$115,207.00	\$40,635.82	\$215,270.54	\$264,852.00	\$49,581.46	\$1,488,725.00	18%
Net Income (Deficit)	\$43,811.32	\$15,876.00	-\$27,935.32	-\$92,948.04	-\$129,569.00	-\$36,620.96		
Community Gardens Complex								
Community Gardens Revenue	\$38,496.45	\$34,100.00	\$4,396.45	\$38,496.45	\$34,100.00	\$4,396.45	\$408,200.00	9%
Community Gardens Expenses	\$26,289.17	\$33,988.00	\$7,698.83	\$26,289.17	\$33,988.00	\$7,698.83	\$387,701.00	7%
Net Income (Deficit)	\$12,207.28	\$112.00	-\$12,095.28	\$12,207.28	\$112.00	-\$12,095.28		
Fire Department								
Fire Revenues	\$17,096.24	\$16,698.00	\$398.24	\$17,096.24	\$16,698.00	\$398.24	\$200,376.00	9%
Fire Department Expenses	\$15,841.47	\$15,160.00	-\$681.47	\$15,841.47	\$15,160.00	-\$681.47	\$200,376.00	8%
Net Income (Deficit)	\$1,254.77	\$1,538.00	\$283.23	\$1,254.77	\$1,538.00	\$283.23		
<b>Consolidated Net Income (Deficit)</b>	<b>\$57,273.37</b>	<b>\$17,526.00</b>	<b>-\$39,747.37</b>	<b>-\$79,485.99</b>	<b>-\$127,919.00</b>	<b>-\$48,433.01</b>		
Water and Pollution Control Corporation								
Water & Sewer Revenue	\$44,805.88	\$45,408.00	\$602.12	\$44,805.88	\$45,408.00	\$602.12	\$544,896.00	8%
Water & Sewer Expenses	\$55,345.58	\$42,835.00	-\$12,510.58	\$55,354.58	\$42,835.00	-\$12,519.58	\$544,896.00	10%
<b>Water &amp; Sewer Net Income (Deficit)</b>	<b>-\$10,539.70</b>	<b>\$2,573.00</b>	<b>\$13,112.70</b>	<b>-\$10,548.70</b>	<b>\$2,573.00</b>	<b>\$13,121.70</b>		

## Town of Kensington Bills List January 2016

Amalgamated Dairies Limited	3916028013	\$66.10
Amalgamated Dairies Limited	3916023013	\$78.82
Amalgamated Dairies Limited	6817	\$54.55
Amalgamated Dairies Limited	6879	\$19.96
Amalgamated Dairies Limited	3916015009	\$55.78
ADL Foods	2225486	\$906.33
ADL Foods	2225485	\$69.48
ADL Foods	2223457	\$396.45
ADL Foods	2222596	\$530.38
ADL Foods	2224485	\$744.33
ADL Foods	2222596P	\$530.38
ADL Foods	2223457P	\$396.45
ADL Foods	2224488	\$648.88
Aliant	4047581	\$30.21
Aliant	4043665	\$212.11
Alleymar Enterprise Ltd	9474	\$765.48
Andrew Griffin	JAN 2016 RRSP	\$544.56
Kensington Bedford Hockey Exchange	JAN 2016 DONATION	\$750.00
Bell Mobility	363949	\$199.50
Brad Parsons	TAX INCENTIVE 2016	\$549.18
Brenda MacIsaac	JAN 2016 RRSP	\$271.80
Brenda MacIsaac	BRENDA0116	\$47.00
Brent MacDonald	BRENT0116	\$243.71
CAMA	2016-2017	\$302.10
CAMA	WM2016	\$302.10
Campbell's Plumbing and Heating	7279	\$249.27
Canadian Association of Fire Chiefs	585	\$302.10
Capital Foodservice	1923086	\$434.25
Capital Foodservice	1917185	\$276.30
Central Coastal Tourism Partnership Inc.	2016	\$142.50
City of Summerside	1225301TECH	\$1,368.00
Coast Tire & Auto Service	32884	\$296.95
Coast Tire & Auto Service	32883	\$1,367.74
Cogsdale	1962	\$5,700.00
Commercial Construction	F#1	\$2,718.90
Commercial Construction	JAN 2016	\$2,114.70
Connolly Security Systems Ltd.	44019	\$273.60
Canadian Union of Public Employees	JAN 2016 UNION DUES	\$483.11
Darnley Development Ltd	527509	\$513.00
Desjardins Card Services FCDQ	138653753	\$855.62
Doug Killam	JAN 2016 RRSP	\$416.62
Eastlink	FIRE DEPT JAN 14, 16	\$52.38
Eastlink	FIRE DEPT JAN 7, 201	\$54.12
Eastlink	LIBRARY JAN 24, 2016	\$60.36

Eastlink	JAN 24, 2016	\$643.61
Elizabeth Hubley	RENT010116	\$798.00
FCM	39625	\$355.60
Frito Lay Canada	43758425	\$124.62
Frito Lay Canada	43758197	\$222.54
Frito Lay Canada	43758358	\$158.52
Frontline Outfitters	24176	\$298.62
Geoff Baker	JAN 2016 MILEAGE	\$300.23
Green Diamond	966669	\$121.95
Hewitt Rentals Inc	5153499001	\$102.62
Hewitt Rentals Inc	5150755 001	\$68.42
Hewitt Rentals Inc	5152511001	\$102.62
Hewitt Rentals Inc	5152470001	\$68.42
Hewitt Rentals Inc	5149737	\$102.62
Hewitt Rentals Inc	5149797	\$68.42
Irving Oil	31194713	\$218.22
Irving Oil	230038	\$427.84
Irving Oil	245428	\$130.70
Irving Oil	951979	\$158.10
Irving Oil	636302	\$171.65
Irving Oil	535242	\$310.02
Irving Oil	425302	\$374.56
Irving Oil	830640	\$294.68
Irving Oil	31205838	\$120.85
Irving Oil	381325	\$125.88
Irving Oil	535438	\$320.78
Irving Oil	424651	\$273.86
Irving Oil	835278	\$259.82
Irving Oil	854467	\$211.83
Irving Oil	925836	\$292.34
Irving Oil	927583	\$98.56
Irving Oil	556710	\$318.28
Irving Oil	325402	\$211.54
Irving Oil	31200399	\$298.87
Irving Oil	138651	\$134.55
Irving Oil	25001	\$45.60
Irving Oil	638664	\$341.75
Irving Oil	747615	\$388.21
Irving Oil	748827	\$184.04
Irving Oil	31951	\$161.22
Irving Oil	832656	\$326.80
Island Petroleum	205221443594	\$245.13
Island Petroleum	2052213443380	\$287.25
Island Petroleum	205221477167	\$159.51
Island Petroleum	205221454431	\$188.73
Island Petroleum	205221467730	\$232.41
Island Petroleum	5565	\$276.23

Island Petroleum	5657	\$193.26
Island Petroleum	5704	\$218.46
JJ's Towing and Recovery	5263	\$68.30
JJ's Towing and Recovery	5262	\$68.30
Kensington Agricultural Services	65597	\$49.50
Kensington Country Store	557454	\$13.63
Kent Building Supplies	825887	\$5.91
Kent Building Supplies	827240	\$131.46
Kent Building Supplies	828239	\$17.31
Kole Waite	TAX INCENTIVE 2016	\$447.43
K'Town Auto Parts	162953	\$100.10
K'Town Auto Parts	162832	\$4.23
K'Town Auto Parts	162657	\$114.78
K'Town Auto Parts	162831	\$60.42
K'Town Auto Parts	162424	\$31.38
K'Town Auto Parts	162347	\$107.58
K'Town Auto Parts	161993	\$6.82
Kensington & Area Chamber of Commerce	73716	\$114.00
Kubota Canada Ltd	JAN 2016 LEASE	\$262.21
Langille Sharpening Service Inc	54236	\$102.60
Lewis Sutherland	JAN 2016 RRSP	\$604.40
Lewis Sutherland	LEWIE	\$104.34
Louise Blanchette	MEMBERSHIP REIMBURSE	\$162.50
M. D. Charlton Co. Ltd.	16168	\$3,437.91
MacInnes Express(1983) Ltd	002880	\$13.78
Mallet's Radiator Service Ltd.	45338	\$285.00
Maritime Electric	120598JAN16	\$28.57
Maritime Electric	192793JAN16	\$1,179.08
Maritime Electric	109347JAN16	\$371.47
Maritime Electric	188252JAN16	\$62.10
Maritime Electric	194120JAN16	\$264.21
Maritime Electric	180619JAN16	\$621.55
Maritime Electric	182646JAN16	\$290.51
Maritime Electric	182631JAN16	\$56.17
Maritime Electric	182630JAN16	\$47.46
Maritime Electric	195014JAN16	\$7,559.86
Maritime Electric	182586JAN16	\$28.01
Maritime Electric	183963JAN16	\$162.51
Maritime Electric	187876JAN16	\$60.09
Maritime Electric	000000JAN16	\$1,933.89
Malpeque Bay Credit Union	JANUARY 2016 RRSP	\$1,760.38
Medacom Atlantic Inc	7435	\$248.98
Mid Isle Electric	4838	\$296.63
MJS Marketing & Promotions	2541072	\$182.40
MJS Marketing & Promotions	2541062	\$51.30
Murphy's Kensington	154413	\$27.33
Orkin Canada	6688254	\$57.00

Orkin Canada	6714167	\$28.50
P&G Fire & Safety Inc	7353	\$188.84
PEI Association of Exhibitions	069	\$400.00
PEI Firefighter Association	DUES201612	\$1,058.90
Pepsico	53538851	\$181.00
Pepsico	04740207	\$1,279.37
Petty Cash	CASH JAN16	\$111.50
Pitney Bowes	JAN 1, 2016	\$905.49
Revolution Media	1110	\$342.00
Right on Board Locksmith	4521	\$158.46
Road Trax Sales and Service	159238	\$102.94
Robert Wood	ROBERT JAN16	\$159.80
Sansom Equipment Ltd	584795	\$387.60
Saunders Equipment Ltd	60926	\$237.12
Saunders Equipment Ltd	60863	\$419.52
Saunders Equipment Ltd	60987	\$419.52
Saunders Equipment Ltd	60689	\$132,865.86
Mikes Independent	01 7268	\$25.94
Mikes Independent	011416	\$8.58
Mikes Independent	012016	\$15.91
Mikes Independent	12616	\$30.47
Mikes Independent	154413	\$27.33
Scotia Securities	JAN 2016 RRSP DOUG K	\$416.62
Scotiabank Visa	PAPA JOES JAN 7, 16	\$34.09
Scotiabank Visa	CANADA POST JAN 11	\$162.11
Sherry's Heating Service	1981	\$290.70
Sherry's Heating Service	1982	\$68.40
Sign Station Inc	36454	\$137.48
Socan	43	\$210.98
Spring Valley Building Centre Ltd	599624	\$39.89
Spring Valley Building Centre Ltd	157275	\$60.39
Staples	49509	\$51.73
Staples	138653753	\$855.62
Staples	JAN 18, 2016	\$22.14
Stephen Manning	SMANNINGJAN16	\$250.00
Suncor Energy Products Partnership	JAN 2016	\$263.47
Superior Sanitation	574860	\$182.40
Superior Sanitation	574859	\$228.00
Superior Sanitation	574858	\$182.40
Superior Sanitation	574857	\$79.80
T & K Fire Safety Equipment Ltd	217834	\$1,258.81
Telus	TELUSJAN16	\$638.81
Vail's Fabric Services Ltd	249654	\$103.51
Visual Printing	4773	\$1,254.00
Water & Pollution Control Corporation	52773	\$202.33
Wet n' Wild Car Wash	469856	\$80.00
Yellow Pages Group	162406265	\$20.86

Subtotal		\$205,986.08
January Payroll		\$83,495.68
<b>Total January Bills</b>		<b>\$289,481.76</b>

**CIP Project**

Curran & Briggs Ltd	00037253	\$44,134.96
		<b>\$44,134.96</b>

## Water and Pollution Control Corporation Bills List January 2016

Aliant	4046785	\$103.98
Aliant	4003957	\$120.79
Kensington Country Store	557824	\$85.06
Kensington Septic Service	1414	\$1,140.00
K'Town Auto Parts	162994	\$13.63
Maritime Electric	914889JAN16	\$367.21
Maritime Electric	188854JAN16	\$53.76
Maritime Electric	109346JAN16	\$191.59
Maritime Electric	194109JAN16	\$208.26
Maritime Electric	109087JAN16	\$230.49
Maritime Electric	193469	\$2,524.91
Maritime Electric	189709JAN16	\$580.98
Maritime Electric	166849JAN16	\$330.52
Maritime Electric	178210JAN16	\$225.01
Minister of Finance	160111136	\$308.94
Minister of Finance	160111090	\$319.20
Moase Plumbing & Heating	24534	\$114.00
Moase Plumbing & Heating	24510	\$153.90
MPWWA	5069	\$63.25
Royal & Sun Alliance Insurance Company of Canada	DEDUCTIBLE	\$10,000.00
Les Gestions Techn'O Logic Inc.	773	\$748.98
<b>Total W&amp;S Bills</b>		<u><u>\$17,659.69</u></u>

### CIP Project

Duffy Construction Ltd	7159	\$322,762.85
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**TOWN OF KENSINGTON – MEMORANDUM**

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**TO:** GEOFF BAKER, CAO  
**FROM:** ROBERT WOOD, COMMUNITY GARDENS COMPLEX MANAGER  
**SUBJECT:** JANUARY COMMUNITY GARDENS COMPLEX REPORT  
**DATE:** 19/02/2016  
**ATTACHMENT:** NONE

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Mr. Baker:

Please find following my report on Community Gardens Complex activities for the month of January 2016.

**Fitplex**

Total Members	214
Attendance	1250
Day Passes Sold	57
Memberships Sold	38
Monthly Payment Memberships	20

**Programming:**

Monday's	Aerobics- Dance-Fit-	Krista Shields	715-815 pm
Tuesday's	Seniors Aerobics- Boot Camp-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Thursday's	Seniors Aerobics- Hi-Lo-	Krista Shields Traci Campbell	9.30am-10.30am 6.30pm-7.30pm
Saturday's	Boxer-fit	Traci Campbell	8.00am-9.00am



## **Arena**

Hours Rented	176
Preschool (Free)	4
Adult Skate	8
Total Hours Rented	188
Storm Days (no rentals)	3

## **Programming\Special Events**

- The Kensington\Bedford Peewee 'A' hockey exchange was held Jan 30-31 and celebrated its 48<sup>th</sup> year.
- Hosted 3 Kensington Viper Games and 4 Kensington Wild games.
- Outdoor Ice surface was finished by volunteers and was in high demand while the weather co-operated.

## **Upcoming Events**

- Kensington Harvest festival hosting PEI Association of Exhibitions at the Kensington Legion Feb 20, 2016.
- Hosting Aboriginal Hockey Skills and Drills Feb 26, 2016.
- Kensington Wild Playoffs begin Feb 27, 2016.
- ADL Ice Competition Feb 27, 2016.

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**TOWN OF KENSINGTON – COMMITTEE OF COUNCIL  
MEMORANDUM**

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** KENSINGTON STORM DRAINAGE PROJECT  
**DATE:** 19/02/2016  
**ATTACHMENT:** NOVEMBER 2016 REQUEST FOR DECISION

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Background

In November of 2016 Town Council, considered three possible alignments for the installation of a storm sewer system in the Linwood Drive/Pleasant Street area. At that time, the decision was made to move forward with the Pleasant Street alignment. Although it was a more expensive option it was recognized that this alignment carried several advantages:

- It will allow for an easier expansion of the storm water system at some point in the future.
- It will allow for additional storm water collection from an area south of Pleasant Street which cannot be picked up in either of the other options.
- It will reduce the number of easements required as the greater majority of the system would be constructed on town owned property.
- It will alleviate the surface water flow along Pleasant Street which Councillors are aware directly impacts asphalt quality at the Pleasant Street/Broadway Street Intersection.
- It will facilitate the extended useful life of asphalt along Pleasant Street which is scheduled for re-surfacing in 2017.

The design of the Pleasant Street alignment is 95% complete and tender documents are currently being prepared.

As part of the November deliberations it was discussed that the Town would investigate the possibility of installing a formal curb and gutter system along the Pleasant Street alignment. This would ensure that storm water in the area is collected in the most effective way possible, however it would involve a significant expansion to the scope of the project, triggering the requirement to reconstruct Pleasant Street from Linwood Drive

to Broadway Street North and widening one side of Linwood Drive from Pleasant Street to approximately 220 metres north of that location.

Since the planned drainage system consists of excavating and backfilling in order to place the new storm pipe, an area of existing street surface along Pleasant Street will be disturbed. In lieu of patching the disturbed areas, reconstruction of the entire street would be required. The reconstruction would provide a continuous centerline alignment and uniform cross slope in order to control surface water. Concrete curbs and gutters would be placed on both sides of the street.

To widen the west side of Linwood Drive the existing shoulder would have to be excavated and backfilled with Class A gravel and asphalt materials similar to that proposed for Pleasant Street. A concrete curb and gutter would be added. In order to ensure that surface water will run along the gutter, the existing edge of pavement will be used as opposed to resetting new shoulder grades. This will allow the gutter to be placed a uniform distance below the edge of the pavement. The entire street would then be resurfaced with an asphalt seal coat.

The preliminary cost estimate to complete the additional work proposed above is estimated at \$494,645.22.

A discussion was held with Darlene Rhodenizer of the Canada-PEI Infrastructure Secretariat to determine if the Town's application to the Building Canada Funding program could allow for this proposed scope expansion. We were informed that a scope expansion would not be possible at this time and no further funding could be allocated to the project over what was originally approved (\$1,401,555.00). Note that the alignment proposed to and approved by Town Council in November of 2015 carried a cost estimate of approximately \$1,540,000.00 and assumed that the additional funds required to complete the Pleasant Street Alignment would be cost shared with our Federal and Provincial partners. We have since been advised that the additional approximately \$140,000.00 to complete the Pleasant Street alignment would have to be covered with municipal funds only, increasing the municipal contribution towards the project to \$605,630.00 up from \$467,185.00.

#### Options for Committee's Consideration

1. Proceed with the project as it was approved in November of 2016 which adds approximately \$140,000 to the Municipal contribution towards the project.
2. Proceed with the project with the addition of the concrete curb and gutter system which will add approximately \$500,000 cost to the project.

3. Cancel the project until additional funding becomes available to complete the project in its entirety, including the establishment of a formal curb and gutter system.

## Town of Kensington - Request for Decision

<b>Topic:</b> Kensington Storm Drainage System Options Review	<b>Date:</b> November 6, 2015
<p><b>Proposal Summary:</b></p> <p>Currently, much of the Town does not contain an underground storm drainage system. As a result, most of the storm water travels over land through a series of swales, edges of streets and various berms to numerous outlet locations.</p> <p>It has been reported, and has been a constant source of complaint, that flooding has been occurring at residences along a section of Broadway Street North between Maple Lane and Pleasant Street.</p> <p>A subsurface storm drainage system is present along Broadway Street North; however, it has, at times, proven inadequate in removing surface water runoff. This may be due to the fact that high volumes of water are reaching the system over a short period of time, resulting in water ponding until it has a chance to enter the catch basins.</p> <p>In order to reduce the high volume of water reaching the catch basin entrances over a short period of time, it is expected that the introduction of additional catch basins and pipes along the flow route will be required. This will allow the water to enter the pipes at controlled locations along the route, thus greatly reducing the high overland flows presently experienced.</p> <p>Also, the introduction of a subsurface storm drainage design will permit water to enter the pipes before a build-up of flow occurs and will result in the elimination of a “river effect” flowing through people’s backyards in an existing swale between Maple Lane and Pleasant Street.</p> <p>At an earlier meeting of Town Council, staff were directed to move forward with an analysis of three different options for a subsurface storm sewer system alignment. The options being; Option 1 – along the current flow pattern behind Maple Lane, Option 2 – Southerly along Linwood Drive to Pleasant Street, and Option 3 – Northerly along Linwood Drive through the Semple Property to the North of Linwood Drive and Maple Lane.</p> <p>A full analysis including preliminary cost estimates of the three options, completed by WSP Engineering, was reviewed by the Community Services Committee and is being circulated with this Request for Decision.</p> <p>It is recommended by the Community Services Committee that Town Council move forward with Option 2 (Pleasant Street alignment) and to have the storm sewer designed and constructed accordingly.</p> <p>If Option 2 is chosen, staff will move directly into the detailed design portion of the project and initiate discussions with the Province of Prince Edward Island’s Department of Transportation in regards to its construction. It is anticipated that construction would begin in the spring of 2016.</p>	
<p><b>Benefits:</b></p> <ol style="list-style-type: none"><li>1. It is felt that this alignment, while more expensive, will allow for an easier expansion of the storm water system at some point in the future.</li></ol>	

2. This alignment will allow for additional storm water collection from an area south of Pleasant Street which cannot be picked up in either of the other options.
3. Will reduce the number of easements required as the greater majority of the system would be constructed on town owned property.
4. Will alleviate the surface water flow along Pleasant Street which Councillors are aware directly impacts asphalt quality at the Pleasant Street/Broadway Street Intersection.
5. Will facilitate the extended useful life of asphalt along Pleasant Street which is scheduled for re-surfacing in 2017.

**Disadvantages:**

1. Option 2 is the more expensive option of the three options being considered.

**Policy Implications:**

None noted.

**Options:**

1. Proceed with Option 2 (Pleasant Street) as proposed.
2. Proceed with Option 1.
3. Proceed with Option 3

**Bids Received:**

N/A

**Costs:**

Option 1 (Preliminary Cost Estimate) - \$1,540,000.00

**Source of Funding:**

Building Canada Fund (Provincial and Federal)  
Town Capital Fund (Borrowed)

**Recommendation/Comments:**

It is recommended by staff and the Community Services Committee that Town Council consider and adopt the following resolution:

***THAT Town Council move forward with the Kensington Storm Drainage alignment along Pleasant Street as presented by WSP Engineering and the Community Services Committee.***

# STORM DRAINAGE SYSTEM OPTIONS

KENSINGTON, PEI

project n° 141-16107-00

# STORM DRAINAGE SYSTEM OPTIONS

KENSINGTON, PEI

project n° 141-16107-00

Prepared for:  
**Town of Kensington**

Date: October 2015

Prepared by:

Larry J. McQuaid, P.Eng.  
Senior Project Engineer

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**WSP Canada Inc.**  
195 MacEwen Road  
Summerside, PE C1N 5Y4

Phone: (902) 436-2669  
Fax: (902) 436-8601  
[www.wspgroup.com](http://www.wspgroup.com)



# CONTENTS

<b>1</b>	<b>BACKGROUND</b>	<b>1</b>
<b>2</b>	<b>EXISTING CONDITIONS</b>	<b>2</b>
<b>2.1</b>	<b>Surface Water Flow</b>	<b>2</b>
2.1.1	Linwood Drive	2
2.1.2	Pleasant Street	2
2.1.3	Broadway Street	2
2.1.4	Semple Property	3
<b>3</b>	<b>OPTIONAL ALIGNMENTS</b>	<b>4</b>
<b>3.1</b>	<b>Option #1</b>	<b>4</b>
<b>3.2</b>	<b>Option #2</b>	<b>4</b>
<b>3.3</b>	<b>Option #3</b>	<b>5</b>
<b>4</b>	<b>EASEMENT REQUIREMENTS</b>	<b>6</b>
<b>4.1</b>	<b>Option #1 Easement Requirements</b>	<b>6</b>
<b>4.2</b>	<b>Option #2 Easement Requirements</b>	<b>6</b>
<b>4.3</b>	<b>Option #3 Easement Requirements</b>	<b>7</b>
<b>4.4</b>	<b>Preliminary Cost Estimates</b>	<b>7</b>

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## APPENDICES

Appendix A	Preliminary Cost Estimates
Appendix B	Sketches

# 1 BACKGROUND

The area under discussion is located within the boundaries of Broadway Street North, Pleasant Street, Linwood Drive and the Semple property.

Currently, the Town of Kensington has a limited underground storm drainage system. Within the review area, surface water flows overland through property, swales, and street surfaces until it is collected at Broadway Street, where an underground storm drainage system is present. From Broadway Street, the storm water is then directed to a low area to the east through underground pipes.

Since surface water is not collected until it reaches Broadway Street, flows build up along the way resulting in a substantial volume of water reaching the existing storm system. Water cannot enter the catchbasin grates at a rate equal to the flow, resulting in ponding and occasionally flooding. For this project, three options have been prepared for consideration to help alleviate the current overtaxed storm drainage system. All three options include interceptor catchbasins and pipes located along Linwood Drive to reduce instantaneous flows to Broadway Street.

## 2 EXISTING CONDITIONS

Existing conditions are intended to provide a reasonable outline of the existing surface water flow and existing utility infrastructure present.

### 2.1 SURFACE WATER FLOW

#### 2.1.1 LINWOOD DRIVE

The section of Linwood Drive, between Pleasant Street and the first horizontal curve to the north, is the area under consideration.

Elevations at the intersection of Linwood Drive and Pleasant Street are approximately 47.7 meters. Heading in a northerly direction, the street falls at approximately 2.0% slope to a low point at elevation 43.7 meters. From this location, the street rises at approximately 2.5% slope to an elevation of 46.0 meters near the horizontal curve.

Currently, surface water collects at the low point and flows to a ditch/swale located between properties owned by Allison Smith and Donald Harris. This drainage swale conveys the flow towards Broadway Street.

#### 2.1.2 PLEASANT STREET

The section of Pleasant Street, between Linwood Drive and Broadway Street is the area under consideration.

Elevations at the intersection of Linwood Drive and Pleasant Street are approximately 47.7 meters. Heading in an easterly direction, the street falls at a slope of approximately 5.0% to an elevation of 34.3 meters at Broadway Street.

Currently, the intersection of Linwood Drive and Pleasant Street is generally a high area with little surface water being directed to this area from external locations. Surface water generated at the top of Pleasant Street flows toward Broadway Street on the street surface.

#### 2.1.3 BROADWAY STREET

The section of Broadway Street, between Pleasant Street and the north boundary of the Semple property is the area under consideration.

Elevations at the intersection of Pleasant Street and Broadway Street are approximately 34.3 meters. Heading in a northerly direction, the street falls at a slope of approximately 1.0% to a low point of 32.7 meters located at Civic #81 (Marshall Pendleton property). From this location, the street rises at approximately 0.4% slope to the Semple property.

At the low area, surface water is collected and conveyed through underground pipes across the Pendleton property and the Garnum-Meloche properties and discharges at an existing wetland/swale area owned by the Glovers.



#### 2.1.4 SEMPLE PROPERTY

The Semple property is located outside of the Town of Kensington boundaries. From here, the alignment continues in an easterly direction to Broadway Street at a 4.5% slope.

The elevation at the south boundary closest to Linwood Drive is approximately 43.5 meters. The property generally slopes easterly towards Broadway Street at an approximate slope of 4.5%.

# 3

## OPTIONAL ALIGNMENTS

### 3.1

#### OPTION #1

Under Option #1, the proposed storm drainage system will generally follow the same path as the existing overland flow. Surface water will flow from the mobile home area to Linwood Drive where catchbasins will be placed along the existing shoulder to collect the water.

Currently, an existing sanitary sewer main is located along the east side of Linwood Drive. An existing watermain is located along the west side in the north part of the street, then crosses to the east side in the south part of the street.

Given the above configuration, the new storm main will be aligned such that it is placed on the west side of Linwood Drive over a portion of its length to the south and then cross over to the east side near the low point of the street.

From the low point, the pipe will proceed through private property in an easterly direction for approximately 275 meters. The proposed system will intersect Broadway Street near Maple Lane and from there the stormwater will be directed to the main outfall located between Civic #81 and Civic #83.

As budget allows, it is also proposed to upgrade and expand the storm drainage system located along Broadway Street, approximately 100 meters south of the outfall. The total length of new storm main under this option is approximately 700 meters.

### 3.2

#### OPTION #2

Under Option #2, the proposed storm drainage system will be redirected from its natural path as described under Option #1, and proceed southerly along Linwood Drive to Pleasant Street.

As discussed in Option #1, the existing sewer main is located on the east side of Linwood Drive and the existing water main is located on the west side in the north part of the street, then crosses to the east side in the south part of the street. This will result in the storm main being installed on the east side of Linwood Drive in the north then crossing to the west side in the south.

As water and sewer mains are located on the north side of Pleasant Street, the storm main best fits on the south side of the street. Along Broadway Street, water and sewer mains are located along the west side of the street. This will result in the storm main being installed on the east side up to the main outfall between Civic #81 and Civic #83.

Under this option, the new storm main is required to be placed much deeper than that under Option #1 over the full length of Linwood Drive and a portion of Pleasant Street. At the

deepest location, it is estimated that the pipe will be placed at approximately 5.0 meters below the street surface.

Due to the depth of the storm main, conflicts with the sewer main and services must be considered. At this time, it is assumed that the sewer main at the top of Linwood Drive flowing southerly to MH #2 is servicing the west side of Linwood Drive only and, therefore, would have no services crossing the new storm main. It is also assumed that the mobile home park is serviced with the main crossing Linwood Drive near CB #4 and that no services cross Linwood Drive.

As the storm main continues down Pleasant Street, it will be located below the sewer main and will be required to cross above it at some point. In order for this grade to work, the existing sewer main may require relocation over some length along Pleasant Street.

The total length of new storm main under this option is approximately 790 meters.

### 3.3 **OPTION #3**

Under Option #3, the proposed storm drainage system will be redirected from its natural path as described under Option #1, and proceed on a south to north direction along Linwood Drive between Pleasant Street and the Semple Property.

The location of the new storm main shall generally remain along the same path as outlined under Option #2 until it reaches the beginning of the horizontal curve located near Civic #55. At this point, the storm main will be redirected northerly until it reaches the Semple property. Given the presence of a tree line on the property boundary, it is expected that the storm main will be placed on private property to preserve the trees.

Directing the storm drainage to the Semple property eliminates the deep excavation required under Option #2 at Pleasant Street. From the Semple property, the storm main would proceed in an easterly direction until it intersects with Broadway Street. From this point, it would proceed along Broadway Street on the east side until it reaches the main outfall between Civic #81 and Civic #83.

As budget allows, it is also proposed to upgrade and expand the storm drainage system located along Broadway Street, approximately 100 meters south of the outfall.

The total length of new main line under this option is approximately 750 meters.

It should be noted that at this time, no consideration has been given to placing the storm main along the Semple property to permit future development.



# 4 EASEMENT REQUIREMENTS

## 4.1 OPTION #1 EASEMENT REQUIREMENTS

Under Option #1, the existing overland storm flows across numerous properties. If the new underground piped system is required, easements will be necessary to provide the Town with permission to install the new pipes and catchbasins and to allow access for repairs/replacement in the future.

Although the final alignment has not yet been determined, it is assumed at this time that the easement beginning just off the Town right-of-way along Linwood Drive will be placed entirely on individual properties and will not be required to straddle two properties.

Initially, it is expected that a 6 meter wide easement will be required from the following property owners. All areas are approximate at this time.

→ Donald Harris	430 sq.meters	(.11 acres)
→ Alexander & Julie MacLeod	180 sq.meters	(.04 acres)
→ Thomas & Sandra Blackett	780 sq.meters	(.19 acres)
→ Chris Newson	420 sq.meters	(.10 acres)

If it is decided to install the storm system on the property lines and, therefore, split the easements between properties, easements may also be required from Allison Smith, Grant and Belinda Beairsto and Robert Joseph McCarthy and Jessica Beairsto-McCarthy. If this is required, then above areas would be reduced and equal amounts added to the other property owners.

In addition to the above, it appears as though up to 9 meter easements may be needed at the storm outfall location from the following individuals.

→ Marshall Pendleton	590 sq.meters	(0.15 acres)
→ Alphonse & Joan Garnum-Meloche	540 sq.meters	(0.13 acres)
→ Heath & Patti Glover	270 sq. meters	(0.07 acres)

## 4.2 OPTION #2 EASEMENT REQUIREMENTS

Under Option #2, existing flows would be redirected as previously described. Generally, most of the pipe placed under this option would be within Town-owned land. Due to the location of the existing sewer main along Linwood Drive, there may be a requirement to obtain an easement for the storm system from Donald Harris. The location will not be determined until final designs have been completed; however, it is expected that minimal area will be required, and that limited tree removal may be necessary.

In addition to the above, it appears as though up to 9 meter easements may be needed at the storm outfall location from the following individuals.

→ Marshall Pendleton	590 sq.meters	(0.15 acres)
→ Alphonse & Joan Garnum-Meloche	540 sq.meters	(0.13 acres)
→ Heath & Patti Glover	270 sq. meters	(0.07 acres)

#### 4.3 OPTION #3 EASEMENT REQUIREMENTS

Under Option #3, existing flows would be redirected as previously described. Due to the location of the existing sewer main along Linwood Drive, there may be a requirement to obtain an easement for the storm system from Donald Harris. An additional easement will be required from the same individual to gain access to the Semple property. As a treeline is present in this area, it is proposed that a 6 meter wide easement be obtained inside this treeline.

In addition to the above, an easement will be required for the full length of storm main along the Semple property (approximately 220 meters). Since location is unknown at this time, it is assumed that a 9 meter easement will be required. Also, easements will be required for the outlet pipes as outlined under the previous two options.

In summary, the following easements are expected to be required under Option #3:

→ Donald Harris (Easement #1)	Minimal Area	
→ Donald Harris (Easement #2)	520 sq.meters	(0.13 acres)
→ Tyndall Semple Property	2000 sq.meters	(0.49 acres)

In addition to the above, it appears as though up to 9 meter easements may be needed at the storm outfall location from the following individuals.

→ Marshall Pendleton	590 sq.meters	(0.15 acres)
→ Alphonse & Joan Garnum-Meloche	540 sq.meters	(0.13 acres)
→ Heath & Patti Glover	270 sq. meters	(0.07 acres)

#### 4.4 PRELIMINARY COST ESTIMATES

Preliminary Cost Estimates have been prepared for each option. Spreadsheets are included as Appendix A. Generally, costs are expected to be in the following ranges:

→ Option #1:	\$1.21 Million
→ Option #2:	\$1.54 Million
→ Option #3:	\$1.21 Million

Sketches showing conceptual pipe locations are included in this report.



# Appendix A

**PRELIMINARY COST ESTIMATES**

**Kensington Storm Drainage**  
**Preliminary Cost Estimate**  
**- Option #1 -**

Item	Description	Quantity	Unit Price	Total Amount
1.	Storm Main			
	- 300 mm dia. PVC	40 m	\$210.00	\$8,400.00
	- 450 mm dia. (SloFlo)	175 m	\$250.00	\$43,750.00
	- 525 mm dia. (SloFlo)	340 m	\$475.00	\$161,500.00
	- 600 mm dia. Conc.	140 m	\$300.00	\$42,000.00
	- 750 mm dia. Conc.	160 m	\$475.00	\$76,000.00
	- Spare 450 mm dia.	50 m	\$250.00	\$12,500.00
2.	Catchbasins			
	- 750 mm dia.	7 units	\$2,300.00	\$16,100.00
	- 1050 mm dia.	5 units	\$3,000.00	\$15,000.00
	- 1200 mm dia.	8 units	\$3,900.00	\$31,200.00
	- 1500 mm dia.	1 units	\$5,000.00	\$5,000.00
	- 1800 mm dia.	1 units	\$6,000.00	\$6,000.00
	- 2100 mm dia.	2 units	\$9,000.00	\$18,000.00
3.	Sandstone	1200 m3	\$20.00	\$24,000.00
4.	Asphalt			
	- Sawcut/Patch (Street)	140 m2	\$130.00	\$18,200.00
	- Driveways	50 m2	\$105.00	\$5,250.00
5.	Drainage Gravel	1000 t	\$45.00	\$45,000.00
6.	Signallers (16 weeks)	4000 hrs	\$17.50	\$70,000.00
7.	Topsoil & Sod	4000 m2	\$10.00	\$40,000.00
8.	Environmental Controls	1 L.S.	\$25,000.00	\$25,000.00
9.	Rock Excavation	1000 m3	\$35.00	\$35,000.00
10.	Concrete	50 m	\$150.00	\$7,500.00
11.	Materials Testing	1 L.S.	\$15,000.00	\$15,000.00
12.	Surveying (Easements)	1 L.S.	\$5,000.00	\$5,000.00
13.	Project Layout / Record Drawings	1 L.S.	\$25,000.00	\$25,000.00
14.	Cash Allowance	1 L.S.	\$75,000.00	\$75,000.00
15.	Replace Street Asphalt	675 m2	\$140.00	<u>\$94,500.00</u>
			Subtotal =	\$919,900.00
16.	Engineering (10%)			<u>\$91,990.00</u>
			Subtotal =	\$1,011,890.00
17.	Contingency (10%)			<u>\$101,189.00</u>
			Subtotal =	\$1,113,079.00
18.	HST (9% - after rebate)			<u>\$101,290.19</u>
			<b>Total Estimated Costs =</b>	<b><u>\$1,214,369.19</u></b>

**Rounded to \$1.2 Million**

Note: No allowance has been included to pay for easements.

**Kensington Storm Drainage  
Preliminary Cost Estimate  
- Option #2 -**

Item	Description	Quantity	Unit Price	Total Amount
1.	Storm Main			
	- 300 mm dia. PVC	70 m	\$210.00	\$14,700.00
	- 450 mm dia. (SloFlo)	250 m	\$320.00	\$80,000.00
	- 525 mm dia. (SloFlo)	350 m	\$475.00	\$166,250.00
	- 600 mm dia. Conc.	360 m	\$360.00	\$129,600.00
	- 750 mm dia. Conc.	65 m	\$475.00	\$30,875.00
	- Spare 450 mm dia.	50 m	\$320.00	\$16,000.00
2.	Catchbasins			
	- 750 mm dia.	8 units	\$2,300.00	\$18,400.00
	- 1050 mm dia.	6 units	\$3,700.00	\$22,200.00
	- 1200 mm dia.	10 units	\$3,900.00	\$39,000.00
	- 1500 mm dia.	1 units	\$5,000.00	\$5,000.00
	- 1800 mm dia.	1 units	\$6,000.00	\$6,000.00
	- 2100 mm dia.	2 units	\$9,000.00	\$18,000.00
3.	Sewer Main (Pleasant St.)	130 m	\$250.00	\$32,500.00
4.	Manholes	9 m	\$1,500.00	\$13,500.00
5.	Sewer Services	50 m	\$190.00	\$9,500.00
6.	Water Main Diversion	3 units	\$2,500.00	\$7,500.00
7.	Sandstone	1500 m3	\$20.00	\$30,000.00
8.	Asphalt			
	- Sawcut/Patch (Street)	240 m2	\$130.00	\$31,200.00
	- Driveways	80 m2	\$105.00	\$8,400.00
	- Sewer Main / Services	380 m2	\$130.00	\$49,400.00
9.	Drainage Gravel	1000 t	\$45.00	\$45,000.00
10.	Signallers (16 weeks)	4000 hrs	\$17.50	\$70,000.00
11.	Topsoil & Sod	3000 m2	\$10.00	\$30,000.00
12.	Environmental Controls	1 L.S.	\$25,000.00	\$25,000.00
13.	Rock Excavation	1000 m3	\$35.00	\$35,000.00
14.	Concrete	50 m	\$150.00	\$7,500.00
15.	Materials Testing	1 L.S.	\$15,000.00	\$15,000.00
16.	Surveying (Easements)	1 L.S.	\$5,000.00	\$5,000.00
17.	Project Layout / Record Drawings	1 L.S.	\$25,000.00	\$25,000.00
18.	Cash Allowance	1 L.S.	\$75,000.00	\$75,000.00
19.	Replace Street Asphalt (Pleasant St./Linwood)	800 m2	\$130.00	<u>\$104,000.00</u>
		Subtotal =		\$1,164,525.00
20.	Engineering (10%)			<u>\$116,452.50</u>
		Subtotal =		\$1,280,977.50
21.	Contingency (10%)			<u>\$128,097.75</u>
		Subtotal =		\$1,409,075.25
22.	HST (9% - after rebate)			<u>\$128,225.85</u>
		<b>Total Estimated Costs =</b>		<b><u>\$1,537,301.10</u></b>

**Rounded to \$1.54 Million**

Note: No allowance has been included to pay for easements.



**Kensington Storm Drainage  
Preliminary Cost Estimate  
- Option #3 -**

Item	Description	Quantity	Unit Price	Total Amount
1.	Storm Main			
	- 300 mm dia. PVC	50 m	\$210.00	\$10,500.00
	- 450 mm dia. (SloFlo)	160 m	\$250.00	\$40,000.00
	- 525 mm dia. (SloFlo)	475 m	\$475.00	\$225,625.00
	- 600 mm dia. Conc.	360 m	\$300.00	\$108,000.00
	- 750 mm dia. Conc.	65 m	\$475.00	\$30,875.00
	- Spare 450 mm dia.	50 m	\$250.00	\$12,500.00
2.	Catchbasins			
	- 750 mm dia.	5 units	\$2,300.00	\$11,500.00
	- 1050 mm dia.	6 units	\$3,000.00	\$18,000.00
	- 1200 mm dia.	13 units	\$3,900.00	\$50,700.00
	- 1500 mm dia.	1 units	\$5,000.00	\$5,000.00
	- 1800 mm dia.	1 units	\$6,000.00	\$6,000.00
	- 2100 mm dia.	2 units	\$9,000.00	\$18,000.00
3.	Sandstone	1400 m3	\$20.00	\$28,000.00
4.	Asphalt			
	- Sawcut/Patch (Street)	160 m2	\$130.00	\$20,800.00
	- Driveways	60 m2	\$105.00	\$6,300.00
5.	Drainage Gravel	1000 t	\$45.00	\$45,000.00
6.	Signallers (16 weeks)	4000 hrs	\$17.50	\$70,000.00
7.	Topsoil & Sod	2500 m2	\$10.00	\$25,000.00
8.	Environmental Controls	1 L.S.	\$25,000.00	\$25,000.00
9.	Rock Excavation	1000 m3	\$35.00	\$35,000.00
10.	Concrete	50 m	\$150.00	\$7,500.00
11.	Materials Testing	1 L.S.	\$15,000.00	\$15,000.00
12.	Surveying (Easements)	1 L.S.	\$5,000.00	\$5,000.00
13.	Project Layout / Record Drawings	1 L.S.	\$25,000.00	\$25,000.00
14.	Cash Allowance	1 L.S.	\$75,000.00	<u>\$75,000.00</u>
			Subtotal =	\$919,300.00
15.	Engineering (10%)			<u>\$91,930.00</u>
			Subtotal =	\$1,011,230.00
16.	Contingency (10%)			<u>\$101,123.00</u>
			Subtotal =	\$1,112,353.00
17.	HST (9% - after rebate)			<u>\$101,224.12</u>
			<b>Total Estimated Costs =</b>	<b><u>\$1,213,577.12</u></b>

**Rounded to \$1.21 Million**

Note: No allowance has been included to pay for easements.

# Appendix B

SKETCHES

# KENSINGTON STORM DRAINAGE OPTIONS

## DRAWING LIST

### OPTION 1

DWG. 1 of 2 - OPTION 1 - PLAN

DWG. 2 of 2 - OPTION 1 - PROFILE

### OPTION 2

DWG. 1 of 2 - OPTION 2 - PLAN

DWG. 2 of 2 - OPTION 2 - PROFILE

### OPTION 3

DWG. 1 of 2 - OPTION 3 - PLAN

DWG. 2 of 2 - OPTION 3 - PROFILE

*KENSINGTON, PRINCE EDWARD ISLAND*



195 MacEwen Road, Summerside  
Prince Edward Island, Canada C1N 5Y4  
Phone: 902 436-2669 - Fax: 902 436-8601 - [www.wspgroup.com](http://www.wspgroup.com)

OCTOBER 2015

**SET No.**



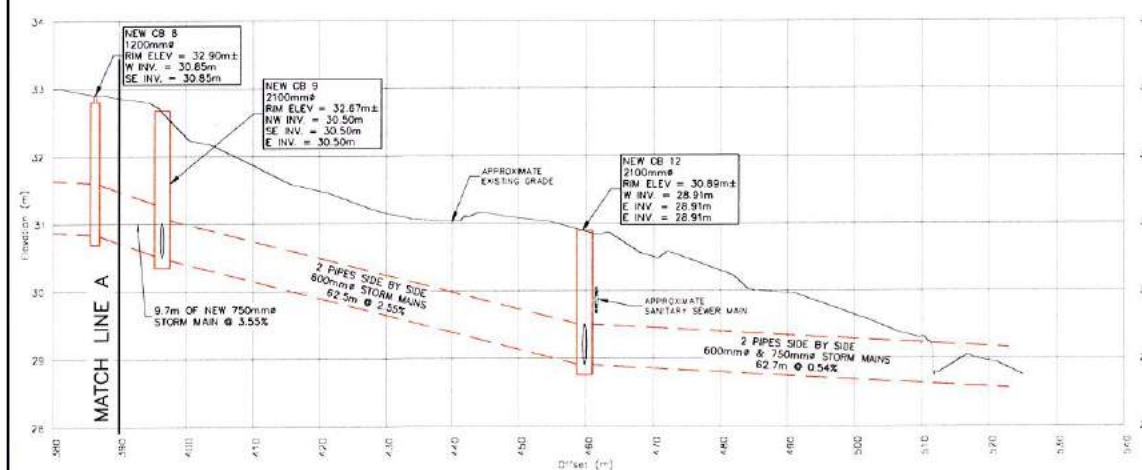
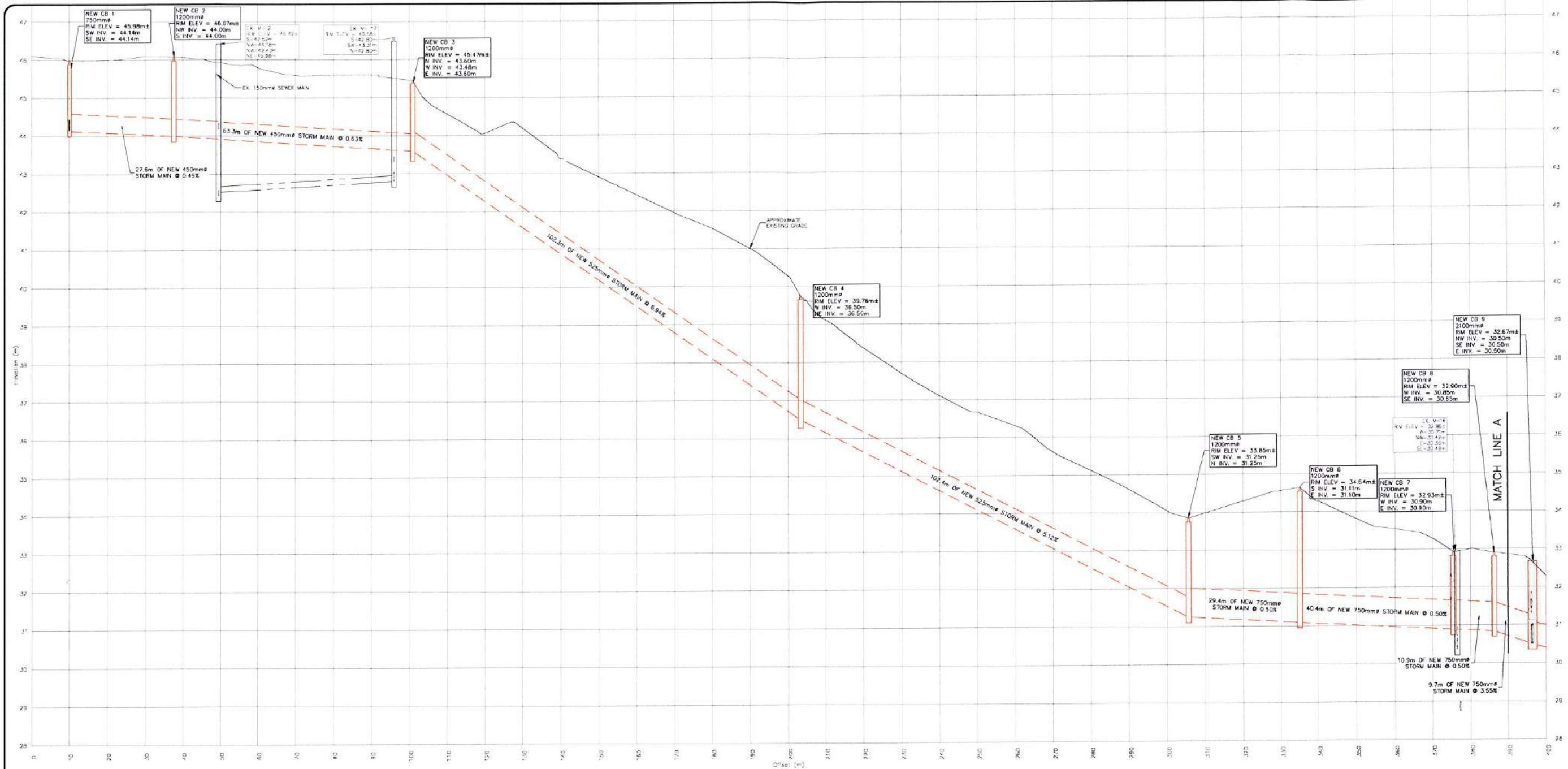
KENSINGTON STORM  
DRAINAGE OPTIONS

PROJECT No. 141-16107-00



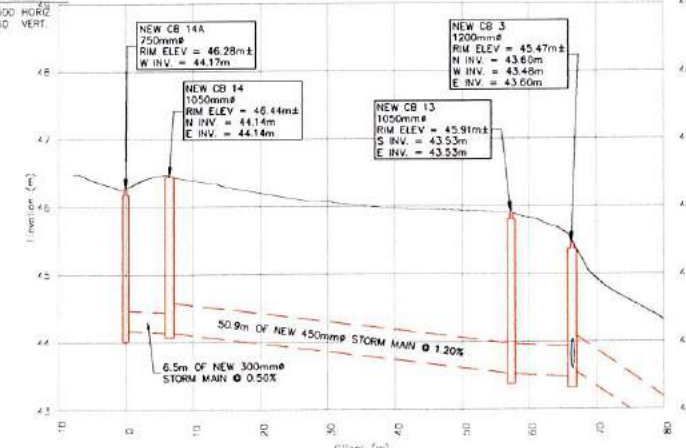




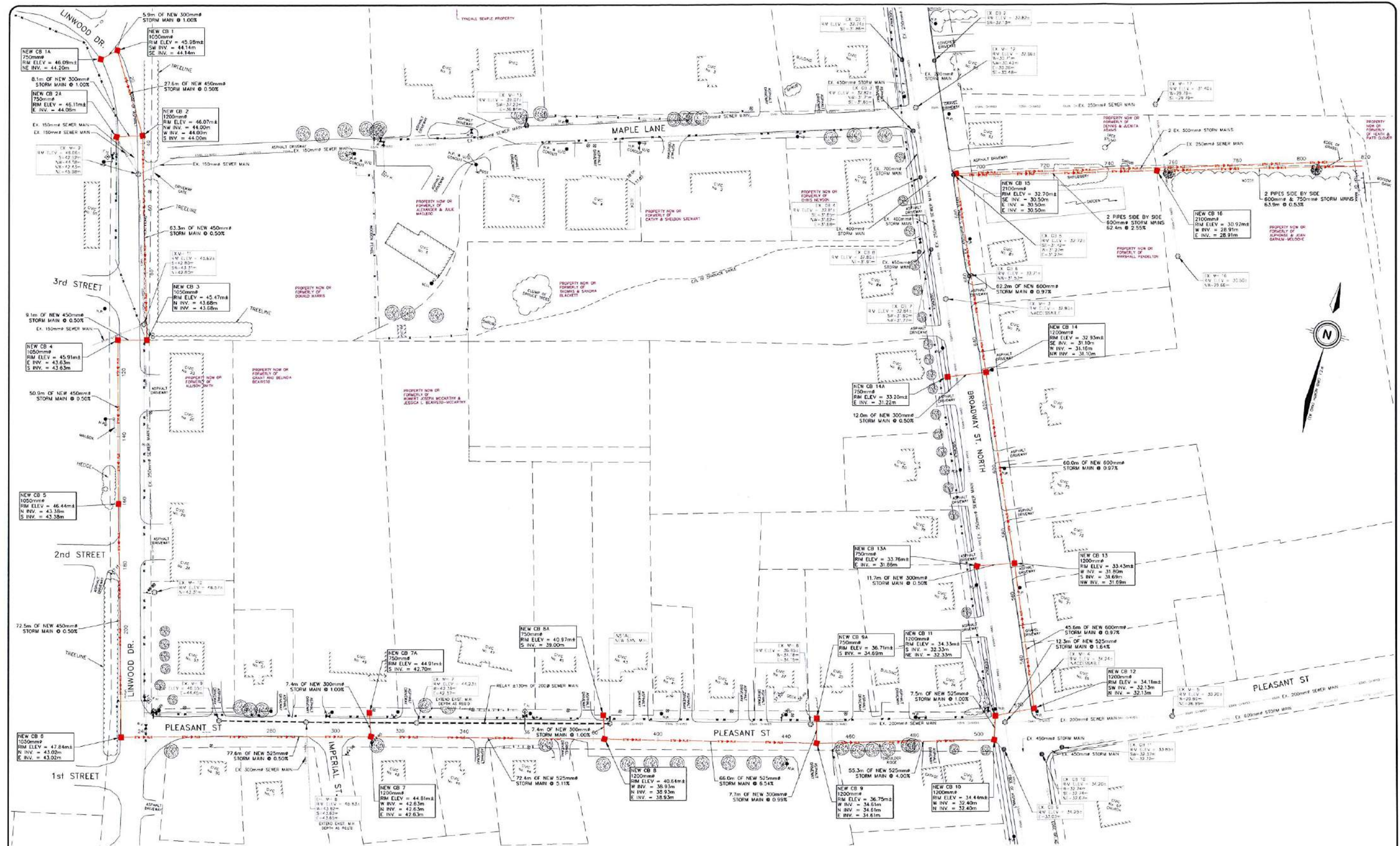


# PROFILE

SCALE 1:500 HORIZ  
1:50 VERT







PLAN  
SCALE 1:500

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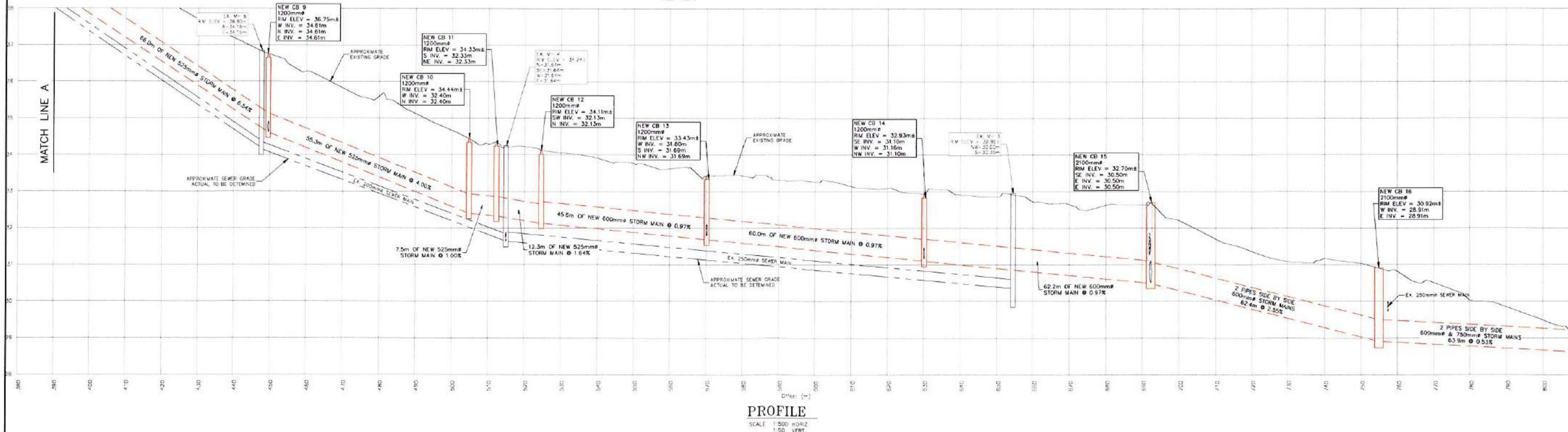
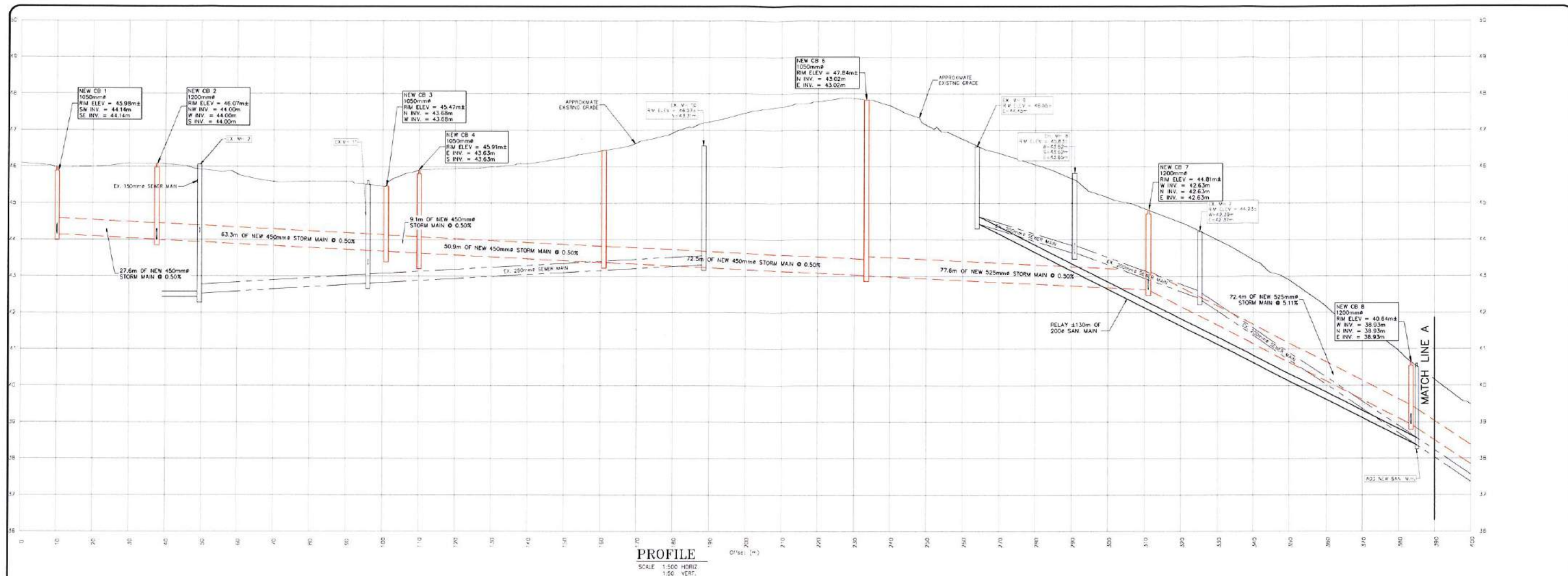
project  
**KENSINGTON  
STORM DRAINAGE**  
KENSINGTON, P.E.I.

drawing  
**PLAN OPTION 2**

No.	Revision	Date

drawn by	T. LELACHEUR	scale	1:500	drawing no.	
approved by	L. McQUAD	project no.	141-16107-00		
date	OCTOBER 13, 2015	file name	141-16107-M1 OPT 2		

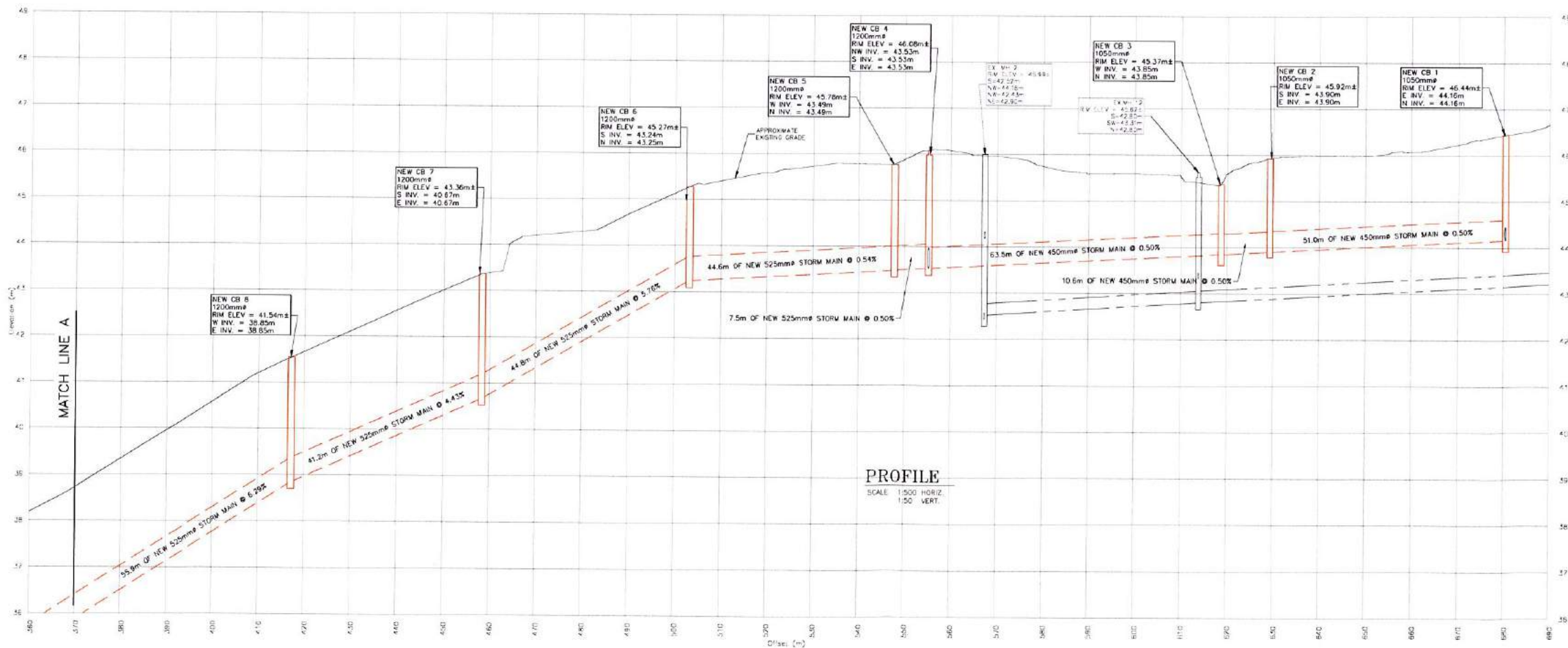
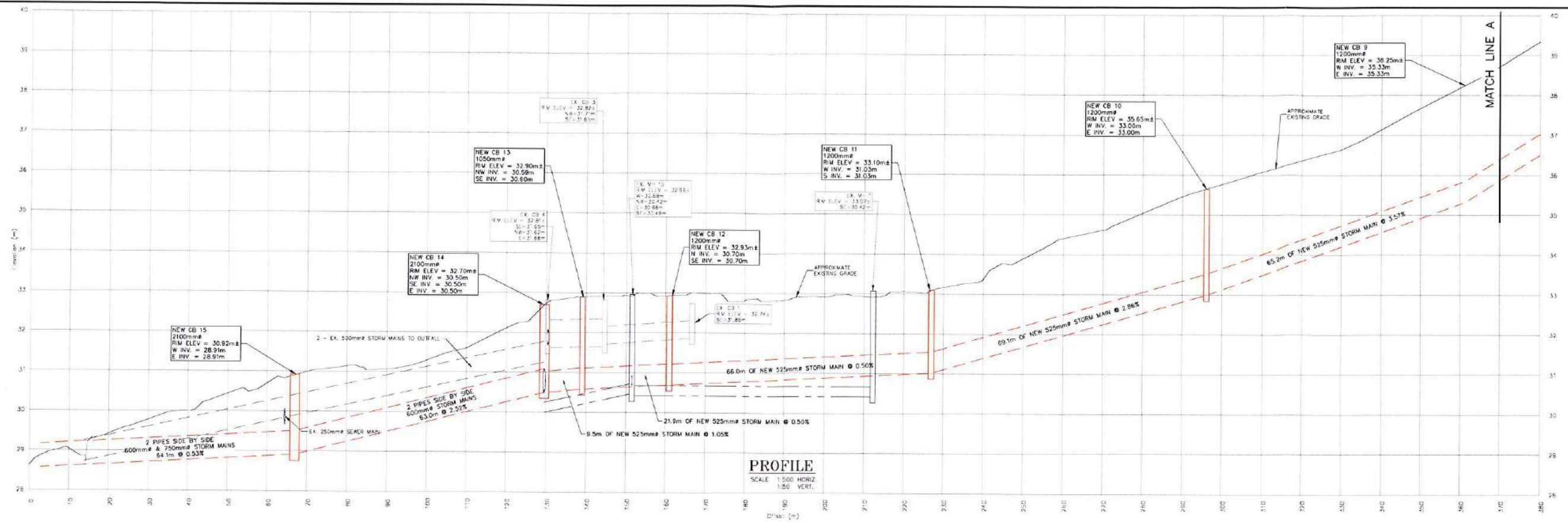












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project: KENSINGTON STORM DRAINAGE KENSINGTON, P.E.I.

drawing: PROFILE OPTION 3

			drawn by: T. LELACHEUR	scale: 1:500
			approved by: L. McQUAD	project no: 141-16107-00
No.	Revision	Date	date: OCTOBER 13, 2015	file name: 141-16107-M1 OPT 3

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## TOWN OF KENSINGTON – MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** CIVIC ADDRESSING POLICY  
**DATE:** 19/02/2016  
**ATTACHMENT:** DRAFT CIVIC ADDRESSING POLICY

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### Background

A Civic Addressing Policy will guide staff, who has been given the responsibility by Council, to conduct civic addressing activities by assigning and maintaining civic identification numbers (civic numbers), ensuring that the appropriate civic number signs are installed, administering and maintaining road names, and ensuring that appropriate road signs are installed. The Policy will ensure that the Municipality's system of civic addressing is upheld in order to maintain a complete and consistent civic addressing system within the Municipality. A properly maintained civic addressing system is necessary for the proper operation of the 9-1-1 system. An absolute requirement is that there be no duplication of a civic addresses (civic number plus street name) within the boundaries of the Municipality as well as the Kensington Fire Coverage Area. The Policy will ensure that suitable records are kept and appropriate agencies are notified regarding changes to the Municipality's civic addresses and road names.

The draft Civic Addressing Policy was circulated to Town Council at their January meeting. Councillors were requested to review the draft Policy prior to February's Committee of Council meeting and to bring forward any concerns, questions, proposed amendments at that time.



## **Town of Kensington Policy**

<b>Policy Title:</b>	Civic Addressing Policy	<b>Policy Number:</b>	
<b>Committee:</b>	Community Services	<b>Approval/Effective Date:</b>	

### **1. PURPOSE**

- 1.1 This policy will guide the municipal staff, who have been given the responsibility by Council, to conduct civic addressing activities by assigning and maintaining civic identification numbers (civic numbers), ensuring that the appropriate civic number signs are installed, administering and maintaining road names, and ensuring that appropriate road signs are installed.
- 1.2 This Policy is to ensure that the Municipality's system of civic addressing is upheld in order to maintain a complete and consistent civic addressing system within the Municipality. A properly maintained civic addressing system is necessary for the proper operation of the Enhanced 9-1-1 system. An absolute requirement is that there be no duplication of a civic addresses (civic number plus street name) within the boundaries of the Municipality as well as the Kensington Fire Coverage Area.
- 1.3 This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding changes to the Municipality's civic addresses and road names.

### **2. PROPERTY NUMBERING PRINCIPLES**

#### **Interval Method**

- 2.1 The frontage interval method is used to determine civic numbers. The frontage interval is 10 metres (32.8 feet), which means that a different civic address number is available (but not necessarily used) every 10 metres along a road. Should the road adjoin to a Provincial road or highway the frontage interval will follow the Provincial standard of 5 meters (16.4 feet).
- 2.2 Two civic numbers are available for every unit of frontage: one number for each side of the road in accordance with the even/odd convention for that road.

### **Measuring Points**

- 2.3 Civic numbering starting points are in accordance with the road direction established by the Municipality. The centre of the driveway is used as the measuring point for civic numbers assigned to individual properties unless there are exceptional circumstances. For comprehensive development through the plan of subdivision process, adjacent numbering patterns, the layout of new lots and street, and/or the assigning of numbers at the time of registration before driveways are built (see Section 4.2) may require a more arbitrary application of the frontage interval method. In these cases, the goals will be to provide balance, logic and flexibility in the assigned number scheme.

### **Boundary Roads**

- 2.4 At municipal boundary lines, the Municipality shall continue sequentially with the civic numbers generated by the adjoining Provincial road or highway.

### **Multiple Dwellings**

- 2.5 In general, up to two separate dwellings can be identified by unit numbers at the same civic address (e.g., *123 Any Road Unit A*; *123 Any Road Unit B*).
- 2.6 An apartment building or a multiple attached dwelling (e.g., building composed of townhouse units) on one apparent parcel of land with a common doorway access is given one civic number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the civic number.
- 2.7 A multi-storey apartment building with multiple units on each floor should generally be assigned unit numbers that correspond with the floor number (e.g., Unit 101, Unit 102, Unit 103 on the first floor, Unit 201, Unit 202, Unit 203 on the second floor).
- 2.8 On-street housing projects (e.g., semi-detached or townhouse dwellings), which have direct access to the street for each unit, will be assigned a separate civic number for each unit.

### **Mobile Home Parks**

- 2.9 Mobile home parks may be addressed with road names for their internal roads and a separate civic number for each mobile home as per the terms of this policy.

### **Multiple Commercial/Industrial**

- 2.10 A multiple unit commercial/industrial building, such as a shopping plaza, on one apparent parcel of land with a common access is given one civic number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the civic number. Units in a multi-storey commercial/industrial building should generally be assigned unit numbers in accordance with Section 2.8.

### **Corner Lots**

- 2.11 Corner lots shall be allocated a civic number on the road which provides the main access to the property.

### **Coordination with Existing Numbering in Built Up Areas**

- 2.12 Established civic numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding pattern of numbers.

### **Cul-de-Sac**

- 2.13 Normally, properties accessing a new cul-de-sac are to be assigned civic numbers with odd numbers on the left and even numbers on the right beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.

### **Private Roads**

- 2.14 The policies described herein shall apply to lots/development on private roads.

## **3. DETERMINING NEW CIVIC NUMBERS**

### **General**

- 3.1 Once civic addressing is in place within the Municipality, new civic numbers usually will be determined using a nearby known civic address as a reference point.
- 3.2 Where difficulties occur, the Municipality will consult the Provincial 911 Administration Office for assistance in calculating a civic number.

### **Checking**

- 3.3 New civic numbers can be checked against the Provincial records in the Civic Address Registry to ensure that the new number is logical.

## **4. ISSUING NEW CIVIC NUMBERS**

- 4.1 Civic numbers for existing vacant lots shall be issued when the owner or contractor submits a request for a development permit. With respect for new lots created by consent (severance) request, shall be issued when the owner or contractor submits a request for a building permit.
- 4.2 Civic numbers for new lots in plans of subdivision should be assigned forthwith after the plan has been registered in the Land Registry Office in order that numbering can be posted during preliminary development. The approval to assign the civic numbers shall be in consultation with the CAO. Civic numbers should be confirmed by the Provincial 911 Administration Office at the building permit stage.

## **5. INSTALLING CIVIC NUMBER SIGNS**

### **Fees**

- 5.1 Any costs related to the purchase of the property civic number plate, post (if required) and materials, and the cost of the installation is the responsibility of the property owner / developer.

### **Responsibility for Installation**



- 5.2 The installation of signage is the responsibility of the property owner / developer at their expense and must meet the standards outlined within this policy.

## 6. GUIDELINES FOR POSTING CIVIC NUMBER SIGNS

- 6.1 *Applies where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface.*

- 6.1.1 Where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface, and is clearly visible from the road, the number shall be placed on the main building.
- 6.1.2 The civic number shall be displayed on the right hand side of the door at a height not less than 1.2 metres (4 feet) and not greater than 1.8 metres (6 feet) above the door threshold. The civic number shall not be displayed on the door.
- 6.1.3 Where the door does not face the road or street to which the civic address applies, the property number shall be displayed on the right-hand side of the wall facing the travelled road at 1.5 metres (5 feet) to 2.1 metres (7 feet) above grade.
- 6.1.4 The numbers shall be a minimum of 10.2 centimetres (4 inches) in height and shall face towards and be clearly visible from the road or street to which the civic address applies.
- 6.1.5 Civic numbers shall read horizontally.
- 6.1.6 The civic number shall be displayed in numeral form (eg. 116) and not in written form (eg. one hundred and sixteen).
- 6.1.7 Where there are two units or more at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such a unit. The civic number shall be displayed as per 6.1.1).

- 6.2 *Applies where the main building to which the civic number applies is not within 15.2 metres (50 feet) of the edge of the road surface.*

- 6.2.1 Where the main building is not within 15.2 metres (50 feet) of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies.
- 6.2.2 The first priority for sign post placement will be clear visibility from the travelled portion of the road. Secondly, the post should be as far back as possible from the travelled portion of the road so as to minimize vandalism while maintaining clear visibility.
- 6.2.3 The civic number shall be displayed on a post approximately 1.7 metres (5.5 feet) above grade but in no case less than 1.2 metres (4 feet) above grade.

### 6.3 *Other guidelines for civic number sign installations*

- 6.3.1 The posting of civic number signs in any future development shall comply with these performance standards. Existing property owners are encouraged to convert their signage to these standards.
- 6.3.2 Where the above performance standards cannot be met, the location of the civic number sign shall be decided upon through consultation with municipal staff.
- 6.3.3 The civic number sign and post shall be maintained by the property owner.
- 6.3.4 Vegetation shall be maintained, i.e. pruned or spaced, to allow the civic number sign to be seen from vehicles travelling on the road which is used to access the property.
- 6.3.5 There shall be no duplication of civic number signs.

## 7. **NEW ROAD NAMES**

### **General**

- 7.1 When new road names are assigned or accepted they must not duplicate a name within the Kensington Fire Coverage Area. Furthermore, since emergency services are dispatched from a variety of locations, including centres outside the Municipality, it is necessary to ensure that there will be no confusion with regard to locating a property. Therefore, a new name should not be overly difficult to pronounce or sound the same as another road name in the Kensington Fire Coverage Area.

### **Road Name Registry**

- 7.2 When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Municipality, or where the Municipality intends to open a road allowance or rename an existing road, the Municipality shall first consult with the Provincial 911 Administration Office. The 911 Administration Office will review the Road Name Registry to determine whether a proposed road name would be in conflict with current civic addresses within the Kensington Fire Coverage Area.
- 7.3 The Municipality will advise the 911 Administration Office as to the selected road name so that the registry can be maintained.

## 8. **NOTIFICATION OF ASSIGNED ADDRESS**

- 8.1 Immediately following the assigning of a new or changed address number for a building or a lot, the CAO is responsible for providing written notice to the applicable agencies and departments which require continuous update of municipal address changes. These agencies would include but are not limited to the following:

Provincial 911 Administration Office  
Kensington Fire Department  
Kensington Police Department  
Canada Post Corporation

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## TOWN OF KENSINGTON – MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** SNOW AND ICE CONTROL POLICY  
**DATE:** 19/02/2016  
**ATTACHMENT:** DRAFT SNOW AND ICE CONTROL POLICY

---

### Background

The purpose of the Snow and Ice Control Policy is to establish the effective and efficient provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Municipal Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied.

The intent of Snow and Ice Control Operations is to maintain municipal streets and sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal streets or sidewalks at all times. They are intended to assist vehicles which are properly equipped for winter driving and being operated in a manner consistent with good winter driving habits and to maintain safe and passable walking conditions (which may not always be on sidewalks) for pedestrians in winter footwear.

The Town is responsible for Snow and Ice Control Operations on municipally owned streets and sidewalks. Snow and Ice Control on Province of Prince Edward Island owned streets, including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy.

The draft Snow and Ice Control Policy was circulated to Town Council at their January meeting. Councillors were requested to review the draft Policy prior to February's Committee of Council meeting and bring to forward any concerns, questions, proposed amendments at that time.



<b>Policy Title:</b>	Snow and Ice Control	<b>Policy Number:</b>	
<b>Committee:</b>	Community Services	<b>Approval/Effective Date:</b>	

## **Purpose**

The purpose of this policy is to establish the effective and efficient provision of snow and ice control operations to allow the municipality to function under normal winter weather conditions. A policy is necessary to make a clear statement of the intent of Municipal Snow and Ice Control Operations and to establish a framework for the priorities within which resources will be applied.

## **Policy**

1. The intent of Snow and Ice Control Operations is to maintain municipal streets and sidewalks in a safe and passable condition. Snow and Ice Control services are not intended to eliminate all hazardous conditions on municipal streets or sidewalks at all times. They are intended to assist vehicles which are properly equipped for winter driving and being operated in a manner consistent with good winter driving habits and to maintain safe and passable walking conditions (which may not always be on sidewalks) for pedestrians in winter footwear.
2. The Town is responsible for Snow and Ice Control Operations on municipally owned streets and sidewalks. Snow and Ice Control on Province of Prince Edward Island owned streets, including Broadway Street North, Broadway Street South, Victoria Street East, Victoria Street West, Garden Drive, Barrett Street and Woodleigh Drive, is the responsibility of the Provincial Department of Transportation, Infrastructure and Energy.

## **Operational Procedures**

1. Snow and Ice Control Operations, including sanding and/or the application of de-icing materials, on Town owned streets will be undertaken by the Town through contracted services with the Provincial Department of Transportation, Infrastructure and Energy. The level of service shall be as stipulated from time to time by the Department and forms Schedule A to this policy.
2. Snow and Ice Control Operations for sidewalks, walkways and Municipal Facilities will be undertaken by Town owned or leased equipment supplemented if necessary by Private Sector Equipment.
3. Snow and Ice Control Priorities following the end of a typical snow event for sidewalks and walkways shall be as follows:

1. Core Area (Includes Post Office Sidewalks and Main Intersection)
  2. Broadway Street North (East side from Intersection to Pleasants Street)
  3. Broadway Street North (West Side from Pleasant Street to Bells Irving)
  4. Commercial Street (Including Library)
  5. Town Hall Area (including steps and walkways)
  6. Woodleigh Drive (From Commercial Street to Victoria Street East)
  7. Victoria Street East to School Cross Walk
  8. Victoria Street East (South side to Co-op)
  9. Broadway Street South from Barrett Street to Victoria Street
  10. Victoria Street West from Bells Irving to Sunset Drive
  11. Woodleigh Drive (From MBCU to Davison)
  12. Davison Street
  13. Pleasant Street (From Broadway Street North to Woodleigh Drive)
  14. Garden Drive from Victoria Street West to Barrett Street
  15. Barrett Street from Garden Drive to Rosewood Drive
  16. School Street (From Woodleigh Drive to Broadway Street North)
  17. Broadway Street North (From Pleasant to Boundary)
  18. Imperial Street to Francis to Broadway Street North
  19. Remainder of School Street to Sunset Drive
  20. Sunset Drive
  21. Woodleigh Drive (from Davison to Watershed)
  22. Boardwalk at Railyards
- 
4. The Town does not normally utilize overtime for clearing sidewalks and walkways.
  5. Fire Hydrant locations will be cleared of accumulated snow following sidewalk clearing to maintain Fire Department access. Clearing of Fire Hydrants may be supplemented through the Adopt-a-Hydrant program wherever possible.
  6. Vehicles will be prohibited from parking on any roadway from November 15 to April 15 between the hours of 12:01 AM and 7:00 AM. Vehicles failing to comply with the above restrictions may be removed at the vehicle owners cost.
  7. It is the Town's intent that Snow and Ice Control Operations shall be carried out in a manner so as to minimize impact on the Environment. The use of salt and other de-icing chemicals will be minimized whenever possible. It is recognized that under certain conditions it is necessary to apply salt and de-icing chemicals to municipal sidewalks to maintain safe and passable conditions.
  8. Snow placed on municipal streets, lanes or sidewalks or in a manner so as to create a hazard by private individuals or companies will not be permitted. Removal costs for such snow or ice incurred by the Town maybe charged to the property owner/tenant.

**Date of Passage:** \_\_\_\_\_

**I certify that this policy was adopted by Town Council as indicated above.**

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

Draft

## SCHEDULE "A"

Department of Transportation and Public Works Province of Prince Edward Island  SALT AND WINTER SAND APPLICATION STORM RESPONSE GUIDE					
					Application Guidelines for Class Service Level
Temp.		Pavement Condition	Precipitation	Instructions	
0°C and warmer	1	Wet	Snow	Plow, then salt or sand	Sand hills, curves, intersections, slippery spots.
	2		Freezing Rain	Sand or salt	Sand hills, curves, intersections, slippery spots.
-4° to 0°	3	Wet	Snow	Plow, then salt or sand Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
	4		Freezing Rain	Sand or salt Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
-4°C to -12°C	5	Wet	Snow	Plow, then salt or sand Repeat if necessary at 50%	Sand hills, curves, intersections, slippery spots.
	6		Freezing Rain	Sand or salt	Sand hills, curves, intersections, slippery spots.
Below -12°C	7	Snow packed	Nil	Sand or salt 250 kg only, some sections	Sand hills, curves, intersections, slippery spots.
	8	Dry	Snow	Plow, then sand	Sand hills, curves, intersections, slippery spots.

Note: Class C Roads -- Low Traffic Collectors and Local roads

## SNOW REMOVAL RESPONSE GUIDE

Primary Objective is to be met within 24 hours after end of snowfall, whenever possible.

Class "C" Roads - Primary Objective: Centre bare pavement to snow covered.

This level of service requires that plowing will commence when snow accumulations reach a depth of 6.0 cm. Plowing is to continue with travel lanes maintained to a maximum depth accumulation of 10.0 cm. Plowing on this class road will continue at night until such time as majority of traffic is off road. The Department will be the sole determining factor of when plows will be pulled off roads. Weather permitting, plowing operations will resume in morning as to allow plows time to complete one return trip of entire run prior to normal morning traffic patterns.

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## TOWN OF KENSINGTON – MEMORANDUM

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**TO:** COMMITTEE OF COUNCIL  
**FROM:** GEOFF BAKER, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** KENSINGTON WELCOME CENTRE  
**DATE:** 19/02/2016  
**ATTACHMENT:** PRELIMINARY WELCOME CENTRE BUDGET  
DEVELOPED BY CCTP

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### Background

The Central Coastal Tourism Partnership held a roundtable discussion on January 12, 2016 with interested tourism stakeholders in the Kensington Area. The Town of Kensington and the Chamber of Commerce participated in the discussion along with several tourism operators in the area. As a result of these discussions stakeholders clearly identified the Kensington Tourist Welcome Center as an important area of concern and a key tourism asset in the area. The stakeholders emphasized the importance of CCTP (who are holders of the lease for the premises which houses the Welcome Centre) to immediately identify what is planned for this summer and make sure the Welcome Center is operational earlier than last year. CCTP President Derrick Horne committed to moving forward on this and a subcommittee was formed to deal with this issue.

Four sub-committee meetings have been held to date. I, and Mayor Caseley, have attended these subcommittee meetings with other tourism stakeholders. Plans are being reviewed to ensure the Welcome Center is operational this summer. The biggest issue is finding the necessary funds to pay for staff to run the Center. Provincial programs will be investigated as well as other alternatives including but not limited to a fund raising mixer and silent as well as a live auction.

A public meeting was held on February 10, 2016 at the Lions Club Building to present information, including a preliminary budget, to the public on the Welcome Centre to all stakeholders. Approximately 30 people were in attendance at the public session. The budget put forward by CCTP at the meeting currently projects an \$18,000 shortfall in funding for the 2016 year. As such CCTP has put forth a call to action for volunteers to help operate the Centre in 2016. CCTP has submitted a verbal request to the Town of Kensington for consideration of making a \$5,000 contribution to the operation of the Centre in 2016. It is hoped that a formal written request will be available prior to the February Committee of Council meeting.



## Proposed Operational Strategy Kensington Welcome Centre

### REVENUES:

Tourism PEI Contribution for Lease Rental	\$11,900
Potential Staff Funding	<u>\$20,000</u>
<b>TOTAL REVENUES</b>	<b>\$31,900</b>

### EXPENSES:

Lease Rental	\$11,900
Operating Costs (phone, electricity, supplies, signage, miscellaneous)	\$8,000
Staffing	\$25,000
CCTP Manager's Time (Approx. 10%)	<u>\$5,000</u>
<b>TOTAL EXPENSES</b>	<b>\$49,900</b>

**Shortfall**

**\$18,000**